



## 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.

Job: 1/00005502

2015 Spring campaign  
Heathrow Express

JOB: 5502

Financial

1

	Estimated cost	Actual cost	Est. rec. charge	Act. rec. charge
Staff	2165.00	430.00	6900.00	2150.00
Materials	3880.00	0.00	4565.00	0.00
Purchases	1000.00	1000.00	1176.50	1176.50
<b>Total</b>	<b>8045.00</b>	<b>1430.00</b>	<b>12641.50</b>	<b>3326.50</b>

2

Profit / costs		Estimate	Actual
Quote	£12641.50		2876.50
P.O.	1000.00		1000.00
Gross	11641.50	92%	1876.50
T&M	7045.00		430.00
Net	4596.50	36%	1446.50

3

Number	Date	Amount	Recognised	Type
30086	08/03/13	2,876.50	2,876.50	lv

4

% Complete: 25%

Completed:  By: [ ] Date: 00/00/0000

Final invoiced:  By: [ ] Date: 00/00/0000

Investment: 0.00

Net to invoice: 9765.00

Actual profit: 1446.50

Actual to estimated cost: 18%

Total: 1, 2,876.50, 2,876.50  
Draft total: 0, 0.00, 0.00

OK Cancel

Key

### Information on the Financial Tab

1. **Estimated Costs and actual costs** – Broken down by time, Materials & purchases.
2. **Estimated & Actual Profits** – Gross and net figures show as Values & percentages.
3. **Invoices** – Any invoices and credits (real and draft) from any phases are displayed here. Totals for the number and value of real and draft are displayed separately.
4. **Completion dates** – date the job was marked as “completed” & “final invoiced”.



## Estimated and Actual Costs

	Estimated cost	Actual cost	Est. rec. charge	Act. rec. charge
Staff	3165.00	430.00	6900.00	2150.00
Materials	3880.00	0.00	4565.00	0.00
Purchases	1000.00	1000.00	1176.50	1176.50
<b>Total</b>	<b>8045.00</b>	<b>1430.00</b>	<b>12641.50</b>	<b>3326.50</b>

### Estimated Costs

Estimated costs are broken down by Time (Staff), Materials & Purchases. These fields will be empty if no estimating has been done.

Purchases include any estimated external purchases together with any expense values.

The total estimated cost is the 'cost' to your organisation to complete this work. Estimates should be based on how long a task will take to deliver, not how much can be charged.

### Actual costs

Actual Costs are broken down by Time, Materials & purchases. The total cost is the 'cost' to your organisation to complete this work. If higher than the estimated cost, then a purchase might have cost more than estimated, or more actual time might have been recorded than estimated.

- Time costs are based on the hourly cost rate recorded via a timesheet. It is essential that cost rates are updated in the file maintenance area of Synergist.
- Purchase costs are based on the actual PO value issued to a supplier (which might be different to an estimate cost).

### Actual Recommended charge

This is the figure that Synergist is recommending should be charged for any actual timesheets, marked up purchase orders, expenses or materials recorded.

## Estimated/Actual Profits

Profit / costs		Estimate		Actual	
Quote	£12641.50	Inv'd	2876.50		
P.O.	1000.00		1000.00		
<b>Gross</b>	<b>11641.50</b>		<b>1876.50</b>	<b>92%</b>	<b>65%</b>
T&M	7045.00		430.00		
<b>Net</b>	<b>4596.50</b>		<b>1446.50</b>	<b>36%</b>	<b>50%</b>



## Figures Explained

- **Quote or Invoiced**

In the Estimate 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 an invoice value(s) raised at Job or phase level.

- **PO**

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**

Quoted value less any PO values displays a '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.

- **T&M (Time & Material)**

This figure is populated by estimating for time (staff costs) and materials.

- **Net**

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 these to be updated.***



### Common profit/costs screens explained:

<table border="1"> <thead> <tr> <th colspan="2">Profit / costs</th> <th>Estimate</th> </tr> </thead> <tbody> <tr> <td>Quote</td> <td></td> <td>0.00</td> </tr> <tr> <td>P.O.</td> <td></td> <td>0.00</td> </tr> <tr> <td>Gross</td> <td></td> <td>0.00</td> </tr> <tr> <td>T&amp;M</td> <td></td> <td>4387.50</td> </tr> <tr> <td>Net</td> <td></td> <td>-4387.50 -999%</td> </tr> </tbody> </table>	Profit / costs		Estimate	Quote		0.00	P.O.		0.00	Gross		0.00	T&M		4387.50	Net		-4387.50 -999%	<p>Profits are displayed as negative values with -999%</p> <p>Estimates have been created but <b>NO QUOTED VALUE</b> entered.</p>
Profit / costs		Estimate																	
Quote		0.00																	
P.O.		0.00																	
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Profit / costs		Estimate																	
Quote		£16820.00																	
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Profit / costs		Estimate																	
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	Actual																		
Inv'd	2876.50 ▼																		
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	430.00																		
	1446.50 50%																		



### Purchase Costs

	Estimated cost	Actual cost	Est. rec. charge	Act. rec. charge
Staff	3165.00	430.00	6900.00	2150.00
Materials	3880.00	0.00	4565.00	0.00
Purchases	1000.00	1000.00	1176.50	1176.50
<b>Total</b>	<b>8045.00</b>	<b>1430.00</b>	<b>12641.50</b>	<b>3326.50</b>

Actual PO costs will appear in **green** if the figure is close to or matching the estimated cost value.

