

DATASHEET

## Time and Expense Management

### Get the Details Right

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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

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#### **Take the Pain out of Time and Expense Management**

Sage 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.

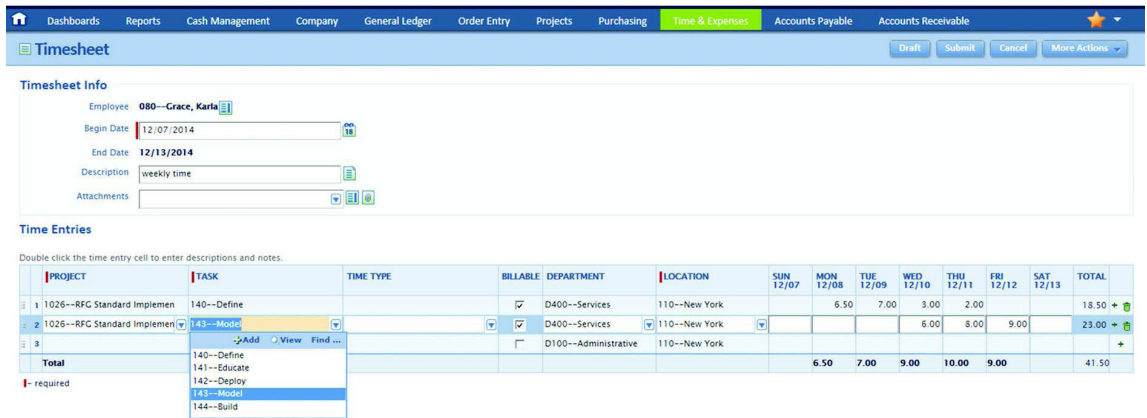
#### **Access Real-time Project and Team Information**

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.



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.

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HOME DASHBOARDS REPORTS COMPANY **TIME & EXPENSES** GENERAL LEDGER ORDER ENTRY ACCOUNTS RECEIVABLE

## Expense Report

Print Edit Duplicate Done More actions

▼ Expense report info

Date filed 02/22/17	State Approved
Employee EMP-0010--kmccloskey	Amount 31.53
Expense report number EmpExp-00026	Amount paid 0.00
GL posting date 02/22/17	Amount due 31.53
Attachments Atch00256	Date paid --
Reason for expense office supplies	Last modified 02/22/17
Memo	

Manage reimbursements for employees anytime.

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HOME DASHBOARDS REPORTS COMPANY **TIME & EXPENSES** GENERAL LEDGER ORDER ENTRY ACCOUNTS RECEIVABLE

## Time & Expenses

Data

- Employees
- Expense types

Tasks

```

    graph LR
      Expenses[Expenses] --> Approve[Approve expenses]
      Approve --> Select[Select expenses to reimburse]
      Select --> ApproveReim[Approve reimbursements]
      ApproveReim --> Print[Print checks]
      Print --> Close[Close expenses]
      Close --> Expenses
  
```

Reports

- Standard reports
- My Reports

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

### Take the next Step

Find out how the Sage Intacct cloud financial

management solution streamlines operations and provides real-time insights, boosting productivity and growth.

To learn more about how Sage Intacct can help you achieve your mission more efficiently, visit: <https://www.sageintacct.com/nonprofit-accounting-software> or contact us at **877-968-0600**.

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