



The Job Financial Tab

Every Job displays a Financial tab. This tab is key to be able to understand the financial information for the selected job but there are so many figures displayed that they can be confusing. Terminology might be different so this Spotlight aims to de-mystify this important information.

The screenshot shows the 'Financial' tab for a job titled 'Direct Mail Brochure'. The interface includes a navigation menu with options like 'Details', 'Financial', 'Invoices', 'Billing plan', 'Phases', 'Estimate', 'Phase Quotes', 'Pending', 'Activities', 'Attachments', 'Schedule', and 'Contacts'. The 'Financial' tab is active, showing a 'Health check' section with four barometers (1), a 'Chart' section comparing actual to estimated costs (2), a 'Profit & costs' table (3), and a 'Comparison to recommended charge' table (4).

Category	Value	Percentage
Quoted	22500.00	7%
Invoiced to quoted		94%
Estimated hours		1025%
Actual to estimated cost		38%

Category	Value
Actual	~2.5k
Estimated	~7.5k

	Estimated	Actual	Invoiced
Quoted/Invoiced	22500.00	1500.00	
Purchases	5162.50	0.00	
Gross profit	17337.50	1500.00	100%
Time	3741.50	3392.50	
Materials	0.00	0.00	
Total costs	8904.00	3392.50	
Net Profit	13596.00	-1892.50	-126%

	Estimate	Actual
Quoted/Invoiced	22500.00	1500.00
Purchases	6453.13	0.00
Time	15245.00	15375.00
Materials	0.00	0.00
Total costs	21698.13	15375.00
Difference	801.87	-13875.00

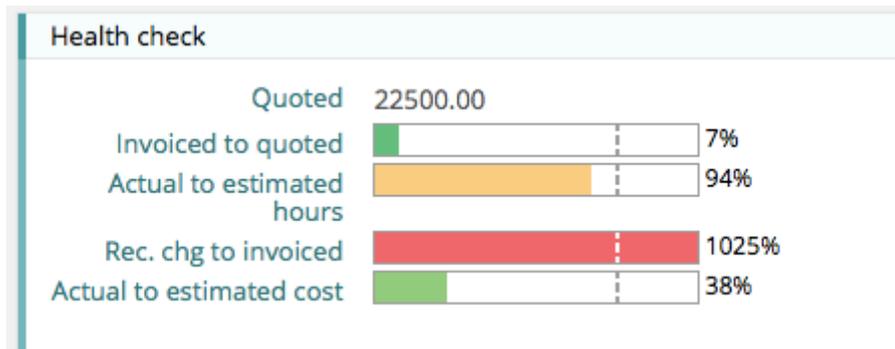
Key Information on the Financial Tab

1. Health Check - Colour coded Barometers giving a visual health of the job
2. Bar charts - Selection of charts comparing actual to estimates
3. Comparison to Recommended charge - How much should you be charging for this job based on the actual value of purchases and hours recorded to date
4. Estimated/Invoiced and actual Gross & Net Profit Figures.

The Job Financial tab shows the sum of all costs recorded across all phases of the job. View a "Phase Financial tab" to see the details for a single phase. If there is only one phase on a job then Job & Phase Financial Tabs will be identical.

1. Health Check

A range of colour coded barometers giving a visual for the health of the job are now available; this display provides a good indication about the health of a job.



Quoted - Value quoted to client

Invoiced to quoted - What percentage of the quoted value has been invoiced to date.

Actual to estimated hours - What percentage of hours has been posted on timesheets compared to the number of hours estimated.

Rec. charge to invoiced - The percentage of the recommended charge of all posted timesheets (at charge rate) and all actual PO's & Expenses at Charge rate compared to the amount already invoiced.

Actual to estimated cost - The percentage of costs incurred (Time cost, PO cost & Expense cost) compared to an estimated budget of costs.

The Agency Works Guide to Heath Check information

Jobs needs invoicing:



This job has only been invoiced at 7% of the quoted value. Recommended charge compared to invoiced is in the red at 1025%. Raising an invoice will improve the health of this job.

Once invoiced the job health improves and charts go back to orange.



Invoiced to quoted % is now at 62%; Rec. chg to invoiced has now reduced to 110%.

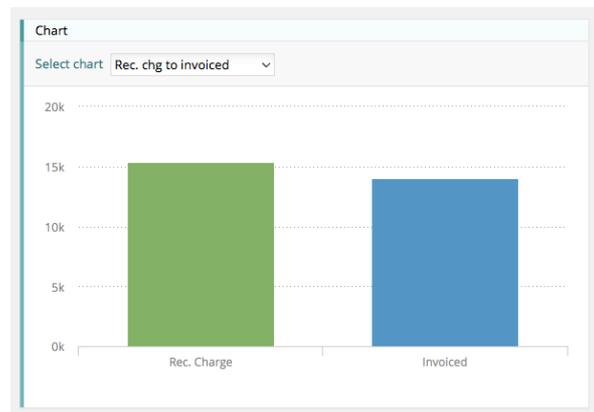


2. Charts

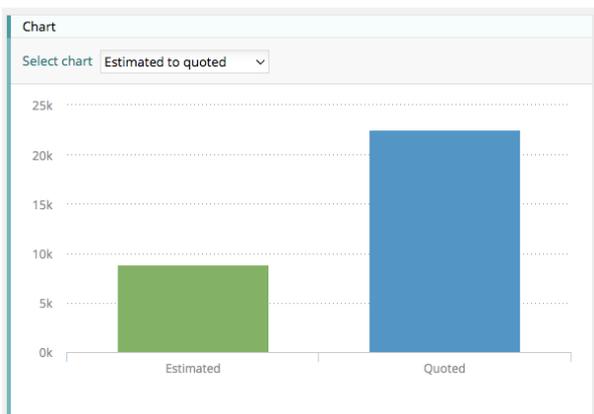
A range of charts can be viewed which show barometer percentages as actual values. Use the chart selector to view a range of charts.



