2015 WinNetStar Training Classes
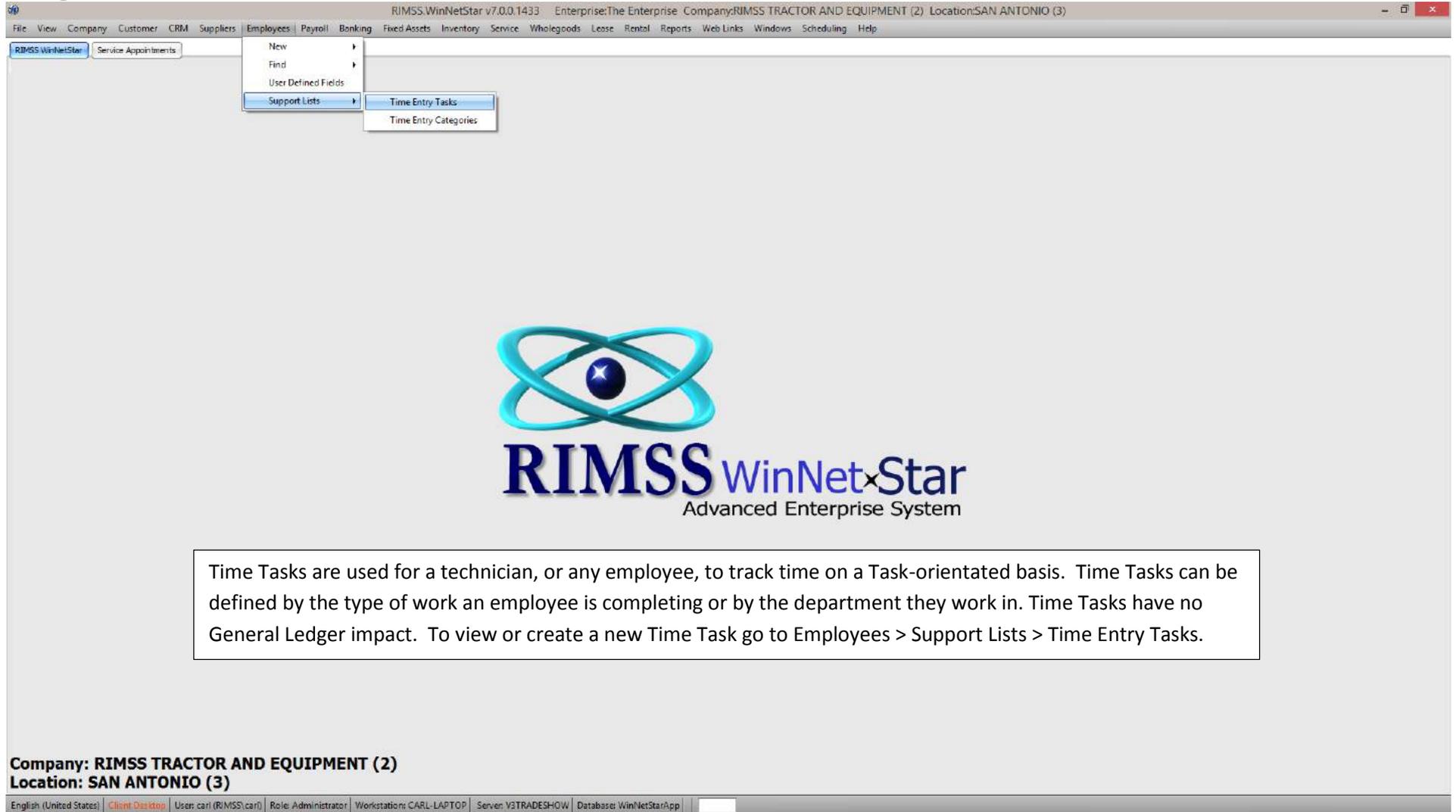
Tracking Non-Billable Time

Software Development-T1

RIMSS Business Systems Technology

Using Time Tasks

Time Tasks are used for a technician, or any employee, to track time on a Task-orientated basis. Time Tasks can be defined by the type of work an employee is completing or by the department they work in. Time Tasks have no General Ledger impact. To view or create a new Time Task go to Employees > Support Lists > Time Entry Tasks.

