



# Stock in TimeTrak

2019

# TimeTrak Stock Flow

## How to track and manage the stock location and flow

Maintaining and managing stock items can be a nightmare depending on how big and widespread your business is. Sometimes the process itself can be very confusing to keep track of where stock comes and goes. This whitepaper is to assist with the understanding on how the stock behaves in TimeTrak.

In EXO by default, we can see there is Physical, Not for Sale, Committed, Back Order, Incoming and Free Stock

Stock code: DS94 Description: DS940Q ALARM PANEL

Groups

Primary: SECURITY CONSUMABLES  
Secondary: NO GROUP SELECTED  
Classification: NORMAL  
Price group: NOT ASSIGNED

Cost Prices

Supplier: \$50.00  
Last: \$50.00  
Average: \$50.00  
Standard: \$50.00

Sell Prices

1. Price 1: \$70.00  
2. Price 2: \$0.00  
3. Price 3: \$0.00  
4. Price 4: \$0.00  
5. Price 5: \$0.00  
6. Price 6: \$0.00  
7. Price 7: \$0.00  
8. Price 8: \$0.00  
9. Price 9: \$0.00  
10. Price 10: \$0.00

Other

Main supplier :  
Unit/ Pack:  
Link stockcode:  
Serial no. tracked: Not Serialised (No)

Flags

Active  
 Lookup  
 Recoverable  
 Discountable  
 Restricted Goods  
 Batch tracked

No.	Stock Location	Physical	Not for sale	Committed	Back Order	Incoming	Free Stock
1	INVERCARGILL	5.00	1.00	1.00	0.00	3.00	6.00
		5.00	1.00	1.00	0.00	3.00	6.00

- **Physical**  
This is the quantity of physical items that are currently available in your warehouse location at the time for sales purposes.
- **Not for Sale**  
This is the quantity of stock items that have been assigned against jobs in TimeTrak but haven't been posted to job costing yet. In many businesses, it's possible that some stock items are consumed on the job but haven't been invoiced or processed for payment. In TimeTrak, this is shown as the "assigned" column.
- **Committed**  
This is the quantity of stock items that have been committed to sales order(s). TimeTrak does not have sales order functionality.
- **Back Order**

This is for stock items where a sales order has been created but there is no physical stock available. EXO will prompt that the stock item doesn't have any quantity and ask if this is to be entered as back order.

- **Incoming**

This number is based on the quantity of items assigned to purchase orders not yet received.

- **Free Stock**

**= (Physical + Incoming) – Not for Sale – Committed**

Not for sale and committed put a negative value into the free stock.

### TimeTrak Relationship with Stock Items

As TimeTrak also affects stock items in EXO, here are some items to remember:

1. When assigning a **disbursement** in TimeTrak, the quantity assigned will display under the **"Not for Sale"** column until it is posted from TimeTrak to job costing.

The initial state of stock is shown below.

Stock code:  Description: DS940Q ALARM PANEL

Groups		Cost Prices		Sell Prices	
Primary:	SECURITY CONSUMABLES	Supplier:	\$50.00	1. Price 1:	\$70.00
Secondary:	NO GROUP SELECTED	Last:	\$50.00	2. Price 2:	\$0.00
Classification:	NORMAL	Average:	\$50.00	3. Price 3:	\$0.00
Price group:	NOT ASSIGNED	Standard:	\$50.00	4. Price 4:	\$0.00
Other		Flags		5. Price 5:	\$0.00
Main supplier:		<input checked="" type="checkbox"/> Active		6. Price 6:	\$0.00
Unit/ Pack:		<input type="checkbox"/> Lookup		7. Price 7:	\$0.00
Link stockcode:		<input checked="" type="checkbox"/> Recoverable		8. Price 8:	\$0.00
Serial no. tracked:	Not Serialised (No)	<input checked="" type="checkbox"/> Discountable		9. Price 9:	\$0.00
		<input type="checkbox"/> Restricted Goods		10. Price 10:	\$0.00
		<input type="checkbox"/> Batch tracked			

No. Stock Location	Physical	Not for sale	Committed	Back Order	Incoming	Free Stock
1 INVERCARGILL	4.00	1.00	1.00	0.00	3.00	5.00
4 WORK IN PROGRESS	1.00	1.00	1.00	0.00	0.00	0.00
	5.00	2.00	2.00	0.00	3.00	5.00

Add a stock item to the job - In this example 3 items of stock have been added increasing the Not For Sale count from 1 to 4.

