



Cost Control System Software Manual



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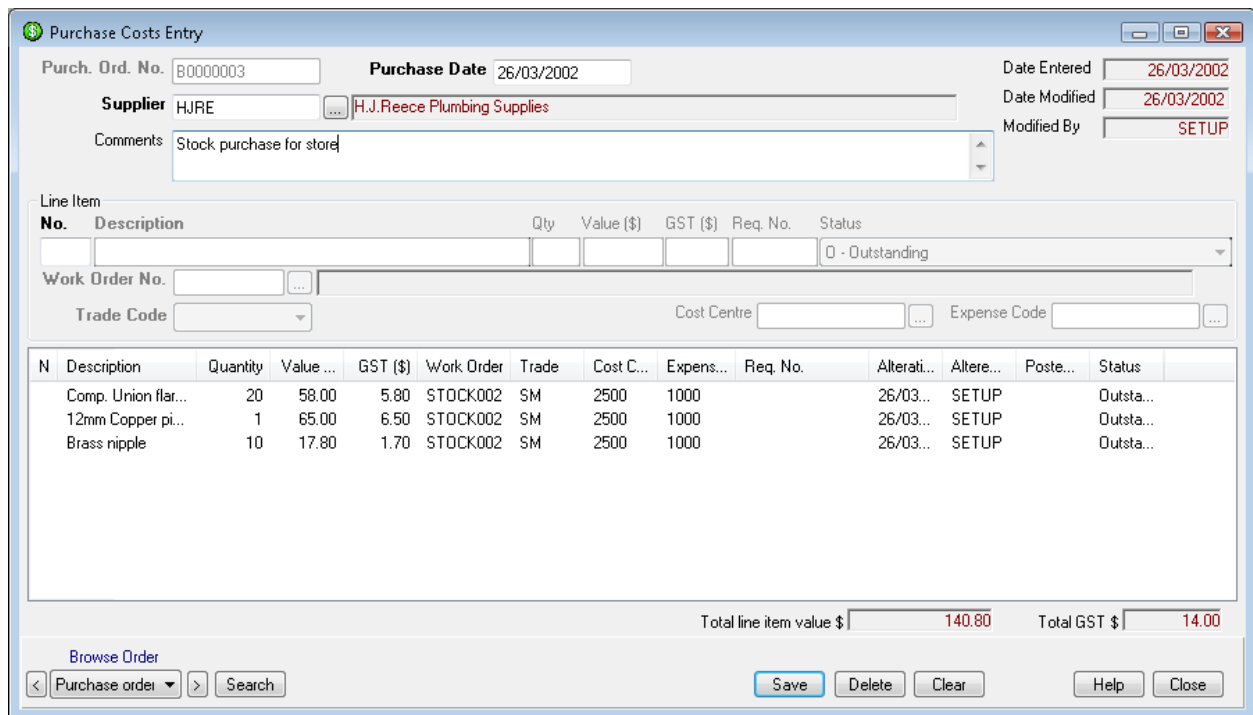
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OVERVIEW

The Cost Control System is used to report the costs entered on a work order from purchases, invoices and stores utilised. The information is collated to give a total job cost picture and can be presented in a variety of standard reports.

FUNCTIONS

Purchase Costs Entry



Purchase Costs Entry

Purch. Ord. No. B0000003 Purchase Date 26/03/2002 Date Entered 26/03/2002

Supplier HJRE H.J.Reece Plumbing Supplies Date Modified 26/03/2002

Comments Stock purchase for store Modified By SETUP

Line Item

No.	Description	Qty	Value (\$)	GST (\$)	Req. No.	Status
						0 - Outstanding

Work Order No. Trade Code Cost Centre Expense Code

N	Description	Quantity	Value ...	GST (\$)	Work Order	Trade	Cost C...	Expens...	Req. No.	Alterati...	Altere...	Poste...	Status
	Comp. Union flar...	20	58.00	5.80	STOCK002	SM	2500	1000		26/03...	SETUP		Outsta...
	12mm Copper pi...	1	65.00	6.50	STOCK002	SM	2500	1000		26/03...	SETUP		Outsta...
	Brass nipple	10	17.80	1.70	STOCK002	SM	2500	1000		26/03...	SETUP		Outsta...

Total line item value \$ 140.80 Total GST \$ 14.00

Browse Order

< Purchase order > Search Save Delete Clear Help Close

Description of Screen

The Purchase Costs screen is used to enter purchase order details against a work order. You can add one or more line items per purchase order. The Trade Code assigned to the purchase order must be allocated to the Work Order. This screen also displays a Total line item value of costs for the Purchase Order to-date.

Fields

Purchase Order No. This is a mandatory field for the Purchase Order number issued to the supplier. Enter in a new purchase order number or select an existing one to view or modify.

Purchase Date This is a mandatory field for the date the purchase order was raised. This is the transaction date used for costing reports.
Note: - Today's date will default into this field it can be changed if required.

Supplier This is a mandatory field to enter the supplier code for the supplier who is to receive the purchase order.

Comment This is a free text field to enter any relevant details about the purchase order.

Date Entered This is a display field that holds the date the purchase order detail was entered into BEIMS. The default value for this field is the current date.

Date Modified This is a display field that holds the date the purchase order detail was last modified.

Modified By This is a display field that holds the login name of the person who last modified the purchase order details.

Line No. This is a mandatory field for the line item number. You can enter more than one line numbers per purchase order. Any existing line items for this purchase order will appear in the *Data Display Panel*.

For example: 1, 2 and 3

Description This is a mandatory field for a description of the line item.

For example:

<i>Line No.</i>	<i>Description</i>
1	Handbasins

Quantity This is an optional field for the number of items.

For Example:

<i>Line No</i>	<i>Description</i>	<i>Quantity</i>
1	Handbasins	2



A visual indicator that a line item has been cancelled.


