



Signature

Reports Guide

Legal Declarations

Copyright

Copyright © 2022 Key2Act®. All rights reserved.

Your right to copy this documentation is limited by copyright law and the terms of the software license agreement. As the software licensee, you may make a reasonable number of copies or printouts for your own use. Making unauthorized copies, adaptations, compilations, or derivative works for commercial distribution is prohibited and constitutes a punishable violation of the law.

Portions of this manual are taken from materials and products by Microsoft Dynamics GP. Copyright 2022 by Microsoft. Reprinted by permission of Microsoft. Unless otherwise noted, all names of companies, products, street addresses, and persons contained herein are fictitious and are used solely to document the use of this product.

Trademarks

All company or product names mentioned are trademarks or registered trademarks of Key2Act, Microsoft, or of their respective holders.

Warranty

Key2Act disclaims any warranty regarding the program, documentation, or sample code contained in this document, including the warranties of merchantability and fitness for a particular purpose.

Limitation of Liability

The information contained within this manual, if modified by a Partner or Customer, from the original version delivered by Key2Act, shall indemnify and release Key2Act from any loss, damage, or error resulting from the use of this modified documentation. The resulting content of this manual is furnished for informational use only, is subject to change without notice, and should not be construed as a commitment by Key2Act. Key2Act assumes no responsibility or liability for any errors or inaccuracies that may appear in this manual. Neither Key2Act nor anyone else who has been involved in the creation, production, or delivery of this documentation shall be liable for any indirect, incidental, special, exemplary, or consequential damages, including but not limited to any loss of anticipated profit or benefits, resulting from the use of this documentation or sample code.

License Agreement

Use of this product is covered by a license agreement provided by Key2Act, with the software product. If you have any questions, please call Key2Act Sales at 262-821-4100.

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	7
Job Cost.....	8
TimeTrack.....	9
Equipment Management.....	9
Shared.....	10
Service Management SSRS Reports	10
Annualized Labor Loading.....	10
Appointment Summary	11
Call Summary	12
Contract Equipment PM Tasks	14
Dispatch List	14
Field Invoice	15
GL Not Match Service	17
GL Transactions Not In Service.....	18
Inspection Report.....	18
Job Appointment Summary	19
Job Safety Analysis	21
Job Safety Audit (2013).....	23
Maintenance Contract Deferred Revenue.....	26
Maintenance Contract Invoice	26
Maintenance Contract Profile.....	31
Maintenance Contract Profitability with Pull Through	33
Maintenance Contract Quote Reports	34

Maintenance Contract Scheduled Materials.....40

Maintenance Contracts Over or Under Billed41

Maintenance Contract Statistics42

Profit by Customer44

Recognized Revenue.....45

Refrigerant Tracking Leak Analysis46

Refrigerant Tracking List47

Refrigerant Tracking Report48

Resource Schedule.....49

Sales Tax - Material Purchases50

Schedule Technician Board.....51

Service Call Analysis - Unbilled Quotes.....52

Service Call Analysis - Unbilled T&M53

Service Call Cost Audit53

Service Call Cost Reconciliation54

Service Call Cost Reconciliation by Account55

Service Call Gross Profit.....56

Service Call Invoices.....57

Service Call Maintenance Workorder69

Service Call Quote70

Service Call Revenue Statistics by Call Type71

Service Call Statistics by Call Type.....73

Service Call Status.....74

Service Call Status Statistics74

Service Call Vendor Quote75

Service Call Workorders.....76

Service Invoice Summary82

Service Invoice Trailing Costs.....85

Service Invoice Trailing PPV Costs86

Service Profitability.....87

Service Revenue Recap.....89

Service Transactions Not in GL.....90

Service WIP	91
Technician Forecast	94
Top and Bottom Customers by Sales.....	96
Top Technicians by Billed Hours	96
WIP SSRS reports	98
Job Cost SSRS Reports	98
Application for Payment.....	98
AR Retention Trial Balance	100
Closed Jobs	101
Custom SSRS Job Cost Reports.....	102
GL Not Match Job Cost.....	102
GL Transactions Not in Job Cost	103
Job Analysis.....	104
Job Audit Billing	106
Job Audit Costs	107
Job Change Order	108
Job Closing Preparation	109
Job Committed Costs	110
Job Cost Transactions Not in GL	111
Job Invoice	112
Job Lien Waiver	126
Job Percentage of Completion.....	128
Job Plan	128
Job Profit and Loss	130
Job Profit and Loss Key Performance Indicator.....	132
Job RPO Profit and Loss	133
Jobs Available to Close	134
Job Schedule by Cost Code	134
Jobs Not Available to Close	136
Job WIP Reconciliation	136
Payables Aged Trial Balance.....	139
Project Invoice.....	140

Subcontract Agreement.....	141
Subcontractor Claims	142
Subcontractor Insurance Expiration.....	142
Subcontractor Supporting Statement.....	143
Subcontractor Transaction Detail.....	144
Union Report	145
WIP Reports in Job Cost.....	149
TimeTrack SSRS Reports	149
Certified Payroll	149
Certified Payroll for Public Works	151
Employee Utilization.....	155
Time Sheet.....	157
Equipment Management SSRS Reports.....	158
Equipment Attributes	158
Equipment Profit and Loss	159
Equipment Profit and Loss Key Performance Indicator.....	162
Inspection.....	163
Rental Agreement, Booking, and Invoice Reports.....	163
Rental Utilization	172
Scheduled Maintenance Forecast.....	173
Shared SSRS Reports	173
Equipment Service Cost per Meter UOM.....	172
Receivables Aged Trial Balance.....	175
Receivables Historical Aged Trial Balance.....	178
WennSoft Billing Customer Profitability.....	179
SSRS Report Templates	180
Charts and Key Performance Indicators (KPIs)	190
Adding Graphical Reports on Your Home Page	191
Viewing Graphical Reports on Your Home Page.....	191
Dexterity Reports	192
Configuring System Reports.....	192
WSRepts Table	192

SQL Procedures.....	192
Signature.ReportControl.dll Programmers Reference	193
Methods	193
XML Structure	197
Database Table	198
Job Cost Dexterity Reports	198
Estimate Worksheet	199
Printable Notes	198
Job Reports	198
Job Cost Edit Lists	223
Billing Reports	225
Sorted Reports	227
Labor Reports	243
Setup Reports.....	251
History Reports	255
Subcontractor Reports	257
Service Management Dexterity Reports	263
General Reports	264
Service Reports	276
Maintenance Reports.....	320
Using SmartList Objects	330
Importing SmartList Objects	330
SmartList Builder	330
SmartList Designer.....	331
Accessing SmartList Objects.....	331
Modifying SmartList Builder Objects	331
Creating a SmartList Object Excel Report.....	332
Preparing Go To Items for Use in the SmartList Window.....	330
Signature Objects and Go To Items Reference	331
Service Management	331
Job Cost.....	331
Equipment Manager	334

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. Select *Start > Administrative Tools > Server Manager > Roles > Add Roles*, and select 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
 - ISAPI Extensions

¹ <https://docs.key2act.io/display/1805b07/Signature+System+Requirements>

- ISAPI Filters
- Common HTTP Features
 - Default Document
 - Directory Browsing
 - HTTP Redirection
 - HTTP 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, select *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 select *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. Select *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, select *Start > All Programs > Microsoft SQL > Configuration Tools > Reporting Services Configuration*. Connect to your server and select *Web Service URL*. The **Virtual Directory** field contains the name of the report server. When you are ready to deploy reports, select *Finish*.

² http://mymachinename/ReportServerName_

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

Step 3: Define the Location of SSRS Reports Server and Report Manager

1. Select *Microsoft Dynamics GP > Tools > Setup > System > Reporting Tools Setup*. The Reporting Tools Setup window opens.
2. Complete the following fields on the Reporting Services tab:
 - **SQL Server Mode**
Select *Native* mode. Signature SSRS reports do not currently support *SharePoint Integrated* mode.
 - **Report Server URL**
This is the location of the reporting server site that hosts the web service. You specified this location when you installed SQL Server Reporting Services. Enter: <http://MyMachine/MyReportServerName³> 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, select *Start > All Programs > Microsoft SQL > Configuration Tools > Reporting Services Configuration*. Connect to your server and select *Web Service URL*. The **Virtual Directory** field contains the name of the report server. The instructions for finding the report manager URL may vary depending on which version of SQL Server you are running.
 - **Report Manager URL**
Enter the Web location where the Report Manager is accessed. Enter: <http://MyMachine/MyReportsFolder⁴> where *MyMachine* is your machine name and *MyReportsFolder* is the name of the virtual directory of the Report Manager. To determine the name of the report server, select *Start > All Programs > Microsoft SQL > Configuration Tools > Reporting Services Configuration*. Connect to your server and select *Report Manager URL*. The **Virtual Directory** field contains the name of the report server. The instructions for finding the report manager URL may vary depending on which version of SQL Server you are running.
3. When you are finished, select *OK* to save the Reporting Tools Setup window.

Setting up Signature Reports

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

Step 1: Deploy Signature SSRS Reports

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

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

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

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

³ <http://mymachine/MyReportServerName>

⁴ <http://mymachine/MyReportsFolder>

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, select *Run Wizard* in the Service Options window.
 - From Job Cost, select *Run Wizard* in the Job Cost Setup Options window.
 - From Equipment Management, select *SRS Wizard* in the System Setup window.
 - On the Welcome screen, select *Next >*.
1. Enter the **Microsoft Dynamics GP Server** name and instance. For example, if the server name is *Fred* and the instance *Fred1*, you would enter *Fred\Fred1*.
 2. Enter your server **User Name** and **Password**, then select *Next >*.
 3. Select the company database for which to enable reports, for example, TWO. You must run the wizard multiple times if you wish to deploy SRS reports for multiple companies.
 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. Select *Next >*.
 7. All SSRS report folders found in the Dynamics/Signature directory appear on the next wizard screen. Unmark the checkbox next to any folder, or expand a folder and unmark the checkbox next to any report, that you do not want to deploy.
To use KPI reports and report templates, you must be running SQL Server Reporting Services 2008 R2 or later. Additionally, you must have SQL 2008 R2 Business Intelligence Studio installed to deploy the Signature Template Pivot report template.
 8. Select *Deploy*. It will take a few moments to deploy the reports. A message appears when the deployment is successful. Select *OK*. The Signature SQL Reporting Wizard starts over again. You can either deploy reports for an additional company database by choosing *Next*, or you can exit the wizard by choosing *Cancel*.

Additional Setup for Equipment Management Reports

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

Step 2: Set up Company Logo (optional)

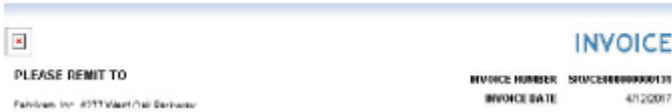
You can customize the company logo that appears on some of your customer-facing reports, for example, invoices. For each of the reports that display a logo, the .rdl file points to the subfolder **Signature Images** and the file **Company Logo**. The default logo is a transparent image that appears on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



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

⁵ <http://mymachine/MyReportServerName>

the report as a missing image.



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



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.