Job - ALARM INSTALLATION (Code: 28) (Id: 28)

Details	Sub Jobs (0)	Custom Fields *	Job Financial Summary	Location	Appointments (3)	Time Entries (7)	Tasks (3)	Notes (0)
History Notes (0)	Articles (0)	Attachments (6)	Disbursements (1)	Purchase Orders (0)	Quote Lines (0)	Serviceable Units (0)	Reports	

Stock Code	Description	Quote Option	Quantity	Sell Price	Line Total Sell
DS94	DS940Q ALARM PANEL	DEFAULT OPTION	3.00	\$70.00	\$210.00
					\$210.00

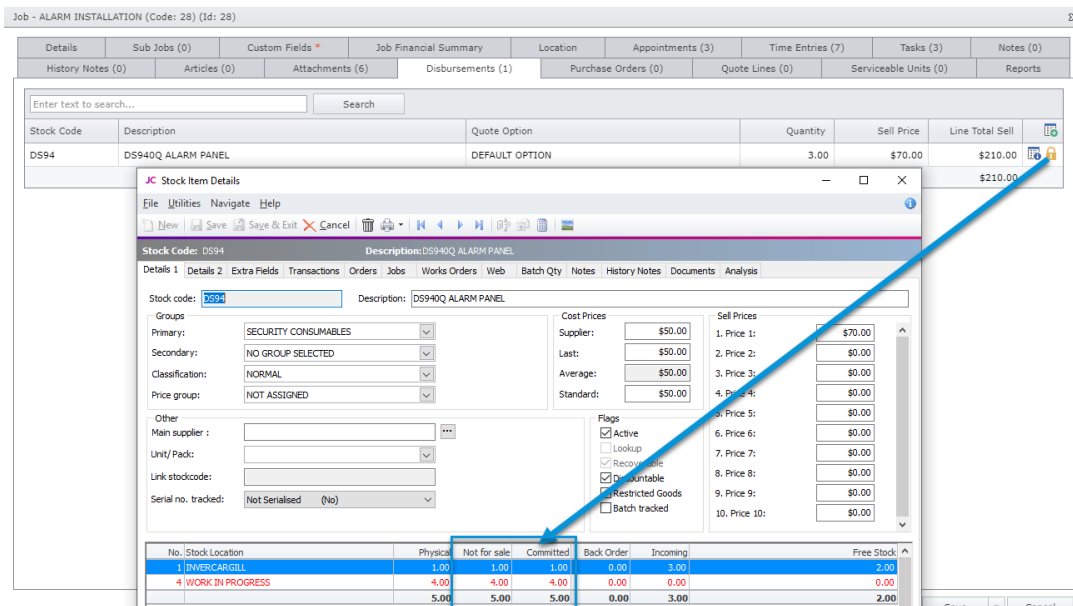
Stock code:  Description: DS940Q ALARM PANEL

Groups		Cost Prices		Sell Prices	
Primary:	SECURITY CONSUMABLES	Supplier:	\$50.00	1. Price 1:	\$70.00
Secondary:	NO GROUP SELECTED	Last:	\$50.00	2. Price 2:	\$0.00
Classification:	NORMAL	Average:	\$50.00	3. Price 3:	\$0.00
Price group:	NOT ASSIGNED	Standard:	\$50.00	4. Price 4:	\$0.00
Other		Flags		5. Price 5:	\$0.00
Main supplier:		<input checked="" type="checkbox"/> Active		6. Price 6:	\$0.00
Unit/ Pack:		<input type="checkbox"/> Lookup		7. Price 7:	\$0.00
Link stockcode:		<input checked="" type="checkbox"/> Recoverable		8. Price 8:	\$0.00
Serial no. tracked:	Not Serialised (No)	<input checked="" type="checkbox"/> Discountable		9. Price 9:	\$0.00
		<input type="checkbox"/> Restricted Goods		10. Price 10:	\$0.00
		<input type="checkbox"/> Batch tracked			

