



Functional Overview

For

Project Accounting



Project Accounting

Project Costing

Project Costing is the primary financial ledger for the entire Workbench solution and therefore provides a flexible structure and comprehensive set of functions for storing and reporting on data for all types of projects. With user defined coding structures Workbench can be configured to meet the needs of small and simple jobs as well as large complex projects.

Features include:

- 20 alphanumeric job number
- 6 level job hierarchy
- Supports the accounting requirements for single or multi-divisional trading.
- New jobs created from user defined Templates.
- Unlimited Job WorkCentres and Activities.
- Data Entry for - Time, Disbursements, Stock, Plant, Adjustments, Purchase Orders, Accounts Payable, Accounts Receivable, Internal Sales.
- Maintenance of Standard Labour Costs and Selling Prices by Employee Class.
- Unlimited Special Selling Prices for Time, Disbursements, Purchases.
- Comprehensive analysis of Hours into the following groups - Chargeable, Non Chargeable, Admin, Leave, Other.
- Import transactions from external systems such as spreadsheets.
- Ability to export transactions to your Financial Ledgers.
- Period based ledger to coincide with General Ledger accounting periods.
- Option to close periods to data entry for specific transaction types.
- Ability to close completed jobs to all data entry.
- Records Actual Cost, Chargeout and Budget by period for Quantity and Value.
- Calculates Work In Progress under various accepted methods including : Unbilled Costs, Earned Revenue, % Complete.
- Customise Field Names
- Comprehensive on-line screen enquiries.
- Flexible job reporting by - Job Manager, Client Account Manager, Profit Centre, Client, Status, Activity Group, Job Type, Job Group, Charge Type, Start Date, Completed Date.
- Ability to customise Job Reports using the Crystal Report Writer.

Job Masterfile

Job Enquiry

WORK CENTRES		BUDGET		ACTUAL		%		COST		ACTUAL		%	
PS1	Professional Services	370	175.00	47%	30,300	16,246.25	54%						
PS2	Support Services	20	9.00	45%	1,000	315.00	32%						
PS3	Purchased Items	0	0.00	0%	4,500	4,670.03	103%						
PS4	Disbursements	0	0.00	0%	700	83.00	12%						
PS5	Equipment	0	0.00	0%	0	200.00	0%						
Totals		390	184.00	47%	36,500	21,714.28	59%						

ACTIVITIES		BUDGET		ACTUAL		COST		ACTUAL		TRANSACTIONS	
ANALY	Analysis	100	21.00	10,000	1,671.25						Sales
DES	Design	0	15.00	0	1,180.00						Outputs
DEV	Development	90	10.00	6,300	1,260.00						Orders
DOC	Documentation	0	16.00	5,200	1,360.00						
DRAFT	Drafting	0	4.00	0	400.00						
Totals		370	175.00	30,300	16,246.25						

Job Reporting

Project Accounting

Timesheets

The Timesheets module provides a structured and controlled environment for the recording and processing of timesheets to Project Costing and Payroll.

The Personal Timesheet allows individual staff to enter their time on a daily basis thus providing accurate and timely job management and reporting.

User defined translation codes allow a standard Payroll export file to be generated for import into most commonly used Payroll systems.

Retention of the timesheet file with well structured data allows for comprehensive analysis of employee productivity.

Features include:

- Personal Timesheet for quick and easy recording of one's own time and expenses on a daily basis.
- Rapid data entry program for conventional paper based timesheets.
- Browser Interface for Personal Timesheet.
- Browser Interface for Staff Expense Claims.
- Validation of Employees, Jobs, Activities.
- On-Line Approval of Timesheets by specified Managers.
- Exception reporting for undertime, overtime, holidays, no timesheet.
- User defined Activity codes for the allocation of time to jobs.
- Wage Cost, Overhead Recovery rates and default Selling Prices maintained by Employee Class.
- Transfer pricing for time worked on Jobs in other Profit Centres.
- Special Pricing by Employee and Job/Client.
- Standard Export File of timesheet data for import into Payroll.
- Immediate availability of timesheet data to job reporting and enquiry.
- Productivity Analysis by Profit Centre and Employee over any selected period.
- Export Timesheet lines to commonly used Payroll systems
- Standard Export File of Recovered time for analysis and posting to General Ledger.

Personal Timesheet

Date	Day	Job	Description	Activity	Wk. Ctr	Hrs
21.06.2005	Tue	4130	Monthly Fixed Support Contract	ENG	Engineering PS1	3.00
21.06.2005	Tue	4130	Monthly Fixed Support Contract	ENG	Engineering PS1	3.00
Totals						21.00

Time Enquiry

Employee	Activity	Job	Hour
Bishop, Paul	LAB	412801	127.00
Bishop, Paul	LAB	412802	150.00
Blogg, Joe	LAB	412801	93.00
Blogg, Joe	LAB	412802	300.00
Cooper, John	UM1	4131	50.50
Cooper, John	UM1	413101	4.00
Gardner, Clive	DES	4002	15.00
Gardner, Clive	DOC	4025	6.00
Gardner, Clive	ENG	4002	10.00
Total			1,184.00

Time Reporting

Time Reporting Selection

PEOPLE SELECTION

Locations: []
Report Codes: []
Profit Centres: []
Emp. Classes: []
TS Groups: []
Employees: []

