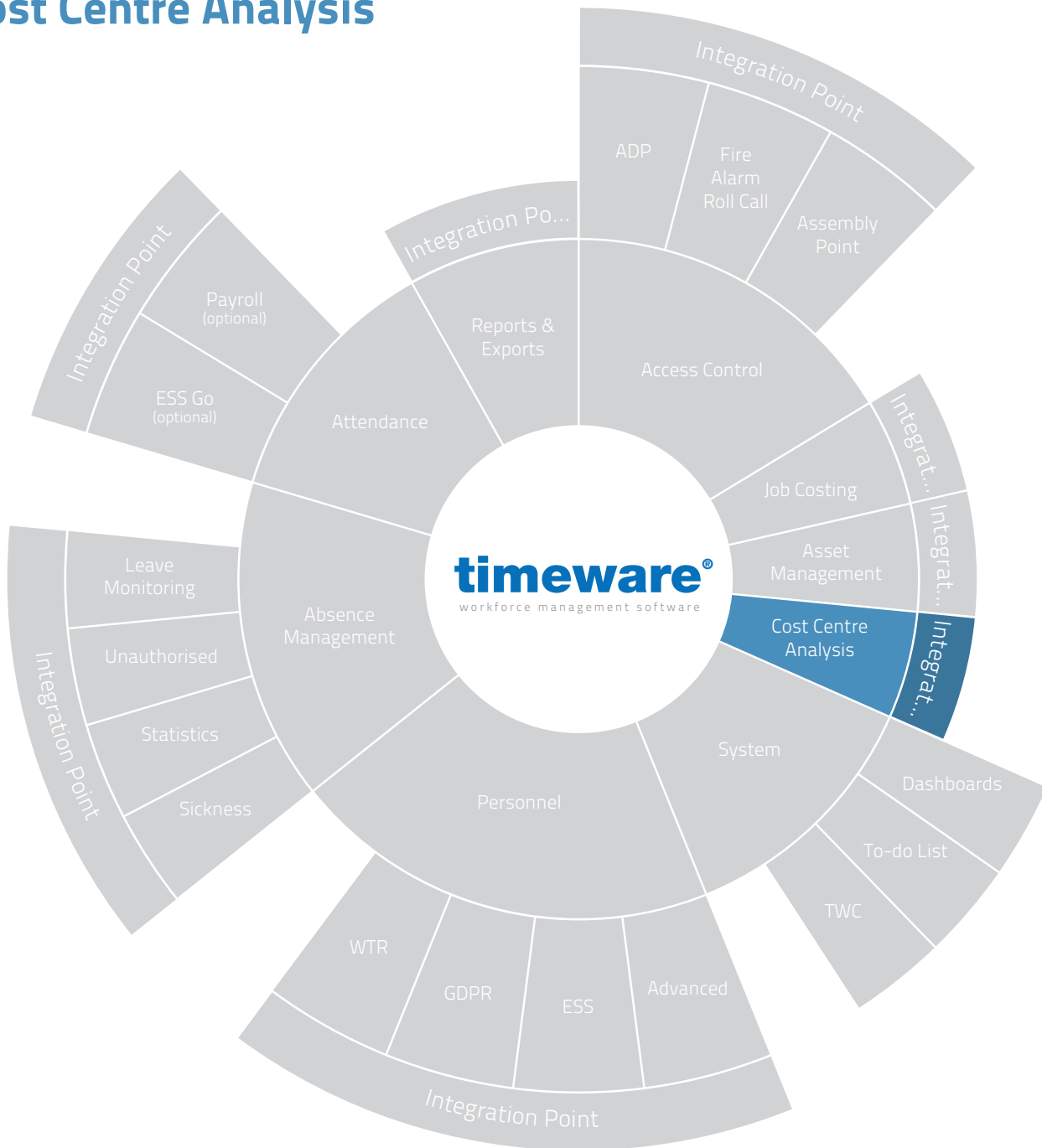


## Training guide: Cost Centre Analysis





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

[www.timeware.org](http://www.timeware.org)

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NMD<sup>3</sup> Ltd

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# Contents

## Course

## Duration

**tw21/op/cos001**  
**An introduction to timeware<sup>®</sup>**  
**cost centre analysis**

Approximately 45 minutes

Running cost centre on a daily basis...

<b>Module</b>	<b>Description</b>
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.



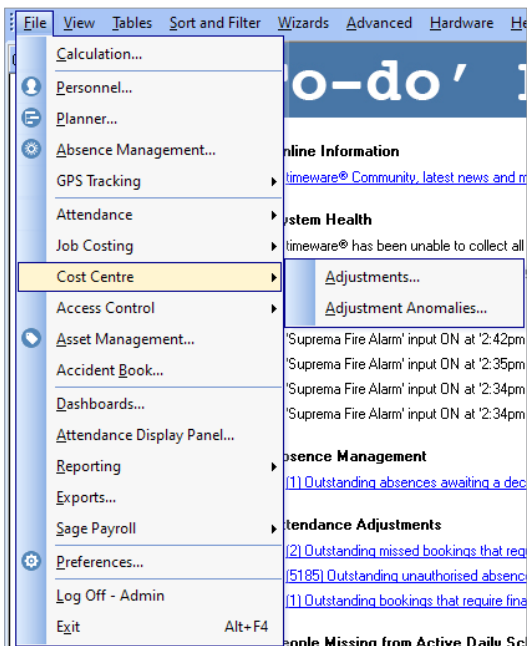
A series of horizontal lines spaced evenly down the page, intended for writing notes.

