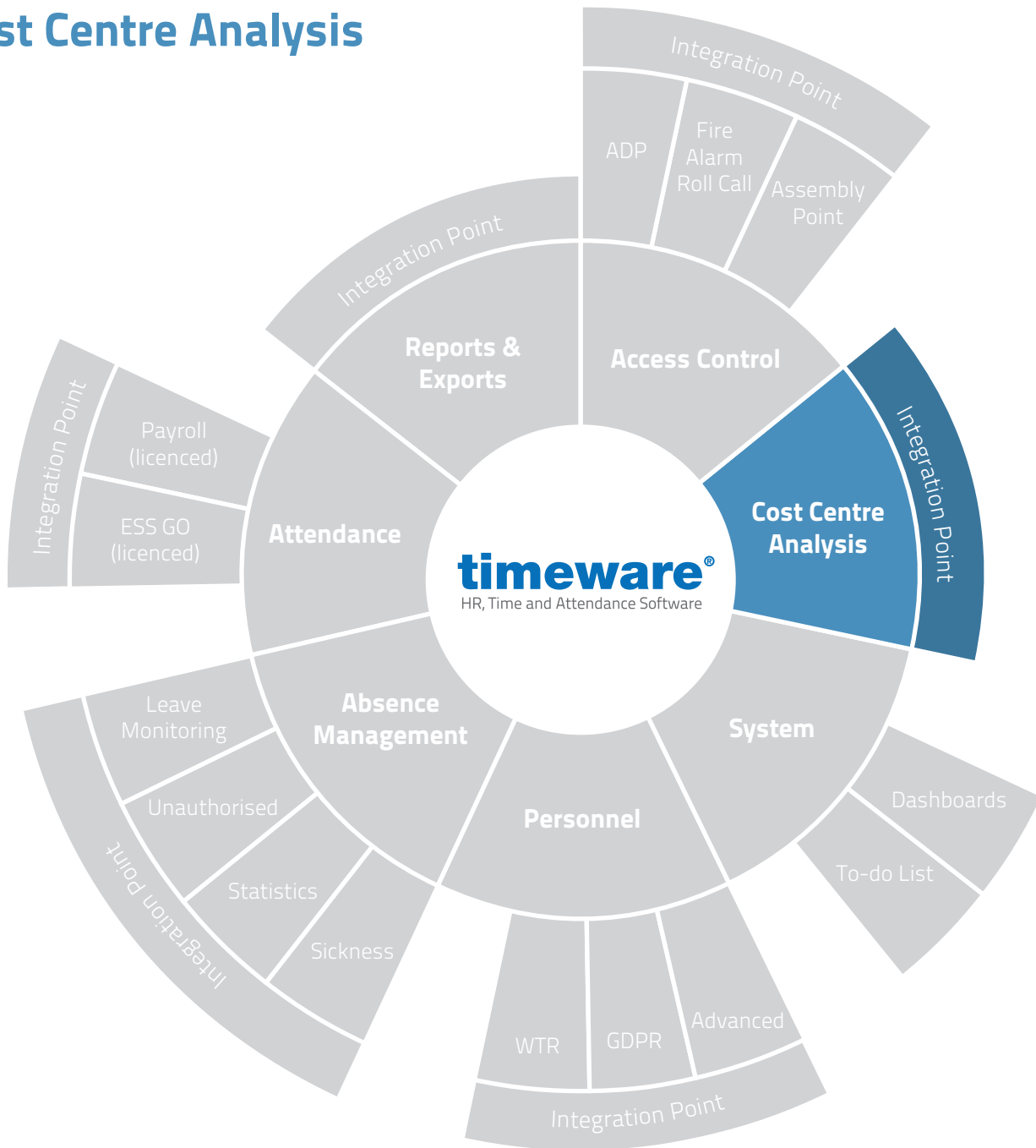


Training guide: Cost Centre Analysis



Contents

Course

Duration

An introduction to timeware[®] cost centre analysis

Approximately 45 minutes

Running cost centre on a daily basis...

Description

Understanding cost centre analysis

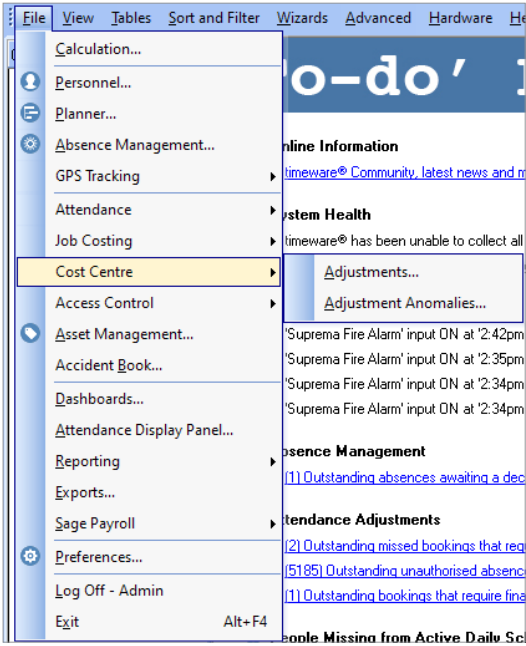
Cost centre adjustments

Cost centre anomalies

All information pertaining to any personnel record within this document is obtained from a demonstration database and are not details of any individual.