Total line items value This field displays the total cost for all purchase line items for the purchase order selected.

Total GST \$ This is a display field for the total GST (\$) value of all line items.


How to:

Add Enter in the new Purchase Order Number then <Tab>. Today's date will default into place for *purchase date* and the cursor will be in the supplier field. Select the supplier.


Note :- *the supplier code needs to be setup in ISS module.*

Enter in the rest of the details as required then, click on the  button. This will add the details to the *Listview* and update the costing summary information.

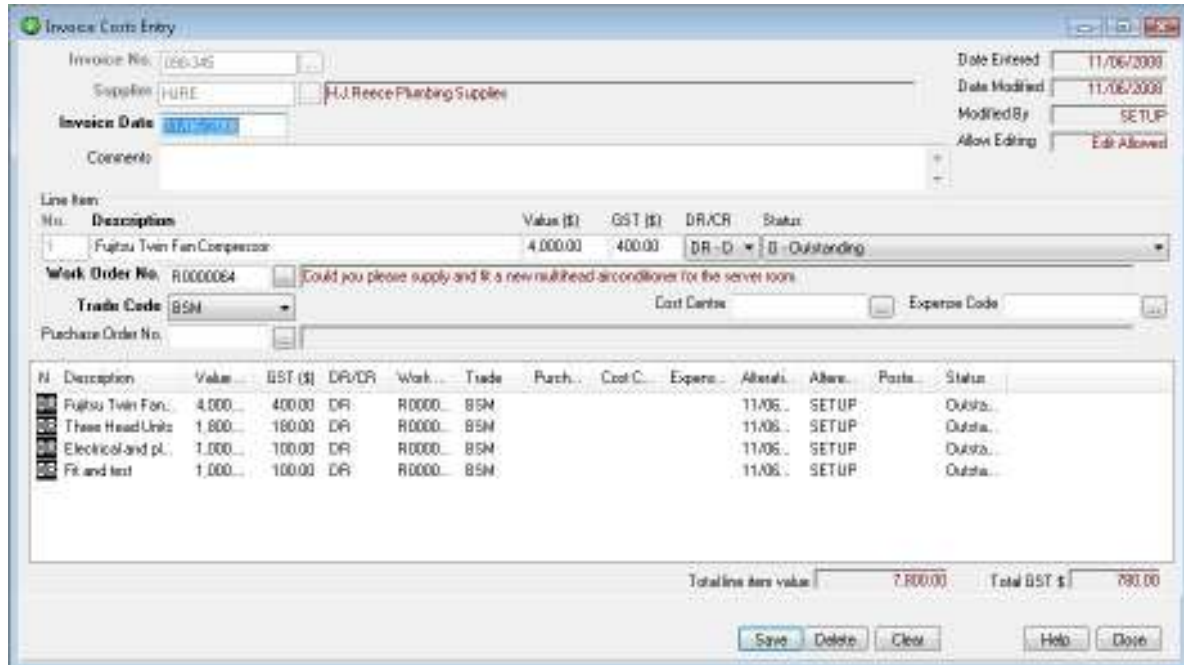
View Enter the purchase number required for costing details to be viewed then, <Tab>. The purchase details that have been saved will default into place. To view the full information of any line item double click on it to retrieve the information to the edit fields or use the scroll bar.

To view information on another purchase simply click on  button, then enter another purchase number from the list and <Tab>.

Modify View the purchase costs required, click on the line no. required from the *Listview* and its details will be retrieved to the edit fields for modification.

When changes are complete, click on the  button. This will save the changes and update the display panel and costing summary information.

Invoice Costs Entry



Description of Screen

The Invoice Costs Entry screen is used to enter invoice costs against a work order. You can add one or more line items per invoice. The trade code assigned to the invoice must be allocated to the work order and this screen also displays a summary of invoice total costs for the work order to-date.

Invoice No.

This is a mandatory field for the number used to identify the invoice from the supplier of the goods or services. Enter in a new invoice number or select an existing one to view or modify.

For example:

63289 or X3281

Supplier

This is a mandatory field to enter the supplier code of the supplier who issued the invoice.

Invoice Date

This is a mandatory field for the date the invoice was issued. This is the transaction date used for costing reports.

Comment

This is a free text field to enter any relevant details about the invoice.



Date Entered This is a display field only for the date the invoice details were entered into BEIMS. The date current when the entry is made will default into this field.

Date Modified This is a display field only for the date the invoice details were last modified.

Modified By This is a display field only for the login name of the person who last modified.

Line No. This is a mandatory field for the line item number. You can enter more than one line number per invoice. Any existing Line Items for this invoice will appear in the *Data Display Panel*.

For example: 1, 2 and 3

Description This is a mandatory field for a description of the line item.

For example:

<i>Line No.</i>	<i>Description</i>
1	Labour
2	Parts



Value (\$) This is an optional field for the total invoice value for this line item.

For example:

<i>Line No.</i>	<i>Description</i>	<i>Value \$</i>
1	Labour	\$240.00
2	Parts	\$550.00

GST (\$) The GST (\$) component cost of this line item. This is calculated by using the default GST rate set in the system control screen. The value calculated can be overwritten by the user.

DR/CR This field shows if the line item is a Debit or Credit. When the invoice is created the status will default to Debit.

