TimeSheet Manager
Altering Posted Time

User guide
2017

The purpose of this whitepaper is to give users and overview of two new features in TimeSheet Manager
'Change Labour code' and 'Split row' available in TimeTrak versions 3.2.48 onwards.

These new features allow TimeSheet Manager users to change the labour COST of already posted time entries in order for timesheets to export to payroll correctly and the cost against the job to be correct.
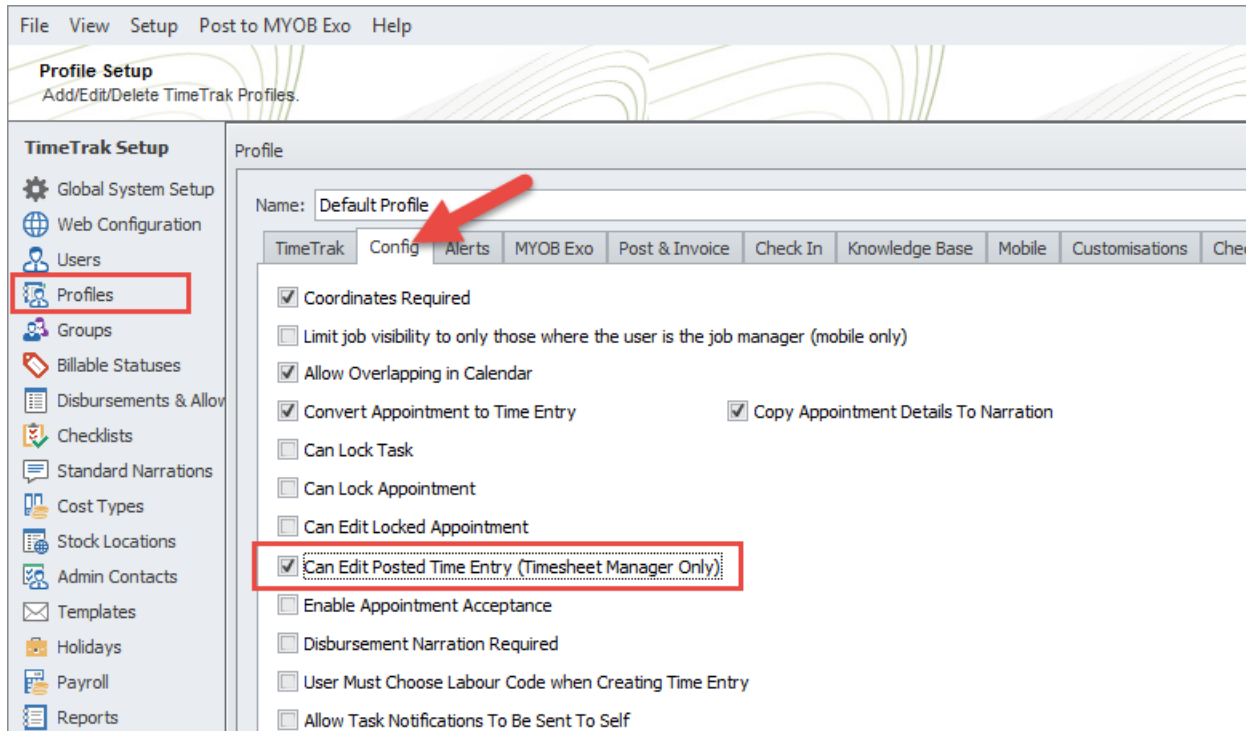
Please note: You will need your TimeTrak consultant to enable the below beta features.
-Roster Class Feature
-Split Line Fields

Both 'Split row' and 'Change labour code' are Profile permission based features.
This is set against the users' profile in the Admin Console as per below:

The Roster Class then needs set up against each users' labour codes as per below in the Admin Console:

These will denote the order of the splitting of the lines and which labour code it will default to.
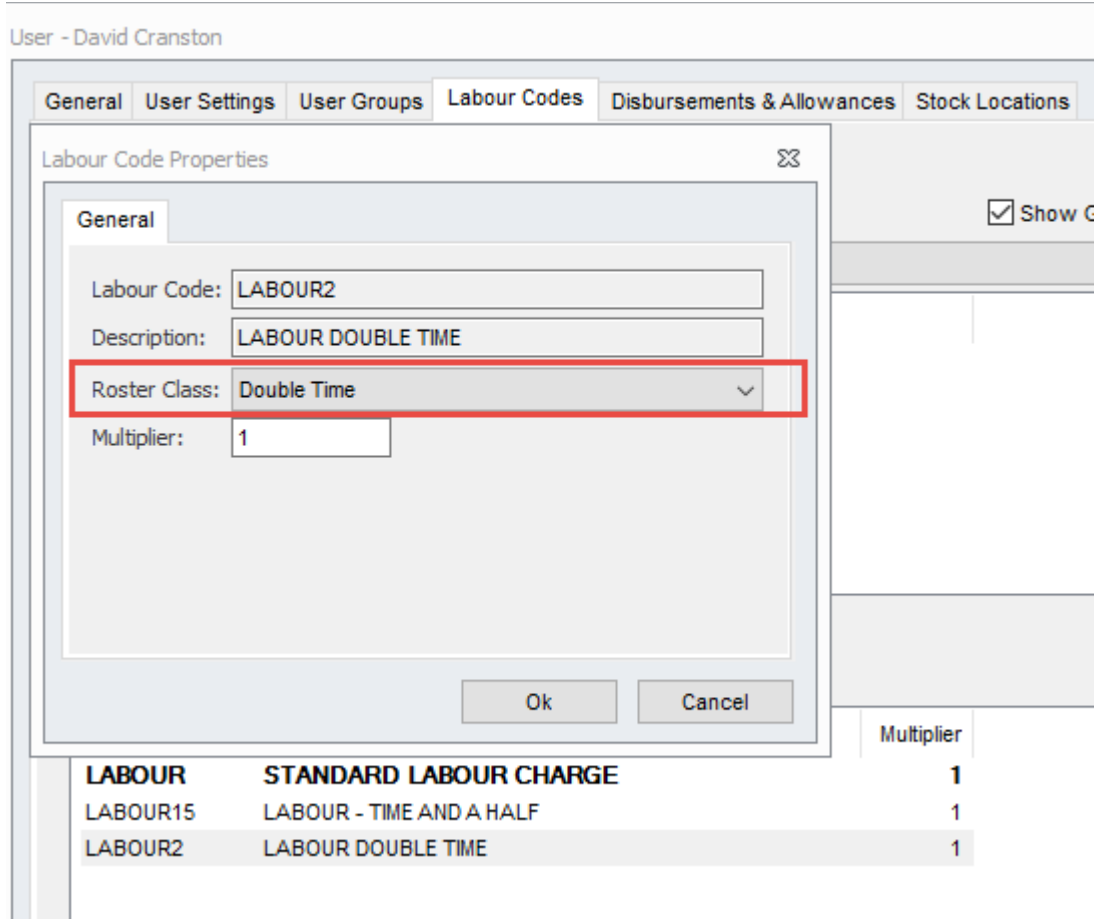
Split Row

A working an example of 'Split row' is:

The time has already been 'posted' from TimeTrak to Exo Job Costing and is sitting on the job as per below:
This could be due to David being a TimeTrak Mobile user who posts his time as he completes it.

Although this is what the client is going to be, or already has been billed, Payroll requires one of these hours to be time and a half in order for the export from TimeTrak to payroll to be correct. The 'cost' of the job also needs to be updated to reflect this.

Within TimeSheet Manager, right click on the time entry you wish to amend, select 'Split row' as per below:

Below will appear, showing that the time is currently 'standard labour'

Because we need to change one hour to time and a half, we just update the fields as per below

As per below the change in the time entry is now reflected. The hour of time and half is required to be 'posted'.

Press OK to save the change.