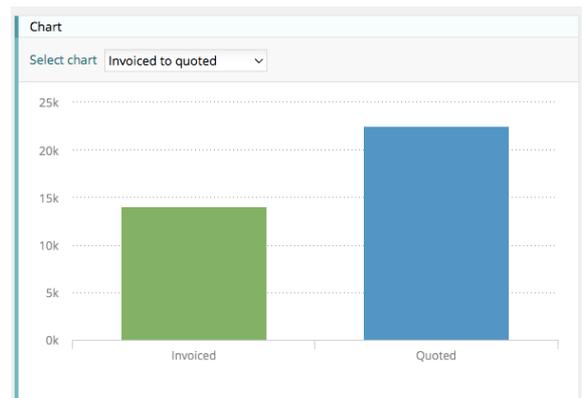
Estimated to Actual costs



Recommended Charge to invoiced



Estimated costs compared to quote



Invoiced to Quoted

3. Profit & Costs

Profit & costs				
	Estimated		Actual	
Quoted/Invoiced	22500.00		14000.00	Invoiced
Purchases	5162.50		0.00	
Gross profit	17337.50	77%	14000.00	100%
Time	3741.50		3392.50	
Materials	0.00		0.00	
Total costs	8904.00		3392.50	
Net Profit	13596.00	60%	10607.50	76%



Figures Explained

- Quote or Invoiced

In the Estimated column, the quoted figure is populated by creating a quote on the job or phase quote tab.

In the Actual Column, the Invoiced figure is populated from invoice value(s) raised at Job or phase level.

- Purchases

This is populated by estimating for a purchase from a supplier and for expenses.

The actual value is populated by converting an estimate to a PO (or by raising a PO) and by submitting an expense claim.

- Gross Profit

Quoted value less any Purchase values displays an estimated 'Gross profit' figure amount and percentage. This might be a key target figure for your organisation and is often called "income" or "contribution".

Actual Gross Profit (GP) is calculated based on the value invoiced less any actual PO/expense costs.

- Time & Materials

These figures are populated by estimating for time (staff costs) and materials.

- Net Profit

The gross profit figure less any time/material costs is shown as the Net amount; displayed as a value & percentage based on the quoted values and estimated values.

In the Actual column, the calculations are based on invoiced values, actual PO and Expense values and timesheet hourly rates.

Actual Net figures are based on timesheet cost rates so it's essential for time costs to be updated.



Common profit/costs screens explained:

<table border="1"> <thead> <tr> <th></th> <th colspan="2">Estimated</th> </tr> </thead> <tbody> <tr> <td>Quoted/Invoiced</td> <td>0.00</td> <td></td> </tr> <tr> <td>Purchases</td> <td>5162.50</td> <td></td> </tr> <tr> <td>Gross profit</td> <td>-5162.50</td> <td>-999%</td> </tr> <tr> <td>Time</td> <td>3741.50</td> <td></td> </tr> <tr> <td>Materials</td> <td>0.00</td> <td></td> </tr> <tr> <td>Total costs</td> <td>8904.00</td> <td></td> </tr> <tr> <td>Net Profit</td> <td>-8904.00</td> <td>-999%</td> </tr> </tbody> </table>		Estimated		Quoted/Invoiced	0.00		Purchases	5162.50		Gross profit	-5162.50	-999%	Time	3741.50		Materials	0.00		Total costs	8904.00		Net Profit	-8904.00	-999%	<p>Profits are displayed as negative values with -999%</p> <p>Estimates have been created but NO QUOTED VALUE entered.</p>
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4. Comparison to Recommended charge

It is useful to monitor a comparison to recommended charge. How much does Synergist recommend you should charge for all time at client charge out rate along with any marked-up purchases?

	Estimate	Actual
Quoted/Invoiced	21698.13	14000.00
Purchases	6453.13	0.00
Time	15245.00	15375.00
Materials	0.00	0.00
Total costs	21698.13	15375.00
Difference	0.00	-1375.00

The Actual Recommended Charge is the figure that Synergist is *recommending* should be charged if invoicing for every hour and marked up purchase.

The difference displayed as a negative figure as shown above, indicates the value of any over servicing (hours recorded that cannot be charged for)

The difference displayed as a positive figure indicates the amount the client has been invoiced additionally over and above the recommended value for the work that has been completed (hours recorded/purchase and expense costs).

Phase financial tabs

Each phase has a **green** Financial Tab. This shows the same financial information that is displayed at job level but for this phase only. If there is only one phase then the data is the same on both the Job and Phase Financial tabs.

If there are a number of phases, the data on each Phase Financial Tab will be summarised on the Job Financial Tab.

Please contact The Agency Works at clientservices@taw.co.uk or 01455 553246 if you wish to further discuss

The financial tab or reporting.