# MONTHLY EXPENSED LABOUR SERVICE CALL

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| **HANDLING EXPENSED TIME/ALLOWED TIME/TRAINING TIME** | |
|  | Similarly to DBS, in NAXT we will use a Monthly Expensed Labour service call to capture Expensed, Allowed, and Training Time costs. The key change is that in DBS you used multiple work orders but in NAXT there will be one Monthly Expensed Labour service call that has a segment for each ‘bucket’ These monthly service calls will be automatically generated on the first day of the month and can be found by searching their specific Call type ‘EXPENSED LABOUR’ |
|  | The service call will have a segment for each ‘bucket’ and these will be identified by the Component Code description |
|  | The Monthly Expensed Labour Service call will be copied automatically by the system at the end of the month, which will mean for a time there will be two Monthly Expensed Labour service calls open |
|  | On the first working day of the next month the administrator will enter any outstanding time sheets from the previous month. If there is any expensed labour which needs to be entered this needs to be completed in the previous month’s Monthly Expensed Labour service call  Once all time sheets for the previous month have been entered, the Administrator will invoice the previous month’s Monthly Expensed labour Service call. Please see the steps which follow for more detail |

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| **PREPARING MONTHLY EXPENSED LABOUR SERVICE CALLS FOR INVOICING** | |
|  | Ensure all previous month time sheets are entered correctly to the Expensed labour service call |
|  | Check the each Segment of the Expensed labour service call to ensure that there are no Estimate or Actual values for Parts or Misc.  Select monthly expense service call  Click **Related information**  Click **Segment transactions**  C:\Users\StephC\AppData\Local\Temp\SNAGHTML1aef9f0.PNG |
|  | Check to see if non labour transactions appear  Enter **!l** under **Transaction type** |
|  | *The overview screen should return blank* |
|  | If Actual values for Parts and Misc. exist, speak with your branch manager about the treatment of these |
|  | If Estimate values exist for Parts and Misc. which don’t have corresponding Actuals these need to be removed.  J:\Training - Inspire\eMerge training icons\Important Black.pngEnsure that the Misc cost of ‘DMY – Used to make the Segment close’ is not removed |
|  | Select all Segments and move to Finished status |

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| **INVOICING MONTHLY EXPENSED LABOUR SERVICE CALLS** | |
|  | Once all Segments are in Finished status, create an Invoice proposal |
|  | When the Prepare invoice proposal form appears, change the Date of document issue to be the last day of the previous month. |

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|  | From the Invoice proposal form which appears, on the bottom of the form select the ‘Grid view’ option |
|  | Grid view will display all Invoice proposals that require Posting. You will notice that the Invoice date is the last day of the previous month. Select the Post function button |

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|  | Do not change anything on this form and select OK |
|  | All costs from the Monthly Expensed labour service call will be posted back into the previous month |

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|  | The Expensed labour service call should now be in a Closed status |