

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 shows the 'Account and Settings' interface. On the left is a sidebar 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 red callout box), and Advanced. The main content area is titled 'Account and Settings' and contains two sections. The first section, 'General', has two rows: 'Who tracks time' with the value '1 team members', and 'First day of work week' with the value 'Monday' (highlighted with a red box and an arrow pointing to it from a red callout box). The second section, 'Time tracking', has two rows: 'Add Service field to timesheets' with the value 'On' (highlighted with a red box), and 'Make Single-Time Activity Billable to Customer' with the value 'On' (highlighted with a red box). A red callout box with an arrow points to the 'Time' tab in the sidebar, stating 'New tab in Account and Settings'. Another red callout box with an arrow points to the 'Monday' value, stating 'Set the First day of the work week to Monday and turn on both time tracking features.'

Account and Settings			
Company	General	Who tracks time	1 team members
Billing & Subscription		First day of work week	Monday
Usage	Time tracking	Add Service field to timesheets	On
Sales		Make Single-Time Activity Billable to Customer	On
Expenses			
Payments			
Time			
Advanced			