WennSoft

Signature

Signature Reports Guide

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SSRS reports

SQL Server Reporting Services (SSRS) is a server-based reporting platform that you can use to create and manage tabular, matrix, graphical, and free-form reports that contain data from relational and multi-dimensional data sources. The reports that you create can be viewed and managed over a World Wide Web-based connection (Report Manager). They can be run from within Microsoft Dynamics GP, as with any standard report.

Reporting Services includes the following core components:

- A complete set of tools that you can use to create, manage, and view reports.
- A Report Server component that hosts and processes reports in a variety of formats. Output formats include HTML, PDF, TIFF, Excel, CSV, and more.
- An API that allows developers to integrate or extend data and report processing in custom applications, or create custom tools to build and manage reports.

SSRS reports are provided for Microsoft Dynamics GP products and Signature products. For additional information on SQL Server Reporting Services, refer to the Microsoft SQL Server documentation.

Signature SSRS Reports Setup

System requirements

To find a complete list of system requirements across all the Signature modules, refer to Signature System Requirements[1].

Before you begin

Before deploying the latest Signature reports, you must have SSRS reports set up. This setup requires the following steps:

Step 1: Install SQL Server Reporting Services

You must download and install this to be able to use SSRS reports in Microsoft Dynamics GP and Signature.

Step 2: Define the location of SSRS reports server and Report Manager

1. Select *Microsoft Dynamics GP > Tools > Setup > System > Reporting Tools Setup*. The Reporting Tools Setup window opens.
2. Complete the following fields on the Reporting Services tab:
    - **SQL Server Mode**
      Select *Native* mode. Signature SSRS reports do not currently support *SharePoint Integrated* mode.
    - **Report Server URL**
      This is the location of the reporting server site that hosts the web service. You specified this location when you installed SQL Server Reporting Services. Enter: http://MyMachine/MyReportServerName[2]where

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1 https://docs.key2act.io/display/1803b05/Signature+System+Requirements
2 http://mymachine/MyReportServerName

MyMachine is your machine name and *MyReportServerName* is the name of the report server given when you installed SQL Reporting Services. To determine the name of the report server, select *Start > All Programs > Microsoft SQL> Configuration Tools > Reporting Services Configuration*. Connect to your server and select *Web Service URL*. The **Virtual Directory** field contains the name of the report server. The instructions for finding the report manager URL may vary depending on which version of SQL Server you are running.

- **Report Manager URL**
  Enter the Web location where the Report Manager is accessed. Enter: http://MyMachine/ MyReportsFolder[3] where *MyMachine* is your machine name and *MyReportsFolder* is name of the virtual directory of the Report Manager. To determine the name of the report server, select *Start > All Programs > Microsoft SQL> Configuration Tools > Reporting Services Configuration*. Connect to your server and select *Report Manager URL*. The **Virtual Directory** field contains the name of the report server. The instructions for finding the report manager URL may vary depending on which version of SQL Server you are running.

3. When you are finished, select *OK* to save the Reporting Tools Setup window.

Setting up Signature Reports

Complete the following steps to enable the use of Signature SSRS reports.

Step 1: Deploy Signature SSRS reports

To deploy Signature SSRS reports, you must run the Signature SQL Reporting Wizard.

To ensure a clean installation and deployment of the new reports, you should have removed any existing Signature SSRS reports from both the Microsoft Dynamics GP install directory and the Report Manager. Refer to the Signature Install and Upgrade manual for more information.

Before you begin, determine the name of your SQL report server, which was set up when SQL Server Reporting Services was installed. Select *Start > All Programs > Microsoft SQL> Configuration Tools > Reporting Services Configuration*. Connect to your server and select *Web Service URL*. The **Virtual Directory** field contains the name of the report server; write down this name, as you must enter it in the steps that follow.

The instructions for finding the report manager URL may vary depending on which version of SQL Server you are running.

To start the Signature SQL Reporting Wizard, navigate to your Microsoft Dynamics GP install directory, then open the **Signature\SRS Reports** folder and launch the file **Signature.Dynamics.GP.SRSReportDeploymentWizard.exe**.

You can also run this wizard from the following locations within Microsoft Dynamics GP:

- From Service Management, select *Run Wizard* in the Service Options window.
- From Job Cost, select *Run Wizard* in the Job Cost Setup Options window.
- From Equipment Management, select *SRS Wizard* in the System Setup window.
- On the Welcome screen, select *Next >*.

1. Enter the **Microsoft Dynamics GP Server** name and instance. For example, if the server name is *Fred* and the instance *Fred1*, you would enter *Fred\Fred1*.
2. Enter your server **User Name** and **Password**, then select *Next >*.
3. Select the company database for which to enable reports, for example, TWO. You must run the wizard multiple times if you wish to deploy SRS reports for multiple companies.

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3 http://mymachine/MyReportsFolder

4. Enter the **Report server URL**. This is the location of the reporting server site that hosts the web service. You specified this location when you installed SQL Server Reporting Services. Enter: http://MyMachine/ MyReportServerName[4] where *MyMachine* is your machine name and *MyReportServerName* is the name of the report server given when you installed SQL Reporting Services.
5. Enter the **Dynamics/Signature Directory**. This is the directory where Microsoft Dynamics GP and Signature are installed.
6. Select *Next >*.
7. All SSRS report folders found in the Dynamics/Signature directory appear on the next wizard screen. Unmark the checkbox next to any folder, or expand a folder and unmark the checkbox next to any report, that you do not want to deploy.
   To use KPI reports and report templates, you must be running SQL Server Reporting Services 2008 R2 or later. Additionally, you must have SQL 2008 R2 Business Intelligence Studio installed to deploy the Signature Template Pivot report template.
8. Select *Deploy*. It will take a few moments to deploy the reports. A message appears when the deployment is successful. Select *OK*. The Signature SQL Reporting Wizard starts over again. You can either deploy reports for an additional company database by choosing *Next*, or you can exit the wizard by choosing *Cancel*.

Additional setup for Equipment Management reports

For Equipment Management, you must also set up your SSRS reports in the Report Definition Setup window (*Microsoft Dynamics GP > Tools > Setup > Equipment > System > Report Definitions*). For step-by step instructions, refer to the Advanced Rental feature chapter of the *Equipment Management User Guide.*

Step 2: Set up company logo (optional)

You can customize the company logo that appears on some of your customer-facing reports, for example, invoices. For each of the reports that displays a logo, the .rdl file points to the subfolder **Signature Images** and the file **Company Logo**. The default logo is a transparent image that appears on the reports as blank.

If you want your own company logo to appear on the reports, you can replace this image; however DO NOT delete the default logo unless you are replacing it. If the .rdl cannot locate **Signature Images\Company Logo**, the logo appears on the report as a missing image.

1. In Report Manager, locate the company where reports are deployed, and open the folder **Signature Images**.
2. Rename or delete the default **Company Logo** file by choosing *Show Details*, then *Edit* or *Delete*.
3. Return to the Signature Images folder and select *Upload File*. Before uploading, change the name of your new logo to **Company Logo** (no file extension), then select *OK*.

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4 http://mymachine/MyReportServerName

Step 3: Set up Signature SRS reports to print from GP

⚠ This step is not relevant to Equipment Management.

To set up Signature SSRS reports to print from the appropriate window in the GP application, you must replace the provided Dexterity reports with the corresponding Signature SSRS reports. This requires that you either manually populate the *WSRepts* table with the pathname to the replacement report, or run the stored procedure **WS_SetReplacementReportsForSRS**, which populates all applicable Signature SSRS report pathnames into the table.

ⓘ
About the WSRepts table

The table **WSRepts** stores the path location for replacement reports. This table is created in each company database during the Signature installation or upgrade process.

A select statement on this table yields something like the following:

```
select * from WSRepts
```


	ReportReference	ReportLocation
1	AS_Asset_Summary	
2	Error Messages	
3	JC AIA Page 1	AIA Page1.rpt
4	JC AIA Page 2	ApplicationForPayment.rpt
5	JC AP Detail Historical Aged TB	
6	JC Architect Setup	
7	JC Audit Cash Receipts	
8	JC Audit Costs	
9	JC Audit Costs PM	
10	JC Backlog	
11	JC Backlog By Period	
12	JC Backlog Sort By	
13	JC Backlog by Division	
14	JC Benefits Categories List	
15	JC CIS 23 Voucher Production	CIS23VoucherProductio...
16	JC CIS 25 Voucher Production	CIS25VoucherProductio...
17	JC CIS 4 Year End	CIS4YearEnd.rpt
18	JC CIS 5 Year End	CIS5YearEnd.rpt
19	JC CIS 6 Year End	CIS6YearEnd.rpt
20	JC CO Cost Codes	
21	JC CO Estimate Revision List	
22	JC Cash Receipts History	
23	JC Cash Receipts TRX Journal	
24	JC Certified Payroll	CertifiedPay.rpt

Query executed successfully.

The **ReportReference** column identifies the name of the report you want to replace, most likely a Dexterity report name.

The **ReportLocation** column stores the full path and file name of the report being referenced. This could be a local SSRS report or the URL of a remote SRS report. A blank column assumes the system is running the Dexterity version of the report. To replace the Dexterity report with the SSRS report, you must populate this column with the SSRS report location.

In the example below, an existing Dexterity report is replaced with an SSRS report using the stored procedures.
UPDATE WSRepts Set ReportLocation = 'http://localhost/ReportServerNew/TWO/Signature Service/Service Cost Audit' where ReportReference ='SV_Service_Cost_Audit_Report'

If you are replacing reports individually, you can determine the name of the Dexterity report by printing that report from within the Signature system. For SSRS reports, you also need to know the machine name on which your report server resides.

Running the SQL stored procedure

The SQL procedure **WS_SetReplacementReportsForSRS** globally replaces all applicable Dexterity reports with the SSRS report equivalent.
Running this procedure DOES NOT update a ReportLocation that already contains a value; it only applies to blank ReportLocation columns, which assumes that the Dexterity report is being used. If you already have a custom report specified to replace the Dexterity report, it will not be overwritten.

To replace Dexterity reports, run the following command against the *company* database to call on the stored procedure: exec WS_SetReplacementReportsForSRS

The common printing DLL **Signature.ReportControl.dll** provides the WSRepts table and the two SQL procedures that can be used to set up SQL reporting. For more information on this DLL, refer to the user manual.

Accessing SSRS Reports

After setting up Signature SSRS reports to print from GP, some SSRS reports are accessible via Signature application windows using the *Print* button. In addition, SSRS reports can be accessed via the Custom Report List page in Microsoft Dynamics GP.

1. Launch Microsoft Dynamics GP.
2. Select the *Administration* icon in the navigation pane.
3. Select *Custom Report List*. The right pane populates with all SSRS reports available from Microsoft Dynamics GP and Signature. This takes a few moments. Signature SSRS reports are commingled with the Microsoft Dynamics GP SSRS reports in the list. To locate Signature reports, identify the column and look for Signature Service, Signature Job Cost, and Signature Equipment.
4. To launch a report, double click on the report name, then select the *View* icon (or just double-click on the report). The Report Viewer (web-based) window opens. For most reports, you must enter report criteria. For others, you can leave a criteria field blank (ex. job number) to apply to all entities (such as printing a report for ALL agreements or ALL jobs). For information on additional SSRS report features, refer to the Microsoft Dynamics GP documentation.

Signature SSRS Reports Reference

Below is a list of all the Signature SSRS reports available.

Service Management

Job Cost

TimeTrack

Equipment Management

Shared

Service Management SSRS Reports

Annualized Labor Loading

This report allows you to view annual labor by month. You can filter the report by Tech Team, Division, and Technician, and total monthly hours display by technician. You can select to show or hide tasking details. The detailed report breaks down technician hours by service call, where the summary version shows only technician totals by month.

Appointment Summary

This report is generated when a service appointment has been completed in MobileTech. This report displays the service call, appointment, labor, inventory information, XOi resolution hyperlink, resolution note, and technician/customer signatures related to the completed appointment.

This report is attached to the Cost Code and is automatically sent by email to the recipients who are designated in the MobileTech setup.

Appointment Summary

1970 S. Calhoun Road
New Berlin, WI 53151
Phone: 262-821-4100
Fax: 262-821-3838
www.KEY2ACT.com

Customer Name	Contact	Phone	
ACCURATE PRINTING	Bob Johnson		

Address	City	State	Zip
12500 Cleveland Avenue	New Berlin	WI	53151

Service Call ID	Date	Call Creation Date
200729-0004	7/29/2020	7/29/2020

Description	Problem
appt summary xoi fix	

Primary Technician	Call Type	P.O. #
Seltzer, Andrew		

XOi Resolution

Please use the following URL to view related photos/videos: https://visionshare.xoi.io/?id=XA-7A46-B7B75EB8799B42B8833B192E371BE2A2

Resolution

Changed Belts
Calibrated Thermostat; Oil Change; Changed Filters; Replaced Brake Pads; General Repair, as per equipment mfg guide;

Appointments

Technician	Appointment	Date	Start Time	Est. Hours	Status	Completion Date
Andrew Seltzer	0001	7/29/2020	10:58 AM	1.00	COMPLETE	7/29/2020

Thank You

Fabrikam thanks you for allowing us to assist you with your maintenance needs. We hope we have provided you with the prompt and high quality service that you deserve. We hope you will sincerely consider Fabrikam first for any future maintenance demands.

Call Summary

This report is generated when a service appointment has been completed in MobileTech. This report displays the service call, appointment(s), labor, inventory information, XOi resolution hyperlink, resolution note, and technician/customer signatures related to the completed appointment. This report is attached to the Cost Code and is automatically sent by email to the recipients who are designated in the MobileTech setup.

Call Summary

1970 S. Calhoun Road
New Berlin, WI 53151
Phone: 262-821-4100
Fax: 262-821-3838
www.KEY2ACT.com

Customer Name	Contact	Phone
ACCURATE PRINTING	Bob Johnson	

Address	City	State	Zip
12500 Cleveland Avenue	New Berlin	WI	53151

Service Call ID	Date	Call Creation Date
201203-0012	12/3/2020	12/3/2020

Description	Problem
DIFF TECH TEST	

Primary Technician	Call Type	P.O. #
Seltzer, Andrew		

XOi Resolution

Please use the following URL to view related photos/videos: https://visionshare.xoi.io/?id=XA-9158-F1A86BD4C8CF42A5B3A37B4192249EA6

Resolution

Calibrated Thermostat
[12/3/2020 11:47:11 AM Seltzer, Andrew]
Dan's appt

[12/3/2020 11:47:26 AM Churchill, Robert]
Complete in xoi

Appointments

Technician	Appointment	Date	Start Time	Est. Hours	Status	Completion Date
Andrew Seltzer	0001	12/3/2020	4:00 PM	1.00	COMPLETE	12/3/2020
Robert Churchill	0002	12/3/2020	5:00 PM	1.00	COMPLETE	12/3/2020

Thank You

Fabrikam thanks you for allowing us to assist you with your maintenance needs. We hope we have provided you with the prompt and high quality service that you deserve. We hope you will sincerely consider Fabrikam first for any future maintenance demands.

Contract Equipment PM Tasks

This report allows you to view preventative maintenance tasks for equipment on a contract. You can view the tasks, schedule, assigned technician, and estimated hours. Select the Customer, Location, and Contract to view preventative maintenance tasks for equipment.

Task Description	Schedule		Technician ID	Est Hrs
ADT SECURITY PANEL 500 SERIES, Serial No: 28947UETY				
Check Security Panel Lights & Switches	4-MONTH	Every 4 Mo. begin in Feb	UNASSIGNED	1.00
Test that Pull Activates Alarm	MONTHLY	Every Month	UNASSIGNED	1.00
Lock Door and Test Alarm	MONTHLY	Every Month	UNASSIGNED	1.00
Test Alarm Sensor	MONTHLY	Every Month	UNASSIGNED	1.00
Test Window Sensor	MONTHLY	Every Month	UNASSIGNED	1.00
Test Phone Number & Phone Line	4-MONTH	Every 4 Mo. begin in Mar	UNASSIGNED	1.00
Press Panic Switch to Test Alarm	4-MONTH	Every 4 Mo. begin in Apr	UNASSIGNED	1.00

Dispatch List

This report provides a detailed list of service call appointments; this is useful for technicians and dispatchers who manage workload and appointment priority. You can use various filters to review historical job appointments and hours counts without needing to log in to the GP application. You can print this report from Report Manager and the Custom Reports list, filtering and sorting on any column, including Date Range, Service Area, Technician, Appointment Status, and User Defined.

Dispatch List

Fabrikam, Inc.

SERVICE MANAGEMENT SERIES

Page: 1 of 1

Report Date: 7/27/2009 at 2:52:58 PM

User: bjamnik

Ranges:

Date:	4/1/2017	To	4/27/2017
Technician:	Anderson, Bart	To	Anderson, Bart
Tech Team:	(ALL)		
Call Status:	(ALL)		
Call Type:	(ALL)		
Service Area:	(ALL)		
Appt. Status:	(ALL)		
Appt. Type:	(ALL)		
USER-DEFINED:	(ALL)		
USER-DEFINED:	(ALL)		

Include: Quotes

Sort By: Date Scheduled

Service Call ID	Appt	Call Type	Prty	Contract	Tech ID	Appt. Status	Appt. Date	Start Time	Hrs	Customer Name	Location Name	S. Area	Description	USER-DEFINED	Problem Type
170401-0003	0001	MCC	1	0000000029	BART	COMPLETE	4/8/2017	12:00	2.00	OLSEN SAFETY EQUIPMENT SUPPLY	OLSEN-6750 ODANA ROAD	WEST	ULTIMATE CONTRACT		MAINTENANCE
170412-0010	0001	EMG	5		BART	DEFAULT	4/12/2017	07:00	5.00	DUSTY CHIMNEY SWEEPING	DUSTY-414 W GILMAN	WEST	NO POWER		POWER OUTAGE
170412-0012	0001	INS	1		BART	DEFAULT	4/12/2017	01:30	3.00	MR. ED'S CYCLE SALES	MR. EDS-3510 PACKERS STREET	WEST	INSPECT EQUIPMENT		INSPECTION OF EXISTING EQUIP
TRAINING	0002				BART	Activity	4/17/2017	07:00	2.00		TRAINING				

Total # of Appointments: 4

Total Estimated Hours: 12.00

Field Invoice

In MobileTech, your technician can generate a field invoice and then collect payment for the invoice for a service call appointment that is created in Service Management or for a new service call appointment that is created on their mobile device.

This functionality is available only if your organization uses Field Invoicing and Field Payments.

Invoices and payments that are generated from MobileTech are processed and posted in Microsoft Dynamics GP and in Service Management using the same tasks and procedures for invoices that are created in Service Management.

If you have set up Third Party Billing in Service Management, the field invoice respects the Bill to information provided in the Service Call. For more information about setting up Third Party Billing, see "Using Third Party Billing" in Service Management help.

INVOICE

PLEASE REMIT TO

Fabrikam, Inc.
4277 West Oak Parkway
Chicago, IL 60601-4277
Phone: (312) 436-2671

INVOICE NUMBER	SRVCE000000000073
INVOICE DATE	1/15/2020
PO NUMBER	

INVOICE TOTAL	**$105.00**

BILL TO

CEDAR FAMILY COUNSELING
15500 Cleveland Avenue
New Berlin, WI 53151

LOCATION

CEDAR FAMILY COUNSELING
15500 Cleveland Avenue
New Berlin, WI 53151

Service Call   200115-0002

Technician   Flint, Alan

Salesperson	Customer Number	Order Date	Completion Date	Payment Terms	Shipping Method
Sandra I Martinez	102	1/15/2020	1/15/2020	Net 30	GROUND

Detail of Charges

Item Number / Date	Description	Unit	Quantity	Unit Price	Line Total
Labor Category1					
1/15/2020	- Alan Flint - TEC	HRS	1.75	$60.00	$105.00
				Subtotal	$105.00

EQUIPMENT $0.00   MATERIAL $0.00   LABOR $105.00

SUBCONTRACTOR $0.00   OTHER $0.00

Total Tax	$0.00
Amount Paid	$0.00
Amount Due	$105.00
Total	**$105.00**

*Thank you for choosing our company for your service needs!!
*We appreciate the opportunity to service your equipment!!!

Fabrikam, Inc., 4277 West Oak Parkway, Chicago, IL,60601-4277
Phone (312) 436-2671   Fax (312) 436-2896

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GL Not Match Service

This WIP report, GL Transaction Amounts Not Matching in Service, allows you to identify discrepancies between journal entry amounts in the General Ledger and in Service when you are posting to the GL in summary. You cannot compare amounts at the transaction level when you are posting one GL journal per batch; instead, you can use this report to compare the sum of all transactions in the batch from Service to the GL journal entry amount. Refer to the user manual for more information on using WIP reports at month's end. This report can be printed from its location in the Report Manager, or from Microsoft Dynamics GP by opening the Administration page and locating this report on the Custom Reports list. You can filter the report by account number or view all accounts for the specified date range.

GL Transactions Not In Service

This WIP report shows a breakdown of the transactions that have been posted to the GL but were not posted to your Service accounts. Transactions are grouped by account number, and debits and credits are listed for each transaction as well as totaled for each account. The GL Transactions Not in Service report can be run as part of the month end closing process, to help identify the costs that have been posted to the GL but have not been posted in Service Management. Refer to the user manual for more information on using WIP reports at month's end. To print, select *Reports > Service Management > Service > WIP Reports*. On the Service WIP Reports window, mark the **Exception Reports** radio button, then mark the **GL Costs Not in Service** radio button. You can filter this report by account number if there is a specific account you want to look at.

GL Transactions Not In Service
Fabrikam, Inc.

Page: 3 of 3
10/1/2009 at 3:57:42 PM
User: SANDBOX\bjamnik

Journal Entry	TRX Source	TRX Date	Reference	Description	Source Doc	User	Control Number	Debit Amount	Credit Amount
Account: 000-4500-09									
3984	GLTRX00000045	4/12/2017	160901-0002		GJ	sa		$40.00	$0.00
3984	GLTRX00000045	4/12/2017	160901-0002		GJ	sa		$40.00	$0.00
3984	GLTRX00000045	4/12/2017	160901-0002		GJ	sa		$40.00	$0.00
3984	GLTRX00000045	4/12/2017	160901-0002		GJ	sa		$40.00	$0.00
3984	GLTRX00000045	4/12/2017	160901-0002		GJ	sa		$40.00	$0.00
3984	GLTRX00000045	4/12/2017	160901-0002		GJ	sa		$40.00	$0.00
3985	GLTRX00000045	4/12/2017	160901-0002		GJ	sa		$0.00	$40.00
3985	GLTRX00000045	4/12/2017	160901-0002		GJ	sa		$0.00	$40.00
3985	GLTRX00000045	4/12/2017	160901-0002		GJ	sa		$0.00	$40.00
3985	GLTRX00000045	4/12/2017	160901-0002		GJ	sa		$0.00	$40.00
3985	GLTRX00000045	4/12/2017	160901-0002		GJ	sa		$0.00	$40.00
3985	GLTRX00000045	4/12/2017	160901-0002		GJ	sa		$0.00	$40.00
							Account Total:	$240.00	$240.00
Account: 000-4501-09									
3981	GLTRX00000044	4/12/2017	160901-0002		GJ	sa		$21.00	$0.00
3981	GLTRX00000044	4/12/2017	160901-0002		GJ	sa		$21.00	$0.00
3981	GLTRX00000044	4/12/2017	160901-0002		GJ	sa		$21.00	$0.00
3981	GLTRX00000044	4/12/2017	160901-0002		GJ	sa		$21.00	$0.00
3981	GLTRX00000044	4/12/2017	160901-0002		GJ	sa		$21.00	$0.00
3981	GLTRX00000044	4/12/2017	160901-0002		GJ	sa		$21.00	$0.00
3982	GLTRX00000044	4/12/2017	160901-0002		GJ	sa		$0.00	$21.00
3982	GLTRX00000044	4/12/2017	160901-0002		GJ	sa		$0.00	$21.00
3982	GLTRX00000044	4/12/2017	160901-0002		GJ	sa		$0.00	$21.00
3982	GLTRX00000044	4/12/2017	160901-0002		GJ	sa		$0.00	$21.00
3982	GLTRX00000044	4/12/2017	160901-0002		GJ	sa		$0.00	$21.00
3982	GLTRX00000044	4/12/2017	160901-0002		GJ	sa		$0.00	$21.00
							Account Total:	$126.00	$126.00
							Total:	$366.00	$44,050.98

Inspection Report

This report displays the vehicle reading data that is entered either in the Equipment Management Vehicle Readings window or from Mobile Tech. You can also print out the Inspection report if no data has been entered so that you can manually complete the inspection on paper.

MLA #	123456
Leasing Schedule #	APPAGR0007-1
RA #	

This Rental Agreement ("RA") hereby incorporates Fabrikam, Inc.'s Standard Terms and Conditions ("T/C's") viewable at www.XXXXX.com. This RA will be made a part of any master lease agreement ("MLA") and leasing schedule ("Leasing Schedule").

Lessee: ELLIOT'S GUN SALES & SUPPLY			Customer #: 306	Cust PO#: 234322324	
Address: 4301 West Wisconsin Avenue			Authorized By:	Phone:	
Address 2:			City, State, Zip: Appleton, WI 54913		

Trailer #: APP0006	Model: S300		Yr: 2014	Make: INGERSOLL-RAND		Y/N	Initials
Cust Trailer #:	License: 1234569876	State: WI	Serial #: IR654841		LDW Accepted:	Y	
Day: 50.00	WK: 200.00	MO: 700.00	Min Term (Months): 3	Free Days: 0	Billing: MONTHLY ADV	LDW: 0.00/Day 50.00/Mo.	
Service Level: N	Rate/Mi: 0.00	Est Miles/Cycle: 2000.00	Free Mi: 0	Free Mi/Cycle: 150.00	LDW Deductible: 0.00	
Brake Wear (/8th): 6.66	Tire Wear(/32nd): 39.95	Satellite Monitoring (per bill cycle): 0.00	Straps: 0.00	Reefer/Hr: 75.00	Fuel/Gal: 60.00	
Outbound Location:		One-way: N	Inbound Location: DALLAS		
Trailer Tracking Unit Attached: Y	Missing Trailer Tracking Unit will result in a $400 charge when trailer is returned				
Date/Time Out: 1/2/2017	Hubo Out: 1025	Date/Time In: 4/28/2017 1:56:33 PM	Hubo In: 1665	
Return Location: DALLAS		Drop Charge: 0.00	Intended Use: OVER THE ROAD	
Hr Out: 100	Fuel Out: 50	Delivery Charge: 0.00	Hr In: 135	Fuel In: 30	P/U Charge: 0.00
COMMENTS:		COMMENTS:		

OUTBOUND READINGS										INBOUND READINGS									
						FHWA Due:										FHWA Due:			
Tire	Brand	O/R	32nd	Psi	Brand	O/R	32nd	Psi	Brake	Tire	Brand	O/R	32nd	Psi	Brand	O/R	32nd	Psi	Brake
LFO:	BRIDGE	O	10		RFO:			LF:	5	LFO:	BRIDGE	R	5		RFO:			LF:	4
LFI:	GOODY	O	12		RFI:			LR:	0	LFI:	GOODY	O	5		RFI:			LR:	0
LRO:					RRO:			RF:	7	LRO:					RRO:			RF:	6
LRI:					RRI:			RR:	0	LRI:					RRI:			RR:	0
LCO:					RCO:			LC:	0	LCO:					RCO:			LC:	0
LCI:					RCI:			RC:	0	LCI:					RCI:			RC:	0
Totals			TW: 22					BW: 12		Totals			TW: 10					BW: 10

Front   Left

Under Floor   Inside

Rear   Roof

Right

Lessee or its agent acknowledge receipt of the Trailer listed above in good repair and working condition subject to any exceptions listed above.

Front   Left

Under Floor   Inside

Rear   Roof

Right

Legend:
B = Bent   H = Hole
S = Scratch   D = Dent
BR = Broken   M = Missing
C = Cut   P = Patch
                SC = Section

Driver Name:			Driver Name:		
License #	State:		License #	State:	
Driver Signature:			Driver Signature:		
Inspector:			Inspector:		
Inspector Signature:			Inspector Signature:		

Job Appointment Summary

The Job Appointment Summary Report is generated when a job appointment has been completed in MobileTech. This report displays the job, appointment, labor, inventory information, resolution note, and technician/customer signatures related to the completed appointment. This report is attached to the Job Cost Code and is automatically sent by email to the recipients who are designated in the MobileTech setup.

> ⚠ The Job Appointment Summary report only displays labor, expense, and travel information if entered by the technician assigned to the job appointment within MobileTech. If the information is entered outside of MobileTech or by another technician, the information will not display on the report.

Job Appointment Summary

Customer Name	Contact	Phone
Oh! What a feeling!	Norm Stewart	(741) 589-6320 x0000

Address	City	State	Zip
513 Parke Ave S	Glyndon	MN	56547

Job Number	Date	Job Creation Date
2759	2/4/2019	1/5/2007

Appointment Description	Cost Code Description
for Kimberly	1-10-3-1 : Installation - 1st Floor

Project Manager	Contract Type	Job Type	P.O. #
Troy Aikman	Fixed Amount		

Resolution

Here is the New Job resolution Note

Appointment

Technician	Appointment	Date	Start Time	Est. Hours	Status	Completion Date
Joe Montana	000072	2/4/2019	8:00 AM	1.00	COMPLETE	2/4/2019

Labor

Technician	Date	Hours	Pay Code	Description
Joe Montana	2/4/2019	1.00	Hr-Mo	1 hour of labor
		1.00 Total Hours		

Travel

Technician	Date	Miles	Description
Joe Montana	2/4/2019	55.00	Travel Charge
		55.00 Total Miles	

Expenses

Technician	Date	Quantity	Description
Joe Montana	2/4/2019	1.00	Traffic Ticket

Inventory

Date	Quantity	Item	Description
2/4/2019	1.00	2" SASH BRUSH	Craftsman Brush 2" Sash

Thank You

Fabrikam thanks you for allowing us to assist you with your maintenance needs. We hope we have provided you with the prompt and high quality service that you deserve. We hope you will sincerely consider Fabrikam first for any future maintenance demands.

Job Appointment Summary

Customer Name and Signature	Technician Name and Signature

Job Safety Analysis

If you are using Resco Inspections, you have the option to use the Job Safety Analysis (JSA) inspection from the service and/or job appointment completion form in MobileTech. The inspection is tailored to ask specific questions about the site, to allow the Technician to identify hazards, and to document the steps they will take to remove risk. When the inspection is completed, a Job Safety Analysis report is generated as a PDF file and is attached to the service call on the device. When synced to Signature, the JSA is attached to the service call (for service appointments) or the job's cost code (for job appointments). This option is available with MobileTech 8.5 or higher.

Fabrikam
1970 S Calhoun Road
New Berlin, WI 53151
Phone: 262-821-4100
Fax: 262-821-3838

FABRIKAM

Job Safety Analysis

Date	5/12/2021
Appointment	210512-0001:0002
Inspector Name	Alan Flint
Customer Name	101 - ACCURATE PRINTING
Customer Address	12500 Cleveland Avenue

General Information

Emergency Phone #
Location(s) of First Aid
Safety Shower/Eye Wash Location(s)
Description of Work Being Performed

Identify Potential Hazards

1. Hand Injury/Pinch Points	No
2. Vapors/Airborne Debris	No
3. Eye Injury	No
4. Sharp Edges	No
5. Lifting Hazards	No
6. Suspended/Low Hanging Objects	No
7. Excessive Noise	No
8. Slips/Trips/Falls/Uneven Surfaces	No
9. Portable/Hand Tool Hazards	No
10. Energized Equipment	No
11. Working at Heights	No
12. Work-site Housekeeping	No

Additional Hazard Assessments

Task
Hazard(s)
Control Method(s)

Job Safety Audit (2013)

Depending on the MobileTech setup, job safety audit (JSA) tasks might be available to help you assess the safety of a work location before you complete a service appointment in MobileTech.

Job safety tasks identify safety standards and potential risks and hazards. After a job safety audit is complete, you can create a Job Safety Audit report.

Job Safety Audit

Customer: Oh! What a feeling!   **Call #:** 200129-0001 : 0001

Location: Main office   **Date:** 01/29/2020

Description: JSA   **Time:** 02:27:26 PM

1	SITE SETUP	Y	N
1.1	Is there a site sign-in and sign-out procedure?	X	
1.2	Are there any Asbestos concerns?		
1.3	Does the work site need to be segregated from the public?		
2	**ELECTRICAL SAFETY**	**Y**	**N**
2.1	Are you working near energized power?		
2.2	Can electrical work be done with power off?		
2.3	Does live power work involve removal, replacement, etc?		
3	**SAFE ACCESS**	**Y**	**N**
3.1	Will you work in a confined spaces?		
3.2	Is there a safe emergency escape route from the work area?		
4	**WORK HEIGHTS**	**Y**	**N**
4.1	Will you be working above 6 feet in height?		
4.2	Are you working within 3 feet from a roof edge?		
4.3	Are you using an elevated work platform?		
4.4	Are you using a ladder or stepladder?		
5	**WORK ENVIRONMENT**	**Y**	**N**
5.1	Will you be working in a noisy environment?		
5.2	Is lighting in the work area adequate?		
6	**HAZARDOUS SUBSTANCES**	**Y**	**N**
6.1	Does the work require handling hazardout substances?		
6.2	You have latest MSDS data for all hazardous substances?		

Number	Risk control measures
1.1	Yes - Sign-in/sign-out is required

Personal Protective Equipment Used
Hard hat

Job Safety Audit

Personal Protective Equipment Used	
	Safety glasses
	Electrical insulated gloves
	Safety harness
	Safety shoes or boots
	Ear defenders or plugs
	High visibility clothing or vest
	Chemical protection gauntlet gloves
	Disposable Hazmat Suit

NEVER CONTINUE WITH A JOB UNLESS YOU ARE CONFIDENT THAT ALL SAFETY ISSUES ARE ADEQUATELY CONTROLLED. IF YOU HAVE ANY DOUBTS DO NOT CONTINUE AND IMMEDIATELY CONTACT YOUR LINE MANAGER OR SUPERVISOR FOR ADVICE

I declare that I fully understand the safety requirements listed for this job and undertake to comply in full with these requirements at all times while performing my duties and ensure adequate safety supervision of apprentices under my charge

TECHNICIAN / APPRENTICE(S):   Montana, Joe

Maintenance Contract Deferred Revenue

This report summarizes the amount of deferred revenue for a maintenance contract that uses the Revenue Schedule method of revenue recognition. You can compare the amount of revenue that has been recognized to the amount that a customer has been billed, as well as view revenue that will be recognized in the future. You can also compare the financial details of the contracts in this report to the balance in the General Ledger Deferred Revenue account during reconciliation. When a preventative maintenance invoice is generated, the Progress Billing or Deferred Revenue account is credited. The account is debited when revenue is recognized. You can view these transactions by contract or account, and this report can be compared to GL activity on the Summary Inquiry window (*Inquiry > Financial > Summary*). If the Net Change for a GL account does not match the transaction detail on this report, the exception reports GL Transactions Not in Service and Service Transactions Not in GL can help you identify issues in Progress Billing accounts, as well as any account that is set up for any division in Maintenance Accounts setup. This report can only be printed from Report Manager or the Custom Reports list and can be filtered by date, customer, location, contract number, division, and contract status.

Service Contract Deferred Revenue
Fabrikam, Inc.
Service Management Series

Page 1 of 2
Report Date: 7/27/2009 at 2:20 PM
User: SANDBOX\bjamnik

Ranges:

Date Range:
4/1/2017 to 4/30/2017
Division Range: ALL

Customer ID/Name:
ALL
Location:
ALL
Contract Number:
ALL

Include:

Contract Status: ALL

Display:

Zero Amounts: Display

Display All Column Values:

Division: PM COM

Customer ID/Name	Address Code	Contract Number	Contract State	Contract Start/End	Contract Amount	Bill Frequency	Billing Date	Billing Amount	Revenue Date	Revenue Amount	Deferred Revenue
101 - ACCURATE PRINTING	MAIN OFFICE	0000000005	Active	1/1/2017- 12/31/2017	$800.00	Quarterly	4/3/2017	$200.00	NA	$0.00	$200.00
								$200.00		$0.00	$200.00
201 - MOLDED PLASTIC CONCEPTS	MAIN OFFICE	0000000025	Active	4/1/2017- 3/31/2018	$300.00	Annual	4/3/2017	$300.00	NA	$0.00	$300.00
								$300.00		$0.00	$300.00
Division Total (PM COM)								**$500.00**		**$0.00**	**$500.00**

Maintenance Contract Invoice

This customer-facing report allows you to invoice maintenance contracts and master contracts.

- Maintenance contract invoices summarize billing information, amounts, taxes, and totals for each invoice associated with the contract, as well as the contract total for all invoices.
- Master contract invoices show the invoices and amounts for each maintenance contract assigned to the master contract, as well as the master contract total for all maintenance contracts.

If you have SRS reports set up to print from GP, this report can be printed from the Maintenance Invoicing window during the maintenance invoice creation process (*Microsoft Dynamics GP > Tools > Routines > Service Management > Maintenance Contract > Create Invoices*). The maintenance contract invoice is generated first, followed by any master contract invoices. The invoices that are generated can be filtered per a date range, a branch range, customer, address, and/or contract number.

Maintenance Contract Invoice 1

INVOICE

Invoice Date	1/1/2016
Contract Number	0000000017
Purchase Order	
Contract Type	ULTIMATE CONTRACT
TOTAL DUE	**$535.00**

LOCATION

COMPANY NAME
5355 South Moorland Road
New Berlin, WI 53151

Billing Date	Invoice Number	Bill To	Amount	Tax	Total
1/1/2016	SRVCE000000000002	COMPANY NAME	$125.00	$8.75	$133.75
4/1/2016	SRVCE000000000014	COMPANY NAME	$125.00	$8.75	$133.75
7/1/2016	SRVCE000000000100	COMPANY NAME	$125.00	$8.75	$133.75
10/1/2016	SRVCE000000000100	COMPANY NAME	$125.00	$8.75	$133.75

Total Due	$535.00

Thank you!

Page 5 of 32

Maintenance Contract Invoice 2

INVOICE

Invoice Date	**7/1/1999**
Contract Number	CN#12566
Purchase Order	
Contract Type	HVAC CONTRACT

TOTAL DUE	**$3,210.00**

BILL TO

Accurate Printing
12500 Cleveland Avenue
New Berlin, WI 53151
Phone: (666) 666-6666

LOCATION

Accurate Printing
12500 Cleveland Avenue
New Berlin, WI 53151

Billing Date	Invoice Number	Bill To	Amount	Tax	Total
7/1/1999	SCHPY000000000001	Accurate Printing	$3,000.00	$210.00	$3,210.00
				Total Due	$3,210.00

Maintenance Contract Invoice 3

INVOICE

Invoice Date	**7/1/1999**
Contract Number	CN#12566
Purchase Order	
Contract Type	HVAC CONTRACT

TOTAL DUE	**$3,210.00**

BILL TO

Accurate Printing
12500 Cleveland Avenue
New Berlin, WI 53151
Phone: (666) 666-6666

LOCATION

Accurate Printing
12500 Cleveland Avenue
New Berlin, WI 53151

Billing Date	Invoice Number	Bill To	Amount	Tax	Total
7/1/1999	SCHPY000000000001	Accurate Printing	$3,000.00	$210.00	$3,210.00
				Total Due	$3,210.00

Maintenance Contract Invoice 4

INVOICE

Invoice Date	**7/1/1999**
Contract Number	CN#12566
Purchase Order	
Contract Type	HVAC CONTRACT

TOTAL DUE	**$3,210.00**

BILL TO

Accurate Printing
12500 Cleveland Avenue
New Berlin, WI 53151
Phone: (666) 666-6666

LOCATION

Accurate Printing
12500 Cleveland Avenue
New Berlin, WI 53151

Billing Date	Invoice Number	Bill To	Amount	Tax	Total
7/1/1999	SCHPY000000000001	Accurate Printing	$3,000.00	$210.00	$3,210.00
				Total Due	**$3,210.00**

Master Contract Invoice

INVOICE

Invoice Date	1/1/2016
Contract Number	0000000017
Purchase Order	
Contract Type	ULTIMATE CONTRACT
TOTAL DUE	**$535.00**

LOCATION

COMPANY NAME
5355 South Moorland Road
New Berlin, WI 53151

Billing Date	Invoice Number	Bill To	Amount	Tax	Total
1/1/2016	SRVCE000000000002	COMPANY NAME	$125.00	$8.75	$133.75
4/1/2016	SRVCE000000000014	COMPANY NAME	$125.00	$8.75	$133.75
7/1/2016	SRVCE000000000100	COMPANY NAME	$125.00	$8.75	$133.75
10/1/2016	SRVCE000000000100	COMPANY NAME	$125.00	$8.75	$133.75
				Total Due	$535.00

Thank you!

Maintenance Contract Profile

This report allows you to view a summary of a contract's invoice, billing, and revenue amounts over time. Contract amounts are broken down into categories, allowing you to view invoice, current billing, historical billing, current revenue, and historical revenue records and subtotals. You can also view contract totals. Select a division range to view the contracts in each division. Invoice, billing, and revenue amounts display for the contract by year.

Contract Profile With Invoices

Your Logo Here

Fabrikam, Inc.

Page 1 of 36

Date Printed: 5/3/2013 at 3:44 PM

User: BJamnik

Ranges:

Division Range: ALL

Division:	PM COM		
Contract Number:	0000000005	**Customer Number:**	101
Customer Name:	ACCURATE PRINTING	**Address Code:**	MAIN OFFICE
Start Date:	1/1/2017	**Anniversary Date:**	12/31/2017
Expiration Date:	12/31/2017	**Billing Frequency:**	QUARTERLY
Sales Manager:	SANDRA M.	**Contract Amount:**	$800.00

Invoices

Year	Period	Document Date	Posting Date	Document Type	Document Amount
2016	4	1/1/2016	4/12/2016	Invoice	$214.00
2016	4	4/1/2016	4/12/2016	Invoice	$214.00
2017	1	1/1/2017	1/2/2017	Invoice	$214.00
2017	1	4/1/2017	1/2/2017	Invoice	$214.00
2017	4	7/1/2016	4/12/2017	Invoice	$214.00
					$1,070.00

Billing (Open)

Year	Period	Document Date	Posting Date	Document Type	Document Amount
2017	1	1/1/2017	1/2/2017	Invoice	$200.00
2017	4	4/1/2017	4/3/2017	Invoice	$200.00
					$400.00

Billing (History)

Year	Period	Document Date	Posting Date	Document Type	Document Amount
2016	1	12/31/2016	11/13/2013	Invoice	$200.00
2016	4	12/31/2016	11/13/2013	Invoice	$200.00
2016	7	12/31/2016	2/27/2009	Invoice	$200.00
2016	10	12/31/2016	2/27/2009	Invoice	$200.00
					$800.00

Revenue (Open)

Year	Period	Document Date	Posting Date	Document Type	Document Amount
2017	1	1/1/2017	1/31/2017	Invoice	$66.63
2017	2	2/1/2017	2/28/2017	Invoice	$66.67
2017	3	3/1/2017	3/31/2017	Invoice	$66.67
					$199.97

Revenue (History)

Year	Period	Document Date	Posting Date	Document Type	Document Amount
2016	1	12/31/2016	1/31/2016	Invoice	$66.63
2016	2	12/31/2016	2/28/2016	Invoice	$66.67
2016	3	12/31/2016	3/31/2016	Invoice	$66.67
2016	4	12/31/2016	4/30/2016	Invoice	$66.67
2016	5	12/31/2016	5/31/2016	Invoice	$66.67
2016	6	12/31/2016	6/30/2016	Invoice	$66.67

Maintenance Contract Profitability with Pull Through

You can use this report to analyze the profitability of a maintenance contract based on costs and revenue amounts per cost category. This report also includes revenue and costs for any billable calls that are assigned to a contract. These amounts display as "pull through." Maintenance contracts can be grouped by customer, bill to customer, salesperson, master contract, or technician team. You can select a Start Year and contract End Date to view the contracts in that range, or select a Contract Number to view. For each contract, open and historical profitability information is summarized by date; previous versions of renewed contracts display, allowing you to compare profitability over time. Selecting the expand button allows you to *Open* contract detail by call type, with contract totals at the bottom. You can then expand a call type to view service call detail, with call type totals at the bottom. Zooming on a service call opens the Service Call Cost Audit report.

Maintenance Contract Profitability With Pull Through

Service Management
Fabrikam, Inc.

Page 1 of 5

Date Printed: 1/10/2011 at 11:47 AM

User: BJamnik

Range
Start Year: 2016
End Date : 1/10/2011
Group By : Customer

Customer

Location	Start Date	End Date	Estimate Hours	Actual Hours	Total Cost	Contract Amount	Contract Billed	Contract Recognized	Profit $	Profit %	Pull Through $
ACCURATE PRINTING											
MAIN OFFICE ACCURATE-12500 CLEVELAND AVE											
0000000005 - Divison PM COM											
⊞ Open	1/1/2017	12/31/2017	36.00	56.00	2,348	1,600	1,200	1,000	-1,348	-134.81 %	0
⊞ Open	1/1/2016	12/31/2016	20.00	28.00	1,174	800	800	800	-374	-46.75 %	0
Contract Total			56.00	84.00	3,522	2,400	2,000	1,800	-1,722	-95.67 %	0
0000000061 - Divison PM COM											
⊞ Open	1/1/2017	12/31/2017	0.00	0.00	0	550	0	0	0	100.00 %	0
Contract Total			0.00	0.00	0	550	0	0	0	100.00 %	0
WAREHOUSE ACCURATE-4181 S 65th St											
0000000063 - Divison PM COM											

Call Type	Service Call	Description			Actual Hours	Call Cost	EQUIPMENT	LABOR	MATERIAL	SUBCONTRACTOR	OTHER	Invoice Amount
⊞ MCC					1.00	53	0	53	0	0	0	0
⊟ Open		1/1/2017	12/31/2018		2.00	1.00	53	0	0	0	-53	-5,250.00 %	0
Contract Total					2.00	1.00	53	0	0	0	-53	-5,250.00 %	0
0000000006 - Divison PM IND												

Call Type	Service Call	Description			Actual Hours	Call Cost	EQUIPMENT	LABOR	MATERIAL	SUBCONTRACTOR	OTHER	Invoice Amount
	041113-0003	PREMIER CONTRACT			2.00	30	0	30	0	0	0	0
	041113-0011	PREMIER CONTRACT			1.50	60	0	60	0	0	0	0
	041113-0020	PREMIER CONTRACT			1.00	53	0	53	0	0	0	0
	160801-0002	PREMIER CONTRACT			1.00	40	0	40	0	0	0	0
	160901-0002	PREMIER CONTRACT			1.00	40	0	40	0	0	0	0
	160901-0002	PREMIER CONTRACT			0.00	22	0	0	22	0	0	0
⊟ MCC					6.50	244	0	223	22	0	0	0
⊟ Open		1/1/2016	12/31/2016		10.00	6.50	244	400	400	400	156	38.97 %	0
Contract Total					10.00	6.50	244	400	400	400	156	38.97 %	0
0000000062 - Divison PM COM												
⊞ Open		4/1/2017	12/31/2017		12.50	0.00	0	0	0	0	0	100.00 %	0
Contract Total					12.50	0.00	0	0	0	0	0	100.00 %	0

Location	Start Date	End Date	Estimate Hours	Actual Hours	Total Cost	Contract Amount	Contract Billed	Contract Recognized	Profit $	Profit %	Pull Through $
ACCURATE PRINTING			80.50	91.50	3,819	3,350	2,400	2,200	-1,619	-73.58 %	0
BYTE SHOP											
MAIN OFFICE BYTE-601 W NORTHAND AVE											
0000000044 - Divison PM COM											
⊞ Open	2/1/2017	1/31/2018	20.00	34.00	1,360	570	143	0	-1,360	-136,000.00 %	0
⊞ Open	2/1/2016	1/31/2017	16.00	34.00	1,360	550	550	550	-810	-147.27 %	0
Contract Total			36.00	68.00	2,720	1,120	693	550	-2,170	-394.55 %	0
BYTE SHOP			36.00	68.00	2,720	1,120	693	550	-2,170	-394.55 %	0

Maintenance Contract Quotes

This report compiles maintenance contract quote information such as costs, billing amounts, and hours, and provides a total of all quote amounts by cost code, along with individual quote totals, profit amounts, and task details including material requirements. This report can be used internally to view profit, or you can filter down to a single quote or customer, hiding internal information such as costs and hours, and print a quote to give to a customer. To print, select a customer in Service Manager and use the *Quote* button to create a new quote or the *Quote* icon to open an existing quote. The Maintenance Contract Quote report is printed from the Contract Quote window. You can filter this report by

customer, location, quote number, and quote expiration date. You can select whether you want to include estimated and calculated hours, billing amounts (including profit), estimated and calculated costs (including profit), and task details.

Maintenance Contract Quote Reports

Quote Summary 1 - Quote Summary report

Lists information from the Contract Quote window. The report includes the billing amount.

QUOTE

Quote Number	0000000060
Quote Date	4/12/2027
Quote Expiration Date	5/2/2027
Quote Amount	$2,061.54

LOCATION
ACCURATE PRINTING
ACCURATE-12500 CLEVELAND AVE
12500 Cleveland Avenue
New Berlin , WI 53151

Category	Billing Amount	Estimated Cost	Estimated Hours	Calculated Cost	Calculated Hours
EQUIPMENT	$0.00	$0.00		$0.00	
MATERIAL	$0.00	$0.00		$0.00	
Labor Category 1	$1,600.00	$1,200.00	40.00	$1,140.00	38.00
Labor Category 2	$0.00	$0.00	0.00	$0.00	0.00
Labor Category 3	$0.00	$0.00	0.00	$0.00	0.00
Labor Category 4	$0.00	$0.00	0.00	$0.00	0.00
Labor Category 5	$0.00	$0.00	0.00	$0.00	0.00
Total Labor	$0.00	$1,200.00		$1,140.00	
SUBCONTRACTOR	$0.00	$0.00		$0.00	
OTHER	$461.54	$300.00		$280.00	
Total Amount	$2,061.54	$1,500.00			
Profit	$561.54				

Equipment and Tasks Included in Quote   0000000060

Equipment ID	Equipment Type	Manufacturer ID	Model Number	Serial Number		
0000000001						

Task Code	EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER	TOTAL
102						

Task Code	EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER	TOTAL
103						

Task Code	EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER	TOTAL
104	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Task Code	EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER	TOTAL
105						

Quote Summary 2 - Quote Summary Report with Estimated Costs (Dexterity)

Lists information from the Contract Quote window, including billing amounts, estimated costs and hours, and task-based costs and hours.

```
System:    2/3/2020  2:29:24 PM                                                            Page:      1
User Date: 4/12/2027                                                                       User ID:  sa
                                               Fabrikam, Inc.
                                          SV Quote Summary w Est Costs
                                           Service Management Series
                                            Quote Number: 0000000060


   CUSTOMER ID: 101                                                      LOCATION:

   SALESPERSON ID:          SANDRA M.                                    MAIN OFFICE
   QUOTE TYPE:              PREMIER CONTRACT                             ACCURATE-12500 CLEVELAND AVE
   AMOUNT:                  $2,061.53                                    12500 Cleveland Avenue
   QUOTE EXPIRATION DATE:   5/2/2027                                     New Berlin     WI  53151
   CONTRACT START DATE:     5/1/2027
   CONTRACT EXPIRATION DATE: 5/2/2027
   CONTRACT BILLING DAY:    1
   USER-DEFINED
   USER-DEFINED
   USER-DEFINED
   USER-DEFINED


                               ESTIMATED            ESTIMATED     ESTIMATED          CALCULATED     CALCULATED
                                  AMOUNT                 COST         HOURS                COST          HOURS

   EQUIPMENT                       $0.00                $0.00                             $0.00
   MATERIAL                        $0.00                $0.00                             $0.00
      Labor Category1          $1,600.00            $1,200.00         40.00            $1,140.00          38.00
      Labor Category2              $0.00                $0.00          0.00                $0.00           0.00
      Labor Category3              $0.00                $0.00          0.00                $0.00           0.00
      Labor Category4              $0.00                $0.00          0.00                $0.00           0.00
      Labor Category5              $0.00                $0.00          0.00                $0.00           0.00
   TOTAL LABOR                 $1,600.00            $1,200.00                          $1,140.00
   SUBCONTRACTOR                   $0.00                $0.00                             $0.00
   OTHER                         $461.53              $300.00                           $280.00
                            ----------------     ---------------     ------        ----------------     ------
   TOTAL AMOUNTS               $2,061.53            $1,500.00         40.00            $1,420.00          38.00
   PROFIT                        $561.53
```

Quote Detail 1 - Quote Detail Schedule report

Lists information from the Contract Quote window, as well as billing amounts and the equipment and tasks attached to the quote.

QUOTE

Quote Number	0000000060
Quote Date	4/12/2027
Quote Expiration Date	5/2/2027
Quote Amount	$2,061.54

LOCATION
ACCURATE PRINTING
ACCURATE-12500 CLEVELAND AVE
12500 Cleveland Avenue
New Berlin , WI 53151

Category	Billing Amount	Estimated Cost	Estimated Hours	Calculated Cost	Calculated Hours
EQUIPMENT	$0.00	$0.00		$0.00	
MATERIAL	$0.00	$0.00		$0.00	
Labor Category 1	$1,600.00	$1,200.00	40.00	$1,140.00	38.00
Labor Category 2	$0.00	$0.00	0.00	$0.00	0.00
Labor Category 3	$0.00	$0.00	0.00	$0.00	0.00
Labor Category 4	$0.00	$0.00	0.00	$0.00	0.00
Labor Category 5	$0.00	$0.00	0.00	$0.00	0.00
Total Labor	$0.00	$1,200.00		$1,140.00	
SUBCONTRACTOR	$0.00	$0.00		$0.00	
OTHER	$461.54	$300.00		$280.00	
Total Amount	$2,061.54	$1,500.00			
Profit	$561.54				

Equipment and Tasks Included in Quote 0000000060

Equipment ID	Equipment Type	Manufacturer ID	Model Number	Serial Number		
0000000001						

Task Code		EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER	TOTAL
102							

Task Code		EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER	TOTAL
103							

Task Code		EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER	TOTAL
104		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Task Code		EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER	TOTAL
105							

Task Code		EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER		TOTAL
106								
Materials for Task Code 106								
	Item Description	Required		U of M		Quantity	Sub Task	Sub Task Description
	R-22 Freon 30 Pound Cylinder	Yes		Each		1.00		
Task Code		EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER		TOTAL
107								
Materials for Task Code 107								
	Item Description	Required		U of M		Quantity	Sub Task	Sub Task Description
	20"X16"X2" Furnace Filter	Yes		Each		1.00		
Task Code		EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER		TOTAL
110								
Task Code		EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER		TOTAL
113								
Task Code		EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER		TOTAL
114								
Task Code		EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER		TOTAL
121								
Task Code		EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER		TOTAL
122								
Total for equipment 0000000001		$0.00	$0.00	$0.00	$0.00	$0.00		$0.00

Equipment and Tasks Included in Quote 0000000060

Quote Detail 2 - Quote Detail Report with Estimated Costs (Dexterity)

Lists information from the Contract Quote window, including billing amounts, estimated costs and hours, and task-based costs and hours. It also lists the equipment and tasks attached to the quote, as well as the cost estimates for the tasks.

```
                                          Fabrikam, Inc.
                              QUOTE DETAIL REPORT WITH ESTIMATED COSTS
                                    Service Management Series
                                   Quote Number: 0000000060
 ------------------------------------------------------------------------------------------------------------
```

```
   CUSTOMER:             101                                       LOCATION:

   SALESPERSON:          SANDRA M.                                 MAIN OFFICE
   QUOTE TYPE:           PREMIER CONTRACT                          ACCURATE-12500 CLEVELAND AVE
   QUOTE AMOUNT:              $2,061.53                            12500 Cleveland Avenue
   QUOTE DATE:           4/12/2027                                 New Berlin      WI 53151
   QUOTE EXPIRATION DATE:  5/2/2027
   CONTRACT DAY OF BILLING:   1
   USER-DEFINED
   USER-DEFINED
   USER-DEFINED
   USER-DEFINED
```

	BILLING AMOUNT	ESTIMATED COST	ESTIMATED HOURS	CALCULATED COST	CALCULATED HOURS
EQUIPMENT	$0.00	$0.00		$0.00	
MATERIAL	$0.00	$0.00		$0.00	
Labor Category1	$1,600.00	$1,200.00	40.00	$1,140.00	38.00
Labor Category2	$0.00	$0.00	0.00	$0.00	0.00
Labor Category3	$0.00	$0.00	0.00	$0.00	0.00
Labor Category4	$0.00	$0.00	0.00	$0.00	0.00
Labor Category5	$0.00	$0.00	0.00	$0.00	0.00
TOTAL LABOR	$1,600.00	$1,200.00		$1,140.00	
SUBCONTRACTOR	$0.00	$0.00		$0.00	
OTHER	$461.53	$300.00		$280.00	
TOTAL AMOUNT	$2,061.53	$1,500.00	40.00	$1,420.00	38.00
PROFIT	$561.53				

```
   EQUIPMENT AND TASKS INCLUDED IN THIS ESTIMATE

 SUBLOCATION:
 ------------------------------------------------------------------------------------------------------------
 EQUIPMENT ID                EQUIPMENT TYPE               MANUFACTURER ID  MODEL NUMBER          SERIAL NUMBER

  0000000001                 ROOF TOP UNIT
 ------------------------------------------------------------------------------------------------------------

  Contract Year: 5/1/2027 - 5/2/2027
```

TASK CODE	DESCRIPTION	EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER	TOTAL
	Check Operation Through On & Off Cycle						
		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Check & Clean Burner / Check Temperature						
		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Check all Temperatures & Pressure						
		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Check Refrigerant						
		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Check Air Filters						
		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Check and adjust fan belt tension						
		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Check and Align Sheaves						
		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Check Fan Belt Tension						
		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Clean Damper Operators						
		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Inspect Controls						
		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

```
  Contract Year: 5/1/2027 - 5/2/2027
```

TASK CODE	DESCRIPTION	EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER	TOTAL
104	Check & Test all Safety Devices						
		$0.00	$0.00	$30.00	$0.00	$10.00	$40.00
	Total for Equipment	$0.00	$0.00	$30.00	$0.00	$10.00	$40.00

```
  END OF REPORT
```

38

Quote Detail 3 - Quote Detail Report with Estimated Hours (Dexterity)

Lists information from the Contract Quote window, including billing amounts, estimated costs and hours, and task-based costs and hours. It also lists the equipment and tasks attached to the quote, as well as the estimated hours for the tasks.

```
System:        2/3/2020  2:44:43 PM                                                    Page:        1

User Date:    4/12/2027                                                                User ID:  sa

                                          Fabrikam, Inc.
                               QUOTE DETAIL REPORT WITH ESTIMATED HOURS
                                      Service Management Series
                                      Quote Number: 0000000060
       -----------------------------------------------------------------------------------------------


    CUSTOMER:             101                                  LOCATION:

    SALESPERSON:          SANDRA M.                            MAIN OFFICE
    QUOTE TYPE:           PREMIER CONTRACT                     ACCURATE-12500 CLEVELAND AVE
    QUOTE AMOUNT:              $2,061.53                       12500 Cleveland Avenue
    QUOTE DATE:           4/12/2027                            New Berlin     WI  53151
    QUOTE EXPIRATION DATE:  5/2/2027
    CONTRACT DAY OF BILLING:  1
    USER-DEFINED
    USER-DEFINED
    USER-DEFINED
    USER-DEFINED

                          BILLING AMOUNT    ESTIMATED COST   ESTIMATED HOURS   CALCULATED COST  CALCULATED HOURS

    EQUIPMENT                     $0.00             $0.00                             $0.00
    MATERIAL                      $0.00             $0.00                             $0.00
    Labor Category1           $1,600.00         $1,200.00         40.00          $1,140.00          38.00
    Labor Category2               $0.00             $0.00          0.00              $0.00           0.00
    Labor Category3               $0.00             $0.00          0.00              $0.00           0.00
    Labor Category4               $0.00             $0.00          0.00              $0.00           0.00
    Labor Category5               $0.00             $0.00          0.00              $0.00           0.00
    TOTAL LABOR               $1,600.00         $1,200.00                         $1,140.00
    SUBCONTRACTOR                 $0.00             $0.00                             $0.00
    OTHER                       $461.53           $300.00                           $280.00
                          -------------------   --------------------   ------   --------------------   ------
    TOTAL AMOUNT              $2,061.53         $1,500.00         40.00          $1,420.00          38.00
    PROFIT                     $561.53

    EQUIPMENT AND TASKS INCLUDED IN THIS ESTIMATE

    SUBLOCATION:
    ---------------------------------------------------------------------------------------------------------
    EQUIPMENT ID                    EQUIPMENT TYPE        MANUFACTURER ID   MODEL NUMBER       SERIAL NUMBER

    0000000001                      ROOF TOP UNIT
    ---------------------------------------------------------------------------------------------------------

    Contract Year: 5/1/2027 - 5/2/2027

    TASK CODE    DESCRIPTION                           JAN    FEB    MAR    APR    MAY    JUN    JUL    AUG    SEP    OCT    NOV    DEC    TOTAL

    102      Check Operation Through On & Off Cycle                                                                                          0.00
    103      Check & Clean Burner / Check Temperature                                                                                        0.00
    105      Check all Temperatures & Pressure                                                                                               0.00
    106      Check Refrigerant                                                                                                               0.00
    107      Check Air Filters                                                                                                               0.00
    110      Check and adjust fan belt tension                                                                                               0.00
    113      Check and Align Sheaves                                                                                                         0.00
    114      Check Fan Belt Tension                                                                                                          0.00
    121      Clean Damper Operators                                                                                                          0.00
    122      Inspect Controls                                                                                                                0.00
    104      Check & Test all Safety Devices        0.00   0.00   0.00   0.00   1.00   0.00   0.00   0.00   0.00   0.00   0.00   0.00   1.00
                                                  -----------------------------------------------------------------------------------
         Total Hours for Contract Year: 5/1/2027 - 5/2/2027  0.00   0.00   0.00   0.00   1.00   0.00   0.00   0.00   0.00   0.00   0.00   0.00   1.00
                                                  -----------------------------------------------------------------------------------
         Total Hours for Equipment                 0.00   0.00   0.00   0.00   1.00   0.00   0.00   0.00   0.00   0.00   0.00   0.00   1.00
```

Maintenance Contract Scheduled Materials

This report displays a list of the materials that will be needed to perform tasks for upcoming maintenance contract service calls. This is useful for purchasing planning; you can view the required materials by division, customer, or month and year, including quantities, so you know what inventory needs to be purchased. You must have task materials set up and tasks generated for a contract. The report will then show the materials that are needed to perform the tasks for any upcoming scheduled or unscheduled service calls within the specified date range. If a maintenance contract is expiring and has not yet been renewed, no tasks will exist for that maintenance call, and the materials will not appear on the report. Materials only appear on the report if "Required = 1." Items that are not required do not appear. This report can be printed from its location in the Report Manager, or from Microsoft Dynamics GP by opening the Administration page and locating this report on the Custom Reports list.

Ranges:

Date:　1/1/2010 to 2/28/2010

Division:　ALL

Customer:　ALL

Showing Non Inventory Items

Division: PM COM

Customer ID / Name	Address Code	Contract	Non Inv	Item Number	Item Description	U of M	Quantity
101 - ACCURATE PRINTING	WAREHOUSE	0000000079		1-A3261A	Multi-Core Processor	Each	1.00000
				WIRE-MCD-0001	Multi conductor wire	Foot	2.00000
				WIRE-SCD-0001	Single conductor wire	Foot	3.00000
				WIRE100	Phone Wire	Foot	4.00000
104 - LANGE HARDWARE	MAIN OFFICE	0000000076		128 SDRAM	128 meg SDRAM	Each	1.00000
				24X IDE	24x CD-ROM	Each	1.00000
				5-DIAG	Diagnostics Labor	HOUR	1.00000
			X	NO INVENT	Non Inventory Item	Parts	2.00000
				WIRE-MCD-0001	Multi conductor wire	Foot	1.00000
104 - LANGE HARDWARE	MAIN OFFICE	0000000077		128 SDRAM	128 meg SDRAM	Each	1.00000
				24X IDE	24x CD-ROM	Each	1.00000
				5-DIAG	Diagnostics Labor	HOUR	1.00000
			X	NO INVENT	Non Inventory Item	Parts	2.00000
				WIRE-MCD-0001	Multi conductor wire	Foot	1.00000
				WIRE-SCD-0001	Single conductor wire	Foot	1.00000
				WIRE100	Phone Wire	Foot	1.00000

Maintenance Contracts Over or Under Billed

This report helps you identify contracts that are unbalanced before you recognize revenue. The report may be run prior to recognizing contract revenue at month-end.

Date:	1/22/2020		Unbalanced Contracts				Page:1

HVAC

Contract #:	CN#12566	Billing Freq:	Monthly	Total Invoices:	$3,000.00	Last Invoiced Amt:	$3,000.00	Post Date:	1/1/1965
Customer #:	101			Total Revenue:	$0.00				
Address Code:	PRIMARY	Contract Type:	HVAC CONTRACT			Revenue/Invoice Variance:			$3,000.00

Maintenance Contract Statistics

This report shows monthly statistics for Preventative Maintenance service calls, per call type. This allows you to track costs for preventative maintenance. You can also view cost and revenue information by contract type, which allows you

to keep track of margin percentage. This report shows service call costs, billed amounts, and revenue for the month to date, last month, and year to date, and contract type.

Fabrikam, Inc.

Preventive Maintenance Statistics: as of April 27 2017

Preventive Maintenance Analysis by Call Type:

Call Type	Call Type Description	Count This Month	Percent of Maintenance Calls	Total Cost	Percent of Maintenance Cost This Month
MCC	GENERATED MC	22	75.86%	$172.50	100.00%
MC	MAINTENANCE	7	24.14%	$0.00	0.00%
	Total:	29	100.00%	$172.50	100.00%
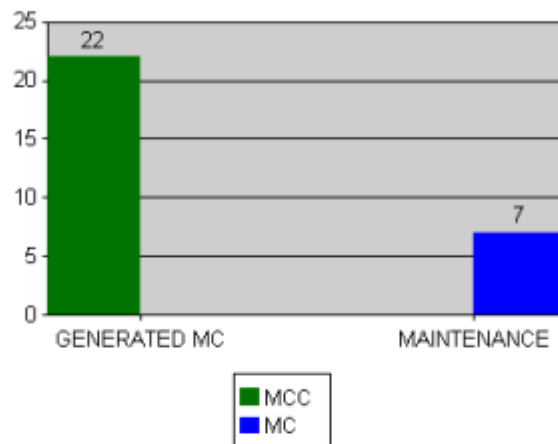
Contract Billing Analysis:

Month to Date

Contract Type	Count	Cost	Percent of Cost	Billed	Percent Billed	Margin
EQUIPMENT RENTAL	0	$0.00	0.00%	$0.00	0.00%	0.00%
PREMIER CONTRACT	7	$0.00	0.00%	$600.00	75.00%	0.00%
RESIDENTIAL CONTRACT	11	$0.00	0.00%	$0.00	0.00%	0.00%
ULTIMATE CONTRACT	10	$120.00	69.57%	$200.00	25.00%	40.00%
WARRANTY	1	$52.50	30.43%	$0.00	0.00%	0.00%
	29	$172.50	100.00%	$800.00	100.00%	78.44%

Last Month

Contract Type	Count	Cost	Percent of Cost	Billed	Percent Billed	Revenue Recognized	Margin
EQUIPMENT RENTAL	0	$0.00	0.00%	$0.00	0.00%	$0.00	0.00%
PREMIER CONTRACT	5	$40.00	1.71%	$0.00	0.00%	$100.00	0.00%
RESIDENTIAL CONTRACT	6	$640.00	27.39%	$0.00	0.00%	$180.84	0.00%
ULTIMATE CONTRACT	8	$1,656.90	70.90%	$0.00	0.00%	$174.17	0.00%
	19	$2,336.90	100.00%	$0.00	0.00%	$455.01	

Year to Date

Profit by Customer

The Profit by Customer SRS report can be printed detailing the profitability of all or specific service call types for one or all your customers. The service invoices must be posted for the call to be included in the report.

> ⚠ This report is designed to work with simple grouping of costs from multiple service calls for a single customer at a single location. Results will be inconsistent with your actual invoice amounts on grouped invoices that contain multiple divisions.

As service calls are completed and posted, this report displays the customer profitability based on up to five levels of detail and are displayed by choosing the expansion button:

- Level 1: The report displays the profitability for each customer.
- Level 2: The report can be expanded to show profitability for each location for each customer.
- Level 3: The report can be expanded further to show the profitability for each division assigned to the location for each customer.
- Level 4: The report can be further expanded to show each invoice for that customer location.

> ⚠ Contracts are handled differently, see the **Contract information** section below for more information.

- Level 5: The report can be expanded one more time to show the cost transaction information for each invoice for that customer location.

> ⚠ Contracts are handled differently, see the **Contract information** section below for more information.

Contract information

Profitability is based on recognized revenue, therefore for contracts, the supported recognition method is #2 – Revenue Schedule.

- For contract information to appear on the report, the Call Types MC and/or MCC must be selected.
- The data shown for the contract is based on the date range specified.
- Because no invoice is tied to profitability, the Invoice information will show the contract number to sort the remaining information appropriately.
- The Cost displays all the cost transactions posted during the date range specified. The roll-up will be the total of those transactions. Transactions which are billable only will not be included, for example, calculated trip charges based on extended pricing, as the report is based on recognized revenue. Purchase orders are displayed.
- The Sales/Revenue will display all the revenue recognition journals posted during the date range. The Revenue total should be the total recognized for the contract during that date range.

To print the report:

1. Access the Profit by Customer report from the Report Manager.
2. Enter the following parameters for the report, as needed:
    - **Start/End Dates**: Specify the date range for the invoices to be included. The general ledger post date for the cost transactions may fall outside the specified date range but are shown to display the amounts that comprise the invoice amounts.
    - **Sort by**: Select to sort by customer name or ID.
    - **Customer From/To**: Select the range of customer by ID or name, depending on Sort by selection.
    - **Call Type**: Select the call type(s) to include in the report.

Profit Report
Fabrikam, Inc.

Page: 1 of 2
2/28/2020 at 3:09:29 PM
User: WENNSOFTDEV\konnen

Date Range: 1/2/2027 - 4/30/2027
Call Type: Blank, AS, CB, EMG, EQI, EQR, INS, MC, MCC, OUB, QTE, T&M
Customer Range: ACCURATE PRINTING - A

Customer Name	Customer ID					Number Calls	Cost	Sales/Revenue	Profit	Margin
ACCURATE PRINTING	101					32	$4,251.14	$999.85	($3,251.29)	-325%

	Location	Loc Name	Salesperson			Number Calls	Cost	Sales/Revenue	Profit	Margin
	MAIN OFFICE	ACCURATE-12500 CLEVELAND AVE				31	$4,198.64	$999.85	($3,198.79)	-320%

		Division				Number Calls	Cost	Sales/Revenue	Profit	Margin
		PM COM				31	$4,198.64	$999.85	($3,198.79)	-320%

		Invoice/Contract				Number Calls	Cost	Sales/Revenue	Profit	Margin
		0000000005				31	$811.50	$199.97	($611.53)	-306%

Service Call	Contract	Type	Source	Ref. Trx Number	GL Post Date	Units	Cost	Sales/Revenue		
170102-0001	0000000005	MCC	PAYROLL	1012	1/17/2027	0	$120.00			
170201-0016	0000000005	MCC	PAYROLL	1292	2/7/2027	0	$320.00			
170301-0013	0000000005	MCC	PAYROLL	1417	3/7/2027	0	$120.00			
041113-0002	0000000005	MCC	MANUAL	SV100	4/12/2027	0	$40.00			
041113-0010	0000000005	MCC	MANUAL	SV100	4/12/2027	0	$40.00			
110817-0001	0000000005	MC	SALES	INV1038	4/12/2027	8	$0.00			
110817-0001	0000000005	MC	SALES	INV1039	4/12/2027	7	$21.00			
110817-0001	0000000005	MC	MANUAL	SV100	4/12/2027	0	$40.00			
110817-0001	0000000005	MC	MANUAL	SV101	4/12/2027	1	$0.00			
110817-0001	0000000005	MC	MANUAL	SV102	4/12/2027	1	$0.00			
110922-0001	0000000005	MC	MANUAL	SV100	4/12/2027	1	$0.00			
110922-0001	0000000005	MC	MANUAL	SV101	4/12/2027	0	$40.00			
110922-0001	0000000005	MC	MANUAL	SV102	4/12/2027	1	$0.00			
170401-0010	0000000005	MCC	MANUAL	SV100	4/12/2027	1	$0.00			
	⊞ WAREHOUSE	ACCURATE-4181 S 65th St				1	$52.50	$0.00	($52.50)	0%

Recognized Revenue

The Recognized Revenue report summarizes the amount of deferred revenue for a maintenance contract that uses the Revenue Schedule method of revenue recognition. You can compare the amount of revenue that has been recognized to the amount that a customer has been billed up to the date that is entered in the report parameters. By expanding the contract line, you can view revenue and billed amounts recognized after the date entered in the report parameters. You can also compare the financial details of the contracts in this report to the balance in the General Ledger Deferred Revenue account during reconciliation. When a preventative maintenance invoice is generated, the Progress Billing or Deferred Revenue account is credited. The account is debited when revenue is recognized. You can view these transactions by contract or account, and this report can be compared to GL activity on the Summary Inquiry window *(Inquiry > Financial > Summary)*. If the Net Change for a general ledger account does not match the transaction detail on this report, the exception reports GL Transactions Not in Service and Service Transactions Not in GL can help you identify issues in Progress Billing accounts, as well as any account that is set up for any division in Maintenance Accounts setup.

To print the report:

1. Access the Recognized Revenue report from the Report Manager.
2. Enter the following parameters for the report, as needed:
   - **Report Date**: Specify the date to include only transactions that happen before or on the date of the report. Any transactions that happen after this date will not be included in the report.
   - **Master Contract**: Select a specific master contract or select **All**.
   - **Customer Number**: Specify a customer by ID select **All**.
   - **Location**: Specify a location or select **All**.
   - **Show Detail**: This defaults to **No** to display only one line per contract. You can select the expansion button to display the additional information on what comprises the total dollar amount for the Recognized Revenue and Billed Amount for the contract. To automatically expand the additional information, select **Yes**.

Recognized Revenue Report

Page: 1 of 1
2/3/2015 at 1:30:16 PM
User: konnen

Report Date: 1/1/2017

Master Contract	Contract Number	Description	Start Date	Expiration Date	Revenue Recognized	Billed Amount
COMPUTER STORE	0000000037	PREMIER CONTRACT	9/1/2016	8/31/2017	$166.64	$0.00

	Customer Number	Customer Name	Location	Posting Date	Revenue Recognized	Billed Amount
	301	THE COMPUTER STORE	MAIN OFFICE	1/31/2017	$41.67	$0.00
	301	THE COMPUTER STORE	MAIN OFFICE	2/28/2017	$41.67	$0.00
	301	THE COMPUTER STORE	MAIN OFFICE	3/31/2017	$41.67	$0.00
	301	THE COMPUTER STORE	MAIN OFFICE	4/12/2017	$0.00	$125.00
	301	THE COMPUTER STORE	MAIN OFFICE	4/12/2017	$0.00	$125.00
	301	THE COMPUTER STORE	MAIN OFFICE	4/12/2017	$0.00	$125.00

Refrigerant Tracking Leak Analysis

If you are using Refrigerant Tracking, you can print a report that displays the leak rate analysis. The report has a conditional box added to the bottom of the report to print when the equipment is a component of another piece of equipment. The message that displays is "This is a component of Master Equipment ID (xxxxxxxxxx) Description: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx". If the equipment is not a component, the box with comments does not display.

