



TimeTrak Calculations

User guide
2016

TimeTrak Calculations

Throughout TimeTrak screens and reports we do some calculations to provide a larger organisational picture to end users.

Sometimes it is not easy to reconcile what the user is expecting to see and what is displayed, this white paper will take you through the calculations and how they work.

Job Financial Summary

When in TimeTrak Professional a user can drill into a Job and see the Job Financial Summary

The first half of the screen is the MYOB Exo Data.

The second half of the screen is the TimeTrak Data not yet exported and then a summary of the two programs.

Job								⊗	
5047: REPLACE EXHUAUST				Job Billing Summary Detailed Job Report Client Task Summary Update Details					
Job Details	Sub Jobs (0)	Financial Summary	Extra Fields	Tasks (1)	Appointments (0)	Serviceable Units (9)	Attachments (0)		
MYOB Exo Data				Budget	Actual	Invoiced	Assigned	Write Off	WIP
Time									
Hours:				4.00	15.52	7.42	8.10	0.00	0.00
Value:				\$180.00	\$772.00	\$367.00	\$405.00	\$0.00	\$0.00
Costs									
Value:				\$347.56	\$3,921.87	\$1,877.06	\$832.50	\$1,212.31	\$0.00
Progress Invoices:						\$1,500.00			
Total Value				\$527.56	\$4,693.87	\$3,744.06	\$1,237.50	\$1,212.31	\$0.00
TimeTrak Data									
Info Not Yet Exported									
Hours:					4.25	-	-	0.00	4.25
Time:					\$212.50	-	-	\$0.00	\$212.50
Disbursements:					\$145.44	-	-	\$0.00	\$145.44
Sub Total:									\$357.94
Total WIP:									\$357.94
Budget Remaining:								-15.77 hrs	-\$3,574.44
Remaining to be Invoiced from Budget:									-\$3,216.50
All figures shown are at sellprice value, not cost.									
The assigned column denotes job lines that have been assigned to progress invoices.									
Master Job Job History Notes Job Notes									
Invoice On Job Job Site Location Get Directions									
Save		Print						Close	

MYOB Exo Data

Budget Column

Row **Hours** - the sum of the quoted *Quantity* on **Jobcost_lines** and the *Line status* = 'Q' and *Copy From* equals 'T'

Row **Value** - the sum of the *linetotal* on **Jobcost_lines** and the *Line Status* = 'Q' and *Copy From* equals 'T'

Row **Costs** - the sum of *linetotal* when the *Copy From* does not equal 'T'

Actual Column

Row **Hours** - the sum of the *Quantity* on the **TimeSheets** tab where lines are in WIP, invoiced, written off and in progress invoice allocated.

Row **Value** - the sum of the *unitprice* multiplied by the *quantity* (total without tax) on the **TimeSheets** tab where lines are in WIP, invoiced, written off and in progress invoice allocated.

Row **Costs** - the sum of the sell price of the Costs tab where where lines are in WIP, invoiced and in progress invoice allocated. It includes written off items also but adds the cost of the item.

Invoiced Column

Row **Hours** - the sum of the *Quantity* from the **Job_transactions** where the *line_status* is 'T' (invoiced) and the *transtype* is 'T' and the *linetype* is 0 or 2 and *ProgressInvoice* is not 'Y'

Row **Value** - the sum of the *Invoiced* amount from **Job_transactions** where the *line_status* is 'T' (invoiced) and the *transtype* is 'T' and the *linetype* is 0 or 2 and *ProgressInvoice* is not 'Y'

Row **Costs** - the sum of the *Invoiced* amount from **Job_transactions** where the *line_status* is 'T' (invoiced) and the *transtype* is 'C' and the *linetype* is 0 or 2 and *ProgressInvoice* is not 'Y'

Write Off Column

Row **Hours** - the sum of the *Quantity* from the **Job_transactions** where the *line_status* is 'W' (written off) and the *transtype* is 'T' and the *linetype* is 0 or 2 and *ProgressInvoice* is not 'Y'

Row **Value** - the sum of the *UnitPrice* multiplied by *Quantity* from the **Job_transactions** where the *line_status* is 'W' (written off) and the *transtype* is 'T' and the *linetype* is 0 or 2 and *ProgressInvoice* is not 'Y'