Status (Listbox)	<p>This is a mandatory field for the current status of the invoice line item. When the invoice is created the status will default to O - Outstanding.</p> <p>The set options are: O - Outstanding P - Paid</p>
Work Order Number	<p>This is a mandatory field for the unique number used to identify an existing work order.</p>
Trade Code	<p>This is a mandatory field for the trade code of the trade that is allocated to the work order. The cost of this invoice item will be recorded against this trade for the work order selected. Enter the trade code or select one from the list supplied.</p> <p><i>Note: this is a list of trades currently allocated to the Work Order.</i></p>
Cost Centre	<p>This is an optional field that defaults to the cost centre of the work order. If the line item is charged to a different cost centre then it can be changed as required.</p>
Expense Code	<p>This is an optional field that defaults to the expense code of the work order if allocated. If the line item is charged to a different expense code then it can be changed as required.</p>
Purch. Order No	<p>This is an optional field for the entry of the purchase order number for the goods or services invoiced.</p>
<i>Listview</i>	<p>This displays all the invoice line items for the invoice selected.</p>
	<p>This is a visible display to indicate if the line item is a debit.</p>
	<p>This is a visible display to indicate if the line item is a credit.</p>
<i>Total line items value</i>	<p>This is a display field for the total (\$) value of all line items.</p>
Total GST \$	<p>This is a display field for the total GST (\$) value of all line items.</p>

How to:

Add Enter in the new invoice Number then <Tab>. Select the supplier then <Tab>.

Note: The supplier code needs to be setup in ISS module.

The invoice date will default Today's date into place change if required.

Enter in the rest of the details as required then, click on the button. This will add the details to the *Listview* and update the costing summary information.

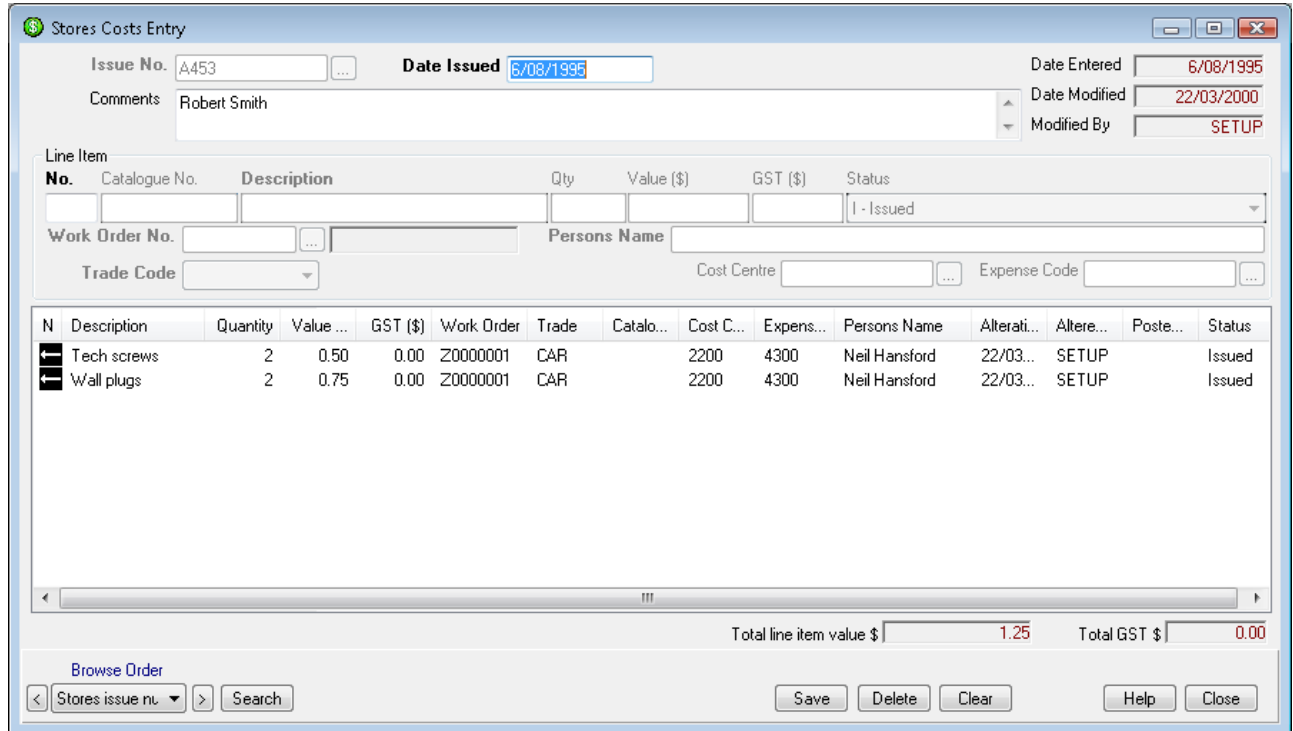
View Enter the invoice number required for costing details to be viewed then, <Tab>. The invoice details that have been saved will default into place. To view the full information of any line item double click on it to retrieve the information to the edit fields or use the scroll bar.

To view information on another invoice simply click on button, then enter another invoice number from the list and <Tab>.

Modify View the invoice required, click on the line no. required from the *Listview* and its details will be retrieved to the edit fields for modification.

When changes are complete, click on the button. This will save the changes and update the display panel and costing summary information.

Stores Costs Entry



No.	Catalogue No.	Description	Qty	Value (\$)	GST (\$)	Status
						1 - Issued

N	Description	Quantity	Value ...	GST (\$)	Work Order	Trade	Catalo...	Cost C...	Expens...	Persons Name	Alterati...	Altere...	Poste...	Status
	Tech screws	2	0.50	0.00	Z0000001	CAR		2200	4300	Neil Hansford	22/03...	SETUP		Issued
	Wall plugs	2	0.75	0.00	Z0000001	CAR		2200	4300	Neil Hansford	22/03...	SETUP		Issued

Description of Screen

The Stores Costs Entry Screen is used to enter internal stores issue costs against work orders. You can add one or more line items per stores issue number. The trade code assigned to the stores issue must have been allocated to the work order. The Catalogue No. is used to identify the item being issued and can be a bin number, apn no., internal stores number or catalogue code.