This report can only be printed from Report Manager

Refrigerant Tracking Leak Analysis Report

1/1/1900 - 10/26/2019

Equipment ID	Equipment Description		Refrigeration Equipment Type				Optimal Charge	EPA Leak Rate Max Pct		
Service Date	Service Call	Orig Service Call	New Added	Leak Found	Leak Repaired or Attempted	Leak Rate			Initial Leak Test Date	Followup Leak Test Date
Customer: 101 --- ACCURATE PRINTING										
Address: MAIN OFFICE --- ACCURATE-12500 CLEVELAND AVE										
0000000001			Industrial Process Refrigeration 50 to 500 pounds				9.00	30.00%		
9/22/2019	110922-0001		0.00	Yes	Leak Repaired	0.00%			9/22/2021	
9/8/2019	170401-0010		0.00	Yes	Leak Repaired	0.00%			9/8/2021	9/8/2021

Page: 1 of 2

Refrigerant Tracking List

If you are using Refrigerant Tracking, you can print a report that displays all refrigerant tracking records. This report can only be printed from Report Manager. Also included in this report are the new Section 908 EPA fields required for leak rate tracking including the refrigeration equipment type, maximum allowed leak rate, and the actual leak rate. The refrigerant tracking records on this report can be filtered by Customer, Location, Equipment ID, Cylinder Number, or Circuit Number. You can also select to display voided records, and filter the list of records by date. The report has a conditional box added to the bottom of the report to print when the equipment is a component of another piece of equipment. The message that displays is "This is a component of Master Equipment ID (xxxxxxxxxx) Description: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx". If the equipment is not a component, the box with comments does not display.

Refrigerant Tracking List
Fabrikam, Inc.

Range:	Customer ID:			Equipment ID:		Circuit Number:	
	Location:			Cylinder Number:		Show Voided:	No
	Date Range:	1/1/1900	To 10/26/2018				

Date	Customer ID	Customer Name		Location	Location Name		Equipment ID	Supplied By	
	Technician ID	Technician Name		Service Call ID	Refrigerant Type	Cylinder Number		Circuit Number	
	Leak Location		Leak Sub-Location		Fault Code			Action Code	
	Initial Leak Test Method		Initial Date	Follow-up Leak Test Method		Follow-up Date	3rd Party Verification		
	Optimal Charge	Recharged	Recovered	Recycled	Disposed	Acc. Released	New Added	Net Added	Voided
	Refrigeration Equipment Type			Leak Rate	EPA Max Leak Rate				
9/10/2018	DAVE	The Dave Company		MAIN	Main		0000000141		
	ALAN	Flint, Alan		180910-0001	R-22				
	Compressor		Body or Terminal Lungs				Isolated Leaking Part from System		
			1/1/1900			1/1/1900			
	350.00 lbs	0.00 lbs	0.00 lbs	0.00 lbs	0.00 lbs	0.00 lbs	0.00 lbs	0.00 lbs	No
	Commercial Refrigeration 50 to 500 pounds			0.00%	30.00%				
9/10/2018	DAVE	The Dave Company		MAIN	Main		0000000141		
	ALAN	Flint, Alan		180910-0003	R-22				
			1/1/1900			1/1/1900			
	350.00 lbs	0.00 lbs	0.00 lbs	0.00 lbs	0.00 lbs	0.00 lbs	25.00 lbs	25.00 lbs	No
	Commercial Refrigeration 50 to 500 pounds			0.00%	20.00%				

Refrigerant Tracking report

If you are using the refrigerant tracking feature, this report allows you to view refrigerant usage and leak information for equipment on a service call. This report contains information such as the certification number required to perform work, the equipment and leak or fault, and information about the work performed. The report includes new leak rate information such as the refrigeration equipment type, maximum allowed leak rate, and actual leak rate. The report indicates if the actual leak rate percentage exceeds the maximum leak rate percentage. In Report Manager, enter a **Reference ID** to print the report. The report has a conditional box added to the bottom of the report to print when the equipment is a component of another piece of equipment. The message that displays is "This is a component of Master Equipment ID (xxxxxxxxxx) Description: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx". If the equipment is not a component, the box with comments does not display.

This report can also be printed after creating a record on the Refrigerant Tracking window *(Cards > Service Management > Service Manager > Customer > Service Call > Refrigerant Tracking button)*. You can also print this report from Microsoft Dynamics GP by opening the Administration page and locating this report on the Custom Report List.

Refrigerant Tracking

Customer	DAVE	☐ Leak Found	
Customer Name	Main	☐ Leak Repaired	☐ Repair Attempted
Location	MAIN	**Leak Location**	
Location Name	Main		
Equipment ID	DEMO	**Leak Sublocation**	
Equipment Type			
Service Call ID	181025-0007	**Fault Code**	
Date of Service	6/1/2019 12:26:03 PM		
Technician ID	ALAN	**Action Code**	
Technician Name	Flint, Alan		
Refrigerant Type	R-22	Initial Leak Test Date 06/01/2019
Supplied By		Bubbles	
Cylinder Number		Follow-up Leak Date 01/01/1900
Circuit Number			

3rd Party Confirmation

Refrigeration Equipment Type
Commercial Refrigeration 50 to 500 pounds

Optimal Charge	400.00 lbs	Disposed	0.00 lbs
Recharged	0.00 lbs	Accidentally Released	0.00 lbs
Recovered	0.00 lbs	New Added	100.00 lbs
Recycled	0.00 lbs	Net Added	100.00 lbs
EPA Max Leak Rate	20.00%	Leak Rate	76.04%

Comments	☐ Void
Reference ID	544C-434E-BDDE-489B-85EF-4D74A052C5BF

Resource Schedule

The Resource Schedule report can be printed for a specific resource or you can print this for multiple technicians. This report is printed from Schedule and you can also print this from the SSRS server.

From Schedule:

The Resource Schedule report can be printed for a specific resource or you can print this for multiple technicians.

1. Right-click on a resource name from the schedule board.
2. Select *Print Resource Schedule* and then select *Schedule_Resource_Report_1*.
3. A new tab is opened in your browser displaying the resource's schedule for the day.
4. If you want to see a range of dates, you can edit the **Start/End Dates** at the top of the report.
5. You can also select more than one technician from the **Technician** drop-down.
6. Select *View Report*.

Resource Schedule Report

Report Run Date: 1/28/2020 3:16:31 PM

Resource: Flint, Alan

Thursday, January 31, 2019

Start Time	End Time	Customer	Location	Details
31 Jan 2019 8:30 AM	31 Jan 2019 10:30 AM Estimated Hrs: 2.00	ACCURATE PRINTING	ACCURATE-12500 CLEVELAND AVE 12500 Cleveland Avenue New Berlin, WI 53151 Contact Name: Contact Phone: Contact Email:	Service Call: 190130-0001 Appt #: 0001 Appt Description: Appt Status: OPEN SLA: ULTIMATE
31 Jan 2019 12:00 PM	31 Jan 2019 4:00 PM Estimated Hrs: 4.00	WENNSOFT	WENNSOFT-5355 S MOORLAND RD 5355 South Moorland Road New Berlin, WI 53151	Job Number: 1005 Description: General / AIA Billing Appt #: 000015 Appt Description: Fixing this Appt Status: UNASSIGNED
31 Jan 2019 3:29 PM	31 Jan 2019 3:29 PM Estimated Hrs: 0.00	WENNSOFT	WENNSOFT-5355 S MOORLAND RD 5355 South Moorland Road New Berlin, WI 53151 Contact Name: Contact Phone: Contact Email:	Service Call: 190131-0001 Appt #: 0001 Appt Description: Appt Status: UNASSIGNED SLA: ULTIMATE
31 Jan 2019 3:31 PM	31 Jan 2019 3:31 PM Estimated Hrs: 0.00	LAKE PARK GOLF SUPPLY	LK PK-16778 W BELOIT RD 16778 West Beloit Road New Berlin, WI 53151 Contact Name: Contact Phone: Contact Email:	Service Call: 190131-0002 Appt #: 0001 Appt Description: Appt Status: UNASSIGNED SLA: ULTIMATE

Sales Tax - Material Purchases

This report allows you to view material costs and tax details for service calls by division. Select a date range to view a list of service calls with the total document amounts, as well as a breakdown of the subtotal, tax, and material cost amounts. You can also view the tax schedule for each service call. This report includes division totals for material cost.

Service Management Series
Fabrikam, Inc.

Document Number	Invoice Post Date	Service Call	Location Name	Document Amount	Subtotal	Tax Amount	Material Cost	Tax Schedule
Division: SERVICE COM								
SRVCE000000000024	4/12/2016	041114-0002	CEDAR-15500 CLEVELAND AVENUE	173.88	162.50	11.38	25.00	USASTCITY-6*
SRVCE000000000025	4/12/2016	041114-0003	LANGE-3512 E HOWARD AVE	332.52	310.75	21.77	35.00	USASTCITY-6*
SRVCE000000000033	4/12/2016	041114-0014	AAA-2126 N SHERMAN AVE	140.77	131.55	9.22	21.50	USASTCITY-6*
SRVCE000000000044	4/15/2016	041115-0010	MR EDS-4018 MINERAL PT RD	252.94	237.68	15.26	17.75	USASTCITY-6*
SRVCE000000000053	4/12/2017	170412-0005	LANGE-3512 E HOWARD AVE	299.95	280.32	19.63	45.00	USASTCITY-6*
							144.25	
Division: SERVICE RES								
SRVCE000000000026	4/12/2016	041114-0005	CROWE-1308 E CRAWFORD AVE	141.78	132.50	9.28	25.00	USASTCITY-6*
SRVCE000000000027	4/12/2016	041114-0006	CZECHORSKI-3901 S KIRKWOOD	118.77	111.00	7.77	30.00	USASTCITY-6*
							55.00	
Division: SERVICE IND								
SRVCE000000000029	4/12/2016	041114-0009	MOLDED-674 S WHITNEY WAY	156.91	146.64	10.27	14.80	USASTCITY-6*
SRVCE000000000032	4/12/2016	041114-0013	OLSEN-6750 ODANA ROAD	228.81	213.82	14.99	22.10	USASTCITY-6*
SRVCE000000000038	4/12/2016	041114-0021	ULTIMATE-2220 E COLLEGE	121.42	113.45	7.97	11.10	USASTCITY-6*
SRVCE000000000040	4/12/2016	041114-0023	ELLIOT'S-2330 E CALUMET ST	101.10	94.48	6.62	14.74	USASTCITY-6*
SRVCE000000000050	4/13/2016	041115-0006	LANGE-3805 CASPER DRIVE	378.03	355.00	23.03	115.00	USASTCITY-6*
SRVCE000000000118	4/12/2016	041115-0012	DATA-326 E NORTH AVE	146.87	138.55	8.32	18.65	USASTCITY-6*
							196.39	

Service Call Analysis - Unbilled Quotes

This report allows you to view unbilled QTE service calls, and the estimate cost amounts that are yet to be billed. Enter a date range to view a list of service call quotes with unbilled amounts. You can view the estimated cost, total cost, and amount billed for each service call, as well as total sale, percent complete, and accrued amount.

Company Logo

Service Management Series
Fabrikam, Inc.

Service Call	Date	Location Name	Service Description	Division	Estimated Total Cost	Total Cost	Total Sale	Amount Billed	Percent Complete	Accrued Amount
130508-0001	4/12/2017	ACCURATE-12500 CLEVELAND AVE		SERVICE COM	8,000.00	500.00	12,500.00	0.00	6.25	781.25

Service Call Analysis - Unbilled T&M

This report allows you to view unbilled T&M service calls, and the amounts that are yet to be billed. Enter a cutoff date to view unbilled T&M service calls up to that date, listed by division. You can view the total cost and total billable amount for each service call, as well as division subtotals and report totals.

Service Call Analysis - Unbilled T&M

Service Management Series
Fabrikam, Inc.

Page 1 of 1
Date Printed: 5/6/2013 at 11:16 AM
User: BJamnik

Cutoff Date: 5/6/2013

Service Call	Location Name	Service Description	Division	Total Cost	Total Billable
041114-0023	ELLIOT'S-2330 E CALUMET ST	NO COOLING	SERVICE IND	14.74	29.48
041114-0021	ULTIMATE-2220 E COLLEGE	ELEVATOR DOOR STUCK	SERVICE IND	11.10	22.20
041114-0013	OLSEN-6750 ODANA ROAD	ROOF TOP UNIT MAKING NOISE	SERVICE IND	22.10	37.57
041114-0009	MOLDED-674 S WHITNEY WAY	ELEVATOR LIGHTS NOT WORKING	SERVICE IND	14.80	26.64
			Total for SERVICE IND	62.74	115.89
041114-0014	AAA-2126 N SHERMAN AVE	DOOR SENSOR NOT WORKING	SERVICE COM	21.50	36.55
041114-0003	LANGE-3512 E HOWARD AVE	THE A/C IS NOT WORKING.	SERVICE COM	35.00	59.50
041114-0002	CEDAR-15500 CLEVELAND AVENUE	NO AIR CONDITIONING IN THE BUI	SERVICE COM	25.00	42.50
			Total for SERVICE COM	81.50	138.55
041114-0006	CZECHORSKI-3901 S KIRKWOOD	A/C NOT WORKING	SERVICE RES	30.00	51.00
041114-0005	CROWE-1308 E CRAWFORD AVE	DOOR SENSOR LOOSE	SERVICE RES	25.00	42.50
			Total for SERVICE RES	55.00	93.50
			Grand Total	199.24	347.94

Service Call Cost Audit

This report shows all the costs that have been associated with a service call. You can see the total amounts by cost category, or expand the category to view all the transactions associated with that cost. The invoiced status also appears next to each transaction to provide you with information about which costs have been billed.

| |◀ ◀ | 1 | of 1 | ▷ | ▷| | 75% | ▼ | | Find | Next | 🖫 ▾ | 🔄 | 🖨 | ▦ |

11/5/2013 1:23:05 PM

Service Call Cost Audit

User: sberry

Service Call:	170412-0001	Contract Number:	N/A
Call Type:	EMERGENCY	Quote Number:	N/A
Location of call:	ACCURATE-4181 S 65th St	Billing Address:	ACCURATE PRINTING
	4181 South 65th Street		4181 South 65th Street
	Milwaukee, WI 53220		Milwaukee, WI 53220
			United States

Customer P.O. Number:

Salesperson ID:

Date: 4/12/2017

Technician ID: ALAN

*Unbilled transaction moved to history

Cost Code Description						Cost Amount	Billing Amount		Mark up Amount		Percent
⊟ EQUIPMENT						$500.00	$625.00		$125.00		25%

Source	Reference Trx #	Description	Transaction Date	Unit	Qty	Cost per Unit	Committed Cost	Extended Cost	Billing Amount	Status
MANUAL	SV102	test	4/12/2017	each	5.00	$100.00	$0.00	$500.00	$625.00	Not invoiced

						Cost Amount	Billing Amount		Mark up Amount		Percent
⊞ MATERIAL						$0.00	$0.00		$0.00		0%
⊟ LABOR						$40.00	$60.00		$20.00		50%

Source	Reference Trx #	Description	Transaction Date	Unit	Qty	Cost per Unit	Committed Cost	Extended Cost	Billing Amount	Status
MANUAL	SV100		4/12/2017	HOUR	1.00	$40.00	$0.00	$40.00	$60.00	Invoiced

	Cost Amount	Billing Amount	Mark up Amount	Percent
⊞ SUBCONTRACTOR	$0.00	$0.00	$0.00	0%
⊞ OTHER	$0.00	$5.00	$5.00	100%
	$540.00	$690.00	$150.00	28%

	Cost Amount	Billing Amount
Tax:		$43.75
Service Call Total:	$540.00	$733.75

Service Call Cost Reconciliation

This WIP report allows you to review the debits, credits, and extended costs in your WIP and COGS accounts, along with a summary of the debits and credits in the accounts for each contract. The Service Reconciliation report can be run as

part of the month end closing process, to reconcile the amounts posted to your Progress Billings accounts and Service WIP accounts. Refer to the user manual for more information on using WIP reports at month's end.

1. To print, select *Reports > Service Management > Service > WIP Reports*.
2. On the Service WIP Reports window, mark the **Reconcile Report** radio button, and select to print the report in summary. (To see the report in detail, go to .)

You can filter account and contract totals by division, customer, and location; you can also select a specific account and/or division to view.

Reconciliation Summary
Fabrikam, Inc.
Service Management Series

Page: 1 of 1
8/11/2009 at 3:21:09 PM
User: SANDBOX\bjamnik

Date Range: 1/1/2009 to 8/11/2017

Division: ALL

Location: ALL

Contract: ALL

Customer: 102 – CEDAR FAMILY COUNSELING

Account Number: ALL

Account Number	Account Description	WIP Debit	WIP Credit	COGS Debit	COGS Credit	Extended Cost
000-2110-00	Accrued Expenses	$0.00	$0.00	$0.00	$0.00	$0.00
000-4502-05	COGS-Service-Subs/Other-COMMERCIAL	$0.00	$0.00	$0.00	$0.00	$0.00
000-8710-00	Retentions Account Receivable	$25.00	$0.00	$0.00	$0.00	$25.00
Contract Number: 0000000016	Contract Start Date: 1/1/2017	Contract Expiration Date: 12/31/2017				
000-2125-00	Accrued Payroll	$0.00	$40.00	$0.00	$0.00	($40.00)
000-4500-08	COGS-Mnt Contracts-Labor-COMMERCIAL	$320.00	$0.00	$0.00	$0.00	$320.00
000-4501-08	COGS-Mnt Contracts-Matl/Equip-COMMERCIAL	$37.61	$0.00	$0.00	$0.00	$37.61
	Contract Total:	**$357.61**	**$40.00**	**$0.00**	**$0.00**	**$317.61**
	Grand Total:	**$382.61**	**$40.00**	**$0.00**	**$0.00**	**$342.61**

Service Call Cost Reconciliation by Account

This WIP report allows you to review the debits, credits, and extended costs in your WIP and COGS accounts, along with a summary of the debits and credits in the accounts for each contract. The Service Reconciliation report can be run as part of the month end closing process, to reconcile the amounts posted to your Progress Billings accounts and Service WIP accounts. Refer to the user manual for more information on using WIP reports at month's end.

1. To print, select *Reports > Service Management > Service > WIP Reports*.
2. On the Service WIP Reports window, mark the **Reconcile Report** radio button, and select to print the report in detail. (To see the summary report, go to .)

You can filter account and contract totals by division, customer, and location; you can also select a specific account and/or division to view.

Reconciliation Detail
Fabrikam, Inc.
Service Management Series

Page: 1 of 1
8/11/2009 at 3:28:33 PM
User: SANDBOX\bjamnik

Date Range: 1/1/2009 to 8/11/2017

Division: ALL

Location: ALL

Contract: ALL

Customer: 102 – CEDAR FAMILY COUNSELING

Account Number: ALL

Account Number					WIP		COGS		
Posted Date	Trx Source	Ref Trx #	Service Call	Cost Code	Debit	Credit	Debit	Credit	Extended Cost
000-2110-00 Accrued Expenses									
4/12/2017	MANUAL	SV100	170412-0002	OTHER	$0.00	$0.00	$0.00	$0.00	$0.00
					$0.00	$0.00	$0.00	$0.00	$0.00
000-4502-05 COGS-Service-Subs/Other-COMMERCIAL									
4/12/2017	MANUAL	SV100	170412-0002	OTHER	$0.00	$0.00	$0.00	$0.00	$0.00
					$0.00	$0.00	$0.00	$0.00	$0.00
000-8710-00 Retentions Account Receivable									
4/12/2016	Receivings Trx Entry	RCT1163	041114-0002	MATERIAL	$25.00	$0.00	$0.00	$0.00	$25.00
					$25.00	$0.00	$0.00	$0.00	$25.00
Contract Number: 0000000016	Contract Start Date: 1/1/2017		Contract Expiration Date: 12/31/2017						
000-2125-00 Accrued Payroll									
7/1/2016	MANUAL	SV100	160701-0003	Labor Category 1	$0.00	$40.00	$0.00	$0.00	($40.00)
					$0.00	$40.00	$0.00	$0.00	($40.00)
000-4500-08 COGS-Mnt Contracts-Labor-COMMERCIAL									
7/1/2016	MANUAL	SV100	160701-0003	Labor Category 1	$40.00	$0.00	$0.00	$0.00	$40.00
1/14/2017	PAYROLL	1013	170102-0002	Labor Category 1	$100.00	$0.00	$0.00	$0.00	$100.00
2/4/2017	PAYROLL	1293	170201-0017	Labor Category 1	$160.00	$0.00	$0.00	$0.00	$160.00
3/11/2017	PAYROLL	1418	170301-0014	Labor Category 1	$20.00	$0.00	$0.00	$0.00	$20.00
					$320.00	$0.00	$0.00	$0.00	$320.00
000-4501-08 COGS-Mnt Contracts-Matl/Equip-COMMERCIAL									
4/12/2017	Payables	0000000000000524	170301-0014	EQUIPMENT	$5.56	$0.00	$0.00	$0.00	$5.56
4/12/2016	Payables	0000000000000471	041115-0003	MATERIAL	$32.05	$0.00	$0.00	$0.00	$32.05
					$37.61	$0.00	$0.00	$0.00	$37.61
			Contract Total:		$357.61	$40.00	$0.00	$0.00	$317.61
			Grand Total:		$382.61	$40.00	$0.00	$0.00	$342.61

Service Call Gross Profit

This report allows you to view a breakdown of profitability information for the transactions on a service call. For each cost code, you can view the transactions associated with the call and the billing amounts, total cost, expected gross profit, billed amount, and gross profit/loss to date for that transaction. You can also view subtotals by cost code and report totals for the entire service call.

Service Call: 041114-0020		Problem: NO HEAT				Call Type: EMG			
Date	Description	Technician	Qty	Unit Price	Billing Amount	Total Cost	Expected Gross Profit	Amount Billed	Gross Profit / Loss To Date
4/12/2016	Purged the system and reset it	Nick, Charles	1.50	0.00	0.00	60.00	-60.00	47 %	0.00	-60.00
	Subtotals For Labor				0.00	60.00	-60.00	-6,000 %	0.00	-60.00
4/12/2016	Service Call Parts		2.00	7.23	0.00	8.50	-8.50	41 %	0.00	-8.50
4/12/2016	Service Call Parts		4.00	0.00	0.00	0.00	0.00	0 %	0.00	0.00
	Subtotals For Materials				0.00	8.50	-8.50	-850 %	0.00	-8.50
4/12/2016	TravelTravel		10.00	0.75	0.00	3.70	-3.70	82 %	0.00	-3.70
	Subtotals For Other				0.00	3.70	-3.70	-370 %	0.00	-3.70
	Report Totals for Service Call 041114-0020				0.00	72.20	-72.20	-7,220 %	0.00	-72.20

Service Call Invoices

This customer-facing report is used to detail an invoice or credit memo for a service call, including a cost breakdown and detail of charges.

You can print this report either individually or by batch, for current or historical invoices and credit memos, from the following windows:

- **Service Invoice**: Print an open or closed invoice individually
- **Receivables Batch Entry**: Print invoices by batch.
- **Posted Service Invoice**: Print a posted invoice individually.
- **Print Service Batch Invoices**: Print multiple invoices in a batch.

Once all costs have been added to an invoice, you can print the invoice. Invoices can be printed individually or by batch.

If you enter a billing note in the Document Number field, and mark it as Printable, the note will appear on the invoice next to *Service Performed*.

A Description will also display on the invoice if one is entered on the main invoice entry window.

If you want tax details to print on the job invoice, you must mark the **Print Tax Details on Documents** checkbox on the Receivables Management Setup window. *Microsoft Dynamics GP > Tools > Setup > Sales > Receivables.*

Invoices

Invoice 1 - Service Call Invoice Summary

Only cost fields with costs entered are shown.

INVOICE

PLEASE REMIT TO

Fabrikam, Inc.
4277 West Oak Parkway
Chicago, IL 60601-4277
Phone: (312) 436-2671

INVOICE NUMBER	SRVCE000000000076
INVOICE DATE	4/12/2027
PO NUMBER	

TOTAL DUE $48.43

BILL TO

Bobby Jo Johnson
ACCURATE PRINTING
12500 Cleveland Avenue
New Berlin, WI 53151

LOCATION

ACCURATE-12500 CLEVELAND AVE
12500 Cleveland Avenue
New Berlin, WI 53151

Service Call   190226-0001

Salesperson	Customer Number	Order Date	Completion Date	Payment Terms	Shipping Method
	101	2/26/2019	2/26/2019	Net 30	GROUND

Cost Code Totals	
EQUIPMENT	$20.25
MATERIAL	$0.00
LABOR	$0.00
SUBCONTRACTOR	$0.00
OTHER	$25.00

Subtotal	$45.25
Tax	$3.18
Amount Paid	$0.00
Total	**$48.43**

*Thank you for choosing our company for your service needs!!
*We appreciate the opportunity to service your equipment!!!

Fabrikam, Inc., 4277 West Oak Parkway, Chicago, IL, 60601-4277
Phone (312) 436-2671 Fax (312) 436-2896

Invoice 2 - Service Call Invoice Detail

This invoice is similar to the first format except the itemized costs are double-spaced.

INVOICE

Fabrikam, Inc.
4277 West Oak Parkway
Chicago, IL 60601-4277
Phone: (312) 436-2671

INVOICE NUMBER	SRVCE000000000076
INVOICE DATE	4/12/2027
PO NUMBER	

TOTAL DUE	**$48.43**

BILL TO

Bobby Jo Johnson
ACCURATE PRINTING
12500 Cleveland Avenue
New Berlin, WI 53151

LOCATION

ACCURATE-12500 CLEVELAND AVE
12500 Cleveland Avenue
New Berlin, WI 53151

Service Call   190226-0001

Salesperson	Customer Number	Order Date	Completion Date	Payment Terms	Shipping Method
	101	2/26/2019	2/26/2019	Net 30	GROUND

Detail of Charges

Item Number / Date	Description	Equipment ID	Unit	Quantity	Unit Price	Line Total
EQUIPMENT						
4/12/2027				1.00	$20.25	$20.25
OTHER (TRAVEL)						
4/12/2027	Trip Fee			1.00	$25.00	$25.00

EQUIPMENT $20.25	MATERIAL $0.00	LABOR $0.00
SUBCONTRACTOR $0.00	OTHER $25.00	

Subtotal	$45.25
Total Tax	$3.18
Amount Paid	$0.00
Total	**$48.43**

Invoice 3 - Service Invoice Summary - Multi Currency

The invoice description is printed below the "Description of Work Done" subtitle. If the Signature Multicurrency Management module is registered, invoice 3 is modified to print the originating amounts if your transaction is in the originating currency. If your transaction is in the functional currency, invoice 3 will print the functional amounts. Multicurrency amounts do not print when batch printing.

SERVICE INVOICE

1/31/2020 at 1:06:52 PM

Invoice#:	SRVCE000000000077
Date:	4/12/2027
Service Call:	190226-0002

Service Call Address

ACCURATE PRINTING

ACCURATE-12500 CLEVELAND AVE

12500 Cleveland Avenue

New Berlin   WI   53151

Billing Address

12500 Cleveland Avenue

New Berlin   WI   53151

United States

Costs

Date	Cost Code Description	Item Description		Billing Amount
4/12/2027	OTHER	Trip Fee	$	25.00
4/12/2027	Labor Category1		$	120.00
4/12/2027	OTHER	Misc Shop Supplies	$	5.00

Location/Invoice Details

PO Number:
Salesperson ID:
Technician ID:
Payment Term: Net 30

Subtotal:	$	150.00
Tax:	$	10.50
Discount:	$	0.00
Amount Paid:	$	0.00
Amount Due:	$	160.50

*Thank you for choosing our company for your service needs!!

*We appreciate the opportunity to service your equipment!!!

Invoice 4 - Service Invoice Detail - Multi Currency

This is a two-page invoice. The invoice description is printed below the "Description" subtitle. If no cost was added for a cost category, $0.00 is listed. The second page lists the tax detail for each cost category, the total tax, and total invoice amount If the Signature Multicurrency Management module is registered, invoice 4 is modified to print the originating amounts if your transaction is in the originating currency. If your transaction is in the functional currency, invoice 4 will print the functional amounts. Multicurrency amounts do not print when batch printing.

SERVICE INVOICE

Invoice#:	SRVCE000000000077
Date:	4/12/2027
Service Call:	190226-0002

Service Call Address

ACCURATE PRINTING

ACCURATE-12500 CLEVELAND AVE

12500 Cleveland Avenue

New Berlin   WI   53151

Billing Address

12500 Cleveland Avenue

New Berlin   WI   53151

United States

Costs

Date	Cost Code Description	Item Description	Billing Amount
4/12/2027	OTHER	Trip Fee	$ 25.00
4/12/2027	Labor Category1		$ 120.00
4/12/2027	OTHER	Misc Shop Supplies	$ 5.00

Cost Code Totals

EQUIPMENT	$	0.00
MATERIAL	$	0.00
LABOR	$	120.00
SUBCONTRACTOR	$	0.00
OTHER	$	30.00

Tax Detail

USASTE-PS6N0	$	9.00
USCITY-PS1N0	$	1.50
	$	

Location/Invoice Details

PO Number:

Salesperson ID:

Technician ID:

Payment Term: Net 30

Subtotal:	$	150.00
Tax:	$	10.50
Discount:	$	0.00
Amount Paid:	$	0.00
Amount Due:	$	160.50

*Thank you for choosing our company for your service needs!!

*We appreciate the opportunity to service your equipment!!!

Invoice 5 - Service Invoice Summary (Dexterity)

The invoice description prints in the center of the invoice. Below the description are the cost totals without descriptions for equipment, material, labor, subcontractor, and other costs. If no cost was added for a cost category, $0.00 is listed for that category. The comments are double-spaced below the total sales tax and invoice total.

```
                                        190226-0001

    ACCURATE PRINTING                  ACCURATE-12500 CLEVELAND AVE
    12500 Cleveland Avenue             12500 Cleveland Avenue

    New Berlin          WI             New Berlin          WI
    53151                              53151


4/12/2027  SRVCE000000000076              101              Net 30




                        TOTAL EQUIPMENT                      $20.25
                        TOTAL MATERIAL                        $0.00
                        TOTAL LABOR                           $0.00
                        TOTAL SUBCONTRACTOR                   $0.00
                        TOTAL OTHER                          $25.00

                        TOTAL SALES TAX                       $3.18


                        PAYMENT                               $0.00

                        AMOUNT DUE                           $48.43



      *Thank you for choosing our company for your service needs!!
      *We appreciate the opportunity to service your equipment!!!
```

Invoice 6 - Service Invoice Summary (Dexterity)

The invoice description prints in the center of the invoice. Below the description are the cost totals without descriptions for equipment, material, labor, subcontractor, and other costs. If no cost was added for a cost category, $0.00 is listed for that category. The comments are double-spaced below the total sales tax and invoice total.

```
                                        190226-0001

     ACCURATE PRINTING                  ACCURATE-12500 CLEVELAND AVE
     12500 Cleveland Avenue             12500 Cleveland Avenue

     New Berlin          WI             New Berlin           WI
     53151                              53151


  4/12/2027  SRVCE000000000076                101              Net 30



                          TOTAL EQUIPMENT                     $20.25
                          TOTAL MATERIAL                       $0.00
                          TOTAL LABOR                          $0.00
                          TOTAL SUBCONTRACTOR                  $0.00
                          TOTAL OTHER                         $25.00

                          TOTAL SALES TAX                      $3.18


                          PAYMENT                              $0.00

                          AMOUNT DUE                          $48.43



           *Thank you for choosing our company for your service needs!!
           *We appreciate the opportunity to service your equipment!!!
```

Invoice 7 - Service Invoice Totals (Dexterity)

This invoice format omits the individual cost totals and prints just the total sales tax and total invoice amounts.

```
                              Service Call ID   190226-0001



  BILL TO:                        LOCATION:

  ACCURATE PRINTING                 ACCURATE-12500 CLEVELAND AVE
  12500 Cleveland Avenue            12500 Cleveland Avenue

  New Berlin          WI  53151     New Berlin          WI  53151


  INVOICE DATE    INVOICE NUMBER    CUSTOMER ID        TERMS

  4/12/2027     SRVCE000000000076   101                Net 30

  DESCRIPTION




                            TOTAL SALES TAX                 $3.18


                            PAYMENT                         $0.00

                            INVOICE TOTAL                  $48.43



    *Thank you for choosing our company for your service needs!!
    *We appreciate the opportunity to service your equipment!!!
```

Invoice 8 - Service Invoice Detail (Dexterity)

This invoice style subtotals on cost codes. Labor also subtotals by job title and pay code.

```
                              INVOICE

                          Invoice Number :   SRVCE000000000076
  Service Call  190226-0001     Invoice Date   :   4/12/2027

  INVOICE TO:                     SHIP TO:

    ACCURATE PRINTING               ACCURATE-12500 CLEVELAND AVE
    12500 Cleveland Avenue          12500 Cleveland Avenue

    New Berlin            WI        New Berlin                WI
    53151                           53151


Description                         Technician ID    ALAN
Date            2/26/2019           Salesperson ID

  Cost Code
    Title
                    Hours/Units            Subtotal

  EQUIPMENT

                      1.00               $20.25
                                                        $20.25
  OTHER

                      1.00               $25.00
                                                        $25.00

*Thank you for choosing our company for your service needs!!
*We appreciate the opportunity to service your equipment!!!


                       Subtotal                     $45.25

                       Total Tax                     $3.18

                       Payment                       $0.00
                                            _____
                       Total Invoice                $48.43
```

Service Call Maintenance Workorder

This report describes the work that is to be done for a scheduled maintenance service call. When MCC calls are generated for a month, you can print this report to view service call details, including hour estimates and required equipment, materials, and tool kits. When work is performed on site, tasks and subtasks can be marked as complete. If SRS reports are set up to print from GP, this report can be printed from the Maintenance Tasking window during the call creation process (*Microsoft Dynamics GP > Tools > Routines > Service Management > Maintenance Contract > Create MCC Calls*). This report replaces the Scheduled Maintenance Dexterity report. In Report Manager, you can select the year and month that you want to view MCC calls for. Calls can be filtered by a customer range, a technician range, location, or contract number.

Service Call Maintenance Workorder

Fabrikam, Inc.
Service Management Series

Location:	CZECHORSKI-3901 S KIRKWOOD
Address:	3901 South Kirkwood Avenue
City:	St. Francis
State, Zip:	WI 53235
Phone:	000-000-0000 Ext: 0000

Service Call ID:	170101-0001
Customer Number:	109
Address ID:	RESIDENCE
Technician:	ALICE
Scheduled Date:	1/1/2017
Contract Number:	0000000023

Completed PM Item and Tasks
Sublocation: BASEMENT

Equipment: 0000000041
          BOILER

☐ Task Description: Check & Test all Safety Devices   Est. Hours: 1.00
   Tool Kit Required:
   Material Required:

   A   _____Check the safety switch

   B   _____Replace safety switch

   C   _____Retest the safety switch

☐ Task Description: Check Air Filters   Est. Hours: 2.00
   Tool Kit Required:
   Material Required:

   A   _____Check Filters

   B   _____Change Filters

   C   _____Record all readings

Comments to Customer: Est. Hours: 3.00

x
_____   _____
            Customer Signature   Date

Thank You For Choosing Fabrikam, Inc.

Service Call Quote

The Service Call Quote report compiles service call quote information such as costs, billing amounts, and hours, and provides a total of all quote amounts by cost code, along with individual quote totals, profit amounts, and task details including material requirements. This report can be used internally to view profit, or you can filter down to a single quote or customer, hiding internal information such as costs and hours, and print a quote to give to a customer. You

can filter this report by customer, location, quote number, or quote expiration date. You can select whether you want to include estimated and calculated hours, billing amounts (including profit), estimated and calculated costs (including profit), and task details. This report is printed from the Report Manager.

QUOTE

Quote Number	650101-0012
Quote Date	1/1/2004
Quote Expiration Date	
Quote Amount	$3,050.00

LOCATION
Oh! What a feeling!
Main office
892 SW 4th St.
Knoxville , TN 25910

Category	Billing Amount	Estimated Cost	Estimated Hours	Calculated Cost	Calculated Hours
EQUIPMENT	$1,000.00	$0.00		$0.00	
MATERIAL	$600.00	$600.00		$500.00	
PM	$450.00	$450.00	9.00	$300.00	5.00
EMERGENCY	$0.00	$0.00	0.00	$0.00	0.00
REPAIR	$0.00	$0.00	0.00	$0.00	0.00
SPOT	$0.00	$0.00	0.00	$0.00	0.00
OTHER	$0.00	$0.00	0.00	$0.00	0.00
Total Labor	$450.00	$450.00		$300.00	
SUBCONTRACTOR	$1,000.00	$0.00		$0.00	
OTHER	$0.00	$0.00		$0.00	
Total Amount	$3,050.00	$1,050.00			
Profit	$2,000.00				

Equipment and Tasks Included in Quote 650101-0012

Equipment ID	Equipment Type	Manufacturer ID	Model Number	Serial Number		
Task Code	**EQUIPMENT**	**MATERIAL**	**LABOR**	**SUBCONTRACTOR**	**OTHER**	**TOTAL**
1 - COMP	$0.00	$0.00	$500.00	$0.00	$0.00	$500.00
Total for equipment	**$0.00**	**$500.00**	**$300.00**	**$0.00**	**$0.00**	**$800.00**

Service Call Revenue Statistics by Call Type

Shows revenue, total cost, number of service calls, and amounts billed for each service call type. Also shows these as percentages for each type compared to the total number of calls that month. This allows you to keep track of margin amount and margin percent.

Fabrikam, Inc.

Service Analysis By Call Type: April 2017

Quotes :

Call Type	Call Type Description	Count This Month	Percent Of Total Service Calls	Total Cost	Percent Of Total Cost	Total Billed	Percent Total Billed	Margin	Margin Percent
	Total :		0.00%		0.00%		0.00%		Avg. Margin

All Other Call Types :

Call Type	Call Type Description	Count This Month	Percent Of Total Service Calls	Total Cost	Percent Of Total Cost	Total Billed	Percent Total Billed	Margin	Margin Percent
		2	4.08%	$0.00	0.00%	$0.00	0.00%	$0.00	0.00%
EMG	EMERGENCY	3	6.12%	$0.00	0.00%	$0.00	0.00%	$0.00	0.00%
INS	INSPECTION	5	10.20%	$0.00	0.00%	$0.00	0.00%	$0.00	0.00%
T&M	TIME & MATLS	10	20.41%	$0.00	0.00%	$0.00	0.00%	$0.00	0.00%
	Total :	20	40.81%	$0.00	0.00%	$0.00	0.00%	$0.00	0.00% Avg. Margin

Grand Totals   20   40.81% $0.00   0.00% $0.00   0.00% $0.00

Analysis By Call Type

Cost By Call Type
Billed By Call Type
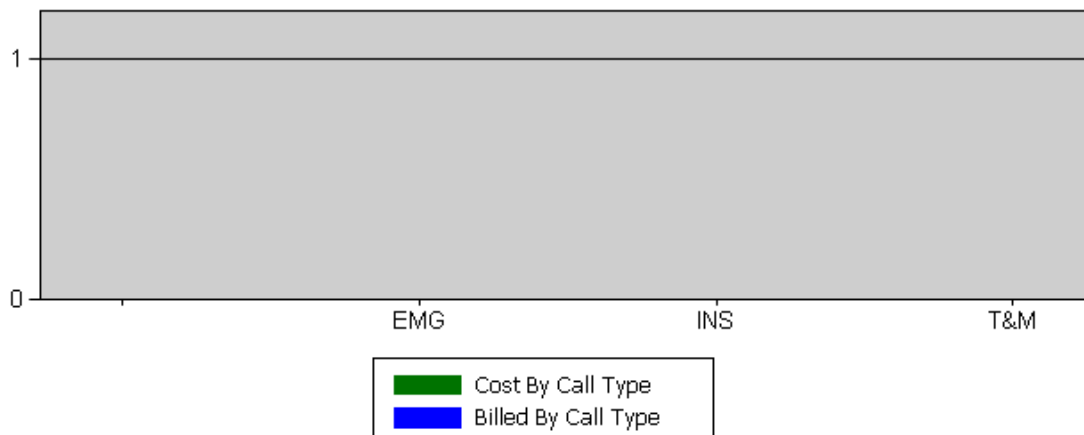
Service Call Statistics by Call Type

This report shows a count of the total, open, completed, and closed calls per call type for Preventative Maintenance call types, call types with quotes, and all other call types. These statistics are also shown as percentages for each type compared to all calls that month. This allows you to track the progress of each call type for the month.

Service Call Status

This report displays unposted, committed and actual costs as well as anticipated billable information. The costs displayed are all costs for the service call, not for a specific invoice. Margin information is also displayed although tax information is not included. Use the Service Call Status window also provides zoom capability to the cost categories and cost types for the service call. To print this report, go to Inquiry > Signature Service Management > Service Call Status.

1/29/2020 11:19:12 AM		Service Call Status		User: WENNSOFTDEV\konnen					

Service Call:	200115-0001			**Contract Number:**	N/A				
Call Type:				**Quote Number:**	N/A				
Location of call:	ACCURATE-12500 CLEVELAND AVE			**Billing Address:**	ACCURATE PRINTING				
	12500 Cleveland Avenue				12500 Cleveland Avenue				
	New Berlin, WI 53151				New Berlin, WI 53151				
					United States				
Customer P.O. Number:									
Salesperson ID:									
Date:	1/15/2020								
Technician ID:	ALAN				* Unbilled transaction moved to history				

Cost Code Description					Cost Amount	Billing Amount		Markup Amount	Percent
⊞ LABOR					$20.00	$30.00		$10.00	50%

Source	Reference Trx #	Description	Transaction Date	Unit	Qty	Cost per Unit	Committed Cost	Extended Cost	Billing Amount	Status
PR_TRXENT	1549	TTWebService	1/28/2020	HOUR	0.00	$10.00	$0.00	$10.00	$15.00	WORK
PR_TRXENT	1550	TTWebService	1/28/2020	HOUR	0.00	$10.00	$0.00	$10.00	$15.00	WORK

Anticipated Total Billable:	$30.00	**Anticipated Margin:**	$10.00
Anticipated Total Cost:	$20.00	**Margin Percent:**	33.33%
Anticipated Total Markup %:	50%		

Service Call Status Statistics

This report shows the number of service calls by call status for the last week, last two weeks, month to date, and year to date. Sorting service calls per status allows you to track progress over time. You can also see the average days open to

complete and complete to invoiced for the month to date, last month, and year to date.

Fabrikam, Inc.

Service Call Statistics: 4/30/2017

Status Of Call	Last Week	Last 2 Weeks	Month to Date	Last Month	Year to Date
CLOSED	0	0	8	19	66
OPEN	0	0	41	0	41

Average days	Month to Date	Last Month	Year to Date
Open to Complete	3.25	9.95	7.74
Complete to Invoiced (Closed)	0.00	0.00	0.00

Month To Date
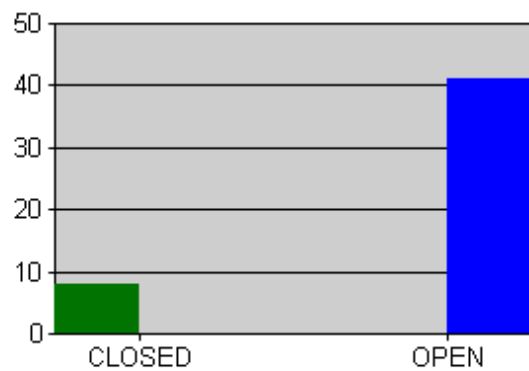
CLOSED	- Month To Date
OPEN	- Month To Date

Year To Date
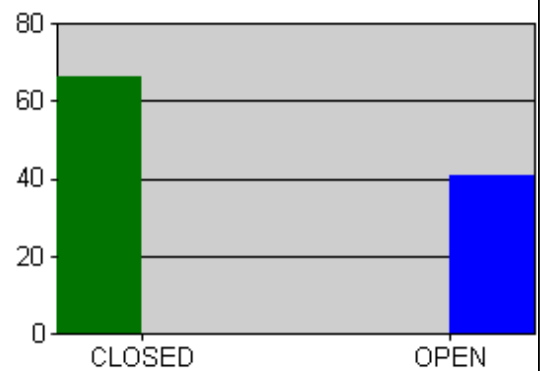
CLOSED	- Year To Date
OPEN	- Year To Date

Service Call Vendor Quote

This report is sent to a vendor when you are requesting a quote to be returned based on the tasks assigned to the service call. The Vendor Quotation Request information is not stored in the system. This report is accessed by selecting the Vendor Quotation button in the Service Call window.

Service Call Workorders

You can print a workorder from the Service Call window by either choosing the *Print* button or the *Quick* button. If you select *Print*, you can select one of five workorder formats. The *Quick* button prints your workorder, in one step, in the format specified during setup in the Service Options window. The report prints directly to the printer.

1. Select *Cards > Service Management > Service Manager*.
2. Select a customer and open a service call.
3. Do one of the following:
   - If the call has a call type other than MCC, select *Print* and select a workorder format.
   - If the call has an MCC call type, select *Print > Workorder* and select a workorder format.
4. Select a print destination.

Workorders

The following report examples also include the two Dexterity workorder reports (not available on the SSRS server).

Workorder 1 - Service Call Work Order

Workorder 1 breaks down key service call information. Technicians can quickly see the date and time a service call was received. This report lists the service call ID and invoice number along with brief service call details and the customer's address. The contact name, email address, and telephone number also included.

Service Call Work Order

Fabrikam, Inc.

Service Management Series

Service Call ID: 200115-0001

Billing Address: **Service Call Address:**

ACCURATE PRINTING   MAIN OFFICE
12500 Cleveland Avenue   12500 Cleveland Avenue
New Berlin, WI 53151   New Berlin, WI 53151
United States

Site Contact:	Bobby Jo Johnson	Phone:	(000) 000-0000 Ext. 0000
Technician:	ALAN	Caller Name:	
Est. Hours	2.00	Caller Email:	
Description:		Caller Phone:	(000) 000-0000 Ext. 0000
Call Status:	COMPLETE		
Type of Problem:			
Type of Call:			
Sales Person ID:			
Purchase Order:			

Notes:

Subject	Service Call Notes

Workorder 2 - Service Call Work Order with Appointments

Workorder 2 is useful for salespeople. It could be stored in your customer's file. It lists the customer's billing address, service call location, salesperson information, and service call details. The contact name, email address, and telephone number also included.

Service Call Work Order with Appointments
Fabrikam, Inc.
Service Management Series

Service Call ID: **200115-0001**

Billing Address:

ACCURATE PRINTING
12500 Cleveland Avenue
New Berlin, WI 53151
United States

Service Call Address:

MAIN OFFICE
12500 Cleveland Avenue
New Berlin, WI 53151

Site Contact:	Bobby Jo Johnson	Phone:	(000) 000-0000 Ext. 0000
Rec'd D/T:	1/15/2020	Est. Hours	2.00
Technician:	ALAN	Caller Name:	
Type of Call:		Caller Email:	
Call Status:	COMPLETE	Caller Phone:	(000) 000-0000 Ext. 0000
Description:			
Type of Problem:			
Sales Person ID:			
Purchase Order:			

APPOINTMENTS

Apppointment	0001	Appointment Date	1/15/2020
Status	COMPLETE	Start Time	11:00 AM
Type	1	Completion Date	1/28/2020
Est. Hours	2.00	Technician	ALAN
Skill Level		Technician Status	

Workorder 3 - Service Call Work Order with Tasks

Workorder 3 is a T-card, combining service call information with customer billing information. The contact name, email address, and telephone number also included.

Service Call Work Order with Tasks

Fabrikam, Inc.

Service Management Series

Service Call ID: **200115-0001**

Billing Address:

ACCURATE PRINTING
12500 Cleveland Avenue
New Berlin, WI 53151
United States

Service Call Address:

MAIN OFFICE
12500 Cleveland Avenue
New Berlin, WI 53151

Site Contact:	Bobby Jo Johnson	Phone:	(000) 000-0000 Ext. 0000
Rec'd D/T:	1/15/2020	Est. Hours	0.00
Technician:	ALAN	Caller Name:	
Type of Call:		Caller Email:	
Call Status:	COMPLETE	Caller Phone:	(000) 000-0000 Ext. 0000
Description:			
Type of Problem:			
Sales Person ID:			
Purchase Order:			

TASKS

Task Code	DEFAULT	Location	
Description	DEFAULT TASK	Equip. ID	0000000149
Skill Level		Status	COMPLETE
Completion Date	1/28/2020	Est. Hours	0.00
Trouble Code		Resolution	
Sub Location ID		Equip. Type	

Workorder 4 - Workorder with Tasks (Dexterity Report)

Workorder 4 includes task detail with the service call information. The contact name, email address, and telephone number also included.

```
1/30/2020   10:19:11 AM                    Workorder With Tasks                          Page    1


Name          ACCURATE PRINTING                       Service Call ID   200115-0001
Address       12500 Cleveland Avenue

City          New Berlin                 WI    53151
Contact 1     Bobby Jo Johnson                         Phone      (000) 000-0000  Ext. 0000
Contact 2                                              Phone      (000) 000-0000  Ext. 0000
Rec'd D/T     1/15/2020    10:35:20 AM                 Est. Hours    2.00

              Technician        ALAN
              Type of Call
              Status of Call     COMPLETE
              Description
              Type of Problem
              Salesperson
              Purchase Order
              Caller Name
              Caller Email
              Caller Phone      (000) 000-0000  Ext. 0000

Billing Address
              ACCURATE PRINTING
              12500 Cleveland Avenue

              New Berlin                 WI    53151
              Bobby Jo Johnson
              (000) 000-0000  Ext. 0000


------------------------------------------------------------------------------------------------------------
Tasks


Task Code          DEFAULT
Description        DEFAULT TASK
Skill Level                                   Status          COMPLETE
Completion Date    1/28/2020                  Est. Hours         0.00
Trouble Code                                  Resolution Code
Sub Location ID
Location
Equip. ID          0000000149                 Equip. Type

------------------------------------------------------------------------------------------------------------
  Materials Required

      Quantity  U of M   Item Number            Item Description
      ------------------------------------------------------------------------------------------------------
                     None
```

Workorder 5 - Workorder with Appointments (Dexterity Report)

Workorder 5 includes appointment detail with the service call information. The contact name, email address, and telephone number also included.

```
1/30/2020    10:24:10 AM              Workorder With Appointments         Page    1


Name          ACCURATE PRINTING                    Service Call ID      200115-0001
Address       12500 Cleveland Avenue


              New Berlin                    WI    53151
Contact 1     Bobby Jo Johnson                            Phone  (000) 000-0000  Ext. 0000
Contact 2                                                 Phone  (000) 000-0000  Ext. 0000
Rec'd D/T     1/15/2020   10:35:20 AM
                                                          Est. Hours     2.00



              Technician         ALAN
              Type of Call
              Status of Call     COMPLETE
              Description
              Type of Problem
              Salesperson
              Purchase Order
              Caller Name
              Caller Email
              Caller Phone       (000) 000-0000  Ext. 0000


Billing Address
              ACCURATE PRINTING
              12500 Cleveland Avenue

              New Berlin                    WI    53151
              Bobby Jo Johnson
              (000) 000-0000  Ext. 0000


Appointments
-------------------------------------------------------------------------------------
Appointment                    0001
Status                         COMPLETE
Type                           Service Call
Est. Hours                      2.00
Skill Level
Start Time                     11:00:00 AM
Completion Date                1/28/2020
Technician                     ALAN
Technician Status


-------------------------------------------------------------------------------------
```

Service Invoice Summary

The Service Invoice Summary report is generated from the Print Service Invoices window. (*Microsoft Dynamics GP > Tools >Routines > Service Management > Service > Print Service Invoices*) This report prints a summary of the invoices associated with a Service Invoice Summary Number. Each invoice is printed in a linear style and includes the service call invoice number, service call, call description, purchase order number, customer name, location, completion date, billable equipment total, billable material total, billable labor total, billable subcontractor total, billable other, subtotal, tax and line total. At the end of the report, the totals for the included service invoices are summarized by cost code.

In the example below, two invoices are associated with the same Service Invoice Summary Number.

INVOICE SUMMARY

PLEASE REMIT TO

Fabrikam, Inc.
4277 West Oak Parkway
Chicago, IL 60601-4277
Phone: (312) 436-2671

Invoice Summary No.	SRVCE000000000076-2
Summary Date	4/12/2027
Payment Terms	Net 30

TOTAL DUE	**$208.93**

BILL TO

Bobby Jo Johnson
ACCURATE PRINTING
12500 Cleveland Avenue
New Berlin, WI 53151

LOCATION

ACCURATE-12500 CLEVELAND AVE
12500 Cleveland Avenue
New Berlin, WI 53151

Detail of Invoices

Call Invoice Number	Service Call	Call Description		Completion Date	PO Number			
Customer Name		Location						
Billable Equipment	Billable Material	Billable Labor	Billable Subs	Billable Other	Subtotal	Tax		Line Total
SRVCE000000000076	190226-0001			2/26/2019				
ACCURATE PRINTING		ACCURATE-12500 CLEVELAND AVE						
$20.25	$0.00	$0.00	$0.00	$25.00	$45.25	$3.18		$48.43
SRVCE000000000077	190226-0002			2/26/2019				
ACCURATE PRINTING		ACCURATE-12500 CLEVELAND AVE						
$0.00	$0.00	$120.00	$0.00	$30.00	$150.00	$10.50		$160.50

Summary of all Charges:

EQUIPMENT	$20.25			
MATERIAL	$0.00			
LABOR	$120.00			
SUBCONTRACTOR	$0.00		Total Tax	$13.68
OTHER	$55.00		Amount Paid	$0.00
SUBTOTAL	$195.25		Total	$208.93

*Thank you for choosing our company for your service needs!!
*We appreciate the opportunity to service your equipment!!!

Service Invoice Trailing Costs

This WIP report prints trailing costs by division and service call. For each service call, you can view actual and committed costs at invoice time, the trailing cost after invoicing, and the committed cost remaining, along with division totals and totals for the whole report. The detailed invoice shows additional service call and transaction details. The Service Invoice Trailing Costs report can be run as part of the month end closing process, to help identify the committed costs that remain unposted after a service invoice is posted for a closed service call. Refer to the user manual for more information on using WIP reports at month's end.

1. To print, select *Reports > Service Management > Service > WIP Reports*.
2. On the Service WIP Reports window, mark the **Trailing Cost and PPV** radio button to print this report (along with the Service Invoice Trailing PPV Costs report), then select whether you want to print the summary or detailed version of this report.

You can filter this report by division and account number.

Summary

Detail

Service Invoice Trailing PPV Costs

This WIP report lists trailing PPV costs by service call and identifies the transaction number, GL posting date, and cost code of each trailing PPV cost. Service calls are arranged by division, allowing you to view both service call and division totals, as well as trailing PPV cost totals for the entire report. The Service Invoice Trailing PPV Costs report can be run as part of the month end closing process to help identify the trailing costs that remain due to a purchase price variance (PPV) that appeared on a receipt. Refer to the user manual for more information on using WIP reports at month's end.

1. To print, select *Reports > Service Management > Service > WIP Reports*.
2. On the Service WIP Reports window, mark the **Trailing Cost and PPV** radio button to print this report (along with the summary or detailed Service Invoice Trailing Costs report).

You can filter this report by division and account number.

Service Profitability

This report allows you to view profitability information for your service calls. You can view the quoted cost, cost, billed, profit, and markup percentage amounts for each service call, as well as subtotals and report totals. The detailed version of this report also displays actual costs and billing amounts for each cost code. This report can be grouped twice, by branch, division, call type, problem type, salesperson, primary technician, customer, bill to customer, or quote type. The subtotals that display are for the groups that you select. This report can also be filtered by the above criteria. You can select to show or hide details and service calls with zero amounts.

- Summary (page 84)

- Detailed (page 85)

Summary

Service Management Series
Fabrikam, Inc.

Dates: 1/1/2017 to 1/30/2018
Branches: All
Divisions: All
Call Types: All
Problem Types: All
Salespersons: All

Primary Technicians: All
Customers: All
Locations: All
Bill To Customers: All
Quote Types: None,Fixed,Not To Exceed

Service Call ID	Call Type	Description	Problem Type	Division	Date	Quoted Cost	Total Cost	Total Billed	Profit	Markup %
Division: SERVICE COM										
Call Type: EMG										
170412-0002	EMG	NO COOL FROM CHILLER	NO COOLING	SERVICE COM	4/12/2017	0.00	248.00	847.00	599.00	241.53%
				Totals for Call Type: EMG		$0.00	$248.00	$847.00	$599.00	241.53%
Call Type: T&M										
170412-0005	T&M	A/C UNIT LEAKING WATER	LEAKING PIPE	SERVICE COM	4/12/2017	0.00	153.66	280.32	126.66	82.43%
				Totals for Call Type: T&M		$0.00	$153.66	$280.32	$126.66	82.43%
				Totals for Division: SERVICE COM		$0.00	$401.66	$1,127.32	$725.66	180.67%
Division: SERVICE IND										
Call Type: EMG										
170412-0001	EMG	POWER OUT IN WEST WING	POWER OUTAGE	SERVICE IND	4/12/2017	0.00	40.00	65.00	25.00	62.50%
				Totals for Call Type: EMG		$0.00	$40.00	$65.00	$25.00	62.50%
				Totals for Division: SERVICE IND		$0.00	$40.00	$65.00	$25.00	62.50%
				Grand Totals		$0.00	$441.66	$1,192.32	$750.66	169.96%

Profitability by Division

Detailed

Service Profitability Report

Service Management Series
Fabrikam, Inc.

Page 1 of 1
Date Printed: 5/13/2013 at 11:05 AM
User: BTamelk

Service Revenue Recap

This report allows you to view revenue amounts by division and call type. You can view costs by category, the total cost, and the margin amount and percent for each call type in a division. Additionally, subtotals display for each division, and report totals summarize all revenue for the divisions displayed on the report.

Date Range: 1/1/2017 to 1/1/2018

Division	Call Type	Revenue	Equipment	Material	Labor	Subs	Other	Total Cost	Margin	%
PM COM										
	MCC	680.83	5.56	61.84	5,332.50	0.00	0.00	5,399.90	-4,719.07	-87.39 %
PM COM Totals:		680.83	5.56	61.84	5,332.50	0.00	0.00	5,399.90	-4,719.07	-87.39 %
PM IND										
	MCC	199.98	0.00	0.00	612.50	0.00	0.00	612.50	-412.52	-67.35 %
PM IND Totals:		199.98	0.00	0.00	612.50	0.00	0.00	612.50	-412.52	-67.35 %
PM RES										
	MCC	492.51	0.00	0.00	2,200.00	0.00	0.00	2,200.00	-1,707.49	-77.61 %
PM RES Totals:		492.51	0.00	0.00	2,200.00	0.00	0.00	2,200.00	-1,707.49	-77.61 %
SERVICE COM										
	EMG	997.00	20.00	168.00	160.00	0.00	0.00	348.00	649.00	186.49 %
	T&M	280.32	395.41	48.15	80.00	0.00	0.00	523.56	-243.24	-46.46 %
SERVICE COM Totals:		1,277.32	415.41	216.15	240.00	0.00	0.00	871.56	405.76	46.56 %
SERVICE RES										
	EMG	244.88	0.00	0.00	120.00	0.00	0.00	120.00	124.88	104.07 %

Service Transactions Not in GL

This WIP report shows transactions that have been posted to your Service accounts but were not posted to the GL. Transactions are grouped by customer and location, with the debit and credit account and extended cost listed for each transaction. Report totals are included, along with totals for each customer and location. The Service Transactions Not in GL report can be run as part of the month end closing process, to help identify the costs that have been posted in Service Management but have not been posted to the GL. Refer to the user manual for more information on using WIP reports at month's end. To print, select *Reports > Service Management > Service > WIP Reports*. On the Service WIP Reports window, mark the **Exception Reports** radio button, then mark the **Service Costs Not in GL** radio button. This report can be filtered by division, customer, location, and/or account number.

Service Transactions Not In GL
Fabrikam, Inc.
Service Management Series

Page: 1 of 1
10/1/2009 at 4:28:20 PM
User: SANDBOX\bjamnik

Date Range: 4/1/2017 to 4/30/2017

Division: ALL   Customer: ALL

Location: ALL   Account Number: ALL

Service Call	Category	Invoice Number	TRX Number	Debit Account	Credit Account	Extended Cost
209 - OTIS JOHNSON						
JOHNSON-2165 LINDEN AVE						
041114-0016	OTHER	SRVCE000000000128	SV100	000-4502-04	000-2110-00	$0.00
					Location Total:	$0.00
					Customer Total:	$0.00
102 - CEDAR FAMILY COUNSELING						
CEDAR-15500 CLEVELAND AVENUE						
170301-0014	EQUIPMENT	MC93	0000000000000524	000-4501-08	000-4501-08	$5.56
					Location Total:	$5.56
					Customer Total:	$5.56
					Grand Total:	$5.56

Service WIP

This report prints service WIP account totals, allowing you to view unbilled service work and open maintenance calls. Service call billing amounts and costs are grouped by contract, then totaled by category for each contract. These contract totals are grouped by division, allowing you to review the service division account totals, as well as category totals for the entire report. The Service WIP report can be run as part of the month end closing process, to help ensure that your Service WIP accounts balance with the General Ledger WIP accounts. Refer to the user manual for more information on using WIP reports at month's end.

1. To print, select *Reports > Service Management > Service > WIP Reports*.
2. On the Service WIP Reports window, mark the **WIP Report** radio button, and select whether you want to print the report in summary or in detail.

You can filter this report by division, customer, location, account number, and contract.

Summary

Fabrikam, Inc.

Service Management Series

Date Range: First to 8/10/2017

Division: ALL

Location: ALL

Contract: 0000000016 (01/01/2017– 12/31/2017)

Customer: ALL

Account Number: ALL

	Call Number	Location Name		Billing Amount	Cost
Division: PM COM					
Contract Number: 0000000016	Contract Start Date: 1/1/2017	Contract Expiration Date: 12/31/2017			
	041115-0003	CEDAR-15500 CLEVELAND AVENUE		$54.49	$32.05
	160701-0003	CEDAR-15500 CLEVELAND AVENUE		$0.00	$40.00
	170102-0002	CEDAR-15500 CLEVELAND AVENUE		$300.00	$200.00
	170201-0017	CEDAR-15500 CLEVELAND AVENUE		$480.00	$320.00
	170301-0014	CEDAR-15500 CLEVELAND AVENUE		$71.12	$45.56
			EQUIPMENT	$11.12	$5.56
			MATERIAL	$54.49	$32.05
			LABOR	$840.00	$600.00
			SUBCONTRACTOR	$0.00	$0.00
			OTHER	$0.00	$0.00
			Contract Total Cost	**$905.61**	**$637.61**
Division: PM COM					
WIP EQUIPMENT 000-1411-08 WIP-Material/Equipment-Mnt Contracts-COMMERCIAL			EQUIPMENT	$11.12	$5.56
WIP MATERIAL 000-1411-08 WIP-Material/Equipment-Mnt Contracts-COMMERCIAL			MATERIAL	$54.49	$32.05
WIP LABOR 000-1400-08 WIP-Labor-PM-COMMERCIAL			LABOR	$840.00	$600.00
WIP SUBCONTRACTOR 000-1412-08 WIP-Subs & Other-Mnt Contracts-COMMERCIAL			SUBCONTRACTOR	$0.00	$0.00
WIP OTHER 000-1412-08 WIP-Subs & Other-Mnt Contracts-COMMERCIAL			OTHER	$0.00	$0.00
			Division Total Cost	**$905.61**	**$637.61**
Report Total			EQUIPMENT	$0.00	$0.00
			MATERIAL	$0.00	$0.00
			LABOR	$0.00	$0.00
			SUBCONTRACTOR	$0.00	$0.00
			OTHER	$0.00	$0.00
			Report Total Cost	**$905.61**	**$637.61**

Detail

WIP Detail
Fabrikam, Inc.
Service Management Series

Page: 1 of 1
8/10/2009 at 12:56:31 PM
User: SANDBOX\bjamnik

Date Range: First to 8/10/2017

Division: ALL   Customer: ALL

Location: ALL   Account Number: ALL

Contract: 0000000016 (01/01/2017– 12/31/2017)

Call Number Element	Call Open	Trx #	Status	Batch	Source	Trx Created Date	Call Type	Call Status	Billing Amount	Cost
Division: PM COM										
Contract Number: 0000000016		Contract Start Date: 1/1/2017		Contract Expiration Date: 12/31/2017						
041115-0003		CEDAR-15500 CLEVELAND AVENUE								
MATERIAL	11/15/2013	00000000000000471	OPEN	DEMO AP	PM_Trxent	11/17/2013	MC	CLOSED	$54.49	$32.05
									$54.49	**$32.05**
160701-0003		CEDAR-15500 CLEVELAND AVENUE								
Labor Category 1	7/1/2016	SV100	OPEN		GL_Normal	2/27/2009	MCC	CLOSED	$0.00	$40.00
									$0.00	**$40.00**
170102-0002		CEDAR-15500 CLEVELAND AVENUE								
Labor Category 1	1/1/2017	1013	OPEN	011417	PR_TRXENT	3/4/2009	MCC	CLOSED	$300.00	$200.00
									$300.00	**$200.00**
170201-0017		CEDAR-15500 CLEVELAND AVENUE								
Labor Category 1	2/1/2017	1293	OPEN	020417	PR_TRXENT	3/4/2009	MCC	CLOSED	$480.00	$320.00
									$480.00	**$320.00**
170301-0014		CEDAR-15500 CLEVELAND AVENUE								
EQUIPMENT	3/1/2017	00000000000000524	OPEN	DYNSA	PM_Trxent	3/4/2009	MCC	CLOSED	$11.12	$5.56
Labor Category 1	3/1/2017	1418	OPEN	031117	PR_TRXENT	3/4/2009	MCC	CLOSED	$60.00	$40.00
									$71.12	**$45.56**
								EQUIPMENT	$11.12	$5.56
								MATERIAL	$54.49	$32.05
								LABOR	$840.00	$600.00
								SUBCONTRACTOR	$0.00	$0.00
								OTHER	$0.00	$0.00
								Contract Total Cost	**$905.61**	**$637.61**
Division: PM COM										
WIP EQUIPMENT 000-1411-08 WIP-Material/Equipment-Mnt Contracts-COMMERCIAL								EQUIPMENT	$11.12	$5.56
WIP MATERIAL 000-1411-08 WIP-Material/Equipment-Mnt Contracts-COMMERCIAL								MATERIAL	$54.49	$32.05
WIP LABOR 000-1400-08 WIP-Labor-PM-COMMERCIAL								LABOR	$840.00	$600.00
WIP SUBCONTRACTOR 000-1412-08 WIP-Subs & Other-Mnt Contracts-COMMERCIAL								SUBCONTRACTOR	$0.00	$0.00
WIP OTHER 000-1412-08 WIP-Subs & Other-Mnt Contracts-COMMERCIAL								OTHER	$0.00	$0.00
								Division Total Cost	**$905.61**	**$637.61**
Report Total								EQUIPMENT	$0.00	$0.00
								MATERIAL	$0.00	$0.00
								LABOR	$0.00	$0.00
								SUBCONTRACTOR	$0.00	$0.00
								OTHER	$0.00	$0.00
								Report Total Cost	**$905.61**	**$637.61**

Technician Forecast

This report allows you to view a technician's forecasted appointments for a specified period, including service call information and estimated hours. Only forecasted calls show on this report; calls that have been closed or marked as complete do not appear. You can filter this report by technician and/or technician team; appointments are organized by

technician team, then by technician and date. If no primary technician is assigned to a scheduled service call, that call is listed as Unassigned and is visible only when viewing *All* technician teams. If you wish to view only a summary of scheduled days and hours, you can use the collapse button next to a technician's name to hide service call detail.

Service Management
Fabrikam, Inc.

Range

Start Date: 4/13/2017
End Date: 4/30/2017
Tech Team: COMMERCIAL
Technician: ALL

Technician Team: **COMMERCIAL**

⊟ **Technician ID:**   **ALAN**

Date	Time	Contract	Call ID	Call Type	Location	Hours
4/13/2017	12:00 AM	0000000017	170401-0013	MCC	MAIN OFFICE	10.00
Total:						**10.00**

Date	Time	Contract	Call ID	Call Type	Location	Hours
4/14/2017	12:00 AM	0000000005	170401-0010	MCC	MAIN OFFICE	4.00
Total:						**4.00**

Date	Time	Contract	Call ID	Call Type	Location	Hours
4/27/2017	12:00 AM	0000000016	170401-0012	MCC	MAIN OFFICE	1.00
Total:						**1.00**

Technician Total (ALAN)   **15.00**

    Days: 3   **Average Hours: 5.00**

⊞ **Technician ID:**   **ANDY**

Technician Total (ANDY)   **10.00**

    Days: 1   **Average Hours: 10.00**

Technician Team Total
(COMMERCIAL)   **25.00**

Thank you!

Top and Bottom Customers by Sales

This report shows the total sales amount and costs for the top and bottom customers in terms of sales, as well as each customer's percent of the company's total sales and costs. This allows you to track the top and bottom X number of customers, in terms of total sales amount, for a specific date range.

Fabrikam, Inc.

4/1/2017 to 4/30/2017

Total Company Sales $553,074.50

Total Company Cost $283,166.95

Top 5 Customers by Sales

Rank	Customer ID	Customer Name	Sales by Customer	Percent of Company Sales	Cost by Customer	Percent of Company Cost
1	PLAZAONE0001	Plaza One	$76,779.63	13.88%	$38,207.10	13.49%
2	CONTOSOL0001	Contoso, Ltd.	$73,189.50	13.23%	$36,575.23	12.92%
3	OFFICEDE0001	Office Design Systems Ltd	$70,009.95	12.66%	$35,000.00	12.36%
4	VISIONIN0001	Vision Inc.	$69,109.95	12.50%	$34,550.00	12.20%
5	LAWRENCE0001	Lawrence Telemarketing	$45,289.35	8.19%	$22,440.16	7.92%
		Total	$334,378.38		$166,772.49	

Top Technicians by Billed Hours

This report identifies the top technicians in terms of billed hours and summarizes those hours for a specified week, the previous week, the last two weeks, month to date, and year to date. This allows you to keep track of the top technicians in terms of billed hours, each technician's percent of the company's total year-to-date hours, and their total hours billed and unbilled over time.

Fabrikam, Inc.

Top 5 Technicians by Billed Hours: 4/22/2016

Rank	Technician ID	Technician Name	Hours Billed Last Week	Hours Billed Last 2 Weeks	Hours Billed Month-to-Date	Hours Billed Year-To-Date	Percent of YTD Hours Billed
1	ALAN	Flint, Alan	40.00	207.00	82.00	365.00	23.46%
2	BART	Anderson, Bart	50.00	143.00	100.00	182.00	11.70%
3	ALICE	Martin, Alice	50.00	234.00	90.00	170.00	10.93%
4	BOB	Churchill, Robert	45.00	130.00	90.00	170.00	10.93%
5	DON	Baker, Donald	40.00	90.00	90.00	130.00	8.35%
		Total	225.00	804.00	452.00	1017.00	

YTD Hours by Technician

Legend:
- Flint, Alan
- Anderson, Bart
- Martin, Alice
- Churchill, Robert
- Baker, Donald
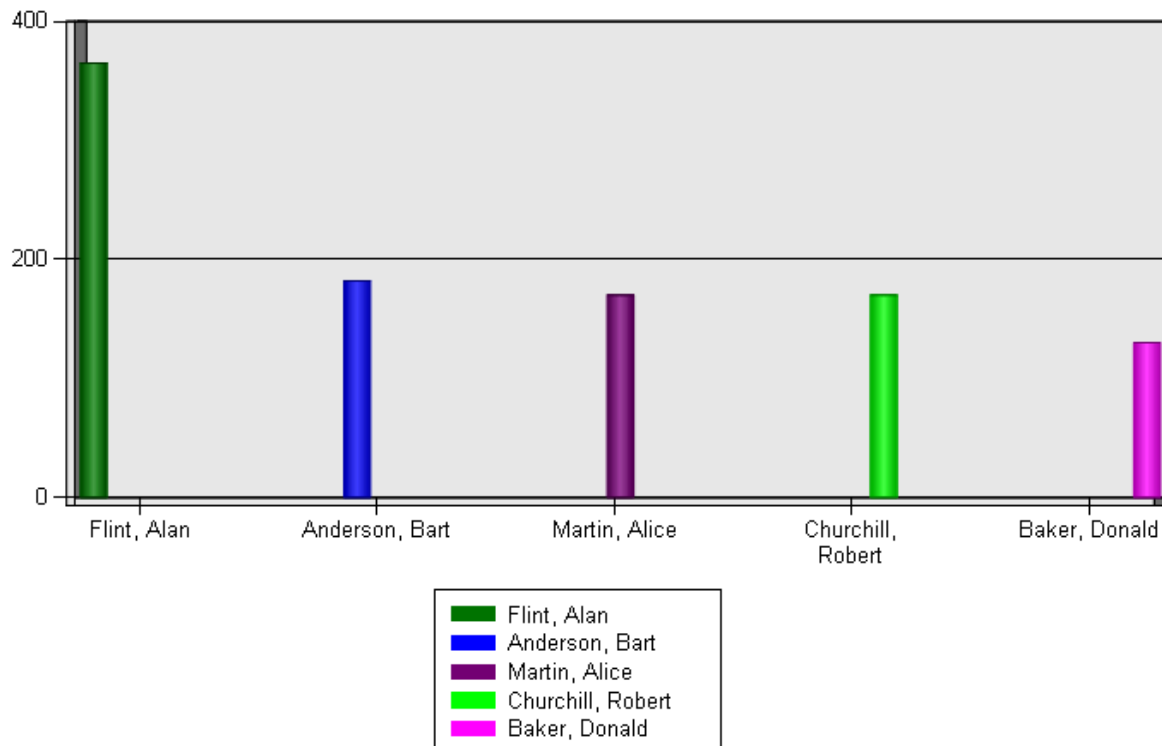
Breakdown of Hours:

WIP SSRS reports

Job Cost SSRS Reports

Application for Payment

Contractors can use this report to apply for payment due, with architect certification, for jobs that use User Defined, Cost Code, and Project Bill Code billing types. To print on this AIA report, change order bill codes must be added through the Change Order window. Change order bill codes that were added through Job Maintenance, as well as unposted change orders or change orders that were posted after the printed date of the invoice, do not appear on this report. This report can be printed at the job or project level for invoices that are open or that have already been posted, either individually or by batch, from the following windows:

- **Job Invoice Entry**
  Print an open job invoice individually.
- **Job Invoice Zoom**
  Print a posted job or project invoice individually
- **Project Invoice**
  Print an open project invoice individually.
- **Receivables Batch Entry**
  Print job and/or project invoices by batch.

APPLICATION FOR PAYMENT

TO OWNER:	Company, Inc. 5355 South Moorland Road New Berlin, WI 53151	PROJECT:	General / AIA Billing 5355 South Moorland Road New Berlin, WI 53151
FROM CONTRACTOR:	Fabrikam, Inc. 4277 West Oak Parkway Chicago, IL 60601-4277	ARCHITECT:	Architects Ltd. 123 Water Street Milwaukee, WI 53001

APPLICATION NO.: 13
PERIOD TO: 7/21/2009
PROJECT NO.: 1005
PURCHASE ORDER NO.:
CONTRACT DATE:
INVOICE NO.: JC10018

Distribution to:
☐ CONTRACTOR
☐ ARCHITECT
☐ SUBCONTRACTOR

CONTRACTOR FOR: General / AIA Billing

CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below. Continuation Page is attached.

1. ORIGINAL CONTRACT AMOUNT	$	457,000.00
2. SUM OF ALL CHANGE ORDERS	$	5,000.00
3. CONTRACT AMOUNT TO DATE (Line 1 ± 2)	$	462,000.00
4. TOTAL COMPLETED AND STORED TO DATE (Column G on Continuation Page)	$	304,482.00
5. a. 10.00 % of Completed Work (Column D & E on Continuation Page)	$ 30,448.20	
b. 10.00 % of Stored Materials (Column F on Continuation Page)	$ 0.00	
Total Retainage (Lines 5a & 5b)	$	30,448.20
6.TOTAL COMPLETED AND STORED LESS RETAINAGE (Line 4 minus Line 5 Total)	$	274,033.80
7. LESS PREVIOUS PAYMENT APPLICATIONS	$	172,989.00
8. PAYMENT DUE	$	108,117.94
9. BALANCE TO COMPLETION (Line 3 minus Line 6)	$ 187,966.20	

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	$5,000.00	$0.00
Total approved this Month	$0.00	$0.00
TOTALS	$5,000.00	$0.00
NET CHANGES by Change Order	$5,000.00	

Subcontractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Subcontract Documents, (2) all sums previously paid to Subcontractor under the Subcontract have been used to pay Subcontractor's cost for labor, material and other obligations under the Subcontract for Work previously paid for, and (3) Subcontractor is legally entitled to this payment.