Row **Costs** - the sum of the *LineCost* from the **Job_transactions** where the *line_status* is 'W' (written off) and the *transtype* is 'C' and the *linetype* is 0 or 2 and *ProgressInvoice* is not 'Y'

WIP Column

Row **Hours** - the sum of the *Quantity* from the **Job_transactions** where the *line_status* is not in 'T' or 'W' and the *transtype* equals 'T' and the *linetype* is 0 or 2

Row **Value** - the sum of the *UnitPrice* multiplied by *Quantity* from the **Job_transactions** where the *line_status* is not in 'T' or 'W' and the *transtype* equals 'T' and the *linetype* is 0 or 2

Row **Costs** - the sum of the *UnitPrice* multiplied by *Quantity* from the **Job_transactions** where the *line_status* is not in 'T' or 'W' and the *transtype* equals 'C' and the *linetype* is 0 or 2

Progress Invoices

This line will only be visible when the total of the progress invoice is greater than zero.

This is the sum of the *subtotal* of **Job_transactions** where the lines are joined to the **Job_Contract_Billing** (Progress Invoice)

The **Totals** are the sum of all columns.

TimeTrak Data

This is information not yet exported from TimeTrak through to MYOB Job Costing.

Row **Hours** - the sum of quantity of hours across all time entries against the job.

Row **Time** - the sum of each time entry value multiplied by the quantity of hours against the job
 Row **Disbursements** - the sum of each disbursement value multiplied by the quantity against the job.

WIP Column

Row **Hours** - the sum of quantity of hours across all time entries against the job.
 Row **Time** - the sum of each time entry value multiplied by the quantity of hours against the job
 Row **Disbursements** - the sum of each disbursement value multiplied by the quantity against the job.

Write Off Column

If the time or disbursement is set to a write off status then the values will show in this column.

Row **Hours** - the sum of quantity of hours across all time entries against the job where the status is set to written off.
 Row **Time** - the sum of each time entry value multiplied by the quantity of hours against the job where the status is set to written off.
 Row **Disbursements** - the sum of each disbursement value multiplied by the quantity against the job where the status is set to written off.

Budget Remaining

Quote Value less than all other timesheet and cost values on the job including progress invoices.

Job Billing Summary

The Job Billing Summary Report allows users to select a single job or all jobs against a client to report upon time and disbursements added from within TimeTrak.
 The report can be grouped by tasks and disbursements, it also allows the details of the time and materials to be displayed.
 Excluding the previously exported data will leave only time and materials still unposted in TimeTrak.

Job Billing Summary					
Job Billing Summary					
This report shows all the hours worked on jobs between '01/11/2015' and '30/11/2015'.					
D & C PANELBEATERS - FLEET SERVICE - D C PANEL (3046)					
Billable	Nov 15	Quantity	Price	Total	
No Task					
17/11/2015	Greg Manning	Conducted a full service on vehicle All fluids replaced or topped up All belts and spark plugs replaced. Thorough check all key points.	1.00	\$45.00	\$45.00
Total for No Task:		1.00	1.00	\$45.00	
Total for Billable:		1.00	1.00	\$45.00	
TOTAL FOR FLEET SERVICE - D C PANEL:		1.00	1.00	\$45.00	
D & C PANELBEATERS - MINOR SERVICE - OU789 (3045)					
Billable	Nov 15	Quantity	Price	Total	
Minor Service OU789 5041 26/11/2015					
2/11/2015	Malcolm Breen	Working on site with the client adding value to their business processes.	1.00	\$38.70	\$38.70
13/11/2015	Greg Manning	Working on site with the client adding value to their business processes.	3.33	\$21.00	\$70.00
13/11/2015	Greg Manning	Working on site with the client adding value to their business processes.	3.33	\$29.00	\$96.67
13/11/2015	Greg Manning	Minimum Charge By Value (MINVAL) Working on site with the client adding value to their business processes.	1.00	\$80.00	\$80.00
Total for Minor Service OU789:		7.67	7.67	\$285.37	
Total for Billable:		7.67	7.67	\$285.37	
TOTAL FOR MINOR SERVICE - OU789:		7.67	7.67	\$285.37	

Column **Quantity** is the sum of all **hours** or **quantity** on the job from within the time frame selected in the parameters.

