

TimeTrak White Paper

End of Period Billing Workflow 2018

Table of Contents

Introduction	2
TimeTrak Professional	3
TimeTrak Administrator Console	8
MYOB Exo Job Costing	14
Job Invoice Batch Engine	22
Print or Email Invoices	28

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.

<u>REMEMBER</u>: 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:

	Logged	l in as: Bridget Fairweather (<u>Switch User</u>	: L	<u>.ogout</u>)
🏝 🖪	📅 🍇 😼 🗷 🐼 🚱 🗎	Job Billing Summary	۲	GO
Urgen		Narration Search Report Non Productive Analysis Report Non Productive Report Non-Billable Prod. Report By Code Non-Billable Productive Report Order No Report Productivity Report Productivity Report (\$\$\$) Staff Job Report	•	Tasks
oNo ♥	Title	Time Billed vs MYOB Exo Billing Report Unverified Hours Report		Ŷ
9	Yearly Service Of Gl35 Heatpump	User Time Balancing Utilisation Analysis Report		
25	Technical Support (Open Ended Job)	Utilisation By Job Type		

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

×	Report Parameters
	Group:
	All Groups 🗸
	User:
	All Users 🗸
	Date Range:
	Select Date Range
	Start Date:
	1/10/2018 🔻
	End Date:
	23/10/2018 🔻
	Refresh Report

User Time Balancing					
The	User Time Balancing report shows the users that haven't completed their line balancing between 1/07/2015 and 31/07/2015.				
USER	THE BALANCING TYPE	BUDGET	ACTUAL	UNALLOCATED UN	DAYS WITH ALLOCATED TIPE
Administrators					
Bidget Parveather 🖂	Dafy	172.50	97.50	75.00	
Carnel Hile 🖂	Daily	172.50	1.75	170.75	
David Granstan 🖂	Daily	172.90	50.00	122.90	0
Dwan Tree 🖂	Daily	172.50	0.00	172.50	
Raul Feaver 🖸	Daily	172.50	0.00	172.90	(
Samantha Stacoy 🖂	Daily	172.50	1.75	170.75	
Sarah Hicdoud 🖂	Daily	\$72.90	0.00	172.90	
Synaba 🖂	Daily	172.90	0.00	172,50	
Nobile					
Bruce Bavelen 🖂	Dady	172.90	8.25	364.25	0
Countriesy Sincleir 🖂	Delly	172.90	9.75	362.75	0
Craig Pindatar 🖂	Defy	172.50	5.25	367.25	0
Greg Manning 🖂	Daily	0.00	20.75	-20.75	0
Harrison Illikaria 🖂	Dafy	172.90	0.00	172.50	
Internet Sales 🖂	Daily	172.50	6.00	366.50	0
Ristine Watson	Daily	172.90	13.25	159.25	0
Starfan Howdan 🖂	Daily	172.90	6.50	166.00	
Tim Montosh 🖸	Daily	172.90	1.75	170.75	

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:

	User Time Balancing	
		U This report shows the users that haven
	USER Administrators	
	Bridget Fairweather	TimeTrak - No Customisations - Mozilla Firefox
	Carmel Hills 🖂 David Cranston 🖂	Send Email to User
Email Staff Click on the Envelope Icon to notify a staff person to complete time balancing		To: Subject: TimeTrak - You have unallocated time. You have days that contain unallocated time between 01/07/2015 and 19/07/2015. Budgeted Hours: 97.50 Recorded Hours: 50.00 Balance: 47.50 The following is a list of days that contain unallocated time: 1/07/2015 - 7.50hrs unallocated. 2/07/2015 - 7.50hrs unallocated. 3/07/2015 - 7.50hrs unallocated. 6/07/2015 - 5.50hrs unallocated. 10/07/2015 - 5.50hrs unallocated. 10/07/2015 - 5.50hrs unallocated. 10/07/2015 - 5.50hrs unallocated. 10/07/2015 - 4.75hrs unallocated. 15/07/2015 - 4.75hrs unallocated. 16/07/2015 - 3.25hrs unallocated. 16/07/2015 - 3.25hrs unallocated. 16/07/2015 - 3.25hrs unallocated.
		Send Close

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.

1	Calendar Alerts Client	ts Jobs /Projects Contact	User Diary Client Diary User Summary
1	TimeSheet Verification	By Job TimeSheet	Verification By User
TimeSheet Verification This groups all time against th	l staffs	Sheet Verification By Us This will show all time grouped against the staff	ser

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.

Filters	Verification By Job	
Group:	Enter text to search	
All Groups	Client	Job
Iser:	Bay Road Boats	Monthly Alarm Maintence Check
ate Range:	Cameron Blueshoe	Install New Security System
ct Date Range	Emma Griffin	Alarm Installation
Date: /2018 -	Mr J Barnes	Quote For New Lounge Heat Pump
ate:	P Garrett	Yearly Service Of Gl35 Heatpump
/2018 🔻	Timaru Car Company Ltd	Install And Implement Crm Module
Status:		
Statuses		
anager:		
Managers "	Job contains written off time e	ntries or disbursements
1:	Current Filter: Date Range=1/10	0/2019 to 20/10/2019,
anches	Current Finter. Date Kange=1/10	/2018 to 29/10/2018;
Status:		
b Statuses	•	
pe:	_	
b Types	•	
Flags:		
ilter 🔹	r	
only Include Jobs with Billing Queries		
] Exclude Verified		
Exclude Previously Exported		
Apply Filters		

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.

