

# **End of Period Billing Workflow**

User guide 2015

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### 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 Professional does not automatically go to the Job, it needs to be exported first! Although time from Mobile version can be posted straight onto the job by going to the job and clicking on post, if the user has permission.

### **TimeTrak Professional**

Check that all staff have completed their time sheets for the period you wish to invoice.

For example if we are doing an "invoice run" on a Monday then you will need to check that the technical staff have all completed their time sheets up until Friday night of the previous week. To do this you need to run the "User Time Balancing Report" (only an Administrator can see this report)

Logged in as: Bridget Fairweather ( <u>Switch User   Loqout</u> )	User Time Balancing
🗂 🖬 🍇 🐼 😘 🚱 🔹 User Time Balancing 🔹 🙃	Select this report at
Users Map   Client Map   Get Directions   TimeTrak   TaskTrak	dropdown list.

Change the selection to the time period you want, and ALL USERS, ALL GROUPS, you will get a report similar to this:

×	Report Parameters
	Group:
	All Groups 🗸
	User:
	All Users 🗸
	Include Inactive Users
	Date Range:
	Select Date Range
	Start Date:
	1/07/2015 💌
	End Date:
	31/07/2015 💌
	Refresh Report

User Time Balancing					÷ 🗗	
User Time Balancing This report shows the users that haven't completed their time balancing between 1/07/2015 and 31/07/2015.						
USER	TIME BALANCING TYPE	BUDGET	ACTUAL	UNALLOCATED	DAYS WITH UNALLOCATED TIME	
Administrators						
Bridget Fairweather 🖂	Daily	172.50	97.50	75.00	0	
Carmel Hills 🖂	Daily	172.50	1.75	170.75	0	
David Cranston 🖂	Daily	172.50	50.00	122.50	0	
Owen Tree 🖂	Daily	172.50	0.00	172.50	0	
Paul Feaver 🖂	Daily	172.50	0.00	172.50	0	
Samantha Stacey 🖂	Daily	172.50	1.75	170.75	0	
Sarah Mcdoud 🖂	Daily	172.50	0.00	172.50	0	
Sysdba 🖂	Daily	172.50	0.00	172.50	0	
Mobile						
Bruce Bowden 🖂	Daily	172.50	8.25	164.25	0	
Courtney Sindair 🖂	Daily	172.50	9.75	162.75	0	
Craig Findlater 🖂	Daily	172.50	5.25	167.25	0	
Greg Manning 🖂	Daily	0.00	20.75	-20.75	0	
Harrison Williams 🖂	Daily	172.50	0.00	172.50	0	
Internet Sales 🖂	Daily	172.50	6.00	166.50	0	
Kristine Watson 🖂	Daily	172.50	13.25	159.25	0	
Stefan Howden 🖂	Daily	172.50	6.50	166.00	0	
Tim Mantosh	Daily	172.50	1.75	170.75	0	

This shows how much time the staff have left to fill out, in a perfect world this report would be blank! If you select the email button, it gives you a list of days they have not completed and allows you to email them and suggest they get their time sheets up to date.

	User Time Balancing	
		This report shows the users that
	USER	
	Administrators	
	Bridget Fairweather 🖂	TimeTrak - No Customisations - Mozilla Firefox
	Carmel Hills 🖂	
	David Cranston 🖂	Send Email to User
Email Staff	Owen Tree	To: Subject: TimeTrak - You have unallocated time.
Click on the Envelope Icon to	Badi Feaver	You have days that contain unallocated time between 01/07/2015 and 19/07/2015.
notify a staff person	Samantha Stacey	Recorded Hours: 50.00 Balance: 47.50
to complete time balancing	Saran Mccloud	The following is a list of days that contain unallocated time:
Ū.		1/07/2015 - 7.50hrs unallocated. 2/07/2015 - 7.50hrs unallocated. 3/07/2015 - 7.50hrs unallocated. 6/07/2015 - 1.50hrs unallocated.
		9/07/2015 - 5.25hrs unallocated. 10/07/2015 - 5.50hrs unallocated. 14/07/2015 - 7.50hrs unallocated. 15/07/2015 - 4.75hrs unallocated.
		16/07/2015 - 2.00hrs unallocated. 17/07/2015 - 3.25hrs unallocated.
		Send

Once you have chased up staff who had not completed their time sheets you go to the next stage of checking the time entries before exporting them.

The theory here is that if they are checked by an administrator, then they can be billed with minimal or no change in Exo JobCosting, or by using our utility JIBE.

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Run the Timesheet Verification Report, again, normally only administrators will see this. If it is not on your menu, then it needs to be added via the Timetrak Admin Console.



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.