Fields

Stores Issue No. This is a mandatory field for the stores requisition or issue number used to identify the handover of the internal stores issued to a person. Enter in a new stores issue number or select an existing one to view or modify.

For example: 57493 or A2136

Date Issued This is a mandatory field for the date the stores item was issued and this is the transaction date used for costing reports. The current date will default into this field.

Comment This is a free text field to enter any relevant details about the stores issue.

Date Entered This is a display field only for the date the store issue details were entered into BEIMS. The date current when the entry is made will default into this field.

Date Modified This is a display field only for the date the store issue details were last modified.

Modified By This is a display field only for the login name of the person who last modified.

Line No. (N) This is a mandatory field for the Line Item number. You can enter more than one line item per stores issue. Any existing line items for this stores issue number will appear in the *Data Display Panel*.

For example: 1, 2 and 3

Catalogue No. This is an optional field for the code used to identify the stores item such as the bin or catalogue number.

Description This is a mandatory field for a description of the line item.

For example:

<i>Line No.</i>	<i>Description</i>
1	Light Globes
2	Double Power Points
3.	Electrical Cable

Quantity This is an optional field for the number of items.



For example:

<i>Line No</i>	<i>Description</i>	<i>Quantity</i>
1.	Light Globes	6
2.	Double Power Points	4

Value (\$) This is an optional field for the total stores value for this line item.

For example:

<i>Line No.</i>	<i>Description</i>	<i>Quantity</i>	<i>Value \$</i>
1	Light Globes	6	\$6.00 x 6 = \$36.00
2	Double Power Points	4	\$8.00 x 4 = \$32.00

GST (\$)	The GST (\$) component cost of this line item. This is calculated by using the default GST rate set in the system control screen. The value calculated can be overwritten by the user.
Status (Listbox)	This is an optional field for the current status of the store item. When the store issue is created the status will default to Issued. The set options are: I - Issued R - Returned
Work Order Number	The work order for which this item is being issued against.
Person's Name	This is a mandatory field for the name of the person being issued the stores item. <i>For example:</i> Robert Shaw
Trade Code	This is a mandatory field for the trade that requires the item to be issued. The trade code must already be assigned to the work order. Note: <i>This is a list of trades currently allocated to the Work Order.</i>
Cost Centre	The Cost Centre that will be charged for this line item. It will default to the Cost Centre of the work order.
Expense Code	The Expense Code allocated to this line item. It will default to the expense code of the work order.
Listview	This field displays the list of all stores line items for the work order/stores issue no selected and allows you to view information on all line items.
	This is a visual display that indicates a line item has been issued out of the store.
	This is a visual display that indicates a line item has been returned to the store.

Note: If you want to return an item to the store, re-type the same line item details as if you were creating a new Line No. entry. Then select the 'Returned' option in the Status field, and save the record. Refer to the example Store Cost Entry Screen on page 9, line item No.3 is an Issue and line item No.5 is a return of the same item.

Total line item value \$ This is a display field for the total (\$) value of all line items.

Total GST \$ This is a display field for the total GST (\$) value of all line items.

How to:

Add Enter in the new Store Issue Number then <Tab>. Today's date will default into place for *Date issued*.

Enter in the rest of the details as required then, click on the button. This will add the details to the *Listview* and update the costing summary information.

View Enter the issue No. required for details to be viewed then, <Tab>. The item issue details that have been saved will default into place. To view the full information of any line item double click on it to retrieve the information to the edit fields or use the scroll bar.

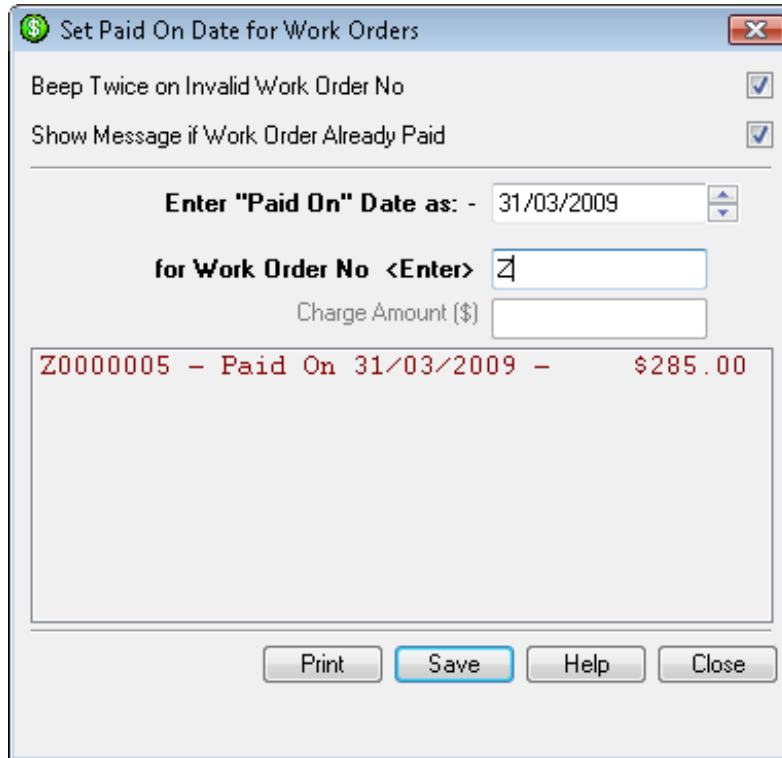
To view information on another issue No. simply click on button, then enter another issue number from the list and <Tab>.

Modify View the purchase costs required, click on the line no. required from the *Listview* and its details will be retrieved to the edit fields for modification.

When changes are complete, click on the button. This will save the changes and update the display panel and costing summary information.

