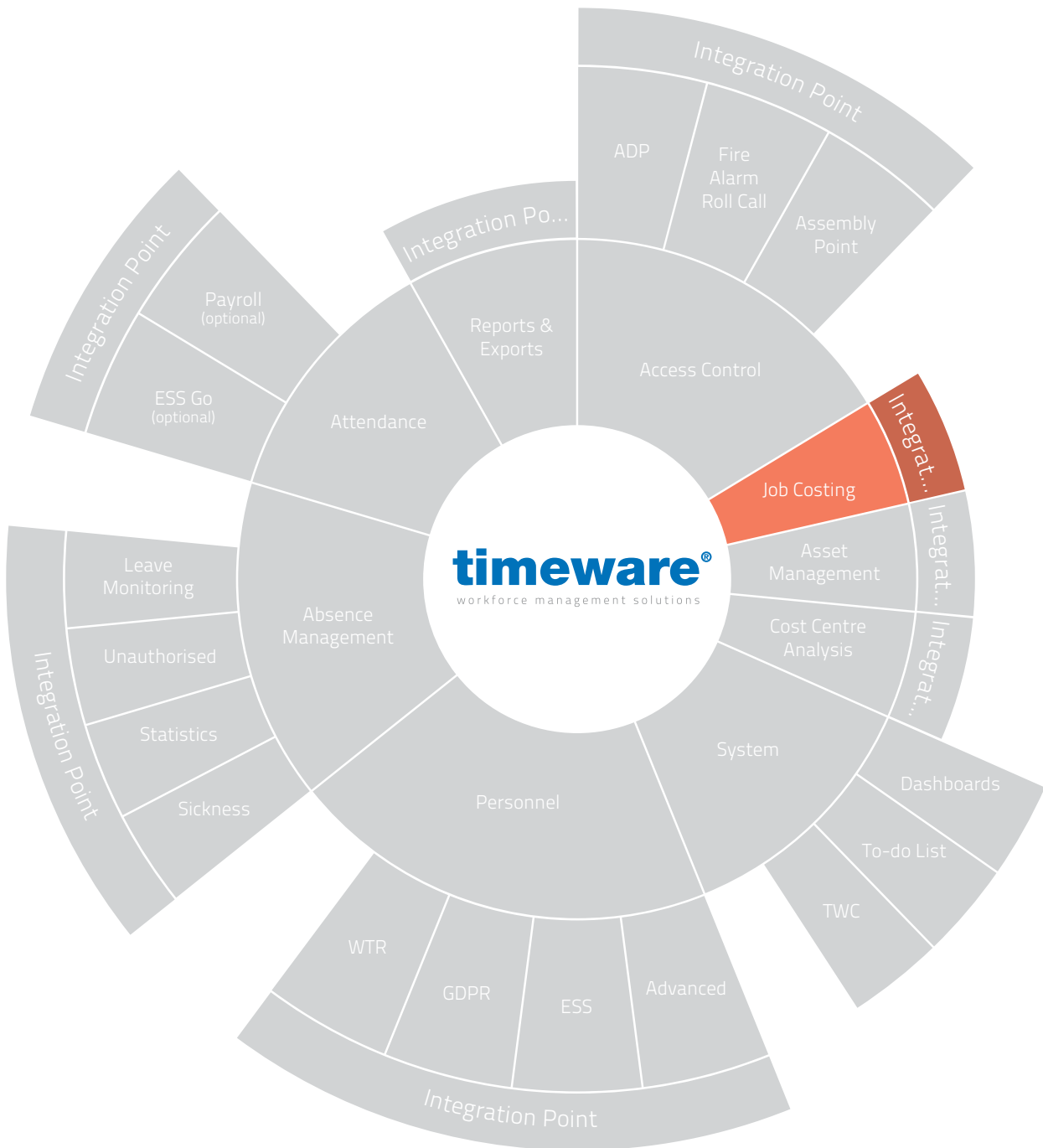


Training guide:

Job Costing



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

www.timeware.org

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timeware[®]

workforce management solutions

Contents

Course

Duration

tw21/op/job001
An introduction to timeware[®]
job costing

Approximately 45 minutes

Running job costing on a daily basis...