In the 'Ready to post' tab we now have the day with the changes we have made as per below:

Drilling into the day, we can see the time entry that we created earlier needs posted as there is no 'posted' icon in the left hand side.

Cick Post to MYOB Exo

Complete your normal posting procedures and post the time entry:

Against the job, there is still the orginal time entry of two hours at standard labour which is what will be invoiced to the client.

However there are also two additional lines that have been *written off*.
One negative line, reversing one hour at standard labour, and one positive line at the new time and a half rate.

As per below the cost of the job reflects what it actually cost due to paying time and half labour but what the client is billed is not changed at all.

Change Labour Code

Change labour code follows the same process as Split rows but allows Timesheet Manager users with the correct permissons to change an entire time entry to a different labour code.

A working example of this is as per below, David has worked six hours on a Saturday.

The time entry has been posted to the job:

However, David needs to be paid double time for working on a Saturday.
The cost to the client does not change (Standard labour) but payroll needs to reflect double time as well as the cost of the job.

In TimeSheet Manager, right click on the line and select 'Change Labour Code' as per below

The labour code selection will appear, select the labour code that applies. In this example double time. Click OK

The orginal time entry will appear in red with a message 'This time entry is marked for deletion' With the new time entry at the new labour code below

If you are happy with your chnages press Save

In TimeTrak Professional, when we view the time entry it now shows the time entry at double time (there is no reference to the orginal time entry at standard time).

The updated time entry is sitting in 'Ready to post' waiting to be posted to Exo.

Complete your normal posting procedures and post the time entry:

Post to MYOB Exo

Post Options					
User Type:	All Users				
Period:	January 2017				
☑ Filter by date range:	21/01/2017	to	21/01/2017		
☐ Lock the period after post					
☐ Lock non-chargable time entries after post					
☐ Only post verified time entries & disbursements					
☐ Only post completed days					

Post Summary

Duration: 0 seconds

🕐 1 time entries passed validation with a total of $270.00.

📋 0 disbursements passed validation with a total of $0.00.

✓ Total validated: $270.00

		User	J...	Jo...	Stock Description	.. ▲	Date	Price	Quantity	Total
∨ **PAUL HOLLAND MOTORS (Total: $270.00)**										
	∨ **30,000KM WARRANTY SERVICE - PLJ-231 (Total: $270.00)**									
☑ 🕐	Time Entry	David Cranston	10	C...	Labour Double Time	N...	21/01/2017	$45.00	6	$270.00 ✓
1										$270.00

Refresh	Print	Backup	▾		Validate	Post	Close

Against the job, there is still the orginal time entry of six hours at standard labour which is what will be invoiced to the client.

However, there are also two additional lines that have been written off. One negative line, reversing the orginal time entry of six hours at standard labour, and one positive line at the new double time rate.

As per below the cost of the job reflects what it actually cost due to paying double time labour but what the client is billed has not changed at all.

Sub-job No: 10 - 30,000KM WARRANTY SERVICE - PLJ-231   **Account:** 12. PAUL HOLLAND MOTORS
  of Master Job: 4 - PAUL HOLLAND MOTORS FLEET SERVICE

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

Show
☐ Ready To Invoice   ☑ Work in Progress   ☐ Invoiced   ☐ Cancelled   ☑ Written-off   ☐ Hide Kit Compo

		Job Code	Staff Name	Code	Details	Cost	Sell	Hours
☐	📄	10	DAVID CRANSTON	LABOUR	STANDARD LABOUR ...	$18.00	$45.00	6
		10	DAVID CRANSTON	LABOUR2	LABOUR DOUBLE TIME	$60.00	$0.00	6
	📄	10	DAVID CRANSTON	LABOUR	STANDARD LABOUR ...	$18.00	$0.00	-6

Total Hours: 6.00   **Total Cost:** $360.00   **Sub total:** $270.00   **Markup:** -25.00%   **Margin:** -33.33%
                                                                  GST total: $40.50
                                                                  Total Price: $310.50