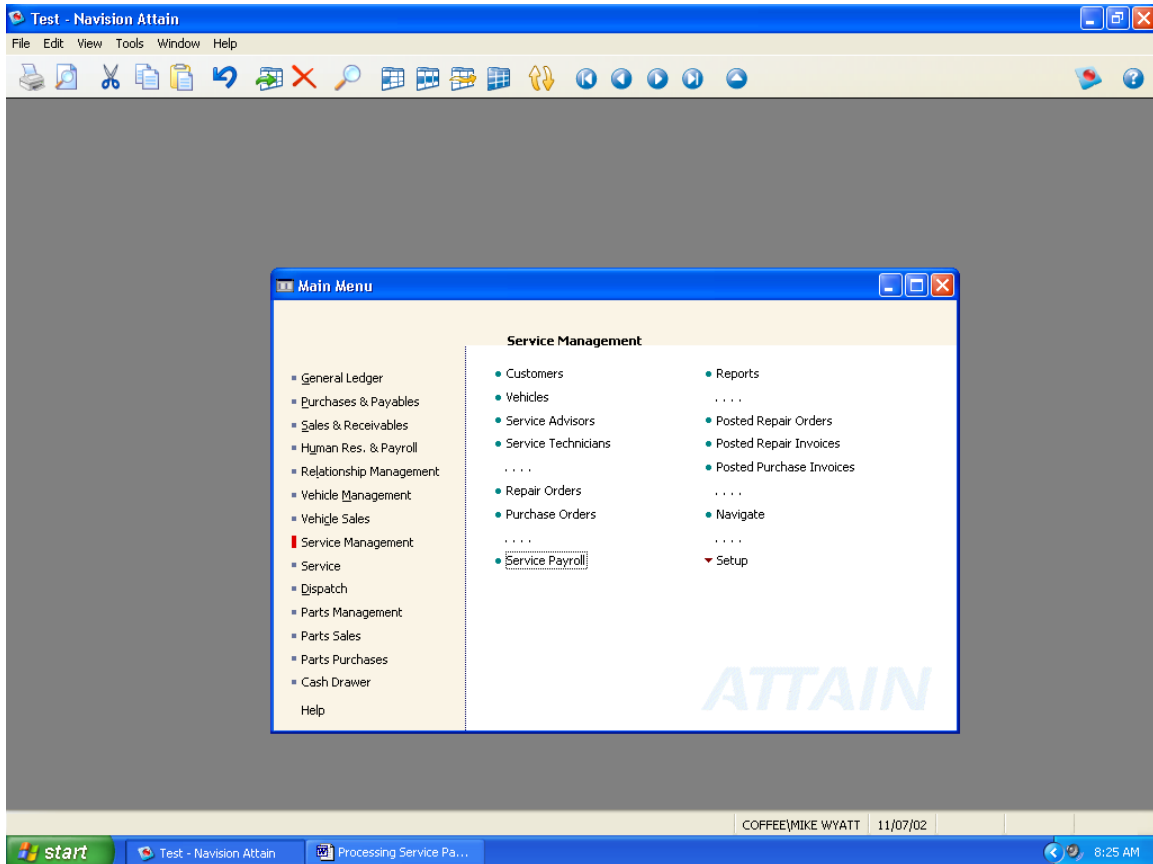


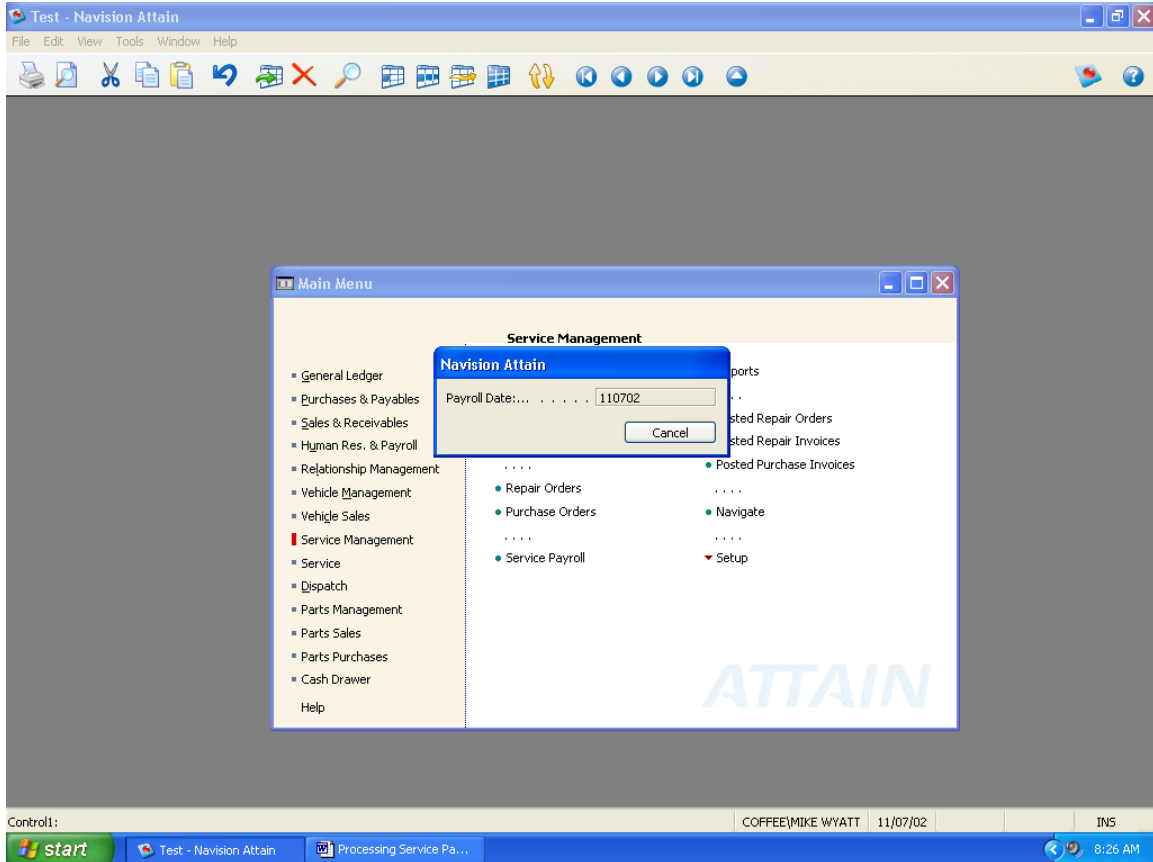
Processing Service Payroll

This guide will help in the steps for processing the payroll information from Service. The correctness of flag time is of the utmost importance in this process. Each Tech's flag time will need verification and or modification before being posted to payroll. Additional time for schools, vacation, sick leave will also need to be recorded.

The process begins with the Main Menu > Service Management>Service Payroll



The next prompt will ask for Payroll Date.



The system will display the following screen which will indicate:

RO Count

Total Flag Hours

Payroll Hours

Service Payroll

Payroll Date . . . 11/07/02 Flag Hours . . . 39.6
Tech No. . . . Paid Hours . . .
Count . . . 53 Filters . . . Payroll Hours . . . 39.6

RO No.	Task No.	Description	Tech No.	Tech Name	Flag Hours	Paid Hours	Payroll Hours
60001	1	Recalls	1002	Tech 2	0.5	0.0	0.5
