

Negative Timesheets

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It may be necessary to reduce, increase or remove Labor costs from a Job to correct a previous timesheet entry where labor was posted to the incorrect Job, dispatch times were entered incorrectly or a manual timesheet was entered incorrectly.

If a Job Timesheet or an entry in a Bulk Timesheet Batch is deleted or modified this will correct the labor costs on the Job only if the accounting period in which the original transaction occurred is still in an open status. If the accounting period is closed, you would need to manually enter a negative timesheet to deduct the original entry and a second timesheet to enter the correct amounts.

This correcting method may be used if your company is using Payroll Timesheets, only if the net dollar amounts are the same for the correcting entries. Otherwise you would need to enter negative and positive entries into your payroll timesheet batch to correct the error.

In the example below, the first image is inputting a negative timesheet on one job, and the second image shows the entry of the correcting positive timesheet.

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