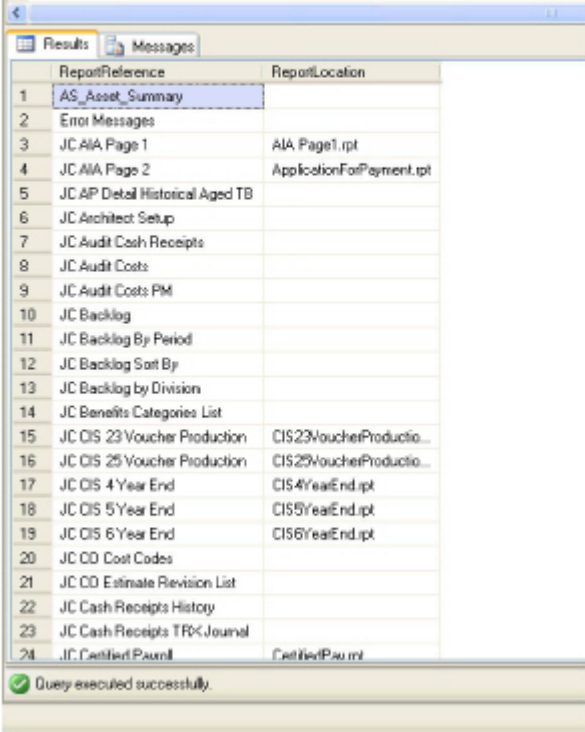


About the WSRepts Table

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
```



	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 CD Cost Codes	
21	JC CD Estimate Revision List	
22	JC Cash Receipts History	
23	JC Cash Receipts TRC Journal	
24	JC Certified Payment	CertifiedPayment

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 \(page 7\)](#)
- [Job Cost \(page 8\)](#)
- [TimeTrack \(page 9\)](#)
- [Equipment Management \(page 9\)](#)
- [Shared \(page 10\)](#)

Service Management

- [Annualized Labor Loading \(page 10\)](#)
- [Appointment Summary \(page 11\)](#)
- [Call Summary \(page 12\)](#)
- [Contract Equipment PM Tasks \(page 14\)](#)
- [Dispatch List \(page 14\)](#)
- [Field Invoice \(page 15\)](#)
- [GL Not Match Service \(page 17\)](#)
- [GL Transactions Not In Service \(page 18\)](#)
- [Inspection Report \(page 18\)](#)
- [Job Appointment Summary \(page 19\)](#)
- [Job Safety Analysis \(page 21\)](#)
- [Job Safety Audit \(2013\) \(page 23\)](#)
- [Maintenance Contract Deferred Revenue \(page 26\)](#)

- [Maintenance Contract Invoice \(page 26\)](#)
- [Maintenance Contract Profile \(page 31\)](#)
- [Maintenance Contract Profitability with Pull Through \(page 33\)](#)
- [Maintenance Contract Quote Reports \(page 34\)](#)
- [Maintenance Contract Scheduled Materials \(page 40\)](#)
- [Maintenance Contracts Over or Under Billed \(page 41\)](#)
- [Maintenance Contract Statistics \(page 42\)](#)
- [Profit by Customer \(page 44\)](#)
- [Recognized Revenue \(page 45\)](#)
- [Refrigerant Tracking Leak Analysis \(page 46\)](#)
- [Refrigerant Tracking List \(page 47\)](#)
- [Refrigerant Tracking Report \(page 48\)](#)
- [Resource Schedule \(page 49\)](#)
- [Sales Tax - Material Purchases \(page 50\)](#)
- [Schedule Technician Board \(page 51\)](#)
- [Service Call Analysis - Unbilled Quotes \(page 52\)](#)
- [Service Call Analysis - Unbilled T&M \(page 53\)](#)
- [Service Call Cost Audit \(page 53\)](#)
- [Service Call Cost Reconciliation \(page 54\)](#)
- [Service Call Cost Reconciliation by Account \(page 55\)](#)
- [Service Call Gross Profit \(page 56\)](#)
- [Service Call Invoices \(page 57\)](#)
- [Service Call Maintenance Workorder \(page 69\)](#)
- [Service Call Quote \(page 70\)](#)
- [Service Call Revenue Statistics by Call Type \(page 71\)](#)
- [Service Call Statistics by Call Type \(page 73\)](#)
- [Service Call Status \(page 74\)](#)
- [Service Call Status Statistics \(page 74\)](#)
- [Service Call Vendor Quote \(page 75\)](#)
- [Service Call Workorders \(page 76\)](#)
- [Service Invoice Summary \(page 82\)](#)
- [Service Invoice Trailing Costs \(page 85\)](#)
- [Service Invoice Trailing PPV Costs \(page 86\)](#)
- [Service Profitability \(page 87\)](#)
- [Service Revenue Recap \(page 89\)](#)
- [Service Transactions Not in GL \(page 90\)](#)
- [Service WIP \(page 91\)](#)
- [Technician Forecast \(page 94\)](#)
- [Top and Bottom Customers by Sales \(page 96\)](#)
- [Top Technicians by Billed Hours \(page 96\)](#)
- [WIP SSRS reports \(page 98\)](#)

Job Cost

- [Application for Payment \(page 98\)](#)
- [AR Retention Trial Balance \(page 100\)](#)
- [Closed Jobs \(page 101\)](#)
- [Custom SSRS Job Cost Reports \(page 102\)](#)
- [GL Not Match Job Cost \(page 102\)](#)
- [GL Transactions Not in Job Cost \(page 103\)](#)
- [Job Analysis \(page 104\)](#)

- [Job Audit Billing \(page 106\)](#)
- [Job Audit Costs \(page 107\)](#)
- [Job Change Order \(page 108\)](#)
- [Job Closing Preparation \(page 109\)](#)
- [Job Committed Costs \(page 110\)](#)
- [Job Cost Transactions Not in GL \(page 111\)](#)
- [Job Invoice \(page 112\)](#)
- [Job Lien Waiver \(page 126\)](#)
- [Job Percentage of Completion \(page 128\)](#)
- [Job Plan \(page 128\)](#)
- [Job Profit and Loss \(page 130\)](#)
- [Job Profit and Loss Key Performance Indicator \(page 132\)](#)
- [Job RPO Profit and Loss \(page 133\)](#)
- [Jobs Available to Close \(page 134\)](#)
- [Job Schedule by Cost Code \(page 134\)](#)
- [Jobs Not Available to Close \(page 136\)](#)
- [Job WIP Reconciliation \(page 136\)](#)
- [Payables Aged Trial Balance \(page 139\)](#)
- [Project Invoice \(page 140\)](#)
- [Subcontract Agreement \(page 141\)](#)
- [Subcontractor Claims \(page 142\)](#)
- [Subcontractor Insurance Expiration \(page 142\)](#)
- [Subcontractor Supporting Statement \(page 143\)](#)
- [Subcontractor Transaction Detail \(page 144\)](#)
- [Union Report \(page 145\)](#)
- [WIP Reports in Job Cost \(page 149\)](#)

TimeTrack

- [Certified Payroll \(page 149\)](#)
- [Certified Payroll for Public Works \(page 151\)](#)
- [Employee Utilization \(page 155\)](#)
- [Time Sheet \(page 157\)](#)

Equipment Management

- [Equipment Attributes \(page 158\)](#)
- [Equipment Profit and Loss \(page 159\)](#)
 - [Equipment Profit and Loss Sub Report \(page 160\)](#)
 - [Equipment Profit and Loss Details \(page 161\)](#)
- [Equipment Profit and Loss Key Performance Indicator \(page 162\)](#)
- [Inspection \(page 163\)](#)
- [Rental Agreement, Booking, and Invoice Reports \(page 163\)](#)
 - [Rental Agreement \(page 163\)](#)
 - [Rental Agreement Standdown Lines \(Subreport\) \(page 168\)](#)
 - [Rental Line Agreement \(page 168\)](#)
 - [Rental Booking \(page 168\)](#)
 - [Rental Invoice \(page 169\)](#)
 - [Rental Invoice Misc Lines \(Subreport\) \(page 171\)](#)

- [Rental Invoice Standdown Lines \(Subreport\) \(page 171\)](#)
- [Rental Line Invoice \(page 171\)](#)
- [Rental Utilization \(page 172\)](#)
- [Scheduled Maintenance Forecast \(page 173\)](#)

Shared

- [Equipment Service Cost per Meter UOM \(page 172\)](#)
- [Receivables Aged Trial Balance \(page 175\)](#)
- [Receivables Historical Aged Trial Balance \(page 178\)](#)
- [WennSoft Billing Customer Profitability \(page 179\)](#)
- [SSRS Report Templates \(page 180\)](#)
 - [Configuring a Report \(page 180\)](#)
 - [Signature Report Templates \(page 184\)](#)
 - [Signature Template Chart 1 \(page 184\)](#)
 - [Signature Template Chart 2 \(page 185\)](#)
 - [Signature Template Chart 5 \(page 185\)](#)
 - [Signature Template Group \(page 186\)](#)
 - [Signature Template Group Filter \(page 187\)](#)
 - [Signature Template Group Filter Date \(page 188\)](#)
 - [Signature Template Pivot \(page 189\)](#)

Service Management SSRS Reports

Annualized Labor Loading

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


Annualized Labor Loading		Service Management Series												Page 1 of 1
Division = FM COM														Date Printed: 5/22/2013 at 2:49 PM
Team = COMMERCIAL														User: W382CJPC\Administrator
Detail														
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		
ALAN	3.00	3.00	2.00	6.00	4.00	8.00	4.00	8.00	4.00	4.00	4.00	4.00	6.00	6.00
Total	2.00	2.00	2.00	6.00	4.00	6.00	4.00	6.00	4.00	6.00	4.00	6.00	6.00	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	1.00	1.00
Total	3.00	2.00	1.00	1.00	1.00	1.00	3.00	2.00	2.00	1.00	1.00	1.00	1.00	1.00
Summary														
Division = FM COM														
Team = COMMERCIAL														
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		
ALAN	3.00	3.00	2.00	6.00	4.00	8.00	4.00	8.00	4.00	4.00	4.00	4.00	6.00	6.00
Total	2.00	2.00	2.00	6.00	4.00	6.00	4.00	6.00	4.00	6.00	4.00	6.00	6.00	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	1.00	1.00
Total	3.00	2.00	1.00	1.00	1.00	1.00	3.00	2.00	2.00	1.00	1.00	1.00	1.00	1.00

Appointment Summary

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

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

Appointment Summary



Customer Name	Contact	Phone	
ACCURATE PRINTING	Bob Johnson		
Address	City	State	Zip
12500 Cleveland Avenue	New Berlin	WI	53151
Service Call ID	Date	Call Creation Date	
200729-0004	7/29/2020	7/29/2020	
Description	Problem		
appt summary xoi fix			
Primary Technician	Call Type	P.O. #	
Seltzer, Andrew			

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

XOi Resolution

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

Resolution

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

Appointments

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

Thank You

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

Call Summary

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

Call Summary



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

Customer Name ACCURATE PRINTING	Contact Bob Johnson	Phone
Address 12500 Cleveland Avenue	City New Berlin	State WI
		Zip 53151
Service Call ID 201203-0012	Date 12/3/2020	Call Creation Date 12/3/2020
Description DIFF TECH TEST	Problem 	
Primary Technician Seltzer, Andrew	Call Type 	P.O. #

XOi Resolution

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

Resolution

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

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

Appointments

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

Thank You

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

Contract Equipment PM Tasks

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

Contract Equipment PM Tasks				Page 1 of 1	
Service Management Series Fabrikam, Inc.			Date Printed: 5/6/2013 at 11:07 AM		
			User: BJamnik		
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
 Technician: Anderson, Bart To Anderson, Bart
 Tech Team: (ALL)
 Call Status: (ALL)
 Call Type: (ALL)
 Service Area: (ALL)
 Appt. Status: (ALL)
 Appt. Type: (ALL)
 USER-DEFINED: (ALL)
 USER-DEFINED: (ALL)

Include: Quotes
 Sort By: Date Scheduled

Service Call ID	Appt	Call Type	Prt	Contract	Tech ID	Appt. Status	Appt. Date	Start Time	Hrs	Customer Name	Location Name	S. Area	Description	USER-DEFINED	Problem Type
170401-0003	0001	MCC	1	0000000029	BART	COMPLETE	4/8/2017	12:00	2.00	OLSEN SAFETY EQUIPMENT SUPPLY	OLSEN-6750 ODANA ROAD	WEST	ULTIMATE CONTRACT		MAINTENANCE
170412-0010	0001	EMG	5		BART	DEFAULT	4/12/2017	07:00	5.00	DUSTY CHIMNEY SWEEPING	DUSTY-414 W GILMAN	WEST	NO POWER		POWER OUTAGE
170412-0012	0001	INS	1		BART	DEFAULT	4/12/2017	01:30	3.00	MR. ED'S CYCLE SALES	MR. EDS-3510 PACKERS STREET	WEST	INSPECT EQUIPMENT		INSPECTION OF EXISTING EQUIP
