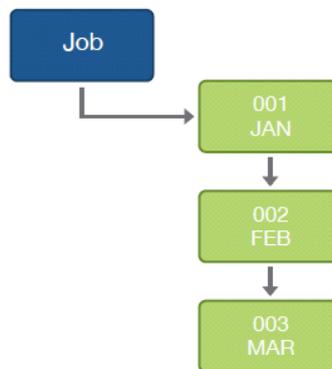# Synergist Spotlight on…

Monthly Retainers

For ease of use and to gain maximum reporting within Synergist the following structure is recommended if you have Clients that require a monthly structure due to invoicing requirements or a monthly time budget.

Retainer Example

- Each Phase represents one month (or one quarter).
- Estimated hours could be entered per month.
- Actual timesheets should be recorded per month.
- Monthly Sales Invoices should be created at Phase Level.

Why not use a handy feature called 'Monthly Phase Types'.

When selected as a phase type, they auto calculate the start and end dates per month (phase).

1. To create 'monthly phase types' then Access to F**ile Maintenance** menu is required. Go to File Maintenance / Phase Types / Actions / **Create 'Monthly Phase Types'**

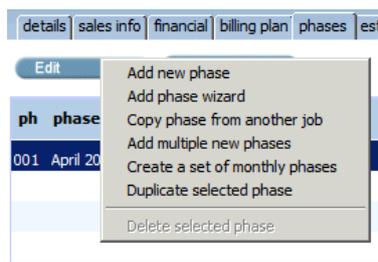| 3/JAN	January	January	☑	☑
3/FEB	February	February	☑	☑
3/MAR	March	March	☑	☑
3/APR	April	April	☑	☑
3/MAY	May	May	☑	☑
3/JUN	June	June	☑	☑
3/JUL	July	July	☑	☑
3/AUG	August	August	☑	☑
3/SEP	September	September	☑	☑
3/OCT	October	October	☑	☑
3/NOV	November	November	☑	☑
3/DEC	December	December	☑	☑

2. To use the 'Monthly Phase Types'.

- Go to the details page of your phase and click on 'phase type'. Once selected the dates will auto calculate.

status		Live	
phase type	▼	April	
contact	▼		
handler	▼	Louise Neale	
phase owner	▼		
team			
VAT		16 (20%)	

phase start	01/04/2013	16
phase due	30/04/2013	16
priority	▼	
display order		

Other useful tips for Monthly Retainers

- Create Phase 001 with an estimated budget of hours along with the quoted value representing the 'monthly fee'.

- Duplicate Phase 001 for the remainder of the year by clicking on 'actions', 'duplicate highlighted phase'.

details | sales info | financial | billing plan | phases | est

Edit | Add new phase
Add phase wizard
ph phase | Copy phase from another job
Add multiple new phases
001 April 20 | Create a set of monthly phases
Duplicate selected phase
Delete selected phase

- Follow the Phase wizard and duplicate a batch of further 11 phases.

'This wizard will take you through the steps required to copy phases.'

enter a phase description ...

description

April 2013

select the start and due dates ...

○ manually enter dates
○ copy dates
◉ auto generate (monthly)

How many phases do you wish to create? 1

start month May

select start year ○ last year
◉ this year
○ next year

Cancel

Reporting

- Use the data viewer to create capacity reports based on estimated hours per staff resource per Client per month.

Job			Charge code
Staff			
Job Phase			
Stage			
Client			
Handler Team			

date & period

01/11/2012   ◯ daily
◯ weekly
◀ ▶ Thursday   ◉ monthly
◯ custom
num. of months

to use one item for "columns", put a tick here

Charge code		Nov 12	Dec 12	Jan 13	Total
Designer	Time Estimate	83.54	3.38	10.00	96.93
Account Executive	Time Estimate	0.00	0.00	10.00	10.00
Client Manager	Available	176.00	168.00	184.00	528.00
Scientific Services Director	Available	176.00	168.00	184.00	528.00
Project Management	Available	176.00	168.00	184.00	528.00
Senior Creative Strategist	Available	176.00	168.00	184.00	528.00
Senior Designer	Available	528.00	504.00	552.00	1584.00
Web Designer	Time Estimate	921.90	893.09	0.00	1815.00
Web Developer	Time Estimate	769.52	745.47	0.00	1515.00

- 2 tier estimating is often used by PR Agencies who might estimate a number of hours of work at charge code level but need actual timesheets to show the detail about the type of activity recorded during a month.

- Export the 'Timesheet' list from the Printer icon in the top right hand corner of a phase to show timesheets recorded per month. Particularly useful as it includes timesheet 'work done' notes if you needed to supply a timesheet report to your Client.

1/00005350.001

Actions ▼

Closing Each Month (phase)

In order to report accurately then each month (phase) should be closed off.

When invoicing a monthly Fee or Retainer the Sales invoice may be raised at the beginning, middle or end of a month. Timesheets should be recorded throughout the month.

In order to produce any profitability reports then the Sales Invoiced figures and Timesheet figures need to be 'joined together'. Timesheets that are recorded after an invoice is raised would sit on a WIP report.

1. Go to the month (phase) that needs to be closed and then go the Financial page. Click 'Actions', 'Create New Write off'.
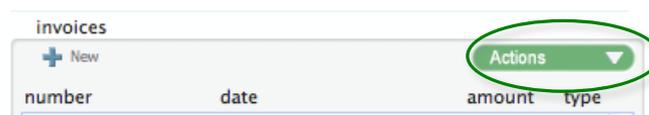
2. The New 'Write off' is similar to an invoice but is marked as 'final'. Any remaining costs in WIP (i.e. all the timesheets from this month) will now be allocated to this write off.
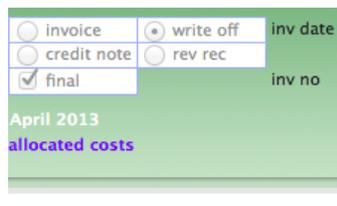
3. The New 'Write off' is similar to an invoice but is marked as 'final'. Any remaining costs in WIP (i.e. all the timesheets from this month) will now be allocated to this write off.

4. Ensure the date of the "Write off" is the same date as the month that the invoice and timesheets relate to. Each Month should have an Invoice and a Write off zero value invoice. **THIS IS VERY IMPORTANT FOR REPORTING**.

5. Run the '**Job/Phase Profitability**' report at phase level to see all months (Phases) that have been invoiced for the previous month with costs incurred during previous month.

Total cost	Invoiced	Profit	Markup%	Margin%	Recommend	Investment
1206.00	1500.00	294.00	24.38	19.60	2206.00	706.00

6. The 'Write off' will mark each month as **'completed'** and **'final'**. This should leave the current month open. Timesheets can only be recorded against phases that are still incomplete and not final invoiced.