



Work Manager Foundation

Software Features

Integration

The Work Manager Foundation application integrates with your financial system's General Ledger module, accounts payable sub ledger and payroll. In conjunction with Service Manager Foundation and Asset Manager Foundation, this application processes cost transactions against assets and work orders.

Time Sheet Processing

Record employee labour cost against unlimited jobs, projects and cost centres. Manage various time policies for overtime, sick time... maximums and minimums per pay period and overall. Auto-generate employee time sheets using fixed cost distribution profiles.

Job Costing

Create multiple jobs to roll up to summary GL accounts in your corporate chart of accounts, and simplify your GL structure. Compare the costs of similar jobs across departments or operating units. Use extenders to include equipment and stock usage costs to job cost reports.

Reporting

Perform ad-hoc queries on canned reports and configure your own reports using built in features. Drill down to original transactions on individual items. Compare budgeted amount to actual expenses using a date range. Export report values to multiple formats e.g. Excel, PDF, html, txt etc.

Accounts Payable Processing

Enter accounts payable invoices for the purchase of goods and services to accomplish a job. Enter multiple line items charged to multiple jobs on a single invoice. Enforce business rules through batch approvals and policies concerning the dollar value of purchases.

Journal Entries and Adjustment

Enable self-sufficient departments to make journal entries without accessing your financial system's GL module. Users simply enter operations codes (job, activity, object) with which they are familiar while Work Manager Foundation transfers funds to predefined linked GL accounts.

Transactions Batch Control

Restrict user access to transactions batches to only allow predefined alternates. Establish administrative roles for users who can approve transaction batches and post transactions. Keep an audit trail of users who approved and posted transaction batches.

Customizable Entry Styles

Create user-defined entry screens for employee labour by department or patrol. Work Manager Foundation will default to the user's selected entry style upon login facilitating rapid transaction entry.

Budgeting

Create budgets by Job, Activity and Object Code combinations. Freeze combinations that have exceeded budgeted amounts. Create budgets by fiscal year and user defined fiscal periods. Export budgets to third party budgeting tools e.g. excel based budgeting

Accomplishment Tracking

Enter a planned number of units of accomplishment per activity per year e.g. 1,000 km of surface treatment. Enter the number of activity units accomplished during transaction entry. Compare actual to planned accomplishment to identify improvement areas or inefficiencies.

Shared Data

Eliminate duplicate data entry between your financial system and disparate operations management modules. Work Manager Foundation replicates your financial system's GL accounts, customers, vendors, employees and pay rates so that data is only entered once.

Microsoft Productivity Integration

Work Manager Foundation is integrated with many Microsoft productivity tools. Notify users via email through Microsoft Outlook when transaction batches are ready for approval. Export lists to Microsoft Excel for graphing and data manipulation.

Resource Scheduling

Create a resource schedule to ensure your materials, labour, equipment and miscellaneous resources are available when needed to perform planned work. Resource schedules include utilization duration, work requirements, phases and item specifications.

Role-based Access

Provide user access to system functionality based on individuals' role in the organization. Restrict access to certain data types such as employees and pay rates. Customize lists and entry screens by user or user group.