



2015 WinNetStar Training Classes

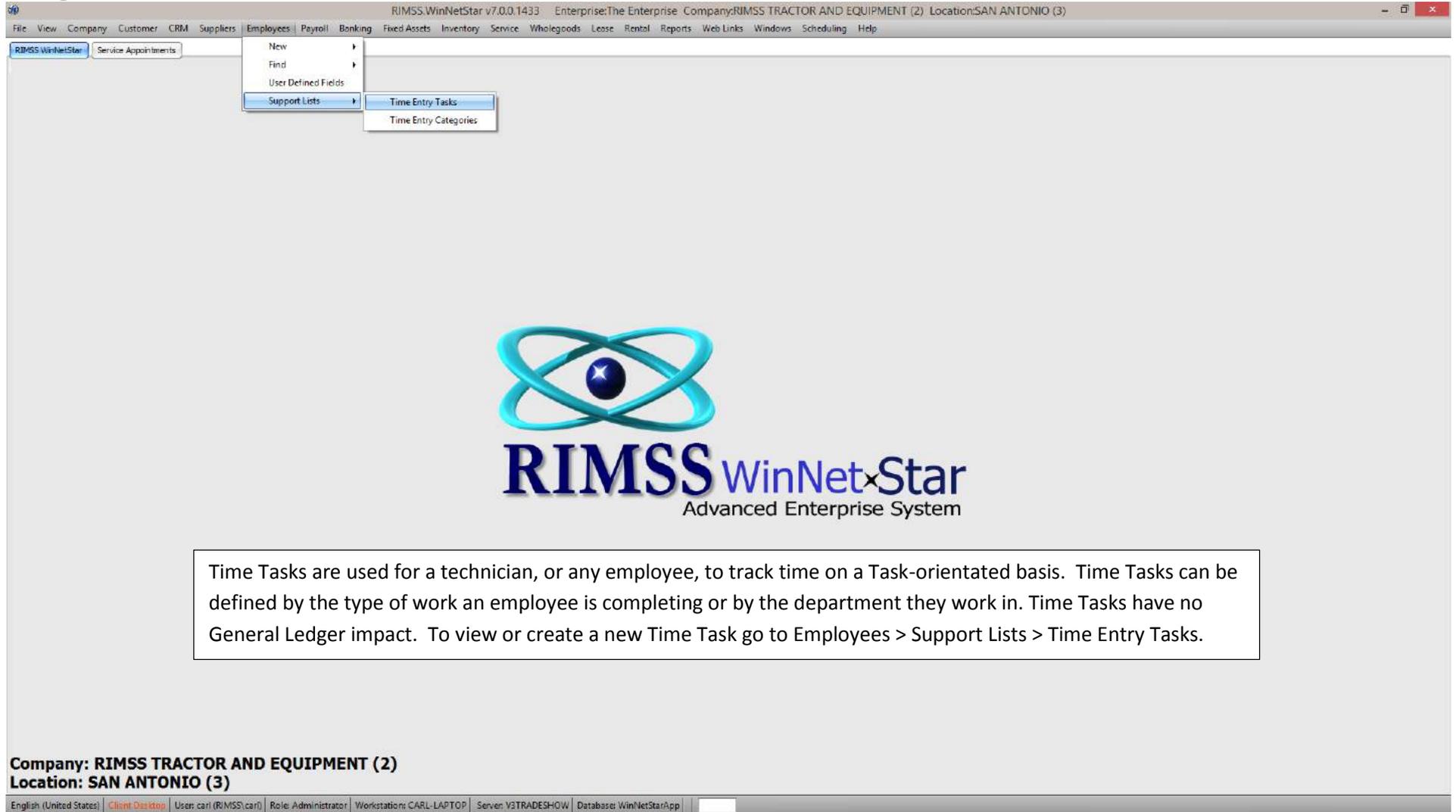
Tracking Non-Billable Time

Software Development-T1
RIMSS Business Systems Technology

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Using Time Tasks



The screenshot shows the RIMSS WinNetStar v7.0.0.1433 application window. The title bar includes the company name 'RIMSS TRACTOR AND EQUIPMENT (2)' and location 'SAN ANTONIO (3)'. The menu bar contains options like File, View, Company, Customer, CRM, Suppliers, Employees, Payroll, Banking, Fixed Assets, Inventory, Service, Wholegoods, Lease, Rental, Reports, Web Links, Windows, Scheduling, and Help. The 'Employees' menu is open, showing 'New', 'Find', 'User Defined Fields', 'Support Lists', and 'Time Entry Tasks'. The 'Support Lists' sub-menu is also open, showing 'Time Entry Tasks' and 'Time Entry Categories'. The main window area displays the RIMSS WinNetStar logo and the text 'Advanced Enterprise System'. A text box in the center provides instructions on how to access 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.

