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Training guide:

Cost Centre Analysis

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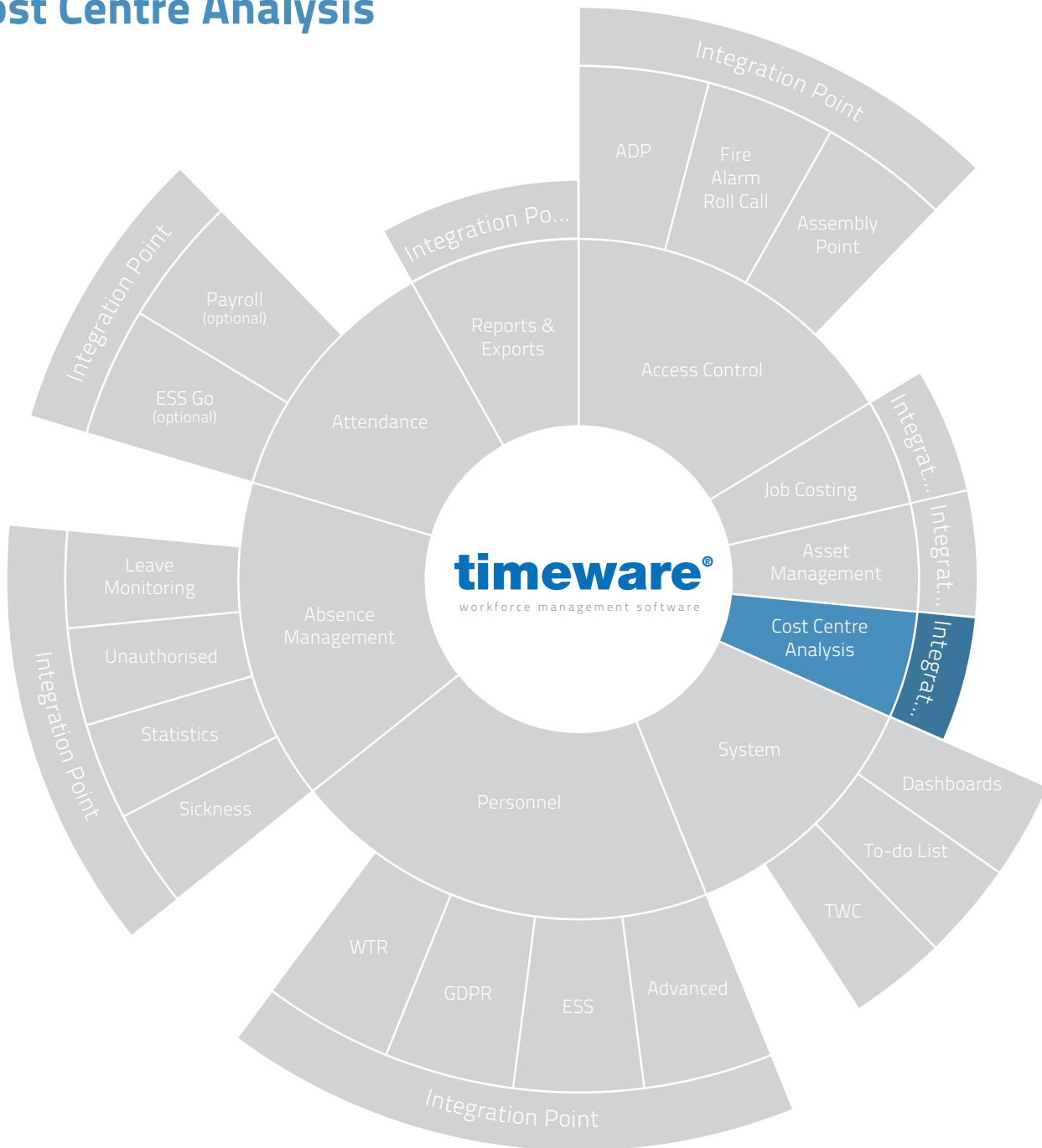
Contents

Course	Duration
An introduction to timeware® cost centre analysis	Approximately 45 minutes

Running cost centre on a daily basis...
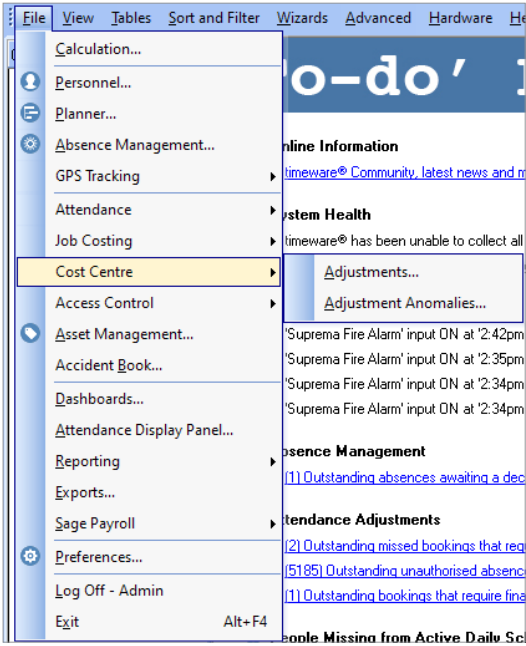
Description

