



TimeTrak
Creating a Purchase order in TimeTrak Mobile

User guide
2015

Purchase orders can be successfully created, posted and invoiced from Timetrak Mobile from Version 3.2.14

Set up Purchase Orders in Timetrak Administrator Console

TimeTrak Administrator Console - Profiles – MYOB EXO tab

The settings relating to Purchase Orders are called:

Add purchase order
 Edit Purchase Order
 Delete Purchase Order
 Edit receipted Purchase Order Line
 Hide Disbursement Cost Price in Purchase

Profile

Name: Default Profile

TimeTrak Config Alerts **MYOB EXO** Post & Invoice Check In Knowledge Base Mobile Customisations Checklists Users

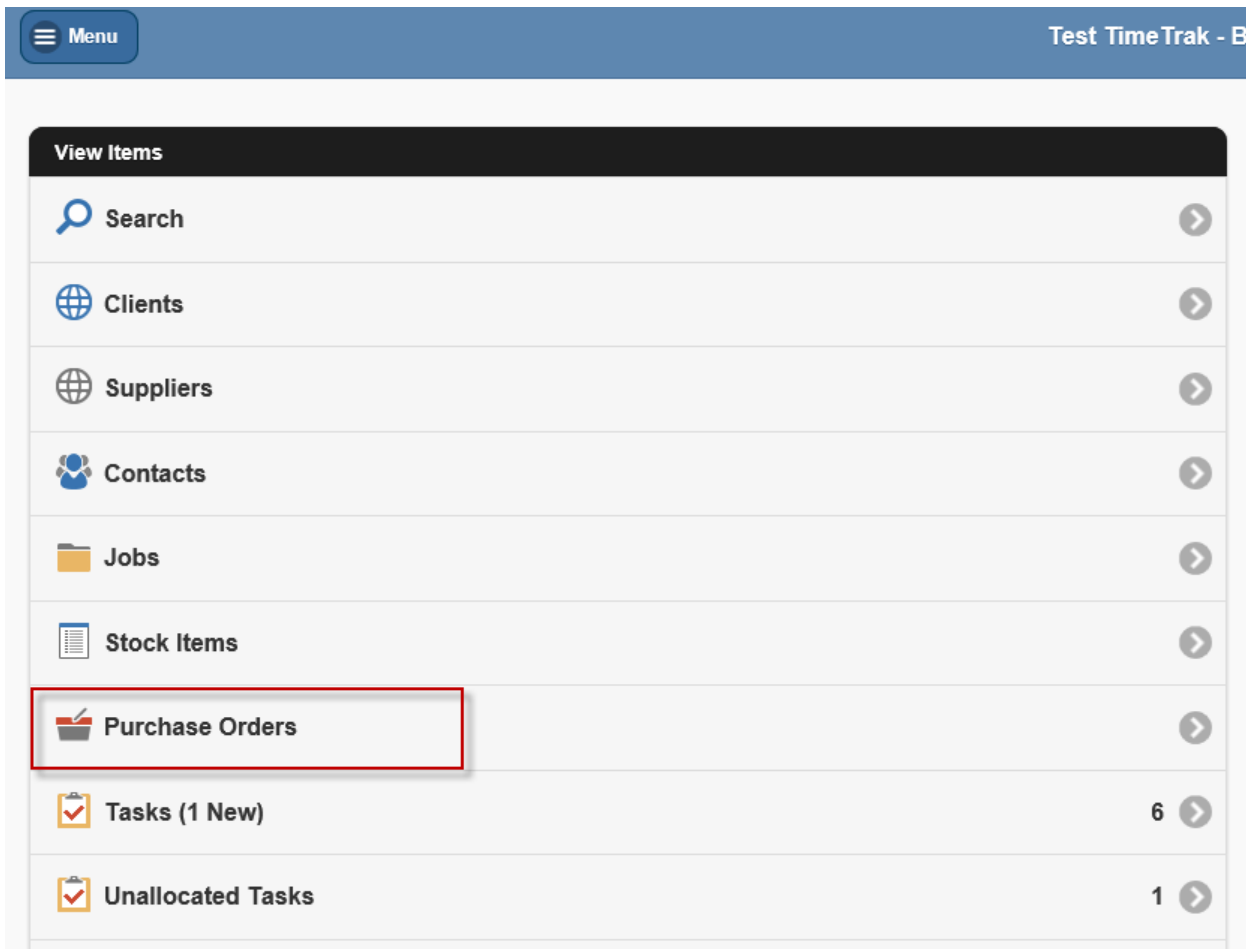
- ☒ Show Clients
- ☒ Limit Clients By Active Jobs
- ☒ Show Client Aged Balances
- ☒ Show Transactions
- ☒ Make Payment
- ☒ Show Suppliers
- ☒ Show Supplier Aged Balances
- ☒ Show Jobs
- ☒ Add Job
- ☒ Edit Job
- ☒ Show Job Financial Summary
- ☒ Show Serviceable Units
- ☒ Add Serviceable Units
- ☒ Edit Serviceable Units
- ☒ Delete Serviceable Units
- ☒ Show Serviceable Unit Extra Fields
- ☒ Show Job Quote Lines
- ☒ Update Actual Quantities Used

