Chapter 10 – New Timesheet Process

(for use in homework company file only)

USING TIMESHEETS TO TRACK HOURS (pages 10-9 through 10-13)

A new time tracking system was added to QBO in January 2021. The new system has not yet been rolled out in all company files.

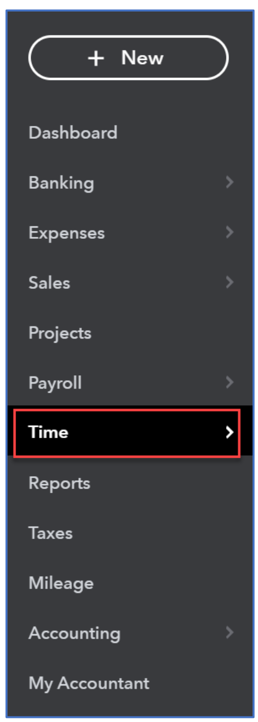
If you do **not** see a **Time** link in your homework company's navigation bar, the new system has not been activated. Continue to use the process described on pages 10-9 through 10-13 in your textbook. The homework assignment is not affected.

If you **do** see a **Time** link in your navigation bar, the new system has been activated. You will **not** need to activate time tracking in **Accounts and Settings.**

In your homework company, billable hours are worked by independent contractors. (Payroll is not covered until Chapter 12.) As of mid-February, however, time cannot be entered for **contractors** in the new time-tracking system. To track and bill time in your homework, you will need to:

- Enter contractors as employees through the Time Center in QBO.
- Enter time through the Time Center.

Set up contractors as employees



Click **Time** on the navigation bar.

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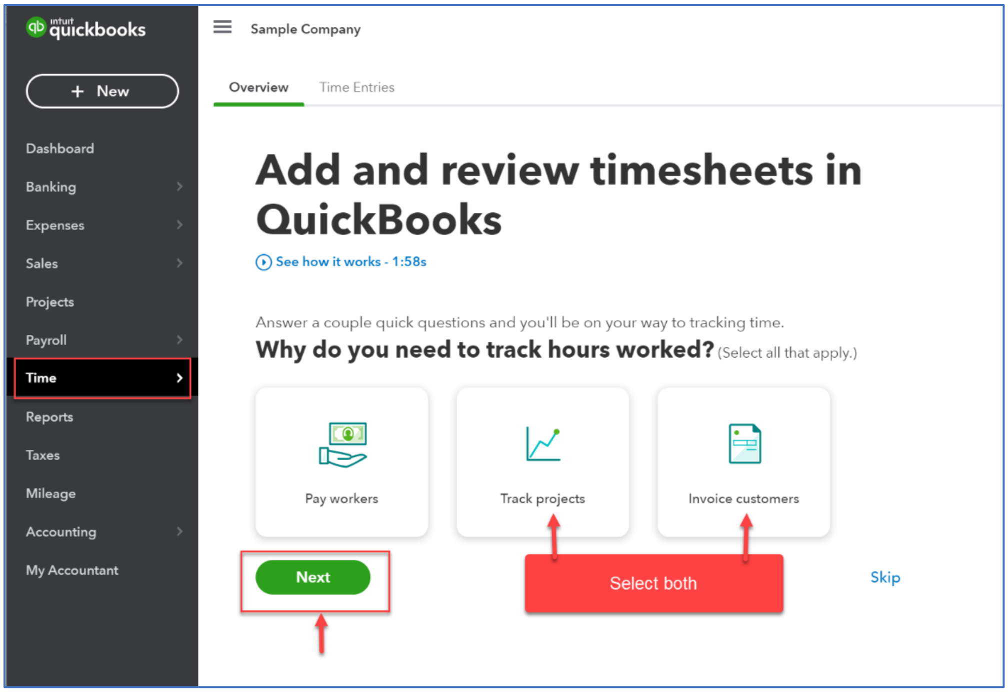
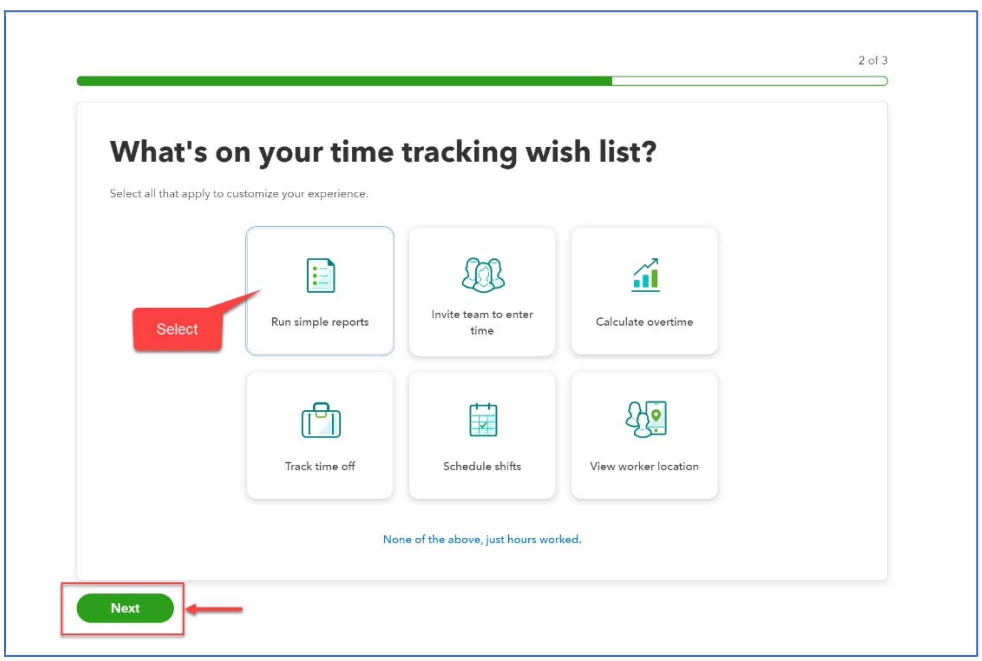