TRAINING	0002				BART	Activity	4/17/2017	07:00	2.00		TRAINING				
Total # of Appointments:			4												
Total Estimated Hours:			12.00												

Field Invoice

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

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

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

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

INVOICE

PLEASE REMIT TO

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

INVOICE NUMBER SRVCE00000000073

INVOICE DATE 1/15/2020

PO NUMBER

INVOICE TOTAL \$105.00

BILL TO

CEDAR FAMILY COUNSELING
 15500 Cleveland Avenue
 New Berlin, WI 53151

LOCATION

CEDAR FAMILY COUNSELING
 15500 Cleveland Avenue
 New Berlin, WI 53151

Service Call 200115-0002

Technician Flint, Alan

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

Detail of Charges

Item Number / Date	Description	Unit	Quantity	Unit Price	Line Total
Labor Category1					
1/15/2020	- Alan Flint - TEC	HRS	1.75	\$60.00	\$105.00
Subtotal					\$105.00
Total Tax					\$0.00
Amount Paid					\$0.00
Amount Due					\$105.00
Total					\$105.00

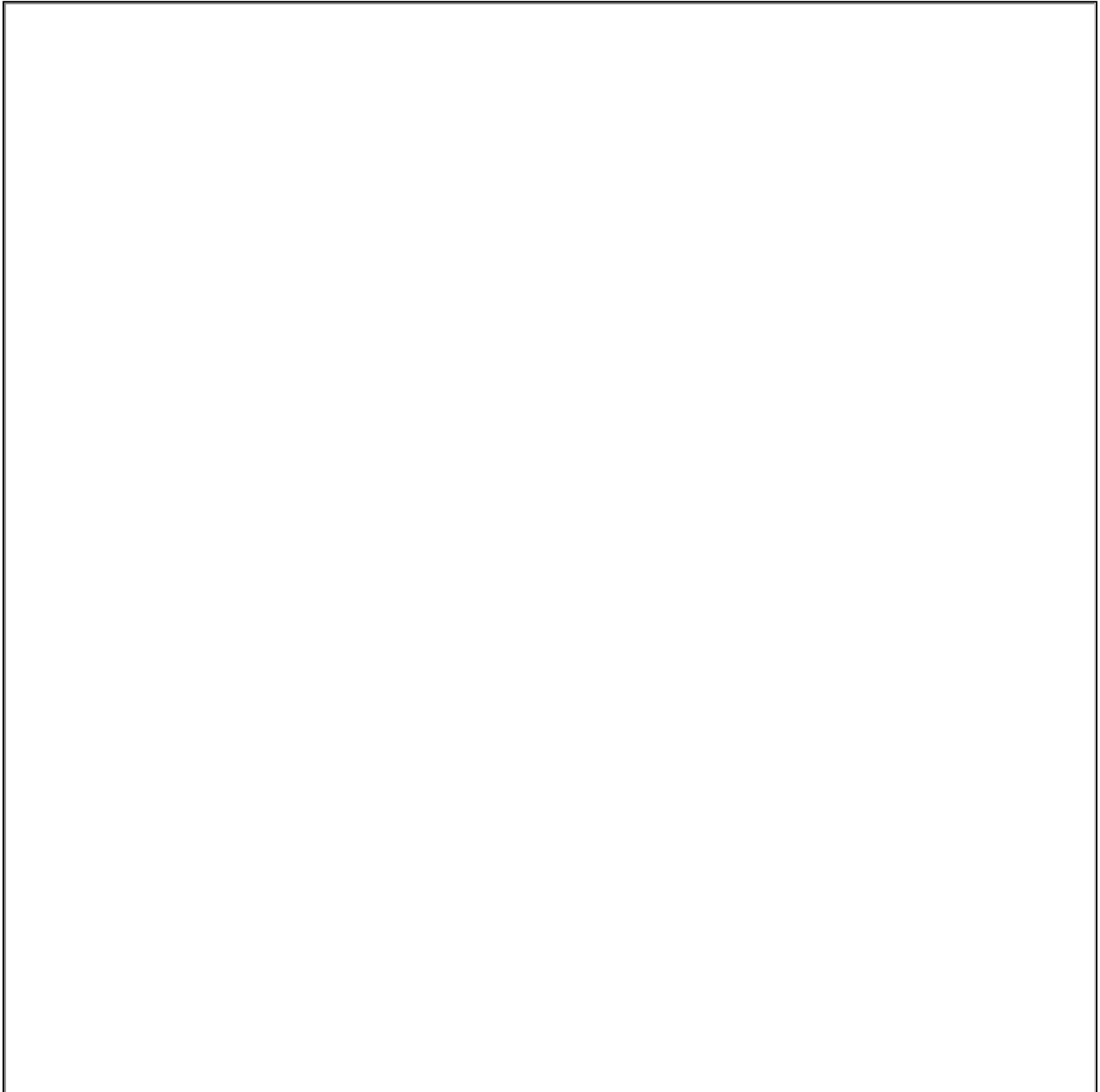
EQUIPMENT \$0.00 MATERIAL \$0.00 LABOR \$105.00
 SUBCONTRACTOR \$0.00 OTHER \$0.00

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

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

GL Not Match Service

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



GL Transactions Not In Service

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

GL Transactions Not In Service								Page: 3 of 3	
Fabrikam, Inc.								10/1/2009 at 3:57:42 PM	
								User: SANDBOX\bjamnik	
Journal Entry	TRX Source	TRX Date	Reference	Description	Source Doc	User	Control Number	Debit Amount	Credit Amount
Account: 000-4500-09									
3984	GLTRX00000045	4/12/2017	160901-0002		GJ	sa		\$40.00	\$0.00
3984	GLTRX00000045	4/12/2017	160901-0002		GJ	sa		\$40.00	\$0.00
3984	GLTRX00000045	4/12/2017	160901-0002		GJ	sa		\$40.00	\$0.00
3984	GLTRX00000045	4/12/2017	160901-0002		GJ	sa		\$40.00	\$0.00
3984	GLTRX00000045	4/12/2017	160901-0002		GJ	sa		\$40.00	\$0.00
3984	GLTRX00000045	4/12/2017	160901-0002		GJ	sa		\$40.00	\$0.00
3985	GLTRX00000045	4/12/2017	160901-0002		GJ	sa		\$0.00	\$40.00
3985	GLTRX00000045	4/12/2017	160901-0002		GJ	sa		\$0.00	\$40.00
3985	GLTRX00000045	4/12/2017	160901-0002		GJ	sa		\$0.00	\$40.00
3985	GLTRX00000045	4/12/2017	160901-0002		GJ	sa		\$0.00	\$40.00
3985	GLTRX00000045	4/12/2017	160901-0002		GJ	sa		\$0.00	\$40.00
3985	GLTRX00000045	4/12/2017	160901-0002		GJ	sa		\$0.00	\$40.00
Account Total:								\$240.00	\$240.00
Account: 000-4501-09									
3981	GLTRX00000044	4/12/2017	160901-0002		GJ	sa		\$21.00	\$0.00
3981	GLTRX00000044	4/12/2017	160901-0002		GJ	sa		\$21.00	\$0.00
3981	GLTRX00000044	4/12/2017	160901-0002		GJ	sa		\$21.00	\$0.00
3981	GLTRX00000044	4/12/2017	160901-0002		GJ	sa		\$21.00	\$0.00
3981	GLTRX00000044	4/12/2017	160901-0002		GJ	sa		\$21.00	\$0.00
3981	GLTRX00000044	4/12/2017	160901-0002		GJ	sa		\$21.00	\$0.00
3982	GLTRX00000044	4/12/2017	160901-0002		GJ	sa		\$0.00	\$21.00
3982	GLTRX00000044	4/12/2017	160901-0002		GJ	sa		\$0.00	\$21.00
3982	GLTRX00000044	4/12/2017	160901-0002		GJ	sa		\$0.00	\$21.00
3982	GLTRX00000044	4/12/2017	160901-0002		GJ	sa		\$0.00	\$21.00
3982	GLTRX00000044	4/12/2017	160901-0002		GJ	sa		\$0.00	\$21.00
3982	GLTRX00000044	4/12/2017	160901-0002		GJ	sa		\$0.00	\$21.00
Account Total:								\$126.00	\$126.00
Total:								\$366.00	\$44,050.98


Inspection Report

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



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 Oh! What a feeling!		Contact Norm Stewart	Phone (741) 589-6320 x0000	
Address 513 Parke Ave S		City Glyndon	State MN	Zip 56547
Job Number 2759		Date 2/4/2019	Job Creation Date 1/5/2007	
Appointment Description for Kimberly		Cost Code Description 1-10-3-1 : Installation - 1st Floor		
Project Manager Troy Aikman	Contract Type Fixed Amount	Job Type	P.O. #	

Resolution
Here is the New Job resolution Note

Appointment

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

Labor

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

Travel

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

Expenses

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

Inventory

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

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

Job Appointment Summary

Customer Name and Signature	Technician Name and Signature
------------------------------------	--------------------------------------

Job Safety Analysis

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



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

Job Safety Analysis

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

General Information

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

Identify Potential Hazards

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

Additional Hazard Assessments

Task
 Hazard(s)
 Control Method(s)

Job Safety Audit (2013)

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

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

Job Safety Audit

Customer: Oh! What a feeling!

Call #: 200129-0001 : 0001

Location: Main office

Date: 01/29/2020

Description: JSA

Time: 02:27:26 PM

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

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

Personal Protective Equipment Used	
	Hard hat

Job Safety Audit

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

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

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

TECHNICIAN / APPRENTICE(S): Montana, Joe

Maintenance Contract Deferred Revenue

This report summarizes the amount of deferred revenue for a maintenance contract that uses the Revenue Schedule method of revenue recognition. You can compare the amount of revenue that has been recognized to the amount that a customer has been billed, as well as view revenue that will be recognized in the future. You can also compare the financial details of the contracts in this report to the balance in the General Ledger Deferred Revenue account during reconciliation. When a preventative maintenance invoice is generated, the Progress Billing or Deferred Revenue account is credited. The account is debited when revenue is recognized.

You can view these transactions by contract or account, and this report can be compared to GL activity on the Summary Inquiry window (*Inquiry > Financial > Summary*). If the Net Change for a GL account does not match the transaction detail on this report, the exception reports GL Transactions Not in Service and Service Transactions Not in GL can help you identify issues in Progress Billing accounts, as well as any account that is set up for any division in Maintenance Accounts setup. This report can only be printed from Report Manager or the Custom Reports list and can be filtered by date, customer, location, contract number, division, and contract status.

Service Contract Deferred Revenue											Page 1 of 2
Fabrikam, Inc.											Report Date: 7/27/2009 at 2:20 PM
Service Management Series											User: SANDBOX\bjamnik
Ranges:			Include:			Display:					
Date Range: 4/1/2017 to 4/30/2017			Contract Status: ALL			Zero Amounts: Display					
Division Range: ALL						Display All Column Values:					
Customer ID/Name: ALL											
Location: ALL											
Contract Number: ALL											
Division: PM COM											
Customer ID/Name	Address Code	Contract Number	Contract State	Contract Start/End	Contract Amount	Bill Frequency	Billing Date	Billing Amount	Revenue Date	Revenue Amount	Deferred Revenue
101 - ACCURATE PRINTING	MAIN OFFICE	0000000005	Active	1/1/2017-12/31/2017	\$800.00	Quarterly	4/3/2017	\$200.00	NA	\$0.00	\$200.00
								\$200.00		\$0.00	\$200.00
201 - MOLDED PLASTIC CONCEPTS	MAIN OFFICE	0000000025	Active	4/1/2017-3/31/2018	\$300.00	Annual	4/3/2017	\$300.00	NA	\$0.00	\$300.00
								\$300.00		\$0.00	\$300.00
Division Total (PM COM)								\$500.00		\$0.00	\$500.00

Maintenance Contract Invoice

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

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

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

- [Maintenance Contract Invoice 1 \(page 27\)](#)
- [Maintenance Contract Invoice 2 \(page 28\)](#)
- [Maintenance Contract Invoice 3 \(page 29\)](#)
- [Maintenance Contract Invoice 4 \(page 30\)](#)
- [Master Contract Invoice \(page 31\)](#)

Maintenance Contract Invoice 1

<h1 style="margin: 0;">INVOICE</h1>																																					
<p style="margin: 0;">Invoice Date 1/1/2016</p> <p style="margin: 0;">Contract Number 0000000017</p> <p style="margin: 0;">Purchase Order</p> <p style="margin: 0;">Contract Type ULTIMATE CONTRACT</p>																																					
<p>TOTAL DUE \$535.00</p>																																					
<p>LOCATION</p> <p>COMPANY NAME 5355 South Moorland Road New Berlin, WI 53151</p>																																					
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Billing Date</th> <th style="text-align: left;">Invoice Number</th> <th style="text-align: left;">Bill To</th> <th style="text-align: right;">Amount</th> <th style="text-align: right;">Tax</th> <th style="text-align: right;">Total</th> </tr> </thead> <tbody> <tr> <td>1/1/2016</td> <td>SRVCE0000000000002</td> <td>COMPANY NAME</td> <td style="text-align: right;">\$125.00</td> <td style="text-align: right;">\$8.75</td> <td style="text-align: right;">\$133.75</td> </tr> <tr> <td>4/1/2016</td> <td>SRVCE0000000000014</td> <td>COMPANY NAME</td> <td style="text-align: right;">\$125.00</td> <td style="text-align: right;">\$8.75</td> <td style="text-align: right;">\$133.75</td> </tr> <tr> <td>7/1/2016</td> <td>SRVCE0000000000100</td> <td>COMPANY NAME</td> <td style="text-align: right;">\$125.00</td> <td style="text-align: right;">\$8.75</td> <td style="text-align: right;">\$133.75</td> </tr> <tr> <td>10/1/2016</td> <td>SRVCE0000000000100</td> <td>COMPANY NAME</td> <td style="text-align: right;">\$125.00</td> <td style="text-align: right;">\$8.75</td> <td style="text-align: right;">\$133.75</td> </tr> <tr> <td colspan="5" style="text-align: right; border-top: 1px solid black;">Total Due</td> <td style="text-align: right; border-top: 1px solid black;">\$535.00</td> </tr> </tbody> </table>		Billing Date	Invoice Number	Bill To	Amount	Tax	Total	1/1/2016	SRVCE0000000000002	COMPANY NAME	\$125.00	\$8.75	\$133.75	4/1/2016	SRVCE0000000000014	COMPANY NAME	\$125.00	\$8.75	\$133.75	7/1/2016	SRVCE0000000000100	COMPANY NAME	\$125.00	\$8.75	\$133.75	10/1/2016	SRVCE0000000000100	COMPANY NAME	\$125.00	\$8.75	\$133.75	Total Due					\$535.00
