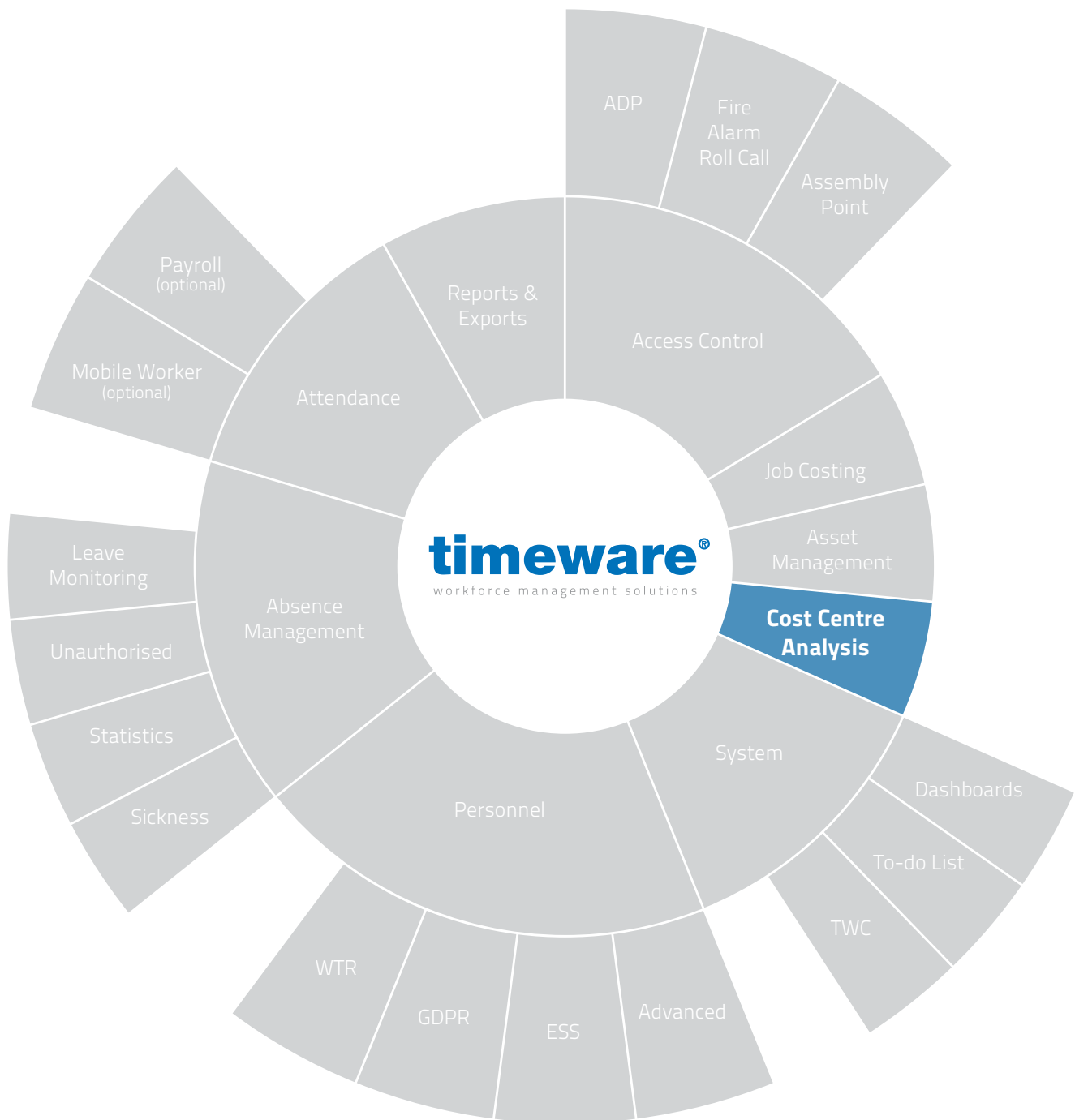


Training guide:

Cost Centre Analysis



For more information about timeware[®] products, version updates, datasheets and reports, please refer to the timeware[®] community website:

www.timeware.org

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NMD³ Ltd

www.timeware.org
+44 (0)1706 659368

Contents

Course

Duration

tw20/op/cos001
An introduction to timeware[®]
cost centre analysis

Approximately 45 minutes

Running cost centre on a daily basis...

