



TimeTrak White Paper

End of Period Billing Workflow
2018

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Introduction

At the end of the period, when we want to do invoicing from TimeTrak there are a series of steps that must be completed.

This could be done on a weekly or monthly basis or a combination of both.

REMEMBER: Time entered into TimeTrak does not automatically go to the Job, it needs to be posted first!

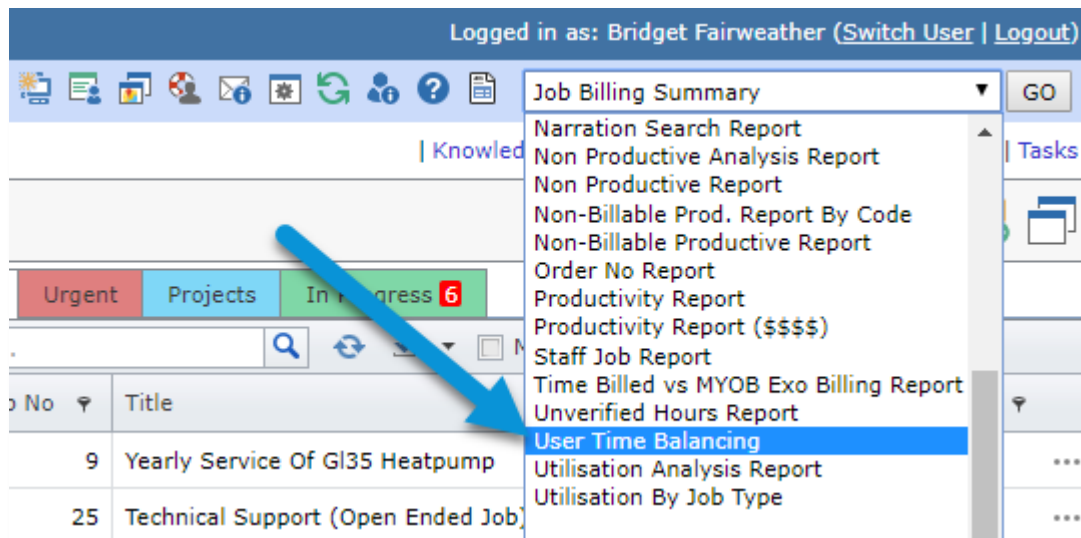
If permissions allow, both TimeTrak Professional and Mobile users can post time to the job via the websites.

TimeTrak Professional

Check that all staff have completed their time sheets for the period you wish to invoice.

In this example, if we are doing an “invoice run” on a Monday, then you will need to check that the staff have all completed their time sheets up until Friday night of the previous week. (Friday is the last working day in this example).

To do this, a Global Professional user that has access to the “User Time Balancing Report” will need to run the report as per below:



Change the selection to the time period you want, All Users and All Groups.

The screenshot shows the "Report Parameters" dialog box. It has a close button (X) in the top left corner. The title is "Report Parameters". There are four dropdown menus and one button:

- Group: All Groups
- User: All Users
- Date Range: Select Date Range
- Start Date: 1/10/2018
- End Date: 23/10/2018
- Refresh Report button

USER	TIME BALANCING TYPE	BUDGET	ACTUAL	UNALLOCATED	DAYS WITH UNALLOCATED TIME
Administrators					
Bridget Fairweather	Daily	172.50	97.50	75.00	0
Carmel Hills	Daily	172.50	1.75	170.75	0
David Cranston	Daily	172.50	50.00	122.50	0
Owen Tree	Daily	172.50	0.00	172.50	0
Paul Feaver	Daily	172.50	0.00	172.50	0
Samantha Stacey	Daily	172.50	1.75	170.75	0
Sarah Mccloud	Daily	172.50	0.00	172.50	0
Sysdba	Daily	172.50	0.00	172.50	0
Mobile					
Bruce Bowden	Daily	172.50	8.25	164.25	0
Courtney Sinder	Daily	172.50	9.75	162.75	0
Craig Probst	Daily	172.50	5.25	167.25	0
Greg Manning	Daily	0.00	20.75	-20.75	0
Harrison Williams	Daily	172.50	0.00	172.50	0
Internet Sales	Daily	172.50	6.00	166.50	0
Kristine Watson	Daily	172.50	13.25	159.25	0
Starlan Howden	Daily	172.50	6.50	166.00	0
Tim Marshall	Daily	172.50	1.75	170.75	0

This report shows how much time the staff have left to fill out based on their roster class. Ideally, this report would be blank. If you select the email button, it gives you a list of days they have outstanding time to complete and allows you to email them and suggest they get their time sheets up to date.

See below example, of an email template if they have timesheets that have not been completed:

Email Staff

Click on the Envelope icon to notify a staff person to complete time balancing

User Time Balancing

This report shows the users that haven't completed their time balancing between 1/07/2015 and 19/07/2015.

USER	TIME BALANCING TYPE	BUDGET	ACTUAL	UNALLOCATED	DAYS WITH UNALLOCATED TIME
Administrators					
Bridget Fairweather	Daily	172.50	97.50	75.00	0
Carmel Hills	Daily	172.50	1.75	170.75	0
David Cranston	Daily	172.50	50.00	122.50	0
Owen Tree	Daily	172.50	0.00	172.50	0
Paul Feaver	Daily	172.50	0.00	172.50	0
Samantha Stacey	Daily	172.50	1.75	170.75	0
Sarah Mccloud	Daily	172.50	0.00	172.50	0
Sysdba	Daily	172.50	0.00	172.50	0
Mobile					
Bruce Bowden	Daily	172.50	8.25	164.25	0
Courtney Sinder	Daily	172.50	9.75	162.75	0
Craig Probst	Daily	172.50	5.25	167.25	0
Greg Manning	Daily	0.00	20.75	-20.75	0
Harrison Williams	Daily	172.50	0.00	172.50	0
Internet Sales	Daily	172.50	6.00	166.50	0
Kristine Watson	Daily	172.50	13.25	159.25	0
Starlan Howden	Daily	172.50	6.50	166.00	0
Tim Marshall	Daily	172.50	1.75	170.75	0

U:

This report shows the users that haven't

USER	TIME BALANCING TYPE	BUDGET	ACTUAL	UNALLOCATED	DAYS WITH UNALLOCATED TIME
Administrators					
Bridget Fairweather	Daily	172.50	97.50	75.00	0
Carmel Hills	Daily	172.50	1.75	170.75	0
David Cranston	Daily	172.50	50.00	122.50	0
Owen Tree	Daily	172.50	0.00	172.50	0
Paul Feaver	Daily	172.50	0.00	172.50	0
Samantha Stacey	Daily	172.50	1.75	170.75	0
Sarah Mccloud	Daily	172.50	0.00	172.50	0
Sysdba	Daily	172.50	0.00	172.50	0
Mobile					
Bruce Bowden	Daily	172.50	8.25	164.25	0
Courtney Sinder	Daily	172.50	9.75	162.75	0
Craig Probst	Daily	172.50	5.25	167.25	0
Greg Manning	Daily	0.00	20.75	-20.75	0
Harrison Williams	Daily	172.50	0.00	172.50	0
Internet Sales	Daily	172.50	6.00	166.50	0
Kristine Watson	Daily	172.50	13.25	159.25	0
Starlan Howden	Daily	172.50	6.50	166.00	0
Tim Marshall	Daily	172.50	1.75	170.75	0

Once you have chased up staff who had not completed their time sheets you go to the next stage of verifying the time entries before exporting them. The theory here is that if an Administrator or

Manager checks them, then they can be billed with minimal or no change in Exo JobCosting, or by using our utility JIBE.

Run the Timesheet Verification Report, again, normally only Administrators and Managers will see this. If it is not on your menu, then it can be added via the TimeTrak Admin Console.



In the below example, the TimeSheet Verification by Job report is used.

Select ALL USERS, ALL GROUPS and the dates you want to check you will get the following report.

The screenshot shows the 'Filters' panel on the left and the 'Verification By Job' report on the right.

Filters Panel:

- Group: All Groups
- User: All Users
- Date Range: Select Date Range
- Start Date: 1/10/2018
- End Date: 29/10/2018
- Task Status: All Task Statuses
- Job Manager: All Job Managers
- Branch: All Branches
- Job Status: All Job Statuses
- Job Type: All Job Types
- Job Flags: No Filter
- Only Include Jobs with Billing Queries
- Exclude Verified
- Exclude Previously Exported
- Apply Filters

Verification By Job Report:

Enter text to search...

Client	Job
Bay Road Boats	Monthly Alarm Maintenance Check
Cameron Blueshoe	Install New Security System
Emma Griffin	Alarm Installation
Mr J Barnes	Quote For New Lounge Heat Pump
P Garrett	Yearly Service Of GI35 Heatpump
Timaru Car Company Ltd	Install And Implement Crm Module

Job contains written off time entries or disbursements

Current Filter: Date Range=1/10/2018 to 29/10/2018;

In many instances, if billing queries are used then it would be advised to review just billing queries first by selecting the "Only Include Jobs with Billing Queries" from the report parameter.

Then address each item that has a billing query and editing the entry to make the business discussion on whether or not it should be billed before running the report for all other entries.

Verification By Job								
Enter text to search...								
Client	Job	Open Tasks	Query	Verified	Sub Total	Disbursements	Total	
Bay Road Boats	Monthly Alarm Maintenance Check	0		✓	\$20.00	\$45.00	\$65.00	...
Cameron Blueshoe	Install New Security System	0		✓	\$40.00	\$0.00	\$40.00	...
Emma Griffin	Alarm Installation	0		✓	\$40.00	\$0.00	\$40.00	...
Mr J Barnes	Quote For New Lounge Heat Pump	0		✓	\$400.00	\$0.00	\$400.00	...
P Garrett	Yearly Service Of G135 Heatpump	0		✓	\$20.00	\$45.00	\$65.00	...
Timaru Car Company Ltd	Install And Implement Crm Module	0		✓	\$20.00	\$0.00	\$20.00	...
		0			\$540.00	\$90.00	\$630.00	

[Create Filter](#)

Job contains written off time entries or disbursements

Current Filter: Date Range=1/10/2018 to 24/10/2018;

Click on a Job Line to drill into it.