Add New Refresh Print Restore Layout

Drag a column header here to group by that column

Task Name	Inactive ▼	Task Description	Last Modified By	Task Type	Last Modified Date	Task Category
🔎						
Repair Order	False	Open Repair Orders	SuperUser	Paid (Updates Payroll)	5/1/2012	
Shop Time	False	Shop Time	SuperUser	Paid (Updates Payroll)	5/1/2012	
Parts	False	Parts Department	SuperUser	Paid (Updates Payroll)	5/1/2012	
Office	False	Office Department	SuperUser	Paid (Updates Payroll)	5/1/2012	
Vacation	False	Vacation Time	SuperUser	Paid Time Off (Updates Payroll)	5/1/2012	PTO
Sick	False	Sick Time	SuperUser	Paid (Updates Payroll)	5/1/2012	
Other	False	Other Time	SuperUser	Paid (Updates Payroll)	5/1/2012	
▷ Holiday	False	HOLIDAY	SuperUser	Paid Time Off (Updates Payroll)	5/1/2012	PTO
Sick Leave	False		SuperUser	Paid Time Off (Updates Payroll)	5/1/2012	PTO
PTO	False		SuperUser	Paid Time Off (Updates Payroll)	5/1/2012	PTO
Other PTO	False		SuperUser	Paid Time Off (Updates Payroll)	5/1/2012	PTO

✕ ☑ [Inactive] = 'False'   Edit Filter

If you are using Time Entry Tasks for the first time, there will be a prepopulated list of tasks. The first, Repair Order, is used by technicians when they are clocking into a repair order. It requires that the technician pick the repair order, complaint line and operation they are performing. Others do not require any additional information to clock into other than the employees ID number.