Understanding cost centre analysis

Cost centre adjustments

Cost centre anomalies

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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.
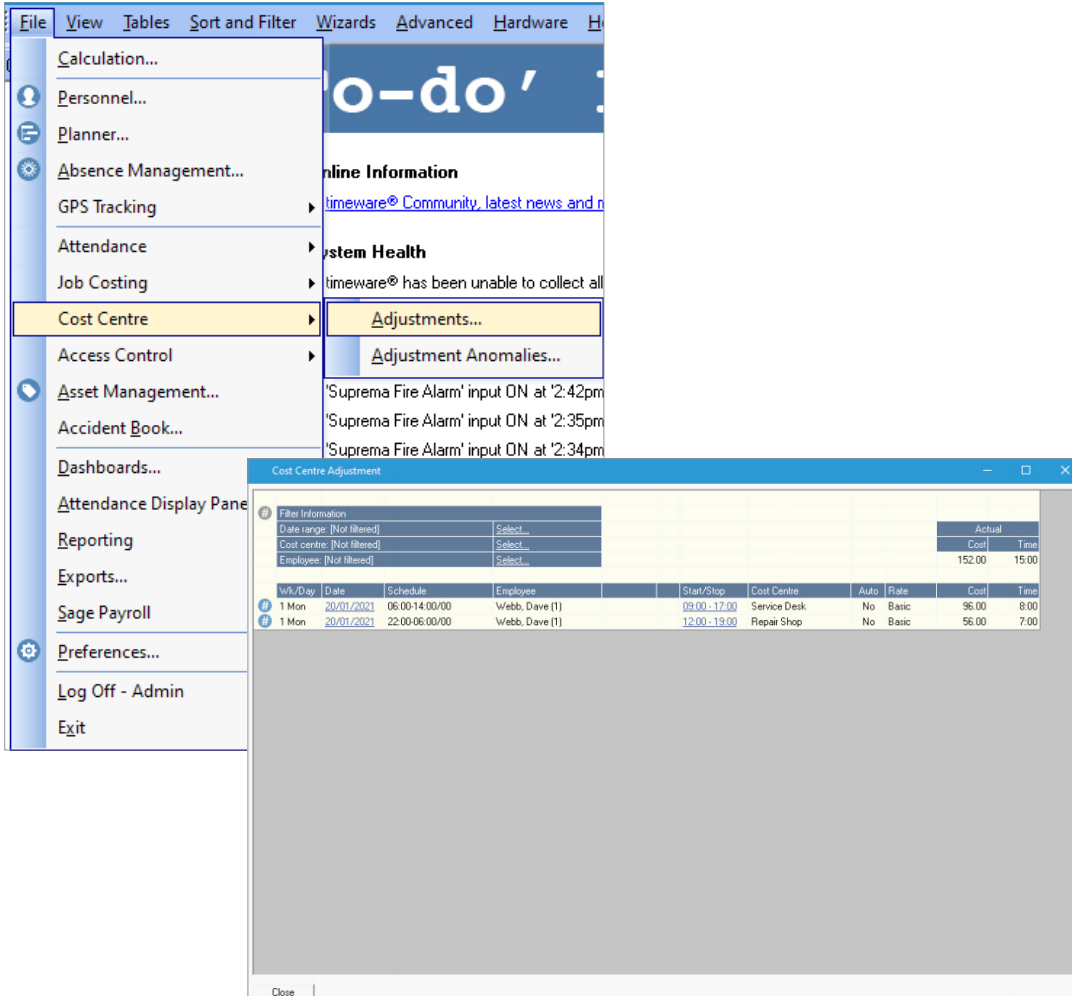
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Cost centre adjustments

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.

