WennSoft

Signature

Reports Guide

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Table of Contents

SSRS reports **1**
Signature SSRS Reports Setup 1
System Requirements 1
Prerequisites 1
Before you begin 2
Setting up Signature Reports 3
Accessing SSRS Reports 7
Signature SSRS Reports Reference 7
Service Management Reports 7
Job Cost Reports 8
TimeTrack Reports 10
Equipment Management Reports 10
Shared Reports 10
Report Templates 10
Service Management SSRS Reports 11
Annualized Labor Loading 11
Contract Equipment PM Tasks 11
Dispatch List 12
Job Appointment Summary 12
Maintenance Contract Deferred Revenue 14
Maintenance Contract Profile 14
Maintenance Contract Profitability with Pull Through 16
Maintenance Contract Quote 17
Maintenance Contract Scheduled Materials 18
Maintenance Contract Statistics 19
Profit by Customer 21
Recognized Revenue 22
Sales Tax - Material Purchases 23
Service Call Analysis - Unbilled Quotes 24
Service Call Analysis - Unbilled T&M 24
Service Call Cost Audit 25

Service Call Gross Profit 26
Service Call Invoice 27
Service Call Maintenance Workorder 32
Service Call Quote 33
Service Call Revenue Statistics by Call Type 34
Service Call Statistics by Call Type 36
Service Call Status Statistics 36
Service Invoice Summary 37
Service Profitability 38
Service Revenue Recap 40
Technician Forecast 41
Top and Bottom Customers by Sales 43
Top Technicians by Billed Hours 43
WIP SSRS reports 45
Refrigerant Tracking report 54
Refrigerant Tracking List 55
Refrigerant Tracking Leak Analysis 55
Maintenance Contract Invoice 56
Job Cost SSRS Reports 58
Subcontractor Claims 58
Subcontractor Supplemental 59
Job Invoice 59
Job Lien Waiver 59
Job Analysis 61
Job Audit Billing 62
Job Audit Costs 63
Job Change Order 64
Job Closing Preparation 65
Job Committed Costs 66
Job Percentage of Completion 67
Job Profit and Loss 68
Job RPO Profit and Loss 70

Subcontract Agreement....71
Subcontractor Insurance Expiration....72
Subcontractor Transaction Detail....73
Union Report....74
Job Schedule by Cost Code....77
Job Plan....80
Jobs Available to Close....81
Jobs Not Available to Close....82
Closed Jobs....82
Application for Payment....83
WIP Reports in Job Cost....85
AR Retention Trial Balance....88
PM JC Aged Trial Balance....89
Job Profit and Loss Key Performance Indicator....90
TimeTrack SSRS reports....91
Certified Payroll....91
Certified Payroll for Public Works....93
Employee Utilization....95
Time Sheet....98
Equipment Management SSRS reports....99
Scheduled Maintenance Forecast....99
Equipment Attributes report....100
Rental Agreement, Booking, and Invoice Reports....100
Rental Utilization....107
Equipment Profit and Loss Key Performance Indicator....107
Inspection....108
Shared SSRS reports....110
Equipment Service Cost per Meter UOM....110
Receivables Aged Trial Balance....111
Receivables Historical Aged Trial Balance....114
WennSoft Billing Customer Profitability....115
SSRS Report templates....118

Prerequisites 118
Configuring a Report 118
Signature Report Templates 120
Dexterity Reports 126
Configuring System Reports 126
WSRepts Table 127
SQL Procedures 127
Signature.ReportControl.dll Programmers Reference 127
Methods 128
XML Structure 132
Database Table 133
Job Cost Dexterity Reports 133
Estimate Worksheet 134
Printable Notes 135
Job Reports 135
Job Cost Edit Lists 157
Billing Reports 158
Sorted Reports 162
Labor Reports 177
Setup Reports 185
History Reports 189
Subcontractor Reports 191
Service Management Dexterity Reports 197
General Reports 198
Service Reports 210
Maintenance Reports 247
Using SmartList Objects 253
Importing SmartList Objects 253
SmartList Builder 253
SmartList Designer 253
Accessing SmartList Objects 254
Modifying SmartList Builder Objects 254

Creating a SmartList Object Excel Report 254
Preparing Go To Items for Use in the SmartList Window 255
Signature Objects and Go To Items Reference 255
Service Management 255
Job Cost 256
Equipment Manager 257
Contact Information 258

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].

Prerequisites

Certain IIS features must be installed before you can enable SQL Server Reporting Services to be installed with SQL Server. For SQL Server 2012 or later, select all the System Requirements, as well as the additional features below. Choose *Start > Administrative Tools > Server Manager > Roles > Add Roles*, and choose the *Web Server (IIS)*role to configure.

Web Management Tools

- IIS 6 Management Compatibility
    - IIS 6 WMI Compatibility
    - IIS Metabase and IIS 6 configuration compatibility
- IIS Management Console
- IIS Management Scripts and Tools
- IIS Management Service

World Wide Web Services

- Application Development Features
    - .NET Extensibility
    - ASP.NET

1 https://wennsoft.atlassian.net/wiki/spaces/Signature2018R4/pages/7348578/Signature+System+Requirements

    - ISAPI Extensions
    - ISAPI Filters
- Common HTTP Features
    - Default Document
    - Directory Browsing
    - HTTP Redirection
    - HTTOP Errors
    - Static Content
- Security
    - Request Filtering
    - Windows Authentication

Health and Diagnostics

- HTTP Logging and Request Monitor

Performance

- Static Content Compression

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

SQL Server Reporting Services is part of the Microsoft SQL Server installation pack. You must install this to be able to use SSRS reports in Microsoft Dynamics GP and Signature. Refer to the Microsoft SQL Server documentation for information on installing SQL Reporting Services.

Step 2: Enable use of Microsoft Dynamics GP SSRS reports

If you have not done so already, you must run the Microsoft SQL Server Reporting Services wizard to enable access to SSRS reports within Microsoft Dynamics GP.

1. Launch the file **Microsoft.Dynamics.GP.BusinessIntelligence.SRSDeployment.exe**
2. On the Welcome Screen, choose *Next >*.
3. 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*.
4. Enter your server **User Name** and **Password**, then choose *Next* **>**.
5. Select the company database for which to enable reports, for example, TWO. In addition, select the Microsoft Dynamics GP products to enable reports for, by marking the appropriate checkboxes. Mark *Select All* to select ALL products. Choose *Next >*.
6. Enter the Target Server URL as http://MyMachineName/ReportServerName_[2] *where _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, choose *Start > All Programs > Microsoft SQL> Configuration*

2 http://mymachinename/ReportServerName_

Tools > Reporting Services Configuration. Connect to your server and choose *Web Service URL*. The **Virtual Directory** field contains the name of the report server. When you are ready to deploy reports, choose *Finish*.

7. When processing is complete, if you want to deploy reports for another company, mark the checkbox and choose *OK* to start the wizard again. If you are finished deploying reports, leave the checkbox unmarked and choose *OK*.

Step 3: Define the location of SSRS reports server and Report Manager

1. Choose *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[3]where *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, choose *Start > All Programs > Microsoft SQL> Configuration Tools > Reporting Services Configuration*. Connect to your server and choose *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[4] 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, choose *Start > All Programs > Microsoft SQL> Configuration Tools > Reporting Services Configuration*. Connect to your server and choose *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, choose *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. Choose *Start > All Programs > Microsoft SQL> Configuration Tools > Reporting Services Configuration*.

---

3 http://mymachine/MyReportServerName
4 http://mymachine/MyReportsFolder

Connect to your server and choose *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.BusinessIntelligence.SRSDeployment.exe**.

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

- From Service Management, choose *Run Wizard* in the Service Options window.
- From Job Cost, choose *Run Wizard* in the Job Cost Setup Options window.
- From Equipment Management, choose *SRS Wizard* in the System Setup window.
- On the Welcome screen, choose *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 choose *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.
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[5] 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. Choose *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. Choose *Deploy*. It will take a few moments to deploy the reports. A message appears when the deployment is successful. Choose *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

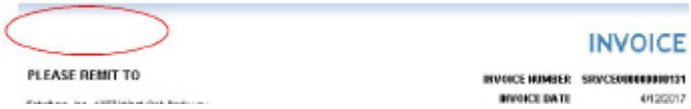
For Equipment Management, you must also set up your SSRS reports in the Report Definition Setup window (*Microsoft Dynamics GP > Tools > Setup > Equipment > System > Report Definitions*). For step-by step instructions, refer to the Advanced Rental feature chapter of the *Equipment Management User Guide.*

Step 2: Set up company logo (optional)

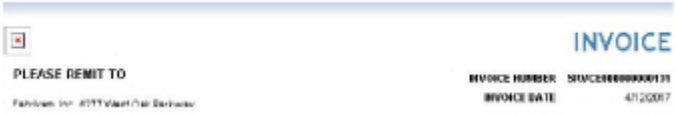
You can customize the company logo that appears on some of your customer-facing reports, for example, invoices. For each of the reports that displays a logo, the .rdl file points to the subfolder **Signature Images** and the file **Company Logo**. The default logo is a transparent image that appears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

---

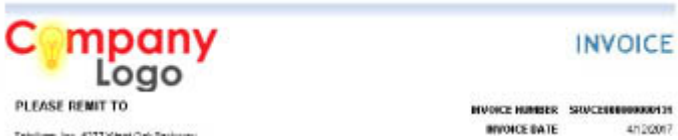
5 http://mymachine/MyReportServerName



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 choose *Upload File*. Before uploading, change the name of your new logo to **Company Logo** (no file extension), then choose *OK*.



