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

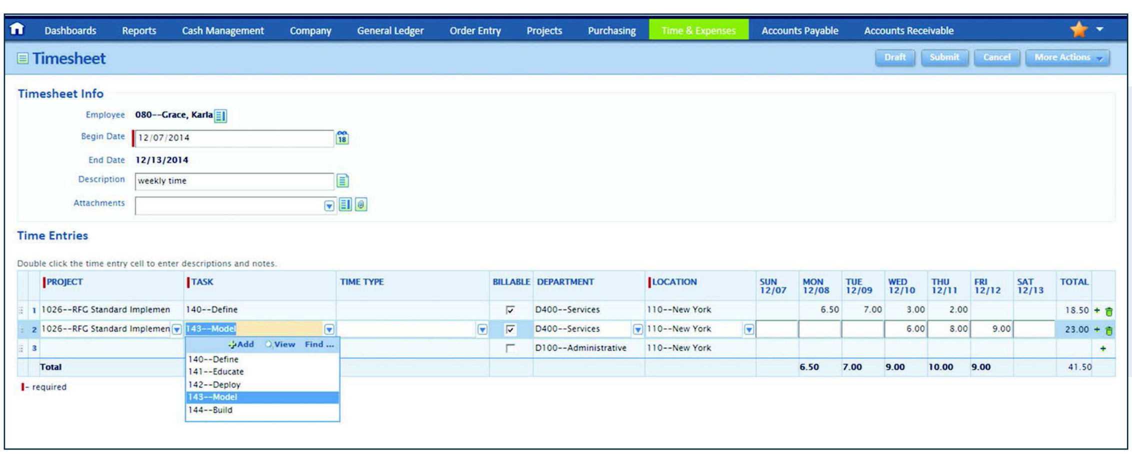
Sage Intacct Time and Expense Management simplifies and accelerates the entire time and expense process. Your employees enter their time and expense data anytime, from anywhere. Managers are instantly alerted to review and approve those reports. Employees receive prompt reimbursement in the right currency.

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

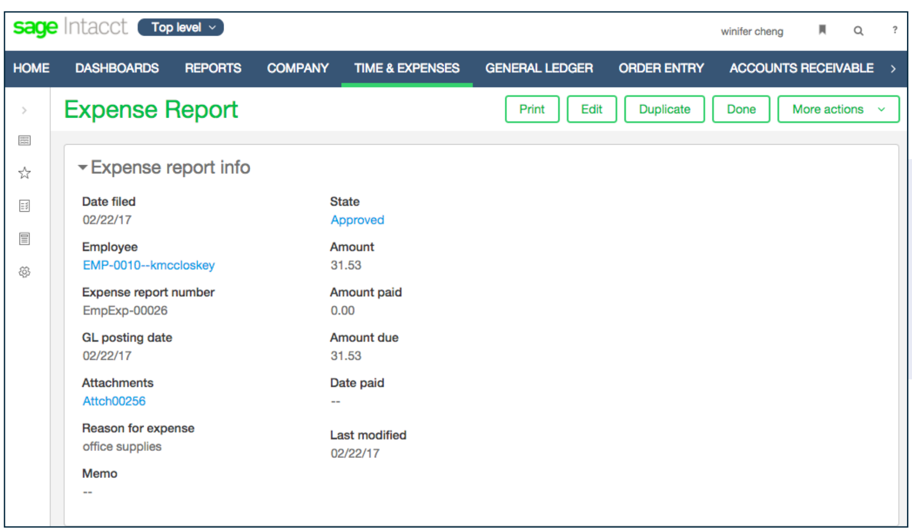
Efficient integration: Simplify billing and revenue recognition with time and expense data that integrates with project accounting.

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.

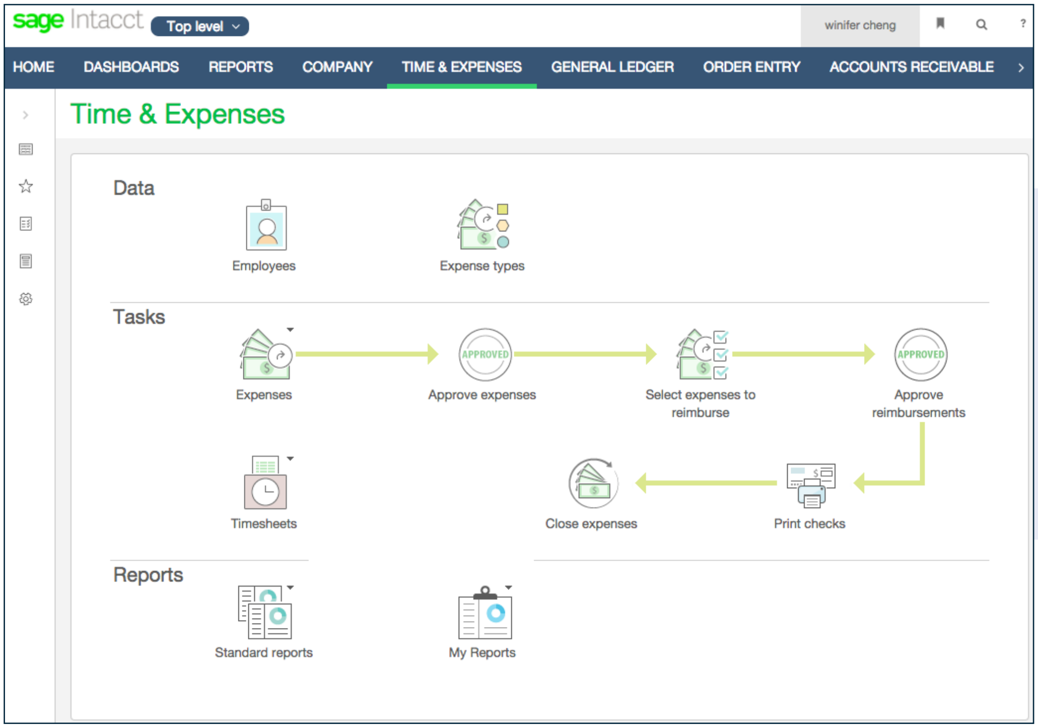
Multiple time types: Specify time types for additional granularity in tracking and costing time, such as regular time and overtime.

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



Manage reimbursements for employees anytime.

Key features



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.

www.sageintacct.com

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