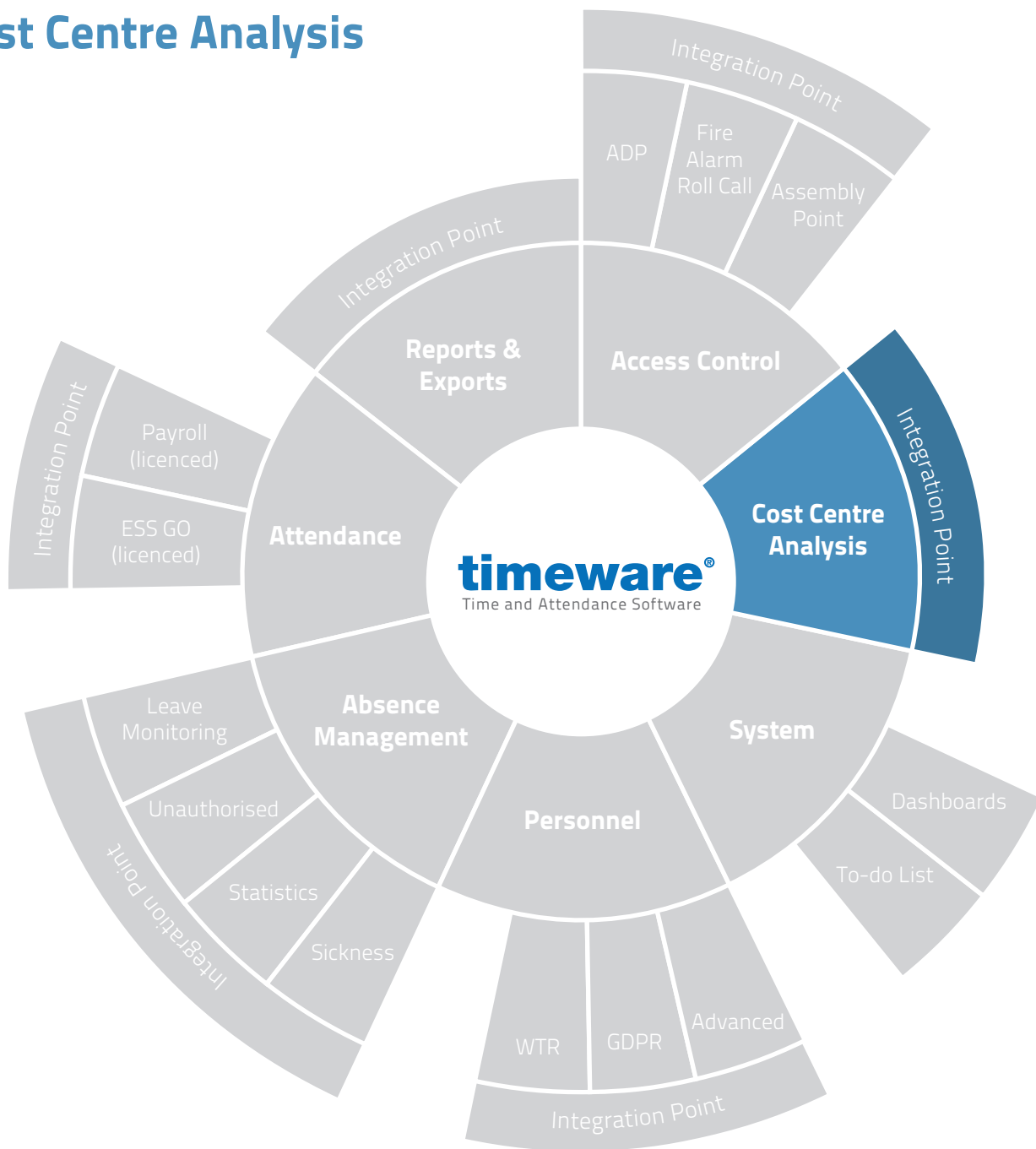


## Training guide: Cost Centre Analysis



## Contents

### Course

### Duration

#### **An introduction to timeware<sup>®</sup> cost centre analysis**

Approximately 45 minutes

Running cost centre on a daily basis...

