

Time Logs to Jobs

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Time Logs incorrect on Job

Any time log can be changed if it is open including the customer and job number, if it has not gone to job.

This means that if you selected the wrong customer, employee or job, you are able to change this.

Time logs that were processed to a job but were incorrect.

The time log is locked down as an audit entry was processed to a job.

Process on how to reverse this.

- 1.Go to the job that the time log was wrongly assigned.
- 2.Double click on the time log and enter the negative quantity amount to reverse via Manage Line
- 3.This removes the cost allocated to the job
- 4.However the historical audit of adding and removing on the job will remain
- 5.The costing on the job will then be correct
- 6.Go to the CRM > Activity > Time logging
- 7.Select the expand tab
- 8.Select to view Show All time logs status
- 9.Select via the tick boxes the time logs you want to reopen
- 10.Go to the drop of the process button and click Open time logs
- 11.This will open the lock on the time logs and you can make changes
- 12.Once you have made your changes to Customer, Job Number, Time etc
- 13.Select and process time logs to jobs like you have done before

Open up locked time logs