Contractor :

By: _____ Date: ___10/1/2009___

State of: IL
County of:
Subscribed and sworn to before
me this _____ day of _____
Notary Public: _____
My Commission Expires:

ARCHITECT'S CERTIFICATION

Architect's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) Architect has inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application for Payment accurately states the amount of Work completed and payment due therefor, and (4) Architect knows of no reason why payment should not be made.

AMOUNT CERTIFIED $_____

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Page that are changed to conform to amount certified.)

ARCHITECT:
By: _____ Date: _____

Neither this Application nor payment applied for herein is assignable or negotiable. Payment shall be made to Subcontractor, and is without prejudice to any rights of Owner or Subcontractor under the Subcontract Documents or otherwise.

APPLICATION AND CERTIFICATION FOR PAYMENT,

containing Contractor's signed certification, is attached.

APPLICATION NO.: 13

APPLICATION DATE: 10/1/2009

PERIOD TO: 7/21/2009

INVOICE NO.: JC10018

A	B	C	D	E	F	G		H	I
			WORK COMPLETED		MATERIALS PRESENTLY STORED	TOTAL COMPLETED AND STORED TO DATE	%	BALANCE TO FINISH	RETAINAGE
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	(NOT IN D OR E)	(D + E + F)	(G ÷ C)	(C - G)	
1	HVAC Labor	63,000.00	18,900.00	5,000.00	0.00	23,900.00	37.94	39,100.00	2,390.00
2	Chiller	48,000.00	28,800.00	192.00	0.00	28,992.00	60.40	19,008.00	2,899.20
3	Cooling Tower	30,000.00	9,000.00	70.00	0.00	9,070.00	30.23	20,930.00	907.00
4	Piping	21,500.00	12,900.00	80.00	0.00	12,980.00	60.37	8,520.00	1,298.00
5	HVAC Insulation Subcontract	51,600.00	20,640.00	300.00	0.00	20,940.00	40.58	30,660.00	2,094.00
6	HVAC Refrigeration	62,400.00	18,720.00	4,380.00	0.00	23,100.00	37.02	39,300.00	2,310.00
7	Sprinkler Labor	24,500.00	9,800.00	14,700.00	0.00	24,500.00	100.00	0.00	2,450.00
8	Sprinkler Materials	99,000.00	59,400.00	39,600.00	0.00	99,000.00	100.00	0.00	9,900.00
9	Electrical Labor	18,000.00	7,200.00	10,800.00	0.00	18,000.00	100.00	0.00	1,800.00
10	Electrical Materials	25,300.00	0.00	25,300.00	0.00	25,300.00	100.00	0.00	2,530.00
11	Permits, Travel & Other	13,700.00	6,850.00	6,850.00	0.00	13,700.00	100.00	0.00	1,370.00
12	Change Order 1	5,000.00	0.00	5,000.00	0.00	5,000.00	100.00	0.00	500.00
	Totals	462,000.00	192,210.00	112,272.00	0.00	304,482.00		157,518.00	30,448.20

AR Retention Trial Balance

Displays the Job Number, Document Number, Document Type, Document Date, GL Post Date, Billed Amount, Document Subtotal, Retention Amount, Retention Billed and Net Retention by Division and Job Number.

AR Retention Trial Balance

Fabrikam, Inc.

Job Cost

Page: 1 of 1
Report Date: 1/14/2020 at 9:07:03 AM
User: WENNSOFTDEV\konnen

Ranges:
  Cutoff Date: 12/31/2027

Job Number	Document Number	Document Type	Document Date	GL Post Date	Billed Amount	Document Subtotal	Retention Amount	Retention Billed	Net Retention
Division: COMMERCIAL									
1001	Simple CC Job / Std Billing		102			CEDAR FAMILY COUNSELING			
	JC10004	INV	1/15/2026	1/15/2026	4,100.00	4,100.00	0.00	0.00	0.00
	JC10009	INV	12/27/2026	12/27/2026	7,300.00	6,570.00	730.00	0.00	730.00
					11,400.00	10,670.00	730.00	0.00	730.00
1005	General / AIA Billing		103			WENNSOFT			
	JC10006	INV	4/12/2026	4/12/2026	34,500.00	31,050.00	3,450.00	0.00	3,450.00
	JC10011	INV	12/27/2026	12/27/2026	115,910.00	104,319.00	11,591.00	0.00	11,591.00
	JC10014	INV	1/31/2027	1/31/2027	41,800.00	37,620.00	4,180.00	0.00	4,180.00
					192,210.00	172,989.00	19,221.00	0.00	19,221.00
1006	Elevator / CC Level AIA		301			THE COMPUTER STORE			
	JC10007	INV	4/12/2026	4/12/2026	10,450.00	9,405.00	1,045.00	0.00	1,045.00
	JC10012	INV	12/27/2026	12/27/2026	3,900.00	3,510.00	390.00	0.00	390.00
	JC10015	INV	1/31/2027	1/31/2027	4,450.00	4,005.00	445.00	0.00	445.00
	JC10016	INV	2/28/2027	2/28/2027	6,100.00	5,490.00	610.00	0.00	610.00
					24,900.00	22,410.00	2,490.00	0.00	2,490.00
1007	HVAC/Proj AIA Rate Class		105			LAKE PARK GOLF SUPPLY			
	PB10001	INV	4/12/2026	4/12/2026	25,440.00	22,896.00	2,544.00	0.00	2,544.00
	PB10004	INV	1/31/2027	1/31/2027	7,139.61	6,425.65	713.96	0.00	713.96
	PB10008	INV	2/28/2027	2/28/2027	18,250.00	16,425.00	1,825.00	0.00	1,825.00
					50,829.61	45,746.65	5,082.96	0.00	5,082.96
1008	ELEC/Proj AIA Rate Class MILW		105			LAKE PARK GOLF SUPPLY			
	PB10001	INV	4/12/2026	4/12/2026	4,330.00	3,897.00	433.00	0.00	433.00
	PB10004	INV	1/31/2027	1/31/2027	39,440.95	35,496.85	3,944.10	0.00	3,944.10
	PB10008	INV	2/28/2027	2/28/2027	4,330.00	3,897.00	433.00	0.00	433.00
					48,100.95	43,290.85	4,810.10	0.00	4,810.10
Division COMMERCIAL Total:					327,440.56	295,106.50	32,334.06	0.00	32,334.06

Closed Jobs

Prints a listing of jobs that were closed based on the Posting Date and any filter criteria. This report is printed from the new Job Close window (Microsoft Dynamics GP > Tools > Routines > Job Cost > Close Jobs).

Closed Jobs
Fabrikam, Inc.
Job Cost

Page: 1 of 2
Report Date: 11/21/2019
User: SUPMF2018\Administrator

Job Number	Job Name	Billing Type	Project Nmbr	Division	Customer	Created Date	Closed Date	Contract Earned	Cash Recvd	Act. Cost	Journal Entry
		Contract Type	Project Mgr			Sch. Comp. Date	Act. Comp. Date	Contract to Date	Billed Amt	Markup Pct	Posting Date
2019	New job for 2019	Project Standard Billing	BILLING	COMMERCIAL	101	1/1/2019	8/30/2019	$0.00	$0.00	$0.00	0
		Fixed Amount	AARON			5/15/2019		$25,000.00	$0.00	0.00%	8/30/2019
BBBB	Bil to Job	Project Standard Billing	BILLING	COMMERCIAL	103	1/1/2019	8/30/2019	$45,000.00	$0.00	$7,312.00	4771
		Fixed Amount	AARON					$45,000.00	$0.00	515.42%	8/30/2019

GL Not Match Job Cost

This WIP report allows you to identify discrepancies between journal entry amounts in the General Ledger and in Job Cost when you are posting to the GL in summary. You cannot compare amounts at the transaction level when you are posting one GL journal per batch; instead, you can use this report to compare the sum of all transactions in the batch from Job Cost to the GL journal entry amount. This report can be printed from its location in the Report Manager, or from Microsoft Dynamics GP by opening the Administration page and locating this report on the Custom Reports list. You can filter the report by account number or view all accounts for the specified date range.

GL Transaction Amounts Not Matching In Job Cost

Fabrikam, Inc.

Job Cost

Page: 1 of 5

1/14/2020 at 9:11:42 AM

User: WENNSOFTDEV\konnen

Date Range: 1/14/2020 to 12/31/2027

Account Number: ALL

Journal Entry	TRX Source	TRX Date	Reference	Source Doc	User	Control Number	GL Sum	JC Sum
Account: 000-1410-02								
3579	GLTRX00000058	3/1/2026	Beg Bal - Labor Costs	GJ	LESSONUSER2		$180,672.00	$7,528.00
3579	GLTRX00000058	3/1/2026	Beg Bal - Labor Costs	GJ	LESSONUSER2		$180,672.00	$7,528.00
							Difference	$173,144.00
3644	GLTRX00000032	4/12/2027	Job Cost Payroll Summary	UPRCC	LESSONUSER1	1477	$44,631.60	$14,877.20
3644	GLTRX00000032	4/12/2027	Job Cost Payroll Summary	UPRCC	LESSONUSER1	1477	$44,631.60	$14,877.20
							Difference	$29,754.40
3645	GLTRX00000033	4/25/2027	Job Cost Payroll Summary	UPRCC	LESSONUSER1	1508	$37,160.22	$12,386.74
3645	GLTRX00000033	4/25/2027	Job Cost Payroll Summary	UPRCC	LESSONUSER1	1508	$37,160.22	$12,386.74
							Difference	$24,773.48
4058	GLTRX00000102	12/13/2026	Job Cost Payroll Summary	UPRCC	sa	846	$142,343.76	$11,861.98
4058	GLTRX00000102	12/13/2026	Job Cost Payroll Summary	UPRCC	sa	846	$142,343.76	$11,861.98
							Difference	$130,481.78
4088	GLTRX00000115	12/20/2026	Job Cost Payroll Summary	UPRCC	sa	918	$75,176.64	$6,264.72
4088	GLTRX00000115	12/20/2026	Job Cost Payroll Summary	UPRCC	sa	918	$75,176.64	$6,264.72
							Difference	$68,911.92
4131	GLTRX00000139	1/10/2027	Job Cost Payroll Summary	UPRCC	sa	967	$117,201.00	$9,766.75
4131	GLTRX00000139	1/10/2027	Job Cost Payroll Summary	UPRCC	sa	967	$117,201.00	$9,766.75
							Difference	$107,434.25

GL Transactions Not in Job Cost

This WIP report shows transactions that have been posted to the General Ledger but have not been posted in Job Cost. You can view debit and credit amounts for each transaction by account, including account totals and grand totals for the report. The GL Transactions Not in Job Cost report can be run as part of the month end closing process, to help identify costs that have been posted to the GL but not in Job Cost. Refer to the user manual for more information on using WIP reports at month's end. To print, select *Reports > Job Cost > Job Reports > Audit Reports > Job WIP Reports*. On the JC WIP Reports window, mark the **Exception Report** radio button, then select **GL Not in Job Cost**. You can filter this report by account number.

GL Transactions Not In Job Cost

Fabrikam, Inc.

Job Cost

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1/14/2020 at 9:13:31 AM

User: WENNSOFTDEV\konnen

Date Range: 1/14/2020 to 12/31/2027

Account Number: ALL

Journal Entry	TRX Source	TRX Date	Reference	Description	Source Doc	User	Control Number	Debit Amount	Credit Amount
Account Number: 000-1280-01 Progress Billings Jobs-RESIDENTIAL									
4524	GLTRX00000037	4/4/2027	Job 1021		JCC	sa		$3,500.00	$0.00
4524	GLTRX00000037	4/4/2027	Job 1021		JCC	sa		$3,500.00	$0.00
4524	GLTRX00000037	4/4/2027	Job 1021		JCC	sa		$3,500.00	$0.00
4525	GLTRX00000038	4/4/2027	Job 1021	JCC Reversing	JCC	sa		$0.00	$3,500.00
4525	GLTRX00000038	4/4/2027	Job 1021	JCC Reversing	JCC	sa		$0.00	$3,500.00
4525	GLTRX00000038	4/4/2027	Job 1021	JCC Reversing	JCC	sa		$0.00	$3,500.00
4527	GLTRX00000039	4/4/2027	Job 1021		JCC	sa		$3,500.00	$0.00
4527	GLTRX00000039	4/4/2027	Job 1021		JCC	sa		$3,500.00	$0.00
4527	GLTRX00000039	4/4/2027	Job 1021		JCC	sa		$3,500.00	$0.00
Total Of 000-1280-01								**$21,000.00**	**$10,500.00**

Job Analysis

This report allows you to analyze job information such as hours, costs, estimates, forecasts, and cost to complete. You can print a summary of job totals and subtotals per cost element, or you can print the detailed version of this report, which analyzes totals for each cost code. Select a value in the **Project** drop-down to enable the **Job** selection field and filter the jobs that display in the drop-down list. A blank selection in the Project filter displays all jobs, while choosing *All* projects filters out any job that is not assigned to a project, and displays all project-related jobs. Selecting a project allows you to select from the jobs assigned to that project. The job selection menu can also be filtered by customer, division, and/or project manager. You can select a single job, multiple jobs, or all jobs from the Job filter.

- Summary
- Detail

Summary

Job Analysis Report

Fabrikam, Inc.

Job Cost

Page: 1 of 2

11/23/2010 at 11:59:39 AM

BJamnik

Project Number: LAKE PARK **Customer:** 105
Project Manager: ANNE **Division:** COMMERCIAL
Job Number(s): 1008

Job Number:	**1008**	Original Contract Amount:	$52,000	Contract Billed to Date:	$48,101	Scheduled Start Date:	
Job Name:	ELEC/Proj AIA Rate Class MILW	Confirmed COs:	$750	Retention Withheld:	$4,810	Scheduled Completion Date:	
Customer ID:	105	Contract to Date:	$52,750	Retention Billed:	$0	Actual Completion Date:	
Customer Name:	LAKE PARK GOLF SUPPLY	Unconfirmed COs:	$0	Net Billed to Date:	$43,291	Retention %:	10.00 %
Project Manager:	ANNE - Anne Dunwoody	Expected Contract:	$52,750	Contract Earned:	$44,833	NTE Amount:	
Division:	COMMERCIAL	Posted Cost:	$43,771	Over/(Under) Billed:	$3,268		
Contract Type:	Fixed Amount	Field Forecast:	$51,500			Calc % Complete:	84 %
Billing Type:	Project Bill Code	Revised Forecast:	$51,500	Cash Received:	$0	Cost to Complete:	$7,729
Project Number:	LAKE PARK	Gross Margin @ Complete:	$1,250	Posted Cost:	$43,771	Contract Backlog:	$7,917
Contract Number:		Gross Margin % @ Compete:	2.37 %	Cash Over/(Shortage):	($43,771)	Last Billed Date:	2/28/2017
Status:	Active					Receivable:	$43,291

——— Hours ———

Cost Code	Description	Est Hours	JTD Hours	Hours Remaining	Orig. Est. Cost	Rvsd Est. Cost	Forecast Cost (EAC)	Committed Cost	JTD Act. Cost	Rvsd Est - JTD Actual	Rvsd Frcst (Sys EAC)	Cost to Complete (Sys EAC)
Cost Element 1 - Labor Totals:		500.00	650.00	(150.00)	$26,000	$26,000	$30,400	$0	$28,634	($2,634)	$33,465	$4,831
Cost Element 2 - Misc Materials Totals:					$21,100	$21,100	$21,100	$1,800	$15,137	$5,963	$25,198	$8,261
Job 1008 Cost Totals:					$47,100	$47,100	$51,500	$1,800	$43,771	$3,329	$58,663	$13,092

Detail

Job Analysis Report
Fabrikam, Inc.
Job Cost

Project Number:	LAKE PARK	Customer:	105
Project Manager:	ANNE	Division:	COMMERCIAL
Job Number(s):	1008		

Job Number:	**1008**	Original Contract Amount:	$52,000	Contract Billed to Date:	$48,101	Scheduled Start Date:	
Job Name:	ELEC/Proj AIA Rate Class MILW	Confirmed COs:	$750	Retention Withheld:	$4,810	Scheduled Completion Date:	
Customer ID:	105	Contract to Date:	$52,750	Retention Billed:	$0	Actual Completion Date:	
Customer Name:	LAKE PARK GOLF SUPPLY	Unconfirmed COs:	$0	Net Billed to Date:	$43,291	Retention %:	10.00 %
Project Manager:	ANNE - Anne Dunwoody	Expected Contract:	$52,750	Contract Earned:	$44,833	NTE Amount:	
Division:	COMMERCIAL	Posted Cost:	$43,771	Over/(Under) Billed:	$3,268		
Contract Type:	Fixed Amount	Field Forecast:	$51,500			Calc % Complete:	84 %
Billing Type:	Project Bill Code	Revised Forecast:	$51,500	Cash Received:	$0	Cost to Complete:	$7,729
Project Number:	LAKE PARK	Gross Margin @ Complete:	$1,250	Posted Cost:	$43,771	Contract Backlog:	$7,917
Contract Number:		Gross Margin % @ Compete:	2.37 %	Cash Over/(Shortage):	($43,771)	Last Billed Date:	2/28/2017
Status:	Active					Receivable:	$43,291

—— Hours ——

Cost Code	Description	Est Hours	JTD Hours	Hours Remaining	Orig. Est. Cost	Rvsd Est. Cost	Forecast Cost (EAC)	Committed Cost	JTD Act. Cost	Rvsd Est - JTD Actual	Rvsd Frcst (Sys EAC)	Cost to Complete (Sys EAC)
22-2500-001	Install 100 Amp Panels 1st Flr	100.00	96.00	4.00	$5,500	$5,500	$5,500	$0	$4,223	$1,277	$5,500	$1,277
22-2500-002	Install 100 Amp Panels 2nd Flr	100.00	88.00	12.00	$5,500	$5,500	$5,500	$0	$3,986	$1,514	$5,500	$1,514
26-1200-001	Med-Volt Transformers 1st Flr	100.00	104.00	(4.00)	$5,000	$5,000	$5,000	$0	$4,312	$688	$5,000	$688
26-1200-002	Med-Volt Transformers 2nd Flr	100.00	96.00	4.00	$5,000	$5,000	$5,000	$0	$3,808	$1,192	$5,000	$1,192
26-2400-001	Switch & Panel Boards 1st Flr	50.00	146.00	(96.00)	$2,500	$2,500	$6,900	$0	$6,740	($4,240)	$6,900	$160
26-2400-002	Switch & Panel Boards 2nd Flr	50.00	120.00	(70.00)	$2,500	$2,500	$2,500	$0	$5,565	($3,065)	$5,565	$0
	Cost Element 1 - Labor Totals:	500.00	650.00	(150.00)	$26,000	$26,000	$30,400	$0	$28,634	($2,634)	$33,465	$4,831
26-1200-001	Med-Volt Transformers 1st Flr				$6,800	$6,800	$6,800	$900	$3,689	$3,111	$6,800	$2,211
26-1200-002	Med-Volt Transformers 2nd Flr				$6,800	$6,800	$6,800	$900	$3,600	$3,200	$6,800	$2,300
26-2400-001	Switch & Panel Boards 1st Flr				$3,750	$3,750	$3,750	$0	$7,848	($4,098)	$7,848	$0
26-2400-002	Switch & Panel Boards 2nd Flr				$3,750	$3,750	$3,750	$0	$0	$3,750	$3,750	$3,750
	Cost Element 2 - Misc Materials Totals:				$21,100	$21,100	$21,100	$1,800	$15,137	$5,963	$25,198	$8,261
Job 1008 Cost Totals:					$47,100	$47,100	$51,500	$1,800	$43,771	$3,329	$58,663	$13,092

Job Audit Billing

This report allows you to view contract amounts, billing amounts, and costs for an open job. You can also view transaction-level billing information including contract billed, amount due, retention withheld, and retention billed. You can filter the jobs that print on this report by job, customer, project, project manager, or division. Select a sort method in the **Summarize By** field to enable the appropriate drop-down filter. If you are summarizing by job, you can select all, one, or multiple jobs from the list of all open jobs in the **Job** filter. If you select a different sort option, the report prints all open jobs assigned to the customer(s), project(s), project manager(s), or division(s) that you specify in the appropriate drop-down filter.

Job Cost Audit Billing Report

Fabrikam, Inc.

Job Cost

Page: 1 of 9

12/29/2010 at 3:19:50 PM

BJamnik

Job Number	N/A
Customer	N/A
Project Number	LAKE PARK through Project #3 TRX
Project Manager	N/A
Project Number:	N/A

Job:	1007 - HVAC/Proj AIA Rate Class	Job Address:	3512 East Van Norman Avenue	Estimator:	Alice Martin
Customer:	105 - LAKE PARK GOLF SUPPLY		Cudahy, WI 53110	Contract Type:	Fixed Amount
Project Manager:	Anne Dunwoody			Contract Number:	
Project Number:	LAKE PARK	Contact:		Scheduled Completion Date:	
Division:	COMMERCIAL	Phone:		Last Billing Date:	2/28/2017
Job Status:	Active				
		Billing Address:	3512 East Van Norman Avenue		
			Cudahy, WI 53110		

Contract Amounts		Billing Amounts		Costs	Actual	Forecasted
Original Contract	$413,700.00	Net Billed to Date	$45,746.65	Labor	$32,453.14	$72,705.00
Confirmed COs	$2,000.00	Miscellaneous	$0.00	Materials	$6,304.00	$167,352.50
In Process COs	$0.00	Tax	$0.00	Equipment	$0.00	$0.00
CO User Defined 1	$0.00	Received to Date	$0.00	Subcontractors	$1,369.98	$95,000.00
CO User Defined 2	$0.00			Miscellaneous/Other	$500.00	$5,500.00
CO User Defined 3	$0.00	Current Amount Due	$45,746.65	User Defined 1	$2,480.00	$2,500.00
				User Defined 2	$1,200.43	$5,000.00
Expected Contract	$415,700.00	Billed Retention	$0.00	User Defined 3	$0.00	$0.00
Gross Billed to Date	$50,829.61	Unbilled Retention	$5,082.96	User Defined 4	$0.00	$0.00
Backlog	$364,870.39			Total Costs	$44,307.55	$348,057.50

Transaction Date	Posting Date	Document Number	Document Type	Contract Billed	Retention Withheld	Retention Billed	Subtotal	Misc	Tax	Total	Cash Received	Current Amount Due
4/12/2016	4/12/2016	PB10001	INV	$25,440.00	$2,544.00	$0.00	$22,896.00	$0.00	$0.00	$22,896.00	$0.00	$22,896.00
1/31/2017	1/31/2017	PB10004	INV	$7,139.61	$713.96	$0.00	$6,425.65	$0.00	$0.00	$6,425.65	$0.00	$6,425.65
2/28/2017	2/28/2017	PB10008	INV	$18,250.00	$1,825.00	$0.00	$16,425.00	$0.00	$0.00	$16,425.00	$0.00	$16,425.00
		Job 1007 Totals:		$50,829.61	$5,082.96	$0.00	$45,746.65	$0.00	$0.00	$45,746.65	$0.00	$45,746.65

Job Audit Costs

This report shows cost transactions from all sources for a job, which allows field and accounting personnel to identify errors in cost transactions and/or understand cost sources for a job. Transactions can be sorted by cost code segment; you can also expand or collapse details and filter the report by PM, Customer, Division, Phase, and Step. You can also select to hide sensitive payroll hours and/or transactions, even as they are included in the summary totals.

Fabrikam, Inc.

Job Cost

Ranges:
Transactions: 4/1/2017 to 4/30/2017
Project Mgr Range: FIRST to LAST
Job Range: 1016 to 1016

Division Range: FIRST to LAST
Customer Range: FIRST to LAST
Transaction Type(s): GL,GJ,PM,PR,SOP,REC,IV,POR,GLR,GJR

Cost Elements: ALL
Phase Range: ALL
Cost Code Range: ALL

Include:
Active/Inactive Jobs: Both Active and Inactive
Complete/Incomplete Jobs: Both Incomplete and Complete
Active/Inactive Cost Codes: Both Active and Inactive

Include PR Hours: True
Include PR Detail: True

Subtotals For:
Cost Element

Group By:
Job Number
Segment: PHASE
Cost Code

Cost Element

Sort By:
Job Number

Job: 1016	Proj #3 Job #1 Rate Class 18A	Project Manager: ANNE	Dunwoody, Anne	Division:	COMMERCIAL
Status:	Active	Estimator: ACKE0001	Ackerman, Pilar	Last Billed:	2/28/2017
Complete:	NO	Customer: 102	CEDAR FAMILY COUNSELING	Date Completed:	

PHASE : 27

Cost Code: 27-2100-000-2   Network Equipment   Status: Active

Cost Element: 2 - Misc Materials

Source	Elemt	Transaction	Trx Date	GL Post Date	Amount	Master Name	Master ID	Invoice/Code	Units	Description
REC	2	RCT1189	4/12/2017	4/12/2017	$393.30	Advanced Office	400PROC	KJH65789	1.00	400 Processor
REC	2	RCT1189	4/12/2017	4/12/2017	$450.00	Advanced Office	4-A3539A	KJH65789	1.00	VGA Color Monitor

Cost Element: 2 - Misc Materials Total: $843.30   2.00

PHASE 27 Totals:

Labor	Misc Materials	Equipment	Subcontractors	Travel	*User Defined	Other	*User Defined	Asset Applied	Total
0.00	843.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	843.30

Job 1016 Totals:

Labor	Misc Materials	Equipment	Subcontractors	Travel	*User Defined	Other	*User Defined	Asset Applied	Total
0.00	843.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	843.30

Report Totals:

Labor	Misc Materials	Equipment	Subcontractors	Travel	*User Defined	Other	*User Defined	Asset Applied	Total
0.00	843.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	843.30

End of Report

Job Change Order

This customer-facing form compiles information from the Job Customer Change Order window, including Bill Codes and an expanded scope of work description. By providing information from the Job Cost change order windows, this form reduces the effort needed to create a change order request for a general contractor or customer.

```
                                Change Order
Fabrikam, Inc.
4277 West Oak Parkway        Phone: 312-436-2671 Ext.
Chicago, IL 60601-4277         Fax: 312-436-2896              Change Order No.: 1001-2
```

Title:	ADDL MATERIALS 2ND FLOOR	**Submit Date:**	4/10/2017
Project:	Simple CC Job / Std Billing	**Job No:**	1001
Bill To:	Attn:	**Contract No:**	
	CEDAR FAMILY COUNSELING		
	15500 Cleveland Avenue		
	New Berlin, WI 53151		
	Phone: - - Ext.	Fax: - -	

DESCRIPTION OF CHANGE:

Homeowner requested additional sub floors in the master bedroom and bath. Materials acceptable to homeowner are 3/4" plywood sub flooring.

The Original Contract Sum Was	$41,723.00
Net Change By Previously Authorized Requests And Changes	$1,000.00
The Contract Sum Prior To This Change Order Was	$42,723.00
The Contract Sum Will Be Increased By	$1,000.00
The New Contract Sum Including This Change Order	$43,723.00

Accepted:

CEDAR FAMILY COUNSELING   **Fabrikam, Inc.**

By: _____   By: _____   By: _____

                                      Andrew Seltzer

Date: _____   Date: _____   Date: _____

Job Closing Preparation

This report shows which jobs may be ready for closing based on either percentage complete or a lack of GL postings over time. This helps you identify unposted costs and any other items that may need to be taken care of before a job can be closed. You specify the jobs that appear as ready for closing based on the date of the last GL post, the last billing date, the estimated percentage complete, and/or the actual percentage complete. You can also filter the report by Job Status and/or Job Number and sort the report by job then division, or division then job.

Job Closing Preparation

Page: 1 of 1

Fabrikam, Inc.

Report Date:7/27/2009

Job Cost

User: SANDBOX\bjamnik

Ranges:	Sort By:	Includes:
From First Job To Last Job	Job then by Division	Job Status: All
Calculated % Complete (Low): 0		Last GL Post Date Less Than: 7/27/2009
Calculated % Complete (High): 100		Last Billing Date Less Than: 7/27/2009
Estimated % Complete (Low): 0		
Estimated % Complete (High): 100		

1012 (Project #1 Reimbursable Job) Division: COMMERCIAL

Expected Contract not Equal to Billed Amount – JC00102 (JC_Job_MSTR)

Difference	Expected Contract	Billed	Original Contract	Committed Cost	Calc % Complete	Est % Complete	DEX ID
$19,774.75	$19,774.75	$0.00	$19,774.75		18%	0%	25

Job Committed Costs

This report allows you to view the total outstanding amounts from saved purchase orders, sales orders, and sales invoices. The report also provides quantity and amount cost code details for ordered, back ordered, received, invoiced, and billed items. You can view committed costs by job, project, or project manager, including cost code and cost element totals and subtotals for jobs, and totals for projects.

Job Cost Committed Costs Report

Fabrikam, Inc.

Job Cost

Job Number:	1001, 1007, 1008
Project Number:	N/A
Project Manager:	N/A

Job Number:	1001	Project Number:		Customer ID:	102
Job Name:	Simple CC Job / Std Billing	Project Manager:	ANDY - Andrew Seltzer	Customer Name:	CEDAR FAMILY COUNSELING
Job Status:	Active	Division:	Division	Contract Type:	Fixed Amount

Cost Code Description Cost Element	Document Number Document Date Customer/Vendor Name	Item Number Item Description	Qty on Order or BackOrder	Amt on Order or BackOrder	Quantity Received	Amount Received	Qty on Invoice or Billed	Amt on Invoice or Billed	Committed Costs
01-3000-002-2 1st Floor - Materials Misc Materials	PO2082 Tuesday, April 12, 2016 Carlson Specialties	MISCELLANEOUS MATERIALS Miscellaneous Materials	5.00	$2,500.00	4.00	$2,000.00	4.00	$2,000.00	$500.00
	Cost Code 01-3000-002-2 - 1st Floor - Materials Subtotals:			$2,500.00		$2,000.00		$2,000.00	$500.00
	Cost Element 2 - Misc Materials Totals:			$2,500.00		$2,000.00		$2,000.00	$500.00
	Job 1001 Totals:			$2,500.00		$2,000.00		$2,000.00	$500.00

Job Number:	1007	Project Number:	LAKE PARK	Customer ID:	105
Job Name:	HVAC/Proj AIA Rate Class	Project Manager:	ANNE - Anne Dunwoody	Customer Name:	LAKE PARK GOLF SUPPLY
Job Status:	Active	Division:	Division	Contract Type:	Fixed Amount

Cost Code Description Cost Element	Document Number Document Date Customer/Vendor Name	Item Number Item Description	Qty on Order or BackOrder	Amt on Order or BackOrder	Quantity Received	Amount Received	Qty on Invoice or Billed	Amt on Invoice or Billed	Committed Costs
21-1300-001-2 F-S Sprinkler Systems 1st Flr Misc Materials	PO2080 Tuesday, April 12, 2016 Carlson Specialties	PIPE Pipe 2" Black	1,500.00	$2,670.00	1,400.00	$2,492.00	1,400.00	$2,492.00	$178.00
	Cost Code 21-1300-001-2 - F-S Sprinkler Systems 1st Flr Subtotals:			$2,670.00		$2,492.00		$2,492.00	$178.00
21-1300-002-2 F-S Sprinkler Systems 2nd Flr Misc Materials	PO2080 Tuesday, April 12, 2016 Carlson Specialties	PIPE Pipe 1.5" Black	2,500.00	$3,450.00	2,400.00	$3,312.00	2,400.00	$3,312.00	$138.00
	Cost Code 21-1300-002-2 - F-S Sprinkler Systems 2nd Flr Subtotals:			$3,450.00		$3,312.00		$3,312.00	$138.00
	Cost Element 2 - Misc Materials Totals:			$6,120.00		$5,804.00		$5,804.00	$316.00
	Job 1007 Totals:			$6,120.00		$5,804.00		$5,804.00	$316.00

Job Number:	1008	Project Number:	LAKE PARK	Customer ID:	105
Job Name:	ELEC/Proj AIA Rate Class MILW	Project Manager:	ANNE - Anne Dunwoody	Customer Name:	LAKE PARK GOLF SUPPLY
Job Status:	Active	Division:	Division	Contract Type:	Fixed Amount

Cost Code Description Cost Element	Document Number Document Date Customer/Vendor Name	Item Number Item Description	Qty on Order or BackOrder	Amt on Order or BackOrder	Quantity Received	Amount Received	Qty on Invoice or Billed	Amt on Invoice or Billed	Committed Costs
26-1200-001-2 Med-Volt Transformers 1st Flr Misc Materials	PO2078 Tuesday, April 12, 2016 Carlson Specialties	MEDIUM VOLTAGE TRANSFORMERS Medium Voltage Transformerrrs	5.00	$4,500.00	4.00	$3,600.00	4.00	$3,600.00	$900.00
	Cost Code 26-1200-001-2 - Med-Volt Transformers 1st Flr Subtotals:			$4,500.00		$3,600.00		$3,600.00	$900.00
26-1200-002-2 Med-Volt Transformers 2nd Flr Misc Materials	PO2078 Tuesday, April 12, 2016 Carlson Specialties	MEDIUM VOLTAGE TRANSFORMERS Medium Voltage Transformers	5.00	$4,500.00	4.00	$3,600.00	4.00	$3,600.00	$900.00
	Cost Code 26-1200-002-2 - Med-Volt Transformers 2nd Flr Subtotals:			$4,500.00		$3,600.00		$3,600.00	$900.00
	Cost Element 2 - Misc Materials Totals:			$9,000.00		$7,200.00		$7,200.00	$1,800.00
	Job 1008 Totals:			$9,000.00		$7,200.00		$7,200.00	$1,800.00

Job Cost Transactions Not in GL

This report shows transactions that have been posted in Job Cost but have not been posted to the General Ledger. You can view the amounts in your job accounts for each job transaction per division, including cost element and division totals. The Job Cost Transactions Not in GL report can be run as part of the month end closing process, to help identify costs that have been posted in Job Cost but not to the GL, for example, if you have posted to the GL but have not yet posted the GL batch. Refer to the user manual for more information on using WIP reports at month's end. To print, select *Reports > Job Cost > Job Reports > Audit Reports > Job WIP Reports*. On the JC WIP Reports window, mark the **Exception Report** radio button, then select **Job Cost Not in GL**. You can filter this report by division, job number, cost element, and account number.

Job Cost Transactions Not In GL

Fabrikam, Inc.

Job Cost

Date Range: First to 12/31/2027

Division: ALL   Job Number: ALL

Cost Element: ALL   Account Number: ALL

Job Number	Cost Code	Cost Element	Transaction Number	Account Number	Posting Date	Document Source	Amount
Division: COMMERCIAL							
1001			JC10009	000-1280-02	12/27/2026	SJ	$7,300.00
1003			INV1037	000-1280-02	2/28/2027	SJ	$8,000.00
1003			STDINV2261	000-1280-02	4/12/2026	SJ	$2,859.70
1005			JC10006	000-1280-02	4/12/2026	SJ	$34,500.00
1005			JC10011	000-1280-02	12/27/2026	SJ	$115,910.00
1006			JC10007	000-1280-02	4/12/2026	SJ	$10,450.00
1006			JC10012	000-1280-02	12/27/2026	SJ	$3,900.00
1007			PB10001	000-1280-02	4/12/2026	SJ	$25,440.00
1008			PB10001	000-1280-02	4/12/2026	SJ	$4,330.00
						:	$212,689.70
1001	02-3000-002	Misc Materials	RCT1177	000-1411-02	4/12/2027	REC	$23.20
						Misc Materials:	$23.20
1001	01-3000-004	Subcontractors	RCT1215	000-1412-02	5/2/2027	REC	$280.00
1007	23-0700-001	Subcontractors	0000000000000556	000-1412-02	4/12/2027	PM	$6,000.00
1007	23-0700-001	Subcontractors	0000000000000559	000-1412-02	4/12/2027	PM	$5,000.00
1007	23-0700-001	Subcontractors	0000000000000560	000-1412-02	4/12/2027	PM	$7,000.00
1020	23-0700-001	Subcontractors	0000000000000557	000-1412-02	4/12/2027	PM	$8,000.00
1020	23-2300-001	Subcontractors	0000000000000558	000-1412-02	4/12/2027	PM	$10,000.00
						Subcontractors:	$36,280.00
						Division Total Cost:	$248,992.90

Job Invoice

This customer-facing report is used to detail an invoice or credit memo for a job, including a cost breakdown and detail of charges. This report can include bill code- or transaction-level detail and replaces the Dexterity-based job invoice reports Graphic Invoice, Text Invoice, Cost Elements, Tax Detail Inv, and Detail Billing. You can print this report for invoices either individually or by batch, for current, posted, or historical (closed job) invoices and credit memos, from the following windows:

- **Job Invoice Entry**: Print an open job invoice individually
- **Job Invoice Zoom**: Print a posted job or project invoice individually.
- **Project Invoice Entry**: Print an open project invoice individually.
- **Receivables Batch Entry**: Print job and/or project invoices by batch.

If you enter a billing note in the Document Number field, and mark it as Printable, the note will appear on the invoice next to *Service Performed*. A Description will also display on the invoice if one is entered on the main invoice entry window. If you want tax details to print on the job invoice, you must mark the **Print Tax Details on Documents** checkbox on the Receivables Management Setup window. *Microsoft Dynamics GP > Tools > Setup > Sales > Receivables.* The cost element summary prints when you select the Cost Elements Job Invoice.

Invoice Examples

- Tax Detail Invoice _(page 119)

- Application for Payment _(page 94) (link to separate topic)
- Project Invoice _(page 134) (link to separate topic)

Cost Elements Invoice

INVOICE

PLEASE REMIT TO

Fabrikam, Inc.
4277 West Oak Parkway
Chicago, IL 60601-4277
Phone: (312) 436-2671

INVOICE NUMBER	JC10021
INVOICE DATE	4/12/2027
PO NUMBER	

TOTAL DUE	$1,718.13

BILL TO

CEDAR FAMILY COUNSELING
15500 Cleveland Avenue
New Berlin, WI 53151

JOB ADDRESS

CEDAR FAMILY COUNSELING
15500 Cleveland Avenue
New Berlin, WI 53151

Description

Job   1001 - Simple CC Job / Std Billing

Salesperson	Customer Number	Contract Number	Payment Terms	Due Date	Shipping Method
Sandra Martinez	102		Net 30	5/12/2027	GROUND

Labor $6,736.04	Misc Materials $0.00	Equipment $0.00	Billing Amount	$1,784.13
Subcontractors $355.00	Travel $0.00	*User Defined $0.00	Retention Withheld	$178.41
Other $0.00	*User Defined $0.00	Asset Applied $0.00	Retention Due	$0.00
			Subtotal	$1,605.72
			Miscellaneous	$0.00
			Total Tax	$112.41
			Total	$1,718.13

Fabrikam, Inc., 4277 West Oak Parkway, Chicago, IL, 60601-4277
Phone (312) 436-2671   Fax (312) 436-2896

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Graphic Invoice

INVOICE

PLEASE REMIT TO

Fabrikam, Inc.
4277 West Oak Parkway
Chicago, IL 60601-4277
Phone: (312) 436-2671

INVOICE NUMBER	JC10021
INVOICE DATE	4/12/2027
PO NUMBER	

| **TOTAL DUE** | **$1,718.13** |

BILL TO

CEDAR FAMILY COUNSELING
15500 Cleveland Avenue
New Berlin, WI 53151

JOB ADDRESS

CEDAR FAMILY COUNSELING
15500 Cleveland Avenue
New Berlin, WI 53151

Description

Job   1001 - Simple CC Job / Std Billing

Salesperson	Customer Number	Contract Number	Payment Terms	Due Date	Shipping Method
Sandra Martinez	102		Net 30	5/12/2027	GROUND

Billing Amount	$1,784.13
Retention Withheld	$178.41
Retention Due	$0.00
Subtotal	$1,605.72
Miscellaneous	$0.00
Total Tax	$112.41
Total	$1,718.13

Page 1 of 1

Fabrikam, Inc., 4277 West Oak Parkway, Chicago, IL, 60601-4277
Phone (312) 436-2671   Fax (312) 436-2896

Graphic Invoice 2

INVOICE

PLEASE REMIT TO

Fabrikam, Inc.
4277 West Oak Parkway
Chicago, IL 60601-4277
Phone: (312) 436-2671

INVOICE NUMBER	JC10021
INVOICE DATE	4/12/2027
PO NUMBER	
TOTAL DUE	**$1,718.13**

BILL TO

CEDAR FAMILY COUNSELING
15500 Cleveland Avenue
New Berlin, WI 53151

JOB ADDRESS

CEDAR FAMILY COUNSELING
15500 Cleveland Avenue
New Berlin, WI 53151

Description

Job   1001 - Simple CC Job / Std Billing

Salesperson	Customer Number	Contract Number	Payment Terms	Due Date	Shipping Method
Sandra Martinez	102		Net 30	5/12/2027	GROUND

Billing Amount	$1,784.13
Retention Withheld	$178.41
Retention Due	$0.00
Subtotal	$1,605.72
Miscellaneous	$0.00
Total Tax	$112.41
Total	$1,718.13

Text Invoice

INVOICE

PLEASE REMIT TO

Fabrikam, Inc.
4277 West Oak Parkway
Chicago, IL 60601-4277
Phone: (312) 436-2671

INVOICE NUMBER	JC10021
INVOICE DATE	4/12/2027
PO NUMBER	

TOTAL DUE	$1,718.13

BILL TO

CEDAR FAMILY COUNSELING
15500 Cleveland Avenue
New Berlin, WI 53151

JOB ADDRESS

CEDAR FAMILY COUNSELING
15500 Cleveland Avenue
New Berlin, WI 53151

Description

Job   1001 - Simple CC Job / Std Billing

Salesperson	Customer Number	Contract Number	Payment Terms	Due Date	Shipping Method
Sandra Martinez	102		Net 30	5/12/2027	GROUND

Billing Amount	$1,784.13
Retention Withheld	$178.41
Retention Due	$0.00
Subtotal	$1,605.72
Miscellaneous	$0.00
Total Tax	$112.41
Total	$1,718.13

Page 1 of 1

Fabrikam, Inc., 4277 West Oak Parkway, Chicago, IL, 60601-4277
Phone (312) 436-2671   Fax (312) 436-2896

Text Invoice 2

INVOICE

PLEASE REMIT TO

Fabrikam, Inc.
4277 West Oak Parkway
Chicago, IL 60601-4277
Phone: (312) 436-2671

INVOICE NUMBER	JC10021
INVOICE DATE	4/12/2027
PO NUMBER	

TOTAL DUE   **$1,718.13**

BILL TO

CEDAR FAMILY COUNSELING
15500 Cleveland Avenue
New Berlin, WI 53151

JOB ADDRESS

CEDAR FAMILY COUNSELING
15500 Cleveland Avenue
New Berlin, WI 53151

Description

Job   1001 - Simple CC Job / Std Billing

Salesperson	Customer Number	Contract Number	Payment Terms	Due Date	Shipping Method
Sandra Martinez	102		Net 30	5/12/2027	GROUND

Billing Amount	$1,784.13
Retention Withheld	$178.41
Retention Due	$0.00
Subtotal	$1,605.72
Miscellaneous	$0.00
Total Tax	$112.41
Total	$1,718.13

Page 1 of 1

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Tax Detail Invoice

INVOICE

PLEASE REMIT TO

Fabrikam, Inc.
4277 West Oak Parkway
Chicago, IL 60601-4277
Phone: (312) 436-2671

INVOICE NUMBER	JC10021
INVOICE DATE	4/12/2027
PO NUMBER	

TOTAL DUE	**$1,718.13**

BILL TO

CEDAR FAMILY COUNSELING
15500 Cleveland Avenue
New Berlin, WI 53151

JOB ADDRESS

CEDAR FAMILY COUNSELING
15500 Cleveland Avenue
New Berlin, WI 53151

Description

Job   1001 - Simple CC Job / Std Billing

Salesperson	Customer Number	Contract Number	Payment Terms	Due Date	Shipping Method
Sandra Martinez	102		Net 30	5/12/2027	GROUND

Billing Amount	$1,784.13
Retention Withheld	$178.41
Retention Due	$0.00
Subtotal	$1,605.72
Miscellaneous	$0.00
Total Tax	$112.41
Total	$1,718.13

Page 1 of 1

Job Lien Waiver

You print this report as part of the check posting process in Microsoft Dynamics GP. Completed lien waivers are generated only for payables documents that are fully applied. If a payable has been processed but is not fully applied, a blank lien waiver prints. Printing lien waivers can be restricted for specific cost codes. If you have reports set up to print from GP, this report prints after processing and printing checks as you normally would (refer to the Microsoft Dynamics GP Payables Management documentation for more information). When the check processing is finished, the Print Lien Waivers window opens.

> ⚠ If checks are posted using series posting or master posting, the Print Lien Waivers window does not appear.

You can also mark a lien as received or view or reprint this report from the Manage Lien Waivers window (*Cards > Job Cost > Job > Master Subcontractor > Manage Lien Waivers*).

Dextordinary Inc.
1701 SW 38th St.
Fargo, ND 58103

WAIVER OF LIEN

I, _____ (Authorized Representative) being duly sworn, depose and say that I am the _____ (Representative's Title) for:

Beaumont Construction
1234 East Crestview Drive
Chicago, IL 60607-2321

That the above captioned company/corporation has been paid in full or has been otherwise satisfied for all obligations for the following invoice(s) in the amount(s) listed below, for all material and equipment furnished, for all work, labor, and services performed, and for all known indebtedness and claims against the owner for damages arising in any manner in connection with the performance of the contract concerning the premises or building described as the following project:

Job Number	Job Name	Job Address
1005	General / AIA Billing	5355 South Moorland Road New Berlin, WI 53151

With the exception of 10.00% retainage in accordance with the terms and aforementioned contract.

Invoice Number	Description	Amount
BC125333		$17,500.00
	Total:	$17,500.00

Which the owner, general contractor, or his property might in any way be held responsible, that the said company/corporation has been paid in full or otherwise been satisfied by Dextordinary Inc. (General Contractor) under said contract.

The undersigned acknowledges having received payment per attached Check #   **20058.**

Beaumont Construction
NAME OF COMPANY/CORPORATION   AUTHORIZED SIGNATURE

STATE OF   _____

COUNTY OF   _____

Before me, the undersigned, a Notary Public in and for the State and County aforesaid, personally appeared _____, given under my hand and seal this _____ day of _____, 20_____.

_____   _____
Commission Expiration Date   Notary Public Signature

ALL WAIVER OF LIEN DOCUMENTS MUST BE SIGNED, NOTARIZED, AND RETURNED BEFORE ANOTHER CHECK CAN BE ISSUED.

DATE SENT: **1/14/2011**

Job Percentage of Completion

This report allows management and project managers to view totals and Year-to-Date and Month-to-Date summaries for all fields related to Percentage of Completion. This report helps tie WIP, COGS, Progress Billings, and Sales subledgers to GL balances and activity, as well as performance indicators such as Contract Backlog, Earned Margin, Future Margin, Cost to Complete, Under-Billed, and Billed in Excess of Earned. Users can view combinations of Active, Inactive, and Closed jobs for a period, sorted and subtotaled by Job, PM, or Division. Senior managers can view the details for each job in the period or display subtotals only.

Percentage Of Completion Report
Fabrikam, Inc.
Job Cost

User ID: SANDBOX\bjamnik
Page: 1 of 1
Report Date: 7/27/2009

Include / Ranges:
Period: 1
Year: 2017
Job Numbers: First To Last
Job Mstr USERDEF1: All
Divisions: INDUSTRIAL To INDUSTRIAL
Affiliate / Region / Branch: All / All / All
Project Manager: ANNE
Customer: All
Completed: All
Job Status: Open Active
Estimator: All

Show:
Original Contr and Est: Yes
Job To Date: Yes
Year To Date: Yes
Month To Date: Yes
Exclude:
Jobs and Totals of 0: Yes
Take CO and Forecast From: Summary
Group By: Division
("*" = Forecast Overrun)

Period	Contract Amount (A)	Revised Forecast (B)	Anticipated Margin (C) = A - B	Margin (D) = C /	Posted Costs (E)	Calc % Complet (F) = E /	Contract Earned (G) = F * A	Margin (H) = G - E	Progress Billings (I)	Under Billed (J) = G - I	Over Billed (K) = I - G	Contract Backlog (L) = A - G	Cost to Complete (M) = B - E	Future Margin (N) = C - H	Cash Receipts (O)

INDUSTRIAL

Job: 1014 / Proj#2-HVAC AIA Rate Class 18M   CustID/Name: 101 / ACCURATE PRINTING   Division: INDUSTRIAL   Mgr: Dunwoody, Anne   Open Active   Billed: 02/28/2017

Period	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Original:	457,000	364,658	92,343	20.21%											
JTD:	457,000	364,658	92,343	20.21%	30,863	8.46	38,676	7,813	45,700	0	7,024	418,324	333,795	84,529	0
YTD:	0	0	0	0.00%	7,879		9,871	1,992	45,700						0
MTD:	0	0	0	0.00%	7,879		9,871	1,992	45,700						0

Job: 1015 / Project #2 ELEV AIA   CustID/Name: 101 / ACCURATE PRINTING   Division: INDUSTRIAL   Mgr: Dunwoody, Anne   Open Active   Billed: 02/28/2017

Period	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Original:	38,500	15,500	23,000	59.74%											
JTD:	38,500	15,500	23,000	59.74%	3,829	24.70	9,511	5,682	7,700	1,811	0	28,989	11,671	17,318	0
YTD:	0	0	0	0.00%	193		479	286	7,700						0
MTD:	0	0	0	0.00%	193		479	286	7,700						0

Totals For: INDUSTRIAL

Period	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Original:	495,500	380,158	115,343												
JTD:	495,500	380,158	115,343		34,692		48,187	13,495	53,400	1,811	7,024	447,313	345,466	101,848	0
YTD:	0	0	0		8,072		10,351	2,279	53,400						0
MTD:	0	0	0		8,072		10,351	2,279	53,400						0

Report Totals:

Period	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Original:	495,500	380,158	115,343												
JTD:	495,500	380,158	115,343		34,692		48,187	13,495	53,400	1,811	7,024	447,313	345,466	101,848	0
YTD:	0	0	0		8,072		10,351	2,279	53,400						0
MTD:	0	0	0		8,072		10,351	2,279	53,400						0

2 Jobs

Job Plan

This report allows you to view the job plan information including: Job number, description, divisions, scheduled start dates, scheduled completion dates, calculated % complete, as well as the following cost code information: estimated hours, actual hours, estimated remaining hours, scheduled appointment hours, unposted TimeTrack hours, remaining less scheduled hours. Scheduled Hours are a sum of the hours found in open appointments for the schedule range (6

wks from the Schedule Start date parameter) included on the report. Unposted TT Hours are the sum of hours from these tables: Uncommitted (WS10702) and Committed / Not Posted (JC10701).

You can include a Gantt-style schedule that displays a row for each job and lists the scheduled hours for each day, starting on the Schedule Start date and extending for six weeks.

If you are printing this by:

- **Division**
  Each division starts on its own page and has division totals at the end of each section.
- **Job Number**
  Each job number starts on its own page and has job totals at the end of each section.

The Job Plan report is available from the Report Server under Signature Job Cost.

Print by Division

| Print Cost Code Schedule | Yes | | Schedule Start | 9/5/2019 | | | | | | | | View Report |

| Print By | Division | | Divisions | COMMERCIAL,INDUSTRIAL | |
| From Job | First | | To Job | Last | |

| |< | < | 1 | of 2 ? | > | >| | ⟳ | 100% | 🖫 ∨ | 🖶 | | Find | Next |

JOB PLAN

Page: 1
User: WENNSOFTDEV\konnen
Report Date: 9/5/2019

Printed For: All Jobs, including Job Calendar starting 09/05/2019; ending 10/16/2019
Division(s) COMMERCIAL, INDUSTRIAL

COMMERCIAL

| | | | | | | | | | Hours | | | |
Job Number	Description	Divisions	Scheduled Start Date	Scheduled Completion Date	Calc % Cmp	Est CC Hrs	Actual Hrs	Est Remaining Hrs	Scheduled Appointment Hrs	Unposted TT Hrs	Remaining Less Scheduled Hrs
1001	Simple CC Job / Std Billing	COMMERCIAL	1/15/2026	5/1/2026	31%	635.00	219.00	416.00	36.00	0.50	380.00
1003	Communications / SOP Billing	COMMERCIAL	1/1/2026	5/31/2026	25%	456.00	176.00	280.00	5.00	0.00	275.00
1005	General / AIA Billing	COMMERCIAL			29%	1,720.00	550.00	1,170.00	3,420.00	0.00	-2,250.00
1006	Elevator / CC Level AIA	COMMERCIAL	2/1/2026	12/31/2026	63%	90.00	185.00	-95.00	2.00	0.00	-97.00
1007	HVAC/Proj AIA Rate Class	COMMERCIAL			18%	1,420.00	775.00	645.00	0.00	0.00	645.00
1008	ELEC/Proj AIA Rate Class MILW	COMMERCIAL			41%	500.00	650.00	-150.00	9.00	0.00	-159.00
1009	Proj #1-Bldg A Allocated Rev	COMMERCIAL			23%	3,710.00	800.00	2,910.00	0.00	0.00	2,910.00
1010	Proj#1-Bldg B Allocated Rev	COMMERCIAL			11%	2,360.00	512.00	1,848.00	0.00	0.00	1,848.00
1011	Proj#1-Bldg C Allocated Rev	COMMERCIAL			16%	1,460.00	864.00	596.00	0.00	0.00	596.00
1012	Project #1 Reimbursable Job	COMMERCIAL			18%	372.00	144.00	228.00	0.00	0.00	228.00
1016	Proj #3 Job #1 Rate Class	COMMERCIAL			9%	2,400.00	112.00	2,288.00	299.00	0.00	1,989.00
1017	Proj #3 Job #2 Rate Class	COMMERCIAL			4%	2,400.00	104.00	2,296.00	0.00	0.00	2,296.00
					Division Totals	**17,523.00**	**5,091.00**	**12,432.00**	**3,771.00**	**0.50**	**8,661.00**

Print by Job Number

Print Cost Code Schedule	Yes ▼	Schedule Start	9/5/2019	🗓		View Report
Print By	Job Number ▼	Divisions	COMMERCIAL,INDUSTRIAL ▼		
From Job	First ▼	To Job	Last ▼		

|◁ < 1 of 2 ? > ▷| ○ 100% ▼ 🖫▼ 🖶 [ ] Find | Next

JOB PLAN

Page: 1
User: WENNSOFTDEV\konnen
Report Date: 9/5/2019

Printed For: All Jobs, including Job Calendar starting 09/05/2019; ending 10/16/2019
Division(s) COMMERCIAL, INDUSTRIAL

				Scheduled Start Date	Scheduled Completion Date								Hours		
Job Number	Description		Divisions			Calc % Cmp	Est CC Hrs	Actual Hrs	Est Remaining Hrs	Scheduled Appointment Hrs	Unposted TT Hrs	Remaining Less Scheduled Hrs
1001	Simple CC Job / Std Billing		COMMERCIAL	1/15/2026	5/1/2026	31%	635.00	219.00	416.00	36.00	0.50	380.00
						Job Totals	635.00	219.00	416.00	36.00	0.50	380.00

Schedule

The Schedule displays to the right with a row that includes the scheduled hours for each cost code for the job. The screenshot below does not show the entire 6-weeks. The starting date correlates with the **Schedule Start Date** entered in the report parameters.

Print Cost Code Schedule	Yes ▼	Schedule Start	9/5/2019	🗓		View Report
Print By	Division ▼	Divisions	COMMERCIAL,INDUSTRIAL ▼		
From Job	First ▼	To Job	Last ▼		

|◁ < 1 of 2 ? > ▷| ○ 100% ▼ 🖫▼ 🖶 [ ] Find | Next

	5-Sep							12-Sep							19-Sep							26-Sep	
Remaining Less Scheduled Hrs	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
380.00	2.00	2.00																				
275.00																						
-2,250.00																						
-97.00																						
645.00																						
-159.00																						
2,910.00																						
1,848.00																						
596.00																						
228.00																						
1,989.00																						
2,296.00																						
8,661.00																						

Job Profit and Loss

This report allows you to view revenue and cost incurred on a job, as well as profit and loss over a specific period of time. You can view profit and loss for all jobs, all open jobs, open and active jobs, open but inactive jobs, all inactive jobs, and closed jobs. This report includes information for both open and closed periods. The information on this report

can be summarized by job or project (Master ID), Customer, Project Manager, or Division. Your selection in the **Summarize By** field enables the appropriate filter. You can also specify a date range by selecting a start year and period and an end year and period. By default, the report returns results from the first fiscal year and period set up in Job Cost to the last fiscal year and period set up in Job Cost.

The fields on the report are calculated as follows:

- **Actual % Complete**: Actual Cost / Total Forecasted Cost
- **Expected Contract**: For Fixed Amount jobs - based on the last day in the end period (end date) of the report. For Cost Plus jobs: Based on the range from the start date of the report to the end date of the report.

> ⚠ If you are viewing a Cost Plus job that began prior to the report start date, the Contract Earned amount is adjusted to reflect what was earned in the report range, rather than over the life of the job. For Cost Plus NTE jobs, the Contract Earned displays as zero if the NTE amount is exceeded prior to the report start date.

- **Contract Earned**: Actual % Complete x Expected Contract
- **Profit Amount**: Contract Earned - Actual Cost
- **Markup Percent**: (Expected Contract - Total Forecasted Cost) / Total Forecasted Cost
- **Margin Percent**: (Expected Contract - Total Forecasted Cost) / Expected Contract

Summarized by job

Job Profit & Loss
Fabrikam, Inc.
Job Cost

User ID: BJamnik
Page: 1 of 1
Report Date: 12/15/2010

Summarized by Job with date range 1/1/2008 to 12/31/2020 and Job Status 'All - All Jobs'

Job Number / Job Name	Job Status	Customer Number / Customer Name	Actual % Complete	Expected Contract	Contract Earned	Actual Cost	Forecasted Cost	Billed Amount	Received Amount	Profit Amount	Margin Percent
1001 Simple CC Job / Std Billing	Active	102 CEDAR FAMILY COUNSELING	31 %	42,723.00	13,250.97	12,167.73	39,230.00	11,400.00	11,416.90	1,083.24	8.18 %
1002 Simple Historical Job	History	103 NEW HARDWARE	97 %	40,350.00	40,350.00	33,166.19	34,175.00	40,350.00	0.00	7,183.81	15.30 %
1003 Communications / SOP Billing	Active	201 MOLDED PLASTIC CONCEPTS	27 %	53,400.00	14,262.61	8,797.94	32,940.00	10,859.70	2,989.89	5,464.67	38.32 %
1004 Prof Srvcs / TRX LEVEL BILLING	History	304 ULTIMATE SOFTWARE SUPPORT	97 %	107,988.44	107,988.44	21,428.02	22,178.02	107,988.44	4,280.00	86,560.42	79.46 %
1012 Project #1 Reimbursable Job	Active	104 LANGE HARDWARE	18 %	19,774.75	19,774.75	6,810.36	37,320.00	0.00	0.00	12,964.39	-88.73 %
1014 Proj#2-HVAC AIA Rate Class	Active	101 ACCURATE PRINTING	10 %	459,000.00	47,240.28	37,709.59	366,407.50	45,700.00	41,130.00	9,530.69	20.17 %
1016 Proj #3 Job #1 Rate Class	Active	102 CEDAR FAMILY COUNSELING	9 %	52,459.91	52,459.91	20,440.84	216,550.00	47,594.39	50,926.02	32,019.07	-312.79 %
Report Totals:				$775,696.10	$295,326.95	$140,520.67	$748,800.52	$263,892.53	$110,742.81	$154,806.28	3.47 %

Summarized by customer

Job Profit & Loss
Fabrikam, Inc.
Job Cost

User ID: BJamnik
Page: 1 of 1
Report Date: 12/15/2010

Summarized by Job with date range 1/1/2008 to 12/31/2020 and Job Status 'All - All Jobs'

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1014 Proj#2-HVAC AIA Rate Class	Active	101 ACCURATE PRINTING	10 %	459,000.00	47,240.28	37,709.59	366,407.50	45,700.00	41,130.00	9,530.69	20.17 %
1016 Proj #3 Job #1 Rate Class	Active	102 CEDAR FAMILY COUNSELING	9 %	52,459.91	52,459.91	20,440.84	216,550.00	47,594.39	50,926.02	32,019.07	-312.79 %
Report Totals:				$775,696.10	$295,326.95	$140,520.67	$748,800.52	$263,892.53	$110,742.81	$154,806.28	3.47 %

Job Profit and Loss Key Performance Indicator

This Key Performance Indicator (KPI) report allows you to visually depict the contract earned and profit amounts of the top earning jobs based on profit amount. You specify the sorting option, for example, job or customer, and the number of entities you would like to view, for example, top five jobs or top ten customers, for a specified period of time. Selecting on any of the bars opens the Job Profit and Loss report for this date range, which allows you to view numbers and more specific details for a job.

> ⚠ To view KPI reports, you must be running SQL Server Reporting Services 2008 R2 or higher.

Job Profit & Loss

Fabrikam, Inc.

Job Cost

User ID: SFastabend

Page: 1 of 1

Report Date: 1/17/2011

**Job Profitability
Top 5 by Customer Name**
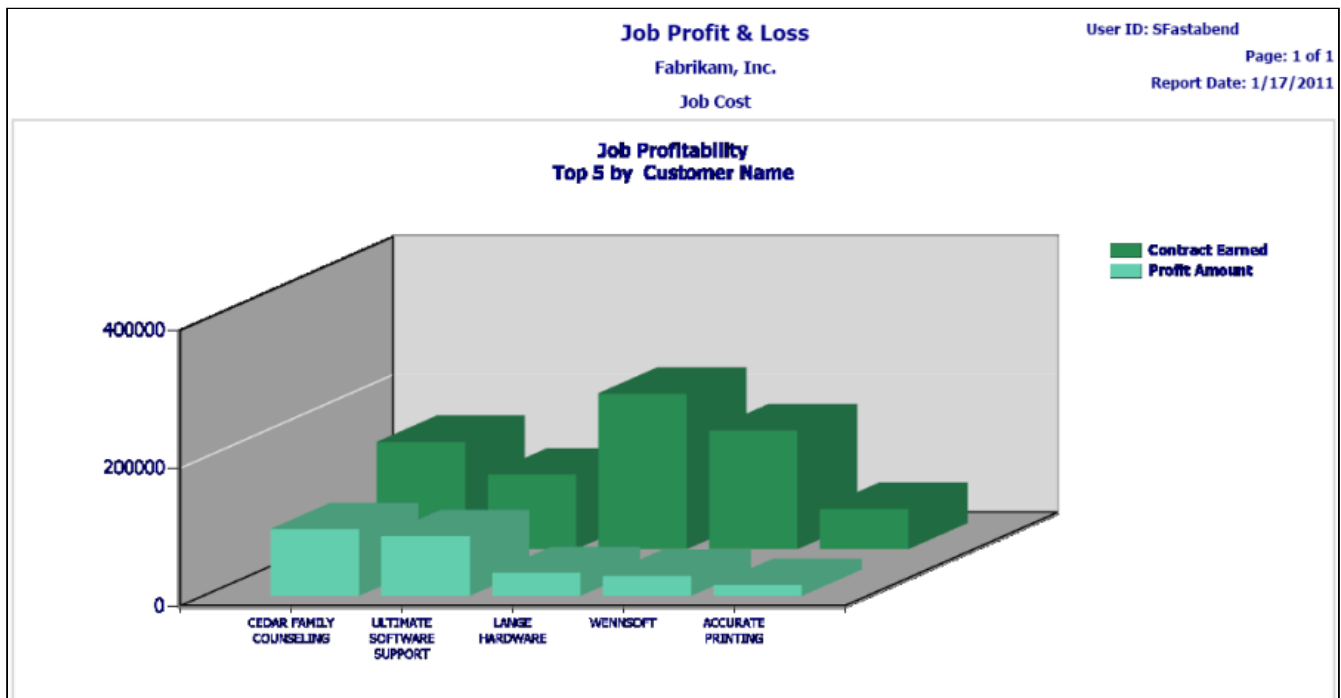
Job RPO Profit and Loss

The purpose of the RPO - Billing Profitability report is to provide a job-level view of the summary data "AS OF" a certain closed period for RPO jobs that have been recognized or billed. Only RPO revenue recognition method jobs are included and those RPO jobs that have summary data for the Closed Period. RPO jobs without recognized revenue or billing to date will not show up on this particular report. Data is coming from **JC20003** (Open Jobs), **JC30003** (Closed Jobs), **JC20008** (Open Jobs), **JC30008** (Closed Jobs), **JC00102**, and **JC30001**.

- **Job % Comp** = Revenue Recognized / Job Expected Contract
- **Job Expected Contract** = The Job's Expected Contract Amt (Total)
- **Revenue Recognized** = The amount of Revenue Code revenue recognized total to date through the closed period indicated.

| Summarize By: | Job Number | Job Status: | All Jobs | | |
| Division: | COMMERCIAL, INDUS | Close Period | November 2017 | | |

Summarized by Job Number as of November 2017 and Job Status 'All Jobs'

Customer Number /Name	Job Status	Job % Comp	Job Expected Contract	Forecasted Cost	Anticipated Margin	Revenue Recognized	Cost Recognized	Gross Margin Recognized	Billed Amount	Over Billed	Under Billed
WENNSOFT											
Job: RPO CLOSED 2 - Test											
103 WENNSOFT	Open	100.00	$10,000.00	$5,000.00	$5,000.00	$10,000.00	$0.00	$10,000.00	$0.00	$0.00	$10,000.00
Job: RPO CLOSED JOB - Test											
103 WENNSOFT	Open	0.00%	$10,000.00	$5,000.00	$5,000.00	$0.00	$0.00	$0.00	$3,000.00	$3,000.00	$0.00
Job: RPO COST PLUS - Test											
103 WENNSOFT	Open	100.00	$110.00	$100.00	$10.00	$110.00	$100.00	$10.00	$0.00	$0.00	$110.00
Job: RPO FIXED - Fun											
103 WENNSOFT	Open	12.40%	$16,730.50	$9,055.00	$7,675.50	$2,074.50	$5,075.00	($3,000.50)	$0.00	$0.00	$2,074.50
Job: RPO FIXED 2 - Test											
103 WENNSOFT	Closed	100.00	$10,000.00	$4,000.00	$6,000.00	$10,000.00	$100.00	$9,900.00	$750.00	$0.00	$9,250.00
Job: RPO FIXED NEG - tet											
103 WENNSOFT	Open	-	$100,000.00	$4,000.00	$96,000.00	($100,000.00)	$0.00	($100,000.00)	$0.00	$100,000.00	$0.00
Job: RPO REOPEN PERIOD - test											
103 WENNSOFT	Open	0.00%	$10,000.00	$20.00	$9,980.00	$0.00	$0.00	$0.00	$10,000.00	$10,000.00	$0.00
Report Totals:			$10,159,840.50	$28,375.00	$10,131,465.50	$9,922,534.50	$5,280.00	$9,917,254.50	$13,900.00	$113,050.00	$10,021,684.50

Jobs Available to Close

Prints a listing of jobs available to close based on the Posting Date and any filter criteria. This report lists the create date, manager, contract amount, actual cost, markup percent, billed amount, cash received, and contract earned amounts for all jobs you can close. This report is printed from the Job Close window (Microsoft Dynamics GP > Tools > Routines > Job Cost > Close Jobs).

Jobs Available to Close
Fabrikam, Inc.
Job Cost

Page: 1 of 1
Report Date: 11/21/2019
User: SUPMF2018\Administrator
Schedule Date: 9/30/2019

Job Number	Job Name	Job Billing Type	Project Number	Divisions	Customer	Create Date	Contract Earned	Cash Rec'd	Total Actual Cost
		Job Contract Type	Project Mgr	Project Desc.		Sch. Comp. Date	Contract to Date	Billed Amount	Markup Pct
NEW JOB 3	Morton Hospital Retro-fit	Standard	2019	COMMERCIAL	104	9/29/2019	$0.00	$0.00	$0.00
		Fixed	ACKE0001	Project 1 of 2019		9/30/2019	$45,000.00	$0.00	0.00%

Job Schedule by Cost Code

This report allows you to view the job information including: Job number, customer, bill to customer, project manager, project number, division, contract type, job address ID, bill to address ID, job start date, job completion date, project management percentage complete, and job status.

Also included are the job's cost code information including: the cost codes and descriptions, status, start and completion dates, estimated hours, actual hours, estimated remaining hours, scheduled appointment hours, unposted TimeTrack hours, remaining less scheduled hours. Each job's total hours are displayed beneath the job. The end-of-

report footer includes hour totals for all jobs included in the report. Scheduled Hours are a sum of the hours found in open appointments for the schedule range (6 wks from the Schedule Start date parameter) included on the report. Unposted TT Hours are the sum of hours from these tables: Uncommitted (WS10702) and Committed / Not Posted (JC10701).

The Job Schedule by Cost Code report is available in Schedule by right-clicking on a job in the Job Panel.

Print by Job Number

	Print Cost Code Schedule	Yes	Schedule Start	9/4/2019
Print By	Job Number	Divisions	COMMERCIAL,INDUSTRIAL
From Job	1001 – Simple CC Job / Std Billing	To Job	1001 – Simple CC Job / Std Billing

JOB SCHEDULE BY COST CODE

Page: 1
User: WENNSOFTDEV\konnen
Report Date: 9/4/2019

Printed For: Jobs 1001 - 1001, including Job Calendar starting 09/04/2019; ending 10/15/2019
Division(s) COMMERCIAL, INDUSTRIAL

Job Number:	1001 - Simple CC Job / Std Billing			Job Address:	MAIN OFFICE	PM % CMP: 31%
Customer:	CEDAR FAMILY COUNSELING			Bill To Address:	MAIN OFFICE	
Bill To Customer:	CEDAR FAMILY COUNSELING					
Project Manager:	Andrew Seltzer	Division:	COMMERCIAL	Job Start Date:	1/15/2026	
Project Number:		Contract Type:	Fixed Amount	Completion Date:	5/1/2026	Job Status: Open

| | | | | | Hours | | | |
Cost Code / Description	Status	Cost Code Start Date	Cost Code Compl Date	Est CC Hrs	Actual Hrs	Est Remaining Hrs	Scheduled Appointment Hrs	Unposted TT Hrs	Remaining Less Scheduled Hrs
01-3000-001-1 / 1st Floor Installation - Labor	Active	2/1/2026	4/1/2026	250.00	73.00	177.00	14.00	0.00	163.00
02-3000-001-1 / 2nd Floor Installation - Labor	Active	2/20/2026	4/20/2026	200.00	59.00	141.00	0.00	0.00	141.00
00-1000-001-1 / Engineering - Labor	Active	1/15/2026	1/31/2026	80.00	10.00	70.00	22.00	0.50	48.00
00-2000-001-1 / Project Management - Labor	Active	2/1/2026	5/1/2026	105.00	74.00	31.00	0.00	0.00	31.00
23-7300-001-1 / Service Labor	Active			0.00	3.00	-3.00	0.00	0.00	-3.00
			Job Totals	635.00	219.00	416.00	36.00	0.50	380.00
			All Job Totals	635.00	219.00	416.00	36.00	0.50	380.00

Print by Division

Print Cost Code Schedule	Yes ▾		Schedule Start	9/4/2019	🗓
Print By	Division ▾		Divisions	COMMERCIAL,INDUSTRIAL ▾	
From Job	1001 - Simple CC Job / Std Billing ▾		To Job	1020 - Cook County Prevailing Job ▾	

|◁ < | 1 | of 2 ? | > | ▷| | ↻ | 100% ▾ | | 🖫▾ | 🖶 | | Find | Next |

JOB SCHEDULE BY COST CODE

Page: 1
User: WENNSOFTDEV\konnen
Report Date: 9/4/2019

Printed For: Jobs 1001 - 1020, including Job Calendar starting 09/04/2019; ending 10/15/2019
Division(s) COMMERCIAL, INDUSTRIAL

COMMERCIAL

Job Number:	1001 - Simple CC Job / Std Billing				Job Address:	MAIN OFFICE	PM % CMP: 31%
Customer:	CEDAR FAMILY COUNSELING				Bill To Address:	MAIN OFFICE	
Bill To Customer:	CEDAR FAMILY COUNSELING						
Project Manager:	Andrew Seltzer	Division:	COMMERCIAL		Job Start Date:	1/15/2026	
Project Number:		Contract Type:	Fixed Amount		Completion Date:	5/1/2026	Job Status: Open

| | | | | | | Hours | | | |
Cost Code / Description	Status	Cost Code Start Date	Cost Code Compl Date	Est CC Hrs	Actual Hrs	Est Remaining Hrs	Scheduled Appointment Hrs	Unposted TT Hrs	Remaining Less Scheduled Hrs
00-1000-001-1 / Engineering - Labor	Active	1/15/2026	1/31/2026	80.00	10.00	70.00	22.00	0.50	48.00
00-2000-001-1 / Project Management - Labor	Active	2/1/2026	5/1/2026	105.00	74.00	31.00	0.00	0.00	31.00
01-3000-001-1 / 1st Floor Installation - Labor	Active	2/1/2026	4/1/2026	250.00	73.00	177.00	14.00	0.00	163.00
02-3000-001-1 / 2nd Floor Installation - Labor	Active	2/20/2026	4/20/2026	200.00	59.00	141.00	0.00	0.00	141.00
23-7300-001-1 / Service Labor	Active			0.00	3.00	-3.00	0.00	0.00	-3.00
			Job Totals	635.00	219.00	416.00	36.00	0.50	380.00

Job Number:	1003 - Communications / SOP Billing				Job Address:	WAREHOUSE	PM % CMP: 25%
Customer:	MOLDED PLASTIC CONCEPTS				Bill To Address:	MAIN OFFICE	
Bill To Customer:	MOLDED PLASTIC CONCEPTS						
Project Manager:	Andrew Seltzer	Division:	COMMERCIAL		Job Start Date:	1/1/2026	
Project Number:		Contract Type:	Fixed Amount		Completion Date:	5/31/2026	Job Status: Open

| | | | | | | Hours | | | |
Cost Code / Description	Status	Cost Code Start Date	Cost Code Compl Date	Est CC Hrs	Actual Hrs	Est Remaining Hrs	Scheduled Appointment Hrs	Unposted TT Hrs	Remaining Less Scheduled Hrs
27-1500-001-1 / Cabling 1st Flr	Active	1/1/2026	1/31/2026	220.00	72.00	148.00	5.00	0.00	143.00

End-of-report footer

	All Job Totals	19,353.00	5,675.00	13,678.00	3,771.00	0.50	9,907.00

Schedule

The Schedule displays to the right with a row that includes the scheduled hours for each cost code for the job. The screenshot below does not show the entire 6-weeks. The starting date correlates with the **Schedule Start Date** entered in the report parameters.

| Remaining Less Scheduled Hrs | 4-Sep | | | | | | 11-Sep | | | | | | | 18-Sep | | | | | | | 25-Sep |
	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
48.00	2.00	2.00	2.00																			
31.00																						
163.00																						
141.00																						
-3.00																						
380.00																						

Jobs Not Available to Close

Prints a listing of jobs available to close based on the Posting Date and any filter criteria. This report is printed from the Job Close window (Microsoft Dynamics GP > Tools > Routines > Job Cost > Close Jobs).

Jobs Not Available to Close
Fabrikam, Inc.
Job Cost

Page: 1 of 5
Report Date: 11/21/2019
User: SUPMF2018\Administrator
Schedule Date: 9/30/2019

Job Number	Job Name	Job Billing Type	Project Number	Divisions	Customer	Create Date	Contract Earned	Cash Rec'd	Total Actual Cost
		Job Contract Type	Project Mgr	Project Desc.		Sch. Comp. Date	Contract to Date	Billed Amount	Markup Pct
1005	General / AIA Billing	User Defined		COMMERCIAL	103	1/1/2019	$132,339.60	$4,146.83	$111,044.24
		Fixed	ANNE				$462,000.00	$192,210.00	19.17%
		Reason:		Job Cost Transactions Exist in future period (JC_Job_Transaction_OPEN: JC20001)					
1005	General / AIA Billing	User Defined		COMMERCIAL	103	1/1/2019	$132,339.60	$4,146.83	$111,044.24
		Fixed	ANNE				$462,000.00	$192,210.00	19.17%
		Reason:		Open Job Appointments (SV_Service_Appointments_MSTR: SV00301)					
1005	General / AIA Billing	User Defined		COMMERCIAL	103	1/1/2019	$132,339.60	$4,146.83	$111,044.24
		Fixed	ANNE				$462,000.00	$192,210.00	19.17%
		Reason:		Unpaid Subcontractor Vendor Transactions (JC_Vendor_TRX_OPEN: JC20004)					

Job WIP Reconciliation

This WIP report shows the amounts in your Job Cost division accounts for each cost element and includes division totals. The detailed report also shows a breakdown of job transactions for each cost element. The Job WIP Reconciliation report can be run as part of the month end closing process, to reconcile the amounts posted to your service WIP accounts. To print, select *Reports > Job Cost > Job Reports > Audit Reports > Job WIP Reports*. On the JC WIP Reports window, mark the **WIP Report** , then select whether you want to print the report in summary or in detail. You can filter this report by division, job number, cost element, and account number.

