

# 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

JC Stock Item Detail	s							_		×
<u>F</u> ile <u>U</u> tilities Navig	ate <u>H</u> elp									6
New Save	🗿 Saye & Exit 🗙 Cancel 🛚 前 🖨	- 14 4		a 🗈 🔤						
Stock Code: DS94	Descr	iption:DS9400	ALARM PANEL	_						
Details 1 Details 2 E	xtra Fields Transactions Orders J	obs Works O	orders Web	Batch Qty N	lotes History	Notes Docume	ents Analysis			
Stock code: DS94	Descript					I	· ·			
Groups	Descript	011. 03540Q A		Cos	t Prices		Sell Prices			
Primary:	SECURITY CONSUMABLES	$\sim$		Supp	blier:	\$50.00	1. Price 1:		\$70.00	^
Secondary:	NO GROUP SELECTED	$\sim$		Last	. [	\$50.00	2. Price 2:		\$0.00	
Classification:	NORMAL	~		Ave	rage:	\$50.00	3. Price 3:		\$0.00	
Price group:				Star	idard:	\$50.00	4. Price 4:		\$0.00	
Frice group.	NOT ASSIGNED	•		510			5. Price 5:		\$0.00	
Other Main supplier :					Flags		6 Price 6:		\$0.00	
Upit/Packs					Looku	p	7 Price 7:		\$0.00	
Unity Pack.		~			Recov	erable	8 Price 8:		\$0.00	
Link stockcode:					✓ Discou	intable	0. Price 0:		\$0.00	
Serial no. tracked:	Not Serialised (No)	$\sim$			Batch	tracked	9. Price 9:		\$0.00	
							10. Price 10:		ş0.00	~
No Stock Locatio		Physical	Not for cale	Committed	Rack Order	Incoming			Ere	e Stock
1 INVERCARG	ILL	5.00	1.00	1.00	0.00	3.00			THE	6.00
		5.00	1.00	1.00	0.00	3.00				6.00
Motopartz.com										

#### • 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 receipted.

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: DS94	Des	cription: DS940Q ALARM PANEL									
Groups				Co	st Prices		Sell Prices				
Primary:	SECURITY CONSUMABLES	$\sim$		Sup	plier:	\$50.00	1. Price 1:	\$70.00	^		
Secondary:	NO GROUP SELECTED	$\sim$		Las	t: [	\$50.00	2. Price 2:	\$0.00			
Classification:	NORMAL	$\sim$		Ave	Average:		3. Price 3:	\$0.00			
Price group:	NOT ASSIGNED	$\sim$		Star	ndard:	\$50.00	4. Price 4:	\$0.00			
Other					Flags		5. Price 5:	\$0.00			
Main supplier :		••	•		Activ	ve	6. Price 6:	\$0.00			
Unit/ Pack:		$\sim$		Lookup		kup	7. Price 7:	\$0.00			
Link stockcode:						ountable	8. Price 8:	\$0.00			
Serial no. tracked:	Not Serialised (No)	~			Rest	tricted Goods	9. Price 9:	\$0.00			
	(11)				Bato	h tracked	10. Price 10:	\$0.00			
									~		
No. Stock Locatio	'n	Physica	Not for sale	Committed	Back Order	Incoming		Free St	tock ^		
1 INVERCARGI	LL	4.00	1.00	1.00	0.00	3.00		5.	.00		
4 WORK IN PR	OGRESS	1.00	1.00	1.00	0.00	0.00		0.	.00		
		5.0	2.00	2.00	0.00	3.00		5	. <b>00</b>		

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.