This shows you at a job level all time entries and disbursements that have been applied against the job in TimeTrak for the period selected.

Date	Time	User	Labour Code	Status	Quantity	Price	Total	
Task: None								
16/10/2018		David Cranston	Onsite Fee	Billable	1.00	\$45.00	\$45.00	
16/10/2018	10:45 - 11:00	David Cranston	Standard Labour	Billable	0.25	\$40.00	\$10.00	
<i>MONTHLY ALARM MAINTENANCE CHECK</i>								
16/10/2018	10:45 - 11:00	Greg Manning	Standard Labour	Billable	0.25	\$40.00	\$10.00	
<i>MONTHLY ALARM MAINTENANCE CHECK</i>								

Show Narrations
 Show Billing Queries

MYOB Exo Data
 Quoted Hours: 0.00
 Quoted Total: \$68.00
 Total Hours: 0.00
 Invoiced Total: \$0.00
 WIP Total: \$0.00

TimeTrak Data
 Total Hours: 0.50
 Billable Hours: 0.50
 Sub Total: \$20.00
 Disbursements Total: \$45.00
 Total: \$65.00
 Residual: \$3.00

Aged Balances
 Current: \$0.00
 1 month: \$0.00
 2 months: \$0.00
 3+ months: \$0.00
 Balance: \$0.00

Task Total: \$65.00
Job Total: \$65.00

Current Filter: Date Range=1/10/2018 to 24/10/2018;

By selecting each Job, you can go through and check the amounts, narrations, billable statuses etc.

You can edit the narration directly on the first page to fix typos or update the narration.

If you want to edit the entry and change one of the other items like rate, billable status or update the task then you click the small icons as below.



You can also email the staff member if you want to query them on the time entry, by clicking the email icon beside the user's name. This produces a small report to email to the staff member.

Email ✉

From:

To:

Cc:

Bcc:

Subject:

Arial (Font Size) | **B** *I* U | | **A** | | | | |

Client: Bay Road Boats

Job: Monthly Alarm Maintenance Check

Date: 16/10/2018

Time: 10:45 to @FormatDate(16/10/2018 11:00:00 AM, ""HH:mm"") (0.25 hours)

Status: Billable

Labour Code: LAB

Total: 0.25 @ \$40.00 = \$10.00

MONTHLY ALARM MAINTENCE CHECK

If you are happy with the time and materials to be billed, you can verify the entries individually or all together at the same time.

For more information on TimeSheet Verification click [here](#)

After verification has been completed, you can move onto the next step.

TimeTrak Administrator Console

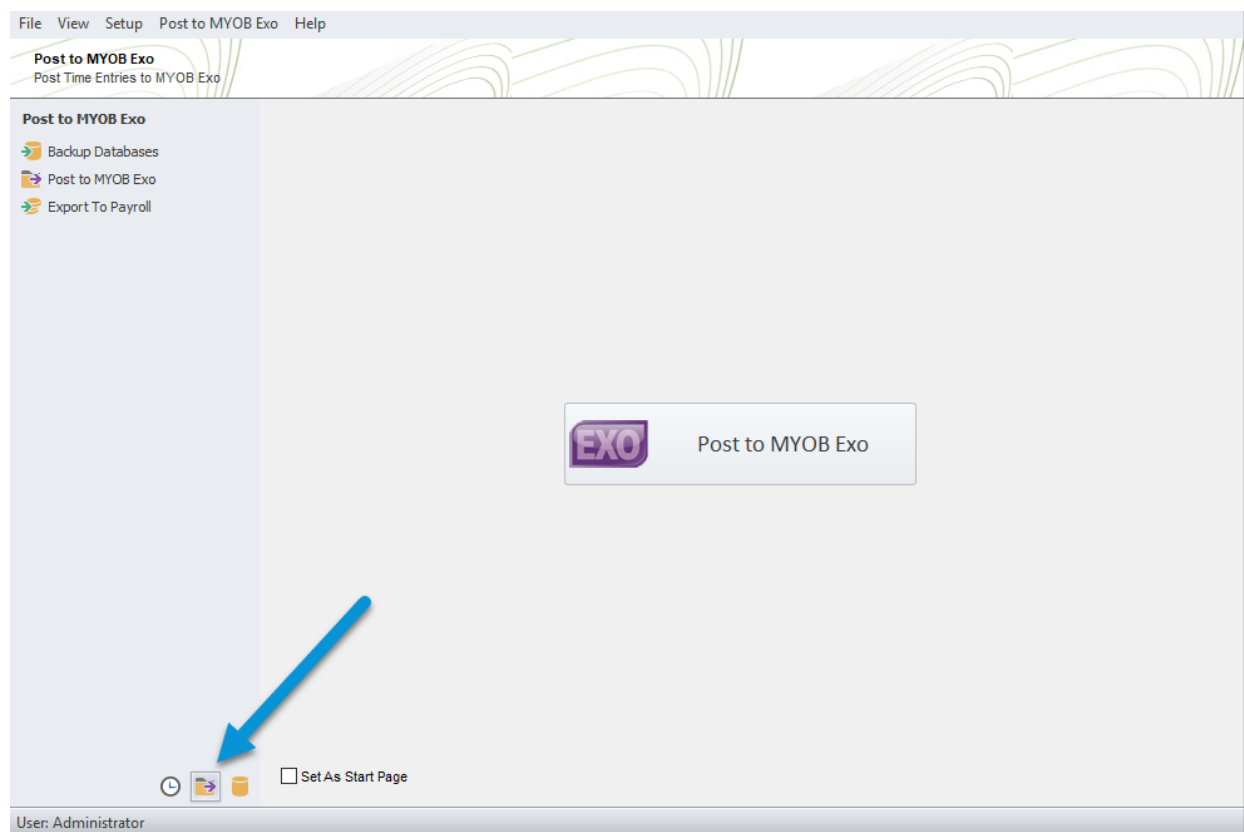
The next step is to export the time and materials from TimeTrak into Job Costing.

To do this you need to use the TimeTrak Administrator Console.



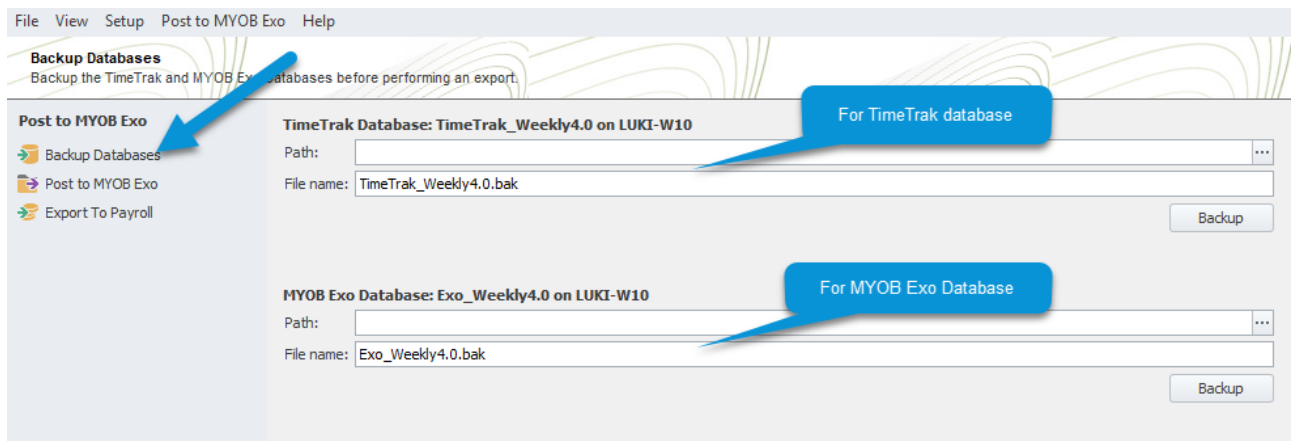
Once you have logged in using your TimeTrak credentials, go to the folder icon on the bottom left corner.

Note: Only users with "Global Administrator" permissions can login to the TimeTrak Admin Console.



It is pertinent to run a backup of both databases before you start, especially if this is the first few exports you are doing. Once you are comfortable with how it works you may choose to skip these backups.

You can manually complete back ups of both databases via the Post to MYOB Exo > Backup Database's icon as per below:



If you have a backup file location specified in Global System Setup, then backups can be completed from the Posting Screen.

For more information about how to backup databases, click [here](#).

Once the backups are saved, click into the Post to MYOB Exo menu item.

Click on the Post to MYOB Exo button.



You will notice there are some options on the Export page:

Period:

Filter by date range: to

Lock the period after post

Lock non-chargeable time entries after post

Only post verified time entries & disbursements

Only post completed days

- Period.**
 Select the (MYOB Exo) Period to post the entries into, this will only display open financial periods
- Filter by a date range.**
 Select the date period you wish to review and post entries for.
- Lock the period after post.**
 If enabled, this setting locks the “filter by period” and prevents users from creating or editing time entries (regardless if they are posted or not) that are prior to the **end** filter by date range.
 In this example, as per above, the filter by date range was 01/09/2018 – 30/09/2018
 With Lock the period after post setting enabled, the Global System Setup setting “Lock Records Before” date has been updated preventing all users from adding or editing any entries prior to this date.