Company: RIMSS TRACTOR AND EQUIPMENT (2)
Location: SAN ANTONIO (3)

English (United States) | Client Desktop | User: carl (RIMSS:carl) | Role: Administrator | Workstation: CARL-LAPTOP | Server: Y3TRADESHOW | Database: WinNetStarApp

RIMSS WinNetStar Service Appointments 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

Description

Type ▼

Category ▼

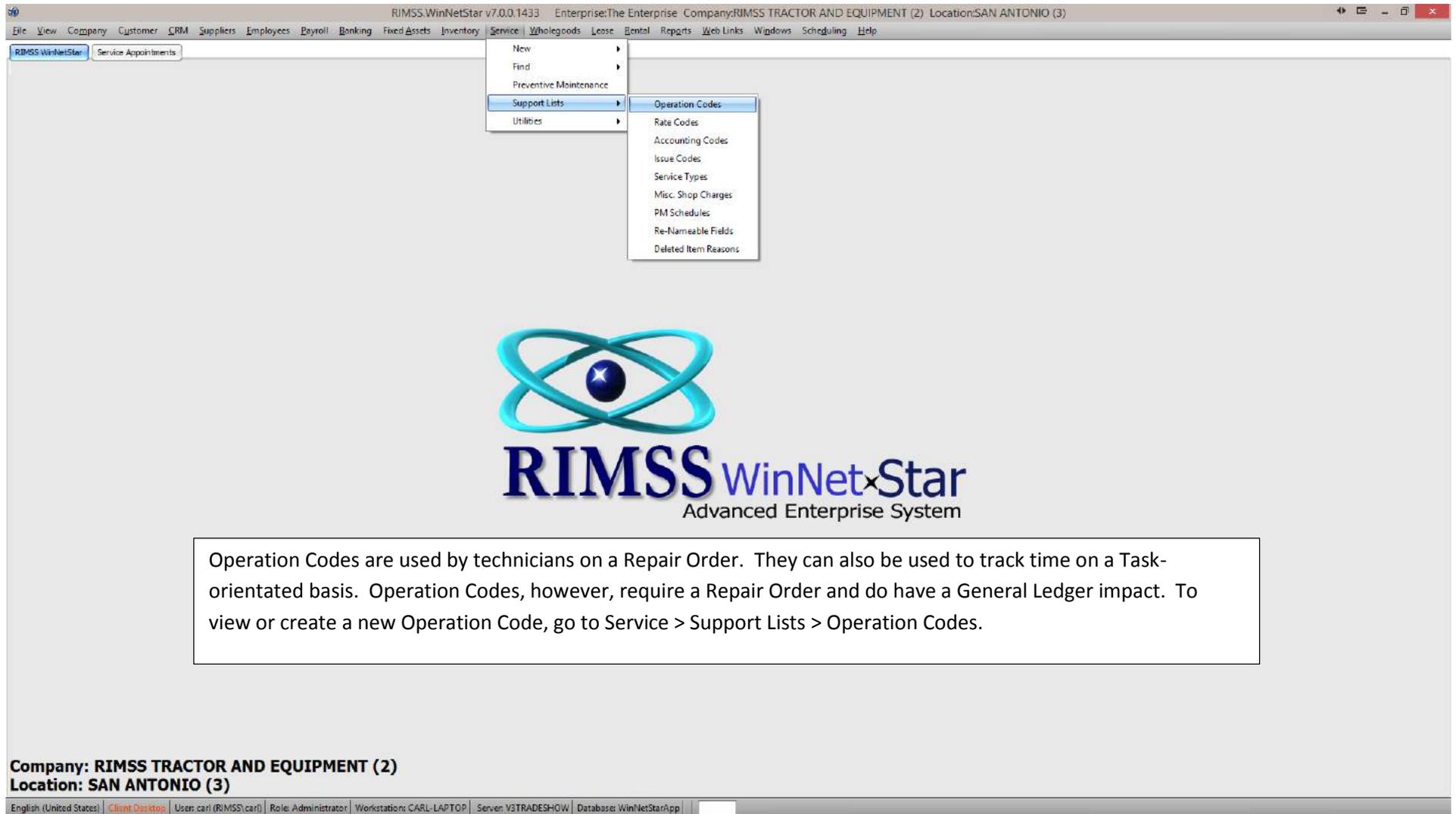
Inactive

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



The screenshot shows the RIMSS WinNetStar v7.0.0.1433 software interface. The title bar indicates the company is 'RIMSS TRACTOR AND EQUIPMENT (2)' and the location is 'SAN ANTONIO (3)'. The menu bar includes options like File, View, Company, Customer, CRM, Suppliers, Employees, Payroll, Banking, Fixed Assets, Inventory, Service, Wholegoods, Lease, Rental, Reports, Web Links, Windows, Scheduling, and Help. The 'Service' menu is open, showing 'Support Lists' selected, which has opened a sub-menu with 'Operation Codes' highlighted. Other options in the sub-menu include Rate Codes, Accounting Codes, Issue Codes, Service Types, Misc. Shop Charges, PM Schedules, Re-Nameable Fields, and Deleted Item Reasons.

Company: RIMSS TRACTOR AND EQUIPMENT (2)
Location: SAN ANTONIO (3)

English (United States) | Client Desktop | User: carl (RIMSS\carl) | Role: Administrator | Workstation: CARL-LAPTOP | Server: V3TRADESHOW | Database: WinNetStarApp

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.

RIMSS WinNetStar Service Appointments Service Op Codes

Add New Print Restore Layout

Make: Model:

Code: Short Name: Description:

Drag a column header here to group by that column.

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	HALL	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	TAKABLE LABOR	0	0	0	LABOR - TAXABLE	False
Manually Added		OT FIELD	OT FIELD	OVERTIME FIELD RATE	0	0	0	OT LABOR	False

6