Billing Date	Invoice Number	Bill To	Amount	Tax	Total																																
1/1/2016	SRVCE0000000000002	COMPANY NAME	\$125.00	\$8.75	\$133.75																																
4/1/2016	SRVCE0000000000014	COMPANY NAME	\$125.00	\$8.75	\$133.75																																
7/1/2016	SRVCE0000000000100	COMPANY NAME	\$125.00	\$8.75	\$133.75																																
10/1/2016	SRVCE0000000000100	COMPANY NAME	\$125.00	\$8.75	\$133.75																																
Total Due					\$535.00																																
<p>Thank you!</p>																																					
<p>Page 5 of 32</p>																																					

Maintenance Contract Invoice 2

INVOICE

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

TOTAL DUE **\$3,210.00**

BILL TO

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

LOCATION

Accurate Printing
 12500 Cleveland Avenue
 New Berlin, WI 53151

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

Maintenance Contract Invoice 3

INVOICE

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

TOTAL DUE **\$3,210.00**

BILL TO

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

LOCATION

Accurate Printing
 12500 Cleveland Avenue
 New Berlin, WI 53151

Billing Date	Invoice Number	Bill To	Amount	Tax	Total
7/1/1999	SCHPY0000000000001	Accurate Printing	\$3,000.00	\$210.00	\$3,210.00
				Total Due	\$3,210.00

Maintenance Contract Invoice 4

INVOICE

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

TOTAL DUE **\$3,210.00**

BILL TO

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

LOCATION

Accurate Printing
 12500 Cleveland Avenue
 New Berlin, WI 53151

Billing Date	Invoice Number	Bill To	Amount	Tax	Total
7/1/1999	SCHPY0000000000001	Accurate Printing	\$3,000.00	\$210.00	\$3,210.00
				Total Due	\$3,210.00

Master Contract Invoice

INVOICE

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

LOCATION

COMPANY NAME
 5355 South Moorland Road
 New Berlin, WI 53151

Billing Date	Invoice Number	Bill To	Amount	Tax	Total
1/1/2016	SRVCE000000000002	COMPANY NAME	\$125.00	\$8.75	\$133.75
4/1/2016	SRVCE000000000014	COMPANY NAME	\$125.00	\$8.75	\$133.75
7/1/2016	SRVCE0000000000100	COMPANY NAME	\$125.00	\$8.75	\$133.75
10/1/2016	SRVCE0000000000100	COMPANY NAME	\$125.00	\$8.75	\$133.75
				Total Due	\$535.00

Thank you!

Page 5 of 32

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

Page 1 of 36

Fabrikam, Inc.

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

User: BJamnik

Ranges:

Division Range: ALL

Division: PM COM
Contract Number: 0000000005
Customer Name: ACCURATE PRINTING
Start Date: 1/1/2017
Expiration Date: 12/31/2017
Sales Manager: SANDRA M.
Customer Number: 101
Address Code: MAIN OFFICE
Anniversary Date: 12/31/2017
Billing Frequency: QUARTERLY
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	\$86.63
2017	2	2/1/2017	2/28/2017	Invoice	\$86.67
2017	3	3/1/2017	3/31/2017	Invoice	\$86.67
					\$199.97

Revenue (History)

Year	Period	Document Date	Posting Date	Document Type	Document Amount
2016	1	12/31/2016	1/31/2016	Invoice	\$86.63
2016	2	12/31/2016	2/28/2016	Invoice	\$86.67
2016	3	12/31/2016	3/31/2016	Invoice	\$86.67
2016	4	12/31/2016	4/30/2016	Invoice	\$86.67
2016	5	12/31/2016	5/31/2016	Invoice	\$86.67
2016	6	12/31/2016	6/30/2016	Invoice	\$86.67

Maintenance Contract Profitability with Pull Through

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

Maintenance Contract Profitability With Pull Through

Service Management
Fabrikam, Inc.

Page 1 of 5

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

User: BJamnik

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

Customer												
Location	Start Date	End Date	Estimate Hours	Actual Hours	Total Cost	Contract Amount	Contract Billed	Contract Recognized	Profit \$	Profit %	Pull Through \$	
ACCURATE PRINTING												
MAIN OFFICE ACCURATE-12500 CLEVELAND AVE												
0000000005 - Divison PM COM												
<input checked="" type="checkbox"/> Open	1/1/2017	12/31/2017	36.00	56.00	2,348	1,600	1,200	1,000	-1,348	-134.81 %	0	
<input checked="" type="checkbox"/> 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												
<input checked="" type="checkbox"/> 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		
<input checked="" type="checkbox"/> MCC			1.00	53	0	53	0	0	0	0	0	0
<input type="checkbox"/> 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	0	0
	041113-0011	PREMIER CONTRACT	1.50	60	0	60	0	0	0	0	0	0
	041113-0020	PREMIER CONTRACT	1.00	53	0	53	0	0	0	0	0	0
	160801-0002	PREMIER CONTRACT	1.00	40	0	40	0	0	0	0	0	0
	160901-0002	PREMIER CONTRACT	1.00	40	0	40	0	0	0	0	0	0
	160901-0002	PREMIER CONTRACT	0.00	22	0	0	22	0	0	0	0	0
<input checked="" type="checkbox"/> MCC			6.50	244	0	223	22	0	0	0	0	0
<input type="checkbox"/> 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												
<input checked="" type="checkbox"/> 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												
<input checked="" type="checkbox"/> Open	2/1/2017	1/31/2018	20.00	34.00	1,360	570	143	0	-1,360	-136,000.00 %	0	
<input checked="" type="checkbox"/> 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 Reports

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

To print, select a customer in Service Manager and use the *Quote* button to create a new quote or the *Quote* icon to open an existing quote. The Maintenance Contract Quote report is printed from the Contract Quote window. You can filter this report by customer, location, quote number, and quote expiration date. You can select whether you want to include estimated and calculated hours, billing amounts (including profit), estimated and calculated costs (including profit), and task details.

Maintenance Contract Quote Reports

- [Quote Summary 1 - Quote Summary Report \(page 35\)](#)
- [Quote Summary 2 - Quote Summary Report with Estimated Costs \(Dexterity\) \(page 36\)](#)
- [Quote Detail 1 - Quote Detail Schedule Report \(page 36\)](#)
- [Quote Detail 2 - Quote Detail Report with Estimated Costs \(Dexterity\) \(page 38\)](#)
- [Quote Detail 3 - Quote Detail Report with Estimated Hours \(Dexterity\) \(page 40\)](#)

Quote Summary 1 - Quote Summary Report

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

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	\$1,600.00	\$1,200.00	40.00	\$1,140.00	38.00
Labor Category2	\$0.00	\$0.00	0.00	\$0.00	0.00
Labor Category3	\$0.00	\$0.00	0.00	\$0.00	0.00
Labor Category4	\$0.00	\$0.00	0.00	\$0.00	0.00
Labor Category5	\$0.00	\$0.00	0.00	\$0.00	0.00
Total Labor	\$0.00	\$1,200.00		\$1,140.00	
SUBCONTRACTOR	\$0.00	\$0.00		\$0.00	
OTHER	\$461.54	\$300.00		\$280.00	
Total Amount	\$2,061.54	\$1,500.00			
Profit					\$561.54

Equipment ID	Equipment Type	Manufacturer ID	Model Number	Serial Number
000000001				

Task Code	EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER	TOTAL
102						
103						
104		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
105						

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

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

System: 2/3/2020 2:29:24 PM		Page: 1			
User Date: 4/12/2027		User ID: sa			
Fabrikam, Inc. SV Quote Summary w Est Costs Service Management Series Quote Number: 0000000060					
CUSTOMER ID: 101		LOCATION:			
SALESPERSON ID: SANDRA M.		MAIN OFFICE			
QUOTE TYPE: PREMIER CONTRACT		ACCURATE-12500 CLEVELAND AVE			
AMOUNT: \$2,061.53		12500 Cleveland Avenue			
QUOTE EXPIRATION DATE: 5/2/2027		New Berlin WI 53151			
CONTRACT START DATE: 5/1/2027					
CONTRACT EXPIRATION DATE: 5/2/2027					
CONTRACT BILLING DAY: 1					
USER-DEFINED					
USER-DEFINED					
USER-DEFINED					
USER-DEFINED					
	ESTIMATED	ESTIMATED	ESTIMATED	CALCULATED	CALCULATED
	AMOUNT	COST	HOURS	COST	HOURS
EQUIPMENT	\$0.00	\$0.00		\$0.00	
MATERIAL	\$0.00	\$0.00		\$0.00	
Labor Category1	\$1,600.00	\$1,200.00	40.00	\$1,140.00	38.00
Labor Category2	\$0.00	\$0.00	0.00	\$0.00	0.00
Labor Category3	\$0.00	\$0.00	0.00	\$0.00	0.00
Labor Category4	\$0.00	\$0.00	0.00	\$0.00	0.00
Labor Category5	\$0.00	\$0.00	0.00	\$0.00	0.00
TOTAL LABOR	\$1,600.00	\$1,200.00		\$1,140.00	
SUBCONTRACTOR	\$0.00	\$0.00		\$0.00	
OTHER	\$461.53	\$300.00		\$280.00	
	-----	-----	-----	-----	-----
TOTAL AMOUNTS	\$2,061.53	\$1,500.00	40.00	\$1,420.00	38.00
PROFIT	\$561.53				

Quote Detail 1 - Quote Detail Schedule Report

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



QUOTE

Quote Number 000000060
 Quote Date 4/12/2027
 Quote Expiration Date 5/2/2027
 Quote Amount \$2,061.54

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

Category	Billing Amount	Estimated Cost	Estimated Hours	Calculated Cost	Calculated Hours
EQUIPMENT	\$0.00	\$0.00		\$0.00	
MATERIAL	\$0.00	\$0.00		\$0.00	
Labor Category1	\$1,600.00	\$1,200.00	40.00	\$1,140.00	38.00
Labor Category2	\$0.00	\$0.00	0.00	\$0.00	0.00
Labor Category3	\$0.00	\$0.00	0.00	\$0.00	0.00
Labor Category4	\$0.00	\$0.00	0.00	\$0.00	0.00
Labor Category5	\$0.00	\$0.00	0.00	\$0.00	0.00
Total Labor	\$0.00	\$1,200.00		\$1,140.00	
SUBCONTRACTOR	\$0.00	\$0.00		\$0.00	
OTHER	\$461.54	\$300.00		\$280.00	
Total Amount	\$2,061.54	\$1,500.00			
Profit	\$561.54				

Equipment and Tasks Included in Quote 000000060

Equipment ID	Equipment Type	Manufacturer ID	Model Number	Serial Number			
000000001							
Task Code		EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER	TOTAL
102							
Task Code		EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER	TOTAL
103							
Task Code		EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER	TOTAL