Timesheet Verification			Ju	mp To	✓ Star	t: 01/06/2015 💽	End: 20/	07/2015 📰
Groups: Global Group 🗸 Users: All User	2 🗸		🗌 Billi	ng Querie	s 🗹 Exclude	e Verified 🗹 Exc	lude Previou	sly Exported
		Job Manager: All Job/ Project Managers 🗸 Job Statuses: No Filter	Ƴ Job	Types: No	Filter	✓ Job Flag	s: No Filter	~
			Оре	n				
Client CASH SALES	Job/ Project	Job/ Project Manager Ord N EXO BUSINESS ADMIN ACCOUNT	lo Tas	ks Query	Verified	Sub Total \$67.50	50.00	567 50
CASH SALES	NEW JOB FOR NEW TASK (40)	EXO BUSINESS ADMIN ACCOUNT	1	N	N	\$45.00	\$0.00	\$45.00
CASH SALES	NEW TYRES (17)	EXO BUSINESS ADMIN ACCOUNT	0	N	Ν	\$101.25	\$0.00	\$101.25
D & C PANELBEATERS	NEW TYRES (22)	GREG MANNING	7	N	N	\$135.00	\$7.43	\$142.43
DANIEL PAYNE	ASSEMBLE RACE CAR (14)	EXO BUSINESS ADMIN ACCOUNT	4	N	Ν	\$3,552.00	\$0.00	\$3,552.00
DOROTHY HEDGES	GENERAL SERVICE (23)	SAMANTHA STACEY	1	N	N	\$82.50	\$0.00	\$82.50
MARY-ANNE GILBY	FULL SERVICE - IP987 (30)	BRIDGET FAIRWEATHER	5	N	Ν	\$137.50	\$0.00	\$137.50
						\$4,120.75	\$7.43	\$4,128.18
This report does not include disbursements that	t were not created from time entries. (This is only possible through T	meTrak Mobile.)						

Click on a Job Line to drill into it.

This shows you each Job that has time against it for the period and how much the invoice is going to be.

Timesheet Verification	Jump To 🗸 Start: 01/06/2015 🗾 End: 20/07/20
Groups: Global Group 🗸 Users: All Users 🗸	🗌 Billing Queries 🗹 Exclude Verified 🗹 Exclude Previously E
	Job Manager: All Job/ Project Managers 🗸 Job Statuses: No Filter 🗸 Job Types: No Filter 🗸 Job Flags: No Filter
DANIEL PAYNE - 14 - ASSEMBLE RACE CAR (IN PROGRESS)	Return to Job/ Project Selection So
Total Hours: 177.75 Previous Data	Total Hours: 27.50 Current Data Budget Remaining
Quoted Hours: 85.00 Quoted: \$5,091.47 Invoiced: \$1,800.00 WIP: \$6,189.85	Billable Hours: 24.25 Sub Total: \$7,845.25 Disbursements: \$1,166.50 Grand Total: \$9,011.75 Residual: -\$11,910
Assemble Race Car (14) Put together the back brakes (2) DANIEL Daniel Payne 15 Nugent Street Grey Lynn Auckland	
David Cranston (LABOUR15) 🖃	Friday, 10 July 2015 13:00 - 15:00 📰 📝 🕒
Detail: 2.00 hours @ \$50.00 = \$100.00 (In Progress) Disbursements: \$0.00	TimeTrak Status: Sales Task Total: \$100.
Assemble Race Car (14) Put together the back brakes (2) DANIEL Daniel Payne 15 Nugent Street Grey Lynn Auckland	
David Cranston (LABOUR)	Thursday, 16 July 2015 13:00 - 15:00 🗷 📝 🕞 🖸
Detail: 2.00 hours @ \$888.00 = \$1,776.00 (In Progress) Disbursements: \$0.00	TimeTrak Status: Sales Task Total: \$1,776.
Put together the back brakes DANIEL	
Daniel Payne 15 Nugent Street Grey Lynn Auckland	
David Cranston (LABOUR) 🖃	Friday, 17 July 2015 13:00 - 15:00 🗷 📝 🚱 🖸
Detail: 2.00 hours @ \$888.00 = \$1,776.00 (In Progress) Disbursements: \$0.00	TimeTrak Status: Sales Task Total: \$1,776.
Put together the back brakes DANIEL	
Daniel Payne 15 Nugent Street Grey Lynn Auckland	
П. <del>с.</del>	Task Total: \$7,530
	Aged Balances
	Current: \$0.00
	2 Months: \$0.00
	3+ Months: \$0.00
	Balance: \$0.00

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.

Show Calendar	Edit task		Edit Time Entry
			Verifiy Time
uly 2015 13:00 - 15:00		12 2 C C C C	
les	Task Total:	\$1,776.00	
		~	
		$\sim$	

You can also email the staff member if you want to query them on the time entry, by clicking the email icon beside the users name.

Email Staff
David Cranston (LABOUR)  Detail: 2.00 hours @ \$888.00 = \$1,776.00 (In Progress) Disbursements: \$0.00
Put together the back brakes DANIEL
Daniel Payne 15 Nugent Street Grey Lynn Auckland

This produces a small report to email to the staff member.