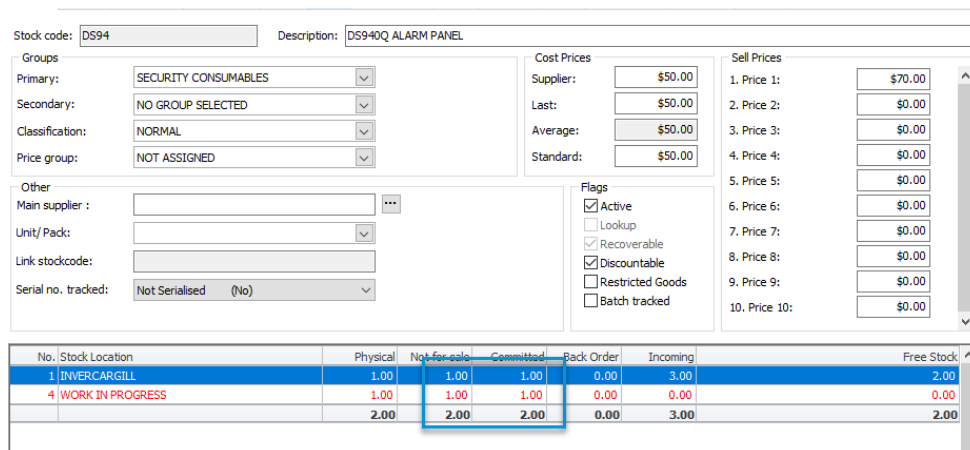
No. Stock Location	Physical	Not for sale	Committed	Back Order	Incoming	Free Stock
1 INVERCARGILL	4.00	4.00	1.00	0.00	3.00	2.00
4 WORK IN PROGRESS	1.00	1.00	1.00	0.00	0.00	0.00
	5.00	5.00	2.00	0.00	3.00	2.00

Adding 3 pcs to Not For sale

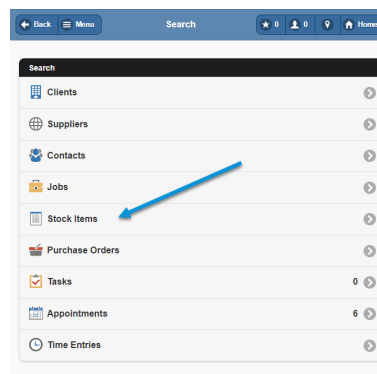
- When the job is posted from TimeTrak with stock items on it, this then creates a stock transaction and moves the stock from the assigned stock location to the job costing "Work in Progress" stock location for billing.



- When the disbursement has been invoiced the "WIP" (Work In Progress) **Physical** count will reduce

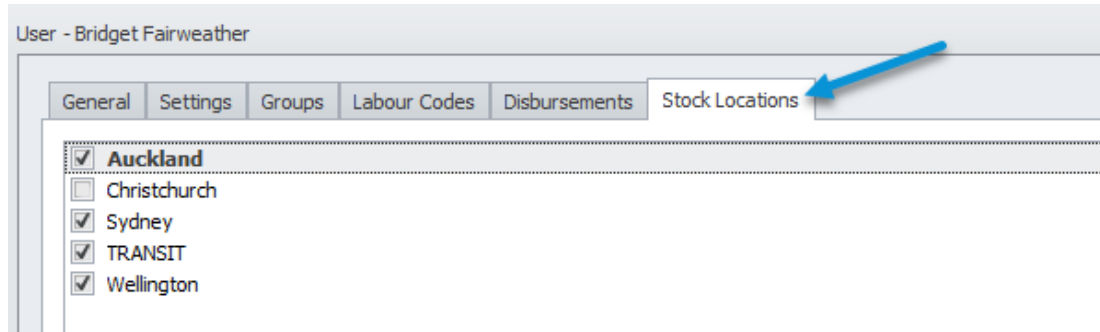


- The ability to check stock items, using the search engine, is only available in **TimeTrak Mobile**

