

Add or Edit Time Log

Details:

Edit Time Log

AttachmentMemoCreate ReminderAdd DisbursementsEmail SelfPrintInfoClose

Time Log - T14268

DetailDetail 2Travel ExpenseInvoice LinesCustom Fields

Debtors:ERP001 - ERP Solutions LtdJob Number:

Contact Person:Faheema GranvilleViewJob Line Link:

Employee / Assign To:Pamela DeanNotes:

CTCSC

Date Of Log:2024-09-09

Contract:2019/MG - 2019 Malcolm Granville

Task:AdministrationRef

Service Item:AdministrationTimeRef

Reference:

InvAdministration

Billing Rate:Non Charge35.00

Potential Billing Rate:2022 Charge \$ 85Non Billable:

Employee Rate:Rate 1 - Normal Time

Time From:08:30Start Time

Time To:09:00End Time

Bill Qty:.5E/T:0 h : 30 mins

Status / Severity:Received

Locked for Invoice:Closed:

Use Break:

Copy Note To Support LogCopy Note To Memo

Save & NewSave & CloseSaveCloseTo OutlookAdd to Job

Details	
Debtor	Select the debtor
Contact Person	Your Superior/Manager
Employee	Select the employee responsible for the Time Log

Date Of Log	Select/enter the date for the Time Log
Contact	
Task	Select the desired task or type of work you are doing at this time
Service Item	Select the desired Service Item for the Time Log
Reference	Enter a brief description/reference (The tick box next to the Reference field, when tick will automatically copy the contents of the Reference field to the Notes field and add it to the beginning of the notes in the Notes field if there are already any notes entered there.)
Billing rate	Select the desired task
Potential Billing Rate	What you could charge for this task
Non-Billable	Tock box you could tick if this is not a chargeable task
Employee Rate	What this time spent costs the company (Employee hourly rate)
Service Level Agreement	Select the desired SLA. Only SLA that are related to this Debtor will be available for selection.
Time From	Time when the Time Log was started
Time To	Time when the Time Log was ended / finished
Bill Qty	This will auto populate the house when you have added your to and from time
Job Number	To allocate this time to a specific job
Job Line Link	To link this time to a specific task
Notes	To add notes to a job
Status / Severity	This refers to the status of the job completed at this time (Closed, pending etc)

Locked for invoice	This time log is locked as its being invoiced
Use Break	

Details 2

Edit Time Log

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Time Log - T14268

DetailDetail 2Travel ExpenseInvoice LinesCustom Fields

Asset:L: ☒

In Warranty:☐

View Asset Item

Support Task:

Support Sub Task:

Log No:

Remove Support Log

Support Link:

Generic Field 1:

Generic Field 2:

Generic Field 3:

Order Number:

Geolocate:

Map

Location Date Time:

Add Time Logs On Job As:

Add To Job:☐☒ CTC☐ SC

Added To Job:☐

Remove T/L To Job

Job Number:

Job Line Link:

Job Line Link Display: --

New Job Line:☐

Sales Lead:

Remove Sales Lead

Added Log:

Leave:☐

Sick:☐

Sales Lead Link:

Save & NewSave & CloseSaveCloseTo OutlookAdd to Job

Details 2	(This is where you add your sick leave or annual leave)
Asset	
In Warranty	
Support Task	
Support Sub Task	
Log No.	

Support Link	
Generic Field 1-3	Text field to add your own note
Order Number	Should you have received an order number for the task you are doing at this time
Geolocation	Maps to add where you were
Location Date and Time	
Add Time Logs on Job as:	
Sales Lead Link	You can add a link here form a sales lead that has lead to this time being done
Leave	Tick the tick box if you had annual leave on this specific day
Sick	Tick the tick box if you were sick on this day

Travel Expenses

Edit Time Log

Attachment
Memo
Create Reminder
Add Disbursements
Email Self
Print
Info
Close

Time Log - T14268

Detail
Detail 2
Travel Expense
Invoice Lines
Custom Fields

Charge Travel Fees: ☐

Travel Bill Type: ☐ Distance ☐ Time Charge ☒ Charge Both

Distance Rate:

Km From:

Km To:

Km Billing Value: **0.00**

Time Rate:

Travel Time:

Total Travel Time Cost: **0.00**

Travel Item: None

Charge Toll Fees: ☐

Toll Cost:

Toll Fees Item: None

Save & New
Save & Close
Save
Close
To Outlook
Add to Job

Charge Travel Fee	Tick the tick box if travel fee applies
Travel Bill Type	Choose if this is a time charge or if you charge per KM or for both
Distance Rate	Dollar charge per km
Km From:	Add area traveling
Km to:	Add area you are traveling to
Km billing Value	This will be auto calculated with the above information
Time Rate:	Add your hourly rate
Travel Time:	Add how many hours your travel was
Total Travel Time Cost	This will be auto calculated with the above information
Travel Item:	Here you can add what the travel was for (Sales, admin, consulting)
Charge Toll Fees:	Tick the box if you crossed any toll roads
Toll fee item:	Here you can add what the travel was for (Sales, admin, consulting)

Add Disbursements

Time Log Search

Search Add

Detailed Cust

Time Log No.:
Reference:
Debtor From:
Contract:
Date From:
Total Hours:
Page 0 of 0
Att Memo

Add Time Log

Attachment Memo Create Reminder Add Disbursements Email Self Print Info Close

Time Log

Detail

Debtor:
Contact Pe
Employee
Date Of Lo
Contract:
Task:
Service It
Reference
Billing Rat
Potential B
Employee
Time From
Time To:
Bill Qty:

1.00 E/T: 1 h : 0 mins Break.

Add Invoice Line

Time Log Item

Detail Notes Close

Item:
Item Description:
Quantity: 0.00
Cost per item: 0.00
BOM:

Warehouse:
Total Cost:
BOM Recipe

Selling per item: 0.00
Line Total ex: 0.00
VAT Value: 0.00
Total Selling Inc: 0.00
Sequence No: 0.00

Line Discount: 0.00
VAT:
Mark Up: 0.00
Unit Of Measure:
Add to Job: ☒ CTC ☐ SC

Save & New Save & Close Close

Save & New Save & Close Save Close

To Outlook Add to Job

Add Invoice Line

Time Log Item

Detail

Notes

Close

Copy Description

Save & New

Save & Close

Close

Revision #4

Created 27 July 2023 19:00:16 by Paige

Updated 10 September 2024 23:26:28 by Pamela