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

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
```

Results | Messages

	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	CertifiedPayroll

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 Reports (page 7)
- Job Cost Reports (page 8)
- TimeTrack Reports (page 10)
- Equipment Management Reports (page 10)
- Shared Reports (page 10)
- Report Templates (page 10)

Service Management Reports

- Annualized Labor Loading (page 11)
- Appointment Summary
- Billing Analysis By Customer
- Call Summary
- Contract Equipment PM Tasks (page 11)
- Dispatch List (page 12)
- Field Invoice
- Job Safety Audit
- Maintenance Contract Deferred Revenue (page 14)
- Maintenance Contract Financial Status
- Maintenance Contract Invoice (1-4) (page 56)
- Maintenance Contract KPI
- Maintenance Contract Profile (page 14)

- Maintenance Contract Profitability with Pull Through (page 16)
- Maintenance Contract Quote (page 17)
- Maintenance Contract Scheduled Materials (page 18)
- Maintenance Contract Statistics (page 19)
- Maintenance Contracts Over or Under Billed
- Refrigerant Tracking (page 54)
- Refrigerant Tracking List (page 55)
- Sales Tax - Material Purchases (page 23)
- Service Call Analysis - Unbilled QTE (page 24)
- Service Call Analysis - Unbilled T&M
- Service Call Cost Audit (page 25)
- Service Call Cost Reconciliation (page 46)
- Service Call Gross Profit (page 26)
- Service Call Invoice (page 27)
- Service Call Maintenance Workorder (page 32)
- Service Call Revenue Statistics by Call Type (page 34)
- Service Call Statistics by Call Type (page 36)
- Service Call Status Statistics (page 36)
- Service Call Work Order
- Service Call Work Order with Appointments
- Service Call Work Order with Tasks
- Service Revenue Recap (page 40)
- Technician Forecast (page 41)
- Top and Bottom Customers by Sales (page 43)
- Top Technicians by Billed Hours (page 43)
- Signature Service Invoice Detail - Multi Currency
- Signature Service Invoice Summary - Multi Currency
- WIP reports (page 45)
    - GL Transaction Amounts Not Matching in Service (page 45)
    - GL Transactions Not in Service (page 45)
    - Service Call Cost Reconciliation by Account (page 46)
    - Service Invoice Trailing Costs (page 48)
    - Service Invoice Trailing PPV Costs (page 49)
    - Service Transactions Not in GL (page 50)
    - Service WIP (page 51)

Job Cost Reports

- Application for Payment[6]
- AR Retention Trial Balance[7]
- Closed Jobs[8]
- Custom SSRS Job Cost Reports[9]
- Job Analysis[10]
- Job Audit Billing[11]

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6 https://wennsoft.atlassian.net/wiki/spaces/sms2024/pages/104834209/Application+for+Payment
7 https://wennsoft.atlassian.net/wiki/spaces/sms2024/pages/104834235/AR+Retention+Trial+Balance
8 https://wennsoft.atlassian.net/wiki/spaces/sms2024/pages/104834256/Closed+Jobs
9 https://wennsoft.atlassian.net/wiki/spaces/sms2024/pages/104834277/Custom+SSRS+Job+Cost+Reports
10 https://wennsoft.atlassian.net/wiki/spaces/sms2024/pages/104834294/Job+Analysis
11 https://wennsoft.atlassian.net/wiki/spaces/sms2024/pages/104834320/Job+Audit+Billing

- Job Audit Costs[12]
- Job Change Order[13]
- Job Closing Preparation[14]
- Job Committed Costs[15]
- Job Invoice[16]
- Job Lien Waiver[17]
- Job Percentage of Completion[18]
- Job Plan[19]
- Job Profit and Loss[20]
- Job Profit and Loss Key Performance Indicator[21]
- Job RPO Profit and Loss[22]
- Jobs Available to Close[23]
- Job Schedule by Cost Code[24]
- Jobs Not Available to Close[25]
- Payables Aged Trial Balance[26]
- Project Invoice[27]
- Subcontract Agreement[28]
- Subcontractor Claims[29]
- Subcontractor Insurance Expiration[30]
- Subcontractor Supporting Statement[31]
- Subcontractor Transaction Detail[32]
- Union Report[33]
- WIP Reports in Job Cost[34]
    - GL Not Match Job Cost[35]
    - GL Transactions Not in Job Cost[36]
    - Job Cost Transactions Not in GL[37]
    - Job WIP Reconciliation[38]

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12 https://wennsoft.atlassian.net/wiki/spaces/sms2024/pages/104834341/Job+Audit+Costs
13 https://wennsoft.atlassian.net/wiki/spaces/sms2024/pages/104834362/Job+Change+Order
14 https://wennsoft.atlassian.net/wiki/spaces/sms2024/pages/104834383/Job+Closing+Preparation
15 https://wennsoft.atlassian.net/wiki/spaces/sms2024/pages/104834404/Job+Committed+Costs
16 https://wennsoft.atlassian.net/wiki/spaces/sms2024/pages/104834425/Job+Invoice
17 https://wennsoft.atlassian.net/wiki/spaces/sms2024/pages/104834475/Job+Lien+Waiver
18 https://wennsoft.atlassian.net/wiki/spaces/sms2024/pages/104834496/Job+Percentage+of+Completion
19 https://wennsoft.atlassian.net/wiki/spaces/sms2024/pages/104834517/Job+Plan
20 https://wennsoft.atlassian.net/wiki/spaces/sms2024/pages/104834548/Job+Profit+and+Loss
21 https://wennsoft.atlassian.net/wiki/spaces/sms2024/pages/104834580/Job+Profit+and+Loss+Key+Performance+Indicator
22 https://wennsoft.atlassian.net/wiki/spaces/sms2024/pages/104834607/Job+RPO+Profit+and+Loss
23 https://wennsoft.atlassian.net/wiki/spaces/sms2024/pages/104834628/Jobs+Available+to+Close
24 https://wennsoft.atlassian.net/wiki/spaces/sms2024/pages/104834649/Job+Schedule+by+Cost+Code
25 https://wennsoft.atlassian.net/wiki/spaces/sms2024/pages/104834710/Jobs+Not+Available+to+Close
26 https://wennsoft.atlassian.net/wiki/spaces/sms2024/pages/104834731/Payables+Aged+Trial+Balance
27 https://wennsoft.atlassian.net/wiki/spaces/sms2024/pages/104834752/Project+Invoice
28 https://wennsoft.atlassian.net/wiki/spaces/sms2024/pages/104834778/Subcontract+Agreement
29 https://wennsoft.atlassian.net/wiki/spaces/sms2024/pages/104834799/Subcontractor+Claims
30 https://wennsoft.atlassian.net/wiki/spaces/sms2024/pages/104834819/Subcontractor+Insurance+Expiration
31 https://wennsoft.atlassian.net/wiki/spaces/sms2024/pages/104834840/Subcontractor+Supporting+Statement
32 https://wennsoft.atlassian.net/wiki/spaces/sms2024/pages/104834861/Subcontractor+Transaction+Detail
33 https://wennsoft.atlassian.net/wiki/spaces/sms2024/pages/104834882/Union+Report
34 https://wennsoft.atlassian.net/wiki/spaces/sms2024/pages/104834914/WIP+Reports+in+Job+Cost
35 https://wennsoft.atlassian.net/wiki/spaces/sms2024/pages/104834959/GL+Not+Match+Job+Cost
36 https://wennsoft.atlassian.net/wiki/spaces/sms2024/pages/104834980/GL+Transactions+Not+in+Job+Cost
37 https://wennsoft.atlassian.net/wiki/spaces/sms2024/pages/104835001/Job+Cost+Transactions+Not+in+GL
38 https://wennsoft.atlassian.net/wiki/spaces/sms2024/pages/104835022/Job+WIP+Reconciliation

TimeTrack Reports

- Certified Payroll (page 91)
- Certified Payroll for Public Works (page 93)
- Employee Utilization (page 95)
- Time Sheet

Equipment Management Reports

- Equipment Attributes (page 100)
- Equipment Profit and Loss
- Equipment Profit and Loss Details
- Equipment Profit and Loss KPI (page 107)
- Equipment Profit and Loss Sub Report
- Rental Agreement, Booking, and Invoice Reports (page 100)
    - Rental Agreement (page 101)
    - Rental Agreement Standdown Lines
    - Rental Booking (page 104)
    - Rental Invoice (page 104)
    - Rental Invoice Misc Lines
    - Rental Invoice Standdown Lines
    - Rental Line Agreement
    - Rental Line Invoice
- Rental Utilization (page 107)
- Scheduled Maintenance Forecast (page 99)

Shared Reports

- Equipment Service Cost per Meter Unit of Measure (UOM) (page 110)
- Receivables Aged Trial Balance (page 114)
- Receivables Historical Aged Trial Balance (page 114)
- WennSoft Billing Customer Profitability (page 115)

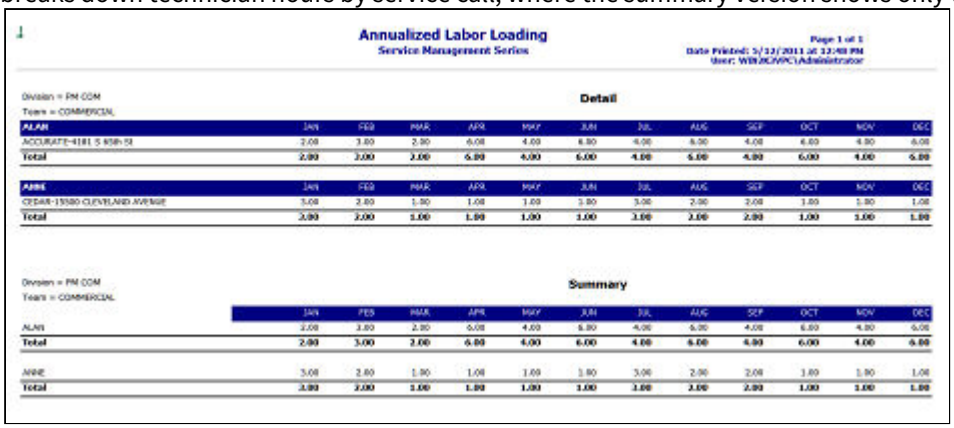
Report Templates

- Signature Template Chart 1 (page 120)
- Signature Template Chart 2 (page 121)
- Signature Template Group Filter Date (page 124)
- Signature Template Group Filter (page 123)
- Signature Template Report Group (page 122)
- Signature Template Chart 5 (page 121)
- Signature Template Pivot (page 125)

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 choose 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.



Annualized Labor Loading
Service Management Series

Page 1 of 1
Date Printed: 5/12/2011 at 12:48 PM
User: WIN2CVPC\Administrator

Detail

Division = PM COM
Team = COMMERCIAL

ALAN	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
ACCURATE-4181 S 65th St	2.00	3.00	2.00	6.00	4.00	6.00	4.00	6.00	4.00	6.00	4.00	6.00
Total	2.00	3.00	2.00	6.00	4.00	6.00	4.00	6.00	4.00	6.00	4.00	6.00

ANNE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
CEDAR-15580 CLEVELAND AVENUE	3.00	2.00	1.00	1.00	1.00	1.00	3.00	2.00	2.00	1.00	1.00	1.00
Total	2.00	2.00	1.00	1.00	1.00	1.00	3.00	2.00	2.00	1.00	1.00	1.00

Summary

Division = PM COM
Team = COMMERCIAL

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
ALAN	2.00	3.00	2.00	6.00	4.00	6.00	4.00	6.00	4.00	6.00	4.00	6.00
Total	2.00	3.00	2.00	6.00	4.00	6.00	4.00	6.00	4.00	6.00	4.00	6.00
ANNE	3.00	2.00	1.00	1.00	1.00	1.00	3.00	2.00	2.00	1.00	1.00	1.00
Total	2.00	2.00	1.00	1.00	1.00	1.00	3.00	2.00	2.00	1.00	1.00	1.00

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.

Contract Equipment PM Tasks

Page 1 of 1
Date Printed: 5/6/2013 at 11:07 AM
User: BJamnik

Service Management Series
Fabrikam, Inc.

Customer: 206 - AAA SIGN COMPANY
Contract: 0000000030
Location: MAIN OFFICE - AAA-2126 N SHERMAN AVE
Branch: MADISON

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	**Include:**	Quotes
Technician:	Anderson, Bart	**To**	Anderson, Bart	**Sort By:**	Date Scheduled
Tech Team:	(ALL)				
Call Status:	(ALL)				
Call Type:	(ALL)				
Service Area:	(ALL)				
Appt. Status:	(ALL)				
Appt. Type:	(ALL)				
USER-DEFINED:	(ALL)				
USER-DEFINED:	(ALL)				

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

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

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

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

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

Page 1 of 2

Fabrikam, Inc.

Report Date: 7/27/2009 at 2:20 PM

Service Management Series

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 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.

Your Logo Here

Contract Profile With Invoices

Fabrikam, Inc.

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 choose 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. Clicking 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
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 Quote

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 choose whether you want to include estimated and calculated hours, billing amounts (including profit), estimated and calculated costs (including profit), and task details.

LOCATION
ACCURATE PRINTING
ACCURATE-4181 S 65th St
4181 South 65th Street
Milwaukee , WI 53220

Quote Number QUOTE0001
Quote Date 7/31/2009
Quote Expiration Date 8/31/2009
Quote Amount $5,500.00

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 Category1	$4,000.00	$3,600.00	120.00	$3,600.00	120.00
	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		$0.00	$3,600.00		$3,600.00	
SUBCONTRACTOR		$0.00	$0.00		$0.00	
OTHER		$1,500.00	$1,200.00		$1,200.00	
Total Amount		$5,500.00	$4,800.00			
Profit		$700.00				

Equipment and Tasks Included in Quote QUOTE0001

Equipment ID	Equipment Type	Manufacturer ID	Model Number	Serial Number
0000000010	DOOR SENSOR	ADT	DS32	2345827

Task Code	EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER	TOTAL
208	$0.00	$0.00	$30.00	$0.00	$10.00	$40.00
Task Code	**EQUIPMENT**	**MATERIAL**	**LABOR**	**SUBCONTRACTOR**	**OTHER**	**TOTAL**
207	$0.00	$0.00	$30.00	$0.00	$10.00	$40.00
Total for equipment 0000000010	**$0.00**	**$0.00**	**$60.00**	**$0.00**	**$20.00**	**$80.00**

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.

Maintenance Contract Scheduled Materials Page 1 of 1

Fabrikam, Inc. Report Date: 10/7/2009 at 2:05 PM

Service Management Series User: terickson

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 Contract Statistics

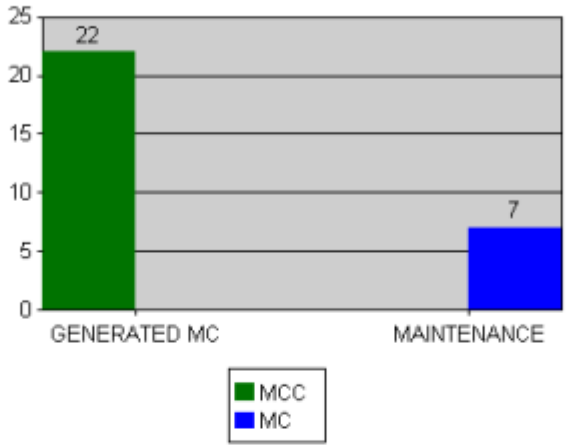
This report shows monthly statistics for Preventative Maintenance service calls, per call type. This allows you to track costs for preventative maintenance. You can also view cost and revenue information by contract type, which allows you to keep track of margin percentage. This report shows service 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**: Choose to sort by customer name or ID.
   - **Customer From/To**: Choose the range of customer by ID or name, depending on Sort by selection.

- **Call Type**: Choose the call type(s) to include in the report.

> ⚠ If the call type was changed at some point during the service call, only the current call type information will display. Historical information from previous call types will not display.

Profit Report

Page: 1 of 1
1/27/2015 at 10:07:49 AM
User: konnen

Date Range: 1/2/2017 - 4/30/2017
Call Type: T&M
Customer Range: LANGE HARDWARE - LANGE HARDWARE

Customer Name	Customer ID					Number Calls	Cost	Sales/Revenue	Profit	Margin
LANGE HARDWARE	104					1	$153.66	$280.32	$126.66	45%
Location	**Loc Name**	**Salesperson**				**Number Calls**	**Cost**	**Sales/Revenue**	**Profit**	**Margin**
MAIN OFFICE	LANGE-3512 E HOWARD AVE	SANDRA M.				1	$153.66	$280.32	$126.66	45%
Division						**Number Calls**	**Cost**	**Sales/Revenue**	**Profit**	**Margin**
SERVICE COM						1	$153.66	$280.32	$126.66	45%
Invoice/Contract						**Number Calls**	**Cost**	**Sales/Revenue**	**Profit**	**Margin**
SRVCE000000000053						1	$153.66	$280.32	$126.66	45%
Service Call	**Contract**	**Type**	**Source**	**Ref. Trx Number**	**GL Post Date**	**Units**	**Cost**	**Sales/Revenue**	**Profit**	**Margin**
170412-0005		T&M	Payables	0000000000 0000520	4/12/2017	1	$12.34	$24.68	$12.34	50%
170412-0005		T&M	Payables	0000000000 0000522	4/12/2017	1	$56.32	$112.64	$56.32	50%
170412-0005		T&M	MANUAL	SV100	4/12/2017	5	$45.00	$63.00	$18.00	29%
170412-0005		T&M	MANUAL	SV101	4/12/2017	0	$40.00	$75.00	$35.00	47%
170412-0005		T&M	MANUAL	SV102	4/12/2017	1	$0.00	$5.00	$5.00	100%

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 choose **All**.
   - **Customer Number**: Specify a customer by ID choose **All**.

- **Location**: Specify a location or choose **All**.
- **Show Detail**: This defaults to **No** to display only one line per contract. You can choose 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, choose **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

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.

Sales Tax - Material Purchases

Service Management Series
Fabrikam, Inc.

Page 1 of 1
Date Printed: 5/6/2013 at 12:49 PM
User: BJamnik

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 Call Analysis - Unbilled QTE

Service Management Series
Fabrikam, Inc.

Page 1 of 1
Date Printed: 5/10/2013 at 11:11 PM
User: kschoenmakers

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

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

Service Management Series
Fabrikam, Inc.

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.

Home > TWO > WennSoft Service > Service Call Cost Audit

1 of 1 75% Find | Next

11/5/2013 1:23:05 PM

Service Call Cost Audit

User: sherry

Service Call: 170412-0001
Call Type: EMERGENCY
Location of call: ACCURATE-4181 S 65th St
4181 South 65th Street
Milwaukee, WI53220

Contract Number: N/A
Quote Number: N/A
Billing Address: ACCURATE PRINTING
4181 South 65th Street
Milwaukee, WI53220
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	Markup 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