Client	Job	Open Tasks	Query	Verified	Sub Total	Disbursements	Total		
Bay Road Boats	Monthly Alarm Maintence 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 Gl35 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		

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.



Post Close

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		23
From:	Bridget Fairweather	 *
To:	bridget.fairweather@focus.net.nz 😮	
Cc:		
Bcc:		
Subject:	TimeTrak: Timesheet Verification	
Arial	✓ (Font Size) ✓ B I <u>U</u> ☞ • A • = = = ⊕	
Client: Bay Ro Job: Monthly / Date: 16/10/20	Alarm Maintence Check	
Time: 10:45 to	@FormatDate(16/10/2018 11:00:00 AM,""HH:mm"") (0.25 hours)	
Status: Billable	e	
Labour Code:	LAB	
Total: 0.25 @	\$40.00 = \$10.00	
MONTHLY AL	ARM MAINTENCE CHECK	
1		

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:

File View Setup Post to MY Backup Databases Backup the TimeTrak and MYOB		
Post to MYOB Exo	TimeTrak Database: TimeTrak_Weekly4.0 on LUKI-W10 Path:	For TimeTrak database
 Post to MYOB Exo Export To Payroll 	File name: TimeTrak_Weekly4.0.bak	Backup
	MYOB Exo Database: Exo_Weekly4.0 on LUKI-W10 Path: File name: Exo_Weekly4.0.bak	For MYOB Exo Database
		Badup

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.

File View Setup Post to MYOB E	Exo Help
Post to MYOB Exo Post Time Entries to MYOB Exo	
Post to MYOB Exo Backup Databases Post to MYOB Exo Post to MYOB Exo Export To Payroll	Post to MYOB Exo
O 💽 🥃	Set As Start Page

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



• 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 1 Image: Solid System Setup		4.0.0 Ime Zone: [UIC+1] http://localhost/dev/4.0/limetrak http://localhost/dev/4.0/portal	2:00) Auddand, Welington	
Groups Croups Dillable Statuses Disbursements & Allowances Crocklists Standard Narrations Crock Types Groups Stock Locations Crocklist	Application Settings C Enable Lead Provider & 1 Enable Serviceable Units Enable CRM	-	Clear Browse Task Import Templates Mobile Themes	
Image: Admin Contacts Templates Holidays Holidays Payroll Reports Knowledge Base TaskTrak TaskTrak <	Date/Time Settings Payroll Frequency: Lock Records Before: First Date of Pay Period: Ignore Unverified Entries Ber Start of Work Week:	Weekly 30/09/2018 20/07/2016 1/01/2015 Monday V	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.

3 disbursen	tries passed validation wi nents passed validation v ated: \$2723.65		•					Post Summary
Cost Type	Date	Price	Quantity	Total				
						•		
lone	17/06/2015	\$45.00	0.25	\$11.25	~			
lone	17/06/2015	\$45.00	0.75	\$33.75	~			
lone	17/06/2015	\$9.00	1	\$9.00	~			
lone	17/06/2015	\$50.00	0.25	\$12.50	~			
lone	17/06/2015	\$50.00	2.25	\$112.50	~			
lone	17/06/2015	\$50.00	2.25	\$112.50	~			
lone	17/06/2015	\$50.00	2.75	\$137.50	4			
lone	17/06/2015	\$50.00	2.25	\$112.50	~		L	a 6 Inchi . I
lone	17/06/2015	\$50.00	2.25	\$112.50	~			ConfirmedValidated
lone	17/06/2015	\$50.00	2.25	\$112.50	~		Ν	
lone	17/06/2015	\$10.00	1	\$10.00	~	≡		
lone	25/06/2015	\$45.00	1.5	\$67.50				
lone	25/06/2015	\$45.00	0.5	\$22.50	~	-		
				\$2723.65				
		• Validate	Post	Ck	ose			
		1/					1	

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

Image: PAU Image:		·	,					,,	+	-	+	
324 \$43,824.90	1	PAU 🕒	Time Entry	30,000KM WA	10	w	LAB	15/02/2018	\$75.00	0.25	\$18.75	-
	324	+									\$43,824.90	
Refresh Print Arr Backup Arr Close Validate Post Close			Kal									

