Datasheet

Sage Intacct Time and Expense Management

Get the details right

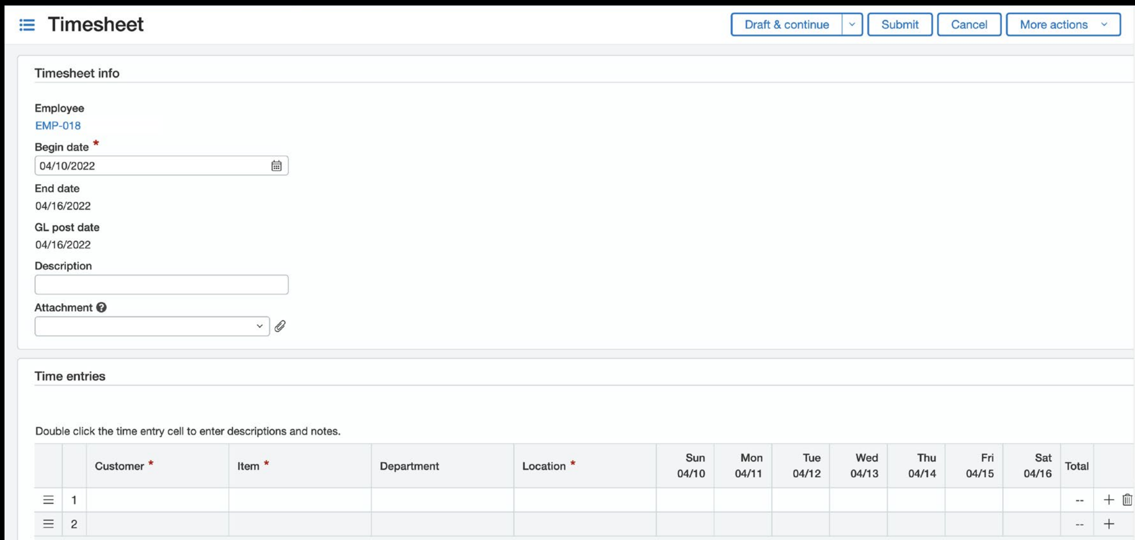
Are you accurately capturing all the time and expenses your teams are devoting to individual projects and engagements? Maximize revenue and free your people to focus on client satisfaction—not administrative tasks—by making that process as simple and error-free as possible.

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.



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

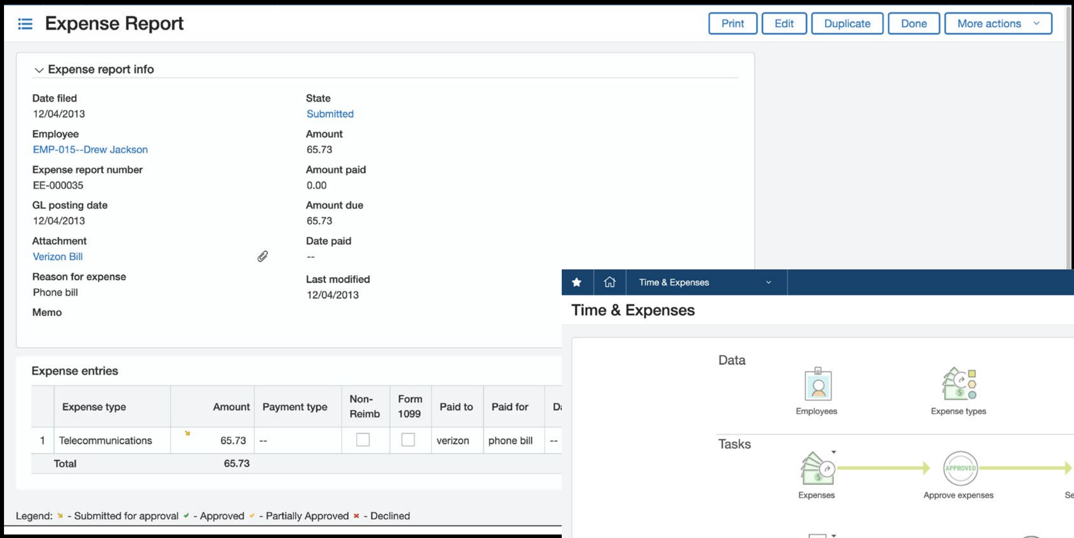
Efficient integration
Simplify billing and revenue recognition with time and expense data that integrates with project accounting.

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

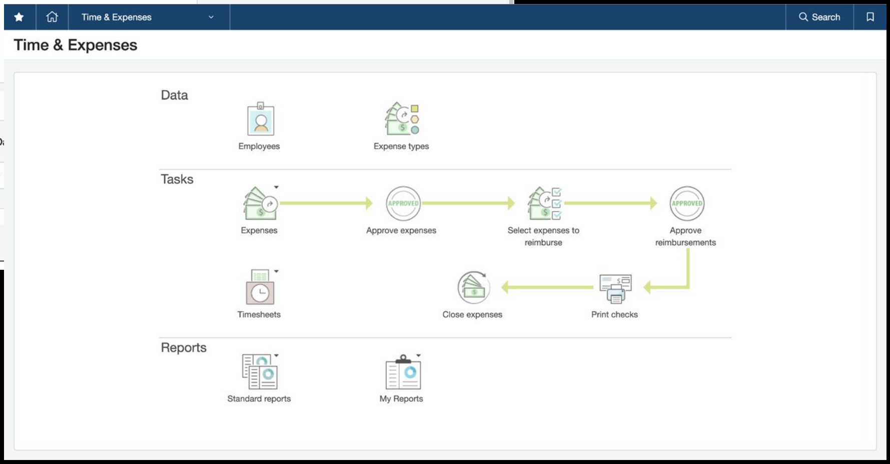
Indirect costing
Improve billing accuracy with automatic allocation to individual projects.

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.



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.

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