⊞ 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

⊞ SUBCONTRACTOR	$0.00	$0.00	$0.00	0%
⊞ OTHER	$0.00	$5.00	$5.00	100%
	$540.00	$690.00	$150.00	28%

Tax:		$43.75
Service Call Total:	$540.00	$733.75

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 Gross Profit
Service Management Series
Fabrikam, Inc.

Page 1 of 1
Date Printed: 12/31/2011 at 12:52 PM
User: dummy user

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 Invoice

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. For a service call quote, you can view billable amounts by category.

> ⚠ The SRS Service Call Invoice does not support multicurrency.

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.
- **Process Service Invoice**: Print grouped costs into one invoice or multiple invoices in a batch.

Detail

Company Logo

CREDIT MEMO

PLEASE REMIT TO

Dextordinary, Inc.
1701 SW 38th St.
P.O. Box 3344
Fargo, ND 58103
Phone: (701) 222-3333

CREDIT NUMBER	CRDIT0007
CREDIT DATE	1/1/2001
PO NUMBER	
CREDIT TOTAL	**$295.27**

BILL TO

Ray Berry
#1 Company
GPS Alley
#1 City, TX 58103-3342
Phone: (915) 333-4012

LOCATION

#1 Company
GPS Alley
#1 City, TX 58103-3342

Service Call 650101-0005

Salesperson	Customer Number	Order Date	Completion Date	Payment Terms	Shipping Method
Boris Lynn Becker	#1	1/1/2001	Open	2.5% EOM/EOM	UPS BLUE

Detail of Charges

Item Number / Date	Description	Unit	Quantity	Unit Price	Line Total
EQUIPMENT					
1/1/2001	Credit	Each	1.00	$100.00	$100.00
MATERIAL					
1/1/2001	Credit	Each	1.00	$53.63	$53.63
LABOR					
1/1/2001	Credit	Each	1.00	$10.25	$10.25
SUBCONTRACTOR					
1/1/2001	Credit	Each	1.00	$85.64	$85.64
OTHER					
1/1/2001	Credit	Each	1.00	$25.00	$25.00
				Subtotal	$274.52
			7% of Sale	$19.21	
			8% of S-%S-7-0-0-T	$1.54	
				Total Tax	$20.75
				Amount Paid	$0.00
				Total	$295.27

EQUIPMENT $100.00 MATERIAL $53.63 LABOR $10.25
SUBCONTRACTOR $85.64 OTHER $25.00

Thank you for your business.
Happy Holidays!

Page 1 of 1

Dextordinary, Inc., 1701 SW 38th St., P.O. Box 3344, Fargo, ND, 58103
Phone (701) 222-3333 Fax (701) 232-7733

Summary

By default, the detailed Service Call Invoice displays. If you choose to hide invoice/credit memo detail, the report prints only a summary of charges by category.

Company Logo

INVOICE

PLEASE REMIT TO

Dextordinary, Inc.
1701 SW 38th St.
P.O. Box 3344
Fargo, ND 58103
Phone: (701) 222-3333

INVOICE NUMBER	SRVCE0006
INVOICE DATE	1/1/2001
PO NUMBER	55555
TOTAL DUE	**$33,332.95**

BILL TO

Ray Berry
#1 Company
GPS Alley
#1 City, TX 58103-3342
Phone: (915) 333-4012

LOCATION

#1 Company
GPS Alley
#1 City, TX 58103-3342
Phone: (915) 333-4012

Service Call 650101-0003

Salesperson	Customer Number	Order Date	Completion Date	Payment Terms	Shipping Method
Boris Lynn Becker	#1	1/1/2001	Open	2.5% EOM/EOM	UPS BLUE

Cost Code Totals	
EQUIPMENT	$31,163.34
MATERIAL	($4,439.85)
LABOR	$495.00
SUBCONTRACTOR	$7,053.93
OTHER	$1,366.25
Subtotal	$35,638.67

Tax Detail (S-T-NO-%AD%S)		
S-%S-7-0-0-T	7% of Sale	$2,494.71
S-%AD-8-0-0-N	8% of S-%S-7-0-0-T	$199.57
	Tax Total	$2,694.28

Subtotal	$35,638.67
Tax	$2,694.28
Amount Paid	$5,000.00
Total	**$33,332.95**

Thank you for your business.
Happy Holidays!

Page 1 of 1

Dextordinary, Inc., 1701 SW 38th St., Fargo, ND, 58103
Phone (701) 222-3333 Fax (701) 232-7733

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.*

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 **Page: 1**

Fabrikam, Inc. **1/11/2011 at 11:10:31 AM**

Service Management Series

Location:	CZECHORSKI-3901 S KIRKWOOD	Service Call ID:	170101-0001
Address:	3901 South Kirkwood Avenue	Customer Number:	109
		Address ID:	RESIDENCE
City:	St. Francis	Technician:	ALICE
State, Zip:	WI 53235	Scheduled Date:	1/1/2017
Phone:	000-000-0000 Ext: 0000	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 choose 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 :

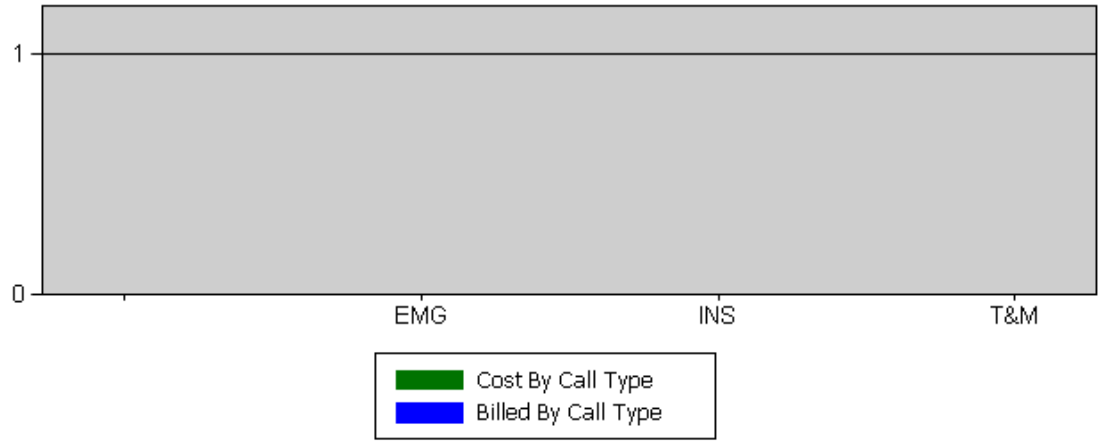
Call Type	Call Type Description	Count This Month	Percent Of Total Service Calls	Total Cost	Percent Of Total Cost	Total Billed	Percent Total Billed	Margin	Margin Percent	
	Total :		0.00%		0.00%		0.00%			Avg. Margin

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



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 Statistics

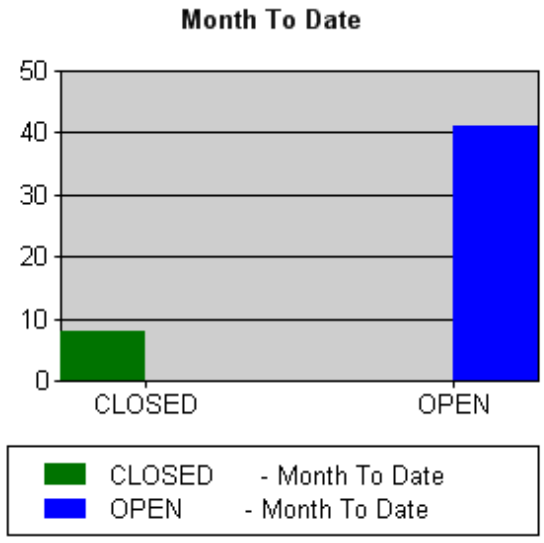
This report shows the number of service calls by call status for the last week, last two weeks, month to date, and year to date. Sorting service calls per status allows you to track progress over time. You can also see the average days open to complete and complete to invoiced for the month to date,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

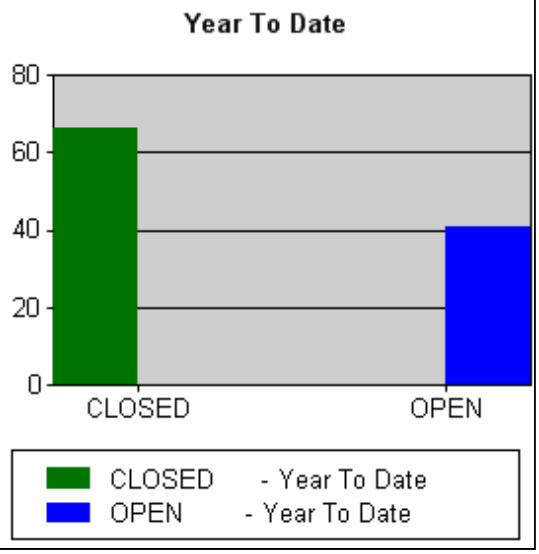
Fabrikam, Inc.

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





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.

INVOICE SUMMARY

PLEASE REMIT TO

Company Name
5355 S. Moorland Road
New Berlin, WI 53151
Phone: (262) 821-4100

Invoice Summary No.	SRVCE000000000001-3
Summary Date	7/1/1999
Payment Terms	Net 30
TOTAL DUE	**$1,070.81**

BILL TO

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

LOCATION

Accurate Printing
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
SRVCE000000000001	650101-0067			1/1/1900			
Accurate Printing		Accurate Printing					
$250.00	$60.00	$0.00	$0.00	$0.00	$310.00	$21.70	$331.70
SRVCE000000000002	650101-0069			1/1/1900			
Accurate Printing		Accurate Printing					
$0.00	$0.00	$480.00	$0.00	$0.00	$480.00	$33.60	$513.60
SRVCE000000000003	650101-0070			1/1/1900			
Accurate Printing		Accurate Printing					
$0.00	$72.00	$0.00	$138.75	$0.00	$210.75	$14.76	$225.51

Summary of all Charges

EQUIPMENT	$250.00
MATERIAL	$132.00
LABOR	$480.00
SUBCONTRACTOR	$138.75
OTHER	$0.00
SUBTOTAL	$1,000.75

Total Tax	$70.06
Amount Paid	$0.00
Total	$1,070.81

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 choose to show or hide details and service calls with zero amounts.

- Summary (page 39)
- Detailed (page 40)

Summary

Service Profitability Report

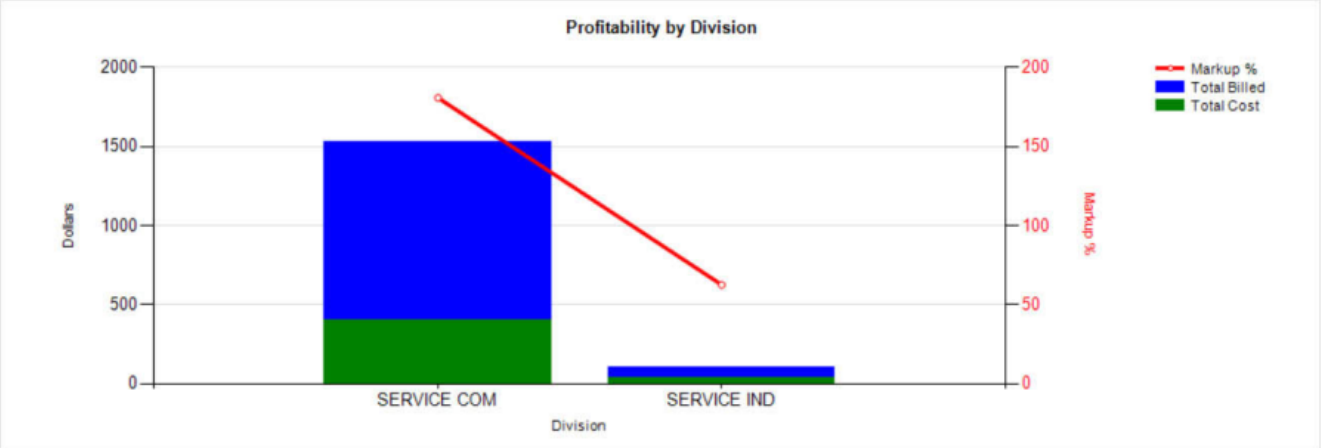
Service Management Series
Fabrikam, Inc.

Page: 1 of 1
Date Printed: 5/13/2013 at 10:04 AM
User: BJamnik

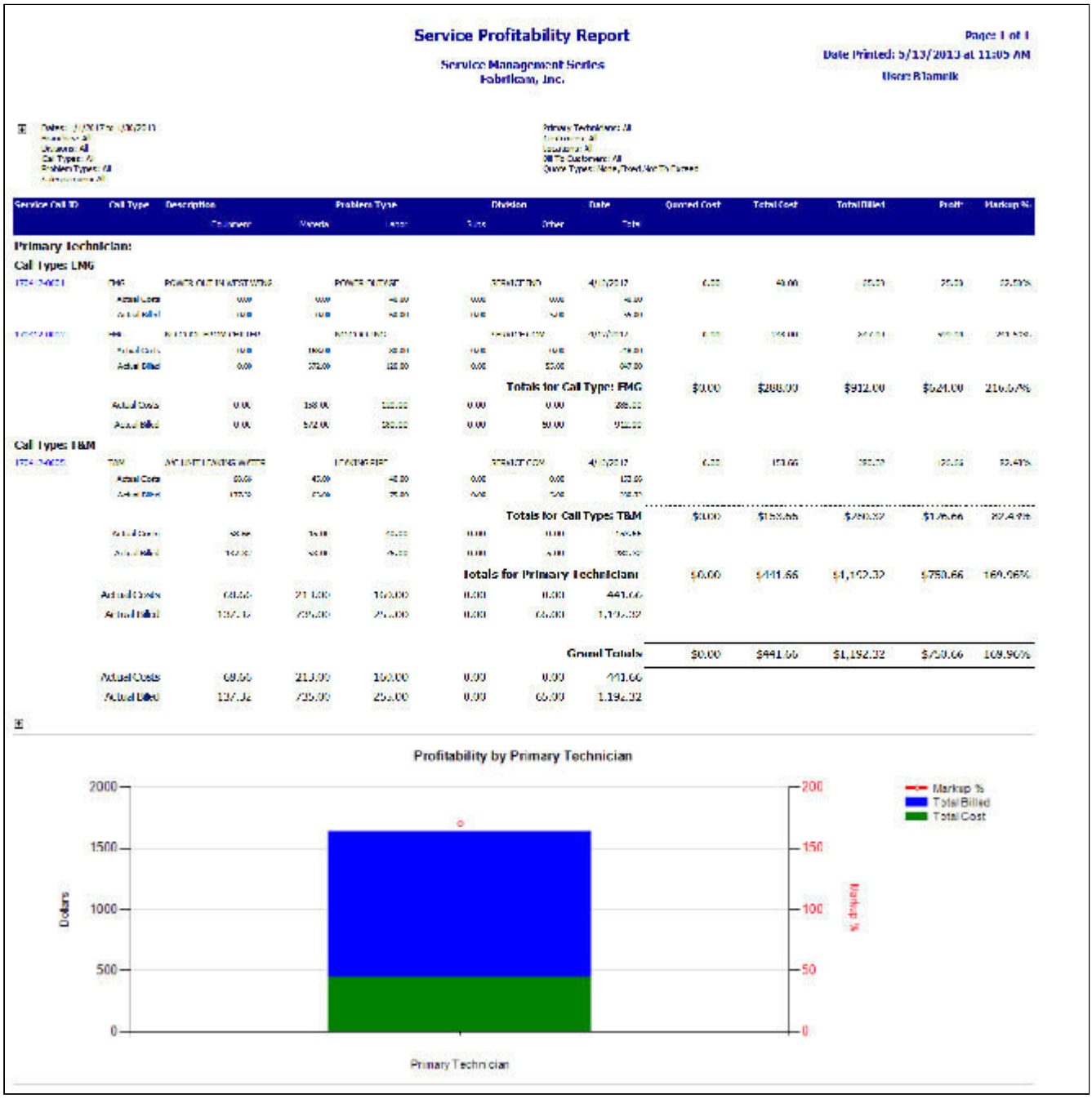
Dates: 1/1/2017 to 1/30/2018
Branches: All
Divisions: All
Call Types: All
Problem Types: All
Salespersons: All

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%



Detailed



Service Profitability Report

Service Management Series
Fabricam, Inc.

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

Service Call ID	Call Type	Description	Problem Type	Division	Date	Quoted Cost	Total Cost	Total Billed	Profit	Markup %
Primary Technician:										
Call Types: LMG										
[illegible]	LMG	POWER OUT IN ATTIC WIRE	POWER OUT/OFF	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
	Actual Costs	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]				
	Actual Billed	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]				
[illegible]	LMG	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
	Actual Costs	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]				
	Actual Billed	0.00	272.00	[illegible]	0.00	52.00	[illegible]			
					Totals for Call Type: LMG	$0.00	$288.00	$912.00	$624.00	216.67%
	Actual Costs	0.00	168.00	[illegible]	0.00	0.00	[illegible]			
	Actual Billed	0.00	672.00	[illegible]	0.00	50.00	[illegible]			
Call Types: T&M										
[illegible]	T&M	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
	Actual Costs	[illegible]	[illegible]	[illegible]	0.00	0.00	[illegible]			
	Actual Billed	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]			
					Totals for Call Types: T&M	$0.00	[illegible]	[illegible]	[illegible]	[illegible]
	Actual Costs	[illegible]	[illegible]	[illegible]	0.00	0.00	[illegible]			
	Actual Billed	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]			
					Totals for Primary Technician:	$0.00	$441.66	$1,192.32	$750.66	169.96%
	Actual Costs	68.66	213.00	160.00	0.00	0.00	441.66			
	Actual Billed	137.32	725.00	250.00	0.00	60.00	1,192.32			
					Grand Totals	$0.00	$441.66	$1,192.32	$750.66	169.96%
	Actual Costs	68.66	213.00	160.00	0.00	0.00	441.66			
	Actual Billed	137.32	725.00	250.00	0.00	60.00	1,192.32			

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.

Service Revenue Recap

Service Management Series
Fabrikam, Inc.

Page 1 of 1
Date Printed: 5/10/2013 at 4:42 PM
User: BJamnik

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 %

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.

Technician Forecast

Date Printed: 1/18/2011 at 12:22 PM
User: BJamnik

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

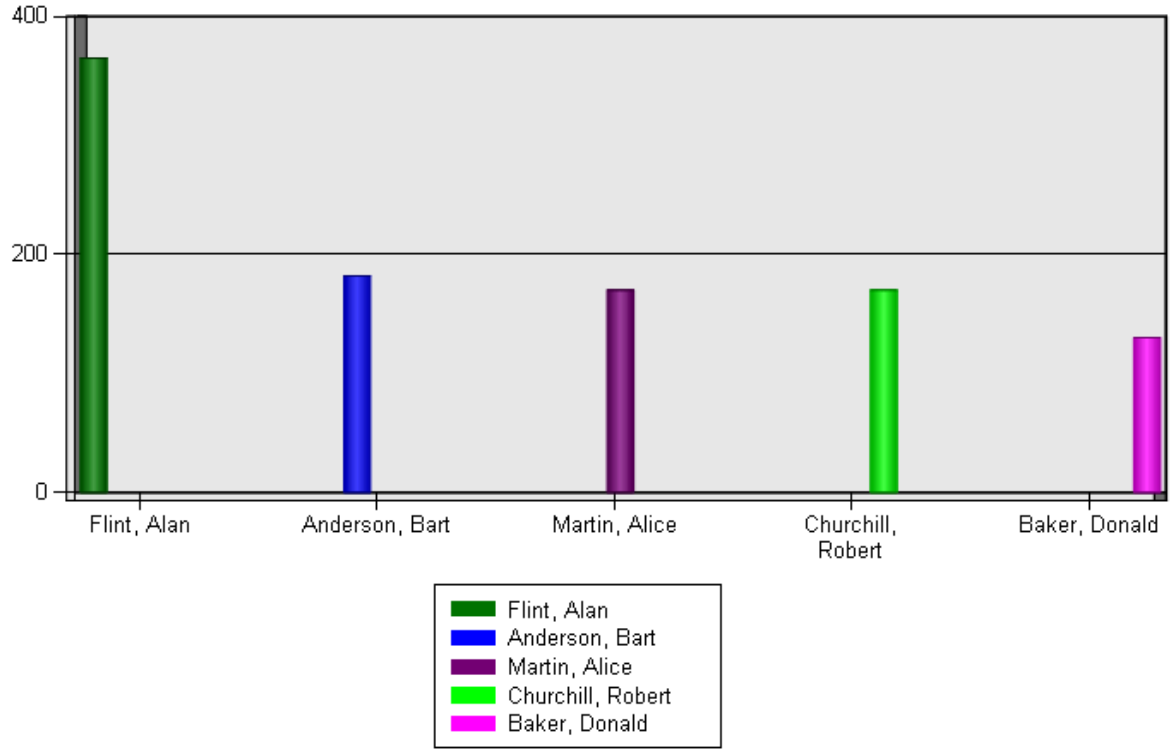
This report identifies the top technicians in terms of billed hours and summarizes those hours for a specified week, the previous week, the last two weeks, month to date, and year to date. This allows you to keep track of the top technicians in terms of billed hours, each technician's percent of the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



Breakdown of Hours:

WIP SSRS reports

- GL Transaction Amounts Not Matching in Service (page 45)
- GL Transactions Not in Service (page 45)
- Service Call Cost Reconciliation (page 46)
    - Service Call Cost Reconciliation (page 47)
    - Service Call Cost Reconciliation by Account (page 48)
- Service Invoice Trailing Costs (page 48)
    - Summary (page 49)
    - Detail (page 49)
- Service Invoice Trailing PPV Costs (page 49)
- Service Transactions Not in GL (page 50)
- Service WIP (page 51)
    - Summary (page 52)
    - Detail (page 53)

GL Transaction Amounts Not Matching in Service

This report 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 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, choose *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**

Service Call Cost Reconciliation

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

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

Service Call Cost Reconciliation

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

		WIP		COGS		
Account Number	**Account Description**	**Debit**	**Credit**	**Debit**	**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

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 Category1	$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 Category1	$40.00	$0.00	$0.00	$0.00	$40.00
1/14/2017	PAYROLL	1013	170102-0002	Labor Category1	$100.00	$0.00	$0.00	$0.00	$100.00
2/4/2017	PAYROLL	1293	170201-0017	Labor Category1	$160.00	$0.00	$0.00	$0.00	$160.00
3/11/2017	PAYROLL	1418	170301-0014	Labor Category1	$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	00000000000000524	170301-0014	EQUIPMENT	$5.56	$0.00	$0.00	$0.00	$5.56
4/12/2016	Payables	00000000000000471	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 Invoice Trailing Costs

This 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, choose *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 choose whether you want to print the summary or detailed version of this report.

You can filter this report by division and account number.

Summary

Service Invoice Trailing Costs Summary
Fabrikam, Inc.
Service Management Series

Page: 1 of 1
8/19/2009 at 12:01:56 PM
User: SANDBOX\bjamnik

Date Range: First to 8/18/2017
Division: ALL
GL Account Number: ALL

	Service Call	Actual Cost at Invoice	Committed Costs at Invoice	Trailing Cost after Invoice	Committed Remaining
Division: SERVICE RES					
	041114-0016	$0.00	$0.00	$0.00	$0.00
Division: SERVICE RES	**Division Totals:**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
	Totals:	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Detail

Service Invoice Trailing Costs Detail
Fabrikam, Inc.
Service Management Series

Page: 1 of 1
8/19/2009 at 11:22:49 AM
User: SANDBOX\bjamnik

Date Range: First to 8/18/2017
Division: ALL
GL Account Number: ALL

Service Call / Cost Code	GL Post Date / Other Cost Code	Transaction Type	TRX Number / Item Description	Actual Cost at Invoice	Committed Costs at Invoice	Trailing Cost after Invoice	Committed Remaining
Division: SERVICE RES							
041114-0016	2/1/2017	MANUAL	SV100	$0.00	$0.00	$0.00	$0.00
OTHER	TRIP CHARGE						
			Totals:	**$0.00**	**$0.00**	**$0.00**	**$0.00**
Division: SERVICE RES			**Division Totals:**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
			Totals:	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Service Invoice Trailing PPV Costs

This 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, choose *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 Invoice Trailing PPV Costs

Fabrikam, Inc.

Service Management Series

Page: 1 of 2

9/8/2009 at 10:18:27 AM

User: GNilsen

Date Range: First to 9/8/9999

Division: ALL **GL Account Number: ALL**

Division: SERVICE COM

Service Call	GL Post Date	Transaction Type	TRX Number	Cost Code	Other Cost Code	Item Description	Trailing PPV Cost
090619-0001	4/12/2017	Purchasing Invoice Entry	RCT1207	*MATERIALS			($20.00)
						Total:	**($20.00)**
Division: SERVICE COM						**Division Total:**	**($20.00)**

Division: SERVICE IND

Service Call	GL Post Date	Transaction Type	TRX Number	Cost Code	Other Cost Code	Item Description	Trailing PPV Cost
090408-0001	4/12/2017	Purchasing Invoice Entry	RCT1193	*MATERIALS			$3.00
						Total:	**$3.00**
090408-0002	4/12/2017	Purchasing Invoice Entry	RCT1196	*MATERIALS			$7.00
						Total:	**$7.00**
Division: SERVICE IND						**Division Total:**	**$10.00**

Division: SRV RENTAL DEPT

Service Call	GL Post Date	Transaction Type	TRX Number	Cost Code	Other Cost Code	Item Description	Trailing PPV Cost
090908-0001	4/12/2017	Purchasing Invoice Entry	RCT1219	*MATERIALS		Headset - Dual Ear	$3.02
						Total:	**$3.02**
Division: SRV RENTAL DEPT						**Division Total:**	**$3.02**
						Total:	**($6.98)**

Service Transactions Not in GL

This 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, choose *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	00000000000000524	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, choose *Reports > Service Management > Service > WIP Reports*.
2. On the Service WIP Reports window, mark the **WIP Report** radio button, and choose 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

WIP Summary

Fabrikam, Inc.

Service Management Series

Page: 1 of 1

8/10/2009 at 12:50:15 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	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**

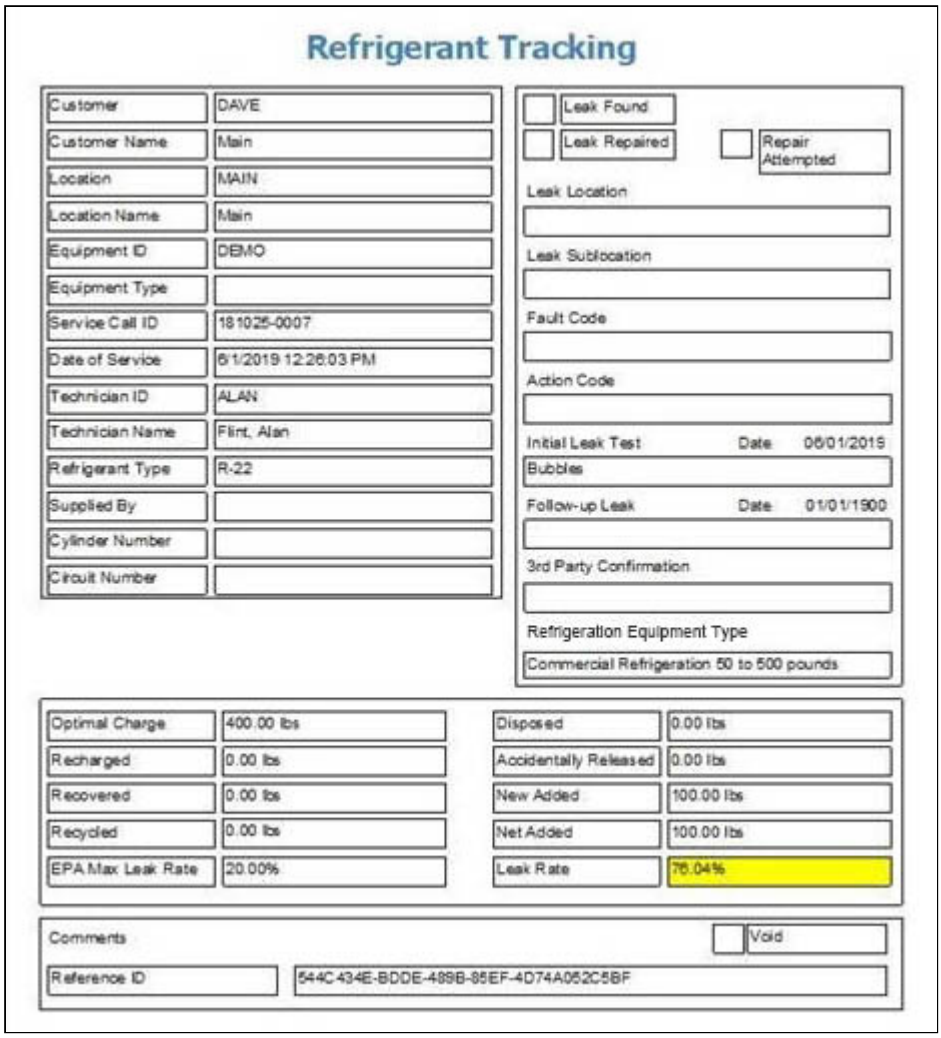
Contract: 0000000016 (01/01/2017- 12/31/2017)

Call Number / Element	Call Open	Location Name / 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 Category1	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 Category1	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 Category1	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 Category1	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**

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: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx". 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
Customer Name	Main
Location	MAIN
Location Name	Main
Equipment ID	DEMO
Equipment Type	
Service Call ID	181025-0007
Date of Service	6/1/2019 12:26:03 PM
Technician ID	ALAN
Technician Name	Flint, Alan
Refrigerant Type	R-22
Supplied By	
Cylinder Number	
Circuit Number	

Leak Found

Leak Repaired

Repair Attempted

Leak Location

Leak Sublocation

Fault Code

Action Code

Initial Leak Test Date 06/01/2019

Bubbles

Follow-up Leak Date 01/01/1900

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 544C434E-BDDE-489B-85EF-4D74A052C5BF