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

Pre	view								- 0 >
4- 0 -	Page Page	Next Last Page Page	Many Pages	Q Zoom Out	Q Zoom	Ð Zoom In	Page Color	Watermark	PDF PDF Image: Close Export F-Mail Close To * As *
jation				Zoom			Page Ba	ckground	PDF PDF File
									Adobe Portable Document Format
									HTML HTML File Web Page
									MHT File Single File Web Page
:ack C	Date	Price	Quantity						RTF RTF File Rich Text Format
									DOGX DOCX File
AI	11/09/2017	\$62.04	1						Microsoft Word 2007 Document
AI	11/07/2018	\$61.42	1						XLS XLS File
AI	3/10/2017	\$29.21	1						Microsoft Excel 2000-2003 Workbook
LA	11/07/2018	\$0.00	3						XLSX XLSX File
LA	18/05/2018	\$150.00	1						Microsoft Excel 2007 Workbook
e LA	15/02/2018	\$75.00	0.25						CSV CSV File
LA	2/10/2017	\$75.00	3.5						Comma-Separated Values Text
LA	19/09/2017	\$50.00	3						TXT Text File
LA	18/09/2017	\$50.00	2.5						Plain Text
LA	16/06/2017	\$50.00	1.25						Image File
LA	9/06/2017	\$50.00	0.5						BMP, GIF, JPEG, PNG, TIFF, EMF, WMF

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.

?	You are about to post TimeTrak data into MYOB Exo. Make sure you have taken a backup of both the TimeTrak & MYOB Exo databases before continuing
	24 time entries will be posted to MYOB Exo with a total of \$2546.25. 3 disbursements will be posted to MYOB Exo with a total of \$177.40.
	Total to be posted to MYOB Exo: \$2723.65
	Period: July 2015
	Please be aware that it is your responsibility to verify that all Timetrak data has been posted. As a matter of good business practise you should reconcile the amounts you were expecting to pos with the actual amounts that post into MYOB Exo.
	Exosoft Limited accept no responsibility for timesheet data not being posted.
	Are you sure you want to continue?
	Yes No

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:

JC					N	1YOB Exo Job Co	osting - Demo M	ode			-		×
<u>F</u> ile	<u>A</u> co	ount <u>T</u> ransactions <u>R</u> ep	orts <u>U</u>	tilities	<u>S</u> etup <u>W</u> indow	/ <u>H</u> elp							
Menu Favourites		Job Management Scree	n	ard	Utilities E	Education Centre							
J Fav		Stock Item Screen											
ů i	2	Debtors Account Screen	n	_	•	-							
ß		Creditors Account Scree	en						•	х	Recent Items		* X
		Contacts Screen		§ 7	Views: Month	~]				V ET Today	CAR PART	s
		Non Accounts		itions								RVER - AUC	
						EXO BUSINESS A		F : 1	/o	۴I	> 12 Previou		FICEPO
			Mon		Tuesday	Wednesday	Thursday	Friday	Sat/Sun		/ av nevice	5 5 6 4 7 5	
	•	October 2018 M T W T F S S		Oct 1	2	3	4	5	6				
		24 25 26 27 28 29 30							7				
		1 2 3 4 5 6 7 8 9 10 11 12 13 14	<	8	9	10	11	12	>				
		15 16 17 18 19 20 21	ent					-					
		22 23 24 25 26 27 28 29 30 31		15	16	17	18	19	the	Ξ			
		November 2018	app					-	Next appointment				
	·	M T W T F S S 1 2 3 4	vions						exta				
		5 6 7 8 9 10 11	Pre	22	23	24	25	26	Ż				
		12 13 14 15 16 17 18 19 20 21 22 23 24 25											
		26 27 28 29 30 1 2		29	30	31	Nov 1	2	3				
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		1						1		-1			
		Subject			Туре	Si	tatus	Company Name	Co	ont			
	⊩												
										>			
	<u> </u>										<		>
Motop	artz.	co.nz Dem	o E	ExoAdmin							New versio		

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 HOLLA	ND MOTORS F	FLEET SE	RVICE					Account:					
Details	Quote/Budget	Timesheets	Costs	Purchases	Invoice	Analysis	Document	s History Notes	Sub Jobs	Billing	Schedule /	Activities		
Show Rea	ady To Invoice 🛛	Work in Pro	gress [Invoiced	Cance	elled 🗌 V	Vritten-off					Hide Kit Compone	nts 🗌 Include Sub Jo	b Lines 🛛 Filter 🍸
	ady To Invoice	_	gress [_	Code	elled 🗌 V		ails		Cost	Sell	Hide Kit Compone	nts 🗌 Include Sub Jo	b Lines Filter 🍸 Hours Line 1
Rea	-	St		2		elled 🗌 V	De	ails		Cost 8.00				-

