

Training guide: **Cost Centre Analysis**



www.timeware.co.uk support@timeware.co.uk +44 (0) 1706 658222



Contents

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.

	<u>F</u> ile	<u>V</u> iew	Tables	Sort and Filter	1	<u>N</u> izards	<u>A</u> dvanced	<u>H</u> ardware	He		
[<u>C</u> alcula	tion				-	_			
Γ	0	Person	nel			0	-do) /			
	e	<u>P</u> lanner	r								
	\odot	<u>A</u> bsenc	e Manag	ement		nline In	formation				
		GPS Tra	cking		Þ	<u>timewar</u> e	e® Community,	latest news a	nd m		
		Attenda	ance		Þ	ystem H	lealth				
		Job Cos	sting		Þ	timeware	e® has been u	nable to colled	t all		
		Cost Ce	entre		Þ	Α	djustments				
		Access	Control		۲	A	djustment A	nomalies			
	0	<u>A</u> sset N	lanagem	ent	'Suprema Fire Alarm' input ON at '2:42pm						
		Accide	nt <u>B</u> ook			'Suprem	a Fire Alarm' in	put ON at '2:3	5pm		
		<u>D</u> ashbo	ards		'Suprema Fire Alarm' input ON at '2:34prr 'Suprema Fire Alarm' input ON at '2:34prr						
		<u>A</u> ttenda	ance Disp	olay Panel							
		<u>R</u> eporti	ng		×	sence	Managemer	ıt			
		Exports				<u>(1) Outs</u>	tanding absend	ces awaiting a	dec		
		<u>S</u> age Pa	ayroll		Þ	tendan	ce Adjustme	nts			
	0	Prefere	nces			<u>(2) Outs</u>	tanding missed	bookings that	treg		
		Log Off	f - Admir	1		(1) Outs	Jutstanding un tanding bookin	authorised abs	enci fina		
		E <u>x</u> it		Alt+F4	1	eople M	lissing from (Active Dailu	Sc		

VouTube

Link to Understanding cost centre analysis

	Cost Cent	re Adjustment									~
	J.										
0	Filter Info	rmation									
	Date rang	ge: [Not filtered]		Select					Actual		
	Cost cent	tre: [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	20/01/2021	06:00-14:00/00	Webb, Dave (1)	09:00 - 17:00	Service Desk	No	Basic	96.00	8:00	
e	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	

Glose



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:

Information	_							
range: [Not filtered]		Select					Actual	
centre: [Not filtered]		Select					Cost	Time
oyee: [Not filtered]		Select					152.00	15:00
Day Date	Schedule	Employee	Start/Stop	Cost Centre	Auto	Rate	Cost	Time
n <u>20/01/2021</u>	06:00-14:00/00	Webb, Dave (1)	<u>09:00 - 17:00</u>	Service Desk	No	Basic	96.00	8:00
n <u>20/01/2021</u>	22:00-06:00/00	Webb Dave [1]	12:00 - 19:00	Benair Shop	No	Dania	EC 00	7.00
	range: [Not filtered] centre: [Not filtered] byee: [Not filtered] Day Date n <u>20/01/2021</u> 20/01/2021	range: [Not filtered] centre: [Not filtered] gyee: [Not filtered] Day [Date Schedule 0 20/01/2021 06:00-14:00/00 2 20/00/2021 22:00-6:00/00	select Select centre [Not filtered] Select syee [Not filtered] Select oper [Schedule Employee n 20/01/2021 06:00-14:00/00 Webb, Dave [1] oper 20/01/2021 22:00:00:00/00 Webb, Dave [1]	starge: Not filtered] Select centre: [Not filtered] Select syse: [Not filtered] Select Jay Date Schedule Employee 1 20/01/2021 Schedule Start/Stop 2/00/12021 20:00:014:00/00 Webb, Dave [1] 0:000-172:00 2/00/12021 22:000:01/00 Webb, Dave [1] 12:00-172:00	starter Select centre [Not filtered] Select syree [Not filtered] Select oper [Not filtered] Select	range: [Not filtered] <u>Select</u> centre: [Not filtered] <u>Select</u> syee: [Not filtered] <u>Select</u> Day Date Schedule Employee Start/Stop Cost Centre Auto <u>20001/2021</u> 06:00-14:00/00 Webb, Dave (1) <u>05:00-17:00</u> Service Desk No 200012:2021 22000 200000 Webb, Dave (1) 120012:00 Service Desk No	range: [Not filtered] <u>Select</u> centre: [Not filtered] <u>Select</u> syde: [Not filtered] <u>Select</u> Day Date Schedule Employee Statt/Stop Cost Centre Auto Rate <u>20(01)/2021</u> 06:00-14:00/00 Webb, Dave (1) <u>06:00-17:00</u> Service Desk No Basic 20(01)/2021 20:00:00/00 Webb, Dave (1) <u>06:00-17:00</u> Service Desk No Basic	carage: [Not filtered] Select Actual centre: [Not filtered] Select Cost oyee: [Not filtered] Select 152.00 Day Date Schedule Employee n 20/01/2021 06:00-14:00/00 Webb, Dave (1) 0000-17:000 Service Desk No Basic 36:00