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 choose 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: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx". If the equipment is not a component, the box with comments does not display.

Refrigerant Tracking List

Fabrikam, Inc.

Page: 1 of 1
Report Date: 10/26/2018 at 11:36 AM
User ID: WENNSOFT\DGerbing

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 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: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx". 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

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 (page 57)
- Master Contract Invoice (page 58)

Maintenance 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!

Page 5 of 32

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!

Page 5 of 32

Job Cost SSRS Reports

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 Supplemental

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

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.

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 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 choose 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 (page 61)
- Detail (page 62)

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

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

Cost Code	Description	Hours: Est Hours	Hours: JTD Hours	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

Page: 1 of 2
11/23/2010 at 8:23:53 A
BJamnik

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

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

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)
		Hours										
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 choose all, one, or multiple jobs from the list of all open jobs in the **Job** filter. If you choose 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 choose to hide sensitive payroll hours and/or transactions, even as they are included in the summary totals.

Audit Cost

Fabrikam, Inc.

Job Cost

Page: 1 of 1
Report Date: 7/27/2009 at 2:31:53 PM
User: SANDBOX\bjamnik

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

Fabrikam, Inc.

Job Cost

Page: 1 of 1

Report Date:7/27/2009

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

Page: 1 of 1

12/6/2010 at 12:36:03 PM

BJamnik

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 Transformerrs	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 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	
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	
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															
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:															
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 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.

- Summarized by job (page 69)
- Summarized by customer (page 70)

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	Active	102	31 %	42,723.00	13,250.97	12,167.73	39,230.00	11,400.00	11,416.90	1,083.24	8.18 %
Simple CC Job / Std Billing		CEDAR FAMILY COUNSELING									
1002	History	103	97 %	40,350.00	40,350.00	33,166.19	34,175.00	40,350.00	0.00	7,183.81	15.30 %
Simple Historical Job		NEW HARDWARE									
1003	Active	201	27 %	53,400.00	14,262.61	8,797.94	32,940.00	10,859.70	2,989.89	5,464.67	38.32 %
Communications / SOP Billing		MOLDED PLASTIC CONCEPTS									
1004	History	304	97 %	107,988.44	107,988.44	21,428.02	22,178.02	107,988.44	4,280.00	86,560.42	79.46 %
Prof Srvcs / TRX LEVEL BILLING		ULTIMATE SOFTWARE SUPPORT									
1012	Active	104	18 %	19,774.75	19,774.75	6,810.36	37,320.00	0.00	0.00	12,964.39	-88.73 %
Project #1 Reimbursable Job		LANGE HARDWARE									
1014	Active	101	10 %	459,000.00	47,240.28	37,709.59	366,407.50	45,700.00	41,130.00	9,530.69	20.17 %
Proj#2-HVAC AIA Rate Class		ACCURATE PRINTING									
1016	Active	102	9 %	52,459.91	52,459.91	20,440.84	216,550.00	47,594.39	50,926.02	32,019.07	-312.79 %
Proj #3 Job #1 Rate Class		CEDAR FAMILY COUNSELING									
			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'

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	Active	102	31 %	42,723.00	13,250.97	12,167.73	39,230.00	11,400.00	11,416.90	1,083.24	8.18 %
Simple CC Job / Std Billing		CEDAR FAMILY COUNSELING									
1002	History	103	97 %	40,350.00	40,350.00	33,166.19	34,175.00	40,350.00	0.00	7,183.81	15.30 %
Simple Historical Job		NEW HARDWARE									
1003	Active	201	27 %	53,400.00	14,262.61	8,797.94	32,940.00	10,859.70	2,989.89	5,464.67	38.32 %
Communications / SOP Billing		MOLDED PLASTIC CONCEPTS									
1004	History	304	97 %	107,988.44	107,988.44	21,428.02	22,178.02	107,988.44	4,280.00	86,560.42	79.46 %
Prof Srvcs / TRX LEVEL BILLING		ULTIMATE SOFTWARE SUPPORT									
1012	Active	104	18 %	19,774.75	19,774.75	6,810.36	37,320.00	0.00	0.00	12,964.39	-88.73 %
Project #1 Reimbursable Job		LANGE HARDWARE									
1014	Active	101	10 %	459,000.00	47,240.28	37,709.59	366,407.50	45,700.00	41,130.00	9,530.69	20.17 %
Proj#2-HVAC AIA Rate Class		ACCURATE PRINTING									
1016	Active	102	9 %	52,459.91	52,459.91	20,440.84	216,550.00	47,594.39	50,926.02	32,019.07	-312.79 %
Proj #3 Job #1 Rate Class		CEDAR FAMILY COUNSELING									
			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 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

1 of 1 100% Find | Next

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	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
WENNSOFT											
Job: RPO CLOSED JOB - Test											
103	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
WENNSOFT											
Job: RPO COST PLUS - Test											
103	Open	100.00	$110.00	$100.00	$10.00	$110.00	$100.00	$10.00	$0.00	$0.00	$110.00
WENNSOFT											
Job: RPO FIXED - Fun											
103	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
WENNSOFT											
Job: RPO FIXED 2 - Test											
103	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
WENNSOFT											
Job: RPO FIXED NEG - tet											
103	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
WENNSOFT											
Job: RPO REOPEN PERIOD - test											
103	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
WENNSOFT											
		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

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 CARLSON0001 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 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 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 choose 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*).

Subcontractor Transaction Detail

Fabrikam, Inc.

Job Cost

Page: 1 of 2

Report Date: 6/26/2012

User: BJamnik

Ranges:

Job Number Range: 1005 to 1005

Vendor Range: AAIN0001 to BUSINESS MAG

Posting Date Range: 1/1/1900 to 12/31/9999

Project Manager Range: ALL

Division Range: First to Last

Region Range: First to Last

Grouped By:

Job Number then by Vendor

Applied documents follow Invoices

Excludes:

Totals by Receipt

PO Lines With No Job Cost Info

Includes:

Payables Transactions with PO Number

Receivings, Invoices, and Payments:

Posting Date Range 1/1/1900 To 12/31/9999, *= Retention has been released, **= Released retention invoice, V = Void, Amounts below exclude document-level taxes.

On Hold	Control Number	Doc Date	Document / Check Number	Voucher / Apply to Doc Number	Orginal PO Num	Received Amt	Invoice Amt	Retention Withheld	Invoice Net of Retainage	Amt Paid + Disc & WO Amt	Transaction Description
	RCT1185	7/19/2016	235HOH9	00000000000000510	PO2074	$5,000.00	$5,000.00	$500.00	$4,500.00		Insulation per plan and spec - 1st Flr
	RCT1185	7/19/2016	235HOH9	00000000000000510	PO2074	$4,000.00	$4,000.00	$400.00	$3,600.00		Insulation per plan and spec - 2nd Flr
Y	RCT1181	5/31/2016	4E543RE	00000000000000503	PO2074	$7,500.00	$7,500.00	$750.00	$6,750.00		Insulation per plan and spec - 1st Flr
Y	RCT1181	5/31/2016	4E543RE	00000000000000503	PO2074	$5,500.00	$5,500.00	$550.00	$4,950.00		Insulation per plan and spec - 2nd Flr
	RCT1164	2/1/2016	BC125333	00000000000000469	PO2074	$10,000.00	$10,000.00	$1,000.00	$9,000.00		Insulation per plan and spec - 1st Flr
	RCT1164	2/1/2016	BC125333	00000000000000469	PO2074	$7,500.00	$7,500.00	$750.00	$6,750.00		Insulation per plan and spec - 2nd Flr
Totals For PO PO2074:						$39,500.00	$39,500.00	$3,950.00	$35,550.00	$0.00	

PO Return Amount: $0.00 **Not Invoice Matched:** ($39,500.00) **Retention Paid:** $0.00

Total Contract: **Remaining:** $3,950.00 **Non-Retention Remaining:** $31,600.00

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 choose 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	Hours 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	Hours 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

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 (page 78)
- Print by Division (page 79)
- End-of-report footer (page 79)
- Schedule (page 79)

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

1 of 1 | 100% | Find | Next

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

Cost Code / Description	Status	Cost Code Start Date	Cost Code Compl Date	Hours: 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
Customer: MOLDED PLASTIC CONCEPTS
Bill To Customer: MOLDED PLASTIC CONCEPTS
Project Manager: Andrew Seltzer
Project Number:
Division: COMMERCIAL
Contract Type: Fixed Amount
Job Address: WAREHOUSE
Bill To Address: MAIN OFFICE
Job Start Date: 1/1/2026
Completion Date: 5/31/2026
PM % CMP: 25%
Job Status: Open

Cost Code / Description	Status	Cost Code Start Date	Cost Code Compl Date	Hours: 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																						

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.

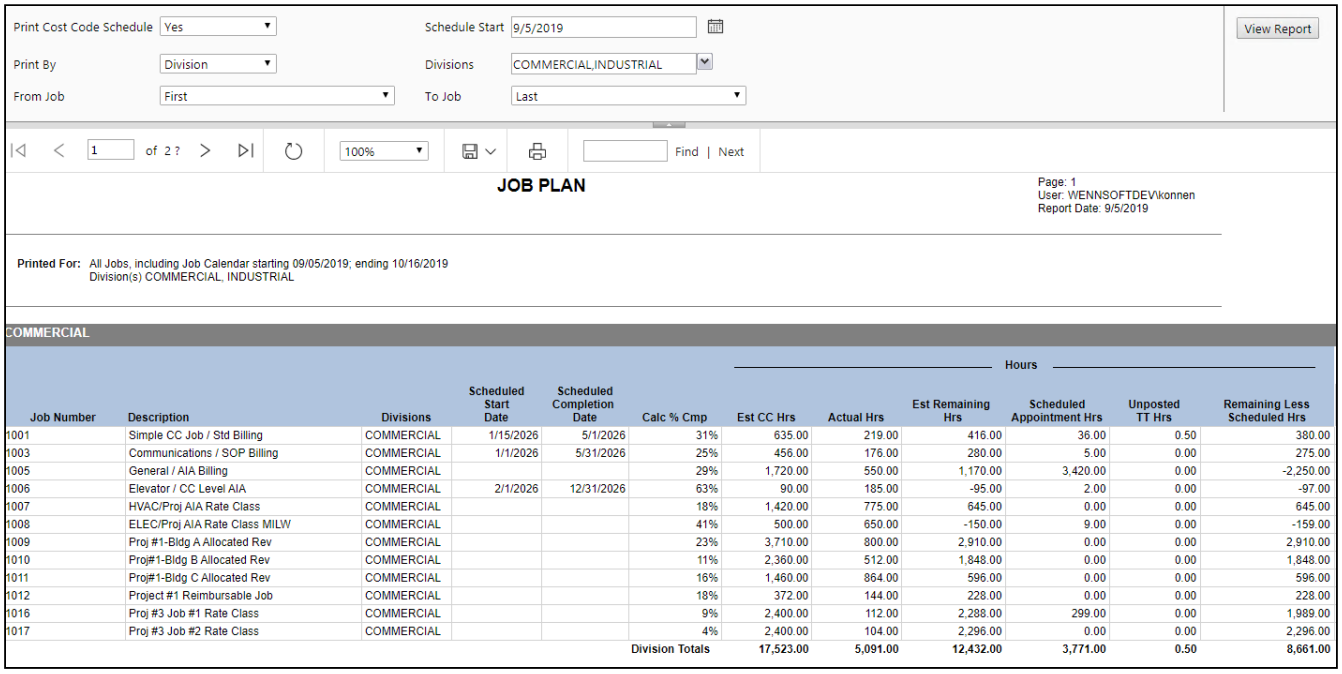
If you are printing this by:

- **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.

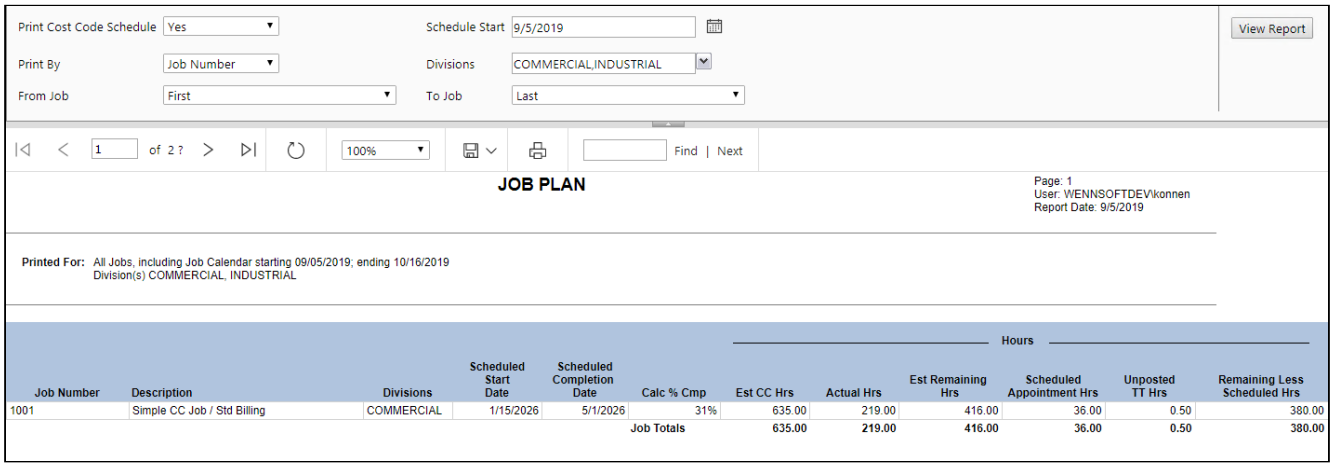
- Print by Division (page 80)
- Print by Job Number (page 81)
- Schedule (page 81)

Print by Division



						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**

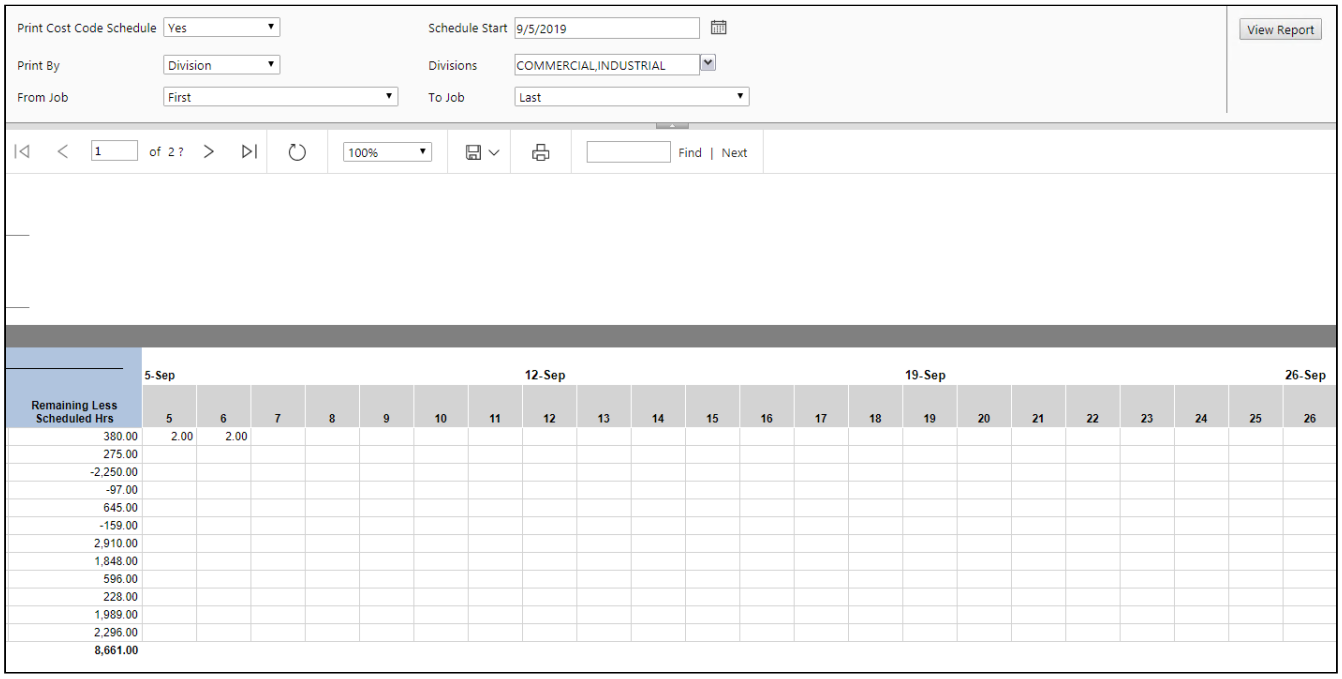
Print by Job Number



Job Number	Description	Divisions	Scheduled Start Date	Scheduled Completion Date	Calc % Cmp	Hours: 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.



Remaining Less Scheduled Hrs	5-Sep: 5	6	7	8	9	10	11	12-Sep: 12	13	14	15	16	17	18	19-Sep: 19	20	21	22	23	24	25	26-Sep: 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																						

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%

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)						

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	Bll 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

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 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

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

Distribution to:
☐ CONTRACTOR
☐ ARCHITECT
☐ SUBCONTRACTOR

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

ARCHITECT: Architects Ltd.
123 Water Street
Milwaukee, WI 53001

INVOICE NO.: JC10018

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.

CONTINUATION SHEET Page 2 of 2 Pages

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						
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE
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**

WIP Reports in Job Cost

- GL Not Match Job Cost (page 85)
- GL Transactions Not in Job Cost (page 86)
- Job Cost Transactions Not in GL (page 87)
- Job WIP Reconciliation (page 88)

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

Page: 1 of 5

Fabrikam, Inc.

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

Job Cost

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, choose *Reports > Job Cost > Job Reports > Audit Reports > Job WIP Reports*. On the JC WIP Reports window, mark the **Exception Report** radio button, then choose **GL Not in Job Cost**. You can filter this report by account number.

GL Transactions Not In Job Cost

Fabrikam, Inc.

Job Cost

Page: 1 of 40

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 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, choose *Reports > Job Cost > Job Reports > Audit Reports > Job WIP Reports*. On the JC WIP Reports window, mark the **Exception Report** radio button, then choose **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

Page: 1 of 1

1/14/2020 at 9:17:44 AM

User: WENNSOFTDEV\konnen

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	00000000000000556	000-1412-02	4/12/2027	PM	$6,000.00
1007	23-0700-001	Subcontractors	00000000000000559	000-1412-02	4/12/2027	PM	$5,000.00
1007	23-0700-001	Subcontractors	00000000000000560	000-1412-02	4/12/2027	PM	$7,000.00
1020	23-0700-001	Subcontractors	00000000000000557	000-1412-02	4/12/2027	PM	$8,000.00
1020	23-2300-001	Subcontractors	00000000000000558	000-1412-02	4/12/2027	PM	$10,000.00
						Subcontractors:	**$36,280.00**
						Division Total Cost:	**$248,992.90**

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, choose *Reports > Job Cost > Job Reports > Audit Reports > Job WIP Reports*. On the JC WIP Reports window, mark the **WIP Report** , then choose 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

☐

Detail

☐

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.

DIVISION COMMERCIAL,INDUSTRIAL,RESID Cut Off Date: 12/31/2027

1 of 1 100% Find | Next

Ranges:

Cutoff Date: 12/31/2027

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

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**

PM JC 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.

JC PM Aged Trial Balance

Payables Management

System: 4/12/2017 3:39:03 PM
UserID: COMPANYINC\sberry

Page: 1 of 1

Ranges:		Exclude:	Sort By:	Age by: Document Date
Job Number:	1020 to 1020	Fully Paid Documents	Vendor ID	Aged by: 4/12/2017
Voucher ID:	AAIN0001 to AAIN0001	Zero Balance		
Document Number:	All			* - Vouchers placed on hold

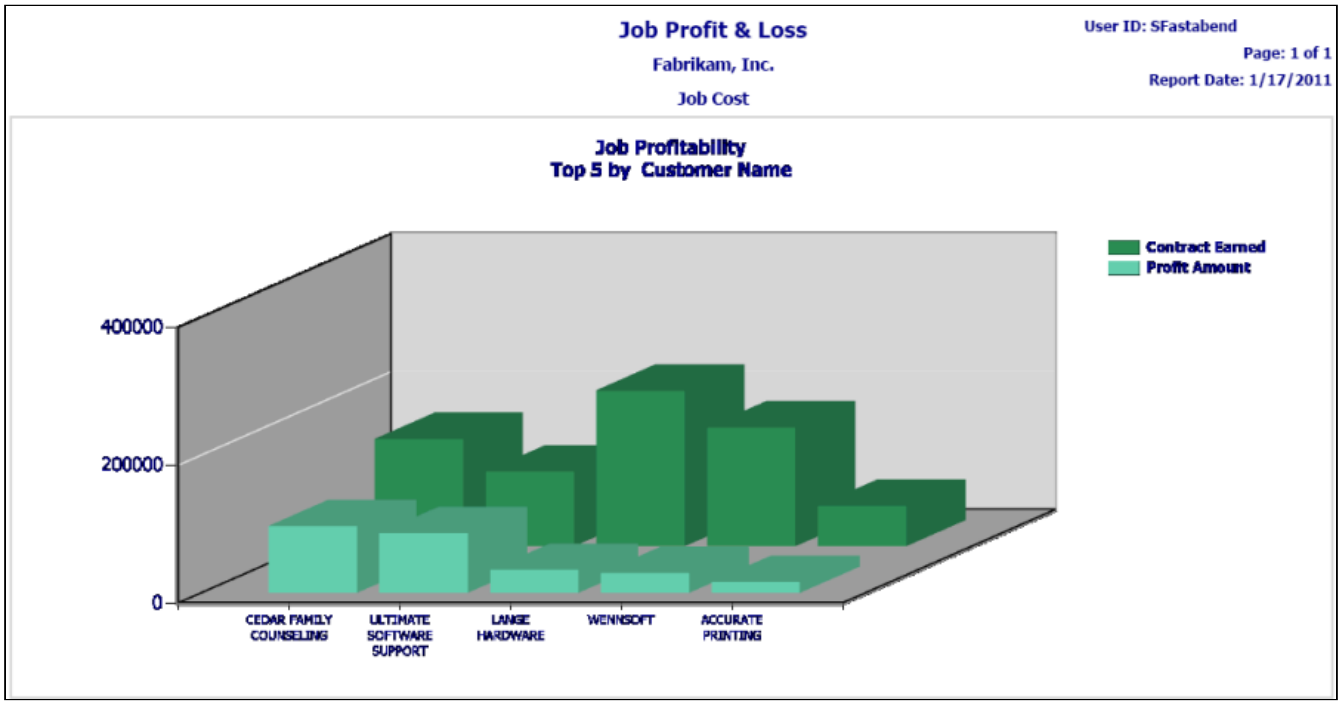
VendorID / Job Number	Vendor Name / Job Name							
Voucher/Payment No.	Doc Type	Doc Date	Due Date	Retention Amt				
Document No.			Document Amt	Disc Avail	Current Period	1-30 Days	31-60 Days	61 and Over
AAIN0001	AA Insulation Company, Inc.							
1020	Cook County Prevailing Job							
00000000000000557	INV	04/12/2017	05/12/2017					
R2-001			$8,000.00		$8,000.00			
		1 Voucher(s) Due:	$0.00	Vendor Totals:	$8,000.00	$0.00	$0.00	$0.00

Page: 1 of 1

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. Clicking 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.



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 choose 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.
	7/10/1999	Fxd no est 11403 13th Avenue South Chicago, IL 60603-0776	ASLR-001

(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 Sun 7/4	Mon 7/5	Tue 7/6	Wed 7/7	Thu 7/8	Fri 7/9	Sat 7/10	(5) TOTAL HOURS	(6) BASE RATE OF PAY / CASH FRINGE	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS FICA	WITH-HOLDING TAX	STATE	LOCAL	OTHER	TOTAL DEDUCTIONS	(9) NET WAGES PAID FOR WEEK
			HOURS WORKED EACH DAY																
Atkins, Paul M. xxx-xx-9833 1939 NE Garfield Winnetka, IL 60093-9122	1																		
			0.00	8.00	8.00	0.00	0.00	0.00	0.00	16.00	$0.00 / $0.00	$332.69							
			Gross Amount for Job ASLR-001 / This Week $332.69 / $831.73										$46.98	$74.95	$20.34	$0.00	$0.00	$142.27	$689.46
Stewart-Cray, Taylor L. xxx-xx-4788 7916 South Rose Creek Lake Forest, IL 60045-7916	1																		
			0.00	8.00	8.00	0.00	0.00	0.00	0.00	16.00	$0.00 / $0.00	$245.28							
			Gross Amount for Job ASLR-001 / This Week $245.28 / $613.20										$34.63	$42.17	$14.93	$0.00	$0.00	$91.73	$521.47