[Inactive] = 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:	<input type="text" value="Manually Added"/>	<input type="checkbox"/> Default	<input type="button" value="OK"/>
Model:	<input type="text"/>	<input type="checkbox"/> Inactive	<input type="button" value="Cancel"/>
Code:	<input type="text" value="SHOP CLEANING"/>	<input checked="" type="checkbox"/> Default on Repair Orders	
Short Name:	<input type="text" value="SHOP CLEANING"/>	<input checked="" type="checkbox"/> Default on Time Slips	
Description:	<input type="text" value="SHOP CLEANING"/>	<input type="checkbox"/> Ignore on Misc. Shop Charge Calculations	
Rate Code:	<input style="border-bottom: 1px solid black;" type="text" value="SALES DEPT"/>		
Customer Standard Hours:	<input type="text" value="0.00"/>		
Warranty Standard Hours:	<input type="text" value="0.00"/>		
Internal Standard Hours:	<input type="text" value="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

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.

RIMSS WinNetStar Service Appointments Service Repair Order - 9298

File Save Save and Close Save and New Print Credit Cards Capture Signature Show Open Documents

General Info Service Issues Items Labor Notes Attachments Print History Preventative Maintenance Document Register Document Register Detail Order Status Report Customer Master

Add New Labor Bill Standard Hours Bill Actual Hours Apply Discount

Drag a column header here to group by that column

Service Issue	Technician	Issue #	Op Code	Description	Rate Code	Std. Hours	Estimated Hours	Actual Hours	Billed Hours	Rate	Hourly or Fixed	Discount	Subtotal	TaxGroupId	Total
> 1:SHOP CL...	CARL ALB...	1	SHOP CL...	SHOP CLEA...	SALES DEPT	0	0	3.7333	3.7333	\$35.00	Hourly	0.00 %	\$130.67	1-COUNTY...	\$130.67
1:SHOP CL...	LEE CHES...	1	SHOP CL...	SHOP CLEA...	SALES DEPT	0	0	1.5000	1.5000	\$35.00	Hourly	0.00 %	\$52.50	1-COUNTY...	\$52.50