## Module:

m/09/101

## Understanding cost centre analysis

timeware<sup>®</sup> 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]		Select...		Actual		Cost		Time		
Cost centre: [Not filtered]		Select...		152.00		15.00				
Employee: [Not filtered]		Select...								
#	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

Close



Ruled area for notes with horizontal lines.

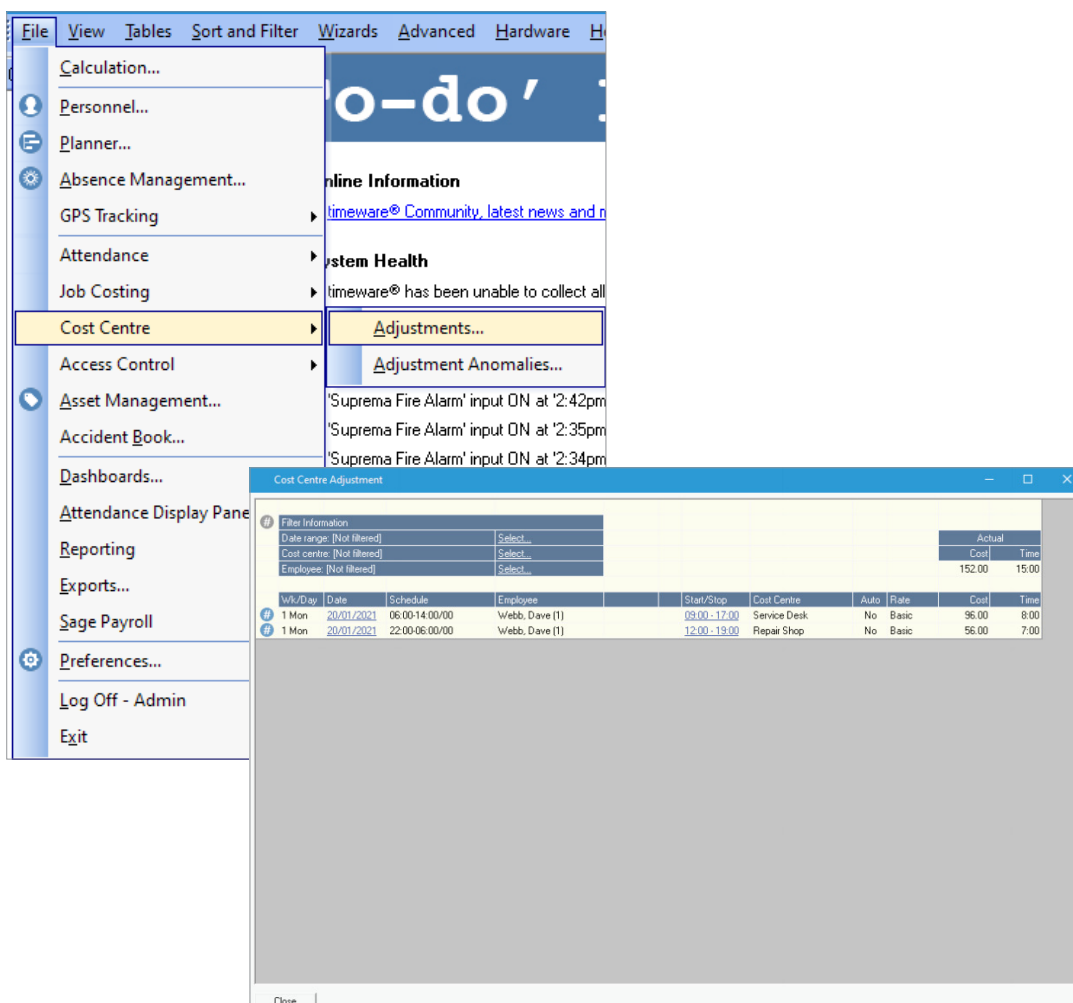


## Module:

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:

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, an "Actual" table shows "Cost" as 152.00 and "Time" as 15:00. Below this 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". It displays employee information: "Employee ID: 1", "First name: Dave", and "Last name: Webb". The "Date selected" is "Mon 20 Jan 2021". Below is 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

Buttons for "Close" and "Update" are visible at the bottom.

