

# Time and Expense Management

## Get the details right

Are you accurately capturing all the time and expenses your teams are devoting to individual projects and engagements? **Maximize revenue and free your people to focus on client satisfaction**—not administrative tasks—by making that process as simple and error-free as possible.

## Key benefits

### Take the pain out of time and expense management

Intacct Time and Expense Management simplifies and accelerates the entire time and expense process. Your employees enter their time and expense data anytime, from anywhere. Managers are instantly alerted to review and approve those reports. Employees receive prompt reimbursement in the right currency.

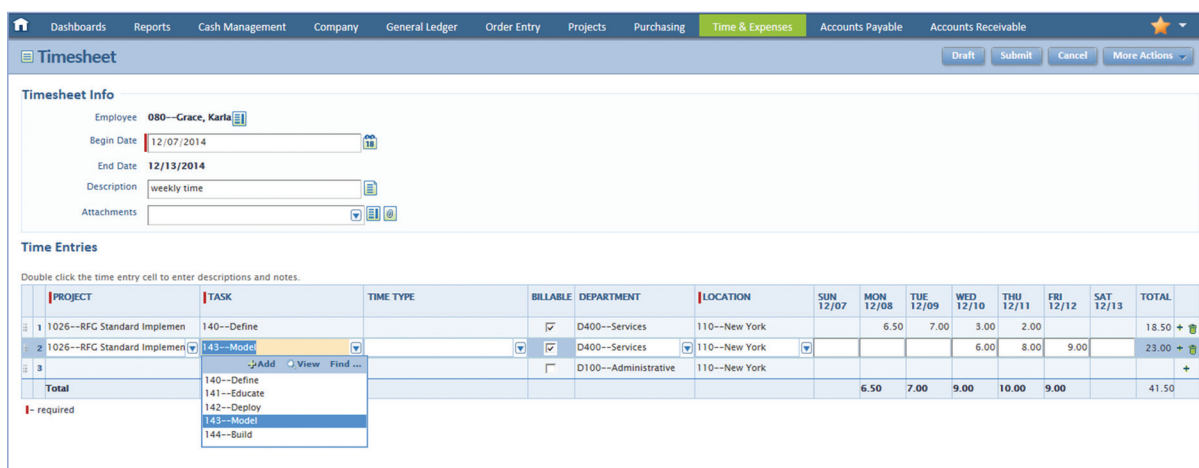
### Access real-time project and team information

Ensure your time and expense data is accurate and accessible in real time for better decision making. With a quick look at dashboards, you can understand

the progress and profitability of each project. Or you can monitor resources to set and meet goals for billable hours—for the whole team or for individuals.

### Automate your billing and revenue recognition

You save time, increase accuracy, and reduce revenue leakage when your time and expense data automatically flows to your invoicing and revenue recognition processes. Quickly generate accurate invoices for projects and clients based on actual time and expenses as they are incurred. And post direct and indirect labor costs and recognize revenue in a timely fashion.



The screenshot shows the Intacct Timesheet interface. At the top, there is a navigation bar with tabs for Dashboards, Reports, Cash Management, Company, General Ledger, Order Entry, Projects, Purchasing, Time & Expenses (highlighted), Accounts Payable, and Accounts Receivable. Below the navigation bar, the 'Timesheet Info' section displays fields for Employee (080--Grace, Karla), Begin Date (12/07/2014), End Date (12/13/2014), and Description (weekly time). The main area is a 'Time Entries' table with columns for PROJECT, TASK, TIME TYPE, BILLABLE, DEPARTMENT, LOCATION, and days of the week (SUN 12/07 to SAT 12/13), plus a TOTAL column. A dropdown menu is open for the TASK column, showing options like 140--Define, 141--Educate, 142--Deploy, 143--Model, and 144--Build. The table shows time entries for two projects: '1026--RFC Standard Implemen' and '1026--RFC Standard Implemen' (repeated), with a total of 41.50 hours.

PROJECT	TASK	TIME TYPE	BILLABLE	DEPARTMENT	LOCATION	SUN 12/07	MON 12/08	TUE 12/09	WED 12/10	THU 12/11	FRI 12/12	SAT 12/13	TOTAL
1026--RFC Standard Implemen	140--Define		<input checked="" type="checkbox"/>	D400--Services	110--New York		6.50	7.00	3.00	2.00			18.50
1026--RFC Standard Implemen	143--Model		<input checked="" type="checkbox"/>	D400--Services	110--New York				6.00	8.00	9.00		23.00
Total	140--Define		<input type="checkbox"/>	D100--Administrative	110--New York		6.50	7.00	9.00	10.00	9.00		41.50

Employees can make time entries and easily associate them with the right project, task, department, or location.