Email User	
To:	
Cc: 🏾 🍰	
From:	Bridget Fairweather
Subject:	TimeTrak: TimeSheet Verification
Time Entry De	tails
Client: Daniel Job: Assemble Date: 17/07/2 Time: 13:00 to Status: Sales	Payne e Race Car (14) 2015 o 15:00 (2.00 hours)
Labour Code: Rate: \$888.0	LABOUR 0
Put together to DANIEL	the back brakes
Daniel Payne	15 Nugent Street Grey Lynn Auckland
	~
<	>
	Total length of subject and message is <b>291</b> characters.
Send	Close

If you are happy with the time about to be billed you can press SELECT ALL, and UPDATE ENTRIES, this will mark the job as checked, and return you to the previous screen to carry on to the next Job.

Select All	Deselect All	Update Time Entries

Once you have checked all of the entries you can move to the next step.

It should be noted that we do not 'forcibly' stop you from exporting entries that are not checked. It may be that you are happy to export some entries without checking them first as you rely on the staff to enter their time correctly.

# **TimeTrak Admin Console**

The next step is to export the time from Timetrak into Exo. To do this you need to use the Administrator Console.



Once you have logged in using your credentials on, go to the 'Post to MYOB Exo' section.



It is pertinent to run a backup of both databases before you start, this is especially so 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.

	File View Setup Post	to MYOB Exo Help		
	Backup Databases Backup the TimeTrak and	MYOB Exo Databases before performing an export	oqout	UNC path for TimeTrak Database Enter in the UNC
	TimeTrak Setup	Backup TimeTrak Database '		path for the location of the backup
	Post to MYOB Exo			E.G - //server
Back Up Databases	-B	Backup Database		01/timetrak/backups
	Backup Databases	Backup MYOB Exo Database		UNC path for MYOB Exo Database
	<u></u>	Backup Database		Enter in the UNC path for the MYOB
	Post to MYOB Exo	Append Date to Backup File Name		Exo database. E.G - //server
	<u>a</u>	If you want to backup the databases to a local drive then you must specify a unc path other the database will be backed up on the sql server.	vise	01/exo/backups
	Export To Payroll			

Once the backups are saved, click into the Post to MYOB Exo menu item.

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Click on the Post to MYOB Exo button.



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

Select the (MYOB Exo) Period to post the time into.

Filter by a date range.

**Choose to lock the period in TimeTrak after posting.** (This prevents users from editing time entries) **Lock Non-chargeable Time after post.** (This will lock Non-Billable Productive time and Non-Productive in TimeTrak)

**Only Post Verified Time.** (Select this and click on the Refresh button to reload time entries)

Only post completed days. (Select this and click on the Refresh button to reload time entries)

Post to Poviod	Post to	MYO	B Exo													e	53
Fost to Feriou																	
Date Range Selector	Р	ost Op	ptions														
5	P	eriod:	July	2015			Ŧ										
Lock Period		/ Filte	er by date	range: 1	1/06/2015 - to	30/06/2015	-										
Lock Non-Chargeable		Lod	k the perio k non-char	od after post rgable time e	ntries after post												
Post only verified		V Onl	y post ver	ified time en	tries & disbursements												
Post only completed days		Onl	y post con	npleted days													
		The						_									
	U	The	re are o ur	me entries be	2010 1/06/2015 that h	laven t been po	USIED ID MITOD EX	.0.									
				Job No 🔺	User	Task	Narration	Stock Code	Stock Description	Job Manager	Cost	Cost Type	Date	Price	Quantity	Total	
	►	× 0	ASH SAL	ES (Total: \$	\$146.25)												<b>A</b>
		1	V CUT A	ND POLISH	(Total: \$146.25)												
				) 16	Greg Manning	Testing T	drgdrbhdf	LABOUR	Standard Labour C	Exo Business Admi	None	None	24/06/2015	\$45.00	3.25	\$146.25	
		× D	8 C PAN	ELBEATERS	6 (Total: \$1384.65)												
	_		✓ NEW T	YRES (Tota	al: \$1384.65)												
	_		₹ C	) 22	David Cranston	paul testing	This is a time	LABOUR	Standard Labour C	Greg Manning	None	None	22/06/2015	\$45.00	2.5	\$112.50	
			V C	) 22	Bridget Fairweather	Testing a	Testing a Dat	LABOUR	Standard Labour C	Greg Manning	None	None	17/06/2015	\$45.00	0.25	\$11.25	
				) 22	Greg Manning	Balance t	New Time En	LABOUR	Standard Labour C	Greg Manning	None	None	17/06/2015	\$45.00	2	\$90.00	
			V C	) 22	Bridget Fairweather	Balance t	New Time En	LABOUR	Standard Labour C	Greg Manning	None	None	17/06/2015	\$45.00	2	\$90.00	
			V C	) 22	Bruce Bowden	Balance t	New Time En	LABOUR	Standard Labour C	Greg Manning	None	None	17/06/2015	\$45.00	2	\$90.00	
				) 22	Carmel Hills	Balance t	New Time En	LABOUR	Standard Labour C	Greg Manning	None	None	17/06/2015	\$45.00	2	\$90.00	
			<b>(</b>	) 22	Courtney Sindair	Balance t	New Time En	LABOUR	Standard Labour C	Greg Manning	None	None	17/06/2015	\$45.00	2	\$90.00	
				) 22	Craig Findlater	Balance t	New Time En	LABOUR	Standard Labour C	Greg Manning	None	None	17/06/2015	\$45.00	2	\$90.00	
			C	) 22	Internet Sales	Balance t	New Time En	LABOUR	Standard Labour C	Greg Manning	None	None	17/06/2015	\$45.00	2	\$90.00	
			C	) 22	Harrison Williams	Balance t	New Time En	LABOUR	Standard Labour C	Greg Manning	None	None	17/06/2015	\$45.00	2	\$90.00	
			C	) 22	David Cranston	Balance t	Balance the	LABOUR	Standard Labour C	Greg Manning	None	None	15/06/2015	\$45.00	8.5	\$382.50	
			<b>V</b>	22	Greg Manning	Balance t		BATCHA01	Battery Charger	Greg Manning	None	None	17/06/2015	\$79.20	2	\$158.40	
		~ D	DANIEL PA	AYNE (Total	: \$326.25)												
			ASSEN	IBLE RACE	CAR (Total: \$326.25	5)											
				) 14	Greg Manning	Put toge	Put together	LABOUR	Standard Labour C	Exo Business Admi	None	None	17/06/2015	\$45.00	7.25	\$326.25	v
			27													\$2723.65	
		Refre	sh a	Print -	Backup 👻									Validate	Post	Close	
	-	-	/														
Refresh Ti	me Lis	t	/		Print Tim	ne List											
		1			N												