Time Entry Task

Task: Hauling

Description: Hauling

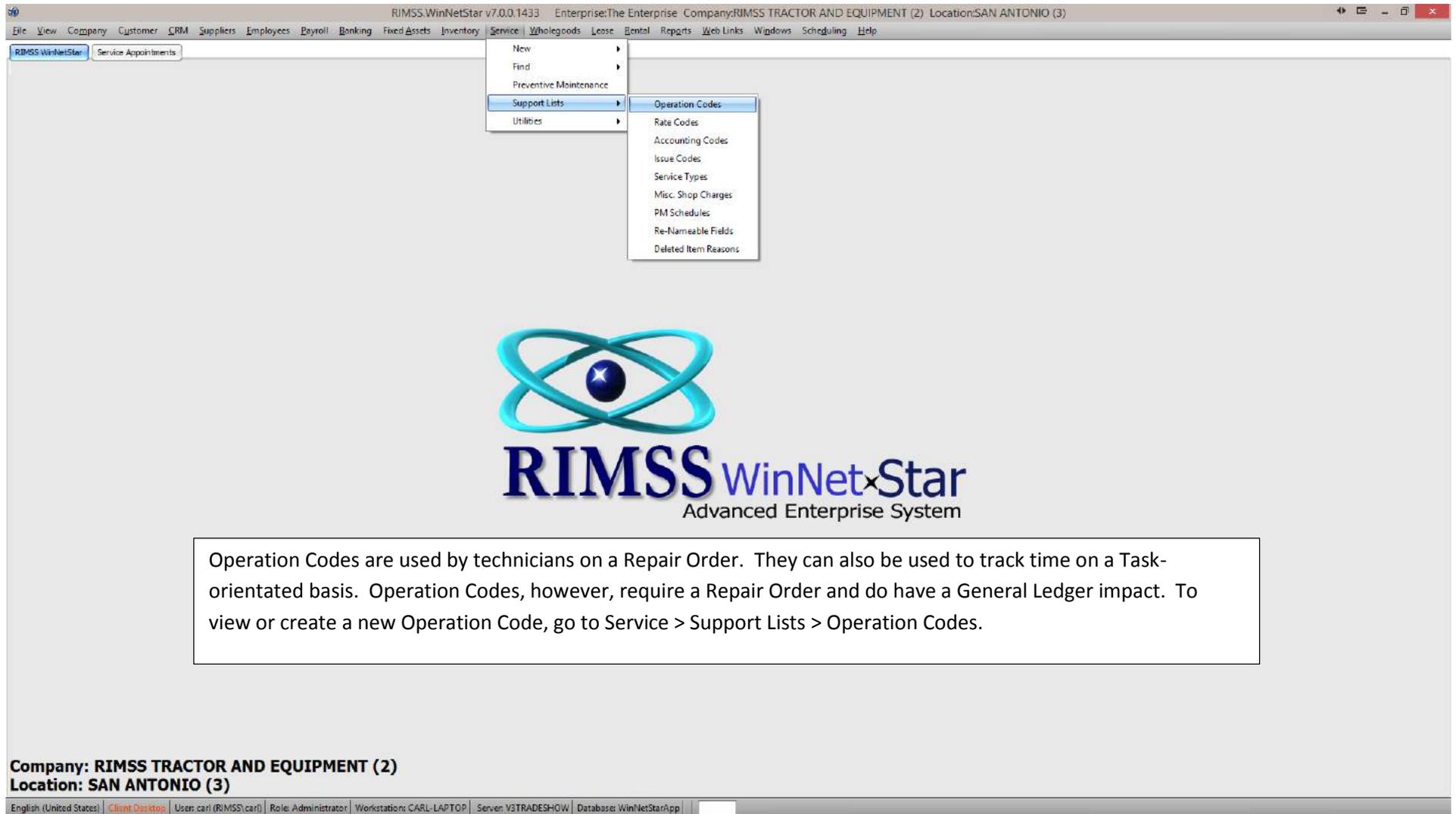Type: Paid (Updates Payroll) ▼

Category: ▼

☐ Inactive

Ok

Cancel

To create a new Task click on Add New at the top of the screen. Enter in the Task name, description and if you are using the WinNetStar Payroll module whether this task will update Payroll or not. An example of Non Paid Time Off would be an employee's lunch time.

Using Operation Codes

Operation Codes are used by technicians on a Repair Order. They can also be used to track time on a Task-orientated basis. Operation Codes, however, require a Repair Order and do have a General Ledger impact. To view or create a new Operation Code, go to Service > Support Lists > Operation Codes.

Make	Model	Code	Short Name	Description	Customer Std Hours	Warranty Std Hours	Internal Std Hours	Rate Code	Inactive
Manually Added		FIELD RATE	FIELD RATE	FIELD RATE	0	0	0	FLD LABOR	False
Manually Added		HAULING	HAULING	HAULING	0	0	0	HAUL	False
Manually Added		KUBOTA WARRANTY	KUBOTA WARRANTY	KUBOTA WARRANTY	0	0	0	KUB WAR	False
Manually Added		LABOR	LABOR	LABOR	0	0	0	LABOR	False
Manually Added		LABOR-T	LABOR-T	TAXABLE LABOR	0	0	0	LABOR - TAXABLE	False
Manually Added		OT FIELD	OT FIELD	OVERTIME FIELD RATE	0	0	0	OT LABOR	False

To view a list of your current Operation Codes, click on Fetch to retrieve a list of all Operation Codes.

Service Op Code

Make:	Manually Added	☐ Default	OK
Model:		☐ Inactive	Cancel
Code:	SHOP CLEANING	☑ Default on Repair Orders	
Short Name:	SHOP CLEANING	☑ Default on Time Slips	
Description:	SHOP CLEANING	☐ Ignore on Misc. Shop Charge Calculations	
Rate Code:	SALES DEPT ▼		
Customer Standard Hours:	0.00		
Warranty Standard Hours:	0.00		
Internal Standard Hours:	0.00		

Operation Codes allow the user to input the type of work being performed by the technician. The user should input a Code, Short Name, Description and if applicable, an associated Rate Code to bill. To better measure the work of a technician, standard hours can be inputted. The additional check boxes allow the user to make this the default op code, make it default for the user on a Repair Order or when a technician clocks in and if this op code should be exempt from Miscellaneous Shop Charges.