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

00 110	: 4 - PAUL HOLLAI	ab Horotan		CIICE							UL HOLLAND MOTO			Job Progress
etails	Quote/Budget	Timesheets	Costs	Purchases	Invoice	Analysis	Docume	ents Histor	Notes Sub	Jobs Billing	Schedule Activitie	s		
Show														
	Ready To Inv	oice 🗹 W	ork in Pro	ogress	Invoice	d		Cancelled	✓ W	ritten-off	Hide Kit	Components	Include Sub Job Li	ines Filter 🍸
	Job Code	Co	de		Des	cription		Quantity	Cost	Sel	Date	Line Total Pric	e Mark up GST	F No. Di:
	4	AI	RFIL01		OV/	ALCHROME	AIR	6	\$49.99	\$62.04	29.10.2018	\$372.2	4 24.10% DR	
	4	AI	RFIL01		OVA	ALCHROME	AIR	6	\$49.99	\$62.04	29.10.2018	\$372.2	4 24.10% DR	
	5	ч.	IJRSRV		MA	JOR SER	/ICE	1	\$150.09	\$269.66	28.09.2018	\$269.6	6 79.67% CR	
	6	ч.	IJRSRV	-	MA	JOR SER	/ICE	1	\$150.09	\$269.66	28.09.2018	\$269.6	6 79.67% CR	
	6	AI	RSUS01		AIR	SUSPENSI	ION	1	\$184.55	\$248.10	28.09.2018	\$248.1	0 34.44% CR	
	8	4.	IJRSRV		MA	JOR SER	/ICE	1	\$150.09	\$269.66	28.09.2018	\$269.6	6 79.67% CR	
	9	ч.	IJRSRV	-	MA	JOR SER	/ICE	1	\$150.09	\$269.66	28.09.2018	\$269.6	6 79.67% CR	
	9	AI	RSUS01		AIR	SUSPENSI	ION	1	\$184.55	\$248.10	28.09.2018	\$248.1	0 34.44% CR	
	12	.P	JRSRV		MA	JOR SER	/ICE	1	\$150.09	\$269.66	27.09.2018	\$269.6	6 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 HOLLA	ND MOTORS F	LEET SE	RVICE		
Details	Quote/Budget	Timesheets	Costs	Purchases	Invoice	Analysis
Show	Car check-up	Work in Pro	gress [Code	elled 🗹
	4		VID CRA	-	LABOUR	
] 4	DA	VID CRA	NSTON	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			23
General MYC	OB Exo Job Sta	tuses	
Status: Payroll Code:	1	Quote Cost Centre: Q	
Shortcut Key Status Colour	r: [Export to MYOB Exo	
Set Time Line		No Value No Value Include in Productivity Calculation In Progress	
Set Disburser	ment 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"

Job No: 4 - PAUL HOLLA	ND MOTORS F	FLEET SE	RVICE					Accour
Details Quote/Budget	Timesheets	Costs	Purchases	Invoice	Analysis	Documents	History Notes	Sub Jo
Show Ready To Invoice	Work in Pro	gress	Invoiced	Cance	elled 🗌 V	Vritten-off		
Job Code	St	aff Nam	e (Code		Detai	ils	
4	DA	AVID CR	ANSTON			STAN		
4	DA	AVID CF	Send	Line To In	voice		Ctrl+R R	
			Send	All To Invo	pice		Ctrl+A	
			Add N	Varrative			Ctrl+N	
			Cance	el Line			Ctrl+X	

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

Navigate <u>U</u> tilities		Cancel 🔒 Print 🔹	N 4 P N	🎦 Create Asset 🝷	1 🔸 🔀	🔲 Invoice J	lob 🕶			
No: 4 - PAUL HOLLAND I	10TORS FLEET SER	VICE		Acco	INT: 12. PAUL	HOLLAND MOTO	RS		Job Prog	ress
	nesheets Costs	Purchases Invoice Analy	ysis Documents	History Notes Sub	Jobs Billing Sc	hedule Activitie	25			
how Ready To Invoice	Work in Prog	gress Invoiced	Cancelle	ed 🗌 Wi	itten-off	Hide Kit	Components	Include Sub Jo	b Lines Filter	7
Job Code	Code	Description	Quantity	Cost Line Cost	Sell	ine Total Price	Disc (%)	Mark up Status	Invoiced	Sta
] 🗒 4	LABOUR	STANDARD LABOUR	1 :	\$18.00 \$18.00	\$45.00	\$45.00	0.0%	150.00% Read	\$0.00	29.
4	LABOUR	STANDARD LABOUR	1	\$18.00 \$18.00	\$45.00	\$45.00	0.0%	150.00% Read	\$0.00	29.
4	AIRFIL01	OVALCHROME AIR F		\$49.99 \$299.94		\$372.24	0.0%	24.10% Read	\$0.00	
] 4	AIRFIL01	OVALCHROME AIR F	6	\$49.99 \$299.94	\$62.04	\$372.24	0.0%	24.10% Read	\$0.00	29.
				jes have been made u want to save char	ges?					
			Chang		to job 4.					
			Chang	u want to save char	to job 4. ges?					
			Chang	u want to save char	to job 4. ges?					
			Chang	u want to save char	to job 4. ges?					
			Chang	u want to save char	to job 4. ges?					
			Chang	u want to save char	to job 4. ges?					
			Chang	u want to save char	to job 4. ges?					
			Chang	u want to save char	to job 4. ges?					>
	Total Cost:	\$635.88 Sub tot GST tot	? Chang Do you	Yes	to job 4. ges? No	Margin: 23.	80%			>

