


Using the Time Tracking Feature in QBO (new in January 2022)

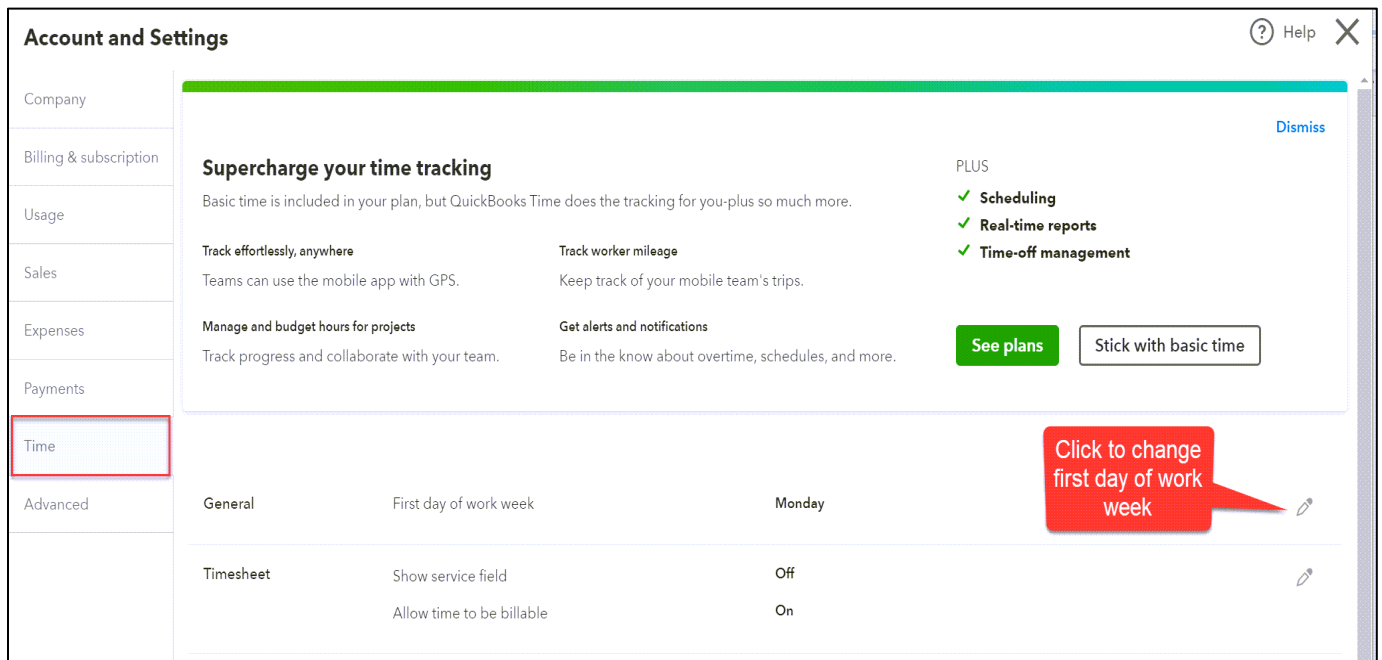
Chapter 10 (pages 10-10 through 10-15)

Setting Up Time Tracking

Certain QBO features must be activated to track hours by customer or project and identify billable hours.

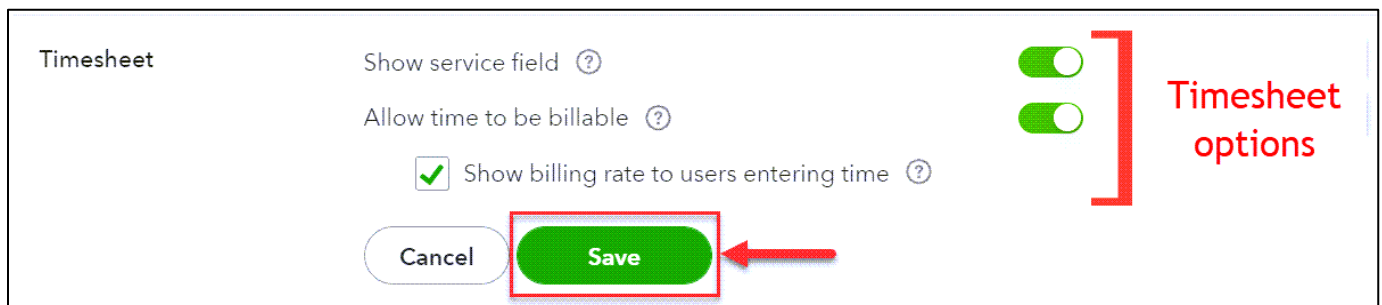
Click the  on the icon bar and select **Account and Settings**.