Purchases	1000.00	1000.00
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Actual PO costs will appear in **red** if the figure is over the estimated cost value. This might indicate there have been additional costs than were not estimated. Reviewing PO costs to make sure they have or can be recharged would be required.

purchases	875.00	1075.00
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### Recommended charge v quoted

(act.rec.charge)

It is useful to monitor these two figures

Act. rec. charge	Profit / costs
2150.00	Quote <b>£12641.50</b>
0.00	P.O. 1000.00
1176.50	Gross 11641.50 92%
<b>3326.50</b>	T&M 7045.00
	Net 4596.50 36%

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

The quoted figure is the planned value of what will be invoiced.

**The recommended charge should be lower or equal to the quoted or invoiced value.**

Act. rec. charge	Profit / costs
21350.00	Quote <b>£12641.50</b>
0.00	P.O. 1000.00
1176.50	Gross 11641.50 92%
<b>22526.50</b>	T&M 7045.00
	Net 4596.50 36%



In the scenario above the Actual Recommended Charge is higher than the quoted value. This might mean that the job should have been charged at a higher value or that Gross or Net profits will not be as expected.

The Percentage Thermo bar can be changed to show this either on the financial screen of the job or via the job list for a group of jobs.

Rec. chg to quoted 178% ▾

## Client Investment

Job: 1/00005502 (JOB CLOSED)

2015 Spring campaign  
Heathrow Express

Job: 5502 ▾  
JOB ACTIONS ▾

Details Sales info **Financial** Billing plan Phases Estimate Phase Quotes Pending Activities Attachments Flowzone Schedule Contacts

	Estimated cost	Actual cost	Est. rec. charge	Act. rec. charge
Staff	3165.00	2830.00	6900.00	21350.00
Materials	3880.00	0.00	4565.00	0.00
Purchases	1000.00	1000.00	1176.50	1176.50
<b>Total</b>	<b>8045.00</b>	<b>3830.00</b>	<b>12641.50</b>	<b>22526.50</b>

Profit / costs		Estimate	Actual
Quote		12641.50	Inv'd 10876.50 ▾
P.O.		1000.00	1000.00
Gross	11641.50 92%		9876.50 91%
T&M	7045.00		2830.00
Net	4596.50 36%		7046.50 65%

% Complete: 25%

Completed  By TH Date 29/05/2015 9:19am

Final invoiced  By TH Date 29/05/2015

Investment: 11650.00

Net to invoice: 1765.00

Actual profit: 7046.50

Rec. chg to quoted 178% ▾

Number	Date	Amount	Recognised	Type
30188	29/05/15	8,000.00	8,000.00	lv
30086	08/03/13	2,876.50	2,876.50	lv
<b>Total</b>	<b>2</b>	<b>10,876.50</b>	<b>10,876.50</b>	
<b>Draft total</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	

OK Cancel

This is only calculated at the point of 'writing off' or "final invoicing" a job and shows the ***difference between the recommended charge and the actual invoiced.***

- **A Positive Figure means that your organisation has 'invested' in the client.**  
An amount (based on hourly rates & marked up PO's) that you should have charged that was delivered for 'free'.
- **A Negative figure means your Client has 'invested' in your organisation.** An amount that was charged over the recommended charge for the work you actually did.



## 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.

If there are a number of phases the data on each phase financial tab will be summarised on the job financial tab.

Job: 1/00005502 (PHASE CLOSED)

2015 Spring campaign  
Heathrow Express  
Design Development

PHASE: 5502.001  
PHASE ACTIONS

Details Financial **Billing plan** Time Materials Purch. & exp. Estimate Quote Pending Activities Attachments Current stage Schedule Spec

	Estimated cost	Actual cost	Est. rec. charge	Act. rec. charge
Staff	1665.00	430.00	3700.00	2150.00
Materials	3880.00	0.00	4565.00	0.00
Purchases	0.00	0.00	0.00	0.00
<b>Total</b>	<b>5545.00</b>	<b>430.00</b>	<b>8265.00</b>	<b>2150.00</b>

Profit / costs

	Estimate	Inv'd	Actual
Quote	8265.00		6930.39
P.O.	0.00		0.00
Gross	8265.00 100%		6930.39 100%
T&M	5545.00		430.00
Net	2720.00 33%		6500.39 94%

Invoices

Number	Date	Amount	Recognised	Type
30188	29/05/15	5,230.39	5,230.39	lv
30086	08/03/13	1,700.00	1,700.00	lv
<b>Total</b>	<b>2</b>	<b>6,930.39</b>	<b>6,930.39</b>	
<b>Draft total</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	

Rec. chg to quoted 26%

Please contact The Agency Works at [clientservices@taw.co.uk](mailto:clientservices@taw.co.uk) or **01455 553246** if you wish to further discuss

The financial tab or reporting.