In the **Overview** tab of the Time Center, select **Track projects** and **Invoice customers**.

Click **Next**.



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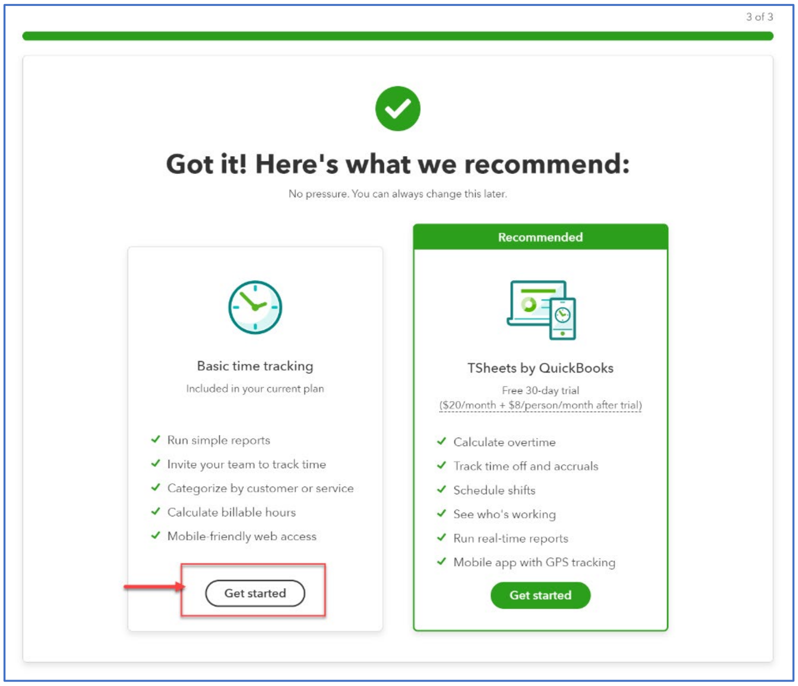
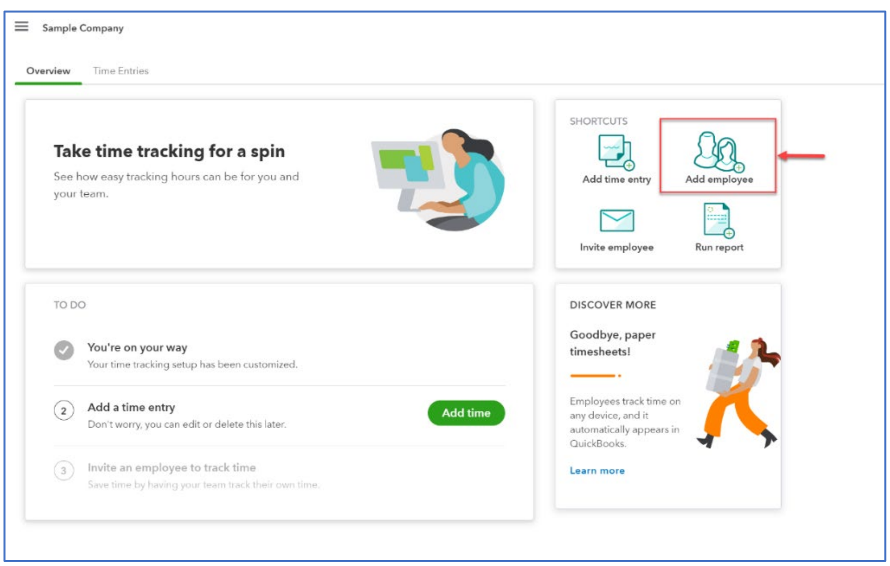
Select **Run simple reports**.

