



## **TimeSheet Manager Altering Posted Time**

User guide  
2017

*The purpose of this whitepaper is to give users and overview of two new features in TimeSheet Manager 'Change Labour code' and 'Split row' available in TimeTrak versions 3.2.48 onwards.*

These new features allow TimeSheet Manager users to change the labour COST of already posted time entries in order for timesheets to export to payroll correctly and the cost against the job to be correct.

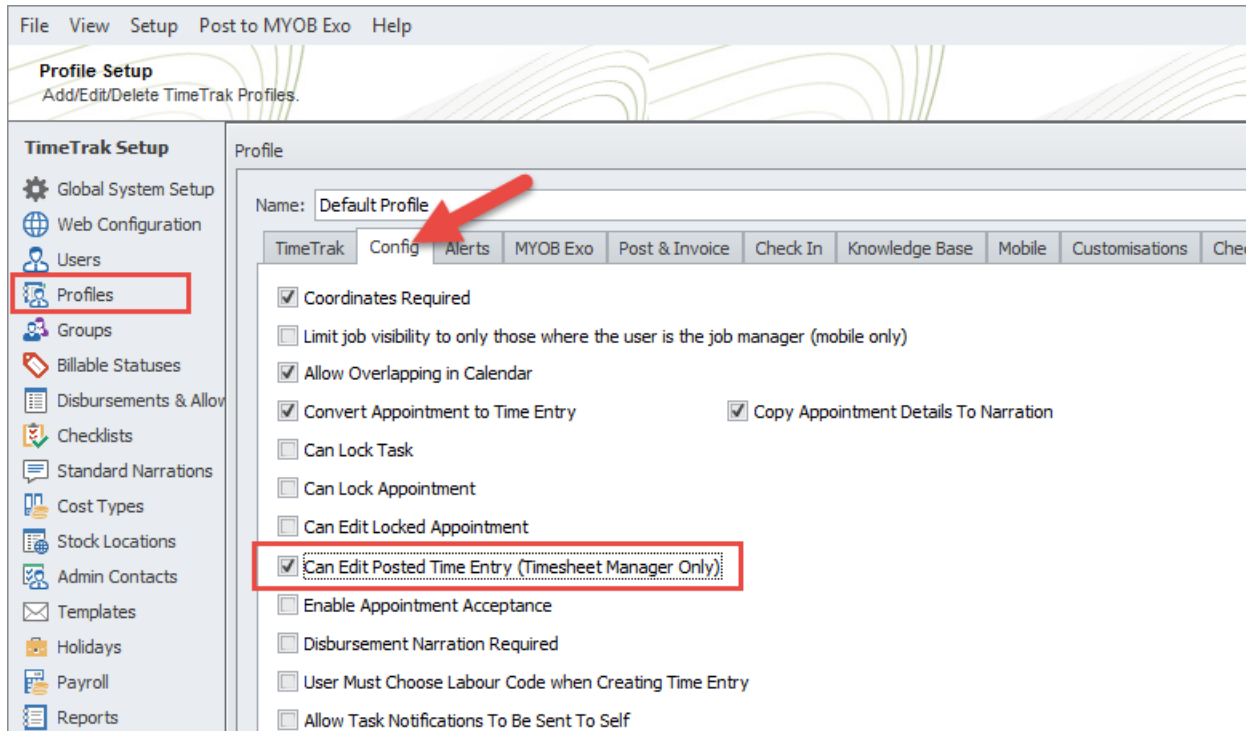
Please note: You will need your TimeTrak consultant to enable the below beta features.