Module	Description
m/09/101	understanding job costing
m/09/110	creating a new job
m/09/120	job costing adjustments
m/09/130	job anomalies on the 'To-Do'

All information pertaining to any personnel record within this document is obtained from a demonstration database and are not details of any individual.



Lined area for notes with horizontal ruling lines.

Module:

m/09/101

Understanding job costing

timeware® job costing covers creating new jobs, the job costing adjustment screen and the job costing anomalies presented on the agenda summary.

The screenshot displays the timeware software interface. On the left is a navigation menu with the following items: Calculation..., Personnel..., Planner..., Absence Management..., GPS Tracking, Attendance, Job Costing (highlighted), Cost Centre, Access Control, Asset Management..., Accident Book..., Dashboards..., Attendance Display Panel..., Reporting, Exports..., Sage Payroll, Preferences..., Log Off - Admin, and Exit. The 'Job Costing' menu is expanded, showing sub-items: Jobs..., Adjustments..., and Adjustment Anomalies... The main window shows a 'Jobs' window for a job titled 'Corner Table'. The job details include: Code: 1, Status: In progress, Customer: Table People, Product: (blank), Quantity: 1. Below this is a table for Job Information:

Job Information		Tgt job cost	Tgt job time	Actual cost	Actual time
Created on:	Wed 29 January 2021 10:19	42.00	0.50	54.00	8.00
Started on:	Wed 29 January 2021 10:24				
Updated on:	Wed 29 January 2021 10:24				
Completed on:	?? ? ? ? ? ? ? ? ? ? ?	Tgt prod cost	Tgt prod time		
		42.00	0.50		

Below the Job Information table is an 'Operation Target' table:

Description	Quantity	Operation Target			Operation Actual			
		Unit cost	Unit time	Total cost	Total time	Quantity	Cost	Time
Table Leg	1	12.00	0.30	12.00	0.30	0	54.00	8.00
Table Top	1	30.00	0.20	30.00	0.20	0	0.00	0.00

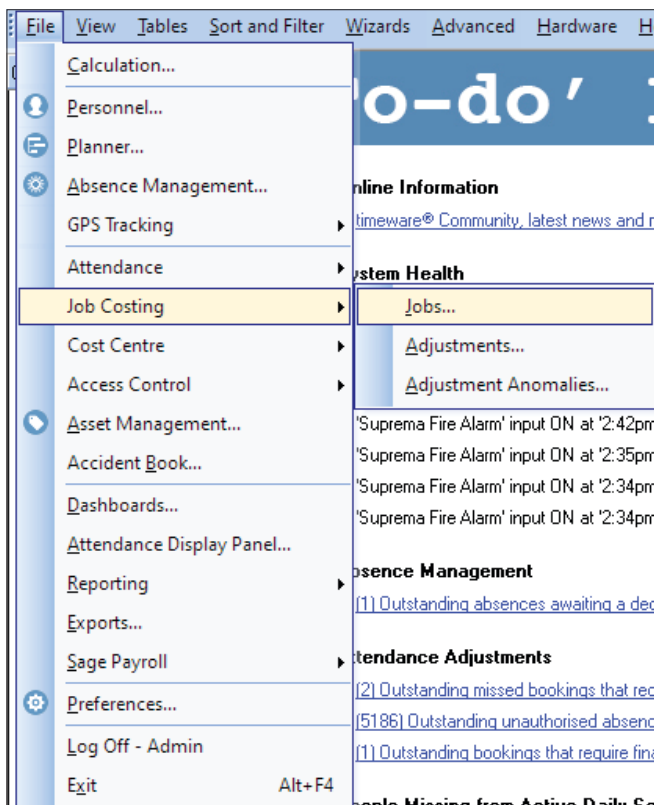
The 'Notes' section is empty. At the bottom of the window, there are buttons for Add, Edit, Delete, End..., Refresh, Preview..., Copy..., and Close. The status bar at the bottom left shows 'Record 1 of 1'.