#### Validate the Time Entries.

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.

Post Summary Duration: 0 sec 24 time ent 3 disburser Total valida	conds tries passed validation wi nents passed validation v ated: \$2723.65	th a total of \$25 vith a total of \$1	i46.25. L77.40.				Post Summary
Cost Type	Date	Price	Quantity	Total		5	
						•	
None	17/06/2015	\$45.00	0.25	\$11.25	~		
None	17/06/2015	\$45.00	0.75	\$33.75	~		
None	17/06/2015	\$9.00	1	\$9.00	~		
None	17/06/2015	¢50.00	0.25	¢12.50			
None	17/06/2015	\$50.00	2.25	\$12.50			
None	17/06/2015	\$50.00	2.25	\$112.50			
None	17/06/2015	\$50.00	2.75	\$137.50			
None	17/06/2015	\$50.00	2.25	\$112.50	3		
None	17/06/2015	\$50.00	2.25	\$112.50	Ĵ	N	<b>Confirmed Validated</b>
None	17/06/2015	\$50.00	2.25	\$112.50	Ż		N
None	17/06/2015	\$10.00	1	\$10.00	~	■	
None	25/06/2015	\$45.00	1.5	\$67.50	~		
None	25/06/2015	\$45.00	0.5	\$22.50	~	-	
				\$2723.65			
		• Validate	Post	Clo	ose		
	Validate						
		V					

Click the Post Button to Post from TimeTrak to MYOB Exo.

	\$:	2723.65
Validate	Post	Close
Post To Exo		

Read through the warning and confirm by clicking on YES

TimeTrak /	Administrator Console
8	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 post 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 will have a solid green tick beside them.