Click **Next**.



Click **Get started** under **Basic time tracking**.



Click **Add employee** in the **Overview** tab of the Time Center.

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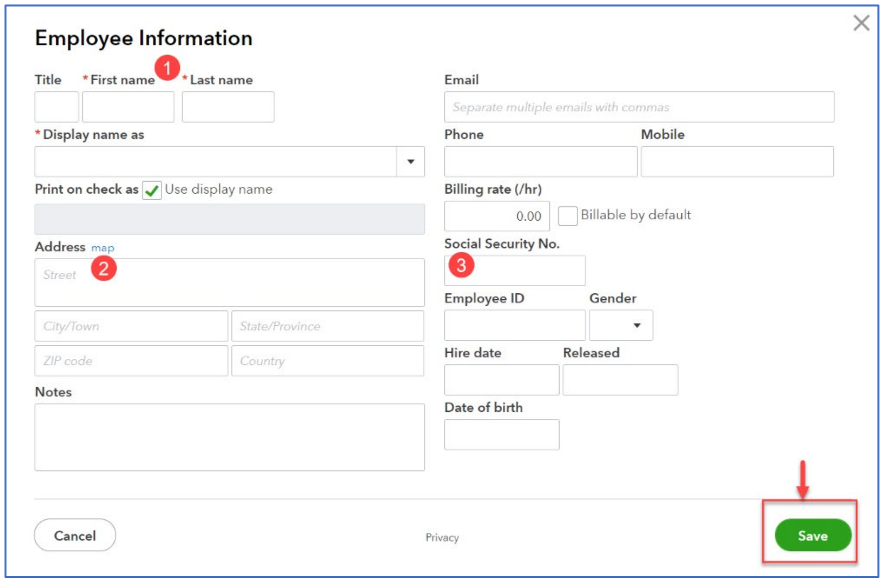
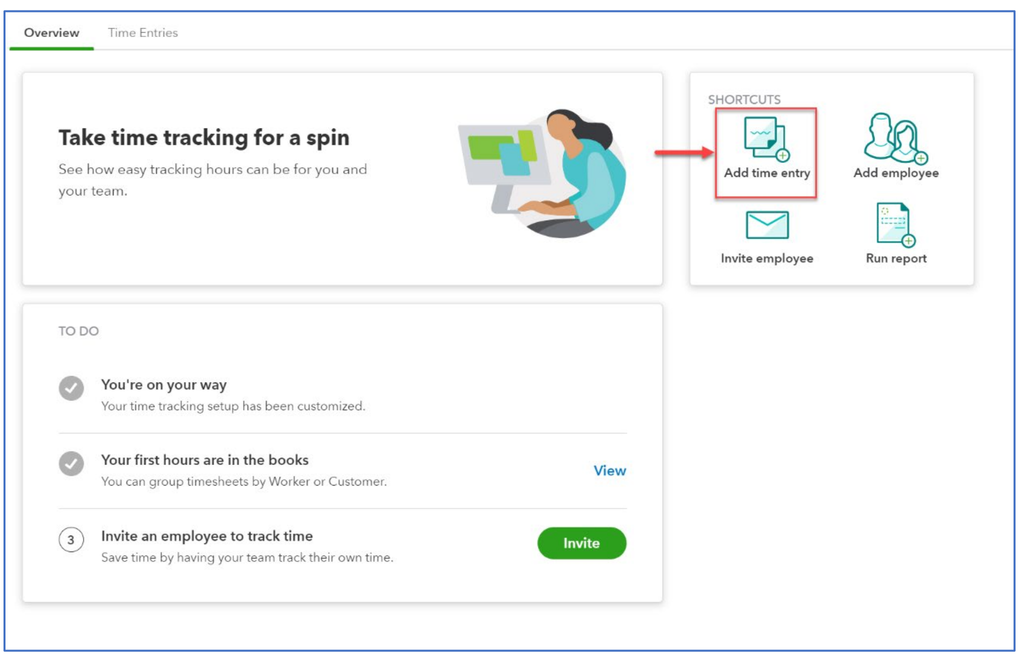


