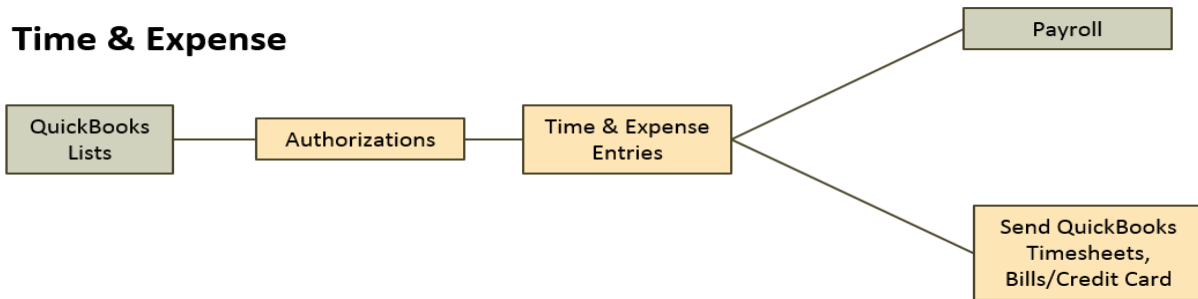


eFAACT Training

Time & Expense



QUICKBOOKS LIST COMPONENTS

- Employee Verification
 - Standard fields
 - Payroll items (optional labor type detail)
 - Accrual settings
- Contract Structure
 - Direct Labor – Single or Multi-Contract Customer
 - Indirect Labor
- Service Items and Other Charge Items
 - Grouping
 - T&M pricing (price level support)
- Vendors
 - Consultants and Subcontractor
 - Employees for Expense Report Billing

PERSONS

- Employee Verification
 - Accrual settings
 - Payroll items (optional labor type detail)
- Manage Users
 - Login Credentials
 - User default items and part time indicator
- User Roles
 - Administrators, Supervisors, Task Managers
- User Entry Dates
- Authorizations
- Company credit card assignment
- Vendors
 - Consultants and Subcontractors
 - Employee vendors for QuickBooks A/P
- Employee Pay Rate Overrides
- User Settings

eFAACT Training

CONTRACTS

- Contract Types
- Contract cost limitations and burn rates
- Funding
- Indirect Labor Types
- Project Budgets

TIME/EXPENSE ADMIN

- Vendor setup with TaxID and Expense Type
- Other Charge Items for cost elements
- Account Allocations for Other Charge Item accounts
- Groups and Reminder Configurations
- Employee Leave Request – with authorizations or communication only

TIMECARDS

- Entry / Super User
- Leave Request
- Validation
- Approval

EXPENSE REPORTS

- Entry / Super User
- Validation
- Approval

TIME AND EXPENSE QUICKBOOKS INTERFACE

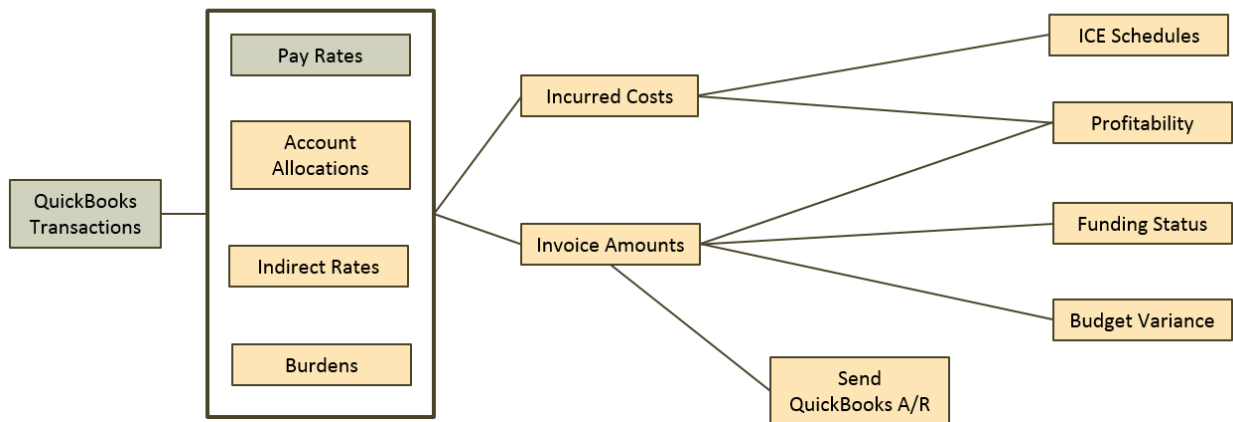
- Send Hours
 - o Employees TimeCard ,
 - o Consultants TimeCard and Bill (for AP),
 - o Consultants Bill Only
- 3rd Party Payroll Export - match 3rd party requirements, include expense reimbursement
- Payroll journal entry and reconciliation
- Send Expenses
- Send Receipts

REPORTS SUGGESTIONS

- 111 User Crosstab / 127 Task
- 114 Direct vs. Indirect
- 115 TimeCard Cost
- 128 Invoice Projection
- 129 Task by Service Item
- 140 Authorizations
- 200 Supervisor Expense Report / 205 Summary

eFAACT Training

Period Processing



CONTRACT BILLING

- Invoice Schedules
- Fixed Price amounts (placeholder account)
- Fee retainage
- Burdens and Rate Ceilings
- Contract Cumulative Entries (amounts prior to eF Processing)

INDIRECT RATES

- Account Allocations
 - o Expense Types and intermediary pools
 - o Payable and Receivables
- Indirect Labor Types
- Indirect Rate Structure / Cost Centers
- Indirect Rate Adjustments

PERIOD TASKS

- Processing Schedules
- Send Invoices
- Manual Adjustments

CORPORATE

- Company Preferences / Settings
- Company Dates
- Policies

REPORT SUGGESTIONS

- 301 Funding
- 306 Job Revenue
- 330 Invoices
- 350 / 355 Contract Status
- 410 Incurred Cost Job Period Summary
- 609 Project Budget Summary