5.2333

Drag a column header here to group by that column

Time Slip #	Service Issue	Technician	Op code	Description	Date In	Time In	Date Out	Time Out	Total	Notes	Last Modified By	Last Modified Date	Is Void
> 36064	1:SHOP CL...	CARL ALBOR	SHOP CLEA...	SHOP CLEA...	2/10/2015	4:00 PM	2/10/2015	5:00 PM	1.0000		carl	2/12/2015	False
36065	1:SHOP CL...	CARL ALBOR	SHOP CLEA...	SHOP CLEA...	2/11/2015	9:00 AM	2/11/2015	10:30 AM	1.5000		carl	2/12/2015	False
36067	1:SHOP CL...	LEE CHESNUT	SHOP CLEA...	SHOP CLEA...	2/11/2015	3:55 PM	2/11/2015	4:22 PM	0.4500		carl	2/12/2015	False
36068	1:SHOP CL...	LEE CHESNUT	SHOP CLEA...	SHOP CLEA...	2/12/2015	8:08 AM	2/12/2015	9:11 AM	1.0500		carl	2/12/2015	False
36066	1:SHOP CL...	CARL ALBOR	SHOP CLEA...	SHOP CLEA...	2/12/2015	4:00 PM	2/12/2015	5:14 PM	1.2333		carl	2/12/2015	False

5.2333

[Is Void] = 'False'

Edit Filter

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.

RIMSS WinNetStar Service Appointments Service Repair Order - 9298

File Save Save and Close Save and New Print Credit Cards Show Open Documents

General Info Service Issues Items Labor Notes Attachments Print History Preventative Maintenance Document Register Document Register Detail Order Status Report Customer Master

Document Type: Repair Order Doc. #: 9298 Inv. #: 0 CC Auth. #: Completion Status: Closed
 Initiation Date: 2/12/2015 Customer PO #: Salesman: CARL ALBOR Cust. Inv. Status:
 Settlement Date: Service Writer: DAMEON KINDAL War. Inv. Status:
 Internal Memo: Service Type:
 Exp. Start Date: 2/12/2015 2:33 PM Exp. Comp. Date: 2/13/2015 2:33 PM Extract Date: 3/1/0001
 Printed Memo:

Customer Name and Address: Name: RIMSS INTERNAL SHOP
 Address 1:
 Address 2:
 City:
 State: Zip Code:
 Primary Contact:

Wholegood Information: WG ID: (23775) In Service: 12/31/9999
 Make: Serial #:
 Model: Lic. Plate State:
 Description: SHOP CLEANING Lic. Plate #:
 Year: Fleet Number:
 Odometer In: 0.0 Odometer Out: 0.0
 Hours In: 0.0 Hours Out: 0.0

Renameable Fields:

Renameable Field	Value
RenameableField1	
RenameableField10-Future Use	
RenameableField11-Future Use	
RenameableField12-Future Use	
RenameableField13-Future Use	
RenameableField14-Future Use	
RenameableField15-Future Use	

Hide Customer Information (Pg)

F2 Find Customer F11 Add Wholegood F8 Settle Invoice Settle to GL Add to Inventory

	Items	Labor	Pre-Tax Subtotal	Tax	Deductible	Total	Taxable	Non-Taxable	Pre-Tax Subtotal
Customer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Warranty	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Internal	\$10.98	\$183.17	\$194.15	\$0.00	\$0.00	\$194.15	\$0.00	\$0.00	\$0.00
Total	\$10.98	\$183.17	\$194.15	\$0.00	\$0.00	\$194.15	\$0.00	\$0.00	\$0.00

Subtotal Tax Group: 1-COUNTY BEVAR

Customer Deposit	
Original Deposit	\$0.00
Deposit Applied	\$0.00
Unused Deposit	\$0.00

Create Deposit Return Deposit

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 <input type="button" value="▼"/>				
<input type="button" value="Cash"/>	\$0.00			Check #	<input type="text"/>
<input type="button" value="Check"/>	\$0.00			CC Type	<input type="button" value="▼"/>
<input type="button" value="Credit Card"/>	\$0.00			Reference	<input type="text" value="..."/>
<input type="button" value="Customer Account"/>	\$0.00			Reference	<input type="text" value="..."/>
<input type="button" value="Contract in Transit"/>	\$0.00				
Customer Deposit	\$0.00				
<input type="button" value="Other"/>	\$0.00				

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

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.