Return If you want to return an item to the store, re-type the same line item details as if you were creating a new Line No. entry. Then select the 'Returned' option in the Status field, and the record.

Set Paid On Date for Work Orders



Set Paid On Date for Work Orders

Beep Twice on Invalid Work Order No

Show Message if Work Order Already Paid

Enter "Paid On" Date as: - 31/03/2009

for Work Order No <Enter> Z

Charge Amount (\$)

Z0000005 - Paid On 31/03/2009 - \$285.00

Print Save Help Close

Description of Screen

This is a work order payment screen which allows easy data entry of Work Order Paid On dates as Chargeable Amounts. From this screen paid details are automatically populated into the work order details "additional details tab" populating the paid amount (\$) and paid on fields.

Enter "Paid On" Date as: This is the date that the invoice is paid

For Work Order No. This is the work order number that is being paid.

Charge Amount(\$) The amount that is being paid.

REPORTS

There are four reports available for producing costing details regarding labour, stores, purchase and invoice costs for work orders they are: -

- *Summary Costs Report*
- *Comprehensive Costs Report*
- *Cost Ledger Report*
- *Cost Ledger Report by transaction*

Summary Costs Report

Summary Costs Report

General Selections Advanced

Sort Order Building

Select By Date Transaction Date

Date Range All Dates

From to

All Charge Types

Chargeable

Yes
 No
 Unknown

Paid

Yes
 No

Destination

Screen
 Printer
 File

Format

Summary
 Detail

Clear Settings Printer Setup... View Help Close

Description of screen

The Summary Cost Report screen is used to produce a summary report of all cost transactions for work orders. All costs are based upon the transaction within date ranges selected for each individual cost.

Each line displayed will show a summary of details which include: Work Order Number, Department, Job Type, Labour, invoice, purchase, stores and total costs.

Fields

Sort Order The reports can be sorted in one of the following orders, Building, Cost Centre, Department, Division, Expense Code, Job Sub Type, Job Type, Trade, Trade Type, Work Order No, Domain Code, Domain Group Code.

For example: Sort Order = Department

There will be a new page per department and each department will show one transaction per line.

Select By Date The reports can be sorted in one of the following date orders, Date Requested, Completed / Cancelled Date, Start Date.

All Dates If selected all cost records will be used to produce the report, if de-selected dates must be entered into Date Range fields.

Date Range - From Used to select the start date of the report.

Date Range - to Used to select the finish date of the report.

All Charge Types This allows you to select all charge type costs, if de-selected charge types must be selected in the charge type frame.

Charge Type frame *Yes* – Only costs of work orders that are chargeable will be used to produce the report.

No - Only costs of work orders that are not chargeable will be used to produce the report.

Unknown - Only costs of work orders that are unknown will be to produce the report.

Paid frame *Yes* - if selected all Paid work orders will be in the report.
No - if selected all Un-Paid work orders will be in the report.

Destination frame *Screen* - sends the report to screen, this is the default option.
Printer - sends the report to the default printer.
File - sends report to a file of your selection.

Format frame

Summary

This report option provides total costs for the date period specified on a one line per sort order selection eg. one line per department, job type or building basis. This shows totals of labour, purchase, stores and invoice costs whose transaction date range falls within the specified date range.

Detail

This report option provides total costs for the date period specified on a one line per sort order selection eg. one work order per department, job type or building, basis. This also includes information such as job type, work order number, cost centre, building code then the totals of labour, purchase, stores and invoice costs for each work order whose transaction date range falls within the specified date range.

Selections Tab

A more finite selection for the report can be made using the multi select field in the Selections tab.

The report Selections Tab options that can be added:

- Asset Number
- Building
- Contract Number
- Cost Centre
- Department
- Division
- Domain Code
- Domain Group Code
- Expense Code
- Floor
- Job Sub Type
- Job Type
- Project
- Room
- Supplier
- Trade Code
- Trade Type
- Work Order Number
- Work Order Status

Note: Once the selection is made you ADD the selections to the box provided.

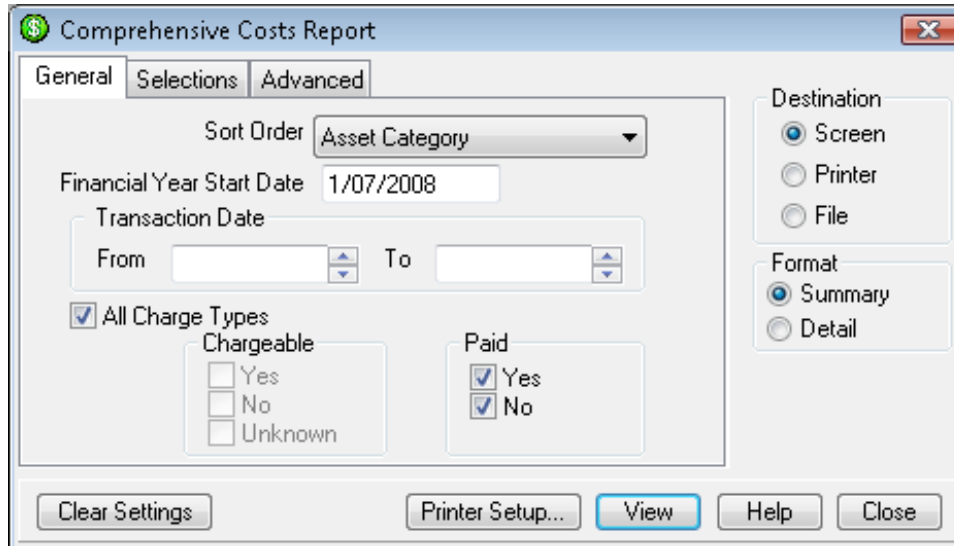
It is possible to view the report format before sending to the printer by selecting the *Screen* option in the *Destination* frame. The other options are to print directly to the printer or to a file.