Summary

WIP Summary
Fabrikam, Inc.
Job Cost

Page: 1 of 1
8/20/2009 at 12:47:19 PM
User: SANDBOX\bjamnik

Date Range: First to 8/20/2017

Division: ALL

Cost Element: ALL

Job Number: ALL

Account Number: ALL

Cost Element	Account Number	Account Description	Amount
Division: COMMERCIAL			
Labor	000-1410-02	WIP-Labor-Jobs-COMMERCIAL	$241,625.97
Misc Materials	000-1411-02	WIP-Material/Equipment-Jobs-COMMERCIAL	$74,024.12
Subcontractors	000-1412-02	WIP-Subs & Other-Jobs-COMMERCIAL	$103,429.98
Travel	000-1412-02	WIP-Subs & Other-Jobs-COMMERCIAL	$2,155.00
*User Defined	000-1412-02	WIP-Subs & Other-Jobs-COMMERCIAL	$4,955.00
Other	000-1412-02	WIP-Subs & Other-Jobs-COMMERCIAL	$2,638.88
		Division Total Cost:	**$428,828.95**
Division: INDUSTRIAL			
Labor	000-1410-03	WIP-Labor-Jobs-INDUSTRIAL	$43,059.51
Misc Materials	000-1411-03	WIP-Material/Equipment-Jobs-INDUSTRIAL	$2,276.55
Subcontractors	000-1412-03	WIP-Subs & Other-Jobs-INDUSTRIAL	$16,640.00
Travel	000-1412-03	WIP-Subs & Other-Jobs-INDUSTRIAL	$645.00
*User Defined	000-1412-03	WIP-Subs & Other-Jobs-INDUSTRIAL	$1,000.00
		Division Total Cost:	**$63,621.06**

Detail

Job Number	Cost Code	Cost Code Description	Cost Element	Transaction Number	Account Number	Posting Date	Document Source	Amount
1004	25-1100-002	Hardware 2nd Flr	Misc Materials	RCT1170	000-1411-03	4/12/2016	REC	$350.00
1004	25-1500-001	Software 1st Flr	Misc Materials	RCT1170	000-1411-03	4/12/2016	REC	$199.00
1014	26-1200-001	Med-Volt Transformers 1st Flr	Misc Materials	RCT1187	000-1411-03	7/19/2016	REC	$333.55
1004	25-1100-002	Hardware 2nd Flr	Misc Materials	RCT1175	000-1411-03	4/28/2017	REC	$350.00
1004	25-1100-001	Hardware 1st Flr	Misc Materials	00000000000000462	000-1411-03	4/12/2016	PM	$315.75
1014	26-1200-001	Med-Volt Transformers 1st Flr	Misc Materials	00000000000000136	000-1411-03	1/31/2017	IV	$10.00
1014	26-1200-002	Med-Volt Transformers 2nd Flr	Misc Materials	00000000000000136	000-1411-03	1/31/2017	IV	$10.00
1015	14-4200-000	Wheelchair Lifts Matls/Eq	Misc Materials	00000000000000138	000-1411-03	1/31/2017	IV	$168.00
1015	14-4200-000	Wheelchair Lifts Matls/Eq	Misc Materials	00000000000000138	000-1411-03	1/31/2017	IV	$25.00
1015	14-4200-000	Wheelchair Lifts Matls/Eq	Misc Materials	RCT1187	000-1411-03	7/19/2016	REC	$515.25
							Misc Materials:	**$2,276.55**
1014	23-0700-001	HVAC Insulation 1st Flr	Subcontractors	RCT1183	000-1412-03	7/19/2016	REC	$11,000.00
1014	23-2300-001	Refrigerant Piping 1st Flr	Subcontractors	RCT1185	000-1412-03	7/19/2016	REC	$5,000.00
1014	23-2300-002	Refrigerant Piping 2nd Flr	Subcontractors	RCT1185	000-1412-03	7/19/2016	REC	$500.00
1014	23-2300-001	Refrigerant Piping 1st Flr	Subcontractors	00000000000000136	000-1412-03	1/31/2017	IV	$140.00
							Subcontractors:	**$16,640.00**
1014	99-9999-00	Travel Costs	Travel	00000000000000505	000-1412-03	5/31/2016	PM	$300.00
1014	99-9999-00	Travel Costs	Travel	00000000000000506	000-1412-03	5/31/2016	PM	$345.00
							Travel:	**$645.00**
1014	99-9999-00	Permits and Insurance	*User Defined	00000000000000507	000-1412-03	4/25/2016	PM	$1,000.00
							***User Defined:**	**$1,000.00**
							Division Total Cost:	**$63,621.06**

Payables Aged Trial Balance

The Payables Aged Trial Balance report contains payables transactions including Purchase Order Processing information for selected jobs and vendors. The transactions are aged per the age ranges set up in Microsoft Dynamics GP.

> ⚠ This report is intended to display the vouchers for one job at a time. If you have a voucher that is split between more than one job, the entire voucher amount will be displayed for each job, rather than showing the split amounts. Payments applied to the voucher will follow and be displayed as whole amounts with each voucher. Therefore, if you have a voucher split between jobs, your report totals will be overstated.

Project Invoice

In the Project Invoice Entry window, you can create a schedule for billing multiple jobs on a single invoice. Project-level invoices can be created with or without bill codes.

To access the Project Invoice Entry window, go to *Transactions > Job Cost > Project Invoice*.

		Invoice:	PB10012
		Date:	4/12/2027
		Total Due:	$56,700.00
		PO Number:	

Bill To:
    LAKE PARK GOLF SUPPLY
    16778 West Beloit Road
    New Berlin, WI 53151

Location:
    LAKE PARK GOLF SUPPLY
    16778 West Beloit Road
    New Berlin, WI 53151

    Attention:

For Professional Services Rendered in Connection With Lake Park Golf Project

Project: LAKE PARK - Lake Park Golf Project
Reference Number:

Note: Due and payable 10 days from Receipt of Invoice   **Total Due This Invoice:** $56,700.00

Subcontract Agreement

This report consolidates job-level information from the Subcontractor Maintenance window into a form for subcontractors; this simplifies the process of putting together contractual agreements. The form includes the retention percent and description, as well as information from a linked purchase order such as the dollar amount and a detailed scope of work. In addition, the fields that print on the form allow you to see that the Job Cost system is set up with the correct terms and conditions.

JC Subcontract Agreement

Fabrikam, Inc.

4277 West Oak Parkway
Chicago, IL 60601-4277

Phone: 312-436-2671 Ext.

Fax: 312-436-2896

PO Number: PO2075

Project:	General / AIA Billing	**Job Number:**	1005
To:	Attn: Wendy Fabin-Carlson	**PO Date:**	1/20/2016
	Carlson Specialties	**Contract Date:**	1/15/2016
	4567 Orchard Lane	**Ins Expiration Date:**	3/31/2017
	Chicago, IL 60607-3439		
	Phone: 312-555-0115 Ext. Fax: 312-555-0115	**Original Contract Amount:**	$50,000.00
		Change Orders to Date:	$0.00
		Contract to Date:	$50,000.00

Description:

The Insurance Certificate for job 1005 and subcontractor CARLSONS0001 expires on 3/31/2017. Renew if necessary.

Item No.	Release Date	Promised Date	Item Description/Scope of Work	Retention Pct	Amount
1		4/12/2016	Refrigeration Piping per plan and spec -	10.00%	$28,750.00
2		4/12/2016	Refrigeration Piping per plan and spec -	10.00%	$21,250.00
					Total: $50,000.00

Accepted:

Carlson Specialties

By: _____

    Wendy Fabin-Carlson

Date: _____

Fabrikam, Inc.

By: _____

    Anne Dunwoody

Date: _____

By: _____

Date: _____

Subcontractor Claims

This report displays the cost code description, total amount of the payment claim and the scheduled amount. This report reflects all cost codes for each job as well as the comments entered in the Reason Note field of the Contract Claimed Amounts window. The report creates a separate page for each job.

Subcontractor Insurance Expiration

This report details insurance coverage amounts and expiration dates by vendor in the Subcontractor and Advanced Subcontractor features. Tracking subcontractor insurance information allows you to minimize exposure to uninsured or underinsured contractors. You can use this report to remind subcontractors of due dates for new insurance certificates

or required documents on a contract before a missed due date causes a payment hold. You can also display job details and the return status of job-level documents such as lien waivers, bonding, and Operations and Maintenance manuals.

JC Subcontractor Insurance Expiration
Report
Fabrikam, Inc.
Job Cost

Page: 1 of 1
Report Date: 7/27/2009 at 2:56 PM
User: SANDBOX\bjamnik

Vendor ID	Vendor Name	General Ins. Ending Date	Auto Ins. Ending Date	Workmans Comp Ins. Ending Date	Unemployment Ins. Ending Date	General Coverage Amt Available	Auto Coverage Amt Available	Workmans Comp Coverage Amt Available	Unemployment Coverage Amt Available	
BEAUMONT0001	Beaumont Construction	11/15/2014	11/15/2014	3/31/2016		$1,000,000.00	$1,000,000,000.00	$100,000,000.00	$0.00	
	Job Number	Lien Waiver	Lien Waiver Required	O & M Manual	O & M Required	Payment Bond	Payment Bond Required	Performance Bond	Performance Bond Required	Hold
	1014	Yes	1/31/2017	No		No		No		No
	1005	Yes	1/31/2017	No		Yes	1/1/2017	Yes	1/1/2017	No
	1006	Yes	1/31/2017	No		Yes	5/1/2016	Yes	5/1/2016	No
CARLSONS0001	Carlson Specialties			3/31/2017		$0.00	$0.00	$10,000,000,000.00	$0.00	
	Job Number	Lien Waiver	Lien Waiver Required	O & M Manual	O & M Required	Payment Bond	Payment Bond Required	Performance Bond	Performance Bond Required	Hold
	1005	Yes	1/31/2017	No		No		No		No
	1006	Yes		No		No		No		Yes

Subcontractor Supporting Statement

This report provides for all the required Building and Construction Industry Security of Payment (Supporting Statement) Regulation 2014 supporting statement information.

Subcontractor Transaction Detail

If you are using Purchase Order Processing, this report shows all invoices and payments made against a vendor purchase order, including retention billings and withholding, voids, and credit memos. This allows you to easily keep track of details such as a subcontractor's insurance coverage and the amount of retention withheld and released for single- or multiple-line purchase orders. In addition, tracking the amount invoiced enables you to keep a running total amount paid as well as the total contract balance. This report is not currently designed to work if you use tax on Contract Agreements.

For credit memos and invoices to appear correctly on the SRS Subcontractor Detail Report, the following steps must have been taken during Payables Transaction Entry:

- The original PO number for a credit memo or invoice must have been entered in the Payables Transaction Entry window.

- A credit memo must have been distributed and posted to the job associated with the original purchasing transaction (Invoice/Shipment or Invoice Match) using the original subcontractor cost code associated with that job.
- A credit memo must have been applied to the document created by the original purchasing transaction.

> ⚠ To display purchase order payment information correctly, we recommend having just one line per PO, but if you have multiple lines, each line must have its own receipt and each receipt must have its own invoice.

This report can be filtered by job, vendor, division, date, vendor type (subcontractors or non-subcontractor vendors), and transaction type (PO or AP). You can sort the information returned on this report by job then vendor or vendor then job, as well as by document date or payments following the invoice.

You can also select to show receipt line detail or a summary of vendor transactions only. This report can be printed from the Job Transaction Inquiry - Vendor window (*Inquiry > Job Cost > Job Status > Vendor*).

Union Report

This report allows you to view union payroll information such as benefit and deduction contributions and weekly pay amounts. Depending on your sort option, you can view union payroll details by employee, or by employee and position, as well as report totals for all union employees. The detailed version of this report prints by default, but you can select the summary view if you wish to view only position and union totals, without employee detail. For each week, hourly totals display per the employee's pay type: Actual Hours is a summary of all hours, regardless of pay type, while Converted Hours are calculated based on pay type. For example, 6 hours of double time converts to 6 actual hours, but 12 converted hours. If you have reports set up to print from GP, print this report by choosing *Reports > Job Cost > Labor Reports > Union*, or, if you are using rate classes, *Reports > Job Cost > Labor Reports > Rate Class Union*.

- The detailed version of this report is a replacement for the Union and Union Summary Dexterity reports that previously printed from this window when the **Summary** checkbox is marked. If you wish to view the summary version of this report, mark the **Summary Only** checkbox.
- Gross wages can be calculated by transaction date or check date; however, if you are using rate classes, gross wages can only be calculated by transaction date.
- In Report Manager, you can select whether to use the day of the week specified in TimeTrack as the week ending date. If you select this option, the first week on the report may be a partial week, depending on the Month Begin Date. If you do not select this option, week ending dates will be calculated based on the day of the week that is a full week from the Month Begin Date.

Detail (sorted by position)

Union Report

Fabrikam, Inc.

Job Cost

User ID: BJamnik
Page: 1 of 1
Report Date: 1/13/2011

Union Code Range: First to Last
Date Range: 4/1/2017 to 5/5/2017
Use Time Track Week Ending Date: False
Sort: by Position

Union in Detail
Calculate Gross Wages: by Transaction Date

Union: 597
Chicago Pipefitter Local 597
45 North Ogden Avenue
Chicago, IL 60607

Position: JMAN Jouneyman
Employee Name
Social Security #

Employee #	Pay Type	4/7/2017	4/14/2017	4/21/2017	4/28/2017	5/5/2017	Converted Hours	Actual Hours	Benefit Fund	Deduction Fund	Contribution
Jamison, Paul											
333-44-4555									Gross Wage: $4,321.34		
C-P-JAMI0001											
	Double	0.00	0.00	0.00	0.00	0.00	4.00	0.00			
	Regular	0.00	0.00	0.00	0.00	0.00	80.00	0.00			
	Time/Half	0.00	0.00	0.00	0.00	0.00	13.50	0.00			
		0.00	0.00	0.00	0.00	0.00	97.50	0.00		Employee Totals:	$0.00
Williams, Brendon											
444-55-8888									Gross Wage: $4,071.32		
C-P-WILL0001											
	Regular	0.00	0.00	0.00	0.00	0.00	80.00	0.00			
	Time/Half	0.00	0.00	0.00	0.00	0.00	3.00	0.00			
		0.00	0.00	0.00	0.00	0.00	83.00	0.00		Employee Totals:	$0.00
	Jouneyman Subtotal	0.00	0.00	0.00	0.00	0.00	180.50	0.00		Position Subtotal:	$0.00
597 Chicago Pipefitter Local 597 Subtotal		0.00	0.00	0.00	0.00	0.00	180.50	0.00			

Union: 73
Chicago Sheet Metal Local 73
4500 Roosevelt Road
Chicago, IL 60162

Position: JMAN Jouneyman
Employee Name
Social Security #

Employee #	Pay Type	4/7/2017	4/14/2017	4/21/2017	4/28/2017	5/5/2017	Converted Hours	Actual Hours	Benefit Fund	Deduction Fund	Contribution
Ramirez, Antonio											
772-28-1999									Gross Wage: $4,304.45		
C-S-RAMI0001											
	Double	0.00	0.00	0.00	0.00	0.00	2.00	0.00			
	Regular	0.00	0.00	0.00	0.00	0.00	80.00	0.00			
	Time/Half	0.00	0.00	0.00	0.00	0.00	3.00	0.00			
		0.00	0.00	0.00	0.00	0.00	85.00	0.00		Employee Totals:	$0.00
Taylor, Nicky											
444-77-7889									Gross Wage: $4,332.39		
C-S-TAYL0001											
	Double	0.00	0.00	0.00	0.00	0.00	6.00	0.00			
	Regular	0.00	0.00	0.00	0.00	0.00	80.00	0.00			
	Time/Half	0.00	0.00	0.00	0.00	0.00	9.00	0.00			
		0.00	0.00	0.00	0.00	0.00	95.00	0.00		Employee Totals:	$0.00
	Jouneyman Subtotal	0.00	0.00	0.00	0.00	0.00	180.00	0.00		Position Subtotal:	$0.00
73 Chicago Sheet Metal Local 73 Subtotal		0.00	0.00	0.00	0.00	0.00	180.00	0.00			
	Report Totals	0.00	0.00	0.00	0.00	0.00	360.50	0.00			

Summary (sorted by employee)

Union Report

Fabrikam, Inc.

Job Cost

User ID: BJamnik
Page: 1 of 2
Report Date: 1/13/2011

Union Code Range: First to Last
Date Range: 4/1/2017 to 5/5/2017
Use Time Track Week Ending Date: False
Sort: by Employee

Union in Summary
Calculate Gross Wages: by Transaction Date

Union		Regular	Overtime	Double Time	Converted Hours	Actual Hours	Gross Wages	Benefit Fund	Deduction Fund	Contribution
597	Chicago Pipefitter Local 597									
	45 North Ogden Avenue									
	Chicago, IL 60607									
Totals For Position:										
JMAN Jouneyman		0.00	0.00	0.00	180.50	0.00	$8,392.66			$0.00
Totals For Union:										
597 Chicago Pipefitter Local 597		0.00	0.00	0.00	180.50	0.00	$8,392.66			$0.00
73	Chicago Sheet Metal Local 73									
	4500 Roosevelt Road									
	Chicago, IL 60162									
Totals For Position:										
JMAN Jouneyman		0.00	0.00	0.00	180.00	0.00	$8,636.84			$0.00
Totals For Union:										
73 Chicago Sheet Metal Local 73		0.00	0.00	0.00	180.00	0.00	$8,636.84			$0.00

WIP Reports in Job Cost

- GL Not Match Job Cost (page 98)
- GL Transactions Not in Job Cost (page 98)
- Job Cost Transactions Not in GL (page 106)
- Job WIP Reconciliation (page 132)

TimeTrack SSRS reports

Certified Payroll

The Certified Payroll report lists employee information, details of hours worked, hourly rate, gross earned in job, deductions, and net weekly pay for the selected jobs and service calls. To print accurate certified payroll reports, you must print your payroll checks using the Microsoft Dynamics GP Payroll module.

Some features include:

- Cash fringe is broken out separately, making it easier to locate
- Can select to include service calls (Service Management required)
- Prints the statement of compliance page of the report
- Prints totals by job or service call
- Prints header information, such as address, contractor name, and week-ending date, eliminating the need for a cover page.

In Job Cost, you can run this report from *Reports > Job Cost > Labor Reports > Certified Payroll.*

In Service Management, you must run this report using the SRS Report Manager.

U.S. Department of Labor   **Certified Payroll**

Employment Standards Administration

Wage and Hour Division

NAME OF CONTRACTOR ☐ OR SUBCONTRACTOR ☐		ADDRESS	
WennSoft, Inc.		5355 S. Moorland Road New Berlin, WI 53151 Phone: 262-821-4100	

PAYROLL NO.	FOR WEEK ENDING	PROJECT AND LOCATION	PROJECT OR CONTRACT NO.
	7/11/1999	Sacramento-201,RTC, CP 11403 13th Avenue South Chicago, IL 60603-0776	SAC-201

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) Exs.	(3) WORK CLASSIFICATION	(4) DAY AND DATE							(5) TOTAL HOURS	(6) BASE RATE OF PAY / CASH FRINGE	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS						(9) NET WAGES PAID FOR WEEK
			Sun 7/11	Mon 7/5	Tue 7/6	Wed 7/7	Thu 7/8	Fri 7/9	Sat 7/10				FICA	WITH-HOLDING TAX	STATE	LOCAL	OTHER	TOTAL DEDUCTIONS	
			HOURS WORKED EACH DAY																
Johnsen, Barbara xxx-xx-8443 8473 South Drive Gurnee Mills, CA 34568	2																		
		Straight Time	0.00	0.00	0.00	2.50	4.25	0.00	0.00	6.75	$18.10 / $0.00	$122.18							
		Overtime	0.00	0.00	0.00	2.25	0.00	0.00	1.75	4.00	$27.15 / $0.00	$108.60							
		Double Time	0.00	0.00	0.00	0.00	0.00	0.00	5.50	5.50	$36.20 / $0.00	$199.10							
		Gross Amount for Job SAC-201 / This Week $429.88 / $1,104.12											$62.37	$105.14	$20.88	$11.04	$180.09	$379.52	$724.60
Hernandez, Marilyn R. xxx-xx-0331 1522 West Minnetonka Blvd Excelsior, MN 55983	8	Sr Journeyman																	
		Straight Time	0.00	0.00	8.00	7.25	0.00	0.00	0.00	15.25	$29.45 / $0.00	$449.11							
		Overtime	0.00	0.00	0.00	1.25	0.00	0.00	0.00	1.25	$44.18 / $0.00	$55.23							
		Double Time	0.00	0.00	0.00	2.75	0.00	0.00	0.00	2.75	$58.90 / $0.00	$161.98							
		Gross Amount for Job SAC-201 / This Week $666.31 / $1,538.80											$86.93	$106.30	$35.63	$15.39	$499.38	$743.63	$795.17
Alvarza, Alicia M. xxx-xx-9938 915 Birch Road Detroit, MI 48233-9211	1	Jr Technician																	
		Straight Time	0.00	0.00	0.00	0.00	0.00	5.50	0.00	5.50	$18.10 / $0.00	$99.55							
		Gross Amount for Job SAC-201 / This Week $99.55 / $724.00											$40.90	$83.70	$7.71	$7.24	$148.63	$288.18	$435.82

Totals For Job SAC-201 - Sacramento-201,RTC, CP	Sun 7/11	Mon 7/5	Tue 7/6	Wed 7/7	Thu 7/8	Fri 7/9	Sat 7/10	TOTAL HOURS	GROSS THIS JOB
	0.00	0.00	8.00	16.00	4.25	5.50	7.25	41.00	$1,195.74

Date _____

I, _____
  (Name of Signatory Party)   (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by

_____ on the
        (Contractor or Subcontractor)

_____ that during the payroll period commencing on the
        (Building or Work)

_____ day of _____, _____, and ending the _____ day of _____, _____,

all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said

_____ from the full
        (Contractor or Subcontractor)

weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 357;40 U.S.C.§ 3145), and described below:

_____
_____
_____

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

  (a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

  ☐ in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

☐ Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

(c) EXCEPTIONS

EXCEPTION(CRAFT)	EXPLANATION

Certified Payroll for Public Works

The Certified Payroll for Public Works report allows you to provide weekly documentation of the hours worked and wages earned by your employees. This report meets the requirements for reporting payroll information for public works projects in the state of California. This report contains a certification form, employee information such as withholding exemptions, work classification, and social security number, the total hours for the week, hourly pay rate, gross amount earned, any deductions, contributions, and payments, and net wages paid.

⚠ Note the following information for using this report:
- In California, you are required to report state disability insurance (SDI).
- For SDI amounts to display correctly on the report, your local state disability insurance tax code must be named "SDI."
- FICA social security amounts and FICA Medicare amounts are combined in the FICA social security box.
- Other deductions and payments are listed separately.

Certified Payroll for Public Works

NAME OF CONTRACTOR: OR SUBCONTRACTOR: WennSoft, Inc.			CONTRACTOR'S LICENSE NO.: SPECIALITY LICENSE NO.:		ADDRESS: 5355 S. Moorland Road New Berlin, WI 53151	
PAYROLL NO.:	FOR WEEK ENDING: 7/10/1999		SELF-INSURED CERTIFICATE NO.:		PROJECT OR CONTRACT NO.: CHI-101	
	(4) DAY	(5)	(6)	WORKERS' COMPENSATION POLICY NO.:		PROJECT AND LOCATION: CHI-101 11403 13th Avenue South Chicago, IL 60603-0776

(1) NAME, ADDRESS AND SOCIAL SECURITY NUMBER OF EMPLOYEE	(4) NO. OF WITH-HOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	M T W TH F S S DATE 7/4 7/5 7/6 7/7 7/8 7/9 7/10 HOURS WORKED EACH DAY								TOTAL HOURS	HOURLY RATE OF PAY	(7) GROSS AMOUNT EARNED		(8) DEDUCTIONS, CONTRIBUTIONS AND PAYMENTS							(9) NET WGS PAID FOR WEEK	CHECK NO.
													THIS PROJECT	ALL PROJECTS	FED. TAX	FICA (SOC. SEC.)	STATE TAX	SDI	VAC/ HOLIDAY	HEALTH & WELF.	PENSION		
Flint, Alan, 12345 Waywick Drive Chicago, CA 12345 XXX-XX-7343	1	Intern Technician													140.46	71.66	38.58	12.68				696.20	10054
													488.57	1,268.48	TRAING.	FUND ADMIN	DUES	TRAV/ SUBS.	SAVINGS	OTHER*	TOTAL DEDUC-TIONS		
																					572.28		
			S	8.00	3.00	4.60					15.60	21.15											
			O			1.00					1.00	31.73											
			D					3.00			3.00	42.30											

Employee Benefits & Deductions Detail

NAME, ADDRESS AND
SOCIAL SECURITY NUMBER
OF EMPLOYEE

Check Number

Flint, Alan,
12345 Waywick Drive
Chicago, CA 12345
XXX-XX-7343

10054

Benefit	Description	Benefit Amount
B-%NW	B-% of Net Wages	57.89000
B-DIS	B-Disability Insurance	65.33000
B-HC	B-Healthcare Insurance	210.57000
U-401K	B-401k - % of Deduction	4.33000
		$338.12

Deduction	Description	Deduction Amount
D-%NW	D-% Net Wages	49.75000
D-DUES	D-Dues,Amt p/unit	99.46000
D-USUB	D-Subscrpt,Amt p/unit	78.94000
GP-FA	Fixed Amount	2.10000
U-401K	D-401K, %GW	78.65000
		$308.90

NOTICE TO PUBLIC ENTITY

For Privacy Considerations

Fold back along dotted line prior to copying for release to general public (private persons).

- -

I, _____, the undersigned, am the

(Name – print)

_____ with the authority to act for and on behalf of

(Position in business)

_____, certify under penalty of perjury

(Name of business and/or contractor)

that the records or copies thereof submitted and consisting of _____

(Description, number of pages)

are the originals or true, full, and correct copies of the originals which depict the payroll record(s)

of the actual disbursements by way of cash, check, or whatever form to the individual or

of the actual disbursements by way of cash, check, or whatever form to the individual or

individuals named.

Date: _____ Signature: _____

A public entity may require a stricter and/or more extensive form of certification.

Date _____

I, _____ _____
(Name of Signatory Party)   (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by
_____ on the
(Contractor or Subcontractor)

_____ that during the payroll period commencing on the
(Building or Work)

_____ day of _____, _____, and ending the _____ day of _____, _____,

all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said

_____ from the full
(Contractor or Subcontractor)

weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 357;40 U.S.C.§ 3145), and described below:

_____
_____
_____

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

☐ in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

☐ Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

(c) EXCEPTIONS

EXCEPTION(CRAFT)	EXPLANATION

Employee Utilization

This report shows employee hours and T&M billing contribution by employee, with categories for Job, Service, and Internal Billed/Unbilled and Utilized/Non-utilized work. You can define non-utilized work based on Job, Cost Code, Pay Code, Customer, and/or Contract Type. By default, hours with a cost code of 1 (Labor) against a job or service call are considered utilized. Unbilled time is non-utilized. This report provides multiple expandable summary levels and sorting options, as well as graphs of the Top/Bottom 10 Customers and Employee hours. These graphs can be used to help determine if a customer site has a negative or positive effect on the utilization of any employee who works there; you may select to adjust pricing for that customer accordingly. This report helps leaders evaluate and share employee productivity levels in comparison with both personal goals and the productivity of other employees. Top and bottom performers can be identified in terms of billing generated, as well as total hours and percent of total hours spent on company-defined non-utilized jobs, contracts, pay codes, cost codes, or types.

Technician Utilization

Fabrikam, Inc.

TimeTrack

⊞ PARAMETER SELECTIONS

Includes:

Technicians: ALAN | ALICE

Job and/or Service Call: (ALL)

Job Types: (ALL)

Non-Utilized Paycodes: OVER

Non-Utilized Cost Codes: (NONE)

Non-Utilized Customers: (NONE)

Non-Utilized Job Numbers: (NONE)

Non-Utilized Contract Types: (NONE)

Job Number / Service Call: (ALL)

Position Code: (ALL)

Ranges:

Starting Transaction Date: 1/1/2017

Ending Transaction Date: 1/31/2017

Sort By:

Primary Sort: Technician

Secondary Sort: Transaction Date

Level of Detail:

Show Summary by Secondary Sort: Yes

⊟

Currently Showing Billable Summary

Technician		Hours JC Utilized	Hours JC Non-utilized	Hours SMS Utilized	Hours SMS Non-utilized	Hours Internal Non-utilized	Total Utilized Hours	Total Non-utilized	Total Hours	% Utilized	Total Amount Billed
ALAN	Flint, Alan	0.00	0.00	34.50	0.00	5.00	34.50	5.00	39.50	87%	$0.00
		JC Billed Amount: $0.00		JC Non-billable Cost: $0.00		SMS Billed Amount: $0.00		SMS Non-billable Cost: $1,380.00			
1/9/2017		0.00	0.00	7.50	0.00	0.00	7.50	0.00	7.50	100%	$0.00
1/10/2017		0.00	0.00	3.00	0.00	5.00	3.00	5.00	8.00	38%	$0.00
1/11/2017		0.00	0.00	8.00	0.00	0.00	8.00	0.00	8.00	100%	$0.00
1/30/2017		0.00	0.00	8.00	0.00	0.00	8.00	0.00	8.00	100%	$0.00
1/31/2017		0.00	0.00	8.00	0.00	0.00	8.00	0.00	8.00	100%	$0.00
ALICE	Martin, Alice	0.00	0.00	20.00	0.00	24.00	20.00	24.00	44.00	45%	$0.00
		JC Billed Amount: $0.00		JC Non-billable Cost: $0.00		SMS Billed Amount: $0.00		SMS Non-billable Cost: $800.00			
1/9/2017		0.00	0.00	8.00	0.00	0.00	8.00	0.00	8.00	100%	$0.00
1/10/2017		0.00	0.00	8.00	0.00	0.00	8.00	0.00	8.00	100%	$0.00
1/11/2017		0.00	0.00	0.00	0.00	8.00	0.00	8.00	8.00	0%	$0.00
1/12/2017		0.00	0.00	0.00	0.00	8.00	0.00	8.00	8.00	0%	$0.00
1/13/2017		0.00	0.00	0.00	0.00	8.00	0.00	8.00	8.00	0%	$0.00
1/31/2017		0.00	0.00	4.00	0.00	0.00	4.00	0.00	4.00	100%	$0.00
	Totals:	0	0	54	0	29	54	29	84	65%	$0.00

Total JC Billed Amount: $0.00   Total JC Non-billable Cost: $0.00

Total SMS Billed Amount: $0.00   Total SMS Non-billable Cost: $2,180.00

Average Bill Rate Per Utilized Hour: $0.00

End of Report

149

Top 10 Employees by Utilized Hours

Summary Utilized Hours for Top 10 Customers
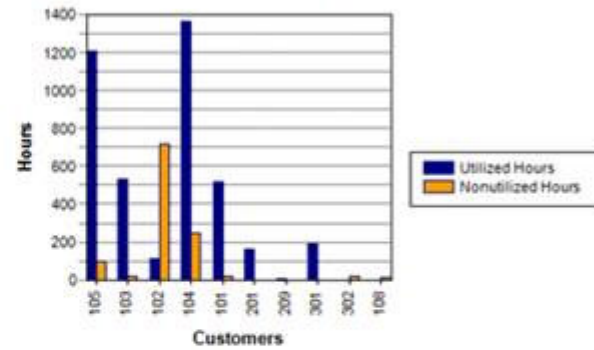
Bottom 10 Employees by Utilized Hours
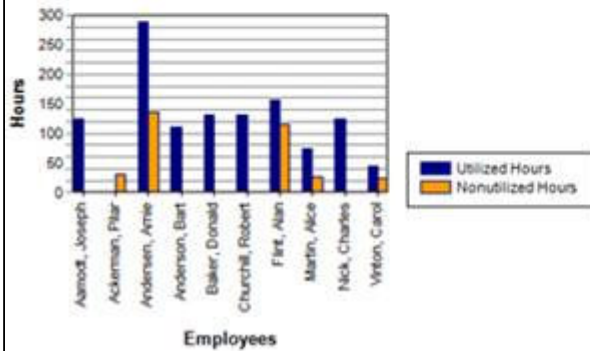
Summary Utilized Hours for Bottom 10 Customers
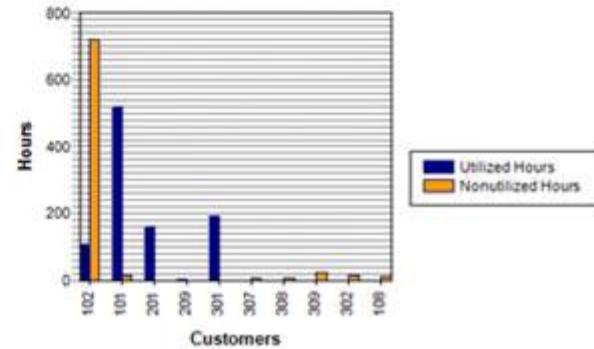
Time Sheet

The Time Sheet report displays the job/call number, appointment, location name, pay code, cost code, description, quantity, total cost, travel, and labor. The Time Sheet report is printed from the Reports Manager.

Time Sheet Report

Job/Call Number	Appt	Location Name	Pay Code	Cost Code	Description	Quantity	Total Cost	Travel	Labor
Employee: Rodney Hofer									
Jobs									
2759		Warehouse	Hr-Week	1-10-3-1 Installation - 1st Floor					8.00
					Total				8.00
Service Calls									
140915-0002		Warehouse	Hr-Week	PM					8.00
					Total				8.00
Unbilled									
			Hr-Week						8.00
					Total				8.00
Employee: Rodney Hofer				Total for MONDAY 9/15/2014					24.00
					Weekly Total				24.00

Equipment Management SSRS reports

Equipment Attributes

This SSRS report allows you to view the attributes associated with your equipment records.

Equipment Attributes

Fabrikam, Inc.

Equipment Management Series

Model	Equipment ID	Description	Value
320 - John Deere 320 Skid Steer	APP0009	Cylinders	4.00 No. of
		Height	76.80 INCHES
		Horsepower	66.00 HP
		Length	102.00 INCHES
		Operating Weight	6,435.00 LBS
		Wheelbase	42.30 INCHES
	APP0010	Cylinders	4.00 No. of
		Height	76.80 INCHES
		Horsepower	66.00 HP
		Length	102.00 INCHES
		Operating Weight	6,435.00 LBS
		Wheelbase	42.30 INCHES
	MAD0007	Cylinders	4.00 No. of
		Height	76.80 INCHES
		Horsepower	66.00 HP
		Length	102.00 INCHES
		Operating Weight	6,435.00 LBS
		Wheelbase	42.30 INCHES
	MAD0008	Cylinders	4.00 No. of
		Height	76.80 INCHES
		Horsepower	66.00 HP

Equipment Profit and Loss

This report displays the Profit and Loss information for a specified Year and Period for selected Equipment ID(s).

You can filter the report by one or more of the following:

- Profit Type
- Contract ID
- Equipment Type
- Customer Number
- Equipment Category
- Equipment ID

Equipment Profit and Loss

Rental

From Period Date: 4/1/2027	**To Period Date:** 4/30/2027
Period Name: Period 4	
Contract ID:	

Total

Category	Contract TD	Current Period	YTD	Last YTD	Whole LY	LTD
Rental Revenue	$0.00	$0.00	$0.00	$0.00	$0.00	$34,435.00
Rental Insurance Revenue	$0.00	$0.00	$0.00	$0.00	$0.00	$1,721.75
Rental Transportation Revenue	$0.00	$0.00	$0.00	$0.00	$0.00	$450.00
Job Rental Revenue	$0.00	$0.00	$0.00	$0.00	$0.00	$2,700.98
Markdowns on Rental Rates	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Service Income	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Income	$0.00	$0.00	$0.00	$0.00	$0.00	$39,307.73
Transportation Expense	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Licensing Expense	$0.00	$0.00	$0.00	$0.00	$0.00	$3,665.00
Repairs Outside Vendors	$0.00	$0.00	$0.00	$0.00	$0.00	$501.25
Insurance & Personal Prop Tax	$0.00	$0.00	$0.00	$0.00	$0.00	$12,400.00
Repairs Inside Shop	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Service Costs	$0.00	$40.00	$40.00	$0.00	$0.00	$40.00
Expenses	$0.00	$40.00	$40.00	$0.00	$0.00	$16,606.25
Profit / (Loss)	$0.00	($40.00)	($40.00)	$0.00	$0.00	$22,701.48
% Percentage	0.00%	0.00%	0.00%	0.00%	0.00%	57.75%

Equipment Profit and Loss Sub Report

This subreport displays information that is included in the Equipment Profit and Loss report. This subreport is not printed separately.

Category	Contract TD	Current Period	YTD	Last YTD	Whole LY	LTD
Rental Revenue	$0.00	$0.00	$0.00	$0.00	$0.00	$34,435.00
Rental Insurance Revenue	$0.00	$0.00	$0.00	$0.00	$0.00	$1,721.75
Rental Transportation Revenue	$0.00	$0.00	$0.00	$0.00	$0.00	$450.00
Job Rental Revenue	$0.00	$0.00	$0.00	$0.00	$0.00	$2,700.98
Markdowns on Rental Rates	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Service Income	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Income	$0.00	$0.00	$0.00	$0.00	$0.00	$39,307.73
Transportation Expense	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Licensing Expense	$0.00	$0.00	$0.00	$0.00	$0.00	$3,665.00
Repairs Outside Vendors	$0.00	$0.00	$0.00	$0.00	$0.00	$501.25
Insurance & Personal Prop Tax	$0.00	$0.00	$0.00	$0.00	$0.00	$12,400.00
Repairs Inside Shop	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Service Costs	$0.00	$0.00	$0.00	$0.00	$0.00	$40.00
Expenses	$0.00	$0.00	$0.00	$0.00	$0.00	$16,606.25
Profit / (Loss)	$0.00	$0.00	$0.00	$0.00	$0.00	$22,701.48
% Percentage	0.00%	0.00%	0.00%	0.00%	0.00%	57.75%

Equipment Profit and Loss Details

This report displays the details of the Profit and Loss report based on the Start/End Date, Cost Group, and Cost Category.

You can filter the results by one or more of the following:

- Customer Number
- Equipment Type
- Equipment Category
- Equipment ID
- Open
- Work
- History

Equipment Profit and Loss Details

From Date:	2/1/2020	Work:	True	Open:	True
To Date:	4/27/2027	History:	True		

Equipment	Account	Account Description	Trx Amount	Document Number	Posting Date	Customer / Vender ID
		Total Amount:				

Equipment Profit and Loss Key Performance Indicator

This Key Performance Indicator (KPI) report allows you to visually depict profit amounts for Equipment Management cost groups:

- Rental (including Rental Expense and Rental Income)
- Sales (including Sales Expense and Sales Income)
- Total (including Total Expense and Total Income)

Profit amounts are determined by subtracting expense from income for each category. You specify the sorting option, for example, equipment or customer, and the number of entities you would like to view, for example, top five equipment records or top ten customers, for a specified period of time.

Selecting on any of the bars opens the Equipment Profit and Loss report for this date range, which allows you to view numbers and more specific details for a job.

> ⚠ To view KPI reports, you must be running SQL Server Reporting Services 2008 R2 or higher.
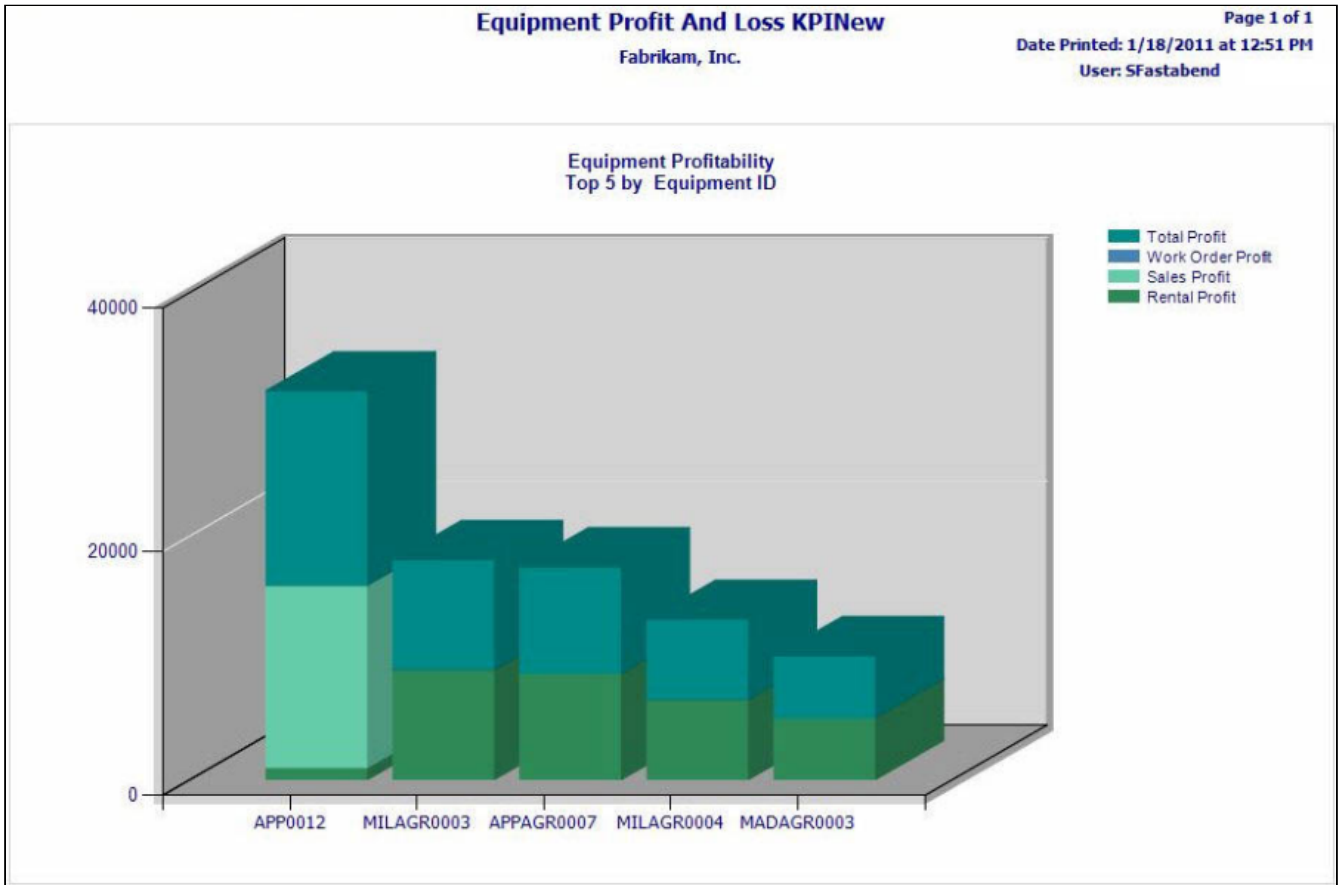
Inspection

This report displays the vehicle reading data that is entered either in the Vehicle Readings window or from Mobile Tech. You can also print out the Inspection report if no data has been entered so that you can manually complete the inspection on the paper.

	MLA #	123456
	Leasing Schedule #	APPAGR0007-1
	RA #	

This Rental Agreement ("RA") hereby incorporates Fabrikam, Inc.'s Standard Terms and Conditions ("T/C's") viewable at www.XXXXX.com. This RA will be made a part of any master lease agreement ("MLA") and leasing schedule ("Leasing Schedule").

Lessee: ELLIOT'S GUN SALES & SUPPLY					Customer #: 306		Cust PO#: 234322324		
Address: 4301 West Wisconsin Avenue					Authorized By:		Phone:		
Address 2:					City, State, Zip: Appleton, WI 54913				
Trailer #: APP0006		Model: S300			Yr: 2014	Make: INGERSOLL-RAND		Y/N	Initials
Cust Trailer #:		License: 1234569876		State: WI	Serial #: IR654841		LDW Accepted:	Y	
Day: 50.00	WK: 200.00	MO: 700.00		Min Term (Months): 3	Free Days: 0	Billing: MONTHLY ADV	LDW: 0.00/Day	50.00/Mo.	
Service Level: N		Rate/Mi: 0.00		Est Miles/Cycle: 2000.00	Free Mi: 0	Free Mi/Cycle: 150.00	LDW Deductible: 0.00		
Brake Wear (/8th): 6.66		Tire Wear(/32nd): 39.95		Satellite Monitoring (per bill cycle): 0.00	Straps: 0.00		Reefer/Hr: 75.00		Fuel/Gal: 60.00
Outbound Location:				One-way: N	Inbound Location: DALLAS				
Trailer Tracking Unit Attached: Y				Missing Trailer Tracking Unit will result in a $400 charge when trailer is returned					
Date/Time Out: 1/2/2017				Hubo Out: 1025	Date/Time In: 4/28/2017 1:56:33 PM		Hubo In: 1665		
Return Location: DALLAS					Drop Charge: 0.00	Intended Use: OVER THE ROAD			
Hr Out: 100	Fuel Out: 50			Delivery Charge: 0.00	Hr In: 135	Fuel In: 30	P/U Charge: 0.00		

COMMENTS:

COMMENTS:

OUTBOUND READINGS / FHWA Due:

Tire	Brand	O/R	32nd	Psi		Brand	O/R	32nd	Psi		Brake
LFO:	BRIDGE	O	10		RFO:					LF:	5
LFI:	GOODY	O	12		RFI:					LR:	0
LRO:					RRO:					RF:	7
LRI:					RRI:					RR:	0
LCO:					RCO:					LC:	0
LCI:					RCI:					RC:	0
Totals				TW: 22						BW: 12	

INBOUND READINGS / FHWA Due:

Tire	Brand	O/R	32nd	Psi		Brand	O/R	32nd	Psi		Brake
LFO:	BRIDGE	R	5		RFO:					LF:	4
LFI:	GOODY	O	5		RFI:					LR:	0
LRO:					RRO:					RF:	6
LRI:					RRI:					RR:	0
LCO:					RCO:					LC:	0
LCI:					RCI:					RC:	0
Totals				TW: 10						BW: 10	

Front   Left

Under Floor   Inside

Rear   Roof

Right

Lessee or its agent acknowledge receipt of the Trailer listed above in good repair and working condition subject to any exceptions listed above.

Front   Left

Under Floor   Inside

Rear   Roof

Right

Legend:
B = Bent   H = Hole
S = Scratch   D = Dent
BR = Broken   M = Missing
C = Cut   P = Patch
                SC = Section

Driver Name:		
License #	State:	
Driver Signature:		
Inspector:		
Inspector Signature:		

Driver Name:		
License #	State:	
Driver Signature:		
Inspector:		
Inspector Signature:		

Rental Agreement, Booking, and Invoice Reports

In addition to the Rental Agreement, Rental Booking, and Rental Invoice reports, the following subreports are included for Equipment Management:

- Rental Agreement Standdown Lines
- Rental Invoice Standdown Lines
- Rental Invoice Misc Lines

The information in the subreports listed above is required for the Rental Agreement and Invoice reports to run correctly; however, the subreports themselves are not run.

Rental Agreement

This report is used to detail a rental agreement, including miscellaneous rental lines and any standdown information from the Rental Agreement Standdown Lines subreport. By default, billed information is included on the report; you may select to include billed information if you are printing this report for internal use or to send to a customer to confirm rental rates and totals, or you may elect to hide billed information if you are printing this report as a contract to send to a customer.

The Rental Agreement report can be printed for current or historical agreements, for job or customer rentals, from the following windows:

- **Rental Agreement Entry**: Print a current rental agreement.
- **Rental Agreement Inquiry**: Print a historical rental agreement.

Does not include billed information:

Rental Agreement

Please Remit To

Fabrikam, Inc.
4277 West Oak Parkway
Chicago, IL 60601-4277

Agreement Number	APPAGR0010
Agreement Date	7/30/2009
PO Number	

Bill To

JONAHAN SWIFT
3855 East Armour Avenue
Cudahy, WI 53110

Rental Location

JONAHAN SWIFT
3855 East Armour Avenue
Cudahy, WI 53110

Invoice Frequency Monthly In Advance   **Payment Terms** Prepayment
Customer ID   111   **Customer Name** JONAHAN SWIFT   **Salesperson** Sandra Martinez

Rental Lines

Type   Equipment

Equipment / Item   APPATTAC0001   **Description** Ingersoll Rand Backhoe Attachment for Skid Steer   **Model**   BACKHOE

Serial Number   IRBH230824   **Rental Start Date**   8/1/2009   **Rental End Date** 8/31/2009

Overage U of M HOURS   **Overage Rate**   10.00   **Quantity**   1.00

Rental U of M	Rental Rate	Rolldown Qty	Overage Qty
DAY	25.00	3.00	8
WEEK	100.00	3.00	40
MONTH	375.00	1.00	160

Miscellaneous Lines

Item Number	Description	Quantity	U of M	Unit Price	Line Total
0-10W35 ENGINE OIL	10W35 Engine Oil	1.00	Each	3.56	3.56

Thank you for your business!   Page 1 of 1

Fabrikam, Inc., 4277 West Oak Parkway, Chicago, IL 60601-4277

Phone: (312) 436-2671 Fax: (312) 436-2896

By default, billed information is not included on the Agreement. If you want to show line-level and agreement-level total costs, as well as cost breakdowns for Standdowns, Insurance, Overage, Miscellaneous, Transport, Markdowns, and Tax, select to show billed information.

Includes billed information

Rental Agreement

Please Remit To

Fabrikam, Inc.
4277 West Oak Parkway
Chicago, IL 60601-4277

Agreement Number	APPAGR0010
Agreement Date	7/30/2009
PO Number	

Bill To

JONAHAN SWIFT
3855 East Armour Avenue
Cudahy, WI 53110

Rental Location

JONAHAN SWIFT
3855 East Armour Avenue
Cudahy, WI 53110

Invoice Frequency Monthly In Advance   **Payment Terms** Prepayment
Customer ID 111   **Customer Name** JONAHAN SWIFT   **Salesperson** Sandra Martinez

Rental Lines

Type Equipment

Equipment / Item APPATTAC0001   **Description** Ingersoll Rand Backhoe Attachment for Skid Steer   **Model** BACKHOE

Serial Number IRBH230824   **Rental Start Date** 8/1/2009   **Rental End Date** 8/31/2009

Overage U of M HOURS   **Overage Rate** 10.00   **Quantity** 1.00

Rental U of M	Rental Rate	Rolldown Qty	Overage Qty
DAY	25.00	3.00	8
WEEK	100.00	3.00	40
MONTH	375.00	1.00	160

Standdown ID	QTY	Credit Amount
STDN0002	2.00000	50.00000

Subtotal	375.00	**Standowns**	(50.00)	**Insurance**	18.75	**Overage**	0.00
Transport	0.00	**Markdowns**	0.00	**Tax**	24.07	**Line Total**	**$367.82**

Miscellaneous Lines

Item Number	Description	Quantity	U of M	Unit Price	Line Total
0-10W35 ENGINE OIL	10W35 Engine Oil	1.00	Each	3.56	3.56

Subtotal	$	375.00
Markdowns	$	0.00
Standdowns	$	(50.00)
Insurance	$	18.75
Overage	$	0.00
Miscellaneous	$	3.56
Transport	$	0.00
Tax	$	24.07
TOTAL DUE	$	**371.38**

Thank you for your business!

Page 1 of 1

Fabrikam, Inc., 4277 West Oak Parkway, Chicago, IL 60601-4277

Phone: (312) 436-2671 Fax: (312) 436-2896

Rental Agreement Standdown Lines (Subreport)

This subreport displays the Standdown Lines for the selected Rental Agreement. This subreport is not printed separately. This information is included on the Rental Agreement.

Standdown ID	QTY	Credit Amount
STDN0002	2.00	$50.00

Rental Line Agreement

This report displays the Rental Line Agreement for a Booked, On Rent, and or Historical rental type.

You can filter the results that display by one or more of the following:

- Model
- Equipment ID
- Item Number
- Customer Number
- Address ID

In this example, the results were filtered by Equipment ID, Customer ID, and the Rental Type was set to All to include Booked, On Rental, and Historical.

Rental Booking

This report is used to detail a rental booking agreement, either for internal use or for a customer. You can send this report to a customer to confirm quoted rental terms; customers can review the details of each rental booking line, including rental rates.

The Rental Booking report can be printed for current or historical bookings, for job or customer rentals, from the following windows:

- **Rental Booking Entry**: Print a current rental booking.
- **Rental Booking Inquiry**: Print a historical rental booking.

Rental Booking

Please Remit To

Fabrikam, Inc.
4277 West Oak Parkway
Chicago, IL 60601-4277

Booking Number	MILBKG0001
Booking Date	4/12/2017
PO Number	2017-KJM238249

Bill To

WOODLAND GOLF COURSE
17155 West Cleveland Avenue
New Berlin, WI 53151

Rental Location

WOODLAND GOLF COURSE
17155 West Cleveland Avenue
New Berlin, WI 53151

Invoice Frequency	Monthly In Advance	**Payment Terms**	Prepayment		
Customer ID	106	**Customer Name**	WOODLAND GOLF COURSE	**Salesperson**	Sandra Martinez

Rental Lines

Type	Equipment	**Equipment / Item**	MIL0009	**Description**	
		Model	ERC-HG	**Category** Rental	**Serial Number** Rental
		Rental Start Date 5/1/2017		**Rental End Date** 8/31/2017	
		Overage U of M HOURS	**Overage Rate** 0.00		**Quantity** 1.00

Rental U of M	**Rental Rate**	**Rolldown Qty**	**Overage Qty**
Day	50.00	3.00	8
Week	225.00	3.00	40
Month	900.00	1.00	160

Thank you for your business!   Page 1 of 1

Fabrikam, Inc., 4277 West Oak Parkway, Chicago, IL 60601-4277

Phone: (312) 436-2671 Fax: (312) 436-2896

Rental Invoice

This report is used to detail a rental invoice, either for internal use or for a customer. Along with rental line details, the invoice includes miscellaneous rental lines from the Rental Invoice Misc Lines subreport, as well as standdown information from the Rental Invoice Standdown Lines subreport.

The rental invoice report can be printed for current or historical invoices, for customer or job rentals, from the following windows:

- **Rental Invoice Entry**: Print a current rental invoice individually.
- **Rental Invoice Batch Entry**: Print current rental invoices by batch.
- **Rental Invoice Inquiry**: Print a historical rental invoice.

Rental Invoice

Invoice Number	APPRTINV0010
Invoice Date	9/1/2009
Agreement Number	APPAGR0010
PO Number	

TOTAL DUE $371.38

Bill To	**Rental Location**
JONAHAN SWIFT	JONAHAN SWIFT
3855 East Armour Avenue	3855 East Armour Avenue
Cudahy, WI 53110	Cudahy, WI 53110

Invoice Period	8/1/2009-8/31/2009	**Payment Terms** Prepayment	**Due Date**	9/1/2009	**Discount Date** 9/1/2009
Customer ID	111	**Customer Name** JONAHAN SWIFT	**Salesperson**	Sandra Martinez	

Rental Lines

Equipment / Item APPATTAC0001	**Description** Ingersoll Rand Backhoe Attachment for Skid Steer		**Model** BACKHOE	
Serial Number IRBH230824	**Invoice From** 8/1/2009		**Invoice To** 8/31/2009	
Comment Thanks for renting our super-awesome equipment!		**U of M**	**Quantity** 1.00	

	U of M	**Rate**	**Quantity**	**Total**
Line Rates	Day	25.00	0.00	0.00
	Week	100.00	0.00	0.00
	Month	375.00	1.00	375.00
	U of M	**Rate**	**Quantity**	**Total**
Credit Rates	Day	25.00	0.00	0.00
	Week	100.00	0.00	0.00
	Month	375.00	0.00	0.00

Standdown ID	Standdown Qty	Standdown Credit Amount
STDN0002	2.00	50.00

Subtotal 375.00	**Credits** 0.00	**Standdowns** (50.00)	**Insurance** 18.75		**Overage** 0.00
Transport 0.00	**Markdowns** 0.00	**Tax** 24.07			**Line Total** $367.82

Miscellaneous:

Inv Line	Item Number	Description	Qty	Unit Price	Line Total
1	0-10W35 ENGINE OIL	10W35 Engine Oil	1.00 Each	3.56	3.56

Subtotal	$	375.00
Markdowns	$	(0.00)
Standdowns	$	(50.00)
Insurance	$	18.75
Overage	$	0.00
Miscellaneous	$	3.56
Transport	$	0.00
Tax	$	24.07
TOTAL DUE	$	**371.38**

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Rental Invoice Misc Lines (Subreport)

This subreport displays the Miscellaneous Lines of the selected invoice. This subreport is not printed separately. This information is included on the Rental Invoice.

Misc Lines					
0-10W35 ENGINE OIL	10W35 Engine Oil	3.56	1.00	Each	$3.56

Rental Invoice Standdown Lines (Subreport)

This subreport displays the Standdown Lines in the selected invoice. This subreport is not printed separately. This information is included on the Rental Invoice.

Standdown ID	Equipment ID	Standdown Qty	Standdown Credit Amount
STDN0002	APP0006	2.00	50.00

Rental Line Invoice

This report displays all rental invoice lines.

You can filter the results by one or more of the following:

- Model
- Equipment ID
- Item Number
- Customer ID
- Customer Address

In this example, the results were filtered to only show the Customer ID of 101. In the report window, you can select to view line details and the report that is printed will display only the details that were displayed in the report window. The example shows that the first line was select to show the details.

Rental Line Invoice

Customer No.: 101

Equipment ID / Item Number	Model Line Type Subtotal	Invoice From Insurance	Invoice To Overage	Invoice Type Transport	Invoice No. Line Markdown	Customer ID Job Number Tax	Customer Name Job Description	Cost Code Cost Code Description	Total Agreement No. Address ID
APP0006	S300	2/24/2020	3/1/2020	APPRTINV	APPRTINV0017	101	ACCURATE PRINTING		$196.62
	Equipment				1				APPAGR0011
	$175.00	$8.75	$0.00	$0.00	$0.00	$12.87			MAIN OFFICE
MIL0007	328	1/2/2017	2/1/2017	MILRTINV	MILRTINV0005	101	ACCURATE PRINTING		$898.80
MIL0009	ERC-HG	1/2/2017	2/1/2017	MILRTINV	MILRTINV0005	101	ACCURATE PRINTING		$1,011.15
MILATTAC100	COMBINATION BUCKET	1/2/2017	2/1/2017	MILRTINV	MILRTINV0005	101	ACCURATE PRINTING		$505.58
MIL0007	328	2/2/2017	3/1/2017	MILRTINV	MILRTINV0006	101	ACCURATE PRINTING		$898.80
MIL0009	ERC-HG	2/2/2017	3/1/2017	MILRTINV	MILRTINV0006	101	ACCURATE PRINTING		$1,011.15
MILATTAC100	COMBINATION BUCKET	2/2/2017	3/1/2017	MILRTINV	MILRTINV0006	101	ACCURATE PRINTING		$505.58
MIL0007	328	3/2/2017	4/1/2017	MILRTINV	MILRTINV0008	101	ACCURATE PRINTING		$898.80
MIL0009	ERC-HG	3/2/2017	4/1/2017	MILRTINV	MILRTINV0008	101	ACCURATE PRINTING		$1,011.15
MILATTAC100	COMBINATION BUCKET	3/2/2017	4/1/2017	MILRTINV	MILRTINV0008	101	ACCURATE PRINTING		$505.58
MIL0007	328	4/2/2017	5/1/2017	MILRTINV	MILRTINV0009	101	ACCURATE PRINTING		$898.80
MIL0009	ERC-HG	4/2/2017	5/1/2017	MILRTINV	MILRTINV0009	101	ACCURATE PRINTING		$1,011.15

Rental Utilization

This report compares actual rental usage to potential rental usage and displays rental utilization information for each equipment record by Month, Year to Date, and Life to Date. For each equipment ID, utilization is shown both in terms of days and amounts. Amounts are calculated using the following equation:

Rental Subtotal - Rental Credits - Standdowns + Overage - Markdowns (for Rate and Overage only)

Insurance and tax are not part of the Amount calculation. Standdown days and days that are marked on the Rental Setup window as Week End Days will not be included in the utilization Days.

The Rental Utilization report can be printed from its location in the Report Manager, or from Microsoft Dynamics GP by opening the Administration page and locating this report on the Custom Reports list.

You can group the equipment on the report by branch then category, branch then model, category then branch, or model then branch. The category and model will not show up on the report unless they are used to group the equipment.

Fabrikam, Inc.
Rental Utilization Report
Through 1/2010
Utilization by: Branch and Category

Equip ID	Serial Number	Category	Model	Type	Year	Status	Acquisition Date	Usage LTD	Last Rental Date

	Month To Date			Year To Date			Life To Date		
	Rented	Potential	%	Rented	Potential	%	Rented	Potential	%

Branch: APPLETON
Category: Rental

APPATTAC100	KJAOI24T0	Inventory	BACKHOE	ATTACHMENT	2016	AVAILABLE	1/2/2017		
Days:	0	0	0.00 %	0	0	0.00 %	0	0	0.00 %
Amount:	$0.00	$0.00	0.00 %	$0.00	$0.00	0.00 %	$0.00	$0.00	0.00 %

Category: Inventory
Total:	$0.00	$0.00	0.00 %	$0.00	$0.00	0.00 %	$0.00	$0.00	0.00 %

Branch: APPLETON
Total:	$0.00	$0.00	0.00 %	$0.00	$0.00	0.00 %	$0.00	$0.00	0.00 %

Scheduled Maintenance Forecast

Use this report to print a summary of the scheduled maintenance records that fit your criteria from the Scheduled Maintenance Forecast Inquiry window *(Inquiry > Signature Equipment > Forecast Inquiry)*.

Scheduled Maintenance Forecast Report
Fabrikam, Inc.

Range:	Equipment ID:			Maintenance Class ID:			Forecast Date:		5/27/2020
	Model:	463		Maintenance Type ID:		SKIDSTEER 1500 MILES			
	Category:			Service Call ID:					

No.	Maintenance Type ID	Description	Equipment ID	Model	Category	Forecast Date	Due Date	Due At	Meter Forecast	Est. Total Cost	Est. Hours
42	SKIDSTEER 1500 MILES	Skid Steer 1500 Miles Scheduled Maintenance Task List	APP0003	463	Appleton Rentals			2500 MILES		$188.00	5.25
44	SKIDSTEER 1500 MILES	Skid Steer 1500 Miles Scheduled Maintenance Task List	APP0004	463	Rental			2500 MILES		$188.00	5.25
49	SKIDSTEER 1500 MILES	Skid Steer 1500 Miles Scheduled Maintenance Task List	MAD0001	463	Rental			2500 MILES		$188.00	5.25
51	SKIDSTEER 1500 MILES	Skid Steer 1500 Miles Scheduled Maintenance Task List	MAD0002	463	Rental			2500 MILES		$188.00	5.25
57	SKIDSTEER 1500 MILES	Skid Steer 1500 Miles Scheduled Maintenance Task List	MIL0001	463	Rental			2500 MILES		$188.00	5.25
59	SKIDSTEER 1500 MILES	Skid Steer 1500 Miles Scheduled Maintenance Task List	MIL0002	463	Rental			2500 MILES		$188.00	5.25

6 Scheduled Maintenance Record(s)	**Total Estimated Cost: $1,128.00**	**Total Estimated Hours: 31.50**

Shared SSRS reports

Equipment Service Cost per Meter UOM

This report shows service costs, including total cost and cost by category, for a piece of equipment over time, as well as the meter unit of measure for that equipment and the calculation of the cost per meter unit of measure. These costs are displayed by equipment record, and you can group the records by any 1-, 2-, or 3-group combination of Customer, Location, Branch, Category, and Model. The grand total and average cost per unit of measure for a group are calculated based on the group's total cost and total units of measure. Period usage is based on daily average use, as calculated based on the meter readings closest to the start and end dates of the period. This report can be printed from its location in the Report Manager, or from Microsoft Dynamics GP by opening the Administration page and locating this report on the Custom Reports list. By default, the detailed report displays. If you select to hide details, the report is limited to costs per equipment.

- Summary
- Detail

Summary

Equipment Cost per HOURS Report
Fabrikam, Inc.

Ranges:				Grouping:	Group By 1:	Customer
	Date Range:	1/1/2017 to 12/31/2017			Group By 2:	Model
	Customer Range:	FIRST to LAST			Group By 3:	None
	Equipment Range:	FIRST to LAST				
	Branches:	APPLETON,MADISON,MILWAUKEE		Show:	Call Detail:	False
	Categories:	Inventory,Maintenance,On Order,Previous ID,Rental,Sales History,Service			Inactive Equipment:	True
	Models:	463,BACKHOE,COMBINATION BUCKET,MT55 48" ANGLE BROOM,924G CAT WHEEL LOADER,322 CAT EXCAVATOR,C35,NPR 15D,JLG 35L,320,328,S300,TRENCHER,ERC-HG,NTA-SA				
	Meter U of M:	HOURS				

Customer: 10000 Rental Department
Model: 463 463 Skid Steer Loader

Equipment ID	Serial Number	Branch	Category	Model	Last Reading	Last Reading Date	Active
APP0003	IR12321654	APPLETON	Rental	463	1214.00	1/31/2017	Yes

Estimated HOURS Used	EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER	Total	Cost Per HOURS
2597	$1,237.98	$34.66	$160.00	$0.00	$34.76	$1,467.40	$0.57

Model 463 Totals							
	Equipment	Material	Labor	Subcontractor	Other	Total	Cost Per HOURS
	$1,237.98	$34.66	$160.00	$0.00	$34.76	$1,467.40	$0.57

Customer 10000 Totals							
	Equipment	Material	Labor	Subcontractor	Other	Total	Cost Per HOURS
	$1,237.98	$34.66	$160.00	$0.00	$34.76	$1,467.40	$0.57

Grand Totals							
	EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER	Total	Cost Per HOURS
	$1,237.98	$34.66	$160.00	$0.00	$34.76	$1,467.40	$0.57

Detail

Equipment Cost per HOURS Report
Fabrikam, Inc.

Ranges:				Grouping:	Group By 1:	Customer
	Date Range:	1/1/2017 to 12/31/2017			Group By 2:	Model
	Customer Range:	FIRST to LAST			Group By 3:	None
	Equipment Range:	FIRST to LAST				
	Branches:	APPLETON,MADISON,MILWAUKEE		Show:	Call Detail:	True
					Inactive Equipment:	True
	Categories:	Inventory,Maintenance,On Order,Previous ID,Rental,Sales History,Service				
	Models:	463,BACKHOE,COMBINATION BUCKET,MT55 48" ANGLE BROOM,924G CAT WHEEL LOADER,322 CAT EXCAVATOR,C35,NPR 15D,JLG 35L,320,328,S300,TRENCHER,ERC-HG,NTA-SA				
	Meter U of M:	HOURS				

Customer: 10000 Rental Department
Model: 463 463 Skid Steer Loader

Equipment ID	Serial Number	Branch	Category	Model	Last Reading	Last Reading Date	Active
APP0003	IR12321654	APPLETON	Rental	463	1214.00	1/31/2017	Yes

Estimated HOURS Used			EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER	Total	Cost Per HOURS
2597			$1,237.98	$34.66	$160.00	$0.00	$34.76	$1,467.40	$0.57

Service Call ID Date		Service Type	Description	EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER	Total
100128-0002 1/2/2017		MAINTENANCE		$1,237.98	$34.66	$160.00	$0.00	$34.76	$1,467.40

Model 463 Totals			Equipment	Material	Labor	Subcontractor	Other	Total	Cost Per HOURS
			$1,237.98	$34.66	$160.00	$0.00	$34.76	$1,467.40	$0.57

Customer 10000 Totals			Equipment	Material	Labor	Subcontractor	Other	Total	Cost Per HOURS
			$1,237.98	$34.66	$160.00	$0.00	$34.76	$1,467.40	$0.57

Grand Totals			EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER	Total	Cost Per HOURS
			$1,237.98	$34.66	$160.00	$0.00	$34.76	$1,467.40	$0.57

Receivables Aged Trial Balance

This report shows the current and past due transaction amounts, retention withholding and retention billing, and overall invoice balance for a customer, either grouped by customer and totaled for all jobs/master IDs assigned to that customer, or grouped by job/master ID and listed individually for the customer of that specific job/master ID. You can also view report totals for all customers. This report can include information from Service Management, Job Cost, and/ or Equipment Management. A job/master ID can be a Job Cost job or project invoice, a Service Management maintenance contract, master contract, or service call invoice, or an Equipment Management rental invoice. The detailed version of this report allows you to review individual posted transactions in addition to total amounts. You can use this report to identify customers with outstanding and past-due balances and view the invoices that have not been paid. You can also use the transaction detail to reconcile your Accounts Receivable GL account. You can print this report from its location in the Report Manager, or from Microsoft Dynamics GP by opening the Administration page and locating this report on the Custom Report List.

Summary - grouped by customer

Aged Trial Balance - Summary
Fabrikam, Inc.
Receivables Management

Ranges:	Customer Range: Customer Name Range:	101 to 101	Customer Class Range:	FIRST to LAST	Salesperson Range:	FIRST to LAST
		FIRST to LAST	User Def 1 Range:	FIRST to LAST	Sales Territory Range:	FIRST to LAST
	Project Manager Range:	FIRST to LAST	Master ID Range:	FIRST to LAST		
Sort By:	Customer ID	**Group By:**	Customer			
Detail:	No	**Include:**	Service Management Data Job Cost Data			

Customer:	101 - ACCURATE PRINTING	**Account Type:**	Open Item	**Aged As of:**	
User Defined 1:		**Default Sales Person:**		**Credit:**	$20000.00 - Or if the Sum of Period 0 and Beyond Exceeds 0.00000
Contact:		**Territory:**			
Phone:	(262)317-3700 Ext. 0000	**Terms:**	Net 30		

Job/Master ID 0000000005 - ULTIMATE Totals

Job/Master ID 0000000006 - Totals

Job/Master ID 041114-0001 - ELEVATOR DOORS KEEP OPENING AN Totals

Job/Master ID 041115-0002 - POWER OUT Totals

Job/Master ID MILAGR0003 - Totals

Job/Master ID Project #2 AIA - Project #2 AIA Billing Totals

		Current	31 - 60 Days	61 - 90 Days	91 - 120 Days	Retention	Balance
Customer 101 - ACCURATE PRINTING Totals		$111,577.09	$0.00	$0.00	$0.00	$10,980.00	$111,577.09

	Customer (s)	Current	31 - 60 Days	61 - 90 Days	91 - 120 Days	Retention	Balance
Grand Totals:	1	$111,577.09	$0.00	$0.00	$0.00	$10,980.00	$111,577.09

Summary - grouped by job/master ID

Job/Master ID:	MILAGR0003 -						
Customer 101 - ACCURATE PRINTING Totals							
Customer 101 - ACCURATE PRINTING Totals		$4,831.06	$0.00	$0.00	$0.00	$0.00	$4,831.06
Job/Master ID:	Project #1 - Project #1 Buildings						
Customer 104 - LANGE HARDWARE Totals							
Customer 104 - LANGE HARDWARE Totals		$290,826.00	$0.00	$0.00	$0.00	$0.00	$290,826.00
Job/Master ID:	Project #2 AIA - Project #2 AIA Billing						
Customer 101 - ACCURATE PRINTING Totals							
Customer 101 - ACCURATE PRINTING Totals		$101,520.00	$0.00	$0.00	$0.00	$10,980.00	$101,520.00

Detail - grouped by customer

Aged Trial Balance - Detail
Fabrikam, Inc.
Receivables Management

Ranges:	Customer Range: Customer Name Range:	101 to 101	Customer Class Range:	FIRST to LAST	Salesperson Range:	FIRST to LAST
		FIRST to LAST	User Def 1 Range:	FIRST to LAST	Sales Territory Range:	FIRST to LAST
	Project Manager Range:	FIRST to LAST	Master ID Range:	FIRST to LAST		

Sort By:	Customer ID	Group By:	Customer	
Detail:	Yes	Include:	Service Management Data Job Cost Data	

Customer:	101 - ACCURATE PRINTING		Account Type:	Open Item		Aged As of:	
User Defined 1:			Default Sales Person:			Credit:	$20000.00 - Or if the Sum of Period 0 and Beyond Exceeds 0.00000
Contact:			Territory:				
Phone:	(262)317-3700 Ext. 0000		Terms:	Net 30			

Document Number	Type	Date	Job/Master ID	Amount	Discount	Writeoff	Current	31 - 60 Days	61 - 90 Days	91 - 120 Days	Retention	Balance
INV10002	SLS	4/12/2016		$1,050.00			$1,050.00					
PYMNT000000000290	PMT	1/31/2017										
PYMNT000000000291	PMT	1/31/2017										
PYMNT000000000292	PMT	1/31/2017										
MILRTINV0009	SLS	4/30/2017		$2,415.53			$2,415.53					
SRVCE000000000008	SVC	1/1/2016	0000000005									
SRVCE000000000097	SVC	10/1/2016	0000000005									
SRVCE000000000021	SVC	4/1/2016	0000000005	$314.00			$314.00					
SRVCE000000000121	SVC	1/1/2017	0000000005									
SRVCE000000000127	SVC	4/1/2017	0000000005	$214.00			$214.00					
			Job/Master ID 0000000005 - ULTIMATE Totals				**$1,056.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$1,056.00**
SRVCE000000000008	SVC	1/1/2016	0000000006									
SRVCE000000000097	SVC	10/1/2016	0000000006									
SRVCE000000000021	SVC	4/1/2016	0000000006	$314.00			$314.00					
			Job/Master ID 0000000006 - Totals				**$314.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$314.00**
SRVCE000000000023	SVC	4/12/2016	041114-0001	$158.75			$158.75					
			Job/Master ID 041114-0001 - ELEVATOR DOORS KEEP OPENING AN Totals				**$158.75**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$158.75**
SRVCE000000000048	SVC	4/13/2016	041115-0002	$231.75			$231.75					
			Job/Master ID 041115-0002 - POWER OUT Totals				**$231.75**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$231.75**
MILRTINV0005	SLS	1/31/2017	MILAGR0003									
MILRTINV0006	SLS	2/28/2017	MILAGR0003	$2,415.53			$2,415.53					
MILRTINV0008	SLS	3/4/2017	MILAGR0003	$2,415.53			$2,415.53					
			Job/Master ID MILAGR0003 - Totals				**$4,831.06**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$4,831.06**
PB10006	SLS	1/31/2017	Project #2 AIA	$48,060.00			$48,060.00				$5,340.00	
PB10010	SLS	2/28/2017	Project #2 AIA	$2,700.00			$2,700.00					
			Job/Master ID Project #2 AIA - Project #2 AIA Billing Totals				**$101,520.00**	**$0.00**	**$0.00**	**$0.00**	**$10,980.00**	**$101,520.00**

	Current	31 - 60 Days	61 - 90 Days	91 - 120 Days	Retention	Balance
Customer 101 - ACCURATE PRINTING Totals	$111,577.09	$0.00	$0.00	$0.00	$10,980.00	$111,577.09

	Customer(s)	Current	31 - 60 Days	61 - 90 Days	91 - 120 Days	Retention	Balance
Grand Totals:	1	$111,577.09	$0.00	$0.00	$0.00	$10,980.00	$111,577.09

Page: 1 of 1

Detail - grouped by job/master ID

Job/Master ID:		MILAGR0003 -										
Document Number	Type	Date	Customer	Amount	Discount	Writeoff	Current	31 - 60 Days	61 - 90 Days	91 - 120 Days	Retention	Balance
MILRTINV0005	SLS	1/31/2017	101									
MILRTINV0006	SLS	2/28/2017	101	$2,415.53			$2,415.53					
MILRTINV0008	SLS	3/4/2017	101	$2,415.53			$2,415.53					
			Customer 101 - ACCURATE PRINTING Totals				**$4,831.06**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$4,831.06**
Customer 101 - ACCURATE PRINTING Totals							**$4,831.06**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$4,831.06**
Job/Master ID:		Project #1 - Project #1 Buildings										
Document Number	Type	Date	Customer	Amount	Discount	Writeoff	Current	31 - 60 Days	61 - 90 Days	91 - 120 Days	Retention	Balance
PB10005	SLS	1/31/2017	104	$61,632.00			$61,632.00					
PB10009	SLS	2/28/2017	104	$35,310.00			$35,310.00					
			Customer 104 - LANGE HARDWARE Totals				**$290,826.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$290,826.00**
Customer 104 - LANGE HARDWARE Totals							**$290,826.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$290,826.00**
Job/Master ID:		Project #2 AIA - Project #2 AIA Billing										
Document Number	Type	Date	Customer	Amount	Discount	Writeoff	Current	31 - 60 Days	61 - 90 Days	91 - 120 Days	Retention	Balance
PB10006	SLS	1/31/2017	101	$48,060.00			$48,060.00				$5,340.00	
PB10010	SLS	2/28/2017	101	$2,700.00			$2,700.00					
			Customer 101 - ACCURATE PRINTING Totals				**$101,520.00**	**$0.00**	**$0.00**	**$0.00**	**$10,980.00**	**$101,520.00**
Customer 101 - ACCURATE PRINTING Totals							**$101,520.00**	**$0.00**	**$0.00**	**$0.00**	**$10,980.00**	**$101,520.00**

Receivables Historical Aged Trial Balance

This report shows a breakdown of customer balances on a previous date, including transaction amounts, retention withholding, retention billing, and aging. Similar to Receivables Aged Trial Balance, which reports the most recent aging and amounts that are currently outstanding, the Receivables Historical Aged Trial Balance report allows you to review past transactions, previous balances, and payment history. You can group information by job/master ID, or you can view transactions by customer, totaling all jobs/master IDs assigned to that customer. You can also view report totals for all customers. You can select to include information from Service Management, Job Cost, and/or Equipment Management. A job/master ID can be a Job Cost job or project invoice, a Service Management maintenance contract, master contract, or service call invoice, or an Equipment Management rental invoice. You can also specify whether you want to show credit balance and zero balance information, no activity, fully paid documents, and unposted applied credit documents. In addition to using this report to help with collections, the transaction detail on the Receivables Historical Aged Trial Balance report supports the balance in your Accounts Receivable and Retention Receivable GL accounts. You can print this report from its location in the Report Manager, or from Microsoft Dynamics GP by opening the Administration page and locating this report on the Custom Report List.

