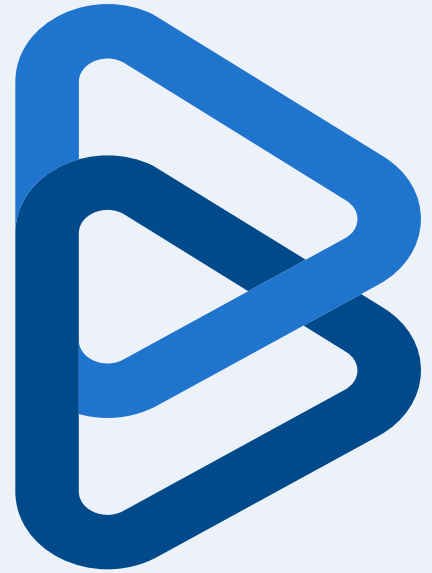# BIGTIME

# Accounting Quickstart Guide

# Hello!

This guide is designed to quickly get you and your team up to speed on the basics of BigTime. By providing helpful videos and articles, we aim to make it easy for you to start submitting time, managing expenses, and viewing reports. Once you've verified your email address (check your inbox for an email from BigTime), you can log in and get started!

# What is BigTime?

BigTime is a powerful time, billing, and project management software that helps accounting firms manage their teams, projects, and finances efficiently. Whether you're tracking your billable hours, managing your expenses, or viewing reports, BigTime simplifies it all, allowing you to focus on what matters most, delivering value to your clients. With easy-to-use time submission, expense tracking, and real-time reporting, we'll make sure you and your team stay on top of deadlines and budgets.

**In this guide, we'll cover:**

- Time submission: How to enter and track time in BigTime

- Expenses: Quick and easy steps to enter and submit expenses and attach receipts

- Reports: How to access public reports, including timesheet details

- BigTime Mobile: Track your time and manage expenses on the go with our app

# Time in BigTime

Keeping track of the time you've worked not only helps you stay organized but also makes sure you're paid for all the hard work you do! Whether you're submitting time daily or weekly, or using timers for real-time tracking, these resources will guide you through each step, helping you log your hours easily and efficiently.

## Submitting Timesheets 🔗

This article provides a walkthrough on how to enter and submit timesheets in BigTime, helping you track time effectively.

## Video Tutorial: Entering Time in BigTime 🔗

This article provides a walkthrough on how to enter and submit timesheets in BigTime, helping you track time effectively.
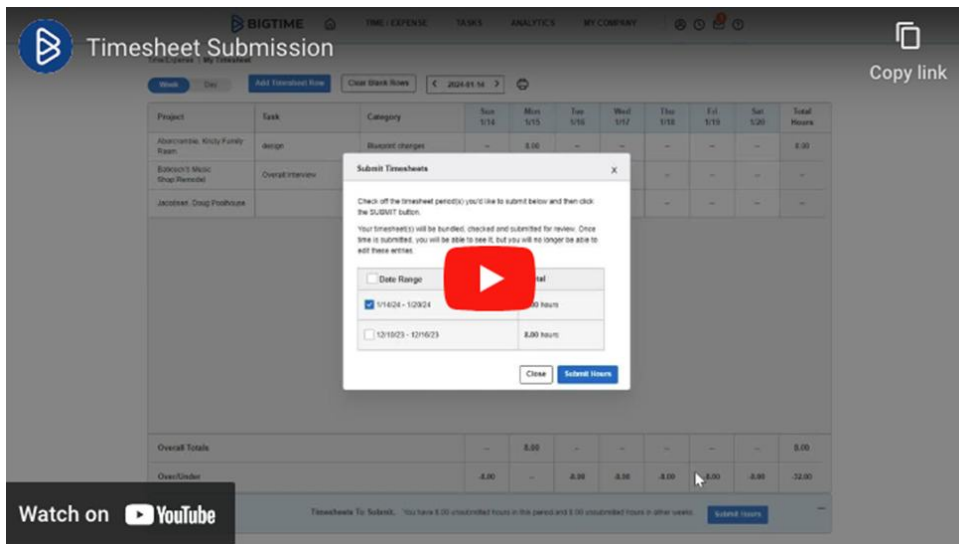


## Using the Weekly View 🔗

This article explains how to navigate and use BigTime's weekly view for time tracking, making it easier to see time entries over a week.

## Using the Daily View 🔗

Here's a step-by-step guide on using the daily view for tracking time in BigTime, ideal if you prefer entering time on a day-by-day basis.

## Create Timers 🔗

This guide outlines the current timer features in BigTime.