Open the **Time** tab.



In the **General** section, the first day of the workweek is identified. The default is Monday.

Specific features related to tracking and billing time are activated in the **Timesheet** section.



To track time by **service** item, toggle **Show service field to** on. To bill customers for time, **Allow time to be billable** should be toggled on. If billing rates are private, **Show billing rates to users entering time** should not be checked.

Click **Save**.


Track time with QuickBooks Time

[See how it works - 1:58s](#)

Basic time is included in your plan, but QuickBooks Time does the tracking for you—plus so much more.

- See your team on the job with GPS
- Increase your billable time¹
- Track worker mileage
- Communicate with your team in the mobile app

[Compare options](#) [Stick with basic time](#)



On the next screen, click **Stick with basic time**.

Entering Timesheet Data

In the current version of QBO, only employee hours (not contractor hours) can be entered on timesheets. You can, however, add employees to QBO without subscribing to a payroll plan. You will be adding independent contractors to QBO as "employees" in your homework company, allowing you to use the timesheet function.

Click **Time** on the navigation bar to access the Time Center.


Time

Overview Time entries

Take time tracking for a spin

See how easy tracking hours can be for you and your team.

[See how it works - 1:58s](#)



SHORTCUTS

[Add time entry](#)

[Add employee](#)

[Invite employee](#)

[Run report](#)

SETUP TASKS

1 **You're on your way**
Your time tracking setup has been customized.

2 **Add a time entry**
Don't worry, you can edit or delete this later. [Add time](#)


3 **Invite an employee to track time**
Save time by having your team track their own time.

DISCOVER MORE

Goodbye, paper timesheets!

Employees track time on any device, and it automatically appears in QuickBooks.

[Learn more](#)



On the **Overview** tab, click **Add employee**.

Employee Information

Title * First name * Last name **Required fields**

* Display name as

Print on check as ☒ Use display name

Address [map](#)

Street

City/Town State/Province

ZIP code Country

Notes

Email

Phone Mobile

Billing rate (/hr) ☐ Billable by default

Social Security No.

Employee ID Gender

Hire date Released

Date of birth

Cancel Privacy **Save**

When a QBO payroll plan is not used, the only **required** fields in Employee records are names. Employee information needed to process payroll is, of course, far more extensive. That information would need to be maintained manually or in another payroll processing system.

*** HINT** Setting up employees using a QBO payroll plan is covered in Chapter 12.

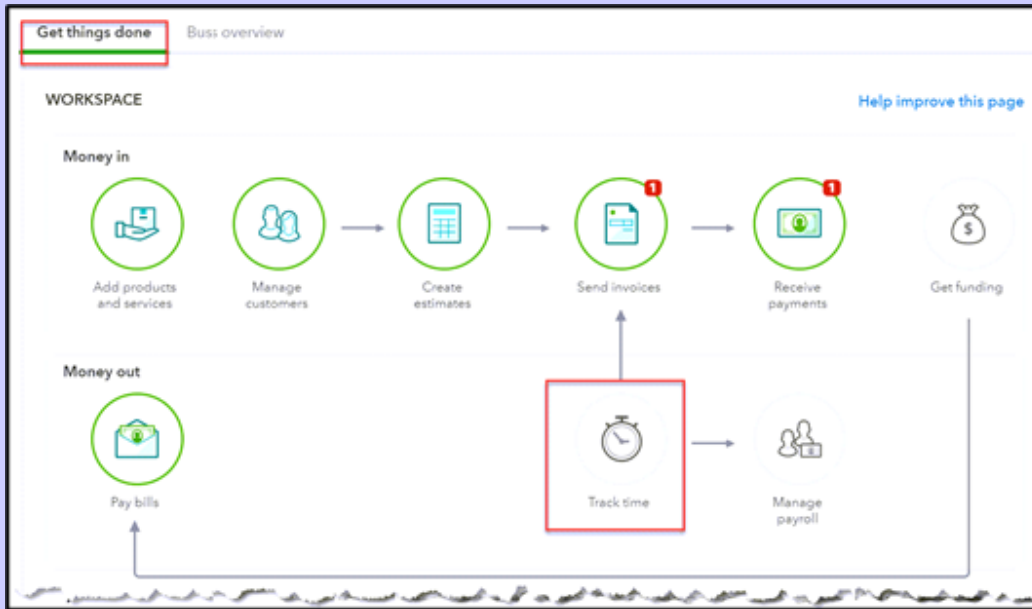
Once you have an employee set up, there are several ways to access a timesheet.