Details	Sub	Jobs (0)	Custom Fields *	Job Fin	nancial Summ	nary	Location	App	ointments (3)	Time Entri	es (7) T	asks (3)	Note	es (0)
History Note	s (0)	Articles (0)	) Attachment	s (6)	Disburse	ments (1)	Purc	hase Orders	(0)	Quote Lines (0)	Serviceable	Units (0)	Rej	ports
Enter text to se	arch			Gearch										
Stock Code	Descri	otion				Quote Option				Quantit	ty Sell Pr	ice Li	ne Total Sell	[
DS94	DS940	Q ALARM PANEL				DEFAULT OPT	ION			3.	00 \$70	.00	\$210.00	
													\$210.00	
		Stock code: DSS	4	Descriptio	on: DS940Q A	ALARM PANEL								
		Groups					Cos	t Prices		Se <sup>®</sup> Prices				
		Primary:	SECURITY CONSUMA	BLES	$\sim$		Sup	olier:	\$50.00	. Price 1:	\$70.00	^		
		Secondary:	NO GROUP SELECTED	)	~		Last	. Г	\$50.00	2. Price 2:	\$0.00			
									650 Q	0. Drive 0.	t0.00			
		Classification:	NORMAL				Ave	aye.	330 30	5. Fride 5.	30.00			
		Price group:	NOT ASSIGNED		$\sim$		Star	idard:	\$50.00	4. Price 4:	\$0.00			
		Other				_		Flags 🧹		5. Price 5:	\$0.00			
		Main supplier :						🗹 "tiv	2	6. Price 6:	\$0.00			
		Unit/Pack:			~			Look	ip	7. Price 7:	\$0.00			
		Link stockcode:						Reco	verable	8. Price 8:	\$0.00			
								Ad	dina 2 non to l	4ot 9:	\$0.00			
		Serial no. tracked	1: Not Serialised (No	)	~			Au	For sale	10.	t0 00			
										e 10:	\$0.00	~		
		No. Stock Lo	cation		Physical	Not for same	Committed	Back Order	Incoming		Free Stoc	< ^		
		1 INVERC	ARGILL		4.00	4.00	1.00	0.00	3.00		2.0			
		4 WORK I	N PROGRESS		1.00	1.00	1.00	0.00	0.00		0.0			

2. 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.

