HANSAWORLD

Demo – SERP – Job Costing Module

Preparation

1. Import provided Demo Data
2. Login with:
   Standard ID: sample@hansaworld.com
   Password: Sample99

Script

In a business within the service industry, the utilization of the employees' time is vital for the success of the company. A non-billed hour is lost and can never be recovered. The key to profitability is the constant and systematic administration of projects, hours worked, and the billing of the hours.

Standard ERP's Job Costing module provides a fully integrated solution for managing projects in various industries such as: Advertising, Media and Printing Houses, Construction, Architects and Engineering Companies, as well as Lawyers, Consulting, and other professional services.

The Job Costing module in Standard ERP covers both, project management and project accounting.

Let's see how easy it is to manage the whole process from quotation to the final invoicing stage.

> ACTION: Login with sample@hansaworld.com and password: Sample99
> Open Mailbox. Open first unread email.
> Open Workflow Overview, filter by customer name Sonata Ltd.

I have just received an email from this company approving the last quotation I have sent to them. This customer is purchasing concert organization services.

> ACTION: Open quotation nr 1058. Mark quotation as accepted & Save. Press Create>Project.
> Add a description: 'Jazz festival concert'. Add class: Concert. Save.

Here is the Quotation. Once it is confirmed, we can create a Project from it. The description will give an understanding of what it is about. Selecting the class would allow me to report on the profitability of certain project types: like "concerts".

> ACTION: Click on 'Members' card. Add members: AM,BK,EK,SJ

I'm also going to allocate the staff members that are actually going to work on this project.

ACTION: Go to 'Down Payments' card. Fill in the matrix: date = today's date; Sum/Retn % = 4000 EUR; Comment = Deposit. Save the Project. Click on Create>Create Downpayment Invoice. OK and Save the Invoice. Close Invoice record window.

Besides, my customer agreed to give us a 4000 EUR deposit. I can raise the Invoice directly from the Project.

ACTION: On project 2001014 record window click on 'Link Manager' and open linked Quotation.

An important part of project management is the Project Budget. I am going to create it from the same Quotation. As all related records are linked to each other, it is very easy to navigate within the system.

ACTION: Once quotation is open, click Create>Project Budget.

As you can see, the system has filled in all details for me. Once Project Budget is created, I can now keep track by reporting on it against the actual figures.

ACTION: Highlight row 14 in the matrix: 'Subcontracted services'. Close Project Budget record window.
In the NC, click on the link 'Register: Purchase Orders' on the Personal desktop. Click Create > New Purchase Order. Choose supplier nr. 1011 'Sound industries'.
Add Item 80301 qty 5 and 80302 qty 25. Add the Project nr 2001014. OK and Save.
Click Create > Email. Show PDF attachment in the newly created email. Close all to go back to NC.

My project includes some services that would be provided by the subcontractor. So, I am going to raise a necessary Purchase Order. There are 5 hours of installation and 25 hours of Tuning off the instruments.
Now I just need to allocate his Purchase Order to the project Jazz Festival Concert, and authorize it. I can also send it to the supplier by email directly from the Standard ERP.

ACTION: Show an Expense record and point at the Project number on TAB B.
Next open a Purchase Invoice to show Project number on TAB B.
Open a Delivery record and show Project number in Header.
Open a Time Sheet record and show Project number.
(Show all 4 windows with the Project field highlighted). Close all to go back to NC.

All project-related costs are captured in different Standard ERP modules such as Expenses, Purchases, Deliveries, and Timesheets.

ACTION: In the NC, click on the link 'Report: Project Purchase Orders' on the Personal Desktop.
Select 'Detailed' function and run the report for all projects. Close the report window.

At any time I can run reports that would show me against what level of budget I had, how much cost has actually been committed to the project, what kind of cost I received supplier invoices for, and whether I have invoiced out to my client any of these costs.

> **ACTION: Show Navigation Center window.**

When we come to do the scheduling process, staff members can plan and book their time directly in the calendar.

> **ACTION: Log-off and log-in with the user AM (press Escape when it asks for password). Open Calendar.**

Let's log in as Alex.

> **ACTION: Select 'New Activity'. Add Text 'Musical instrument tuning'. Choose Activity type 8001**

Based on the project deadlines and his workload, Alex can create Calendar Activity for the planned work. Activity Type represents a specific job or task and could be used in many reports.

> **ACTION: Enter 'Start Time' and 'End Time'. Choose Project 2001013 from the paste special.**

Linking activities directly to the Project will allocate time spent on the Project.

> **ACTION: Select the tile alarm. Select Notification. Save. Close all to go back to NC.**

Alex can also set a reminder to be sure he won't miss it.

> **ACTION: Log off and log in with the user SJ (press Escape when it asks for password).**

Let's go back to the manager's account.

> **ACTION: From NC open Resource Planner. Double-click on project 2001013. Open SJ's activity, show details and close it. Drag and drop it to someone else on another date.**

The manager is able to look at the work of all the team. Any of these colored bars represent a task that needs to be done. I can double-click on it and see the underlying information. If I decide to assign this work to someone else, I can easily use drag and drop to reschedule.

> **ACTION: Open activity. Mark activity as done. Save and close all to go back to NC.**

When the actual work is performed, it simply needs to be marked as done. This will automatically allocate time spent on the project.

> **ACTION:** In the NC, click on the link 'Report: Project Status' on the Personal Desktop. Select the project 2001013, select Specify>Quantities and Function>Item/Person. Run.

As a project manager, I am interested in how the project hours are working out against the budget. At any point, I can run the Project Status report for my project and see how this is coming along. I will run it in hourly quantity rather than in value. Looking at it I can see there is one overrun here. That is on Sara's time.

> **ACTION:** Click on invoiceable hours '7.00' in the row with overrun. A new report window of Project Transactions opens. Click on Item '8032' in the second row. The project transaction window opens. Change Inv. Q-ty from 5 to 0.
> Save and close all to go back to NC.

I can drill into the underlying transaction record and make changes if needed. I know the customer very well, so, I am sure he is not going to pay for 5 hours for an overrun. I will reduce the quantity that I am going to invoice.

> **ACTION:** From NC go to Module Job Costing>Routines>Maintenance>'Create Project Invoices' maintenance. Choose project 2001013. Run then close.

When it comes to invoicing, I can run the Maintenance that would automatically create invoices for all projects or any selection. This time I will run it only for my Orchestra concert project. That is all I need to do.

> **ACTION:** From NC on Personal Desktop > select 'Project Profit & Loss' report. Choose project 2001013, Function 'Detailed'. Run then close.

As you can see, all project cost and income are automatically booked in the Nominal Ledger and instantly visible in a Profit and Los report.

With Standard ERPs' fully integrated Job Costing module, you are in full control of delivering your projects on time and within the budget, making your customers happy, your workforce efficiency, and your projects profitable.

For more information, please contact your local HansaWorld representative.