### Description

#### **Understanding cost centre analysis**

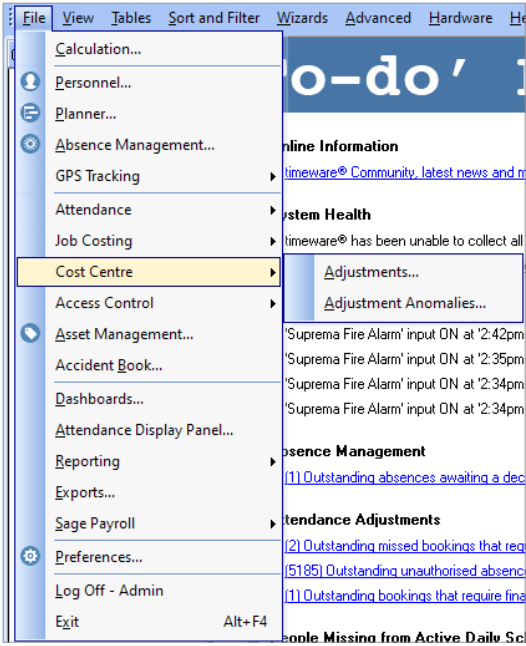
#### **Cost centre adjustments**

#### **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.



Link to Understanding cost centre analysis

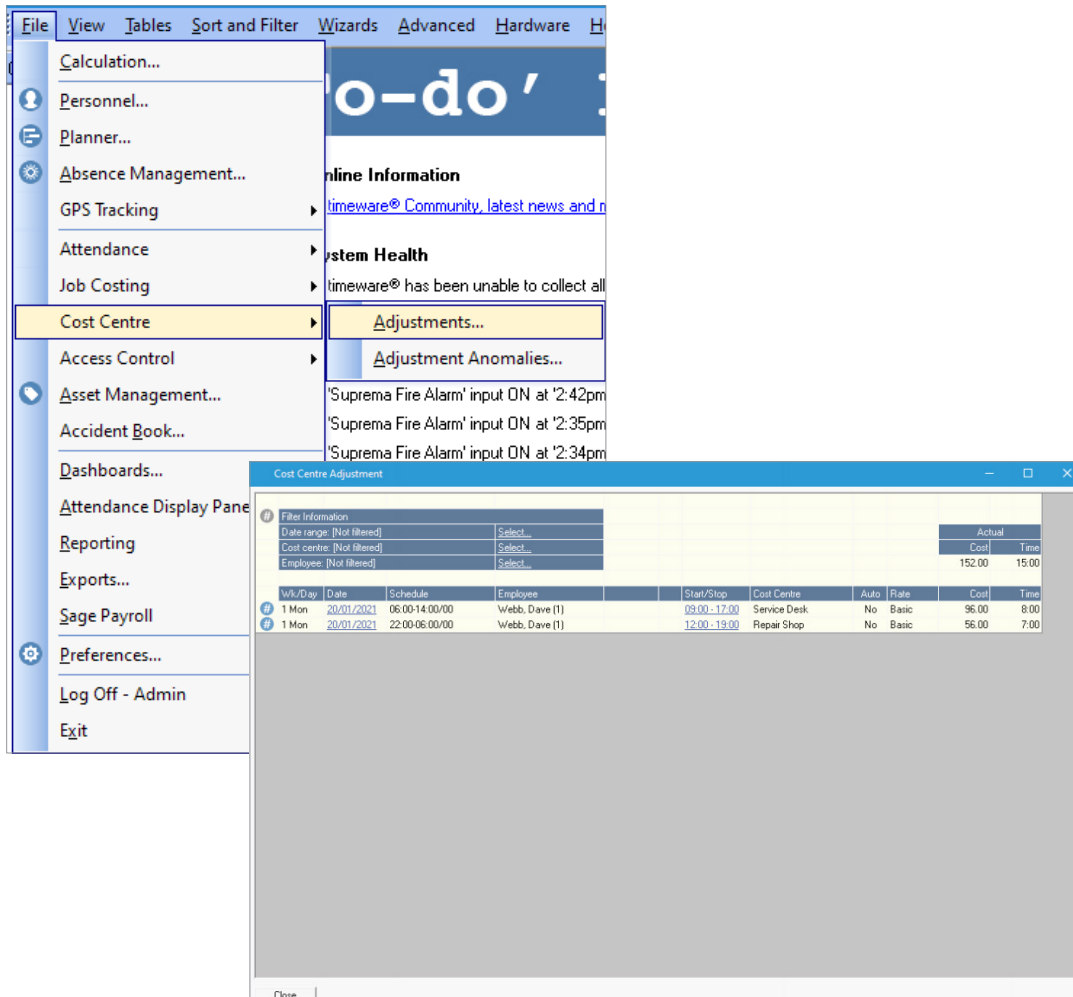
Cost Centre Adjustment

Filter Information										Actual	
Date range: [Not filtered]										Cost	Time
Cost centre: [Not filtered]										152.00	15:00
Employee: [Not filtered]											
#	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

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



Link to Cost centre adjustments

- 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 columns "Actual", "Cost", and "Time", showing values 152.00 and 15.00. Below the filters is a main 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.

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

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

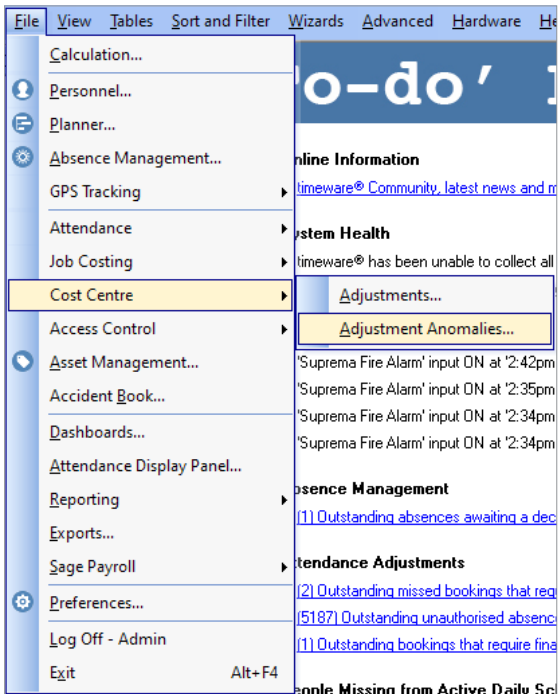
Below the table is a link: "Add another set of bookings...". At the bottom of the window are "Close" and "Update" buttons.

