

Really Understand your Job Costs with CaptureIT

CaptureIT delivers certainty to your costing process, by giving accurate labour costs on every job. Now understand, with confidence, exactly how long and at what cost every operation was performed. Maximise profit by basing new cost estimates on the knowledge of past performance, whilst constantly monitoring individual employee productivity to get the very best return on your labour investment.

Arrange a Free Demonstration - Telephone 0800 288 8632 . . . today

You benefit in so many ways from using CaptureIT

- ✓ Everything is in real time so you are constantly informed on which jobs and operations are currently being worked on (and by whom)
- ✓ Actual versus Budget values for every operation lets you quickly identify items for investigation
- ✓ Email alerts keep you informed of over-budget situations, giving you the opportunity to make on the fly changes during the production process
- ✓ Unproductive time, such as downtime, is clearly identified, ready for corrective action
- ✓ Likewise, be informed of employees not currently booked to a job . . . and why
- ✓ Both numeric Job Numbers and alphanumeric Job Codes are supported to remain consistent with your current systems
- ✓ Integration with CaptureIT Time and Attendance means you can monitor paid time not spent on productive activities and control other vital aspects, such as over-time costs – see our Time & Attendance info sheet

Data Capture Hardware

Capturing job data could not be easier, with the choice of either special **low cost** Job Costing Terminals or a standard PC.

When using Job Costing Terminals a barcode reader may also be added, making the process even quicker.

To help ensure data integrity, all job and operation codes are verified in real time, meaning that employees can never book to invalid or closed jobs.

Most customers use CaptureIT's in-built 'job sheet' function to produce a bar-coded job sheet/routing card.

Each bar-code is a composite value that includes both job and operation numbers.

Employees then simply scan the appropriate bar-code (or use the keypad) in moving between jobs and operations.

There is no need to scan off the previous job to move to a new one, simply scan the new barcode. See more overleaf.

For added accuracy, once complete, a job operation can be 'closed' to prevent inadvertent selection.



Great Reporting

- ✓ Review employee productivity in the knowledge of who worked on what job, when, for how long and at what cost
- ✓ Every job, employee, cost and time transaction is retained to give you comprehensive and timeless reporting
- ✓ Select jobs over any period, by customer, product, group, etc in reviewing actual versus budget time and cost
- ✓ Starting with summary reporting, drill down to the finite detail of any job to understand how time was spent
- ✓ Use the detailed audit trail to meet internal and customer traceability requirements
- ✓ For bespoke analysis, all reports can be exported in formats such as Excel and PDF

Job Templates

To save time, you can set up Job Templates to reflect similar or repeat jobs. These can then be copied and a new job number added.

All other set-up information can also be amended, including budget values, so that every job reflects your works order.

Integration - Why not ask us about this?

CaptureIT can link or integrate to a range of works order and manufacturing systems.

This saves time and improves accuracy by electronically transferring works order information or the full movement of budgets, costs and actual times between systems.

Click to view employees now working on this job

Seq	Cost Centre	Code	Terminal Display	Pay Rate	Budget Cost	Budget Hours	Actual Cost	Actual Hours	Last Date	Last Time	Complete	Over Budget Notified
1	Warehouse	5	Goods In		20.00	2:30	18.00	2:15	18/07/2011	15:50:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Production	6	Preparation		50.00	5:00	46.00	4:36	19/07/2011	13:36:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Production	6	Assembly		70.00	7:00	68.00	8:30	20/07/2011	19:25:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Production	6	Welding		100.00	10:00	157.17	15:43	21/07/2011	11:55:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Finishing	12	Finishing		30.00	3:00	28.33	2:50	21/07/2011	15:20:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Technical	8	Q.A.		25.00	2:30	28.50	2:51	22/07/2011	10:28:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	Warehouse	5	Goods Out		20.00	2:00	18.33	1:50	22/07/2011	14:20:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8											<input type="checkbox"/>	<input type="checkbox"/>

Why was this over budget?
Discover why overleaf

Question?
Who worked on *what job*,
when, for *how long* and at
what cost . . . and . . . was it
on budget?
CaptureIT will tell you

Job Detail (23457,4)

Clk No	Name	Last Date	Ons Hours	Ofs Hours	Ons Pay	Ofs Pay	Total Hours	Total Pay
1	M Garswood	21/07/2011	9:00	:00	90.00	0.00	9:00	90.00
5	D Bell	20/07/2011	3:29	:00	34.83	0.00	3:29	34.83
6	J Brindley	21/07/2011	3:14	:00	32.33	0.00	3:14	32.33
			15:43	:00	157.17	0.00	15:43	157.17

Date	Start Time	Finish Time	Attended	Cat	Pay	Description
20/07/2011	12:30:00	15:15:00	165.00	1	27.50	Welding
20/07/2011	10:00:00	12:00:00	120.00	1	20.00	Welding
20/07/2011					47.50	
21/07/2011	07:40:00	11:55:00	255.00	1	42.50	Welding
Total 21/07/2011			255.00		42.50	
Total			540.00		90.00	

Which Employees Did What?

