

WHITEPAPER / SEPTEMBER 2020

DO MORE WITH LESS:

**How Time Tracking
Software Can Help
Nonprofits Save
Time & Win Funding**

Summary

The nonprofit sector involves a lot of paperwork. And in today's world, when technology can streamline your organization's processes to boost efficiency, it is crucial to utilize best-of-breed tools aimed at helping your institution easily and accurately keep track of labor hours, expenses, budget, program-specific work, and other administrative data. While many industries require detailed and accurate accounting, it is particularly important for nonprofits to record and report on their work to meet compliance rules and receive grants from donors, sponsors, or government agencies.

Easing the Burden of Project Time & Expense Tracking

Working at a nonprofit can be one of the most satisfying jobs in the world – after all, what's better than knowing you're truly making a difference in other people's lives? But as any nonprofit employee can tell you, making a difference involves hard work and diligence. The constant search for funding, the burden of complying with rules and regulations, the pressure to reduce overhead costs, and the innate organizational and financial challenges mean you're often asked to stretch your resources (and yourself) beyond limits.

Fortunately, many of these pain points can be eased with the right tools. Specifically, an efficient time and expense tracking system can save your organization time and money – not just when it comes to payroll and accounting but for financial planning, grant applications, and reporting as well. A full-featured timesheet software that is configurable to meet the specific needs of your organization will significantly reduce labor costs and time spent on payroll, eliminate tedious manual work, reduce the administrative burden on employees, and make it easier to report project time and expenses for funding sources and tax claims.

More than a Time Clock

Far from the mere clock in/clock out systems or paper timesheets, modern time tracking software allows you to assign logged hours to projects, tasks, clients, and more. A smart time tracking platform can integrate with other payroll and project management tools you already use, syncing your data automatically so that employees don't need to waste time on duplicate entry. Users can even submit expense reports and upload receipts on-the-go, so managers and executives always have a clear picture of what various projects cost and easy access to a detailed record of those costs for auditing or reporting in the future.



This allows your team to more accurately assess labor costs and predict work hours and expenses for various projects. All that vital data will help you create better project budgets for grant applications and enable better project planning in general. It can also help your team identify inefficiencies, evaluate where existing funding could be better spent, and make informed decisions on how to optimize your organization's resources.

Since the right time tracking solution can reduce time spent preparing payroll, completing grant applications, and reporting or forecasting financials, it can provide a huge return on investment. Successful nonprofits are efficient, tech-savvy, and excel at communicating with their members, funders, and stakeholders – not to mention they accurately track and keep detailed records of employee time and expenses.

Here are some of the ways we've seen nonprofits use web-based time tracking tools to their advantage.

Track Time on Grants

Time tracking is not just useful but a critical function for nonprofits, especially with the scrutiny that nonprofit finances and activities are under by grantors and government agencies,. Your organization should be equipped to uphold high standards of accountability and transparency in order to win grant funding and continue its important work.

If you work at a nonprofit and are reading this whitepaper, then we probably don't have to tell you about the administrative burden nonprofits face related to tracking program spending, timelines, outcomes, allocations, and reporting, just to meet the basic requirements of a grant. By using systems that improve communication and simplify processes, you can ease this burden for you and your employees, and increase the impact of grant funding.



With a powerful project time tracking and reporting platform, your organization can easily capture and attribute all time and expenses to relevant funding sources. The system should allow you to:

- Create multi-level work breakdown structures and see relevant grant information in seconds.
- Set up fund details and track actuals in real-time to monitor grant fund burn down.
- Get a centralized view of all your work done across funding sources.
- Access detailed information about employee hours, costs, funding sources, and workforce productivity.

Having the right tools to understand exactly how grant money is spent, as well as what kind of impact it had, will allow your team to make a better case for future funding and ensure you can answer any questions that funders may ask.

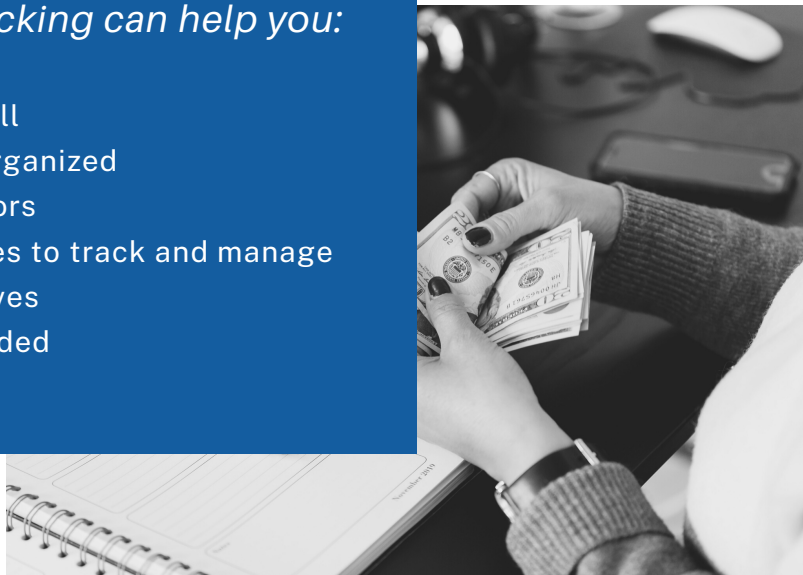
Simplify Payroll

The simplest way time tracking software benefits nonprofits is by reducing the amount of labor needed to prepare and submit payroll.