Module:

m/09/110 Creating a new Job

1. To create a new job, select the File menu, Job Costing and then Jobs.



2. Next, select <Add> and enter the Description Code, Customer reference and change the Status to In Progress

Description:	<input type="text"/>
Code:	<input type="text"/> (job code to be entered at terminal)
Status:	<input type="text" value="Not started"/>

3. Now, select the Product and and the customer. Click the refresh icon:

4. Right click and add, then Operation.

5. Left click on an Operation, hold the left click and drop on the description slot.

4. Finally, click on <Update> and the new job record will be saved to the timeware[®] database.

The screenshot shows the 'Jobs' application window with the following details:

- Description:** Corner Table
- Code:** 1 (job code to be entered at terminal)
- Status:** In progress
- Customer:** Table People
- Product:** (empty)
- Quantity:** 1
- Planned start:** / /
- Actual start:** / /
- Target completion:** / /
- Delivery:** / /

Job Information Summary:

Field	Tgt job cost	Tgt job time	Actual cost	Actual time
Created on: Wed 29 January 2021 10:19	42.00	0:50	96.00	12:00
Started on: Wed 29 January 2021 10:24				
Updated on: Wed 29 January 2021 10:24				
Completed on: ??? ?? ??? ???? ???? ??-??				

Production Summary:

Field	Tgt prod cost	Tgt prod time
	42.00	0:50

Operation Target vs Actual:

Description	Operation Target				Operation Actual			
	Quantity	Unit cost	Unit time	Total cost	Total time	Quantity	Cost	Time
Table Leg	1	12.00	0:30	12.00	0:30	11	96.00	12:00
Table Top	1	30.00	0:20	30.00	0:20	0	0.00	0:00

Notes: (Empty text area)