- Click **Add time entry** in the **SHORTCUTS** section on the **Overview** tab in the Time Center.
- Click **Add time** on the **Time entries** tab in the Time Center.

Add time

**All employees will be listed.
Click the employee name to open the timesheet.**

* **HINT** You can also access the timesheet on the **Get things done** tab of the **Dashboard**.



Click **Track time** and select **See time tracking**. You will be taken to the **Time entries** tab in the Time Center.

Click the name of the employee to open the spreadsheet.

The screenshot shows the 'Add time for' form. The 'Select week' callout points to the week selection dropdown. The 'Enter hours for highlighted day' callout points to the 'Duration' input field. The 'Add work details' callout points to the 'Add work details' button. The 'Click to enter work performed and customer/project' callout points to the 'Add' button. The 'For adding multiple entries to a single day' callout points to the 'Add' button. The 'Save' button is at the bottom right.

17 MON	18 TUE	19 WED	20 THU	21 FRI	22 SAT	23 SUN
0.00	0.00	0.00	0.00	0.00	0.00	0.00

Select the week and highlight a day. Enter hours worked in the **Duration** field. To add multiple entries for a single day, click **Add**. This would be necessary for companies whose employees work on various projects in a single day.

If the hours should be tracked or billed, click **Add work details**.

The screenshot shows a form titled "Add work details" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Worker**: A text input field.
- Duration**: A text input field.
- Start date**: A date input field.
- Start/end times**: A toggle switch.
- Customer**: A dropdown menu with "(required)" selected.
- Service**: A dropdown menu with "(none)" selected.
- Class**: A dropdown menu with "(none)" selected.
- Billable (/hr)**: A toggle switch.
- Notes**: A large text area.
- Delete**: A button at the bottom left.
- Done**: A green button at the bottom right.

Red callout boxes with arrows point to the following fields:

- A box labeled "Name, hours and date from previous screen will appear here" points to the Worker, Duration, and Start date fields.
- A box labeled "Select customer/project" points to the Customer dropdown.
- A box labeled "Select service item" points to the Service dropdown.
- A box labeled "Select class" points to the Class dropdown.
- A box labeled "Toggle to make time billable" points to the Billable (/hr) toggle.

A red arrow points from the Delete button to the Done button.

A customer (or project) must be selected if hours are being tracked. **Billable(/hr)** should be toggled on if the customer will be billed for the hours.

QBO automatically uses the rate associated with the item selected in the **Service** field for billing purposes. The rate can be changed by checking the **Use custom rate** box that appears when **Billable (/hr)** is activated. A **Class** field will appear if **class** tracking has been activated.

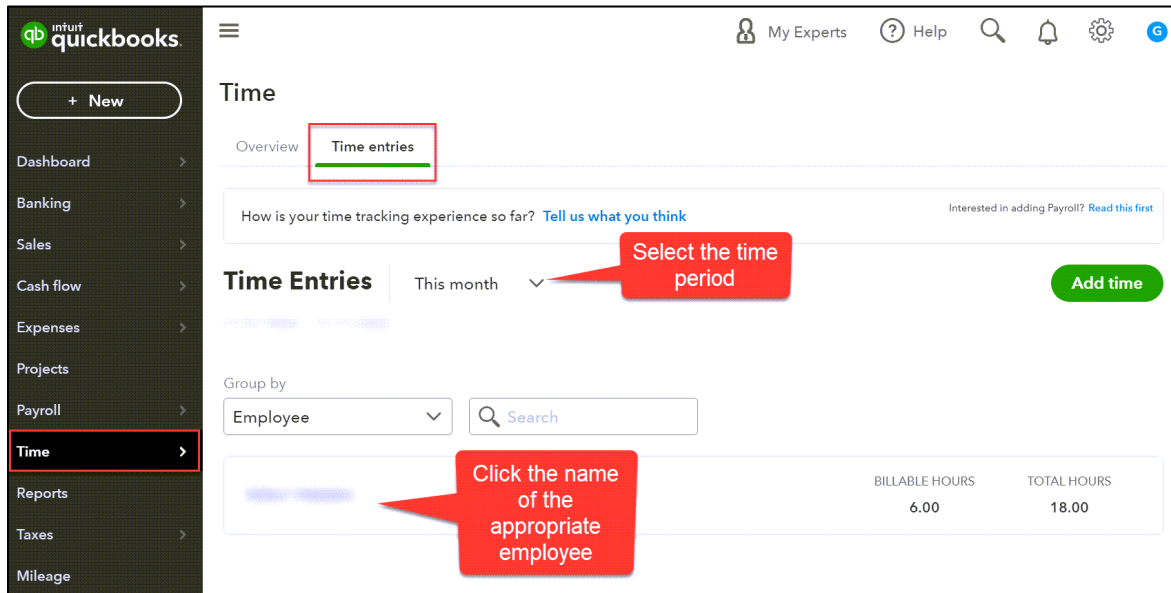
Click **Done**.