TimeTrak Setup

Global System Setup **1**

Web Configuration

Users & Resources

Profiles

Rosters

Appointments

Queues

Groups

Billable Statuses

Disbursements & Allowances

Checklists

Standard Narrations

Cost Types

Stock Locations

Admin Contacts

Templates

Holidays

Payroll

Reports

Knowledge Base

TaskTrak

TimeTrak Client Portal

About TimeTrak

User: Administrator

Database Version: 4.0.0 Time Zone: (UTC+12:00) Auckland, Wellington

TimeTrak Uri: http://localhost/dev/4.0/timetrak

TimeTrak Mobile Uri: http://localhost/dev/4.0/mobile

TimeTrak Client Uri: http://localhost/dev/4.0/portal

Company Logo:

Clear Browse

Application Settings

Enable Lead Provider & Secondary Provider Task Import Templates

Enable Serviceable Units Mobile Themes

Enable CRM

Map Lists Item Limit: 1121

Date/Time Settings

Payroll Frequency: Weekly **3**

Lock Records Before: 30/09/2018 **3**

First Date of Pay Period: 20/07/2016

Ignore Unverified Entries Before: 1/01/2015

Start of Work Week: Monday

OK Cancel **2** Modify Settings

- Lock Non-chargeable time entries after post.**
 This will lock Non-Billable Productive and Non-Productive time entries within this period in TimeTrak.
- Only Post Verified Time Entries and Disbursements.**
 Select this and click on the Refresh button to see the time entries have been verified, it may be your business process that only verified time entries are posted to MYOB Exo.
- Only post completed days.**
 If this setting is enabled, only time entries where the user has completed their daily minimum hours as per their roster class will be visible and posted to MYOB Exo.

- **Validate**

This will check that Job statuses, stock codes and general job information still match between TimeTrak and MYOB Exo. All entries validated will display a green tick and the totals will show in the Post Summary.

Post Summary

Duration: 0 seconds

- 🕒 24 time entries passed validation with a total of \$2546.25.
- 📄 3 disbursements passed validation with a total of \$177.40.
- ✅ Total validated: \$2723.65

Cost Type	Date	Price	Quantity	Total	
None	17/06/2015	\$45.00	0.25	\$11.25	✅
None	17/06/2015	\$45.00	0.75	\$33.75	✅
None	17/06/2015	\$9.00	1	\$9.00	✅
None	17/06/2015	\$50.00	0.25	\$12.50	✅
None	17/06/2015	\$50.00	2.25	\$112.50	✅
None	17/06/2015	\$50.00	2.25	\$112.50	✅
None	17/06/2015	\$50.00	2.75	\$137.50	✅
None	17/06/2015	\$50.00	2.25	\$112.50	✅
None	17/06/2015	\$50.00	2.25	\$112.50	✅
None	17/06/2015	\$50.00	2.25	\$112.50	✅
None	17/06/2015	\$10.00	1	\$10.00	✅
None	25/06/2015	\$45.00	1.5	\$67.50	✅
None	25/06/2015	\$45.00	0.5	\$22.50	✅

\$2723.65

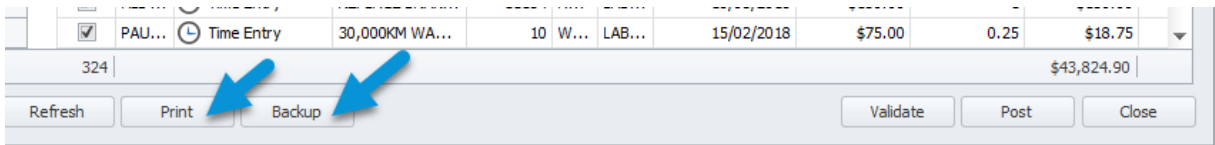
Validate Post Close

Post Summary

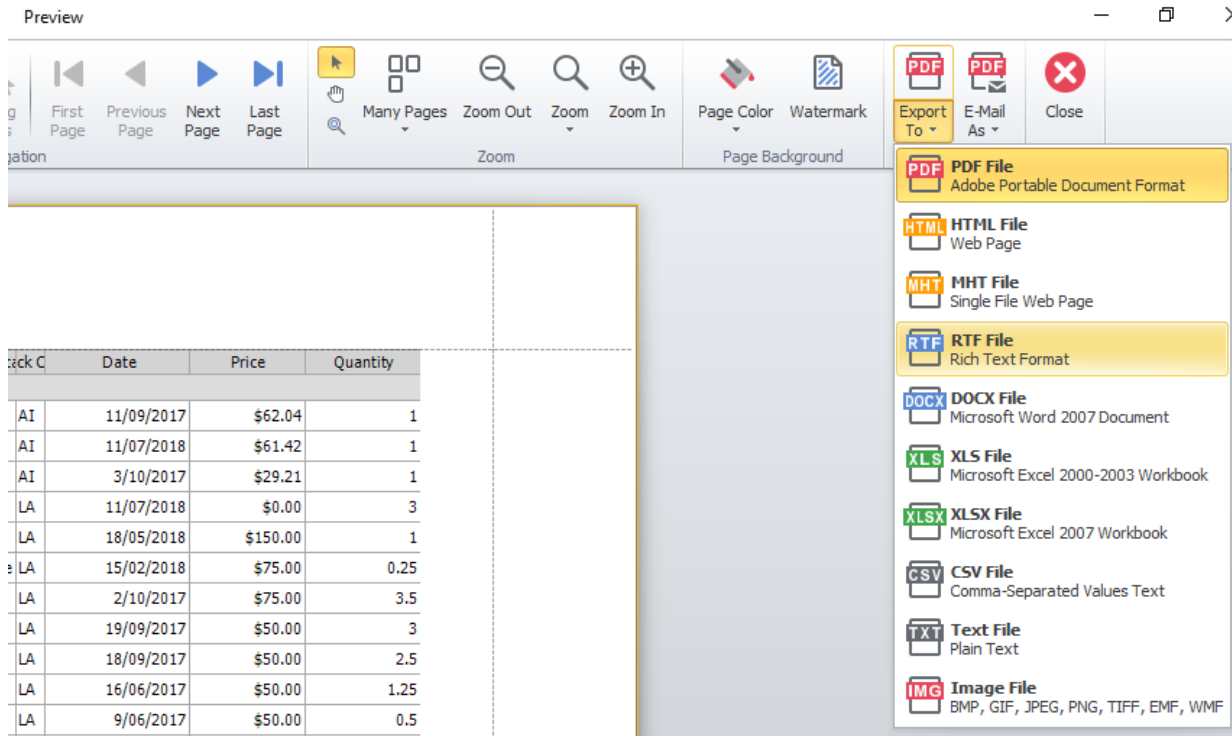
Confirmed Validated

Validate

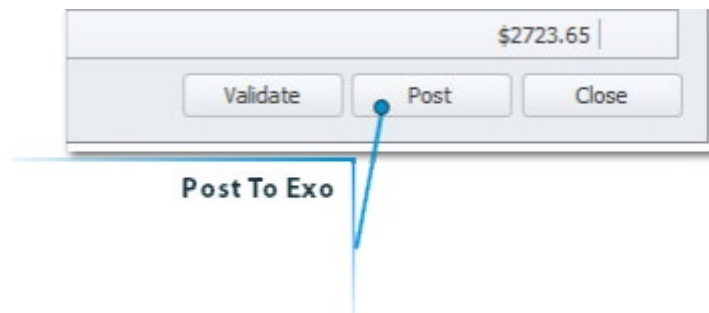
Before posting to MYOB Exo, users have the option to Backup databases or Print the information that is on screen.



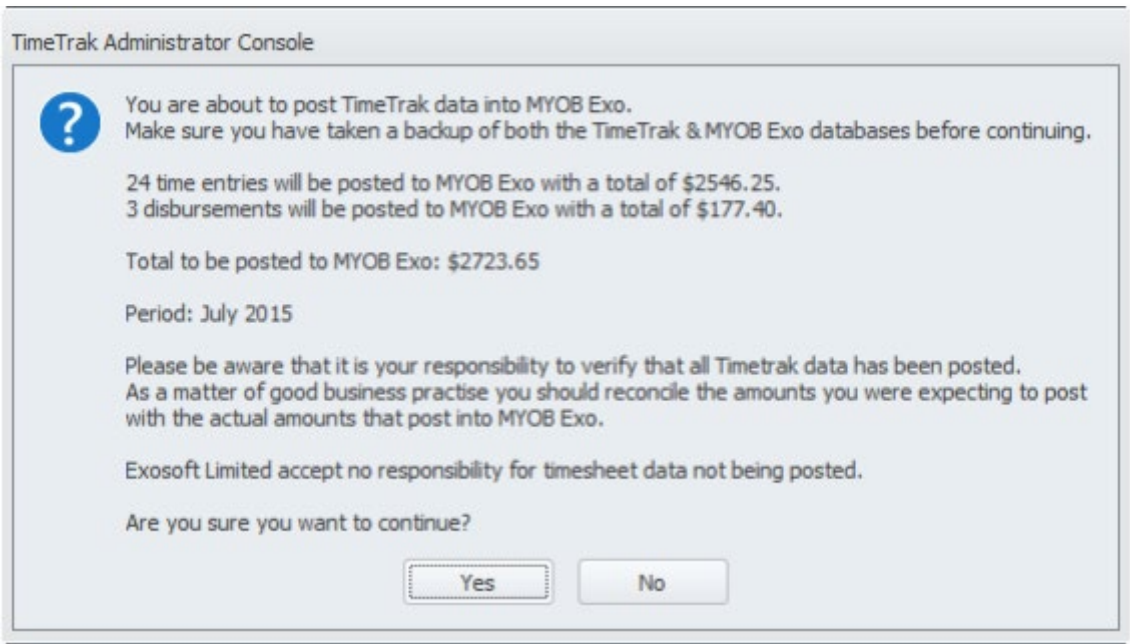
If Print is selected, there is the ability to export the data to another file type, Excel for example.



Once you are happy with the data on screen, Click the Post Button to Post from TimeTrak to MYOB Exo.



Read through the warning and confirm by clicking on YES.