Details	Sub Jobs (0)	Custom Fields *	Job Financial Sun	nmary	Location	Appointments (	<ol> <li>Time Entries (</li> </ol>	(7) Tasks (	(3) Note	s (0)
History Note	es (0) Articles (0	) Attachments	(6) Disbur	sements (1)	Purchas	se Orders (0)	Quote Lines (0)	Serviceable Units	(0) Re	ports
Enter text to s	earch		arch							
Stock Code	Description			Ouote Optio	on		Ouantity	Sell Price	Line Total Sell	1
0594	DS9400 ALARM PANEL			DEFAULT OF	PTION		3.00	\$70.00	\$210.00	6
	JC Stock Item Deta	ls					-		\$210.00	
	Eile Utilities Navi	gate <u>H</u> elp						0		
	New Save	🗿 Sa <u>v</u> e & Exit 🔀 <u>C</u> ancel	🗑 💮 - 🕅 4	► N 09 ±	a 🛯 🔤					
	Stock Code: DS94		Description:DS9400	ALARM PANEL						
	Details 1 Details 2	Extra Fields Transactions (	Orders Jobs Works O	rders Web E	Batch Qty Notes	History Notes Documer	ts Analysis			
	Details 1 Details 2	Extra Fields Transactions (	Drders Jobs Works O	rders Web E	Batch Qty Notes	History Notes Documen	ts Analysis			
	Details 1 Details 2 Stock code: DS94 Groups	Extra Fields Transactions (	Orders Jobs Works O Description: DS940Q Al	rders Web E	Batch Qty Notes	History Notes Documer	ts Analysis Sell Prices			
	Details 1 Details 2 Stock code: 5591 Groups Primary:	Extra Fields   Transactions   (	Orders Jobs Works O Description: DS940Q Al	rders Web E	Batch Qty Notes Cost Prices Supplier:	History Notes Documen	Sell Prices	\$70.00		
	Details 1 Details 2 Stock code: 5597 Groups Primary: Secondary:	Extra Fields   Transactions   0 SECURITY CONSUMABLES NO GROUP SELECTED	Orders Jobs Works O Description: DS940Q Al	rders Web E	Batch Qty Notes Cost Prices Supplier: Last:	History Notes Documen \$50.00 \$50.00	Sell Prices 1. Price 1: 2. Price 2:	\$70.00 \$0.00		
	Details 1 Details 2 Stock code: D594 Groups Primary: Secondary: Classification:	Extra Fields Transactions ( SECURITY CONSUMABLES NO GROUP SELECTED NORMAL	Arders Jobs Works O Description: D5940Q Al	rders Web E	Batch Qty Notes Cost Prices Supplier: Last: Average:	History Notes Documen \$50.00 \$50.00 \$50.00	Sell Prices 1. Price 1: 2. Price 2: 3. Price 3:	\$70.00 \$0.00 \$0.00		
	Details 1 Details 2 Stock code: 5553 Groups Primary: Secondary: Classification: Price group:	Extra Fields Transactions C SECURITY CONSUMABLES NO GROUP SELECTED NORMAL NOT ASSIGNED	Orders Jobs Works O Description: D5940Q Al	rders Web E	Batch Qty Notes Cost Prices Suppler: Last: Average: Standard:	History Notes Document \$50.00 \$50.00 \$50.00 \$50.00	Sel Prices  I. Price 1:  Price 2:  Price 3:  Price 4:	\$70.00 \$0.00 \$0.00 \$0.00		
	Details 1 Details 2 Stock code: 15593 Groups Primary: Secondary: Classification: Price group: Other	Extra Fields Transactions C SECURITY CONSUMABLES NO GROUP SELECTED NORMAL NOT ASSIGNED	inders Jobs Works D Description: DS940Q Al	rders Web E	Batch Qty Notes Cost Prices Suppler: Last: Average: Standard:	History Notes Document \$50.00 \$50.00 \$50.00 \$50.00	sall Prices           1. Price 1:           2. Price 2:           3. Price 3:           4. Brill of 4:           5. Price 5:	\$70.00 \$0.00 \$0.00 \$0.00 \$0.00		
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	Details 1 Details 2 Stock code: 1992 Groups Primary: Classification: Price group: Other Main supplier : Unit / Padc: Link stockcode:	Exta Fields Transactions ( SECURITY CONSUMABLES NO GROUP SELECT NORMAL NOT ASSIGNED	krders Jobs Works D Description: DS940Q Al	rders Web E	Cost Prices Supplier: Last: Average: Standard:	History Notes Document \$50.00 \$50.00 \$50.00 \$50.00 \$50.00 \$50.00 \$2 Active Lookup Recoverable Documentable	St         Analysis           Sel Prices         I           J. Price 1:         I           2. Price 2:         I           3. Price 3:         I           4. Part 4:         I           5. Price 5:         I           6. Price 6:         I           7. Price 7:         I           6. Price 6:         I           7. Price 7:         I           6. Price 6:         I	\$70.00 A \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00		
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	Details 1 Details 2 Stock code: 10030 Groups Primary: Secondary: Classification: Price group: Other Main supplier : Unit/ Padc: Link stockcode: Serial no. tracked:	Extra Fields Transactions ( SECURITY CONSUMARLES NO GROUP SELECTED NORMAL NOT ASSIGNED NOT ASSIGNED Not Serialised (No)	inder Jabs Works O Descripton: D59402 Al	rders Web E	Cost Prices Suppler: Last: Average: Standard:	History Notes Document \$50,000 \$50,0000 \$50,0000 \$50,0000 \$50,000 \$50	Sel Prices	\$70.00 A \$0.00		
	Details 1 Details 2 Stock code: Dosal Groups Primary: Gesofication: Price group: Other Main suppler : Link stockcode: Serial no. tracked:	Extra Fields Transactions ( SECURITY CONSUMARLES NO GROUP SELECTED NORMAL NOT ASSIGNED NOT ASSIGNED Not Serialised (No)	krdes Jabs Works O Descripton: D59402 Al V V V V V V V V V	rders Web E	Cost Prices Suppier: Last: Average: Standard:	History Notes Document \$50,000 \$50,0000 \$50,000 \$50,0000 \$50,000 \$50,	Sel Prices           1. Price 1:           2. Price 2:           3. Price 3:           4. Pp 54?           6. Price 5:           6. Price 6:           7. Price 7:           8. Price 8:           9. Price 9:           10. Price 10:	\$70.00 \$		
	Details 1 Details 2 Stock code: 2002 Groups Primary: Elessification: Clessification: Price group: Other Main supplier : Link stockcode: Senal no. tracked: No. Stock Local	Extra Fields Transactions ( SECURITY CONSUMABLES NO GROUP SELECTED NORMAL NOT ASSIGNED	Inders Jobs Works O Description: D59400 Al	rders Web E LARM PANEL	Cost Prices Last: Average: Standard:	History Notes Document \$50,000 \$50,0000 \$50,0000 \$50,0000 \$50,0000 \$50,000 \$50,0000 \$5	St         Analysis           Sel Prices         1           1. Price 1:         2           2. Price 2:         2           3. Price 3:         4           4. Price 5:         2           6. Price 6:         2           7. Price 7:         8           9. Price 9:         10           10. Price 10:         2	\$70.00 ^ \$9.000 \$9.000\$9		
	Details 1 Details 2 Stock code: 5000 Groups Primary: Secondary: Classification: Price group: Other Main suppler: Unit/ Padc: Link stockcode: Serial no. tracked: 1 IntersictAN 1 IntersictAN	Extra Fields Transactions ( SECURITY CONSUMABLES NO GROUP SELECTED NORMAL NOT ASSIGNED Not Serialised (No)	Index Jabs Works O Description: 059402 AU	ARM PANEL	Committed Back	History Notes         Documer           \$\$0.00         \$\$0.00           \$\$0.00         \$\$0.00           \$\$0.00         \$\$0.00           \$\$0.00         \$\$0.00           \$\$0.00         \$\$0.00           \$\$0.00         \$\$0.00           \$\$0.00         \$\$0.00           \$\$0.00         \$\$\$0.00           \$\$\$0.00         \$	Sel Prices	570.00 A 50.00		

