

Capita IB Solutions plays a key role in enabling public and private sector enterprises to function more effectively, by providing management teams with the information and resources to make timely and effective decisions.

Integrated Business Solutions

The Integra Job Costing and Fleet Management applications, together with the linked Job Billing and Time Recording systems, provide an effective means of monitoring and controlling the various activities which contribute to the success of your organisation.

They have been developed in close collaboration with our various business partners, in particular those involved in contracting, local government administration and the emergency services.

These applications are part of the market leading Integra family, which provides a single integrated environment for the management of financial information.

Each application can be run as part of the integrated suite or independently, and can be adapted to meet the specific needs of your organisation.

Job Costing

Integra Job Costing has been developed in response to requests from organisations that need accurate up-to-the-minute information on jobs in progress.

Job Costing allows you to assign costs and charges, arising from normal data entry activity occurring throughout Integra, to a particular Job or Project.

The facility could be used, for example, to assign costs to a particular job, to a category of plant or equipment or to a particular project, task or activity.

Summary		Details		Transactions	
Stock Movements	1,000.00	Labour Costs - Normal	1,400.00	Total Costs	28,430.00
Purchase Invoices	5,000.00	Labour Costs - Overtime	214.00	Income	220.00
Contributors	3,180.00	Labour - Normal Hours	218.00		
		Labour - Overtime In cost	35.00		
Original Estimate	0.00	Total Labour Costs	1,620.00	Profit/Loss	28,190.00
Revised Estimate	6,700.00				
Ultimate Variation	5,700.00				

The system allows you to update the Job Costing Ledger automatically from the various Integra applications, including Time Recording, Purchase Ledger & Procurement, as well as allowing transactions to be entered directly to the Job Costing ledger.

With Integra Job Costing you can:

- Monitor and control job costs;
- Discover full costings for all jobs or projects in hand;
- Make profit/loss projections for a job; and
- Manage and measure projects against budgets.

Fleet Management

The Integra Fleet Management System allows you to maintain a record of Fleet Items and other items of plant or equipment and to record costs and expenditure against them.

Fleet related cost and expenditure can be captured by the Fleet Management system automatically or can be imported from third-party sources.

Fleet maintenance programmes can be scheduled to take account of seasonal changes and other periodic variations and load requirements.

Features

- Easy to use
- Fully integrated
- Tuned to your specific needs
- Flexible architecture

Business Benefits

- Effective cost analysis and estimation
- Improves business efficiency and customer service
- Reduces fleet operating costs
- Monitors and improves business profitability

Professional Services

Capita IB Solutions has an excellent track record of delivering expert support and consulting to Public, Private and Not for Profit Organisations. Ranging from top-down business analysis and enterprise modelling to database design, application implementation and tuning, a comprehensive package of methodologies, support, training and consultancy services has been developed to ensure the success of all projects within a defined framework of quality, cost and time.

Business Strategy	Technical Support	Healthchecks	Implementation & Design
Our consultants can work with you to ensure your business strategy is supported by coherent and business-aligned systems.	We offer a full range of technical consultancy and support services to ensure the effective delivery of your Integra solution.	Our regular healthchecks review the solution architecture and recommend changes or enhancements.	We assist clients during all phases of the development life cycle, with teams encouraged to acquire the knowledge to maintain and support the systems.

“Job costing software information can be a useful addition to your business. It can help you find the weak spots in your procedures and discover your strongest areas, leading you to make improvements where necessary.”

The Fleet Management System allows you to:

- Track date-sensitive information such as fleet;
- Track booking details, fleet location and availability;
- Maintain planned service schedules;
- Monitor fleet income and costs; and
- Arrange for the billing of charges using, the Job Billing module.

Job Billing

The Integra Job or Project Billing System allows you to issue certificates for payment to clients against jobs performed or work carried out on their behalf.

It can be configured to pass details of the certificates automatically to the Integra Sales Ledger, allowing the necessary invoices or credit notes to be raised.

The system can report on Payment Certificates, Retentions, Standard Civil Engineering Billing methods and VAT calculations, as well as various pricing methods.

Time Recording

Time Recording permits project managers to monitor and control staff costs and performance against jobs or projects, and allows you to maintain the information necessary to meet Working Time and

Driver Hour regulations.

Time Recording offers complete flexibility: it can be configured to process timesheets and allows you to decide on the level of controls to be applied in terms of timesheet review and authorisation.

It caters for retrospective changes in pay rates, allowing you to update the Job Costing module with revisions to timesheets already processed.

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