60002	1	Driveability	1001	Tech 1	0.5	0.0	0.5
60003	1	Recalls	1002	Tech 2	0.2	0.0	0.2
60005	1	Balance and Rotate	1002	Tech 2	0.7	0.0	0.7
60006	1	Recalls	1002	Tech 2	0.5	0.0	0.5
60007	1	Oil Change	1002	Tech 2	0.4	0.0	0.4
60008	1	Electrical	1002	Tech 2	1.2	0.0	1.2
60008	2	Brakes - ABS	1002	Tech 2	1.0	0.0	1.0
60009	1	Oil Change	9174	Tech 4	0.4	0.0	0.4
60011	1	Driveability	1002	Tech 2	1.0	0.0	1.0
60012	1	Oil Change	9174	Tech 4	0.4	0.0	0.4
60013	1	Recalls	1002	Tech 2	1.2	0.0	1.2
60026	1	Oil Change	9174	Tech 4	0.4	0.0	0.4
60027	1	Maintenance	9174	Tech 4	0.3	0.0	0.3
60028	1	Electrical	1001	Tech 1	0.5	0.0	0.5
60029	1	Engine	1002	Tech 2	1.0	0.0	1.0
60031	1	Body	1002	Tech 2	0.5	0.0	0.5
60031	1	Body	1002	Tech 2	0.2	0.0	0.2
60033	1	Pre-Delivery Inspection	1001	Tech 1	0.9	0.0	0.9
60034	1	Oil Change	9174	Tech 4	0.4	0.0	0.4
60035	1	Pre-Delivery Inspection	1002	Tech 2	0.9	0.0	0.9
60037	1	Brakes	7852	Tech 3	2.0	0.0	2.0
60037	2	Maintenance	7852	Tech 3	1.0	0.0	1.0
60038	1	Electrical	1001	Tech 1	0.3	0.0	0.3