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

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

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Cost centre anomalies

Cost centre anomalies usually relate to incorrect data entered via the timeware® cost centre terminal.
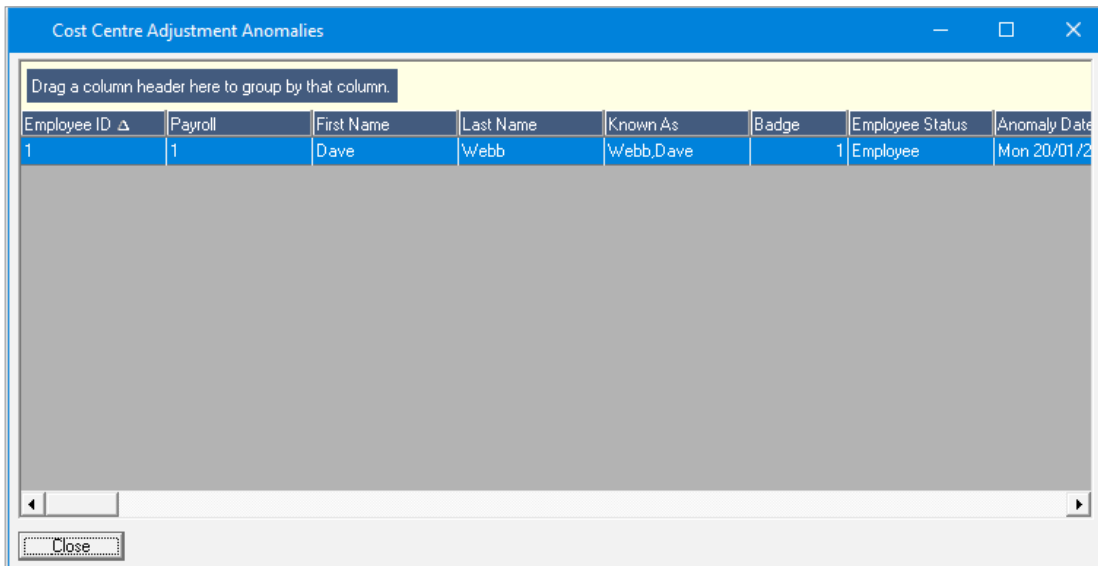
1. To enter the cost centre anomalies screen, select the File menu, Cost centre and then Adjustments.
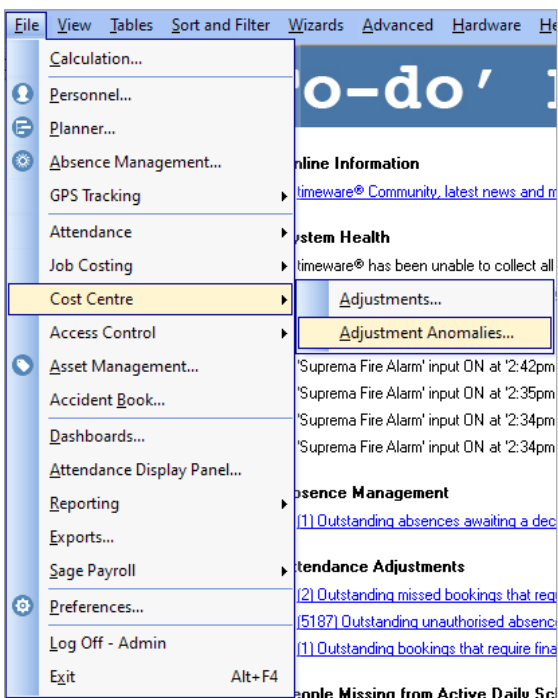
Or, select the "To-do" list item:

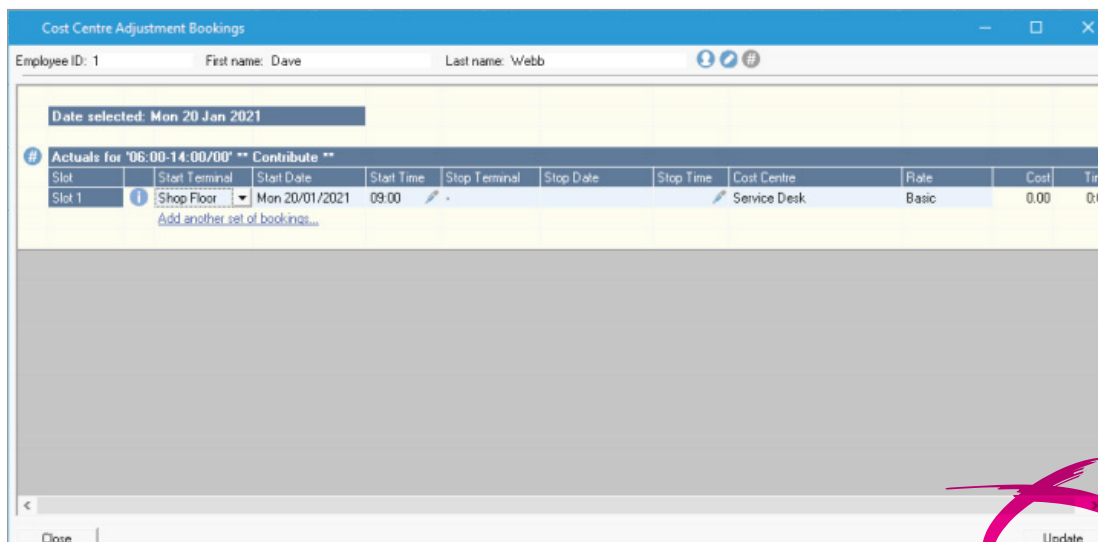**2.** All cost centre anomalies are then displayed.

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

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