

## JB Engineering (Hatton) Ltd. Administration Department

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Administration Task	More information about the task	Costs and innovative cost savings Trouble Shooting
Integrated sales order processing system	Upon acceptance of an order an internal job number is raised and full details of the order are entered on to our computerised sales order processing system. This allows anyone within the engineering department to retrieve your order information with ease. The estimated start and end dates are recorded and monitored.	<p>For the customer: Once logged your order is on the system and cannot be forgotten. This is ideal for repeat orders.</p> <p>For us: A report on the current status of all current orders is readily available. Used to schedule work and ensure deadlines are met.</p>
Integrated sales invoicing system	Invoices are raised from our sales order processing system and emailed directly to the customer's accounts department. Copies of relevant time sheets and signed delivery notes are included in the email.	<p>For the customer: Invoices are accurate and produced in a timely manner. Supporting documentation is available in same email to reduce your administration time.</p> <p>For us: Invoices are accurate and easy to rise. Shown against job costs as well as included on your customer account.</p>
Integrated purchase order processing system	Supplier terms are regularly reviewed to ensure we are getting a good service and prices are competitive. Orders for materials are always supported by an internal order number which links these items to your job. Supplier invoices are checked against delivery note information.	<p>For the customer: We will pass on discounts that we have negotiated. We ensure materials required are ordered in a timely manner and logged correctly against your job.</p> <p>For us: Orders for materials are properly organised to ensure they are received in a timely manner and minimise delivery costs. All materials used on a job are logged accurately.</p>
Integrated job costing system	All costs and income that relate to a specific order are logged in a job costing system so we have complete traceability of supply of materials and labour used.  These jobs are subject to audit checks from the beginning up to completion and invoicing.	<p>For the customer: If requested we can produce a report that allows easy identification of every engineer that worked on your order and lists all the materials and equipment that were chargeable for that job.</p> <p>For priced work we will review the margins achieved for an order and if savings can be made for a similar order in the future will pass on the savings in our next quotation.</p> <p>For us: Easy access to the complete history of an order. Summary reports that allow us to quickly establish contribution orders are making to our overhead costs</p>
Control accounts	All the above systems include control accounts that ensure all costs and income are represented correctly through-out. Bank statements and supplier statements are used to prove these records. Our external company accountant also carries out regular checks.	<p>For you: Our accounting systems are robust and accurate. Taxation liabilities paid on time and cash flow responsibly managed. All orders are processed without the restrictions poor cash management can place on a company's trading activities.</p> <p>For us: All our company activities are auditable and easy to prove. Our insurance premiums have been reduced because of our diligence in operating in a legal and health and safety conscious way.</p>