Beeline Program

Contractor Job Aid

Submit Timesheet & Expenses

INTRODUCTION

Beeline is a Vendor Management system used by Accenture to initiate and manage the procurement of contractors.
This job aid provides the steps on how to submit a timesheet and expenses in Beeline. This job aid is applicable to:
- Contractors

Need Login Help?

If you need additional login support, please contact the Contractor Exchange Help Desk at **CxHelpDesk@accenture.com** for service.

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Submit Timesheet & Expenses

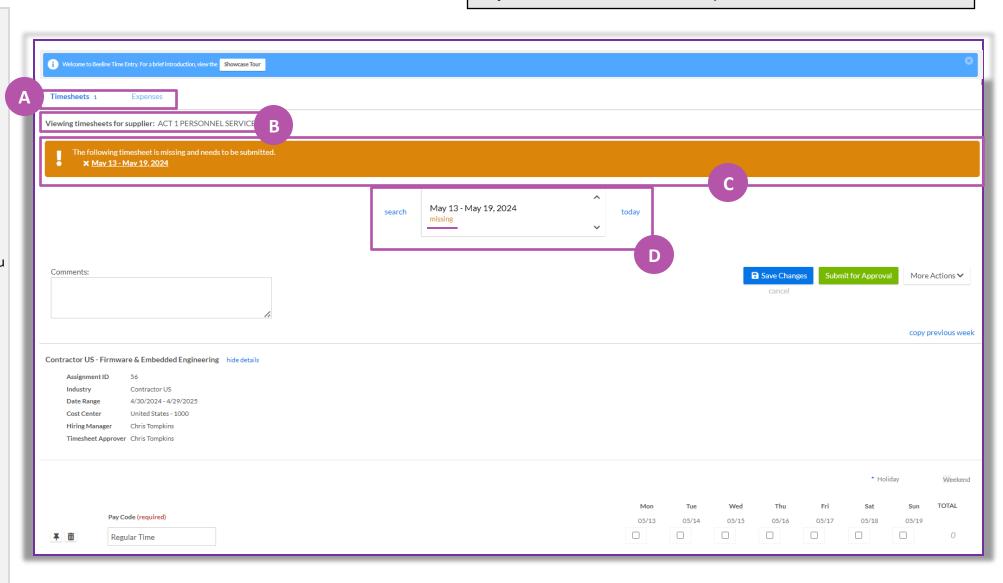# Beeline Program – Submit Timesheet

A At the top of the screen you have two tabs: one for **timesheets** and one for **expenses.** The tab you ar not on will appear grey out.

B You will find the **supplier's name** on the top left corner of the screen.

C On this **notification section** you will be able to view any timesheets that are missing or rejected. Click on any of the links to go into that week's timesheet.

D The **date selector** will automatically populate with the current week's timesheet and the status (underlined). Use the **up/down** arrows to navigate week by week. You can also use the search option to run an advanced search or click on the date selector box, which pulls out several weeks to browse through.

Welcome to Beeline Time Entry. For a brief introduction, view the Showcase Tour

A Timesheets 1   Expenses

B Viewing timesheets for supplier: ACT 1 PERSONNEL SERVICE

! The following timesheet is missing and needs to be submitted.
✕ **May 13 - May 19, 2024**

C

search   May 13 - May 19, 2024
            missing   today

D

Comments:

Save Changes   Submit for Approval   More Actions ⌄
                          cancel

                                         copy previous week

Contractor US - Firmware & Embedded Engineering   hide details

Assignment ID	56
Industry	Contractor US
Date Range	4/30/2024 - 4/29/2025
Cost Center	United States - 1000
Hiring Manager	Chris Tompkins
Timesheet Approver	Chris Tompkins

* Holiday   Weekend

		Mon 05/13	Tue 05/14	Wed 05/15	Thu 05/16	Fri 05/17	Sat 05/18	Sun 05/19	TOTAL
Pay Code (required)									
📌 🗑	Regular Time	☐	☐	☐	☐	☐	☐	☐	0

