

Activities, Tasks and Stages are linked to Work Types. The first 3 characters of an Activity, Task or Stage Code identify the Work Type that it's linked to.

<u>Reference</u>	<u>Description</u>	<u>Sort Code</u>	<u>Days To Complete</u>	<u>Completed</u>
10101	General Financial Advice	GENER	0	
10102	Financial Legislation - Advice	FINAN	0	
10103	Contractor Appraisals	CONTR	0	
10201	Budget Preparation	BUDGE	0	
10202	Budget liaison with Depts	BUDGE	0	
10203	Budgets Review	BUDGE	0	
10204	Budget Monitoring	BUDGE	0	
10205	Service Budget Production	BUDGE	0	
10299	Budgetary Control & Advice	BUDGE	0	
10301	Grant Claims	GRANT	0	
10302	CIPFA Returns	CIPFA	0	
10303	Revenue Outturn Forms	REVEN	0	
10304	Capital Outturn Forms	CAPIT	0	
10305	VAT Returns	VAT	0	
10306	Claims on External Clients	CLAIM	0	

When Stages (as opposed to ad-hoc Activities or Tasks) are set up, a pre-defined number of 'Days To Complete' can be entered so that, when those Stages are linked with a Project/Job/Case/File, **Eureka! LG** calculates Target Completion Dates for each Stage. Some of the Stages in the list below have 'Days To Complete' entered against them:

<u>Reference</u>	<u>Description</u>	<u>Sort Code</u>	<u>Days To Complete</u>	<u>Completed</u>
401001	Inception	ARCHI	25	
401002	Feasibility	ARCHI	40	
401003	Outline Proposals	ARCHI	35	
401004	Scheme Design	ARCHI	20	
401005	Detail Design	ARCHI	60	
401006	Production Information	ARCHI	25	
401007	Bills of Quantity	ARCHI	10	
401008	Tender Action	ARCHI	45	
401009	Project Planning	ARCHI	25	
401010	Operations on Site	ARCHI	120	
401011	Contract Completion	ARCHI	25	
40201	Building Sites	BUILD	0	
40202	Measured Surveys	MEASU	0	
40203	Condition of Premises	CONDI	0	

Reference Codes at this level can be a maximum of 7 alpha/numerics; the first 3 characters must be a valid Work Type Reference Code.