Vinton, Carol xxx-xx-2774 157154 Davidson Road Chicago, IL	0																		
			0.00	0.00	0.00	0.00	8.00	8.00	0.00	16.00	$0.00 / $0.00	$397.44							
			Gross Amount for Job ASLR-001 / This Week $397.44 / $993.60										$56.13	$109.91	$28.65	$0.00	$0.00	$194.69	$798.91
Zaidi, Syed M. xxx-xx-9448 941 16 St. E. McHenry, IL 60050	0																		
			0.00	8.00	8.00	0.00	0.00	0.00	0.00	16.00	$0.00 / $0.00	$132.76							
			Gross Amount for Job ASLR-001 / This Week $132.76 / $331.90										$18.74	$35.55	$9.38	$0.00	$0.00	$63.67	$268.23

Totals For Job ASLR-001 - Fxd no est

Sun 7/4	Mon 7/5	Tue 7/6	Wed 7/7	Thu 7/8	Fri 7/9	Sat 7/10	TOTAL HOURS
0.00	24.00	24.00	0.00	8.00	8.00	0.00	64.00

GROSS THIS JOB
$1,108.17

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: Company, 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
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	(4) DAY	M	T	W	TH	F	S	S	(5) TOTAL HOURS	(6) HOURLY RATE OF PAY
			DATE	7/4	7/5	7/6	7/7	7/8	7/9	7/10		
			HOURS WORKED EACH DAY									
Flint, Alan, 12345 Waywick Drive Chicago, CA 12345 XXX-XX-7343	1	Intern Technician										
			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
Martin, Alice, 4323 95th Ave Kenosha, CA 53410 XXX-XX-4493	3	Jr Journeyman										

(1) NAME	(7) GROSS AMOUNT EARNED THIS PROJECT	(7) GROSS AMOUNT EARNED ALL PROJECTS	(8) FED. TAX	(8) FICA (SOC. SEC.)	(8) STATE TAX	(8) SDI	(8) VAC/ HOLIDAY	(8) HEALTH & WELF.	(8) PENSION	(8) TRANG.	(8) FUND ADMIN	(8) DUES	(8) TRAVI SUBS.	(8) SAVINGS	(8) OTHER*	(8) TOTAL DEDUCTIONS	(9) NET WGS PAID FOR WEEK	(9) CHECK NO.
Flint, Alan	488.57	1,268.48	142.46	71.64	38.58	12.68										572.28	696.20	10054
Martin, Alice	638.10	1,103.17	137.81	62.32	21.48	11.03										594.96	508.22	10056

Page 4 of 12

Employee Benefits & Deductions Detail

NAME, ADDRESS AND SOCIAL SECURITY NUMBER OF EMPLOYEE	Check Number
Flint, Alan. 12345 Waywick Drive Chicago, CA 12345 498297343	10054

Benefit	Description	Benefit Amount
B-%NW	B-% of Net Wages	67.89000
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-Subscript,Amt p/unit	78.94000
GP-FA	Fixed Amount	2.10000
U-401K	D-401K, %GW	78.65000
		$308.90

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)

_____ 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.

(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

REMARKS:

NAME AND TITLE	SIGNATURE

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.

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 choose 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

Report Date: 7/27/2009 at 3:17 PM

User ID: SANDBOX\bjamnik

⊞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:

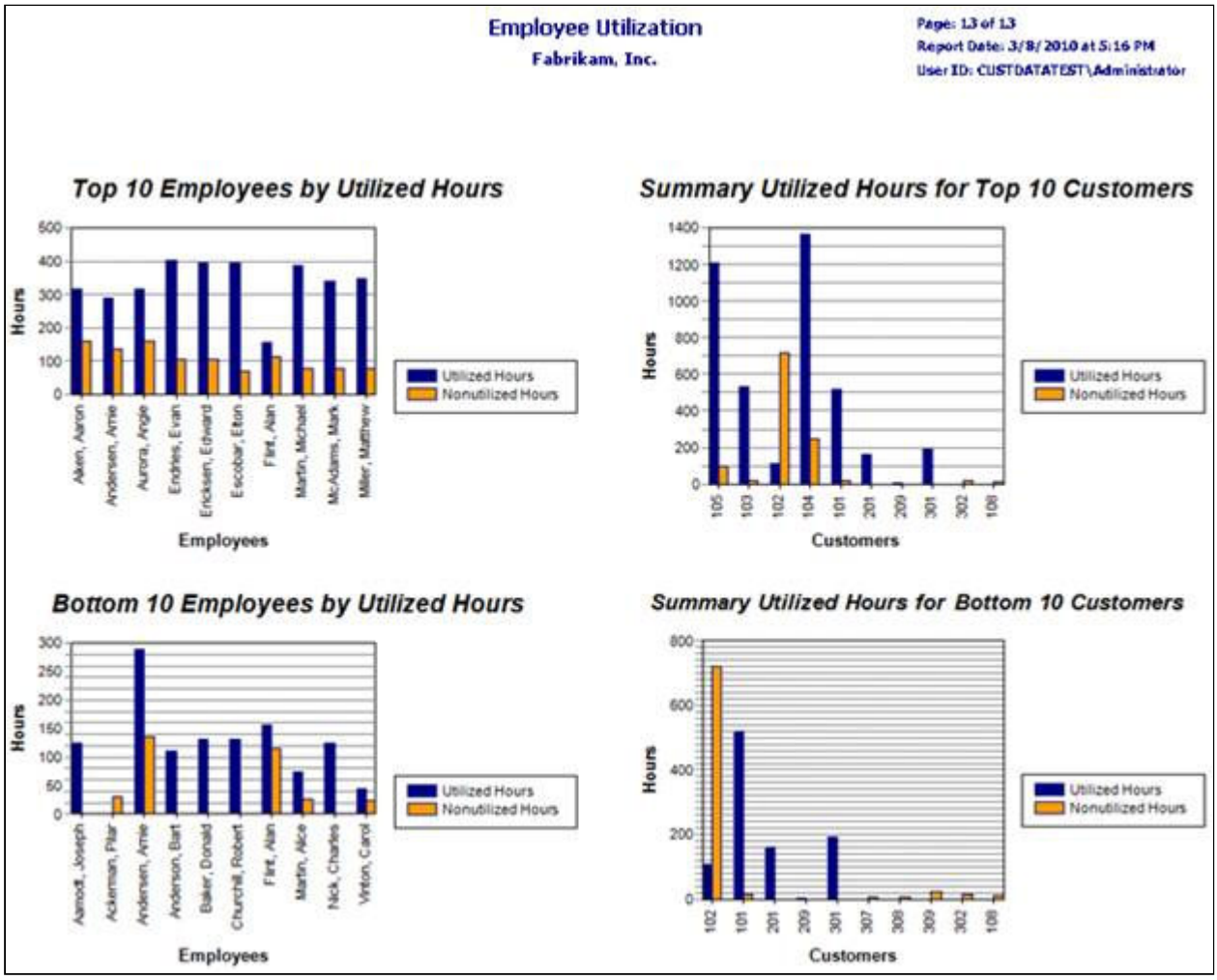
Show Summary by Secondary Sort: Yes

⊟

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



Time Sheet

The Time Sheet report displays the following timesheet information: 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.

The Time Sheet report requires all of the parameters to be entered.

- Employee
- Transaction Type
- Week Ending Date
- Job Number (or Service Call Number)
- Appointment

Time Sheet Report

Report Creation Date: 09/15/2014									Week Ending Date: 09/15/2014
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

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.

Equipment Attributes report

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

Equipment Attributes

Fabrikam, Inc.

Equipment Management Series

Page 1 of 19
Date: 6/23/2011 at 10:21 AM
User: MFrayer

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

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 Invoice (page 104)
- Rental Booking (page 104)
- Rental Agreement (page 101)

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 choose 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, choose 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

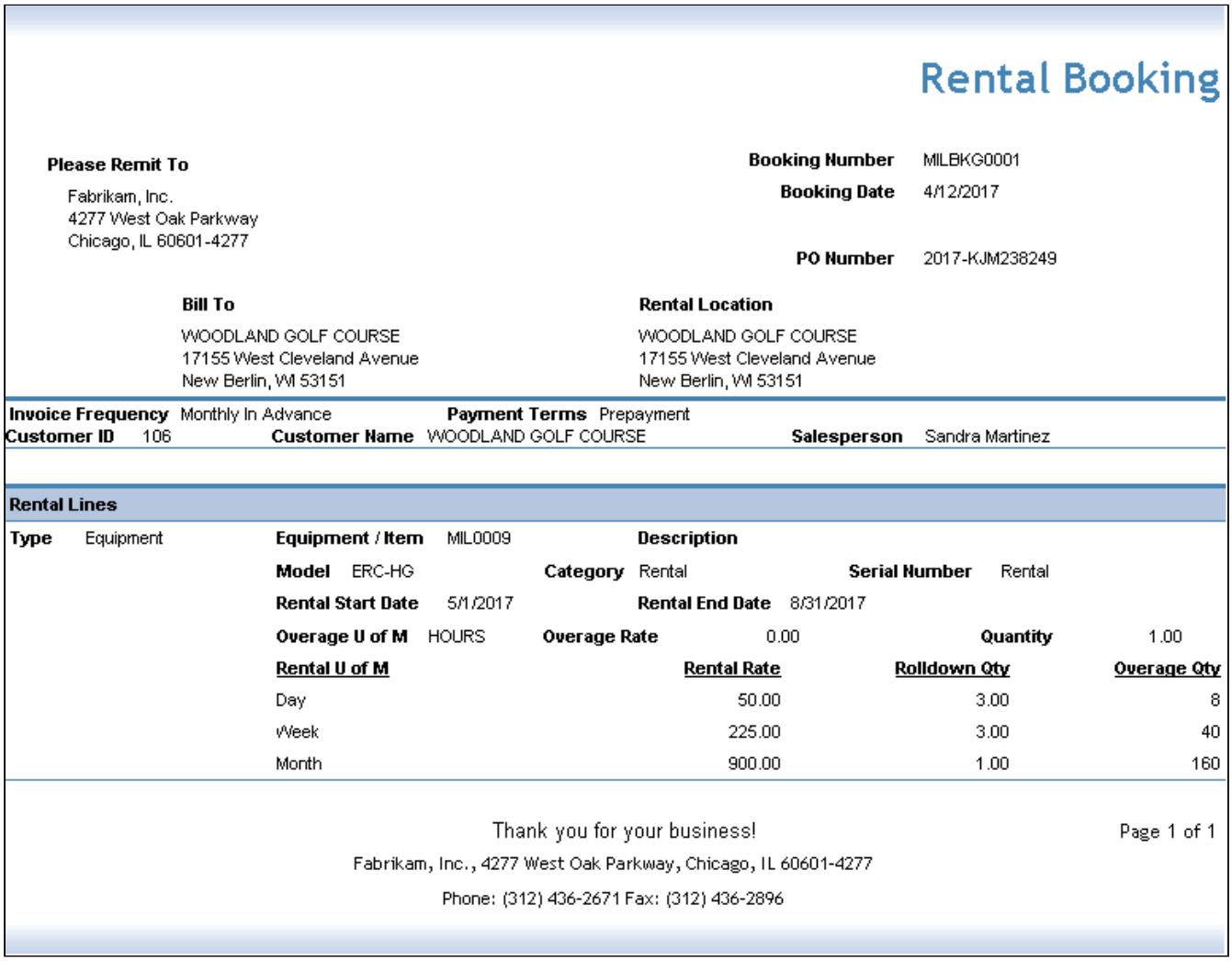
Phone: (312) 436-2671 Fax: (312) 436-2896

Rental 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

Please Remit To

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

Invoice Number APPRTINV0010
Invoice Date 9/1/2009
Agreement Number APPAGR0010
PO Number

TOTAL DUE $371.38

Bill To

JONAHAN SWIFT
3855 East Armour Avenue
Cudahy, WI 53110

Rental Location

JONAHAN SWIFT
3855 East Armour Avenue
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**

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 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

Page: 5 of 5
Report Date: 1/29/2010 at 2:44 PM
User ID: SANDBOX\bjamnik

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 %

Equipment Profit and Loss Key Performance Indicator

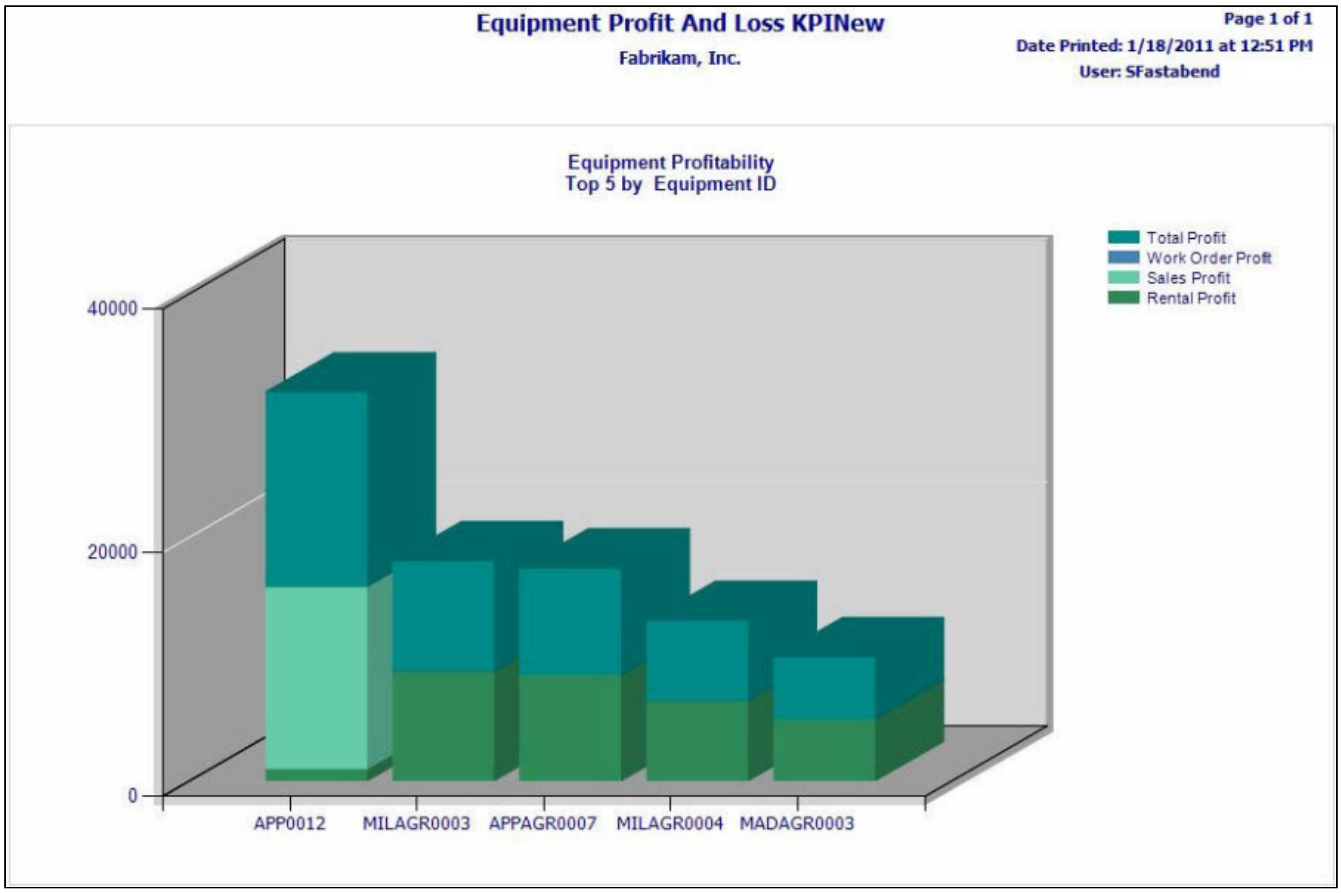
This Key Performance Indicator (KPI) report allows you to visually depict profit amounts for Equipment Management cost groups:

- 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.

Clicking 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*		*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:			

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 choose to hide details, the report is limited to costs per equipment.

- Summary (page 110)
- Detail (page 111)

Summary

Equipment Cost per HOURS Report
Fabrikam, Inc.

Ranges:	Date Range:	1/1/2017 to 12/31/2017	**Grouping:**	Group By 1:	Customer
	Customer Range:	FIRST to LAST		Group By 2:	Model
	Equipment Range:	FIRST to LAST		Group By 3:	None
	Branches:	APPLETON,MADISON,MILWAUKEE	**Show:**	Call Detail:	False
				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
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:	Date Range:	1/1/2017 to 12/31/2017	**Grouping:**	Group By 1:	Customer
	Customer Range:	FIRST to LAST		Group By 2:	Model
	Equipment Range:	FIRST to LAST		Group By 3:	None
	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

	Equipment	Material	Labor	Subcontractor	Other	Total	Cost Per HOURS
Model 463 Totals	$1,237.98	$34.66	$160.00	$0.00	$34.76	$1,467.40	$0.57
Customer 10000 Totals	$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 (page 112)
- Summary - grouped by job/master ID (page 112)
- Detail - grouped by customer (page 113)
- Detail - grouped by job/master ID (page 114)

Summary - grouped by customer

Aged Trial Balance - Summary

Fabrikam, Inc.

Receivables Management

Ranges:						
	Customer Range:	101 to 101	Customer Class Range:	FIRST to LAST	Salesperson Range:	FIRST to LAST
	Customer Name Range:	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

Page: 1 of 1

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:	101 to 101	Customer Class Range:	FIRST to LAST	Salesperson Range:	FIRST to LAST
	Customer Name Range:	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 choose 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: Sales Person: Credit: Unlimited
Contact: Bob Johnson Territory: TERRITORY 4
Phone: (555) 555-5555 Ext. 0000 Terms: Net 30

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	$0.00	
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.

Choose whether to view information by fiscal year or calendar year, then select the year and a period range. Choose 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 116)
- Detail (page 117)

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

12/8/2017 **12:58:47 PM** **WENNSOFTDEV\konnen**

⊟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[39].

Configuring a Report

Before you begin customizing a report template, refer to Signature Report Templates (page 120) for descriptions that will help you choose 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 (page 118)
- Step 2: Specify the product name (page 118)
- Step 3: Set the parameter values (page 119)
- Step 4: Specify the data source (page 119)
- Step 5: Set default parameter values (optional) (page 119)
- Step 6: Customize the report columns (optional) (page 119)
- Step 7: Save the report (page 120)

Step 1: Open the report template in Report Builder

1. Go to your Report Manager and choose 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.

Step 2: Specify the product name

1. On the Report Data sidebar, expand *Parameters*. Right-click *Report Module*, and choose *Parameter Properties*.
2. On the Report Parameter Properties window, choose Default Values.
3. Enter the product name as the **Value**, for example, Service Management, Equipment Management, or Job Cost.
4. Choose *OK*.

The product name will appear at the top of the report.

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39 https://wennsoft.atlassian.net/wiki/spaces/Signature2018R4/pages/7348578/Signature+System+Requirements

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 choose *Parameter Properties*.
2. On the Report Parameter Properties window, choose Default Values.
3. For the **Value**, enter the view or table on which the report is based.
4. Choose *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 choose *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. Choose *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 choose *Parameter Properties*.
2. On the Report Parameter Properties window, choose 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. Choose *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 choose 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 choose *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.

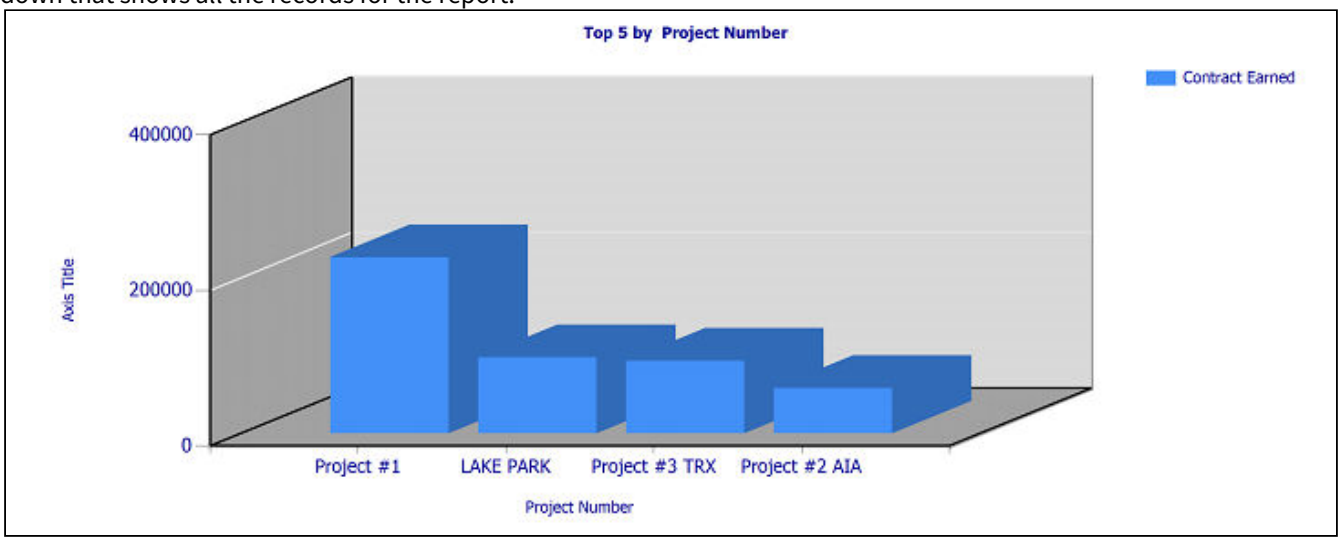
Signature Report Templates

The following Signature report templates can be used to create custom reports.

- Signature Template Chart 1 (page 120)
- Signature Template Chart 2 (page 121)
- Signature Template Group Filter Date (page 124)
- Signature Template Group Filter (page 123)
- Signature Template Report Group (page 122)
- Signature Template Chart 5 (page 121)
- Signature Template Pivot (page 125)

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.



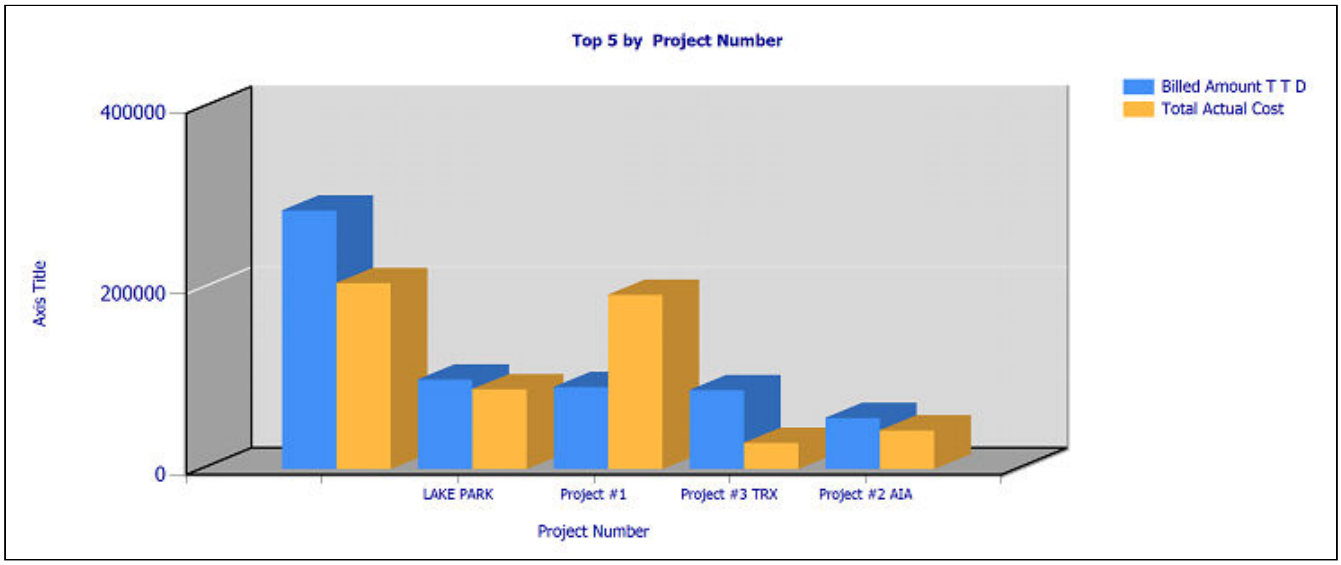
When you create a report based on this template, you can edit the following parameters in Report Manager:

- 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.



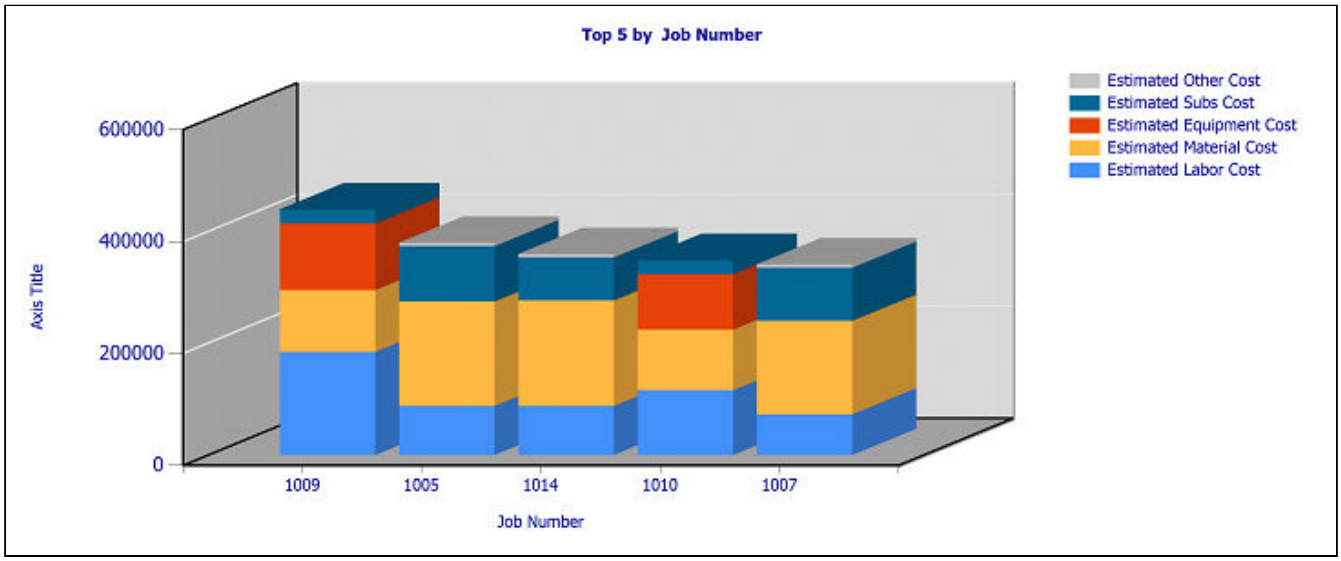
When you create a report based on this template, you can edit the following parameters in Report Manager:

- 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.



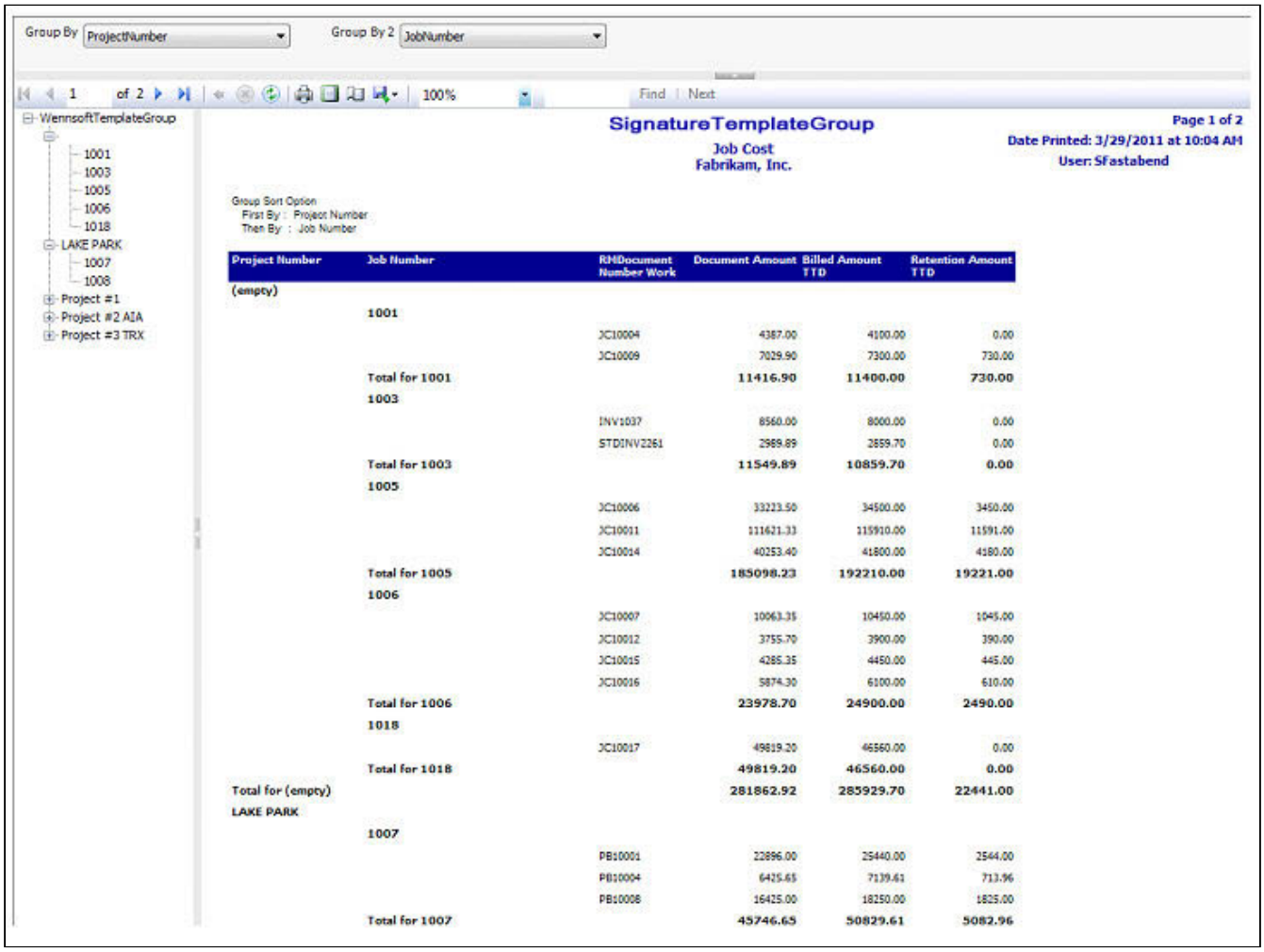
When you create a report based on this template, you can edit the following parameters in Report Manager:

- 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 Report 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.



Project Number	Job Number	RNDocument 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

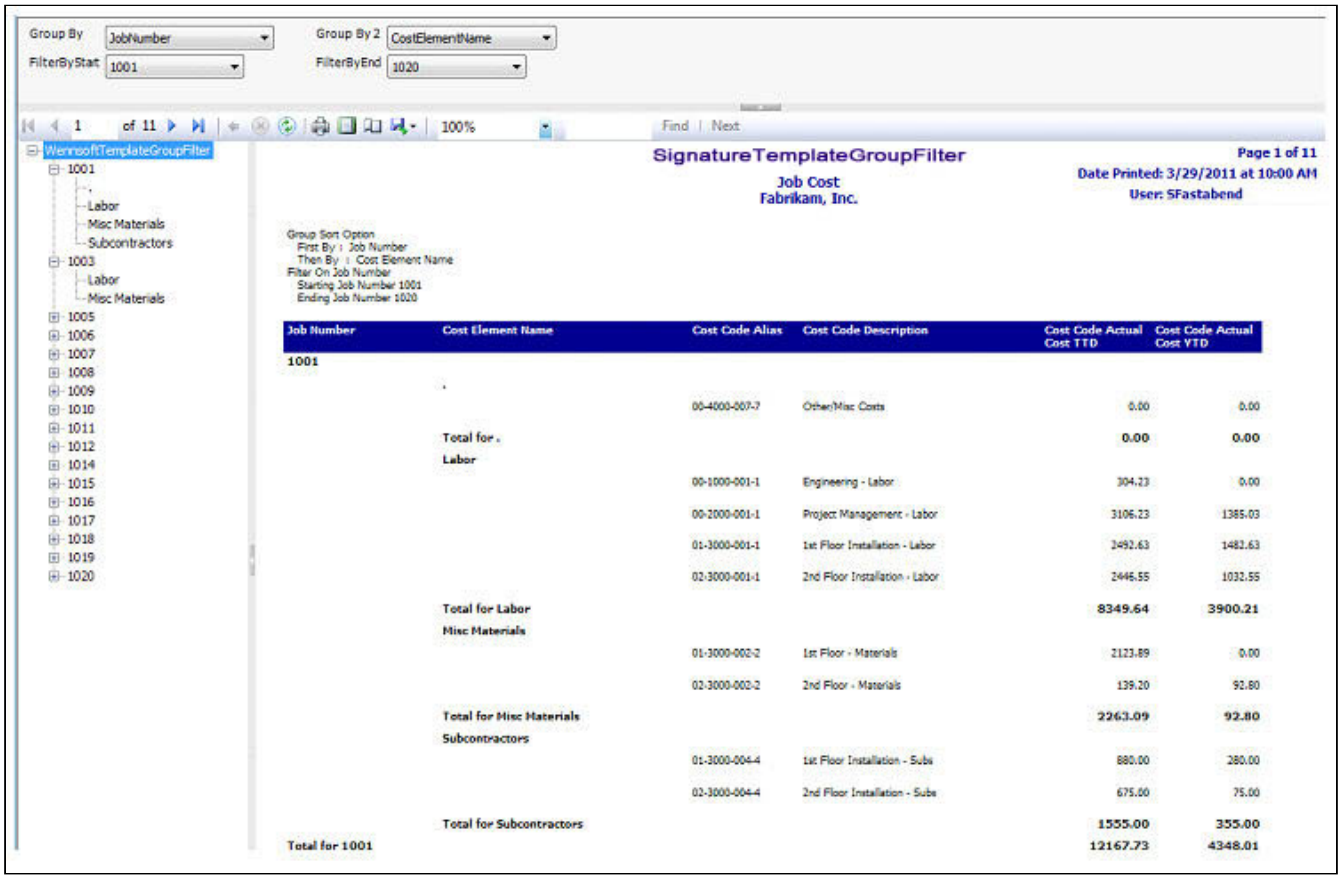
When you create a report based on this template, you can edit the following parameters in Report Manager:

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.



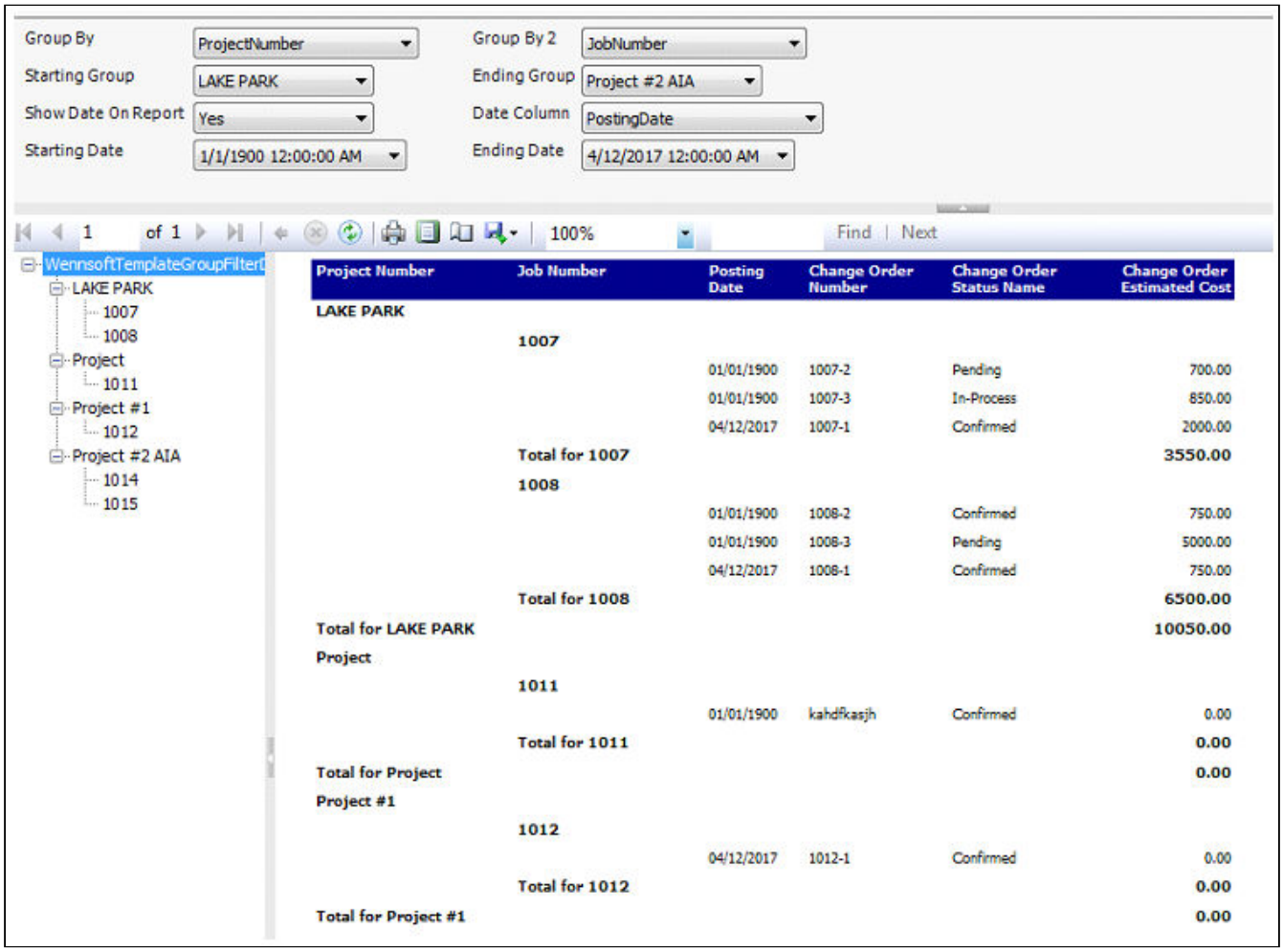
When you create a report based on this template, you can edit the following parameters in Report Manager:

- 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:

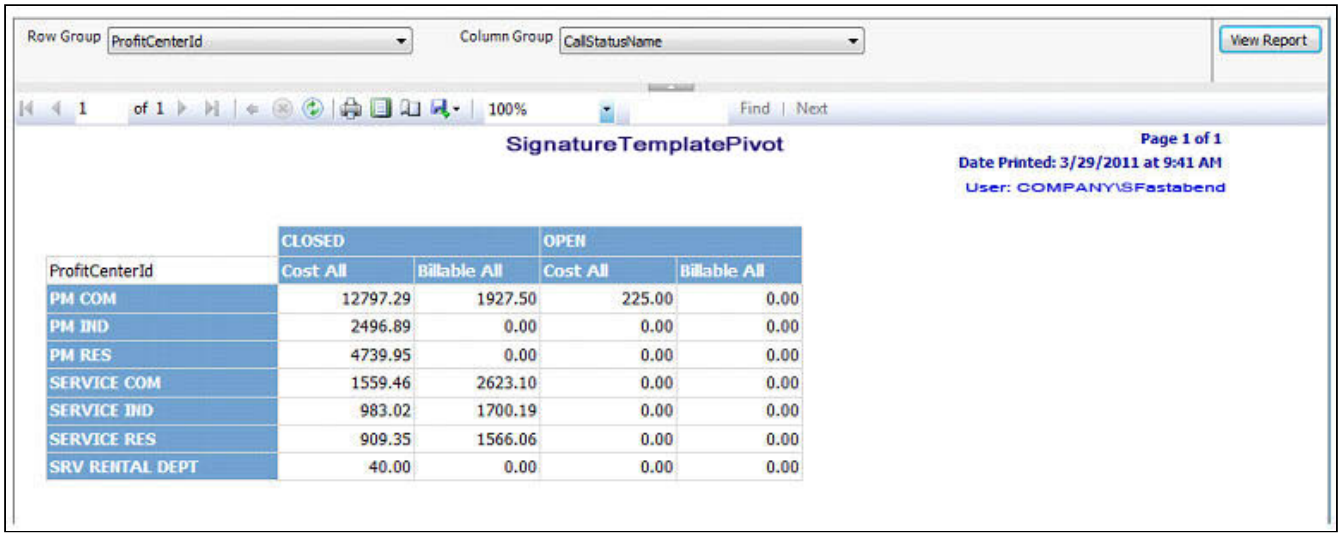
- You can use any field from your data source to group and sort the values on the report (**Group By** and **Group By 2**).
- You can select fields for filtering based on the first Group By value (**Starting Group** and **Ending Group**).
- You can choose to show the date values that you are using as 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 choose 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.



	CLOSED		OPEN	
ProfitCenterId	Cost All	Billable All	Cost All	Billable All
PM COM	12797.29	1927.50	225.00	0.00
PM IND	2496.89	0.00	0.00	0.00
PM RES	4739.95	0.00	0.00	0.00
SERVICE COM	1559.46	2623.10	0.00	0.00
SERVICE IND	983.02	1700.19	0.00	0.00
SERVICE RES	909.35	1566.06	0.00	0.00
SRV RENTAL DEPT	40.00	0.00	0.00	0.00

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.

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 (page 128)
- AddParameter (page 128)
- ParseToAddRestriction (page 129)
- HasReplacement (page 129)
- SetPreviewOptions (page 129)
- PreviewReplacementUsingLocationAndConnection (page 130)
- PreviewReplacementUsingLocation (page 130)
- PreviewReplacementUsingConnection (page 130)
- PreviewReplacement (page 131)
- PreviewUsingDsn (page 131)
- PreviewUsingConnection (page 131)
- PreviewRemote (page 132)
- Preview (page 132)

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 XML Structure (page 132) 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: <Parameter Name="Service ID">123456</Parameter>

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
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 choose *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. Choose *Reports* > *Job Cost* > *Estimate Worksheet*.
2. Use the **From** and **To** lookup buttons to select the print range. Choose *Insert* >>.
3. Choose *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. Choose *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. Choose *Insert* >>.
5. Choose *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.

- Current Year - Contracts Closed (page 137)
- Estimate Analysis (page 146)
- Job Analysis Report (page 146)
- Current Year - Contracts in Progress (page 138)
- Costs by Period (page 138)
- Job Posted Cost (page 142)
- Job Reference (page 150)
- Job Status Report (page 148)
- Backlog by Period (page 145)
- Committed Costs (page 144)
- Current Contract (page 141)
- Audit Billing (page 156)
- Payables Aged Trial Balance (page 143)
- Profit and Loss (page 150)
- WIP (page 151)
- Estimate Cost Variance (page 146)
- Change Order Summary (page 140)
- Profit and Loss by Period (page 139)
- Projected Variance (page 147)

- Audit Cost Variance (page 154)
- Detail Codes List (page 140)
- Audit Costs (page 157)
- Job Summary (page 136)
- Backlog (page 145)
- Quantity Variance (page 147)
- Job Schedule (page 149)
- Audit Cash Receipts (page 155)

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. Choose *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. Choose *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:
Job Name: 101-001 Kroll's
Project Manager: Carol Vinton
Contract Number:
Contract Type: Fixed Amount
Original Contract Amount: $16,575.00

Customer Information:
Customer Number: 111
Name: Elm Brook Limousine Sales
Address: 19990 W Greenfeild
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

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. Choose *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. Choose to print **All** dates or a **Range** of dates. Enter start and end dates, if applicable.
4. Choose *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

Job Number	Name	Recognized To Date Revenues	Recognized To Date Costs	Recognized To Date Margin	Recognized Current Year Revenues	Recognized Current Year Costs	Recognized Current Year 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. Choose *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. Choose *Print*.

System: 12/15/00 9:57:28 AM
User Date: 12/15/00

The World Online, Inc.
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

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. Choose *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. Choose a radio button to include **All** jobs, **Open** jobs, or **Active** jobs.
4. Use the lookup buttons to select the print range. Choose *Insert >>*.
5. Choose *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
```