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

tock code: DS94	Descri	puon: DS940Q ALA	RM PANEL						
Groups				Cost	Prices		Sell Prices		
rimary:	SECURITY CONSUMABLES	$\sim$		Supp	lier:	\$50.00	1. Price 1:	\$70.00	
econdary:	NO GROUP SELECTED	~		Last:		\$50.00	2. Price 2:	\$0.00	
Classification:	NORMAL	$\sim$		Avera	age:	\$50.00	3. Price 3:	\$0.00	
Price group:	NOT ASSIGNED	$\sim$		Stand	dard:	\$50.00	4. Price 4:	\$0.00	
Other					Flags		5. Price 5:	\$0.00	
1ain supplier :		••••			Active	•	6. Price 6:	\$0.00	
Init/ Pack:		$\sim$			Looku	p	7. Price 7:	\$0.00	
ink stockcode:				Discountable			8. Price 8:	\$0.00	
erial no. tracked:	Not Serialised (No)	~			Restri	cted Goods	9. Price 9:	\$0.00	
	(,				Batch	tracked	10. Price 10:	\$0.00	
No. Stock Locat	ion	Physical	Not for colo	Committed	Back Order	Incoming		Free S	too
1 INVERCARO	GILL	1.00	1.00	1.00	0.00	3.00		2	2.0
4 WORK IN P	ROGRESS	1.00	1.00	1.00	0.00	0.00		0	0.0
		2.00	2.00	2.00	0.00	3.00			2.0

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

🕈 Back 🚍 Menu	Search	★ 0 主 0 😵 🌧 Home
Search		
Clients		0
Suppliers		0
Sontacts		0
📅 Jobs		Ø
🔲 Stock Items 🖌		Ø
Purchase Orders		Ø
🔽 Tasks		0 🔊
Appointments		6 🔊
( Time Entries		Ø

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.