-Roster Class Feature

-Split Line Fields

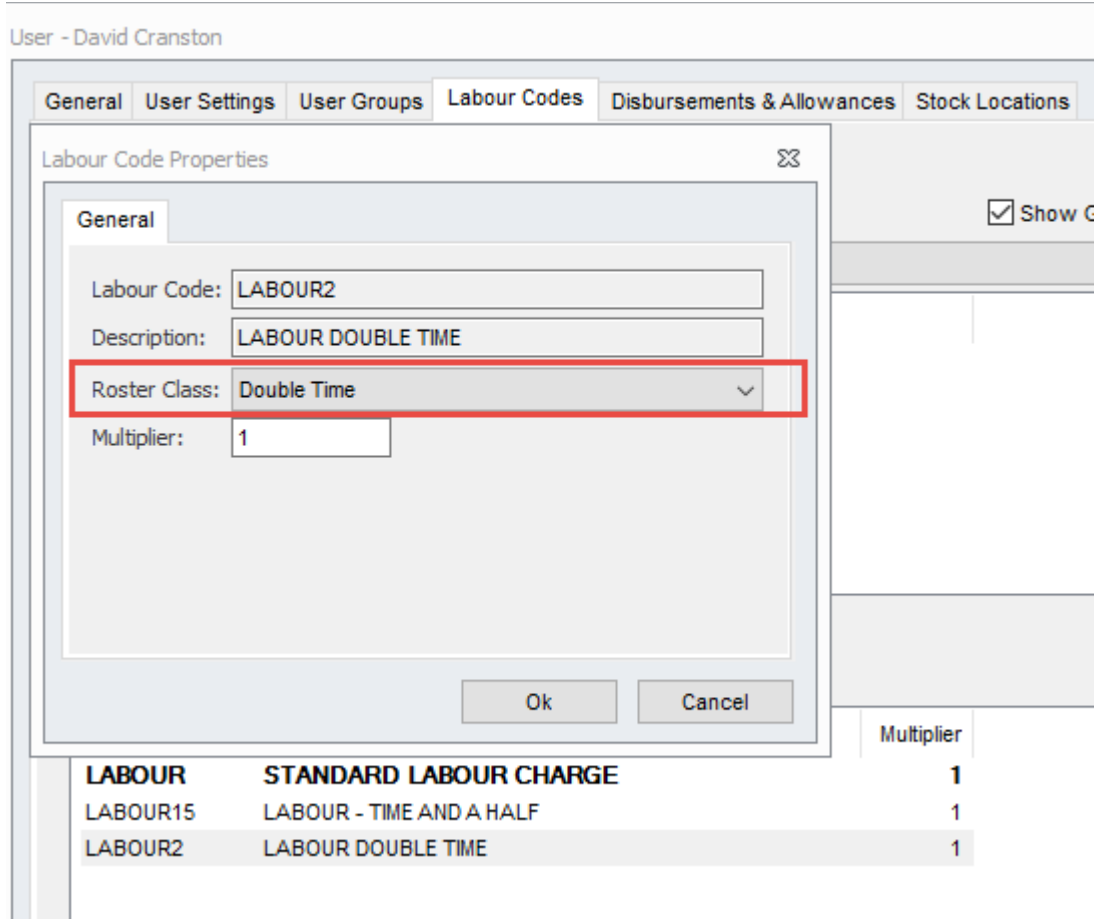
Both 'Split row' and 'Change labour code' are Profile permission based features.

This is set against the users' profile in the Admin Console as per below:



The Roster Class then needs set up against each users' labour codes as per below in the Admin Console:

These will denote the order of the splitting of the lines and which labour code it will default to.



### Split Row

A working an example of 'Split row' is:

The time has already been 'posted' from TimeTrak to Exo Job Costing and is sitting on the job as per below:

This could be due to David being a TimeTrak Mobile user who posts his time as he completes it.

Job No: 15 - ROADWORTHY TEST		Account: 0. CASH SALES		Job Progress OK							
Details		Quote/Budget	Timesheets	Costs	Purchases	Invoice	Analysis	Documents	History Notes	Billing Schedule	Activities
Show <input type="checkbox"/> Ready To Invoice <input checked="" type="checkbox"/> Work in Progress <input type="checkbox"/> Invoiced <input type="checkbox"/> Cancelled <input type="checkbox"/> Written-off <input type="checkbox"/> Hide Kit Components <span style="float: right;">Filter </span>											
Job Code	Staff Name	Code	Details	Cost	Sell	Start date	End date	Hours	Line	Total	Price
15	DAVID CRANSTON	LABOUR	STANDARD LABOUR ...	\$18.00	\$45.00	20.01.2017	20.01.2017	2		\$90.00	

Although this is what the client is going to be, or already has been billed, Payroll requires one of these hours to be time and a half in order for the export from TimeTrak to payroll to be correct. The 'cost' of the job also needs to be updated to reflect this.

Within TimeSheet Manager, right click on the time entry you wish to amend, select 'Split row' as per below:

Time Entries for David Cranston on 20/01/2017.