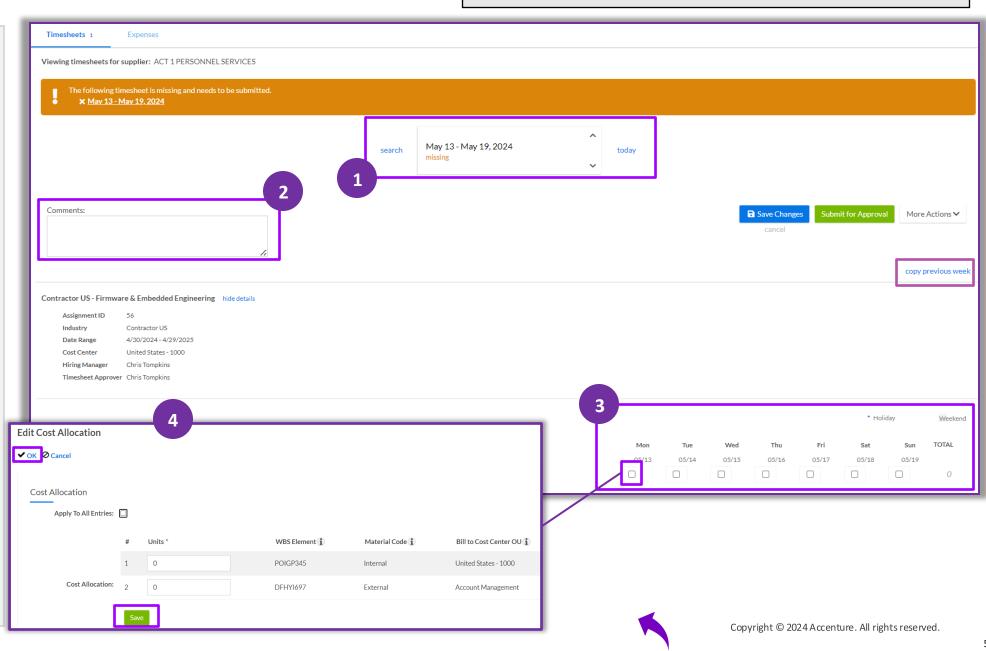# Beeline Program – Submit Timesheet

1 Make sure you are on the **Timesheets tab.** Once you find the week you want to submit your timesheet for, you can begin filling up your timesheet.

2 You can enter any comments as needed.

*Note: You have the option to copy the previous timesheet by clicking on the **Copy Previous Week** link. After the information pulls into the current week, you are able to make changes as needed.*

3 To enter worked hours, click on the date fields checkboxes.

4 A new window will appear. Select the WBS Element, enter the appropriate units/hours for the day. Click **Save** then click **OK.**

Note: Only complete week-end days if you have worked them.

Timesheets 1   Expenses

Viewing timesheets for supplier: ACT 1 PERSONNEL SERVICES

! The following timesheet is missing and needs to be submitted.
✖ **May 13 - May 19, 2024**

search   May 13 - May 19, 2024
missing   today

Comments:

Save Changes   Submit for Approval   More Actions ▾
cancel

copy previous week

Contractor US - Firmware & Embedded Engineering   hide details

Assignment ID	56
Industry	Contractor US
Date Range	4/30/2024 - 4/29/2025
Cost Center	United States - 1000
Hiring Manager	Chris Tompkins
Timesheet Approver	Chris Tompkins

* Holiday   Weekend

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL
	05/13	05/14	05/15	05/16	05/17	05/18	05/19	
	☐	☐	☐	☐	☐	☐	☐	0

Edit Cost Allocation

✔ OK ⊘ Cancel

Cost Allocation

Apply To All Entries: ☐

#	Units *	WBS Element ⓘ	Material Code ⓘ	Bill to Cost Center OU ⓘ
1	0	POIGP345	Internal	United States - 1000
Cost Allocation: 2	0	DFHYI697	External	Account Management

Save

Beeline Program – Submit Timesheet

5 Once you have completed it, the checkbox will be replaced by some icons.
- Click on the **Conversation icon** to add any comments.
- Click on the **Settings** icon to edit what you've input on that day.

