

## Streamlined Time and Expenses for Professional Services Company

Virtual Time+Expense reduced processing time, improved accuracy, and saved thousands for this financial consulting firm

"I still can't quite believe that I can do all my invoicing by clicking a couple of buttons."

**Darren Louttit**  
Partner  
DeWinter Consulting



### SUCCESS STORY

DeWinter Consulting

### AT A GLANCE:

**Customer:**

DeWinter Consulting

**Location:**

San Francisco Bay Area

**Industry:**

Accounting and Financial Consulting

**Business Challenge:**

DeWinter Consulting needed to upgrade its old-fashioned time and billing process that became an increasing problem as the company grew.

**Solution:**

Virtual Time, Virtual Expense and QuickBooks

**Results:**

Together, Virtual Time + Expense, DeWinter Consulting:

- Saves thousands per year
- Handles the weekly time, billing, and payroll process without dedicated staff
- Provides an easy, fast and accurate solution for consultants

### Customer Profile

DeWinter Consulting, the consulting services arm of DeWinter Associates, provides high-level accounting and finance consulting to companies that need interim or special project support. With three offices in the San Francisco Bay Area, DeWinter works primarily with small and medium-sized publicly traded companies.

### Business Challenge

DeWinter Consulting is growing fast, with many consultants working in on-site placements. Until Spring 2008, it had a tedious, outdated system of time tracking, billing and payment — in and around Silicon Valley, where emerging technology is the name of the game.

"We pay our consultants by the hour," explains partner Darren Louttit. "They submit a timecard to us, and we bill the client for those hours every week." Before using Virtual Time, the consultants used paper forms to submit their hours. They filled it in by hand, had the client sign it, and faxed it to DeWinter. "That was a royal pain," remembers Louttit. "I remember calling our consultants and asking, 'Have you faxed your timecard in?'" Next, the office manager manually typed in all the time card and invoice information into QuickBooks, a sure-fire way to introduce mistakes.

The company already used multiple software solutions to run the business, including Bullhorn staffing software, QuickBooks and PRG payroll. The three solutions managed DeWinter's clients, employees, and 1099 contractors. However, keeping all three systems in sync used to require duplicate data entry, big spreadsheets to manage multiple bill and pay rates, and a lot of paperwork.

### Solutions Overview

Louttit knew he had to find a better way. After a little research on the Web, he found Virtual Time, saw that it integrated with Bullhorn, QuickBooks and PRG payroll, and made the call.

Within a matter of hours, Virtual Time linked DeWinter Consulting's three main systems into one integrated business solution — eliminating the spreadsheets. "Now, when I'm working in Bullhorn," explains Louttit, "I can link consultants to jobs, pay and bill rates, approvers, etc. Then I can use Virtual Time to synch all the products with each other, and it populates the appropriate areas of QuickBooks, PRG, and the database with everything I entered in Bullhorn." Virtual Time also works with QuickBooks to import DeWinter's Customer, Vendor, Employee, Class and Item data so that it can prepare invoices inside the QuickBooks product.





Using Virtual Time, DeWinter consultants now go online every Friday, enter their hours, and click a Submit button. Then they're done. From there, Virtual Time automatically sends an email to the approving managers, who click a link to review the hours, and click a button to approve. On the following Wednesday, Louttit clicks one button to process the hours, and two more to complete all of his invoicing, payroll and 1099 contractor payments for the week. "Whether I have one entry or 100," he says, "Virtual Time creates the entries in QuickBooks and PRG, and automatically generates all of my invoices and payroll."

Virtual Time makes one, complete business solution out of DeWinter Consulting's QuickBooks, Bullhorn staffing software, PRG payroll. "When I'm working in Bullhorn," explains Louttit, "I can link consultants to jobs, pay and bill rates, approvers, etc. When I'm working in Virtual Time, I can synch all the products with each other, and it populates the appropriate areas of QuickBooks, PRG, and the database with everything I entered in Bullhorn. It then brings the QuickBooks information back into Virtual Time, linking job orders, pay rate, bill rate, duration, and approver, plus username and password for security."

In the meantime, Louttit can log into Virtual Time to see every time card and what stage it's in.

### Business Benefits

Virtual Time has saved DeWinter Consulting thousands of dollars. "We used to share the salary of an administrative person with our sister company," explains Louttit. "Now that we use Virtual Time, we don't need a dedicated employee to manage the billing and payroll processes anymore. That's a significant cost savings."

Louttit actively sought feedback after he rolled out the new process, and found that his company's clients and consultants had only good things to say, primarily that it is so easy to use. Because of that, plus Virtual Time's ability to handle complexity and link multiple systems, Louttit knows he found a product that can grow with his business.

Louttit appreciates Virtual Time's reporting features,

especially that he can see how much DeWinter has billed and paid out for each week. "I really like the organization Virtual Time has given us, the fact that all my historical information is there and I can access it very quickly. I can search by client, consultant or project. And because Virtual Time is online, I have all of that at my fingertips, wherever I am."

Accuracy has also improved. Louttit says, "We never get mistakes anymore. The consultant enters the time. The manager approves it. I look it all over and approve it. And then Virtual Time automatically populates our QuickBooks Invoices, 1099 contractor bills and our payroll solution. I still can't quite believe that I can do all my invoicing by clicking a couple of buttons."

### Adding Virtual Expense

Because they've had so much success with Virtual Time, Louttit and his partners have recently added Virtual Expense to their total office solution. At first, they didn't see a need for a specific product for expenses, as they don't have much expense reporting to do. Once Virtual Time solved DeWinter's biggest problem, however, and the company didn't employ an administrative person anymore, those few expenses started piling up.

With Virtual Expense, company employees enter their expenses online, attach electronic copies of their receipts and submit them to Louttit for approval and processing. Virtual Expense then sends the information to QuickBooks.

"I think they're both fantastic products," says Louttit. "I highly recommend them to anyone with a business like ours."

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## FOR MORE INFORMATION VISIT:

**Virtual Software Inc.**  
[www.virtualsoftware.net](http://www.virtualsoftware.net)

**QuickBooks**  
[www.quickbooks.com](http://www.quickbooks.com)

Virtual Time + Expense and QuickBooks Financial Software work together to help simplify your business management.

Virtual Software provides web-based solutions that help your business increase productivity, reduce errors and simplify timecard, expense report and sales management.

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