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

Invoice Entry	- Job Code: 4											_	
ile <u>U</u> tilities <u>H</u>	elp												
<u>N</u> ew 🛃 Sav	ve 🗙 <u>C</u> ancel	New /	Account 🛛 🏭 Tax Ra	tes 📳									
Account: PAUL	HOLLAND MOTOR	RS				ļ	Alert:						
Invoice Payment	ts / Delivery												
ccount: 12. PAL	JL HOLLAND MOT	ORS						Salespers	on: 3. TIM MCI	NTOSH		GST	Included:
Invoice date:	29.10.2018		Customer order no:			Age:	0	. October 2	018 ~	Campaign Wav	e:		
Payment due:	20.11.2018		Invoice no:			NZD:			1	Opportunity:	-		
Reference:	4		Location:	5. WIP	~	Branch:	0	AUCKLANE					
Stock Code		Descriptio	on		Qty	@Price		Disc(%)	Total	Batch Code	Options	Analysis Codes	Job Cod
LABOUR			RD LABOUR CHARGE		1.0		45.00	0.0			••• <u>G</u> ST		
LABOUR			RD LABOUR CHARGE		1.0		45.00	0.0					
AIRFIL01 AIRFIL01			ROME AIR FILTER ROME AIR FILTER		6.0		62.04 62.04	0.0					
AIRFILOI		OVALCHI	COME AIR FILTER		0.0	•	02.04	0.0	572.27				
		I			1					1		-	
<													

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.

JC Job Details			– 🗆 X
File Navigate Utilities Invoice Help			3
			v
🗋 New 📴 💭 Save 🕼 Save & Exit 🔀 Cancel 🖨 Print 🔻			
Job No: 4 - PAUL HOLLAND MOTORS FLEET SERVICE	Account: 12. PAUL		Job Progress OK
Details Quote/Budget Timesheets Costs Purchases Invoice A	nalysis Documents History Notes Sub Jobs Billing Se	chedule Activities	
Show Ready To Invoice Work in Progress Invoiced	Cancelled Written-off	Hide Kit Components	Include Sub Job Lines Filter 🝸 🔻
Job Code Code Description	Quantity Cost Line Cost Sell	Line Total Price Disc (%)	Mark up Status Invoiced Start D
	Update Job Status X		
	Would you like to change the status of the job now? New Job Status No Change Cancelled (Locked Job) Finished (Locked Job) In Progress New Job Quote Scheduled QK Cancel		
۲۰۰۲ ۲otal Cost: \$635.88 ۲۰۰۶	:otal: \$834.48 Markup: 31.23%	Margin: 23.80%	>
GST	total: \$125.22	Haryin. 23.80 %	
Tota	Price: \$959.70 Total Invoiced: \$0.00		
Motopartz.co.nz			

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

JOD Details						
<u>F</u> ile Navigate <u>U</u> tiliti	es <u>H</u> elp					
🗋 <u>N</u> ew 🔢 🛃 Save	e 🛛 😭 Sa <u>v</u> e & Exit 🔀 <u>C</u> ance	I 🌐 Print 🔹 🚺 🍕	🕨 🔰 🗊 Send <u>A</u> ll to In	voice 🛧 🦂	🕨 📄 Сору	
Job No: PB1 - MULTI PH	ASE PROGRESS BILLING		Acco	ount: 0. CAS	SH SALES	
Details Quote/Budget	Timesheets Costs Purchase	es Invoice Analysis D	ocuments History Notes Billin	ng Schedule	Extra Fields	Activities
Show						
Ready To Invoice	Work in Progress Invoice	d Cancelled Writ	ten-off			Hide Kit Component
Job Code	Staff Name	Code	Details	Cost	Sell	Start date
🗹 🗒 PB1			LABOUR DOUBLE TIME	\$35.00	\$200.00	21.06.2018
PB1	Send Line To Invoice	Ctrl+R	LABOUR - TIME AND	\$22.00	\$150.00	21.06.2018
PB1	Send All To Invoice	Ctrl+A	STANDARD LABOUR	\$18.00	\$50.00	21.06.2018
	Add Narrative	Ctrl+N				
	Cancel Line	Ctrl+X				
	Write-off Line	Ctrl+W				
	Move Line To Another J	ob				
	Marked Lines	>	Cancel		1	
			Write-off			
			Send to Invoice			
			Move Lines to Another Job			
			Attach to Kit	·		
			Attach to Kit			
			Set Markup %			
			Set Gross Margin %			
			Set Cost Types			
			Set Cost Groups			
			Create Asset(s)	>		
			Allocate To Progress Invoid	e 🖌		
			Copy to Clipboard			
<		_			1	
Total Hours: 9.00	Total Cost:	\$183.00	Sub total:	\$700.00	Markı	ip: 282.51%
			GST total:	\$105.00		

Select the progress invoice you wish to allocate costs against

Progres	is Invoice				Х
Select	the Progress Invoice where t	he marked l	lines will be allocated t	to:	
Schedul	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	
					~
			<u>O</u> K	<u>C</u> ancel	

Allocate costs as per your usual business process.

