

Datasheet

Sage Intacct 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.

Sage

Timesheet info

Employee
EMP-018

Begin date *
04/10/2022

End date
04/16/2022

GL post date
04/16/2022

Description

Attachment

Time entries

Double click the time entry cell to enter descriptions and notes.

	Customer *	Item *	Department	Location *	Sun 04/10	Mon 04/11	Tue 04/12	Wed 04/13	Thu 04/14	Fri 04/15	Sat 04/16	Total	
1												--	+
2												--	+

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.

Expense Report [Print] [Edit] [Duplicate] [Done] [More actions]

Expense report info

Date filed: 12/04/2013 | State: Submitted
 Employee: EMP-015--Drew Jackson | Amount: 65.73
 Expense report number: EE-000035 | Amount paid: 0.00
 GL posting date: 12/04/2013 | Amount due: 65.73
 Attachment: Verizon Bill | Date paid: --
 Reason for expense: Phone bill | Last modified: 12/04/2013
 Memo:

Expense entries

Expense type	Amount	Payment type	Non-Reimb	Form 1099	Paid to	Paid for	D.
1 Telecommunications	65.73	--	<input type="checkbox"/>	<input type="checkbox"/>	verizon	phone bill	--
Total	65.73						

Legend: Submitted for approval - Approved - Partially Approved - Declined

Manage reimbursements for employees anytime.

Time & Expenses [Search]

Time & Expenses

Data: Employees, Expense types

Tasks: Expenses → Approve expenses → Select expenses to reimburse → Approve reimbursements → Print checks → Close expenses → Timesheets

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.

sageintacct.com
877-437-7765