## Key features

### Flexible time and expense entry

**Web-based entry/tracking/approval:** Employees can complete and submit timesheets and expenses—and you can approve them—from any web browser on any device; no more paper.

**Document attachments:** Attach (or drag and drop) any file to any expense transaction—including those in Microsoft Word, Microsoft Excel, and photo files—so you always have the right backup documentation on hand.

**Automated emails:** Notify supervisors about reviews and approvals, speeding up the reimbursement process.

**Flexible support for reimbursements:** Handle multi-currency expenses as well as non-reimbursable expenses (company credit cards).

**Customized time entry:** Set business rules such as requiring notes on time entries or setting minimum/maximum daily values.

### Project tracking and visibility

**Drill-down capabilities:** Explore all the details associated with an entry; for example, you can drill down into specific timesheets from a report on employee hours.

**Project profitability tracking:** Link hours worked and expenses incurred to specific projects, gaining a true picture of a project's margins.

**Downloadable time and expense reports:** Use a variety of formats so external stakeholders can view information as needed.

**Timesheet status views:** Keep tabs on timesheets by project, employee, or date; also view by stages, including missing timesheets.

**Posting of hours to GL:** Enable more flexible reporting, including utilization reporting.

**Granular reporting:** Post project, employee, item, and task data to the GL to enable management reporting.

### Project billing and costing

**Efficient integration:** Simplify billing and revenue recognition with time and expense data that integrates with project accounting.

**Billable or non-billable expenses:** Flag time and expenses as billable or non-billable; expenses can be driven by project or contract.

**Indirect costing:** Improve billing accuracy with automatic allocation to individual projects.

**Multiple time types:** Specify time types for additional granularity in tracking and costing time, such as regular time and overtime.

**Open API architecture:** Easily work with other industry-standard time and expense systems.

Pay full	ER #	Document date	Employee	Currency	Amount	Balance due	Amount to pay	Total advances/Available	Advances to apply	Payment date (defaults to today)
<input type="checkbox"/>	ES-0026	06/03/2014	009--Donohio, Brian	USD	1,750.50	1,750.50	0.00	0.00 / 0.00	0.00	06/03/2014
<input type="checkbox"/>	ES-0027	06/01/2014	009--Donohio, Brian	USD	10,451.75	10,451.75	0.00	0.00 / 0.00	0.00	06/01/2014
<input type="checkbox"/>	ES-0028	06/01/2014	009--Donohio, Brian	USD	850.50	850.50	0.00	0.00 / 0.00	0.00	06/01/2014
<input type="checkbox"/>	ES-0029	06/25/2014	048--Mak, Alice	USD	450.00	450.00	0.00	0.00 / 0.00	0.00	06/25/2014
<input type="checkbox"/>	ES-0031	12/11/2014	008--Harrington, Dave	USD	676.00	676.00	0.00	0.00 / 0.00	0.00	12/11/2014
<b>Totals</b>					14,178.75	14,178.75	0.00			

Manage reimbursements for multiple employees at a time.

## Key features

The screenshot displays the 'Time & Expenses' module interface. At the top, a navigation bar includes 'Dashboards', 'Reports', 'Cash Management', 'Company', 'General Ledger', 'Global Consolidations', and 'Order Entry'. Below this, the 'Time & Expenses' section is divided into three main areas:

- Data:** Contains 'Employees' and 'Expense Types'.
- Tasks:** Features a central workflow diagram with the following steps: 'Expenses' → 'Approve Expenses' → 'Select Expenses to Reimburse' → 'Approve Reimbursements'. Below this flow are 'Timesheets', 'Post Expenses from Other System', 'Close Expenses', and 'Print Checks'.
- Reports:** Includes 'Standard Reports' and 'My Reports'.

At the bottom of the interface, there is a footer with 'Privacy Policy | © 1998-2015 Intacct Corporation' and a 'powered by Intacct' logo.

Quickly access specific time and expense management tasks or data using visual navigation.

## Take the next step

Find out how the Intacct best-in-class cloud ERP solution streamlines operations and provides real-time insights, boosting productivity and growth.



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