## Module:

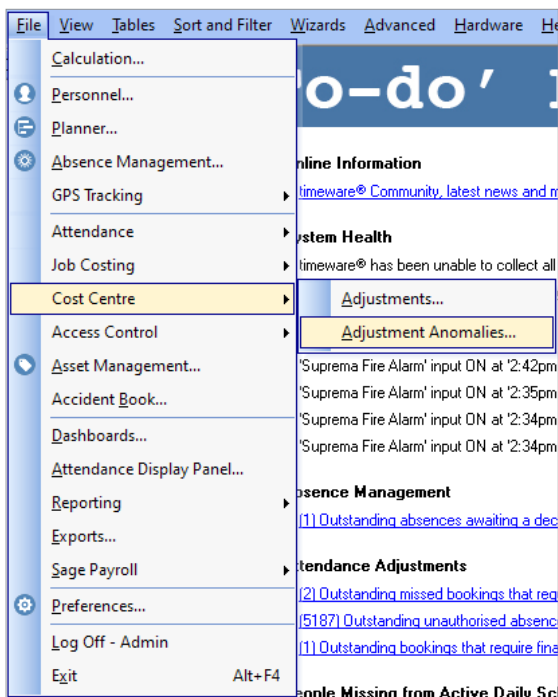
m/09/120

## Cost centre anomalies



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

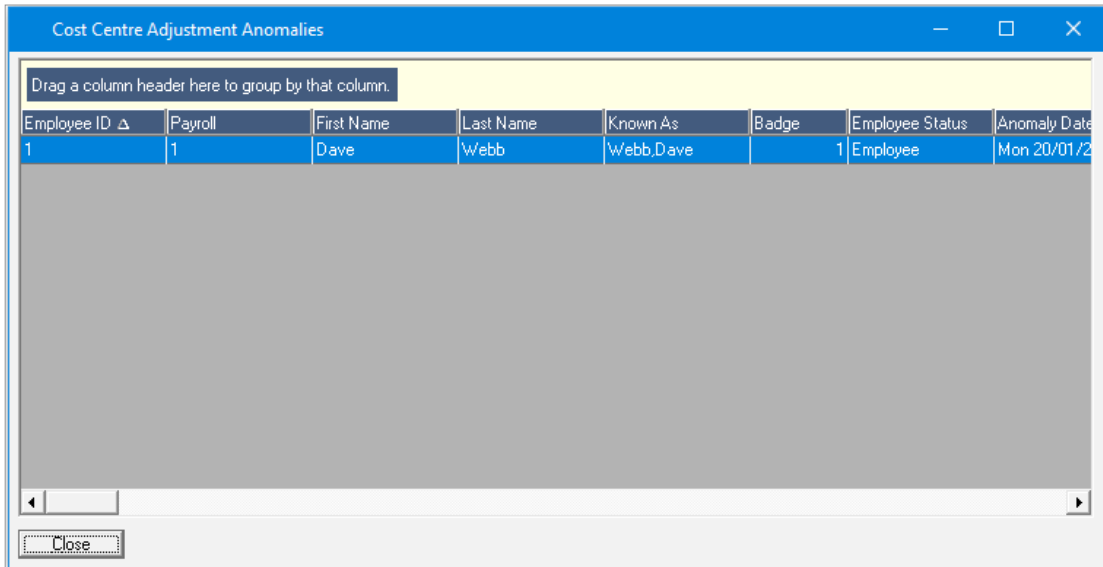
1. To enter the cost centre anomalies screen, select the File menu, Cost centre and then Adjustments.



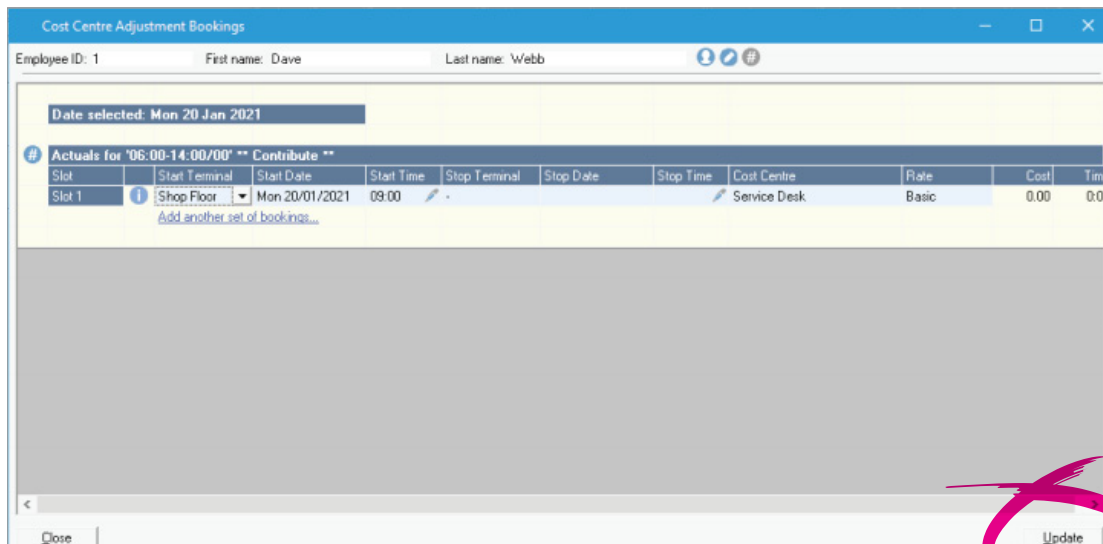
Or, select the "To-do" list item:



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.