Note: If the report has already run it should start printing on the printer straight away providing the printer is on-line. This may also depend on your printer/network settings.

Advanced tab

Used for an advanced selection formula and to view a selection formula that has been set on the General and Selection tabs.

Comprehensive Costs Report



Description of screen

The Comprehensive Costs Report screen allows you to run financial year to date or date range costing reports on various work order costs. All costs are based upon individual labour, purchase, stores and/or invoice costs transaction.

Each line displayed will show a comprehensive details which include: Work Order Number, Department, Previous Years (\$), Labour, invoice, purchase, stores, Total Period, FYTSP, Total Cost, Budget, Variance (%).

Fields

Sort Order The reports can be sorted in one of the following orders, Building, Cost Centre, Department, Division, Expense Code, Job Sub Type, Job Type, Trade, Trade Type, Work Order No., Contract No, Domain Code, Domain Group Code

For example: Sort Order = Department

There will be a new page per department and each department will show one transaction per line.

Financial Year Start Date This field defaults to the current Financial Year.

Date Range - From This allows you to select the start date of the report.

Date Range - to	This allows you to select the finish date of the report.
All Charge Types	This allows you to select all charge types, if de-selected charge types must be selected in the charge type frame.
Charge Type frame	<i>Yes</i> - if selected all work orders that are chargeable will be in the report. <i>No</i> - if selected all work orders that are not chargeable will be in the report. <i>Unknown</i> - if selected all work orders that are unknown will be in the report.
Paid frame	<i>Yes</i> - if selected all Paid work orders will be in the report. <i>No</i> - if selected all Un-Paid work orders will be in the report.
Destination frame	<i>Screen</i> - sends the report to screen, this is the default option. <i>Printer</i> - sends the report to the default printer. <i>File</i> - sends report to a file of your selection.
Format frame	<i>Summary</i>

This report option provides total costs for the month selected and the financial year to date up to the end of the month specified. These are on a one line per selection eg. one line per department, job type or building, basis.

Detail

This report option provides total costs for the date period specified on a one line per work order per selection criteria eg. one work order per department, job type or building basis.

This includes information such as; job type, work order number, department, building, previous costs (total costs for the previous financial year), current labour, purchase, stores and invoice costs for the month specified, total financial year to date costs, total cost for the work order, budget amount and budget variance for each work order whose transaction date falls within the specified date range.

Selections Tab A more finite selection for the report can be made using the multi select field in the Selections tab.

The report Selections Tab options that can be added:

- Asset Number
- Building
- Contract Number
- Cost Centre
- Department
- Division
- Domain Code
- Domain Group Code
- Expense Code
- Floor
- Job Sub Type
- Job Type
- Project
- Room
- Supplier
- Trade Code
- Trade Type
- Work Order Number
- Work Order Status

Note: Once the selection is made you ADD the selections to the box provided.

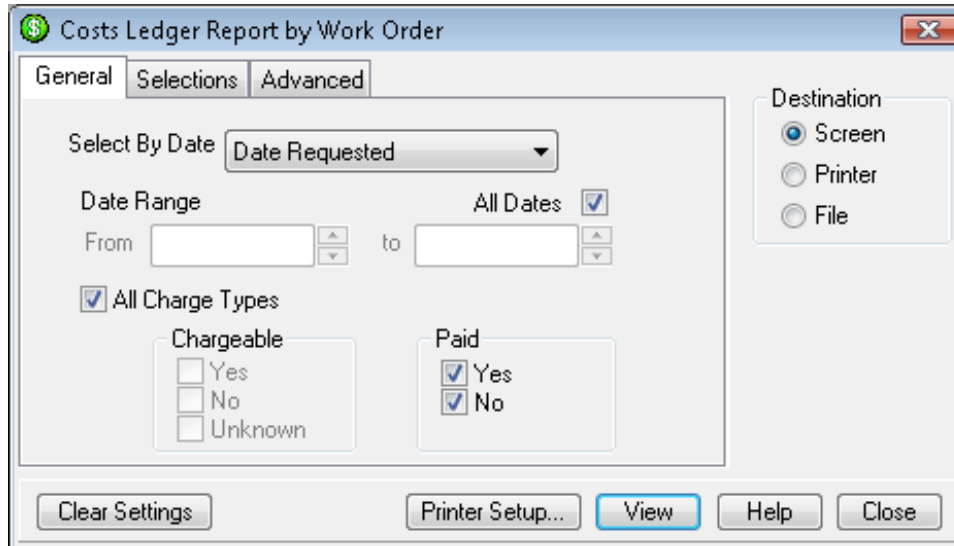
It is possible to view the report format before sending to the printer by selecting the *Screen* option in the *Destination* frame. The other options are to print directly to the printer or to a file.

Note: If the report has already run it should start printing on the printer straight away providing the printer is on-line. This may also depend on your printer/network settings.

Advanced tab

Used for an advanced selection formula and to view a selection formula that has been set on the General and Selection tabs.

Costs Ledger Report by Work Order



Description of screen

The Costs Ledger Report by work order allows you to run a report which lists individual transaction details for the work orders selected. The work orders are selected on all dates or date range basis. These are the Work Orders where the start date falls within the date selected. You can then select one or more Work Orders, or all jobs listed to print the costing details.

Each Work Order displayed will show basic ledger details which include: Work Order Number, Start Date, Description, Department, Job Type, Sub-Type, Budget (\$), Asset No, Expense Code. Then there will be one Line Item per transaction for the Labour, Stores, Purchase and Invoice Costs.

