

Project Database Co

Developer of
ExhibitOffice + ManagEvent

Project Slips - Time & Expenses

This is where the summary of the Time or Expense items that have been charged to a project are summarised.

There are a variety of views

The screenshot displays the ExhibitOffice software interface for a project named 'Gift Co - Reusable Exhibit'. The interface is divided into several sections:

- Employee Summary:** A table showing hours and total cost for employees.
- Phase Summary:** A table showing allocated, actual, and remaining hours and costs for different project phases.
- All Team Members All Phases:** A detailed list of individual slips with columns for date, hours, total cost, employee, project phase, job code, and description.

Employee	Hrs	Total \$
Chris Lamb	29.00	\$1,085.00
Jessica Wolodkowicz		\$320.00
Totals:		\$1,405.00

Phase	Alloc	Actual	Remain	Total \$
Design	3.00	7.00	-4.00	\$305
Costing	6.00	6.00	0.00	\$140
Production	21.00	6.00	15.00	\$240
Installation	30.00	18.00	12.00	\$720
After the Exhibition	4.00		4.00	
Totals:		64.00	37.00	\$1,405.00

Date	Hrs	Total \$	Employee	Project Phase	Job Code	Description
01/07/10	2.00	\$70.00	Chris Lamb	Costing	Job Costing	Getting Quotes
10/06/10	2.00	\$80.00	Chris Lamb	Production	Production	Type a note
24/05/10	6.00	\$240.00	Chris Lamb	Installation	Production	
28/04/10	8.00	\$320.00	Chris Lamb	Installation	Site Supervision	
25/11/09		\$160.00	Jessica Wolodkowicz	Production	Production	
25/11/09		\$160.00	Jessica Wolodkowicz	Installation	Site Supervision	
25/11/09	4.00	\$200.00	Chris Lamb	Design	Design	
08/09/09	2.00	\$70.00	Chris Lamb	Costing	Job Costing	
01/09/09	2.00	\$0.00	Chris Lamb	Costing	Job Costing	
Totals:		\$1,405.00				

This main one summarises the job as a whole.

- Cost as at today. In this example \$1,405.00
- No of hours that have been allocated to this project. In this example 37 hours with 27 more that were allowed in the budget.

The bottom half of the screen shows the individual time slips listed in date order oldest at the bottom. If you want to go into an individual slip just click on the line and you will be taken to it.

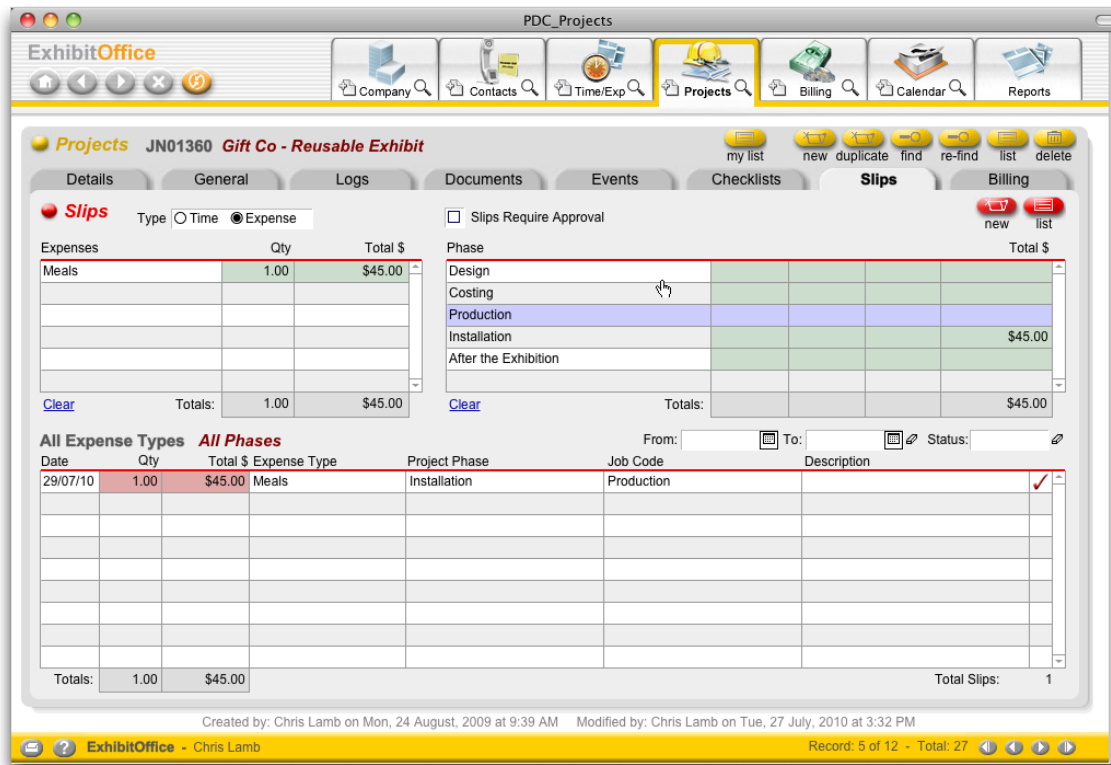
If you want to see all the time slips for Chris Lamb just click on his line.

If you want to see all the slips that are associated with a particular phase just click on its line. If you want to see that phase for all employees remember to unclick the "Clear" tab just below the Employee Section.

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The same instructions apply to Expenses, just highlight the "Expense" Button to the right of the word Slips and you will see a summary of all expenses associated with this project.



You can only costs expenses to predetermined expense categories that have been set up by the administrator so it relates to your accounting package.