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. Choose *Reports > Job Cost > Job Reports > P and L by Period*.
2. Enter **From** and **To** dates for the **Year** and **Period**.
3. Choose to include **All** jobs, **Open** jobs, or **Active** jobs.
4. Enter a range of job numbers.
5. Choose *Insert >>*.
6. Choose *Print*.

System: 12/9/2004 3:14:47 PM
User ID: jbushe
Sort By: 101-4005
Years: 1999-1999
Periods: 1-3

Dextordinary Inc.
Profit and Loss Report
JOB COST

Page 1

Job Number / Name	Status	Customer Number / Name	Act % Complete	Contract Earned	Actual Cost to Date	Billed to Date	Profit Amount	Percent Profit
101 Lange's Roof	Active	AARONFIT0001 Aaron Fitz Electrical	0%	0.00	$0.00	0.00	0.00	0.00
104 Woodland	Active	AARONFIT0001 Aaron Fitz Electrical	0%	0.00	$0.00	0.00	0.00	0.00
108 Odyssey Sales	Active	AARONFIT0001 Aaron Fitz Electrical	0%	0.00	$0.00	0.00	0.00	0.00
2759 Brennan's	Active	AARONFIT0001 Aaron Fitz Electrical	0%	9,216.89	$0.00	0.00	1,541.99	16.55
2760 Kopp's	Active	AARONFIT0001 Aaron Fitz Electrical	0%	294.50	$0.00	0.00	69.50	23.59
4005 Art's Camera	Active	AARONFIT0001 Aaron Fitz Electrical	0%	0.00	$0.00	0.00	0.00	0.00
Total Jobs: 6		TOTALS:		$9,611.39	$0.00	$0.00	$1,611.49	

Change Order Summary

The Change Order Summary report lists change orders, amounts, and status for the selected job.

