Synergist Spotlight on…

Spring Cleaning your Synergist System

It is really important to maintain a clean Synergist System for the following reasons:

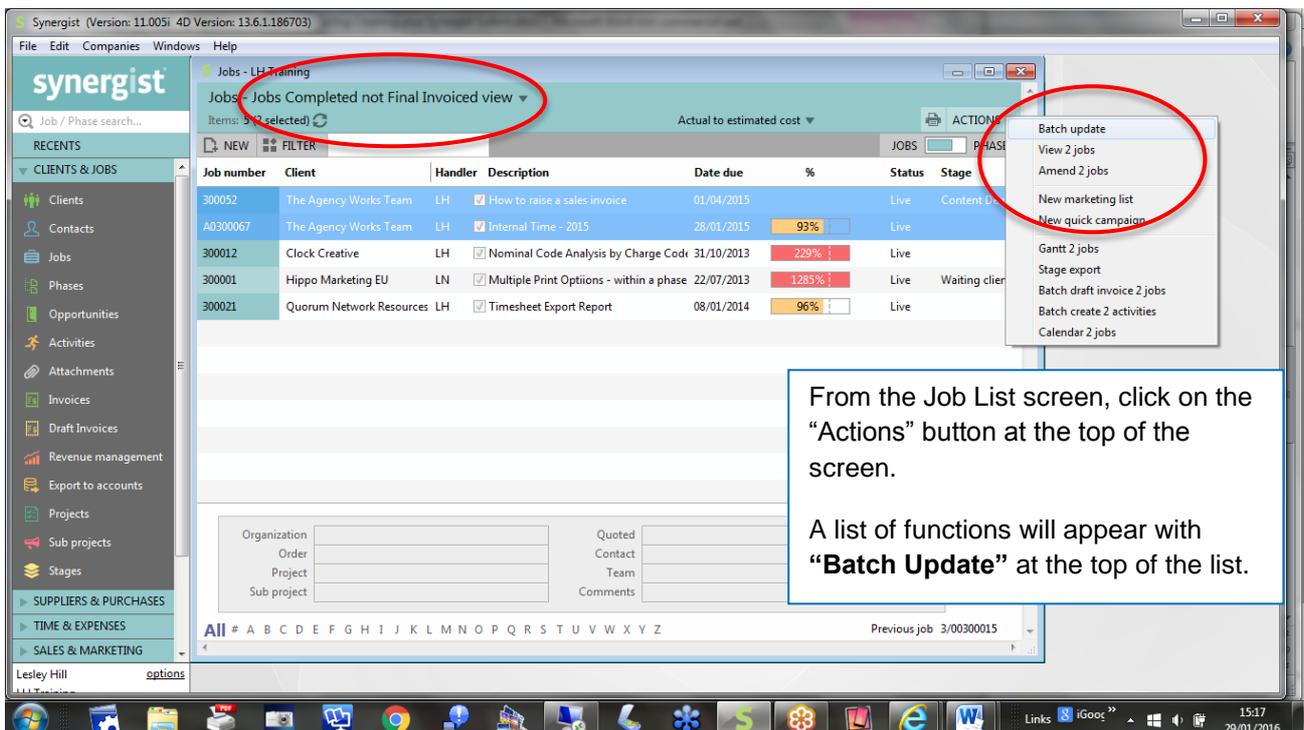Cluttered job lists give users more options on where to record timesheets & therefore more chance of mistakes.

- Cluttered open PO lists mean reporting on 'Purchase invoices' awaited is impossible
- Old open Jobs mean that reporting on WIP is difficult.
- Key dates in the past mean that all users ignore dates

1. **Batch Updating**

Users' lists can very quickly be tidied up using the **'batch update' facility**. Marking jobs as **'completed'** should be one of the first tasks for a Spring clean.

- It's reversible

- It doesn't stop a job being invoiced

- It stops new timesheets & PO's being record.

    Jobs marked as **'completed'** but **'not final invoiced'** should be reported on to check for further invoicing etc. You could save a view to regularly review jobs with this status.

From the Job List screen, click on the "Actions" button at the top of the screen.

A list of functions will appear with **"Batch Update"** at the top of the list.

Batch process

Process
- ☐ Mark as complete   29/01/2016 📅 ☐ Update jobs already completed
- ☐ Mark as incomplete
- ☐ Recost jobs/phases

Change

Stage	▼
Type	▼
Priority	▼
Handler	▼

☑ Update phase handlers
☐ Update job teams

Team	▼
Status	

☐ Update phases

Project	
Sub project	

Change client information

Client	▼
Client Contact	▼

Change sales information

Sales status	▼
Pipeline stage	▼
Rating	▼
Expected close	00/00/00 📅

Create time estimate

All of these actions can be performed across multiple jobs; you will need to select the relevant jobs from the Job List prior to clicking on Actions and selecting Batch Update.

Where you see the grey triangle ▼ additional options are available for selection.

The most useful options:

1. Updating job start and due dates

2. Changing job status from Quote to Live

3. Re-assigning handlers to a group of jobs

4. Marking a group of jobs as Complete

2. Ensure the correct financial status is set for each job

Its financial status will determine which list or report that a job will appear in. Data is never archived from your Synergist System.   We recommend following our Job Closure process regularly (see separate Spotlight).