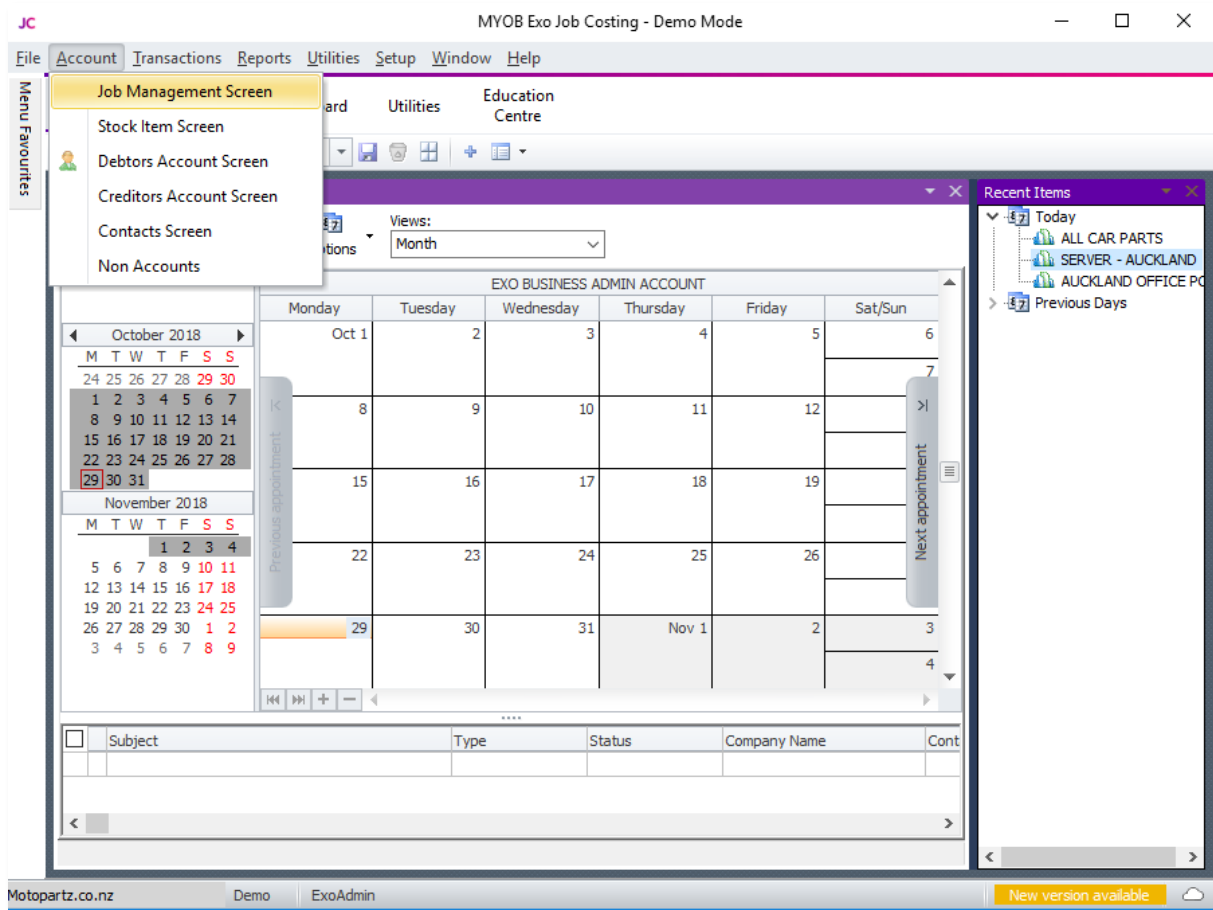
Once Posting is complete a pop up confirming the totals will show, all time entries and disbursements will have a solid green tick beside them.

Click CLOSE to shut down the posting screen.

MYOB Exo Job Costing

These entries are now in the Exo Job Costing system against the applicable jobs.

You can see these jobs by going into the Job Management Screen, via the Account drop down:



Posted time entries and disbursements from TimeTrak will be against the applicable jobs.

Time entries will land in the timesheets tab against the applicable jobs:

Job No: 4 - PAUL HOLLAND MOTORS FLEET SERVICE		Account: 12. PAUL HOLLAND MOTORS		Job Progress OK								
Details		Quote/Budget	Timesheets	Costs	Purchases	Invoice	Analysis	Documents	History Notes	Sub Jobs	Billing Schedule	Activities
Show <input checked="" type="checkbox"/> Ready To Invoice <input checked="" type="checkbox"/> Work in Progress <input type="checkbox"/> Invoiced <input type="checkbox"/> Cancelled <input type="checkbox"/> Written-off <input type="checkbox"/> Hide Kit Components <input type="checkbox"/> Include Sub Job Lines Filter ▼												
<input checked="" type="checkbox"/>	Job Code	Staff Name	Code	Details	Cost	Sell	Start date	End date	Hours	Line		
<input checked="" type="checkbox"/>	4	DAVID CRANSTON	LABOUR	STANDARD LABOUR ...	\$18.00	\$45.00	29.10.2018	29.10.2018	1			
<input checked="" type="checkbox"/>	4	DAVID CRANSTON	LABOUR	STANDARD LABOUR ...	\$18.00	\$45.00	29.10.2018	29.10.2018	1			

Disbursements will land in the costs tab against the applicable jobs:

Job No: 4 - PAUL HOLLAND MOTORS FLEET SERVICE										Account: 12. PAUL HOLLAND MOTORS	Job Progress OK
Details Quote/Budget Timesheets Costs Purchases Invoice Analysis Documents History Notes Sub Jobs Billing Schedule Activities											
Show											
<input checked="" type="checkbox"/> Ready To Invoice <input checked="" type="checkbox"/> Work in Progress <input type="checkbox"/> Invoiced <input checked="" type="checkbox"/> Cancelled <input checked="" type="checkbox"/> Written-off <input checked="" type="checkbox"/> Hide Kit Components <input checked="" type="checkbox"/> Include Sub Job Lines Filter											
Job Code	Code	Description	Quantity	Cost	Sell Date	Line Total Price	Mark up	GST No.	Di		
4	AIRFIL01	OVALCHROME AIR ...	6	\$49.99	\$62.04 29.10.2018	\$372.24	24.10%	DR			
4	AIRFIL01	OVALCHROME AIR ...	6	\$49.99	\$62.04 29.10.2018	\$372.24	24.10%	DR			
5	.MJRSRVC	MAJOR SERVICE	1	\$150.09	\$269.66 28.09.2018	\$269.66	79.67%	CR			
6	.MJRSRVC	MAJOR SERVICE	1	\$150.09	\$269.66 28.09.2018	\$269.66	79.67%	CR			
6	AIRSUS01	AIR SUSPENSION	1	\$184.55	\$248.10 28.09.2018	\$248.10	34.44%	CR			
8	.MJRSRVC	MAJOR SERVICE	1	\$150.09	\$269.66 28.09.2018	\$269.66	79.67%	CR			
9	.MJRSRVC	MAJOR SERVICE	1	\$150.09	\$269.66 28.09.2018	\$269.66	79.67%	CR			
9	AIRSUS01	AIR SUSPENSION	1	\$184.55	\$248.10 28.09.2018	\$248.10	34.44%	CR			
12	.MJRSRVC	MAJOR SERVICE	1	\$150.09	\$269.66 27.09.2018	\$269.66	79.67%	CR			

Time entry and disbursement narrations will be posted through with the line as a narration as per below:

Job No: 4 - PAUL HOLLAND MOTORS FLEET SERVICE									
Details Quote/Budget Timesheets Costs Purchases Invoice Analysis									
Show									
<input checked="" type="checkbox"/> Ready To Invoice <input checked="" type="checkbox"/> Work in Progress <input checked="" type="checkbox"/> Invoiced <input checked="" type="checkbox"/> Cancelled <input checked="" type="checkbox"/> Written-off									
Job Code	Staff Name	Code							
4	DAVID CRANSTON	LABOUR							
4	DAVID CRANSTON	LABOUR							

The line status that the time entry or disbursement is posted to the job at is based on the billable status that the entry was entered against.

For example, if a time entry was entered against the below "Quote Status" Time Entries and Disbursements are posted to the job at the line status of "In progress" but with a zero value due to the settings specified in the billable status below:

TimeTrak Status

General MYOB Exo Job Statuses

Status:

Payroll Code: Cost Centre:

Shortcut Key:

Status Colour: [Change Colour](#)

Export to MYOB Exo

No Value

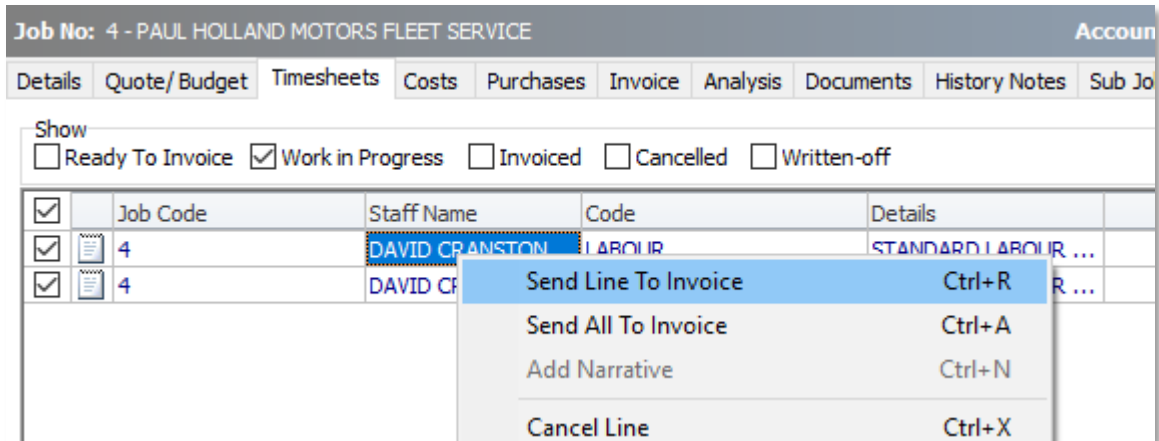
Include in Productivity Calculation Include In Budget

Set Time Lines as:

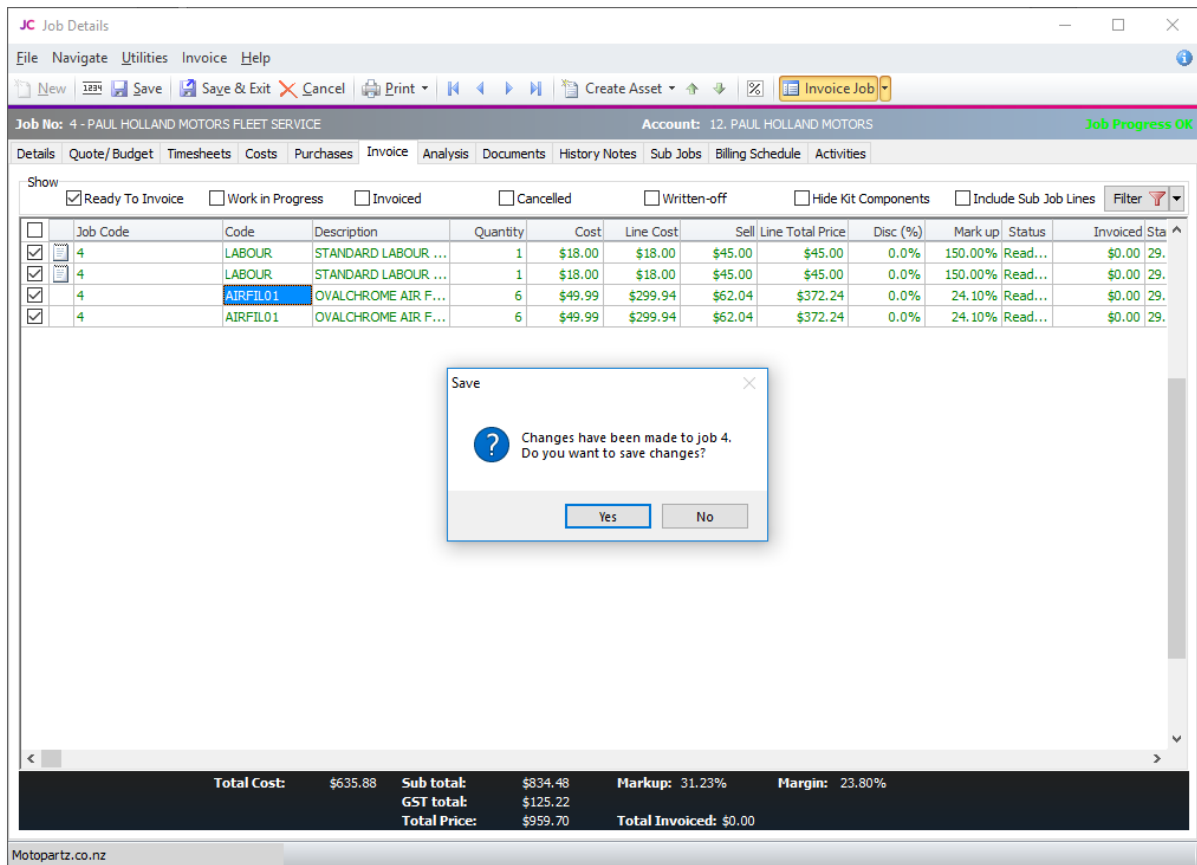
Set Disbursement Lines as:

Ok Cancel

When you are ready to invoice your job, you can select the lines either individually or all lines against the tab, then right click and “Send line to invoice”



From the invoice tab, the job can be invoiced by clicking the “Invoice Job” button as per below:



This will generate the invoice form for you to review/ alter

JC Invoice Entry - Job Code: 4

File Utilities Help

New Save Cancel New Account Tax Rates

Account: PAUL HOLLAND MOTORS Alert:

Invoice: Payments / Delivery

Account: 12. PAUL HOLLAND MOTORS Salesperson: 3. TIM MCINTOSH GST Included:

Invoice date: 29.10.2018 Customer order no: Age: 0. October 2018 Campaign Wave: Payment due: 20.11.2018 Invoice no: NZD: 1 Opportunity: Reference: 4 Location: 5. WIP Branch: 0. AUCKLAND

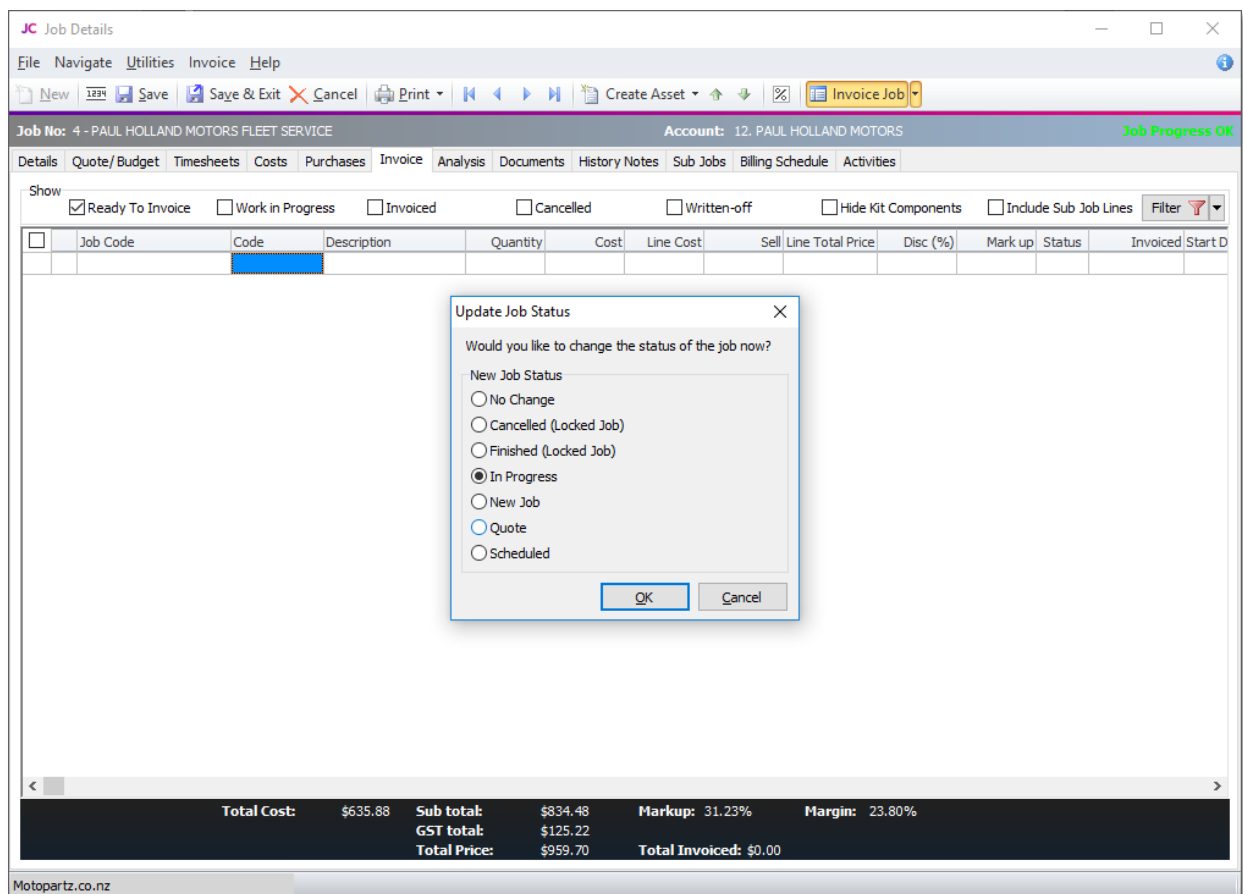
Stock Code	Description	Qty	@Price	Disc(%)	Total	Batch Code	Options	Analysis Codes	Job Code
LABOUR	STANDARD LABOUR CHARGE	1.00	45.00	0.0	45.00		GST		4
LABOUR	STANDARD LABOUR CHARGE	1.00	45.00	0.0	45.00				4
AIRFIL01	OVALCHROME AIR FILTER	6.00	62.04	0.0	372.24				4
AIRFIL01	OVALCHROME AIR FILTER	6.00	62.04	0.0	372.24				4

Motopartz.co.nz

Invoice Totals:	Stock level:	Sub total:	834.48	Payments:	0.00
		GST total:	125.17	Outstanding:	959.65
		Invoice total:	959.65	Change:	0.00

When you are satisfied with the invoice, click save which will generate the invoice against the debtor account.

After that, you will be asked to change the job status or leave it as is.



Another common way of invoicing is via billing schedules.

Once the time entries and materials are posted to the job, select the time and/or materials you wish to allocate to a progress invoice.

Right click > Marked lines > Allocate to Progress Invoice as per below:

JC Job Details

File Navigate Utilities Help

New Save Save & Exit Cancel Print Send All to Invoice Copy

Job No: PB1 - MULTI PHASE PROGRESS BILLING Account: 0. CASH SALES

Details Quote/ Budget Timesheets Costs Purchases Invoice Analysis Documents History Notes Billing Schedule Extra Fields Activities

Show
 Ready To Invoice Work in Progress Invoiced Cancelled Written-off Hide Kit Component

	Job Code	Staff Name	Code	Details	Cost	Sell	Start date
<input checked="" type="checkbox"/>	PB1	CARMEL WILSON	LABOUR	LABOUR DOUBLE TIME	\$35.00	\$200.00	21.06.2018
<input checked="" type="checkbox"/>	PB1			LABOUR - TIME AND ...	\$22.00	\$150.00	21.06.2018
<input checked="" type="checkbox"/>	PB1			STANDARD LABOUR ...	\$18.00	\$50.00	21.06.2018

Send Line To Invoice Ctrl+R
 Send All To Invoice Ctrl+A
 Add Narrative Ctrl+N
 Cancel Line Ctrl+X
 Write-off Line Ctrl+W
 Move Line To Another Job
 Marked Lines >

Cancel
 Write-off
 Send to Invoice
 Move Lines to Another Job
 Attach to Kit
 Set Markup %
 Set Gross Margin %
 Set Cost Types
 Set Cost Groups
 Create Asset(s) >
Allocate To Progress Invoice
 Copy to Clipboard

Total Hours: 9.00 Total Cost: \$183.00 Sub total: \$700.00 Markup: 282.51%
 GST total: \$105.00
 Total Price: \$805.00

Select the progress invoice you wish to allocate costs against

Progress Invoice

Select the Progress Invoice where the marked lines will be allocated to:

Schedule	Description	Invoice #	Due Date	Amount
6048	Job Invoice - 7059		04.02.2018	\$184.00
7079	Job Invoice - 8092		13.04.2018	\$138.00
7116	PROGRESS INVOICE - NOVEMB...		26.09.2018	\$660.00

OK Cancel

Allocate costs as per your usual business process.
 In this example, we are going to allocate all time entries against the progress invoice.