Functions Print Help

Resource Filter: COFFEE/MIKE WYATT 11/07/02 INS

start Test - Navision Attain Processing Service Pa... 8:28 AM

The verification will be by individual tech. The previous example shows a composite. Notice the Tech No. can be entered in the upper left corner of this screen. This will allow a screen display by individual for verification.

The screen displays **COMPLETED TASKS**.

Tech No.

Service Payroll

Payroll Date . . . 11/07/02 Flag Hours 39.6
 Tech No. Paid Hours 0
 Payroll Hours 39.6
 Count 53 Filters

RO No.	Task No.	Description	Tech No.	Tech Name	Flag Hours	Paid Hours	Payroll Hours
60001	1	Recalls	1002	Tech 2	0.5	0.0	0.5
60002	1	Driveability	1001	Tech 1	0.5	0.0	0.5
60003	1	Recalls	1002	Tech 2	0.2	0.0	0.2
60005	1	Balance and Rotate	1002	Tech 2	0.7	0.0	0.7
60006	1	Recalls	1002	Tech 2	0.5	0.0	0.5
60007	1	Oil Change	1002	Tech 2	0.4	0.0	0.4
60008	1	Electrical	1002	Tech 2	1.2	0.0	1.2
60008	2	Brakes - ABS	1002	Tech 2	1.0	0.0	1.0
60009	1	Oil Change	9174	Tech 4	0.4	0.0	0.4
60011	1	Driveability	1002	Tech 2	1.0	0.0	1.0
60012	1	Oil Change	9174	Tech 4	0.4	0.0	0.4
60013	1	Recalls	1002	Tech 2	1.2	0.0	1.2
60026	1	Oil Change	9174	Tech 4	0.4	0.0	0.4
60027	1	Maintenance	9174	Tech 4	0.3	0.0	0.3
60028	1	Electrical	1001	Tech 1	0.5	0.0	0.5
60029	1	Engine	1002	Tech 2	1.0	0.0	1.0
60031	1	Body	1002	Tech 2	0.5	0.0	0.5
60031	1	Body	1002	Tech 2	0.2	0.0	0.2
60033	1	Pre-Delivery Inspection	1001	Tech 1	0.9	0.0	0.9
60034	1	Oil Change	9174	Tech 4	0.4	0.0	0.4
60035	1	Pre-Delivery Inspection	1002	Tech 2	0.9	0.0	0.9
60037	1	Brakes	7852	Tech 3	2.0	0.0	2.0
60037	2	Maintenance	7852	Tech 3	1.0	0.0	1.0
60038	1	Electrical	1001	Tech 1	0.3	0.0	0.3

Functions Print Help

Resource Filter: COFFEE/MIKE WYATT 11/07/02 INS

start Test - Navision Attain Processing Service Pa... 8:28 AM

Screen display for tech 1002:

Service Payroll

Payroll Date . . . 11/07/02 Flag Hours . . . 14.6
 Tech No. 1002 Paid Hours . . . 0
 Payroll Hours . . . 14.6
 Count . . . 18 Filters . . . No.: 1002