Column **Price** is the sum of the **sell price** of the time and materials on the job within the time frame selected in the parameters.

Column **Total** is the sum of all the **quantities** multiplied by the **sellprice** for each time entry or disbursement on the job within the selected time frame.

Task Budget

Against a task users can view the budgeted amounts for tasks from the job level through to the sub tasks.

Task
⌵

Task: Replace Exhaust

[Client Task Summary](#) |
 [Assign Parent Task](#) |
 [Reassign Task](#) |
 Task Id: 7066

Client: Mary-Anne Gilby [View Client](#)

Job: 5047 - Replace Exhaust [View Job](#)

General
Sub-Tasks (1)
Budget
Appointments (0)
Time Entries (10)
Attachments (0)
Activity (21)
Notes
Recurrence
Serviceable Units (0)

MYOB EXO Quote: 4.00 hours [View Financial Summary](#)

	Sub Tasks	Budget	Actual	Completion		Remaining		
				Calculated	Actual	Budget	Hours	Appts
Job	2	10.00	11.67	100.00%		-1.67	0.00	0.00
This Task	1	6.00	11.67	100.00%	→ 0%	-5.67	6.00	0.00
Sub Tasks								
Purchase exhaust	0	4.00	0.00	0.00%	→ 0%	4.00	4.00	0.00
	0	4.00	0.00	0.00%				

Save
Save & Email
Delete
Job Sheet
Generate Appointment
Close

Job Row

Budget Column is the sum of all task estimates on all tasks for the job.

Sub Tasks Column is the total of all tasks on the job.

Actual Column is the sum of all time on all tasks for the job.

Completion Calculated Column is a percentage which is set on the task or if the task is completed is set to 100%

Completion Actual Column is a percentage set by users.

Remaining Budget is the sum of all task estimates for the job minus the actual time on all tasks for the job.

This Task Row

Budget Column is the sum of the open tasks estimate.

Sub Tasks Column is the total of all sub tasks on the open task.

Actual Column is the sum of all time on the open task.

Completion Calculated Column is a percentage which is set on the task or if the task is completed is set to 100%

Completion Actual Column is a percentage set by users.

Remaining Budget is the sum of the task estimate minus the actual time on the task.

Sub Tasks Row (This will only show one level)

Budget Column is the sum of the open sub tasks estimate.

Sub Tasks Column is the total of all sub tasks on the sub task.

Actual Column is the sum of all time on the open sub task.

Completion Calculated Column is a percentage which is set on the sub task or if the sub task is completed is set to 100%

Completion Actual Column is a percentage set by users.

Remaining Budget is the sum of the sub task estimate minus the actual time on the sub task.

Detailed Job Report

The Detailed Job Report can only be run against a single job.

This report displays both data in MYOB Job Costing and TimeTrak, it gives the user an indication of where the whole job is at within the selected date range.