N,C,T,P ▼

- ☒ Show Stock Items
- ☒ Show Contacts
- ☒ Add Contact
- ☒ Edit Contact
- ☒ Delete Contact
- ☒ Show Marketing Classes
- ☒ Show History Notes
- ☒ Add History Note
- ☒ Edit History Note
- ☒ Delete History Note
- ☒ Show Purchase Orders
- ☒ Add Purchase Order
- ☒ Edit Purchase Order
- ☒ Delete Purchase Order
- ☒ Edit Receipted Purchase Order Line
- ☐ Hide Disbursement Cost Price in Purchase Order

TimeTrak Mobile

The Purchase Order option can be viewed on the Home page and in Stock Items or Suppliers or Tasks



Clicking on Purchase orders in the Home screen will show a list (below screen shot) of outstanding purchase orders and the job the purchase order belongs to

Purchase Orders				
<div> <input type="text"/> <div>All Branches</div> </div> <div> <input checked="" type="checkbox"/> My Orders <input checked="" type="checkbox"/> Unprocessed <input type="checkbox"/> Partly Processed </div>				
Order No	Order Date	Supplier	Job	Total (ex GST)
10109	10/12/2015	AUSSIE CAR PARTS	FIT NEW EXHAUST	\$29.21
10108	08/12/2015	AUSSIE CAR PARTS	SERVICE	\$29.21
10095	07/12/2015	AUSSIE CAR PARTS	REPAIR	\$140.00
10092	07/12/2015	AUSSIE CAR PARTS	PAUL HOLLAND MOTORS FLEET SERVICE	\$930.60
10091	07/12/2015	AUSSIE CAR PARTS		\$2,549.49

To Add a Purchase Order in a Time Entry

This example below in the Home Menu option – Time Entry – Add Time Entry from a Task – Checked in – Purchase Orders

Job Details

★ 0
Home

23

→

→

Financial Summary	Total	Count
Time Entries	\$0.00	0 >
Disbursements	\$0.00	0 >
Purchase Orders	\$0.00	0 >
Already Invoiced	\$0.00	0 >
Unbilled	\$0.00	
Post		>
Job Financial Summary		>

TimeTrak	Open	Count
Tasks	0	0 >
Appointments		1 >
Attachments		0 >

Checked In to Owen Denton

Start:

11/12/2015 2:49 p.m.

Duration:

00:03:03

Summary

Check Out

OWEN DENTON

00:03:03 Check Out

In Purchase Orders – Add Purchase Order or search for existing purchase order

Purchase Orders for Service

Search bar:

Dropdown: All Branches

Order No	Order Date	Supplier
There are no purchase orders for this job that match the search criteria.		

Add Purchase Order

Search for a Supplier

Suppliers

Search bar:

Acc No	Name
Recent Suppliers	
8	AUSSIE CAR PARTS
5	CAR-PART.COM

Enter the existing stock code item or use a recent Stock Item

Stock Items

Search bar:

Stock Code	Description
Recent Stock Items	
AIRFIL01	OVALCHROME AIR FILTER
AIRFIL05	PRO-STLYE AIR FILTER

The stock code we have used in this example in our demo system is **AIRFIL05**

Enter the quantity of the stock order and either Save & Add New line or Save and return to the Job – there is no option to put in the cost of the item onto this purchase order but the cost can be updated when the Purchase Order is receipted and costed in Exo during the usual process.

