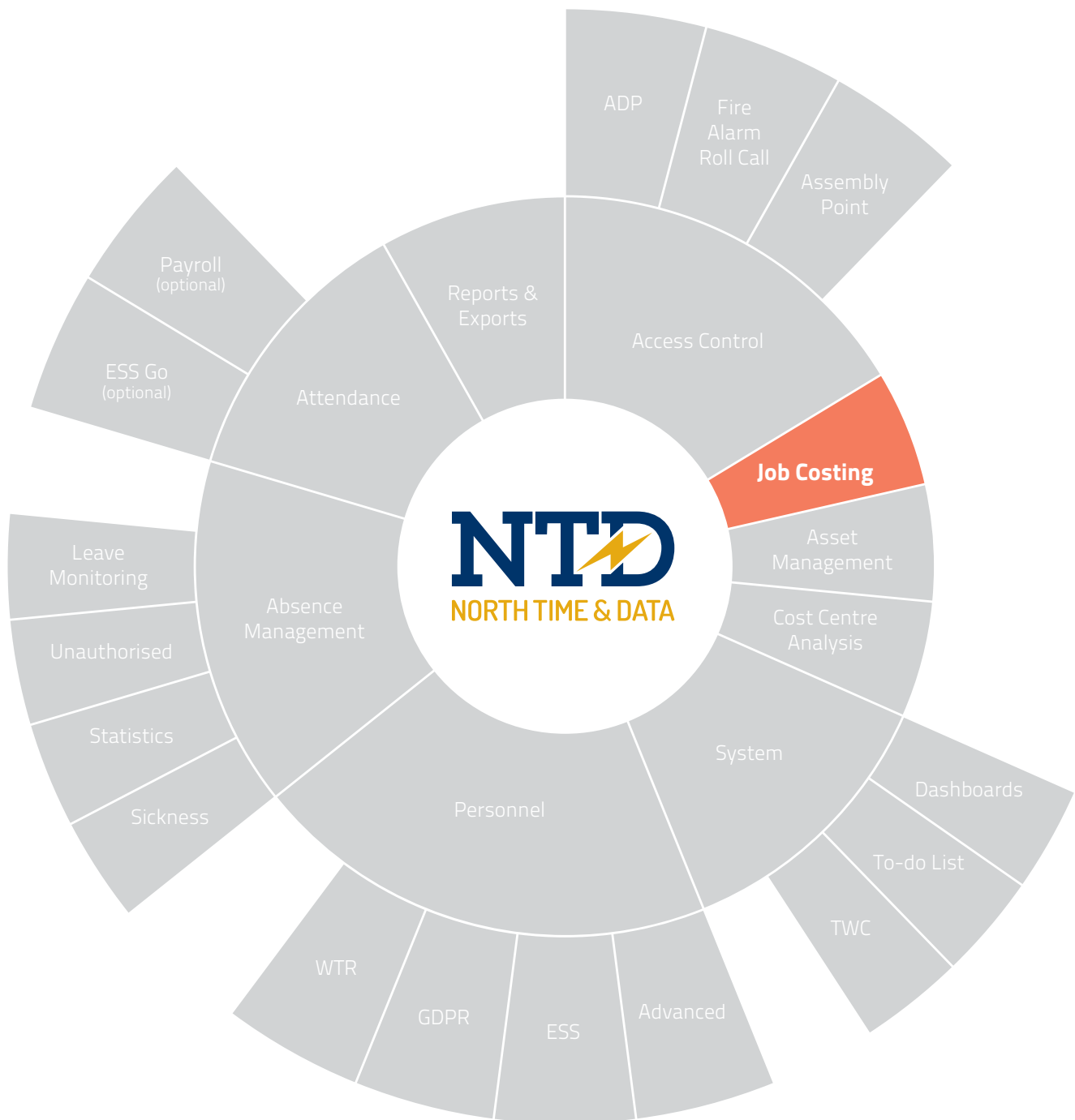


Training guide:

Job Costing



For more information about North Time Pro products, version updates, datasheets and reports, please refer to the North Time Pro website:

www.ntdltd.com

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North Time Pro

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Contents

Course

Duration

tw21/op/job001
An introduction to North Time Pro
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.