Work in Progress Lines

<input type="checkbox"/>	Job Code	Code	Description	Quantity	Cost	Sell	Date	
<input checked="" type="checkbox"/>	PB1	LABOUR.2	LABOUR DOUBLE TIME	1.00	\$35.00	\$200.00	21.06.2018	\$
<input checked="" type="checkbox"/>	PB1	LABOUR.15	LABOUR - TIME AND ...	1.00	\$22.00	\$150.00	21.06.2018	\$
<input checked="" type="checkbox"/>	PB1	LABOUR	STANDARD LABOUR ...	7.00	\$18.00	\$50.00	21.06.2018	\$

Progress Invoice Lines

Accno	Code	Description	Quantity	Unitprice	Discount	Location	Branchno	Linetotal
0	@	PROGRESS INVOICE -...	1.00	\$600.00	0.0%	5	0	\$600.00

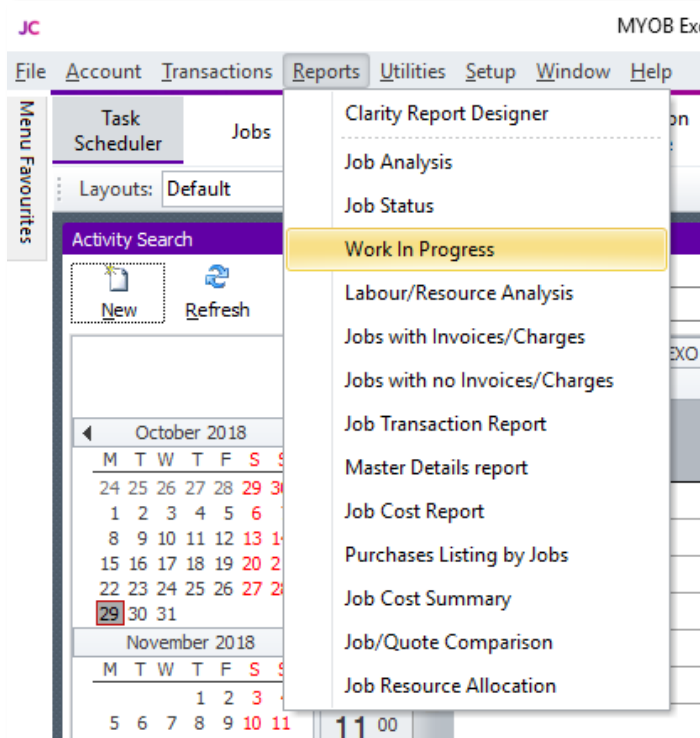
This now shows the costs allocated to the progress invoice as per below:

Job No: PB1 - MULTI PHASE PROGRESS BILLING **Account: 0. CASH SALES**

Schedule #	Description	Subtotal	GST Total	Amount	Invoice Date	Proforma Invoice	Invoice No.	Outstanding	Allocated Costs	Allow Allocation
6048	Job Invoice - 7059	\$160.00	\$24.00	\$184.00	04.02.2018		7059	\$0.00	\$0.00	Y
7079	Job Invoice - 8092	\$120.00	\$18.00	\$138.00	13.04.2018		8092	\$138.00	\$0.00	Y
7116	PROGRESS INVOICE - NOVEMBER 2018	\$600.00	\$60.00	\$660.00	26.09.2018		8127	\$660.00	\$183.00	Y
		\$880.00	\$102.00	\$982.00				\$798.00	\$183.00	

For auditing purposes run the Job Costing Report - Work in Progress.

This report should show totals that have been added from TimeTrak onto Jobs.



Job Invoice Batch Engine

The second way to invoice is by using the Exosoft product called JIBE.

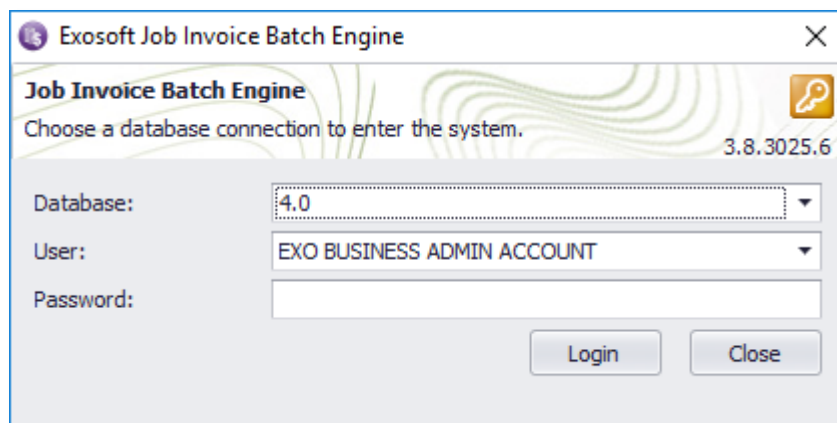
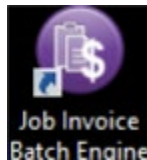
JIBE stands for Job Invoice Batch Engine, and has the advantage of being able to invoice a series of jobs at once.

This can save a lot of time if you need to invoice say 100 or 500 jobs.

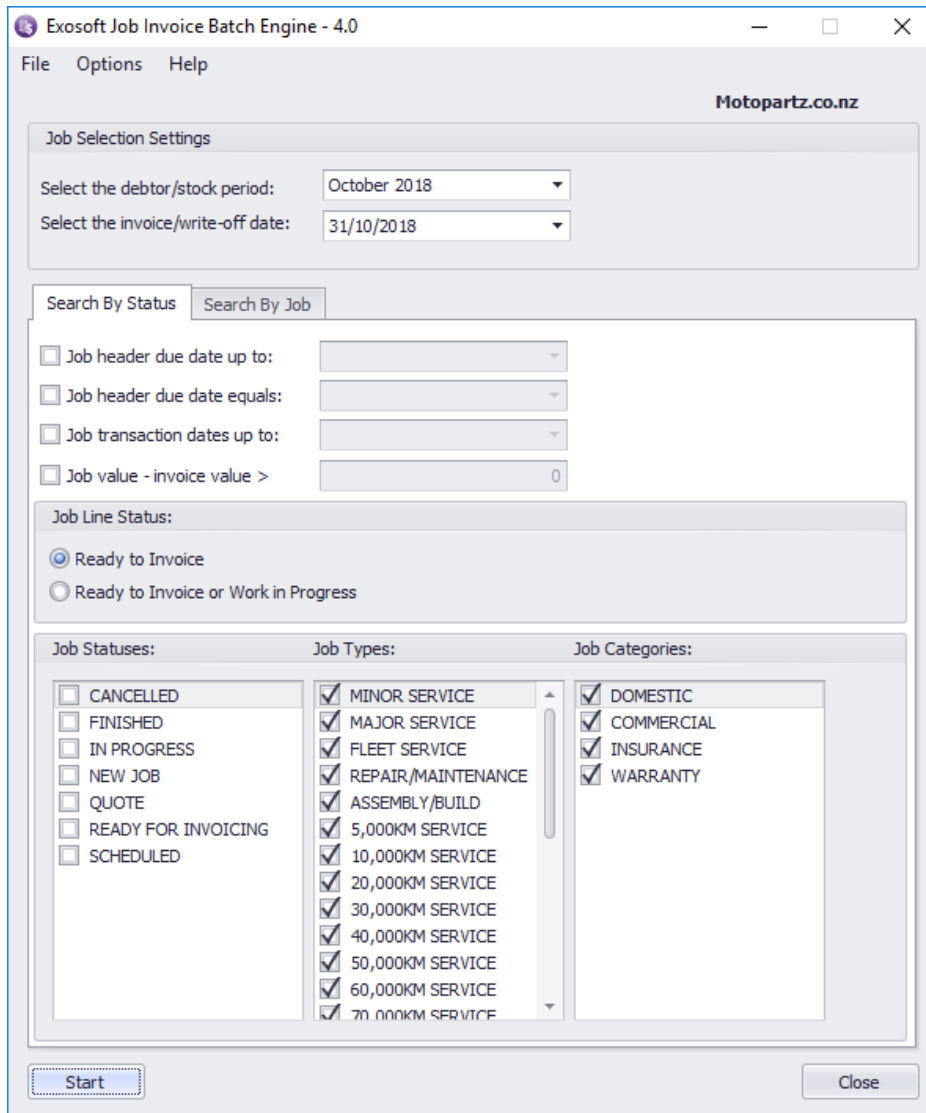
JIBE creates each invoice automatically and you then use MYOB Exo Batch Invoice Printing to produce the hard copy.

Note: If you do not have this installed please contact your Exosoft Consultant for assistance.

To run JIBE, click the icon, select your Database connection and user name.



Once you have logged in, the following screen will appear.



It is important you fill in these fields correctly, as this process is hard to reverse.

The invoice date is the date that will go on the invoice.

The Debtor \ Stock period is the period that the invoices will be posted into – make sure you have this right as you may have more than one period open.

As a general rule of thumb, your invoice date would coincide with the period month.

Job Value – Invoice Value > 0, is a filter that stops jobs that might have had 'NO CHARGE' time against them for the month, normally we would not want to create a zero value invoice.

TimeTrak is typically setup to send charge up jobs to Exo with a status of Ready to Invoice or Work in Progress, you should select Ready to Invoice or Work in Progress as this is a good 'catchall' to get any job transactions that also didn't come from TimeTrak.