104		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Task Code		EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER	TOTAL
105							

Task Code	EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER	TOTAL
106						
Materials for Task Code 106						
		Required		U of M	Quantity	Sub Task Description
		Yes		Each	1.00	R-22 Freon 30 Pound Cylinder
Task Code	EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER	TOTAL
107						
Materials for Task Code 107						
		Required		U of M	Quantity	Sub Task Description
		Yes		Each	1.00	20"X16"X2" Furnace Filter
Task Code	EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER	TOTAL
110						
Task Code	EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER	TOTAL
113						
Task Code	EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER	TOTAL
114						
Task Code	EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER	TOTAL
121						
Task Code	EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER	TOTAL
122						
Total for equipment		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000000001						
Equipment and Tasks Included in Quote 0000000060						

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

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

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

CUSTOMER: 101
 SALESPERSON: SANDRA M.
 QUOTE TYPE: PREMIER CONTRACT
 QUOTE AMOUNT: \$2,061.53
 QUOTE DATE: 4/12/2027
 QUOTE EXPIRATION DATE: 5/2/2027
 CONTRACT DAY OF BILLING: 1
 USER-DEFINED
 USER-DEFINED
 USER-DEFINED
 USER-DEFINED

LOCATION:
 MAIN OFFICE
 ACCURATE-12500 CLEVELAND AVE
 12500 Cleveland Avenue
 New Berlin WI 53151

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

EQUIPMENT AND TASKS INCLUDED IN THIS ESTIMATE

SUBLOCATION:

EQUIPMENT ID	EQUIPMENT TYPE	MANUFACTURER ID	MODEL NUMBER	SERIAL NUMBER
0000000001	ROOF TOP UNIT			

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

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

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

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

END OF REPORT

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

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

System:	2/3/2020 2:44:43 PM	Page:	1											
User Date:	4/12/2027	User ID:	sa											
Fabrikam, Inc. QUOTE DETAIL REPORT WITH ESTIMATED HOURS Service Management Series Quote Number: 0000000060														
CUSTOMER:	101	LOCATION:												
SALESPERSON:	SANDRA M.	MAIN OFFICE												
QUOTE TYPE:	PREMIER CONTRACT	ACCURATE-12500 CLEVELAND AVE												
QUOTE AMOUNT:	\$2,061.53	12500 Cleveland Avenue												
QUOTE DATE:	4/12/2027	New Berlin WI 53151												
QUOTE EXPIRATION DATE:	5/2/2027													
CONTRACT DAY OF BILLING:	1													
USER-DEFINED														
USER-DEFINED														
USER-DEFINED														
USER-DEFINED														
	BILLING AMOUNT	ESTIMATED COST	ESTIMATED HOURS	CALCULATED COST	CALCULATED HOURS									
EQUIPMENT	\$0.00	\$0.00		\$0.00										
MATERIAL	\$0.00	\$0.00		\$0.00										
Labor Category1	\$1,600.00	\$1,200.00	40.00	\$1,140.00	38.00									
Labor Category2	\$0.00	\$0.00	0.00	\$0.00	0.00									
Labor Category3	\$0.00	\$0.00	0.00	\$0.00	0.00									
Labor Category4	\$0.00	\$0.00	0.00	\$0.00	0.00									
Labor Category5	\$0.00	\$0.00	0.00	\$0.00	0.00									
TOTAL LABOR	\$1,600.00	\$1,200.00		\$1,140.00										
SUBCONTRACTOR	\$0.00	\$0.00		\$0.00										
OTHER	\$461.53	\$300.00		\$280.00										
TOTAL AMOUNT	\$2,061.53	\$1,500.00	40.00	\$1,420.00	38.00									
PROFIT	\$561.53													
EQUIPMENT AND TASKS INCLUDED IN THIS ESTIMATE														
SUBLOCATION:														

EQUIPMENT ID	EQUIPMENT TYPE	MANUFACTURER ID	MODEL NUMBER	SERIAL NUMBER										
0000000001	ROOF TOP UNIT													

Contract Year: 5/1/2027 - 5/2/2027														
TASK CODE	DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
102	Check Operation Through On & Off Cycle													0.00
103	Check & Clean Burner / Check Temperature													0.00
105	Check all Temperatures & Pressure													0.00
106	Check Refrigerant													0.00
107	Check Air Filters													0.00
110	Check and adjust fan belt tension													0.00
113	Check and Align Sheaves													0.00
114	Check Fan Belt Tension													0.00
121	Clean Damper Operators													0.00
122	Inspect Controls													0.00
104	Check & Test all Safety Devices		0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Total Hours for Contract Year: 5/1/2027 - 5/2/2027		0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Total Hours for Equipment		0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00

Maintenance Contract Scheduled Materials

This report displays a list of the materials that will be needed to perform tasks for upcoming maintenance contract service calls. This is useful for purchasing planning; you can view the required materials by division, customer, or month and year, including quantities, so you know what inventory needs to be purchased. You must have task materials set up and tasks generated for a contract. The report will then show the materials that are needed to perform the tasks for any upcoming scheduled or unscheduled service calls within the specified date range.

If a maintenance contract is expiring and has not yet been renewed, no tasks will exist for that maintenance call, and the materials will not appear on the report. Materials only appear on the report if "Required = 1." Items that are not

required do not appear. This report can be printed from its location in the Report Manager, or from Microsoft Dynamics GP by opening the Administration page and locating this report on the Custom Reports list.

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	HOURL	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	HOURL	1.00000
			X	NO INVENT	Non Inventory Item	Parts	2.00000
				WIRE-MCD-0001	Multi conductor wire	Foot	1.00000
				WIRE-SCD-0001	Single conductor wire	Foot	1.00000
	WIRE100	Phone Wire	Foot	1.00000			

Maintenance Contracts Over or Under Billed

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

Date:	1/22/2020	Unbalanced Contracts				Page:1
HVAC						
Contract #:	CN#12566	Billing Freq:	Monthly	Total Invoices:	\$3,000.00	Last Invoiced Amt: \$3,000.00 Post Date: 1/1/1965
Customer #:	101			Total Revenue:	\$0.00	
Address Code:	PRIMARY	Contract Type:	HVAC CONTRACT		Revenue/Invoice Variance:	\$3,000.00

Maintenance Contract Statistics

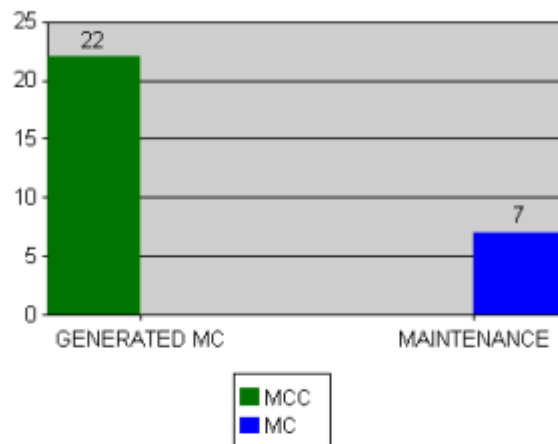
This report shows monthly statistics for Preventative Maintenance service calls, per call type. This allows you to track costs for preventative maintenance. You can also view cost and revenue information by contract type, which allows you to keep track of margin percentage. This report shows service call costs, billed amounts, and revenue for the month to date, last month, and year to date, and contract type.

Fabrikam, Inc.

Preventive Maintenance Statistics: as of April 27 2017

Preventive Maintenance Analysis by Call Type:

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



Contract Billing Analysis:

Month to Date

Contract Type	Count	Cost	Percent of Cost	Billed	Percent Billed	Margin
EQUIPMENT RENTAL	0	\$0.00	0.00%	\$0.00	0.00%	0.00%
PREMIER CONTRACT	7	\$0.00	0.00%	\$600.00	75.00%	0.00%
RESIDENTIAL CONTRACT	11	\$0.00	0.00%	\$0.00	0.00%	0.00%
ULTIMATE CONTRACT	10	\$120.00	69.57%	\$200.00	25.00%	40.00%
WARRANTY	1	\$52.50	30.43%	\$0.00	0.00%	0.00%
Total	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%
Total	19	\$2,336.90	100.00%	\$0.00	0.00%	\$455.01	

Year to Date

Profit by Customer

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

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

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

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

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

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

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

Contract Information

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

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

To print the report:

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

⚠ 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 2				
Fabrikam, Inc.						2/28/2020 at 3:09:29 PM				
Date Range: 1/2/2027 - 4/30/2027						User: WENNSOFTDEV\konnen				
Call Type: Blank, AS, CB, EMG, EQI, EQR, INS, MC, MCC, OUB, QTE, T&M										
Customer Range: ACCURATE PRINTING - A										
Customer Name	Customer ID					Number Calls	Cost	Sales/Revenue	Profit	Margin
ACCURATE PRINTING	101					32	\$4,251.14	\$999.85	(\$3,251.29)	-325%
Location	Loc Name	Salesperson				Number Calls	Cost	Sales/Revenue	Profit	Margin
MAIN OFFICE	ACCURATE-12500 CLEVELAND AVE					31	\$4,198.64	\$999.85	(\$3,198.79)	-320%
Division						Number Calls	Cost	Sales/Revenue	Profit	Margin
PM COM						31	\$4,198.64	\$999.85	(\$3,198.79)	-320%
Invoice/Contract						Number Calls	Cost	Sales/Revenue	Profit	Margin
0000000005						31	\$811.50	\$199.97	(\$611.53)	-306%
Service Call	Contract	Type	Source	Ref. Trx Number	GL Post Date	Units	Cost	Sales/Revenue		
170102-0001	0000000005	MCC	PAYROLL	1012	1/17/2027	0	\$120.00			
170201-0016	0000000005	MCC	PAYROLL	1292	2/7/2027	0	\$320.00			
170301-0013	0000000005	MCC	PAYROLL	1417	3/7/2027	0	\$120.00			
041113-0002	0000000005	MCC	MANUAL	SV100	4/12/2027	0	\$40.00			
041113-0010	0000000005	MCC	MANUAL	SV100	4/12/2027	0	\$40.00			
110817-0001	0000000005	MC	SALES	INV1038	4/12/2027	8	\$0.00			
110817-0001	0000000005	MC	SALES	INV1039	4/12/2027	7	\$21.00			
110817-0001	0000000005	MC	MANUAL	SV100	4/12/2027	0	\$40.00			
110817-0001	0000000005	MC	MANUAL	SV101	4/12/2027	1	\$0.00			
110817-0001	0000000005	MC	MANUAL	SV102	4/12/2027	1	\$0.00			
110922-0001	0000000005	MC	MANUAL	SV100	4/12/2027	1	\$0.00			
110922-0001	0000000005	MC	MANUAL	SV101	4/12/2027	0	\$40.00			
110922-0001	0000000005	MC	MANUAL	SV102	4/12/2027	1	\$0.00			
170401-0010	0000000005	MCC	MANUAL	SV100	4/12/2027	1	\$0.00			
WAREHOUSE ACCURATE-4181 S 65th St						1	\$52.50	\$0.00	(\$52.50)	0%

Recognized Revenue

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