Fields

- | | |
|--------------------|---|
| Select By Date | The reports can be sorted in one of the following orders, Date Requested, Completed / Cancelled Date, Start Date. |
| All Dates Checkbox | This option allows you to select all dates available, if de-selected dates must be entered into Date Range field. |
| Date Range - From | This allows you to select the start date of the report. |
| Date Range - to | This allows you to select the finish date of the report. |



All Charge Types	This allows you to select all charge types, if de-selected charge types must be selected in the charge type frame.
Charge Type frame	<i>Yes</i> - if selected all work orders that are chargeable will be in the report. <i>No</i> - if selected all work orders that are not chargeable will be in the report. <i>Unknown</i> - if selected all work orders that are unknown will be in the report.
Paid frame	<i>Yes</i> - if selected all Paid work orders will be in the report. <i>No</i> - if selected all Un-Paid work orders will be in the report.
Destination frame	<i>Screen</i> - sends the report to screen, this is the default option. <i>Printer</i> - sends the report to the default printer. <i>File</i> - sends report to a file of your selection.
Format frame	<i>Summary</i> This report option provides total costs for the date period specified on a one line per sort order selection eg. one line per department, job type or building basis. This also includes totals of labour, purchase, stores and invoice costs whose transaction date range falls within the specified date range. <i>Detail</i> This report option provides total costs for the date period specified on a one line per sort order selection eg. one work order per department, job type or building, basis. This also includes information such as job type, work order number, cost centre, building code then the totals of labour, purchase, stores and invoice costs for each work order whose transaction date range falls within the specified date range.

Selections Tab

A more finite selection for the report can be made using the multi select field in the Selections tab.

The report Selections Tab options that can be added:

- Asset Number
- Building
- Contract Number
- Cost Centre
- Department
- Division
- Domain Code
- Domain Group Code
- Expense Code
- Floor
- Job Sub Type
- Job Type
- Project
- Room
- Supplier
- Trade Code
- Trade Type
- Work Order Number
- Work Order Status

Note: Once the selection is made you ADD the selections to the box provided.

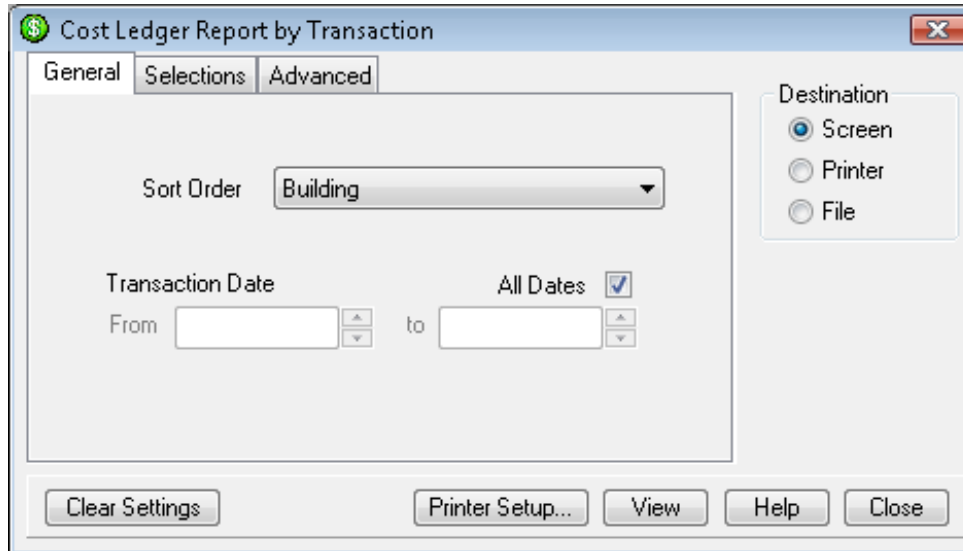
It is possible to view the report format before sending to the printer by selecting the *Screen* option in the *Destination* frame. The other options are to print directly to the printer or to a file.

Note: If the report has already run it should start printing on the printer straight away providing the printer is on-line. This may also depend on your printer/network settings.

Advanced tab

Used for an advanced selection formula and to view a selection formula that has been set on the General and Selection tabs.

Costs Ledger Report by Transaction



Description of screen

The Costs Ledger Report by transaction allows you to run a report which lists individual transaction details for the work orders with in date range. These are the Work Orders where the start date falls within the date selected. You can then select one or more Work Orders, or all jobs listed to print the costing details.

Each Work Order displayed will show basic ledger details which include: Work Order Number, Start Date, Description, Department, Job Type, Sub-Type, Budget (\$), Asset No, Expense Code, Domain, Cost Centre, Building, floor and room. Then there will be one Line Item per transaction for the Labour, Stores, Purchase and Invoice Costs.

Fields

- | | |
|-------------------|---|
| Sort Order | The reports can be sorted in one of the following orders, Building, Cost Centre, Department, Division, Expense Code, Job Sub Type, Job Type, Trade, Trade Type, Work Order No., Contract No, Domain Code, Domain Group Code |
| Transaction Date | This allows you to select the transaction start date and finish date for the report. |
| Destination frame | <p><i>Screen</i> - sends the report to screen, this is the default option.</p> <p><i>Printer</i> - sends the report to the default printer.</p> <p><i>File</i> - sends report to a file of your selection.</p> |

Selections Tab A more finite selection for the report can be made using the multi select field in the Selections tab.

The report Selections Tab options that can be added:

- Asset Number
- Building
- Contract Number
- Cost Centre
- Department
- Division
- Domain Code
- Domain Group Code
- Expense Code
- Floor
- Job Sub Type
- Job Type
- Project
- Room
- Supplier
- Trade Code
- Trade Type
- Work Order Number
- Work Order Status

Note: *Once the selection is made you ADD the selections to the box provided.*

It is possible to view the report format before sending to the printer by selecting the *Screen* option in the *Destination* frame. The other options are to print directly to the printer or to a file.