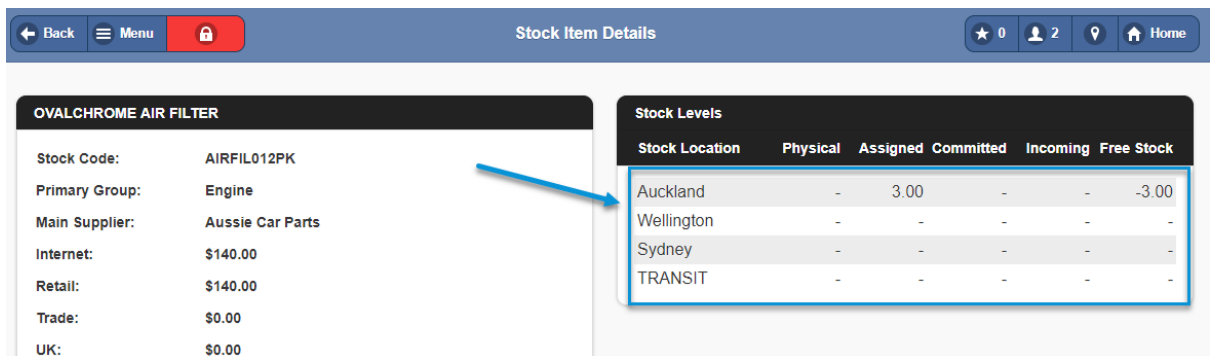


5. The stock locations available for the user to see are dependent on the stock locations the user has access too.

In the below example the user "Bridget" has access to all stock locations excluding Christchurch (Auckland being her default stock location).



This means when searching a stock item in TimeTrak Mobile, as per below she is able to see the stock levels of all stock locations excluding Christchurch.



This also means, on assigning stock, the default stock location for Bridget is going to be Auckland. However, the other stock locations that are assigned to Bridget can be selected from as per below:

The information that can be seen above (stock cost and sell price etc) is driven by the users profile "Form Layout" against disbursements as per below.

If you did not want this information to be available (IE stock cost price) this field could be "hidden" below and all users against the profile will no longer be able to access the stock's cost price.

Field	Visibility	Read Only	Required	Must Choose
<b>Time Entry</b>				
Fill Day	Always			
Fill Gaps	Always			
Travel	Always	<input type="checkbox"/>		
Status	Always	<input type="checkbox"/>		<input type="checkbox"/>
User	Always	<input type="checkbox"/>		
Labour Code	Always	<input type="checkbox"/>		<input type="checkbox"/>
Cost Group	Always	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost Type	Always	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rate	Hidden			
Billing Query	Always	<input type="checkbox"/>		
Order No	Always	<input type="checkbox"/>	<input type="checkbox"/>	
Quote Option	Always	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time In Lieu	Hidden			
Narration	Always	<input type="checkbox"/>	<input type="checkbox"/>	
Cost Price	Always			
<b>Disbursement</b>				
User	Always			
Date	Always	<input type="checkbox"/>		
Status	Always	<input type="checkbox"/>		<input type="checkbox"/>
Cost Group	Hidden			
Cost Type	Hidden			
Stock Location	Always	<input type="checkbox"/>		<input type="checkbox"/>
Quote Option	Hidden			
Cost Price	Always	<input type="checkbox"/>		
Sell Price	Always	<input type="checkbox"/>		
Narration	Always	<input type="checkbox"/>	<input type="checkbox"/>	

- Purchase Orders created in TimeTrak will be generated against the **jobs branch** and the default stock location of the TimeTrak user as per below:

User - Bridget Fairweather

General Settings Groups Labour Codes Disbursements Stock Locations

Auckland  
 Christchurch  
 Sydney  
 TRANSIT  
 Wellington

User - Bridget Fairweather

General Settings Groups Labour Codes Disbursements Stock Locations

TimeTrak Settings

Time Units: 15  
 Start Date: 2/02/2015  
 Last Checked: 8/06/2017  
 Wage Cost: 0 Hourly  
 Show User On Map

ERP Settings

Branch: AUCKLAND

EB Purchase Orders

File Details Orders Help

New Save Save & Exit Cancel Print Account Inw. Receipt Receipt History

Purchase Order #: 10311308 Status: Not Processed Period: November 2017 Account: 8. AUSSIE CAR PARTS