Buttons: Add, Edit, Delete, Find..., Refresh, Preview..., Copy..., Close

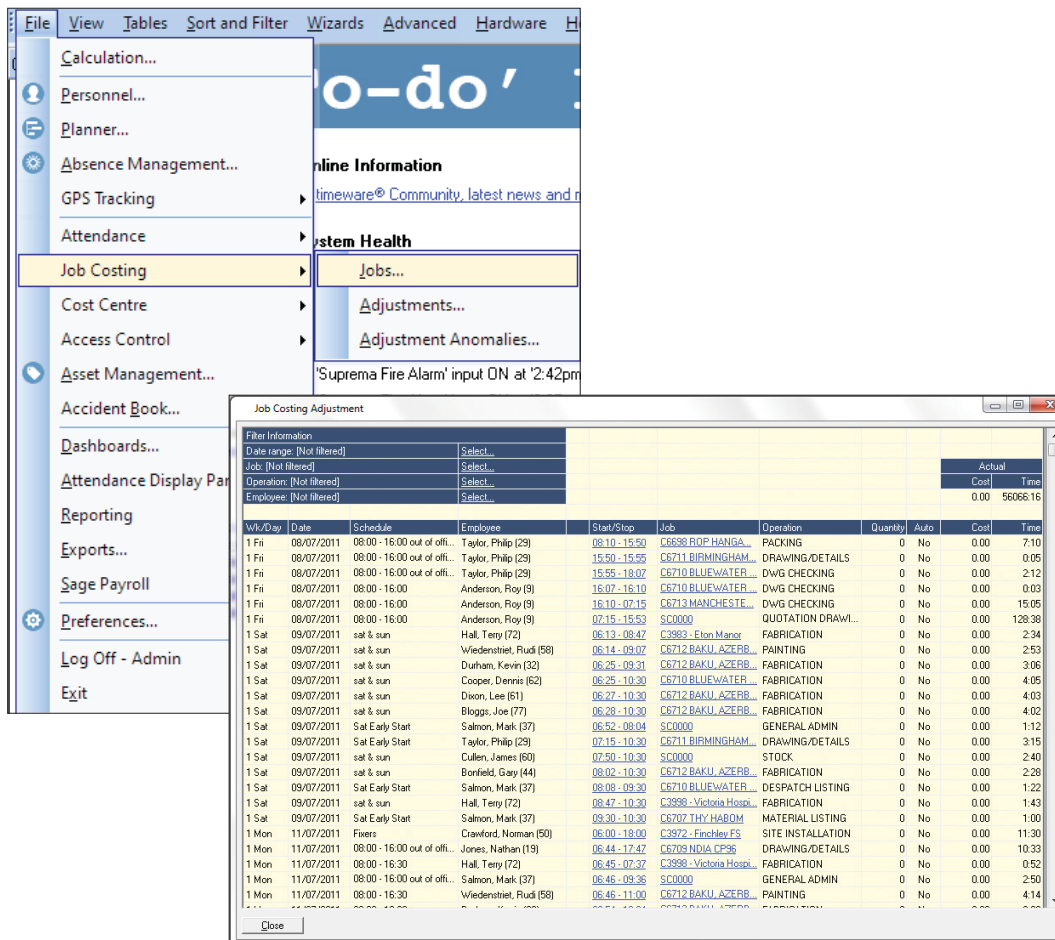
Status: Record 1 of 1

Module:

m/09/120

Job costing adjustments

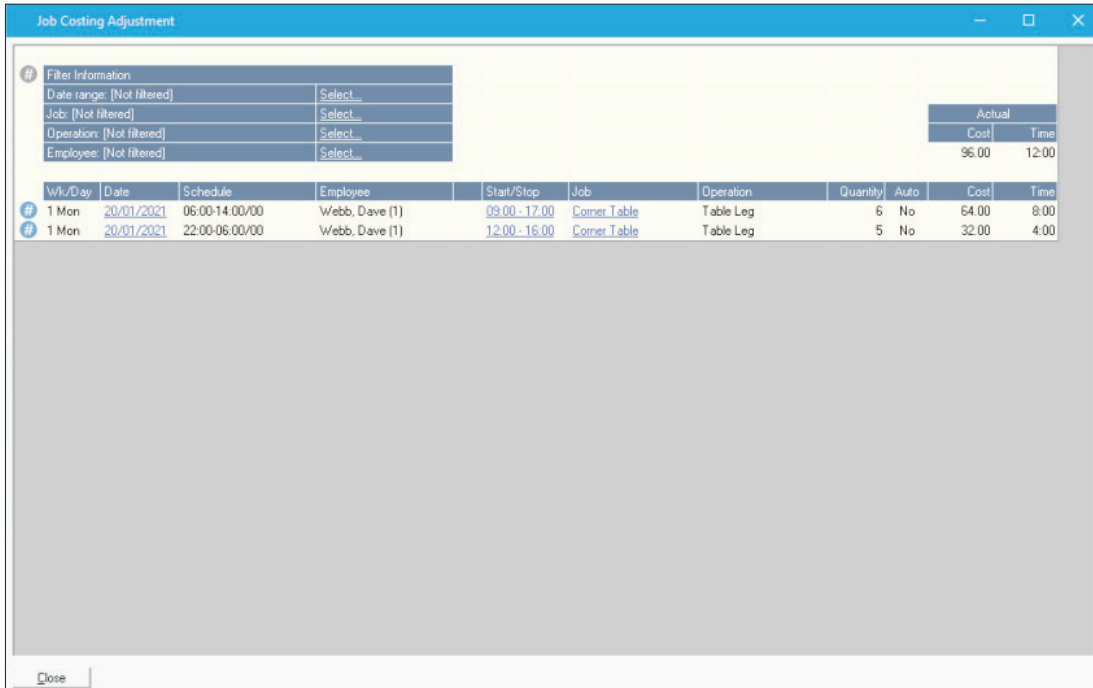
1. To enter the job adjustment screen, select the File menu, Job Costing and then Adjustments.