> ⚠ A payment that applies across multiple jobs does not appear under any of the jobs it was applied to; rather, it appears under a blank job number for the appropriate customer.

Historical Aged Trial Balance

Fabrikam, Inc.

Receivables Management

Customer: 101	Name: ACCURATE PRINTING	Account Type: Open Item
User Defined 1: Contact: Bob Johnson Phone: (555) 555-5555 Ext. 0000	Sales Person: Territory: TERRITORY 4 Terms: Net 30	Credit: Unlimited

Document Number	Type	Date	Job/Master	Amount	Discount	Writeoff	Current	31 - 60 Days	61 - 90 Days	91 - 120 Days	Retention	Balance
INV10002	SLS	4/12/2016		$1,050.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
JC10023	SLS	4/12/2017		$428.00	$0.00	$0.00	$428.00	$0.00	$0.00	$0.00	$0.00	
JC10025	SLS	4/12/2017		$43,200.00	$0.00	$0.00	$43,200.00	$0.00	$0.00	$0.00	$0.00	
SRVCE000000000021	SVC	4/1/2016		$314.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
SRVCE000000000074	SVC	4/1/2017		$98.75	$0.00	$0.00	$98.75	$0.00	$0.00	$0.00	$0.00	
CREDT000000000006		4/12/2017					($22.00)	$0.00	$0.00	$0.00		
SRVCE000000000127	SVC	4/1/2017		$214.00	$0.00	$0.00	$214.00	$0.00	$0.00	$0.00	$0.00	
CREDT000000000002		4/12/2017					($10.00)	$0.00	$0.00	$0.00		
SRVCE000000000160	SVC	4/12/2017		$73.98	$0.00	$0.00	$73.98	$0.00	$0.00	$0.00	$0.00	
SRVCE000000000161	SVC	4/12/2017		$1,310.75	$0.00	$0.00	$1,310.75	$0.00	$0.00	$0.00	$0.00	
SRVCE000000000023	SVC	4/12/2016	041114-0001	$158.75	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Job/Master ID 041114-0001 - ELEVATOR DOORS KEEP OPENING AN Totals							**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$158.75**
SRVCE000000000048	SVC	4/13/2016	041115-0002	$231.75	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Job/Master ID 041115-0002 - POWER OUT Totals							**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$231.75**
PB10010	SLS	2/28/2017	Project #2	$2,700.00	$0.00	$0.00	$0.00	$5,400.00	$0.00	$0.00	$300.00	
Job/Master ID Project #2 AIA - Totals							**$0.00**	**$5,400.00**	**$0.00**	**$0.00**	**$300.00**	**$5,400.00**
SRVCE000000000054	SVC	4/12/2017	170412-0001	$65.00	$0.00	$0.00	$65.00	$0.00	$0.00	$0.00	$0.00	
Job/Master ID 170412-0001 - POWER OUT IN WEST WING Totals							**$65.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$65.00**
SRVCE000000000055	SVC	4/12/2017	110824-0001	$210.79	$0.00	$0.00	$210.79	$0.00	$0.00	$0.00	$0.00	
Job/Master ID 110824-0001 - NO A/C IN OFFICE Totals							**$210.79**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$210.79**
SRVCE000000000062	SVC	4/12/2017	110908-0002	$160.50	$0.00	$0.00	$160.50	$0.00	$0.00	$0.00	$0.00	
CREDT000000000005		1/1/2017					($20.00)	$0.00	$0.00	$0.00		
Job/Master ID 110908-0002 - NO A/C IN OFFICE AGAIN Totals							**$140.50**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$140.50**

WennSoft Billing Customer Profitability

This report allows you to view a customer's true profitability, regardless of whether sales or costs are attributed to a Signature or a GP module. You can also use this report to track profitability by product, with year to date, life to date, and last year's totals broken down and summarized per job, service call, maintenance contract, or non-Signature transactions.

> ⚠ Costs for jobs are only available on this report for posted periods. Current Job Cost transactions do not appear on this report.

Select whether to view information by fiscal year or calendar year, then select the year and a period range. Select a customer ID range and sort option; you can sort profitability information for each customer by customer ID or name, class, salesperson, sales territory, or state. You can also filter the report per a customer name, class, salesperson, territory, state, or user-defined field range. The summary version of this report prints by default, allowing you to view and profit margin totals for each customer. You can use the expansion button next to the ID field label to show detailed profitability for each customer by product.

- Summary (page 173)
- Detail (page 174)

Summary

WennSoft Billing Customer Profitability

Fabrikam, Inc.

WennSoft

| 12/8/2017 | 12:58:47 PM | | | WENNSOFTDEV\konnen |

⊞ ID	Name		Gross Profit	Profit Margin
202	DUSTY CHIMNEY SWEEPING		$5,946.00	93.42 %
203	CLYDE'S SAFE SERVICE & REPAIRS		$6,850.00	94.80 %

Group Total

	Year To Date	Last Year	% Last Year	Life To Date
Sales:				
Non-WennSoft	$12,146.50	$395.00	3,075.06 %	$12,541.50
Service:	$0.00	$248.50	0.00 %	$248.50
Contract:	$0.00	$250.00	0.00 %	$800.00
Jobs:	$0.00	$0.00	0.00 %	$0.00
Cost:				
Non-WennSoft	$0.00	$0.00	0.00 %	$0.00
Service:	$0.00	$138.50	0.00 %	$138.50
Contract:	$360.00	$135.50	265.68 %	$655.50
Jobs:	$0.00	$0.00	0.00 %	$0.00

Page: 1 of 1

Detail

WennSoft Billing Customer Profitability

Fabrikam, Inc.

WennSoft

ID	Name		Gross Profit	Profit Margin
202	DUSTY CHIMNEY SWEEPING		$5,946.00	93.42 %
	Year To Date	Last Year	% Last Year	Life To Date
Sales:				
Non-WennSoft	$5,421.00	$395.00	1,372.41 %	$5,816.00
Service:	$0.00	$248.50	0.00 %	$248.50
Contract:	$0.00	$0.00	0.00 %	$300.00
Jobs:	$0.00	$0.00	0.00 %	$0.00
Cost:				
Non-WennSoft	$0.00	$0.00	0.00 %	$0.00
Service:	$0.00	$138.50	0.00 %	$138.50
Contract:	$120.00	$0.00	0.00 %	$280.00
Jobs:	$0.00	$0.00	0.00 %	$0.00
203	CLYDE'S SAFE SERVICE & REPAIRS		$6,850.00	94.80 %
	Year To Date	Last Year	% Last Year	Life To Date
Sales:				
Non-WennSoft	$6,725.50	$0.00	0.00 %	$6,725.50
Service:	$0.00	$0.00	0.00 %	$0.00
Contract:	$0.00	$250.00	0.00 %	$500.00
Jobs:	$0.00	$0.00	0.00 %	$0.00
Cost:				
Non-WennSoft	$0.00	$0.00	0.00 %	$0.00
Service:	$0.00	$0.00	0.00 %	$0.00
Contract:	$240.00	$135.50	177.12 %	$375.50
Jobs:	$0.00	$0.00	0.00 %	$0.00

Group Total

	Year To Date	Last Year	% Last Year	Life To Date
Sales:				
Non-WennSoft	$12,146.50	$395.00	3,075.06 %	$12,541.50
Service:	$0.00	$248.50	0.00 %	$248.50
Contract:	$0.00	$250.00	0.00 %	$800.00
Jobs:	$0.00	$0.00	0.00 %	$0.00
Cost:				
Non-WennSoft	$0.00	$0.00	0.00 %	$0.00
Service:	$0.00	$138.50	0.00 %	$138.50
Contract:	$360.00	$135.50	265.68 %	$655.50
Jobs:	$0.00	$0.00	0.00 %	$0.00

Page: 1 of 1

SSRS Report templates

You can use SSRS report templates to make basic reports and charts to fit any of your custom report needs. Report templates can be easily modified in Report Builder, a tool that comes free with SSRS, to display data from any view or table.

Prerequisites

In addition to the typical SSRS reports setup, before you can use Signature report templates to create your own custom SSRS reports, you must meet the system requirements. To find a complete list of system requirements across all the Signature modules, refer to Signature System Requirements[5].

Configuring a Report

Before you begin customizing a report template, refer to Signature Report Templates (page 178) for descriptions that will help you select the template that is best suited for your needs. Consider the information that you want to get out of the report and the way that you want that information to display.

The following steps are required to customize a report template:

Step 1: Open the report template in Report Builder

1. Go to your Report Manager and select the company you are creating the report for.
2. Open the Signature Shared folder to view the report templates available.

> ⚠ If you do not see the report templates in this folder, verify you have run the wizard to deploy the latest Signature reports.

3. Use the context menu to open the template in Report Builder.

---

5 https://docs.key2act.io/display/1803b05/Signature+System+Requirements

Step 2: Specify the product name

1. On the Report Data sidebar, expand *Parameters*. Right-click *Report Module*, and select *Parameter Properties*.
2. On the Report Parameter Properties window, select Default Values.
3. Enter the product name as the **Value**, for example, Service Management, Equipment Management, or Job Cost.
4. Select *OK*.

The product name will appear at the top of the report.

Step 3: Set the parameter values

Report parameters define the information that appears on the report. Parameter values are pulled from the table or view that you specify.

1. From the *Parameters* folder on the Report Data sidebar, right-click *Main Table*, and select *Parameter Properties*.
2. On the Report Parameter Properties window, select Default Values.
3. For the **Value**, enter the view or table on which the report is based.
4. Select *OK*.

The parameter values populate as selections in the parameter fields on the report.

Step 4: Specify the data source

The data source provides the information on the report. This must be the same table or view that populates the report parameter values.

1. Expand *Datasets*. Right-click *Main Table* and select *Dataset Properties*.
2. Replace the existing **Name** with the name of the table or view you are using.
3. Change the data source name in the **Query** from the default "MainTable" to the name of your table or view. This query pulls fields from the specified data source for use on the report; you can also customize the query if there are specific fields you want to use.
4. Select *OK*.

Step 5: Set default parameter values (optional)

You can specify the parameter values that default for the report. This is useful if you are creating a report for a specific purpose and do not want to select the parameter values every time the report is opened.

> ⚠ If you are using Business Analyzer to view reports, you must set default parameter values to return results. You cannot select parameter values within this product; if no defaults are set, the report will not display in Business Analyzer.

1. From the *Parameters* folder on the Report Data sidebar, right-click the name of the parameter field, for example, *GroupBy1*, and select *Parameter Properties*.
2. On the Report Parameter Properties window, select Default Values.
3. For the **Value**, enter the name of a field from the table or view that is set up as the data source. This field is the selection that defaults in the drop-down menu for this parameter.
4. Select *OK*.

The field that you specified defaults as the parameter value on the report. You can use the drop down to select a different parameter.

Step 6: Customize the report columns (optional)

Once the data source is set up, you can add additional columns to the report if necessary. You may select to add columns to templates like SignatureTemplateGroup or SignatureTemplateGroupFilter if you want to view more data on the report than those found in the template columns provided.

1. Expand *Datasets* and find the table or view that the report data is pulled from.
2. Select the name of the field that you want to add as a column on the report, and drag and drop it onto the template.
3. Repeat for any additional columns you wish to add.

Step 7: Save the report

After the template is customized, you can save it as a new report.

1. Use the Report Builder menu at the top left of the window to select *Save As*, and save the report with a new file name. Close Report Builder when you are done.
2. Refresh Report Manager in your browser to view the new report. You can now run the report and manage the default parameters from Report Manager as necessary.

Signature Report Templates

The following Signature report templates can be used to create custom reports.

Signature Template Chart 1

This template allows you to create a report for viewing the top X values of your choosing. There is a *Show Details* drill down that shows all the records for the report.
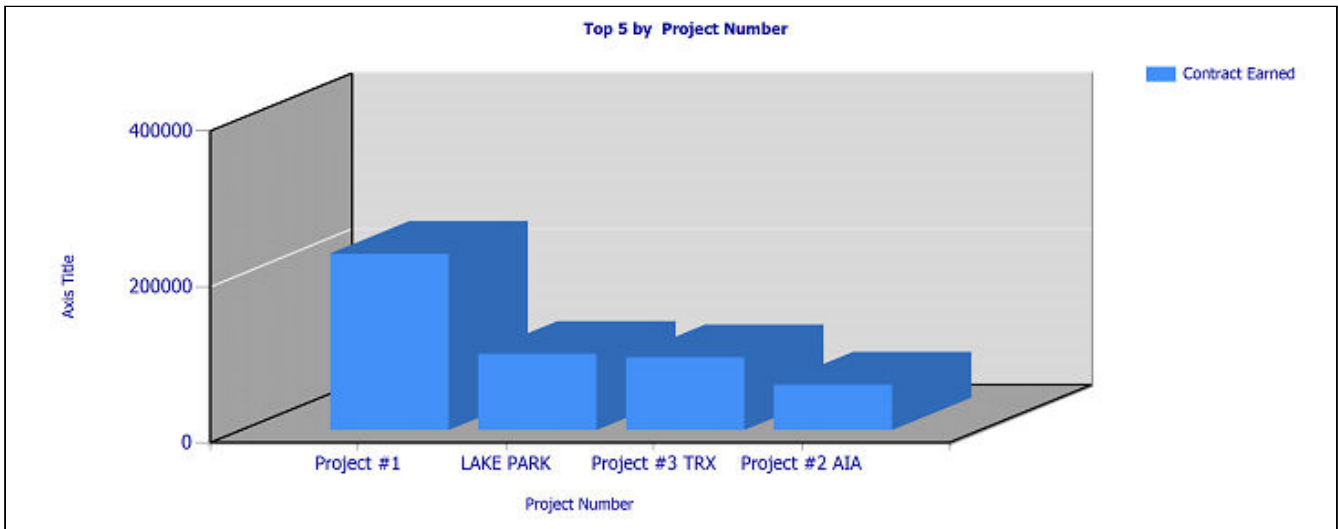
When you create a report based on this template, you can edit the following parameters in Report Manager:

- You can define the number of values (**Top X**) to display.
- You can use any text type field from your data source to group the values on the report (**Group By**).
- You can use any number type field from your data source to measure the values on the report (**Chart Value 1**).

Example: You may decide to use this template to create a Project Chart. Values are grouped by Project Number, Project Name, Customer Number, Customer Name, or Manager. Values are measured by Contract Earned, Total Actual Cost, or Billed Amount TTD.

Signature Template Chart 2

This template allows you to create a report for viewing and comparing the top X values of your choosing. There is a *Show Detail* drill down that shows all the records for the report.
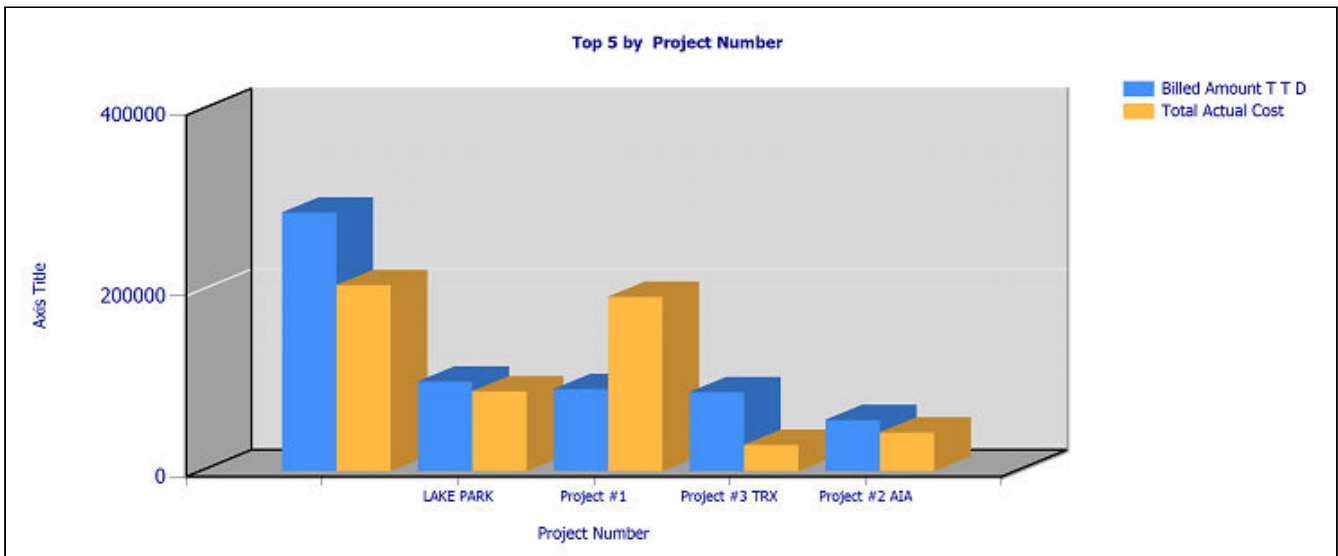
When you create a report based on this template, you can edit the following parameters in Report Manager:

- You can define the number of values (**Top X**) to display.
- You can use any text type field from your data source to group the values on the report (**Group By**).

- You can use any number type field from your data source to measure the values on the report and determine the top X groups based on this value (**Chart Value 1**)
- Additionally, you can use any number type field from your data source to measure another value on the report (**Chart Value 2**).

Example: You may decide to use this template to create a Job Revenue Cost report. Values are grouped by Project Number, Project Name, Customer Number, Customer Name, or Estimator. Values are measured by Billed Amount TTD and Total Actual Cost.

Signature Template Chart 5

This template allows you to create a report for viewing and totaling the top X values of your choosing. There is a *Show Detail* drill down that shows all the records for the report.
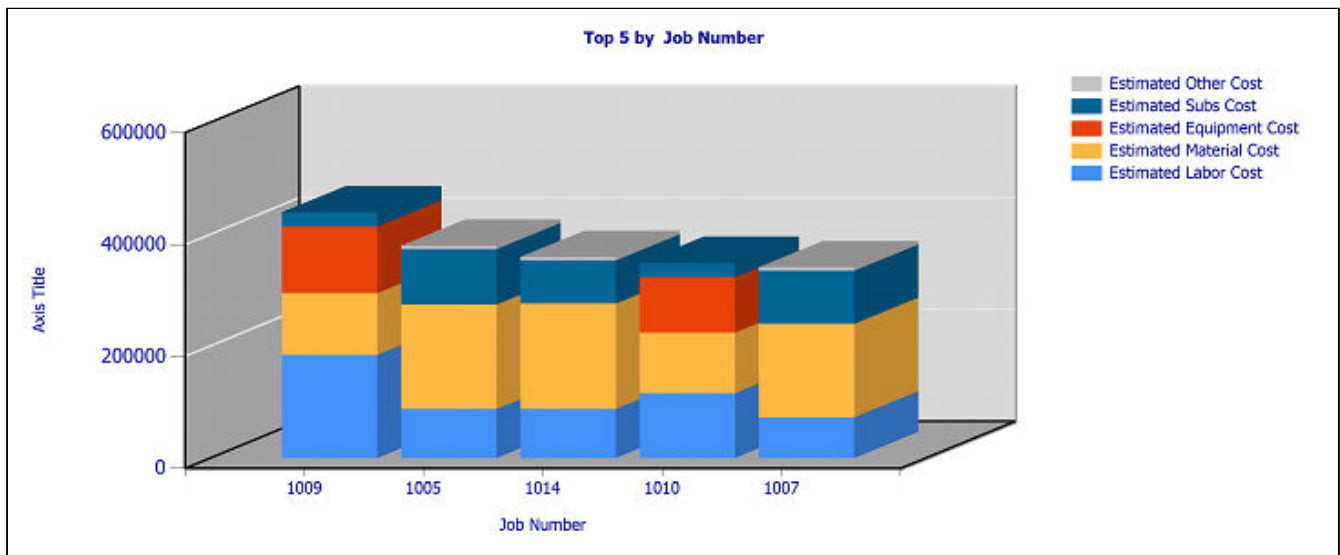
When you create a report based on this template, you can edit the following parameters in Report Manager:

- You can define the number of values (**Top X**) to display.
- You can use any text type field from your data source to group the values on the report (**Group By**).
- You can use any number type fields from your data source to measure the values on the report and determine the top X groups based on a sum of these values (**Chart Value 1** - **Chart Value 5**).

Example: You may decide to use this template to create a Job Estimated Cost report. Values are grouped by Project Number, Project Name, Customer Number, Customer Name, or Estimator. Values are measured by Estimated Labor Cost, Estimated Material Cost, Estimated Equipment Cost, Estimated Subs Cost, and Estimated Other Cost.

Signature Template Group

This template allows you to create a table-based report with information that can be sorted and grouped by any two fields. You can add fields from the data source as columns on the report; if you add a field with numeric values, subtotal and report totals are included on the report.

Group By: ProjectNumber   Group By 2: JobNumber

| 1 | of 2 | | | | | | 100% | | Find | Next |

WennsoftTemplateGroup
- 1001
- 1003
- 1005
- 1006
- 1018
- LAKE PARK
  - 1007
  - 1008
- Project #1
- Project #2 AIA
- Project #3 TRX

SignatureTemplateGroup
Job Cost
Fabrikam, Inc.

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Date Printed: 3/29/2011 at 10:04 AM
User: SFastabend

Group Sort Option
First By : Project Number
Then By : Job Number

Project Number	Job Number	RMDocument Number Work	Document Amount	Billed Amount TTD	Retention Amount TTD
(empty)					
	1001				
		JC10004	4387.00	4100.00	0.00
		JC10009	7029.90	7300.00	730.00
	Total for 1001		11416.90	11400.00	730.00
	1003				
		INV1037	8560.00	8000.00	0.00
		STDINV2261	2989.89	2859.70	0.00
	Total for 1003		11549.89	10859.70	0.00
	1005				
		JC10006	33223.50	34500.00	3450.00
		JC10011	111621.33	115910.00	11591.00
		JC10014	40253.40	41800.00	4180.00
	Total for 1005		185098.23	192210.00	19221.00
	1006				
		JC10007	10063.35	10450.00	1045.00
		JC10012	3755.70	3900.00	390.00
		JC10015	4285.35	4450.00	445.00
		JC10016	5874.30	6100.00	610.00
	Total for 1006		23978.70	24900.00	2490.00
	1018				
		JC10017	49819.20	46560.00	0.00
	Total for 1018		49819.20	46560.00	0.00
Total for (empty)			281862.92	285929.70	22441.00
LAKE PARK					
	1007				
		PB10001	22896.00	25440.00	2544.00
		PB10004	6425.65	7139.61	713.96
		PB10008	16425.00	18250.00	1825.00
	Total for 1007		45746.65	50829.61	5082.96

When you create a report based on this template, you can edit the following parameters in Report Manager:

You can use any field from your data source to group and sort the values on the report (**Group By** and **Group By 2**).

Example: You may decide to use this template to create a Job Invoice Report. Additional fields such as Document Amount and Billed Amount are added as columns when you edit the report template in Report Builder. In Report Manager, values are grouped first by Project Number, Customer Number, Customer Name, or Batch Number. Values are grouped next by Job Number or Job Name.

Signature Template Group Filter

This template allows you to create a table-based report with information that can be sorted and grouped by any two fields, as well as filtered based on the first grouping field. You can add fields from the data source as columns on the report; if you add a field with numeric values, subtotal and report totals are included on the report.

When you create a report based on this template, you can edit the following parameters in Report Manager:

- You can use any field from your data source to group and sort the values on the report (**Group By** and **Group By 2**).
- You can select fields for filtering based on the first Group By value (**FilterByStart** and **FilterByEnd**).

Example: You may decide to use this template to create a Job Cost Code Report. Additional fields such as Cost Code Actual Cost TTD and Cost Code Actual Cost YTD are added as columns when editing the report template in Report Builder. In Report Manager, values are grouped first by Project Number. Values are grouped next by Cost Element Name, Cost Element ID, or Cost Code Alias. Values are filtered by Project Number, as this is the first Group By field.

Signature Template Group Filter Date

This template allows you to create a table-based report with information that can be sorted and grouped by any two fields, as well as filtered based on the first grouping field and any date fields from the data source. You can add fields from the data source as columns on the report; if you add a field with numeric values, subtotal and report totals are included on the report.

When you create a report based on this template, you can edit the following parameters in Report Manager:

- You can use any field from your data source to group and sort the values on the report (**Group By** and **Group By 2**).
- You can select fields for filtering based on the first Group By value (**Starting Group** and **Ending Group**).
- You can select to show the date values that you are using as filters on the report (**Show Date On Report**).
- You can select the date field you wish to use for filtering the report (**Date Column**), then select the date filter values (**Starting Date** and **Ending Date**).

Example: You may decide to use this template to create a Change Order Report. Additional fields such as Change Order Estimated Cost are added as columns when editing the report template in Report Builder. In Report Manager, values are grouped first by Project Number or Change Order Status Name. Values are grouped next by Job Number or Change Order Status Name. Values are filtered based on Project Number or Change Order Status Name, as this is the first Group By field. Values are also filtered based on the Posting Date or Last Modified Date.

Signature Template Pivot

This template allows you to create a matrix-based report that can pivot data into a column group and row group. You add numeric values to the body of the matrix, and totals appear based on the row and column criteria.

⚠ You must have SQL 2008 R2 Business Intelligence Studio installed to deploy and use this report template.

When you create a report based on this template, you can edit the following parameters in Report Manager:

- You can use any field from your data source for grouping the values by row (**Row Group**).
- You can use any field from your data source for grouping the values by column (**Column Group**).

Example: You may decide to use this template to create a Service Calls report. Numeric fields such as Cost All or Billable All are added when editing the report template in Report Builder. Rows are grouped based on Profit Center ID. Columns are grouped based on Call Status Name.

Charts and Key Performance Indicators (KPIs)

The Business Analyzer (formerly called Metrics) displays graphical representations of data within your system. Signature provides five graphical reports for Job Cost, six graphical reports for Service Management, and six graphical reports for Equipment. See the full list along with descriptions at the end of this section.

> ⚠ Service Management graphical reports contain an SMS prefix. Job Cost graphical reports contain a JC prefix. Equipment Management graphical reports contain an EMS prefix.

Before you can view the Signature graphical reports on your home page, you must update each report's parameter to the specific user login name. This must be done for each user who needs to view the graphical report.

> ⚠ The order of adding a graphical report to Business Analyzer in Microsoft GP Dynamics and updating the report parameters in Report Manager is not important, however, the graphical report will not display any data until the parameters have been updated.

To update a graphic report's parameters:

1. Go to the **Report Server** (http://*yourcomputername*/Reports_*yourservername*).
2. From the Report Server, select *yoursystemDB> yourcompanyDB > Signature Job Cost* or *Signature Service*.
3. Open the **Charts and KPIs** folder.
4. In the Charts And KPIs window, hover your mouse over the report name and select the drop-down arrow that displays.
5. Select *Manage*.
6. From the navigation pane, select **Parameters**.
7. On the UserID line, select *Override Default* and then enter your login name.

8. Select *Apply*.

Adding graphical reports on your home page

For information on how to add a graphical report to Business Analyzer, see the Microsoft Dynamics GP documentation.

Viewing graphical reports on your home page

To display a Signature graphical report on your home page, select the right or left arrow that appears at the bottom of the Business Analyzer tile. Every time you select the right arrow, the next graphical report in the list displays on your home page.

The following Signature graphical reports are available, organized by product:

Service Management
Following is a list of graphical report names and an accompanying description.

- **12-MTH Analysis of Contract Costs and Revenue by Contract Type**
  Provides a side-by-side comparison of year-to-date costs and year-to-date revenue for contracts in the last 12 months.
- **Analysis of Costs vs. Billed By Cost Type**
  Provides a side-by-side comparison of year-to-date costs vs. year-to-date billed for contracts, starting with the current user date and organized by call type. This graphical report does not include taxes in billed amounts.
- **MTD Appointments Completed by Technician**
  Shows the top 12 most month-to-date appointments completed by technician ID.
- **MTD Billing by Technician**
  Shows the top 10 most labor billed by technician ID.
- **Overdue PM Appointments by Contract Type**
  Shows the top 12 number of contract service calls for which there are overdue appointments, organized by contract type.
- **Six Month Analysis of Service Billed and Unbilled Dollars**
  Shows the billed and unbilled amounts for the last six months, starting with the current user date. This graphical report does not include taxes in billed amounts.

Job Cost

- **Top 10 Jobs Anticipated Loss**
  Shows the top 10 jobs based on anticipated loss.
- **Top 10 Jobs Over/Under Billed**
  Shows the top 10 most under-billed jobs displayed in ascending order.
- **Top 10 Jobs Anticipated Profit**
  Shows the top 10 jobs based on anticipated profit.
- **Top 5 Jobs Earned vs. Billed**
  Provides a side-by-side comparison between the amount earned and the amount billed for contracts.
- **Top 5 Jobs Based on Contract Earned**
  Shows the top 5 jobs based on highest contract earned.

Equipment Management

- **Top 12 Branch Division Totals**
  Shows the top 12 total number of equipment per branch, by division.
- **Top 12 Branch Totals**
  Shows the top 12 total number of equipment per branch.
- **Top 12 Division Totals**
  Shows the top 12 total number of equipment per division.

- **Top 12 Model Rental Totals**
  Provides a side-by-side comparison between the number of equipment On Rent vs. the number of equipment Available.
- **Top 12 Model Totals**
  Shows the top 12 total number of equipment per model.
- **Top 12 Status Totals**
  Shows the top 12 total number of equipment per equipment status.

Dexterity Reports

Dexterity is the native language of Microsoft Dynamics GP. You can use the built-in report writer to create new reports or create a version of an existing report to use in place of the original Dynamics GP report (an Alternate Report). Reports allow you to retrieve data from your application's tables and present it to users in an organized manner. A report can be as simple as a mailing list or as complex as a year-end account reconciliation. It can be based on data in a single table or in multiple tables. See the Microsoft Dexterity documentation for more information.

Configuring System Reports

> ⚠ The information in this section is intended exclusively for a technical audience, such as IT personnel, computer programmer, or system administrator.

A common printing DLL - **Signature.ReportControl.dll -** has been provided to simplify the viewing of any type of report within Signature products. A table and two SQL procedures have been created for you to use to specify which type of report you want your users to run, Dexterity or SSRS.

WSRepts Table

A table called **WSRepts** stores the path location for reports. This table is created in each company database during the Signature installation or upgrade process.

The *ReportLocation* column stores the full path and filename of the report being referenced. This could be a local SSRS report or the URL of a remote SSRS report. A blank column assumes the system is running the Dexterity version of the report.

Below is an example of updating the WSRepts table with a replacement report than what is currently specified. You can determine the name of the Dexterity report by printing that report from within the system. Our examples will use the *SV_Service_Audit_Cost_Report*. For SSRS reports, you also need to know the machine name on which your report server resides.

```
UPDATE WSRepts Set ReportLocation = 'http://localhost/ReportServerNew/TWO/
Signature Service/Service Cost Audit'where ReportReference
='SV_Service_Cost_Audit_Report'
```

SQL Procedures

Two SQL procedures allow you to globally replace Dexterity reports with the SSRS equivalent. The procedure for SSRS reports is **WS_SetReplacementForSQL**.

> ⚠️ Running either of these procedures DOES NOT update a ReportLocation that already contains a value; it only applies to blank ReportLocation columns, which assumes that the Dexterity report is being used.

You run these procedures against the *company* database, as in the example below:

```
exec WS_SetReplacementForSQL
```

Signature.ReportControl.dll Programmers Reference

Features

- Previews / Prints a SQL Server Reporting Services (SSRS) Report.
- Any report parameter that is not supplied by the calling procedure will prompt for user input.
- Only uses parameters that are associated with the specific report, reducing the possibility of an error when too many parameters have been supplied.
- Each Preview method has a Print method that mirrors the parameters but prompts the user with a Print Dialog window instead of previewing the report.
- Replacement report information is stored in a database table for easy access.
- Local SSRS Reports evaluate the Query section to fill the report.

Requirements

- Net Framework 2.0
- An ODBC System DSN pointing to the database server.
- To use the replacement report database table, local SSRS Reports, one of two things must be setup on the database server: Existence of the WSMiscUser and/or WSEMSUser account with corresponding password. - *OR* - Windows Authentication setup for each user of the database server.
- To use Remote SSRS Reports: Windows Authentication must be used for each user on the database server.
- To use with Local SSRS Sub-reports: The extension of the Local SSRS Subreport filename must be ".rdlc."
- To use with a Dexterity product, the DLL must be registered as a COM object. Use RegAsm.exe, which is included with the .Net Framework. RegAsm.exe can be found in the C:\Windows\Microsoft.NET\Framework\v2.0.50727 folder. Syntax: RegAsm.exe Signature.ReportControl.dll /tlb:Signature.ReportControl.tlb

Constructor

Reporting

Default constructor.
public Reporting();

Methods

ClearParameters

Clears the internal report parameter buffer.public void

```
ClearParameters ();
```

AddParameter

Adds a report parameter and value to the internal buffer. If the parameter name already exists in the buffer, the value will be changed to represent the most recent `addition.`

`publi` c void AddParameter(string parameterName, string parameterValue);

- **parameterName**
  Name of the parameter as defined by the report
- **parameterValue**
  Value for the parameter that is passed to the report.

ParseToAddRestriction

Adds a restriction to the report in the form of an SSRS Report parameter(s).

```
public void ParseToAddRestriction (string reportRestriction);
```

- **reportRestriction**
  SSRS Report parameter(s).

Selection Formula example:

```
{Service_ID} = 'ABC123' And {Invoice_Num} = 123
```

SSRS Report parameter example:

```
&Service_ID=ABC123&Invoice_Num=123
```

HasReplacement

Checks the WSRepts database table for a replacement report.

```
public bool HasReplacement(string reportName, string systemDsn, string
databaseName);
```

- **reportName**
  Name of the report that may have a replacement.
- **systemDsn**
  System DataSource Name used to access the database.
- **databaseName**
  Name of the Database to access on the database server.

SetPreviewOptions

Set which options are available to the user on the Preview window.

```
public void SetPreviewOptions(bool allowExport, bool allowPrint, bool
allowRefresh, bool allowSearch, bool allowZoom);
```

- **allowExport**
  Allow the user to export the report to various formats.
- **allowPrint**
  Allow the user to print the report.
- **allowRefresh**
  Allow the user to refresh the report, which includes the ability to change the parameters to the report.
- **allowSearch**
  Allow the user to search for text inside the report.
- **allowZoom**
  Allow the user to make the report larger for easier reading.

PreviewReplacementUsingLocationAndConnection

Previews the passed replacement report reference, using the specified report location and database connection. Returns whether the replacement report was previewed.

```
public bool PreviewReplacementUsingLocationAndConnection(string reportRef, string
reportLocation, IDbConnection dbConn);
```

```
public bool PrintReplacementUsingLocationAndConnection(string reportRef, string
reportLocation, IDbConnection dbConn);
```

- **reportRef**
  Report reference to lookup in the WSRepts table.
- **reportLocation**
  The location or path to the report file that will be used instead of the location that resides with the report file in the database column ReportLocation.
- **dbConn**
  The database connection object used to access the database server.

PreviewReplacementUsingLocation

Previews the passed replacement report reference, using the specified report location, accessing the passed System DSN and database name. Returns whether the replacement report was previewed.

```
public bool PreviewReplacementUsingLocation(string reportRef, string
reportLocation, string systemDsn, string databaseName);
```

```
public bool PrintReplacementUsingLocation(string reportRef, string reportLocation,
string systemDsn, string databaseName);
```

- **reportRef**
  Report reference to lookup in the WSRepts table.
- **reportLocation**
  The location or path to the report file that will be used instead of the location that resides with the report file in the database column ReportLocation.
- **systemDsn**
  System DataSource Name used to access the database.
- **databaseName**
  Name of the Database to access on the database server.

PreviewReplacementUsingConnection

Previews the passed replacement report reference, using the specified database connection. Returns whether the replacement report was previewed.

```
public bool PreviewReplacementUsingConnection(string reportRef, IDbConnection
dbConn);
```

```
public bool PrintReplacementUsingConnection(string reportRef, IDbConnection
dbConn);
```

- **reportRef**
  Report reference to lookup in the WSRepts table.
- **dbConn**
  The database connection object used to access the database server.

PreviewReplacement

Previews the passed replacement report reference, using the passed System DSN and database name. Returns whether the replacement report was previewed.

```
public bool PreviewReplacement(string reportRef, string systemDsn, string
databaseName);
```

```
public bool PrintReplacement(string reportRef, string systemDsn, string
databaseName);
```

- **reportRef**
  Report reference to lookup in the WSRepts table.
- **systemDsn**
  System DataSource Name used to access the database.
- **databaseName**
  Name of the database to access on the database server.

PreviewUsingDsn

Previews the passed report name (including full path) using the passed System DSN and database name.

```
public void PreviewUsingDsn(string reportPath, string systemDsn, string
databaseName);
```

```
public void PrintUsingDsn(string reportPath, string systemDsn, string
databaseName);
```

- **reportPath**
  Name of the report to preview, including the full path and filename.
- **systemDsn**
  System DataSource Name used to access the database.
- **databaseName**
  Name of the Database to access on the database server.

PreviewUsingConnection

Previews the passed report name (including full path), using the specified database connection.

```
public void PreviewUsingConnection(string reportPath, IDbConnection dbConn);
```

```
public void PrintUsingConnection(string reportPath, IDbConnection dbConn);
```

- **reportPath**
  Report reference to lookup in the WSRepts table.
- **dbConn**
  The database connection object used to access the database server.

PreviewRemote

Previews the passed remote report specified as a URL.

```
public void PreviewRemote(string reportPath);
```

```
public void PrintRemote(string reportPath);
```

- **reportPath**
  URL of the SRS Report.

Preview

Previews the report as specified in the XML formatted data string.

```
public void Preview(string xmlData);
```

```
public void Print(string xmlData);
```

- **xmlData**
  XML Data that represents the information required to run the report.

See <u>XML Structure _(page 192)</u> section for details.

XML Structure

The XML Element Structure is as follows with required elements boldfaced:

ReportControl
ConnectionInformation
SystemDSN
DatabaseName
ReportPath
PreviewOptions
AllowExport
AllowPrint
AllowRefresh
AllowSearch
AllowZoom
ReportParameters
Parameter Name="ParameterName"
ParameterName
ReportRestriction

ReportControl and ReportPath are required elements.

The only time *ConnectionInformation* is not needed is for Remote SSRS reports, all other times it is required.

The "*Parameter Name*=" element is used when there are special characters in the name of the report parameter, such as spaces, but could be used for all report parameters.

Example:

The *ParameterName* element is exactly that, the actual name of the report parameter without special characters (i.e. BatchNum or Service_ID).

Example: <Service_ID>123456</Service_ID>

The *ReportRestriction* element contains the information passed as if using the ParseToAddRestriction method which passes the SSRS Report Parameter(s).

Database Table

Table Name: WSRepts

Table Definition

Column Name	Data Type	Length	Allow Null?	Indexes
ReportReference	Varchar	128	No	Primary Key

Column Name	Data Type	Length	Allow Null?	Indexes
ReportLocation	Varchar	4096	No	

The WSRepts table is created in the company database during the Signature installation process. This table should reside in each company database since there is a possibility to have different replacement reports for each company.

The *ReportReference* column refers to the name of the report that is being replaced, most likely a Dexterity report name.

The *ReportLocation* column contains the full path and filename of the Local SRS Report or the URL of the Remote SSRS Report that is replacing the report being referenced.

Job Cost Dexterity Reports

Job Cost Dexterity reports provide complete analysis of your business' job-related costs, billings, and profits. This enables you to make better decisions. The reports are always up-to-date and available for printing at any time in the job cycle.

Job Cost provides a complete audit trail that includes transaction numbers, source documents, and posting journals, allowing you to track any transaction back to its point of entry in the accounting system. You can also print a wide variety of reports that help you analyze your company's position on jobs. In addition, many reports provide you with general job, transaction, and feature setup information. You can modify reports using Report Writer, which is included with the Microsoft Dynamics GP System Manager module.

Printing reports in Job Cost is similar to printing reports in Microsoft Dynamics GP. Once you select a report to print and select *Print*, the Report Destination window appears with the print destination marked per Microsoft Dynamics GP setup (*Microsoft Dynamics GP > Tools > Setup > User Preferences*).

You can save Job Cost reports in four file formats: data interchange format, tab-delimited fields format, comma-delimited fields format, and text file.

Estimate Worksheet

The Estimate Worksheet lists all cost codes, estimated units, estimated amounts per unit, profit amounts, estimate amounts, and the estimated billing amounts for a job. The estimated billing amounts are calculated based on the estimate and profit type for each cost code. The report shows estimated amounts and estimated billing amounts totaled for each cost code phase. For example, if your first segment of the cost code is 1 and you set up cost codes 1-00-1 and 1-00-4, the report shows those amounts totaled for each cost element. Use this report to determine the accuracy of your detail estimates for each cost element and phase of a job.

1. Select *Reports > Job Cost > Estimate Worksheet*.
2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print*.

```
System: 12/13/00  3:51:26 PM            The World Online, Inc.                          Page:  1
Range:  2759-2759                       Estimate Worksheet
                                        JOB COST

Number                    Customer Number               Start Date   Est Completion    Status
Description               Name
------------------------- ----------------------------- --------    --------------   -----------
2759                      101                            1/1/98       9/10/98          Active
Brennan's                 Accurate Printing

Cost Code Number          Cost Element Type  Estimated Units          Estimated Amt/Unit  Estimated Amount
Description                                  Profit Type              Profit Amount       Estimated Billing
------------------------- ------------------ ------------------------ ------------------- -------------------

1-00-1                    Equipment                         0.00                   0.00               0.00
Equipment - 1st Floor                        None                                  0.00              $0.00

1-00-4                    Subcontractors                    0.00                   0.00               0.00
Subcontractors - 1st Floor                   None                                  0.00              $0.00

1-00-5                    Other                            10.00                  25.00             250.00
Other Costs - 1st Floor                      None                                  0.00            $250.00

1-10-2                    Materials                        10.00                  60.00             600.00
Piping Material - 1st Floor                  None                                  0.00            $600.00

1-10-3                    Labor                           150.00                  25.00           3,750.00
Installation - 1st Floor                     None                                  0.00          $3,750.00

1-20-2                    Materials                        10.00                 500.00           5,000.00
Phones, Supplies - 1st Floor                 None                                  0.00          $5,000.00

1-30-2                    Materials                         0.00                   0.00               0.00
Tools - 1st Floor                            None                                  0.00              $0.00

                                             Phase Totals:            Estimated Amount    Estimated Billing
                                                                      ------------------- -------------------
                                             Labor                              3,750.00           3,750.00
                                             Materials                          5,600.00           5,600.00
                                             Equipment                              0.00               0.00
                                             Subcontractors                         0.00               0.00
                                             Other                                250.00             250.00
                                             User Defined 1                         0.00               0.00
                                             User Defined 2                         0.00               0.00
                                             User Defined 3                         0.00               0.00
                                             User Defined 4                         0.00               0.00
```

Printable Notes

You can print notes that have been added to Job Cost using the notepad button, if they have been marked printable.
You can print the note text, transaction number, cost code, author, and index.

1. Select *Reports > Job Cost > Printable Notes*.
2. Use the **Note Type** drop-down list to select the Job Cost note type.

    > ⚠️ Choosing All results in printing notes for all listed windows and all companies.

3. Use the **Ranges** drop-down list to select a range type.
4. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
5. Select *Print*.

```
System Date: 12/15/00    2:57:30 PM            The World Online, Inc.                        Page: 1
  User Date: 12/15/00                          JOB COST PRINTABLE NOTES                 User ID: LESSONUSER1

Ranges:
  Job Number:     2759-2759
  Author:         All
  Reminder Date:  All

Job Number: 2759                                               Status:      Active
Name:      Brennan's                                           Manager:     Alicia Alvarza

Note Index:       Setup Notes          Note Type:            Job Maintenance    Cost Code:
Author:           LESSONUSER2          Note Transaction #:

Reminder Date:  12/6/00
Good place for job setup notes!
```

Job Reports

Job reports relate to the daily management and monitoring of a job, including schedules, backlogs, and change orders.

Audit Billing

The Audit Billing report contains billing information for a specified job, and includes change order amounts, net billed-to-date amount, current amount due, gross billed-to-date amount, and estimated amounts.

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1. Select *Reports > Job Cost > Job Reports > Audit Reports > Audit Billing*.
2. Enter a **Job Number**.
3. Select *Print*.

```
System:  12/14/00  7:52:24 AM                        The World Online, Inc.                                      Page:  1
User ID: LESSONUSER1                                 JC Audit Billing
                                                     Job Cost

Job Number 2759          Brennan's                            Status            Active        Contract Number  2759-1
Customer # 101           Accurate Printing                    Bid Due Date      0/0/00        Contract Type    Fixed Amount
          Address        1146 Monroe Ave.                      Scheduled Completion  9/10/98   Contract Amount         $17,250.00
                                                              Last Billing Date  10/24/00

                         New Berlin              WI    11111                                  Manager          ALVA0001
          Contact        Bob Thomas                                                           Estimator        ADUN0001
          Phone          (414) 821-1010  Ext. 0000                                            GL Division      ALL

Bill To Address:         1146 Monroe Ave.

                         New Berlin              WI    11111

Original Contract              14,750.00    Net Billed to Date          7,515.00    Estimated Labor                6,375.00
Confirmed Change Orders         2,500.00    Miscellaneous                   0.00    Estimated Materials            6,720.00
In Process Change Orders            0.00    Tax                           526.05    Estimated Equipment                0.00
CO User Defined 1                   0.00    Amount Received to Date         0.00    Estimated Subcontractors           0.00
CO User Defined 2                   0.00    Writeoffs to Date               0.00    Estimated Other                  250.00
CO User Defined 3                   0.00                           --------------   Estimated User Defined 1           0.00
                           ---------------   Current Amount Due          8,041.05   Estimated User Defined 2           0.00
Current Contract Amount       $17,250.00                                            Estimated User Defined 3           0.00
                                            Retainage Not Billed          $835.00   Estimated User Defined 4           0.00
Gross Billed to Date            8,350.00
Backlog                         $8,900.00


Bills
==================================================================================================================================
               Transaction Date      4/8/00        Billable Costs         8,350.00
               Transaction Source    JC01          Retention Withheld       835.00
               Document Number       JC1           Retention Due              0.00
               Salesperson           ANORTHROP                         ----------------
                                                   Subtotal              $7,515.00
                                                   Miscellaneous             $0.00
                                                   Tax Amount             $526.05
                                                                     ====================
                                                   TOTAL                $8,041.05
```

Audit Cash Receipts

The Audit Cash Receipts report displays cash receipt information for the selected job, including transaction information and billable costs.

1. Select *Reports > Job Cost > Job Reports > Audit Reports > Audit Cash Receipts*.
2. Enter a **Job Number**.
3. Select *Print*.

```
System:  12/14/00  10:42:47 AM                    The World Online, Inc.                                    Page:  1
User ID: LESSONUSER1                               JC Audit Cash Receipts
                                                   Job Cost

Job Number 2759            Brennan's                              Status             Active       Contract Number  2759-1
Customer # 101             Accurate Printing                      Bid Due Date       0/0/00       Contract Type    Fixed Amount
            Address        1146 Monroe Ave.                        Scheduled Completion 9/10/98    Contract Amount        $17,250.00
                                                                  Last Billing Date  10/24/00
                           New Berlin              WI  11111                                       Manager          ALVA0001
            Contact        Bob Thomas                                                              Estimator        ADUN0001
            Phone          (414) 821-1010  Ext. 0000                                               GL Division      ALL


Original Contract              14,750.00     Net Billed to Date            7,515.00     Estimated Labor              6,375.00
Confirmed Change Orders         2,500.00     Miscellaneous                     0.00     Estimated Materials          6,720.00
In Process Change Orders            0.00     Tax                             526.05     Estimated Equipment              0.00
CO User Defined 1                   0.00     Amount Received to Date           0.00     Estimated Subcontractors         0.00
CO User Defined 2                   0.00     Writeoffs to Date                 0.00     Estimated Other                250.00
CO User Defined 3                   0.00                                -------------
                           --------------    Current Amount Due            8,041.05
Current Contract Amount       $17,250.00
                                             Retainage Not Billed           $835.00
Gross Billed to Date            8,350.00
Backlog                        $8,900.00


TRX Date   Document Number          Check Number                        Check Amount
-----------------------------------------------------------------------------------------
```

Audit Costs

The Audit Costs report contains detailed transaction information for a job with subtotals by cost element and cost code.
You can sort this report by job, cost code, cost element, or a date range.

1. Select *Reports > Job Cost > Job Reports > Audit Reports > Audit Costs*.
2. Select a **Job Number Range** radio button. If you select **Job Number**, select a **Job**. If you select **Range**, enter
   a **Range**.
3. Select a **Date Range** radio button and enter the dates.
4. Select a **Range** radio button and enter a cost element type or cost code.
5. You can mark the **Exclude Inactive** checkbox to exclude inactive cost codes from the report.
6. Select *Print*.

```
System:  12/13/00  1:51:13 PM                    The World Online, Inc.                                    Page: 1
User ID:  LESSONUSER1                             Audit Costs by Cost Code Number

Transaction Number         Document Type  Vendor Name                          Employee                     Distribution Amount
Description                Posting Date   Document Number                      Transaction Quantity
------------------------------------------------------------------------------------------------------------------------------
Job Number     2760           Kopp's                                           Job Status:      Active
Cost Code Number:2-10-2               Piping Material - 2nd Floor              Cost Element Type: Materials

0000000000000384           PM             Capital Printed Circuits                                                    140.00
                           4/10/00        2211                                 2.00

0000000000000384           PM             Capital Printed Circuits                                                   (140.00)
                           12/13/00       2211                                 2.00
                                                                                              ===================
                                                                          Cost Code Number Total:              $0.00

                                                                                              ===================
                                                                          Cost Element Total:                  $0.00

                                                                                              ===================
                                                                          Job Total:                           $0.00
```

Audit Cost Variance

The Audit Cost Variance report shows detailed transaction information for a job with estimate variances by cost code
and cost element. The variance is between the expected costs and actual costs.

1. Select *Reports > Job Cost > Job Reports > Audit Reports > Audit Cost Variance*.

2. Select a **Job Number Range** radio button. If you select **Job Number**, select a **Job**. If you select **Range**, enter a **Range**.
3. Select a **Date Range** radio button. If you select **Range**, enter a **Start Date** and **End Date**.
4. Select a **Range** radio button and enter a cost element type or cost code.
5. You can mark the **Exclude Inactive** checkbox to exclude inactive cost codes from the report.
6. Select *Print*.

```
System:    12/12/98   11:01:07 AM        The World Online, Inc.
User ID:   LESSONUSER1                    Audit Cost Variance

*NP = No posted transactions


Job Number       Name                        Customer                   Start Date  End Date Project
------------------------------------------------------------------------------------------------------
2759             Brennan's                   Aaron Fitz Electrical       1/1/98    9/10/98   BANKOOC

Job Summary                 Units      Actual To Date    Units        Expected      Units
    Billing                                   7,980.53                17,250.00

    Labor                   51.00            1,007.68    220.00         6,375.00    169.00
    Materials                                6,289.85                   6,720.00
    Equipment                                    0.00                   3,300.00
    Subcontractors                             650.00                     175.00
    Other                                      233.00                     250.00
    User Defined 1                               0.00                       0.00
    User Defined 2                               0.00                       0.00
    User Defined 3                               0.00                       0.00
    User Defined 4                               0.00                       0.00
                                        ==================      ==================      =====
                            Total            8,180.53                16,820.00

Cost Code Number:1-10-3              Installation - 1st Floor   Cost Element Type: Labor          Cost Code Status: Active

Transaction Number  Type Posting Date Description    Vendor Name            Description    Trx Quantity     Trx Amount    Est U
------------------------------------------------------------------------------------------------------------------------
100                 PR   3/12/2002                                                             40.00          800.00
102                 PR   3/13/2002                                                             40.00          600.00
152                 PR   6/28/2002                                                              8.00          160.00
153                 PR   6/28/2002                                                              8.00          160.00
154                 PR   6/28/2002                                                              8.00          160.00
155                 PR   6/28/2002                                                              8.00          160.00
156                 PR   6/28/2002                                                              8.00          160.00
157                 PR   6/28/2002                                                              3.00           90.00
57                  PR   10/17/2000                                                            40.00          734.26
59                  PR   10/17/2000                                                            10.00          173.42
                                                                                      =========================================
                                                                                             173.00        $3,197.68
```

Backlog

The Backlog report shows original contract amount, contract earned, and backlog amount for all jobs in the selected range. A backlog amount is determined by subtracting the contract earned amount from the job's contract-to-date amount.

1. Select *Reports > Job Cost > Job Reports > Backlog*.
2. Use the lookup buttons in the **From** and **To** fields to select the print range. Select *Insert >>*.
3. Select *Print*.

```
System:  1/15/2004 3:12:44 PM              Three, Inc.                                Page: 1
User ID: jbushe                            Backlog
Range:   All                               JOBCOST


Job Number      Status       Original Contract   Confirmed Change    Contract Earned         Backlog
Name                             Amount              Orders
------------------------------------------------------------------------------------------------------
F&S-1001        Active            16,575.00            500.00             763.42           16,311.57
STANDARD BILLING STYLE JOB

F&S-1004        Active             7,865.00              0.00           7,741.56              123.43
SOP BILLING STYLE JOB

F&S-1005        Active            14,500.00          1,000.00             626.51           14,873.49
PROJECT LEVEL BILLING JOB

HVAC-1000       Active            79,800.00            575.00           6,574.67           73,800.32
AIA BILLING STYLE JOB

HVAC-1002       Active             4,564.00              0.00           4,564.00                0.00
TRX LEVEL BILLING JOB

HVAC-1003       Active            21,250.00            500.00           3,795.81           17,954.19
RATE CLASS & PROJECT LEVEL JOB

TEMPLATE F&S JOB Active               0.00              0.00               0.00                0.00
Template F&S Job

TEMPLATE HVAC JOBActive               0.00              0.00               0.00                0.00
Template HVAC Job

                        ================  ================  ================  ================
                Totals:    $144,554.00         $2,575.00        $24,065.98        $123,063.01
```

Backlog by Period

The Backlog report shows original contract amount, contract earned, and backlog amount for all jobs in the selected range for a specified *fiscal period*. A backlog amount is determined by subtracting the contract earned amount from the job's contract-to-date amount. This report matches the contract earned with the POC posting.

1. Select *Reports > Job Cost > Job Reports > Backlog by Period*.
2. The **Year** fills automatically with the system year.
3. Enter a **Fiscal Period**.
4. Enter a **Job Number**.
5. Select *Print*.

Change Order Summary

The Change Order Summary report lists change orders, amounts, and status for the selected job.

1. Select *Reports > Job Cost > Job Reports > Change Order Summary*.
2. Select a **Job**.
3. Select *Print*.

```
System Date:   12/14/00   11:13:42 AM              The World Online, Inc.                Page: 1
User ID:       LESSONUSER1                         Change Order Summary


Job     2759              Brennan's                           Original Contract        14,750.00
Status  Active


Change Order Number    Description                  Status            Change Order Amount
-------------------------------------------------------------------------------------------
1                      ADD UTILITY ROOM             Confirmed                  2,500.00
                                                                      ====================
                                                             Total:          $2,500.00
```

Committed Costs

You can print the Committed Costs report if you use a Purchase Order module that integrates with Job Cost. The report shows quantity ordered, expected unit costs, and committed costs for each purchase order.

1. Select *Reports > Job Cost > Job Reports > Committed Costs*.
2. Enter a **Job Number**.
3. Select *Print*.

```
System   12/14/00     11:02:30 AM         Committed Costs                                     Page:  1
User ID  LESSONUSER1                       Job      2759              Brennan's
                                           Status   Active


Purchase Order    Requested Date   Vendor Name           Quantity Ordered   Expected Unit Cost    Committed Cost
Item Number                        Description
-----------------------------------------------------------------------------------------------------------------
Cost Code Number   1-00-5                                         Cost Code Element Type: Other

PO1013           4/9/00              Beaumont Construction        10.00              $3.29             16.45
ACCS-CRD-12WH              Phone Cord - 12' White
                                                                            ========================
                                                     Cost Element Total:                $16.45

                                                                            ========================
                                                     Cost Code Number Total:            $16.45


Cost Code Number   1-20-2                                         Cost Code Element Type: Materials

PO1013           4/9/00              Beaumont Construction         5.00             $41.98            209.90
ACCS-HDS-2EAR              Headset - Dual Ear
                                                                            ========================
                                                     Cost Element Total:               $209.90

                                                                            ========================
                                                     Cost Code Number Total:           $209.90

                                                                            ========================
                                                     Job Total:                        $226.35
```

Costs by Period

The Costs by Period report contains the actual costs of selected jobs or a range of years and periods within those years. The report also displays the amount billed for each job for each period within the selected range. The status of the jobs, customer numbers and names, and the totals are also displayed in this report.

1. Select *Reports > Job Cost > Job Reports > Costs by Period*.
2. Enter the range of years in the **From** and **To** fields. Use the lookup buttons to select a range of periods.
3. Select a radio button to include **All** jobs, **Open** jobs, or **Active** jobs.
4. Use the lookup buttons to select the print range. Select *Insert >>*.
5. Select *Print*.

```
System:     12/15/00  9:50:51 AM                    The World Online, Inc.
User ID:    LESSONUSER1                             Costs by Period Report
Sort By:    All                                     JOB COST
Years:      1999-2000
Periods:    1-12

Job Number       Status        Customer Number                      Actual          Billed to Date
Name                           Name                                 Cost to Date
------------------------------------------------------------------------------------------------------
2759             Active        101                                  $8,024.44           8,350.00
Brennan's                      Accurate Printing

2760             Active        101                                    $316.78             500.00
Kopp's                         Accurate Printing

3000             Active        101                                      $0.00           4,500.00
Micro Inc.                     Accurate Printing

3001             Active        101                                  $1,700.00           2,800.00
3001                           Accurate Printing

3002             Active        101                                  $1,461.41           2,478.12
Trx. Level Job                 Accurate Printing

IMP001A          Active        407                                      $0.00               0.00
Imported Job                   Woodys Deck Building

TEMPLATE         Active        101                                      $0.00               0.00
Prototype Job                  Accurate Printing

                                                                =========================================
Total Jobs:               7              TOTALS:                   $11,502.63         $18,628.12
```

Current Contract

The Current Contract report contains the cost code number, quantity, and estimated amount for each cost code assigned to a job. Report totals include the total estimated amount and the contract amount.

1. Select *Reports > Job Cost > Job Reports > Current Contract*.
2. Use the lookup buttons in the **From** and **To** fields to select the print range. Select *Insert >>*.
3. Select *Print*.

```
System:  12/27/00  3:14:42 PM                    The World Online, Inc.
User ID: LESSONUSER1                              JC Current Contract
Range:   3759-3759                                Job Cost


Job Number:3759            Brennan's                    Customer:     Accurate Printing
                                                                      1146 Monroe Ave.
Status:                    Active
Bid Due Date:                 0/0/00                                  New Berlin
Estimate Completion Date:  0/0/00
Estimator:                 ADUN0001                     Phone:        (414) 821-1010  Ext. 0000
Contract Type:                                          Contact Person: Bob Thomas
Contract Amount:              17,750.00


Cost Code Number                    Quantity                Estimated Amount
Description
---------------------------------------------------------------------------------------
1-10-3                               150.00                        3,750.00
Installation - 1st Floor

2-10-3                                35.00                          875.00
Installation - 2nd Floor

9-99-3                                25.00                        1,250.00
Project Management

1-10-2                                10.00                          600.00
Piping Material - 1st Floor

1-20-2                                10.00                        5,000.00
Phones, Supplies - 1st Floor

2-00-4                                 1.00                        2,000.00
Subcontractors - 2nd Floor

1-00-5                                10.00                          250.00
Other Costs - 1st Floor

                                                        ==================
                                      Total:            $13,725.00

                                 Contract Amount:        $17,750.00
```

Current Year - Contracts Closed

The Current Year - Contracts Closed report for the current year shows revenue, costs, and margin. This report is similar to the Job Analysis report. To see data for closed contracts reports, the job must be closed.

1. Select *Reports > Job Cost > Job Reports > Current Year - Contracts Closed*.
2. Enter the **Job Number**. If the job number is left blank, the report will display all jobs.
3. Select to print **All** dates or a **Range** of dates. Enter start and end dates, if applicable.
4. Select *Print*.

```
System:    12/15/00   10:51:02 AM                    The World Online, Inc.                        Page:   1
User Date: 12/15/00                              Current Year - Contracts Closed                    User ID: LESSONUSER1
                                                       1/1/00 - 12/31/00

Division
----------------------------------------------------------------------------------------------------------------------------
                                          ========== Recognized To Date ==========    ======== Recognized Current Year ========
Job Number   Name                             Revenues          Costs       Margin      Revenues          Costs       Margin
----------------------------------------------------------------------------------------------------------------------------
ALL

2760         Kopp's                          15,500.00      $6,766.78    $8,733.22     $15,500.00      $6,766.78    $8,733.22
                                             ------------------------------------------------------------------------------------
                          ALL Totals:       $15,500.00      $6,766.78    $8,733.22     $15,500.00      $6,766.78    $8,733.22
                                             ====================================================================================
```

Current Year - Contracts in Progress

The Current Year - Contracts in Progress report for the current year shows amounts recognized to date, recognized for the current year, and estimated to complete. This report is similar to the Job Analysis report. To see data in the Current Year - Contracts in Progress report, the periods must be closed for the months you are selecting. In addition, you must run the Year-End Closing routine in Job Cost (*Microsoft Dynamics GP > Tools > Routines > Job Cost > Year-End Closing*).

1. Select *Reports > Job Cost > Job Reports > Current Year - Contracts in Progress*.
2. Accept the current **Year** and enter the **Period ID** and **Job Number**. If the job number is left blank, the report will display all jobs. The date fields are disabled for this report.
3. Select *Print*.

```
System:    12/15/00    9:57:28 AM                                The World Online, Inc.
User Date: 12/15/00                                         Current Year - Contracts In Progress
                                                                    Aged as of Period 4

Division
----------------------------------------------------------------------------------------------------------------------------------
                                            ============ Recognized To Date ============    ======== Recognized Current Year ========
Job          Name            Total Contract     Revenues         Costs      Profit       Revenues         Costs       Profit
----------------------------------------------------------------------------------------------------------------------------------
ALL

2759         Brennan's           17,250.00      8,481.14      7,077.46   $1,403.68      $8,481.14     $7,077.46   $1,403.68
2760         Kopp's              15,500.00        183.21        140.00      $43.21        $183.21       $140.00      $43.21
3000         Micro Inc.          14,750.00          0.00          0.00       $0.00          $0.00         $0.00       $0.00
3001         3001                 2,800.00      2,800.00      1,700.00   $1,100.00      $2,800.00     $1,700.00   $1,100.00
3002         Trx. Level Job       2,478.12      2,478.12      1,461.41   $1,016.71      $2,478.12     $1,461.41   $1,016.71
IMP001A      Imported Job             0.00          0.00          0.00       $0.00          $0.00         $0.00       $0.00
TEMPLATE     Prototype Job            0.00          0.00          0.00       $0.00          $0.00         $0.00       $0.00
                                   -------------------------------------------------------------------------------------------------
                 ALL Totals:      $52,778.12    $13,942.47    $10,378.87   $3,563.60     $13,942.47    $10,378.87   $3,563.60
                                   =================================================================================================
```

Detail Codes List

The Detail Codes List report contains the setup information for a job's cost codes, sorted by cost element. This information includes the profit type and amount, the general ledger posting account assigned to the cost code, and the total cost-per-unit amount.

1. Select *Reports > Job Cost > Job Reports > Detail Codes List*.
2. Enter a **Job Number**.
3. Select *Print*.

```
System:   12/14/00  11:00:32 AM              The World Online, Inc.                          Page: 1
User ID: LESSONUSER1                         Detail Code List
                                             Job Cost


Job Number: 2759              Brennan's

Detail Code                   ---------------- Profit ------------------ Debit Account Number
Description                   Type                  Amount              Unit               Cost/Unit
--------------------------    ------------------------------------    ----------------------------------

Labor
*****************************
1-10-3                        None                                    0.00 000-1411-00
Installation - 1st Floor                                                                     25.00


2-10-3                        None                                    0.00 000-1411-00
Installation - 2nd Floor                                                                     25.00


7-70-3                        None                                    0.00 000-1411-00
Labor - Utility Room                                                                         50.00


9-99-3                        None                                    0.00 000-1411-00
Project Management                                                                           50.00


Materials
*****************************
```

Estimate Analysis

The Estimate Analysis report compares the estimate amount with the actual amounts by job number, cost code number, cost element, and period. Costs must be posted and an estimate entry for a given period must be made for this report to show data.

1. Select *Reports > Job Cost > Job Reports > Variance Reports > Estimate Analysis*.
2. Enter the **(R)** and use the lookup button to select a **(R)**.
3. Use the lookup button to select a **Job** and select *Print*.

```
System:   12/15/00  9:42:05 AM              The World Online, Inc.                          Page: 1
User ID:  nkarr                             JC Estimate Analysis
Range:    Period 1 2000
Job Range: test job for documentation


Job:  NANCY'S JOB      test job for documentation

Cost Code Number      Cost Code Description      Cost Element      Actual Cost      Estimate Cost      Variance Amount
-----------------------------------------------------------------------------------------------------------------------
01-001-00             Labor Costs                Labor                 225.00            500.00              275.00
02-001-00             Material costs             Materials             300.00            250.00             (50.00)
```

Estimate Cost Variance

The Estimate Cost Variance report shows the cost estimate for each cost code, the actual cost to date, the percent variance, and estimate variance. The report also shows total amounts calculated for the entire cost element.

1. Select *Reports > Job Cost > Job Reports > Variance Reports > Estimate Variance*.
2. Use the lookup buttons in the **From** and **To** fields to select the print range. Select *Insert >>*.
3. Select *Print*.

```
System:   12/14/00   11:11:10 AM                    The World Online, Inc.                              Page: 1
User ID: LESSONUSER1                                JC Estimate Cost Variance
                                                    Job Cost
Job Range:2759-2759


Job Number:2759              Brennan's

Cost Code Number                    Cost Code          Actual Cost           Percent            Estimate
Description                          Estimate             To Date             Variance           Variance
---------------------------------------------------------------------------------------------------------------
1-00-1                                   0.00                 0.00                0.00                0.00
Equipment - 1st Floor

1-00-4                                   0.00               550.00                0.00             (550.00)
Subcontractors - 1st Floor

1-00-5                                 250.00               249.45                0.22                0.55
Other Costs - 1st Floor

                                    --------------------------------------------------------------------------
            Step:                     $250.00              $799.45                                 ($549.45)
```

Job Analysis Report

The Job Analysis report provides cost element phase totals and cost code detail breakdown for the current period costs, and year-to-date costs of all cost codes. The report shows job-to-date totals, including the estimate, posted cost, percentage complete, and estimated cost remaining for each phase and totals for the entire job.

1. Select *Reports > Job Cost > Job Reports > Variance Reports > Job Analysis*.
2. Enter the **Year** and use the lookup button to select a **Period**.
3. Use the lookup button to select a **Job** and select *Print*.

```
System:   12/15/00   9:08:31 AM                        The World Online, Inc.
User ID: LESSONUSER1                                    Job Analysis

Period ID: 4                    Period 4                Job:    2759 Brennan's
                                                        Status: Active

Cost Code Number      Cost Element Type    Current Period Cost    Year to Date    -------------------------------- Job To Date -----------
Description                                                       Cost              Estimate      Posted Cost      % Complete
----------------------------------------------------------------------------------------------------------------------------------------
1-10-3            Labor                            0.00                0.00         3,750.00            0.00              0%
Installation - 1st Floor
1-10-2            Materials                        0.00                0.00           600.00            0.00              0%
Piping Material - 1st Floor
1-20-2            Materials                    5,937.46            5,937.46         5,000.00        5,937.46            118%
Phones, Supplies - 1st Floor
1-30-2            Materials                      140.00              140.00             0.00          140.00              0%
Tools - 1st Floor
1-00-1            Equipment                        0.00                0.00             0.00            0.00              0%
Equipment - 1st Floor
1-00-4            Subcontractors                 550.00              550.00             0.00          550.00              0%
Subcontractors - 1st Floor
1-00-5            Other                          200.00              200.00           250.00          200.00             80%
Other Costs - 1st Floor
                                    ====================================================================================================
            Phase Totals:                     $6,827.46           $6,827.46        $9,600.00       $6,827.46             71%
```

Job Posted Cost

The Job Posted Cost report displays the posted costs to date for each cost code for each cost element. You can print the cost code list for actual costs. The report shows amounts totaled by cost code. You can also view the general ledger posting account debited as transactions post for each cost code.

1. Select *Reports > Job Cost > Job Reports > Job Posted Cost*.
2. Enter a **Job Number**.
3. Select *Print*.

```
12/15/00                      The World Online, Inc.                   Page: 1
                              Cost Code List Actual Cost


Job Number: 2759
Name:       Brennan's


Detail Code                   ---------------- Profit ------------------- Debit Account Number
Description                   Type                  Amount              Unit                    Cost To Date
---------------------------   ------------------------------------------ -------------------------------------

Labor
*****************************
1-10-3                        None                               0.00  000-1411-00
Installation - 1st Floor                                                                         897.53


2-10-3                        None                               0.00  000-1411-00
Installation - 2nd Floor                                                                           0.00


7-70-3                        None                               0.00  000-1411-00
Labor - Utility Room                                                                               0.00


9-99-3                        None                               0.00  000-1411-00
Project Management                                                                                 0.00


                                                                                          ==================
                                                           Total Labor                            $897.53
```

Job Reference

The Job Reference report contains information you enter in the Job Maintenance window, including estimate cost and estimated cost-plus-profit amounts by cost element for the selected job. You can print a Job Reference report for each job you set up. In addition, you can view actual and forecasted cost amounts by cost element.

1. Select *Reports > Job Cost > Job Reports > Reference*.
2. Use the lookup buttons in the **From** and **To** fields to select the print range. Select *Insert >>*.
3. Select *Print*.

```
Actuals:          Cost            Forecast Cost
                  ------------------  ------------------
  Labor               1,366.22           12,837.50
 *Material            1,444.65           11,112.50
 *Equipment               0.00           36,286.50
 *Subcontractors      3,000.00           10,000.00
 *Bonding/Ins             0.00              798.00
 *Other Costs             0.00                0.00
 *Travel Costs            0.00                0.00
 *Start-up                0.00                0.00
 *Asset Applied           0.00                0.00
                  ==================  ==================
  Totals:             5,810.87           71,034.50

Retainage:
  Rate            10.00  Overhead Flat Amount        0.00      Calc % Completed     8%
  Amount         600.00  Overhead Labor %            0.00%     Est % Completed      0%
  Billed           0.00  Overhead %                  0.00%
  Lost

Miscellaneous:
  Bill To Date    5,400.00
  Discounts         $0.00
  Outstanding
  Profit Amount   9,340.50
  Profit %         13.14%
  Received          0.00
  Writeoffs         $0.00
```

Job Schedule

The Job Schedule report contains the job status, costs, profit, and contract-to-date information.

1. Select *Reports > Job Cost > Job Reports > Job Schedule*.
2. Use the lookup buttons in the **From** and **To** fields to select the print range. Select *Insert >>*.
3. Select *Print*.

```
System:    12/14/00  10:52:24 AM                        The World Online, Inc.                                      Page 1
User ID:   LESSONUSER1                                   Job Schedule
Range:     2759-2759


                                                                        -------------------Contract to Date-----------------
                                          Forecast   Anticipated          Contract       Cost of          Markup %
Job Number    Status           Contract   Cost       Gross Profit         Earned         Construction     on Cost
Name
--------------------------------------------------------------------------------------------------------------------------
2759          Active           17,250.00  14,395.00     2,855.00          9,616.01         8,024.44         19.83%
Brennan's

                                  =================================================================================
              Company Totals:   $17,250.00 $14,395.00    $2,855.00         $9,616.01        $8,024.44

Number of Jobs:        1
```

Job Status Report

The Job Status report lists the information displayed in the Job Status window. The report contains committed, posted, estimated, and forecasted costs for each cost element. In addition, you can view estimated gross profit, change order, and other job information.

1. Select *Reports > Job Cost > Job Reports > Job Status*.
2. Use the lookup buttons in the **From** and **To** fields to select the print range. Select *Insert >>*.
3. Select *Print*.

```
Range: 2759-2759                              The World Online, Inc.
                                              Job Cost
                                              Job Status

As Of: 12/14/00                                            Project/Job #:2759
Job Name:    Brennan's                                     Job Location:
Division:    ALL
Primary Customer:Accurate Printing


                                                  Contract Type:Fixed Amount
                                                  Status:        Active

              COMMITTED COSTS     POSTED COSTS    ESTIMATED COSTS    FORECASTED COSTS
Labor                    0.00           897.53          6,375.00           6,875.00
Materials              209.90         6,327.46          6,720.00           6,720.00
Equipment                0.00             0.00              0.00               0.00
Subcontractors           0.00           550.00              0.00             550.00
Other                   16.45           249.45            250.00             250.00
User Defined 1           0.00             0.00              0.00               0.00
User Defined 2           0.00             0.00              0.00               0.00
User Defined 3           0.00             0.00              0.00               0.00
User Defined 4           0.00             0.00              0.00               0.00
                 ================= ================= ================= =================
Totals             $226.35         $8,024.44        $13,345.00         $14,395.00


Total Cash Received             0.00
Contract Earned to Date     9,616.01

Total Net Billed            7,515.00
Total Gross Billed          8,350.00

                                         Original Contract Amt          14,750.00
                                         User Defined CO's                   0.00
                                         Confirmed                       2,500.00
                                         Contract to Date              $17,250.00
                                         In-Process                          0.00
                                                                    ==================
                                         Expected Contract             $17,250.00

                                         Gross Billed                    8,350.00
                                         Net Billed                      7,515.00
                                         Cash Received                       0.00

Gross Profit (1 Mo Prior)
Gross Profit (2 Mo Prior)
Curr Anticipated Gr Profit      $2,855.00
Curr Markup % on Cost              19.83%
Earned Gr Profit to Date        $1,591.57
Net Billed Less                  ($509.44)
     Costs to Date
Over /(Under) Billed           ($1,266.01)
Cash Overage / (Shortage)      ($8,024.44)
```

Job Summary

The Job Summary report contains a summary of the all job information for a specified job within a specified fiscal period. This includes billing information, estimates, contracts, and customers. Labor for a job is broken down by labor hours, cost per hour, and total labor cost.

