

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	🗿 Sa <u>v</u> e & Exit 🗙 <u>C</u> ancel 🛚 前 🤮	- 14 4		a 🗈 🔤						
Stock Code: DS94		iption:DS940Q								
	xtra Fields Transactions Orders J			Batch Qty N	lotes History	Notes Docume	ents Analysis			
Stock code: DS94	Descript	ion: DS940Q A				I	· ·			
Groups	Descript	011. 03540Q A		Cos	t Prices		Sell Prices			
Primary:	SECURITY CONSUMABLES	\sim			blier:	\$50.00	1. Price 1:		\$70.00	^
Secondary:	NO GROUP SELECTED	~		Last	. [\$50.00	2. Price 2:		\$0.00	
Classification:	NORMAL	~		Ave	rage:	\$50.00	3. Price 3:		\$0.00	
Price group:	NOT ASSIGNED	~			idard:	\$50.00	4. Price 4:		\$0.00	
	NOT ASSIGNED	•		510			5. Price 5:		\$0.00	
Other Main supplier :					Flags		6. Price 6:		\$0.00	
Unit/Pack:		~			Looku		7. Price 7:		\$0.00	
		~			Recov		8. Price 8:		\$0.00	
Link stockcode:					Discou	intable cted Goods	9. Price 9:		\$0.00	
Serial no. tracked:	Not Serialised (No)	\sim			Batch				\$0.00	
							10. Price 10:		ş0.00	~
No. Stock Locatio		Physical	Not for sale	Committed	Back Order	Incoming			Ere	e Stock
1 INVERCARG		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		Description:	05940Q A	LARM 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	rage:	\$50.00	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 :						Act	ve	6. Price 6:	\$0.00
Unit/Pack:			\sim			Loo	kup overable	7. Price 7:	\$0.00
Link stockcode:							overable	8. Price 8:	\$0.00
Serial no. tracked:	Not Serialised (No)		~				tricted Goods	9. Price 9:	\$0.00
	nocochailoca (no)					Bat	ch tracked	10. Price 10:	\$0.00
No. Stock Locatio	on		Physical	Not for sale	Committed	Back Order	Incoming		Free Stock
1 INVERCARG	ILL		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
			5.00	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.

Details	Sub 3	lobs (0)	Custom Fields *	Job Fina	incial Summ	nary	Location	App	ointments (3)	Time Entri	es (7) Task	s (3) Not	tes (0)
History Note	s (0)	Articles (0)) Attachment	s (6)	Disburse	ments (1)	Purc	hase Orders	(0)	Quote Lines (0)	Serviceable Un	its (0) Re	eports
Enter text to se	arch			Search									
Stock Code	Descrip	otion				Quote Option				Quantit	y Sell Price	Line Total Sell	
DS94	DS940	Q ALARM PANEL				DEFAULT OPT	TION			3.0	\$70.00	\$210.00	0 🐼
												\$210.00	0
		Stock code: DSS	4	Description	n: DS940Q A	ALARM PANEL						1	
		Groups		_			Cos	t Prices		Se ^r Prices		1	
		Primary:	SECURITY CONSUMA	BLES	\sim		Supp	olier:	\$50.00	. Price 1:	\$70.00		
		Secondary:	NO GROUP SELECTED)	~		Last	. Г	\$50.00	2. Price 2:	\$0.00		
		Classification:	NORMAL		~			rage:	\$50 0	3. Price 3:	\$0.00		
		Price group:	NOT ASSIGNED		\sim		Star	idard:	¢50.00	4. Price 4:	\$0.00		
		Other				_		Flags		5. Price 5:	\$0.00		
		Main supplier :				-		🗹 dive	2	6. Price 6:	\$0.00		
		Unit/Pack:			\sim			Looku	-	7. Price 7:	\$0.00		
		Link stockcode:						Recov		8. Price 8:	\$0.00		
									ding 3 pcs to N	9:	\$0.00		
		Serial no. tracked	I: Not Serialised (No	o)	\sim			Au	For sale	e 10:	\$0.00		
										2 10:	\$0.00		
		No. Stock Lo	cation		Physical	Not for same	Committed	Back Order	Incoming		Free Stock		
		1 INVERC	ARGILL								2.00		
			N PROGRESS		1.00	1.00	1.00	0.00	0.00		0.00		