Use the information given in your homework assignment to complete the employee record. (You will be setting up either Kenny Chen (Math Revealed!) or Olivia Patel (Salish Software Solutions).

Enter time for contractors ("employees") using the timesheets in the homework assignment



Click **Add time entry** in the **Overview** tab of the Time Center.

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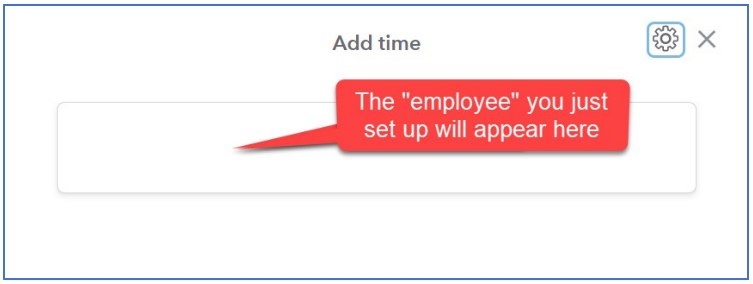
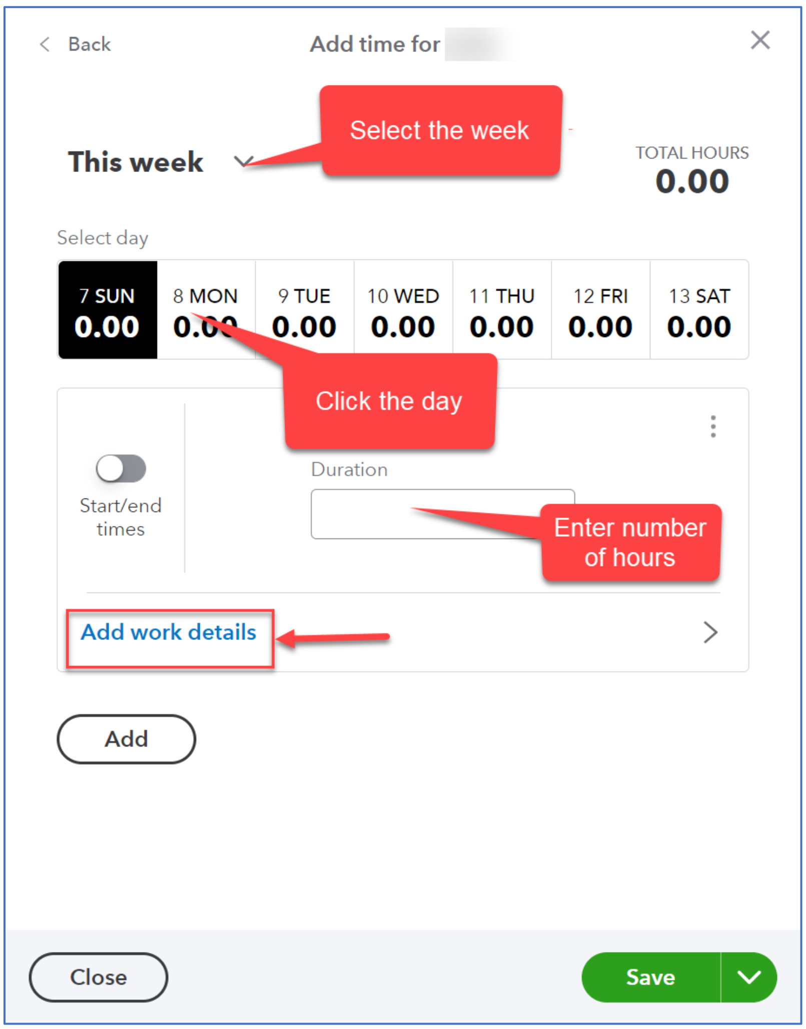


The name of the "employee" you just set up will appear on the **Add time** screen.

