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Time Sheet Features

OnTimeExpense is an web based and expense tracking solution that can be used by any business. One of the great features OnTimeExpense has to offer is you can be up and running within just a few minutes. Simply add your employees, customers and projects/tasks, create your work periods and your ready to go.

Because OnTimeExpense is professionally hosted, you will never need to install any software or perform upgrades. We do all this for you. Additionally, you can enter your time and expense information securely from anywhere using an Internet connection. We have included a list of features below that are included with the service.

Time Sheet and Project Tracking Features

- Enter time quickly and securely from anywhere.
- Use our Work Period Wizard to automatically create work periods for you.
- Create an unlimited number of departments, tasks, projects and users.
- Gain a better understanding on how your projects are performing and how your time is be used.
- Use the dashboard to view compelling charts of how your time is being allocated.
- Create professional timesheets in the following formats (PDF, microsoft excel or rich text).
- No software to install, will run in all popular web browsers.

Time Sheet and Project Tracking Features

- Enter expense information securely from anywhere.
- Simple expense sheet approval process.
- Create as many expense categories as you would like.
- View professional expense sheets (PDF, microsoft excel or rich text).
- Very efficient and easy to use interface.
- Simple workflow for reviewing and approving expense information.



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