Module	Description
m/09/101	understanding cost centre analysis
m/09/110	cost centre adjustments
m/09/120	cost centre anomalies

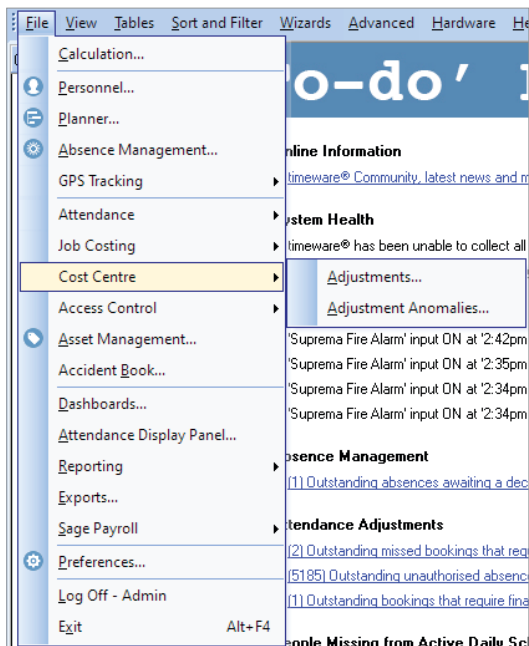
All information pertaining to any personnel record within this document is obtained from a demonstration database and are not details of any individual.

Module:

m/09/101

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										
Date range: [Not filtered]									Actual	
Cost centre: [Not filtered]									Cost	Time
Employee: [Not filtered]									152.00	15:00
Wk/Day	Date	Schedule	Employee	Start/Stop	Cost Centre	Auto	Rate	Cost	Time	
# 1 Mon	20/01/2020	06:00-14:00/00	Webb, Dave (1)	09:00 - 17:00	Service Desk	No	Basic	96.00	8:00	
# 1 Mon	20/01/2020	22:00-06:00/00	Webb, Dave (1)	12:00 - 19:00	Repair Shop	No	Basic	56.00	7:00	