Module:

m/09/101

Understanding job costing

North Time Pro 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 North Time Pro software interface. On the left, a navigation menu is open, highlighting 'Job Costing'. The main window shows a 'Jobs' record for a 'Corner Table'. The record includes job information, a table of operations with target and actual costs and times, and a notes section.

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:	?? ? ? ? ? ? ? ? ? ? ?								

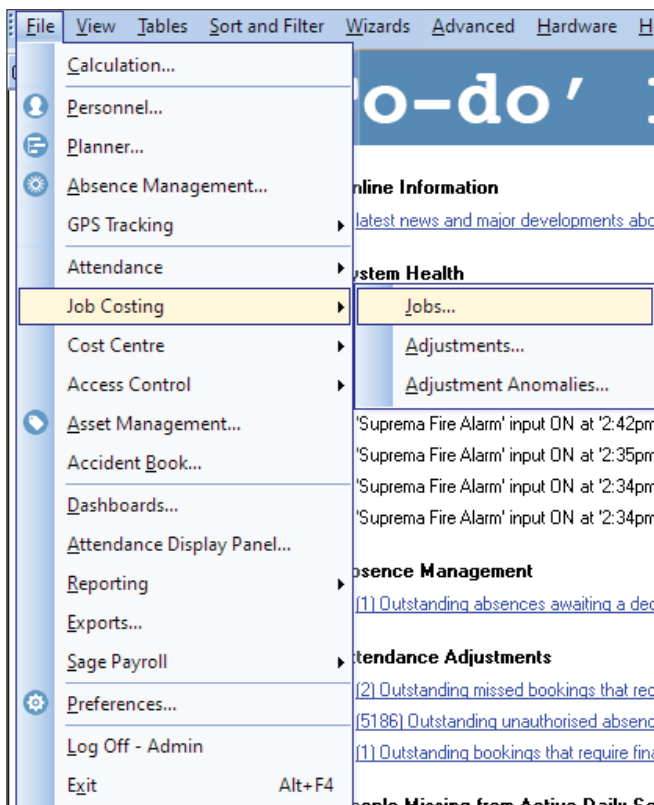
Description	Quantity	Operation Target			Operation Actual			
		Unit cost	Unit time	Total cost	Total time	Quantity	Cost	Time
Table Leg	1	12.00	0.30	12.00	0.30	0	54.00	8.00
Table Top	1	30.00	0.20	30.00	0.20	0	0.00	0.00

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:

Customer: [Dropdown] [Refresh icon]

Product: [Dropdown] [Refresh icon] Quantity: [Input: 1]

4. Right click and add, then Operation.

		Operation Target		
Description	Quantity	Unit cost	Unit time	Total c

Notes

Context Menu:

- Add (+) Operation...
- Remove (X)
- Move up (Up arrow) Ctrl+UP
- Move down (Down arrow) Ctrl+DOWN
- Print preview...
- Print...
- Reset layout (Refresh icon)

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

Product: [Dropdown] [Refresh icon] [Refresh icon] Quantity: [Input]

Planned start: // Actual start: // Target completion: //

Job Information

Created on: ??? ?? ???? ???? ??:??	Code	Description Δ
Started on: ??? ?? ???? ???? ??:??	123	Table Leg
Updated on: ??? ?? ???? ???? ??:??	30	Table Top
Completed on: ??? ?? ???? ???? ??:??		

Operation Target

Description	Quantity	Unit cost	Unit time

Notes

Add Job Operation Dialog:

Drag a column header here to group by that column.

- Finally, click on <Update> and the new job record will be saved to the North Time Pro database.

Jobs

Description: Corner Table

Code: 1 (job code to be entered at terminal)

Status: In progress

Customer: Table People

Product: Quantity: 1

Planned start: / / Actual start: / / Target completion: / / Delivery: / /


Job Information		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	Tgt prod cost	Tgt prod time		
Completed on:	?? ? ? ? ? ? ? ? ? ? ?	42.00	0:50		

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	11	96.00	12:00
Table Top	1	30.00	0:20	30.00	0:20	0	0.00	0:00

Notes

Add Edit Delete Find... Refresh Preview... Copy... Close

Record 1 of 1



To select a photo use right mouse click on the box.