RO No.	Task No.	Description	Tech No.	Tech Name	Flag Hours	Paid Hours	Payroll Hours
60001	1	Recalls	1002	Tech 2	0.5	0.0	0.5
60003	1	Recalls	1002	Tech 2	0.2	0.0	0.2
60005	1	Balance and Rotate	1002	Tech 2	0.7	0.0	0.7
60006	1	Recalls	1002	Tech 2	0.5	0.0	0.5
60007	1	Oil Change	1002	Tech 2	0.4	0.0	0.4
60008	1	Electrical	1002	Tech 2	1.2	0.0	1.2
60008	2	Brakes - ABS	1002	Tech 2	1.0	0.0	1.0
60011	1	Driveability	1002	Tech 2	1.0	0.0	1.0
60013	1	Recalls	1002	Tech 2	1.2	0.0	1.2
60029	1	Engine	1002	Tech 2	1.0	0.0	1.0
60031	1	Body	1002	Tech 2	0.5	0.0	0.5
60031	1	Body	1002	Tech 2	0.2	0.0	0.2
60035	1	Pre-Delivery Inspection	1002	Tech 2	0.9	0.0	0.9
60039	1	Driveability	1002	Tech 2	1.5	0.0	1.5
60040	1	Recalls	1002	Tech 2	0.3	0.0	0.3
60063	1	Driveability	1002	Tech 2	1.5	0.0	1.5
60064	1	Driveability	1002	Tech 2	1.5	0.0	1.5
60070	1	Electrical	1002	Tech 2	0.5	0.0	0.5

Description: Recalls COFFEE|MIKE WYATT 11/07/02 FILTER 8:49 AM

The next tech can be displayed two ways:

Mouse click on the Function button, choose Start Over or:

Simply press F4 on the keyboard

