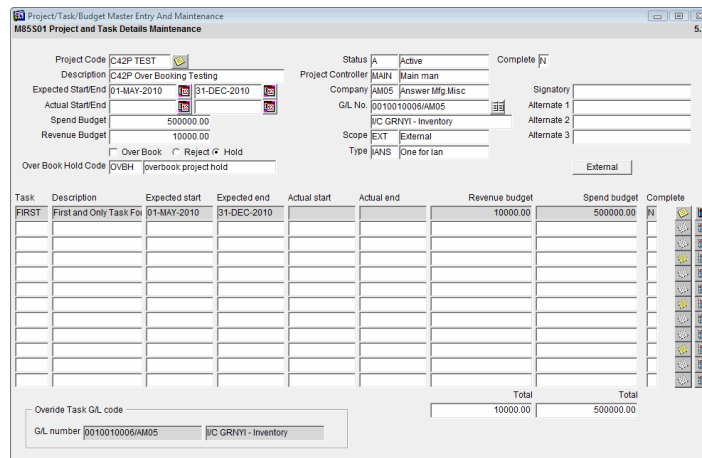


Monitor and control spend, exercise tight cost management

- ▶ Use predetermined budgets
- ▶ Record commitments to spend and spend to date
- ▶ Create projects and tasks
- ▶ Control departmental spend, company spend, capital build and so on
- ▶ Define Revenue Budgets – used for Internal and External Projects
- ▶ Used throughout Answer

Answer Projects and Tasks will help you to monitor and control spend against predetermined budgets for a nominated time period. Commitments to spend and spend to date are both recorded and tracked when controlling expenditure against established budgets.



Task	Description	Expected start	Expected end	Actual start	Actual end	Revenue budget	Spend budget	Complete
FIRST	First and Only Task For	01-MAY-2010	31-DEC-2010			10000.00	500000.00	N
						Total	Total	
						10000.00	500000.00	

Use Answer to create Projects. Each Project can have an unlimited number of Tasks associated with it. A Project can also have an overall budget. This Budget can be broken down and distributed across the various Tasks for the Project. Each Task has a set of effectivity dates that determines the period for which the Task and its Budget are valid. At Task level the Task Budget can be further broken down into a number of user defined date effective periods, e.g. Months, Quarters, etc. for further budgetary control and spend analysis. Budgets can be specified for both Spend and Revenue.

Each Task has a General Ledger code associated with it so that when any actual expenditure is recorded against a Project and Task then that expenditure is booked against that General Ledger Account Code for posting purposes to the General Ledger.

Projects and Tasks can be used to control Departmental Spend, Company Spend, Capital Build, Plant Maintenance Costs, Research and Development costs, Campaign Revenue, New Product Revenue and monitor Employee Time Bookings to Projects and so on.

Where can Projects and Tasks be used?

Projects and Tasks have been extended throughout Answer into areas where typically cost or expenditure is incurred that would normally be booked against a Project/Task and hence it's Budget. These areas include:

Purchasing

To record the Commitment to spend on Purchase Orders for Inventory and Non Inventory Items

Matched Invoices to Purchase Orders

To reduce the Commitment and increase the Spent to Date for items Purchased against a Project and Task

A/P Credit Note

To apply any credits to a nominated Project and Task, which will reduce the Spent to Date

A/P Invoices

To apply any invoices to a nominated Project and Task for details with no Purchase Order to increase Spent to Date

Stores Requisitions

To record Commitments and Spent to Date for internal issues from Stores

Plant Maintenance Jobs

To record Commitments and Spent to Date for maintaining Plant Equipment Items

Works Orders

To record Spent to Date for special jobs or trail batches for re-commissioned/conditioned Plant

Employee Expense

To record Spent to Date for Employee Expenses

Employee Time Bookings

To record time spent by an Employee on a Project which will affect the Spend to Date figure. As a result, Employee Time Sheets can be produced.

G/L Journals

To record Spent to Date or correct misallocated Spent to Date

Cash Book

To record Spent to Date typically associated with Petty Cash Spend

Vendor Returns

The Project/Task attached to the Purchase Order will automatically be attached to the associated Return. The figures will be adjusted on the Project/Task when the Return is Credited/Invoiced in A/P

Sales Order Processing

To apply any Sales Executive Sales Order Values appropriately.

Expenditure is recorded at the Project and Task Level. At Task Level is held the budget figure, the value of Commitments and the value of Spent to date thus determining what value is remaining for the particular Budget.

Projects and Tasks can be monitored and analysed using the appropriate facilities.

Sales Order Revenue can be booked to a Project and Task on a Sales Order Line by Line basis.

A/R Cash Posting

When applying an adjustment, the value being adjusted can be posted to a particular Project and Task as a spent date figure.

CRM Campaign Management

Costs relating to a Sales Campaign can be assigned to Project and/or Project and Task.

For more information visit the Answer Solutions website or contact us.

Answer Solutions Ltd

The Innovation Centre
Festival Drive
Ebbw Vale
NP23 8XA

w: www.answersolutions.com
e: info@answersolutions.com
t: 01495 356771
f: 01495 356774