Status	Time Analysis	Job Code	Job Name	Client	Hours	Labour Code	Rate	Options
Billable		15	ROADWORTHY TEST	CASH SALES	2	LABOUR	\$45.00	
Billable		16	CUT AND POLISH	CASH SALES	2.75	LABOUR	\$45.00	
Billable		PB1	MULTI PHASE PROGRESS	CASH SALES	3.75	LABOUR	\$45.00	

Below will appear, showing that the time is currently 'standard labour'

Job Code	Job Name	Client	Hours	Labour Code	Rate	Options	Disburs
15	ROADWORTHY TEST	CASH SALES	2	LABOUR	\$45.00		
16	CUT AND POLISH	CASH SALES	2.75	LABOUR	\$45.00		
PB1	MULTI PHASE PROGRESS BIL	CASH SALES	3.75	LABOUR	\$45.00		

Overtime

Standard Labour Charge

Labour - Time And A Half

Labour Double Time

OK Cancel

Because we need to change one hour to time and a half, we just update the fields as per below

Overtime

Standard Labour Charge

Labour - Time And A Half

Labour Double Time

OK Cancel

As per below the change in the time entry is now reflected. The hour of time and half is required to be 'posted'.

Press OK to save the change.

Time Entries for David Cranston on 20/01/2017.

Status	Time Analysis	Job Code	Job Name	Client	Hours	Labour Code	Rate
Billable		15	ROADWORTHY TEST	CASH SALES	1	LABOUR	\$45.00
Billable		15	ROADWORTHY TEST	CASH SALES	1	LABOUR15	\$55.00

In the 'Ready to post' tab we now have the day with the changes we have made as per below:

Date Range: 20/01/2017 to 20/01/2017 Refresh Find Employee:

Unallocated Days Ready to Post Posted/Locked

Date	Date	Billable	Non Billable	Total
TimeTrak				
Administrators				
David Cranston	20/01/2017	8.50	0.00	8.50

Drilling into the day, we can see the time entry that we created earlier needs posted as there is no 'posted' icon in the left hand side.

TimeTrak: TimeSheet Manager

Time Entries for David Cranston on 20/01/2017. Hours Required: 7.50 Allocated: 8.50 Unallo

Status	Time Analysis	Job Code	Job Name	Client	Hours	Labour Code	Rate
Billable		15	ROADWORTHY TEST	CASH SALES	1	LABOUR	\$45.00
Billable		15	ROADWORTHY TEST	CASH SALES	1	LABOUR15	\$55.00
Billable		16	CUT AND POLISH	CASH SALES	2.75	LABOUR	\$45.00
Billable		PB1	MULTI PHASE PROGRESS BIL	CASH SALES	3.75	LABOUR	\$45.00

Click Post to MYOB Exo

Date Range: 20/01/2017 to 20/01/2017 Refresh Find Employee: Find

Unallocated Days Ready to Post Posted/Locked Post to MYOB Exo

Date	Date	Billable	Non Billable	Total
TimeTrak				
Administrators				
David Cranston	20/01/2017	8.50	0.00	8.50

Complete your normal posting procedures and post the time entry:

Post to MYOB Exo

Post Options

User Type: All Users

Period: January 2017

Filter by date range: 20/01/2017 to 20/01/2017

Lock the period after post

Lock non-chargeable time entries after post

Only post verified time entries & disbursements

Only post completed days

	User	Job...	Job ...	Stock Description	T... ▲	Date	Price	Quantity	Total	
CASH SALES (Total: \$55.00)										
ROADWORTHY TEST (Total: \$55.00)										
<input checked="" type="checkbox"/>	Time Entry	David Cranston	15	Dom...	Labour - Time And A Half	None	20/01/2017	\$55.00	1	\$55.00
									\$55.00	

1 | \$55.00

Refresh Print Backup Validate Post Close

Against the job, there is still the original time entry of two hours at standard labour which is what will be invoiced to the client.

However there are also two additional lines that have been *written off*.

One negative line, reversing one hour at standard labour, and one positive line at the new time and a half rate.

As per below the cost of the job reflects what it actually cost due to paying time and half labour but what the client is billed is not changed at all.