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 (Time Entries ((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			Quote Optic	on		Ouantity	Sell Price	Line Total Sell	
0594	DS9400 ALARM PANEL			DEFAULT OF			3.00	\$70.00	\$210.00	
	JC Stock Item Deta	ls					-		\$210.00	
	Eile Utilities Navi	gate <u>H</u> elp						0		
		🗿 Sa <u>v</u> e & Exit 🔀 <u>C</u> ancel	🗑 💮 - 🕅 4	► N 09 ±	a 🛛 🖉					
	Stock Code: DS94		Description:DS940Q	ALARM PANEL						
	Details 1 Details 2	Extra Fields Transactions (Orders Jobs Works O	rders Web E	Batch Qty Notes	History Notes Documer	ts Analysis			
		Extra Fields Transactions (Batch Qty Notes	History Notes Document	ts Analysis			
	Details 1 Details 2 Stock code: DS94 Groups	Extra Fields Transactions (Orders Jobs Works O Description: DS940Q AI		Batch Qty Notes		ts Analysis Sell Prices			
	Stock code: DS94	Extra Fields Transactions (\$70.00		
	Stock code: D594 Groups		Description: DS940Q AI		Cost Prices		Sell Prices	\$70.00 \$0.00		
	Stock code: DS94 Groups Primary:	SECURITY CONSUMABLES	Description: DS940Q Al		Cost Prices Supplier:	\$50.00	Sell Prices 1. Price 1:			
	Stock code: DS94 Groups Primary: Secondary:	SECURITY CONSUMABLES	Description: DS940Q Al		Cost Prices Supplier: Last:	\$50.00	Sell Prices 1. Price 1: 2. Price 2:	\$0.00		
	Stock code: DSD Groups Primary: Secondary: Classification:	SECURITY CONSUMABLES NO GROUP SELECTED NORMAL	Description: DS940Q AI		Cost Prices Supplier: Last: Average: Standard:	\$50.00	Sell Prices 1. Price 1: 2. Price 2: 3. Price 3:	\$0.00 \$0.00		
	Stock code: DISSE Groups Primary: Secondary: Classification: Price group:	SECURITY CONSUMABLES NO GROUP SELECTED NORMAL	Description: DS940Q AI		Cost Prices Supplier: Last: Average: Standard:	\$50.00 \$50.00 \$50.00 \$50.00 \$50.00	Sell Prices 1. Price 1: 2. Price 2: 3. Price 3: 4. Priz 4:	\$0.00 \$0.00 \$0.00		
	Stock code: 12534 Groups Primary: Secondary: Classification: Price group: Other	SECURITY CONSUMABLES NO GROUP SELECTED NORMAL	Description: DS940Q AI		Cost Prices Supplier: Last: Average: Standard:	\$50.00 \$50.00 \$50.00 \$50.00 \$50.00	Sell Prices 1. Price 1: 2. Price 2: 3. Price 3: 4. Price 4: 5. Price 5:	\$0.00 \$0.00 \$0.00 \$0.00		
	Stock code: 15591 Groups Primary: Secondary: Classification: Price group: Other Main supplier :	SECURITY CONSUMABLES NO GROUP SELECTED NORMAL	Description: DS940Q A		Cost Prices Suppler: Last: Average: Standard:	\$50.00 \$50.00 \$50.00 \$50.00 \$50.00	Sell Prices 1. Price 1: 2. Price 2: 3. Price 3: 4. Price 4: 5. Price 5: 6. Price 6:	\$0.00 \$0.00 \$0.00 \$0.00		
	Stock code: 1953 Groups Primary: Geodrary: Classification: Price group: Other Man suppler : Link stockcode:	SECURITY CONSUMABLES NO GROUP SELECTED NORMAL NOT ASSIGNED	Description: DS940Q AI		Cost Prices Supplier: Last: Average: Standard:	\$50.00 \$50.00 \$50.00 \$50.00 \$50.00 \$50.00 \$2 Active Lookup Cookup	Sel Prices 1. Price 1: 2. 2. Price 2: 3. 7rice 3: 4. Price 3: 4. 2. 5. Price 5: 5. 6. 6. Price 6: 7. 7rice 7:	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00		
	Stack code: Dostal Groups Primary: Gecondary: Classification: Price group: Other Main suppler : Unit/ Pack:	SECURITY CONSUMABLES NO GROUP SELECTED NORMAL	Description: DS940Q A		Cost Prices Supplier: Last: Average: Standard:	\$50.00 \$50.00 \$50.00 \$50.00 \$50.00 \$2 Active Lookup Recownable 2 Or wuntable	Sel Prices 1. Price 1: 2. Price 2: 3. Price 3: 4. Price 4: 5. Price 5: 6. Price 6: 7. Price 7: 8. Price 8:	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00		
	Stock code: 1953 Groups Primary: Geodrary: Classification: Price group: Other Man suppler : Link stockcode:	SECURITY CONSUMABLES NO GROUP SELECTED NORMAL NOT ASSIGNED	Description: DS940Q AI		Cost Prices Supplier: Last: Average: Standard:	\$50.00 \$5	Sel Prices 1. Price 1: 1 2. Price 2:	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00		
	Stock code: 2003 Groups Primary: Secondary: Classification: Price group: Other Main supplier : Unit/ Pads: Linit stockcode: Serial no. tracked: No. Stock Local	SECURITY CONSUMALES NO GROUP SELECTED NORMAL NOT ASSIGNED NOT ASSIGNED Not Serialized (No)	Description: D59402 Al	LARM PANEL	Cost Prices Suppler: Last: Average: Standard:	\$50.00 \$5	Sel Prices 1. Price 1: 1 2. Price 2:	50.00 50		
	Stock code: 2002 Groups Primary: Secondary: Classification: Price group: Other Man supplie : Unit/ Pack: Link stockcode: Serial no. tracked:	SECURITY CONSUMALES NO GROUP SELECTED NORMAL NOT ASSIGNED	Description: D59402 Al	LARM PANEL	Cost Prices Suppler: Last: Standard: Standard: Committed Back	\$50.00 \$50.00 \$50.00 \$50.00 \$50.00 \$60 \$60 \$60 \$60 \$60 \$60 \$60 \$60 \$60 \$	Sel Prices 1. Price 1: 1 2. Price 2:	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00		