Back
Menu
Add Purchase Order Line
0
Home

Add Purchase Order Line

Supplier: AUSSIE CAR PARTS
Job: 1023 - Service
Stock Code: AIRFIL05

Description: PRO-STLYE AIR FILTER

Quantity: 1
- 1 2 5 10 +

Sell Price: Retail: \$32.45 Override Price No Charge \$32.45

Cost Group: None

Cost Type: None

Stock Location: WIP Available Stock: 0 Stock on Order: 0

Narration:

Save
Save & New Line
Save & Return to Job
Cancel

Once the purchase order has been entered and the stock used on the job and returned to the Job in TimeTrak Mobile where the time entry has been entered – select 'Post' to post the transaction to Exo.

Financial Summary		Total	Count
Time Entries		\$337.50	1
Disbursements		\$0.00	0
Purchase Orders		\$110.40	3
Already Invoiced		\$0.00	0
Unbilled		\$447.90	
Post			
Job Financial Summary			

TimeTrak		Open	Count
Tasks		1	1
Appointments			1
Attachments			0

Checked In to Owen Denton

Start: 11/12/2015 3:15 p.m.

Duration: 00:02:31

Suspend Check Out

There is an option to choose Post & Invoice or Post – for this example we have chosen **Post & Invoice** – note the Unreceipted Purchase Orders value on the below screen shot will be included on this following invoice even though the stock has not been received into Exo at this stage.

OWEN DENTON

Service

Code: 1023
Status: In Progress
Type: Repair/Maintenance
Category: Domestic
Branch: AUCKLAND
Description:

	GST Exclusive	GST Inclusive
Time:	\$337.50	\$388.13
Disbursements:	\$0.00	\$0.00
Call Out Fees:	\$0.00	\$0.00
Unreceipted Purchase Orders:	\$110.40	\$110.40
Total:	\$447.90	\$498.53

☒ Round Total

\$467.44

\$498.60

☐ Agreed Price

Are you sure you want to post this job?

Post & Invoice

Post

Cancel

Invoice Job

Are you sure you want to invoice this Job?

Yes

No

There is an option to choose to view the invoice

OWEN DENTON

Payment Type: CASH

Amount: 420.68

Reference:

Invoice No: 2028
Invoice Total: \$420.68

Aged Balances:
Current: \$645.62
1 Month: \$0.00
2 Months: \$0.00
3+ Months: \$0.00
Balance: \$645.62

Make Payment

View Invoice

Cancel

The second line on this invoice example has the stock line from the purchase order – the stock code will always be the symbol @ as shown below instead of the actual stock code entered in the purchase order **AIRFIL05**

The '@' stock code is Lookup stock code for the purpose of creating all purchase orders in TimeTrak Mobile

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Menu

Transaction Details

0
Home

Transaction Details

Invoice No: 2028
Account No: 11
Sales Person: MALCOLM BREEN
Currency: NEW ZEALAND 1

Invoice Date: 11/12/2015
Reference No: 1023
Payment Date: 11/12/2015

Code	Description	Order	BkOrd	Qty	Price	Disc%	Total
ZLBF	BRIDGET FAIRWEATHER LA...	6.75	0.00	6.75	\$49.44	0.00%	\$333.72
@	PRO-STLYE AIR FILTER	1.00	0.00	1.00	\$32.09	0.00%	\$32.09

Show Line Details

Sub Total: \$365.81
GST Total: \$54.87
Invoice Total: \$420.68

View Client
View Job
Make Payment

In the Exo – Stock – Maintain Stock Items screen – the stock will Invoice from the stock code: @ and against dr_invlines against the @ stock code, not the actual stock code **AIRFIL05**

Stock Item Details

File Utilities Navigate Help

New Save Save & Exit Cancel Refresh

Stock Code: @ Description:

Details 1 Details 2 Extra Fields Transactions Orders Jobs Works Orders Web Batch Qty Notes History Notes Documents Analysis