Understanding cost centre analysis

timeware® cost centre covers the cost centre adjustment screen and the cost centre anomalies presented on the "To-do" list summary.



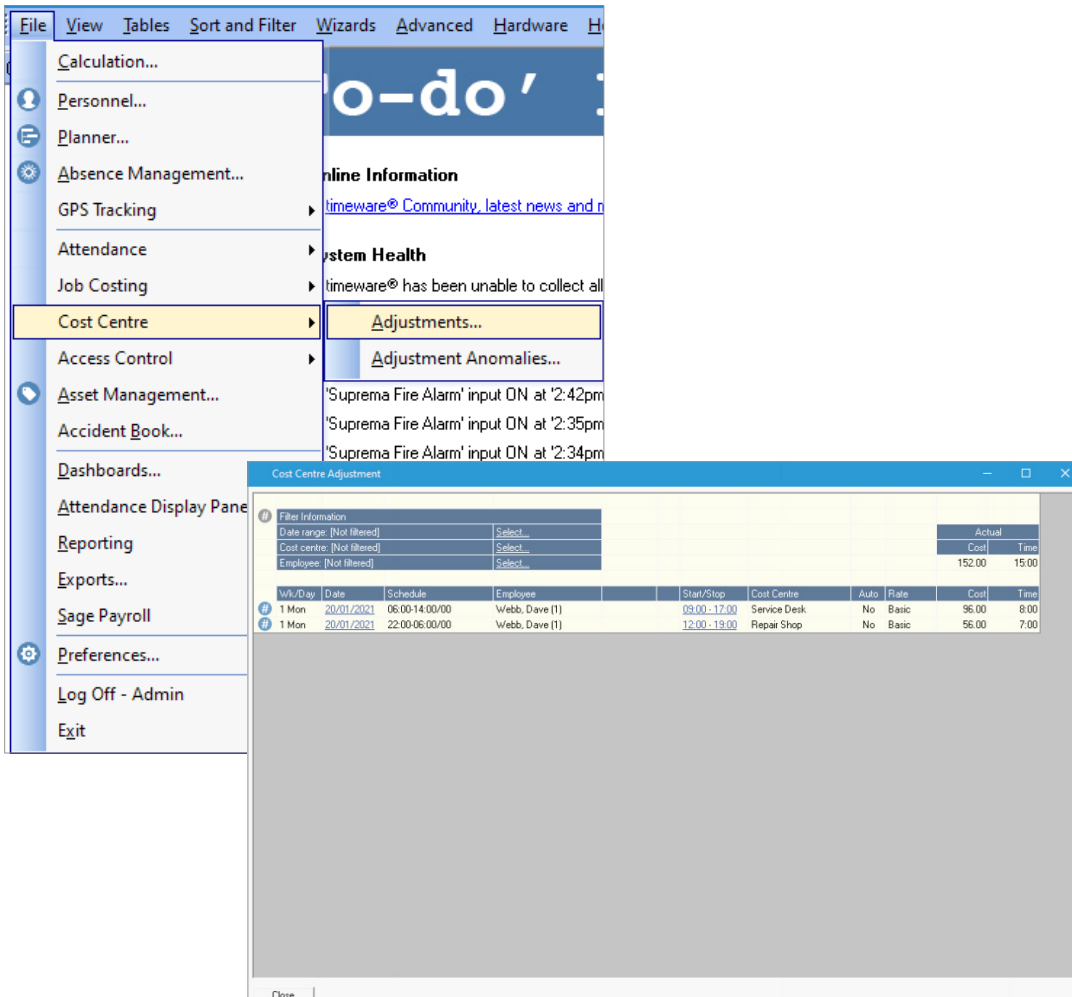
Cost Centre Adjustment

Filter Information										Actual	
Date range: [Not filtered]		Select...								Cost	Time
Cost centre: [Not filtered]		Select...								152.00	15:00
Employee: [Not filtered]		Select...									
Wk./Day	Date	Schedule	Employee	Start/Stop	Cost Centre	Auto	Rate	Cost	Time		
# 1 Mon	20/01/2021	06:00-14:00/00	Webb, Dave (1)	08:00 - 17:00	Service Desk	No	Basic	96.00	8:00		
# 1 Mon	20/01/2021	22:00-06:00/00	Webb, Dave (1)	12:00 - 19:00	Repair Shop	No	Basic	56.00	7:00		