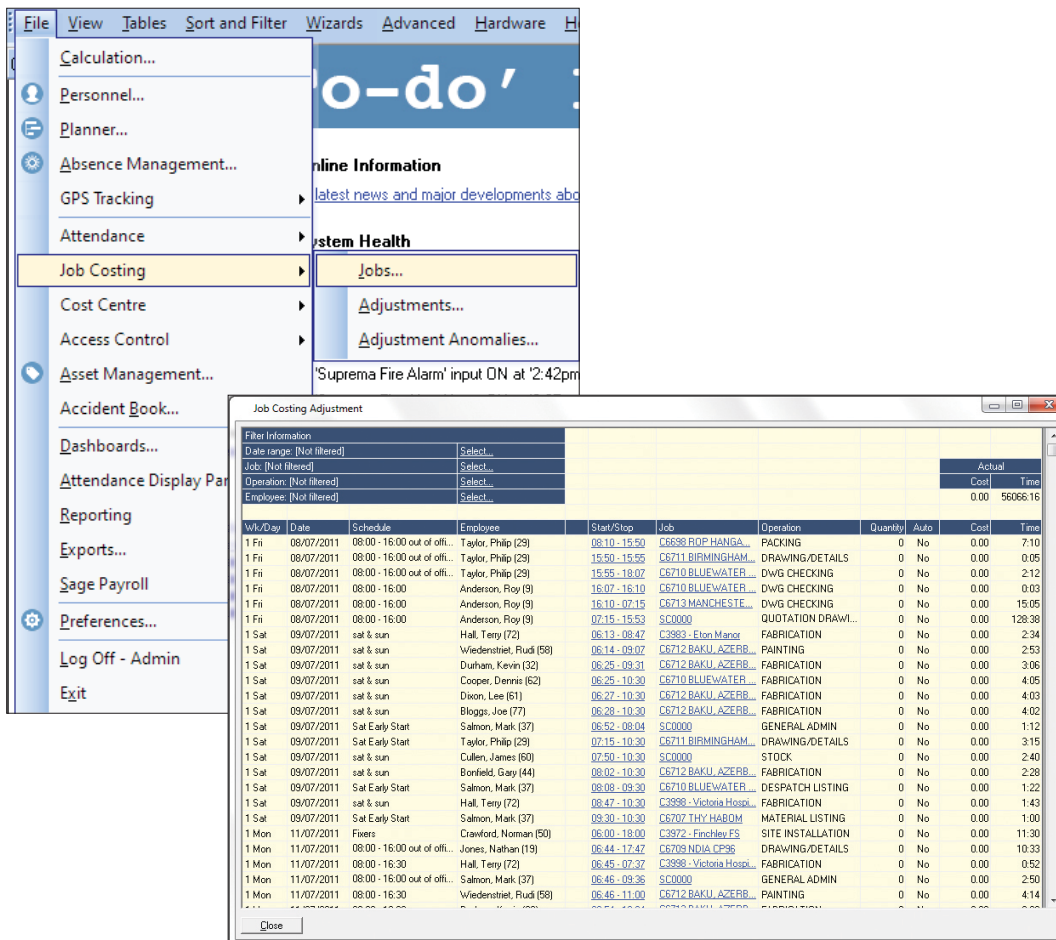
A series of horizontal lines for taking notes, consisting of 28 lines spaced evenly down the page.

Module:

m/09/120

Job costing adjustments

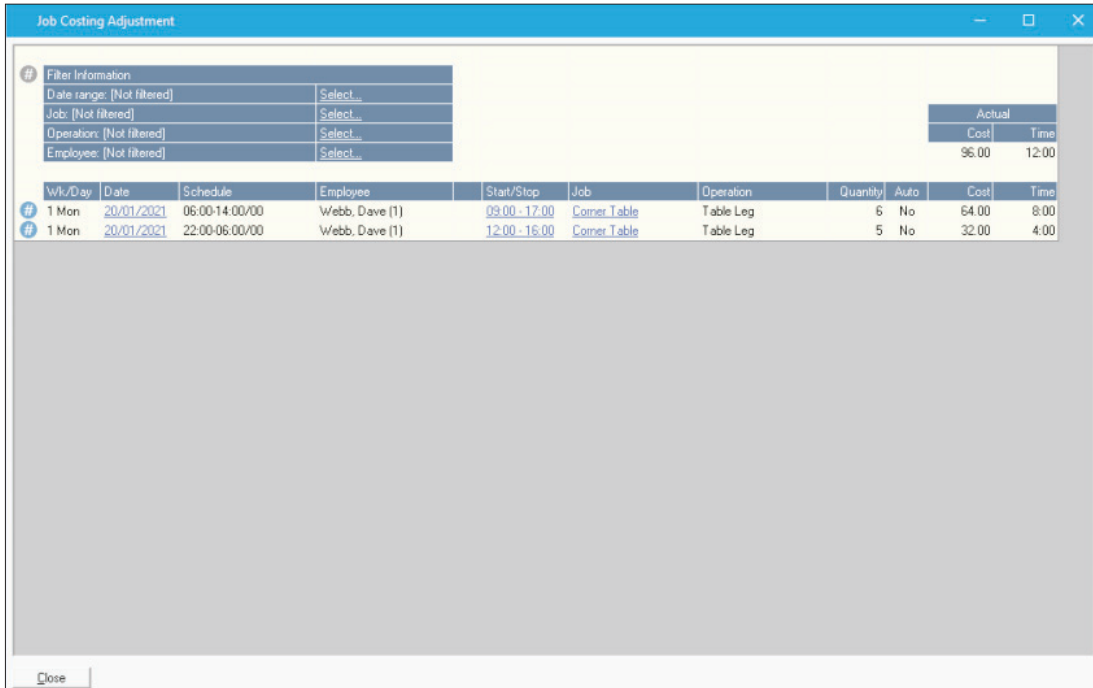
- To enter the job adjustment screen, select the File menu, Job Costing and then Adjustments.



- 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:



Job Costing Adjustment

Filter Information

Date range: [Not filtered] Select...

Job: [Not filtered] Select...

Operator: [Not filtered] Select...

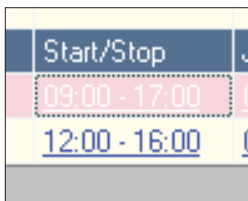
Employee: [Not filtered] Select...

		Actual	
		Cost	Time
		96.00	12:00

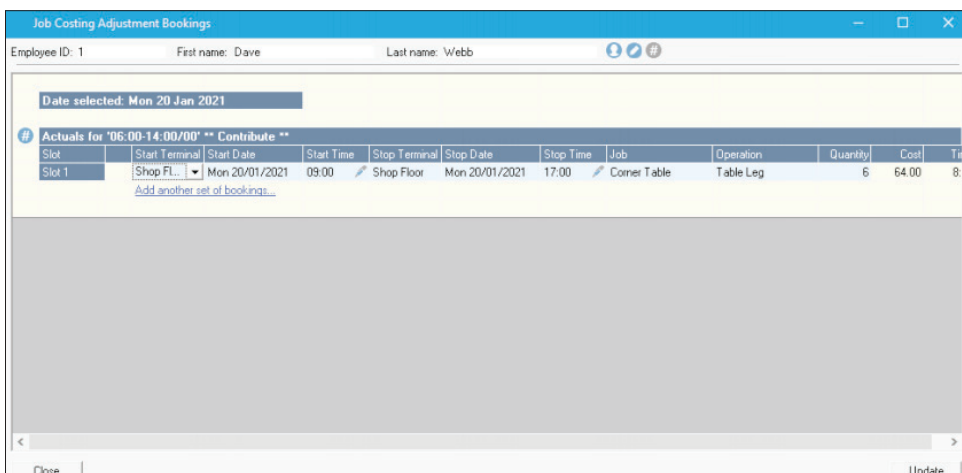
#	Wk/Day	Date	Schedule	Employee	Start/Stop	Job	Operation	Quantity	Auto	Cost	Time
#	1 Mon	20/01/2021	06:00-14:00/00	Webb, Dave (1)	09:00 - 17:00	Corner Table	Table Leg	6	No	64.00	8:00
#	1 Mon	20/01/2021	22:00-06:00/00	Webb, Dave (1)	12:00 - 16:00	Corner Table	Table Leg	5	No	32.00	4:00

Close

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



Start/Stop
09:00 - 17:00
12:00 - 16:00



Job Costing 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	Job	Operation	Quantity	Cost	Time
Slot 1	Shop Floor	Mon 20/01/2021	09:00	Shop Floor	Mon 20/01/2021	17:00	Corner Table	Table Leg	6	64.00	8:00

Add another set of bookings...