*Note: If you are not yet ready to submit your timesheet but you want to save what you have entered so far, click on **Save Changes.***

6 If you are ready to submit your timesheet, click on **Submit for Approval.**

7 This opens a dialog box to confirm you want to submit your timesheet. To submit, click on **Submit for Approval**.

8 Once you submit the timesheet, the status will change to submitted. You can edit your timesheet by clicking on the **Edit Timesheet** button.
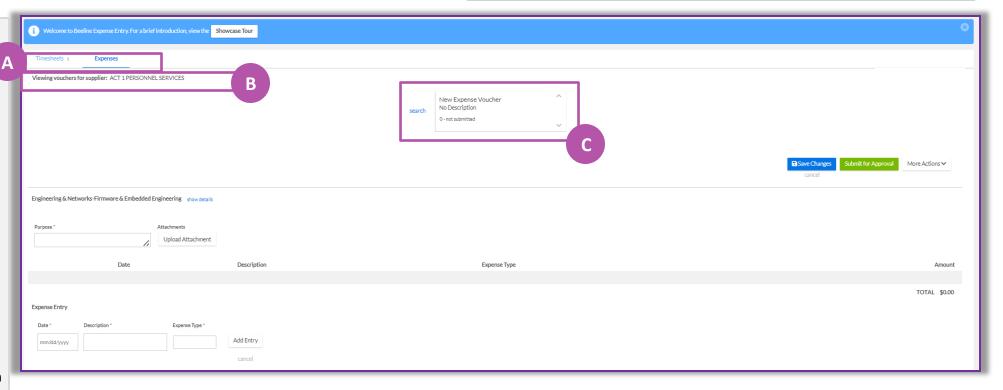

Timesheets 1   Expenses

Viewing timesheets for supplier: ACT 1 PERSONNEL SERVICES

! The following timesheet is missing and needs to be submitted.
✕ May 13 - May 19, 2024

search   May 13 - May 19, 2024
          missing   today

Comments:

Save Changes   **Submit for Approval**   More Actions ⌄
cancel

copy previous week

Confirm Submit for Approval   ✕

You are about to submit the timesheet for approval.

Contractor US - Firmware & Embedded Engineering   hide details

Assignment ID   56
Industry   Contractor US
Date Range   4/30/2024 - 4/29/2025
Cost Center   United States - 1000
Hiring Manager   Chris Tompkins
Timesheet Approver Chris Tompkins

Keep Editing   **Submit for Approval**

                                                        * Holiday   Weekend

Pay Code (required)

Regular Time

	Mon 05/13	Tue 05/14	Wed 05/15	Thu 05/16	Fri 05/17	Sat 05/18	Sun 05/19	TOTAL
✓ + 💬⚙	☐	☐	☐	☐	☐	☐	☐	0

search   May 27 - Jun 02, 2024
          submitted
          1 days   today

Submitted by Micaela Abratte May 24 2024, 3:17 PM EDT

✏ Edit Timesheet   More Actions ⌄

Beeline Program – Submit Expenses

A At the top of the screen you have two tabs: one for **timesheets** and one for **expenses.** The tab you ar not on will appear grey out.

B You will find the **supplier's name** on the top left corner of the screen.

C The **expense voucher selector** will automatically populate with a new expense.
- Use the **up/down** arrows to view previous expenses or click on the voucher selector.
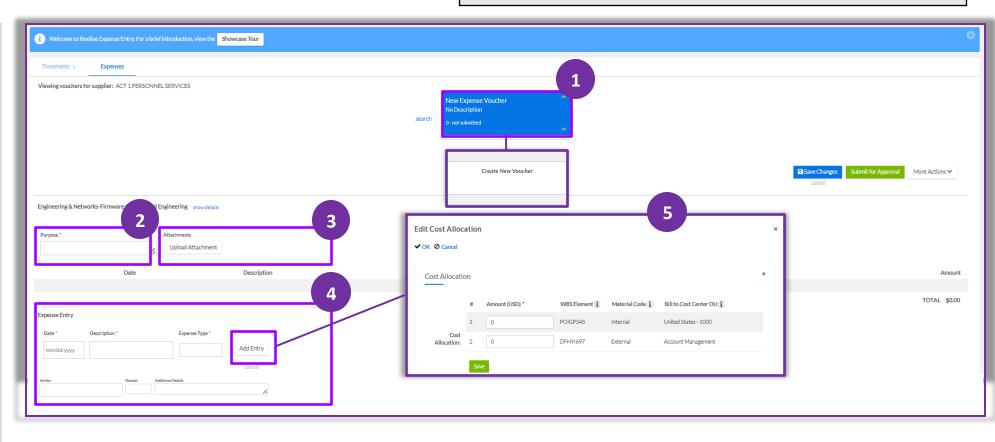- To make edits click on the **Edit Voucher** button that will appear.