## Using Timers in BigTime 🔗

Here's a step-by-step guide on using the daily view for tracking time in BigTime, ideal if you prefer entering time on a day-by-day basis.
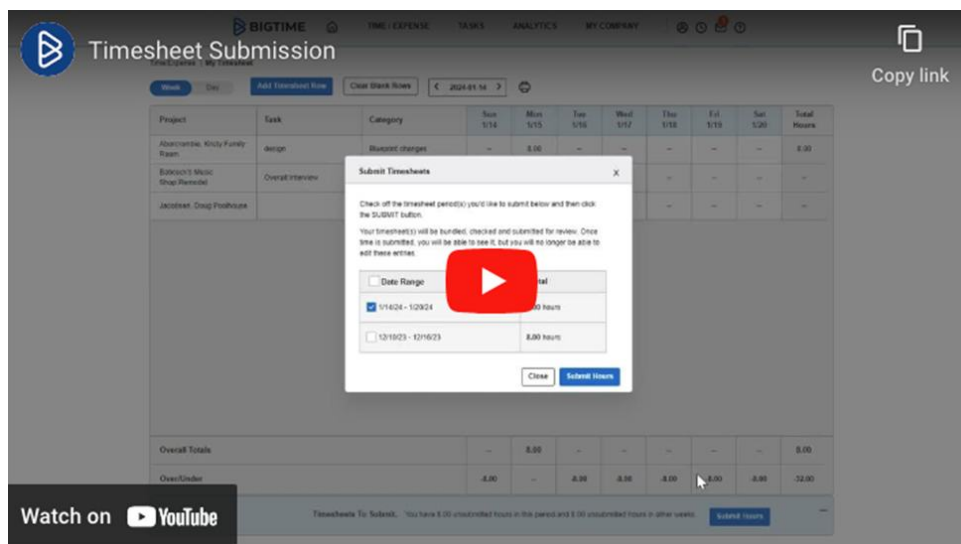
# Expenses in BigTime

Managing your expenses is just as important as tracking your time because it helps you stay on top of your budget and allows you to be reimbursed for what you've spent. Whether creating new entries, attaching receipts, or submitting expenses for approval, these resources guide you through each step, making expense management in BigTime simple.

## Creating a New Expense Entry 🔗

This guide walks through creating a new expense entry in BigTime, so expenses are logged accurately and efficiently.



## Attaching Receipts to Expenses 🔗

Learn how to attach receipts to your expense entries in BigTime, making it easy to keep documentation organized and accessible.

## Submitting Expenses 🔗

This article provides a detailed explanation of how to submit expenses in BigTime, so your expenses are approved and processed on time.

# Reporting in BigTime

Public Reports in BigTime give every user visibility into individual performance and project details, allowing you to track your contributions and stay informed on project progress without needing full system access.

## Public Reports 🔗

This article covers Public Reports in BigTime, with a focus on the Timesheet Detail report, which allows you to review and manage time entries for a specific date range.

# BigTime Mobile App
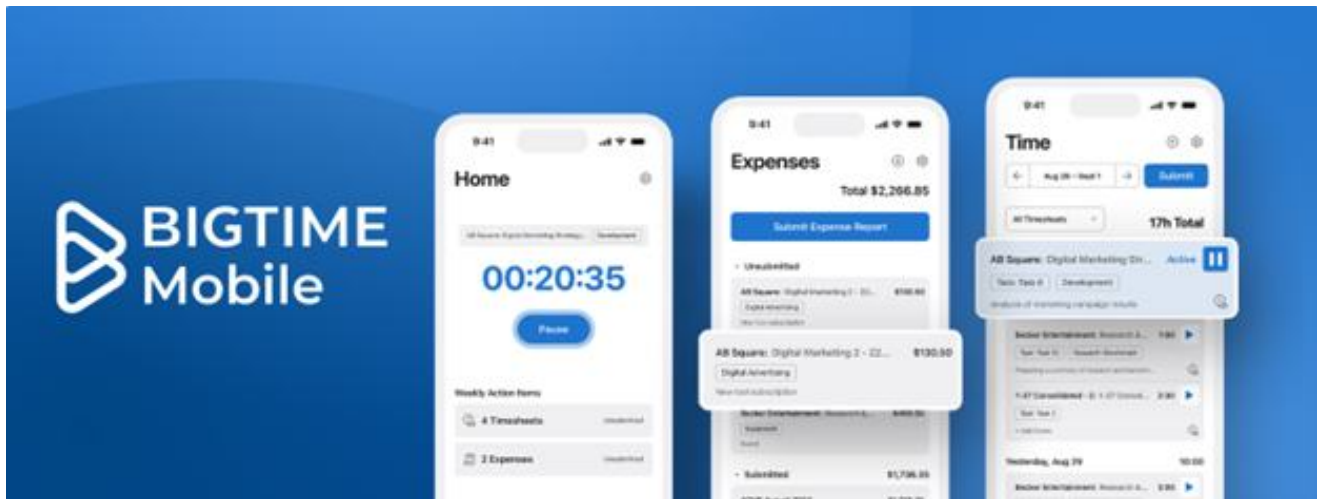


Did you know you can track time and expenses on the go from the BigTime Mobile app?

Search for "BigTime Mobile" in the **Google Play** or **Apple App** Store to get started with the mobile app. You'll be prompted to log in once you download and open the app. Your **login credentials** on mobile will be the same ones you use to access BigTime on desktop.



Scan the QR code to download BigTime Mobile on your phone

DOWNLOAD ON THE
App Store

GET IT ON
Google Play

# Additional Support

If you have more questions, head over to our **Knowledge Base**—a storehouse of helpful articles, videos, and how-tos covering everything from basic tasks to advanced features. It's the go-to resource for common questions and troubleshooting.

Our Chicago-based support team is also ready to help! You can reach out to us by email at **support@bigtime.net**, and we'll be happy to assist with any questions you have.