Close Update

Module:

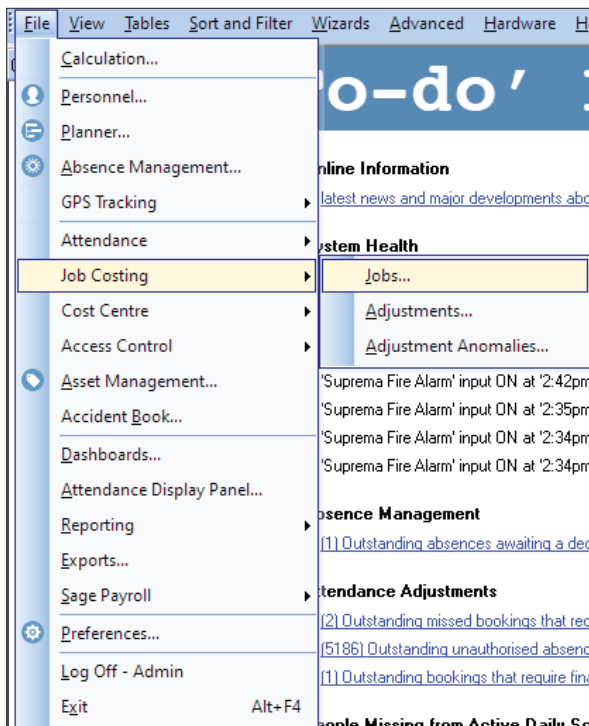
m/09/130

Job costing anomalies



Job costing anomalies usually relate to incorrect data entered via the North Time Pro job costing terminal.

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



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

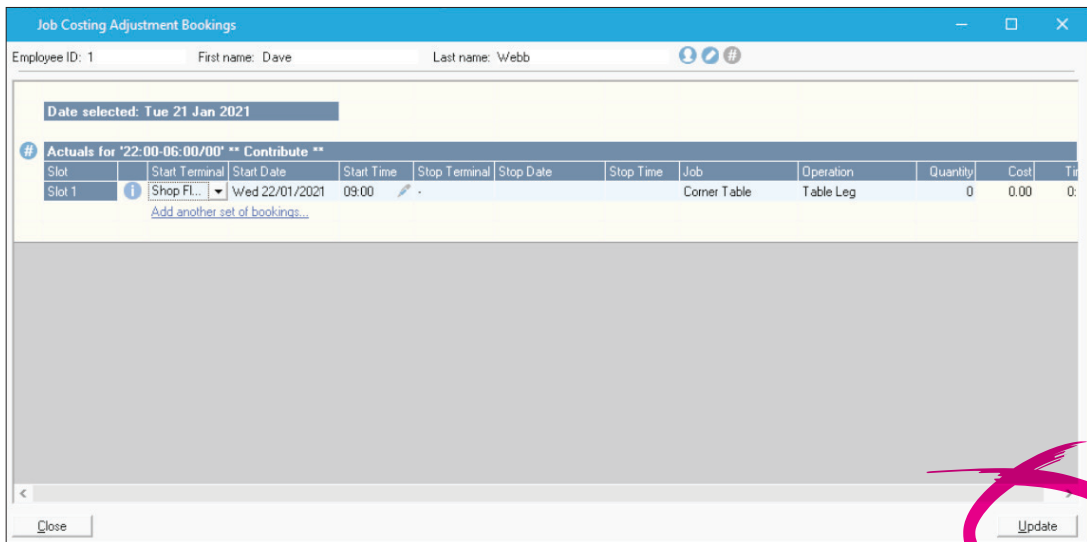


2. All job costing anomalies are then displayed.



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

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



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...

Update

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