Staff Name	Description	Date	Quantity	Unit Price	Line Total	Status	Type	
Greg Manning	Standard Labour Charge	10/11/2015	4.00	\$45.00	-\$180.00	I	T	
Greg Manning	Standard Labour Charge	10/11/2015	3.50	\$45.00	-\$157.50	I	T	
Greg Manning	Standard Labour Charge	9/11/2015	4.00	\$45.00	-\$180.00	I	T	
Greg Manning	Standard Labour Charge	9/11/2015	3.50	\$45.00	-\$157.50	I	T	
Greg Manning	Ovalchrome Air Filter	17/11/2015	1.00	\$62.04	-\$62.04	I	C	
Greg Manning	Air Pressure Gauge	17/11/2015	1.00	\$5.19	-\$5.19	I	C	
Greg Manning	Antiseize Lubricator	17/11/2015	1.00	\$19.95	-\$19.95	I	C	
Greg Manning	Car Wash Suds	17/11/2015	1.00	\$3.72	-\$3.72	I	C	
Greg Manning	Car Wax - Paste	17/11/2015	1.00	\$8.99	-\$8.99	I	C	
Greg Manning	Disc Brake Lubrication	17/11/2015	1.00	\$6.99	-\$6.99	I	C	
Greg Manning	Engine	17/11/2015	1.00	\$4,589.46	-\$4,589.46	I	C	
Greg Manning	Motor Oil	17/11/2015	1.00	\$4.45	-\$4.45	I	C	
Greg Manning	Metal Polish - Tube	17/11/2015	1.00	\$4.20	-\$4.20	I	C	
Greg Manning	Car Care Kit - Serious Enthusiast	17/11/2015	1.00	\$136.00	-\$136.00	I	C	
	Car Care Kit - Serious Car Care	17/11/2015	1.00	\$168.70	-\$168.70	C	C	
	Motor Oil	17/11/2015	1.00	\$4.45	\$4.45	C	C	
	Ovalchrome Air Filter	17/11/2015	1.00	\$62.04	\$62.04	C	C	
	Ngk Extended Reach Spark Plugs - 4 Pack	17/11/2015	1.00	\$53.17	\$53.17	C	C	
	Metal Polish - Tube	17/11/2015	1.00	\$4.20	\$4.20	C	C	
	Car Wax - Paste	17/11/2015	1.00	\$8.99	\$8.99	C	C	
	Air Pressure Gauge	17/11/2015	1.00	\$5.19	\$5.19	C	C	
	Car Wash Suds	17/11/2015	1.00	\$3.72	\$3.72	C	C	
	Antiseize Lubricator	17/11/2015	1.00	\$19.95	\$19.95	C	C	
	Disc Brake Lubrication	17/11/2015	1.00	\$6.99	\$6.99	C	C	
	Disc Brake Lubrication	17/11/2015	1.00	\$6.99	\$6.99	T	C	
	Motor Oil	17/11/2015	1.00	\$4.45	\$4.45	T	C	
					Total WIP:	\$180.14		

The user can select which lines they would like to have visible on the report- the colour formatting matches the colour formatting of MYOB Job Costing.

Detailed Job Report

- Ready To Invoice
- Work In Progress
- Invoiced Lines
- Cancelled
- Written Off
- TimeTrak Data Not Yet Exported
- Show Progress Invoices

Ready to Invoice, Work in Progress, Invoiced, Cancelled and Written off lines are all line statuses from MYOB Job Costing. Show Progress Invoices will include the totals from the Progress Invoice line. TimeTrak Data not yet exported will show all time and materials not yet exported from TimeTrak into MYOB Job Costing.

The subtotals are calculated like this:

Detailed Job Report			
Client:	Dorothy Hedges	Total Time:	\$675.00
Job Code:	6050	Total Costs:	\$5,009.69
Job Title:	Flush Fluids	Total on Job:	\$5,684.69
		Total Invoiced:	\$5,515.99
		To Be Invoiced:	\$180.14
Total Hours:	0.00 hours	Not Yet Exported:	\$11.44

Total Time is the sum value of all Timesheet entries on the MYOB Job.

Total Costs is the sum value of all Costs entries on the MYOB Job.

Total on the Job is the sum of the Timesheet and Cost entries on the MYOB Job.

Total Invoiced is the sum of the lines in the MYOB Job that is invoiced.

To be Invoiced is the sum of the lines in the MYOB Job not yet invoiced and all the TimeTrak entries for Time and Materials not yet exported.

Not Exported is the sum of the time and materials in TimeTrak not yet exported into MYOB Job Costing.

Job Budget Summary

The Job Budget Summary report can be run over more than one job per Debtor account.

Any jobs with values in the Quote/Budget tab in MYOB Job Costing will display meaningful details in this report.

Job Budget Summary												
Client	Job	Job Manager	Billing Mode	Ord No	Budget		Work In Progress		Invoiced		Residual	
					Hrs	\$\$\$	Hrs	\$\$\$	Hrs	\$\$\$	Hrs	\$\$\$
DONALD GRUMP	GRUMPS PUMP (1041)	BRIDGET FAIRWEATHER	Charge-Up		13.00	\$2,915.50	4.33	\$207.00	50.01	\$3,714.60	-41.34	-\$1,006.10
DONALD GRUMP	Service TR546 (5045)	BRIDGET FAIRWEATHER	Charge-Up		4.00	\$527.56	0.00	\$0.00	0.00	\$0.00	4.00	\$527.56
					17.00	\$3,443.06	4.33	\$207.00	50.01	\$3,714.60	-37.34	-\$478.54

* All values are at sell price and include disbursements if applicable.