🗲 Back 😑 Menu	<b>A</b>	Stock Item D	etails						
OVALCHROME AIR F	FILTER		Stock Levels						
Stock Code:	AIRFIL012PK		Stock Location	Physical	Assigned Co	mmitted	Incoming	Free Stock	
Primary Group:	Engine		Auckland	-	3.00	-	-	-3.00	
Main Supplier:	Aussie Car Parts		Wellington	-	-	-	-	-	
Internet:	\$140.00		Sydney	-	-	-	-	-	
Retail:	\$140.00		TRANSIT	-	-	-	-	-	
Trade:	\$0.00								
UK:	\$0.00								

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:

🗲 Back 😑 Men		Add Disbu	rsement to Job	<b>*</b> 0 <b>1</b> 2	💡 🏦 Home
Add Disburseme	nt to Job				Job Id: 11155
Client: Job: Stock Code:	ALLPARTS AUTOMOTIVE L' 11155 - REPLACE BRAKE P BRPAD4SET	TD ADS			
User:			Bridget Fairweather		۲
Description:	BRAKE PADS SET - REAF	R - REPLACEMENT 94UP			
Quantity:	1			- 1 2 5	10 +
Cost Price:	66.56				GST
Sell Price:	28.4	Override Price		\$28.40	GST
Date:	06/05/2019				
Status:			Billable		$\odot$
Stock Location:	Auckland	C		Available Stock: 17 Stock on	Order: 0
Narration:	Auckland Sydney TRANSIT Wellington				

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.

Admin Profile	Search			
Trak Config Alerts ERP Post & Invoice Check In Knowledge Base Form Layout Customisations Checklists	Reports Queues Users			
1	Visibility	Read Only	Required	Must Choos
Time Entry				
Fill Day	Always			
Fill Gaps	Always			
Travel	Always			
Status	Always			
User	Always			
Labour Code	Always			
Cost Group	Always			
Cost Type	Always			
Rate	Hidden			
Billing Query	Always			
Order No	Always			
Quote Option	Always			
Time In Lieu	Hidden			
Narration	Always			
Cost Price	Always			
Disbursement				
User	Always			
Date	Always			
Status	Always			
Cost Group	Hidden			
Cost Type	Hidden			
Stock Location	Always			
Quote Option	Hidden			
Cost Price	Always			

6. 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 Gro	oups Labour Codes D	isbursements St	ock Locations	
Use	Auckland     Christchurch     Sydney     TRANSIT     Wellington  r - Bridget Fairweather  General Settings Gro	ups Labour Codes Dis	bursements Stock	Locations	
	TimeTrak Settings	15 💌			
	Start Date:	2/02/2015 🔻			
	Last Checked:	8/06/2017 🔻			
	Wage Cost:	0 ‡ Hour	у 🔻		
		Show User On I	Лар		
	ERP Settings				
	Branch:	AUCKLAND			
EB Purchase Orders					-
<u>File Details Orders Help</u>	eel 💁 Deint - 🚔 Annunt	🕮 🖽 🖏 laun Danaint Ø	Densing 200 Lines		
Ruschase Order #: 10311308 Status: N	of Processed Pario	d: November 2017			
Details Documents	orrocessed Perio	a. November 2017 A	COUNT: 8. AUSSIE CA	A PARTS	
Account: 8. AUSSIE CAR PARTS			Ordered by:	1. BRIDGET FAIRWEATHER	Confirme
Delivery Address	Order date:	06.05.2010			
Line 1: 238 AIVCAC KD Line 2: BROWNS BAY Line 3: AUCKLAND	Due date:	06.05.2019	Job code:	12163	
Line 4: NEW ZEALAND Line 5:	Location:	1. Auckland 🗸 🗸	Branch:	0. AUCKLAND 🗸	
Line 6:	Lead Time:	Primary Lead Time $\sim$	Campaign Wave:		
Order Details					
Stock Code Description	Qty Ord Qty	Pack Price @Price	Disc % Total	Supplier Code Options	Due Date C Job Code Se
					12103

History No	tes (0)	Articles (0)			Attachm	nents (0)		Disbursem	ents (0)	Purchase Orders	(2) Quo	2) Quote Lines (	
Details		Sub Jobs (0)				lob Financial Su	umm	nary	Ap	opointments (0)	Time Entr	ies (0)	
Job Details													
Client: *	ALL CAR	R PART						🔛 Status: *		New Job		-	
Contact:	None					▼ දිං දිං ද	2ji	Type: *		Minor Service		-	
	Q 1	No Phone 📮 No Mobi		No Mobile	$\bowtie$	No Email		Category:	*	Domestic		-	
Code:	12163	2163					Branch: *		AUCKLAND		-		
Job Title: *	10,000K	10,000KM SERVICE			ol			Job Mana	ger: *	Exo Business Admin Ac	count	-	١.

