

Training guide:

Cost Centre Analysis



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/cos001
An introduction to North Time Pro
cost centre analysis

Approximately 45 minutes

Running cost centre on a daily basis...

Module	Description
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.

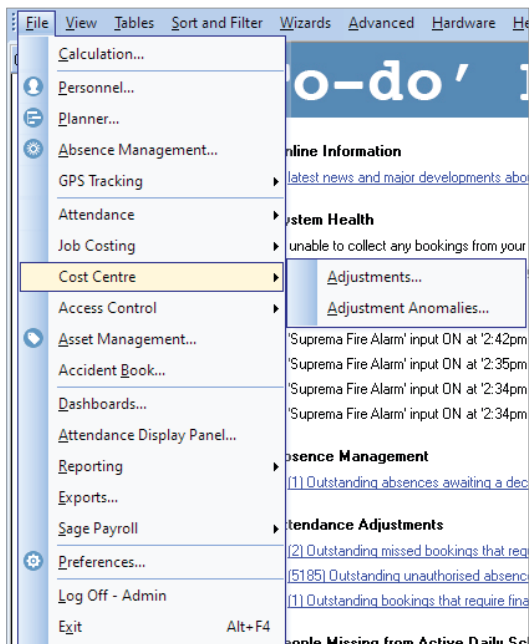


Module:

m/09/101

Understanding cost centre analysis

North Time Pro 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 centre: [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
1	Mon	20/01/2021	22:00-06:00/00	Webb, Dave (1)	12:00 - 13:00	Repair Shop	No	Basic	56.00	7:00

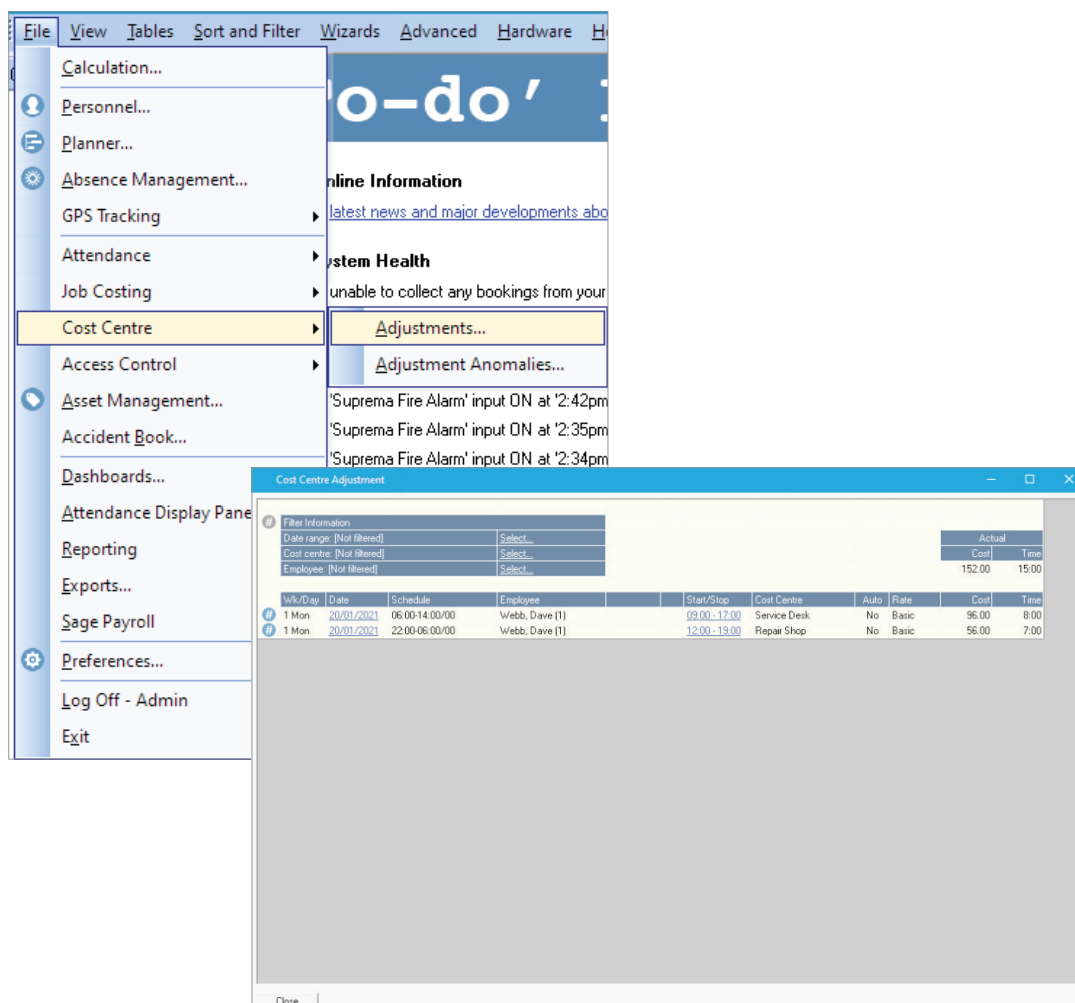


Module:

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...

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

Cost Centre Adjustment

Filter Information

Date range: [Not filtered]

Select...

Cost centre: [Not filtered]

Select...

Employee: [Not filtered]

Select...

Actual

Cost

Time

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
#	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

Cost Centre 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	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	8.0

Add another set of bookings...

Close

Update

Module:

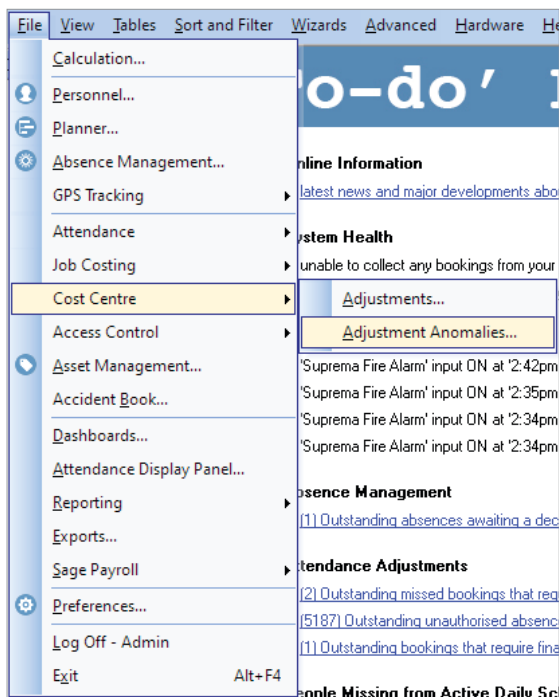
m/09/120

Cost centre anomalies



Cost centre anomalies usually relate to incorrect data entered via the North Time Pro 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.

Cost Centre 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
1	1	Dave	Webb	Webb,Dave	1	Employee	Mon 20/01/2021

Close

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

Cost Centre 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	Cost Centre	Rate	Cost	Time
Slot 1	Shop Floor	Mon 20/01/2021	09:00	-			Service Desk	Basic	0.00	0:0

Add another set of bookings...

Update

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