Budget Column

Hours is the total of the hours on the MYOB Job Quote/ Budget tab.

\$\$\$ is the total of the value on the MYOB Job Quote/ Budget tab.

Work in Progress Column

Hours is the total quantity of the lines in the TimeSheet and Costs tabs as well as the total quantity of hours and disbursements in TimeTrak.

\$\$\$ is the total value of the lines in the TimeSheet and Costs tabs as well as the total value of the time and disbursements in TimeTrak.

Invoiced Column

Hours is the total quantity of what is invoiced on the job, for all invoices.

\$\$\$ is the total value of what is invoiced on the job, for all invoices.

Residual Column

Hours is the difference between what the quoted/budgeted quantity is and what is Work In Progress and Invoiced.

\$\$\$ is the difference between what the quoted/budgeted value is and what is Work In Progress and Invoiced.

Minimum Charge Types

TimeTrak has two disbursements types which can be set up to capture minimum charge out types.

Minimum Charge by Duration

This allows the user to set a disbursement up where for time up to the set duration will be sold for the value of the disbursement.

If the minutes on the time entry is less than the set minimum charge duration value then the Sell Rate is zero and the minimum charge rate is applied from the Disbursement.

If the minutes on the time entry is greater than the set minimum charge duration value then the sell rate is calculated as this $(\text{Hours} - (\text{min charge duration} / 60) \times \text{Best Price}) / \text{hours}$

Minimum Charge by Value

This allows the user to set a disbursement up where the value of the time is less than the value of the disbursement will be sold for the value of the disbursement.

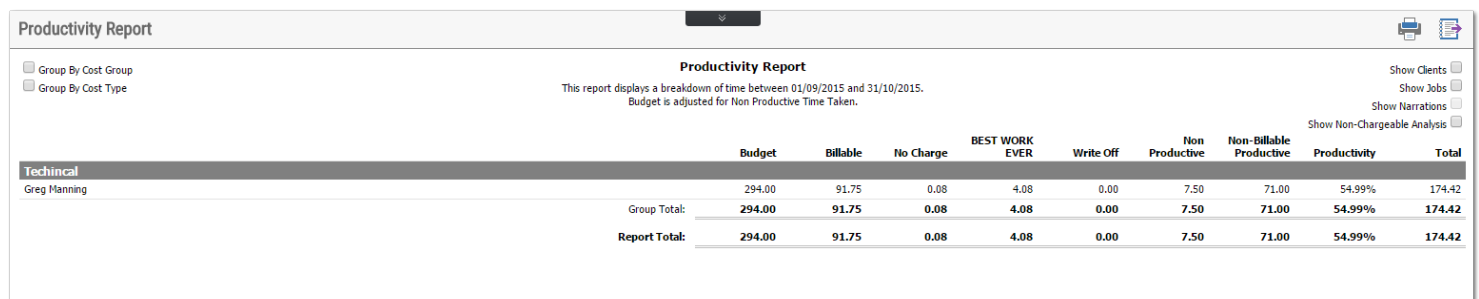
If the minimum charge value is set then the calculation is

if the $(\text{Hours} \times \text{Best Price} - \text{Disbursement Sell Price})$ is *less than* zero the time entry is zero and the Disbursement Value is to be used.

If the $(\text{Hours} \times \text{Best Price} - \text{Disbursement Sell Price})$ is *greater than* zero then the value is $(\text{Hours} \times \text{Best Price} - \text{Disbursement rate} / \text{hours})$.

Productivity Report

The Productivity Report will show how productive users are within the selected date range of the report.



Productivity Report

Group By Cost Group
Group By Cost Type

Productivity Report
This report displays a breakdown of time between 01/09/2015 and 31/10/2015.
Budget is adjusted for Non Productive Time Taken.

	Budget	Billable	No Charge	BEST WORK EVER	Write Off	Non Productive	Non-Billable Productive	Productivity	Total
Technical									
Greg Manning									
Group Total:	294.00	91.75	0.08	4.08	0.00	7.50	71.00	54.99%	174.42
Report Total:	294.00	91.75	0.08	4.08	0.00	7.50	71.00	54.99%	174.42

Budget Column takes the total of Productive Hours for the date range, this is calculated from the user settings for *active work days* with a *productivity value greater than 0*, (Image 1) it also includes any any *non-billable productive* hours if the 'include in budget' option is enabled (Image 2).

