

Handling Towing Services

This document will show you how to handle towing where you want to record the time and cost per kilometre taken to sell your towing services.

Setup 1:

1. Services
2. New
3. Service = Towing Services (*Description of choice*).
4. Code = Towing.
5. Category = Miscellaneous Services (*Description of choice*).
6. Account = Click on the button at the end of the account field then choose New in the account field type Towing then click in Sub-Account and choose Labour then click Ok twice.
7. Standard – Wholesale – Trade set to 0.00.
8. OK to save.

Service details

Service: Towing Services Code: TOWING

Details Parts / service text Comments

☐ Fixed price ☐ RSA trigger 6 months ☐ Inactive

Category: Miscellaneous Services

Account: Labour - Towing

Follow on service

in months or kms

Price (Inc. Tax)

Standard	\$0.00
Wholesale	\$0.00
Trade	\$0.00

Tax: GST

☒ Included

Labour rates

LAB	\$110.00
	\$100.00
	\$90.00

Loyalty

☐ Loyalty trigger

Points per dollar: 0

Point cost: 0

Estimated hours

Cancel OK

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Setup 2:

1. Parts
2. New
3. Part = Towing Services (*Description of choice*).
4. Part No – TOWING.
5. Type = Catalog (**IMPORTANT** *Must Be Catalog*).
6. Category = Enter category of choice
7. Income Account = Click on the button at the end of the account field then choose New in the account field type Towing then click in Sub-Account and choose Parts then click Ok twice.
8. Cost (Inc. Tax) = 0.00 (**IMPORTANT** *Must Be 0.00*).
9. Standard = \$2.75 (Whatever your cost per kilometre is)
10. Wholesale & Trade = 0.00 (*Your choice*).
11. OK to save.

Part Form

Part: Towing Services Part number: TOWING

Details Purchasing Sales Adjustments Allocations Orders Comments

Part type: Catalog ☐ Recalc quantity first ☐ Inactive

Category: General Accounts - Towing ... Cost (Inc. Tax): \$0.00

Income Account: Parts - Towing ... Price (Inc. Tax): Standard \$0.00

COGS account: Cost Of Goods Sold ... Wholesale \$0.00

Trade \$0.00

Location: ...

Barcode: PRT1239

Units: each

SKU: 0 Class: 0

Tax: GST ... ☒ Included

Cancel Item sales OK

By sub accounting both Labour and Parts, accounts the values generated will display separately on your Profit & Loss reporting.

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Setup 3:

1. Services.
2. TOWING.
3. Edit.
4. Parts/Service Text.
5. Add = Choose the category part created in step 2 TOWING.
6. OK twice to save.

The screenshot shows a software window titled "Service details". At the top, there are two input fields: "Service" containing "Towing Services" and "Code" containing "TOWING". Below these are three tabs: "Details", "Parts / service text", and "Comments". The "Parts / service text" tab is active, displaying a table titled "Parts included".

Quantity	Part Number	Part
1	TOWING	Towing Services

To the right of the table are three buttons: "Add", "Edit", and "Remove". Below the table are two sections: "Checklists" and "Work done", each with a large empty text area and "Add" and "Remove" buttons. At the bottom of the window are two large buttons: "Cancel" (with a red X icon) and "OK" (with a green checkmark icon).

This completes the setup of all the TOWING components.

Operation:

Start job as normal add Towing as a service, you will now see the service appear with the part TOWING below it, the operator can click onto this job to allocate time taken and you can enter the number of kilometres in the quantity field.

See sample invoice.

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Sample Invoice:

Sample Automotives

1123 Kings Highway
Fremantle NSW 6959
ABN 12 365 894 789
Tel: 08 9568 4587 Fax: 08 9568 9977
Email: Microbase_Australasia@mail.com
Website: www.repcoservice.com
RTA: A U 12456



Job Summary

Inv. No.	290	Date	17/3/19	Order No.	-	Sales ID	-
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Client Details	Vehicle Details
Simon And Cheryl Glasgow 16 Alphabet Street Yokine WA 6060	Registration: M33333 Odo: 67000 Make/Model: BMW M3 Type: Coupe Year: 2009 VIN#: WBSWD9207GG123845

Account	63	Home	Cheryl	Work	Simon	Mobile	0438 314 987
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Work Done

Services, Parts & Labour

Mechanical

Qty	Description	Unit Price	Total (Ex)	Tax	Total (Inc)
1	Towing Services				
300	Towing Services	\$2.50	\$750.00	\$75.00 GST	\$825.00
			\$750.00	\$75.00	\$825.00

Vehicle Report

Financial Summary

Total (Ex. Tax)	\$750.00	Terms	Cash on delivery
Tax Total	\$75.00	Paid	\$0.00
Total (Inc. Tax)	\$825.00	Balance	\$825.00

Thank You For The Business

We Can Share The Driving With You
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