Click the name.



Select the week.

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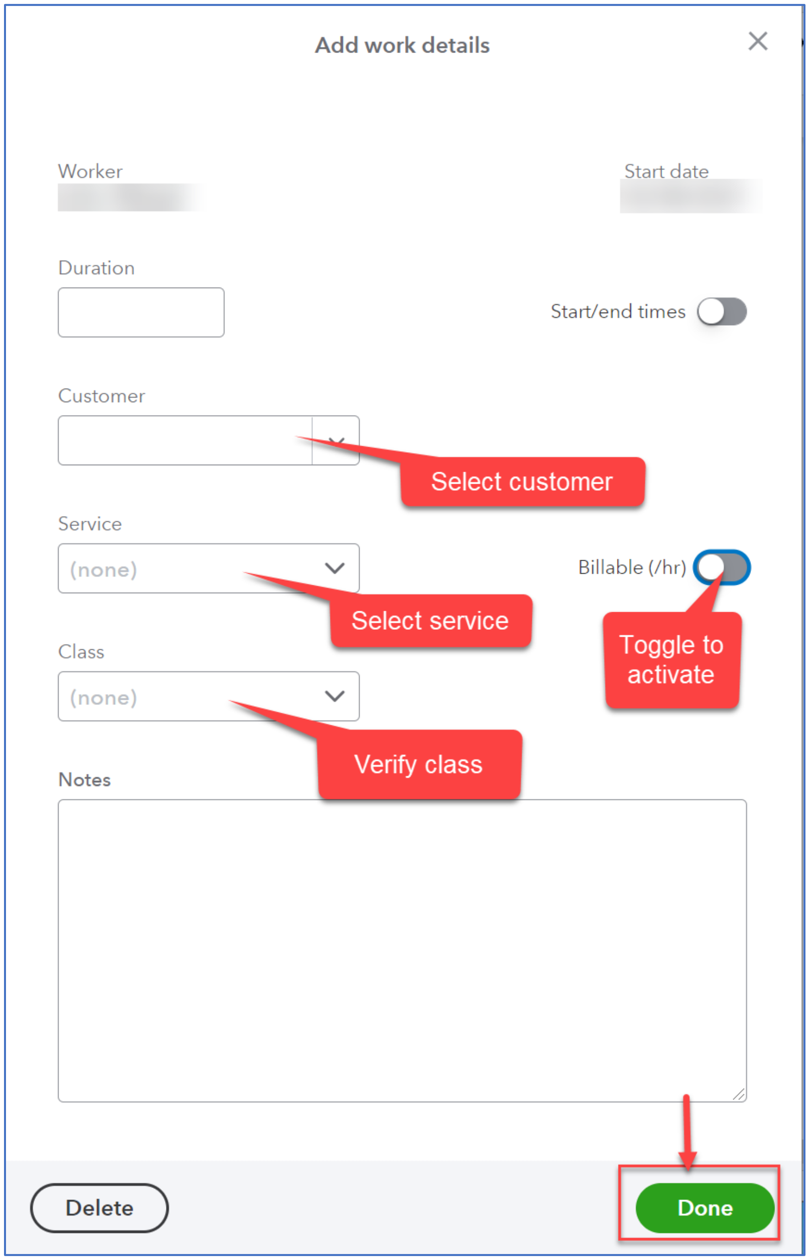
Click the day and enter the number of hours worked in the **Duration** field.

Click **Add work details**.



Select the **Project** in the **Customer** dropdown menu, the **service** performed in the **Service** dropdown menu, and the **Class** in the **Class** dropdown menu. (**Class** should automatically appear if it has been set up in the item record.)

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Toggle the **Billable (/hr)** button.

Click **Done**.

Bill for time

Billing for time, as described on pages 10-21 through 10-23, has not changed. The hours you entered will appears in the sidebar when you start to create the **invoice**. The rate used will correspond to the rate entered in the **service** item record.