Add/Edit Service Issue

Field	Value
Type	Internal
Warranty Deductible	$0.00
Warranty Customer	
Description	SHOP CLEANING WEEK OF 2/9/15
Cause	
Fix	
IssueCode1	
IssueCode2	
IssueCode3	
IssueCode4	

☐ Ignore on Misc. Shop Charge Calculations

OK   Cancel

Using an Internal complaint type on non-billable time will direct the cost to an Internal Charges account. The amount posted to that account will be at the Technician's estimated hourly wage multiplied by the hours worked. Additionally, any parts will be charged to the account at their average cost.

When using Op Codes for non-billable time, a repair order can be created for shop cleaning or other internal type work that will not be billed to a customer. In this example, a Repair Order has been created for "Shop Cleaning" that will be done during the week. The total time spent by our technicians for the week is 5.2333 hours of shop cleaning.

Once all the work is complete for the period in which you wish to monitor, you can then settle the repair order by clicking on Settle Invoice.

Settlement

	Taxable	Non-Tax.	Total
SubTotal	$0.00	$0.00	$0.00
Tax	$0.00		$0.00
Total	$0.00	$0.00	$0.00

Settlement Date 2/12/2015 ▼

Cash	$0.00	
Check	$0.00	**Check #**
Credit Card	$0.00	**CC Type** ▼
Customer Account	$0.00	
Contract in Transit	$0.00	**Reference** ···
Customer Deposit	$0.00	
Other	$0.00	**Reference** ···

Warranty Amount	$0.00
Internal Amount	$194.15
Total	$0.00
Change Due	$0.00

F8 - Save and Print Receipt

F9 - Cancel

F10 - Capture Electronic Signature

For all Internal service issue types, the system will automatically apply the dollar amount Internal Amount line item. Click on Save and Print Receipt to finalize the repair order.

Is Voided	Locat... Name	Docum... Refer...	Document ID	Document Date	Document Type	Complete Account Number	Account Description	Name	Referenced Account Description	Amount Debit	Amount Credit	Quantity	Last Modified By	Last Modified Date
False	RIMS...	9298	73103	2/12/2015	Service Document	001-2-20601-01	SALES TAX PAYABLE	RIMSS INTERNAL SHOP (2569)	Tax			0.00	carl	2/12/2015
False	RIMS...	9298	73103	2/12/2015	Service Document	001-6-40010-01	INTERNAL CHARGES	RIMSS INTERNAL SHOP (2569)		$120.98		0.00	carl	2/12/2015
False	RIMS...	9298	73103	2/12/2015	Service Document	001-1-13100-01	ITEM INVENTORY	RIMSS INTERNAL SHOP (2569)	772821M1-261		$2.18	-1.00	carl	2/12/2015
False	RIMS...	9298	73103	2/12/2015	Service Document	001-1-13100-01	ITEM INVENTORY	RIMSS INTERNAL SHOP (2569)	840754M91-080		$8.91	-1.00	carl	2/12/2015
False	RIMS...	9298	73103	2/12/2015	Service Document	001-6-51706-03	EMPLOYEE COSTS RECOVERED	RIMSS INTERNAL SHOP (2569)			$28.50	0.00	carl	2/12/2015
False	RIMS...	9298	73103	2/12/2015	Service Document	001-6-51706-03	EMPLOYEE COSTS RECOVERED	RIMSS INTERNAL SHOP (2569)			$81.39	0.00	carl	2/12/2015

SUM=$120.98   SUM=$120.98

[Is Voided] = 'False'

The settlement of an Internal service issue will appear as above. Since this is an Internal issue, there was no tax recorded for this repair order. Next, the debit amount of the entire amount is equal the costs of each technician plus the average cost of each part. That amount will be applied to the Internal Charges GL account. The credits show the labor charged to the Employee Costs Recovered account and the parts cost credited from the Item Inventory account.

By using Service Types or Op Codes, you can now view the Service Labor report to see specifics on non-billable labor.