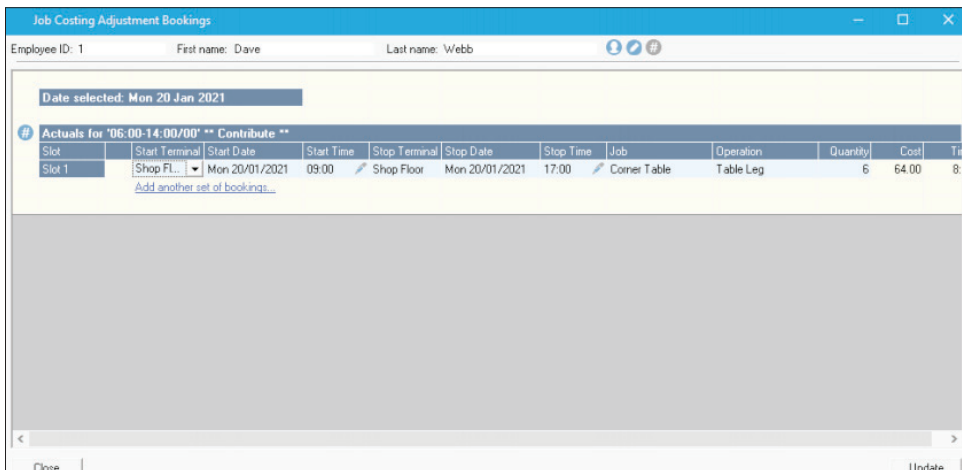
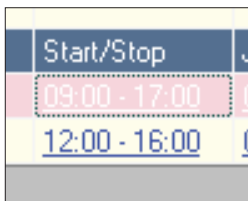
2. The filter area allows the user to 'narrow-down' the data area.



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 'Start/Stop' times against the day.



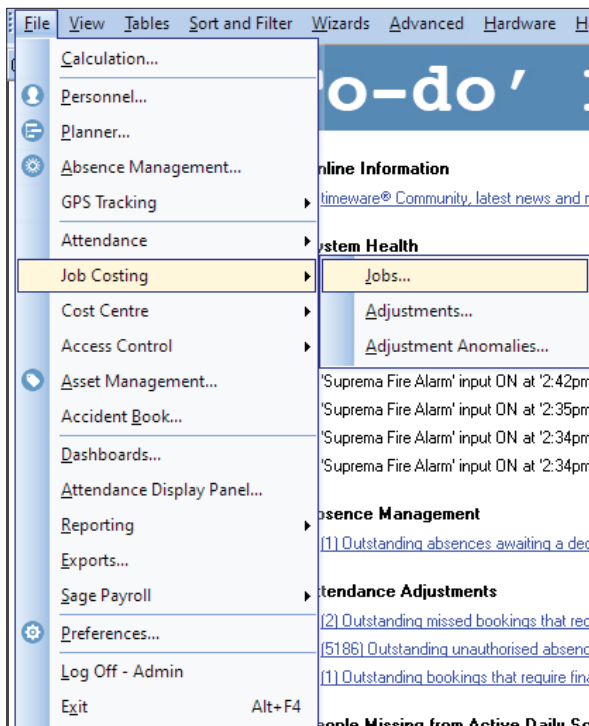
Module:

m/09/130 Job costing anomalies



Job costing anomalies usually relate to incorrect data entered via the timeware[®] job costing terminal.

1. To enter the job anomalies screen, select the File menu, Job Costing and then Adjustment Anomalies.



Or, select the 'To-Do' List item:



2. All job costing anomalies are then displayed.

Job Costing 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	Anomaly	Daily Schedule
1	1	Dave	Webb	Webb,Dave	1	Employee	Tue 21/01/2021	Stop swipe is missing	22:00-06:00

Close

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

Job Costing Adjustment Bookings

Employee ID: 1 First name: Dave Last name: Webb

Date selected: Tue 21 Jan 2021

Actuals for '22:00-06:00/00' ** Contribute **

Slot	Start Terminal	Start Date	Start Time	Stop Terminal	Stop Date	Stop Time	Job	Operation	Quantity	Cost	Time
Slot 1	Shop.Fl...	Wed 22/01/2021	09:00				Corner Table	Table Leg	0	0.00	0:

Add another set of bookings...

Close Update

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