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



Cost Centre Ad	djustment Bookings								
Employee ID: 1	First name: Dave		Last name: We	ebb	0	20		 	
Date selecte	ed: Mon 20 Jan 2021								
# Actuals for '	06:00-14:00/00' ** Contribute **	1			1		1		
Slot Slot 1	Start Terminal Start Date Shop Floor Mon 20/01/2021 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 <u>S</u> ort and Filter	W	izards	<u>A</u> dvanced	<u>H</u> ardware	He		
	<u>C</u> alculation			-	_			
0	Personnel		0	-do	D /			
e	<u>P</u> lanner							
\odot	Absence Management	h	line In	formation				
	GPS Tracking	▶ <u>t</u>	imeware	© Community,	latest news a	nd m		
	Attendance	۰,	stem H	ealth				
	Job Costing	►t	imeware	® has been u	nable to collec	t all		
	Cost Centre	۲	A	djustments		1		
	Access Control	۰	A	djustment Ar	nomalies			
0	Asset Management	'Suprema Fire Alarm' input ON at '2:42p						
	Accident <u>B</u> ook	1	'Suprema Fire Alarm' input ON at '2:35pm					
	<u>D</u> ashboards	- '	Suprema	a Fire Alarm' inj Fire Alarm' inj	put ON at '2:3 put ON at '2:2	4pm 4pm		
	Attendance Display Panel		suprema	rema Fire Alarm' input UN at '2:34pr				
	<u>R</u> eporting	•	sence	Managemen	it			
	Exports	ſ	<u>1) Outst</u>	anding absend	<u>ces awaiting a</u>	<u>dec</u>		
	Sage Payroll	• t	endan	ce Adjustme	ents			
0	Preferences	-1	2) Outst	anding missed	bookings that	req		
	– Log Off - Admin	-1	<u>5187) O</u>	utstanding una	authorised abs	enc c		
	E <u>x</u> it Alt+F4		nde M	anding bookin issing from (<u>qs that require</u> Active Dailu	Sc		

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





2. All cost centre anomalies are then displayed.

Cost Centre	Adjustment And	omalies				-		×
Drag a column h	eader here to grou	up by that column.						
Employee ID Δ	Payroll	First Name	Last Name	Known As	Badge	Employee Status	Anomal	y Date
1	1	Dave	Webb	Webb,Dave		1 Employee	Mon 20	/01/2
•								F
Close								

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

Cost Centre Adjus	stment Bookings								
Employee ID: 1	First name: Dave		Last name: We	bb	00	00			
									_
Date selected:	Mon 20 Jan 2021								
Actuals for '06:	:00-14:00/00" ** Contribute **	1				1			
Slot 1	Start Terminal Start Date	Start Time	Stop Terminal	Stop Date	Stop Time	Cost Centre Service Desk	Rate	Cost	Tim
500 1	Add another set of bookings	0.00 /				Jerrice Deak	Dave	0.00	0.0
							_		
¢							_	-	

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