Details Documents

Account: 8. AUSSIE CAR PARTS Ordered by: 1. BRIDGET FAIRWEATHER

Delivery Address

Line 1: 238 ANZAC RD  
 Line 2: BROWNS BAY  
 Line 3: AUCKLAND  
 Line 4: NEW ZEALAND  
 Line 5:  
 Line 6:

Order date: 06.05.2019 NZD: 1  
 Due date: 06.05.2019 Job code: 12163  
 Location: 1. Auckland Branch: 0. AUCKLAND  
 Lead Time: Primary Lead Time Campaign Wave:

Order Details

Stock Code	Description	Qty Ord	Qty	Pack Price	@Price	Disc %	Total	Supplier Code	Options	Due Date	C	Job Code	Se
AIRFIL01	OVALCHROME AIR FILTER	1.00P of 1	1.00 (1P)	0.00	49.99	0.0	49.99			06.05.2019	N	12163	

Job - 10,000KM SERVICE (Code: 12163) (Id: 12163)

History Notes (0) Articles (0) Attachments (0) Disbursements (0) Purchase Orders (2) Quote Lines (0)

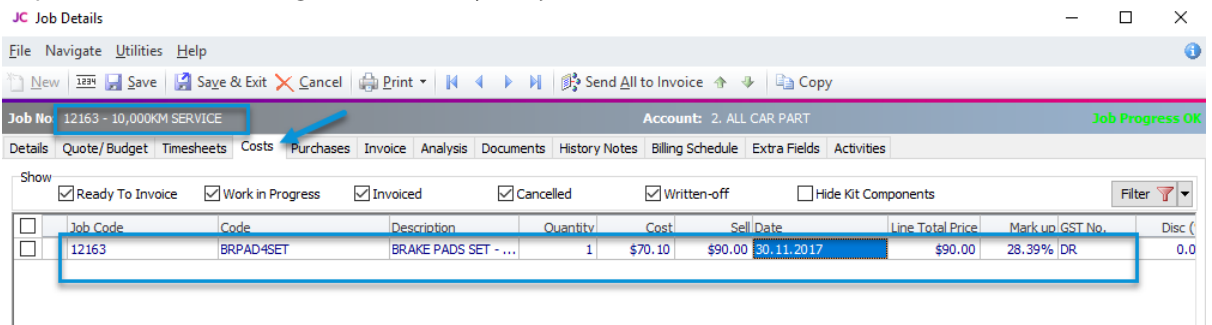
Details Sub Jobs (0) Job Financial Summary Appointments (0) Time Entries (0)

Job Details

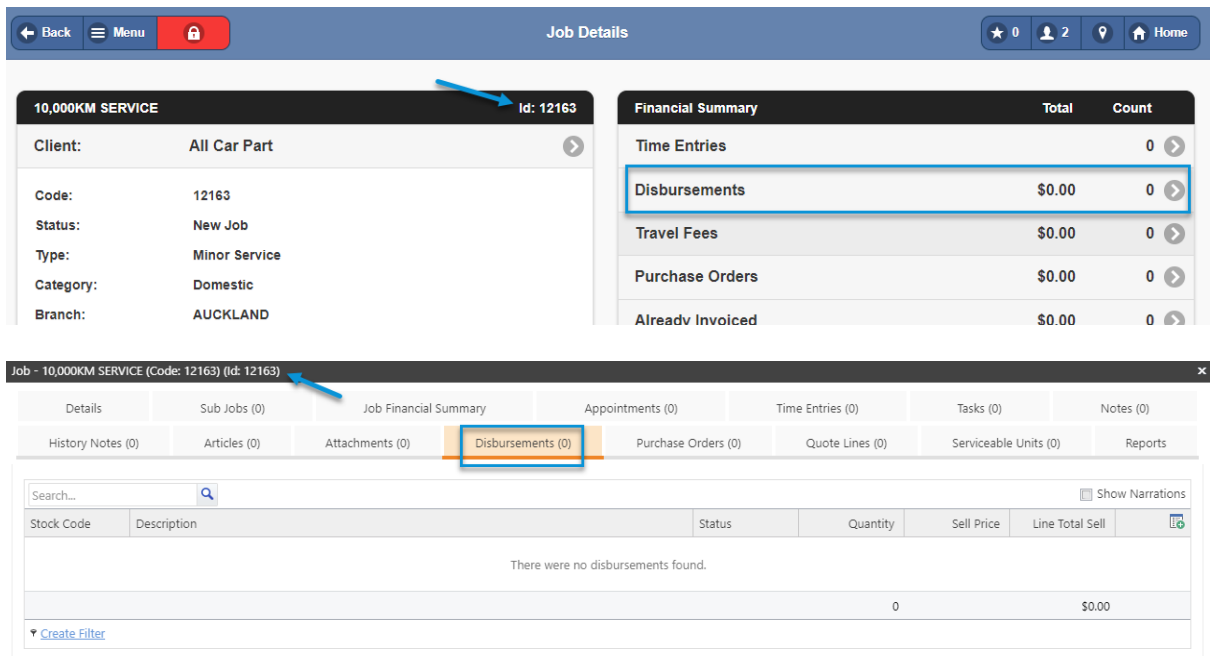
Client: \* ALL CAR PART Status: \* New Job  
 Contact: None Type: \* Minor Service  
 No Phone  No Mobile  No Email Category: \* Domestic  
 Code: 12163 Branch: \* AUCKLAND  
 Job Title: \* 10,000KM SERVICE Job Manager: \* Exo Business Admin Account