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:

JC Job	Details			5										-	. [		×
<u>F</u> ile N	lavigate <u>U</u> tilitie	es <u>H</u> elp															0
Nev 🗋	₩ <u>1234</u> 🛃 <u>S</u> ave	e [ Sa <u>v</u> e	& Exit >	<mark>≺ C</mark> ancel	🖨 Print	• 🕅	4 Þ	🕅 🥬 Se	nd <u>A</u> ll to Invo	ice 🛧 🗟	🖟 🗎 Сор	у					
Job No	12163 - 10,000	KM SERVICE		1					Accou	nt: 2. ALL	CAR PART				Job I	rogre	ss OK
Details	Quote/Budget	Timesheets	Costs	Purchases	Invoice	Analysis	Docume	ents History	Notes Billing	Schedule	Extra Fields	Activities					
Show	Ready To Inv	roice 🗹 V	/ork in Pro	ogress	Invoice	d	⊠c	ancelled	🗹 Wri	tten-off	Пн	lide Kit Com	ponents		1	Filter 🎙	7 -
	Job Code	C	ode		Des	cription		Ouantity	Cost	Se	Date		Line Total Price	Mark up GS	T No.		Disc (
	12163	B	RPAD4SE	т	BRA	KE PADS S	SET	1	\$70.10	\$90.00	30.11.2017		\$90.00	28.39% DR		1	0.0

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.

Back 🗎 Menu	<b>a</b>	Job Deta	ails		★ 0 <b>2</b> 2	የ 🏦 Home
10,000KM SERVICE	1	ld: 12163	Financial Summary		Total	Count
Client:	All Car Part	Ø	Time Entries			0 💽
Code:	12163		Disbursements		\$0.00	0 🔊
Status:	New Job		Travel Fees		\$0.00	0 💽
Type: Category:	Minor Service Domestic		Purchase Orders		\$0.00	0 💽
Branch:	AUCKLAND		Alreadv Invoiced		\$0.00	0
10,000KM SERVICE (Co	ode: 12163) (ld: 12163)					
10,000KM SERVICE (Co	ode: 12163) (ld: 12163)	Job Financial Summary App	ointments (0)	Time Entries (0)	Tasks (0)	Notes (0)
- <b>10,000KM SERVICE (Co</b> Details History Notes (0)	ode: 12163) (Id: 12163) Sub Jobs (0) Articles (0)	Job Financial Summary App Attachments (0) Disbursements (0)	ointments (0) Purchase Orders (0)	Time Entries (0) Quote Lines (0)	Tasks (0) Serviceable Units (0)	Notes (0) Reports
- 10,000KM SERVICE (Co Details History Notes (0) iearch	ode: 12163) (td: 12163) Sub Jobs (0) Articles (0)	Job Financial Summary App Attachments (0) Disbursements (0)	ointments (0) Purchase Orders (0)	Time Entries (0) Quote Lines (0)	Tasks (0) Serviceable Units (0)	Notes (0) Reports
- 10,000KM SERVICE (Co Details History Notes (0) jearch tock Code Desc	ode: 12163) (id: 12163) Sub Jobs (0) Articles (0) Cription	Job Financial Summary App Attachments (0) Disbursements (0)	ointments (0) Purchase Orders (0) Status	Time Entries (0) Quote Lines (0) Quantity	Tasks (0) Serviceable Units (0)	Notes (0) Reports Show Narration Sell
10,000KM SERVICE (C Details History Notes (0) ;earch tock Code Desc	ode: 12163) (id: 12163) Sub Jobs (0) Articles (0) Q cription	Job Financial Summary App Attachments (0) Disbursements (0) There were no dis	ointments (0) Purchase Orders (0) Status bursements found.	Time Entries (0) Quote Lines (0) Quantity	Tasks (0) Serviceable Units (0)	Notes (0) Reports Show Narration: Sell

