percipient

📄 DATASHEET

SAGE INTACCT
TIME & EXPENSE MANAGEMENT

Time and expense management software designed to streamline processes, reduce revenue leakage, and simplify revenue recognition.

As your business works on behalf of clients, are you accurately capturing all of the time and expenses for every project?

Sage Intacct expense management software makes it easy and as error-free as possible. That means you maximise revenue and keep your employees focused on client goals, not expenses, accounting, and reporting. Sage Intacct expense management software effortlessly moves time and expense data to invoices and revenue recognition workflows.

WHY CHOOSE SAGE INTACCT?

• Save time, move fast

• Always trust the numbers

• Collaborate in real-time

• See the full financial picture

• Automate & streamline processes

• Complete integration

• Future-proof performance

AUTOMATION
& PRODUCTIVITY

Fast & Efficient Submissions On the Go

Sage Intacct makes it painless to manage time and expenses. Your employees can enter time and expense data anytime, anywhere. Managers get instant alerts to review and approve reports. Employees receive prompt reimbursement in the right currency.

Real-Time Project & Employee Insights

With Sage Intacct software, your time and expense accounting data is accessible and accurate.

It's easy to get a quick look at your dashboards to track the progress and profitability of each client and project. Or monitor hours to set and meet goals for billable hours - either for the whole team or for individual employees.

Automated Billing

With Sage Intacct expense management software, your time and expense data automatically flows to your invoicing and revenue recognition processes.

Quickly generate project billing and accurate invoices for projects and clients based on actual time and expenses as incurred. And post direct and indirect labour costs and recognise revenue in a timely fashion.

Get the Details Right

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

General Invoices

Choose billable transactions

	Select ☐	Expense type	Max rows
1	✔	Time Entries	100
2	✔	Employee Expenses	50
3	✔	Accounts Payable Bills	50
4	✔	Purchasing Transactions	50
5	✔	Order Entry Transactions	50

Choose transaction fields

		Select ☐	Title	Sort by
☰	1	✔	Time Entries	--Select
☰	2	☐	Journal symbol	--Select
☰	3	✔	Document No	--Select

Time & Expenses

Data	Employees	Expense types		
Tasks	Expenses	Approve expenses	Select expenses to reimburse	Approve reimbursements
	Timesheets	Close expenses	Print checks	
Reports	Standard reports	My reports		

MUST HAVE
FINANCE FEATURES

TOOLS THAT MAKE A DIFFERENCE

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).

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

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 & expense reports: Use a variety of formats so external stakeholders can view information as needed.

Timesheet status view: 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.

SAGE INTACCT
BENEFITS

TAKE THE PAIN OUT OF TIME & EXPENSE MANAGEMENT
Sage Intacct 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 & 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 - or the whole team or for individuals.

AUTOMATE YOUR BILLING & 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 labour costs and recognise revenue in a timely fashion.

MUST HAVE
FINANCE FEATURES

TOOLS THAT MAKE A DIFFERENCE

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.

BEST-OF-BREED
SOFTWARE

FINANCE MADE SIMPLE
Sage Intacct offers a wide range of accounting capabilities, in a modular format that gives each department within your organisation the flexibility to choose the best software applications for its needs.

If you would like to know more about Percipient and how we can help you invest in the right finance technology for your business, call the team on **01606 871332**.

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