## Cost centre anomalies



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

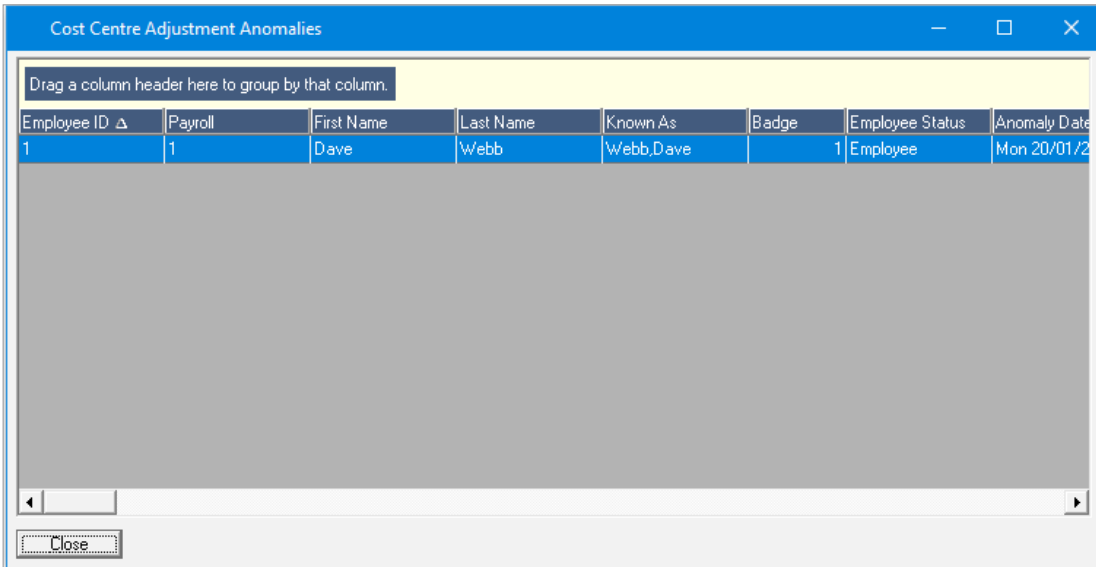
1. To enter the cost centre anomalies screen, select the File menu, Cost centre and then Adjustments.



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



2. All cost centre anomalies are then displayed.



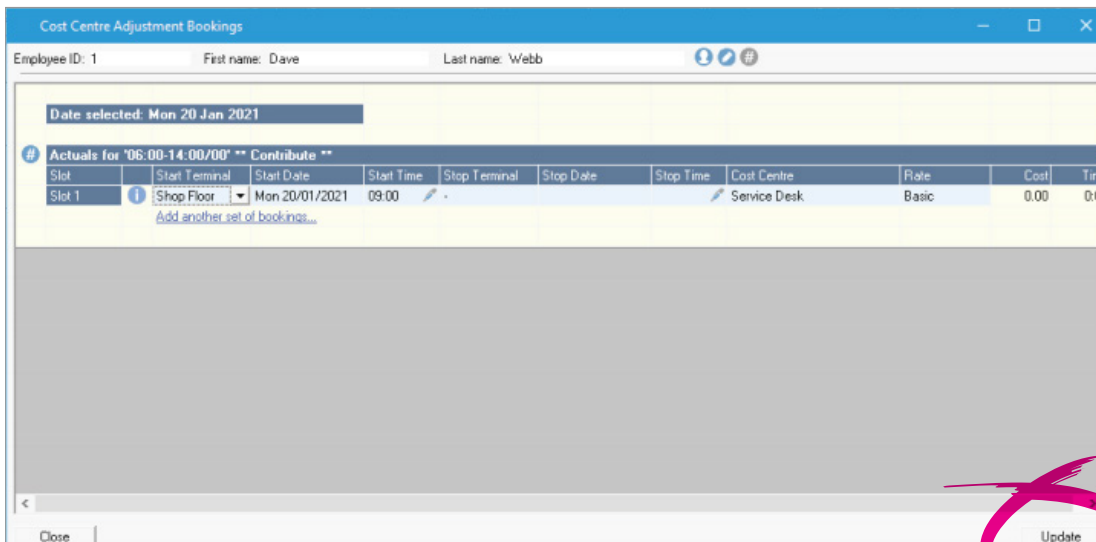
Cost Centre Adjustment Anomalies

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...

Close      Update

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