st Options	s									Post Summary				
riod:	July 2015				-					Duration: 4 sec	onds			
Ciltor bu	data sana		06/201E = to	20/06/2015	-					() 24 time ent	tries posted with a total o	f \$2546.25.		
Filter by	uate rang	e: 1/	06/2013 + 10	30/06/2015	*					3 dichursen	nents posted with a total	of \$177.40		
Lock the	period aff	ter post								Tatal assta	d to Myon Fuer to 200 c	-		
Lock nor	n-chargabl	e time en	tries after post							V Total poste	to MITOB EX0: \$2723.6	5		
Only pos	st verified	time entr	ies & disbursements											
Only pos	st complete	ed days												
There are	e 6 time er	ntries bef	ore 1/06/2015 that	haven't been po	osted to MYOB Ex	0.								
	Job	No 🔺	User	Task	Narration	Stock Code	Stock Description	Job Manager	Cost	Cost Type	Date	Price	Quantity	Total
✓ JAME	S BARRY	(Total:	\$0.00)											
~ II	ISTALL A	ND CON	FIGURE (Total: \$0	.00)										
		2042	Greg Manning	Service o		LABOUR	Standard Labour C	Exo Business Admi	None	None	17/06/2015	\$45.00	0.25	\$11.25
	Chyperbolic     Constraint     Service o     LABOUR     Standard Labour C     Exo Business Admi     None     No       C     2042     Greg Manning     Service o     ;keno[SDn w     LABOUR     Standard Labour C     Exo Business Admi     None     No								None	17/06/2015	\$45.00	0.75	\$33.75	
		2042	Greg Manning	Service o	sdfgar trh sr	FREIGHT	Freight	Exo Business Admi	None	None	17/06/2015	\$9.00	1	\$9.00
MAR	K LAWREI	NCE (Tot	tal: \$0.00)											
м <b>В</b>	I-ANNUA	L SERVI	CE (Total: \$0.00)											
		33	Greg Manning	None	No frikken	LABOUR	Standard Labour C	B TimeTrak Administra	ator Conso	ble		23 DO	0.25	\$12.50
		33	Greg Manning	Major Se	Testing th	LABOUR	Standard Labour C	E TimeTru	k data ba	a boop posted to MV	OR Eva	00	2.25	\$112.50
		33	Bruce Bowden	Major Se	Testing th	LABOUR	Standard Labour C	E D IIIIerra	ik uata na	s been posted to Mi	IOB EXU.	po	2.25	\$112.50
		33	Carmel Hills	Major Se	Testing th	LABOUR	Standard Labour C	B Summar 24 time	y: entries w	ere posted to MYOB	Exo with a total of \$254	5 25 00	2.75	\$137.50
		33	Courtney Sinclair	Major Se	Testing th	LABOUR	Standard Labour C	B 3 disbu	sements	were posted to MYO	B Exo with a total of \$17	7.40. 00	2.25	\$112.50
		33	Craig Findlater	Major Se	Testing th	LABOUR	Standard Labour C	E		OK		00	2.25	\$112.50
		33	Kristine Watson	Major Se	Testing th	LABOUR	Standard Labour C	E		OK		po	2.25	\$112.50
		33	Greg Manning	None	zcbngfbgbth	FREIGHT	Freight	Bridget Hairweather	None	None	17/06/2015	\$10.00	1	\$10.00
TREN	T TALBOT	(Total	\$0.00)											
✓ В	REAK FIX	(Total:	\$0.00)											
		32	Greg Manning	Testing r	Testing recur	LABOUR	Standard Labour C	Exo Business Admi	None	None	25/06/2015	\$45.00	1.5	\$67.50
		32	Greg Manning	Testing r	BrettTalbotBr	LABOUR	Standard Labour C	Exo Business Admi	None	None	25/06/2015	\$45.00	0.5	\$22.50
(	<b>D</b>													\$0.00
efresh		rint	Backup									Validate	Poet	Close
enesn		init.	backup +									valiuate	Post	Close

Click CLOSE to shut down the posting screen.

# **MYOB Exo Job Costing**

These entries are now in the Exo Job Costing system.

You can see this by going into the Timesheet Tab of one of the Jobs that was exported. The narration will be in the narration in Exo (looks like a Notepad icon)

		Job Details				- 🗆 🗙
File Navigate Utilities Help						0
🗄 🐚 New 🛛 💷 🕞 Save 🔹 🛃 Sa <u>v</u> e & Exit	🛛 🗙 <u>C</u> ancel 🛛 🚔 <u>P</u> rint 🕞 🕅	I 🔹 🕨 🕅 🛛 🔂 Senc	l <u>A</u> ll to Invoice 🛛 🐴 🖣	🛛 🖹 Сору		
Job No: 2042 - INSTALL AND CONFIGURE		Aco	ount: 7. JAMES BARRY			
Detai	Purchases Invoice Analysis Docum	ments History Notes Billi	ng Schedule Activities			
She Worked on the engine, very dirty. Hoses blocked	Invoiced Cancelled Written-	off	[	Hide Kit Component	ts	Filter 🍸 🔻
	Code	Details	Cost Sell	Start date	End date	Hours Line 1 🔨
C042 GREG MANNI	ING LABOUR	STANDARD LABOUR	\$18.00 \$45.00	17.06.2015	17.06.2015	0.25
GREG MANNI	ING LABOUR	STANDARD LABOUR	\$18.00 \$45.00	17.06.2015	17.06.2015	0.75

From here the final stage is to invoice them through to Debtors. (we do not do this stage for fixed fee jobs, only charge up jobs)

There are two ways to invoice the Jobs, one is to go to the Invoice tab on the Job, and invoice it using the 'INVOICE JOB' button, manually.

								h	nvoice.	Job	
			Job D	etails						- 🗆 🛛	
File Navigate Utilities Invoice Help								/		0	D
New 🛛 1234 🚽 Save 🖉 🚰 Sa <u>v</u> e & Exit	🗙 <u>C</u> ancel 🔢 🖨 <u>P</u> rir	nt 👻 🕅	<b>♦ ♦ </b>	🎦 Create	Asset 👻 🕯	) 🤣 🖗 🚺	📃 Invoice Jo	• •			
Job No: 2042 - INSTALL AND CONFIGURE				Accou	nt: 7. JAME:						
Details Quote/Budget Timesheets Costs Pur	chases Invoice Analy	sis Documer	nts History I	Notes   Billing	Schedule A	ctivities					
Show Ready To Invoice V Work in Progres	ss 🗌 Invoiced	Ca	ancelled	Writ	tten-off	🗌 Hide Ki	t Components			Filter 🍸 🔻	
Job Code Code	Description	Quantity	Cost	Line Cost	Sell	Line Total Price	Disc (%)	Mark up	Status	Invoiced Sta 🔨	
✓ 2042 LABOUR	STANDARD LABOUR	0.25	\$18.00	\$4.50	\$45.00	\$11.25	0.0%	150.00%	Read	\$0.00 17.	
✓ 2042 LABOUR	STANDARD LABOUR	0.75	\$18.00	\$13.50	\$45.00	\$33.75	0.0%	150.00%	Read	\$0.00 17.	
✓	FREIGHT	1	\$0.00	\$0.00	\$9.00	\$9.00	0.0%	0.00%	Read	\$0.00 17.	