Select Jobs to Invoice - Motopartz.co.nz

Jobs

Drag a column header here to group by that column

Master Job...	Job Code	Job No	Status	Acc No	Client	Title	Ready To Invoice	Work In Progress	Total	Invoiced
<input checked="" type="checkbox"/>	2041	2041	2041 SCHEDULED	29	TRENT TALBOT	Testing Invoicing	\$0.00	\$2218.75	\$2218.75	\$45.00
<input checked="" type="checkbox"/>	3	3	3 SCHEDULED	11	OWEN DENTON	MINOR SERVICE SV3-625	\$0.00	\$1322.92	\$1322.92	\$0.00
<input checked="" type="checkbox"/>	27	43	43 SCHEDULED	10	NIGEL EMERSON	SERVICE MAH796	\$0.00	\$0.00	\$0.00	\$375.00
<input checked="" type="checkbox"/>	22	NEW TYRES	22 SCHEDULED	5	D & C PANELBEATERS	NEW TYRES	\$0.00	\$1768.28	\$1768.28	\$12613.60
<input checked="" type="checkbox"/>	4	10	10 QUOTE	12	PAUL HOLLAND MOTORS	30,000KM WARRANTY SERVICE - PLJ...	\$0.00	\$806.90	\$806.90	\$0.00
<input checked="" type="checkbox"/>	15	15	15 QUOTE	0	CASH SALES	ROADWORTHY TEST	\$0.00	\$1221.61	\$1221.61	\$0.00
<input checked="" type="checkbox"/>	17	17	17 QUOTE	0	CASH SALES	NEW TYRES	\$0.00	\$11.25	\$11.25	\$0.00
<input checked="" type="checkbox"/>	16	16	16 QUOTE	0	CASH SALES	CUT AND POLISH	\$0.00	\$2925.18	\$2925.18	\$0.00
<input checked="" type="checkbox"/>	32	32 BREAK FIX	32 NEW JOB	29	TRENT TALBOT	BREAK FIX	\$0.00	\$135.00	\$135.00	\$0.00
<input checked="" type="checkbox"/>	24	GENERAL-00	24 NEW JOB	11	OWEN DENTON	GENERAL SERVICE	\$0.00	\$762.50	\$762.50	\$0.00
<input checked="" type="checkbox"/>	28	28	28 NEW JOB	24	DOROTHY HEDGES	ENGINE BUILD	\$0.00	\$784.05	\$784.05	\$0.00
<input checked="" type="checkbox"/>	28	29	29 NEW JOB	24	DOROTHY HEDGES	BRAKES	\$0.00	\$60.00	\$60.00	\$0.00
<input checked="" type="checkbox"/>	4	4	4 IN PROGRESS	12	PAUL HOLLAND MOTORS	PAUL HOLLAND MOTORS FLEET SERV...	\$22.50	\$0.00	\$22.50	\$0.00
<input checked="" type="checkbox"/>	4	9	9 IN PROGRESS	12	PAUL HOLLAND MOTORS	30,000KM WARRANTY SERVICE - HLS...	\$0.00	\$517.76	\$517.76	\$0.00
<input checked="" type="checkbox"/>	4	8	8 IN PROGRESS	12	PAUL HOLLAND MOTORS	20,000KM WARRANTY SERVICE - HG...	\$0.00	\$269.66	\$269.66	\$0.00
<input checked="" type="checkbox"/>	4	6	6 IN PROGRESS	12	PAUL HOLLAND MOTORS	10,000KM WARRANTY SERVICE - QB...	\$0.00	\$314.59	\$314.59	\$203.17
<input checked="" type="checkbox"/>	4	5	5 IN PROGRESS	12	PAUL HOLLAND MOTORS	10,000KM WARRANTY SERVICE - QB...	\$0.00	\$528.41	\$528.41	\$0.00
<input checked="" type="checkbox"/>	4	12	12 IN PROGRESS	12	PAUL HOLLAND MOTORS	10,000KM WARRANTY SERVICE - JJJ...	\$269.66	\$834.65	\$834.31	\$0.00
<input checked="" type="checkbox"/>	42	42	42 IN PROGRESS	11	OWEN DENTON	Paint Car	\$0.00	\$386.00	\$386.00	\$0.00
<input checked="" type="checkbox"/>	27	27	27 IN PROGRESS	10	NIGEL EMERSON	General Service	\$0.00	\$633.52	\$633.52	\$0.00
<input checked="" type="checkbox"/>	31	31	31 IN PROGRESS	28	MARY-ANNE GLEBY	FULL SERVICE - IP987	\$0.00	\$37.50	\$37.50	\$0.00
<input checked="" type="checkbox"/>	30	30	30 IN PROGRESS	28	MARY-ANNE GLEBY	FULL SERVICE - IP987	\$0.00	\$511.25	\$511.25	\$0.00
<input checked="" type="checkbox"/>	38	37	37 IN PROGRESS	8	MARK LAWRENCE	TEST 1	\$0.00	\$200.00	\$200.00	\$0.00
							\$292.16	\$43775.34	\$44067.50	\$15036.77

Invoice Checked Jobs Expand/Collapse All Print Close

31 jobs found.

You can go into Jobs (double click) and alter lines from this screen if you need to (Right click on the line).

PAUL HOLLAND MOTORS - 30,000KM WARRANTY SERVICE - PLJ-231

Job Description:

Ready To Invoice
 Work In Progress
 Invoiced
 Written Off
 Cancelled
 Timesheets & Costs

\$0.00 \$806.90 \$0.00 \$0.00

Drag a column header here to group by that column

Staff Name	Stock Code	Description	Unit Cost	Unit Price	Trans Date	End Date	Quantity	Line Tot
CRAIG FINDLATER	LABOUR15	LABOUR - TIME AND A HALF	\$22.00	\$50.00	13/07/2015	13/07/2015	6.50	\$325.00
CRAIG FINDLATER	BEASEP01	BEARING SEPARATOR	\$39.95	\$48.19	13/07/2015	15/07/2015	10.00	\$481.90
							16.50	\$806.90

[Status] In (C) Edit Filter

Set Line # Up Down Print Ready To Invoice Total: \$0.00 Save Close

Selected Totals Total Qty: 6.50 Total Cost: \$143.00 Total Revenue: \$325.00 Total Revenue Inc Gst: \$373.75 Total Gst: \$48.75

2 job transactions found.

You can also change Job line statuses from the main screen (Right click on the line).

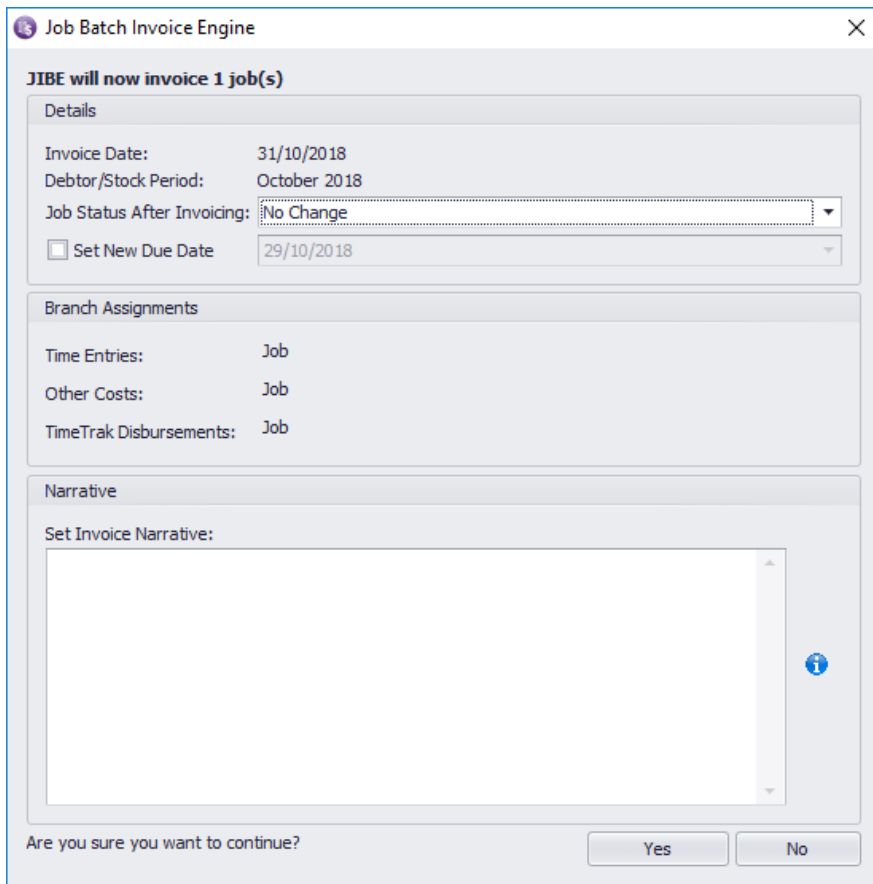
Jobs						
Drag a column header here to group by that column						
	Master Job...	Job Code	Job No	Status	Acc No	Client
<input checked="" type="checkbox"/>	2041	2041	2041	SCHEDULED	29	TRE
<input checked="" type="checkbox"/>	3	3	3	SCHEDULED	11	OW
<input checked="" type="checkbox"/>	27	43	43	SCHEDULED	10	NIG
<input checked="" type="checkbox"/>	22	NEW TYRES	22	SCHEDULED	5	D &
<input checked="" type="checkbox"/>	4	10	10	QUOTE	12	PAL
<input checked="" type="checkbox"/>	15	15			0	CAS
<input checked="" type="checkbox"/>	17	17			0	CAS
<input checked="" type="checkbox"/>	16	16			0	CAS
<input checked="" type="checkbox"/>	32	32 BRE			29	TRE
<input checked="" type="checkbox"/>	24	GENER			11	OW
<input checked="" type="checkbox"/>	28	28			4	DOP
<input checked="" type="checkbox"/>	28	29			4	DOP
<input checked="" type="checkbox"/>	4	4	4	IN PROG	2	PAL
<input checked="" type="checkbox"/>	4	9	9	IN PROG	2	PAL
<input checked="" type="checkbox"/>	4	8	8	IN PROGRESS	2	PAL
<input checked="" type="checkbox"/>	4	6	6	IN PROGRESS	17	PAL

You will see there is a checkbox on the left hand side that allows you to tick on and off Jobs you do not want to include in this batch invoice run.