Job No: 15 - ROADWORTHY TEST Account: 0. CASH SALES

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

Show  
 Ready To Invoice  Work in Progress  Invoiced  Cancelled  Written-off  Hide Kit Components

	Job Code	Staff Name	Code	Details	Cost	Sell	Hours	Start date
	15	DAVID CRANSTON	LABOUR	STANDARD LABOUR ...	\$18.00	\$45.00	2	20.01.2017
	15	DAVID CRANSTON	LABOUR 15	LABOUR - TIME AND ...	\$22.00	\$0.00	1	20.01.2017
	15	DAVID CRANSTON	LABOUR	STANDARD LABOUR ...	\$18.00	\$0.00	-1	20.01.2017

**Total Hours: 2.00**    **Total Cost: \$40.00**    **Sub total: \$90.00**    **Markup: 125.00%**    **Margin: 55.56%**  
**GST total: \$13.50**  
**Total Price: \$103.50**

## Change Labour Code

Change labour code follows the same process as Split rows but allows Timesheet Manager users with the correct permissions to change an entire time entry to a different labour code.

A working example of this is as per below, David has worked six hours on a Saturday.

Date Range: 21/01/2017 to 21/01/2017 Refresh Find Employee: Find

Unallocated Days Ready to Post Posted/Locked

Date	Date	Billable	Non Billable	Total
TimeTrak Administrators David Cranston	21/01/2017	6.00	0.00	6.00

TimeTrak: TimeSheet Manager

Time Entries for David Cranston on 21/01/2017. Hours Required: 0.00 Allocated: 6.00 Unallocated: 0.00

Status	Time Analysis	Job Code	Job Name	Client	Hours	Labour Code	Rate	Options	Di
Billable		10	30.000KM WARRANTY SERVIC	PAUL HOLLAND MOTORS	6	LABOUR	\$45.00		

The time entry has been posted to the job:

Sub-job No: 10 - 30,000KM WARRANTY SERVICE - PLJ-231					Account: 12. PAUL HOLLAND MOTORS			Quoted price	
of Master Job: 4 - PAUL HOLLAND MOTORS FLEET SERVICE									
Details   Quote/Budget   Timesheets   Costs   Purchases   Invoice   Analysis   Documents   History Notes   Billing Schedule   Activities									
Show									
<input type="checkbox"/> Ready To Invoice <input checked="" type="checkbox"/> Work in Progress <input type="checkbox"/> Invoiced <input type="checkbox"/> Cancelled <input checked="" type="checkbox"/> Written-off <input type="checkbox"/> Hide Kit Components <input type="button" value="Filter"/>									
	Job Code	Staff Name	Code	Details	Cost	Sell	Hours	Start date	End date
<input type="checkbox"/>	10	DAVID CRANSTON	LABOUR	STANDARD LABOUR ...	\$18.00	\$45.00	6	21.01.2017	21.01.2017

However, David needs to be paid double time for working on a Saturday. The cost to the client does not change (Standard labour) but payroll needs to reflect double time as well as the cost of the job.

In TimeSheet Manager, right click on the line and select 'Change Labour Code' as per below

Unallocated Days		Ready to Post		Posted/Locked	
Date		Date	Billable	Non Billable	Total
TimeTrak					
Administrators					
David Cranston					
		21/01/2017	6.00	0.00	6.00

Time Entries for David Cranston on 21/01/2017.					Hours Required: 0.00		Allocated: 6.00		Unallo
Status	Time Analysis	Job Code	Job Name	Client	Hours	Labour Code	Rate		
<input type="checkbox"/> Billable		10	30.	ND MOTORS	6	LABOUR	\$45.00		

- Insert Time Entry Row
- Insert Disbursement Row
- Split Row
- Change Labour Code
- Delete Row

The labour code selection will appear, select the labour code that applies. In this example double time. Click OK



Time Entries for David Cranston on 21/01/2017. Hours Required: 0.00 Allocated: 6.00 Unallo

Status	Time Analysis	Job Code	Job Name	Client	Hours	Labour Code	Rate
Billable		10	30,000KM WARRANTY SERVIC	PAUL HOLLAND MOTORS	6	LABOUR	\$45.00

Labour Code Selection

- STANDARD LABOUR CHARGE
- LABOUR - TIME AND A HALF
- LABOUR DOUBLE TIME

OK Cancel

The original time entry will appear in red with a message 'This time entry is marked for deletion'  
With the new time entry at the new labour code below

If you are happy with your chnages press Save

TimeTrak: TimeSheet Manager

Time Entries for David Cranston on 21/01/2017. Hours Required: 0.00 Allocated: 6.00 Unallo

Status	Time Analysis	Job Code	Job Name	Client	Hours	Labour Code	Rate
✘	Billable	10	30,000KM WARRANTY SERVIC	PAUL HOLLAND MOTORS	6	LABOUR	\$45.00
			30,000KM WARRANTY SERVIC	PAUL HOLLAND MOTORS	6	LABOUR2	\$45.00

This time entry has been marked for deletion.

