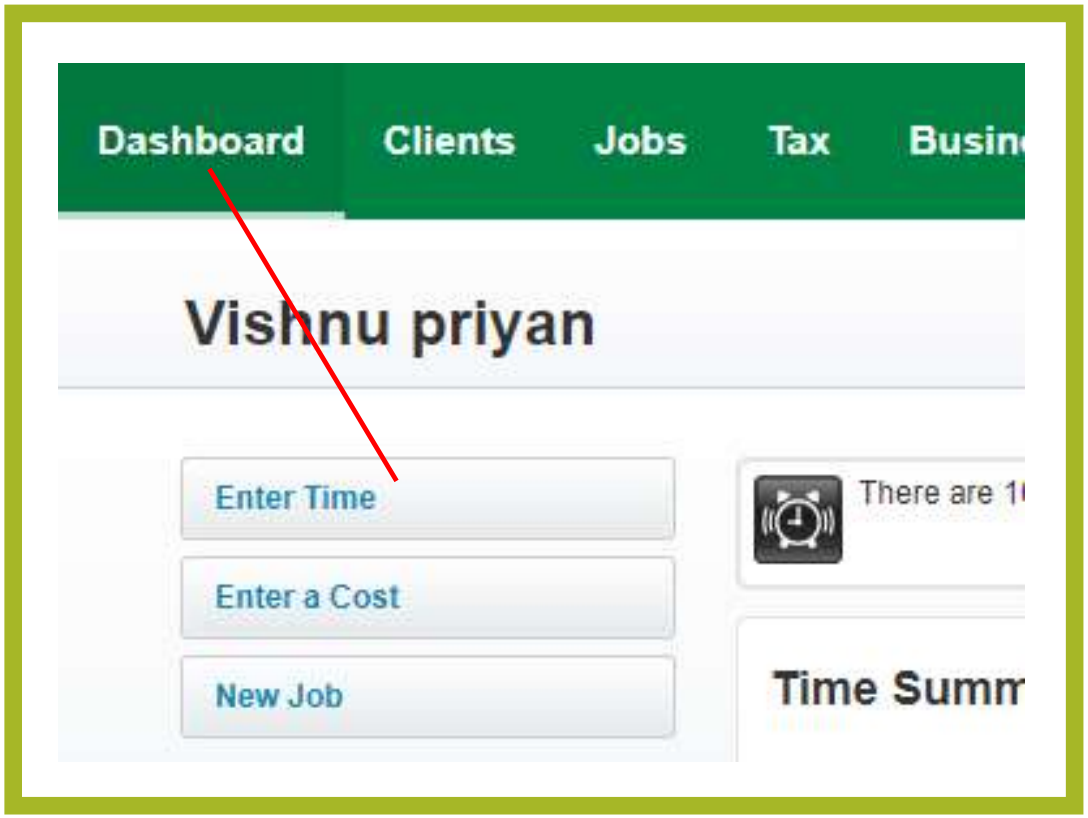
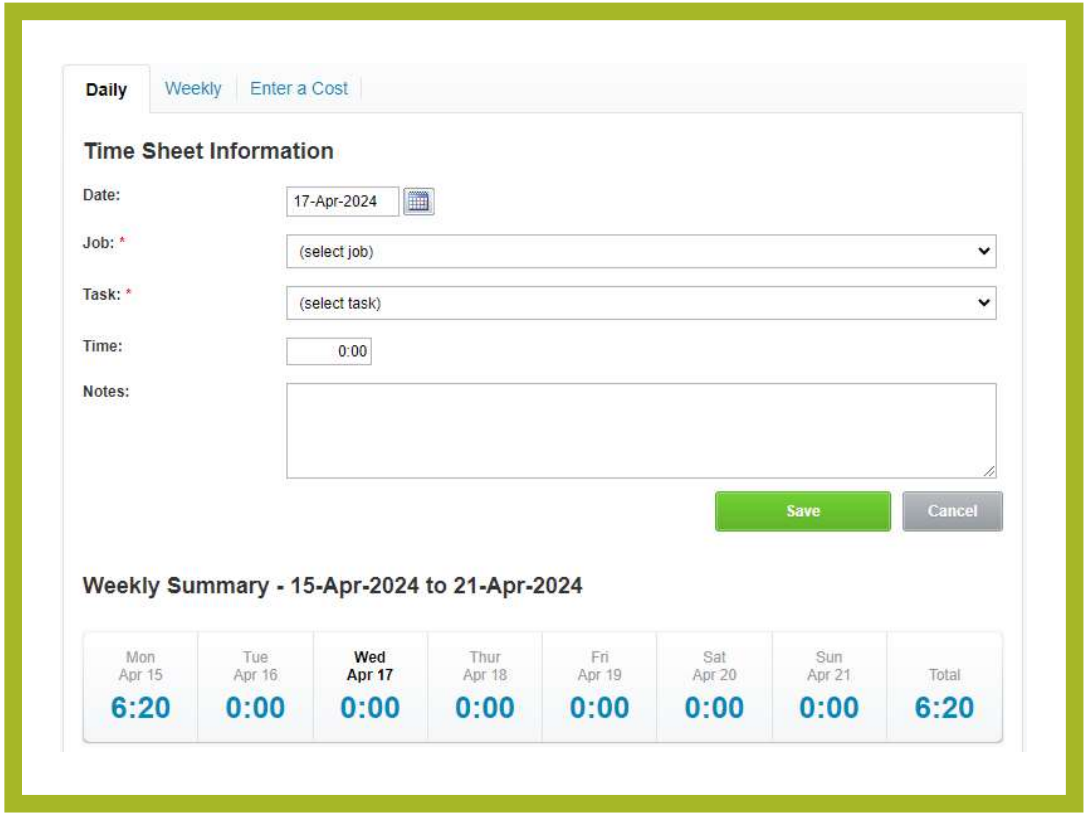
# How to post timesheet?

- In XERO PRACTICE MANAGER




## Enter your time from the dashboard in XPM:

> From your dashboard, enter the hours you spend on a job each day or week and add timesheet notes to keep a record of what you completed each time.




**To enter time for a specific day**:

1. Select the Dashboard tab, then click Enter Time.
2. Select the Daily tab, then select a Date.
3. Select the Job and Task, then enter the hours worked and notes if required.
4. Select the Billable checkbox if you're charging the client for the time entry.
5. Click Save.

# Why Timesheet is Important?

- Timesheets allow employees to log hours worked each day, allocating time to specific projects or tasks.
- Productivity and project management reports give insights into where time is being spent, highlighting inefficiencies. This allows for better planning and cost control.
- Time entry in invoices records billable time directly on client invoices


THANK YOU