Include Inactive:

JOB SELECTION

Locations: []
Report Codes: []
Profit Centres: []
Charge Types: []
Job Manager: []
Activity: []

Reports:

- Billings by Person - Detail
- Billings by Person - Summary
- Chargeable Time at Cost - by Job Profit Centre
- Chargeable Time at Retail - by Job Profit Centre
- Non Chargeable Time at Cost - by Job Profit Centre
- Productivity Summary - by Employee
- Productivity Summary - by Profit Centre
- Progressive Productivity By Division
- Time Against Other Profit Centres - by Person
- Time Approval Report - by Job Manager
- Time by Work Centre
- Time Report - Work in Other Profit Centres
- Time Transaction Report - by Employee
- Time Transaction Report - by Employee/Activity/Div
- Time Transaction Report - by Job / Employee
- Timesheet by Person Job Activity
- Timesheets By Day Report

Project Accounting

Invoicing

The Invoicing module has been designed to provide project managers with a flexible and easy to use tool for creating invoices to their specific requirements based on user defined business rules/invoicing methods.

Features include:

- Prepare invoices from Time & Costs, Schedule of Rates, Milestone Claim Schedules, % Complete, Quotations.
- Generate Standing/Recurring invoices.
- User friendly invoice preparation screen for use by non accounting staff.
- Customise invoice formats and assign default invoice types to individual jobs/clients.
- Special Pricing may be defined by employee, job, client.
- Combine all or selected sub jobs in a project onto a single invoice.
- Retain Invoices as part of the job record with the option to reprint or view on screen.
- Option to Write-off or defer specific transactions when invoicing on a Time & Cost basis.
- Option to include outstanding Purchase Order values when invoicing on a Time & Cost basis.
- Invoice sequence numbers controlled at a company or location level.
- User defined invoice messages/footers.
- GST/VAT calculated on a line basis with option for nil tax.
- Internal Sales option to record sales made between departments with on-line approval by the internal clients.
- Audit trail of invoice creation, approval, printing, mailing and posting to Accounts Receivable.
- Ability to close job and change status from invoicing screen.
- User defined Sales Codes for revenue analysis and posting to General Ledger.
- Foreign Currency.
- Record and enquire on collection notes on overdue invoices.
- Aged reporting on outstanding invoices by Project Manager, Client, Project, Profit Centre.
- Integrates with Workbench Contract Management.
- Interface to Accounts Receivable and General Ledger

Invoice Creation

Invoice Enquiry

Invoice Reporting

Project Accounting

Purchasing

The timely capture of Purchased costs and Commitments onto jobs is often a difficult administrative process. Workbench recognises the importance of having this information available to Project Managers and offers a comprehensive, online procurement system.

Features include:

- Online Creation and Approval of Purchase Orders
- Optional Fax and Email formats.
- System or Manually generated Order Numbers
- Unlimited lines per Order.
- Individual lines may be allocated to separate jobs.
- Option to create order lines from User Defined Catalogues.
- Apply Supplier Invoices by Quantity and/or \$ value.
- Apply many Supplier Invoices to a single Order.
- Place Supplier Invoices on Hold.
- Maintain Invoice Register and keep track of invoices distributed for Approval.
- Retain Purchase Order history.
- Enquire and Report on outstanding Orders by Job.
- Create month end Purchase Order Accrual journals.
- Option to include outstanding Order values during Client Billing.
- GST/VAT calculated on a line basis.
- Delegated Authorities with user defined Profiles for expenditure levels, variances to job budgets, escalation processes.
- Foreign Currency.
- Interface to Accounts Payable and General Ledger.

Purchase Orders

Supplier Catalogues

Purchase Order Reporting

- ❑ Interface to General Ledger.

Project Accounting

Plant

The Plant module is used to manage the operating and maintenance costs of individual Plant items as well as charging their usage to individual jobs. This results in an effective system for managing the profitability and utilisation of plant resources.

Features include:

- ❑ Maintain extensive asset detail on each plant item.
- ❑ Record operating and maintenance costs against user defined codes and report against budgets for the life of the asset.
- ❑ Import Depreciation and Finance Costs from financials.
- ❑ Maintain Costing rates based on Hrs or Kms.
- ❑ Can be priced at standard or negotiated selling rates on individual jobs.
- ❑ Report on Plant Profitability and Utilisation.
- ❑ Interface to Accounts Payable, Accounts Receivable, General Ledger.

Stock

As a Project Accounting system Workbench is primarily concerned with the consumption of stock on individual jobs. SAP Business One provides the host Inventory Management System with project based Inventory Management available in Workbench.

Features include:

- ❑ Stock Masterfiles with standard costing rate.
- ❑ Pricing at standard or negotiated selling rates on individual jobs.
- ❑ On-line entry of Stock Issues to Jobs from SBO Inventory
- ❑ Interface to SBO Inventory Control, General Ledger.

Disbursements

To ensure that individual jobs accurately reflect their true costs Workbench provides the Disbursement function which enables internal costs such as Telephone, Printing, Couriers etc to be efficiently charged to jobs.

Features include:

- ❑ User defined Disbursement codes with standard costing rates.
- ❑ Can be priced at standard or negotiated selling rates on individual jobs.
- ❑ Standard Import function to interface to external tracking systems.

Plant Details

Stock Items

Import Disbursements