All Jobs/Opportunities should fall into one of the following statuses:

a) Incomplete/Not final Invoiced – open current Opportunities (quotes) or Live Jobs

b) Completed/Not final invoiced – Jobs to be reviewed. They have been marked as 'completed' but could still have further invoicing.

c) Completed & Final Invoiced – Job is closed and profitability reporting is possible.

a) **Incomplete, Not Final Invoiced** – Jobs of this financial status could be quoted (Opportunities) or live but they are 'open'. Time can be recorded against them; they can be invoiced and edited.
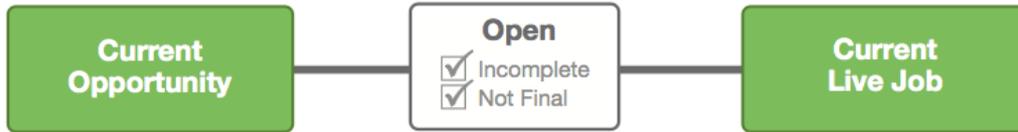
b) **Completed, Not final Invoiced** - This should be a temporary job status. A Quoted (Opportunity) or Live job marked as 'Complete' is likely to have new timesheets and other costs blocked from being added. Marking a job as completed is reversible and therefore often a way of telling finance that a job is finished so that it is removed from a Handlers list, but would need to be fully closed by finance.
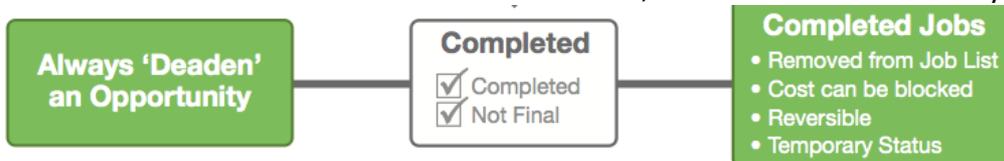

c) **Completed & Final Invoiced** - This is the final financial status of a job that all job records should eventually become. A job marked as 'final invoiced' can only be closed by raising the last invoice and ticking as 'final' or creating a new 'Write off'. Once marked as 'final' this cannot be reversed, timesheets or other costs cannot be recorded.

3. **Cleanse Purchase Order lists**

a) Run the purchase invoice awaited report, ordered by Supplier. This will show all open PO's.
b) Identify PO's that are old and should no longer be open and are no longer part of your Accruals.
c) Create a Purchase write off for each supplier with old open PO's.
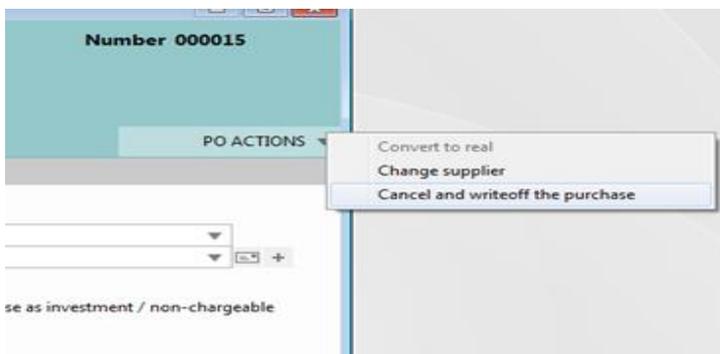
From within the PO, click on the PO ACTIONS button at the right hand side of the screen.

Select "Cancel and write off the purchase

d) This gives the PO the final status of "invoice received" but does not create an invoice transaction to post over to a financial package.

e) This process removes the value of the PO from the Purchase Invoices Awaited Report (Accruals) and adjusts the financial costs on the phase/job.

Useful Reports for Monthly/Annual Housekeeping

1. **WIP reports based on 'Completed not final invoiced jobs'**

   This report will show any unticked costs still sitting on jobs that have been marked as "completed but not final invoiced". It is useful to check on any additional costs that have been recorded and not ticked off against sales invoices. This may require further invoices to be raised or a write off to be created.

2. **Costs & Quotes report based on 'jobs completed last month'**

   This is a useful report to show comparisons of Estimated V Actual Costs. The export option provides a detailed breakdown of all costs.
   - Est V Actual hours & costs
   - Quoted V Recommended charge
   - Quoted V Invoiced values.

3. **Period Invoice Date Profitability**
   A key report for reporting sales invoiced in a month.
   Additional criteria can be checked so that 'costs' reported either include time costs or exclude time costs. If time costs are excluded then Invoiced and Gross profit can be reported on.

4. **Purchase Invoices awaited**
   A key report for reporting open purchase orders, this forms the basis for an 'accruals report.
   Additional criteria allow the report to only show PO's for purchase invoices awaited against costs that have been recharged (ticked off) against a sales invoice.

For further information on our recommended Best Practice housekeeping for your Synergist system which include:

Reviewing your data, Job Closure and Completion process, monthly reporting and month end processes please contact us.

The Agency Works at clientservices@taw.co.uk

Or call us on

01455 553246