Close

Cost centre adjustments

1. To enter the cost centre adjustment screen, select the File menu, Cost centre and then Adjustments.



Link to Cost centre adjustments

2. The filter area allows the user to 'narrow-down' the data area.

Filter Information	
Date range: [Not filtered]	Select...
Cost centre: [Not filtered]	Select...
Employee: [Not filtered]	Select...

3. Once the correct filter has been selected, the data area displays all related information:

The screenshot shows a window titled "Cost Centre Adjustment". It contains a "Filter Information" section with three dropdown menus: "Date range: [Not filtered]", "Cost centre: [Not filtered]", and "Employee: [Not filtered]". To the right of these filters is a small table with "Actual" values: Cost 152.00 and Time 15:00. Below the filters is a main data table with columns: Wk/Day, Date, Schedule, Employee, Start/Stop, Cost Centre, Auto, Rate, Cost, and Time.

Wk/Day	Date	Schedule	Employee	Start/Stop	Cost Centre	Auto	Rate	Cost	Time
# 1 Mon	20/01/2021	06:00-14:00/00	Webb, Dave (1)	09:00 - 17:00	Service Desk	No	Basic	96.00	8:00
# 1 Mon	20/01/2021	22:00-06:00/00	Webb, Dave (1)	12:00 - 19:00	Repair Shop	No	Basic	56.00	7:00

The user can add or amend information by selecting the times in the 'Start/Stop' columns.

This close-up shows the "Start/Stop" column header and two time ranges: "09:00 - 17:00" and "12:00 - 19:00", both of which are underlined and appear to be clickable.

Start/Stop
<u>09:00 - 17:00</u>
<u>12:00 - 19:00</u>

The screenshot shows a window titled "Cost Centre Adjustment Bookings". At the top, it displays "Employee ID: 1", "First name: Dave", and "Last name: Webb". Below this is a "Date selected: Mon 20 Jan 2021". The main area contains a table titled "Actuals for '06:00-14:00/00' ** Contribute **".

Slot	Start Terminal	Start Date	Start Time	Stop Terminal	Stop Date	Stop Time	Cost Centre	Rate	Cost	Time
Slot 1	Shop Floor	Mon 20/01/2021	09:00	Shop Floor	Mon 20/01/2021	17:00	Service Desk	Basic	96.00	8:00

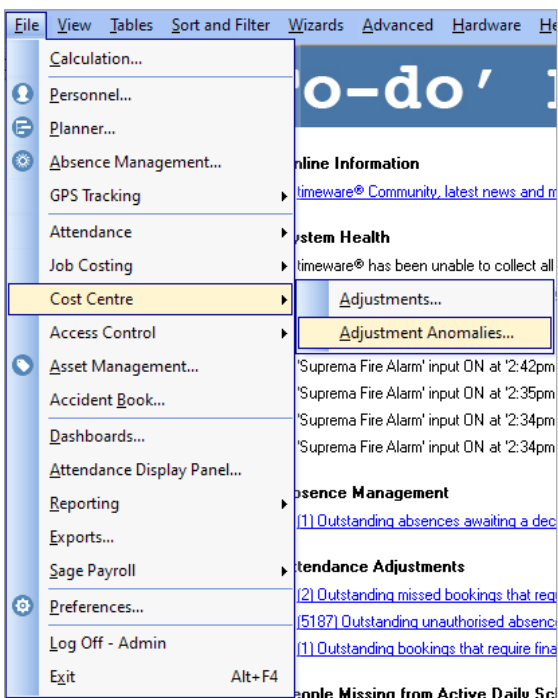
Below the table is a link: "Add another set of bookings...". At the bottom of the window are "Close" and "Update" buttons.

Cost centre anomalies



Cost centre anomalies usually relate to incorrect data entered via the timeware® cost centre terminal.

