



Contract Costing

OneOffice Contract Costing is used to define multiple contracts or jobs and provides a detailed analysis of the work in progress section of the General Ledger.

Key Features at a Glance

- Track costs relating to individual contracts
- Spread costs across periods
- Costs can include time costs, cost of goods and 3rd party services
- Extensive analysis options from high-level multi-contract summaries down to transaction level
- Track actual vs. budget vs. forecast

Benefits

- Proactively track project costs against plan and identify any issues
- Avoid 'spreadsheet hell' with contract performance being tracked in disparate systems

Introduction

The level of detail into which contract costs can be divided is extremely flexible to suit the requirements of individual companies. For example, costs may be posted to a contract via Time Recording (for time costs) or via Purchase Order Processing (for goods or third party services) in addition to costs posted via the OneOffice ledgers.

Comprehensive reports and enquiries are available ranging from multi-contract summaries down to individual transaction level, with options to provide information to a particular cut-off date appropriate to individual contracts. Costs may be written

off against revenue automatically to enable continuous monitoring of profitability of contracts and may be compared to multiple budgets to monitor the progress of a contract.

Drill down facilities provide enquiries down to transaction level with a further job analysis available by division/department, client, job and status. In addition, "work in progress" reports provide up to date information on the status of the contract.

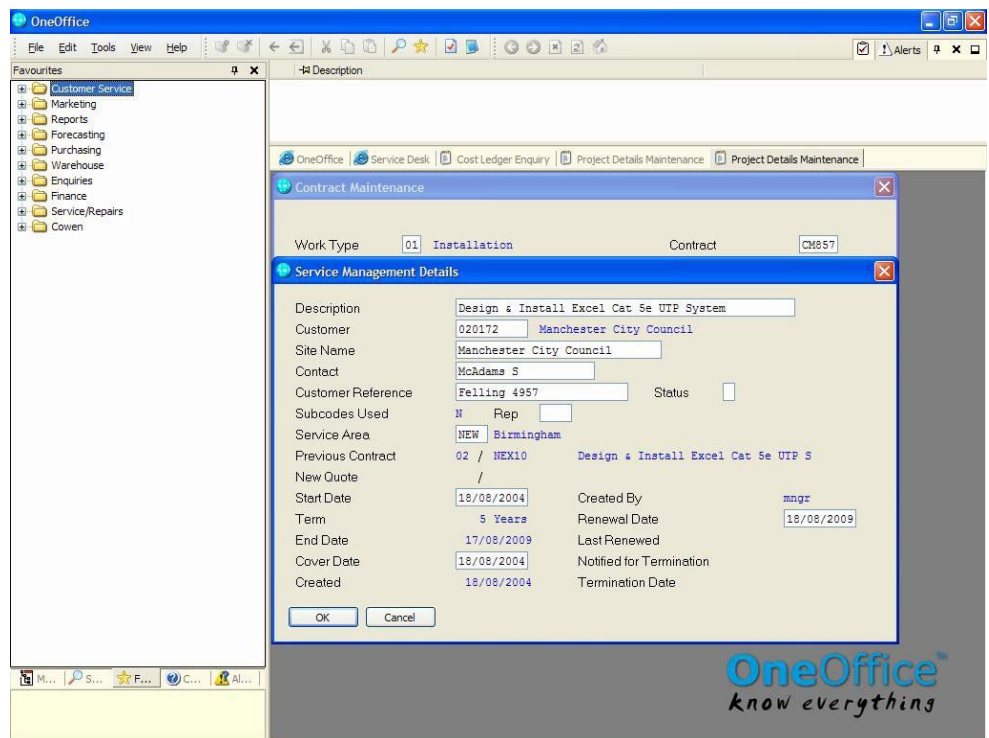


Figure 1. Defining a new contract in OneOffice Contract Costing is simple and straightforward.