In this example, we are going to allocate all time entries against the progress invoice.

•									
•	el Allocate All								(
•	Allocate All	Allocate Selected Skip Re	maining Reve	rt All					
	rogress Lines								
	Job Code	Code	Descrip	tion	Quantity	Cost	Sell	Date	
	PB1	LABOUR 2		R DOUBLE TIME	1.00	\$35.00		21.06.2018	Ś
_	PB1	LABOUR 15		R - TIME AND	1.00	\$22.00		21.06.2018	\$
_	PB1	LABOUR	STAND	ARD LABOUR	7.00	\$18.00	\$50.00	21.06.2018	\$
									>
_	Invoice Lines								 >
-	Invoice Lines	Description		Quantity Unit	tprice Disco	unt Locat	on Bran	chno	 > Lineto

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

JC Jo	ob Details															
<u>F</u> ile	Navigate	<u>U</u> tilities Progress	Billings	<u>H</u> elp												
<u>N</u> e	🗋 New 📴 ⋥ Save 🔀 Save & Exit 🔀 Cancel 🖨 Print 🔻 🚺 🔹 🕨 🦉 Progress Billing 🕶															
Job N	lo: PB1 - MUI	LTI PHASE PROGRES	S BILLIN	G					Ac	count:	0. CAS	H SALES				
Details	s Quote/B	udget Timesheets	Costs	Purchases	s Invoi	ice Analy	sis Documer	nts History	Notes B	illing Sch	edule	Extra Field	s Activities			
	Schedule #	Description				Subtotal	GST Total	Amoun	t Invoice	Date	Proform	na Invoice	Invoice No.	Outstanding	Allocated Costs	Allow Allocation
	6048	Job Invoice - 7059				\$160.00	\$24.00	\$184.00	04.02.2	018			7059	\$0.00	\$0.00	Y
	7079	Job Invoice - 8092				\$120.00	\$18.00	\$138.00	13.04.2	018			8092	\$138.00	\$0.00	Y
	7116	PROGRESS INVOICE	- NOVE	MBER 2018		\$600.00	\$60.00	\$660.00	26.09.2	018			8127	\$660.00	\$183.00	Y
	\$880.00 \$102.00 \$982.00 \$7798.00 \$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.

JC							MYOB Ex
<u>F</u> ile	<u>A</u> ccount <u>T</u>	ransactions	<u>R</u> eports	<u>U</u> tilities	<u>S</u> etup	<u>W</u> indow	<u>H</u> elp
Menu Favourites	Task Scheduler	Jobs		arity Repoi b Analysis	rt Desigr	ner	
avourit	Layouts: [b Status			
ß	Activity Sear		W	ork In Prog	gress		
	1 <u>N</u> ew	2 <u>R</u> efresh		bour/Reso		1	
			Jol	bs with Inv	/oices/C	harges	EXO
			Jol	bs with no	Invoice	s/Charges	
	 Octo 	ber 2018	Jol	b Transact	ion Rep	ort	
	M T W	TFS 27 28 29 3	M	aster Detai	ls report	t	
	1 2 3	3 4 5 6	Jol	b Cost Rep	oort		- 14
) 11 12 13 1 7 18 19 20 2		rchases Li	sting by	Jobs	H
	22 23 24 29 30 31	1 25 26 27 2 L	Jol	b Cost Sun	nmary		H
		mber 2018	Jol	b/Quote C	ompari	son	
	M T W	123	Jol	b Resource	e Allocat	tion	
_	567		1 11	00			

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.



Exosoft Job Invo	vice Batch Engine	×
Job Invoice Batch	Engine	2
Choose a database of	connection to enter the system.	3.8.3025.6
Database:	4.0	•
User:	EXO BUSINESS ADMIN ACCOUNT	-
Password:		
	Login	Close

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

Exosoft Job Invoice Batch Engine	e - 4.0	-	
File Options Help			
		Motopa	rtz.co.nz
Job Selection Settings			
Select the debtor/stock period:	October 2018 🔻		
Select the invoice/write-off date:	31/10/2018 🔻		
	51/10/2018		
Search By Status Search By Job			
Job header due date up to:	Ŧ		
Job header due date equals:			
Job transaction dates up to:	Ŧ		
Job value - invoice value >	0		
Job Line Status:			
 Ready to Invoice Ready to Invoice or Work in Pro 	oress		
Job Statuses:	Job Types:	Job Categories:	
CANCELLED	MINOR SERVICE	DOMESTIC	
FINISHED	MAJOR SERVICE	COMMERCIAL	
IN PROGRESS	FLEET SERVICE	INSURANCE	
NEW JOB	REPAIR/MAINTENANCE	WARRANTY	
QUOTE	ASSEMBLY/BUILD		
READY FOR INVOICING	5,000KM SERVICE		
SCHEDULED	10,000KM SERVICE		
	20,000KM SERVICE		
	30,000KM SERVICE		
	40,000KM SERVICE		
	50,000KM SERVICE		
	60,000KM SERVICE		
Start			Close