1. Select *Reports > Job Cost > Job Reports > Job Summary*.
2. In the **Period ID** field, use the lookup button to select a fiscal period ID.

3. Enter a **Job Number**. The date fields are disabled for this report.
4. Select *Print*.

The **Applied Overhead** field is calculated using the Overhead Labor % field in the Job Maintenance window.

```
Applied Overhead = Labor Cost x Overhead Labor % (Job Maintenance window)
```

The **Assessment** field is the variance between the Applied Overhead and the overhead calculated using the overhead detail codes fixed rate or percentage in the Overhead Detail Codes window.

```
Assessment = Applied Overhead - (Labor Cost x fixed portion or percent
portion)
```

```
System Date: 9/17/2004  12:59:05 PM          The World Online, Inc.                          Page:  1
  User Date: 9/17/2004                          Job Cost Summary                        User ID:  jbushe


 For Period Ending:      7/31/2004
 Job Number:             101-001


Job Information:                                        Customer Information:
  Job Name               101-001 Kroll's                  Customer Number      111
  Project Manager        Carol Vinton                     Name                 Elm Brook Limousine Sales
  Contract Number                                         Address              19990 W Greenfeild
  Contract Type          Fixed Amount
  Original Contract Amount  $16,575.00                                         New Berlin, WI 53151
                                                          Phone Number         (414) 821-1110  Ext. 0000
                                                          Contact Person

--------------------------------------------------------------------------------------------------------
 Dates:
  Last Modified          9/2/2004                         Last Billing Date       0/0/0000

                         Estimate            MTD                 YTD                 JTD

    Labor Hours              76.00           0.00                0.00                0.00
    Labor Cost/Hour          55.06           0.00                0.00                0.00
    Labor Cost            4,185.00           0.00                0.00                0.00
    Applied Overhead          0.00           0.00                0.00                0.00
    Assessment                0.00           0.00                0.00                0.00
    *Material             4,625.00           0.00                0.00                0.00
    *Equipment            1,150.00           0.00                0.00                0.00
    *Subcontractors       1,800.00           0.00                0.00                0.00
    *Bonding/Ins            120.00           0.00                0.00                0.00
    *Other Costs              0.00           0.00                0.00                0.00
    *Travel Costs             0.00           0.00                0.00                0.00
    *Start-up                 0.00           0.00                0.00                0.00
    *Asset Applied            0.00           0.00                0.00                0.00

 Total Costs          $11,880.00          $0.00               $0.00               $0.00
 Percentage Complete                                           0.00%               0.00%

 Office Overhead                          $0.00               $0.00               $0.00
 Grand Total                              $0.00               $0.00               $0.00
```

Payables Aged Trial Balance (JC)

The Payables Aged Trial Balance report contains payables transactions — including payables from Purchase Order Processing (POP) — for the selected jobs and vendors. The transactions are aged per the age ranges set up in Microsoft Dynamics GP. You can sort this report by job number or vendor ID.

> ⚠ This report includes only functional currency amounts, not multicurrency amounts. This report will not include closed jobs.

1. Select *Reports > Job Cost > Job Reports > PM Aged Trial Balance*.
2. Use the **Sort** drop-down to select the sorting method. You can sort by job number or vendor ID.
3. In the **Age As Of** field, enter a cutoff date for the aging. Vouchers entered after this date will not appear on the report.
4. Mark the appropriate **Exclude** checkboxes. You can exclude fully paid documents and zero balance vouchers.
5. Select a range from the **Ranges** drop-down list. You can select a range by job number, vendor ID, or document number. Define the range by completing the **From** and **To** fields.
6. Select *Insert >>*. You can create one range for each type of range.
7. Select *Print*.

```
System:  10/19/01   1:39:57 PM                          The World Online, Inc.                                        Page: 1
User ID: LESSONUSER1                                     JC Aged Trial Balance
                                                         Payables Management

Ranges:
    Job Number:  2001-3001                          Document Number: All                              Aged By:    Document Date
    Vendor ID:   All                                                                                  Aging Date: 10/19/2001
Exclude:   Fully Paid Documents, Zero Balance
Sorted By: Job Number
           Document Date                                                                             * - Vouchers placed on hold

Job Number      Job Name
-------------------------------------------------------------------------------------------------------------------------------
Vendor ID       Vendor Name
-------------------------------------------------------------------------------------------------------------------------------
   Voucher/Payment No.  Type  Doc Date   Due Date      Document Amount    Disc Avail    Current Period    31 - 60 Days    61 - 90 Days    91 - 120 Days
   Document Number      Cost Code Number       Cost Element
-------------------------------------------------------------------------------------------------------------------------------
3001           3001
ALLENSON0001   Allenson Properties
   0000000000000290   INV  10/4/01   11/3/01             100.00                         100.00
   2                  1-10-2              2

   0000000000000292   INV  10/4/01   11/3/01             250.00                         250.00
   4                  2-20-2              2

                                                                    ===================================================================================
       2 Voucher(s)   Due:       $350.00        Vendor Totals:         $350.00          $0.00          $0.00          $0.00
AMERICAN0002   American Telephone & Telegraph
   0000000000000291   INV  10/4/01   11/3/01             500.00                         500.00
   2                  2-00-1              3

                                                                    ===================================================================================
       1 Voucher(s)   Due:       $500.00        Vendor Totals:         $500.00          $0.00          $0.00          $0.00

                                                                    ===================================================================================
       2 Vendor(s)    Due:       $850.00        Job Totals:            $850.00          $0.00          $0.00          $0.00

                                                                    ===================================================================================
                      Due:       $850.00        Grand Totals:          $850.00          $0.00          $0.00          $0.00
```

Profit and Loss

The Profit and Loss report contains the actual percentage complete, contract earned amount, actual cost to date, actual billed to date, and amounts received for the selected job range. The report also provides a snapshot of whether a job is operating at a profit or loss. When you print the report for a single period, the percent complete is based on costs incurred for that period only. This is also true for cost accumulated and amount earned. To view this information for a specific job, the selected range must include all periods since the job was opened. For example, you may complete 40% of your job in Period 1 and 60% in Period 2. If the report is restricted to Period 2, it will only show the 60% that was completed in that period. If you include both periods in the report, it will show the job as 100% complete.

1. Select *Reports > Job Cost > Job Reports > Profit and Loss*.
2. Use the lookup buttons in the **From** and **To** fields to select the print range. Select *Insert >>*.
3. Select *Print*.

```
System:   12/14/00  10:48:34 AM              The World Online, Inc.
User ID: LESSONUSER1                         Profit and Loss Report
Range:    2759-2759                          JOB COST

Job Number     Status        Customer Number      Act %      Contract Earned     Actual        Billed to Date   Received to Date   Profit Amount   Percent Profit
Name                         Name                 Complete                       Cost to Date
------------------------------------------------------------------------------------------------------------------------------------------------------------------
2759           Active        101                    56%          9,616.01        8,024.44        8,350.00          0.00             1,591.57         (177.26)
Brennan's                    Accurate Printing

                                                                 ========================================================================================================
Total Jobs:                    1           TOTALS:               $9,616.01       $8,024.44       $8,350.00         $0.00            $1,591.57
```

Profit and Loss by Period

The Profit and Loss report contains the actual percentage complete, contract earned amount, actual cost-to-date, billed-to-date, and profit amount for jobs within a designated period.

1. Select *Reports > Job Cost > Job Reports > P and L by Period*.
2. Enter **From** and **To** dates for the **Year** and **Period**.
3. Select to include **All** jobs, **Open** jobs, or **Active** jobs.
4. Enter a range of job numbers.
5. Select *Insert >>*.
6. Select *Print*.

```
System:   12/9/2004 3:14:47 PM              Dextordinary Inc.                                                                              Page 1
User ID: jbushe                             Profit and Loss Report
Sort By:  101-4005                          JOB COST
Years:    1999-1999
Periods:  1-9

Job Number     Status        Customer Number      Act %      Contract Earned     Actual        Billed to Date       Profit Amount     Percent Profit
Name                         Name                 Complete                       Cost to Date
------------------------------------------------------------------------------------------------------------------------------------------------------------------
101            Active        AARONFIT0001           0%           0.00            $0.00           0.00                0.00              0.00
Lange's Roof                 Aaron Fitz Electrical

104            Active        AARONFIT0001           0%           0.00            $0.00           0.00                0.00              0.00
Woodland                     Aaron Fitz Electrical

108            Active        AARONFIT0001           0%           0.00            $0.00           0.00                0.00              0.00
Odyssey Sales                Aaron Fitz Electrical

2759           Active        AARONFIT0001           0%           9,316.89        $0.00           0.00                1,541.99          16.55
Brennan's                    Aaron Fitz Electrical

2760           Active        AARONFIT0001           0%           294.50          $0.00           0.00                69.50             23.59
Kopp's                       Aaron Fitz Electrical

4005           Active        AARONFIT0001           0%           0.00            $0.00           0.00                0.00              0.00
Art's Camera                 Aaron Fitz Electrical

                                                                 ========================================================================================================
Total Jobs:                    6           TOTALS:               $9,611.39       $0.00           $0.00               $1,611.49
```

Projected Variance

The Projected Variance report includes the projected field cost-to-date amount, based on the estimated percent complete, for each cost code and compares the amount to actual cost-to-date amounts. The report shows a percentage variance and an estimated variance for each cost code, calculated for each phase of the job.

1. Select *Reports > Job Cost > Job Reports > Variance Reports > Projected Variance*.
2. Use the lookup buttons in the **From** and **To** fields to select the print range. Select *Insert >>*.
3. Select *Print*.

```
System:   12/14/00  11:08:30 AM                        The World Online, Inc.                                          Page: 1
User ID: LESSONUSER1                                   JC Projected Cost Variance
                                                       Job Cost
Job Range:2759-2759


Job Number:2759            Brennan's

Cost Code Number                    Calc %   Field %    Cost Code     Estimated Field      Actual Cost        Percent        Estimate
Description                         Complete Complete    Estimate      Cost To Date         To Date            Variance       Variance
-----------------------------------------------------------------------------------------------------------------------------------------
1-00-1                               0.00    0.00%         0.00            $0.00               0.00             0.00           0.00
Equipment - 1st Floor

1-00-4                               0.00    0.00%         0.00            $0.00             550.00             0.00         (550.00)
Subcontractors - 1st Floor

1-00-5                              99.78    0.00%       250.00            $0.00             249.45            99.78         (249.45)
Other Costs - 1st Floor

                                                 ------------------------------------------------------------------------------------
                                    Step:                $250.00          $0.00            $799.45                          ($799.45)
```

Quantity Variance

The Quantity Variance report compares the estimated unit to date for each cost element with the actual units to date used. The report shows an estimated project variance for each cost code. Total projected variance amounts calculate automatically for all cost elements.

1. Select *Reports > Job Cost > Job Reports > Variance Reports > Quantity Variance*.
2. Use the lookup buttons in the **From** and **To** fields to select the print range. Select *Insert >>*.
3. Select *Print*.

```
System:   12/14/00  11:05:12 AM                        The World Online, Inc.                                          Page:  1
User ID:  LESSONUSER1                                  Quantity Variance
                                                       Job Cost
Job Range:2759-2759

Job: 2759         Brennan's                     Status: Active

Cost Code Number            Total Estimated    Est %    --------------------Units To Date---------------------   Projected    Estimated Units
Description                 Units              Complete    Estimated        Actual         Variance              Total Units  Projected Variance
-----------------------------------------------------------------------------------------------------------------------------------------------
1-10-3                         150.00           0.00%        0.00           50.00           (50.00)                0.00          150.00
Installation - 1st Floor

2-10-3                          35.00           0.00%        0.00            0.00             0.00                 0.00           35.00
Installation - 2nd Floor

7-70-3                          10.00           0.00%        0.00            0.00             0.00                 0.00           10.00
Labor - Utility Room

9-99-3                          25.00           0.00%        0.00            0.00             0.00                 0.00           25.00
Project Management

                          ==================================================================================================================
Labor Totals:                  220.00                       0.00           50.00           (50.00)                0.00          220.00
```

WIP

At month end, you may want to make sure that the WIP accounts updated in Job Cost balance with the WIP accounts updated in the general ledger (GL). You can run reports that show you which Job Cost transactions have and have not been posted through to the GL - and which transactions have been posted in the GL, but not to Job Cost.

> ⚠️ When transactions are posted that are applied to a job, the JC20001 table will be updated with the ORTRXSRC (originating transaction source) from the GL20000 table, and with the JRNENTRY (journal entry) number. In addition, transactions in the GL10001 (so all batches must be posted in GL) and GL30000 (for transactions in closed years) are checked.

- Using WIP reports at month end

Using WIP reports at month end

Job Cost provides the following reports to help you reconcile Job Cost with the general ledger:

- **WIP report**: Printed by year and period, this report shows amounts for each job, grouped by division. This is to give you an idea of amounts that are currently unbilled. You can print a summary or detailed version of this report.
- **Exception reports**: The exception reports how which costs have been posted in the GL but have NOT been posted in Job Cost, and vice versa.

For example, for costs that are in Job Cost but not the GL, you may have posted to the GL, but did not post the GL batch yet. Conversely, for costs in the GL but not in Job Cost, you may have posted costs from any other module to those accounts, for example, an adjustment entry to the account not assigned to a job.

Sample report sequence

The following steps demonstrate how these reports can be used to help reconcile WIP and Progress Billings accounts as part of month end reconciliation.

Step 1: Run the WIP reconciliation Summary report

Run the summary version of the WIP reconciliation report to see which amounts balance; you can filter the report for the month you are reconciling. If you open the Summary Inquiry window to view GL activity (*Inquiry > Financial > Summary*), the Net Change for a period should match the same account's total for the same date range on the reconciliation report.

Step 2: Run the WIP reconciliation Detail report

If summary report totals do not balance, you can view transaction-level detail for the period. This may help identify discrepancies.

Step 3: Run the Exception reports

If you still cannot pinpoint the issue, these reports identify transactions that were posted to your Job WIP accounts but not to the GL, and vice versa. These reports check all accounts that are used in the current setup or data set as WIP or Progress Billing accounts, as well as AR invoices, cost tables for open and closed jobs, and the POC revenue recognition entry, will be checked.

> ⚠ The Job to Date or JTD line of the Job Percentage of Completion report can also be used to identify the balance in other accounts, such as Over Billing, Under Billing, and Progress Billing. In addition, the Month to Date (MTD) line shows activity for the year and period.

The exception reports identify journal entries along with the type of transaction and the user who posted it. For example, the issue may be a payable that debited WIP without the job number filled in, or a journal entry that was made directly to the GL instead of through Job Cost. The report helps you identify the transaction and assess user training needs.

Step 4: Make any adjustments to GL or Job Cost accounts

Posting setup

Before you run the WIP reconciliation reports, your posting options must be set up to create journal entries for transactions. You must set this up for the following product series: Inventory (with an origin of Transaction Entry) and Sales (with an origin of Sales Transaction Entry). These may have already been set up, but we recommend that you double-check the setup.

1. Select *Microsoft Dynamics GP > Tools > Setup > Posting > Posting*. The Posting Setup window opens.
2. In the **Series** drop-down menu, select Sales.
3. In the **Origin** drop-down menu, select Sales Transaction Entry.
4. Under Create a Journal Entry, select the **Transaction** radio button.
5. In the **Series** drop-down menu, select Inventory.
6. In the **Origin** drop-down menu, select Transaction Entry.
7. Select *OK*.

Running the JC WIP reports

1. Select *Reports > Job Cost > Job Reports > Audit Reports > Job WIP Reports*. The JC WIP Reports window opens.
2. Enter a **Start Date** and **End Date**.
3. Select to run by all or individual **Division**, **Job**, and/or **Cost Element**.
4. Select an **Account Number**.
5. Select to run a WIP report (summary or detail) or Exception report.
6. Select *Print*.

If you are using SSRS reports, these Dexterity reports are replaced with the SSRS versions; refer to .

Summary

```
System:    4/19/2007 11:56:18 AM            WIP Report - Summary:    4/2/2007  thru 4/12/2007                         Page: 1
User ID:   sa

     Cost
     Element              Account Number      Account Description                                     Amount
--------------------------------------------------------------------------------------------------------------------------
Division: COMMERCIAL

     Labor                000-1410-02         WIP-Labor-Jobs-COMMERCIAL                              $32,948.00
     Materials/Equip      000-1411-02         WIP-Material/Equipment-Jobs-COMMERCIAL                 $13,763.44
     Subcontractors       000-1412-02         WIP-Subs & Other-Jobs-COMMERCIAL                       $32,664.05
     Startup              000-1412-02         WIP-Subs & Other-Jobs-COMMERCIAL                        $4,955.00
     Other                000-1412-02         WIP-Subs & Other-Jobs-COMMERCIAL                        $1,082.25
                                                                  ==================================================
                                                                  Division Total Cost                $85,412.74


Division: INDUSTRIAL

     Labor                000-1410-03         WIP-Labor-Jobs-INDUSTRIAL                               $3,636.00
     Materials/Equip      000-1411-03         WIP-Material/Equipment-Jobs-INDUSTRIAL                    $871.33
                                                                  ==================================================
                                                                  Division Total Cost                 $4,507.33
```

Detail

```
System:    4/19/2007 12:28:55 PM              WIP Report - Detail:     4/12/2007 thru 4/12/2007                    Page: 1
User ID:   sa

                              Cost                                              Posting    Document
Job Number       Cost Code    Element Transaction Number    Account Number      Date       Source        Amount
------------------------------------------------------------------------------------------------------------------------
Division: COMMERCIAL

1006             14-2400-000-     1  760                     000-1410-02         4/12/2007   PR            323.20

1006             14-2400-000-     1  761                     000-1410-02         4/12/2007   PR            323.20

1006             14-2400-000-     1  762                     000-1410-02         4/12/2007   PR            323.20

1006             14-2400-000-     1  793                     000-1410-02         4/12/2007   PR            969.60

1006             14-4200-000-     1  758                     000-1410-02         4/12/2007   PR            323.20

1006             14-4200-000-     1  759                     000-1410-02         4/12/2007   PR            323.20

1006             14-4200-000-     1  794                     000-1410-02         4/12/2007   PR            646.40


                                                                         -------------------------------------------
                                                                         Labor              :           $3,232.00

1006             14-2400-000-     2  00000000000000464       000-1411-02         4/12/2007   PM            218.55


                                                                         -------------------------------------------
                                                                         Materials/Equip    :             $218.55


                                                                         ===========================================
                                                                         Division Total Cost:           $3,450.55
```

Exception Report - Job Cost costs not in GL

```
System:    4/19/2007 12:59:11 PM              Exception Report - Job Costs Not in GL                         Page: 1
User ID:   sa                                      4/12/2007 thru  4/12/2007

                              Cost                                              Posting    Document
Job Number       Cost Code    Element Transaction Number    Account Number      Date       Source        Amount
------------------------------------------------------------------------------------------------------------------------
Division: COMMERCIAL

10794            4-4-4-           4  RCT1241                 000-1412-02         4/12/2007   POR           (3.29)


                                                                         ===========================================
                                                                         Total Cost:                      ($3.29)
```

Exception Report - GL costs not in Job Cost

214

```
System:    4/19/2007 4:55:43 PM                                                      Page: 1
User ID:   sa
                              Exception Report - GL Not in Job Costs
                                  4/12/2007  thru   4/12/2007

Journal Entry   TRX Source      TRX Date            Debit Amount          Credit Amount
---------------------------------------------------------------------------------------------

Account Number: 000-1410-02         WIP-Labor-Jobs-COMMERCIAL

    3,745                       4/12/2007                $1,000.00               $0.00

    3,538       GLTRX00000054   4/12/2007               $13,251.20               $0.00

    3,539       GLTRX00000055   4/12/2007                $5,600.69               $0.00

    3,571       GLTRX00000056   4/12/2007               $12,348.80               $0.00

    3,842       GLTRX00000051   4/12/2007                $1,616.00               $0.00

    3,844       GLTRX00000053   4/12/2007                $1,616.00               $0.00
                                                   -------------------------------------
Total of  000-1410-02                                   $35,432.69               $0.00


Account Number: 000-1410-03         WIP-Labor-Jobs-INDUSTRIAL

    3,538       GLTRX00000054   4/12/2007                $1,373.60               $0.00

    3,571       GLTRX00000056   4/12/2007                  $646.40               $0.00

    3,843       GLTRX00000052   4/12/2007                $1,616.00               $0.00
                                                   -------------------------------------
Total of  000-1410-03                                    $3,636.00               $0.00
```

Job Cost Edit Lists

POC Edit List

You may want to print the POC Edit List prior to closing a period in Job Cost, as well as before building a POC entry. The report contains cost element totals, progress billings, contract earned, billings in excess of cost plus earnings, and unbilled receivable amounts for all open jobs. In addition, expected contract, revised forecast, and total cost amounts appear. If the information on the POC Edit List is inaccurate, you may select to run the Recreate Summary utility to help correct this information.

Totals for jobs that are excluded from POC do not appear on this report. Unless you are using a separate division with separate accounts for non-POC jobs, excluding jobs from POC may cause a discrepancy between the totals on the edit list and the balance in your accounts.

1. Select *Reports > Job Cost > Edit Lists > POC Edit List*.

2. Enter the **Year** and use the lookup button to select a **Period** in the year. The **Job** and date fields are disabled for this report.
3. Select *Print*.

Payables Edit List

The Payables Edit List contains job and cost code information for an accounts payable batch. Print this report before posting to verify the accuracy of your transactions. If an error appears, you can correct the entries, print another edit list to review your corrections, and post.

1. Select *Reports > Job Cost > Edit Lists > Payables Edit List*.
2. Enter a **Batch Number**.
3. Select *Print*.

```
System Date:012/15/00  11:00:28 AM              The World Online, Inc.                        Page: 1
  User Date: 012/15/00                          Payables Edit List                     User ID: LESSONUSER1
                                                Job Cost

Batch Number: DEMO

Voucher Number: 00000000000000388                                    Document Number: 6554
Vendor:          Beaumont Construction                               Document Date:   12/15/00

Job Number      Project Number    Cost Code              Account Number        Debit Amount      Credit Amount
                                  Description            Description
--------------- ----------------- ---------------------- ---------------------  ----------------------------------
2759                              1-10-2                 000-1412-00                    957.36              0.00
                                  Piping Material - 1st Floor  WIP - Materials

                                                         000-2100-00                      0.00            957.36
                                                         Accounts Payable

                                                                       ================= =================
                                                                              $957.36          $957.36
```

Inventory Edit List

The Inventory Edit List contains job and cost code information for the selected inventory batch. Print this report before posting to verify the accuracy of your transactions. If an error appears, you can correct the entries, print another edit list to review your corrections, and post.

1. Select *Reports > Job Cost > Edit Lists > Inventory Edit List*.
2. Enter a **Batch Number**.
3. Select *Print*.

```
System Date:  12/15/00                          The World Online, Inc.                        Page: 1
  User Date:  12/15/00                          INVENTORY EDIT LIST                    User ID: LESSONUSER1
                                                Inventory Management

Batch Number: DEMO1
      Job Number: 2759
Document Number: 00000000000000033
          Type: Adjustment

Cost Code                    Item Number                        Quantity        Unit Cost           Cost
Description                  Description
---------------------------- ------------------------------------ ---------------- ------------------- -------------------
1-20-2                       ACCS-HDS-1EAR                              5.00          $38.59            192.95
Phones, Supplies - 1st Floor  Headset-Single Ear

1-20-2                       ACCS-CRD-12WH                              5.00           $3.29             16.45
Phones, Supplies - 1st Floor  Phone Cord - 12' White

                                                                  ================= =================== ===================
                                                                       10.00          $41.88           $209.40
```

Billing Reports

Billing Report

The Billing report lists the net billed, total contract earned, and cash received amounts for each job, including an over- or under-billed amount. Company totals for all jobs appear at the bottom of the report.

1. Select *Reports > Job Cost > Billing Reports > Billing*.
2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print*.

```
System Date:  12/14/00  2:53:44 PM                      The World Online, Inc.
User ID:      LESSONUSER1                                Billing Report - By Job
Job Range:    2759-2759


Job Number    Status      Total Contract    Gross Billed      Retention      Net Billed    Cash Received    Contract Earned    Total Cost   Over/(Under)Billed
Name
Project Manager
------------------------------------------------------------------------------------------------------------------------------------------------------------
2759          Active          17,250.00         8,350.00        835.00         7,515.00           0.00           9,616.01        8,024.44        (1,266.01)
Brennan's
Alicia Alvarza
              ==============================================================================================================================================
      Company Totals:        $17,250.00        $8,350.00       $835.00        $7,515.00          $0.00          $9,616.01       $8,024.44       ($1,266.01)


Total Jobs:           1
```

Retention Report

The Retention report lists retention withheld, retention billed, and billable retention amounts for open jobs. Retention amount totals for all open jobs appear at the bottom of the report.

1. Select *Reports > Job Cost > Billing Reports > Retention*.
2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print*.

```
System:  12/14/00  2:55:59 PM                      The World Online, Inc.                           Page: 1
User ID: LESSONUSER1                               Retention
Range:   2759-2759                                 Job Cost


Job Number        Status           Total Contract   Retention Withheld    Retention Billed  Billable Retention
Name
----------------------------------------------------------------------------------------------------------------

2759              Active              17,250.00              835.00               0.00              835.00
Brennan's

                       =========================================================================================
              Totals:               $17,250.00             $835.00              $0.00             $835.00
```

Over (Under) Billing Report

The Over (Under) Billing report lists over- or under-billed amounts for all open jobs. The report also includes posted costs, estimated gross profit, revenues earned, and amounts billed to date for each open job.

1. Select *Reports > Job Cost > Billing Reports > Over (Under)Billing*.
2. Use the **From** and **To** lookup buttons to select the print range. Select Insert >>.
3. Select *Print*.

```
System: 12/14/00  2:58:02 PM              The World Online, Inc.                                    Page: 1
User ID: LESSONUSER1                       Over(Under) Billings
  Range: 2759-2759                         Job Cost


Job             Status         Posted Cost  Estimated Gross    Revenues Earned   Billed To Date  Over(Under) Billed
Name                                        Profit
------------------------------------------------------------------------------------------------------------------
2759            Active            8,024.44        1,591.57          9,616.01         8,350.00          (1,266.01)
Brennan's

                              =====================================================================================
                               $8,024.44       $1,591.57         $9,616.01        $8,350.00         ($1,266.01)

Total Jobs:            1
```

Unbilled Costs Report

The Unbilled Costs report lists unbilled costs for a job or a range of jobs. This report can only be printed for jobs that have a contract type of Cost Plus and a billing type of Transaction Level or Project Trx Level.

1. Select *Reports > Job Cost > Billing Reports > Transaction Level Reports > Unbilled Costs*.
2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print*.

```
System:      12/15/00  3:02:57 PM              The World Online, Inc.                                    Page: 1
User ID:     LESSONUSER1                       Job Invoice Unbilled Costs
Job Range:   3002-3002

Job Number: 3002          Trx. Level Job
Customer:   Accurate Printing
            1146 Monroe Ave.

Labor

Cost Code: 1-10-3              Installation - 1st Floor

Transaction Number  Date      Type  Item Description         Vendor/Employee Name        QTY      Unit Cost   Extended Cost   Unit Bill Rate   Billing Amount
919                 12/15/00  GL    Labor hours for Job 3002                             3.00         25.56           76.68           100.00          300.00
                                                                      Cost Code Total:   3.00                        $76.68                          $300.00

                                                                         Labor Total:    3.00                        $76.68                          $300.00
```

Transaction Detail Report

The Transaction Detail report lists the transactions made in a range of jobs, over a range of dates. When a date range is selected, the report will consider the GL posting date of the transactions being billed, not the GL posting date of the billing invoices. If you do not select a date range, the job transactions will be listed for all dates. If you select a date range but do not select a range of jobs, all job transactions will be listed for that date range. This report can only be printed for jobs that have a contract type of Cost Plus and a billing type of Transaction Level or Project Trx Level.

1. Select *Reports > Job Cost > Billing Reports > Transaction Level Reports > Transaction Detail*.
2. From the **Range** drop-down list, select Job Number or Enter Date.
3. Use the **From** and **To** lookup buttons to select a range of job numbers or date range. Select *Insert >>*.
4. Select *Print*.

```
System:      12/15/00  3:07:16 PM                      The World Online, Inc.
User ID:     LESSONUSER1                               JC Job Invoice Transaction Detail
Job Range:   3002-3002
Date Range:  All


Job Number: 3002                          Invoice Number:  JC4                    Document Date: 4/9/00              Document Type: Invoice


Labor

Cost Code:  1-10-3

TRX Number         Type   Date    Item Description          Vendor Name                         QTY          Cost         Bill Rate        Billing Amount
                                                            Employee Name
------------------------------------------------------------------------------------------------------------------------------------------------------
835                GL     4/8/00  On Site Visit                                                 4.00        200.00         100.00              400.00
835                GL     4/8/00  On Site Visit                                                10.00        500.00         100.00            1,000.00
                                                                              ==========================================================================
                                                            Cost Code Total:                  14.00       $700.00                           $1,400.00

                                                                              ==========================================================================
                                                            Labor Total:                      14.00       $700.00                           $1,400.00
```

Transaction Summary Report

The Transaction Summary report lists summary information of transactions made in a range of jobs, over a range of dates. If you do not select a date range, the job transactions will be listed for all dates. If you select a date range but do not select a range of jobs, all job transactions will be listed for that date range.
This report can only be printed for jobs that have a contract type of Cost Plus and a billing type of Transaction Level or Project Trx Level.

1. Select *Reports > Job Cost > Billing Reports > Transaction Level Reports > Transaction Summary*.
2. Use the **Ranges** drop-down list to select a range type.
3. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
4. If you want to further restrict the range, select the other range type and enter the range.
5. Select *Print*.

```
System:      12/15/00  3:09:25 PM                   The World Online, Inc.
User ID:     LESSONUSER1                             Job Summary
Range:       3002-3002


Job Number: 3002              Trx. Level Job


Invoice Number    Document Date            Cost      Billing Amount            Fee     Margin
----------------------------------------------------------------------------------------------
JC4                 4/9/00               1,461.41         2,478.12         1,016.71    41.02%
                                      =====================================

              Billed Cumulative Costs:      $1,461.41        $2,478.12
                    Unbilled Costs:           $701.99        $1,061.86
                   Committed Costs:             0.00
                    Cumulative Fee:         $1,016.71
                Cumulative Margin %:           41.02%
             Expected Cumulative Fee:       $1,376.58
        Expected Cumulative Margin %:          38.88%
```

Aged Trial Balance Report

The Aged Trial Balance report is a statement of all the open debit and credit items in a double-entry ledger to show the equality and maturity from an entered date. You can print an Aged Trial Balance report for each job. You must run the receivables aging process routine *(Routines > Sales > Aging)* prior to printing the report.

> ⚠ This report will not include closed jobs. If you would like your report to include closed jobs, you can use the SRS Aged Trial Balance report. You must have SRS reports enabled to print the SRS Aged Trial Balance report.

1. Select *Reports > Job Cost > Billing Reports > Aged Trial Balance*.

2. Enter a **Date** from which to start aging. Items dated later than the date entered here will not be included on the report.
3. If you want to print the report for a specific project manager, mark the **By Manager** checkbox and enter the manager.
4. Select a sorting method from the **Sort** drop-down list. You can sort by job number or customer ID. If you sort by customer ID, the report includes a **Retainer** column.
5. Select range type from the drop-down list. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
6. Select *Print*.

```
System:     12/14/00  3:30:53 PM                    The World Online, Inc.                                          Page: 1
User ID:    LESSONUSER1                              JC Aged Trial Balance
                                                     Receivables Management
Job Range: 2759-2759
Customer:   All

Job Number      Name
-----------------------------------------------------------------------------------------------------------------------------
   Customer Name
-----------------------------------------------------------------------------------------------------------------------------
   Document Number       Type           Date           TRX Amount        Current      31 - 60 Days     61 - 90 Days     91 - 120 Days
-----------------------------------------------------------------------------------------------------------------------------
2759           Brennan's
   Accurate Printing                        Last Aged:  0/0/00
   JC1                   Invoice        4/8/00                           $8,041.05       $8,041.05

                                                     ============  ============  ============  ============  ============
                                        Job Totals:    $8,041.05       $8,041.05         $0.00          $0.00          $0.00

                                                     ============  ============  ============  ============  ============
                                          Totals:      $8,041.05       $8,041.05         $0.00          $0.00          $0.00
```

Sorted Reports

Sorted reports list job information per division, project number, or project manager. These reports include Profit and Loss, Job Schedule, Over (Under) Billing, Backlog, Retention, Employee Summary, Project Summary, Costs by Period, and Labor Summary. You can also print a Division Billing report by division.

Division Reports

Reports that are sorted per division include Profit and Loss, Job Schedule, Over (Under) Billing, Backlog, Billing, Retention, Employee Summary, Project Summary, Costs by Period, and Labor Summary reports.

- Profit and Loss by Division Report (page 221)
- Job Schedule by Division Report (page 222)
- Over (Under) Billing by Division Report (page 222)
- Backlog by Division Report (page 223)
- Billing by Division Report (page 224)
- Retention by Division Report (page 225)
- Employee Summary by Division Report (page 225)
- Project Summary by Division Report (page 226)
- Costs by Period by Division Report (page 226)
- Labor Summary by Division Report (page 227)

Profit and Loss by Division Report

The Profit and Loss by Division report lists customers, percent complete, contract earned, actual cost to date, and profit or loss for jobs within the selected divisions.

1. Select *Reports > Job Cost > Sorted Reports > Division Reports > Profit and Loss*.
2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.

3. Select *Print*.

```
System:    12/14/00  3:35:18 PM                    The World Online, Inc.
User ID:   LESSONUSER1                             Profit and Loss Report by Division
Range:     ALL-ALL                                 JOB COST


Division: ALL


Job Number      Status        Customer Number      Act %      Contract Earned    Actual         Billed to Date   Received to Date    Profit Amount
Name                          Name                 Complete                      Cost to Date
---------------------------------------------------------------------------------------------------------------------------------------------------
2759            Active        101                    56%           9,616.01       8,024.44         8,350.00            0.00             1,591.57
Brennan's                     Accurate Printing

TEMPLATE        Active        101                     0%               0.00           0.00             0.00            0.00                 0.00
Prototype Job                 Accurate Printing

2760            Active        101                     3%             414.47         316.78           500.00            0.00                97.69
Kopp's                        Accurate Printing

3000            Active        101                     0%               0.00           0.00         4,500.00            0.00                 0.00
Micro Inc.                    Accurate Printing

3001            Active        101                   100%           2,800.00       1,700.00         2,800.00            0.00             1,100.00
3001                          Accurate Printing

3002            Active        101                   100%           2,478.12       1,461.41         2,478.12            0.00             1,016.71
Trx. Level Job                Accurate Printing

IMP001A         Active        407                     0%               0.00           0.00             0.00            0.00                 0.00
Imported Job                  Woodys Deck Building

                                         Division Totals:     $15,308.60     $11,502.63       $18,628.12           $0.00            $3,805.97


Total Jobs:            7                 TOTALS:              $15,308.60     $11,502.63       $18,628.12           $0.00            $3,805.97
```

Job Schedule by Division Report

The Job Schedule by Division report lists the contract, forecasted cost, anticipated profit, and contract-to-date amounts for jobs within the selected divisions.

1. Select *Reports > Job Cost > Sorted Reports > Division Reports > Job Schedule*.
2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print*.

```
System:    12/15/00  3:44:28 PM                    The World Online, Inc.                                             Page 1
User ID:   LESSONUSER1                             Job Schedule by Division
Range:     COMMERCIAL-COMMERCIAL


Divisions:  COMMERCIAL


                                                                    --------------------Contract to Date------------------
                                         Forecast    Anticipated       Contract       Cost of          Markup %
Job Number      Status        Contract     Cost      Gross Profit       Earned        Construction     on Cost
Name
---------------------------------------------------------------------------------------------------------------------------
2759            Active       20,250.00   18,923.98    (1,173.98)       19,599.97       18,316.48          7.00%
Brennan's

2760            Active       15,500.00   11,845.00     3,655.00          231.26          176.78         30.85%
Kopp's


                Division Totals:    $35,750.00  $30,768.98    $2,481.02      $19,831.23      $18,493.26


                Company Totals:     $35,750.00  $30,768.98    $2,481.02      $19,831.23      $18,493.26

Number of Jobs:        2
```

Over (Under) Billing by Division Report

The Over (Under) Billing by Division report lists posted cost, estimate profit, revenues earned, and billed-to-date amounts for jobs within the selected divisions.

1. Select *Reports > Job Cost > Sorted Reports > Division Reports > Over (Under) Billing*.

2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print*.

```
System:  12/15/00  3:47:34 PM                The World Online, Inc.                           Page: 1
User ID: LESSONUSER1                          Over(Under) Billings
Range:   COMMERCIAL-COMMERCIAL                Job Cost

Divisions:  COMMERCIAL

Job Number      Status          Posted Cost  Estimated Gross    Revenues Earned   Billed To Date  Over(Under) Billed
Name                                         Profit
--------------------------------------------------------------------------------------------------------------------
2759            Active            18,316.48         1,283.49          19,599.97         8,350.00        (11,249.97)
Brennan's

2760            Active               176.78            54.48             231.26           500.00            268.74
Kopp's

                                ==============================================================================================
                Division Totals:  $18,493.26        $1,337.97         $19,831.23        $8,850.00       ($10,981.23)


                                ==============================================================================================
                        Totals:   $18,493.26        $1,337.97         $19,831.23        $8,850.00       ($10,981.23)

Total Jobs:            2
```

Backlog by Division Report

The Backlog by Division report lists original contract, contract earned, and backlog amounts for jobs within the selected divisions.

1. Select *Reports > Job Cost > Sorted Reports > Division Reports > Backlog*.
2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print*.

```
System:    1/15/2004 3:24:24 PM              Three, Inc.                                        Page: 1
User ID:   jbushe                            Backlog by Division
Range:     All                               JOB COST


Job Number      Status          Original Contract    Confirmed Change    Contract Earned          Backlog
Name                                    Amount              Orders
--------------------------------------------------------------------------------------------------------

Division:  F&S

F&S-1001        Active              16,575.00              500.00             763.42           16,311.57
STANDARD BILLING STYLE JOB

F&S-1004        Active               7,865.00                0.00           7,741.55              123.43
SOP BILLING STYLE JOB

F&S-1005        Active              14,500.00            1,000.00             626.51           14,873.49
PROJECT LEVEL BILLING JOB

TEMPLATE F&S JOB Active                  0.00                0.00               0.00                0.00
Template F&S Job

                                  ==================================================================
            Division Totals:        $38,940.00          $1,500.00          $9,131.49          $31,308.50


Division:  HVAC

HVAC-1000       Active              79,800.00              575.00           6,574.67           73,800.32
AIA BILLING STYLE JOB

HVAC-1002       Active               4,564.00                0.00           4,564.00                0.00
TRX LEVEL BILLING JOB

HVAC-1003       Active              21,250.00              500.00           3,795.81           17,954.19
RATE CLASS & PROJECT LEVEL JOB

TEMPLATE HVAC JOBActive                  0.00                0.00               0.00                0.00
Template HVAC Job

                                  ==================================================================
            Division Totals:       $105,614.00          $1,075.00         $14,934.48          $91,754.51

                                  ==================================================================
                  Totals:          $144,554.00          $2,575.00         $24,065.98         $123,063.01
```

Billing by Division Report

The Division Billing report lists total contract, gross billed retention, net billed, and cash received amount for jobs within the selected divisions.

1. Select *Reports > Job Cost > Sorted Reports > Division Reports > Billing*.
2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print*.

```
System Date:  12/15/00  3:51:54 PM                          The World Online, Inc.
User ID:      LESSONUSER1                                   Billing Report - By Division
Range:        COMMERCIAL-COMMERCIAL


Divisions:   COMMERCIAL


Job Number     Status     Total Contract    Gross Billed      Retention      Net Billed    Cash Received    Contract Earned      Total Cost  Over/(Under)Billed
Name
Project Manager
----------------------------------------------------------------------------------------------------------------------------------------------------------------------
2759          Active          20,250.00         8,350.00         835.00        7,515.00        5,000.00        19,599.97        18,316.48       (11,249.97)
Brennan's
Alicia Alvarza

2760          Active          15,500.00           500.00          50.00          450.00            0.00           231.26           176.78          268.74
Kopp's
Alicia Alvarza

                          ==================================================================================================================================================
       Division Totals:      $35,750.00        $8,850.00        $885.00       $7,965.00       $5,000.00       $19,831.23       $18,493.26      ($10,981.23)


                          ==================================================================================================================================================
              Totals:        $35,750.00        $8,850.00        $885.00       $7,965.00       $5,000.00       $19,831.23       $18,493.26      ($10,981.23)


Total Jobs:        2
```

Retention by Division Report

The Retention by Division report lists the total contract, retention withheld, retention billed, and billable retention amounts for jobs within the selected divisions.

1. Select *Reports > Job Cost > > Sorted Reports > Division Reports > Retention*.
2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print*.

```
System:  12/15/00  3:54:08 PM                    The World Online, Inc.                      Page: 1
User ID: LESSONUSER1                             Retention
Range:   COMMERCIAL-COMMERCIAL                   Job Cost

Divisions:  COMMERCIAL


Job Number       Status            Total Contract   Retention Withheld   Retention Billed  Billable Retention
Name
-----------------------------------------------------------------------------------------------------------------
2759             Active               20,250.00             835.00               0.00              835.00
Brennan's

2760             Active               15,500.00              50.00               0.00               50.00
Kopp's


                            ========================================================================================
           Divisions Totals:         $35,750.00            $885.00              $0.00             $885.00


                            ========================================================================================
                 Totals:             $35,750.00            $885.00              $0.00             $885.00
```

Employee Summary by Division Report

The Employee Summary by Division report contains all hours, labor amounts, overhead amounts, and totals for each job number assigned to the selected division. The transaction beginning and ending dates must match the Date and To dates from payroll entry.

1. Select *Reports > Job Cost > Sorted Reports > Division Reports > Employee Summary*.
2. Select a **Division**.
3. Enter beginning and ending dates.
4. Select *Print*.

```
System:  12/15/00  3:28:54 PM                    The World Online, Inc.                                  Page: 1
User ID: LESSONUSER1                              Weekly Employee Summary
                                                  Job Cost

Division: ALL
Week Ending: 12/2/00

                        Job Number    Description              Hours          Labor       Overhead         Total
                        ------------------------------------------------------------------------------------------
Alicia Alvarza
                        2759          Brennan's                18.00         324.90          18.00        342.90
                        3003          WennSoft Addition-Certified PR  24.00  410.40          24.00        434.40
                                                               =========================================================
                                                  Total:      42.00       $735.30         $42.00       $777.30
Katherine Banks
                        2759          Brennan's                26.00         407.70          26.00        433.70
                        3003          WennSoft Addition-Certified PR  16.00  241.60          16.00        257.60
                                                               =========================================================
                                                  Total:      42.00       $649.30         $42.00       $691.30
Thomas Black
                        3003          WennSoft Addition-Certified PR  48.00  837.20          48.00        885.20
                                                               =========================================================
                                                  Total:      48.00       $837.20         $48.00       $885.20

                                                               =========================================================
                                                  Total:     132.00     $2,221.80        $132.00     $2,353.80
```

Project Summary by Division Report

The Project Summary by Division report displays actual labor hours, labor cost, other costs, estimated labor hours, labor cost, and other costs for all projects assigned to the selected division.

1. Select *Reports > Job Cost > Sorted Reports > Division Reports > Project Summary*.
2. Select a **Division**.
3. Enter a data range.
4. Select *Print*.

```
System: 12/15/00  3:58:46 PM                          The World Online, Inc.
User ID:LESSONUSER1                                   Project Summary
                                                      Job Cost

Division:   COMMERCIAL
Week Ending:12/2/00

Project              ------------------------------- This Week ----------------------------------
                     --------------------------------- Actual ---------------------------------  ------------------------- Estimated Final Cost ------------
                     Labor Hours     Labor Cost    Other Cost        Total          Labor Hours    Labor Cost       Other Cost
                     -----------------------------------------------------------------------------------------------------------------------------------
TARGET                   44.00         776.60                        776.60
                        569.50       9,930.44      8,562.82       18,493.26           430.00        15,713.66        15,055.32

                     ============================================================================================================
          Totals:        44.00        $776.60                       $776.60
                        569.50      $9,930.44     $8,562.82      $18,493.26           430.00       $15,713.66       $15,055.32
```

Costs by Period by Division Report

The Costs by Period report lists the actual costs to date and costs per selected period for jobs within the selected divisions.

1. Select *Reports > Job Cost > Sorted Reports > Division Reports > Costs by Period*.
2. Enter a year(s) in the **From** and **To** fields. Use the lookup buttons in the **Period ID From** and **To** fields to select the period range.
3. Use the lookup buttons to select the print range. Select *Insert >>*.
4. Select *Print*.

```
System:    12/15/00  4:01:29 PM                The World Online, Inc.                                    Page 1
User ID:   LESSONUSER1                          Costs by Period
Sort By:   COMMERCIAL-COMMERCIAL                 JOB COST
Years:     1999-2000
Periods:   1-12

Division: COMMERCIAL

Job Number      Status         Customer Number                      Actual          Billed to Date   Received to Date
Name                           Name                                 Cost to Date
-----------------------------------------------------------------------------------------------------------------------
2759            Active         101                                  18,316.48           8,350.00          5,000.00
Brennan's                      Accurate Printing

2760            Active         101                                    473.23             500.00              0.00
Kopp's                         Accurate Printing

                                                                   ==============================================================
                                                                   $18,789.71          $8,850.00         $5,000.00

                                                                   ==============================================================
Total Jobs:             2                       TOTALS:            $18,789.71          $8,850.00         $5,000.00
```

Labor Summary by Division Report

The Labor Summary by Division report contains all hours and totals for each job number assigned to a division. The transactions on the report are based on the general ledger posting date. This report is for open jobs only.

1. Select *Reports > Job Cost > Sorted Reports > Division Reports > Labor Summary*.
2. Select a **Division**.
3. Enter beginning and ending dates and select *Print*.

```
System:    12/15/00  4:06:21 PM                The World Online, Inc.                                    Page: 1
User ID: LESSONUSER1                            Labor Summary

Division: COMMERCIAL
Date Range: 11/26/00 - 12/2/00

                      Job Number     Description            Hours        Labor       Overhead     Total Cost
                      -----------------------------------------------------------------------------------------
Alicia Alvarza
                      2759           Brennan's              18.00        324.90        18.00         342.90
                                                           ================================================================
                                                  Total:   18.00       $324.90       $18.00        $342.90

Katherine Banks
                      2759           Brennan's              26.00        407.70        26.00         433.70
                                                           ================================================================
                                                  Total:   26.00       $407.70       $26.00        $433.70

                                                           ================================================================
                                                  Total:   44.00       $732.60       $44.00        $776.60
```

Project Manager Reports

Reports that are sorted per project manager include Profit and Loss, Job Schedule, Over (Under) Billing, Backlog, Billing, Retention, Employee Summary, Project Summary, Costs by Period, and Labor Summary reports.

Profit and Loss by Project Manager Report

The Profit and Loss by Project Manager report lists customers, percent complete, contract earned, actual cost to date, and profit or loss for jobs assigned to the selected project managers.

1. Select *Reports > Job Cost > Sorted Reports > Project Manager Reports > Profit and Loss*.
2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print*.

```
System:      12/20/00  9:04:24 AM                        The World Online, Inc.
User ID:   LESSONUSER1                                   Profit and Loss Report by Project Manager
Range:     ALVA0001-ALVA0001                             JOB COST


Manager:  Alicia Alvarza

Job Number      Status      Customer Number     Act %     Contract Earned    Actual      Billed to Date  Received to Date    Profit Amount
Name                        Name                Complete                     Cost to Date
----------------------------------------------------------------------------------------------------------------------------------------------
2759            Active      101                    56%          9,616.01      8,024.44        8,350.00          0.00           1,591.57
Brennan's                   Accurate Printing

3000            Active      101                     0%              0.00          0.00        4,500.00          0.00               0.00
Micro Inc.                  Accurate Printing

3001            Active      101                   100%          2,800.00      1,700.00        2,800.00          0.00           1,100.00
3001                        Accurate Printing

3002            Active      101                   100%          2,478.12      1,461.41        2,478.12          0.00           1,016.71
Trx. Level Job              Accurate Printing

TEMPLATE        Active      101                     0%              0.00          0.00            0.00          0.00               0.00
Prototype Job               Accurate Printing

                                                      ===================================================================================================
                                    Project Totals:            $14,894.13    $11,185.85      $18,128.12         $0.00          $3,708.28

                                                      ===================================================================================================
Total Jobs:          5                 TOTALS:                  $14,894.13    $11,185.85      $18,128.12         $0.00          $3,708.28
```

Job Schedule by Project Manager Report

The Job Schedule by Project Manager report lists the contract, forecasted cost, anticipated profit, and contract-to-date amounts for jobs assigned to the selected project managers.

1. Select *Reports > Job Cost > Sorted Reports > Project Manager Reports > Job Schedule*.
2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print*.

```
The World Online, Inc.                                                                    Run Date 12/20/00
Job Schedule By ALVA0001-ALVA0001
                                                                                             Page 1

                                                         --------------------Contract to Date------------------
                                   Forecast   Anticipated     Contract     Cost of              Markup %
Job Number         Contract        Cost       Gross Profit    Earned       Construction         on Cost
Name
------------------ -------------- ---------- -------------- -------------- -------------------- -----------
2759                  17,250.00   14,395.00       2,855.00       9,616.01             8,024.44      19.83%
Brennan's

3000                  14,750.00   11,845.00       2,905.00           0.00                 0.00      24.52%
Micro Inc.

3001                   2,800.00    1,700.00       1,100.00       2,800.00             1,700.00      64.70%
3001

3002                   2,478.12    1,461.41       1,016.71       2,478.12             1,461.41      69.57%
Trx. Level Job

TEMPLATE                   0.00        0.00           0.00           0.00                 0.00       0.00%
Prototype Job

                   =============== ========== ============== =============== ====================
       Company Totals: $37,278.12 $29,401.41      $7,876.71     $14,894.13            $11,185.85

Number of Jobs:        5
```

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Over (Under) Billing by Project Manager Report

The Over (Under) Billing by Project Manager report lists posted costs, estimated profit, revenues earned, and billed-to-date amounts for jobs assigned to the selected project managers.

1. Select *Reports > Job Cost > Sorted Reports > Project Manager Reports > Over (Under) Billing*.
2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print*.

```
System: 12/20/00  9:09:29 AM              The World Online, Inc.                                    Page: 1
User ID: LESSONUSER1                       Over(Under) Billings
  Range: ALVA0001-ALVA0001                 Job Cost


Job                Status          Posted Cost  Estimated Gross      Revenues Earned    Billed To Date  Over(Under) Billed
Name                                             Profit
-----------------------------------------------------------------------------------------------------------------------------
2759               Active            8,024.44         1,591.57            9,616.01          8,350.00        (1,266.01)
Brennan's

3000               Active                0.00             0.00                0.00          4,500.00         4,500.00
Micro Inc.

3001               Active            1,700.00         1,100.00            2,800.00          2,800.00             0.00
3001

3002               Active            1,461.41         1,016.71            2,478.12          2,478.12             0.00
Trx. Level Job

TEMPLATE           Active                0.00             0.00                0.00              0.00             0.00
Prototype Job


                                   ==========================================================================================
                                   $11,185.85        $3,708.28          $14,894.13        $18,128.12        $3,233.98

Total Jobs:              5
```

Backlog by Project Manager Report

The Backlog by Project Manager report lists original contract, contract earned, and backlog amounts for jobs assigned to the selected project managers.

1. Select *Reports > Job Cost > Sorted Reports > Project Manager Reports > Backlog*.
2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print*.

```
System:   12/20/00  9:10:24 AM              The World Online, Inc.                              Page: 1
User ID: LESSONUSER1                         Backlog
Range:    ALVA0001-ALVA0001                  JOBCOST


Job Number      Status        Original Contract   Confirmed            Contract Earned           Backlog
Name                               Amount
------------------------------ ------------------ ------------------   --------------------  --------------------
2759            Active              14,750.00        2,500.00                9,616.01             7,633.98
Brennan's

3000            Active              14,750.00            0.00                    0.00            14,750.00
Micro Inc.

3001            Active               2,800.00            0.00                2,800.00                 0.00
3001

3002            Active               2,478.12            0.00                2,478.12                 0.00
Trx. Level Job

TEMPLATE        Active                   0.00            0.00                    0.00                 0.00
Prototype Job

                                  ================== ==================   ==================  ==================
                     Totals:         $34,778.12       $2,500.00              $14,894.13          $22,383.98
```

Billing by Project Manager Report

The Billing by Project Manager report lists total contract, gross billed retention, net billed, and cash received amount for jobs assigned to the selected project managers.

1. Select *Reports > Job Cost > Sorted Reports > Project Manager Reports > PM Billing*.
2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print*.

```
System Date:  12/20/00  9:11:16 AM                    The World Online, Inc.
User ID:     LESSONUSER1                              Billing Report - By Project

Job Number   Status   Total Contract   Gross Billed   Retention    Net Billed   Cash Received   Contract Earned   Total Cost   Over/(Under)Billed
Name
Project Number
Project Manager
--------------------------------------------------------------------------------------------------------------------------------------------------
2759         Active       17,250.00       8,350.00      835.00        7,515.00        0.00           9,616.01        8,024.44      (1,266.01)
Brennan's

Alicia Alvarza

3000         Active       14,750.00       4,500.00      450.00        4,050.00        0.00               0.00            0.00       4,500.00
Micro Inc.

Alicia Alvarza

3001         Active        2,800.00       2,800.00        0.00        2,800.00        0.00           2,800.00        1,700.00           0.00
3001

Alicia Alvarza

3002         Active        2,478.12       2,478.12        0.00        2,478.12        0.00           2,478.12        1,461.41           0.00
Trx. Level Job

Alicia Alvarza

TEMPLATE     Active            0.00           0.00        0.00            0.00        0.00               0.00            0.00           0.00
Prototype Job

Alicia Alvarza

                      ==========================================================================================================================
    Project Totals:       $37,278.12      $18,128.12   $1,285.00      $16,843.12       $0.00         $14,894.13      $11,185.85      $3,233.98

Total Jobs:        5
```

Retention by Project Manager Report

The Retention by Project Manager report lists the total contract, retention withheld, retention billed, and billable retention amounts for jobs assigned to the selected project managers.

1. Select *Reports > Job Cost > Sorted Reports > Project Manager Reports > Retention*.
2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print*.

```
System:   12/20/00  9:12:22 AM                    The World Online, Inc.                     Page: 1
User ID: LESSONUSER1                               Retention
Range:    ALVA0001-ALVA0001                        Job Cost


Job Number       Status           Total Contract  Retention Withheld   Retention Billed Billable Retention
Name
-------------------------------------------------------------------------------------------------------

2759             Active               17,250.00            835.00              0.00              835.00
Brennan's

3000             Active               14,750.00            450.00              0.00              450.00
Micro Inc.

3001             Active                2,800.00              0.00              0.00                0.00
3001

3002             Active                2,478.12              0.00              0.00                0.00
Trx. Level Job

TEMPLATE         Active                    0.00              0.00              0.00                0.00
Prototype Job


                 =========================================================================================
                 Totals:             $37,278.12          $1,285.00             $0.00           $1,285.00
```

Audit Costs by Project Manager Report

The Audit Costs by Project Manager report lists transactions, documents, vendors, and employee transaction quantities for the jobs assigned to the selected project managers.

1. Select *Reports > Job Cost > Sorted Reports > Project Manager Reports > Audit Costs*.
2. Select a **Project Manager**.
3. Select a **Date Range** radio button, and enter the dates.
4. Select a **Range** radio button, and enter a cost element type or All. Mark the **Exclude Inactive** checkbox to exclude inactive cost codes from the report.
5. Select *Print*.

Costs by Period by Project Manager Report

The Costs by Period by Project Manager report lists the actual costs to date and costs per period for jobs assigned to the selected project managers.

1. Select *Reports > Job Cost > Sorted Reports > Project Manager Reports > Costs by Period*.
2. Enter a range of years and periods.
3. Select a manager range and select *Insert >>*.
4. Select *Print*.

```
System:    12/20/00  10:14:16 AM              The World Online, Inc.                              Page 1
User ID:   LESSONUSER1                         Costs by Period Report
Sort By:   ALVA0001-ALVA0001                   JOB COST
Years:     1999-2000
Periods:   1-12

Manager:   Alicia Alvarza

Job Number       Status        Customer Number                      Actual
Name                           Name                                 Cost to Date    Billed to Date    Received to Date
---------------------------------------------------------------------------------------------------------------------
2759             Active        101
Brennan's                      Accurate Printing                       8,024.44          8,350.00               0.00

3000             Active        101
Micro Inc.                     Accurate Printing                           0.00          4,500.00               0.00

3001             Active        101
3001                           Accurate Printing                       1,700.00          2,800.00               0.00

3002             Active        101
Trx. Level Job                 Accurate Printing                       1,461.41          2,478.12               0.00

                                                                   ===================================================
                                                                     $11,185.85         $18,128.12              $0.00

                                                                   ===================================================
Total Jobs:            4                            TOTALS:           $11,185.85         $18,128.12              $0.00
```

Project Number Reports

Reports that are sorted per project number include Profit and Loss, Job Schedule, Over (Under) Billing, Backlog, Billing, Retention, Employee Summary, Costs by Period, and Labor Summary reports.

Profit and Loss by Project Report

The Profit and Loss by Project report lists customers, percent complete, contract earned, actual cost to date, and profit or loss for jobs within the selected projects.

1. Select *Reports > Job Cost > Sorted Reports > Project Reports > Profit and Loss*.
2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print*.

```
System:    12/15/00  4:09:43 PM                          The World Online, Inc.
User ID:   LESSONUSER1                                    Profit and Loss Report by Project
Range:     TARGET-TARGET                                  JOB COST


Project:  TARGET


Job Number      Status       Customer Number       Act %       Contract Earned    Actual         Billed to Date   Received to Date    Profit Amount
Name                         Name                  Complete                        Cost to Date
-----------------------------------------------------------------------------------------------------------------------------------------------------
2759            Active       101                     97%          19,599.97        18,316.48         8,350.00          5,000.00          1,283.49
Brennan's                    Accurate Printing

2760            Active       101                      1%             231.26           176.78           500.00             0.00             54.48
Kopp's                       Accurate Printing

                                                                ==================================================================================================
                                     Project Totals:             $19,831.23       $18,493.26        $8,850.00         $5,000.00         $1,337.97


                                                                ==================================================================================================
Total Jobs:            2                     TOTALS:            $19,831.23       $18,493.26        $8,850.00         $5,000.00         $1,337.97
```

Job Schedule by Project Report

The Job Schedule by Project report lists the contract, forecasted cost, anticipated profit, and contract-to-date amounts for jobs within the selected projects.

1. Select *Reports > Job Cost > Sorted Reports > Project Reports > Job Schedule*.
2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print*.

```
The World Online, Inc.                                                                           Run Date 12/15/00
Job Schedule By TARGET-TARGET
                                                                                                     Page 1


                                                           --------------------Contract to Date-------------------
                                   Forecast     Anticipated    Contract       Cost of              Markup %
Job Number           Contract      Cost         Gross Profit   Earned         Construction         on Cost
Name
----------------------------------------------------------------------------------------------------------------------
2759                            20,250.00  18,923.98    (1,173.98)       19,599.97         18,316.48           7.00%
Brennan's

2760                            15,500.00  11,845.00     3,655.00           231.26            176.78          30.85%
Kopp's

                    =============== ============ =============== =============== ====================
          Company Totals:     $35,750.00 $30,768.98    $2,481.02       $19,831.23         $18,493.26

Number of Jobs:        2
```

Over (Under) Billing by Project Report

The Over (Under) Billing by Project report lists posted costs, estimated profit, revenues earned, and billed to date amounts for jobs within the selected projects.

1. Select *Reports > Job Cost > Sorted Reports > Project Reports > Over (Under) Billing*.
2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print*.

```
 System: 12/15/00  4:12:55 PM              The World Online, Inc.                         Page: 1
 User ID: LESSONUSER1                       Over(Under) Billings
   Range: TARGET-TARGET                     Job Cost


 Job            Status         Posted Cost  Estimated Gross      Revenues Earned   Billed To Date  Over(Under) Billed
 Name                                       Profit
 -------------------------------------------------------------------------------------------------------------------
 2759          Active          18,316.48         1,283.49           19,599.97         8,350.00         (11,249.97)
 Brennan's

 2760          Active             176.78            54.48              231.26           500.00             268.74
 Kopp's


                              ======================================================================================
                                $18,493.26        $1,337.97          $19,831.23        $8,850.00        ($10,981.23)

 Total Jobs:           2
```

Backlog by Project Report

The Backlog by Project report lists original contract, contract earned, and backlog amounts for jobs within the selected projects.

1. Select *Reports > Job Cost > Sorted Reports > Project Reports > Backlog*.
2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print*.

```
 System:  12/15/00  4:13:52 PM             The World Online, Inc.                         Page: 1
 User ID: LESSONUSER1                       Backlog
 Range:    TARGET-TARGET                    JOBCOST


 Job Number     Status         Original Contract   All                  Contract Earned         Backlog
 Name                          Amount
 ------------------------------ ------------------ ------------------ -------------------- --------------------
 2759           Active             17,750.00            0.00              19,599.97          (1,849.97)
 Brennan's

 2760           Active             15,500.00            0.00                 231.26          15,268.74
 Kopp's


                              ================== ================== ==================== ====================
                   Totals:        $33,250.00           $0.00             $19,831.23         $13,418.76
```

Billing by Project Report

The Billing by Project report lists total contract, gross billed retention, net billed, and cash received amount for jobs within the selected projects.

1. Select *Reports > Job Cost > Sorted Reports > Project Reports > Project Billing*.
2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print*.

```
System Date:  12/15/00  4:14:19 PM                    The World Online, Inc.
User ID:      LESSONUSER1                              Billing Report - By Project


Job Number    Status      Total Contract   Gross Billed    Retention    Net Billed   Cash Received   Contract Earned    Total Cost  Over/(Under)Billed
Name
Project Number
Project Manager
-----------------------------------------------------------------------------------------------------------------------------------------------------
2759          Active         20,250.00        8,350.00       835.00       7,515.00       5,000.00       19,599.97        18,316.48      (11,249.97)
Brennan's
TARGET
Alicia Alvarza

2760          Active         15,500.00          500.00        50.00         450.00           0.00          231.26           176.78          268.74
Kopp's
TARGET
Alicia Alvarza

                          =================================================================================================================================
    Project Totals:          $35,750.00       $8,850.00      $885.00      $7,965.00      $5,000.00      $19,831.23       $18,493.26      ($10,981.23)

Total Jobs:         2
```

Retention by Project Report

The Retention by Project report lists the total contract, retention withheld, retention billed, and billable retention amounts for jobs within the selected projects.

1. Select *Reports > Job Cost > Sorted Reports > Project Reports > Retention*.
2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print*.

```
System:  12/15/00  4:14:51 PM                    The World Online, Inc.                    Page: 1
User ID: LESSONUSER1                              Retention
Range:   TARGET-TARGET                            Job Cost


Job Number        Status          Total Contract   Retention Withheld   Retention Billed Billable Retention
Name
-----------------------------------------------------------------------------------------------------------------

2759              Active            20,250.00            835.00               0.00               835.00
Brennan's

2760              Active            15,500.00             50.00               0.00                50.00
Kopp's

                             =================================================================================
                  Totals:          $35,750.00           $885.00              $0.00              $885.00
```

Employee Summary by Project Report

The Employee Summary by Project report contains all hours, labor amounts, overhead amounts, and totals for each job number assigned to a project. The transaction beginning and ending dates must match the Date To dates from payroll entry.

1. Select *Reports > Job Cost > Sorted Reports > Project Reports > Employee Summary*.
2. Select a **Project Number**.
3. Enter beginning and ending dates.
4. Select *Print*.

Costs by Period by Project Report

The Costs by Period by Project report lists the actual costs to date and costs per selected period for jobs within the selected projects.

1. Select *Reports > Job Cost > Sorted Reports > Project Reports > Costs by Period*.
2. Enter the range of years and periods.

3. Select the project number print range and select *Insert >>*.
4. Select *Print*.

```
System:    11/27/20028:16:41 AM              The World Online, Inc.                                    Page 1
User ID:   trathkamp                         Costs by Period Report
Sort By:   4000-4000                         JOB COST
Years:     2001-2002
Periods:   1-6

Job Number       Status        Customer Number                    Actual Cost to Date    Billed to Date    Received to Date
Name                           Name
---------------------------------------------------------------------------------------------------------------------------

Project:   4000

4000             Active        AARONFIT0001                               16.65               0.00              0.00
Big Z Chicago                  Aaron Fitz Electrical

4001             Active        AARONFIT0001                                0.00               0.00              0.00
Big Z New York                 Aaron Fitz Electrical

4002             Active        AARONFIT0001                                0.00               0.00              0.00
Big Z Toronto                  Aaron Fitz Electrical

                                                             ==================================================================
                                               Project Totals:            $16.65              $0.00             $0.00

                                                             ==================================================================
Total Jobs:               3                         Totals:               $16.65              $0.00             $0.00
```

Labor Summary by Project Report

The Labor Summary by Project report contains all hours and totals for each job number assigned to a project. The transactions on the report are based on the general ledger posting date. This report is for open jobs only.

1. Select *Reports > Job Cost > Sorted Reports > Project Reports > Labor Summary*.
2. Select a **Project Number**.
3. Enter beginning and ending dates and select *Print*.

```
System:    7/29/2002 2:24:48 PM              The World Online, Inc.                                    Page: 1
User ID:   sa                                Labor Summary

Project Number: 4000
Date Range: 1/31/2002 - 7/31/200

                         Job Number      Description              Hours      Labor Cost    Overhead Cost     Total Cost
                         ---------------------------------------------------------------------------------------------------
Alan Flint
                         4000            Big Z Chicago            1.11          16.65          0.00            16.65
                                                                 ===================================================================
                                         Employee Totals:        1.11         $16.65         $0.00           $16.65

                                                                 ===================================================================
                                                    Totals:      1.11         $16.65         $0.00           $16.65
```

Labor Reports

Job Labor Report

The Job Labor report contains estimated, actual, and remaining labor hours for all labor cost codes for the job, as well as field estimated percentage complete and the percentage of the cost code completed based on the field estimate. This report also projects gain or loss for each cost code, based on the field-estimated percentage complete.

1. Select *Reports > Job Cost > Labor Reports > Job Labor*.
2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print*.

```
Report Date: 12/20/00   9:20:34 AM          The World Online, Inc.                                                    Page  1
Range: 2759-2759                            Labor Report By Job


Job Number: 2759                                Status: Active                               Project Manager   ALVA0001
Name:      Brennan's                                                                         Last Labor Period

                                                                 Total      Field   Complete               Gain or    Trended
                        -------------------------Hours------------------------   estimated  Est %   based on   Actual Cost  loss (-)   gain or
Cost Code                   Estimated        Actual          Left     amount     Comp    field Est    to date    to date    loss (-)
Description
--------------------------------------------------------------------------------------------------------------------------------
1-10-3                        150.00          50.00         100.00    3,750.00   0.00%      0.00       897.53    (897.53)      0.00
Installation - 1st Floor

2-10-3                         35.00           0.00          35.00      875.00   0.00%      0.00         0.00       0.00        0.00
Installation - 2nd Floor

7-70-3                         10.00           0.00          10.00      500.00   0.00%      0.00         0.00       0.00        0.00
Labor - Utility Room

9-99-3                         25.00           0.00          25.00    1,250.00   0.00%      0.00         0.00       0.00        0.00
Project Management

                        ============================================================================================================
          Job Totals:         220.00          50.00         170.00   $6,375.00             $0.00      $897.53   ($897.53)     $0.00
```

Certified Payroll Report

The Certified Payroll report lists employee information, details of hours worked, hourly rate, gross earned in job, deductions, and net weekly pay for the selected jobs.

> ⚠ To print accurate certified payroll reports, you must print your payroll checks using the Microsoft Dynamics GP Payroll module.

You must have an address ID entered in the Employee Address Maintenance window (*Cards > Payroll > Employee > Address*) for transactions to appear on the Certified Payroll report. To print a Certified Payroll report using SRS, refer to the TimeTrack manual. When building your payroll batches for certified payroll checks, the From and To dates of the Pay Period Date field in the Build Payroll Checks window *(Transactions > Payroll > Build Checks)* must be in a seven-day range. The From (beginning) date must be the beginning day of the week; the To (ending) date must be the week-ending date from the payroll transaction. This applies to both Microsoft Dynamics GP and TimeTrack payroll transactions.

1. Select *Reports > Job Cost > Labor Reports > Certified Payroll*.
2. Enter the transaction beginning and ending dates.
3. Select to print the report for all transactions, one job, or a range of jobs. Enter a **Job Number** or **Range**.
4. Select *Print*.

```
System Date:   12/20/00   10:20:45 AM                          The World Online, Inc.
User ID:       LESSONUSER1                                     Certified Payroll
                                                               Job Cost


Job           3003          Signature Addition-Certified PR
Address       1146 Monroe Ave.

              New Berlin             WI   11111

For the Week Ending 12/2/00


Name                                Pay Type    Sun  Mon  Tue  Wed  Thu  Fri  Sat  Total        HR Rate      Job Earned       FICA SS    St.
Address                                                                                                      Gross Earned     FICA Medicare Fe

Social Security Number Labor Classification

----------------------------------------------------------------------------------------------------------------------------------------------
Alicia M. Alvarza                   HOUR                       8.00 8.00 8.00      24.00        $17.10         410.40            45.28
915 Birch Road                                                                                                735.30            10.59



Detroit, MI 48233-9211


484-66-9938          Plumber
```

Union Report

The Union report is a combination of the Union report and Union Summary report. Both reports contain weekly pay amounts, benefit, and deduction contributions for each employee in the union. You can also sort the employees by name or position and automatically calculate gross wages by transaction date or check date. A maximum total of 150 benefits and deductions will print on the Union report. The Union Summary report lists a summary for all union employees.

1. Select *Reports > Job Cost > Labor Reports > Union*.
2. Enter the date to begin the report. If you are going to calculate gross wages based on a check date, enter the first day of the month in which the check was issued, rather than the first day of the month when the pay period began.
3. Select to print a Union report, Union Summary report, or both. The default is **Summary**, which is both reports. To print only the Union Summary report, mark the **Summary Only** checkbox. To print only the Union report, unmark both checkboxes.
4. Enter the beginning and ending dates of the pay weeks for which you want report information.

> ⚠ For this report, the pay week must begin and end on the first and last days of the week as defined for the pay period (*Transactions > Payroll > Build Checks*).

5. Select to **Sort** the report by position or by employee last name. If you sort by position, a subtotal is given for each position. The report also includes a total by union. If you sort by employee last name, the report will total by union and not by position.
6. Select to **Calculate Gross Wages** by check date or transaction date. If you select to calculate by check date, the employee summary table is used to get the gross wages. Make sure that, if your pay period begins in one month and ends in another, the Month Begin Date is the first day of the month in which the check was issued, rather than the first day of the month in which the pay period began. If you select to calculate by transaction date, the payroll transaction history table is used to get the gross wage amount for each transaction.
7. Select *Print*.

```
Run: 12/20/00   10:24:57 AM                    The World Online, Inc.                              Page: 1
                                                  Union Report
                                                11/26/00 - 12/30/00

   Sort By:  by Position

   101    Plumber's Local 101
          212 N. Water Street

          Milwaukee, WI 53111

   FPL    Foreman Plumber

Name                                      H o u r s
Social Security #   Pay                                      Converted   Actual
Emp#                Type     12/2/00  12/9/00 12/16/00 12/23/00 12/30/00  Hours    Hours   Fund                      Contribution
-----------------   ----     -------  ------- -------- -------- --------  --------- ------  ----                      ------------
Banks, Katherine A.
486-22-5953                                                              Gross Wage:       $3,035.10
BANK0001
                    Regular   40.00    40.00   40.00    40.00    32.00    192.00   192.00  DUES                         $60.70
                    Time/Half  2.00     4.00                              9.00     6.00   H&W                          $45.53
                                                                                          VAC                          $30.35
                             ------   ------  ------   ------   ------  --------- --------                          -----------
                              42.00    44.00   40.00    40.00    32.00   201.00   198.00  Employee Totals:            $136.58
                             ------   ------  ------   ------   ------  --------- --------                          -----------


                             ------   ------  ------   ------   ------  --------- --------                          -----------
   Foreman Plumber Subtotal   42.00    44.00   40.00    40.00    32.00   201.00   198.00  Position Subtotal:          $136.58
                             ------   ------  ------   ------   ------  --------- --------                          -----------
```

Rate Class Setup Report

The Rate Class Setup report lists all rate classes entered.

1. Select *Reports > Job Cost > Labor Reports > Rate Class*.
2. Enter a rate class range or select **All** to include all rate classes.
3. Enter a union code range or select **All** to include all union codes.
4. Select *Print*.

```
System:     3/5/2002    9:35:45 AM              The World Online, Inc.                    Page:      1
User Date:  3/5/2002                              Rate Class Setup                        User ID:   trathkamp
                                                     Job Cost

Ranges:
   Rate Class:   union1 - union1
   Union:        LOCAL3 - TST

Rate Class   Description
-------------------------------------------------------------------------------------------------------------
   Position    Job Description
-------------------------------------------------------------------------------------------------------------
     Type    Description             Calc Type       Percent       Regular Rate    Overtime Rate   DoubleTime Rate
-------------------------------------------------------------------------------------------------------------
union1
  CEO           President
                Wages              Dollar            0.00%           $0.00           $0.00            $0.00

  ISR           Inside Sales Representative
                Wages              Dollar            0.00%          $40.00           $0.00            $0.00



   End of Report
```

Rate Class Union Report

The Rate Class Union report is a combination of the Union report and Union Summary report. Both reports contain the amount of hours and gross wages. The Union report is organized by union employee; the Union Summary report is organized by union and rate class. You can run the report for a single union code or a range of union codes.

1. Select *Reports > Job Cost > Labor Reports > Rate Class Union*.
2. In the **Month Begin Date** field, enter the beginning date for the report.

3. Select to print a Union report, Union Summary report, or both. The default is **Summary**, which is both reports. To print only the Union Summary report, mark the **Summary Only** checkbox. To print only the Union report, unmark both checkboxes.
4. Enter the starting and ending union codes.
5. Enter the beginning and ending dates for each week. If you leave these fields blank, the dates will automatically fill in, starting from the date entered in the **Month Begin Date** field.
6. In the **Options** area, select either Position or Name as the sorting option for the report.
7. Select *Print*.

```
Run: 5/22/01     9:43:08 AM                              The World Online, Inc.
                                                             Union Report
                                                          4/1/01  -  4/30/01


   Sort By:  by Position

   ABC    ABC Streamfitters




   ENG    Engineer

Name                                       H o u r s
Social Security #   Pay                                              Converted    Actual
Emp#                Type      4/7/01   4/14/01   4/21/01   4/28/01   4/30/01    Hours       Hours     Fund                Contribution
------------------  ----      ------   ------    ------    ------    ------    --------    ------     ----                -------------
Dunwoody, Anne
501-98-7334                                                                     Gross Wage:        $11,200.20
ADUN0001
                    Regular                                          173.34     173.34      173.34
                              ------   ------    ------    ------    ------    ----------  ----------                     ------------
                              0.00     0.00      0.00      0.00      173.34     173.34      173.34     Employee Totals:            $0.00
                              ------   ------    ------    ------    ------    ----------  ----------                     ------------

                              ------   ------    ------    ------    ------    ----------  ----------                     ------------
   Engineer Subtotal          0.00     0.00      0.00      0.00      173.34     173.34      173.34     Position Subtotal:          $0.00
                              ------   ------    ------    ------    ------    ----------  ----------                     ------------
```

Employee Union Report

The Employee Union report lists all the employees who belong to a union. The report contains deduction/benefits amounts, hours, and pay amount. The report is organized by union, then rate class.

1. Select *Reports > Job Cost > Labor Reports > Employee Union*.
2. Use the **Ranges** drop-down list to select the range for running the report. You can specify ranges for the employee ID, week-ending date, and union code.