It's not uncommon for nonprofits to ask employees to track hours using spreadsheets or separate invoices. But that kind of ad hoc system has its drawbacks. Notably, it means that accounting or HR employees often spend a major chunk of time calculating, verifying, and manually entering billable hours into the payroll system.

Formalizing your organization's method of time tracking can help you:

- Save time on payroll
- Keep work hours organized
- Reduce payroll errors
- Empower employees to track and manage their time themselves
- Pull reports as needed



You should look for a time tracking system that integrates with other accounting and payroll applications so that you don't need to worry about manually transferring or entering data into multiple systems. This can help your staff reclaim hours every week for more important work and focus on the mission of the organization.

Build Accurate Budgets



Creating a proposal for grant applications is exceptionally difficult when you have no idea how long a project will take or how much labor and other resources are required.

The power of a time tracking system lies in its reporting capabilities. Some tools allow you to track labor hours by task type or project, making it easier to analyze and estimate hours for similar work in the future.

By collecting more accurate data with a robust time tracking system, you will be able to pull detailed reports and gain better insight over just how much time and money is required to accomplish your organization's goals. And that insight can help you build more in-depth, detailed budget proposals that will win points with funders.

Specifically, a smart time and expense tracking solution will help you:

- Understand exactly what various projects and tasks are costing you
- Gain deeper insight into available human capital and funding allocation
- More accurately forecast project budget and timelines
- Identify inefficiencies across projects/programs and streamline processes
- Develop realistic, achievable financial goals

Rest Easy During Tax Season

With the organization's tax-exempt status on the line, the thought of a major filing error or audit keeps many nonprofit executives and finance leaders up at night during tax season.

One of the chief benefits of automated time and expense tracking is that it allows you to feel more confident in the accuracy of payroll, expense reports, and ultimately, tax filing. If you should happen to be audited or asked for additional documentation to support a claim, you'll have a digital paper trail outlining exactly where your numbers came from.



Do More with Less

At the end of the day, for a new system or tool to be useful to nonprofits, you need to be able to justify its cost. A robust, flexible time tracking tool like Journyx can have a huge return on investment, as it saves you and your employees a substantial amount of time on timesheet processing, financial reporting, accounting, and project planning. Plus, it provides you with a clear picture of where your organization is spending time and money, so you can make better, more informed decisions to increase productivity, profitability, and efficiency. The labor cost savings on payroll alone could amount to multiple hours every payroll cycle.

As Journyx works to free up your team's day-to-day workload and reduce the administrative burden of project time tracking, your staff can focus on what matters most: the mission of your organization. Think of it as a kind of in-kind contribution to your team.

Implementing Time Tracking Is Easier Than You Think

It may not sound like an easy feat to set up and train your team on a new system. But Journyx understands the unique challenges nonprofits face. That's why we offer top-notch customer support and implementation services to help you get the most out of your system. Journyx software is highly customizable and flexible, unlike any other solutions on the market. Our in-house experts will work diligently with your organization to figure out the best configurations to meet your time tracking needs – including custom rules and data validation to help make your job easier.

In our ProStart implementation process, Journyx experts will work with you to define reporting requirements and review your organizational processes, so we can configure the platform precisely to suit your nonprofit's needs. We can help you integrate with existing tools like ADP, Microsoft Dynamics, and other ERP/accounting or project management systems, and design custom features to streamline processes even more. We'll also take you through a comprehensive administrative training program to make sure you feel comfortable using and adjusting the system as needed.

After that, our support team is available to answer any questions you may have and has an automated email ticketing system for customers to send in support requests 24/7. We want you to have all available tools at your fingertips so that you can transform your organization into a reporting and funding powerhouse.

At Journyx, our goal is to create the tools that make time and expense tracking as simple as possible for all types of organizations and their employees, and to help provide the necessary workforce data insights to make smarter business decisions. [Journyx JX Time Tracking Software](#) can significantly improve your organization's project time and cost accounting. And for those that need even more powerful resource allocation and financial projection tools, [Journyx PX Resource Management Software](#) allows nonprofits to automate project costing, forecast financials, and evaluate resource effectiveness without tons of legwork.

Thank you for reading!

We hope this publication has helped you evaluate whether or not an automated time and expense tracking solution is right for your organization. Curious to learn more? Get in touch today to see how we can help your nonprofit.

For more information, visit our website at journyx.com or contact us directly:

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About Journyx

Journyx is a premier time tracking and resource management software for projects, billing, and payroll that streamlines the collection and processing of employee timesheets. Thousands of organizations worldwide use Journyx to save time, increase profits, and enhance productivity.