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.

							nvoice - Motopartz.co.nz					
	Master Job	Job Code	Job No	Status +	Acc No	Cient	Title	Ready To Invoice	Work In Progress	Total	Invoiced	
1	204	2041	2041	SCHEDULED	29	TRENT TALBOT	Testing invoicing	\$0.00	\$2238.75	\$2218.75	\$45.00	
N.	3	3	3	SCHEDULED	11	OWEN DENTON	MINOR SERVICE SVJ-625	\$0.00	\$1322.92	\$1322.92	\$0.00	
M	27	43	43	SCHEDULED	10	NIGEL EMERSON	SERVICE MAH/756	\$0.00	90.00	\$0.00	\$375.00	
N.	22	NEW TYRES	22	SCHEDULED	5	D & C PANELBEATERS	NEW TYRES	\$0.00	\$1768.28	\$1768.28	\$12613-60	
N.		10	10	QUOTE	12	PAUL HOLLAND MOTORS	30,000KM WARRANTY SERVICE - PLJ	\$0.00	\$805.90	\$806.90	\$0.00	
M	15	15	15	QUOTE	0	CA94 SALES	ROADWORTHY TEST	\$0.00	\$1221.61	\$1221.61	\$0.00	
M	17	17	17	QUOTE	0	CA9H SALES	NEW TYRES	\$0.00	\$11.25	\$11.25	\$0.00	
12	н	16	16	QUOTE	0	CASH SALES	OUT AND POLISH	\$0.00	\$2925.18	\$2925.18	\$0.00	
N.	33	32 BREAK FIX	32	NEW JOB	29	TRENT TALEOT	BREAK FIX	\$0.00	\$135.00	\$135.00	\$0.00	
N.	24	GENERAL-OD	24	NEW JOB	11	OWEN DENTON	GENERAL SERVICE	\$0.00	\$762.50	\$762.50	\$0.00	
1	21	28	28	NEW JOB	24	DOROTHY HEDGES	ENGINE BUILD	\$0.00	\$794.05	\$784.05	\$0.00	
- M	21	29	29	NEW JOB	24	DOROTHY HEDGES	BRAKES	\$0.00	\$50.00	\$60.00	\$0.00	
M		4	4	IN PROGRESS	12	PAUL HOLLAND MOTORS	PAUL HOLLAND MOTORS PLEET SERV	\$22.50	90.00	\$22.50	\$0.00	
M		9	9	IN PROGRESS	12	PALL HOLLAND MOTORS	30,000KM WARRANTY SERVICE - KLS	\$0.00	\$517.76	\$517.76	\$0.00	
×.		8	0	IN PROGRESS	12	PAUL HOLLAND MOTORS	20,000KM WARRANTY SERVICE -HG	\$0.00	\$209.66	\$269.66	\$0.00	
M		6	6	IN PROGRESS	12	PALL HOLLAND MOTORS	10,000KM WARRANTY SERVICE - Q8	\$0.00	\$314.59	\$314.59	\$203.17	
M		5	5	IN PROGRESS	12	PALL HOLLAND MOTORS	10,000KM WARRANTY SERVICE - Q8	\$0.00	\$528.41	\$528.41	\$0.00	
N.		12	12	IN PROGRESS	12	PALL HOLLIND MOTORS	10,000KM WARRANTY SERVICE - \$U	\$269.66	\$8364.65	\$8634.31	\$0.00	
1	43	42	42	IN PROGRESS	11	OWEN DENTON	Paint Car	\$0.00	\$385.00	\$386.00	\$0.00	
×.	23	27	27	IN PROGRESS	30	NIGEL EMERSON	General Service	\$0.00	\$633.52	\$633.52	\$0.00	
×.	31	31	31	IN PROGRESS	28	MARY-ANNE GLBY	FULL SERVICE - 1P987	\$0.00	\$37.50	\$37.50	\$0.00	
M	30	30	30	IN PROGRESS	28	MARY-WINE GLEY	PULL SERVICE - 1P987	\$0.00	\$511.25	\$611.25	\$0.00	
1	30	37	37	IN PROGRESS		MARK LAWRENCE	TEST 1	\$0.00	\$200.00	\$200.00	\$0.00	
								\$292.16	\$43775.34	\$44067.50	\$15036.77	ş
												1
invoice i	Theoked Jobs	Expand/Collap	an Al								Print Cla	