> ⚠ If you don't select a range, the report will print all values for all range types.

3. In the **From** and **To** fields, select the beginning and ending values for your range. For the **Employee ID** and **Union Code** ranges, use the lookup buttons to select values. For the Week-Ending Date range, enter the beginning and ending transaction dates, not the week-ending dates.
4. Select *Insert >>*. You can create one range for each type of range.
5. Select *Print*.

```
System Date:  5/22/01   9:09:46 AM              The World Online, Inc.                     Page: 1
  User Date:  5/22/01                          Employee Union Report               User ID: LESSONUSER1
                                                     JOB COST


Ranges:
      Employee:  All
      Union:     350 - PLUMN
      Date:      All

 Local Union
 ABC     ABC Streamfitters


  Rate Class: Local350

  Job Title
   ENG     Engineer

      Code    Description              Beginning    Ending    Deduction/Benefit          Hours          Pay Amount
                                         Date         Date        Amount
   ----------------------------------------------------------------------------------------------------------------


      Employee
      ADUN0001          Anne          Dunwoody

        HOUR   Hourly Pay Code         4/30/01    4/30/01                               86.67            $1,733.40

        HOUR   Hourly Pay Code         4/30/01    4/30/01                               86.67            $1,733.40

        HOUR   Hourly Pay Code         4/1/01     4/15/01                               86.67            $1,733.40

        HOUR   Hourly Pay Code         5/1/01     5/10/01                               86.67            $1,733.40

        OVER   Overtime Pay            4/30/01    4/30/01                              200.00            $6,000.00

                                                                                     ---------------
                                                                                       $12,933.60

                                                           ---------------    ---------------    ---------------
              Employee Total:                                     $0.00            546.68            $12,933.60
```

Monthly Union Report

The Monthly Union report contains the number of hours and amount of earnings for each union employee within a specified time period and union range. The report also contains hours and earnings by rate class. This report is organized by union code.

1. Select *Reports > Job Cost > Labor Reports > Monthly Union*.
2. In the **Ranges** field, use the drop-down list to select the range(s) for the report. You can specify ranges for the week-ending date and for union code.
3. In the **From** and **To** fields, enter the beginning and ending values for your range. For the Week-Ending Date range, enter the beginning and ending transaction dates, not the week-ending dates.
4. Select *Insert >>*. You can create one range for each type of range.
5. Select *Print*.

```
System Date: 4/30/01     9:36:20 AM           The World Online, Inc.                      Page: 1
  User Date: 4/30/01                          Monthly Union Report              User ID: sa
                                                  JOB COST


 Week Ending Date Range:  All
      Union Code Range:   350 - ABC


Union Code    Employee Name                    Total        Gross       Regular    Overtime   Doubletime
                                                Hours      Earnings       Hours       Hours       Hours
ABC    ABC Streamfitters


   501-44-982       Green, Bill                 86.67     $1,733.40        86.67        0.00        0.00
   482-58-199       Carnero, Rolando            86.67        $0.00        86.67        0.00        0.00
     TOTAL                                      173.34    $1,733.40       173.34

Rate Class Totals
                Local350       Rate class for local 350  173.34    $1,733.40    173.34        0.00        0.00
    GRAND TOTAL                                 173.34    $1,733.40       173.34
```

Monthly Payroll Report

The Monthly Payroll report contains the total hours and gross earnings for union employees within a specified time period.

1. Select *Reports > Job Cost > Labor Reports > Monthly Payroll*.
2. In the **From** and **To** fields, enter the beginning and ending values for your range. Enter the beginning and ending transaction dates, not the week-ending dates.
3. Select the *Insert >>*. You can select one range per report.
4. Select *Print*.

```
System Date:  4/30/01     10:45:15 AM          The World Online, Inc.                    Page: 1
  User Date:  4/30/01                          Monthly Payroll Report            User ID: sa
                                                  JOB COST


Date Range: 4/1/01 - 4/30/01

    Employee Name                 Social Security #              Total Hours          Gross Earnings

ABC     ABC Streamfitters

   Green,Bill                     501-44-982                        86.67                $1,733.40
   Carnero,Rolando                482-58-199                        86.67                   $0.00
```

Monthly Contribution Report

The Monthly Contribution report contains the benefits, deductions, hours, and gross earnings for each employee in a union.

1. Select *Reports > Job Cost > Labor Reports > Monthly Contribution*.
2. In the **Ranges** field, use the drop-down list to select the range(s) for the report. You can specify ranges for the week-ending date and for union code.
3. In the **From** and **To** fields, select the beginning and ending values for your range. For the Week-Ending Date range, enter the beginning and ending transaction dates, not the week-ending dates.
4. Select *Insert >>*. You can create one range for each type of range.
5. Select *Print*.

```
System Date:  7/6/01      9:08:24 AM              The World Online, Inc.                          Page: 1
  User Date:  7/6/01                          Monthly Union Contribution Report              User ID: LESSONUSER1
                                                       JOB COST

  Week Ending Date Range:  1/6/01 - 7/6/01
        Union Date Range:  All

    Employee Name        Social Security Number    Regular Hours      DT Hours       OT Hours      Total Hours      Gross Earnings
-----------------------------------------------------------------------------------------------------------------------------------

ABC     ABC Streamfitters

    Anne, Dunwoody        501-98-733                   346.68            0.00           0.00          346.68           $6,933.60

        Contribution/Benefit          Regular Hours        DT Hours          OT Hours        Total Hours
        ---------------------         -------------        --------          --------        -----------

    Bill, Green           501-44-982                    86.67            0.00           0.00           86.67           $1,733.40

        Contribution/Benefit          Regular Hours        DT Hours          OT Hours        Total Hours
        ---------------------         -------------        --------          --------        -----------

    Rolando, Carnero M.   482-58-199                    86.67            0.00           0.00           86.67               $0.00

        Contribution/Benefit          Regular Hours        DT Hours          OT Hours        Total Hours
        ---------------------         -------------        --------          --------        -----------


    TOTALS:                                            520.02            0.00           0.00          520.02           $8,667.00

        Contribution/Benefit          Regular Hours        DT Hours          OT Hours        Total Hours
        ---------------------         -------------        --------          --------        -----------
```

Technician Schedule Report

The Technician Schedule report lists jobs and the technicians scheduled to work on the jobs. You can print the report for all jobs, a single job, or a range of jobs. You can also filter the report by cost code number. The Technician Schedule report is available if you're using the Job Scheduling feature.

1. Select *Reports > Job Cost > Labor Reports > Technician Schedule*.
2. Select to print the report for all jobs, a single job, or a range of jobs. Enter the **Job Number** or range.
3. Enter the date range.
4. Select to print the report for all cost codes or a specific cost code. Enter the **Cost Code**.
5. Select *Print*.

```
System Date:  7/6/01     9:08:24 AM              The World Online, Inc.                    Page: 1
  User Date:  7/6/01                         Monthly Union Contribution Report          User ID: LESSONUSER1
                                                     JOB COST

  Week Ending Date Range:  1/6/01 - 7/6/01
        Union Date Range:  All

    Employee Name        Social Security Number    Regular Hours      DT Hours      OT Hours      Total Hours    Gross Earnings
  --------------------------------------------------------------------------------------------------------------------------------

ABC     ABC Streamfitters

    Anne, Dunwoody        501-98-733                   346.68           0.00          0.00          346.68          $6,933.60

        Contribution/Benefit        Regular Hours       DT Hours        OT Hours     Total Hours
        ---------------------       -------------       --------        --------     -----------

    Bill, Green           501-44-982                    86.67           0.00          0.00           86.67          $1,733.40

        Contribution/Benefit        Regular Hours       DT Hours        OT Hours     Total Hours
        ---------------------       -------------       --------        --------     -----------

    Rolando, Carnero M.   482-58-199                    86.67           0.00          0.00           86.67              $0.00

        Contribution/Benefit        Regular Hours       DT Hours        OT Hours     Total Hours
        ---------------------       -------------       --------        --------     -----------


    TOTALS:                                            520.02           0.00          0.00          520.02          $8,667.00

        Contribution/Benefit        Regular Hours       DT Hours        OT Hours     Total Hours
        ---------------------       -------------       --------        --------     -----------
```

Setup Reports

You can print reports from your Job Cost setup. These include Cost Code Master, Posting Options, Project Number, Overhead Detail, and Overhead Groups, and Architects reports.

- Cost Code Master Setup Report
- Posting Options Report
- Project Number Setup Report
- Overhead Detail Codes Report
- Overhead Group Codes Report
- Architect Setup Report

Cost Code Master Setup Report

The Cost Code Master Setup report contains all master cost codes, descriptions, and cost element types. Review this list once you set up all master cost codes to ensure your list is complete.

Select *Reports > Job Cost > Setup Reports > Cost Code Master*.

```
System:    12/14/00   2:41:19 PM              The World Online, Inc.
User ID: LESSONUSER1                          Cost Code Master Setup
                                              Job Cost


Cost Code Number       Description                    Cost Element Type
-----------------------------------------------------------------------
1-10-3                 Installation - 1st Floor       Labor
2-10-3                 Installation - 2nd Floor       Labor
9-99-3                 Project Management             Labor
1-10-2                 Piping Material - 1st Floor    Materials
1-20-2                 Phones, Supplies - 1st Floor   Materials
2-10-2                 Piping Material - 2nd Floor    Materials
2-20-2                 Phones, Supplies - 2nd Floor   Materials
1-00-1                 Equipment - 1st Floor          Equipment
2-00-1                 Equipment - 2nd Floor          Equipment
1-00-4                 Subcontractors - 1st Floor     Subcontractors
2-00-4                 Subcontractors - 2nd Floor     Subcontractors
1-00-5                 Other Costs - 1st Floor        Other
2-00-5                 Other Costs - 2nd Floor        Other
```

Posting Options Report

The Posting Options report lists the setup options you selected in the Posting Options window. This includes your revenue recognition method, whether you post payroll through general ledger, and whether you want to print Certified Payroll reports.

Select *Reports > Job Cost > Setup Reports > Posting Options*.

```
System: 8/1/2002  11:14:07 AM        The World Online, Inc.              Page: 1
User ID:sa                           JC Posting Options
                                     Job Cost

Cost Code Debit Posting Accounts                                    Division


Percentage of Completion Options:

        Revenue Recognition Method                          X

        Post through the GL                                 X


Closing Jobs Options:

        Closing Jobs Journal Entry                          X

        Allow Job to Close if Committed Costs

        Post through the GL

        Allow Job to Close if Net Billed <> Expected Contract


Payroll Options:

        Certified Payroll                                   X

        Rate Class                                          X

        Payroll Post through the GL                         X

        Post to Job Cost ONLY

        Payroll Post Transaction Summary

        Payroll Overhead Detail Distribution


 Estimate Cost Option:

        Estimate Cost by Period                             X


SOP Billing Options:

        Sales/Revenue Accounts From:                    Job Cost
```

Project Number Setup Report

The Project Number Setup report lists all project numbers and associated jobs set up in Job Cost. Use this list as a reference when you set up projects.
Select *Reports > Job Cost > Setup Reports > Project Number*.

```
System:   12/14/00   2:45:09 PM      The World Online, Inc.                    Page:1
User ID: LESSONUSER1                  Project Number Setup
                                      Job Cost


Project Number    Description
------------------------------------------------------------------------
12345             Project Job
```

Overhead Detail Codes Report

The Overhead Detail Codes report lists setup options entered for all overhead detail codes in the Overhead Detail Codes Setup window. Overhead detail codes define how overhead calculates based on payroll costs.
Select *Reports > Job Cost > Setup Reports > Overhead Detail Codes*.

```
System Date: 12/14/00   2:47:36 PM          The World Online, Inc.               Page: 1
User ID:      LESSONUSER1                    Overhead Detail Codes


Overhead Code  Description                        Fixed Portion     Overhead %
--------------------------------------------------------------------------------
GEN            General Overhead                          $1.00          0.00%
WCOMP          Workers' Comp.                            $0.00          1.50%
```

Overhead Group Codes Report

The Overhead Group Codes report lists the setup options entered for tracking overhead in the Overhead Groups Setup window. The report also lists the overhead details assigned to the group.
Select *Reports > Job Cost > Setup Reports > Overhead Groups*.

```
System:  12/14/00  2:49:17 PM                     The World Online, Inc.                         Page: 1
User ID: LESSONUSER1                              Overhead Group Codes


Overhead Group:   INST  Installation

Overhead Detail  Description        Department        Position          Pay Code           Fixed Portion  Overhead %

GEN              General Overhead   Installation      Technician        All                      $1.00       0.00%
WCOMP            Workers' Comp.     Installation      Technician        All                      $0.00       1.50%
```

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Architect Setup Report

The Architect Setup report lists all architects entered.
Select *Reports > Job Cost > Setup Reports > Architects*.

```
System:  3/5/2002  9:25:40 AM                        The World Online, Inc.
User ID: trathkamp                                   Architect Setup List


Architect:   JIMP          James Peterson

Address 1                 Address 2            City                State   Zip      Phone 1
-----------------------------------------------------------------------------------------------
555 Mockingbird Lane                           Youngstown          OH      46857    (000) 000-0000

Architect:   JOHNS         John Sperry

Address 1                 Address 2            City                State   Zip      Phone 1
-----------------------------------------------------------------------------------------------
                                                                                    (000) 000-0000

Architect:   SAMZ          Samual Zabinski

Address 1                 Address 2            City                State   Zip      Phone 1
-----------------------------------------------------------------------------------------------
3432 N. East Rd.                               Anywhere            WI.     54768    (000) 000-0000
```

History Reports

Job History Report

The Job History report lists committed, posted, estimated, and forecasted costs for each cost element, as well as estimated gross profit, change order, and other job information for closed jobs.

1. Select *Reports > Job Cost > History Reports > Job History*.
2. Select to print the report for all jobs, a single job, or a range of jobs. If you select the **Job Number** or **Range** radio button, enter the number or range.
3. Select *Print*.

```
                              The World Online, Inc.                      Page:1
                              Job History
                              Job Cost

As Of:         12/15/00  10:49:18 AM
Closed By:     LESSONUSER1

Job Number:    2760                                    Job Location:
Name:          Kopp's                                  1146 Monroe Ave.
Division:      ALL
Primary Customer:Accurate Printing                     Contract Type:Fixed Amount

                     POSTED COSTS      ESTIMATED COSTS    FORECASTED COSTS
Labor                    5,291.78           5,875.00           5,875.00
Materials                1,140.00           5,720.00           5,720.00
Equipment                  250.00               0.00             250.00
Subcontractors               0.00               0.00               0.00
Other                       85.00             250.00             250.00
User Defined 1               0.00               0.00               0.00
User Defined 2               0.00               0.00               0.00
User Defined 3               0.00               0.00               0.00
User Defined 4               0.00               0.00               0.00
                     ================== ================== ==================
Totals                   6,766.78          11,845.00          12,095.00


Contract Earned to Date            8,671.78

Total Net Billed                  15,500.00
Total Gross Billed                15,500.00
                                             Original Contract          15,500.00
                                             User Defined CO's               0.00
                                             Confirmed                       0.00
                                             Contract to Date           15,500.00
                                             In-Process                      0.00
                                                                   ==================
                                             Expected Contract         $15,500.00


Gross Profit                      $8,733.22
Markup % on Cost                        129
```

Job History Detail Report

The Job History Detail report includes estimate and actual cost code amounts for a closed job.

1. Select *Reports > Job Cost > History Reports > Job Detail History.*
2. Select a **Job Number**.
3. Select *Print*. The sorting options are disabled for this report.

```
System:     12/20/00   9:28:44 AM              The World Online, Inc.
User ID:    LESSONUSER1                        Job History Detail
                                               Job Cost
                                               Job: 2760 Kopp's

                          ----------------------- Estimate --------------------   ---------------------- Actual ----------------------
Cost Code Number          Units              Amt/Unit         Amount          Units           Amt/Unit          Amount
Description               Cost Element Type
----------------------------------------------------------------------------------------------------------------------------------
1-10-3                          150.00           25.00         3,750.00          55.00           $23.48         1,291.78
Installation - 1st Floor        Labor
2-10-3                           35.00           25.00           875.00         150.00           $26.66         4,000.00
Installation - 2nd Floor        Labor
9-99-3                           25.00           50.00         1,250.00           0.00            $0.00             0.00
Project Management              Labor

                                                          ===================                       ===================
                          Total Labor                          $5,875.00                                 $5,291.78
```

Job History Notes Report

The Job History Notes report lists notes from closed jobs.

1. Select *Job Cost > Reports > History Reports > History Notes*.
2. Select to print the report for all jobs, a single job, or a range of jobs. If you select the **Job Number** or **Range** radio button, enter the number or range.
3. Select *Print*.

```
System Date:012/20/00    2:09:16 PM              The World Online, Inc.                    Page: 1
  User Date: 12/20/00                            JOB COST HISTORY NOTES                    User ID: LESSONUSER1

Ranges:
  Job Number:    2759
  Author:        All

Job Number: 2759                                                   Status:     Closed
Name:       Brennan's                                             Manager:    Alicia Alvarza

Note Index:      General Notes              Note Type:          Job Maintenance     Cost Code:
Author:          LESSONUSER1                Note Transaction #:

Work included in this job is all electrical and plumbing.
-----------------------------------------------------------------------------------------------------------

Note Index:      PM Note                    Note Type:          Job Status          Cost Code:
Author:          LESSONUSER1                Note Transaction #:

12/01/00 - Job progressing as scheduled.
-----------------------------------------------------------------------------------------------------------

Note Index:      Delay                      Note Type:          Forecast Revision   Cost Code: 1-10-3
Author:          LESSONUSER1                Note Transaction #:  1

Bad weather caused installation delay. Extra trip to job site required.
-----------------------------------------------------------------------------------------------------------

                 3 Note(s) per Job

                 3 Total Note(s)
```

Subcontractor Reports

Subcontractor reports relate to subcontractors used on jobs. Reports include Vendor Activity, Subcontractor Status, Subcontractor Detail, Subcontractor Retention, and Insurance Expired, Subcontractor Cost Codes, and Subcontractor Summary Status reports.

- Vendor Activity Report (page 251)
- Subcontractor Status Report (page 251)
- Subcontractor Detail Report (page 252)
- Subcontractor Retention Report (page 253)
- Insurance Expired Report (page 253)

Vendor Activity Report

The Vendor Activity report contains a list of vouchers entered for a job, sorted by vendor. The report also includes total units purchased, the cost-per-unit, and the total cost for each vendor.

1. Select *Reports > Job Cost > Subcontractor Reports > Vendor Activity*.
2. Use the **Ranges** drop-down list to select a range type.
3. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
4. Select *Print*.

```
 System Date: 12/14/00  12:54:16 PM              The World Online, Inc.                          Page: 1
   Job Range: 2759-2759                          Vendor Activity Report
Vendor Range: All                                JOB COST
  Date Range: All

Job                 Cost Code Number            Voucher Number       Date      Units  Cost/Unit            Total Cost
                    Description
----------------- --------------------------- -------------------- ---------- ------ -------------------- --------------------
Vendor: ACETRAVE0001   Ace Travel

2759                1-00-4                      00000000000000383    4/10/00    1.00             550.00               550.00
                    Subcontractors - 1st Floor

                                                                    Vendor Totals:   1.00           $550.00              $550.00
```

Subcontractor Status Report

The Subcontractor Status report contains the jobs, contract information, contract amounts, insurance information, and invoice amounts for each subcontractor.

1. Select *Reports > Job Cost > Subcontractor Reports > Subcontractor Status*.
2. Use the **Ranges** drop-down list to select a range type.
3. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
4. Select *Print*.

```
System:  12/15/00  2:47:35 PM                    The World Online, Inc.                                    Page: 1
User ID: LESSONUSER1                              Subcontractor Status
Job Range:    2759-2759
Vendor Range: All


Job:    2759           Brennan's


Vendor: Beaumont Construction


Contract Type:                      Bonded:                      Yes              Submit Date:     11/15/00
Contract Date: 12/5/00              Lien Waiver:                 Yes              Resubmit Date:    0/0/00
PO Number:                          Insurance Certificate:       Yes              Approved Date:   12/1/00
                                    Ins. Cert. Expiration Date: 12/31/00          Disapproved Date: 0/0/00


Original Contract Amount            2,000.00     Vendor Invoices              1,000.00
Change Orders Amount                    0.00     Retention Withheld             100.00
                          ====================   Retention Generated              0.00
Amended Contract Amount             2,000.00                               ====================
Actual Units                            1.00     Total                        $900.00


Contact Person              Contact Title          Phone Number
----------------------------------------------------------------------------
John Doe                    Job Site Foreman       (262) 555-5555  Ext. 0000
```

Subcontractor Detail Report

The Subcontractor Detail report contains jobs, contract amount, and invoice detail for each subcontractor.

1. Select *Reports > Job Cost > Subcontractor Reports > Subcontractor Detail*.
2. Use the **Sort By** drop-down to select the sorting method. You can sort by vendor ID or job number.
3. Use the **Ranges** drop-down list to select a range type.
4. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
5. Select *Print*.

```
System:  6/11/2003 9:48:00 AM                      Three Inc.                                        Page: 1
User ID: trathkamp                         Subcontractors Transaction Detail

Sort By:        Vendor ID
Vendor Range:   BEAUMONT0001-CHICAGOR0001
Job Range:      All


Invoice Number     Document Date     Invoice Amount  Retention Withheld    Current Invoice  Payments Released      Balance Due
-----------------------------------------------------------------------------------------------------------------------------

Vendor:       Beaumont Construction


Job:          HVAC-1000     AIA BILLING STYLE JOB

4154654            10/10/2002          3,000.00          300.00              2,700.00          2,700.00               0.00
                                 ============================================================================================
                   Job Total:         $3,000.00        $300.00             $2,700.00         $2,700.00              $0.00

Job:          TEMPLATE HVAC JOBTemplate HVAC Job

4534               5/23/2003            500.00            0.00                500.00              0.00               500.00
                                 ============================================================================================
                   Job Total:           $500.00          $0.00               $500.00            $0.00              $500.00
                                 ============================================================================================
                 Vendor Total:        $3,500.00        $300.00             $3,200.00         $2,700.00            $500.00


                                 ============================================================================================
                  Grand Total:        $3,500.00        $300.00             $3,200.00         $2,700.00            $500.00
```

Subcontractor Retention Report

The Subcontractor Retention report contains jobs, contract amounts, and retention information for each subcontractor.

1. Select *Reports > Job Cost > Subcontractor Reports > Subcontractor Retention*.
2. Use the **Sort By** drop-down to select the sorting method. You can sort by vendor ID or job number.
3. Use the **Ranges** drop-down list to select a range type.
4. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
5. Select *Print*.

```
System:    1/22/2004 1:35:40 PM                    The World Online, Inc.                                           Page:  1
User ID:   jbushe                                   Subcontractors Retention

Sort By:          Vendor ID
Vendor Range:     All
Job Range:        All


 Invoice Number     Document Date          Invoice Amount Retention Withheld         Retention %    Retention Invoiced          Balance Due
---------------------------------------------------------------------------------------------------------------------------------------
Vendor:     Beaumont Construction


Job Number: HVAC-1000           AIA BILLING STYLE JOB

4154654            10/10/2002                 3,000.00              300.00               10.00                  0.00               300.00
                                          ==========================================================================================
                           Job Total:        $3,000.00            $300.00                                    $0.00               $300.00
                                          ==========================================================================================
                        Vendor Total:        $3,000.00            $300.00                                    $0.00               $300.00


                                          ==========================================================================================
                         Grand Total:        $3,000.00            $300.00                                    $0.00               $300.00
```

Insurance Expired Report

The Insurance Expired report contains insurance and expiration date information for each vendor.

1. Select *Reports > Job Cost > Subcontractor Reports > Insurance Expired*.
2. Use the **Ranges** drop-down list to select a range type.
3. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
4. Select *Print*.

```
System:    8/1/2002  10:42:10 AM              The World Online, Inc.                              Page: 1
User ID:   sa                                 Subcontractors Insurance Expiration Dates

Manger Range: ALVA0001-ALVA0001
Date Range:   All

Project Manager: Alicia, Alvarza M.

Job              Vendor                    Ins. Expr. Date  Contact Name             Contact Phone Number
-------------------------------------------------------------------------------------------------------
2759             Ace Travel                1/1/2003
2759             Allenson Properties       0/0/0000
2759             Associated Insurance Inc. 0/0/0000
2759             Beaumont Construction     1/23/2002
2759             Master subcontractor      0/0/0000
2759             West Junction Amoco        3/16/2002
2759             Xerox Corporation         12/1/2002
2759TRX          Ace Travel                1/1/2003
2760             Ace Travel                1/1/2003
2760             Allenson Properties       0/0/0000

3001             Ace Travel                1/1/2003
3001             Central Cellular, Inc.    0/0/0000
4000             Ace Travel                1/1/2003
4000             Master subcontractor      0/0/0000
4001             Central Cellular, Inc.    0/0/0000
4002             Xerox Corporation         12/1/2002
```

Subcontractor Cost Codes Report

The Subcontractor Cost Codes report contains a list of cost codes assigned to each vendor. The report is sorted by job, then vendor.

1. Select *Reports > Job Cost > Subcontractor Reports > Subcontractor Cost Codes*.
2. Use the **Ranges** drop-down list to select a range type.
3. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
4. Select *Print*.

```
System:     12/11/20028:35:46 AM      The World Online, Inc.
User ID:  trathkamp                    Job Cost Subcontractor Cost Codes

Job Range:        All
Vendor Range:     All

Job:          2759              Brennan's

Vendor:     ACETRAVE0001    Ace Travel

Cost Code Number      Description                    Cost Element
-----------------------------------------------------------------------------
1-10-2                Piping Material - 1st Floor     Materials
7-70-2                Materials - Utility Room        Materials
1-00-1                Equipment - 1st Floor           Equipment
2-00-1                Equipment - 2nd Floor           Equipment
1-00-4                Subcontractors - 1st Floor      Subcontractors
2-00-4                Subcontractors - 2nd Floor      Subcontractors

Vendor:     ALLENSON0001    Allenson Properties

Cost Code Number      Description                    Cost Element
-----------------------------------------------------------------------------
1-00-1                Equipment - 1st Floor           Equipment

Vendor:     BEAUMONT0001    Beaumont Construction

Cost Code Number      Description                    Cost Element
-----------------------------------------------------------------------------
1-00-4                Subcontractors - 1st Floor      Subcontractors

Vendor:     JOES PLACE      Master subcontractor

Cost Code Number      Description                    Cost Element
-----------------------------------------------------------------------------
1-10-2                Piping Material - 1st Floor     Materials
2-00-4                Subcontractors - 2nd Floor      Subcontractors
```

Subcontractor Summary Status Report

The Subcontractor Summary Status report summarizes contract information for all jobs for which the subcontractor is being used.

1. Select *Reports > Job Cost > Subcontractor Reports > Subcontractor Summary Status*.
2. Use the **Ranges** drop-down list to select a range type.
3. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
4. Select *Print*.

```
System:    12/11/20028:38:14 AM                    The World Online, Inc.                                              Page: 1
User ID:  trathkamp                                Subcontractor Summary Status

Vendor Range:    All


Vendor:    ACETRAVE0001   Ace Travel

Total Original Contract Amount  Total Change Orders   Total Contract Amount  Total Vendor Invoices  Retention Withheld Total  Retention Invoices Total   Total Invoices Due
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------
                15,000.00                0.00               15,000.00               9,750.00               963.00                 963.00                   5,250.00
Vendor:    ADVANCED0001   Advanced Office Systems

Total Original Contract Amount  Total Change Orders   Total Contract Amount  Total Vendor Invoices  Retention Withheld Total  Retention Invoices Total   Total Invoices Due
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------
                    0.00                0.00                    0.00                   0.00                 0.00                   0.00                       0.00
Vendor:    ALLENSON0001   Allenson Properties

Total Original Contract Amount  Total Change Orders   Total Contract Amount  Total Vendor Invoices  Retention Withheld Total  Retention Invoices Total   Total Invoices Due
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------
                    0.00                0.00                    0.00                 192.95                 0.00                   0.00                     (192.95)
Vendor:    AMERICAN0001   American Express

Total Original Contract Amount  Total Change Orders   Total Contract Amount  Total Vendor Invoices  Retention Withheld Total  Retention Invoices Total   Total Invoices Due
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------
                    0.00                0.00                    0.00                   0.00                 0.00                   0.00                       0.00
```

UK CIS Subcontractor Reports

For information on printing reports for UK CIS subcontractors, see the *Advanced Subcontractor feature* chapter in the Job Cost manual.

Subcontractor Claims Report

This report displays the cost code description, total amount of the payment claim and the scheduled amount. This report reflects all cost codes for each job as well as the comments entered in the Reason Note field of the Contract Claimed Amounts window. The report creates a separate page for each job.

Subcontractor Supplemental Report

This report provides for all the required Building and Construction Industry Security of Payment (Supporting Statement) Regulation 2014 supporting statement information.

Service Management Dexterity Reports

Service Management is shipped with a set of Dexterity reports that can be customized with Report Writer, which ships with Microsoft Dynamics GP System Manager module. Some reports provide helpful information about your customers and their locations. Others track your service call information and monitor equipment information for each customer location. Other reports show salesperson commissions and maintenance contract profitability. Some standard reports can be used as marketing tools to offer maintenance contracts to repeat service call customers. They can also be helpful for maintaining your customer file information or if you want to print company information.

> ⚠ You may wish to print some of the reports when you have finished setting up Service Management. A current copy of each report could be kept on file in case the files containing the information become damaged.

Reports print to the screen in full screen mode. Use the full screen button, which is located next to the *Mail* button in the upper left corner of all report windows, to toggle to partial screen view.

If you're using global filtering, you can use global filters when printing some reports. Use the drop-down list in the report setup window to select a branch. The report prints only the records belonging to the selected branch. If you select User Profile from the drop-down list, the global filter defaults based on your user profile setup. You can select the *Branch* indicator at any time to see the global filters you've chosen.

The reports are grouped into three areas: General, Service, and Maintenance. In most cases, you have the option of printing a report to the screen, to a printer, or to a file.

> ⚠ Remember, you can set a default report destination in the Microsoft Dynamics GP User Preferences window (*Microsoft Dynamics GP > Tools > Setup > User Preferences*).

If SQL reporting has been set up, some of the standard Dexterity reports may have been replaced by SQL reports. Additional SQL reports are available to print from Report Manager or the Custom Reports list.

General Reports

Contact ID Report

You can assign contacts to locations and maintenance contracts. The Contact ID report lists the contact ID, contact name, address, and contact organization.

1. Select *Reports > Service Management > General > Contacts*.
2. Select a sorting method from the drop-down list.
3. Select whether to include all contacts or a range. Enter the range, if applicable.
4. Select whether to print a summary report, detail report, or labels.

```
System:      3/24/98     11:34:02 AM                                                    Page:                    1
User Date:   3/24/98                          The World Online, Inc.                    User ID:     LESSON USER1
                                                CONTACT ID SUMMARY LIST
                                              The Service Management Series


   Ranges:
     Contact ID: ALL
   Sorted: Contact ID

 Contact ID       Contact Name                  Address                      City,State,Code
                  Contact Organization
------------------------------------------------------------------------------------------------------------------
 1                George DuRoy                  45733 W. Glendale Ave.       New Berlin                 WI   53151
                  New Berlin Police Department
 2                Kevin Rogers                  8343 W. North Avenue         Wauwatosa                  WI   53226
                  Wauwatosa Fire Department
 33               Lucy Gonzalez                 7844 W. Palatine Road        Palatine                   IL   79008
                  A1 Security                   Suite 104

        -------------------------------------
    Total Contacts Listed:            3


 End of Report
```

Customer Locations Report

Since some service customers may have multiple locations, you can print the Customer Locations report to list each location's information. The Customer Locations report is compiled from the service call database. It lists the customer's address information, salesperson, labor group name, pricing matrix name, and user-defined field information for each location.

1. Select *Reports > Service Management > General > Customer Locations*.

2. Select a customer using the lookup button in any field. When searching by customer ID, customer name, or address 1, you must make a partial entry and then select the lookup button to begin the search. When searching by location phone, enter a phone number and then select the phone button to begin the search. If a match is found, the customer record will be retrieved.
3. Select *Print*.

```
System:     3/24/98     10:04:51 AM                    Page:             1
User Date: 3/24/98                                     User ID: LESSON USER1

                            The World Online, Inc.
                  SERVICE MANAGEMENT CUSTOMER LOCATIONS REPORT
                           Service Management Series
                           Name: Advanced Paper Co.
-------------------------------------------------------------------------------
Address Code                             User Define 1
      Location Name
      Address                            User Define 2

      City,State,Zip                     User Define 3
      Country
      Contact #1                         User Define 4
      Phone #1
      Contact #2                         User Define 5
      Phone #2
      Salesperson                        User Define 6
      Labor Group Name
      Pricing Matrix Name
-------------------------------------------------------------------------------
PRIMARY
      Business
      944 19th Street S.

      Chicago            IL   60603-911
      USA
      Manoj Monat
      (312) 434-2009  Ext. 0000

      (000) 000-0000  Ext. 0000
      CHARLES E.
      STANDARD
      STANDARD
-------------------------------------------------------------------------------

   TOTAL LOCATION(S):        1
```

Customer Report

The Customer report lists information on your service customers.

1. Select *Reports > Service Management > General > Customer Report*.
2. Select a sorting method from the drop-down list.
3. Select to print all customers or a range of customers. Enter the customer range, if applicable.
4. Select to print a summary report, a detail report, or labels.

5. Select a sorting method from the drop-down list. The last two choices in the drop-down list are user-defined fields.
6. Select *Print*.

> ⚠️ If you don't have information in a field you are sorting by, the record is skipped.

Summary

```
System:     5/31/2002  1:33:16 PM              The World Online, Inc.                          Page:     1
User Date: 5/31/2002                       CUSTOMER ADDRESS SUMMARY LIST                       User ID:  LESSONUSER1
                                              Service Management Series

Ranges:
   Salesperson ID: ANORTHROP to ANORTHROP
Sorted: Salesperson ID

Salesperson:   ANORTHROP
   Customer Number   Customer Name                  Address                   City
                     Phone                                                    Facsimile
-----------------------------------------------------------------------------------------------------------
   102               Cedar Family Counseling        1123 Madison Ave.         New Berlin              WI  11111
                     (414) 821-1020  Ext. 0000                                (000) 000-0000  Ext. 0000
   105               Lake Park Golf Supply          1192 Jackson Blvd.        New Berlin              WI  11111
                     (414) 821-1050  Ext. 0000                                (000) 000-0000  Ext. 0000
   107               Arc Investment Services        1238 Anderson Parkway     New Berlin              WI  11111
                     (414) 821-1070  Ext. 0000                                (000) 000-0000  Ext. 0000
   112               Smokes Fire Protection Service 1353 Eastmoor             New Berlin              WI  11111
                     (414) 821-1120  Ext. 0000                                (000) 000-0000  Ext. 0000
   113               Greens Nursery                 1376 Westmoor             New Berlin              WI  11111
                     (000) 000-0000  Ext. 0000                                (000) 000-0000  Ext. 0000
   114               Soundhiem Music                1399 Golf Drive           New Berlin              WI  11111
                     (414) 821-1140  Ext. 0000                                (000) 000-0000  Ext. 0000
   115               Flash Photo Service            1422 Sunnyslope           New Berlin              WI  11111
                     (414) 821-1150  Ext. 0000                                (000) 000-0000  Ext. 0000
   116               Movietime Movie Rentals        1445 Calumet              New Berlin              WI  11111
                     (414) 821-1160  Ext. 0000                                (000) 000-0000  Ext. 0000

            8 Total Customers for: ANORTHROP
```

Detail

```
System:     5/31/2002  1:40:02 PM              The World Online, Inc.                        Page:     1
User Date: 5/31/2002                       CUSTOMER ADDRESS DETAIL LIST                    User ID:   LESSONUSER1
                                              Service Management Series

Ranges:
  Salesperson ID: ANORTHROP to ANORTHROP
Sorted: Salesperson ID

Salesperson: ANORTHROP
     Customer Number    Customer Name                           Contact                     Bill To
                        Location                                Phone #1                    Sales Territory
                        Address                                 Phone #2                    Payment Terms
                                                                Fascimile                   Tax Schedule ID
                        City                                    Customer Class
     -------------------------------------------------------------------------------------------------------
     102                Cedar Family Counseling                                             PRIMARY
                        PRIMARY                                 (414) 821-1020  Ext. 0000
                        1123 Madison Ave.                       (000) 000-0000  Ext. 0000   Net 30
                                                                (000) 000-0000  Ext. 0000   USASTCITY-6*
                        New Berlin           WI   11111         SERVICE
     105                Lake Park Golf Supply                                               PRIMARY
                        PRIMARY                                 (414) 821-1050  Ext. 0000
                        1192 Jackson Blvd.                      (000) 000-0000  Ext. 0000   Net 30
                                                                (000) 000-0000  Ext. 0000   USASTCITY-6*
                        New Berlin           WI   11111         SERVICE
     107                Arc Investment Services                                             PRIMARY
                        PRIMARY                                 (414) 821-1070  Ext. 0000
                        1238 Anderson Parkway                   (000) 000-0000  Ext. 0000   Net 30
                                                                (000) 000-0000  Ext. 0000   USASTCITY-6*
                        New Berlin           WI   11111         SERVICE
     112                Smokes Fire Protection Service                                      PRIMARY
                        PRIMARY                                 (414) 821-1120  Ext. 0000
                        1353 Eastmoor                           (000) 000-0000  Ext. 0000   Net 30
                                                                (000) 000-0000  Ext. 0000   USASTCITY-6*
                        New Berlin           WI   11111         SERVICE
```

Equipment at Location

The Equipment at Location report lists the equipment information at a customer location. The report compiles information from the equipment database.

1. Select *Reports > Service Management > General > Equipment at Location*.
2. Select a customer using the lookup button in any field. When searching by **Customer ID**, **Customer Name**, **Location Name**, or **Address 1**, you must make a partial entry in the field and then select the lookup button to begin the search. When searching by location phone, enter a phone number and then select the phone button to begin the search. If a match is found, the customer record will be retrieved.
3. You can limit the data in the lookup windows by selecting a branch name from the drop-down list at the top of the window.
4. Select *Print*.

```
System:     3/11/2003  2:01:02 PM                    Page:              1
User Date: 3/11/2003                                 User ID: kschneider

                              The World Online, Inc.
                          EQUIPMENT AT LOCATION REPORT
                           Service Management Series

   Name: Accurate Printing
   Location: Accurate Printing
   --------------------------------------------------------------------------
   Equipment Number                              User Define 1
             Manufacturer
             Type of Equipment                   User Define 2
             Equipment Model Number
             Equipment Serial Number             User Define 3
             Sublocation ID
             Installation Date                   User Define 4
             Installed By
             Contract Number                     User Define 5
             Warranty Expires
             Extended Warranty Type              User Define 6
             Extended Warranty Expires
             Suspend MCC Calls
   --------------------------------------------------------------------------

    101001
             YORK
             AC COMPRES
             T140
             SN9229
             BOILER ROOM A
             10/1/1996
             H & K Heating
             101-001
             12/31/2004
                                                 0/0/0000
             0/0/0000
             Yes
```

Invalid Labor Rate Groups

Invalid Labor Rate Groups

The Invalid Labor Rate Groups report lists locations that have invalid labor rates assigned. A location record may have an invalid labor rate group if the user has changed from using Service labor rates to using overhead amounts from Job Cost to determine labor rates. The report also prints after marking or unmarking the setup option to use overhead amounts from Job Cost.

Select *Reports > Service Management > General > Invalid Labor Rates*.

System: 3/11/2003 2:01:02 PM   Page: 1
User Date: 3/11/2003   User ID: kschneider

                              The World Online, Inc.
                          EQUIPMENT AT LOCATION REPORT
                           Service Management Series

   Name: Accurate Printing
   Location: Accurate Printing

   Equipment Number   User Define 1
             Manufacturer
             Type of Equipment   User Define 2
             Equipment Model Number
             Equipment Serial Number   User Define 3
             Sublocation ID
             Installation Date   User Define 4
             Installed By
             Contract Number   User Define 5
             Warranty Expires
             Extended Warranty Type   User Define 6
             Extended Warranty Expires
             Suspend MCC Calls

    101001
             YORK
             AC COMPRES
             T140
             SN9229
             BOILER ROOM A
             10/1/1996
             H & K Heating
             101-001
             12/31/2004
                                                 0/0/0000
             0/0/0000
             Yes
```

**Invalid Labor Rate Groups**

The Invalid Labor Rate Groups report lists locations that have invalid labor rates assigned. A location record may have an invalid labor rate group if the user has changed from using Service labor rates to using overhead amounts from Job Cost to determine labor rates. The report also prints after marking or unmarking the setup option to use overhead amounts from Job Cost.

Select *Reports > Service Management > General > Invalid Labor Rates*.

```
-----------------------------------------------------------------------------------------------------
CUSTOMER ID      CUSTOMER NAME                 ADDRESS ID    LOCATION NAME              LABOR RATE GROUP
-----------------------------------------------------------------------------------------------------

101              Accurate Printing             PRIMARY       Accurate Printing          STANDARD

102              Cedar Family Counseling       PRIMARY       Cedar Family Counseling    STANDARD

103              Wennsoft                      PRIMARY       Wennsoft                   STANDARD

104              Lange Hardward                PRIMARY       Lange Hardware             STANDARD

105              Lake Park Golf Supply         PRIMARY       Lake Park Golf Supply      STANDARD

106              Woodland Golf Course          PRIMARY       Woodland Golf Course       STANDARD

107              Arc Investment Services       PRIMARY       Arc Investment             STANDARD

108              Bay Towel Service             PRIMARY       Bay Towel                  STANDARD

109              Watertown Boat Storage        PRIMARY       Watertown Boat Storage     STANDARD

110              Flight By Night Air Transport PRIMARY       Flight By Night            STANDARD

111              Elm Brook Limousine Sales     PRIMARY       Elm Brook Limo             STANDARD

112              Smokes Fire Protection Service PRIMARY      Smokes Fire Protection     STANDARD

113              Greens Nursery                PRIMARY       Greens Nursery             STANDARD

114              Soundhiem Music               PRIMARY       Sounhiem Music             STANDARD

115              Flash Photo Service           PRIMARY       Flash Photo                STANDARD

116              Movietime Movie Rentals       PRIMARY       Movietime - Main Office    STANDARD

201              Molded Plastic Concepts       PRIMARY       Molded Plastic             STANDARD

202              Dusty Chimney Sweeping        PRIMARY       Dusty Chimney              STANDARD
```

Lookup Reports

Most windows in Service Management have fields with attached lookup windows. The lookup window contents can be printed in report format. You can select to print each report individually or print all reports at once. It can be helpful to have a copy of the lookup window entries for your records or to note any duplications in the lists.

- Customer Window Lookups Report (page 262)
- Equipment window lookups report (page 263)
- Service call window lookups report (page 264)
- Maintenance contract types list (page 266)
- Maintenance task codes report (page 266)
- Maintenance tasks by equipment type report (page 267)
  - All lookup reports (page 268)

Customer Window Lookups Report

The Customer Window Lookups report lists the lookup window items in the User-Defined 1 and User-Defined 2 lookup windows.
Select *Reports > Service Management > General > Lookups > Customer.*

```
System:     3/24/98    11:50:43 AM                          Page:              1
User Date: 3/24/98                                          User ID: LESSON USER1

                            The World Online, Inc.
                         CUSTOMER WINDOW LOOKUPS REPORT
                           Service Management Series


     USER DEFINE 1                              USER DEFINE 2
    ----------------                           ----------------
Newspaper Ad                               Hospital
Referral                                   HVAC Shop
Trade Show                                 Museum
Unknown                                    Office Building
Yellow Pages                               Retail
                                           School



   End of Report
```

Equipment window lookups report

The Equipment Window Lookups report lists the contents of the Type of Equipment, Extended Warranty Type, Installed By, and Manufacturer lookup windows.
Select *Reports > Service Management > General > Lookups > Equipment*.

```
System:      3/24/98    1:24:39 PM                        Page:              1
User Date:   3/24/98                              User ID: LESSON USER1

                          The World Online, Inc.
                     EQUIPMENT WINDOW LOOKUPS REPORT
                         Service Management Series


----------------------------------------------------------------------------
TYPE OF EQUIPMENT       EXTENDED WARRANTY TYPE      INSTALLED BY    MANUFACTURER
----------------------------------------------------------------------------
DATA PUMP               1 Year-Parts & Labor        Computer Specia   COMPAQ
PC                      90 Days-Parts & Labor       Installation Sp   DELL
SERVER                  None                        Joe's Service     IBM
SOFTWARE                                                              MFR.'S INC.
CABEL                                                                UNKNOWN
                                                                     XYZ SUPPLY



   End of Report
```

Service call window lookups report

There are two Service Call Window Lookups reports. The first report lists the contents of the Technician, Division, Status, and Type of Problem lookup windows. When this window is closed, the second Service Call Window Lookups report opens, listing the contents of the Type of Call and User-Defined 1 lookup windows. Select *Reports > Service Management > General > Lookups > Service Call.*

```
System:        3/24/98    1:40:10 PM                      Page:            1
User Date:  3/24/98                                    User ID: LESSON USER1

                          The World Online, Inc.
                      SERVICE WINDOW LOOKUPS REPORT 1
                        Service Management Series

 ----------------------------------------------------------------------------
 TECHNICIAN       DIVISION         STATUS          TYPE OF PROBLEM
 ----------------------------------------------------------------------------
 ADVANCED      CONSULTING        CLOSED         DAMAGED HARD DRIVE
 BLACK         INSTALLATION      COMPLETE       ERROR
 CLAYA         SUPPORT           DISPATCHED     MAINTENANCE
 CRANE                           ON HOLD        NO POWER
 DRAKE                           PENDING        NOISE
 ERICKSON                        UNASSIGNED     SETUP
 HOFER                                          SYSTEM FAILURE
 REESE



   End of Report



```

```
System:        3/24/98    1:44:55 PM                      Page:            1
User Date:  3/24/98                                    User ID: LESSON USER1

                          The World Online, Inc.
                      SERVICE WINDOW LOOKUPS REPORT
                        Service Management Series

 ----------------------------------------------------------------------------
  TYPE OF CALL                               USER DEFINE 1
 ----------------------------------------------------------------------------
 AS    ANNUAL SERVICE
 CON   Consulting
 EMG   Emergency
 MCC   GENERATED MC
 INS   Installation
 MC    MAINTENANCE
 SUP   SUPPORT



     End of Report



```

Maintenance contract types list

Select *Reports > Service Management > General > Lookups > Contract Types.*

```
System:      3/24/98      2:04:55 PM            The World Online, Inc.            Page:      1
User Date:   3/24/98                         Maintenance Contract Types List      User ID:   LESSON USER1
                                                SERVICE MANAGEMENT SERIES


* Use Service Level ID


Contract Type Name    Description                          Service Level ID    Description
-----------------------------------------------------------------------------------------------------------
    Contract Coverage
-----------------------------------------------------------------------------------------------------------
MONTHLY               MONTH END SERVICES
    The Month End contract covers 1 hour per month of Diagnostic Testing

    This Diagnostic Testing includes:

    EMBEDDED DIAGNOSTIC TESTS
    - Bus Controller
    - Cache Controller
    - Cache Card
    - Diskette Drive Controller
    - Hard Disk Drive Controller
    - Memory Controller Registers

    DISKETTE-BASED DIAGNOSTIC TESTS
    - Ram
    - System Set
    - Video - Keyboard
    - Mouse
    - Diskette Drives


SUPPORT               SUPPORT SERVICES
    The Support Services contract is a comprehensive support plan that offers the following services:

    - Online Q&A of the most frequently asked questions of computer users
    - Online directory that is a reference tool for all products and services
    - Complete Diagnostic Trouble Shooting Programs
    - Auto Tech Service (automated technical support - TechFax Services)

    * All services are provided 24 hours a day, 7 days a week.

TIME & MATERIAL       TIME & MATERIAL
    The Time & Material contract covers all parts and labor up to $1000.00.
```

Maintenance task codes report

Select *Reports > Service Management > General > Lookups >Task Codes.*

```
  3/24/98                                                           1
                        The World Online, Inc.
                        Maintenance Task Codes

 -------------------------------------------------------------------------------

 Task Code

   Skill Level
   Material Kit/Item              Tool Kit Required
   Frequency                     Suggested Schedule
       Descriptive Text:
 -------------------------------------------------------------------------------
 AD100      Archive Data

   CONSULTANT      Consultant

   MONTHLY                          Every Month


 BS100      Backup Server

   SUPPORT TECH    Support Technician

   MONTHLY                          Every Month


 CONV       Data Conversion

   SUPPORT TECH    Support Technician

   OPTION                           No PM Scheduled


 DE100      Defragment Hard Drives

   SUPPORT TECH    Support Technician
                                 MINI VAC        Mini Vac & Attachments
   MONTHLY                          Every Month


 DI100      Run Diagnostics
```

Maintenance tasks by equipment type report

Select *Reports > Service Management > General > Lookups > Task Codes by Equipment.*

```
8/19/2004

                                    The World Online, Inc.
                                    Maintenance Tasks By Equipment Type


------------------------------------------------------------------------
Equipment Type   AC COMPRESSOR

      Task Code
         Skill Level
         Material Kit/Item                      Toolkit Required
         Frequency                              Suggested Schedule
------------------------------------------------------------------------
         106          Check Refrigerant

          ENG              Engineer

          MONTHLY                               Every Month


------------------------------------------------------------------------
    Total Task Code(s)           1
```

All lookup reports

All lookup reports print at once. When one report window is closed, the next report opens. Select *Reports > Service Management > General > Lookups > All*.

> ⚠️ Each report can be printed to a printer by choosing the **Print** button in the screen output window.

Printable Notes report

You can print notes that have been added to Service Management records using the notepad button and are marked printable. You can print the note text, transaction number, cost code, current user, and index.

1. Select *Reports > Service Management > General > Printable Notes*.
2. Select a sorting method from the drop-down list.
3. To restrict the records that are printed, enter a **Range**. You can enter a range of customer IDs, current owners, or reminder dates.
4. Select *Insert>>* to insert the restriction in the scrolling window. You can only enter one restriction per restriction type.
5. Select *Print* to print the notes that fall within the restrictions you've entered.

Service Reports

Assigned Appointments Report

The Assigned Appointments report lists all appointments with a status other than Unassigned or Default. The total number of assigned appointments and their total hours listed at the end of the report.

1. Select *Reports > Service Management > Service > Assigned Appointments.*
2. Enter a **Start Date** and an **End Date**.
3. Select whether to include calls with an MCC call type.
4. Select *Print*.

```
System:        5/31/2002  2:26:11 PM                        Page:    1
User Date:     5/31/2002                          User ID: LESSONUSER1

                              The World Online, Inc.
                           Assigned Appointments Report
                            Service Management Series
                             Starting Date:  1/1/2002
                             Ending Date:   6/1/2002


Service Call ID:     001115-0003

Call Type:           TIME & MATERIAL           Customer ID:     101
Priority:            2                         Name:            Accurate Printing
Problem Type:        Cooling Failure           Address iD:      PRIMARY
Call Time:            4.00                      Location Name:
Description:         NO AIR                     Address 1:       1146 Monroe Ave.
Fax:                 (000) 000-0000  Ext. 0000 Address 2:
Salesperson ID:      FRANCINE B.               City State Zip   New Berlin        WI  11111
Date of Service:     5/31/2002                 Contact Name:    Bob Thomas
                                               Phone 1:         (414) 821-1010  Ext. 0000
                                               Phone 2:         (000) 000-0000  Ext. 0000


Appointment:         0001                       Appoint. Type:   Service Call
Appointment Status: OPEN
Task Date:           5/31/2002                  Estimate Hours:    1.50
Start Time:
Completion Date:                                Created User ID:  LESSONUSER1
Created Date:        8/27/2001
Technician:          BART                       Technician Status:
Skill Level:
```

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Commission Report

The Commission report lists all salespeople and their commissions for each service call.

1. Select *Reports > Service Management > Service > Commissions.*
2. Enter a **Start Date** and an **End Date**.
3. Select to print the report for **All** salespeople or an **Individual** salesperson. Enter a **Salesperson ID**, if applicable.
4. Select *Print*.
5. Select whether to print a standard or detailed report.

Standard

```
System:        4/28/97    10:45:36 AM                      Page:              3
User Date:     4/28/97                                     User ID: LESSON USER2

                            The World On-line, Inc.
                     SERVICE MANAGEMENT COMMISSION REPORT
                          Service Management Series
                          Starting Date: 1/1/96
                          Ending Date: 12/30/99
    ---------------------------------------------------------------------------
SALESPERSON:   CHARLES E.


Adam Park Resort          960307-0001              $70.00       $47.52      33.00%
  3/7/96        0/0/00    SRVCE000000000020        $22.48       67.88%      $15.68

                          Totals          ----------  ----------  -----------
                                          $70.00      $47.52      $15.68
                                          $22.48

                          Average Profit Margin      67.88%
    ---------------------------------------------------------------------------
  TOTAL CALL(S):        1
```

Detailed

```
System:      4/28/97    10:49:05 AM                          Page:              2
User Date:   4/28/97                                         User ID:    LESSON USER2

                              The World On-line, Inc.
                       SERVICE MANAGEMENT COMMISSION DETAIL REPORT
                            Service Management Series
                            Starting Date: 1/1/96
                            Ending Date: 12/30/99
   ----------------------------------------------------------------------------------------
SALESPERSON.   CHARLES E.

ADAMPARK0001   Adam Park Resort    3/7/96   960307-0001           $70.00    $22.48    $47.52 67.88% 33.00%    $15.68

                                                                 ---------  ---------  --------- -----      ---------
                                                                 $70.00    $22.48    $47.52 67.88%          $15.68


   ----------------------------------------------------------------------------------------
  TOTAL CALL(S):        1
```

Completed Calls Report

The Completed Calls report lists the completed service calls by service call ID, contract type, technician, location name, and supervisor.

1. Select *Reports > Service Management > Service > Completed Calls.*
2. Enter a **Start Date** and an **End Date**.
3. Use the radio buttons to limit the type of calls reported.
4. Select *Print*.

```
System:      2/26/99    9:32:43 AM                 The World Online, Inc.                    Page:      1
User Date:   2/26/99                                 COMPLETED CALLS                          User ID:   LESSONUSER1
                                                  Service Management Series


Ranges:        From:                   To:
    Date:      1/1/99                  12/31/99

Options:      Include All Calls


Supervisor:

  Location Name: Warehouse

    Technician:  BLACK           Black, Thomas

      Contract Type:

        Service Call ID   Resolution ID  Estimated Hours  Call Description              Description Notes
        ----------------------------------------------------------------------------------------------------
        980212-0006                               0.00   PROBLEMS WITH DISK DRIVE
        980212-0005                               3.00   INSTALL ADDITIONAL RAM
Supervisor:   CHARLES E.

  Location Name: Business

    Technician:  ERICKSON        Erickson, Charles

      Contract Type:

        Service Call ID   Resolution ID  Estimated Hours  Call Description              Description Notes
        ----------------------------------------------------------------------------------------------------
        980212-0004                              10.50
```

Contract Escalation Build Report

This report displays the build information for contract escalations. The contract information that is listed includes the Customer ID, Address ID, Master Contract, and Contract Number. Also included are indicators if the build is valid, forecast missing, if the contract is not 100% billed, not 100% revenue recognized, the number of open calls, if the contract is on hold, and the approved status. The totals at the bottom of the report indicate the number of successful and unsuccessful contracts in addition to a total number of contracts.

```
System:      9/6/2019  3:47:21 PM                    Fabrikam, Inc.                    Page:                        1
User Date:   4/12/2027                     Contract Escalation Build Report           User ID:           sa
                                              Service Management Series


Customer ID       Address ID        Master                Contract   Valid  Forecast  < 100%   < 100%    Open   Hold   Approved
                                    Contract              Number            Missing   Billed   Revenue   Calls
-----------------------------------------------------------------------------------------------------------------------------
104               MAIN OFFICE                             0000000067   Y               X        X                       Y

  TOTALS:
  --------------------------------------------------
        Number of Successful Contracts:    1
        Number of Unsuccessful Contracts:  0
                                          ---------
        Total Contracts:                   1



  End of Report
```

Customer Reports

Mean Time Customer Report

The Mean Time Customer report lists the time between changes in a service appointment's status. The appointment statuses used are the user-defined time stamps plus the status Open. *(Microsoft Dynamics GP > Tools > Setup > Service Management > User-Defined Label Setup > Time Stamp)*

1. Select *Reports > Service Management > Service > Customer Reports > Mean Time.*
2. Enter a **Start Date** and an **End Date**.
3. Select time stamps using the drop-down lists in the **Start Time Description** and **End Time Description** fields. If the time stamps in the drop-down list aren't the ones you defined during setup, you may have connected the time stamp to an appointment status. In this case, the appointment status would override the time stamp.
4. Use the lookup window in the **Customer Name**, **Location Name**, and **Contract Number** fields to select data to limit your report. If you leave these fields blank, all data prints. You can select to include all service calls, only MC calls, or all service calls except MC calls.
5. Select *Print*.

```
System:     9/13/99     2:37:19 PM              The World Online, Inc.                        Page:
User Date:  9/13/99                          CUSTOMER TIME STAMP MEAN TIME                    User ID:  LESSONUSER1
                                                Service Management Series


Mean Time Between:  Dispatched to Complete

Restrictions:
    Date Range:      1/1/98 to 12/31/99     Calls to Include:  ALL
    Customer:        ALL
    Location:        ALL
    Contract:        ALL


 Affiliate:
 Region:
 Branch:

  Customer:        AARONFIT0001    Aaron Fitz Electrical

    Location Name:   Aaron Fitz - Primary

      Contract Number:

        Service Call ID   Call Type  Technician              Dispatched              Complete                   Total Hrs.
        ----------------------------------------------------------------------------------------------------------------
        990913-0001                  Flint, Alan             10:32:47 AM   9/13/99   1:34:21 PM  9/13/99           3.03

      Total Service Calls by Contract:             1


    Total Service Calls by Location:               1


  Total Service Calls by Customer:                 1


Total Service Calls by Branch:                     1
```

Service Calls by Problem Type Report - Customer

The Service Calls by Problem Type report lists service calls categorized by problem type.

1. Select *Reports > Service Management > Service > Customer Reports > Calls by Problem.*
2. Enter a **Start Date** and an **End Date**.
3. Select the **All** or **Individual** radio button. If you select Individual, use the lookup windows in the **Type of Problem**, **Customer Name**, **Location Name**, or **Contract Number** fields to limit the data in the report.
4. Select *Print*.

```
System:      5/31/2002   4:35:06 PM                                    Page:      1
User Date:   5/31/2002                                                 User ID:   LESSONUSER1

                                The World Online, Inc.
                          SERVICE CALLS BY PROBLEM TYPE - CUSTOMER
                                 Service Management Series

Restrictions:
    Date Range:      1/1/2002 to 5/31/2002
    Customer:        ALL
    Location:        ALL
    Contract:        ALL
    Problem Type:    ALL


   Customer ID       Location Name                   Service Call ID    Technician ID    Technician Team
   -----------------------------------------------------------------------------------------------------
Problem Type:

   101               Accurate Printing               010725-0001        ANNE
   101               Accurate Printing               020314-0001        ANNE
   101               Accurate Printing               020314-0002        ANNE

       -------------------------------------------------------------------------------------------------

   Subtotal:          3

Problem Type:  Cooling Failure

   101               Accurate Printing               001115-0003        BART

       -------------------------------------------------------------------------------------------------

   Subtotal:          1

Problem Type:  Heating Failure

   101               Accurate Printing               001115-0002        ANNE
   101               Accurate Printing               010725-0002        ANNE
   105               Lake Park Golf Supply           001117-0001        BARB             SOUTH

       -------------------------------------------------------------------------------------------------

   Subtotal:          3
```

Cost and Revenue Maintenance Work (ATD) Report

The Cost and Revenue Maintenance Work (ATD) (actual total to date) report lists the annual value, year-to-date billing, year-to-date revenue recognized, year-to-date total costs, and the cost/billing ratio for a maintenance contract. The report also lists the plan and actual billing amounts for each cost category. The report is based on the current system date.

1. Select *Reports > Service Management > Service > Customer Reports > Contract Work ATD*.
2. Use the lookup windows in the **Customer Name**, **Location Name**, and **Contract Number** fields to limit the report data. If you leave the fields blank, all data prints.
3. Select *Print*.

```
Contract Type: AUTO W/AUDIT
                                                              YTD          YTD
  Contract Number    Customer ID                     Annual   YTD     Revenue       Total              C/B
  Billing Frequency  Location Name                    Value  Billing  Recognized    Costs
  ---------------------------------------------------------------------------------------------------------
  MC002              00000000
  MONTHLY            Brookfield School Dist.      $2,400.00  $1,000.00    $600.00   $3,230.00            5.38

                                               PLAN:                 ACTUAL:
                                          -----------------    -----------------
               EQUIPMENT                         $100.00              $200.00
               MATERIAL                            $0.00               $30.00
               PM                                  $0.00            $6,000.00
               EMG                                 $0.00                $0.00
               REP                                 $0.01                $0.00
               SPOT                                $0.00                $0.00
               OTHER                              $10.00                $0.00
               SUBCONTRACTOR                      $50.00                $0.00
               OTHER                               $0.00                $0.00
```

C&B Noncontract Work Report - Customer

The Cost and Billing Noncontract Work report lists the cost amount, billed amount, profit, and cost/billed ratio of non-maintenance contract work by service call at a location.

1. Select *Reports > Service Management > Service > Customer Reports > C&B Noncontract*.
2. Enter a **Start Date** and an **End Date**.
3. The **Customer Cost and Billing** radio button should be selected. Select to print the report for **All** customers or an **Individual** customer. If you select the Individual radio button, use the lookup buttons to select a customer and location.
4. Select *Print*.

```
System:      9/13/99     9:54:07 AM                PRD3: East Area                       Page:      1
User Date:   9/13/99                        COST AND BILLING - NON CONTRACT WORK         User ID:   jbushe
                                                 Service Management Series

Restrictions:
   Date Range:   1/1/99 to 1/31/99
   Customer:     ALL
   Location:     ALL


------------------------------------------------------------------------------------------------------------
Affiliate: EAST
Region:      910
Branch:      910
Divisions: BLD

Customer ID:       00007922
   Location Name:      HONEYWELL CONSUMER PRODUCTS

     Service Call ID      Description                  Cost          Billed         Profit          C/B
       Technician Name            Customer ID      Location Name
     -------------------------------------------------------------------------------------------------------
     9901-0006                                             $100.00      $300.00        $200.00         0.33
       PIERRE-MIKE, GUARRY        00007922       HONEYWELL CONSUMER PRODUCTS
     9901-0008           TEST SERVICE CALL               $100.00      $300.00        $200.00         0.33
       PIERRE-MIKE, GUARRY        00007922       HONEYWELL CONSUMER PRODUCTS
     -------------------------------------------------------------------------------------------------------
Subtotals:
   Location Name:      HONEYWELL CONSUMER PROD              $200.00      $600.00        $400.00
Customer ID:       00007922                                 $200.00      $600.00        $400.00

Customer ID:       TIMS TEST CUST
   Location Name:      Cudahy Primary Location

     Service Call ID      Description                  Cost          Billed         Profit          C/B
       Technician Name            Customer ID      Location Name
     -------------------------------------------------------------------------------------------------------
     9901-0030           EMERGENCY                     $11,030.80    $27,614.00     $16,583.20        0.39
       Heeley, Timothy            TIMS TEST CUST    Cudahy Primary Location
     -------------------------------------------------------------------------------------------------------
```

Customer Call History Report

The Customer Call History report lists all service calls by customer location.

1. Select *Reports > Service Management > Service > Customer Reports > Call History*.
2. Enter a **Start Date** and an **End Date**.
3. You can limit the data in your report by choosing a **Customer ID** and/or **Location ID**.
4. Select to print a **Summary** or **Detail** report. The detail report includes the service call ID, description, type of problem, date of service call, division, salesperson, purchase order, technician, type of call, call status, resolution ID, and hours. The summary report includes only the service call ID, call type, technician ID, call status, and resolution ID.
5. Select *Print*.

Summary

```
System:      3/1/99        11:46:05 AM                      Page:      1
User Date:   3/1/99                                          User ID:  LESSONUSER1

                            The World Online, Inc.
                         CUSTOMER CALL HISTORY SUMMARY
                            Service Management Series

Restrictions:
  Date Range:    1/1/99 to 3/31/99
  For:           Aaron Fitz Electrical


------------------------------------------------------------------------------
Customer ID:     AARONFIT0001
Customer Name:   Aaron Fitz Electrical

   Location Name: AaronPrimary

     Service Call ID     Call Type            Technician ID   Call Status      Resolution ID
     -------------------------------------------------------------------------------------
     9812-0002                                STEVE           UNASSIGNED
     9902-0008           TIME + MATERIAL      BLACT001        DISPATCHED
     9902-0011           Emergency            BLACT001        DISPATCHED
     9902-0012           Emergency            CRANR001        DISPATCHED
     9902-0013           TIME + MATERIAL      CRANR001        DISPATCHED


     -------------------------------------------------------------------------------------
     Location Name Subtotal:                  5

Subtotal Customer Service Calls:              5



End of Report
```

Detail

```
System:     3/1/99      11:50:25 AM            The World Online, Inc                     Page:      1
User Date:  3/1/99                         CUSTOMER CALL HISTORY DETAIL                User ID:  LESSONUSER1
                                            Service Management Series


Restrictions:
    Date Range:    1/1/99 to 3/31/99
    For:           Aaron Fitz Electrical



----------------------------------------------------------------------------------------------------------
Customer ID:      AARONFIT0001
Customer Name:    Aaron Fitz Electrical
----------------------------------------------------------------------------------------------------------

    Location Name:   AaronPrimary


       9812-0002
          Description:          SERVICE PROBLEM              Technician ID:      STEVE
          Problem Type:         MAINTENANCE                  Call Type:
          Date:                 3/1/99                       Call Status:        UNASSIGNED
          Division:             HVAC                         Resolution ID:
          Salesperson ID:       SEAN W.                      Estimated Hours:       0.00
          Customer P.O. Number:

       9902-0008
          Description:                                       Technician ID:      BLACT001
          Problem Type:         No heat                      Call Type:          TIME + MATERIAL
          Date:                 3/1/99                       Call Status:        DISPATCHED
          Division:             SERVICE                      Resolution ID:
          Salesperson ID:       SEAN W.                      Estimated Hours:       4.00
          Customer P.O. Number:

       9902-0011
          Description:          TOO HOT                      Technician ID:      BLACT001
          Problem Type:         No cooling                   Call Type:          Emergency
          Date:                 3/1/99                       Call Status:        DISPATCHED
          Division:             HVAC                         Resolution ID:
          Salesperson ID:       SEAN W.                      Estimated Hours:       4.00
          Customer P.O. Number:
```

Contract Cost Breakdown Report

The Contract Cost Breakdown report lists the amount posted from maintenance contract service calls on a cost category basis.

1. Select *Reports > Service Management > Service > Customer Reports > PM Cost Breakdown*.
2. Enter a **Start Date** and an **End Date**.
3. You can limit the report data by choosing a **Customer ID** and/or **Location ID**.
4. Select *Print*.

```
System:      9/9/99      9:46:44 AM                              Page:      1
User Date:   9/9/99                                              User ID:   LESSONUSER1

                            The World Online, Inc.
                            CONTRACT COST BREAKDOWN
                            Service Management Series

Restrictions:
    Date Range:    1/1/98 to 12/31/98
    For:           ALL


Cost Code:         1  EQUIPMENT

   Service Call ID    Technician                  Technician Team              Cost
   --------------------------------------------------------------------------------
   980212-0010        Crane, Ruth                                           $435.00
   980212-0012        Crane, Ruth                                           $380.00
   --------------------------------------------------------------------------------
   Subtotal by Cost Code:              1 EQUIPMENT                          $815.00
   Number of Service Calls:                      2

Cost Code:         2  MATERIAL

   Service Call ID    Technician                  Technician Team              Cost
   --------------------------------------------------------------------------------
   980212-0010        Crane, Ruth                                           $515.00
   980212-0012        Crane, Ruth                                           $585.00
   --------------------------------------------------------------------------------
   Subtotal by Cost Code:              2 MATERIAL                         $1,100.00
   Number of Service Calls:                      2

Cost Code:         4  SUBCONTRACTOR

   Service Call ID    Technician                  Technician Team              Cost
   --------------------------------------------------------------------------------
   980212-0010        Crane, Ruth                                           $660.00
   980212-0012        Crane, Ruth                                           $235.00
   --------------------------------------------------------------------------------
   Subtotal by Cost Code:              4 SUBCONTRACTOR                      $895.00
   Number of Service Calls:                      2
```

Billing and Revenue Projection Report

The Billing and Revenue Projection report projects maintenance contract cost and billing amounts monthly. The report is listed by maintenance contract numbers within divisions. The customer ID and customer name, location ID and location name, start date, expiration, frequency, total amount, billed to date, revenue to date, and whether there is automatic billing are reported. The report also shows the billing and revenue amount per month for each contract within a division. If you're using global filtering, the report subtotals by division, branch, region, and affiliate.

1. Select *Reports > Service Management > Service > Customer Reports > Contract Revenue*.
2. Select a month from the **Starting Month** drop-down list and enter a year in the **Year** field. This is the date the report projects from. That is, if you enter July 2003 your report will show revenue between July 2003 and June 2004.
3. You can limit the report data by choosing a **Customer ID** and/or **Location ID**.
4. Select *Print*.

```
System:      9/9/99                          The World Online, Inc.                        Page:      1
User Date:   9/9/99                       BILLING AND REVENUE PROJECTION                   User ID:   LESSONUSER1
                                             Service Management Series


Range:
    Month/Year:    1/1/99 To 12/31/99
    For:           Aaron Fitz Electrical


Affiliate:

  Region:

     Branch:

       Division:      CONSULTING
       ------------------------------

Contract Number: weeble    Customer: AARONFIT0001    Aaron Fitz Electrical       Location: PRIMARY        Business
Start Date: 1/1/99      Expiration Date: 12/31/99    Billing Frequency: MONTHLY          Contract Amount:       $677.77
Billed to Date:      $0.00    Revenue to Date:       $0.00        Automatically Bill:

           January  February    March    April     May      June      July    August September   October  November December
         ----------------------------------------------------------------------------------------------------------------------
Billing:    $56.49   $56.48    $56.48   $56.48   $56.48   $56.48   $56.48   $56.48   $56.48   $56.48   $56.48    $56.48
Revenue:    $56.49   $56.48    $56.48   $56.48   $56.48   $56.48   $56.48   $56.48   $56.48   $56.48   $56.48    $56.48

Contract Number: weeble2   Customer: AARONFIT0001    Aaron Fitz Electrical       Location: PRIMARY        Business
Start Date: 1/1/99      Expiration Date: 12/31/99    Billing Frequency: MONTHLY          Contract Amount:     $56,777.77
Billed to Date:      $0.00    Revenue to Date:       $0.00        Automatically Bill:

           January  February    March    April     May      June      July    August September   October  November December
         ----------------------------------------------------------------------------------------------------------------------
Billing: $4,731.49 $4,731.48 $4,731.48 $4,731.48 $4,731.48 $4,731.48 $4,731.48 $4,731.48 $4,731.48 $4,731.48 $4,731.48 $4,731.48
Revenue: $4,731.49 $4,731.48 $4,731.48 $4,731.48 $4,731.48 $4,731.48 $4,731.48 $4,731.48 $4,731.48 $4,731.48 $4,731.48 $4,731.48
=======================================================================================================================
       Subtotals for Division:    CONSULTING
```

Mean Time Between Failures Report

The Mean Time Between Failures report lists the time between service call work on specific pieces of equipment. The report lists the customer name, location name, equipment ID, equipment type, manufacturer, installation date, MTBF average, and the number of calls per piece of equipment.

1. Select *Reports > Service Management > Service > Customer Reports > Mean Time b/Failures*.
2. Enter a **Start Date** and an **End Date**.
3. You can limit your search using the lookup windows in the **Customer Name**, **Location Name**, or **Equipment ID** fields or by entering a number in the **Maximum Days between Failures** field.
4. Select *Print*.

```
System:      9/13/99    1:47:06 PM                    PRD3: East Area                         Page:      1
User Date:  9/13/99                           MEAN TIME BETWEEN FAILURES                     User ID:   jbushe
                                               Service Management Series


Restrictions:
   Date Range:       1/1/98 to 12/31/98
   Customer:         ALL
   Location:         ALL
   Equipment ID:     ALL
   MTBF Days:        0


Customer:   BROOKFIELD SCHOOL Dist
-------------------------------------------

  Location:  Brookfield School Dist.
  -----------------------------------------
    Equipment ID    Equipment Type              Manufacturer ID   Installation Date   MTBF Average  Total Service Calls
    -------------------------------------------------------------------------------------------------------------------
                                                                                        2 Days                      59
    111                                                               0/0/00           34 Days                       4
    NORTH EXIT      STEVESDOOR                  A.C. MFG. CO.         0/0/00           31 Days                       2
    fire111         F&S SGNLDEV AUDIBLE                               0/0/00           22 Days                       3
Customer:   SUGAR RIVER SAVINGS BANK
-------------------------------------------

  Location:  Sugar River Savings Bank
  -----------------------------------------
    Equipment ID    Equipment Type              Manufacturer ID   Installation Date   MTBF Average  Total Service Calls
    -------------------------------------------------------------------------------------------------------------------
                                                                                        2 Days                      11
```

Escalation Committed Report

This report prints after committing escalations for one or more maintenance contracts in the Process Contracts window. Included in the report is the year and month you selected from the Build Escalation window, the customer and location IDs, contract number, the starting contract amount, and the new contract renewal amount. The header displays the date and time the contracts were escalated and the footer includes a total number of contracts that were escalated.

```
9/10/2019                                                         1
7:49:37 AM

                    ESCALATION COMMITTED REPORT



YEAR:        2020
MONTH:       September
-----------------------------------------------------------------

Customer          Location
   Contract       Description                        Contract Amount
                                                     Renewal Amount
-----------------------------------------------------------------
101               MAIN OFFICE        ACCURATE-12500 CLEVELAND AVE
   0000000068                                          $10,000.00
                                                       $11,000.00
-----------------------------------------------------------------

                                  Number of Contracts:        1


End of Report
```

Escalation Notification Report

This report has a breakdown of the escalation amounts for each cost category for all the contracts that are to be escalated for a given month, as well as the estimated cost amounts. The contracts appearing on this report are based on the Escalation Date on the maintenance contract. (The Escalation Date is calculated as the Expiration Date minus the the number entered in Escalation Notification Days.)

```
System:        9/9/2019    1:09:17 PM                        Page:      1
User Date:  4/12/2027                                        User ID:   sa


                              Fabrikam, Inc.
                   MAINTENANCE ESCALATION NOTIFICATION REPORT
                          Service Management Series



Salesperson ID:    SANDRA M.


Customer:          104                LANGE HARDWARE
Location:          MAIN OFFICE        LANGE-3512 E HOWARD AVE
Contract:          0000000067


    Original Contract Amount:     $12,000.00


    Escalation Notification Date:    9/4/2019
    Escalation Date:                 9/5/2019
    Escalation Year:                 2019
    Escalation Month:                September


                          Proposed          Accepted          Proposed         Accepted
    Cost Code      ID        Bill              Bill              Cost             Cost
    ------------------------------------------------------------------------------------
    EQUIPMENT      CPI     $2,200.00         $2,200.00         $2,200.00        $2,200.00
    MATERIAL       CPI     $2,200.00         $2,200.00         $2,200.00        $2,200.00
    LABOR          CPI     $8,800.00         $8,800.00         $8,800.00       $10,000.00
    SUBCONTRACTOR             $0.00             $0.00             $0.00            $0.00
    OTHER                    $0.00             $0.00             $0.00            $0.00
                        -------------     -------------     ------------     ------------
    Totals:               $13,200.00        $13,200.00        $13,200.00       $14,400.00
                        =============     =============     ============     ============



End of Report
```

Guaranteed Service Call Report

The Guaranteed Service Call report includes all service calls that have a value in one or more of the Guaranteed Time/ Date fields in the Time Stamp window.

1. Select *Reports > Service Management > Service > Guaranteed Calls.*
2. Select to print either a **Detail** or **Summary** report.
3. Select the sorting method for the report from the drop-down list and select whether to include assigned equipment.
4. Use the drop-down list in the **Ranges** field to restrict the report.
5. The restrictions you select determine which fields are available. Use the *Insert>>* button to add the restrictions to the report.
6. Select *Print*.