#### This will pop up a Debtor Invoicing screen

Invoice Payments	/ Delivery												
Account: 7. JAMES	BARRY							Salespers	on: 2. DAVID C	RANSTON		<u>G</u> ST I	Included: 🗌
Invoice <u>d</u> ate:	20.07.2015	-	Customer order no:			Age:	0	. July 2015	¥	Campaign Wave	:		
Payment due:	20.07.2015		Invoice no:			NZD:			1	Opportunity:			
<u>R</u> eference:	2042		Location:	5. WIP	$\sim$	Branch:	0.	AUCKLANE	) v				
Stock Code		Descriptio	n		Qty	@Price		Disc(%)	Total	Batch Code	Options	Analysis Codes	Job Code
LABOUR		STANDAR	D LABOUR CHARGE		0.2	5	45.00	0.0	11.2	5			2042
LABOUR		STANDAR	D LABOUR CHARGE		0.7	5	45.00	0.0	33.7	i			2042
FREIGHT		FREIGHT			1.0	0	9.00	0.0	9.00	)			2042

For auditing purposes run the Job Costing Reports - Work in Progress

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This report should show totals that have been added from TimeTrak onto Jobs.

				MY	OB EXO Jo	ob Costing
tions	<u>R</u> ep	orts	<u>U</u> tilities	<u>S</u> etup	<u>H</u> elp	
		Clar	rity Report	Designer		
5		Job	Analysis			
		Job	Status			
_		Wo	rk In Progr			
		Lab	our/Resou	rce Analy	sis	Centre
		Jobs	s with Invo	rges		
		Jobs	s with no li	nvoices/C	Charges	
₹.		Job	Transactio	on Report		
ols		Mas	ster Details	report		
		Job	Cost Repo	rt		NESS ADMIN A
		Pure	chases List	ing by Jo	bs	onday, 20 July
		Job	Cost Sum	mary		
8		Job/	/Quote Co	mparison	n	
		Job	Resource	Allocation	n	
9	00	K				

### **Job Invoice Batch Engine**

The second way to invoice it 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

*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.



copy.

Exoso	ft Job Invoice Batch Engine	×
Job Invoice Batch Choose a database co	Engine onnection to enter the system.	3.8.2020.5
Database:	Your Database Connection	•
User:	EXO BUSINESS ADMIN ACCOUNT	-
Password:		
Login	Close	

Once you have logged in the following screen will appear.

Exo	soft Job Invoice Batch En	igine – 🗆 🛛
File Options Help		Motopartz.co.nz
Job Selection Settings		
Select the debtor/stock period: Select the invoice/write-off date:	July 2015 - 31/07/2015 -	
Search By Status Search By Job		
<ul> <li>Job header due date up to:</li> <li>Job transaction dates up to:</li> <li>Job value - invoice value &gt;</li> <li>Job Line Status:</li> <li>Ready to Invoice</li> <li>Ready to Invoice or Work in Pro-</li> </ul>	ogress	
Job Statuses: CANCELLED FINISHED IN PROGRESS NEW JOB QUOTE SCHEDULED	Job Types: MINOR SERVICE MAJOR SERVICE FLEET SERVICE REPAIR/MAINTENANCE ASSEMBLY/BUILD 5,000KM SERVICE 10,000KM SERVICE 20,000KM SERVICE 30,000KM SERVICE	Job Categories: DOMESTIC COMMERCIAL INSURANCE WARRANTY
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 stop 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 has been setup to send charge up jobs to Exo with a status of Ready to Invoice, you should select Ready to Invoice or Work in Progress as this is a good 'catchall' to get any job transactions that maybe didn't come from Timetrak.