To print the report:

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

Recognized Revenue Report						
Report Date: 1/1/2017						Page: 1 of 1 2/3/2015 at 1:30:16 PM User: konnen
Master Contract	Contract Number	Description	Start Date	Expiration Date	Revenue Recognized	Billed Amount
COMPUTER STORE	0000000037	PREMIER CONTRACT	9/1/2016	8/31/2017	\$166.64	\$0.00
Customer Number	Customer Name	Location	Posting Date	Revenue Recognized	Billed Amount	
301	THE COMPUTER STORE	MAIN OFFICE	1/31/2017	\$41.67	\$0.00	
301	THE COMPUTER STORE	MAIN OFFICE	2/28/2017	\$41.67	\$0.00	
301	THE COMPUTER STORE	MAIN OFFICE	3/31/2017	\$41.67	\$0.00	
301	THE COMPUTER STORE	MAIN OFFICE	4/12/2017	\$0.00	\$125.00	
301	THE COMPUTER STORE	MAIN OFFICE	4/12/2017	\$0.00	\$125.00	
301	THE COMPUTER STORE	MAIN OFFICE	4/12/2017	\$0.00	\$125.00	

Refrigerant Tracking Leak Analysis

If you are using Refrigerant Tracking, you can print a report that displays the leak rate analysis. The report has a conditional box added to the bottom of the report to print when the equipment is a component of another piece of equipment. The message that displays is "This is a component of Master Equipment ID (xxxxxxx) 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 and includes only Refrigerant Equipment Types 1-5. All other types (6 or higher) are excluded from this report. See [Refrigerant Tracking](#)⁶.

⁶ <https://docs.key2act.io/display/1805b07/Refrigerant+Tracking>

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
<input type="checkbox"/> Customer: 101 --- ACCURATE PRINTING									
<input type="checkbox"/> Address: MAIN OFFICE --- ACCURATE-12500 CLEVELAND AVE									
<input type="checkbox"/> 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

Refrigerant Tracking List

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

Refrigerant Tracking List

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

Fabrikam, Inc.

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

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

Refrigerant Tracking Report

If you are using the refrigerant tracking feature, this report allows you to view refrigerant usage and leak information for equipment on a service call. This report contains information such as the certification number required to perform work, the equipment and leak or fault, and information about the work performed. The report includes new leak rate information such as the refrigeration equipment type, maximum allowed leak rate, and actual leak rate. The report indicates if the actual leak rate percentage exceeds the maximum leak rate percentage. In Report Manager, enter a **Reference ID** to print the report. The report has a conditional box added to the bottom of the report to print when the equipment is a component of another piece of equipment. The message that displays is "This is a component of Master Equipment ID (xxxxxxxx) Description: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx". 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	<input type="checkbox"/> Leak Found	
Customer Name	Main	<input type="checkbox"/> Leak Repaired	<input type="checkbox"/> Repair Attempted
Location	MAIN	Leak Location	
Location Name	Main	<input type="text"/>	
Equipment ID	DEMO	Leak Sublocation	
Equipment Type		<input type="text"/>	
Service Call ID	181025-0007	Fault Code	
Date of Service	6/1/2019 12:26:03 PM	<input type="text"/>	
Technician ID	ALAN	Action Code	
Technician Name	Flint, Alan	<input type="text"/>	
Refrigerant Type	R-22	Initial Leak Test	Date: 06/01/2019
Supplied By		Bubbles	
Cylinder Number		<input type="text"/>	
Circuit Number		Follow-up Leak	Date: 01/01/1900
		<input type="text"/>	
		3rd Party Confirmation	
		<input type="text"/>	
		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	<input type="checkbox"/> Void
Reference ID	54C434E-BDDE-489B-85EF-4D74A052C56F

Resource Schedule

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

From Schedule:

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

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

Resource Schedule Report

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

Resource: Flint, Alan

Thursday, January 31, 2019

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

Sales Tax - Material Purchases

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

Sales Tax - Material Purchases

Service Management Series
Fabrikam, Inc.

User: BJamnik

Document Number	Invoice Post Date	Service Call	Location Name	Document Amount	Subtotal	Tax Amount	Material Cost	Tax Schedule
Division: SERVICE COM								
SRVCE0000000000024	4/12/2016	041114-0002	CEDAR-15500 CLEVELAND AVENUE	173.88	162.50	11.38	25.00	USASTCITY-6*
SRVCE0000000000025	4/12/2016	041114-0003	LANGE-3512 E HOWARD AVE	332.52	310.75	21.77	35.00	USASTCITY-6*
SRVCE0000000000033	4/12/2016	041114-0014	AAA-2126 N SHERMAN AVE	140.77	131.55	9.22	21.50	USASTCITY-6*
SRVCE0000000000044	4/15/2016	041115-0010	MR EDS-4018 MINERAL PT RD	252.94	237.68	15.26	17.75	USASTCITY-6*
SRVCE0000000000053	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								
SRVCE0000000000026	4/12/2016	041114-0005	CROWE-1308 E CRAWFORD AVE	141.78	132.50	9.28	25.00	USASTCITY-6*
SRVCE0000000000027	4/12/2016	041114-0006	CZECHORSKI-3901 S KIRKWOOD	118.77	111.00	7.77	30.00	USASTCITY-6*
							55.00	
Division: SERVICE IND								
SRVCE0000000000029	4/12/2016	041114-0009	MOLDED-674 S WHITNEY WAY	156.91	146.64	10.27	14.80	USASTCITY-6*
SRVCE0000000000032	4/12/2016	041114-0013	OLSEN-6750 ODANA ROAD	228.81	213.82	14.99	22.10	USASTCITY-6*
SRVCE0000000000038	4/12/2016	041114-0021	ULTIMATE-2220 E COLLEGE	121.42	113.45	7.97	11.10	USASTCITY-6*
SRVCE0000000000040	4/12/2016	041114-0023	ELLIOT'S-2330 E CALUMET ST	101.10	94.48	6.62	14.74	USASTCITY-6*
SRVCE0000000000050	4/13/2016	041115-0006	LANGE-3805 CASPER DRIVE	378.03	355.00	23.03	115.00	USASTCITY-6*
SRVCE0000000000118	4/12/2016	041115-0012	DATA-326 E NORTH AVE	146.87	138.55	8.32	18.65	USASTCITY-6*
							196.39	

Schedule Technician Board

The Schedule Technician Board report displays in table format and is available from the Report Server only. Schedule is required to view this report. The table displays the technician's name, day/date, and any relevant appointment information including service appointment ID, job ID, and/or activity, customer ID, and estimated hours.

Report options include:

- Start Day: This defaults to the current date.
- Show Technicians with No Appointments: Defaults to No. Select Yes to show all technicians.
- Enable Schedule Colors: Defaults to True. Schedule colors are set up in Schedule > Settings > Colors.
- Hide Weekends: Defaults to No. Select Yes to only show weekdays.
- Hide Estimated Hours: Defaults to No. Select Yes to hide the estimated hours on the report.
- Technician: Defaults to the technicians currently on the schedule board in Schedule.
- Technician Team: Defaults to the technician team(s) associated with the technicians.
- Skill Level: Defaults to the skill level(s) associated with the technicians.
- Hide Unscheduled: Defaults to True. Select False to show uncheduled appointments.

Start Day	<input type="text" value="9/7/2022"/>		Show Techs with no Appointments?	<input type="text" value="No"/>
Enable Schedule Colors?	<input type="text" value="True"/>		Technician	<input type="text" value="ALAN,ANNE"/>
Hide Weekends?	<input type="text" value="Yes"/>		Technician Team	<input type="text" value="ALAN,ALAN 2"/>
Hide Estimated Hours	<input type="text" value="No"/>		Skill Level	<input type="text" value="STC,TEC"/>
			Hide Unscheduled	<input type="text" value="True"/>

Technician	Wednesday, September 7, 2022	Thursday, September 8, 2022	Friday, September 9, 2022	Monday, September 12, 2022	Tuesday, September 13, 2022
ALAN	ACTIVITY: JOB MEETING	ACTIVITY: JOB MEETING	ACTIVITY: JOB MEETING	ACTIVITY: JOB MEETING	ACTIVITY: JOB MEETING
	DEFAULT Est. Hours: 0.50	DEFAULT Est. Hours: 0.50	DEFAULT Est. Hours: 0.50	DEFAULT Est. Hours: 0.50	DEFAULT Est. Hours: 0.50
	1008	1008	1008	1008	1008
	DEFAULT Est. Hours: 1.00	DEFAULT Est. Hours: 1.00	DEFAULT Est. Hours: 1.00	DEFAULT Est. Hours: 1.00	DEFAULT Est. Hours: 1.00
		041114-0001 ACCURATE PRINTING DEFAULT Est. Hours: 0.50	041114-0001 ACCURATE PRINTING DEFAULT Est. Hours: 0.50	041114-0001 ACCURATE PRINTING DEFAULT Est. Hours: 0.50	041114-0001 ACCURATE PRINTING DEFAULT Est. Hours: 0.50
ANNE	170401-0012 CEDAR FAMILY COUNSELING DEFAULT Est. Hours: 0.50	170401-0012 CEDAR FAMILY COUNSELING DEFAULT Est. Hours: 0.50	170401-0012 CEDAR FAMILY COUNSELING DEFAULT Est. Hours: 0.50	170401-0012 CEDAR FAMILY COUNSELING DEFAULT Est. Hours: 0.50	170401-0012 CEDAR FAMILY COUNSELING DEFAULT Est. Hours: 0.50
	170401-0008 SHIRLEY WATSON DEFAULT Est. Hours: 0.50	170401-0008 SHIRLEY WATSON DEFAULT Est. Hours: 0.50	170401-0008 SHIRLEY WATSON DEFAULT Est. Hours: 0.50	170401-0008 SHIRLEY WATSON DEFAULT Est. Hours: 0.50	170401-0008 SHIRLEY WATSON DEFAULT Est. Hours: 0.50

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.



Service Call Analysis - Unbilled QTE

Service Management Series
Fabrikam, Inc.

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	
Service Management Series Fabrikam, Inc.					Date Printed: 5/6/2013 at 11:16 AM	
User: BJamnik					Cutoff Date: 5/6/2013	
Service Call	Location Name	Service Description	Division	Total Cost	Total Billable	
041114-0023	ELLIOT'S-2330 E CALUMET ST	NO COOLING	SERVICE IND	14.74	29.48	
041114-0021	ULTIMATE-2220 E COLLEGE	ELEVATOR DOOR STUCK	SERVICE IND	11.10	22.20	
041114-0013	OLSEN-6750 ODANA ROAD	ROOF TOP UNIT MAKING NOISE	SERVICE IND	22.10	37.57	
041114-0009	MOLDED-674 S WHITNEY WAY	ELEVATOR LIGHTS NOT WORKING	SERVICE IND	14.80	26.64	
Total for SERVICE IND				62.74	115.89	
041114-0014	AAA-2126 N SHERMAN AVE	DOOR SENSOR NOT WORKING	SERVICE COM	21.50	36.55	
041114-0003	LANGE-3512 E HOWARD AVE	THE A/C IS NOT WORKING.	SERVICE COM	35.00	59.50	
041114-0002	CEDAR-15500 CLEVELAND AVENUE	NO AIR CONDITIONING IN THE BUI	SERVICE COM	25.00	42.50	
Total for SERVICE COM				81.50	138.55	
041114-0006	CZECHORSKI-3901 S KIRKWOOD	A/C NOT WORKING	SERVICE RES	30.00	51.00	