1. Choose *Reports* > *Job Cost* > *Job Reports* > *Change Order Summary*.
2. Select a **Job**.
3. Choose *Print*.

System Date: 12/14/00 11:13:42 AM
User ID: LESSONUSER1

The World Online, Inc.
Change Order Summary

Page: 1

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

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. Choose *Reports* > *Job Cost* > *Job Reports* > *Detail Codes List*.
2. Enter a **Job Number**.
3. Choose *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
******************************
```

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. Choose *Reports > Job Cost > Job Reports > Current Contract*.
2. Use the lookup buttons in the **From** and **To** fields to select the print range. Choose *Insert >>*.
3. Choose *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
```

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. Choose *Reports > Job Cost > Job Reports > Job Posted Cost*.
2. Enter a **Job Number**.
3. Choose *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
```

Payables Aged Trial Balance

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. Choose *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. Choose *Insert >>*. You can create one range for each type of range.
7. Choose *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
-------------------------------------------------------------------------------------------------------------------------------------
2001             2001
ALLENSON0001     Allenson Properties
  00000000000000290    INV   10/4/01    11/3/01                    100.00                          100.00
   2                    1-10-2                     2


  00000000000000292    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
  00000000000000291    INV   10/4/01    11/3/01                    500.00                          500.00
   2                    2-00-1                     2


                                                                                                 ==========================================================================
                     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
```

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. Choose *Reports > Job Cost > Job Reports > Committed Costs*.
2. Enter a **Job Number**.
3. Choose *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

P01013             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

P01013             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
```

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. Choose *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. Choose *Print*.

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. Choose *Reports* > *Job Cost* > *Job Reports* > *Backlog*.
2. Use the lookup buttons in the **From** and **To** fields to select the print range. Choose *Insert >>*.
3. Choose *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
```

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. Choose *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 choose *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)
```

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. Choose *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 choose *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%
```

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. Choose *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. Choose *Insert* >>.
3. Choose *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)
```

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. Choose *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. Choose *Insert* >>.
3. Choose *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. Choose *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. Choose *Insert* >>.

3. Choose *Print*.

System: 12/14/00 11:05:12 AM
User ID: LESSONUSER1

The World Online, Inc.
Quantity Variance
Job Cost

Page: 1

Job Range:2759-2759

Job: 2759 Brennan's Status: Active

Cost Code Number Description	Total Estimated Units	Est % Complete	Units To Date Estimated	Actual	Variance	Projected Total Units	Estimated Units Projected Variance
1-10-3 Installation - 1st Floor	150.00	0.00%	0.00	50.00	(50.00)	0.00	150.00
2-10-3 Installation - 2nd Floor	35.00	0.00%	0.00	0.00	0.00	0.00	35.00
7-70-3 Labor - Utility Room	10.00	0.00%	0.00	0.00	0.00	0.00	10.00
9-99-3 Project Management	25.00	0.00%	0.00	0.00	0.00	0.00	25.00
Labor Totals:	220.00		0.00	50.00	(50.00)	0.00	220.00

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. Choose *Reports* > *Job Cost* > *Job Reports* > *Job Status*.
2. Use the lookup buttons in the **From** and **To** fields to select the print range. Choose *Insert* >>.
3. Choose *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 Schedule

The Job Schedule report contains the job status, costs, profit, and contract-to-date information.

1. Choose *Reports* > *Job Cost* > *Job Reports* > *Job Schedule*.
2. Use the lookup buttons in the **From** and **To** fields to select the print range. Choose *Insert* >>.
3. Choose *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 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. Choose *Reports* > *Job Cost* > *Job Reports* > *Reference*.
2. Use the lookup buttons in the **From** and **To** fields to select the print range. Choose *Insert* >>.
3. Choose *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
```

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. Choose *Reports* > *Job Cost* > *Job Reports* > *Profit and Loss*.
2. Use the lookup buttons in the **From** and **To** fields to select the print range. Choose *Insert* >>.

3. Choose *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
```

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 (page 151)
  - Sample report sequence (page 151)
  - Posting setup (page 152)
  - Running the JC WIP reports (page 152)
    - Summary (page 152)
    - Detail (page 153)
    - Exception Report - Job Cost costs not in GL (page 153)
    - Exception Report - GL costs not in Job Cost (page 154)

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. Choose *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. Choose *OK*.

Running the JC WIP reports

1. Choose *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. Choose *Print*.

If you are using SSRS reports, these Dexterity reports are replaced with the SSRS versions; refer to WIP Reports in Job Cost (page 85) for information about the SSRS WIP reports for Job Cost.

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

Job Number	Cost Code	Cost Element	Transaction Number	Account Number	Posting Date	Document 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
User ID: sa

Exception Report - Job Costs Not in GL
4/12/2007 thru 4/12/2007

Page: 1

Job Number	Cost Code	Cost Element	Transaction Number	Account Number	Posting Date	Document 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

System: 4/19/2007 4:55:43 PM
User ID: sa

Page: 1

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

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. Choose *Reports > Job Cost > Job Reports > Audit Reports > Audit Cost Variance*.

2. Choose a **Job Number Range** radio button. If you choose **Job Number**, select a **Job**. If you choose **Range**, enter a **Range**.
3. Choose a **Date Range** radio button. If you choose **Range**, enter a **Start Date** and **End Date**.
4. Choose 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. Choose *Print*.

System: 12/12/98 11:01:07 AM
User ID: LESSONUSER1

The World Online, Inc.
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	BANK00C

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	

Audit Cash Receipts

The Audit Cash Receipts report displays cash receipt information for the selected job, including transaction information and billable costs.

1. Choose *Reports > Job Cost > Job Reports > Audit Reports > Audit Cash Receipts*.
2. Enter a **Job Number**.
3. Choose *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 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.

1. Choose *Reports > Job Cost > Job Reports > Audit Reports > Audit Billing*.
2. Enter a **Job Number**.
3. Choose *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 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. Choose *Reports > Job Cost > Job Reports > Audit Reports > Audit Costs*.
2. Choose a **Job Number Range** radio button. If you choose **Job Number**, select a **Job**. If you choose **Range**, enter a **Range**.
3. Choose a **Date Range** radio button and enter the dates.
4. Choose 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. Choose *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

00000000000000384             PM             Capital Printed Circuits                                                          140.00
                              4/10/00        2211                                            2.00

00000000000000384             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
```

Job Cost Edit Lists

- POC Edit List (page 157)
- Payables Edit List (page 158)
- Inventory Edit List (page 158)

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 choose 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. Choose *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. Choose *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. Choose *Reports* > *Job Cost* > *Edit Lists* > *Payables Edit List*.
2. Enter a **Batch Number**.
3. Choose *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: DEM0

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. Choose *Reports* > *Job Cost* > *Edit Lists* > *Inventory Edit List*.
2. Enter a **Batch Number**.
3. Choose *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: DEM01
     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 (page 159)
- Retention Report (page 159)

- Over (Under) Billing Report (page 159)
- Unbilled Costs Report (page 160)
- Transaction Detail Report (page 160)
- Transaction Summary Report (page 161)
- Aged Trial Balance Report (page 161)

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. Choose *Reports* > *Job Cost* > *Billing Reports* > *Billing*.
2. Use the **From** and **To** lookup buttons to select the print range. Choose *Insert* >>.
3. Choose *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. Choose *Reports* > *Job Cost* > *Billing Reports* > *Retention*.
2. Use the **From** and **To** lookup buttons to select the print range. Choose *Insert* >>.
3. Choose *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. Choose *Reports* > *Job Cost* > *Billing Reports* > *Over (Under)Billing*.

2. Use the **From** and **To** lookup buttons to select the print range. Choose Insert >>.
3. Choose *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 Name	Status	Posted Cost	Estimated Gross Profit	Revenues Earned	Billed To Date	Over(Under) Billed
2759 Brennan's	Active	8,024.44	1,591.57	9,616.01	8,350.00	(1,266.01)
		$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. Choose *Reports* > *Job Cost* > *Billing Reports* > *Transaction Level Reports* > *Unbilled Costs*.
2. Use the **From** and **To** lookup buttons to select the print range. Choose *Insert* >>.
3. Choose *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. Choose *Reports* > *Job Cost* > *Billing Reports* > *Transaction Level Reports* > *Transaction Detail*.
2. From the **Range** drop-down list, choose Job Number or Enter Date.
3. Use the **From** and **To** lookup buttons to select a range of job numbers or date range. Choose *Insert* >>.
4. Choose *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. Choose *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. Choose *Insert* >>.
4. If you want to further restrict the range, select the other range type and enter the range.
5. Choose *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. Choose *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. Choose *Insert >>*.
6. Choose *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 162)
- Job Schedule by Division Report (page 163)
- Over (Under) Billing by Division Report (page 163)
- Backlog by Division Report (page 164)
- Billing by Division Report (page 165)
- Retention by Division Report (page 166)
- Employee Summary by Division Report (page 166)
- Project Summary by Division Report (page 167)
- Costs by Period by Division Report (page 167)
- Labor Summary by Division Report (page 168)

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. Choose *Reports > Job Cost > Sorted Reports > Division Reports > Profit and Loss*.
2. Use the **From** and **To** lookup buttons to select the print range. Choose *Insert >>*.

3. Choose *Print*.

System: 12/14/00 3:35:18 PM
User ID: LESSONUSER1
Range: ALL-ALL

The World Online, Inc.
Profit and Loss Report by Division
JOB COST

Division: ALL

Job Number Name	Status	Customer Number Name	Act % Complete	Contract Earned	Actual Cost to Date	Billed to Date	Received to Date	Profit Amount
2759 Brennan's	Active	101 Accurate Printing	56%	9,616.01	8,024.44	8,350.00	0.00	1,591.57
TEMPLATE Prototype Job	Active	101 Accurate Printing	0%	0.00	0.00	0.00	0.00	0.00
2760 Kopp's	Active	101 Accurate Printing	3%	414.47	316.78	500.00	0.00	97.69
3000 Micro Inc.	Active	101 Accurate Printing	0%	0.00	0.00	4,500.00	0.00	0.00
3001 3001	Active	101 Accurate Printing	100%	2,800.00	1,700.00	2,800.00	0.00	1,100.00
3002 Trx. Level Job	Active	101 Accurate Printing	100%	2,478.12	1,461.41	2,478.12	0.00	1,016.71
IMP001A Imported Job	Active	407 Woodys Deck Building	0%	0.00	0.00	0.00	0.00	0.00
		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. Choose *Reports > Job Cost > Sorted Reports > Division Reports > Job Schedule*.
2. Use the **From** and **To** lookup buttons to select the print range. Choose *Insert >>*.
3. Choose *Print*.

System: 12/15/00 3:44:28 PM
User ID: LESSONUSER1
Range: COMMERCIAL-COMMERCIAL

The World Online, Inc.
Job Schedule by Division

Page 1

Divisions: COMMERCIAL

Job Number Name	Status	Contract	Forecast Cost	Anticipated Gross Profit	Contract to Date: Contract Earned	Contract to Date: Cost of Construction	Markup % on Cost
2759 Brennan's	Active	20,250.00	18,923.98	(1,173.98)	19,599.97	18,316.48	7.00%
2760 Kopp's	Active	15,500.00	11,845.00	3,655.00	231.26	176.78	30.85%
	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. Choose *Reports > Job Cost > Sorted Reports > Division Reports > Over (Under) Billing*.

2. Use the **From** and **To** lookup buttons to select the print range. Choose *Insert* >>.
3. Choose *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. Choose *Reports > Job Cost > Sorted Reports > Division Reports > Backlog*.
2. Use the **From** and **To** lookup buttons to select the print range. Choose *Insert* >>.
3. Choose *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             7,741.56             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

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. Choose *Reports* > *Job Cost* > *Sorted Reports* > *Division Reports* > *Billing*.
2. Use the **From** and **To** lookup buttons to select the print range. Choose *Insert* >>.
3. Choose *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. Choose *Reports* > *Job Cost* > > *Sorted Reports* > *Division Reports* > *Retention*.
2. Use the **From** and **To** lookup buttons to select the print range. Choose *Insert* >>.
3. Choose *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. Choose *Reports* > *Job Cost* > *Sorted Reports* > *Division Reports* > *Employee Summary*.
2. Select a **Division**.
3. Enter beginning and ending dates.
4. Choose *Print*.

System: 12/15/00 3:28:54 PM
User ID: LESSONUSER1

The World Online, Inc.
Weekly Employee Summary
Job Cost

Page: 1

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. Choose *Reports* > *Job Cost* > *Sorted Reports* > *Division Reports* > *Project Summary*.
2. Select a **Division**.
3. Enter a data range.
4. Choose *Print*.

System: 12/15/00 3:58:46 PM
User ID: LESSONUSER1

The World Online, Inc.
Project Summary
Job Cost

Division: COMMERCIAL
Week Ending: 12/2/00

Project	This Week					Estimated Final Cost	
	Actual						
	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. Choose *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. Choose *Insert* >>.
4. Choose *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. Choose *Reports* > *Job Cost* > *Sorted Reports* > *Division Reports* > *Labor Summary*.
2. Select a **Division**.
3. Enter beginning and ending dates and choose *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 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 (page 169)
- Job Schedule by Project Report (page 169)
- Over (Under) Billing by Project Report (page 169)
- Backlog by Project Report (page 170)
- Billing by Project Report (page 170)
- Retention by Project Report (page 171)
- Employee Summary by Project Report (page 171)
- Costs by Period by Project Report (page 171)
- Labor Summary by Project Report (page 172)

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. Choose *Reports > Job Cost > Sorted Reports > Project Reports > Profit and Loss*.
2. Use the **From** and **To** lookup buttons to select the print range. Choose *Insert >>*.
3. Choose *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. Choose *Reports > Job Cost > Sorted Reports > Project Reports > Job Schedule*.
2. Use the **From** and **To** lookup buttons to select the print range. Choose *Insert >>*.
3. Choose *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. Choose *Reports > Job Cost > Sorted Reports > Project Reports > Over (Under) Billing*.
2. Use the **From** and **To** lookup buttons to select the print range. Choose *Insert >>*.
3. Choose *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. Choose *Reports* > *Job Cost* > *Sorted Reports* > *Project Reports* > *Backlog*.
2. Use the **From** and **To** lookup buttons to select the print range. Choose *Insert* >>.
3. Choose *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. Choose *Reports* > *Job Cost* > *Sorted Reports* > *Project Reports* > *Project Billing*.
2. Use the **From** and **To** lookup buttons to select the print range. Choose *Insert* >>.
3. Choose *Print*.

System Date: 12/15/00 4:14:19 PM
User ID: LESSONUSER1

The World Online, Inc.
Billing Report - By Project

Job Number / Name / Project Number / Project Manager	Status	Total Contract	Gross Billed	Retention	Net Billed	Cash Received	Contract Earned	Total Cost	Over/(Under)Billed
2759 Brennan's TARGET Alicia Alvarza	Active	20,250.00	8,350.00	835.00	7,515.00	5,000.00	19,599.97	18,316.48	(11,249.97)
2760 Kopp's TARGET Alicia Alvarza	Active	15,500.00	500.00	50.00	450.00	0.00	231.26	176.78	268.74
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. Choose *Reports* > *Job Cost* > *Sorted Reports* > *Project Reports* > *Retention*.
2. Use the **From** and **To** lookup buttons to select the print range. Choose *Insert* >>.
3. Choose *Print*.

System: 12/15/00 4:14:51 PM
User ID: LESSONUSER1
Range: TARGET-TARGET

The World Online, Inc.
Retention
Job Cost

Page: 1

Job Number / Name	Status	Total Contract	Retention Withheld	Retention Billed	Billable Retention
2759 Brennan's	Active	20,250.00	835.00	0.00	835.00
2760 Kopp's	Active	15,500.00	50.00	0.00	50.00
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. Choose *Reports* > *Job Cost* > *Sorted Reports* > *Project Reports* > *Employee Summary*.
2. Select a **Project Number**.
3. Enter beginning and ending dates.
4. Choose *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. Choose *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 choose *Insert* >>.
4. Choose *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. Choose *Reports* > *Job Cost* > *Sorted Reports* > *Project Reports* > *Labor Summary*.
2. Select a **Project Number**.
3. Enter beginning and ending dates and choose *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
```

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 (page 173)
- Job Schedule by Project Manager Report (page 173)
- Over (Under) Billing by Project Manager Report (page 174)
- Backlog by Project Manager Report (page 174)
- Billing by Project Manager Report (page 175)
- Retention by Project Manager Report (page 176)
- Audit Costs by Project Manager Report (page 176)

- Costs by Period by Project Manager Report (page 176)

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. Choose *Reports* > *Job Cost* > *Sorted Reports* > *Project Manager Reports* > *Profit and Loss*.
2. Use the **From** and **To** lookup buttons to select the print range. Choose *Insert* >>.
3. Choose *Print*.

System: 12/20/00 9:04:24 AM
User ID: LESSONUSER1
Range: ALVA0001-ALVA0001

The World Online, Inc.
Profit and Loss Report by Project Manager
JOB COST

Manager: Alicia Alvarza

Job Number Name	Status	Customer Number Name	Act % Complete	Contract Earned	Actual Cost to Date	Billed to Date	Received to Date	Profit Amount
2759 Brennan's	Active	101 Accurate Printing	56%	9,616.01	8,024.44	8,350.00	0.00	1,591.57
3000 Micro Inc.	Active	101 Accurate Printing	0%	0.00	0.00	4,500.00	0.00	0.00
3001 3001	Active	101 Accurate Printing	100%	2,800.00	1,700.00	2,800.00	0.00	1,100.00
3002 Trx. Level Job	Active	101 Accurate Printing	100%	2,478.12	1,461.41	2,478.12	0.00	1,016.71
TEMPLATE Prototype Job	Active	101 Accurate Printing	0%	0.00	0.00	0.00	0.00	0.00
		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. Choose *Reports* > *Job Cost* > *Sorted Reports* > *Project Manager Reports* > *Job Schedule*.
2. Use the **From** and **To** lookup buttons to select the print range. Choose *Insert* >>.
3. Choose *Print*.

The World Online, Inc. Run Date 12/20/00
Job Schedule By ALVA0001-ALVA0001
Page 1

Job Number Name	Contract	Forecast Cost	Anticipated Gross Profit	Contract to Date: Contract Earned	Contract to Date: Cost of Construction	Contract to Date: Markup % on Cost
2759 Brennan's	17,250.00	14,395.00	2,855.00	9,616.01	8,024.44	19.83%
3000 Micro Inc.	14,750.00	11,845.00	2,905.00	0.00	0.00	24.52%
3001 3001	2,800.00	1,700.00	1,100.00	2,800.00	1,700.00	64.70%
3002 Trx. Level Job	2,478.12	1,461.41	1,016.71	2,478.12	1,461.41	69.57%
TEMPLATE Prototype Job	0.00	0.00	0.00	0.00	0.00	0.00%
Company Totals:	$37,278.12	$29,401.41	$7,876.71	$14,894.13	$11,185.85	

Number of Jobs: 5

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. Choose *Reports > Job Cost > Sorted Reports > Project Manager Reports > Over (Under) Billing*.
2. Use the **From** and **To** lookup buttons to select the print range. Choose *Insert >>*.
3. Choose *Print*.

System: 12/20/00 9:09:29 AM
User ID: LESSONUSER1
Range: ALVA0001-ALVA0001

The World Online, Inc.
Over(Under) Billings
Job Cost

Page: 1

Job Name	Status	Posted Cost	Estimated Gross Profit	Revenues Earned	Billed To Date	Over(Under) Billed
2759 Brennan's	Active	8,024.44	1,591.57	9,616.01	8,350.00	(1,266.01)
3000 Micro Inc.	Active	0.00	0.00	0.00	4,500.00	4,500.00
3001 3001	Active	1,700.00	1,100.00	2,800.00	2,800.00	0.00
3002 Trx. Level Job	Active	1,461.41	1,016.71	2,478.12	2,478.12	0.00
TEMPLATE Prototype Job	Active	0.00	0.00	0.00	0.00	0.00
		$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. Choose *Reports > Job Cost > Sorted Reports > Project Manager Reports > Backlog*.

2. Use the **From** and **To** lookup buttons to select the print range. Choose *Insert* >>.
3. Choose *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 Name	Status	Original Contract Amount	Confirmed	Contract Earned	Backlog
2759 Brennan's	Active	14,750.00	2,500.00	9,616.01	7,633.98
3000 Micro Inc.	Active	14,750.00	0.00	0.00	14,750.00
3001 3001	Active	2,800.00	0.00	2,800.00	0.00
3002 Trx. Level Job	Active	2,478.12	0.00	2,478.12	0.00
TEMPLATE Prototype Job	Active	0.00	0.00	0.00	0.00
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. Choose *Reports* > *Job Cost* > *Sorted Reports* > *Project Manager Reports* > *PM Billing*.
2. Use the **From** and **To** lookup buttons to select the print range. Choose *Insert* >>.
3. Choose *Print*.

System Date: 12/20/00 9:11:16 AM — The World Online, Inc.
User ID: LESSONUSER1 — Billing Report - By Project

Job Number Name Project Number Project Manager	Status	Total Contract	Gross Billed	Retention	Net Billed	Cash Received	Contract Earned	Total Cost	Over/(Under)Billed
2759 Brennan's Alicia Alvarza	Active	17,250.00	8,350.00	835.00	7,515.00	0.00	9,616.01	8,024.44	(1,266.01)
3000 Micro Inc. Alicia Alvarza	Active	14,750.00	4,500.00	450.00	4,050.00	0.00	0.00	0.00	4,500.00
3001 3001 Alicia Alvarza	Active	2,800.00	2,800.00	0.00	2,800.00	0.00	2,800.00	1,700.00	0.00
3002 Trx. Level Job Alicia Alvarza	Active	2,478.12	2,478.12	0.00	2,478.12	0.00	2,478.12	1,461.41	0.00
TEMPLATE Prototype Job Alicia Alvarza	Active	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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. Choose *Reports > Job Cost > Sorted Reports > Project Manager Reports > Retention*.
2. Use the **From** and **To** lookup buttons to select the print range. Choose *Insert >>*.
3. Choose *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. Choose *Reports > Job Cost > Sorted Reports > Project Manager Reports > Audit Costs*.
2. Select a **Project Manager**.
3. Choose a **Date Range** radio button, and enter the dates.
4. Choose 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. Choose *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. Choose *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 choose *Insert >>*.
4. Choose *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
```

Labor Reports

- Job Labor Report (page 177)
- Certified Payroll Report (page 178)
- Union Report (page 179)
- Rate Class Setup Report (page 179)
- Rate Class Union Report (page 180)
- Employee Union Report (page 181)
- Monthly Union Report (page 182)
- Monthly Payroll Report (page 183)
- Monthly Contribution Report (page 183)
- Technician Schedule Report (page 184)

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. Choose *Reports* > *Job Cost* > *Labor Reports* > *Job Labor*.
2. Use the **From** and **To** lookup buttons to select the print range. Choose *Insert* >>.
3. Choose *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. Choose *Reports > Job Cost > Labor Reports > Certified Payroll*.
2. Enter the transaction beginning and ending dates.
3. Choose to print the report for all transactions, one job, or a range of jobs. Enter a **Job Number** or **Range**.
4. Choose *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
                                                                                                                                          735.30             10.59
915 Birch Road


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. Choose *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. Choose 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. Choose 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. Choose to **Calculate Gross Wages** by check date or transaction date. If you choose 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 choose to calculate by transaction date, the payroll transaction history table is used to get the gross wage amount for each transaction.
7. Choose *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. Choose *Reports > Job Cost > Labor Reports > Rate Class*.
2. Enter a rate class range or choose **All** to include all rate classes.
3. Enter a union code range or choose **All** to include all union codes.
4. Choose *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. Choose *Reports > Job Cost > Labor Reports > Rate Class Union*.
2. In the **Month Begin Date** field, enter the beginning date for the report.
3. Choose 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. Choose *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
Emp#                Type          4/7/01   4/14/01   4/21/01   4/28/01   4/30/01    Converted    Actual
                                                                                      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. Choose *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. Choose *Insert* >>. You can create one range for each type of range.
5. Choose *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. Choose *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. Choose *Insert* >>. You can create one range for each type of range.
5. Choose *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. Choose *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. Choose the *Insert >>*. You can select one range per report.
4. Choose *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. Choose *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. Choose *Insert >>*. You can create one range for each type of range.
5. Choose *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. Choose *Reports > Job Cost > Labor Reports > Technician Schedule*.
2. Choose 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. Choose to print the report for all cost codes or a specific cost code. Enter the **Cost Code**.
5. Choose *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 (page 185)
- Posting Options Report (page 186)
- Project Number Setup Report (page 187)
- Overhead Detail Codes Report (page 188)
- Overhead Group Codes Report (page 188)
- Architect Setup Report (page 189)

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.