The screenshot shows the 'Service Payroll' window in the Navision Attain software. The window title is 'Test - Navision Attain'. The menu bar includes 'File', 'Edit', 'View', 'Tools', 'Window', and 'Help'. The toolbar contains various icons for file operations and navigation. The main area displays the following information:

Payroll Date . . . 11/07/02 Flag Hours 14.6
Tech No. 1002 Paid Hours 0
Payroll Hours 14.6
Count 18 Filters No.: 1002

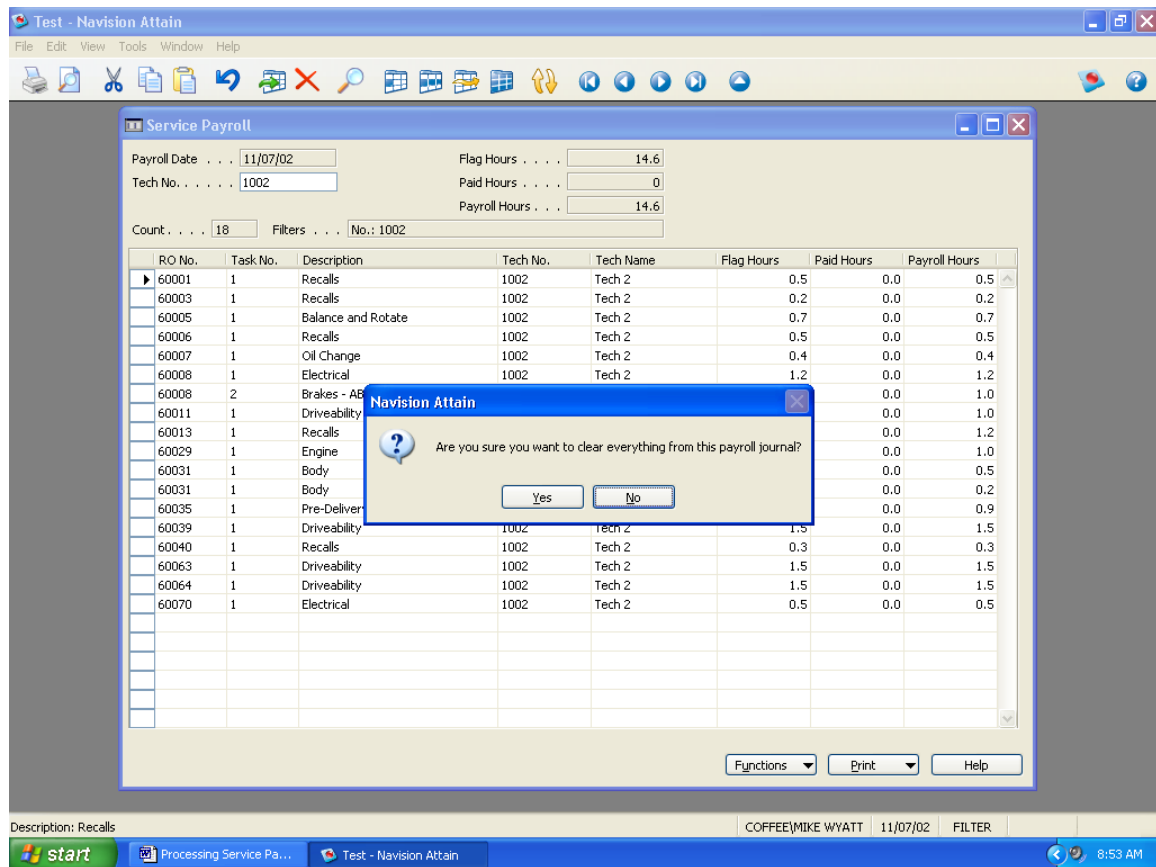
RO No.	Task No.	Description	Tech No.	Tech Name	Flag Hours	Paid Hours	Payroll Hours
60001	1	Recalls	1002	Tech 2	0.5	0.0	0.5
60003	1	Recalls	1002	Tech 2	0.2	0.0	0.2
60005	1	Balance and Rotate	1002	Tech 2	0.7	0.0	0.7
60006	1	Recalls	1002	Tech 2	0.5	0.0	0.5
60007	1	Oil Change	1002	Tech 2	0.4	0.0	0.4
60008	1	Electrical	1002	Tech 2	1.2	0.0	1.2
60008	2	Brakes - ABS	1002	Tech 2	1.0	0.0	1.0
60011	1	Driveability	1002	Tech 2	1.0	0.0	1.0
60013	1	Recalls	1002	Tech 2	1.2	0.0	1.2
60029	1	Engine	1002	Tech 2	1.0	0.0	1.0
60031	1	Body	1002	Tech 2	0.5	0.0	0.5
60031	1	Body	1002	Tech 2	0.2	0.0	0.2
60035	1	Pre-Delivery Inspection	1002	Tech 2	0.9	0.0	0.9
60039	1	Driveability	1002	Tech 2	1.5	0.0	1.5
60040	1	Recalls	1002	Tech 2	0.3	0.0	0.3
60063	1	Driveability	1002	Tech 2	1.5	0.0	1.5
60064	1	Driveability	1002	Tech 2	1.5	0.0	1.5
60070	1	Electrical	1002	Tech 2	0.5	0.0	0.5