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

tock code: DS94	Descri	ption: 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			Recov		7. Price 7:	\$0.00	
ink stockcode:							8. Price 8:	\$0.00	
erial no. tracked:	Not Serialised (No)	~				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 INVERCARG	SILL	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	(*) (*)	😯 🏫 Home
Search			
Clients			Ø
Suppliers			Ø
Scontacts			Ø
🚾 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	a	Stock Item I	Details			•	£ 2) 🔒 Home
OVALCHROME AIR F	FILTER		Stock Levels					
Stock Code:	AIRFIL012PK		Stock Location	Physical	Assigned	Committed	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	u 🔒	Add Disbur	sement to Job	🖈 0 🔔 2	🕐 🏦 Home
Add Disburseme	ent to Job				Job ld: 11155
Client: Job: Stock Code:	ALLPARTS AUTOMOTIVE 11155 - REPLACE BRAKE BRPAD4SET				
User:			Bridget Fairweather		۲
Description:	BRAKE PADS SET - REA	AR - 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		۲
Stock Location:	, luonana	C		Available Stock: 17 Stock of	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.

Search	-
Layout Customisations Checklists Reports Queues Users	
Visibility Read Only Required	Must Choose
Always	
Hidden	
Always	
Always	
Always	
Hidden	
Always	
Always	
Always	
Always	
Always	
Hidden	
Hidden	
Always	
Hidden	
Always	
Always	
Always 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			
		Show User On I	Иар		
	ERP Settings				
	Branch:	AUCKLAND			
EB Purchase Orders					-
<u>File Details Orders Help</u>	eel 💁 Deint - 🚔 Annunt	🕮 🖽 🖏 laun Danaint Ø	Densing 200 Lines		
New Save Save Save & Exit X Can Purchase Order #: 10311308 Status: N			ccount: 8. AUSSIE CA		
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 Line 1: 238 ANZAC RD	Order date:	06.05.2019			
Line 1: 238 AIVCAC KD Line 2: BROWNS BAY Line 3: AUCKLAND	Due date:	06.05.2019	NZD: Job code:	1 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 AIRFIL01 OVALCHROME AIR F	Qty Ord Qty TLTER 1.00P of 1 1.0	Pack Price @Price 0 (1P) 0.00 44	Disc % Total	49.99 Supplier Code Options	Due Date C Job Code Se 06.05.2019 N 12163
					12103

History No	tes (0)	Ar	ticles (0) .	Attachm	nents (0)		Disbursem	ents (0)	Purchase Orders	(2) Quo	ote Lines	(0)
Details		Sul	o Jobs	(0)	J	ob Financial Su	umm	nary	Ap	opointments (0)	Time Entr	ies (0)	
Job Details													
Client: *	ALL CAR	R PART				1	Þ	Status: *		New Job		-	
Contact:	None					→ දිං දිං ද	2ji	Type: *		Minor Service		-	
	Q 1	No Phone	Ģ	No Mobile	\bowtie	No Email		Category:	*	Domestic		-	
Code:	12163							Branch: *		AUCKLAND		-	
Job Title: *	10,000K	M SERVICE					1	Job Mana	ger: *	Exo Business Admin Ac	count	-	Ĩ.,

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:

Progre
Filter 🤊

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.

