



## Assimilate Enquiries

The Project and Financial enquiries in Assimilate provide up to the minute information on any aspect of project, personnel, client and supplier information. With powerful filtering and straightforward links to Microsoft Excel, it has never been easier to obtain detailed up to date information to support project management.

Traditionally, the information needed by project managers has been provided by an overworked finance department. Demands from project managers are constant and often need extensive re-working of figures to provide the formats required. This consumes massive amounts of time and costs huge amounts of money. Assimilate enquiries provide an on-line up to date view of information allowing the project manager to obtain the information without leaving his desk and without incurring delays or overheads.

Enquiries are provided with standard screens and provide drill down, drill through and drill back so that all required information is available to users. Direct integration with Excel also means that information management is always at your fingertips.

### Single Project Enquiry /Single Job Enquiry

Enquire on a single project or job and drill to supporting information as needed

Job Details									
Job: 54321			Invoice Level: Job Level						
Name Long: Birmingham New Street									
Job Type: 1 - Fee Earning			Job Status: 1 - Active						
Centre: BIR - Birmingham			Project: 1000 - Railtrack Contract 1999/2000						
Client: RT1 - Railtrack			Job Runner: 501 - O'Hagan F						
Director: 546 - Alsop A			End Date:						
Start Date:									
Job Financials									
Job	Work Done	Costs To Date	Profit/Loss	Est. Total Fees	Est. Total Costs	Est. Total Profit/Loss			
54321	12,667.50	9,476.82	3,190.68	12,600.00	9,204.15	3,395.85			
Job Invoicing									
Job	Work Done Net Invoiced	Uninvoiced	Invoices	Credit Notes	Cash Received	Outstanding	Fee Note	Draft	Credit
54321	12,667.50	12,600.00	67.50	14,805.00	0.00	0.00	14,805.00	314.31	0.00

### Project / Job Range Enquiry

Enquire on any set or sub set of projects according to any combination of standard and user definable filters. Enquiries can include purchasing commitments and can also analyse costs by sub consultants as required.

Job Range Enquiry									
Job From:		To:		Periods From:		To:			
Centre:		Director:		Job Runner:		Client:			
Active Flag:		Productive:		Job Type:		Job Status:			
Contractor:		Architect:		Civil Eng:		Structural Eng:			
M&E:		Market Sector:		Daily Charging:		Square Meterage:			
Show: Analysis:		Per Page:		Run Enquiry		Excel		Reset	
By Job		20							
Job Range Financials									
Job	Name Short	Work Done	Costs	Profit/Loss	Est. Total Fees	Est. Total Costs	Est. Total Profit/Loss		
54321	Birmingham New Street	12,600.00	9,221.82	3,378.18	12,600.00	9,204.15	3,395.85		
54322	Temple Meads Footbridge	15,500.00	11,479.75	4,020.25	15,500.00	12,000.00	3,500.00		
54323	Lime Street Embankment	0.00	3,456.16	-3,456.16	1,000.00	900.00	100.00		

# CREATE

# LOCATE

# INTEGRATE

# ASSIMILATE

## Personnel Enquiry

Reviewing timesheets and hours worked by person. individuals.

**Personnel Details**

Personnel No: 517 Surname: Barwell  
 Initials: D Forename: David  
 Home Telephone: Centre: QNS - London Queensway Date of Birth:  
 Discipline: CE - Civil Engineers Grade: 1 - Engineer  
 Team:  
 Agency Staff: No  
 Start Date: 01 Jan 1998 Leaving Date:

**Hours Worked In Year**

**Hours Worked In Current Financial Year 2000**

Personnel No: 517

Period No	Description	Standard Hours	Overtime Hours	Total Hours
200001	January 2000	0.00	0.00	0.00
200002	February 2000	40.00	0.00	40.00
200003	March 2000	0.00	0.00	0.00

## Missing Timesheets

Totals by period and drill down to

**Missing Timesheets Criteria**

Periods  
 From: January 2000 (200001) To: January 2000 (200001) Centre: ...  
 Surname: Initials: Personnel No: ...

