



FinClock Guide: Project Cost Management

Goals

- Manage project costs online
- Automated Quotes preparation
- Increased profit margins per project

| Sr No | Project Name | Client | Task | Status | Budget(\$) | Costs(\$) | Edit | Action |
|-------|-------------------|--------|------|----------|------------|-----------|----------|-------------------------------|
| 1 | Ali project 1 | | 7 | Complete | 5000 | 680 | Add Cost | Assign Client Edit Project |
| 2 | Unix test project | | 2 | Complete | 300 | 120 | Add Cost | Assign Client Edit Project |



1. Managing cost in projects

Part 1: Select the Project costing page, under projects

- a. Open the Manage costs page on the left menu
- b. You will see the list of projects here, whereby the costs column will have zero values.
- c. Click the add cost button on the project whose costs you wish to record.

Projects Home Tips 1.To add cost to a project, click the add cost button. 2.The Assign client button helps you to define the customer, whose project you are working on

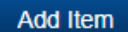
| Sr No | Project Name | Client | Task | Status | Budget(\$) | Costs(\$) | Edit | Action |
|-------|------------------------|-------------|------|----------|------------|-----------|----------|-------------------------------|
| 8 | Nabo Bistro | Test Name | 1 | Active | 2500000 | 0 | Add Cost | Assign Client Edit Project |
| 3 | Field work Maintenance | Agnes mueni | 3 | Planned | 1450 | 2200 | Add Cost | Assign Client Edit Project |
| 7 | Mama Rocks Test | Agnes mueni | 5 | Complete | 300000 | 0 | Add Cost | Assign Client |



2. Item costs to the selected project

| Project Name | Client Name | Tasks | Status | Suppliers | Total Project Cost(\$) |
|---------------------------|------------------|-------|--------|-----------|------------------------|
| Internal Sales - May 2021 | Josephine Wambui | 2 | ACTIVE | 2 | 300 |

e



PDF Excel Search:

| Project Name | Task Name | Item/Service Name | Quantity | Supplier | Unit Cost(\$) | Item/Service Total(\$) | Edit | Action |
|---------------------------|----------------------|---|----------|----------------|---------------|------------------------|--|---------------------------------|
| Internal Sales - May 2021 | 001 General Printing | A5 Color Print Single sided | 6 | Woodnork Green | 10 | 60 | Edit Item Remove Item | Assign Supplier |
| Internal Sales - May 2021 | 001 General Printing | 1 to 10 pieces Single sided Ivory paper | 12 | Win Global | 20 | 240 | Edit Item Remove Item | Assign Supplier |

- d. Add cost button takes you to the page with the project and the list of tasks under the project as you can see above.
e. To add costs incurred under a given task, click the **Add Item button** on the top right to open a popup.



Please click the add task to add an item to the task

10 records per page Search:

| Code | Items Name | Category | Unit | Add Item |
|----------------------|---|--------------------------------|-------|-----------------------------|
| 101 DP | A5 Color Print Single sided | 01 Digital Print | page | Add to Task |
| 1011 ivory paper | 1 to 10 pieces Single sided Ivory paper | 101 Digital Printing Prices | Piece | Add to Task |
| 10113 ivory paper | 10 to 1000 copies single side ivory paper | 101 Digital Printing Prices | piece | Add to Task |

- f. The popup that opens when you click add item button has a list of products/services offered in your organization. So, just click the **Add to task button** on the item you wish to add to the record.



Please You are adding A5 Color Print Single sided to task name under project

| 10 | Task: | Item Quantity: | Unit: |
|-------------|--|----------------------|-------|
| | -- select task -- | enter quantity | page |
| 101 | Comment: enter comment | | |
| 1011 | <input type="button" value="Save"/> <input type="button" value="Close"/> | | |
| 10113 ivory | 10 to 1000 | 101 Digital Printing | piece |

- g. In the popup that opens when you click the **add to task button**.
- h. At this point, select the task, enter the quantity involved and **save**.
- i. NOTE: The quantity is per the unit used, such as kilograms, man-hours, units, etc.



| Project Name | Client Name | Tasks | Status | Suppliers | Total Project Cost(\$) |
|---------------------------|------------------|-------|--------|-----------|------------------------|
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Add Item

PDF Excel Search:

| Project Name | Task Name | Item/Service Name | Quantity | Supplier | Unit Cost(\$) | Item/Service Total(\$) | Edit | Action |
|---------------------------|----------------------|---|----------|----------------|---------------|------------------------|--|---------------------------------|
| Internal Sales - May 2021 | 001 General Printing | A5 Color Print Single sided | 6 | Woodnork Green | 10 | 60 | Edit Item Remove Item | Assign Supplier |
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- j. You will see the item in the project costing summary and now it's time to assign a supplier and get the calculated costs added to the project,
- k. To assign a supplier, click the assign supplier button.
- l. The top table gives you a summary of the total costs of the project.



Manage Project Costs: To add cost to a project, click the add cost button. The Assign client button helps to define the customer, whose project you are working on

PDF Excel Search:

| Sr No | Project Name | Client | Task | Status | Quoted(\$) | Costs(\$) | Edit | Action |
|-------|------------------|--------|------|----------|------------|-----------|----------|-------------------------------|
| 1 | test 104 | | 3 | Complete | 250 | 0 | Add Cost | Assign Client Edit Project |
| 2 | test project 152 | | 2 | Complete | 105 | 0 | Add Cost | Assign Client Edit Project |

- m. Go back to the **project Costing Page** to check Revenue projection for the project with profits
- n. Review the costs and decide on the best actions to take, which you can inform the team member as a request or create tasks.



Need help?

[Book a Meeting](#)

Contact support team here: ([Link](#))

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