Salesforce

- Native Salesforce Application: Security, Reporting, Customization
  - E.g. Add your custom Fields to Timesheet, Projects, etc. Link to your custom Objects
- Edition: Enterprise and up
- Ui: Lightning and Classic as well as Communities and Mobile (Salesforce and dedicated)

Primary Business Flow

- Create Project (from Opportunity, templates, …)
- Capture Time/Expenses
  - Via Timesheet, Timecard, Visit
  - From Account, Case, Opportunity, Events, Tasks, Custom Objects
  - Import of csv files, bank statements
  - On Salesforce Desktop, Salesforce Mobile, dedicated Mobile Apps
- Process Time/Expenses
  - Approval, Reimbursement
  - Create Customer Invoices
  - Export to Payroll Processor(s)

Currency

- Multi-Currency
- Dual Currency, e.g. Canadian Employee of US company reimbursed in CAD for EUR expenses

Project

- Default "data sink" (collector) for real time reporting of time (cost, revenue) and expenses in Project currency - links to Account and Opportunity for reporting
- Create manually, from templates, Opportunities (including sync)
- Flexible for Customer Projects, Internal Projects and Management (e.g. Holidays, Time Off)
- View as Gantt chart or Resource Plan
  - In progress: Manage Projects and Resources visually (Gantt chart)
- Flexible Project Structure and display/entry options (project mode)

Project Lines (deliverables)

- Optional Planning Information (Effort, Start/End, Budget, Billing Rate/Fixed Price)
- Current Information [immediately when entered]: Effort, Cost, Revenue, Margin
- Actual Information [approved]: Start/End, Billable/Non-Billable Effort and Amount, Invoiced Amount
- Summarize Project Lines in Project Phases

Project Resource Allocation

- Assign (dedicated) Resource to Project Line
  or allocate multiple Resources to a Project Line (deliverable)
- Resources can view all projects/lines or only the ones they are assigned to
- Create Tasks / Events for assigned Project Lines

Activity Type

- Optional categorization of time (e.g. travel, meeting, overtime, rework, support, …)
- Allow to overwrite Billable flag or billing and cost rates, payroll codes and utilization categories

Resource

- Link to Salesforce User (any license), Community User, external users
- Optional working hours, payroll processor (with different week start days)
- Resource Time reports/pdf (e.g. for signature)
- Reminders for not submitted time reports
- Resource Plan: view Resource allocation to projects
    - In progress: Manage Project assignments visually (Gantt chart, Resource Plan)

Resource Prices and Costs

- Maintain Resource Billing Price and Costs
    - Optional per project, account, contract, activity type (multi currency)

Time Entry

- Weekly Timesheet, Daily Timecard (customizable)
    - Weekly and/or daily descriptions
- Capture Time from Case, Opportunity, Account, Event, Task or any custom Object
    - Shows history of time spent
    - Optionally create Projects/Lines (if none exist for account)
- Import from csv with clear text references for resources, projects, etc.
    - Adaptive layout (not fixed) using header line with preview
    - Optional: create report and submit
- Import from Email content
- Entry on Salesforce Mobile
- Dedicated Apps (track4d.app)
    - Single time entry (with attachment), timesheet, timer

Time In/Out

- Optional “Clock In” and “Clock Out” with capturing GPS coordinates
    - Import from Attendance Systems (card swipe, biometric)
- Visit - combining time + expense with visit/call documentation

Expense Entry

- Expense Table - optional Multi-Currency and customizable
- Expenditure Types (Corporate or Private Credit Cards, …)
- Financial Accounts (Expense categories)
    - Including Fixed Rate (Mileage, Per Diem)
- Tax Handling (Canadian GST/PST and VAT)
- Expense Report in the currency if the User (Dual Currency)

- Import from Credit Card / Bank Statements via csv or OFX
- Import from Email content (e.g. forwarded receipt)
- Entry on Salesforce Mobile
- Dedicated Apps (track4d.app)
  - Expense entry with receipt attachment

Time+Expense Reports
- Create by Project (e.g. for Project Manager or Customer Approval)
- Create pdf for signatures
- Flexible Approval Process (multi-step, ..)
  - Notification email with all details (no need to log in)
  - Approval Reply by email or online
- Mass Approval
- Reminders for not submitted time
- Reimbursement

Invoicing
- Pre-Billing - view for time+material invoices - billing rates
- Create invoices
  - Manually
  - From Opportunities for Pre-Payment
  - From Projects for Fixed Rate
  - From Time+Expense reports for Time+Material invoicing
- Extensive Pdf-Invoice customizations or create your own format
  - Summary Invoice option (details attached)

Utilization
- In addition to billable/non-billable time
- Create formulas to include e.g. non-billable pre-sales time

Time-Off
- Entitlement Accrual - Automatic (e.g. 20h/week) or Manual entry
- Request with flexible Approval
- Capture of actual time via Vacation project

Payroll
- Payroll Codes (e.g. Standard Time, Overtime, PTO, Public Holiday)
- Payroll Processors (weekly, semi/monthly, different first day of the week)
- Payroll Periods (any time span)
  - Overtime calculation
  - Payroll Summary - daily detail per resource and payroll code
  - Payroll Detail - per resource and payroll code (optionally Project, ...)
- Auto Close - prevents entry of time in reported periods

Reporting

- In addition to standard Salesforce Reports, Dashboards or Analytics
  - Predefined Reports to be customized e.g. Timesheet, Project Margins
- Daily Time
  - Daily time display for flexible date range and resources
- Time+Expense Item Day
  - For flexible reporting with any timeframe

Implementation and ongoing Support

- Unlimited

More Information

- https://www.accorto.com
- https://support.accorto.com
- For a demo, discussion or help,
  pick a good time for you at https://quando.accorto.com
- or contact us at info@accorto.com or support@accorto.com
- or call (650) 227-3271

Summary


References
Setup
Transactions
Use
Account
Project Managment
Weekly TimeSheet
Invoicing
Opportunity
Time+Expense Report
Financial Account
Expense Sheet
Mass Approval
Reimburse Payment
Activity Type
Payroll
Contact (Community)
Daily TimeCard
Import CreditCard
Visit
Standard User
Resource Managment
External User
Import CSV
Mobile Track4D
Time In/Out
Time-off Request
.. create from ..
Email
Case
Task
Event
Custom Object
Time-off Accrual
Reporting
Resource Utilization
Resource Weekly List
Daily Time
Item Day Management
Time Report Reminders
Pre Billing
Time-off View