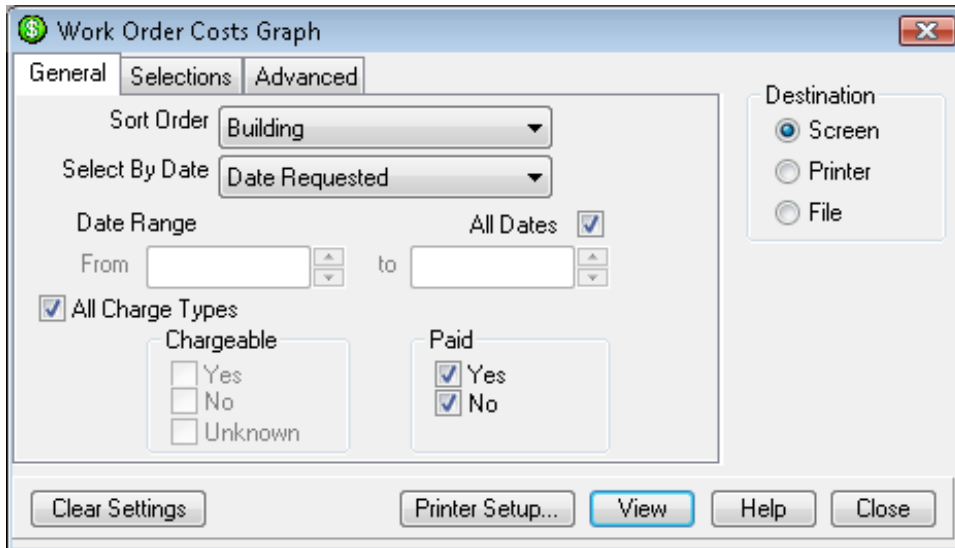
Note: *If the report has already run it should start printing on the printer straight away providing the printer is on-line. This may also depend on your printer/network settings.*

Advanced tab

Used for an advanced selection formula and to view a selection formula that has been set on the General and Selection tabs.

GRAPHS

Work Order Costs Graph



Description of Graph

This graph displays work order status during the date range specified or all dates. The General selections include sort order and select by date. The graph will show work orders costs sorted by your selection. The graph has three destinations they are: Screen, Printer and File.

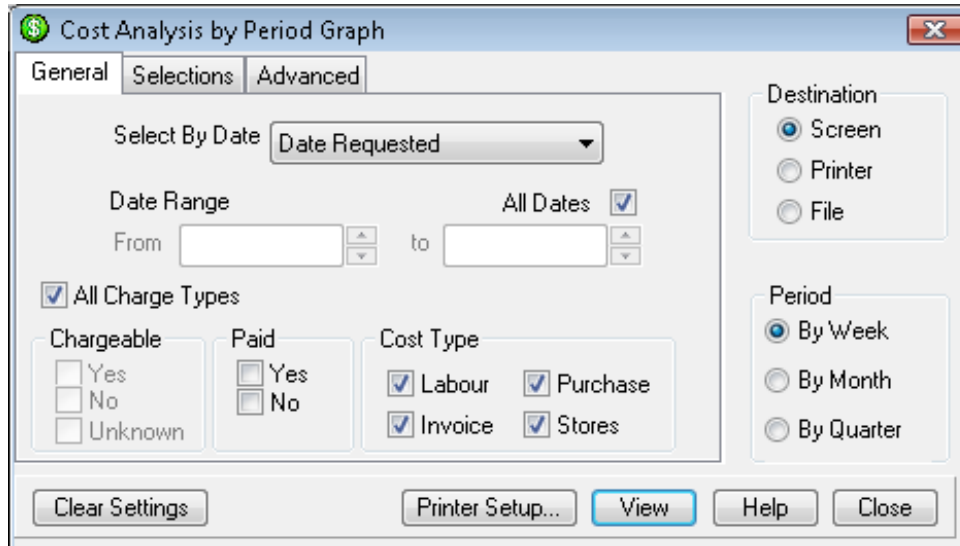
The graph Sort Order Options:

- Building
- Cost Centre
- Expense Code
- Department
- Division
- Domain
- Domain Group
- Job Sub Type
- Job Type
- Trade
- Trade Type
- Work Order No

The graph Selections Tab options that can be added:

- Asset No.
- Building
- Floor
- Room
- Department
- Division
- Domain
- Domain Group

Cost Analysis by Period Graph



Description of Graph

This graph displays cost analysis by period during the date range specified or all dates. The General selections include select by date, charge types, cost type and period. The graph will show total cost and by transaction sorted by your selection.

There are three report destinations:


- To the screen select the Screen button then click on VIEW.
- To the printer select the Printer button and click on PRINT.
- To the file select File button and click on EXPORT

The graph Selections Tab options that can be added:

- Site
- Building
- Cost Centre
- Expense Code
- Department
- Division
- Domain
- Domain Group
- Job Type
- Job Sub Type
- Priority
- Task Number
- Work Order No
- Project Code
- Contract Type



TO RUN THE REPORTS AND GRAPHS:

The report/graphs options include View - print to the screen, Print - print to the printer and File - print to a nominated file.

1. Click on the View button to run the report to the screen. The report/graph is presented using the selection criteria made.
2. Use the Scroll Bars to view the entire page, adjust the page size by clicking on the Magnification Factor button at the top centre of the screen.
3. If the format is O.K, you can print a hard copy of the report/graph, by clicking on the  button.

Note: *As the report/graph has already run it should start printing straight away providing the printer is ready (On-Line). This can also depend on your printer/network settings.*

It is possible to export the report/graph using the  button.

4. Click on the  button in the top right corner of the screen to close the printed report.
5. Now, click on the  button to close the *Report/graph* screen.