

## Training guide: **Cost Centre Analysis**



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## Contents

tw21/op/cos001

cost centre analysis

#### Course

### **Duration**

Approximately 45 minutes

# An introduction to North Time Pro

Running cost centre on a daily basis...

#### **Description** Module

- understanding cost centre analysis m/09/101
- cost centre adjustments m/09/110
- m/09/120 cost centre anomalies

Contents

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



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#### 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.

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•	Wk/Day 1 Mon 1 Mon	Date 20/01/2021 20/01/2021	Schedule 06:00-14:00/00 22:00-06:00/00	Employee Webb, Dave (1) Webb, Dave (1)	Start/Stop 09:00 - 17:00 12:00 - 19:00	Cost Centre Service Desk Repair Shop	Auto No No	Rate Basic Basic	Cost 96.00 56.00	Time 8:00 7:00	
	Close										



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#### 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]	<u>Select</u>
Cost centre: [Not filtered]	<u>Select</u>
Employee: [Not filtered]	<u>Select</u>



**3.** Once the correct filter has been selected, the data area displays all related information:

	Cost Ce	ntre Adjustmen	L.								×
•	Filter In Date ra Cost co	formation ange: [Not filtered] entre: [Not filtered		Select					Actual Cost	Time	
	Wk/D 1 Mon	ee: [Not filtered] ay Date <u>20/01/2021</u> 20/01/2021	Schedule 06:00-14:00/00 22:00-06:00/00	Select Employee Webb, Dave (1) Webb, Dave (1)	Start/Stop 09:00 - 17:00 12:00 - 19:00	Cost Centre Service Desk Repair Shop	Auto No No	Rate Basic Basic	152.00 Cost 96.00 56.00	15:00 Time 8:00 7:00	

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

Start/Stop
<u>09:00 - 17:00</u>
<u>12:00 - 19:00</u>

	Cost Centre Ad	djustment Bookings							
Emple	oyee ID: 1	First name: Dave	Last name: W	ebb	00	20			
	Date select	ed: 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	Tim
	Slot 1	Shop Floor  Mon 20/01/2021 Add another set of bookings	09:00 🖋 Shop Floor	Mon 20/01/2021	17:00 🖉	Service Desk	Basic	96.00	8:0
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[	Close							Upd	ate



#### 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 An	omalies				-		×
Drag a column h	eader here to gro	up by that column.						
Employee ID $\Delta$	Payroll	First Name	Last Name	Known As	Badge	Employee Status	Anoma	ily Date
1	1	Dave	Webb	Webb,Dave		1 Employee	Mon 20	0/01/2
•								
[ Tiose ]								

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

mployee ID: 1	First name: Dave	Last n	ame: Webb	000			
Date selected	: Mon 20 Jan 2021						
Actuals for '06	5:00-14:00/00' ** Contribute **						
Slot	Start Terminal Start Date	Start Time Stop	erminal Stop Date	Stop Time Cost Centre	Rate	Cost	Tir
Slot 1	Add another set of bookings	09:00 🖊 -		🖉 Service Desk	Basic	0.00	D:(
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1					_		

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