

## Logging hours in Exact

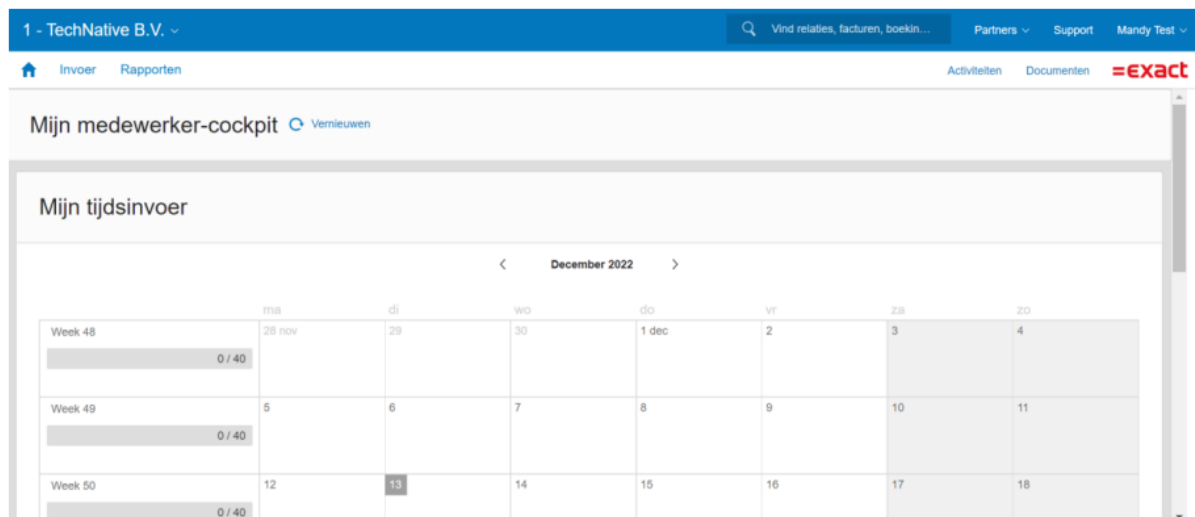
Starting from January 1, 2023, TechNative will be using the new accounting system Exact. This means that the hours previously recorded in Yoobi will now be entered in Exact, resulting in a slightly different way of working. The biggest change is that we will now enter **all** our hours in Exact and only billable hours will be invoiced to clients.

### Logging In

To log in to Exact, use the following link: [Exact Online](#). Use the login credentials you received with the invitation via email and have set up yourself. During the first login, you will also be prompted to set up Multi-Factor Authentication (MFA).

### Recording Hours

After logging in, you will land on the homepage. From there, you can navigate to a week or day where you want to enter your hours. As you scroll down, you will come across your billability.



At the top of the blue bar, you will see the legal entity where the hours are recorded. When you click on the dropdown, you will see the last entity you booked hours for. If applicable, you can switch entities here. Use the search bar to find the relevant entity or click on it from the list.

To enter hours, click on "Entry" next to the house icon under "1-TechNative B.V." as shown in the image, or click on the respective week or day under "My time entry." When entering hours for the first time or working on a new project, it is important to select the project first. You can do this by choosing a client, either by typing their name, pressing F2, or double-clicking on the field to select the corresponding client. For the project, enter the project name or choose it from the list by pressing F2 or double-clicking on the field. If your project is not listed, please contact Mandy.

Next, select an hour type by entering its name or pressing F2 or double-clicking on the field.

If you want to save it as a favorite to quickly fill in your hours, click on the star.

Within Exact, it is not possible to indicate whether a description is mandatory per client or project. However, we have an agreement with some clients that a description is required, so it is enabled for everyone. Therefore, everyone should provide a description of the work performed for that week or day.

**Within Exact, we log all hours. You should use "TechNative - internal use" for all internal matters that cannot be charged to a client, such as leave, days off, sick leave, and training.**

Save your hours if you want to make adjustments later, and submit them when they are final and no longer require changes. The submitted hours will be used for invoicing.

When logging in for the first time, it is advisable to make a few small adjustments to make it easier to use Exact. Go to a weekly or daily entry, click on the toolkit in the top right corner, and then click on "Customize."

Uncheck the "Cost entry" option and check the Saturday and Sunday boxes. Click on "Save," and your view will be automatically adjusted. This adjustment is not necessary if you are using the app.

Exact Online

Aanpassen | Wekelijkse invoer

Opslaan Herstellen Annuleren

Algemeen

Project Code + Omschrijving Uur-/Kostensoort Omschrijving

Kosteninvoer ☒

Kolommen Tijd en Kosten

Relatie	<input checked="" type="checkbox"/>	Bijlage	<input checked="" type="checkbox"/>
Project	<input checked="" type="checkbox"/>	Notities	<input checked="" type="checkbox"/>
Eenheid	<input type="checkbox"/>		

Extra kolommen Kosten

Bedrag in V.V.	<input type="checkbox"/>	Valuta	<input type="checkbox"/>
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Weekdagen

maandag	<input checked="" type="checkbox"/>	vrijdag	<input checked="" type="checkbox"/>
dinsdag	<input checked="" type="checkbox"/>	zaterdag	<input type="checkbox"/>
woensdag	<input checked="" type="checkbox"/>	zondag	<input type="checkbox"/>
donderdag	<input checked="" type="checkbox"/>		

Exact also has an app that you can use for entering your hours. They have created a short training video for entering hours. If you want to view it, you can do so via the following link: [Time & expenses \(exact.com\)](https://www.exact.com/time-expenses)