041114-0005	CROWE-1308 E CRAWFORD AVE	DOOR SENSOR LOOSE	SERVICE RES	25.00	42.50	
Total for SERVICE RES				55.00	93.50	
Grand Total				199.24	347.94	

Service Call Cost Audit

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

Home > TWO > WennSoft Service > Service Call Cost Audit

11/5/2013 1:23:05 PM **Service Call Cost Audit** User: sherry

Service Call: 170412-0001 Contract Number: N/A
 Call Type: EMERGENCY Quote Number: N/A
 Location of call: ACCURATE-4181 S 65th St Billing Address: ACCURATE PRINTING
 4181 South 65th Street 4181 South 65th Street
 Milwaukee, WI 53220 Milwaukee, WI 53220
 United States
 Customer P.O. Number:
 Salesperson ID:
 Date: 4/12/2017
 Technician ID: ALAN * Unbilled transaction moved to history

Cost Code	Description	Cost Amount	Billing Amount	Mark up Amount	Percent
<input type="checkbox"/> EQUIPMENT		\$500.00	\$625.00	\$125.00	25%
<input type="checkbox"/> MATERIAL		\$0.00	\$0.00	\$0.00	0%
<input type="checkbox"/> LABOR		\$40.00	\$60.00	\$20.00	50%
<input type="checkbox"/> SUBCONTRACTOR		\$0.00	\$0.00	\$0.00	0%
<input type="checkbox"/> 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 Cost Reconciliation

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

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

1. To print, select *Reports > Service Management > Service > WIP Reports*.
2. On the Service WIP Reports window, mark the **Reconcile Report** radio button, and select to print the report in summary. (To see the report in detail, go to [Service Call Cost Reconciliation by Account](#) (page 55).)

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

Reconciliation Summary			Page: 1 of 1			
Fabrikam, Inc.			8/11/2009 at 3:21:09 PM			
Service Management Series			User: SANDBOX\bjamnik			
Date Range: 1/1/2009 to 8/11/2017						
Division: ALL		Customer: 102 - CEDAR FAMILY COUNSELING				
Location: ALL		Account Number: ALL				
Contract: ALL						
Account Number	Account Description	WIP		COGS		Extended Cost
		Debit	Credit	Debit	Credit	
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
000-0710-00	Retentions Account Receivable	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
Contract Number: 0000000016 Contract Start Date: 1/1/2017 Contract Expiration Date: 12/31/2017						
000-2125-00	Accrued Payroll	\$0.00	\$40.00	\$0.00	\$0.00	(\$40.00)
000-4500-08	COGS-Mnt Contracts-Labor-COMMERCIAL	\$320.00	\$0.00	\$0.00	\$0.00	\$320.00
000-4501-08	COGS-Mnt Contracts-Matl/Equip-COMMERCIAL	\$37.61	\$0.00	\$0.00	\$0.00	\$37.61
Contract Total:		\$357.61	\$40.00	\$0.00	\$0.00	\$317.61
Grand Total:		\$382.61	\$40.00	\$0.00	\$0.00	\$342.61

Service Call Cost Reconciliation by Account

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

1. To print, select *Reports > Service Management > Service > WIP Reports*.
2. On the Service WIP Reports window, mark the **Reconcile Report** radio button, and select to print the report in detail. (To see the summary report, go to [Service Call Cost Reconciliation](#) (page 54).)

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

Reconciliation Detail

Fabrikam, Inc.
Service Management Series

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

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

Division: ALL

Customer: 102 - CEDAR FAMILY COUNSELING

Location: ALL

Account Number: ALL

Contract: ALL

Account Number					WIP		COGS		Extended Cost
Posted Date	Trx Source	Ref Trx #	Service Call	Cost Code	Debit	Credit	Debit	Credit	
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-Mat/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 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 Invoices

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

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

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

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

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

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

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

Invoices

- [Invoice 1 - Service Call Invoice Summary \(page 58\)](#)
- [Invoice 2 - Service Call Invoice Detail \(page 60\)](#)
- [Invoice 3 - Service Invoice Summary - Multi Currency \(page 62\)](#)
- [Invoice 4 - Service Invoice Detail - Multi Currency \(page 64\)](#)
- [Invoice 5 - Service Invoice Summary \(Dexterity\) \(page 66\)](#)
- [Invoice 6 - Service Invoice Summary \(Dexterity\) \(page 67\)](#)
- [Invoice 7 - Service Invoice Totals \(Dexterity\) \(page 67\)](#)
- [Invoice 8 - Service Invoice Detail \(Dexterity\) \(page 68\)](#)

Invoice 1 - Service Call Invoice Summary

Only cost fields with costs entered are shown.



INVOICE

PLEASE REMIT TO

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

INVOICE NUMBER SRVCE000000000076

INVOICE DATE 4/12/2027

PO NUMBER

TOTAL DUE \$48.43

BILL TO

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

LOCATION

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

Service Call 190226-0001

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

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

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

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

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

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

Invoice 2 - Service Call Invoice Detail

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



INVOICE

PLEASE REMIT TO

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

INVOICE NUMBER SRVCE000000000076

INVOICE DATE 4/12/2027

PO NUMBER

TOTAL DUE \$48.43

BILL TO

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

LOCATION

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

Service Call 190226-0001

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

Detail of Charges

Item Number / Date	Description	Equipment ID	Unit	Quantity	Unit Price	Line Total
EQUIPMENT						
4/12/2027				1.00	\$20.25	\$20.25
OTHER (TRAVEL)						
4/12/2027	Trip Fee			1.00	\$25.00	\$25.00
Subtotal						\$45.25
Total Tax						\$3.18
Amount Paid						\$0.00
Total						\$48.43

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

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

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

Invoice 3 - Service Invoice Summary - Multi Currency

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

SERVICE INVOICE

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

Invoice#:	SRVCE00000000077
Date:	4/12/2027
Service Call:	190226-0002

Service Call Address

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

Billing Address

12500 Cleveland Avenue
 New Berlin WI 53151
 United States

Costs

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

Location/Invoice Details

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

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

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

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

Invoice 4 - Service Invoice Detail - Multi Currency

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

SERVICE INVOICE

1/30/2020 at 1:49:49 PM

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

Service Call Address

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

Billing Address

12500 Cleveland Avenue
 New Berlin WI 53151
 United States

Costs

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

Cost Code Totals

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

Tax Detail

USASTE-PS6N0	\$	9.00
USCITY-PS1N0	\$	1.50
	\$	

Location/Invoice Details

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

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

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

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

Invoice 5 - Service Invoice Summary (Dexterity)

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

		190226-0001	
ACCURATE PRINTING		ACCURATE-12500 CLEVELAND AVE	
12500 Cleveland Avenue		12500 Cleveland Avenue	
New Berlin	WI	New Berlin	WI
53151		53151	
4/12/2027	SRVCE0000000000076	101	Net 30
	TOTAL EQUIPMENT		\$20.25
	TOTAL MATERIAL		\$0.00
	TOTAL LABOR		\$0.00
	TOTAL SUBCONTRACTOR		\$0.00
	TOTAL OTHER		\$25.00
	TOTAL SALES TAX		\$3.18
	PAYMENT		\$0.00
	AMOUNT DUE		\$48.43
	*Thank you for choosing our company for your service needs!!		
	*We appreciate the opportunity to service your equipment!!!		

Invoice 6 - Service Invoice Summary (Dexterity)

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

190226-0001	
ACCURATE PRINTING 12500 Cleveland Avenue	ACCURATE-12500 CLEVELAND AVE 12500 Cleveland Avenue
New Berlin WI 53151	New Berlin WI 53151
4/12/2027 SRVCE000000000076	101 Net 30
TOTAL EQUIPMENT	\$20.25
TOTAL MATERIAL	\$0.00
TOTAL LABOR	\$0.00
TOTAL SUBCONTRACTOR	\$0.00
TOTAL OTHER	\$25.00
TOTAL SALES TAX	\$3.18
PAYMENT	\$0.00
AMOUNT DUE	\$48.43
*Thank you for choosing our company for your service needs!!	
*We appreciate the opportunity to service your equipment!!!	

Invoice 7 - Service Invoice Totals (Dexterity)

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

Service Call ID 190226-0001

BILL TO:

ACCURATE PRINTING
12500 Cleveland Avenue
New Berlin WI 53151

LOCATION:

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

INVOICE DATE	INVOICE NUMBER	CUSTOMER ID	TERMS
4/12/2027	SRVCE0000000000076	101	Net 30

DESCRIPTION

TOTAL SALES TAX \$3.18

PAYMENT \$0.00

INVOICE TOTAL \$48.43

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

Invoice 8 - Service Invoice Detail (Dexterity)

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

INVOICE			
Service Call	190226-0001	Invoice Number :	SRVCE000000000076
		Invoice Date :	4/12/2027
INVOICE TO:		SHIP TO:	
ACCURATE PRINTING		ACCURATE-12500 CLEVELAND AVE	
12500 Cleveland Avenue		12500 Cleveland Avenue	
New Berlin	WI	New Berlin	WI
53151		53151	
Description		Technician ID	ALAN
Date	2/26/2019	Salesperson ID	
Cost Code			
Title			
	Hours/Units	Subtotal	
EQUIPMENT	1.00	\$20.25	\$20.25
OTHER	1.00	\$25.00	\$25.00
*Thank you for choosing our company for your service needs!!			
*We appreciate the opportunity to service your equipment!!!			