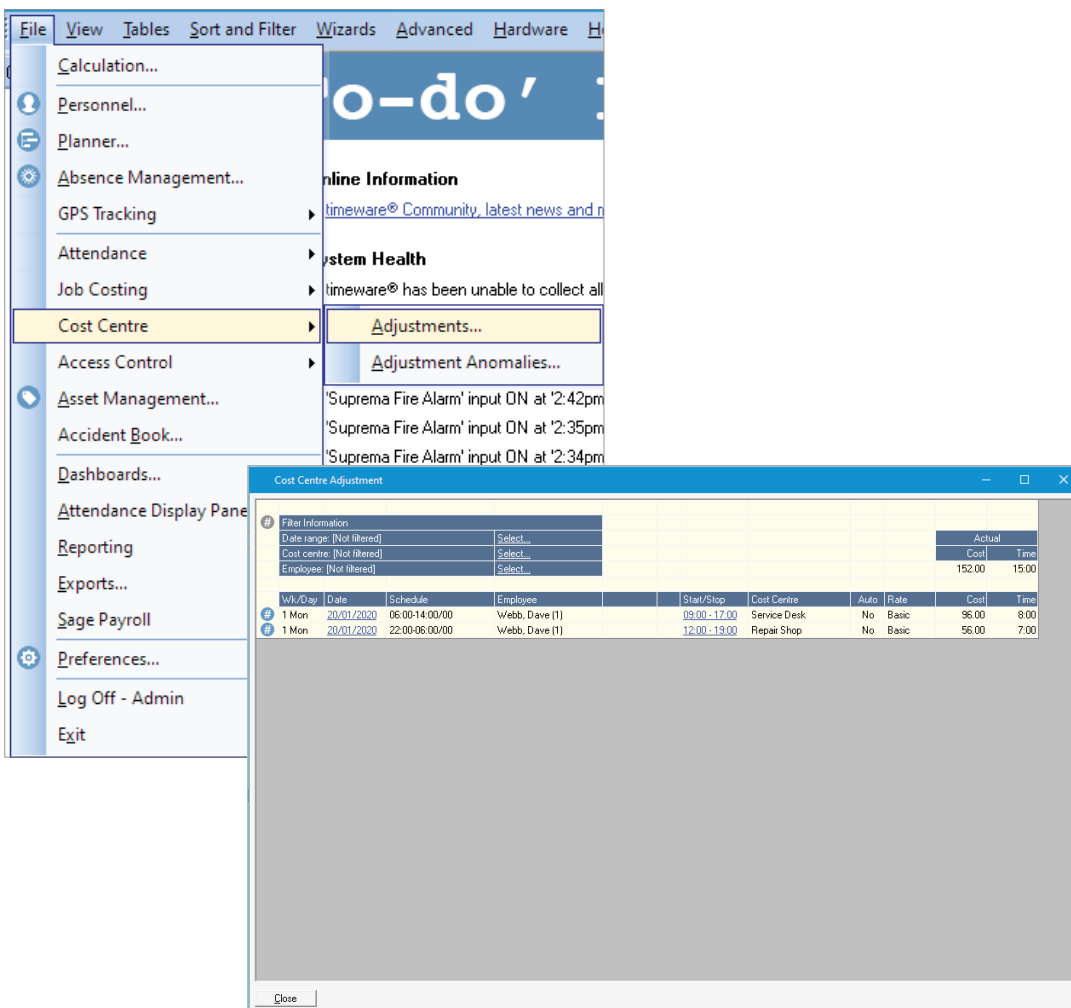
Close

Module:

m/09/110

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]	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:

Cost Centre Adjustment										
# Filter Information										
Date range:	[Not filtered]	Select...							Actual	
Cost centre:	[Not filtered]	Select...							Cost	Time
Employee:	[Not filtered]	Select...							152.00	15:00
Wk/Day	Date	Schedule	Employee		Start/Stop	Cost Centre	Auto	Rate	Cost	Time
# 1 Mon	20/01/2020	06:00-14:00/00	Webb, Dave (1)		09:00 - 17:00	Service Desk	No	Basic	96.00	8:00
# 1 Mon	20/01/2020	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.

Start/Stop
09:00 - 17:00
12:00 - 19:00

Cost Centre Adjustment Bookings										
Employee ID: 1 First name: Dave Last name: Webb #										
Date selected: Mon 20 Jan 2020										
# 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 20/01/2020	09:00	Shop Floor	Mon 20/01/2020	17:00	Service Desk	Basic	96.00	8:00
Add another set of bookings...										
<input type="button" value="Close"/> <input type="button" value="Update"/>										

Module:

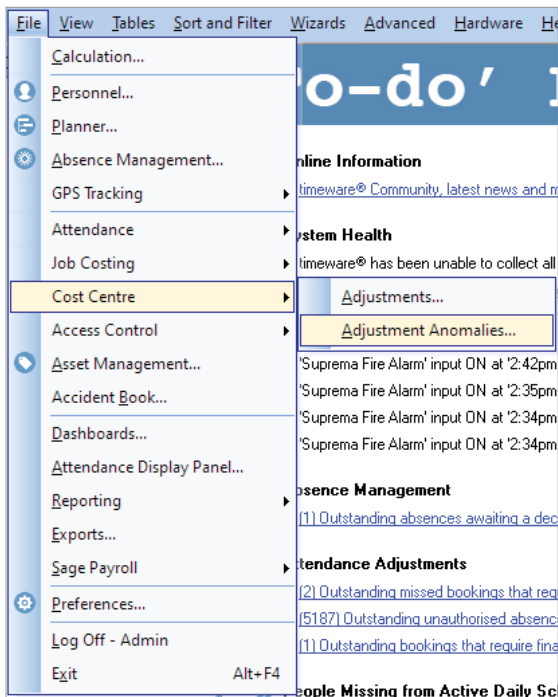
m/09/120

Cost centre anomalies



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

- 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.

Employee ID	Payroll	First Name	Last Name	Known As	Badge	Employee Status	Anomaly Date
1	1	Dave	Webb	Webb,Dave	1	Employee	Mon 20/01/2020

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

Slot	Start Terminal	Start Date	Start Time	Stop Terminal	Stop Date	Stop Time	Cost Centre	Rate	Cost	Time
Slot 1	Shop Floor	Mon 20/01/2020	09:00	-			Service Desk	Basic	0.00	0.00

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