Welcome to Beeline Expense Entry. For a brief introduction, view the Showcase Tour

A Timesheets 1   Expenses

B Viewing vouchers for supplier: ACT 1 PERSONNEL SERVICES

search   New Expense Voucher
No Description
0 - not submitted **C**

Save Changes Submit for Approval More Actions ⌄
cancel

Engineering & Networks-Firmware & Embedded Engineering   show details

Purpose *   Attachments
                                    Upload Attachment

Date	Description	Expense Type	Amount
			TOTAL $0.00

Expense Entry

Date *	Description *	Expense Type *	
mm/dd/yyyy			Add Entry

cancel

Beeline Program – Submit Expenses

1 To create a new expense, click on the voucher selector and click on **Create New Voucher.**

2 Enter the **Purpose** to this expense.

3 Upload the receipts to this expense by clicking on **Upload Attachment** and selecting the appropriate file and then clicking **Upload**, then **SAVE.**

4 Complete the fields on the expenses entry section and then click on **Add Entry.**

5 This will open a new window. Complete the amount of the expense for the corresponding WBS Element. Then click on **Save**, then on **OK.**

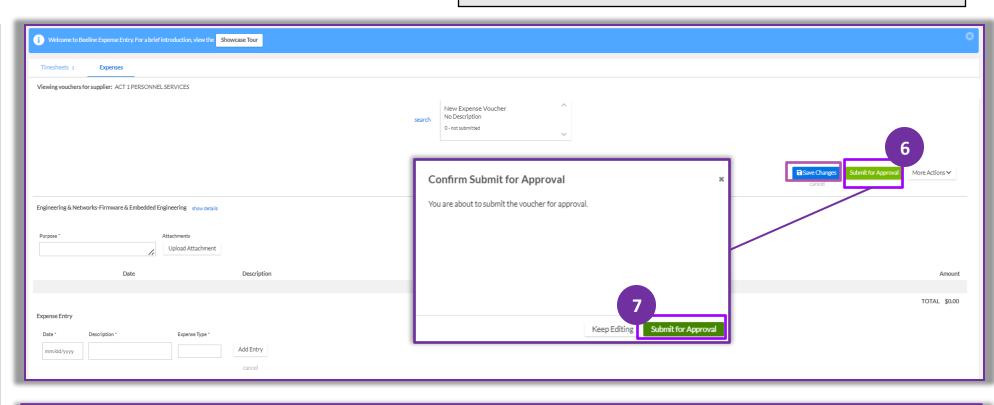The information you just entered will populate above.

Beeline Program – Submit Expenses

*Note: If you are not yet ready to submit your expenses but you want to save what you have entered so far, click on **Save Changes.***

6 If you are ready to submit your Expense, click on **Submit for Approval.**

7 This opens a dialog box to confirm you want to submit your timesheet. To submit, click on **Submit for Approval**.

8 Once you submit the timesheet, the status will change to submitted. You can edit your timesheet by clicking on the **Edit Voucher** button.

Welcome to Beeline Expense Entry. For a brief introduction, view the [Showcase Tour]

Timesheets 1   **Expenses**

Viewing vouchers for supplier: ACT 1 PERSONNEL SERVICES

New Expense Voucher
No Description
0 - not submitted

search

6 [Save Changes] [Submit for Approval] More Actions ⌄
cancel

Engineering & Networks-Firmware & Embedded Engineering   show details

Purpose *   Attachments
[   ]   [Upload Attachment]

Confirm Submit for Approval   ✕

You are about to submit the voucher for approval.

Date	Description

7 Keep Editing   [Submit for Approval]

Amount

TOTAL $0.00

Expense Entry

Date *   Description *   Expense Type *
[mm/dd/yyyy]   [   ]   [   ]   [Add Entry]
cancel

search
May 23 - May 23, 2024
TELEPHONE
$100.00 - submitted   #163

Submitted by Micaela Abratte May 24 2024, 4:53 PM EDT

8 [✏ Edit Voucher] More Actions ⌄

BEELINE PROGRAM

Version	Last Updated Date	Owner EID	Description of Update
v.1	May 27, 2024	micaela.abratte	Origination of Document