For example, if you know there was more to be billed on a job, and you wanted to bill it on completion, then you may choose to deselect it.

Users can print a report of the Jobs in this selection by clicking the Print button, this would allow you to go through them and analyse which Jobs you may or may not want to invoice.

When you press the 'Invoice Checked Jobs' Button, you also get the choice to change their status.

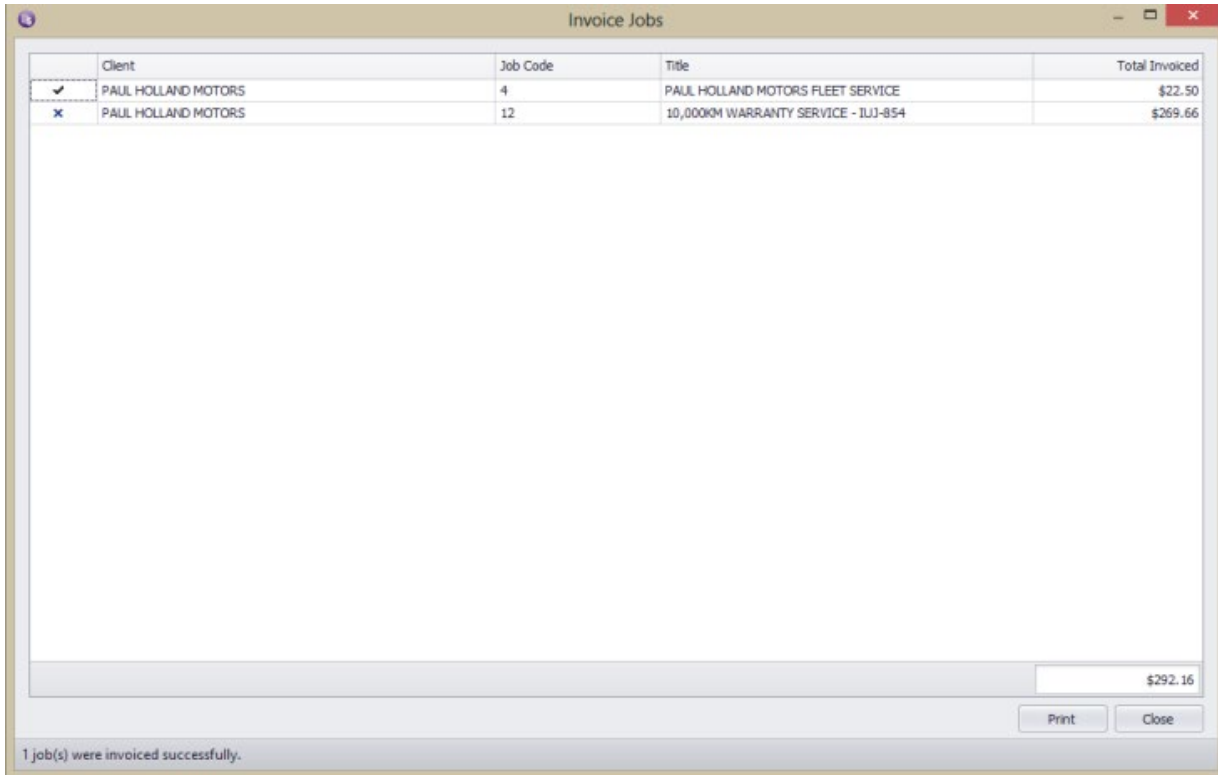


This would be relevant if they were say warranty Jobs and you want to set them to be finished.

You would not do this if it was an ongoing "General Support" Job.

For this reason, you may choose to do the warranty invoicing in a separate run to the General Support invoices.

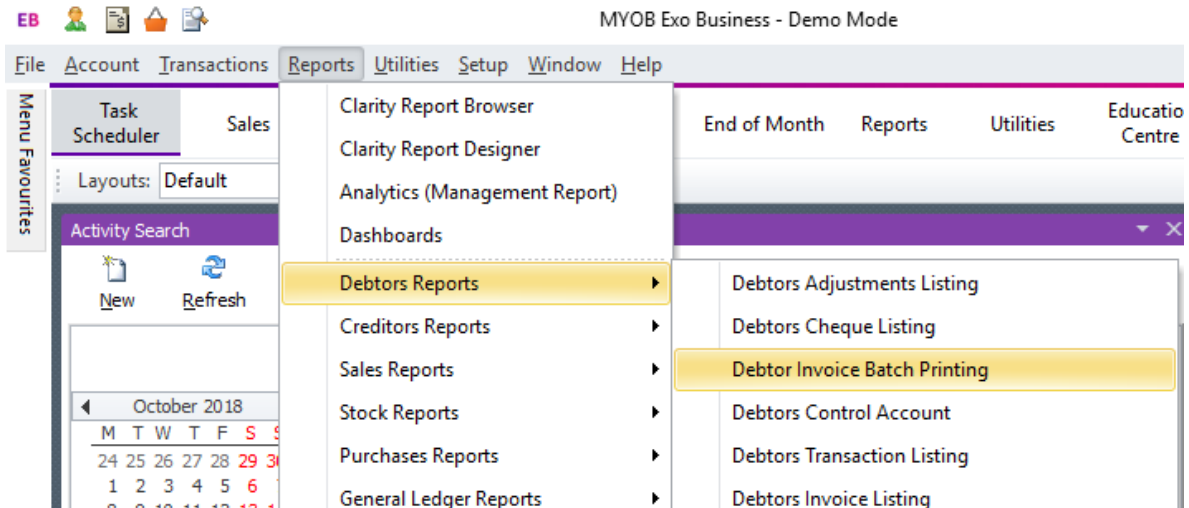
Once you invoice these, you receive a run screen like this showing you each invoice being produced. Any invoices that did not go through might not have had the lines set to 'Ready to Invoice'.



You can now generate the actual printed invoices from Exo via Invoice Batch Printing

Print or Email Invoices

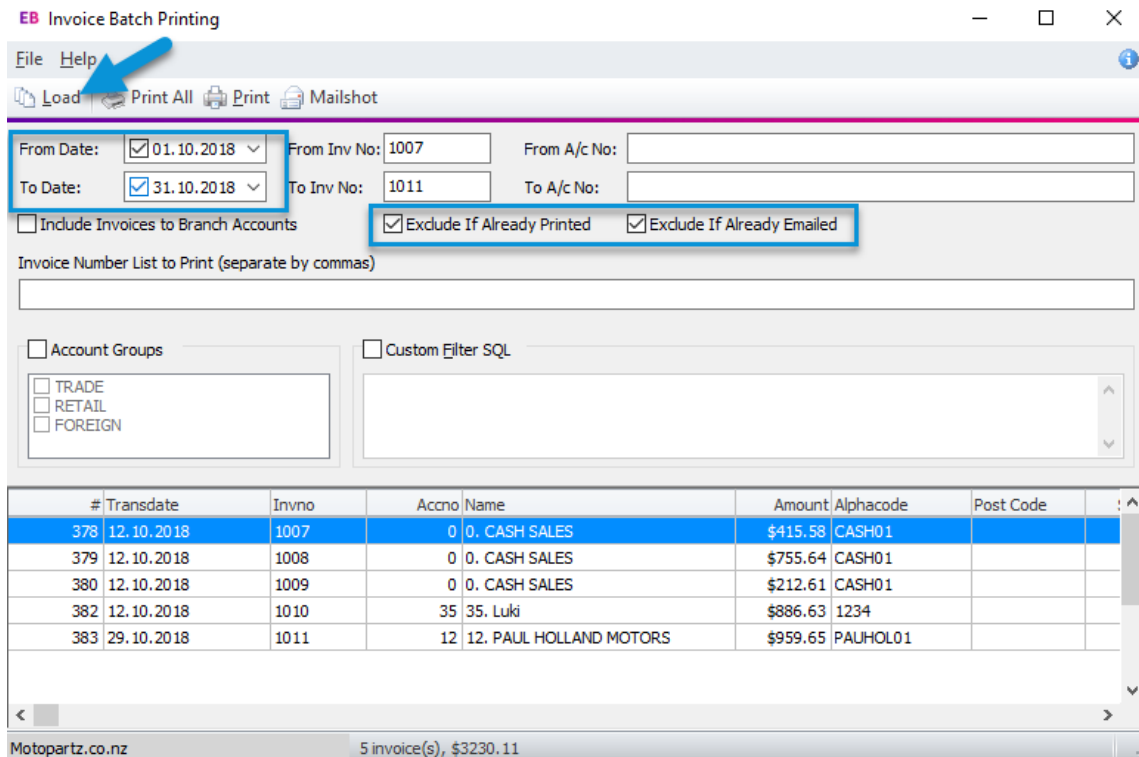
Log in to MYOB Exo Business you can click into the Reports Menu and select Debtor Reports - Debtor Invoice Batch Printing.



Select the date range you wish to pick up invoices that have not already been printed and emailed.

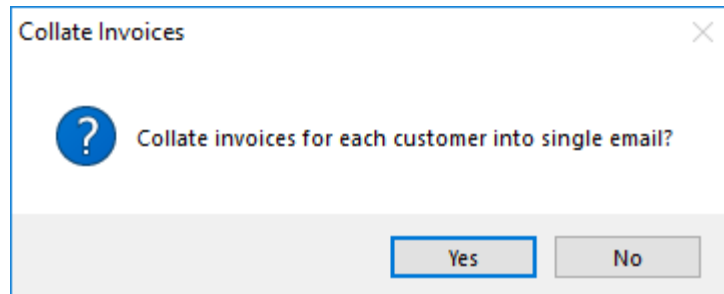
Tick on “Exclude If Already Printed” and “Exclude If Already Emailed”

Push the “Load button:



Once the selection looks right, Click Mailshot

Below will appear, Click Yes if you would like customers to receive one email with all their invoices attached.



This will take you to the MailShot window in Exo where you can complete your normal Mail out process.

Untick "Confirm each email on screen" if you would not like to confirm each email on screen.

Untick "Email Body as plain text" if you have custom HTML email templates setup in Exo.

Click Go, when you are happy with your selection on screen.

You are finished!