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Course

Duration

An introduction to timeware® cost centre analysis

Running cost centre on a daily basis...

Description

Understanding cost centre analysis

Cost centre adjustments

Cost centre anomalies

Approximately 45 minutes

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.

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Link to Understanding cost centre analysis

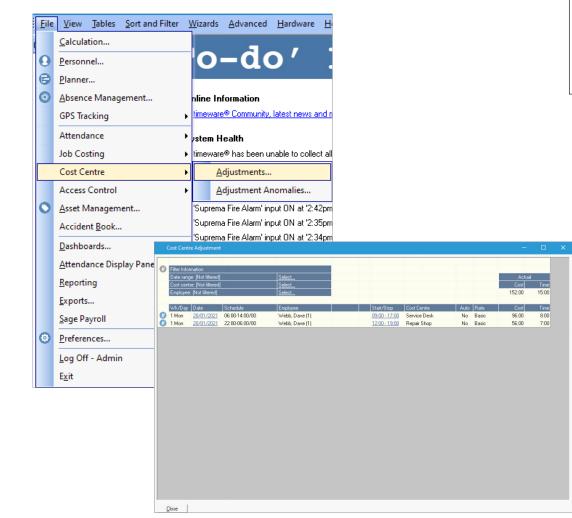
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		re: [Not filtered]		Select					Cost	Time
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1	Wk/Day	Date	Schedule	Employee	Start/Stop	Cost Centre	Auto	Rate	Cost	Time
	1 Mon	20/01/2021	06:00-14:00/00	Webb, Dave (1)	09:00 - 17:00	Service Desk	No	Basic	96.00	8:00
	1 Mon	20/01/2021	22:00-06:00/00	Webb, Dave (1)	<u>12:00 - 19:00</u>	Repair Shop	No	Basic	56.00	7:00

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Cost centre adjustments

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



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

Filter Information	
Date range: [Not filtered]	<u>Select</u>
Cost centre: [Not filtered]	<u>Select</u>
Employee: [Not filtered]	<u>Select</u>





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

j	Date range: [Not filt Cost centre: [Not filt Employee: [Not filter	ered]		<u>Select</u> <u>Select</u> Select					Actua Cost 152.00	Time 15:00
1	Wk/Day Date		Schedule	Employee	Start/Stop	Cost Centre	Auto	Rate	Cost	Time
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The user can add or amend information by selecting the times in the 'Start/Stop' columns.



					-				
mployee ID: 1	First name: Dave		Last name: We	bb	0	20			
Date select	ted: Mon 20 Jan 2021								
	'06:00-14:00/00' ** Contribute **								
Slot	Start Terminal Start Date		Stop Terminal	Stop Date	Stop Time	Cost Centre	Rate	Cost	Ti
Slot 1	Shop Floor Mon 20/01/2021 Add another set of bookings	09:00 🖉	Shop Floor	Mon 20/01/2021	17:00	[®] Service Desk	Basic	96.00	8:
1									



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.

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		Log Off - Admin					
Exit Alt+F4		E <u>x</u> it Alt+	F4				

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





2. All cost centre anomalies are then displayed.

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nployee ID Δ	Payroll	First Name	Last Name	Known As	Badge	Employee Status	Anomaly D
	1	Dave	Webb	Webb,Dave		1 Employee	Mon 20/01

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

Advals for '06:00-14:00/00' ** Contribute ** Stat Terminal Stat Date Stat Time Stop Terminal Stop Date Stop Time Cost Centre Rate Cost Stat 1 1 Stat Terminal Stat Date 09:00 2 * Add another set of backings	Date Stop Time Cost Centre Rate Cost Tim	ost Centre Rate Cost				21		
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4. Finally, click on <update> to save the amended record.