Budget on Productivity report is calculated the following way...

1. Gets the sum of all the default productive hours for the user for the days they will be working. (This includes any holidays not set up as a Holiday in TimeTrak Admin Console).
2. It then loops through all the days in the date range and checks if its a work day. If it is then it will get the sum of all the time entries for that user on that day where they are either non-productive entries or the time analysis is set to not include in the productivity calculation.
3. It then gets the daily minimum and productive hours for that user on that day and does the following check.

4. If the daily units > 0 then subtract from the original budget [step 1]:
- a. $\text{budget} = \text{budget} - ((\text{productive hours} / \text{minimum daily units}) * \text{Non productive [step 2]})$

Image 1

Work Days	Hours of Work	Daily Minimum	Default Productive
<input checked="" type="checkbox"/> Monday	08:30 to 17:00	7.5	7
<input checked="" type="checkbox"/> Tuesday	08:30 to 17:00	7.5	7
<input checked="" type="checkbox"/> Wednesday	08:30 to 17:00	7.5	7
<input checked="" type="checkbox"/> Thursday	08:30 to 17:00	7.5	7
<input checked="" type="checkbox"/> Friday	08:30 to 17:00	7.5	7
<input type="checkbox"/> Saturday	08:30 to 17:00	0	0
<input type="checkbox"/> Sunday	08:30 to 17:00	0	0

Image 2

Time Analysis: Internal Processes

Payroll Code: H Cost Centre:

Wage Multiplier: 1

Shortcut:

Settings

- Include in time analysis reports
- Include in Productivity Calculation
- Global Time Analysis (will be available to all users)
- Send Email to the Payroll Contact when time is assigned to this code

Time Analysis Note

- Show Time Analysis Note
- Note Requires Checking

Ok Cancel

Statuses (Billable, No Charge, Write off, Non Productive, Non-Billable Productive and any custom statuses) displays the sum of the hours of the time entries assigned to the status for the user within the selected date range.

Productivity

percent = (billable / (totalValue – excludedTotal))

billable – The status is not a non-productive code and include in productivity option is ticked on.

totalValue – Is the total value of all time.

excludedTotal – Total of the hours where the status is set to not be included in the productivity calculation.

Productivity Report (\$\$\$\$)

The Productivity Report by Value is a breakdown of the value of the time in the selected date range.

	Budget	Actual	Avg Rate	Productivity	Billable	Total
Technical						
Greg Manning	294.00	91.75	\$44.69	52.60%	\$4,100.12	\$4,100.12
Group Total:	294.00	91.75	\$44.69	52.60%	\$4,100.12	\$4,100.12
Report Total:	294.00	91.75	\$44.69	52.60%	\$4,100.12	\$4,100.12

Budget Column takes the total of Productive Hours for the date range, this is calculated from the user settings for *active work days* with a *productivity value greater than 0*, (Image 1 above) it also includes any any *non-billable productive* hours if the 'include in budget' option is enabled (Image 2 above).

Budget on Productivity report is calculated the following way...

1. Gets the sum of all the default productive hours for the user for the days they will be working. (This includes any holidays not set up as a Holiday in TimeTrak Admin Console).
2. It then loops through all the days in the date range and checks if its a work day. If it is then it will get the sum of all the time entries for that user on that day where they are either non-productive entries or the time analysis is set to not include in the productivity calculation.
3. It then gets the daily minimum and productive hours for that user on that day and does the following check.
4. If the daily units > 0 then subtract from the original budget [step 1]:
 - a. $budget = budget - ((productive\ hours / minimum\ daily\ units) * Non\ productive\ [step\ 2])$

Actual is the sum of Billable hours for the selected time range.

Avg Rate applies this calculation: if the time is billable then it is the (Billable Value / Actual hours)

Productivity

percent = (billable / (totalValue – excludedTotal))

billable – The status is not a non-productive code and include in productivity option is ticked on.

totalValue – Is the total value of all time.

excludedTotal – Total of the hours where the status is set to not be included in the productivity calculation.