Data Entry

Journal and reserve postings

Automatic overhead postings

Multiple budgets and forecasts for each job

Option to spread across periods using standard allocation rules

Options to copy from other budgets/ actuals for forecasting

Inflation uplifts can be applied to budgets for specified periods

Maintenance

10 user-defined analysis codes (e.g. Director, Market Sector) for use in reports and enquiries

User definable transaction codes (tcode)

Further job analysis by division/ department, client, job, status

Analysis within and across jobs by sub-code, main group and tcode

Comprehensive "work in progress" accounting facilities

Option to control access to jobs for posting, reporting and enquiries. Further option to specify the users to which access is restricted

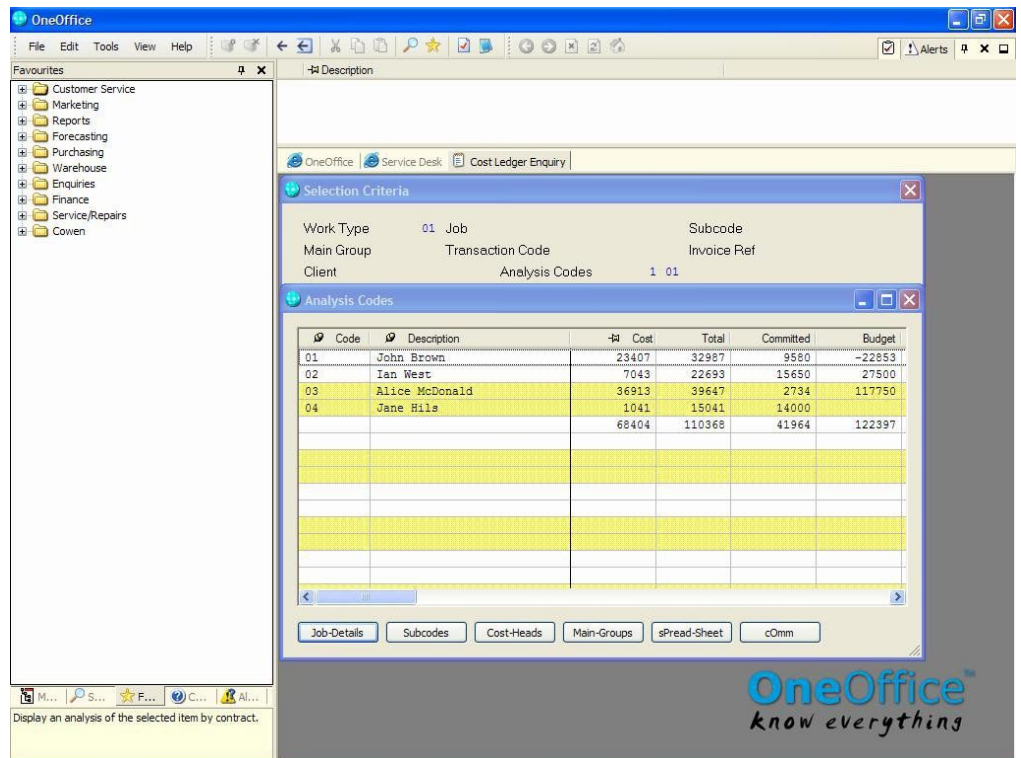


Figure 2. OneOffice Contract Costing includes a comprehensive set of tools to assist project managers in monitoring the status and activity of projects.



Validation of tcodes against a particular job or work type provided to reduce posting errors

To prevent further posting errors, flags can be set to stop time and/or expense postings to completed jobs

On-Screen Enquiries

The full range of enquiries include:

- Enquiries can start at any level, with full drill-down available to transaction level
- Transactions can be interrogated to display the source document and all of its entries
- Both actual data and any two of the budgets can be reviewed on a period summary basis across any number of years together with committed costs
- The information displayed at any level of an enquiry can be shown in the form of a histogram, thus providing a simple overview of trends
- Configurable enquiries

Reports

Standard reports include:

- Contract Master Listing for all or selected contracts
- Standing Journal Listing
- Variation Order Listing
- Work in Progress summary and detailed reports
- Monthly Trade Reports, showing this period and contract to date values for transaction codes summarised by main groups
- Transaction Code Detail Report
- Quick reporter programme enables you to select, sequence and format report data for service contracts



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