For more information on purchase orders in TimeTrak, click [here](#)

7. Stock assigned in Job Costing is not available to review in TimeTrak.  
As per below, If admin assigns stock directly to a job:

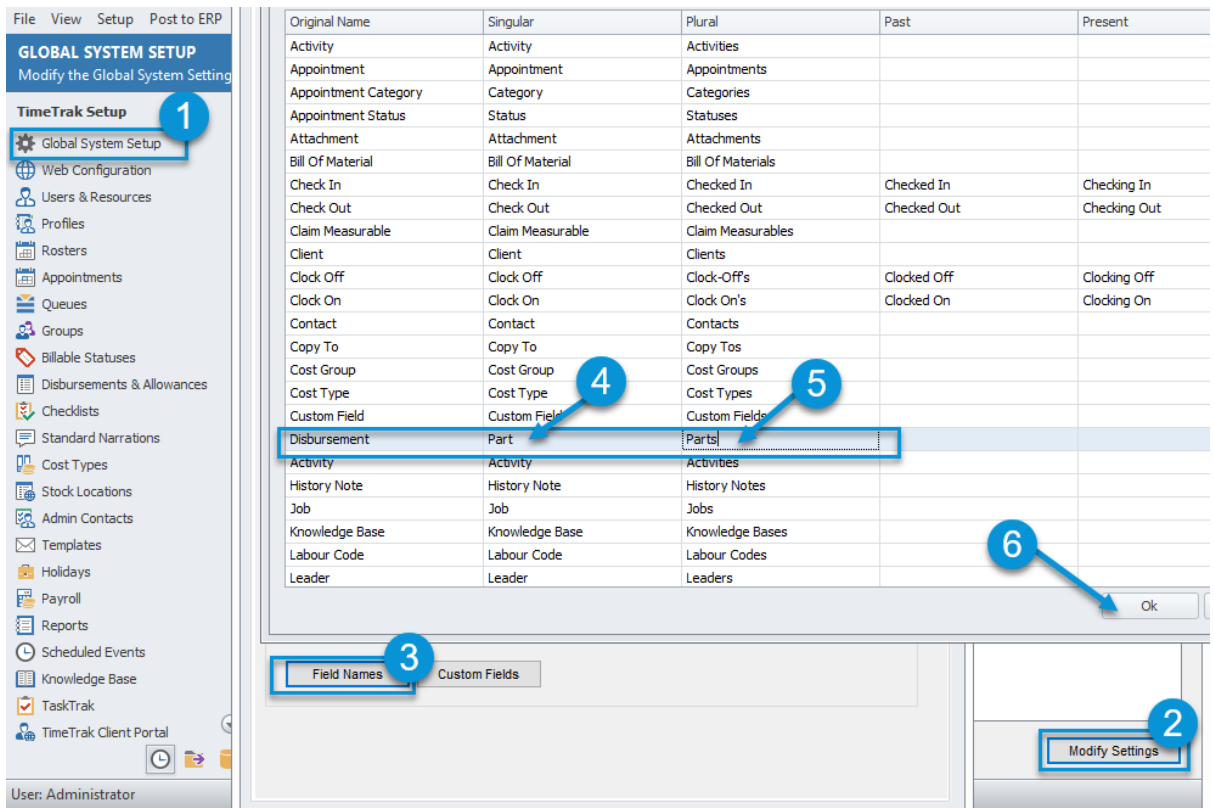


This is unable to be seen in either TimeTrak Mobile or Professional websites by default.  
*Note: We do have customisation available from version 19.1 that can display stock assigned directly in job costing as "posted" disbursements in TimeTrak.*

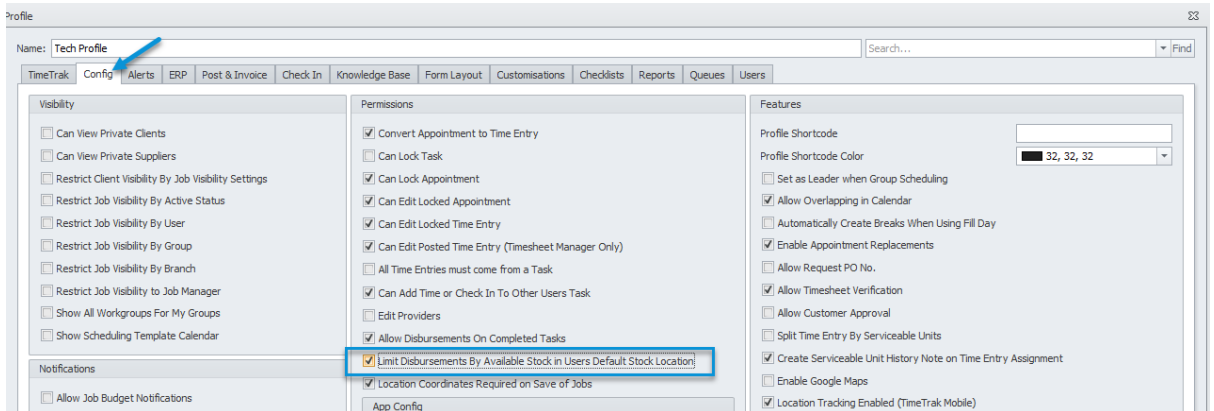


8. By default stock is called "Disbursements" In TimeTrak this can be renamed on a database level to something that is more relevant to your business and users; for example "Parts" or "Stock" as per below:





9. If your business uses “Van Stock” and field users should only be able to see and assign stock that they have available in their “van stock” location there is a profile setting as per below which allows this.



For more information on this, click [here](#)

10. If you're users also need to assign a certain stock item or item(s) to a job every time they enter time this is also possible in TimeTrak using “Pre-loaded” disbursements.

For more information on this click [here](#)