At the bottom right, there are buttons for 'Functions', 'Print', and 'Help'. A 'Functions' dropdown menu is open, showing the following options:

- Start Over F4
- Open Repair Orders
- Post And Print F11

The status bar at the bottom shows 'Description: Recalls', 'Processing Service Pa...', 'Test - Navision Attain', and the system clock '8:51 AM'.

The next pop-up will ask:



Press y on the keyboard or click on the Yes button.

The Screen will refresh to display all techs again.

Occasionally, a tech will begin a task on the day the payroll cycle ends, and has not completed it. A decision must be made on how to handle the time already spent on the tasks.

A display is provided for these situations. From the Function button at the bottom of the screen choose Open Repair Order as shown below.

The screenshot shows the 'Service Payroll' window in Navision Attain. The window title is 'Test - Navision Attain'. The menu bar includes File, Edit, View, Tools, Window, and Help. The toolbar contains various icons for file operations and navigation. The main area displays payroll data for a specific date and technician.

Payroll Date: 11/06/02
Tech No.: 1002
Flag Hours: 14.6
Paid Hours: 0
Payroll Hours: 14.6
Count: 18
Filters: No.: 1002

RO No.	Task No.	Description	Tech No.	Tech Name	Flag Hours	Paid Hours	Payroll Hours
60001	1	Recalls	1002	Tech 2	0.5	0.0	0.5
60003	1	Recalls	1002	Tech 2	0.2	0.0	0.2
60005	1	Balance and Rotate	1002	Tech 2	0.7	0.0	0.7
60006	1	Recalls	1002	Tech 2	0.5	0.0	0.5
60007	1	Oil Change	1002	Tech 2	0.4	0.0	0.4
60008	1	Electrical	1002	Tech 2	1.2	0.0	1.2
60008	2	Brakes - ABS	1002	Tech 2	1.0	0.0	1.0
60011	1	Driveability	1002	Tech 2	1.0	0.0	1.0
60013	1	Recalls	1002	Tech 2	1.2	0.0	1.2
60029	1	Engine	1002	Tech 2	1.0	0.0	1.0
60031	1	Body	1002	Tech 2	0.5	0.0	0.5
60031	1	Body	1002	Tech 2	0.2	0.0	0.2
60035	1	Pre-Delivery Inspection	1002	Tech 2	0.9	0.0	0.9
60039	1	Driveability	1002	Tech 2	1.5	0.0	1.5
60040	1	Recalls	1002	Tech 2	0.3	0.0	0.3
60063	1	Driveability	1002	Tech 2	1.5	0.0	1.5
60064	1	Driveability	1002	Tech 2	1.5	0.0	1.5
60070	1	Electrical	1002	Tech 2	0.5	0.0	0.5

At the bottom of the window, there is a 'Functions' dropdown menu. The 'Open Repair Orders' option is highlighted with a red circle. Other options include 'Start Over' (F4) and 'Post And Print' (F11). The status bar at the bottom shows 'Description: Recalls' and the system clock is 9:38 AM.

This option will display the Open Repairs which are tasks that are in progress by the tech. A decision must be made if any of the time is to be applied to the current pay cycle or the next when the task is completed.

To Be Paid ?

The screenshot shows the Navision Attain software interface. The main window is titled "Service Payroll" and displays a table with columns: RO No., Task No., Description, Tech No., Tech Name, Flag Hours, Paid Hours, and Payroll Hours. Below this, a "Service WIP Payroll" window is open, showing a similar table with an additional "To Be Paid" column. An arrow points from the text "To Be Paid ?" to the "To Be Paid" column header in the WIP Payroll window.

RO No.	Task No.	Description	Tech No.	Tech Name	Flag Hours	Paid Hours	Payroll Hours
60001	1	Recalls	1002	Tech 2	0.5	0.0	0.5
60003	1	Recalls	1002	Tech 2	0.2	0.0	0.2

RO No.	Task No.	Description	Tech No.	Tech Name	Flag Hours	Paid Hours	To Be Paid
60030	1	Heater/Air Conditioning	1002	Tech 2	1.5	0.0	
60049	2	Trim	1002	Tech 2	1.0	0.0	

Amounts here will BE INCLUDED in the current payroll cycle.

Notice we entered 8 tenths to be paid for RO 60030

The screenshot displays the Navision Attain software interface. The main window is titled "Service Payroll" and shows a summary of payroll data for a specific date and technician. Below this, a table lists work orders (RO No.) and tasks (Task No.) with their respective hours. A secondary window, "Service WIP Payroll", is overlaid on top, showing a detailed view of work-in-progress items. In this window, the row for RO 60030, Task 1 (Heater/Air Conditioning) has a "To Be Paid" value of 0.8. An arrow from the text above points to this value. The Windows taskbar at the bottom shows the system date as 11/07/02 and the time as 9:52 AM.

RO No.	Task No.	Description	Tech No.	Tech Name	Flag Hours	Paid Hours	Payroll Hours
60001	1	Recalls	1002	Tech 2	0.5	0.0	0.5
60003	1	Recalls	1002	Tech 2	0.2	0.0	0.2

RO No.	Task No.	Description	Tech No.	Tech Name	Flag Hours	Paid Hours	To Be Paid
60030	1	Heater/Air Conditioning	1002	Tech 2	1.5	0.0	0.8
60049	2	Trim	1002	Tech 2	1.0	0.0	0.0

Note the 8 tenths for RO 60030 is now added to the techs total.

Service Payroll

Payroll Date . . . 11/06/02 Flag Hours 16.1
Tech No. 1002 Paid Hours 0
Payroll Hours 15.4