This would most likely be from a purchase order.

bs												
1	Master Job	Job Code	Job No	Status 👻	Acc No	Client	Title	Ready To Invoice	Work In Progress	Total	Inv	voiced
$\mathbf{A}$	2041	2041	2041	SCHEDULED	29	TRENT TALBOT	Testing invoicing	\$0.00	\$2218.75	\$2218.75	\$	45.00
$\checkmark$	3	3	3	SCHEDULED	11	OWEN DENTON	MINOR SERVICE SVJ-625	\$0.00	\$1322.92	\$1322.92		\$0.00
$\checkmark$	27	43	43	SCHEDULED	10	NIGEL EMERSON	SERVICE MAH756	\$0.00	\$0.00	\$0.00	\$3	75.00
$\checkmark$	22	NEW TYRES	22	SCHEDULED	5	D & C PANELBEATERS	NEW TYRES	\$0.00	\$1768.28	\$1768.28	\$126	13.60
$\checkmark$	4	10	10	QUOTE	12	PAUL HOLLAND MOTORS	30,000KM WARRANTY SERVICE - PLJ	\$0.00	\$806.90	\$806.90		\$0.00
$\checkmark$	15	15	15	QUOTE	0	CASH SALES	ROADWORTHY TEST	\$0.00	\$1221.61	\$1221.61		\$0.00
$\checkmark$	17	17	17	QUOTE	0	CASH SALES	NEW TYRES	\$0.00	\$11.25	\$11.25		\$0.00
$\checkmark$	16	16	16	QUOTE	0	CASH SALES	CUT AND POLISH	\$0.00	\$2925.18	\$2925.18		\$0.00
$\checkmark$	32	32 BREAK FIX	32	NEW JOB	29	TRENT TALBOT	BREAK FIX	\$0.00	\$135.00	\$135.00		\$0.00
$\checkmark$	24	GENERAL-OD	24	NEW JOB	11	OWEN DENTON	GENERAL SERVICE	\$0.00	\$762.50	\$762.50		\$0.00
$\checkmark$	28	28	28	NEW JOB	24	DOROTHY HEDGES	ENGINE BUILD	\$0.00	\$784.05	\$784.05		\$0.00
$\checkmark$	28	29	29	NEW JOB	24	DOROTHY HEDGES	BRAKES	\$0.00	\$60.00	\$60.00		\$0.00
$\checkmark$	4	4	4	IN PROGRESS	12	PAUL HOLLAND MOTORS	PAUL HOLLAND MOTORS FLEET SERV	\$22.50	\$0.00	\$22.50		\$0.00
$\checkmark$	4	9	9	IN PROGRESS	12	PAUL HOLLAND MOTORS	30,000KM WARRANTY SERVICE - KLS	\$0.00	\$517.76	\$517.76		\$0.00
$\checkmark$	4	8	8	IN PROGRESS	12	PAUL HOLLAND MOTORS	20,000KM WARRANTY SERVICE - HG	\$0.00	\$269.66	\$269.66		\$0.00
$\checkmark$	4	6	6	IN PROGRESS	12	PAUL HOLLAND MOTORS	10,000KM WARRANTY SERVICE - QB	\$0.00	\$314.59	\$314.59	\$2	03.17
$\checkmark$	4	5	5	IN PROGRESS	12	PAUL HOLLAND MOTORS	10,000KM WARRANTY SERVICE - QB	\$0.00	\$528.41	\$528.41		\$0.00
$\checkmark$	4	12	12	IN PROGRESS	12	PAUL HOLLAND MOTORS	10,000KM WARRANTY SERVICE - IUJ	\$269.66	\$8364.65	\$8634.31		\$0.00
$\checkmark$	42	42	42	IN PROGRESS	11	OWEN DENTON	Paint Car	\$0.00	\$386.00	\$386.00		\$0.00
$\checkmark$	27	27	27	IN PROGRESS	10	NIGEL EMERSON	General Service	\$0.00	\$633.52	\$633.52		\$0.00
$\checkmark$	31	31	31	IN PROGRESS	28	MARY-ANNE GILBY	FULL SERVICE - IP987	\$0.00	\$37.50	\$37.50		\$0.00
$\checkmark$	30	30	30	IN PROGRESS	28	MARY-ANNE GILBY	FULL SERVICE - IP987	\$0.00	\$611.25	\$611.25		\$0.00
$\checkmark$	38	37	37	IN PROGRESS	8	MARK LAWRENCE	TEST1	\$0.00	\$200.00	\$200.00		\$0.00
								\$292.16	\$43775.34	\$44067.50	\$150	36.77
								I.	Л			
voice C	hecked Jobs	Evened/C-ll									Drint	0

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

0			F	PAUL HOLLA	AND MOTORS	- 30,000KM W	ARRANT	Y SERVIC	CE - PLJ-231			- 🗆 ×
Job	Description:										*	
	Ready To Invoice	🗹 Work In Prog	ress [	Invoiced	🗌 Written O	ff 🗌 Cancell	ed				Timesheets & Co	sts 🔻
	\$0.00	\$806	5.90	\$0.00	\$0.0	0						
Dra	ag a column heade	r here to group by t	that column									
	Staff Name	Stock Code	e	Description		Unit	Cost L	Unit Price	Trans Date	End Date	e Quantity	Line Tot
٩												
•	CRAIG FINDLATER	LABOUR 15	5	LABOUR - TIM	IE AND A HALF	\$2	2.00	\$50.00	13/07/2015	13/07/201	5 6.50	\$325.0
	CRAIG FINDLATER	BEASEP01		BEARING SEP	ARATOR	\$3	9.95	\$48.19	13/07/2015	15/07/201	5 10.00	\$481.9
											10.00	t005.00
4								5			16.50	\$806.90
×	🗹 [Status] In ('C	2")										Edit Filter
s	et Line #	Up Down	Print				%	Ready	7 To Invoice Total: \$0.	00	Save	Close
Selec	cted Totals	Total Qty:	6.5	0 Total Cost:	\$143.00	Total Revenue:	\$325.	00 Tota	I Revenue Inc Gst:	\$373.75	Total Gst:	\$48.75
2 job	transactions fou	nd.										