Location: <ALL> Load ☐ Group by Period

Date	Alpha	Ref 1	Ref 2	Batch code	Qty	Unit Price	Unit Cost	Loc
11.12.15	OWEDEN01	2028	INVOICE		-1.00	\$32.09		1. AK
08.12.15		JOB: 14	WIP:		1.00	\$0.00	\$0.00	5. WIP
08.12.15		JOB: 14	Cancelled		-1.00	\$0.00	\$0.00	5. WIP
08.12.15		JOB: 12	WIP:		1.00	\$0.00	\$0.00	5. WIP
08.12.15		JOB: 9	WIP:		1.00	\$0.00	\$0.00	5. WIP
08.12.15	JAMBAR01	1036	INVOICE		-1.00	\$126.98		1. AK
08.12.15	PAUHOL01	1037	INVOICE		-1.00	\$133.21		1. AK

In the actual stock code **AIRFIL05** – the purchase order will show against the Orders tab as per usual

Stock Item Details

File Utilities Navigate View Help

New Save Save & Exit Cancel

Stock Code: AIRFIL05 Description: PRO-STLYE AIR FILTER

Details 1 Details 2 Extra Fields Transactions **Orders** Jobs Works Orders Web Batch Qty Notes History Notes Documents Analysis

Sales orders: ☐ View All Outstanding: 10.00

Order No	Order Date	Due Date	A/c No	Status	Has BackOrders	Name	Ordered	Supplied	Invoiced	Customer O/N	Location	BackO
10005	28.10.2014	28.10.2014	20	4 - Standi...	N	ALLPARTS AUTOMOTI...	10.00	0.00	0.00	62874	1	

Transfer Requests: Outstanding: 0.00

RequestNo	From Loc	To Loc	Request Qty	In Transit Qty	Status	Request Date	Require Date	Comment	Batchcode
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Purchase orders: ☐ View All

Order No	Order Date	PO Due	Line Due	A/c No	Supplier Name	Ordered	Received	Invoiced	Location	C	St
11097	11.12.2015	11.12.2015	11.12.2015	8	AUSSIE CAR PARTS	1	0.00	0.00	5	N	0 - Not P

On the actual stock code **AIRFIL05** on the Details 1 tab – the stock levels will not change from what was previously showing before the purchase order was created in TimeTrak mobile and after the stock is receipted in

Stock Item Details

File Utilities Navigate Help

New Save Save & Exit Cancel

Stock Code: AIRFIL05 Description: PRO-STLYE AIR FILTER

Details 1 Details 2 Extra Fields Transactions Orders Jobs Works Orders Web Batch Qty Notes History Notes Documents Analysis

Stock code: AIRFIL05 Description: PRO-STLYE AIR FILTER

Groups

Stock group (Fine): ENGINE

Stock Group (Coarse): NO GROUP SELECTED

Classification: NORMAL

Price group: NOT ASSIGNED

Cost Prices

Supplier (NZD): \$18.54

Last: \$18.54

Average: \$18.54

Standard: \$18.54

Sell Prices

1. Internet: \$29.21

2. Retail: \$32.45

3. Trade: \$29.21

4. UK: \$10.38

5. US: \$14.60

6. Fiji: \$30.83

7. Australia: \$25.96

8. Singapore: \$25.46

9. ComputedSellPrice: \$20.39

Other

Main supplier + : 3. PANMURE AUTO TRADE SUPPLIERS

Unit/ Pack: EACH

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	Auckland	5.00	0.00	1.00	0.00	0.00	4.00
2	Wellington	5.00	0.00	0.00	0.00	0.00	5.00
4	Sydney	4.00	0.00	0.00	0.00	0.00	4.00
5	WIP	1.00	2.00	1.00	0.00	1.00	0.00
		15.00	2.00	2.00	0.00	1.00	13.00

In JobCosting against the Job in on the Purchases tab – the purchase order is showing awaiting delivery using stock code **AIRFIL05**

Job No: 1023 - Service Account: 11. OWEN DENTON

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

Invoiced:

Invoice No	Supplier Name	Date	Stockcode	Description	Qty	Price	Disc %	Total

Costed awaiting invoice:

Receipt No	Order No	Supplier Name	Order Date	Receipt Date	Stockcode	Description	Recei...	Price