On the previous page we saw that the budget for Welding (Sequence 4) had been exceeded in both time and cost.

After two mouse clicks, we see that three employees worked on Welding over a two day period. Of the three, Michael Garswood worked longest, at 9:00 hrs.

Michael has been highlighted in the upper section. The lower section shows the actual dates and times that he worked on Welding on this job.

Note the two entries for 20 July correlate with the times shown against that day in the next screen, below.

Work Records

1 - Michael Garswood On Wednesday 20 July 2011

Enter notes here...

Key	Start Time	Finish Time	Attended	Pay Category	Job Code	Seq	Description	Rate	Pay	Shift Pay
	07:25:00	07:30:00	:00	Normal Working			BEFORE TIME	10.00	0.00	
	07:30:00	07:42:00	:12	Normal Working	No job	1	No Job	10.00	2.00	
	07:42:00	09:29:00	1:47	Normal Working	RHD X250	4	Assemble	10.00	17.83	
	09:29:00	10:00:00	:31	Normal Working	RHD R55	4	Assemble	10.00	5.17	
	10:00:00	12:00:00	2:00	Normal Working	AB/8722R	4	Welding	10.00	20.00	
	12:00:00	12:30:00	:00	Lunch Break (o)			on lunch break	0.00	0.00	
	12:30:00	15:15:00	2:45	Normal Working	AB/8722R	4	Welding	10.00	27.50	
	15:15:00	16:00:00	:45	Normal Working	YEO5SVN	2	Conversion	10.00	7.50	
Totals			8:00					Adj +/-	80.00	0.00

Auth	Time	Term	Type	Description
<input type="checkbox"/>	07:25:00	116		Employee returned from absence.
<input checked="" type="checkbox"/>	16:03:00	307		A lunch break was inserted automatically when the employee clocked out.

Created By:

Employee Daily Work Record

Here we see precisely how Michael Garswood's time was spent on 20 July.

- Arrived at 7:25 for a 7:30 start
- Was not paid for his early arrival
- From 7:30 spent his first 12 minutes on 'No job'
- Worked on three jobs before lunch
- Continued with AB/8772R after lunch
- Completed his day with 45 mins on YEO5SVN
- Clocked out at 16:03 (rounded to 16:00)

'Rate' & 'Pay' can be the employee's actual rate or any other value. Many customers gross this up to include an element of direct cost.

Note finally that today Michael returned from absence. This fact has been emailed to the admin team and his line manager to arrange his 'return to work' interview.

Everything is clear. Note the section for 'notes'

26/07/2011 08:11:35 **Job Sheet** Page 1 of 1

Job Number: 23457 Articulated Body for Sierra Range

Reference Code: AB/8722R

Effective Date: 18/07/2011

Sequence	Terminal Display	Budget Mins	Memo text
1	Goods In	150	Unpack shipped crates and catalogue contents against component listing. Arrange in assembly sequence.
2	Preparation	300	Clean and blast (where required) all components and check all tolerances as per product documentation
3	Assembly	420	Assemble as per product with all fixing and clamping strain tested for the welding process
4	Welding	600	Weld in line with all procedures. Special attention to be given to need for smooth surface welds.
5	Finishing	180	De burr as required and spray with customer choice of finishing.
6	QA	150	Carry out all tests as per QA product documentation. Complete all documentation with required sign-off.
7	Goods Out	120	Package and crate to include all damage prevention coverings. Prepare manifest.

Completion Date: 25/07/2011 **Completed:** N **Customer:** Gladstone International

Notes:

Job Sheet

CaptureIT can produce a Job Sheet for every job.

Jobs Sheets can either 'follow the job' or be located near a Job Costing terminal.

In dirty environments many customers laminate the Job Sheet.

When setting up the job you can include 'Memo Text' for additional information or instruction.

Each bar code represents a sequence or operation for the selected job.

To use, the employee simply scans the appropriate bar code. This single action places the employee on the new operation and/or sequence. There is no need to book off the previous job or operation.

You can create jobs in advance and then use the 'Effective Date' feature to prevent bookings to that job prior it becoming 'live'.

As an alternative to bar code scanners you can make direct entry via the keypad on the Job Costing Terminal or on a PC. In both cases the employee would enter the Job Number and sequence/operation number.

Learn More . . . call us today on 0800 288 8632 to discuss or arrange a Free Demonstration

Visit our website for more information - www.time-attendance.co.uk/jobcosting.aspx