Click **Save** when all hours for the week have been entered.

Editing Timesheets

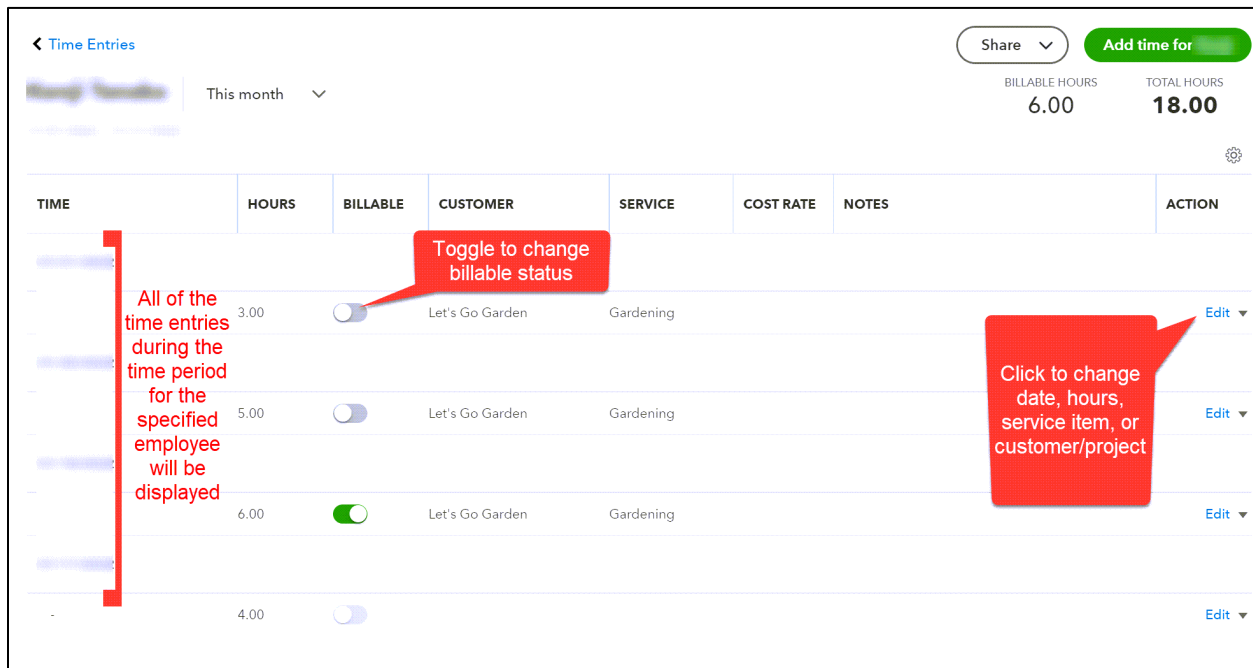
Time data can be edited by opening the timesheet and selecting the item to be changed.

Click **Time** on the navigation bar and open the **Time entries** tab



Select the time period.

Click the employee's name for whom you need to make the change.



All entries for the specified employee during the identified payroll period will be displayed.

The billable status can be changed on the initial screen. Click **Edit** to change the date, number of hours, customer/project, or service item.

Time entry details

Date: [Date Picker] Duration: 3.00 TOTAL: 3.00

Customer: Let's Go Garden Billable to customer: ☐

Service: Gardening

Notes: [Text Area]

Buttons: Delete, Save

All fields can be changed

Notes can also be added to the **Time entry details** screen.

* **HINT** If independent contractors perform billable services, the account to be debited when the contractor bill is entered (or a check is created) must be identified in the **service** item record.

Product/Service information

Service Change type

Name*: Design

SKU

Category

Purchasing information

☒ I purchase this product/service from a vendor.

Description on purchase

Cost: 0.00 Expense account: [Dropdown]

Preferred Vendor: [Dropdown]

Buttons: Save and close

Check to open the purchasing

Select the account to be debited for the contractor's fee

Check the box next to **I purchase this product/service from a vendor** to open the **Purchasing information** section of the item record. Enter the description to be displayed on purchase forms and the account to be debited when entering contractor charges. A default cost and preferred vendor can also be identified.