In store awaiting costing:

Receipt No	Order No	Supplier Name	Order Date	Receipt Date	Stockcode	Description	Recei...	Price

Ordered awaiting delivery:

Order No	Supplier Name	Due Date	Stockcode	Description	Sup. ...	Ord. ...	Price	Disc %	Total
11094	S. CAR-PART.COM	11.12.2015	AIRFIL05	PRO-STLYE AIR FILTER	0	1	\$18.54	0	

In JobCosting – Timesheets tab – the labour is showing as Invoiced

File Navigate Utilities Help

New 1234 Save Save & Exit Cancel Print Send All to Invoice Copy

Job No: 1023 - Service Account: 11. OWEN DENTON

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 Component

Job Code	Staff Name	Code	Details	Cost	Sell	Start date
1023	BRIDGET FAIRWEA...	ZLBF	BRIDGET FAIRWEAT...	\$18.00	\$49.44	11.12.2015

In JobCosting on the Costs tab – there are no stock items appearing until the purchase order has been receipted and costed into Exo

File Navigate Utilities Help

New 1234 Save Save & Exit Cancel Print Send All to Invoice Copy

Job No: 1023 - Service Account: 11. OWEN DENTON

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 Components

	Job Code	Code	Description	Quantity	Cost	Sell	Date	Line Total Pr
<input type="checkbox"/>								

Once the Purchase Order has been receipted in and costed - JobCosting - Purchases tab – the purchase order will show in the Invoice section with the actual stock code **AIRFIL05**

File Navigate Utilities Help

New 1234 Save Save & Exit Cancel Print Purchase Order Refresh

Job No: 1023 - Service Account: 11. OWEN DENTON

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

Invoiced:

Invoice No	Supplier Name	Date	Stockcode	Description	Qty	Price	Disc %	Total
555	S. CAR-PART.COM	11.12.2015	AIRFIL05	PRO-STLYE AIR FILTER	1	\$18.54	0	

All the transaction lines invoiced will show on the JobCosting – Invoiced tab

File Navigate Utilities Invoice Help

New 1234 Save Save & Exit Cancel Print Create Asset Invoice Job

Job No: 1023 - Service Account: 11. OWEN DENTON

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 Components

	Job Code	Code	Description	Quantity	Cost	Line Cost	Sell Line Total Price	Disc (%)	Mark up	Status	Invoiced	Start Date	
<input type="checkbox"/>	1023	ZLBF	BRIDGET FAIRWEAT...	6.75	\$18.00	\$121.50	\$49.44	\$333.72	0.0%	174.67%	Invoiced	\$333.72	11.12.2015
<input type="checkbox"/>	1023	AIRFIL05	PRO-STLYE AIR FILTER	1	\$18.54	\$18.54	\$32.45	\$32.45	0.0%	75.03%	Invoiced	\$32.45	11.12.2015

On the JobCosting costs tab – the stock item will show as per usual and with the actual stock code **AIRFIL05**

Job Code	Code	Description	Quantity	Cost	Sell Date	Line Total Price	Mark up	GST No.
1023	AIRFIL05	PRO-STLYE AIR FIL...	1	\$18.54	11.12.2015	\$32.45	75.03%	DR

Trigger on Job_transactions called X_TT_ProcessPurchaseOrderLines

After receipting in the purchase order in Exo (where originally the purchase order was created in TimeTrak Mobile, a trigger after insert will drop the '@' stock code on job_ transactions lines on the related job and replace with the actual stock code job_ transactions lines and set as Invoiced.

Notes:

- The Invoice stock transactions will show on the @ stock code not the actual stock code **AIRFIL05**
- The receipt of the Purchase Order will show on the actual stock code **AIRFIL05** stock transactions
- The receipt of the Purchase order on the stock code **AIRFIL05** will not alter the quantity on the stock locations at any stage of the process for the @ and **AIRFIL05** stock codes as these have already been allocated to the invoice/job and invoiced out
- The stock code **AIRFIL05** will appear on the job on the costs tab after the purchase order has been receipted and costed into Exo

Support

If you have any questions or concerns please contact a team member at Focus by either emailing support@exosoft.net.nz or for urgent support please email and then call

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