```
9712-0015        8:16:56 AM 1/27/98    1                     BRONZE        8:34:00 AM 12/12/97    8:19:14 AM  12/9/97     4335
  00000349         HONEYWELL INC            BILLTO                         8:34:00 AM 12/12/97    8:34:41 AM  12/9/97     4320
  MC        BURLESONA       939                                           10:16:00 AM 12/12/97    8:34:57 AM  12/9/97     4422
                                                                           1:16:00 PM 12/12/97   12:00:00 AM  0/0/00        0
                                                              *            8:16:00 AM 12/13/97    4:46:19 PM  1/13/98   -45150

9712-4343        4:14:52 PM 1/27/98    9390210101            BRONZE    *   1:13:00 AM 12/22/97    1:09:51 PM 12/22/97     -716
  00000349         HONEYWELL INC            BILLTO                        12:00:00 AM  0/0/00    12:00:00 AM  0/0/00        0
  MC        BURLESONA       939                                      *     1:16:00 AM 12/22/97    1:10:13 PM 12/22/97     -714
                                                                          12:00:00 AM  0/0/00    12:00:00 AM  0/0/00        0
                                                                          12:00:00 AM  0/0/00    12:00:00 AM  0/0/00        0

9712-4349       10:55:09 AM 1/27/98    2                     BRONZE       11:13:00 AM 12/22/97   10:00:00 AM 12/22/97       73
  00000349         HONEYWELL INC            BILLTO              *         11:13:00 AM 12/22/97    1:55:45 PM 12/22/97     -162
  MC        BURLESONA       939                                *         11:55:00 AM 12/22/97    3:54:28 PM 12/22/97     -239
                                                               *         12:55:00 PM 12/22/97    3:56:39 PM 12/22/97     -181
                                                                          4:00:00 PM 12/22/97    3:55:28 PM 12/22/97        5

9712-4350        3:09:12 PM 1/27/98    1                     BRONZE        3:27:00 PM 12/22/97    3:10:38 PM 12/22/97       17
  00000349         HONEYWELL INC            BILLTO              *          3:27:00 PM 12/22/97    3:49:23 PM 12/22/97      -22
  MC        BUSHC           939                                           5:09:00 PM 12/22/97    3:55:59 PM 12/22/97       74
                                                                          8:09:00 PM 12/22/97    3:56:00 PM 12/22/97      253
                                                                          3:09:00 PM 12/23/97    3:56:00 PM 12/22/97     1393

9801-0014        4:07:07 PM 1/27/98    1                     BRONZE        4:25:00 PM 1/6/98      4:17:46 PM  1/6/98        8
  00000349         HONEYWELL INC            BILLTO                         4:25:00 PM 1/6/98     12:00:00 AM  0/0/00        0
  MC        ARDD            939                                           6:07:00 PM 1/6/98     12:00:00 AM  0/0/00        0
                                                                          9:07:00 PM 1/6/98     12:00:00 AM  0/0/00        0
                                                                          4:07:00 PM 1/7/98     12:00:00 AM  0/0/00        0
```

Open Service Calls with Costs Report

The Open Service Calls with Costs report lists each open service call ID with the corresponding customer name and cost amount. An open service call with costs has unposted equipment, material, labor, subcontractor, or other added costs. Because the report prints all unposted service call invoice costs, it can be a helpful tool to track displaced or incomplete service calls. The Open Service Calls with Costs report prints if you are using the Service Invoicing module.

Select *Reports > Service Management > Service > Service with Costs.*

```
System:      5/31/2002  2:50:16 PM              Page:       1
User Date:   5/31/2002                          User ID:    LESSONUSER1


                        The World Online, Inc.
                     OPEN SERVICE CALLS WITH COSTS
                       Service Management Series



Service Call ID       Customer Name                        Total Cost
-------------------------------------------------------------------------
001115-0002           Accurate Printing                      $665.00
010725-0002           Lange Hardware                         $405.00
011116-0002           Lange Hardware                         $250.00
020314-0001           Accurate Printing                       $50.00



TOTAL SERVICE CALL(S):        4



End of Report
```

Profitability Report

As service calls are completed and posted, you can see how profitable they are. A Profitability report can be printed detailing the profitability of all or specific service call types for one or all your customers. The service invoices must be posted for the call to be included in the report. The Profitability report displays the customer's service call information and lists the service call types. Each of the cost category totals is listed, in addition to the total cost, tax, billing amount, cost markup, and gross profit for each service call.

1. Select *Reports > Service Management > Service > Profitability*.
2. Enter a **Start Date** and an **End Date**.
3. The **Profitability** radio button should be selected. Select to print the report for one or all customers and for one or all call types. Enter the customer or call type, if necessary.
4. Select *Print*.

```
System:      10/21/2002 3:08:39 PM                    Page:       1
User Date:   10/21/2002                                User ID:   jbushe

                          The World Online, Inc.
                    SERVICE MANAGEMENT PROFITABILITY REPORT
                          Service Management Series

Starting Date:   1/1/2002
Ending Date:    12/31/2002


Customer ID        Customer Name

  Service Call ID   Description
  ----------------------------------------------------------------------
     EQUIPMENT         MATERIAL          LABOR          SUBCONTRACTOR    OTHER
  ----------------------------------------------------------------------
        Total Cost              Tax         Billed   Markup on Cost   Gross Profit
  ----------------------------------------------------------------------
101                 Accurate Printing

  020711-0001        FIRE/SECURITY
           $0.00              $0.00         $0.00            $0.00            $0.00
           $0.00              $0.00         $0.00              0%             $0.00
  020912-0001
           $0.00            $110.80         $0.00            $0.00            $0.00
         $110.80            $16.57        $253.17             53%           $125.80
  ----------------------------------------------------------------------
SUBTOTALS:

           $0.00            $110.80         $0.00            $0.00            $0.00
         $110.80            $16.57        $253.17             53%           $125.80


  ----------------------------------------------------------------------
TOTALS:

           $0.00            $110.80         $0.00            $0.00            $0.00
         $110.80            $16.57        $253.17             53%           $125.80

End of Report
```

Service at Location Report

The Service at Location report lists service call information for a specific customer location within a certain date range. The report compiles information from the service call database and includes information from the Service Call window. The total number of service calls at the selected customer location is listed at the end of the report.

1. Select *Reports > Service Management > Service > Service at Location.*
2. Select a customer using the lookup button in any field. When searching by **Customer ID**, **Customer Name**, **Location Name**, or **Address 1**, you must make a partial entry in the field and then select the lookup button to begin the search. When searching by location phone, enter a phone number and then select the phone button to begin the search. If a match is found, the customer record will be retrieved.
3. Enter a **Start Date** and an **End Date**.
4. Select *Print*.

```
System:                                          Page:      1
User Date:   6/4/2002                            User ID:   jbushe


                         The World Online, Inc.
                          SERVICE AT LOCATION
                        Service Management Series


Name:   Accurate Printing
Location:   Accurate Printing
Starting Date:   6/4/2002
Ending Date:   6/4/2002



Service Call ID         Date        Estimated Hours  Call Type          Call Status
     Technician ID Salesperson ID                    Customer P.O. Number  Invoice Number
-----------------------------------------------------------------------------------------
020122-0003          6/4/2002              5.00 Hrs  Time & Material    OPEN
     ANNE
                                       User Define 1
                                       User Define 2
     NO HEAT


020123-0001          6/4/2002              2.00 Hrs  Time & Material    OPEN
     ALICE
                                       User Define 1
                                       User Define 2
     CHILLER DOWN


020123-0002          6/4/2002              1.00 Hrs  Time & Material    OPEN
     ALICE
                                       User Define 1
                                       User Define 2
     SMOKE FROM PANEL
```

Service Call Log

You can view a history of your service calls created after you installed Service Management version 3.15 and later. Calls created under prior releases will not appear.

1. Select *Reports > Service Management > Service > Service Call Log.*

2. Use the drop-down list in the lower left corner of the window to search for a call either by service call ID or by created date.
3. Complete either the Service Call ID or Created Date field as appropriate. Tab off the field to begin the search. Your search criteria takes you to the nearest match item in the scrolling data.
4. Select *Print*.

Service Calls by Salesperson Report

The Service Calls by Salesperson report lists all service calls assigned to each salesperson. The report compiles information from the service call database and lists the service call ID, location name, call type, problem type, and date of call.

1. Select *Reports > Service Management > Service > Service by Salesperson*.
2. Enter a **Start Date** and an **End Date**.
3. Select to print a report for **All** salespersons or an **Individual** salesperson. Select a **Salesperson ID**, if applicable.
4. Mark the checkbox if you want to **Exclude closed and complete calls** from the report.
5. Select *Print*.

```
System:      3/1/99      10:15:28 AM            The World Online, Inc.              Page:    1
User Date:   3/1/99                          SERVICE CALLS BY SALESPERSON           User ID: LESSONUSER1
                                               Service Management Series


Restrictions:
     Date Range:   1/1/99 to 3/31/99
     For:          SEAN W.


Salesperson ID:   SEAN W.
------------------------------
   Technician ID:   BLACT001

       Service Call ID   Location Name               Call Type      Problem Type                      Date
       ----------------------------------------------------------------------------------------------------
       9902-0008         AaronPrimary                TIME + MATERIAL                                   3/1/99
       9902-0011         AaronPrimary                Emergency      No cooling                         3/1/99

         2 Total Calls for BLACT001
   Technician ID:   CRANR001

       Service Call ID   Location Name               Call Type      Problem Type                      Date
       ----------------------------------------------------------------------------------------------------
       9902-0012         AaronPrimary                Emergency      No cooling                         3/1/99
       9902-0013         AaronPrimary                TIME + MATERIAL                                   3/1/99

         2 Total Calls for CRANR001
   Technician ID:   STEVE

       Service Call ID   Location Name               Call Type      Problem Type                      Date
       ----------------------------------------------------------------------------------------------------
       9812-0002         AaronPrimary                               BROKEN                             3/1/99

         1 Total Calls for STEVE

       5 Total Calls for  SEAN W.
```

Technician Reports

- Mean Time Technician Report (page 287)
- Service Order Aging Report (page 287)
- Monthly Labor Plan Report (page 288)
- Technician Service Calls Report (page 289)
- Service Calls by Problem Type Report - Technician (page 290)

Mean Time Technician Report

The Mean Time Technician report lists the time between changes in a service appointment's status. The appointment statuses used are the user-defined time stamps, plus the status Open.

1. Select *Reports > Service Management > Service > Technician Reports > Mean Time*.
2. Enter a **Start Date** and an **End Date**.
3. Use the drop-down lists in the **Start Time Description** and **End Time Description** fields to select time stamps. If the time stamps in the drop-down list aren't the ones you defined during setup, you may have connected the time stamp to an appointment status. In this case, the appointment status would override the time stamp.
4. Use the lookup window in the **Salesperson ID**, **Technician Team**, and **Technician ID** fields to select data to limit your report. If you leave these fields blank, all data prints.
5. Select whether to include all service calls, only MC calls, or all service calls except MC calls.
6. Select *Print*.

```
System:      9/9/99     11:46:15 AM               The World Online, Inc.                   Page:     1
User Date:  9/9/99                            TECHNICIAN TIME STAMP MEAN TIME               User ID:  LESSONUSER1
                                                  Service Management Series


Mean Time Between:  DISPATCHED to CLOSED

Restrictions:
       Date Range:          1/1/99 to 12/31/99          Calls to Include:  ALL
       Salesperson ID:      ALL
       Technician Team:     ALL
       Technician ID:       CRANE


 Salesperson ID:   SEAN W.

   Technician Team:

     Technician ID:    CRANE

       Service Call ID   Call Type  Technician                 DISPATCHED            CLOSED                   Estimated Hours
       -----------------------------------------------------------------------------------------------------------------------
       980212-0001       EMG        Crane, Ruth         12:00:00 AM  0/0/00    12:00:00 AM  5/13/99                  0.00
       980212-0002       SUP        Crane, Ruth         12:00:00 AM  0/0/00    12:00:00 AM  0/0/00                   0.00
       990302-0003                  Crane, Ruth         11:18:02 AM  3/2/99     2:25:00 PM  3/2/99                   3.11
       990302-0004                  Crane, Ruth         12:00:00 AM  0/0/00    12:00:00 AM  0/0/00                   0.00
       990303-0001                  Crane, Ruth         12:00:00 AM  0/0/00    12:00:00 AM  0/0/00                   0.00
       990308-0001                  Crane, Ruth          8:00:00 AM  3/8/99    11:36:10 AM  3/8/99                   3.60

     Total Calls by Technician ID:            6

   Total Calls by Technician Team:            6

 Total Calls by Salesperson ID:               6
```

Service Order Aging Report

The Service Order Aging report lists open overdue preventive maintenance service calls. The report ranks the MCC calls by days overdue.

1. Select *Reports > Service Management > Service > Technician Reports > Service PM Aging*.
2. Enter a **Start Date** and an **End Date**.
3. You can limit the report data using the lookups in the **Salesperson ID**, **Technician Team**, and **Technician ID** fields.
4. Select *Print*.

```
System:      9/13/99     1:53:47 PM              The World Online, Inc.                    Page:      1
User Date:   9/13/99                   SERVICE ORDER AGING REPORT - OPEN PM RANKED BY DAYS OVERDUE      User ID:  LESSONUSER1
                                              Service Management Series


Restrictions:
     Date Range:        1/1/99 to 12/31/99
     Salesperson ID:    ALL
     Technician Team:   ALL
     Technician ID:     ALL


Salesperson ID:

   Technician Team:

        Technician ID: ALAN

           Service Call ID:    990913-0010                       Service Call ID:    990913-0011
           Location Name:      Watertown Boat Storage             Location Name:      Flight By Night
           Date:               7/1/99                             Date:               7/1/99
           Call Status:        OPEN                               Call Status:        OPEN
           Estimated Hours:           0.50                        Estimated Hours:           0.50
           Days Overdue:                74                        Days Overdue:                74

           Service Call ID:    990913-0012                       Service Call ID:    990913-0013
           Location Name:      Elm Brook Limo                     Location Name:      Smokes Fire Protection
           Date:               7/1/99                             Date:               7/1/99
           Call Status:        OPEN                               Call Status:        OPEN
           Estimated Hours:           1.00                        Estimated Hours:           0.50
           Days Overdue:                74                        Days Overdue:                74

           Service Call ID:    990913-0073                       Service Call ID:    990913-0074
           Location Name:      Watertown Boat Storage             Location Name:      Flight By Night
           Date:               8/1/99                             Date:               8/1/99
           Call Status:        OPEN                               Call Status:        OPEN
           Estimated Hours:           0.50                        Estimated Hours:           0.50
           Days Overdue:                43                        Days Overdue:                43
```

Monthly Labor Plan Report

To view technicians' labor loading hours grouped by salesperson on a monthly basis, use the Monthly Labor Plan report. You can select to display actual hours for all technicians, or the technician assigned to a task/contract. You can also view total hours for the primary technician on the contract or the technician assigned to a task.

1. Select *Reports > Service Management > Service > Technician Reports > PM Labor Load Monthly*.
2. Use the drop-down lists in the **Start Month** and **End Month** fields to make your selections.
3. Select the **All** or **Individual** radio button. If you select Individual, use the lookup windows in the **Salesperson ID**, **Technician Team** and **Technician ID** fields to limit the report data.
4. Select *Print*.

Technician Service Calls Report

The Technician Service Calls report lists a technician's service calls and appointments.

1. Select *Reports > Service Management > Service > Technician Reports > Service Calls*.
2. Enter a **Start Date** and an **End Date**.
3. Select to include **Completed/Closed** and **MCC** calls in the report by marking the checkboxes.
4. Select to print the report for **All** technicians or an **Individual** technician by choosing a radio button. If you select Individual, use the lookup buttons in the Salesperson ID, Technician Team, and Technician ID fields to limit the report data.
5. Select *Print.*

```
System:      1/23/02     4:18:43 PM                The World Online, Inc.                          Page:     1
User Date:  1/23/02                               TECHNICIAN SERVICE CALLS                        User ID:  kschneider
                                                  Service Management Series


Ranges:               From:                             To:
  Date                1/1/02                            2/1/02
  Salesperson ID      First                             Last
  Technician Team     First                             Last
  Technician          ANDY                              ANDY


Salesperson ID:

  Technician Team:  NORTH

      Technician:  ANDY        Selzer, Andrew

Date:   1/23/02

  Appointment     Service Call ID   Description                    Problem Type              Division   Appt.Status  Estimated Hours
  ------------------------------------------------------------------------------------------------------------------------------
                  Customer Name                    Location Name           Call Type  Contract Number
  ------------------------------------------------------------------------------------------------------------------------------
  0301            020123-0001     CHILLER DOWN                    Cooling Failure           HVAC       DEFAULT             2.00
                  Accurate Printing              Accurate Printing         T&M
  0301            020123-0003     NO HEAT                         Heating Failure           HVAC       DEFAULT             2.00
                  Lange Hardware                 Lange Hardware            T&M
  0301            020123-0004     NOISE                           Loud Noise                HVAC       DEFAULT             1.00
                  Cedar Family Counseling        Cedar Family Counseling   T&M

    Totals for Technician:  ANDY
                                              Count                         Count       Hours
                                              ---------                     ---------   ---------
                            Open Calls:            3     Open Appointments:      3        5.00
                            Closed/Complete:       0     Closed/Complete:        0        0.00
  ------------------------------------------------------------------------------------------------------------------------------

  Totals for Team:  NORTH
                                              Count                         Count       Hours
                                              ---------                     ---------   ---------
                            Open Calls:            3     Open Appointments:      3        5.00
                            Closed/Complete:       0     Closed/Complete:        0        0.00
  ==============================================================================================================================

Totals for Salesperson ID:
                                              Count                         Count       Hours
                                              ---------                     ---------   ---------
                            Open Calls:            3     Open Appointments:      3        5.00
                            Closed/Complete:       0     Closed/Complete:        0        0.00
```

Service Calls by Problem Type Report - Technician

The Service Calls by Problem Type report lists a technician's service calls categorized by problem type.

1. Select *Reports > Service Management > Service > Technician Reports > Calls by Problem*.
2. Enter a **Start Date** and an **End Date**.
3. Select the **All** or **Individual** radio button. If you select Individual, use the lookup windows in the Salesperson ID, Technician Team, and Technician ID fields to limit the report data.
4. Select *Print*.

```
System:      9/13/99     2:40:19 PM              The World Online, Inc.                Page:     1
User Date:   9/13/99                      SERVICE CALLS BY PROBLEM TYPE - TECHNICIAN    User ID:  LESSONUSER1
                                                 Service Management Series


Restrictions:
     Date Range:          1/1/98 to 12/31/99
     Salesperson ID:      ALL
     Technician Team:     ALL
     Technician ID:       ALL
     Problem Type:        ALL


Salesperson ID:

  Technician Team:

    Technician ID:      ALAN

      Problem Type:     MAINTENANCE

        Service Call ID   Customer ID    Location Name            Call Type   Division         Date   Call Status
        ----------------------------------------------------------------------------------------------------------
        990913-0010       109            Watertown Boat Storage   MCC         F&S           7/1/99   OPEN
        990913-0011       110            Flight By Night          MCC         F&S           7/1/99   OPEN
        990913-0012       111            Elm Brook Limo           MCC         F&S           7/1/99   OPEN
        990913-0013       112            Smokes Fire Protection   MCC         F&S           7/1/99   OPEN
        990913-0073       109            Watertown Boat Storage   MCC         F&S           8/1/99   OPEN
        990913-0074       110            Flight By Night          MCC         F&S           8/1/99   OPEN
        990913-0075       111            Elm Brook Limo           MCC         F&S           8/1/99   OPEN
        990913-0076       112            Smokes Fire Protection   MCC         F&S           8/1/99   OPEN


        ----------------------------------------------------
        Total Calls by Problem Type:           8


      ----------------------------------------------------
      Total Calls by Technician ID:            8
```

C&B Noncontract Work Report - Technician

The Cost and Billing Noncontract Work report lists the cost amount, billed amount, profit, and cost/billed ratio of noncontract work at a specified location.

1. Select *Reports > Service Management > Service > Technician Reports > C&B Noncontract*.
2. Enter a **Start Date** and an **End Date**.
3. The **Technician Cost and Billing** radio button should be selected. Select to print a summary or detail report.
4. Select to print the report for **All** salespeople or an **Individual** salesperson. If you select the Individual radio button, use the lookup button to select a salesperson. You can also filter the report by technician team and technician ID.
5. Select *Print*.

Summary

```
System:      9/9/99      11:04:32 AM           The World Online, Inc.           Page:      1
User Date:   9/9/99                    COST AND BILLING - NON CONTRACT WORK      User ID:   LESSONUSER1
                                           Service Management Series


Restrictions:
     Date Range:          1/1/98 to 12/31/99
     Salesperson ID:      ALL
     Technician Team:     ALL
     Technician ID:       ALL


Affiliate:
  Region:
    Branch:
      Divisions: CONSULTING

        Salesperson ID:   CHARLES E.

          Technician Team:

            Technician:

                Service Call ID    Description                      Cost          Billed        Profit        C/B
                -------------------------------------------------------------------------------------------------------
                                   Customer ID                   Location Name
                -------------------------------------------------------------------------------------------------------
                990302-0001                                       $200.00         $600.00       $400.00       0.33
                                   ADVANCED0001                  Business
                990302-0002                                     $1,000.00       $3,000.00     $2,000.00       0.33
                                   ADVANCED0001                  Business
                -------------------------------------------------------------------------------------------------------
                Subtotals:                                      $1,200.00       $3,600.00     $2,400.00
                Number of Calls:            2


                -------------------------------------------------------------------------------------------------------
                Subtotals:                                      $1,200.00       $3,600.00     $2,400.00
                Number of Calls:        2


                -------------------------------------------------------------------------------------------------------
        Subtotals:        CHARLES E.                            $1,200.00       $3,600.00     $2,400.00
        Number of Calls:        2
```

Detail

```
System:     12/11/96   4:11:42 PM                                              Page:             1
User Date:  12/11/96                                                           User ID:  LESSON USER1
                                      The World On-Line, Inc
                            COST AND BILLING - NON CONTRACT DETAIL
                                   Service Management Series
Restrictions:
    Date Range       1/1/96 to 12/31/99
    Salesperson      ALL
    Technician Team  ALL
    Technician       ALL


Affiliate:

Region:

Branch:


Location:    Main office

    Division:   MIS
    ---------------------------
        Service Call ID    Description              Call Type    Technician      Technician Team

        9612CG 0001        LIGHTS OUT               EMG          ALYAA           EMER. SVC.

            Cost Code:         1  EQUIPMENT
            -------------------------------------------------------
                               Transaction Date   Bill Amount      Cost Amount   Hours
                               ----------------   ----------------  ------------  -------
                               12/6/98            $15,000.00        $5,000.00     3.00

            Cost Code:         6  Labor Category1
            -------------------------------------------------------
                               Transaction Date   Bill Amount      Cost Amount   Hours
                               ----------------   ----------------  ------------  -------
                               12/6/98            $240.00           $810.46       3.00


-------------------------------------------------------------------------------------------------
Subtotal for Division: MIS
Number of Calls:                     2              $15,240.00       $5,810.46    000
```

Contract Service Call Activity Report

The Contract Service Call Activity report lists the total posted costs of service calls covered by a maintenance contract. The service call costs are reported by cost category of each service call for the maintenance contract. The report is listed by location, then division, then contract number.

1. Select *Reports > Service Management > Service > Technician Reports > Contract Activity*.
2. Enter a **Start Date** and an **End Date**.
3. Use the lookup windows in the **Salesperson ID**, **Technician Team**, and **Technician ID** fields to limit your report data. If you leave the fields blank, all data prints.
4. Select *Print*.

```
System:      9/9/99    10:58:41 AM              The World Online, Inc.                    Page:      1
User Date:   9/9/99                         CONTRACT SERVICE CALL ACTIVITY                User ID:   LESSONUSER1
                                              Service Management Series


Restrictions:
     Date Range:          1/1/98 to 12/31/98
     Salesperson ID:      ALL
     Technician Team:     ALL
     Technician ID:       ALL


Affiliate:
Region:
Branch:

  Location:  Business

  Division:  SUPPORT

  Contract Number:   123

     Service Call ID       Equipment Costs    Material Costs      Labor 1 Costs      Labor 2 Costs    Labor 3 Costs
     ---------------------------------------------------------------------------------------------------------------
                           Labor 4 Costs     Labor 5 Costs   Subcontractor Costs     Other Costs                    Total Costs
     ---------------------------------------------------------------------------------------------------------------
     980212-0010                $435.00           $515.00            $0.00              $0.00           $0.00
                              $3,771.00             $0.00          $660.00            $122.00                         $5,503.00
     980212-0012                $380.00           $585.00            $0.00              $0.00           $0.00
                              $3,393.90             $0.00          $235.00            $415.00                         $5,008.90
     990402-0001                  $0.00             $0.00            $0.00              $0.00           $0.00
                                  $0.00             $0.00            $0.00              $0.00                             $0.00
                           ================================================================================================
     Subtotals:               $815.00         $1,100.00            $0.00              $0.00           $0.00
                            $7,164.90             $0.00          $895.00            $537.00                        $10,511.90

     ------------------------------------------
     Contract Subtotal For:     123
     Number of Calls:             3
```

Service Calls by Technician Report

The Service Calls by Technician report lists all service calls assigned to a technician for a specific date range. The report compiles information from the service call database and includes information from the Service Call window. The total number of service calls and hours for the technician are listed at the end of the report.

1. Select *Reports > Service Management >Service > Technician Reports > Service by Technician*.
2. Enter a **Start Date** and an **End Date**.
3. Select to include **All** technicians or an **Individual** technician. Select a **Technician ID**, if applicable.
4. Select *Print*.

```
System:      5/31/2002  2:45:04 PM                    Page:     1
User Date:   5/31/2002                                User ID:  LESSONUSER1

                          The World Online, Inc.
                          WEEKLY SCHEDULE REPORT
                         Service Management Series
                         Service Calls by Technician



Date                                          Description
   Contract Number    Location                Problem Type
-------------------------------------------------------------------------------
Technician ID: ANNE                           Team:

5/31/2002
                    Accurate Printing          NO HEAT
                      1146 Monroe Ave.         Heating Failure
                                               Service Call ID:  001115-0002
                      New Berlin        WI     Call Type:        Emergency
                      11111                    Priority:         1
                      Bob Thomas               Call Status:      OPEN
                      (414) 821-1010  Ext. 0000  Estimated Hours:   1.00

2/22/2002
   004              Accurate Printing          HVAC CONTRACT
                      1146 Monroe Ave.         MAINTENANCE
                                               Service Call ID:  010802-0001
                      New Berlin        WI     Call Type:        GENERATED MC
                      11111                    Priority:
                      Bob Thomas               Call Status:      OPEN
                      (414) 821-1010  Ext. 0000  Estimated Hours:   2.00
```

Unassigned Appointments Report

The Unassigned Appointments report lists all appointments for a date range that have an Unassigned or Default status. The total number of unassigned appointments and their total hours are listed at the end of the report.

1. Select *Reports > Service Management > Service > Unassigned Appointments*.
2. Enter a **Start Date** and an **End Date**.
3. Select whether to include calls with an MCC call type.
4. Select *Print*.

```
System:     5/31/2002  2:21:30 PM                                Page:     1
User Date: 5/31/2002                                             User ID: LESSONUSER1
                              The World Online, Inc.
                           Unassigned Appointments Report
                            Service Management Series
                             Starting Date:  1/1/2002
                              Ending Date:   6/1/2002


Service Call ID:     001115-0002

Call Type:          Emergency                    Customer ID:     101
Priority:           1                            Name:            Accurate Printing
Problem Type:       Heating Failure              Address ID:      PRIMARY
Call Time:             1.00                      Location Name:
Description:        NO HEAT                       Address 1        1146 Monroe Ave.
Fax:                (000) 000-0000  Ext. 0000    Address 2
Salesperson ID:     FRANCINE B.                  City State Zip   New Berlin         WI  11111
Date of Service:    5/31/2002                    Contact Name:    Bob Thomas
                                                 Phone 1:         (414) 821-1010  Ext. 0000
                                                 Phone 2:         (000) 000-0000  Ext. 0000


Appointment:        0001                         Appoint. Type:   Service Call
Appointment Status: UNASSIGNED
Task Date:          5/31/2002                    Estimate Hours:     1.00
Start Time:
Completion Date:                                 Created User ID:  LESSONUSER1
Created Date:       6/21/2001
Technician:         ANNE                         Technician Status:
Skill Level:
```

Unbilled Costs Report

The Unbilled Costs report lists all unbilled labor costs for unposted service calls that have a call status other than Complete. The report lists the service call ID, problem description, call status, technician name, location name, service invoice date, and hours.

Select *Reports > Service Management > Service > Unbilled Costs.*

```
System:       9/13/99    2:04:33 PM                              Page:      1
User Date:   9/13/99                                             User ID:  jbushe


                                PRD3: East Area
                             UNBILLED COSTS REPORT
                           Service Management Series

Range:
    Call Status is NOT "COMPLETE"


Sorted By:  Service Call ID


Service Call ID               Description                           Call Status
-----------------------------------------------------------------------------
2169804-0019                  TEMPERATURE CONTROLS                   UNASSIGNED

    Technician Name           Location Name              Date    Estimated Hours
    -------------------------------------------------------------------------
                              BRANCH BROOK LIBRARY       4/27/98             3.00
                              BRANCH BROOK LIBRARY       4/27/98             5.00
    ACETO, CARLENE            BRANCH BROOK LIBRARY       7/27/98            10.00
                              BRANCH BROOK LIBRARY       12/1/98            12.00
                              BRANCH BROOK LIBRARY       7/26/99             2.00
    ADAMS, TOM                BRANCH BROOK LIBRARY       7/30/99             3.00
                                                                    -----------
                                                         Total Hours:      35.00
```

Unposted Costs Report

The Unposted Costs report lists all unposted costs. You can select to print a summary or detail report and can select what cost types and call types to display. The Unposted Costs report prints if you are using SOP invoicing.

1. Select *Reports > Service Management > Service > Service with Costs.*
2. Select a report type by choosing the **Summary** or **Detail** radio button. If you select Summary, only the cost totals will print. If you select Detail, each line item on a SOP document will print.
3. In the **Include Cost Types** field, mark the cost types to display.
4. In the **Include Call Types** field, mark the call types to display.
5. Mark the **Subtotal By Division** checkbox if you want division subtotals to display on the report.
6. Select *Print*.

```
System:      2/22/02    10:50:33 AM              The World Online, Inc.                    Page:      1
User Date:   2/22/02                             UNPOSTED COSTS REPORT                      User ID:   2/22/02
                                                 Service Management Series

Include Call Types:  Billable   , Contract (MC/MCC)
Include Cost Types:  Labor      , Non-Labor
Report Option: Detail
Subtotal by Division

Sorted By: Call Type

Call Type: Billable:
  Division: F&S
    Cost Type: EQUIPMENT
              Service Call ID    Transaction Date    SOP Document Number          Cost Amount         Bill Amount
              ------------------------------------------------------------------------------------------------------
              020131-0002        1/31/02             INVS1002                         $50.00             $105.00
              020131-0002        1/31/02             INVS1003                         $30.00              $75.00
              020222-0002        2/22/02             INVS1008                          $8.00              $17.50
              020222-0002        2/22/02             INVS1008                        $375.00             $750.00
                                                                              ---------------------------------------
                            Subtotal:       EQUIPMENT                                $463.00             $947.50

                                                                              ---------------------------------------
                            Division Subtotal:    F&S                               $463.00             $947.50

                                                                              ---------------------------------------
                            Call Type Subtotal:  Billable                           $463.00             $947.50

                                                                              ---------------------------------------
TOTALS:                                                                             $463.00             $947.50
                                                                              =======================================
```

WIP Dexterity Reports

At month end, you may want to make sure that the WIP accounts in Service Management balance with the WIP accounts in the general ledger (GL). You can run reports that show you which service transactions have and have not been posted through to the GL - and which transactions have been posted in the GL, but not to Service Management.

WIP accounts in Signature Service Management and WIP accounts in the general ledger (GL) get "out of balance" mostly because of service invoices being posted with unposted costs remaining.

The costs that are committed on a purchase order do not become **actual costs** until they are received through a receivings transaction entry. You can bill a customer prior to receiving actual costs, and when the service invoice is posted, WIP accounts are credited and COGS accounts debited for ALL service call costs, including unreceived PO lines. In this case, WIP accounts are relieved based on the **committed cost remaining** for the unreceived PO lines.

When committed costs remain, those amounts are not tracked in the GL. By default, you will not be able to post a service invoice that contains committed costs. This will be controlled with options on the Invoice Options window, as well as other checkboxes that deal with posted costs.

About trailing costs

Trailing costs are the costs that remain unposted after a service invoice has been posted, for a closed service call. Trailing costs could be partial PO shipments that were not received, a purchase price variance (PPV) that appeared on a receipt, or other committed costs that were not posted before a service invoice was posted.

Using WIP reports at month end

The following reports are included to help you reconcile WIP and Progress Billings accounts as part of the month-end closing process:

- **WIP report**: Printed by year and period and shows amounts for each service call summarized by division.

- **Reconcile report**: Prints debit/credit amounts by WIP and COGS along with the extended cost to reconcile the amounts posted to ensure they balance.
- **Exceptions reports**: Shows which costs that have been posted in the GL but that have NOT been posted in Service Management, and vice versa.

For example, for costs that are in Service but not the GL, you may have posted to the GL, but did not post the GL batch yet. Conversely, for costs in the GL but not in Service, you may have posted costs from any other module to those accounts, for example, an adjustment entry to the account not assigned to a service call.

Sample report sequence

The following steps demonstrate how these reports can be used to help reconcile WIP and Progress Billings accounts at month end.

Step 1: Run the Reconciliation Summary report

Run the summary version of the Reconciliation report to see which amounts balance; you can filter the report for the month you are reconciling

If you open the Summary Inquiry window to view GL activity (*Inquiry > Financial > Summary*), the Net Change for a period should match the same account's Extended Amount for the same date range on the Reconciliation report.

Extended Amount = WIP Debit - WIP Credit + COGS Debit - COGS Credit

Step 2: Run the Reconciliation Detail report.

If summary report totals do not balance, you can view transaction-level detail for the period. This may help identify discrepancies.

Step 3: Run the Trailing Cost and Trailing PPV Cost reports.

If you cannot identify the issue, it may be due to a trailing cost or purchase price variance (PPV). This report checks for trailing costs and PPV costs in any account that is set up as a Cost Account or Progress Billing account in Invoice or Maintenance Account Setup. Cost of sales and sales accounts are not checked.

Trailing costs may exist due to a trailing invoice, for example, a vendor invoice that is posted after a service call is closed. The transaction will still appear in the GL WIP accounts but will not appear in Service.

A PPV occurs when the amount that is relieved from WIP when posting a service invoice is different than the amount that was debited to WIP. This may occur if there is a trailing invoice; when there is no actual cost at the time of invoice posting, the Service WIP accounts are relieved based on committed cost remaining, and the amounts may not agree. The impact of a PPV does not appear on the service call but may be identified with this report.

Step 4: Run the Exception reports.

If you still cannot pinpoint the issue, these reports identify transactions that were posted to your Service WIP accounts but not to the GL, and vice versa. All accounts that have been set up as WIP or Cost service invoice or maintenance accounts, as well as any account that has been posted to for a service call, will be checked.

The report identifies journal entries along with the type of transaction and the user who posted it. For example, the issue may be a payable that debited WIP without the service call filled in, or a journal entry that was made directly to the GL instead of through Service. The report helps you identify the transaction and assess user training needs.

Step 5: Make any adjustments to GL or Service accounts.

You can adjust cost amounts in the Signature Transaction entry or Service Invoice windows. If you have trailing costs, you may select to create an administrative service call to transfer the cost into the subledger via a clearing account.

About updated records (additional aid to reconciliation)

To help you to tie back/reconcile amounts in the general ledger with amounts in Service Management, several additional records/tables will be updated because of performing certain actions, such as posting a purchase order invoice (from the Purchasing Invoice Entry window) or posting a service invoice. These are listed below.

- **After posting a Purchase Order invoice** that contains committed purchase order costs (costs that have been included on a posted service invoice as part of committed costs remaining), a new record is created in the *SV_Invoice_Trailing_Costs* table to show the trailing cost amounts. This allows you to tie these amounts back to the service call.
- **After posting a Purchase Order invoice with PPV (purchase price variance)** on a closed service call, a new record is created in the *SV_Invoice_Trailing_PPV_Costs* table to show the amount of the variance (positive or negative) in a field called Trailing Cost.
- **After posting a service invoice and RM transaction** the account indexes for the Invoice Account and Invoice Account Credit accounts will be stored in the *SV000815* table.
- **After posting a plus button ⊕ transaction to a service invoice** the account index for the WIP Credit Account will be stored in the *SV000810* table.
- **After transactions are posted that apply to a service call** the following fields are updated accordingly in the SV000810 or SV000815 tables: Divisions, Journal Entry, Referenced TRX Number, Transaction Source, Account Index Credit, Account Index Debit, and GL Posting Date.
- **After Signature Payroll Posting,** the account indexes for the OH (overhead) Account Index CR (credit) and OH (overhead) Account Index DR (debit) will be stored in the *SV000810* table.
- **For maintenance contracts, after the revenue recognition process is run** the account indexes used for progress billings and contract earnings will be stored, along with the GL Journal Number and the line sequence numbers created.
- **For maintenance contracts, after creating invoices for billing schedules** we will store the RM Document Number to match in the *SV_Contract_Billing_MSTR* table or *SV_Master_Contract_Billing_MSTR* (for master contracts). In the *SV_Maint_Invoice_MSTR* table, the account index will be stored containing the progress billing amounts.

Posting setup

Before you run the WIP reconciliation reports, your posting options must be set up to create journal entries for transactions. You must set this up for the following product series': Inventory (with an origin of Transaction Entry) and Sales (with an origin of Sales Transaction Entry). These may have already been set up, but we recommend that you double-check the setup.

1. Select *Microsoft Dynamics GP > Tools > Setup > Posting > Posting*. The Posting Setup window opens.
2. In the **Series** drop-down, select Sales.
3. In the **Origin** drop-down, select Sales Transaction Entry.
4. Under Create a Journal Entry, select the **Transaction** radio button.
5. In the **Series** drop-down, select Inventory.
6. In the **Origin** drop-down, select Transaction Entry.
7. Select *OK*.

Running the WIP Reports

1. Select *Reports > Service Management > Service > WIP Reports*. The Service Management WIP Reports window opens.
2. Enter a **Start Date** and an **End Date**.
3. Select a **GL Account Number**. To run for all accounts, leave this field blank.
4. Select to run by all or individual **Division**, **Customer**, **Location** and/or **Contract**.
5. Select to run a WIP report (summary or detail), Reconcile report (summary or detail), or Exception report. For the Exception report, you can select to run a report for Service Costs not in GL or GL Costs not in Service.
6. Select *Print*.

Dexterity report examples appear below.

- WIP Report - Summary (page 300)
- WIP Report - Detail (page 301)
- WIP Reconcile Report - Summary (page 302)
- WIP Reconcile Report - Detail (page 303)
- WIP Exception Report - Service Management costs not in GL (page 303)
- WIP Exception Report - GL costs not in Service Management (page 304)
- Service Invoice Trailing Costs Report - Summary (page 304)
- Service Invoice Trailing Costs Report - Detail (page 305)

> ⚠ If you are using SSRS reports, these Dexterity reports are replaced with the SSRS versions; refer to WIP SSRS reports (page 94) for examples of the SSRS WIP reports.

WIP Report - Summary

041115-0005	COMPANYINC-5355 S MOORLAND RD				
				341.25	202.75
041115-0010	MR EDS-4018 MINERAL PT RD				
				237.68	121.45
041115-0014	PAT'S-1909 W SECOND ST				
				171.30	83.31

Division: SERVICE COM

WIP Equipment	000-4501-05-	COGS-Service-Matl/Equip-COMMERCI	Equipment Cost	0.00
WIP Materials	000-4501-05-	COGS-Service-Matl/Equip-COMMERCI	Material Cost	161.25
WIP Labor	000-4500-05-	COGS-Service-Labor-COMMERCIAL	Labor Cost	210.00
WIP Subs	000-4502-05-	COGS-Service-Subs/Other-COMMERC	Subs Cost	0.00
WIP Labor	000-4502-05-	COGS-Service-Subs/Other-COMMERC	Other Cost	36.26
			Division Total Cost	**407.51**

WIP Report - Detail

Call#	Element	Call Open	TRX#	Dynamics Status	Batch	Source	Trx Create Date	Call Type	Call Status	Cost
Division: SERVICE COM										
041115-0005 COMPANYINC -5355 S MOORLAND RD										
041115-000 2		11/15/2004	0000000000	OPEN	DEMO	AP PM_Trxent	11/17/2004	EMG	OPEN	115.00
041115-000 7		11/15/2004	SV100	OPEN	DEMO	ADDABC Code	11/17/2004	EMG	OPEN	60.00
041115-000 5		11/15/2004	SV101	OPEN	DEMO	ADDGL_NORMA	11/17/2004	EMG	OPEN	27.75
									341.25	202.75
041115-0010 MR EDS-4018 MINERAL PT RD										
041115-001 2		11/15/2004	0000000000	OPEN	DEMO	AP PM_Trxent	11/17/2004	T&M	OPEN	17.75
041115-001 6		11/15/2004	SV100	OPEN	DEMO	ADDABC Code	11/17/2004	T&M	OPEN	100.00
041115-001 5		11/15/2004	SV101	OPEN	DEMO	ADDGL_NORMA	11/17/2004	T&M	OPEN	3.70
									237.68	121.45
041115-0014 PATS-1909 W SECOND ST										
041115-001 2		11/15/2004	0000000000	OPEN	DEMO	AP PM_Trxent	11/17/2004	EMG	OPEN	28.50
041115-001 6		11/15/2004	SV100	OPEN	DEMO	ADDABC Code	11/17/2004	EMG	OPEN	50.00
041115-001 5		11/15/2004	SV101	OPEN	DEMO	ADDGL_NORMA	11/17/2004	EMG	OPEN	4.81
									171.30	83.31

Non-Contract Related		
	Equipment Cost	0.00
	Material Cost	161.25
	Labor Cost	210.00
	Subs Cost	0.00
	Other Cost	36.26
	Total Cost	407.51

Division: SERVICE COM

WIP Equipment	000-4501-05-	COGS-Service-Matl/Equip-COMMERCI	Equipment Cost	0.00
WIP Materials	000-4501-05-	COGS-Service-Matl/Equip-COMMERCI	Material Cost	161.25
WIP Labor	000-4500-05-	COGS-Service-Labor-COMMERCIAL	Labor Cost	210.00
WIP Subs	000-4502-05-	COGS-Service-Subs/Other-COMMERC	Subs Cost	0.00
WIP Labor	000-4502-05-	COGS-Service-Subs/Other-COMMERC	Other Cost	36.26
			Division Total Cost	407.51

WIP Reconcile Report - Summary

PostDate	TRXSOURC	Ref Trx #	Service_Call_ID	CC	WIP Debit	Credit	COGS Debit	Credit	Extended Cost
000-1300-01		Inventory - Retail/Parts			0.00	25.00	0.00	0.00	-25.00
000-1410-04		WIP-Labor-Service-RESIDENTIAL			0.00	0.00	0.00	310.00	-310.00
000-1410-05		WIP-Labor-Service-COMMERCIAL			0.00	0.00	0.00	980.00	-980.00
000-1410-06		WIP-Labor-Service-INDUSTRIAL			0.00	0.00	0.00	260.00	-260.00
000-1411-04		WIP-Material/Equipment-Service-RESIDENTIAL			501.83	2.10	0.00	193.33	306.40
000-1411-05		WIP-Material/Equipment-Service-COMMERCIAL			4,171.16	0.00	0.00	415.23	3,755.93
000-1411-06		WIP-Material/Equipment-Service-INDUSTRIAL			464.89	20.00	0.00	176.99	267.90
000-1411-08		WIP-Material/Equipment-Mnt Contracts-COMMERCIAL			55.50	55.50	55.50	130.00	-74.50
000-1411-10		WIP-Service-Material/Equipment-RENTAL DEPT			45.00	0.00	0.00	45.00	0.00
000-1412-04		WIP-Subs & Other-Service-RESIDENTIAL			0.00	0.00	0.00	7.70	-7.70
000-1412-05		WIP-Subs & Other-Service-COMMERCIAL			4.35	0.00	0.00	39.97	-35.62
000-1412-06		WIP-Subs & Other-Service-INDUSTRIAL			0.00	0.00	0.00	40.70	-40.70
000-2110-00		Accrued Expenses			0.00	13.71	0.00	0.00	-13.71
000-2111-00		Accrued Purchases			0.00	186.48	0.00	0.00	-186.48
000-2115-00		Billings In Excess of Cost			0.00	2,892.50	0.00	0.00	-2,892.50
000-4500-04		COGS-Service-Labor-RESIDENTIAL			470.00	0.00	310.00	0.00	780.00
000-4500-05		COGS-Service-Labor-COMMERCIAL			1,480.00	0.00	980.00	0.00	2,460.00
000-4500-06		COGS-Service-Labor-INDUSTRIAL			600.00	0.00	260.00	0.00	860.00
000-4500-07		COGS-Mnt Contracts-Labor-RESIDENTIAL			180.00	0.00	0.00	0.00	180.00
000-4500-08		COGS-Mnt Contracts-Labor-COMMERCIAL			1,000.00	0.00	0.00	0.00	1,000.00
000-4500-09		COGS-Mnt Contracts-Labor-INDUSTRIAL			382.50	0.00	0.00	0.00	382.50
000-4500-10		COGS-Service-Labor-RENTAL DEPT			0.00	0.00	0.00	0.00	0.00
000-4501-04		COGS-Service-Matl/Equip-RESIDENTIAL			0.00	0.00	193.33	0.00	193.33
000-4501-05		COGS-Service-Matl/Equip-COMMERCIAL			0.00	0.00	415.23	0.00	415.23
000-4501-06		COGS-Service-Matl/Equip-INDUSTRIAL			0.00	0.00	176.99	0.00	176.99
000-4501-07		COGS-Mnt Contracts-Matl/Equip-RESIDENTIAL			36.25	0.00	0.00	0.00	36.25
000-4501-08		COGS-Mnt Contracts-Matl/Equip-COMMERCIAL			485.40	365.00	130.00	55.50	194.90
000-4501-09		COGS-Mnt Contracts-Matl/Equip-INDUSTRIAL			17.76	0.00	0.00	0.00	17.76
000-4501-10		COGS-Service-Matl/Equip-RENTAL DEPT			0.00	0.00	45.00	0.00	45.00
000-4502-04		COGS-Service-Subs/Other-RESIDENTIAL			13.63	0.00	7.70	0.00	21.33
000-4502-05		COGS-Service-Subs/Other-COMMERCIAL			76.23	0.00	39.97	0.00	116.20
000-4502-06		COGS-Service-Subs/Other-INDUSTRIAL			73.63	0.00	40.70	0.00	114.33
000-4502-07		COGS-Mnt Contracts-Subs/Other-RESIDENTIAL			3.70	0.00	0.00	0.00	3.70
000-4502-10		COGS-Service-Subs/Other-RENTAL DEPT			55.50	0.00	0.00	0.00	55.50
Grand Total:					10,117.33	3,560.29	2,654.42	2,654.42	6,557.04

WIP Reconcile Report - Detail

PostDate	TRXSOURC	Ref Trx #	Service_Call_ID	CC	WIP Debit	WIP Credit	COGS Debit	COGS Credit	Extended Cost
000-1300-01		Inventory - Retail/Parts			0.00	25.00	0.00	0.00	-25.00
04/12/2007	MANUAL	SV100 (050812-0006)	050812-0006	1	0.00	25.00	0.00	0.00	-25.00
000-1410-04		WIP-Labor-Service-RESIDENTIAL			0.00	0.00	0.00	310.00	-310.00
04/12/2007	MANUAL	SV100 (041114-0005)	041114-0005	6	0.00	0.00	0.00	60.00	-60.00
04/12/2007	MANUAL	SV100 (041114-0006)	041114-0006	6	0.00	0.00	0.00	40.00	-40.00
04/12/2007	MANUAL	SV100 (041114-0015)	041114-0015	6	0.00	0.00	0.00	100.00	-100.00
04/12/2007	MANUAL	SV100 (041114-0017)	041114-0017	6	0.00	0.00	0.00	30.00	-30.00
04/12/2007	MANUAL	SV100 (041115-0015)	041115-0015	6	0.00	0.00	0.00	40.00	-40.00
04/12/2007	OVERHEAD	1053	041115-0015	6	0.00	0.00	0.00	20.00	-20.00
04/12/2007	PAYROLL	1053	041115-0015	6	0.00	0.00	0.00	20.00	-20.00
000-4502-07		COGS-Mnt Contracts-Subs/Other-RESIDENTIAL			3.70	0.00	0.00	0.00	3.70
04/12/2007	MANUAL	SV101 (041114-0004)	041114-0004	5	3.70	0.00	0.00	0.00	3.70
000-4502-10		COGS-Service-Subs/Other-RENTAL DEPT			55.50	0.00	0.00	0.00	55.50
04/12/2007	MANUAL	EXTRA CHARGE (04111	041114-0016	5	0.00	0.00	0.00	0.00	0.00
04/12/2007	MANUAL	SV100 (050922-0001)	050922-0001	5	37.00	0.00	0.00	0.00	37.00
04/09/2007	PAYROLL	1119	050922-0001	5	18.50	0.00	0.00	0.00	18.50
Grand Total:					10,117.33	3,560.29	2,654.42	2,654.42	6,557.04

WIP Exception Report - Service Management costs not in GL

Date: 01/01/07   Service Costs Not In GL   Page: 1

ACCURATE PRINTING
    ACCURATE-1250 CLEVELAND AVE

Service Call	Category	Invoice Number	TRX Number	Debit Acct	Credit Acct	Extended Cost
041113-0002	EQUIPMENT	2	SV100	00-1100-01	00-1200-01	$ 25.00
041113-0010	MATERIAL	1	SV100	00-1100-01	00-1200-01	$100.00

Location Total: $125.00

Customer Total: $125.00

Grand Total: $125.00

WIP Exception Report - GL costs not in Service Management

Date: 01/01/07   **GL Costs Not In Service**   Page: 1

Account: 000-1100-00

Journal Entry	TRX Source	Doc Date	Debit Amount	Credit Amount
1	GLTH00000001	01/01/07	$26.00	$ 0.00
10	GLTH00000001	01/01/07	$ 0.00	$23.00
		Total:	$26.00	$23.00

Service Invoice Trailing Costs Report - Summary

Date: 06/30/2008   Service Invoice Trailing Costs Summary   Page 1

Date Range: 06/01/2008 to 06/30/2008

Division: SERVICE RES

Account: 000-0000-00

Service Call	Actual Cost at invoice	Committed Costs at invoice	Trailing Costs after invoice	Difference
080627-0001	$105.59	($ 80.00)	$ 20.00	($ 60.00)
080630-0001	$125.65	($125.65)	$ 75.00	($ 50.65)
Totals:	$320.78	($205.65)	$ 95.00	($110.65)

Service Invoice Trailing Costs Report - Detail


```
Date: 06/30/2008              Service Invoice Trailing Costs Detail                    Page 1

Date Range:   06/01/2008 to 06/30/2008
Division: SERVICE RES
Account: 000-0000-00

                                    TRX    Cost                      Cost at  Committed  Trailing  Committed
Service Call  GL Post Date Transaction Type  Number  Code Item Description  Invoice  at Invoice   Cost    Remaining

080627-0001  06/01/2008  Purchase Order Entry PO2222   2   Widget     $105.59   ($ 80.00)  $  0.00   ($ 80.00)
080627-0001  06/15/2008  Receivings Trx Entry RCT1111  2   Widget     $  0.00   $  0.00    $ 10.00   $ 10.00
080627-0001  06/18/2008  Receivings Trx Entry RCT3333  2   Widget     $  0.00   $  0.00    $ 10.00   $ 10.00
                                                                      ==============================
                                            Totals:                    $105.59   ($ 80.00)  $ 20.00   ($60.00)

080630-0001  06/15/2008  Purchase Order Entry PO8888   2   Cable      $125.65   ($125.65)  $  0.00   ($125.65)
080630-0001  06/16/2008  Receivings Trx Entry RCT2222  2   Cable      $  0.00   $  0.00    $ 60.00   $ 60.00
080630-0001  06/19/2008  Receivings Trx Entry RCT4444  2   Cable      $  0.00   $  0.00    $ 15.00   $ 15.00
                                                                      ==============================
                                            Totals:                    $125.65   ($125.65)  $ 75.00   ($50.65)

==========================================================================================
Division: SERVICE RES
Account:: 00-0000-00                        Totals:                    $320.78   ($205.65)  $ 95.00  ($110.65)
```

Maintenance Reports

Additional maintenance reports can be accessed by choosing the *Print* button in the Maintenance Contract window.

Contract Base Profile Report

The Contract Base Profile report lists the billing and labor status of all your maintenance contracts by contract type.

1. Select *Reports > Service Management > Maintenance > Contract Base Profile*.
2. Use the lookup window to select a contract type. If you leave the **Contract Type** field blank, all contract types print.
3. Select *Print*.

```
Restriction:
   Contract Type:  HVAC

Affiliate:

 Region:

   Branch:
--------------------------------------------------------------------------------------------------------

 Contract Type: HVAC CONTRACT
```

Customer Contract Number	Address ID Anniversary Date	Contract Amount	Contract Billings	Total Estimate Cost	Contract Labor Rate	Total Labor Dollars	Total Labor Hours	Total Contract Hours
306	PRIMARY							
306-001 ATS	9/30/01	$21,750.00	$0.00	$0.00	$0.00	$0.00	6.00	0.00
307	PRIMARY							
307-001 ATS	9/30/01	$10,875.00	$0.00	$0.00	$0.00	$0.00	3.00	0.00
404	PRIMARY							
404-001 ATS	9/30/01	$10,875.00	$0.00	$0.00	$0.00	$0.00	2.00	0.00
405	PRIMARY							
405-001 ATS	9/30/01	$43,500.00	$0.00	$0.00	$0.00	$0.00	8.00	0.00
406	PRIMARY							
406-001 ATS	9/30/01	$21,750.00	$0.00	$0.00	$0.00	$0.00	4.00	0.00
408	PRIMARY							
408-001 ATS	9/30/01	$10,875.00	$0.00	$0.00	$0.00	$0.00	3.00	0.00
		---------------	---------------	---------------		---------------	---------	---------
		$119,625.00	$0.00	$0.00			26.00	
						$0.00		0.00

```
 Subtotal by Contract Type:   HVAC CONTRACT
 Total Contracts:               6
 --------------------------------------------------------------------------------------------------------
                          --------------- --------------- ---------------           --------------- --------- ---------
                          $119,625.00       $0.00           $0.00                                      26.00
                                                                                      $0.00                     0.00
   Subtotal by Branch:
    Total Contracts:             6
```

Gross Margin to Date Report

The Gross Margin to Date report lists, by maintenance contract, the year, closed date, contract earned, cost all, and gross margin of your maintenance contracts.

1. Select *Reports > Service Management > Maintenance > Gross Margin to Date*.
2. In the Gross Margin to Date window, use the lookup window in the **Contract Number** field to select a contract number.
3. Select *Print*.

```
System:       3/30/98   10:14:28 AM                                    Page:                   1
User Date:    3/30/98                                                  User ID:    LESSON USER1

                                  The World Online, Inc.
                                   GROSS MARGIN TO DATE
                                  Service Management Series


     Customer:            AARONFIT0001    Aaron Fitz Electrical
     Location:            PRIMARY         Business
     Contract:            123


   Year        Closed Date      Contract Earned         Cost All              Gross Margin
   1998
               7/31/98              $10,000.00          $5,503.00               $4,497.00



End of Report
```

Labor Load Schedule Report

This report is used to view technicians' total available monthly labor hours. The available hours are grouped by MCC, billable, burden, and MC hours.

1. Select *Reports > Service Management > Maintenance > Labor Load Schedule*.
2. Select the **All** or **Individual** technician radio button. If you chose Individual Technician, select a technician.
3. The first time during a session you select *Print,* you will receive a message asking if you want to run the utility that matches technicians by skill level to maintenance tasks. Select *Yes*. A progress window appears.

```
3/27/98                                                            1
                     Labor Load Schedule


                          Available   Total   Standard Total   % of
Contract        Contract  to Spend    Hours   Task     Tech    All Tech   JAN     FEB     MAR     APR     MAY     JUN     JUL     AUG
Name            Number    Hours       All Techs Hours   Hours   Hours

Technician:   CRANE

Business        123        0.00       184.00  184.00   184.00   100%    12.00   12.00   18.00   12.00   20.00   18.00   12.00   12.00
Business        456        0.00        40.00   40.00    40.00   100%     0.00    0.00    6.00    0.00    8.00    6.00    0.00    0.00
Business        789        0.00       744.00  744.00   744.00   100%    62.50   61.50   62.50   61.50   62.50   61.50   62.50   61.50

  LABOR LOAD                          968.00  968.00

    MCC Task Hours                             968.00           74.50   73.50   66.50   73.50   90.50   85.50   74.50   73.50
    % of MCC Plan                                0.00%         0.00%   0.00%   0.00%   0.00%   0.00%   0.00%   0.00%   0.00%
    Billable|Burden|MC Hours                      0.00          0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00
        Total Hours          (a)                 968.00        74.50   73.50   66.50   73.50   90.50   85.50   74.50   73.50

  LABOR PLAN

    MCC Plan Hours                               0.00          0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00
    Billable Hours                               0.00          0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00
    Burden Hours                                 0.00          0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00
    MC Hours                                     0.00          0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00
        Total Hours          (b)                 0.00          0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00

    Remaining Hours          (b-a)            (968.00)       (74.50) (73.50) (86.50) (73.50) (90.50) (85.50) (74.50) (73.50)
```

Master Contract Reports

The Master Contract List contains all master contracts and their assigned maintenance contracts, as well as the information from the Master Contract window.

The Master Contract Financial report lists all master contracts, contract amounts, total cost, contract earned, gross profit, revenue recognized, and amount billed for each contract on a year-to-date and total-to-date basis.

1. Select *Reports > Service Management > Maintenance > Master Contract*.
2. Select to print the Master Contract List or the Master Contract Financial report from the **Report** drop-down list.
3. From the **Print** drop-down list, select to print the report for all customers, a customer range, or a branch range. Enter the range information, if applicable.
4. Select *Print*

> ⚠️ You can also print the Master Contract List for a specific customer by choosing *File > Print* in the Master Contract window.

Master Contract List

```
System:      3/30/98      11:26:43 AM                 The World Online, Inc.                    Page:       1
User Date:   3/30/98                                  MASTER CONTRACT LIST                       User ID:    LESSON USER1
                                                      Service Management Series

Ranges:                   From:                   To:                    User Profile Filter:
   Customer ID:           AARONFIT0001             AARONFIT0001              Affiliate:
   Contract Number:       First                    Last                     Region:
   Branch Name:           First                    Last                     Branch:

Customer ID      Name
----------------------------------------------------------------------------------------------------------------------
   Master Contract        Control Billing    Hold       Cancel                 Amount   Start Date   Expiration     Billing Frequency
----------------------------------------------------------------------------------------------------------------------
   Service Call Day    Invoice Billing Day   P.O. Number              Salesperson ID  Anniversary Date  User Defined 1  User Defined 2
----------------------------------------------------------------------------------------------------------------------
AARONFIT0001      Aaron Fitz Electrical
   M0001                  YES                NO         NO                  $4,700.00  1/1/98       12/31/98       MONTHLY
                                                1                                                    12/31/98

           Contract                        Amount
           ------------------------------------------
           789                             $1,200.00
           855                             $3,500.00


End of Report
```

Master Contract Financial

```
System:     3/30/98     11:39:17 AM                The World Online, Inc.                    Page:      1
User Date:  3/30/98                              MASTER CONTRACT FINANCIAL REPORT            User ID:   LESSON USER1
                                                  Service Management Series

Ranges:                    From:                    To:                      User Profile Filter:
   Customer ID:            AARONFIT0001             AARONFIT0001                Affiliate:
   Contract Number:        First                    Last                       Region:
   Branch Name:            First                    Last                       Branch:

Customer ID     Name
-------------------------------------------------------------------------------------------------------------
   Master Contract    Control Billing    Hold      Cancel           Amount    Start Date   Expiration  Billing Frequency
-------------------------------------------------------------------------------------------------------------
     Service Call Day   Invoice Billing Day   P.O. Number        Salesperson ID  Anniversary Date  User Defined 1  User Defined 2
-------------------------------------------------------------------------------------------------------------
AARONFIT0001    Aaron Fitz Electrical
   M0001            YES            NO        NO              $4,700.00  1/1/98      12/31/98    MONTHLY
                             1                                                    12/31/98

   Contract                Amount        Total Cost    Contract Earned    Gross Profit  Revenue Recognized          Billed
   -------------------------------------------------------------------------------------------------------------
   789              $1,200.00

                   Year-to-Date:         $0.00         $0.00            $0.00          $0.00              $200.00
                   Total-to-Date:        $0.00         $0.00            $0.00          $0.00              $200.00
                   Estimate:             $0.00

   855              $3,500.00

                   Year-to-Date:         $0.00         $0.00            $0.00          $0.00              $583.30
                   Total-to-Date:        $0.00         $0.00            $0.00          $0.00              $583.30
                   Estimate:             $0.00

     Master Contract YTD Total:          $0.00         $0.00            $0.00          $0.00              $783.30
     Master Contract TTD Total:          $0.00         $0.00            $0.00          $0.00              $783.30
   Master Contract Est. Total:           $0.00
                                 --------------------  -------------------  -----------------  --------------------  --------------------

     Report Contract YTD Total:          $0.00         $0.00            $0.00          $0.00              $783.30
     Report Contract TTD Total:          $0.00         $0.00            $0.00          $0.00              $783.30
   Report Contract Est. Total:           $0.00
                                 ====================  ===================  =================  ====================  ====================

End of Report
```

Monthly Labor Plan Report

The Monthly Labor Plan report lists the scheduled MCC labor hours for each technician monthly. The report also lists the actual hours per service call completed by the technician.

1. Select *Reports >Service Management > Maintenance > Labor Load Monthly*.
2. Select the **All** or **Individual Technician** radio button. If you chose Individual Technician, select a technician.
3. Make a selection from the **Month** field drop-down list.
4. The first time you select *Print* during a session, you will receive a message asking if you want to run the utility that matches technicians by skill level to maintenance tasks. Select *Yes*. A progress window appears.

```
                    The World On-line, Inc.                4/28/97
                    Monthly Labor Plan
                    April 1997


Technician:      BLACO001    Black, Thomas

Contract Number    Location Name          Scheduled MCC   Service Call ID   Status      Completed      Hours

003                Aaron Fitz Corporate Home    5.00        950402-0004      CLOSED      4/30/96        40.00
222                Aaron Fitz Corporate Home    0.00                                                     0.00
444                Aaron Fitz Corporate Home    0.00                                                     0.00
4444               Aaron Fitz Corporate Home    0.00                                                     0.00
                                              ----------                                              ---------
                   Total Scheduled MCC Hours    5.00                                    Total Actual Hours   40.00



                   Planned Labor Hours:
                        MCC              60.00
                        NC                0.00
                        Burden           60.00
                        Billable          0.00


   Approved By                              Date

NOTE:

1. Did you review your service report with your customer at the end of
   each call?
2. Did you provide enough written information for your customer to
   understand what was done?
3. Did you thank her/him for their time?
```

Overdue PM Report

The Overdue PM report lists maintenance contract service work that is not complete. That is, all overdue MCC service calls with an Open call status are in the report.

1. Select *Reports > Service Management > Maintenance > Overdue Preventive Maintenance*. The Overdue PM Report window opens, displaying maintenance service calls that are overdue.
2. To change the number of records in the report or to age the Overdue PM Report window, make a new entry in the **Number of Days Overdue** field and tab off.
3. The system generates a report based on the **Date** field in the Service Call window. If the service call date is more than the number of days overdue, the service call appears in the scrolling window. You can double-click a call in the scrolling window to open the Service Call window.
4. Select *Print*.

You can view overdue preventive maintenance service calls by choosing the *Overdue* indicator in the Service Manager window or the Location window.

> ⚠ Remember, if you roll all your calls forward and don't exclude MCC calls, the *Overdue* indicator won't appear because the date of the MCC calls changes when calls roll forward.

Technician Load Summary Report

This report is a summary of technicians' monthly MCC workload.

1. Select *Reports > Service Management > Maintenance > Technician Load Summary*.
2. Select the **All** or **Individual Technician** radio button. If you select Individual Technician, select a technician.

3. The first time during a session you select *Print,* you will receive a message asking if you want to run the utility that matches technicians by skill level to maintenance tasks. Select *Yes.*

```
11/13/97                     The World Online, Inc.
1                        SUMMARY OF TECHNICIAN WORK LOAD


EMPLOYEE         JAN     FEB     MAR     APR     MAY     JUN     JUL     AUG     SEP     OCT     NOV     DEC      TOTAL

BLAC0001        4.00   65.00   81.00   13.00    9.00    6.00   64.00   18.00    6.00    7.00   64.00    6.00     343.00
CRAN0001        6.00    4.00    4.00    3.00    3.00    4.00    5.00    4.00    4.00    3.00    3.00    4.00      47.00
DRAK0001        0.00   16.00    0.00    0.00   16.00    0.00    0.00   16.00    0.00    0.00   16.00    2.00      66.00
LOGA0001        8.00    7.00    7.00    7.00    7.00    7.00    8.00   22.00    7.00    7.00    7.00    7.00     101.00
TRNGTECH        6.00    6.00    6.00    6.00    6.00    6.00    6.00    6.00    6.00    6.00    6.00    6.00      72.00
UNASSIGNED      2.00    2.00    3.00    2.00    2.00    2.00    3.00    2.00    2.00    2.00    3.00    2.00      27.00



 End of Report
```

Workorder Register Report

The Workorder Register report lists technicians' open MCC service calls. There are fields on the form for technicians to check when the calls are completed and for the technician's signature.

1. Select *Reports > Service Management > Maintenance > Workorder Register*.
2. Enter a **Start Date** and an **End Date**.
3. The **Technician ID** field defaults as All. If you want to select an individual technician, use the lookup window in the Technician ID field to select a technician.
4. Select the **All** or **Individual Contract** radio button. If you select Individual Contract, use the lookups in the **Customer ID**, **Address ID**, and **Contract Number** fields to make your selections.
5. Select *Print*.

```
ISSUED: 9/13/99    2:48:54 PM                 The World Online, Inc.                          Page: 1
                                            Service Management Series           From: 1/1/98    To: 12/31/99
                                               WORK ORDER REGISTER

 Call Type = MCC

 Technician ID:  ALAN


    BRANCH :               CONTRACT NUMBER : 109-001         LOCATION NAME : Watertown Boat Storage
                           SALESPERSON ID :                       ADDRESS :



    Service Call ID   Service Description           Date          Call Status            Tick on completion

    990913-0010       FIRE/SECURITY               7/1/99          OPEN                        [  ]
    990913-0073       FIRE/SECURITY               8/1/99          OPEN                        [  ]

    BRANCH :               CONTRACT NUMBER : 110-001         LOCATION NAME : Flight By Night
                           SALESPERSON ID :                       ADDRESS :
```

Using SmartList Objects

SmartList Builder objects are available for Equipment Management, Job Cost, and Service Management. These objects include Go To items for several windows. Some Go To items appear for multiple objects.

SmartList Designer objects are available for Job Cost and Service Management. For information on using SmartList Designer, see the Microsoft Dynamics GP Systems User Guide.

Importing SmartList Objects

SmartList Builder

You must own SmartList Builder to use Signature SmartList Builder objects.
The following must be set up in Equipment Management prior to importing SmartList Builder objects:

- Equipment attributes
- Equipment status
- Equipment user-defined prompts
- Model user-defined prompts

> ⚠ If changes are made to any of these items after importing SmartList Builder objects, you must re-import for those changes to be detected and appear on the Equipment and Equipment Model SmartLists.

You must be logged in as "sa" to import objects.

1. Select *Microsoft Dynamics GP >Tools > SmartList Builder > Import*. Select the folder icon and navigate to the Signature SmartList Builder Objects folder in your Microsoft Dynamics GP directory.
2. Select the appropriate XML file and select *Open*. Then select *Import*. When the import finishes, a message appears indicating the import process has completed. Select *OK*.
3. Repeat the steps to import additional XML files, as needed.

SmartList Designer

If you do not own SmartList Builder, use SmartList Designer to create SmartLists by importing the Signature SmartList Objects.

1. Select *Microsoft Dynamics GP > SmartList*. Select *Export/Import* and then *Import*.
2. Select *Add* and then navigate to *<GP Install folder>\Signature\SmartList Designer Objects*. If you have purchased SmartList Builder, you will want to import the objects for SmartList Builder. See the previous section for information on importing SmartList Builder objects.
3. Select the appropriate XML file(s) and select *Open*. Then select *Import*. When the import finishes, a message appears indicating the import process has completed. Select *OK*.
4. Repeat the steps to import additional XML files, as needed.
5. Close the SmartList window and then re-open to complete the import process.

Accessing SmartList Objects

You access SmartList objects in the SmartList window. Each object name begins with the word Signature, followed by the descriptive name; for example, Signature Service Calls.

1. Select *SmartList*.
2. Scroll down to the objects that begin with Signature. Select an object to display the records for that object. Records appear in the right pane of the window.

3. To select a Go To item, select a record for that object, and select the *Go To...* button. Select an item from the Go To menu. You can also double-click a record to display the default Go To item, which is the first item in the Go To menu.

> ⚠️ If double-clicking a record does not display a window, select *SmartList > Options* to open the Options window. In the Category drop-down list, select the object that is currently highlighted in the SmartList window, then select *OK*. In the SmartList window, select the *Refresh* button, then double-click a record. The window for the default Go To item should appear. Double-clicking will now work for all objects.

For information on using the SmartList window, see the Microsoft Dynamics GP documentation.

Modifying SmartList Builder Objects

Any modifications that you make to one of the imported SmartList templates will be lost if you re-import SmartList Builder objects. Before you modify a template, we recommend duplicating the SmartList and making changes to the copy.

1. Select *Microsoft Dynamics GP > Tools > SmartList Builder > SmartList Builder*.
2. Use the lookup button to select the **SmartList ID** of the object you would like to duplicate. The Equipment Management SmartList Builder objects that you imported are identified with _S_EMS_{_}.
3. Select *Options > Duplicate...*.
4. Select SmartList as the **New List Type**. You can also duplicate the template into Excel Report Builder; see <u>Creating a SmartList Object Excel Report (page 314)</u> for details.
5. Enter a **New List ID** and **New List Name**, and select *Duplicate*.
6. The new SmartList opens and can be edited in the SmartList Builder window. We recommend modifying this copy, as any changes that you make to the original template will be lost if you need to re-import SmartList Builder objects.

Refer to the **SmartList Builder (with Excel Report Builder)** user documentation for information on editing SmartList Builder objects.

Creating a SmartList Object Excel Report

You can create Excel Reports from the SmartList objects that you imported.

1. Select *Microsoft Dynamics GP > Tools > SmartList Builder > SmartList Builder*.
2. Use the lookup button to select the **SmartList ID** of the object you would like to duplicate. The Signature SmartList Builder objects that you imported are identified with S_ for Service Management or Job Cost and **EMS_** for Equipment Management.
3. Select *Options > Duplicate...*.
4. Select Excel Report as the **New List Type**.
5. Enter a **New List ID** and **New List Name** for the Excel Report, and select *Duplicate*.
6. The new report opens in Excel Report Builder, where you can modify the Excel Report. Refer to the **SmartList Builder (with Excel Report Builder)** user documentation for more details.

If you use Microsoft Dynamics GP SmartList Builder to create your own SmartLists and Microsoft Excel reports, you can use the following SmartList Builder objects as templates for creating SmartLists in Equipment Management:

- Cost Categories
- Equipment
- Equipment Models
- Meter Readings
- Rental Agreement Lines

- Rental Invoice Lines
- Scheduled Maintenance

These templates are contained in an XML file that can be imported into SmartList Builder. After importing SmartList Builder objects, the templates can be used in SmartList or edited in SmartList Builder or Excel Report Builder.

Preparing Go To Items for Use in the SmartList Window

1. Select *Microsoft Dynamics GP > Tools > SmartList Builder > SmartList Builder*. Select the lookup button in the SmartList ID field and complete the following steps for each Signature object displayed in the list:
2. Highlight the Signature object in the list and click *Select*.
3. Select the *Go To...* button. All available Go To locations display. Here you can Add, Edit, or Remove Go To items. When you are finished, Select *OK*.
4. In the SmartList Builder window, select *Save*. When the information has saved, the window will clear.
5. When you have completed these steps for each object in the list, close the SmartList Builder window. Open the SmartList window under *Microsoft Dynamics GP > SmartList*. The following message will appear: *SmartList Builder has detected changes to be made. Do you want to make these changes now?* Select *Yes*. The update will take a few moments.

When the update completes, the SmartList window will open. You are now ready to use the Signature SmartLists and Go To items.

Signature Objects and Go To Items Reference

The following Signature objects and Go To items are available for use in SmartList.

Service Management

Object	Go To items
Signature Service Calls	Service Call, Service Manager, Customer, Location, Contracts
Signature Service Customer Locations	Service Manager, Service Call History, Equipment Summary, Customer, Location
Signature Service Equipment	Equipment, Contract, Service Manager, Customer, Location
Signature Service Invoice History	Invoice, Service Call, Service Manager, Customer, Location

Object	Go To items
Signature Service Invoice Open	Invoice, Service Call, Service Manager, Customer, Location
Signature Service Maintenance Contracts	Contract, Contract Coverage, Revenue/Costs, Service Manager, Customer, Location

Job Cost

Object	Go To items
Signature Job Billings	Invoice Zoom, Job Status, Billed Position, Billing Inquiry
Signature Job Cost Codes	Cost Code, Cost Code Setup, Cost Code Transactions, Cost Code Summary, Job Status, Job Maintenance
Signature Job Subcontractors	Vendor Status, Job Status, Job Maintenance, Billed Position, Master Vendor Dates, Master Subcontractor, Subcontractor Status
Signature Job Transactions	Job Cost Transaction Zoom, Cost Code Summary, Job Status, Job Maintenance
Signature Jobs	Job Status, Job Change Orders, Billed Position, Billing Inquiry, Project Status, Job Maintenance

Equipment Manager

Object	Go To items
Cost Categories	Equipment Hierarchy, Equipment Manager
Equipment	Address Maintenance, Customer Maintenance, Equipment Hierarchy, Equipment Manager, Model Maintenance
Equipment Models	Equipment Model
Meter Readings	Equipment Hierarchy, Equipment Manager, Op Log Maintenance, Service Call

Object	Go To items
Rental Agreement Lines	Address Maintenance, Customer Maintenance, Equipment Hierarchy, Equipment Manager, Item Maintenance, Job Status, Model Maintenance
Rental Invoice Lines	Address Maintenance, Agreement Entry, Customer Maintenance, Equipment Hierarchy, Equipment Manager, Invoice Entry, Item Maintenance, Job Status, Model Maintenance
Scheduled Maintenance	Equipment Hierarchy, Equipment Manager, Scheduled Maintenance, Service Call

Contact Information

Support

Phone: 262-317-3800
Email: support@wennsoft.com[6]
Hours: Normal support hours are 7:00 a.m. to 6:00 p.m. Central Time. After-hours and weekend support is available for an additional charge. Please contact WennSoft Support for additional information.

WennSoft will be closed in observance of the following holidays: New Year's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day, and the day after Christmas.

Support Plans

We're committed to providing the service you need to solve your problems and help your team maximize productivity.

We offer several Signature Enhancement and Support Plans to meet your needs and Extended Support Plans for retired product versions available at https://www.wennsoft.com/wsportal[7].

Sales

Phone: 262-317-3700
Fax: 262-317-3701

WennSoft Headquarters

Address:
WennSoft
1970 S. Calhoun Rd.
New Berlin, WI 53151-1187

Phone: 262-821-4100 or 866-539-2228
Email: info@wennsoft.com[8]
Website: www.wennsoft.com[9]
Office hours: Monday through Friday from 8 a.m. to 5 p.m. Central Time.

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6 mailto:support@wennsoft.com
7 https://www.wennsoft.com/wsportal/
8 mailto:info@wennsoft.com
9 http://www.wennsoft.com