In TimeTrak Professional, when we view the time entry it now shows the time entry at double time  
(there is no reference to the original time entry at standard time).

Client: Paul Holland Motors [View Client](#)  
 Job: 10 - 30,000Km Warranty Service - Plj-231 [View Job](#)

**General** | Disbursements (0) | Activity (1)

Start Time: 21/01/2017 8:30 AM  Fill Day  Split Over Entries  
 End Time: 21/01/2017 2:30 PM Hours: 6.00  Split Over Breaks  
 Status: Billable  
 User: David Cranston  
 Labour Code: Labour Double Time (LABOUR2)  
 Cost Group: None  
 Cost Type: None  
 Rate: Internet: \$45.00  Other Rate  
 Billing Query  
 Order No  
 Narration: [Load Std Narration](#)

Note: This time entry will be created for David Cranston.

The updated time entry is sitting in 'Ready to post' waiting to be posted to Exo.

Date Range: 21/01/2017 to 21/01/2017 Refresh Find Employee:  Find

Unallocated Days Ready to Post **Posted/Locked** Post to MYOB Exo

Date	Date	Billable	Non Billable	Total
TimeTrak				
Administrators				
David Cranston	21/01/2017	6.00	0.00	6.00

Complete your normal posting procedures and post the time entry:

Post to MYOB Exo

**Post Options**

User Type: All Users

Period: January 2017

Filter by date range: 21/01/2017 to 21/01/2017

Lock the period after post

Lock non-chargable time entries after post

Only post verified time entries & disbursements

Only post completed days

**Post Summary**

Duration: 0 seconds

🕒 1 time entries passed validation with a total of \$270.00.

📄 0 disbursements passed validation with a total of \$0.00.

✅ Total validated: \$270.00

	User	J...	Jo...	Stock Description	..▲	Date	Price	Quantity	Total
▼ PAUL HOLLAND MOTORS (Total: \$270.00)									
▼ 30,000KM WARRANTY SERVICE - PLJ-231 (Total: \$270.00)									
<input checked="" type="checkbox"/>	Time Entry	David Cranston	10	C...	Labour Double Time N...	21/01/2017	\$45.00	6	\$270.00 ✓
									\$270.00

1 | \$270.00

Against the job, there is still the original time entry of six hours at standard labour which is what will be invoiced to the client.

However, there are also two additional lines that have been written off. One negative line, reversing the original time entry of six hours at standard labour, and one positive line at the new double time rate.

As per below the cost of the job reflects what it actually cost due to paying double time labour but what the client is billed has not changed at all.

Sub-job No: 10 - 30,000KM WARRANTY SERVICE - PLJ-231 Account: 12. PAUL HOLLAND MOTORS  
of Master Job: 4 - PAUL HOLLAND MOTORS FLEET SERVICE

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

Show

Ready To Invoice  Work in Progress  Invoiced  Cancelled  Written-off  Hide Kit Compo

	Job Code	Staff Name	Code	Details	Cost	Sell	Hours
<input type="checkbox"/>	10	DAVID CRANSTON	LABOUR	STANDARD LABOUR ...	\$18.00	\$45.00	6
<input type="checkbox"/>	10	DAVID CRANSTON	LABOUR2	LABOUR DOUBLE TIME	\$60.00	\$0.00	6
<input type="checkbox"/>	10	DAVID CRANSTON	LABOUR	STANDARD LABOUR ...	\$18.00	\$0.00	-6

<b>Total Hours:</b> 6.00	<b>Total Cost:</b> \$360.00	<b>Sub total:</b> \$270.00	<b>Markup:</b> -25.00%	<b>Margin:</b> -33.33%
		<b>GST total:</b> \$40.50		
		<b>Total Price:</b> \$310.50		