

# 4





## WORK IN PROGRESS REPORT


3/6/2013 2:32 PM		NUMBER OF PHASES: 2		CUT-OFF DATE: 31/5/2013			
CLIENT	JOB DESCRIPTION	ACCOUNT HANDLER	PURCHASES	STAFF	STAFF HOURS	MATERIALS	TOTAL
Bluefox Publ	8-page brochure	AP	165.00	687.50	41.00	51.99	904.49
Bluefox Publ	Landing page	AP	165.00			20.00	185.00
Cambay Enterpr	Email template	SB	287.50	206.00	12.00		493.50

**WHAT IS WORK IN PROGRESS?** Work that has not yet been completed but has incurred costs such as staff time, purchases and materials.


**WHAT DOES THE REPORT DO?** It shows the state of Work In Progress (WIP) at a certain cut-off date selected by the user. It selects the requested range of job phases and can be further filtered by client, account handler and many other options.

ALL ESTIMATES BY SYNERGIST, BASED ON USER INTERVIEWS

<b>USAGE</b> 	CONSIDERED 'ESSENTIAL' BY THESE ROLES 
	USED BY SECTORS 
	FREQUENCY MOST USED 

**PRIMARY BENEFITS**  



<b>1 MAKES EASY WORK OF A MAJOR PERIOD-END TASK</b> Pulling it all together manually is a major chore, as the accounting team would have to analyse each project in detail	<b>2 CAN BE CREATED &amp; EMAILED AUTOMATICALLY</b> Receive the month-end version by email automatically, for crucial financial reporting and business management	<b>3 ADDITIONAL OPTIONS FOR CUSTOM REPORTS</b> Powerful project management systems give you multiple options to let you report whichever aspects you need
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**IMPACT ON COMPANY**  


SAVES TIME	10
REDUCES LEAKS OF CHARGEABLE TIME	8
GIVES EARLY WARNINGS AND ALERTS	8
INCREASES CONTROL AND VISIBILITY	7
IMPROVES CASH FLOW	10

**TYPICAL USER COMMENTS**  



<b>AT A GLANCE WE CAN SEE WHAT WORK WE'VE DONE AND WHAT COSTS HAVE BEEN INCURRED</b> <i>that haven't been billed yet</i>	<b>TO DO IT MANUALLY</b> <i>used to TAKE FOREVER</i>
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**SPINOFF BENEFITS**  



- BILLING EARLIER**  
Many jobs end well before month-end. Sending out accurate invoices, with minimal effort, is a major time-saver and a significant contributor to improved cash flow.
- CAPTURING LEAKS**  
It's all about chargeable time. If you know exactly where all the unbilled hours are sitting, you have a great grasp of the issues and the time to fix what needs fixing.

**KEY WORDS**  


TIME EFFICIENCY MATERIALS  
 AGENCIES ESTIMATE v ACTUAL  
 PROFITABILITY CASH FLOW LIVE VISIBILITY

**CLEVER STUFF**  


- TIMING**  
It can report retrospectively  
This means that even if you carry on entering information past a key date it can give the Work In Progress as at any chosen cut-off date. Ideal for month-end and year-end.

**BIG PICTURE**  


- WHAT IT DELIVERS**  
*'The Backstop'*  
Above all else, this is the report that ensures nothing gets missed. In that regard, in the hectic pace of a busy and complex environment, it delivers peace of mind.