Run Enquiry Reset

**Missing Timesheets**

**List of Personnel with Missing Time Sheets**  
 Week Ending 07 Jan 2000 (200001)

Personnel No	Name
507	Beaton A
510	Zimmerman R
511	Summers A

## Expense Enquiry

Personnel costs are not restricted to timesheets – project managers need the whole picture.

**Personnel Details**

Personnel No: 517 Surname: Barwell  
 Initials: D Forename: David  
 Home Telephone: Centre: QNS - London Queensway Date of Birth:  
 Discipline: CE - Civil Engineers Grade: 1 - Engineer  
 Team:  
 Agency Staff: No  
 Start Date: 01 Jan 1998 Leaving Date:  
 Payment Type: Chq - Cheque Payment Current Balance: £153.00

**Expense Selection Criteria**

Periods From: January 1999 (199901) To: December (200512) Transaction Dates (DD/MM/YYYY) From: To:  
 Transaction Type: All Query Type: All Daybook No:  
 Payment Status: Outstanding First Reference:  
 Per Page: 20 Run Enquiry Reset

**Expense Transactions**

Trans Type	First Reference	Trans Date	Amount	Outstanding	Currency Code	Due Date	Query Type
EXP	9908251327	25 Aug 1999	76.54	76.54	STER	25 Aug 1999	
EXP	9908251327	25 Aug 1999	76.54	76.54	STER	25 Aug 1999	

## Client & Supplier Enquiries

The management of clients, and cash, as well as suppliers also forms a vital part of project management.

**Client Details**

int: HWAL1 Name Short: Highways Authority  
 ng: Highways Authority  
 do: STER - Sterling  
 cb: £50,152.50 Currency balance: £50,152.50

**Client Selection Criteria**

Periods From: 19 (199901) To: December (200512) Transaction Dates (DD/MM/YYYY) From: To:  
 Type: All Query Type: All Daybook No: Invoice/Credit No:  
 Invoice Source: All Job: Project: Include Jobs: All  
 Run Enquiry Reset

**Client Transactions**

Inw/Credit	Trans Date	Amount	Outstanding	Due Date	Query Type	First Reference	Second Reference
0	05 Jun 2000	-1,200.00	-1,200.00	05 Jun 2000		0006062532	
0	02 Jun 2000	-100.00	-100.00	02 Jun 2000		verlyq1	
3	26 Aug 1999	16,565.00	16,565.00	25 Sep 1999	PP		
5	29 Oct 1999	42,887.50	42,887.50	28 Nov 1999			
<b>ALS</b>		<b>£60,152.50</b>	<b>£50,152.50</b>				

**Supplier Details**

Purchase: ABC1 Name Short: ABC Printing Supplies  
 Name Long: ABC Printing Supplies  
 Name: ABC Printing Supplies Payment Type: Bacs - Bacs Payment  
 Currency Code: STER - Sterling  
 Balance: £5,851.52 Currency balance: £5,851.52

**Supplier Selection Criteria**

Periods From: January 1999 (199901) To: December (200512) Transaction Dates (DD/MM/YYYY) From: To:  
 Transaction Type: All Query Type: All Daybook No:  
 Payment Status: Outstanding First Reference:  
 Per Page: 20 Run Enquiry Reset

**Supplier Transactions**

Trans Type	First Reference	Trans Date	Amount	Outstanding	Due Date	Query Type	Second Reference	Registr
PL1	000216	16 Feb 2000	235.00	235.00	17 Mar 2000			
PL1	000217	17 Feb 2000	117.50	117.50	18 Mar 2000			
PL1	0006062224	05 Jun 2000	117.50	117.50	05 Jul 2000			
PL1	000716	17 Jul 2000	117.50	117.50	16 Aug 2000			
PL1	0007161	17 Jul 2000	117.50	117.50	16 Aug 2000			
PL1	0007162	17 Jul 2000	0.00	0.00	16 Aug 2000			COR123