Choose *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.

Choose *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.
Choose *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.
Choose *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.
Choose *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:  TEST  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%
```

Architect Setup Report

The Architect Setup report lists all architects entered.
Choose *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 (page 189)
- Job History Detail Report (page 190)
- Job History Notes Report (page 191)

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. Choose *Reports* > *Job Cost* > *History Reports* > *Job History*.
2. Choose to print the report for all jobs, a single job, or a range of jobs. If you choose the **Job Number** or **Range** radio button, enter the number or range.
3. Choose *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. Choose *Reports > Job Cost > History Reports > Job Detail History.*
2. Select a **Job Number**.
3. Choose *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. Choose *Job Cost > Reports > History Reports > History Notes*.
2. Choose to print the report for all jobs, a single job, or a range of jobs. If you choose the **Job Number** or **Range** radio button, enter the number or range.
3. Choose *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 192)
- Subcontractor Status Report (page 192)
- Subcontractor Detail Report (page 193)
- Subcontractor Retention Report (page 194)
- Insurance Expired Report (page 194)

- Subcontractor Cost Codes Report (page 195)
- Subcontractor Summary Status Report (page 196)
- UK CIS Subcontractor Reports (page 197)
- Subcontractor Claims Report (page 197)
- Subcontractor Supplemental Report (page 197)

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. Choose *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. Choose *Insert* >>.
4. Choose *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. Choose *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. Choose *Insert* >>.
4. Choose *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. Choose *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. Choose *Insert* >>.
5. Choose *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. Choose *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. Choose *Insert >>*.
5. Choose *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. Choose *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. Choose *Insert >>*.
4. Choose *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. Choose *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. Choose *Insert >>*.
4. Choose *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. Choose *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. Choose *Insert >>*.
4. Choose *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 choose a branch. The report prints only the records belonging to the selected branch. If you choose User Profile from the drop-down list, the global filter defaults based on your user profile setup. You can choose 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

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 choose 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 198)
- Equipment window lookups report (page 199)
- Service call window lookups report (page 200)
- Maintenance contract types list (page 202)
- Maintenance task codes report (page 202)
- Maintenance tasks by equipment type report (page 203)
    - All lookup reports (page 204)

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.
Choose *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.
Choose *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. Choose *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

Choose *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

Choose *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

Choose *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. Choose *Reports* > *Service Management* > *General* > *Lookups* > *All*.

> ⚠ Each report can be printed to a printer by choosing the **Print** button in the screen output window.

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.

Choose *Reports* > *Service Management* > *General* > *Invalid Labor Rates*.

System: 5/21/2003 8:34:47 AM Three Inc. Page: 1
User Date: 5/21/2003 INVALID LABOR RATE GROUPS REPORT User ID: jbushe
Service Management Series

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

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. Choose *Reports* > *Service Management* > *General* > *Contacts*.
2. Select a sorting method from the drop-down list.
3. Choose whether to include all contacts or a range. Enter the range, if applicable.
4. Choose 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
                  Al Security                   Suite 104

    ---------------------------------------
    Total Contacts Listed:                3


 End of Report
```

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. Choose *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 choose the lookup button to begin the search. When searching by location phone, enter a phone number and then choose 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. Choose *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
```

Printable Notes report

You can print notes that have been added to Service Management records using the notepad button and are marked printable.

1. Choose *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, authors, or reminder dates.
4. Click *Insert*>> to insert the restriction in the scrolling window. You can only enter one restriction per restriction type.
5. Choose *Print* to print the notes that fall within the restrictions you've entered.

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. Choose *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 choose the lookup button to begin the search. When searching by location phone, enter a phone number and then choose the phone button to begin the search. If a match is found, the customer record will be retrieved.
3. Choose *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. Choose *Reports* > *Service Management* > *General* > *Customer Report*.

2. Select a sorting method from the drop-down list.
3. Choose to print all customers or a range of customers. Enter the customer range, if applicable.
4. Choose to print a summary report, a detail report, or labels.
5. Choose a sorting method from the drop-down list. The last two choices in the drop-down list are user-defined fields.
6. Choose *Print*.

> ⚠ If you don't have information in a field you are sorting by, the record is skipped.

- Summary (page 209)
- Detail (page 210)

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
```

Service Reports

Technician Reports

- Mean Time Technician Report (page 210)
- Service Order Aging Report (page 211)
- Monthly Labor Plan Report (page 212)
- Technician Service Calls Report (page 213)
- Service Calls by Problem Type Report - Technician (page 214)
- C&B Noncontract Work Report - Technician (page 215)
    - Summary (page 216)
    - Detail (page 217)
- Contract Service Call Activity Report (page 217)
- Service Calls by Technician Report (page 218)

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. Choose *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. Choose whether to include all service calls, only MC calls, or all service calls except MC calls.
6. Choose *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. Choose *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. Choose *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 choose 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. Choose *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. Choose the **All** or **Individual** radio button. If you choose Individual, use the lookup windows in the **Salesperson ID**, **Technician Team** and **Technician ID** fields to limit the report data.
4. Choose *Print*.

System: 12/11/96 3:41:40 PM The World On Line, Inc. Page: 1
User Date: 12/11/96 MONTHLY LABOR PLAN User ID: LESSON USER1
Service Management Series

Restrictions:
Months January 1996 to December 1996
Salesperson ALL
Technician Team ALL
Technician ALL

Salesperson:

Technician Team:

Technician: ALMAR

Planned Labor Hours for Month: 2

MCC:	0.00
MC:	0.00
Burden:	0.00
Billable:	0.00

Contract Number	Location Name	Scheduled MCC	Service Call ID	Status	Completed	Hours
123	Billing address	10.00				0.00
C001	Main Office	4.00				0.00
127	Main Office	1.00				0.00
2754	Main Office	5.50				0.00
C008	Corporate Office	2.00				0.00

Planned Labor Hours for Month: 3

MCC:	0.00
MC:	0.00
Burden:	0.00
Billable:	0.00

Contract Number	Location Name	Scheduled MCC	Service Call ID	Status	Completed	Hours
123	Billing address	9.50				0.00
C001	Main Office	6.50				0.00
127	Main Office	6.00				0.00
2754	Main Office	7.50				0.00
C008	Corporate Office	5.50				0.00

Planned Labor Hours for Month: 4

MCC:	0.00
MC:	0.00
Burden:	0.00
Billable:	0.00

Technician Service Calls Report

The Technician Service Calls report lists a technician's service calls and appointments.

1. Choose *Reports > Service Management > Service > Technician Reports > Service Calls*.
2. Enter a **Start Date** and an **End Date**.
3. Choose to include **Completed/Closed** and **MCC** calls in the report by marking the checkboxes.
4. Choose to print the report for **All** technicians or an **Individual** technician by choosing a radio button. If you choose Individual, use the lookup buttons in the Salesperson ID, Technician Team, and Technician ID fields to limit the report data.
5. Choose *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. Choose *Reports* > *Service Management* > *Service* > *Technician Reports* > *Calls by Problem*.
2. Enter a **Start Date** and an **End Date**.
3. Choose the **All** or **Individual** radio button. If you choose Individual, use the lookup windows in the Salesperson ID, Technician Team, and Technician ID fields to limit the report data.
4. Choose *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. Choose *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. Choose to print a summary or detail report.
4. Choose to print the report for **All** salespeople or an **Individual** salesperson. If you choose 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. Choose *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:   JASON JSRRI
                                                The World On-Line, Inc
                                          COST AND BILLING - NON CONTRACT DETAIL
                                                Service Management Series
Restrictions:
    Date Range          1/1/96 to 12/31/96
    Salesperson         ALL
    Technician Team     ALL
    Technician          ALL


Affiliate:

Region:

Branch:


Location:    Main office

   Division:    MIS
   ---------------------------
      Service Call ID      Description                      Call Type      Technician        Technician Team

      961206 0101          LIGHTS OUT                         ENG          ALVAA              ENGR. SVC.

           Cost Code:           1  EQUIPMENT
           ----------------------------------------------------
                        Transaction Date:            Bill Amount          Cost Amount      Hours
                        ----------------          ----------------    ----------------   -------
                            12/6/96                     $15,000.00           $5,000.00      3.00


           Cost Code:           6  Labor Category1
           ----------------------------------------------------
                        Transaction Date:            Bill Amount          Cost Amount      Hours
                        ----------------          ----------------    ----------------   -------
                            12/6/96                        $940.00             $810.40      8.00


-------------------------------------------------------------------------------------------------------------------------
Subtotal for Division:  MIS
Number of Calls:                    2                   $15,940.00           $5,810.40      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. Choose *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. Choose *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. Choose *Reports > Service Management >Service > Technician Reports > Service by Technician*.
2. Enter a **Start Date** and an **End Date**.
3. Choose to include **All** technicians or an **Individual** technician. Choose a **Technician ID**, if applicable.
4. Choose *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
```

Customer Reports

- Mean Time Customer Report (page 219)
- Service Calls by Problem Type Report - Customer (page 220)
- Cost and Revenue Maintenance Work (ATD) Report (page 221)
- C&B Noncontract Work Report - Customer (page 222)
- Customer Call History Report (page 223)
  - Summary (page 223)
  - Detail (page 224)
- Contract Cost Breakdown Report (page 224)
- Billing and Revenue Projection Report (page 225)
- Mean Time Between Failures Report (page 226)

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. Choose *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 choose to include all service calls, only MC calls, or all service calls except MC calls.
5. Choose *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. Choose *Reports > Service Management > Service > Customer Reports > Calls by Problem.*
2. Enter a **Start Date** and an **End Date**.
3. Choose the **All** or **Individual** radio button. If you choose 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. Choose *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. Choose *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. Choose *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. Choose to print the report for **All** customers or an **Individual** customer. If you choose the Individual radio button, use the lookup buttons to choose a customer and location.
4. Choose *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. Choose *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. Choose 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. Choose *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. Choose *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. Choose *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. Choose *Reports > Service Management > Service > Customer Reports > Contract Revenue*.
2. Choose 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. Choose *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. Choose *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. Choose *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
```

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 (page 228)
- Step 2: Run the Reconciliation Detail report. (page 228)
- Step 3: Run the Trailing Cost and Trailing PPV Cost reports. (page 228)
- Step 4: Run the Exception reports. (page 228)
- Step 5: Make any adjustments to GL or Service accounts. (page 229)

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 choose 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. Choose *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. Click *OK*.

Running the WIP Reports

1. Choose *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 choose to run a report for Service Costs not in GL or GL Costs not in Service.
6. Click *Print*.

Dexterity report examples appear below.

- WIP Report - Summary (page 230)
- WIP Report - Detail (page 231)
- WIP Reconcile Report - Summary (page 232)
- WIP Reconcile Report - Detail (page 233)
- WIP Exception Report - Service Management costs not in GL (page 233)
- WIP Exception Report - GL costs not in Service Management (page 234)
- Service Invoice Trailing Costs Report - Summary (page 234)
- Service Invoice Trailing Costs Report - Detail (page 235)

> If you are using SSRS reports, these Dexterity reports are replaced with the SSRS versions; refer to WIP SSRS reports (page 45) 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 COMPANY INC -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 ADD	ABC Code	11/17/2004	EMG	OPEN		60.00
041115-000	5	11/15/2004 SV101	OPEN	DEMO ADD	GL_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 ADD	ABC Code	11/17/2004	T&M	OPEN		100.00
041115-001	5	11/15/2004 SV101	OPEN	DEMO ADD	GL_NORMA	11/17/2004	T&M	OPEN		3.70
									237.68	**121.45**
041115-0014 PAT'S-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 ADD	ABC Code	11/17/2004	EMG	OPEN		50.00
041115-001	5	11/15/2004 SV101	OPEN	DEMO ADD	GL_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	WIP Credit	COGS Debit	COGS 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

Service Call	GL Post Date	Transaction Type	TRX Number	Cost Code	Item Description	Cost at Invoice	Committed at Invoice	Trailing Cost	Committed Remaining
080627-0001	06/01/2008	Purchase Order Entrv	PO2222	2	Widget	$105.59	($ 80.00)	$ 0.00	($ 80.00)
080627-0001	06/15/2008	Receivings Trx Entrv	RCT1111	2	Widget	$ 0.00	$ 0.00	$ 10.00	$ 10.00
080627-0001	06/18/2008	Receivings Trx Entrv	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 Entrv	PO8888	2	Cable	$125.65	($125.65)	$ 0.00	($125.65)
080630-0001	06/16/2008	Receivings Trx Entrv	RCT2222	2	Cable	$ 0.00	$ 0.00	$ 60.00	$ 60.00
080630-0001	06/19/2008	Receivings Trx Entrv	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)

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. Choose *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. Choose *Print*.

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. Choose *Reports > Service Management > Service > Guaranteed Calls.*
2. Choose to print either a **Detail** or **Summary** report.
3. Choose the sorting method for the report from the drop-down list and choose whether to include assigned equipment.
4. Use the drop-down list in the **Ranges** field to restrict the report.
5. The restrictions you choose determine which fields are available. Use the *Insert*>> button to add the restrictions to the report.
6. Choose *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                                      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
```

Completed Calls Report

The Completed Calls report lists the completed service calls by service call ID, contract type, technician, location name, and supervisor.

1. Choose *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. Choose *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
```

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. Choose *Reports > Service Management > Service > Profitability*.
2. Enter a **Start Date** and an **End Date**.
3. The **Profitability** radio button should be selected. Choose 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. Choose *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
```

Commission Report

The Commission report lists all salespeople and their commissions for each service call.

1. Choose *Reports > Service Management > Service > Commissions.*
2. Enter a **Start Date** and an **End Date**.
3. Choose to print the report for **All** salespeople or an **Individual** salesperson. Enter a **Salesperson ID**, if applicable.
4. Choose *Print*.
5. Choose 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
```

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.

Choose *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 choose to print a summary or detail report and can choose what cost types and call types to display. The Unposted Costs report prints if you are using SOP invoicing.

1. Choose *Reports > Service Management > Service > Service with Costs.*
2. Choose a report type by choosing the **Summary** or **Detail** radio button. If you choose Summary, only the cost totals will print. If you choose 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. Choose *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
                                                                                 ========================================
```

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.

Choose *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
```

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. Choose *Reports > Service Management > Service > Service by Salesperson.*
2. Enter a **Start Date** and an **End Date**.
3. Choose to print a report for **All** salespersons or an **Individual** salesperson. Choose a **Salesperson ID**, if applicable.
4. Mark the checkbox if you want to **Exclude closed and complete calls** from the report.
5. Choose *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.
```

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. Choose *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 choose the lookup button to begin the search. When searching by location phone, enter a phone number and then choose 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. Choose *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
```

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. Choose *Reports > Service Management > Service > Assigned Appointments.*
2. Enter a **Start Date** and an **End Date**.
3. Choose whether to include calls with an MCC call type.
4. Choose *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:
```

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. Choose *Reports > Service Management > Service > Unassigned Appointments*.
2. Enter a **Start Date** and an **End Date**.
3. Choose whether to include calls with an MCC call type.
4. Choose *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:
```

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
```

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
```

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
```

Maintenance Reports

Additional maintenance reports can be accessed by choosing the *Print* button in the Maintenance Contract window.

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. Choose *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. Choose *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.

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. Choose *Reports >Service Management > Maintenance > Labor Load Monthly*.
2. Choose 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 choose *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. Choose *Yes*. A progress window appears.

```
                    The World On-Line, Inc.                    4/28/97
                    Monthly Labor Plan
                    April 1997


Technician:      BLAC0001    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                        80.00
                       MC                          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?
```

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. Choose *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 choose *Print,* you will receive a message asking if you want to run the utility that matches technicians by skill level to maintenance tasks. Choose *Yes*. A progress window appears.

3/27/98 1

Labor Load Schedule

Contract Name	Contract Number	Available to Spend Hours	Total Hours All Techs	Standard Task Hours	Total Tech Hours	% of All Tech Hours	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
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	86.50	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	86.50	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)

Technician Load Summary Report

This report is a summary of technicians' monthly MCC workload.

1. Choose *Reports* > *Service Management* > *Maintenance* > *Technician Load Summary*.
2. Choose the **All** or **Individual Technician** radio button. If you choose Individual Technician, select a technician.
3. The first time during a session you choose *Print,* you will receive a message asking if you want to run the utility that matches technicians by skill level to maintenance tasks. Choose *Yes*.

11/13/97
1

The World Online, Inc.
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. Choose *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 choose an individual technician, use the lookup window in the Technician ID field to select a technician.

4. Choose the **All** or **Individual Contract** radio button. If you choose Individual Contract, use the lookups in the **Customer ID**, **Address ID**, and **Contract Number** fields to make your selections.
5. Choose *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 :
```

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. Choose *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. Choose *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
```

Contract Base Profile Report

The Contract Base Profile report lists the billing and labor status of all your maintenance contracts by contract type.

1. Choose *Reports* > *Service Management* > *Maintenance* > *Contract Base Profile*.
2. Use the lookup window to choose a contract type. If you leave the **Contract Type** field blank, all contract types print.
3. Choose *Print*.

System: 4/30/01 2:44:17 PM
User Date: 4/30/01

The World Online, Inc.
CONTRACT BASE PROFILE
Service Management Series

Page: 1
User ID: LESSONUSER1

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

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. Choose *Reports* > *Service Management* > *Maintenance* > *Master Contract*.
2. Choose 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, choose to print the report for all customers, a customer range, or a branch range. Enter the range information, if applicable.
4. Choose *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
```

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 (page 253)
- SmartList Designer (page 253)

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. Choose *Microsoft Dynamics GP >Tools > SmartList Builder > Import*. Choose 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 choose *Open*. Then click *Import*. When the import finishes, a message appears indicating the import process has completed. Click *OK*.
3. Repeat the steps 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. Choose *Microsoft Dynamics GP > SmartList*. Choose *Export/Import* and then *Import*.
2. Choose *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 choose *Open*. Then click *Import*. When the import finishes, a message appears indicating the import process has completed. Click *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. Choose *SmartList*.
2. Scroll down to the objects that begin with Signature. Click on 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 choose 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, choose *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 choose *OK*. In the SmartList window, click 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. Choose *Microsoft Dynamics GP* > *Tools* > *SmartList Builder* > *SmartList Builder*.
2. Use the lookup button to choose 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. Choose *Options* > *Duplicate...*.
4. Choose SmartList as the **New List Type**. You can also duplicate the template into Excel Report Builder; see Creating a SmartList Object Excel Report (page 254) for details.
5. Enter a **New List ID** and **New List Name**, and choose *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. Choose *Microsoft Dynamics GP* > *Tools* > *SmartList Builder* > *SmartList Builder*.
2. Use the lookup button to choose 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. Choose *Options* > *Duplicate...*.
4. Choose Excel Report as the **New List Type**.
5. Enter a **New List ID** and **New List Name** for the Excel Report, and choose *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. Choose *Microsoft Dynamics GP > Tools > SmartList Builder > SmartList Builder*. Choose 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 choose *Select*.
3. Choose the *Go To...* button. All available Go To locations display. Here you can Add, Edit, or Remove Go To items. When you are finished, Choose *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?* Click *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 (page 255)
- Job Cost (page 256)
- Equipment Manager (page 257)

Service Management

Object	Go To items
Signature Service Calls	Service Call, Service Manager, Customer, Location, Contracts

Object	Go To items
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
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
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 & Sales

Support Phone: 262-317-3800
Email: support@wennsoft.com
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 more information.

WennSoft will be closed in observance of the following holidays: New Year's Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans' 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.

Sales
Phone: 262-317-3700
Fax: 262-317-3701

Address
WennSoft Headquarters
1970 S. Calhoun Rd.
New Berlin, WI 53151-1187

Phone: 262-821-4100 or 866-539-2228
Email: info@wennsoft.com
Website: www.wennsoft.com
Office hours: Monday through Friday from 8 a.m. to 5 p.m. Central Time.