11. If you're business has call out fees, where for example if the user spent less than half an hour onsite a “minimum charge” should be billed, this is also possible in TimeTrak using “Minimum Charge”

For more information on this click [here](#)

12. Within TimeTrak there is also standard reporting available to display Disbursements (Stock Assigned in TimeTrak.

*Note: There is the ability to create custom reports based on your requirements.*

### Disbursement Report

Allows users to report upon a disbursement assigned in TimeTrak per TimeTrak group/ users over a specified date range:

**Disbursements Report**  
This report shows all the selected disbursements used on jobs between '01/05/2019' and '30/04/2019'.

Entry Date	Time	Client	Job	Stockcode	Description	Quantity	Price	Total
23/01/2019	08:30 - 11:15	ALL CAR PART	REPLACE BRAKE PADS	MINCHARGE	MINIMUM CHARGE (ONSITE CALL OUT FEE).	1	\$100.00	\$100.00
23/01/2019	11:15 - 11:45	ALL CAR PART	REPLACE BRAKE PADS	MINCHARGE	MINIMUM CHARGE (ONSITE CALL OUT FEE).	1	\$100.00	\$100.00
12/04/2019	10:00 - 10:15	DANIEL PAYNE	ASSEMBLE RACE CAR	MINCHARGE	MINIMUM CHARGE (ONSITE CALL OUT FEE).	1	\$100.00	\$100.00
							<b>\$300.00</b>	

This report only includes disbursements that are assigned to time entries.