	E	ld: 12163	Financial Summary		Τα	otal C	ount
Client:	All Car Part	٥	Time Entries				0
Code:	12163		Disbursements		\$0	.00	0
Status:	New Job		Travel Fees		\$0	.00	0 (
Type:	Minor Service		Purchase Orders		\$0	.00	0 (
Category:	Domestic		Furchase Orders		\$ 0	.00	0
Branch:	AUCKLAND		Alreadv Invoiced		\$0	.00	0 (
10,000KM SERVICE (Details	(Code: 12163) (Id: 12163) Sub Jobs (0)	Job Financial Summary	Appointments (0)	Time Entries (0)	Tasks (0)	Note	25 (0)
		Job Financial Summary Attachments (0)	Appointments (0) Purchase Orders (0)	Time Entries (0) Quote Lines (0)	Tasks (0) Serviceable Units (C		es (0) Reports
Details	Sub Jobs (0)						Reports
Details History Notes (0) earch	Sub Jobs (0) Articles (0)				Serviceable Units (C	0)	Reports

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		
Subsers & Resources	Check In	Check In	Checked In	Checked In	Checking In
	Check Out	Check Out	Checked Out	Checked Out	Checking Out
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		
S Billable Statuses	Copy To	Сору То	Copy Tos		
<u> </u>	Cost Group	Cost Group	Cost Groups		
Disbursements & Allowances	Cost Type	Cost Type 4	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		
Templates	Knowledge Base	Knowledge Base	Knowledge Bases	6	
	Labour Code	Labour Code	Labour Codes		
Holidays	Leader	Leader	Leaders	-	
Payroll					Ok
E Reports					
Scheduled Events	3				
Knowledge Base	Field Names Cu	stom Fields			
TaskTrak					
-					2
TimeTrak Client Portal					Modify Settings
O 🔁 🧧					
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.

e: Tech Profile		Search	-		
meTrak Config Alerts ERP Post & Invoice Check I	n Knowledge Base Form Layout Customisations Checklists Reports Queues	Users			
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)	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	I Allow Disbursements On Completed Tasks	Split Time Entry By Serviceable Units			
Notifications	☑ imit 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	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:

			Disbursements Report This report shows all the selected disbursements used on jobs between '01/05/2018' and '30/04/2019'.		Disburse	ement Sele
Greg Manning	1					
Entry Date	Time	Client	Зов			
23/01/2019	08:30 - 11:15	ALL CAR PART	REPLACE BRAKE PADS			
Disbursements:	Stockcode	Description		Quantity	Price	
	MINCHARGE	MINIMUM CHARGE (ONSITE CALL OUT FEE).		1	\$100.00	\$10
23/01/2019	11:15 - 11:45	ALL CAR PART	REPLACE BRAKE PADS			
Disbursements:	Stockcode	Description		Quantity	Price	
	MINCHARGE	MINIMUM CHARGE (ONSITE CALL OUT FEE).		1	\$100.00	\$10
12/04/2019	10:00 - 10:15	DANIEL PAYNE	ASSEMBLE RACE CAR			
Disbursements:	Stockcode	Description		Quantity	Price	
	MINCHARGE	MINIMUM CHARGE (ONSITE CALL OUT FEE).		1	\$100.00	\$1

Disbursements By User

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

Disburser	ments By User								G
				Disb This report shows all the disbursement	ursements By User s for selected users between 01/04/2019 and 30/04/2019.			Gro	oup by Disbursem
ADMINISTRA	TORS								
Bridget Fairw	reather								
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 (
10/04/2019	10120	Full Maintenance	TRAVEL	Travel		Auckland	0	\$1.00	\$0.00 (
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
						Total for Carmel Hills:	1.00		\$5.95
						Total for Administrators:	6.00		\$81.17
MOBILE									
David Cranst	on								
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	ments By Jo	b			ť) 🖶
			Disbursements By Job This report shows all the disbursements for selected jobs between '01/04/2018' and '07/05/2019'.		Order	Job Selection r By User Exported
		MOTORS - Maintenance Job Template Test				
Date	User	Disbursement	Narration	Quantity	Price	Tota
22/03/2019	Bridget Fairweather	SERVICE - Service Fee		1	\$60.00	\$60.00
Job Total(s)):					\$60.00
		ORS - 10,000KM WARRANTY SERVICE - SDR				
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	AIRFIL012PK - OVALCHROME AIR FILTER		3	\$140.00	\$420.00
Job Total(s)):					\$916.20
4 - DAIII H	IOLI AND MOTO	DRS - PAUL HOLLAND MOTORS FLEET SERVI	ne			
Date	User	Disbursement	Narration	Quantity	Price	Tota
		BATCHA01 - BATTERY CHARGER		1	\$96.14	\$96.14
Job Total(s)):					\$96.14
Report Tota	ıl(s):					\$1,072.34

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