RIMSS WinNetStar Service Appointments Transaction Detail Report

Refresh Print Restore Layout Layouts

Location: RIMSS TRACTOR AND EQUIPMENT | RIMSS TRACTOR AND E...
 Document Type: Customer Receipt, Finance Charge, IR / Bill, ...
 GL Account Type: BANK, ACCOUNTS RECEIVABLE, WARRANTY...
 GL Account: [Empty]
 Document Ref ID: [Empty]
 Reference: [Empty]
 Name: [Empty]

Period: Today
 Custom Date Range: From: 2/12/2015 To: 2/12/2015 Fetch

Drag a column header here to group by that column

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	RDMS...	9298	73103	2/12/2015	Service Document	001-2-30601-01	SALES TAX PAYABLE	RIMSS INTERNAL SHOP (2569)	Tax			0.00	carl	2/12/2015
False	RDMS...	9298	73103	2/12/2015	Service Document	001-6-90010-01	INTERNAL CHARGES	RIMSS INTERNAL SHOP (2569)		\$120.98		0.00	carl	2/12/2015
False	RDMS...	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	RDMS...	9298	73103	2/12/2015	Service Document	001-1-13100-01	ITEM INVENTORY	RIMSS INTERNAL SHOP (2569)	8-40754991-080		\$8.91	-1.00	carl	2/12/2015
False	RDMS...	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	RDMS...	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' Edit Filter

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.

RIMSS WinNetStar Service Appointments Service Labor Report

Refresh Print Layouts

Location: All Service Writer: All Technician: All Operation Code:

Date Filter: Settlement Date (selected) Initiation Date

Period: Custom From: 1/1/2014 To: 2/11/2015 Fetch

2 Unprocessed Time Slips Process Time Slips

Drag a column header here to group by that column

Location Name	Document Number	Invoice Number	Initiation Date	Settlement Date	Service Type	Completion Status	Service Issue #	Service Issue Type	Technician	Op Code	Labor Description	Standard Hours	Estimated Hours	Amount Billed	Actual Hours	Billed Hours	Billed/Actual	Actual / Std	Cost	Gross Profit			
					NON-BILLA...																		
RIMSS TRA...	8294	13259	12/4/2013	1/29/2014	NON-BILLA...	Settled	2	Customer	MICHELLE L...	LABOR	LABOR	0.0	0.0	\$407.73	4.6333	4.6333	100.00%	0.00%	\$78.07				
RIMSS TRA...	8390	13262	1/3/2014	1/29/2014	NON-BILLA...	Settled	1	Customer	TRAVIS LEE	LABOR	LABOR	0.0	0.0	\$667.34	7.5834	7.5834	100.00%	0.00%	\$151.67				
RIMSS TRA...	8405	13575	1/8/2014	5/9/2014	NON-BILLA...	Settled	1	Customer	LOUISE MO...	LABOR	LABOR	0.0	0.0	\$357.86	4.0666	4.0666	100.00%	0.00%	\$56.93				
RIMSS TRA...	8405	13575	1/8/2014	5/9/2014	NON-BILLA...	Settled	1	Customer	CARL ALBOR	LABOR	LABOR	0.0	0.0	\$1,249.61	14.2001	14.2001	100.00%	0.00%	\$305.30				
RIMSS TRA...	8450	13263	1/23/2014	1/29/2014	NON-BILLA...	Settled	1	Customer	MICHELLE L...	LABOR	LABOR	0.0	0.0	\$60.13	0.6833	0.6833	100.00%	0.00%	\$11.51				
RIMSS TRA...	8457	13385	1/27/2014	3/12/2014	NON-BILLA...	Settled	2	Customer	TRAVIS LEE	LABOR	LABOR	0.0	0.0	\$1,501.86	17.0666	17.0666	100.00%	0.00%	\$341.33	\$1			
RIMSS TRA...	8457	13385	1/27/2014	3/12/2014	NON-BILLA...	Settled	1	Customer	LOUISE MO...	HAULING	HAULING	0.0	0.0	\$258.13	2.9333	2.9333	100.00%	0.00%	\$41.07				
RIMSS TRA...	8468	13284	1/29/2014	2/7/2014	NON-BILLA...	Settled	1	Customer	CARL ALBOR	LABOR	LABOR	0.0	0.0	\$882.94	10.0334	10.0334	100.00%	0.00%	\$215.72				
RIMSS TRA...	8523	13306	2/12/2014	2/20/2014	NON-BILLA...	Settled	1	Customer	TRAVIS LEE	LABOR	LABOR	0.0	0.0	\$178.93	2.0333	2.0333	100.00%	0.00%	\$40.67				
RIMSS TRA...	8537	13343	2/18/2014	2/26/2014	NON-BILLA...	Settled	1	Customer	TRAVIS LEE	LABOR	LABOR	0.0	0.0	\$827.20	9.4	9.4	100.00%	0.00%	\$188.00				
RIMSS TRA...	8537	13343	2/18/2014	2/26/2014	NON-BILLA...	Settled	1	Customer	MICHELLE L...	LABOR	LABOR	0.0	0.0	\$374.00	4.25	4.25	100.00%	0.00%	\$71.61				
RIMSS TRA...	8554	13338	2/21/2014	2/26/2014	NON-BILLA...	Settled	1	Customer	TRAVIS LEE	LABOR	LABOR	0.0	0.0	\$66.00	0.75	0.75	100.00%	0.00%	\$15.00				
RIMSS TRA...	8588	13357	2/28/2014	3/5/2014	NON-BILLA...	Settled	1	Customer	CARL ALBOR	LABOR	LABOR	0.0	0.0	\$70.40	0.8	0.8	100.00%	0.00%	\$17.20				
RIMSS TRA...	8598	13382	3/6/2014	3/12/2014	NON-BILLA...	Settled	1	Customer	LOUISE MO...	LABOR	LABOR	0.0	0.0	\$222.93	2.5333	2.5333	100.00%	0.00%	\$35.47				
RIMSS TRA...	8623	13394	3/13/2014	3/18/2014	NON-BILLA...	Settled	1	Customer	MICHELLE L...	FIELD RATE	FIELD RATE	0.0	0.0	\$203.87	2.3167	2.3167	100.00%	0.00%	\$39.04				
RIMSS TRA...	8646	13449	3/20/2014	3/28/2014	NON-BILLA...	Settled	1	Customer	LOUISE MO...	LABOR	LABOR	0.0	0.0	\$117.33	1.3333	1.3333	100.00%	0.00%	\$18.67				
RIMSS TRA...	8702	13475	4/4/2014	4/9/2014	NON-BILLA...	Settled	1	Customer	CARL ALBOR	LABOR	LABOR	0.0	0.0	\$1,270.14	14.4334	14.4334	100.00%	0.00%	\$310.32				
RIMSS TRA...	8753	13510	4/17/2014	4/25/2014	NON-BILLA...	Settled	1	Customer	TRAVIS LEE	LABOR	LABOR	0.0	0.0	\$82.13	0.9333	0.9333	100.00%	0.00%	\$18.67				
RIMSS TRA...	8769	13591	4/23/2014	5/16/2014	NON-BILLA...	Settled	1	Customer	MICHELLE L...	LABOR	LABOR	0.0	0.0	\$904.93	10.2833	10.2833	100.00%	0.00%	\$173.27				
RIMSS TRA...	8801	13680	5/5/2014	6/9/2014	NON-BILLA...	Settled	1	Customer	LOUISE MO...	HAULING	HAULING	0.0	0.0	\$265.47	3.0167	3.0167	100.00%	0.00%	\$42.23				
RIMSS TRA...	8801	13680	5/5/2014	6/9/2014	NON-BILLA...	Settled	1	Customer	LOUISE MO...	LABOR	LABOR	0.0	0.0	\$149.60	1.7	1.7	100.00%	0.00%	\$23.80				
RIMSS TRA...	8883	13755	5/29/2014	6/26/2014	NON-BILLA...	Settled	1	Customer	LOUISE MO...	LABOR	LABOR	0.0	0.0	\$882.94	10.0334	10.0334	100.00%	0.00%	\$140.47				
RIMSS TRA...	8892	13654	5/30/2014	6/6/2014	NON-BILLA...	Settled	1	Customer	CARL ALBOR	LABOR	LABOR	0.0	0.0	\$878.54	9.9834	9.9834	100.00%	0.00%	\$217.64				
																			3,576.11	12,9...			

[Service Type] = 'NON-BILLABLE' Edit Filter

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