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:

57 M					
File View Setup Post to ERP	Original Name	Singular	Plural	Past	Present
GLOBAL SYSTEM SETUP	Activity	Activity	Activities		
Modify the Global System Setting	Appointment	Appointment	Appointments		
	Appointment Category	Category	Categories		
TimeTrak Setup	Appointment Status	Status	Statuses		
🔅 Global System Setup	Attachment	Attachment	Attachments		
Web Configuration	Bill Of Material	Bill Of Material	Bill Of Materials		
V Users & Resources	Check In	Check In	Checked In	Checked In	Checking In
	Check Out	Check Out	Checked Out	Checked Out	Checking Out
12 Profiles	Claim Measurable	Claim Measurable	Claim Measurables		
Rosters	Client	Client	Clients		
Appointments	Clock Off	Clock Off	Clock-Off's	Clocked Off	Clocking Off
Yueues	Clock On	Clock On	Clock On's	Clocked On	Clocking On
🖧 Groups	Contact	Contact	Contacts		
Rilable Staturer	Copy To	Сору То	Copy Tos		
	Cost Group	Cost Group	Cost Groups		
Disbursements & Allowances	Cost Type	Cost Type	Cost Types		
Checklists	Custom Field	Custom Field	Custom Fields		
📃 Standard Narrations	Disbursement	Part 🦰	Parts /		
Cost Types	Activity	Activity	Activities		
Ta Stock Locations	History Note	History Note	History Notes		
Admin Contacts	Job	Job	Jobs		
	Knowledge Base	Knowledge Base	Knowledge Bases	6	
	Labour Code	Labour Code	Labour Codes		
- Holidays	Leader	Leader	Leaders	-	
Payroll					Ok
E Reports					
Scheduled Events	2				
Knowledge Base	Field Names Cu	stom Fields			
C TransTank Client Dental					2
					Modify Settings
🕒 📑 📒					
User: Administrator					

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.

rofile		Σ	33					
Name: Tech Profie Search								
TimeTrak Config Alerts ERP Post & Invoice Check In K	Jsers							
Visibility	Permissions	Features						
Can View Private Clients	Convert Appointment to Time Entry	Profile Shortcode						
Can View Private Suppliers	Can Lock Task	Profile Shortcode Color 32, 32, 32						
Restrict Client Visibility By Job Visibility Settings	🗹 Can Lock Appointment	Set as Leader when Group Scheduling						
Restrict Job Visibility By Active Status	🕼 Can Edit Locked Appointment	Allow Overlapping in Calendar						
Restrict Job Visibility By User	🕼 Can Edit Locked Time Entry	Automatically Create Breaks When Using Fill Day						
Restrict Job Visibility By Group	☑ Can Edit Posted Time Entry (Timesheet Manager Only)	C Enable Appointment Replacements						
Restrict Job Visibility By Branch	All Time Entries must come from a Task	Allow Request PO No.						
Restrict Job Visibility to Job Manager	🕼 Can Add Time or Check In To Other Users Task	Allow Timesheet Verification						
Show All Workgroups For My Groups	Edit Providers	Allow Customer Approval						
Show Scheduling Template Calendar	Allow Disbursements On Completed Tasks	Split Time Entry By Serviceable Units						
Notifications	Limit Disbursements By Available Stock in Users Default Stock Location	Create Serviceable Unit History Note on Time Entry Assignment						
	Location Coordinates Required on Save of Jobs	Enable Google Maps						
Allow Job Budget Notifications	App Config	V Location Tracking Enabled (TimeTrak Mobile)						

For more information on this, click here

- 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 <u>here</u>
- 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 <u>here</u>

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:

Disb	ursemen	ts Report					G 🖶
				Disbursements Report This report shows all the selected disbursements used on jobs between '01/05/2018' and '30(04/2019'.		Disburs	ement Selection
Greg	Manning						
Entry	Date T	Time	Client	dot			
23/01/	/2019 0	08:30 - 11:15	ALL CAR PART	REPLACE BRAKE PADS			
Disbur	sements:	Stockcode	Description		Quantity	Price	Total
	1	MINCHARGE	MINIMUM CHARGE (ONSITE CALL OUT FEE).		1	\$100.00	\$100.00
23/01/	/2019 1	11:15 - 11:45	ALL CAR PART	REPLACE BRAKE PADS			
Disbur	sements:	Stockcode	Description		Quantity	Price	Total
	1	MINCHARGE	MINIMUM CHARGE (ONSITE CALL OUT FEE).		1	\$100.00	\$100.00
12/04/	/2019 1	10:00 - 10:15	DANIEL PAYNE	ASSEMBLE RACE CAR			
Disbur	sements:	Stockcode	Description		Quantity	Price	Total
		MINCHARGE	MINIMUM CHARGE (ONSITE CALL OUT FEE).		1	\$100.00	\$100.00
							\$300.00
				This report	only includes disburseme	nts 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:

Disburse	ments By User								G	6
				Disb This report shows all the disbursement	ursements By User s for selected users between 01/04/2019 and 30/04/2019.			Gr	oup by Disburs	eme
ADMINISTRA	ATORS									
Bridget Fairv	weather									
Date	Job Code	Job Title	Stock Code	Description	Narration	Stock Location	Quantity	Rate	Total	
8/04/2019	10073	Quote Job	AIRFIL012PK	Ovalchrome Air Filter		Auckland	2	\$20.00	\$40.00	C
10/04/2019	10120	Full Maintenance	TRAVEL	Travel		Auckland	0	\$1.00	\$0.00	C
11/04/2019	12158	Require New Po Machine	AIRFIL01	Ovalchrome Air Filter		Auckland	1	\$0.00	\$0.00	
11/04/2019	12158	Require New Po Machine	AIRFIL05	Pro-Stlye 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	
						Total for Bridget Fairweather:	5.00		\$75.22	
Carmel Hills										
Date	Job Code	Job Title	Stock Code	Description	Narration	Stock Location	Quantity	Rate	Total	_
15/04/2019	10073	Quote Job	AIRPRE01	Air Pressure Gauge		Auckland	1	\$5.95	\$5.95	C
						Total for Carmel Hills:	1.00		\$5.95	
						Total for Administrators:	6.00		\$81.17	
MORTLE										
David Cranst	ton									
Date	Job Code	Job Title	Stock Code	Description	Narration	Stock Location	Quantity	Rate	Total	
2/04/2019	4048	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	
2/04/2019	4048	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	
						Total for David Cranston:	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.

Disburse	ements By Jo	b			G	÷
			Disbursements By Job This report shows all the disbursements for selected jobs between '01/04/2019' and '07/05/2019'.		Jo Order B Exclude Ex	b Selection By User
12156 - P	AUL HOLLAND	MOTORS - Maintenance Job Template Test				
Date	User	Disbursement	Narration Qu	Jantity	Price	Total
22/03/2019	Bridget Fairweather	SERVICE - Service Fee		1	\$60.00	\$60.00
Job Total(s	):					\$60.00
13 - PAUL	HOLLAND MOT	ORS - 10,000KM WARRANTY SERVICE - SDF-855				
Date	User	Disbursement	Narration Qu	Jantity	Price	Total
06/05/2019	Bridget Fairweather	AIRSUS01 - AIR SUSPENSION		2	\$248.10	\$496.20
06/05/2019	Bridget Fairweather	AIRFIL012PK - OVALCHROME AIR FILTER		3	\$140.00	\$420.00
Job Total(s	):					\$916.20
4 - PAUL H	IOLLAND MOTO	DRS - PAUL HOLLAND MOTORS FLEET SERVICE				
Date	User	Disbursement	Narration Qu	Jantity	Price	Total
02/04/2019	David Cranston	BATCHA01 - BATTERY CHARGER		1	\$96.14	\$96.14
Job Total(s	):					\$96.14
Report Tota	al(s):				\$:	1,072.34

If you have any further questions please contact the Exosoft team via email: <a href="mailto:support@timetrak.co.nz">support@timetrak.co.nz</a> or phone NZ: 0800 12 00 99 AU: 1800 60 80 77