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

	lobs								
Dr	ag a co	lumn header he	re to gr	oup by tha	t column				
		Master Job	Job Co	de	Job No	Status	•	Acc No	Clier
٩									
	$\checkmark$	2041	2041		2041	SCHEDUL	ED	29	TRE
	$\checkmark$	3	3		3	SCHEDUL	ED	11	ow
	$\checkmark$	27	43		43	SCHEDUL	ED	10	NIG
	$\checkmark$	22	NEW T	YRES	22	SCHEDUL	ED	5	D &
Þ		4	10		10	OUOTE		12	PAU
	$\checkmark$	15	15	Ope	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	Dec	elect All	В		29	TRE
	$\checkmark$	24	GENER	Des	CIECT AII	в		11	ow
	$\checkmark$	28	28	Set Lines As   Ready To I			Invoice 4	DOF	
	$\checkmark$	28	29	Refresh Work In Pr			rogress 4	DOF	
	$\checkmark$	4	4		4	IN PROG	Written O	ff 2	PAU
	$\checkmark$	4	9		9	IN PROG	Cancelled	2	PAU
	$\checkmark$	4	8		8	IN PROG	100		PAU
		4	6		6	IN PROGE	RESS	12	PAU

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 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.

0	Job Batch Invoice Engine ×								
?	JIBE will now invoice 2 job(s) Details								
	Invoice Date:	31/07/2015							
	Debtor/Stock Period:	July 2015							
	Job Status After Invoicing:	No Change 🔹							
	Branch Assignments								
	Time Entries: Other Costs:	Job Job							
	TimeTrak Disbursements:	Job							
	Are you sure you want to co	ontinue?							
	Yes	No							

This would be relevant if they were say warranty Jobs and you want to set them to 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'.* 

0			Invoice Job	SC	-	
		Client	Job Code	Title	Tota	al Invoiced
-	•	PAUL HOLLAND MOTORS	4	PAUL HOLLAND MOTORS FLEET SERVICE		\$22.50
×	:	PAUL HOLLAND MOTORS	12	10,000KM WARRANTY SERVICE - IUJ-854		\$269.66
						\$292.16
					Print	Close
					Print	ciose
1 job(s	s) wer	e invoiced successfully.				

You can now generate the actual printed invoices from Exo in Invoice Batch Printing.

### **Print or Email Invoices**

Back in MYOB Exo you can click into the Reports Menu and select Debtor Reports - Debtor Invoice Batch Printing.

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-0
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× Recen
<b>⊿</b> - <b>8</b> 7

Push the Load button to select all the invoices just created, you will need to set the date range correctly also. Also note the "Unprinted Only" tick, this should be on so that you don't reprint other Debtor Invoices that were created via Sales Orders etc.

Invoice Batch Printing										
File Help								0		
Load 😓 Print All 🖨 Print 🔒 Mailshot										
From Date:	✓ 20.07.2015 ∨	From Inv N	o: 2010	From A/c No:						
To Date:	✓ 31.07.2015 ∨	To Inv No:	2037	To A/c No:						
Include I	nvoices to Branch Acco	ounts	✓ Exclude	If Already Printed	Exclude If Already Emailed	ł				
Invoice Num	ber List to Print (separ	ate by commas	s)							
			*							
Account Groups     Custom Filter SQL       TRADE     RETAIL       FOREIGN     Custom Filter SQL										
#	Transdate	Invno	Accno	Name	Amount	Alphacode	Post Code			
1382	20.07.2015	2010	5	5. D & C PANELBEATERS	\$642.56	DCPAN01				
1384	20.07.2015	2011	5	5. D & C PANELBEATERS	\$435.56	DCPAN01				
1386	20.07.2015	2012	5	5. D & C PANELBEATERS	\$435.56	DCPAN01	1001			
1388	20.07.2015	2013	29	29. TRENT TALBOT	\$51.75	IRETAL01	1001			
1390	20.07.2015	2014	5	5. D & C PAINELDEATERS	\$504.21	DCPANU1				
1391	20.07.2015	2015	5	5. D & C PANELBEATERS	\$720.19	DCPAN01		——		
<			<u> </u>		÷. 20115		1	>		

Once the selection looks right, click the 'Print All' button and the range of invoices will print. If Invoices are to be emailed run the Mailshot function.

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You are finished!