

New Process for Activating Time-Tracking

Most of you are likely seeing a new **Time** tab on the left-hand side of **Account and Settings** menu. Intuit has moved the settings for time-tracking out of the **Advanced** tab and into its own section called **Time**. This does not change the settings you select, just where to find them.

The image below relates to pg. 10-10 and your homework steps where you are setting up time tracking.

The screenshot displays the 'Account and Settings' interface. On the left is a vertical navigation menu with the following items: Company, Billing & Subscription, Usage, Sales, Expenses, Payments, Time (highlighted with a red box and an arrow pointing to it from a callout box), and Advanced. The main content area is divided into two sections. The top section, labeled 'General', contains the following settings: 'Who tracks time' (set to '1 team members') and 'First day of work week' (set to 'Monday', which is highlighted with a red box). The bottom section, labeled 'Time tracking', contains the following settings: 'Add Service field to timesheets' (set to 'On', highlighted with a red box) and 'Make Single-Time Activity Billable to Customer' (set to 'On', highlighted with a red box). A red callout box with an arrow points to the 'Monday' setting, containing the text: 'Set the First day of the work week to Monday and turn on both time tracking features.'

Section	Setting	Value
General	Who tracks time	1 team members
	First day of work week	Monday
Time tracking	Add Service field to timesheets	On
	Make Single-Time Activity Billable to Customer	On