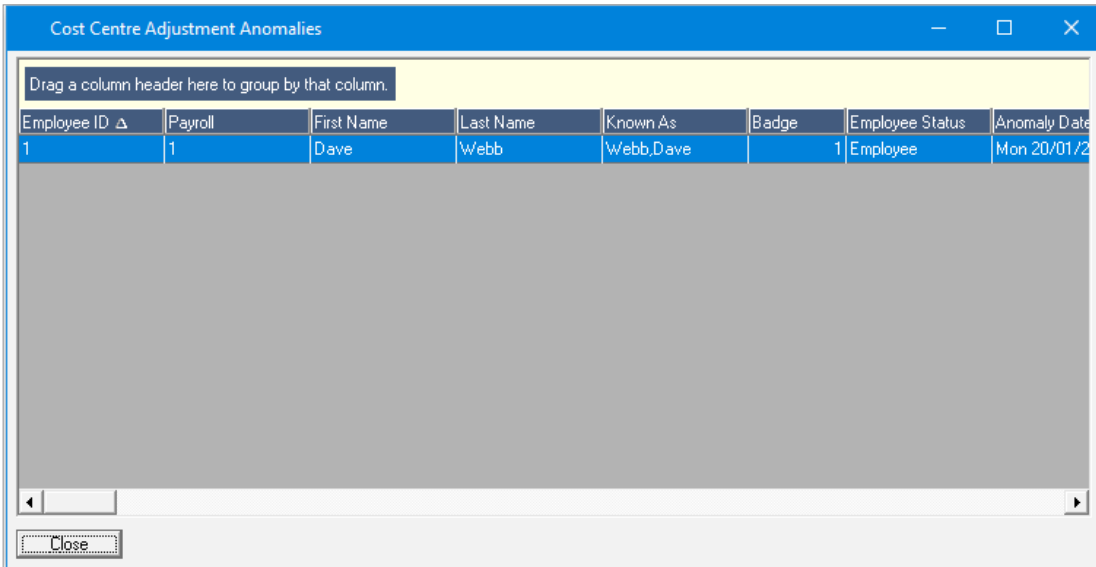
1. To enter the cost centre anomalies screen, select the File menu, Cost centre and then Adjustments.



Or, select the "To-do" list item:



2. All cost centre anomalies are then displayed.



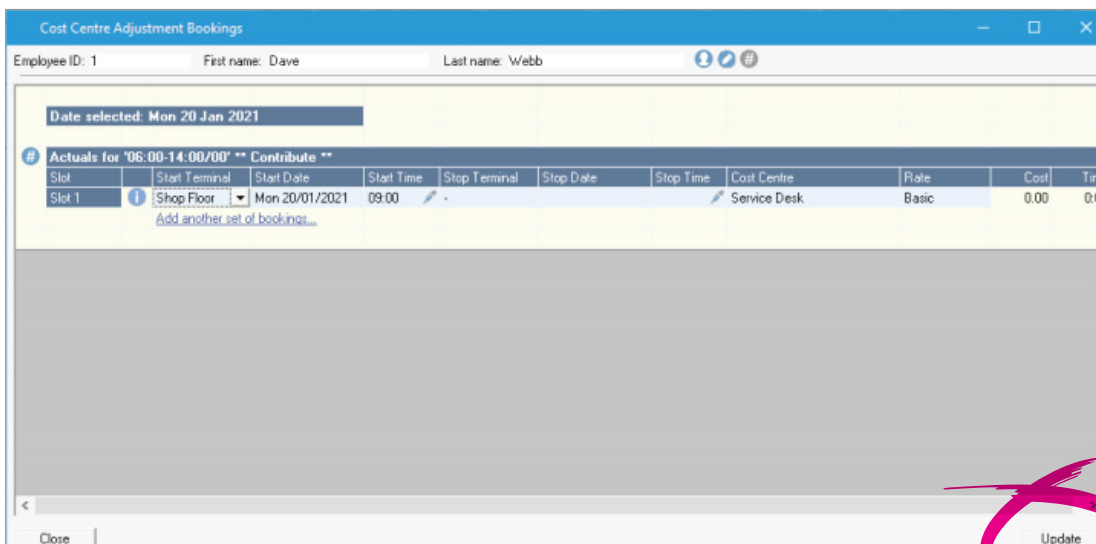
Cost Centre Adjustment Anomalies

Drag a column header here to group by that column.

Employee ID	Payroll	First Name	Last Name	Known As	Badge	Employee Status	Anomaly Date
1	1	Dave	Webb	Webb,Dave	1	Employee	Mon 20/01/2

Close

3. The user can double-click on a record to correct the relevant data.



Cost Centre Adjustment Bookings

Employee ID: 1 First name: Dave Last name: Webb

Date selected: Mon 20 Jan 2021

Actuals for '06:00-14:00/00' ** Contribute **

Slot	Start Terminal	Start Date	Start Time	Stop Terminal	Stop Date	Stop Time	Cost Centre	Rate	Cost	Tim
Slot 1	Shop Floor	Mon 20/01/2021	09:00	-			Service Desk	Basic	0.00	0:0

Add another set of bookings...

Update

4. Finally, click on <update> to save the amended record.