



EZtime and QuickBooks are Great Company at GRT Business Solutions

Software consulting firm has more time to spend with customers after eliminating paper-based time-and-expense reports.

AT A GLANCE:

COMPANY: GRT Business Solutions

LOCATION: Highland Village, TX

INDUSTRY: Professional Services

BUSINESS CHALLENGE:

GRT Business Solutions was spending an inordinate amount of time filling out and recording time and expense information. The company needed an efficient means to enter time and expenses and transfer that information to QuickBooks automatically.

SOLUTION:

EZtime by TimeRewards Software and QuickBooks: Premier Professional Services

RESULTS:

Together EZtime and QuickBooks allow GRT Business Solutions to:

- Save more than \$14,000 each year
- Decrease time spent recording time sheet and travel expenses from a half day to two hours
- Reduce time required to validate hours billed to customers
- Allow employees to enter hours and expenses into web-based application
- Avoid double entry of employee time and expenses in two systems
- Eliminate backup and maintenance costs

“We have significant savings because I’m not spending a couple of days dealing with time billing and expenses. Now I can spend my time more productively.”

Todd Griffith
President, GRT Business Solutions



In 1998 Todd Griffith launched his new business with himself as the lone employee. His business model for GRT Business Solutions was to offer consulting services for corporate financial software, specifically for enterprise resource planning. To keep overhead costs at a minimum, he shaped a business with no inventory or office space requirements.

Seven years later, Griffith’s company had grown to more than 60 customers supported by 17 employees and contractors. GRT typically has eight to 10 projects active at any one time, and the projects can span one week to up to two years. GRT’s revenue depends on the accurate—and efficient—billing of project hours and expenses.

Business Challenge

When GRT was a start-up with less than five employees, having employees submit time and expenses via spreadsheets was practical—even if cumbersome. As the business became more successful, though, GRT outgrew that time and labor-intensive process. Griffith and his administrative staff were spending a large portion of their days manually transferring the hours and expenses recorded in the spreadsheets into QuickBooks.

As the company grew, Griffith wanted to replace this double-keying process with web-based timesheet and expenses software that would integrate seamlessly with QuickBooks. With all of GRT employees working remotely, he needed software that could be accessed anytime and anywhere.

Solutions Overview

After researching his options, Griffith chose EZtime from TimeRewards Software. EZtime has an online time and expense portal and exports directly into QuickBooks. Each member of the GRT team can enter time and expense information from anywhere they have Internet access. Griffith can download time and expense data directly into QuickBooks with a single click.

Setting up new customers is a snap. Griffith enters customer and project details in QuickBooks, and the customer, employee, vendor, and chart of accounts data is exported to EZtime, which codes the expenses to the account and item list. As the GRT staff enters time and expenses, they can save interim work or submit the completed timesheets and expense reports for review or approval. When needed, the data is imported into QuickBooks.

As a safety net, Griffith can set controls for who can access specific customers and jobs and he can eliminate employee access to QuickBooks.

Results

On a weekly basis, the GRT team enters the numbers of hours they work on a project, the job, and the job code number. "Entering their time and expenses in EZtime takes them much less time than using a spreadsheet," says Griffith. "The staff is thrilled with the new process. It's easier and more straightforward than managing a spreadsheet."

And for Griffith, the move to EZtime has been a huge time saver. He has slashed the time he was spending gathering and tracking time billing information by half. The number of billing errors has also dropped. "Employees can only bill time and expenses to projects they are working on so I do not have to deal with validation issues," Griffith explains. "This control minimizes potential mistakes."

In terms of cost savings, GRT is saving more than \$14,000 a year. By taking Griffith out of the day-to-day administrative work, he can work on billable projects. "We have significant savings because I'm not spending a couple of days dealing with time billing and expenses. Now I can spend my time more productively."

Before adding EZtime, Griffith considered adding more staff to manage the billing. Having EZtime, integrated with QuickBooks, has kept GRT from adding to its headcount. "The integrated solution is scalable, allowing us to continue growing without adding overhead," he says. "Bringing on more consultants to the staff doesn't mean I need to add administrative people to help manage daily business tasks."

With EZtime and QuickBooks at work in GRT, Griffith can concentrate on expanding his business and fulfilling the commitments that keep his growing list of clients content.

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Todd Griffith
President, GRT Business Solutions

FOR MORE INFORMATION VISIT:

Time Rewards Software
www.timerewards.com

QuickBooks
www.quickbooks.com

QuickBooks Solutions Marketplace
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Intuit Developer Network
www.developer.intuit.com

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