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Slide notes: We will regularly, daily, capture and process Man Journals.

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Slide notes: The Journal option we get is derived from what is specified at the Set up. The Journals are always for a period, and always for a day in the Calendar Month for that Period, since the Payroll for the Month will also use these Journals.

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Slide notes: The system automatically offers selection of a Man Gang, for which we will process the Journal.



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Slide notes: Once the Man Gang is selected, the Journal is populated with all Employees currently in this Man Gang. Nevertheless, if necessary, we may delete Employees from this list for the current Journal, or add some others.



Slide notes: We select the Date for the Journal, i.e. a day in the correct Month.



Slide notes: The Resource can be our standard Resource for Man Journals. In this case we are using a Man Day.







Slide notes: The Cost Type and Cost Analysis are derived from the set up and are not captured.







Slide notes: We can now start to edit the Employee lines, but we may also use 'Post Later' and return for further work on the Journal at another time.







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Slide notes: When we wish to perform further work on a 'post later' Journal we can retrieve it from the waiting list.

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Slide notes: We will now proceed to edit some Employee lines.























Slide notes: The main Allocation for the Employee man day may be to Jobs and GL or to GL only, and all the usual lookup methods are available for easy retrieval of the correct Accounts. The allocation will be for the work performed for the day, i.e. probably Block and Activity based.







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Slide notes: There may optionally be a Work Result that is applicable for the Employee, and the system will know whether the Work Result requires an additional automatic KPI or Resource journal posting.



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Slide notes: We just capture the Work Result and Total.

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Slide notes: Optionally, a Premi may also be captured, in which case we must also select the Type, Rate and Performance total for the Premi.





















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		Batch	TT-230614					A	ctivity Date	23/06/2014			
	Di	vision	01 Estate Div 1						Resource	MD1 MANDAY STD			
	Resource	Gang	01 Nursery					Defa	ult Quantity	1.00			
	Supervisor L	evel 1	1001 MR LEE FRANK	SCOTT					Cost Type	LAB Labor			
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Slide notes: If there is Overtime applicable for the Employee line, then we will capture the Allocation Account for Overtime, as well as the number of Hours overtime.











Slide notes: For the next Employee line, we show that only the main allocation is the minimum requirement, and there does not have to be any Work Result, Premi or Overtime.



















































Slide notes: We may validate our work at any time, but of course if we have not edited all the lines yet, then there will be error messages for the lines that still need to be done.











Slide notes: We can also print the Journal progress at any time.





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Gang	01 - Nursery			Process	5	PHYSMJ	NL-01-EX	т								
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Slide notes: The current print shows what has been done so far, and what remains.



Slide notes: Once the Journal is ready, it may be sent back to 'Post Later' for checking and / or authorisation before it is retrieved again and the 'Post Now' option is applied to post it.