Count 19 Filters No.: 1002

RO No.	Task No.	Description	Tech No.	Tech Name	Flag Hours	Paid Hours	Payroll Hours
60001	1	Recalls	1002	Tech 2	0.5	0.0	0.5
60003	1	Recalls	1002	Tech 2	0.2	0.0	0.2
60005	1	Balance and Rotate	1002	Tech 2	0.7	0.0	0.7
60006	1	Recalls	1002	Tech 2	0.5	0.0	0.5
60007	1	Oil Change	1002	Tech 2	0.4	0.0	0.4
60008	1	Electrical	1002	Tech 2	1.2	0.0	1.2
60008	2	Brakes - ABS	1002	Tech 2	1.0	0.0	1.0
60011	1	Driveability	1002	Tech 2	1.0	0.0	1.0
60013	1	Recalls	1002	Tech 2	1.2	0.0	1.2
60029	1	Engine	1002	Tech 2	1.0	0.0	1.0
60030	1	Heater/Air Conditioning	1002	Tech 2	1.5	0.0	0.8
60031	1	Body	1002	Tech 2	0.5	0.0	0.5
60031	1	Body	1002	Tech 2	0.2	0.0	0.2
60035	1	Pre-Delivery Inspection	1002	Tech 2	0.9	0.0	0.9
60039	1	Driveability	1002	Tech 2	1.5	0.0	1.5
60040	1	Recalls	1002	Tech 2	0.3	0.0	0.3
60063	1	Driveability	1002	Tech 2	1.5	0.0	1.5
60064	1	Driveability	1002	Tech 2	1.5	0.0	1.5
60070	1	Electrical	1002	Tech 2	0.5	0.0	0.5

Functions Print Help

Description: Recalls COFFEE\MIKE WYATT 11/07/02 FILTER

start Processing Service Pa... Test - Navision Attain mike-wyatt.glt.comp... 9:53 AM

This process is repeated for each tech to verify their time. The Print button will create a Payroll Report, which prints a page for each tech. Additional time such as vacation, sick leave, etc., can be entered on the page. The Service Manager's signature on the page let's payroll know the totals are verified.

The last step in this process is to Post & Print the time.

This can be accomplished two ways:

Mouse click on the Function button, choose Post & Print or:

Simply press F11 on the keyboard

The screenshot shows the 'Service Payroll' window in Navision Attain. The window title is 'Test - Navision Attain'. The menu bar includes File, Edit, View, Tools, Window, and Help. The toolbar contains various icons for file operations and navigation. The main area displays the following information:

Payroll Date . . . 11/06/02 Flag Hours 16.1
Tech No. 1002 Paid Hours 0
Count 19 Filters . . . No.: 1002 Payroll Hours . . . 15.4

RO No.	Task No.	Description	Tech No.	Tech Name	Flag Hours	Paid Hours	Payroll Hours
60001	1	Recalls	1002	Tech 2	0.5	0.0	0.5
60003	1	Recalls	1002	Tech 2	0.2	0.0	0.2
60005	1	Balance and Rotate	1002	Tech 2	0.7	0.0	0.7
60006	1	Recalls	1002	Tech 2	0.5	0.0	0.5
60007	1	Oil Change	1002	Tech 2	0.4	0.0	0.4
60008	1	Electrical	1002	Tech 2	1.2	0.0	1.2
60008	2	Brakes - ABS	1002	Tech 2	1.0	0.0	1.0
60011	1	Driveability	1002	Tech 2	1.0	0.0	1.0
60013	1	Recalls	1002	Tech 2	1.2	0.0	1.2
60029	1	Engine	1002	Tech 2	1.0	0.0	1.0
60030	1	Heater/Air Conditioning	1002	Tech 2	1.5	0.0	0.8
60031	1	Body	1002	Tech 2	0.5	0.0	0.5
60031	1	Body	1002	Tech 2	0.2	0.0	0.2
60035	1	Pre-Delivery Inspection	1002	Tech 2	0.9	0.0	0.9
60039	1	Driveability	1002	Tech 2	1.5	0.0	1.5
60040	1	Recalls	1002	Tech 2	0.3	0.0	0.3
60063	1	Driveability	1002	Tech 2	1.5	0.0	1.5
60064	1	Driveability	1002	Tech 2	1.5	0.0	1.5
60070	1	Electrical	1002	Tech 2	0.5	0.0	0.5

At the bottom right, there are buttons for 'Functions', 'Print', and 'Help'. A context menu is open over the 'Functions' button, showing the following options:

- Start Over F4
- Open Repair Orders
- Post And Print F11

The status bar at the bottom shows 'Description: Recalls', 'Processing Service Pa...', 'Test - Navision Attain', 'mike-wyatt.git.comp...', and the time '10:04 AM'.

Once Post & Print is completed, the service department is ready for the next week's pay-cycle.