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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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	0	Filter Info	ormation									
	-	Date ran	ge: [Not filtered]		Select					Actual		
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		Employee	e: [Not filtered]		Select					152.00	15:00	
		Wk/Day	Date	Schedule	Employee	Start/Stop	Cost Centre	Auto	Rate	Cost	Time	
	Ð	1 Mon	20/01/2021	06:00-14:00/00	Webb, Dave (1)	<u>09:00 - 17:00</u>	Service Desk	No	Basic	96.00	8:00	
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Close



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:

# Fitter Information Actual Date range: [Not filtered] Select Cost centre: [Not filtered] Cost Time Employee: [Not filtered] Select 152.00 1500 Wk/Day Date Schedule Employee Statt/Stop Cost Centre Auto Rate Cost Time 1 100 20/01/2021 06:00-14:00/00 Webb, Dave (1) 09:00-17/200 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	# Filter Information Actual Date range: [Not filtered] Select Cost centre: [Not filtered] Cost Employee: [Not filtered] Select 152.00 15 Wt/Day Date Schedule Employee Stat/Stop Cost Centre: Auto Rate Cost To # 1 Mon 20/01/2021 06:00-14:00/00 Webb, Dave (1) 09:00-17/00 Service Desk No Basic 96:00 8 # 1 Mon 20/01/2021 22:00-06:00/00 Webb, Dave (1) 12:00-19:00 Repair Shop No Basic 56:00 7		Cost Centr	re Adjustment							-		×
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		•	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	

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



Cost Centre A	djustment Bookings								
Employee ID: 1	First name: Dave		Last name: W	ebb	0	00			
Date select	ed: Mon 20 Jan 2021								
# Actuals for	'06:00-14:00/00' ** Contribute **								
Slot Slot 1	Start Terminal Start Date Shop Floor ✓ Add another set of bookings	Start Time 09:00	Stop Terminal Shop Floor	Stop Date Mon 20/01/2021	Stop Time 17:00	Cost Centre Service Desk	Rate Basic	Cost 96.00	Tim 8:0
<									>
Close								Upd	late



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.

<u>F</u> ile	<u>V</u> iew <u>T</u> ables	Sort and Filter	J	<u>N</u> izards	<u>A</u> dvanced	<u>H</u> ardware	<u>H</u> €
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	Dashboards		_	'Suprema	a Fire Alarm' ing	put ON at '2:34	pm
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	E <u>x</u> it	Alt+F4		eople M	issing from (Active Dailu	Sel

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





2. All cost centre anomalies are then displayed.

	Cost Centre A	Adjustment An	omalies				-		×
	Drag a column he	eader here to gro	up by that column.						
	Employee ID Δ	Payroll	First Name	Last Name	Known As	Badge	Employee Status	Anoma	ly Date
	1	1	Dave	Webb	Webb,Dave		1 Employee	Mon 20	1/01/2
	1 1								
	•								
[Close								

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

Cost Centre Aujus	stment Bookings								
Employee ID: 1	First name: Dave		Last name: We	bb	00	0			
									_
Date selected:	Mon 20 Jan 2021								
Actuals for '00:	-00 14-00/00' ** Contributo **		_		_		_		_
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 🖉			1	Service Desk	Basic	0.00	0:0
	Add another set of bookings								
								 	_
							_		
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4. Finally, click on <update> to save the amended record.