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

lob	Description:										-	
D	Ready To Invoice	√ we	ork In Progress		Invoiced	Written O	ff Cancelled				Timesheets & Cos	5
	\$0.00		\$806.90		\$0.00	\$0.0	0					
Dra	ag a column header l	here to	group by that col	mi							1	-/
	Staff Name		Stock Code		Description		Unit Cost	Unit Price	Trans Date	End Dat	e Quantity	Line T
ę												
	CRAIG FINDLATER	1	LABOUR 15	1	ABOUR - TIME	AND A HALF	\$22.00	\$50.00	13/07/2015	13/07/201	5 6.50	\$32
	CRAIG FINDLATER)	BEASEP01	F	BEARING SEPA	RATOR	\$39.95	\$48.19	13/07/2015	15/07/201	5 10.00	\$48
											16.50	\$806.9
4.1											16.50	
	V [Status] In (C)										16.50	
×	🛛 [Status] In (C)		Down	int				Keac	dy To Invoice Total: \$0.00)	16.50 Save	\$806.9 Edit Filte Close

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

J	obs								
	ag a co	lumn header he							
	_	Master Job	Job Co	de	Job No	Status	•	Acc No	Clie
٩									_
	\checkmark	2041	2041		2041	SCHEDULE	D	29	TRE
	\checkmark	3	3		3	SCHEDULE	ED	11	OW
	\checkmark	27	43		43	SCHEDULE	ED	10	NIG
	\checkmark	22	NEW T	YRES	22	SCHEDULE	ED	5	D 8
۲	\checkmark	4	10		10	OUOTE		12	PAL
	\checkmark	15	15	Оре	en Job			0	CAS
	\checkmark	17	17	Atta	ach to Master J	ob		0	CAS
	\checkmark	16	16	Sele	ect All			0	CAS
	\checkmark	32	32 BRE			в		29	TRE
	\checkmark	24	GENER	Des	elect All	в		11	OW
	\checkmark	28	28	Set	Lines As	•	Ready To	Invoice 4	DOF
	\checkmark	28	29	Ref	resh		Work In Pr	rogress 4	DOF
	\checkmark	4	4		4	IN PROC	Written Of	ff 2	PAL
	\checkmark	4	9		9	IN PROG	Cancelled		PAL
	\checkmark	4	8		8	IN PROG			PAL
	1	4	6		6	IN PROGR	ESS	12	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.

🚯 Job Batch Invoice Engine			×
JIBE will now invoice 1 job)(s)		
Details			
Invoice Date: Debtor/Stock Period:	31/10/2018 October 2018		
Job Status After Invoicing:	No Change		•
Set New Due Date	29/10/2018		Ŧ
Branch Assignments			
Time Entries:	Job		
Other Costs:	Job		
TimeTrak Disbursements:	Job		
Narrative			
Set Invoice Narrative:			
			•
Are you sure you want to con	tinue?	Yes	No

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'.

		Invol	ce Jobs	
	Client	Job Code	Title	Total Invoice
~	PAUL HOLLAND MOTORS	4	PAUL HOLLAND MOTORS FLEET SERVICE	\$22.5
×	PAUL HOLLAND MOTORS	12	10,000KM WARRANTY SERVICE - IUJ-854	\$269.6
				\$292.1 Print Close

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.

EB	🊨 📑 싙 😫	MYOB Exo Business - Demo Mode						
<u>F</u> ile	<u>A</u> ccount <u>T</u> ransactions	<u>Reports</u> <u>U</u> tilities <u>Setup</u> <u>W</u> indow <u>H</u> elp						
Menu F	Task Sales	Clarity Report Browser Clarity Report Designer	End of Month Reports Utilities Educatio Centre					
Favourites	Layouts: Default	Analytics (Management Report)						
îtes	Activity Search	Dashboards	→ ×					
	New Refresh	Debtors Reports	Debtors Adjustments Listing					
		Creditors Reports	Debtors Cheque Listing					
		Sales Reports	Debtor Invoice Batch Printing					
	♦ October 2018 M T W T F S S	Stock Reports	Debtors Control Account					
	24 25 26 27 28 29 3	Purchases Reports	Debtors Transaction Listing					
		General Ledger Reports	Debtors Invoice Listing					

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:
------	-----	-------	---------

EB Invoice Batch Printing						_		\times
<u>F</u> ile <u>H</u> elp							6	
🗈 Load 😞 Print All 🌐 Print 🔒 M	ailshot							
From Date: 🗹 01.10.2018 🗸 From	Inv No: 1007	From A/c No:						
To Date: 31.10.2018 V To In	v No: 1011	To A/c No:						
Include Invoices to Branch Accounts								
Invoice Number List to Print (separate by commas)								
invoice number List to Print (separate by co	minasj							
Account Groups	Custom Filt	er SQL						
								~
RETAIL FOREIGN								
								× .
# Transdate Invno 378 12.10.2018 1007	Accno	Name 0. CASH SALES			Alphacode CASH01	Post C	ode	-
379 12.10.2018 1007		0. CASH SALES			CASH01 CASH01			
380 12.10.2018 1009		0. CASH SALES			CASH01			
382 12.10.2018 1010	35	35. Luki		886.63				_
383 29.10.2018 1011	12	12. PAUL HOLLAND MC	TORS	959.65	PAUHOL01			_
								× *
<		2222.44						>
Motopartz.co.nz	5 invoice(s), \$	3230.11						

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!