### Disbursements By User

Allows users to report upon disbursements assigned in TimeTrak per TimeTrak group/ users over a specified date range:

**Disbursements By User**  
This report shows all the disbursements for selected users between 01/04/2019 and 30/04/2019.

Date	Job Code	Job Title	Stock Code	Description	Narration	Stock Location	Quantity	Rate	Total
<b>ADMINISTRATORS</b>									
<b>Bridget Fairweather</b>									
8/04/2019	10073	Quote Job	AIRFL012PK	Ovalchrome Air Filter		Auckland	2	\$20.00	\$40.00
10/04/2019	10120	Full Maintenance	TRAVEL	Travel		Auckland	0	\$1.00	\$0.00
11/04/2019	12158	Require New Po Machine	AIRFL01	Ovalchrome Air Filter		Auckland	1	\$0.00	\$0.00
11/04/2019	12158	Require New Po Machine	AIRFL05	Pro-Style Air Filter		Auckland	1	\$29.21	\$29.21
11/04/2019	12158	Require New Po Machine	AIRPRE01	Air Pressure Gauge		Auckland	1	\$6.01	\$6.01
<b>Total for Bridget Fairweather:</b>							5.00		\$75.22
<b>Carmel Hills</b>									
15/04/2019	10073	Quote Job	AIRPRE01	Air Pressure Gauge		Auckland	1	\$5.95	\$5.95
<b>Total for Carmel Hills:</b>							1.00		\$5.95
<b>Total for Administrators:</b>							6.00		\$81.17
<b>MOBILE</b>									
<b>David Cranston</b>									
2/04/2019	4948	3 Monthly Service	AIRPRE01	Air Pressure Gauge		Auckland	1	\$6.61	\$6.61
2/04/2019	4	Paul Holland Motors Fleet Service	BATCHA01	Battery Charger		Auckland	1	\$96.14	\$96.14
3/04/2019	4948	3 Monthly Service	SERVICE	Service Fee		Auckland	1	\$60.00	\$60.00
3/04/2019	12157	Repair Unit	AIRPRE01	Air Pressure Gauge		Auckland	3	\$5.95	\$17.85
<b>Total for David Cranston:</b>							6.00		\$180.60

### Disbursements By Job

Allows users to report upon disbursements assigned in TimeTrak per Clients Job(s) over a specified date range.

Disbursements By Job



**Disbursements By Job**

This report shows all the disbursements for selected jobs between '01/04/2018' and '07/05/2019'.

Job Selection  
 Order By User   
 Exclude Exported

**12156 - PAUL HOLLAND MOTORS - Maintenance Job Template Test**

Date	User	Disbursement	Narration	Quantity	Price	Total
22/03/2019	Bridget Fairweather	SERVICE - Service Fee		1	\$60.00	\$60.00
<b>Job Total(s):</b>						<b>\$60.00</b>

**13 - PAUL HOLLAND MOTORS - 10,000KM WARRANTY SERVICE - SDF-855**

Date	User	Disbursement	Narration	Quantity	Price	Total
06/05/2019	Bridget Fairweather	AIRSUS01 - AIR SUSPENSION		2	\$248.10	\$496.20
06/05/2019	Bridget Fairweather	AIRFL012PK - OVALCHROME AIR FILTER		3	\$140.00	\$420.00
<b>Job Total(s):</b>						<b>\$916.20</b>

**4 - PAUL HOLLAND MOTORS - PAUL HOLLAND MOTORS FLEET SERVICE**

Date	User	Disbursement	Narration	Quantity	Price	Total
02/04/2019	David Cranston	BATCHA01 - BATTERY CHARGER		1	\$96.14	\$96.14
<b>Job Total(s):</b>						<b>\$96.14</b>

<b>Report Total(s):</b>						<b>\$1,072.34</b>
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If you have any further questions please contact the Exosoft team via email: [support@timetrak.co.nz](mailto:support@timetrak.co.nz) or phone NZ: 0800 12 00 99 AU: 1800 60 80 77