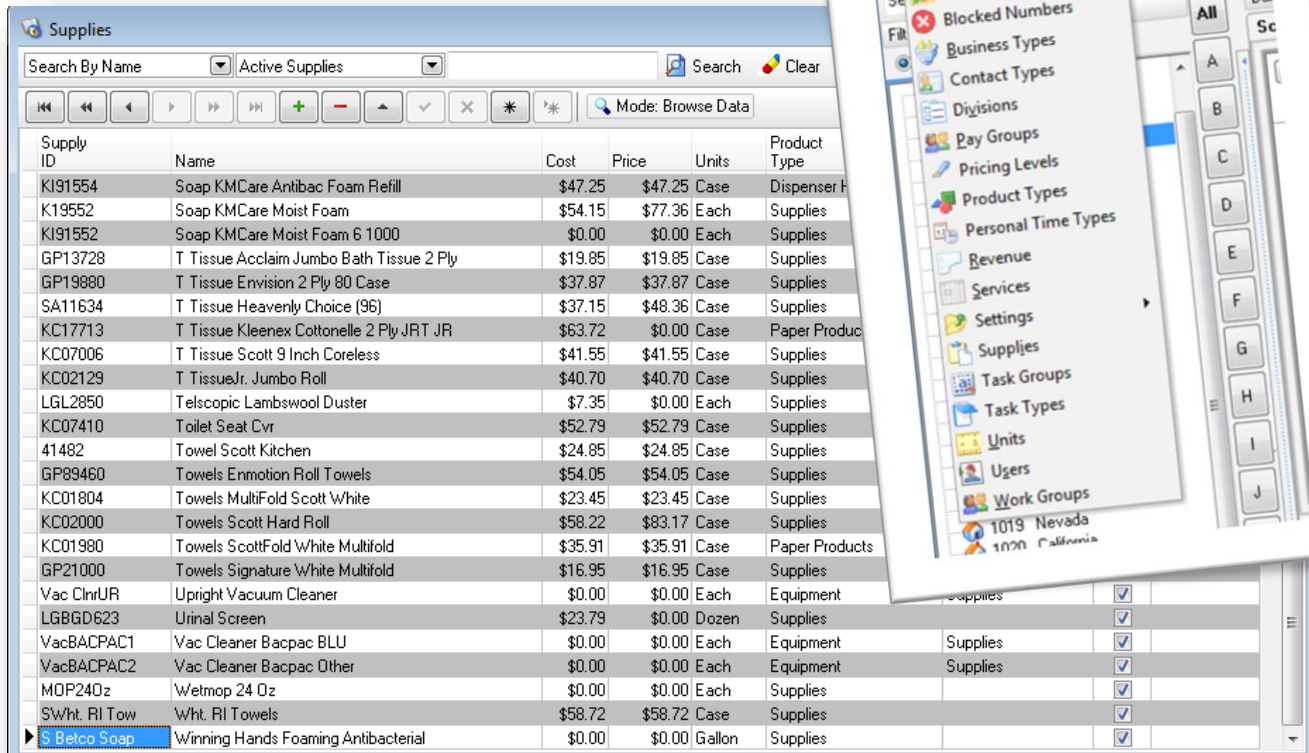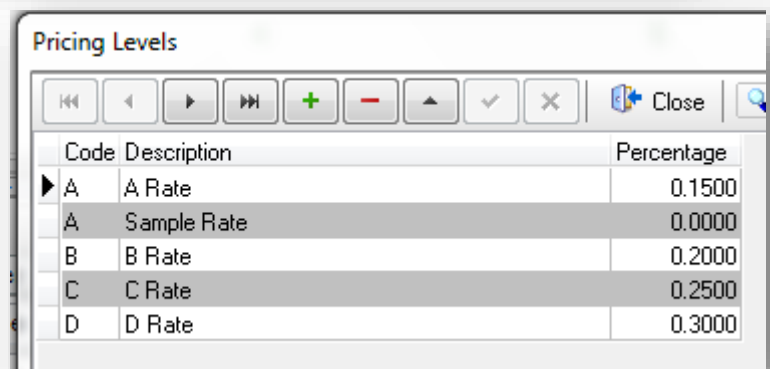# Supplies

Supplies can be tracked, delivery tickets created and budgeted in ExpressTime. To use the many features below a pick list of approved chemicals, supplies and misc. supplies needs to be created.

➢ Create a supply pick list under Administration / Supplies. Click the (**+**) to create a new record, then, fill in the applicable information.

➢ Post your record when finished. Since Supply delivery tickets can be generated using the Supplies feature, pricing levels can be created that will multiply the cost by the percentage rate and apply it to supply delivery tickets and budgets for a particular client.

➢ To create "Pricing Levels" go to Administration/ Pricing Levels' click the (**+**) to create a new record and then fill in the applicable information. Post your record when finished.

Approved Supplies - Specific supplies can be assigned to each building, thus creating a drop list of approved chemicals, supplies and misc. supplies to be used when creating supply delivery tickets in the Scheduling tab.

Creating an "Approved Supply" list narrows down the supply pick list to only items used in a specific location. So for example an employee leaves a message that toilet tissue is needed in a building without specifying which type such as jumbo roll or coreless the approved list will help determine what is needed.

> ➢ If using "**Pricing Levels**" for delivery and budgeting purposes. Select the applicable pricing level. Checking " Bill Supplies", "Bill Chem." Or "Bill Misc" will add the applicable percentage rate to the supply delivery tickets and Budgets.

> ➢ To create a "**Approved Supplies**" list in a building go to Customers/Buildings and then to the Building tab above the calendar. Go to the "Approved Supplies" tab at the bottom of the screen, click the (**+**) to create a new record then, fill in the applicable information. Post your record when finished.

Once approved supplies are set up for your clients various reports can be generated such as order forms.

Tracking Supplies & Creating Supply Delivery Tickets

As with labor, supplies affect our bottom line. Ideally, delivery tickets are created when supplies are taken to a location, whether they are billiable or not. This helps with the tracking, billing and the budgeting of supplies.

➢ Supplies also must be entered into each building as they are delivered for comparison in the statistic reports and to create supply delivery reports.

To enter create a supply delivery ticket go to *Customers* and select a specific building. Select a date on the calendar that the supplies were (or will be) delivered. On the *Scheduling* tab below the calendar select the Supplies tab and click the (**+**) to create a new record then, fill in the applicable information. Post your record when finished.