	Subtotal		\$45.25
	Total Tax		\$3.18
	Payment		\$0.00
	Total Invoice		\$48.43

Service Call Maintenance Workorder

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

Service Call Maintenance Workorder

Page: 1

Fabrikam, Inc.
Service Management Series

1/11/2011 at 11:10:31 AM

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

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

Completed PM Item and Tasks

Sublocation: BASEMENT

Equipment: 0000000041

BOILER

Task Description: Check & Test all Safety Devices Est. Hours: 1.00

Tool Kit Required:

Material Required:

A _____ Check the safety switch

B _____ Replace safety switch

C _____ Retest the safety switch

Task Description: Check Air Filters Est. Hours: 2.00

Tool Kit Required:

Material Required:

A _____ Check Filters

B _____ Change Filters

C _____ Record all readings

Comments to Customer:

Est. Hours: 3.00

X

Customer Signature

Date

Thank You For Choosing Fabrikam, Inc.

Service Call Quote

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

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

							QUOTE
						Quote Number	650101-0012
						Quote Date	1/1/2004
						Quote Expiration Date	
						Quote Amount	\$3,050.00
LOCATION Oh! What a feeling! Main office 892 SW 4th St. Knoxville, TN 25910							
Category	Billing Amount	Estimated Cost	Estimated Hours	Calculated Cost	Calculated Hours		
EQUIPMENT	\$1,000.00	\$0.00		\$0.00			
MATERIAL	\$600.00	\$600.00		\$500.00			
PM	\$450.00	\$450.00	9.00	\$300.00	5.00		
EMERGENCY	\$0.00	\$0.00	0.00	\$0.00	0.00		
REPAIR	\$0.00	\$0.00	0.00	\$0.00	0.00		
SPOT	\$0.00	\$0.00	0.00	\$0.00	0.00		
OTHER	\$0.00	\$0.00	0.00	\$0.00	0.00		
Total Labor	\$450.00	\$450.00		\$300.00			
SUBCONTRACTOR	\$1,000.00	\$0.00		\$0.00			
OTHER	\$0.00	\$0.00		\$0.00			
Total Amount	\$3,050.00	\$1,050.00					
Profit	\$2,000.00						
Equipment and Tasks Included in Quote 650101-0012							
Equipment ID	Equipment Type	Manufacturer ID	Model Number	Serial Number			
Task Code	EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER	TOTAL	
1 - COMP	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	
Total for equipment	\$0.00	\$500.00	\$300.00	\$0.00	\$0.00	\$800.00	

Service Call Revenue Statistics by Call Type

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

Fabrikam, Inc.

Service Analysis By Call Type: April 2017

Quotes :

Call Type	Call Type Description	Count This Month	Percent Of Total Service Calls	Total Cost	Percent Of Total Cost	Total Billed	Percent Total Billed	Margin	Margin Percent
-----------	-----------------------	------------------	--------------------------------	------------	-----------------------	--------------	----------------------	--------	----------------

Total :	0.00%	0.00%	0.00%	Avg. Margin
----------------	-------	-------	-------	-------------

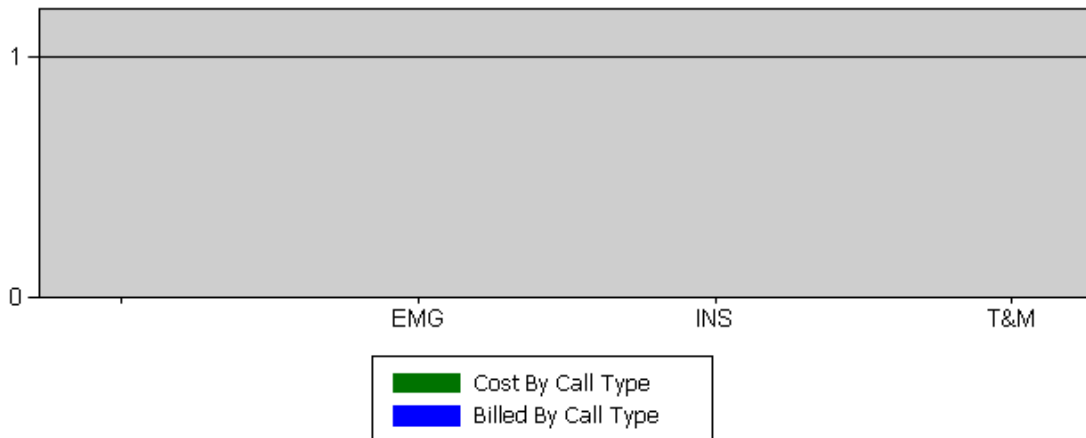
All Other Call Types :

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

Total :	20	40.81%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	Avg. Margin
----------------	----	--------	--------	-------	--------	-------	--------	-------	-------------

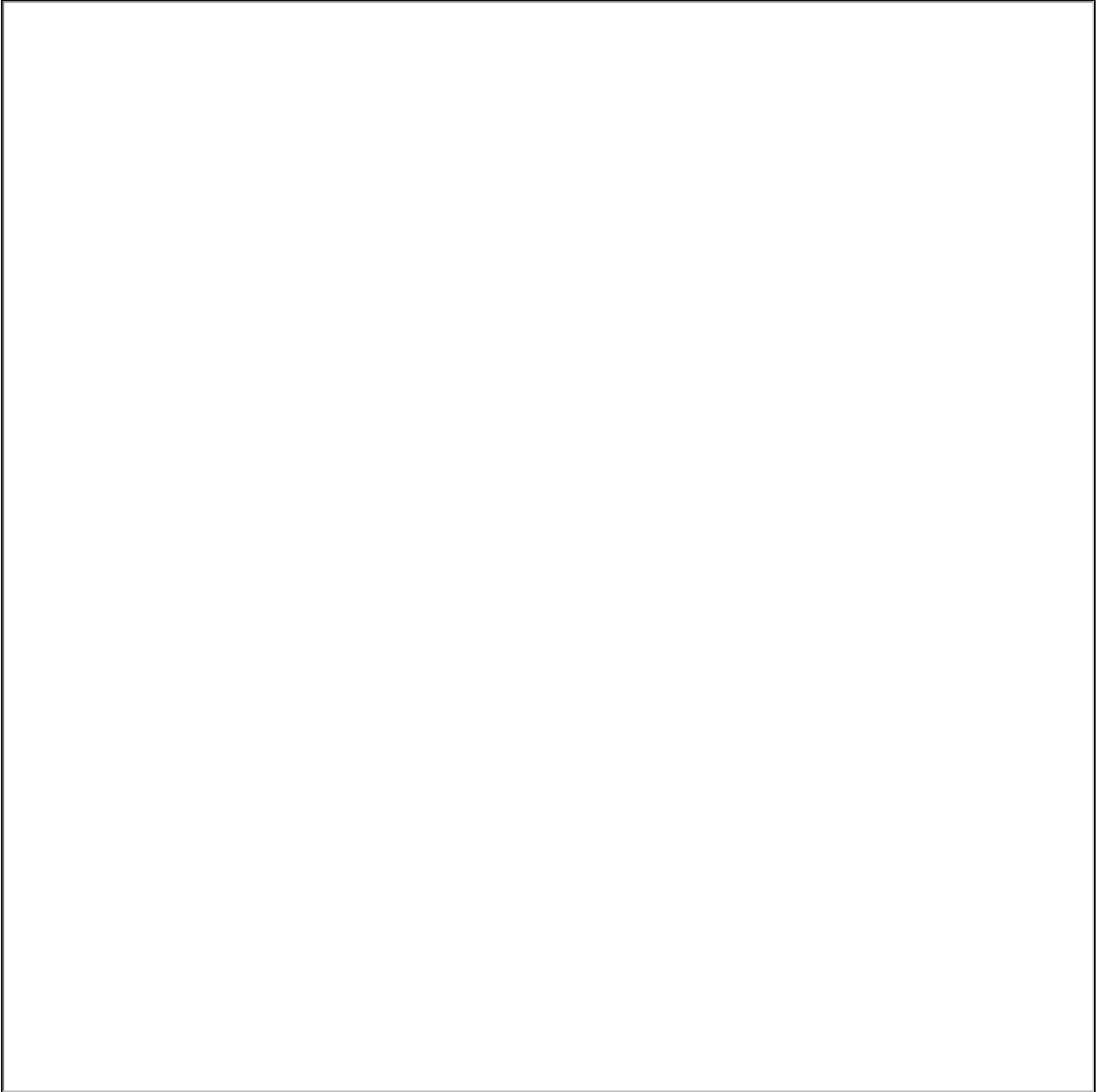
Grand Totals **20 40.81%** **\$0.00** **0.00%** **\$0.00** **0.00%** **\$0.00**

Analysis By Call Type



Service Call Statistics by Call Type

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



Service Call Status

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

1/29/2020 11:19:12 AM		Service Call Status				User: WENNSOFTDEV\konn				
Service Call:	200115-0001	Contract Number:	N/A							
Call Type:		Quote Number:	N/A							
Location of call:	ACCURATE-12500 CLEVELAND AVE 12500 Cleveland Avenue New Berlin, WI 53151	Billing Address:	ACCURATE PRINTING 12500 Cleveland Avenue New Berlin, WI 53151 United States							
Customer P.O. Number:										
Salesperson ID:										
Date:	1/15/2020									
Technician ID:	ALAN	* Unbilled transaction moved to history								
Cost Code Description		Cost Amount	Billing Amount	Markup Amount	Percent					
LABOR		\$20.00	\$30.00	\$10.00	50%					
Source	Reference Trx #	Description	Transaction Date	Unit	Qty	Cost per Unit	Committed Cost	Extended Cost	Billing Amount	Status
PR_TRXENT	1549	TTWebService	1/28/2020	HOUR	0.00	\$10.00	\$0.00	\$10.00	\$15.00	WORK
PR_TRXENT	1550	TTWebService	1/28/2020	HOUR	0.00	\$10.00	\$0.00	\$10.00	\$15.00	WORK
		Anticipated Total Billable:		\$30.00	Anticipated Margin:			\$10.00		
		Anticipated Total Cost:		\$20.00	Margin Percent:			33.33%		
		Anticipated Total Markup %:		50%						

Service Call Status Statistics

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

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

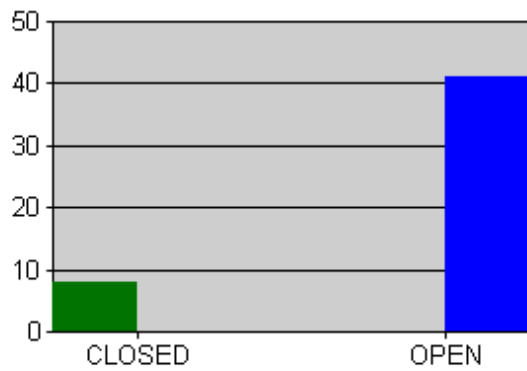
Fabrikam, Inc.

Service Call Statistics: 4/30/2017

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

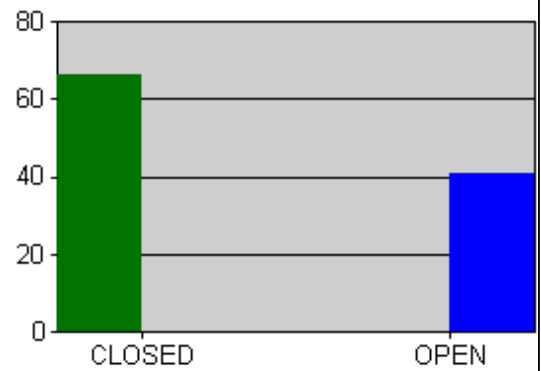
Average days	Month to Date	Last Month	Year to Date
Open to Complete	3.25	9.95	7.74
Complete to Invoiced (Closed)	0.00	0.00	0.00

Month To Date



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

Year To Date



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

Service Call Vendor Quote

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

Quotation Request

Name	AA Insulation Company, Inc.	Reference	200205-0002
Address	700 Milwaukee Avenue South Milwaukee, WI 53172	Phone	(000) 000-0000 Ext: 0000
Contact	Dan Dooley	Fax	(000) 000-0000 Ext. 0000
		Email	

Quotation Request Date	2/21/2020	Quotation Required by Date	2/21/2020
-------------------------------	-----------	-----------------------------------	-----------

Task Code	300 Oil Change
Equip. ID	0000000140
Equip. Type	
Detail	

Task Code	300 Oil Change
Equip. ID	0000000140
Equip. Type	
Detail	

Service Call Workorders

You can print a workorder from the Service Call window by either choosing the *Print* button or the *Quick* button. If you select *Print*, you can select one of five workorder formats. The *Quick* button prints your workorder, in one step, in the format specified during setup in the Service Options window. The report prints directly to the printer. For more information, see [Printing a Workorder⁷](#).

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

Workorders

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

- [Workorder 1 - Service Call Work Order \(page 77\)](#)
- [Workorder 2 - Service Call Work Order with Appointments \(page 78\)](#)
- [Workorder 3 - Service Call Work Order with Tasks \(page 79\)](#)
- [Workorder 4 - Workorder with Tasks \(Dexterity Report\) \(page 81\)](#)
- [Workorder 5 - Workorder with Appointments \(Dexterity Report\) \(page 81\)](#)

⁷ <https://docs.key2act.io/display/1805b07/Printing+a+Workorder>

Workorder 1 - Service Call Work Order

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

Service Call Work Order Fabrikam, Inc. Service Management Series

Page 1 of 1

Report Date: 1/30/2020 at 11:23 AM

User: WENNSOFTDEV\konnen

Service Call ID: 200115-0001

Billing Address:

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

Service Call Address:

MAIN OFFICE
12500 Cleveland Avenue
New Berlin, WI 53151

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

Notes:

Subject Service Call Notes

Workorder 2 - Service Call Work Order with Appointments

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

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

Page 1 of 2
Report Date: 1/30/2020 at 10:16 AM
User: WENNSOFTDEV\konn

Service Call ID: 200115-0001

Billing Address:

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

Service Call Address:

MAIN OFFICE
12500 Cleveland Avenue
New Berlin, WI 53151

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

APPOINTMENTS

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

Workorder 3 - Service Call Work Order with Tasks

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

**Service Call Work Order with
Tasks**
Fabrikam, Inc.
Service Management Series

Service Call ID: 200115-0001

Billing Address:

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

Service Call Address:

MAIN OFFICE
12500 Cleveland Avenue
New Berlin, WI 53151

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

TASKS

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

Workorder 4 - Workorder with Tasks (Dexterity Report)

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

1/30/2020 10:19:11 AM		Workorder With Tasks		Page 1	
Name	ACCURATE PRINTING	Service Call ID	200115-0001		
Address	12500 Cleveland Avenue				
City	New Berlin	WI	53151		
Contact 1	Bobby Jo Johnson	Phone	(000) 000-0000	Ext. 0000	
Contact 2		Phone	(000) 000-0000	Ext. 0000	
Rec'd D/T	1/15/2020 10:35:20 AM	Est. Hours	2.00		
Technician	ALAN				
Type of Call					
Status of Call	COMPLETE				
Description					
Type of Problem					
Salesperson					
Purchase Order					
Caller Name					
Caller Email					
Caller Phone	(000) 000-0000	Ext. 0000			
Billing Address	ACCURATE PRINTING				
	12500 Cleveland Avenue				
	New Berlin	WI	53151		
	Bobby Jo Johnson	(000) 000-0000 Ext. 0000			

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

Materials Required					
Quantity	U of M	Item Number	Item Description		

None					

Workorder 5 - Workorder with Appointments (Dexterity Report)

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

1/30/2020	10:24:10 AM	Workorder With Appointments	Page	1
Name	ACCURATE PRINTING	Service Call ID	200115-0001	
Address	12500 Cleveland Avenue			
	New Berlin	WI	53151	
Contact 1	Bobby Jo Johnson	Phone	(000) 000-0000	Ext. 0000
Contact 2		Phone	(000) 000-0000	Ext. 0000
Rec'd D/T	1/15/2020	10:35:20 AM	Est. Hours	2.00
	Technician	ALAN		
	Type of Call			
	Status of Call	COMPLETE		
	Description			
	Type of Problem			
	Salesperson			
	Purchase Order			
	Caller Name			
	Caller Email			
	Caller Phone	(000) 000-0000	Ext.	0000
Billing Address	ACCURATE PRINTING			
	12500 Cleveland Avenue			
	New Berlin	WI	53151	
	Bobby Jo Johnson			
	(000) 000-0000	Ext.	0000	
Appointments				
Appointment	0001			
Status	COMPLETE			
Type	Service Call			
Est. Hours	2.00			
Skill Level				
Start Time	11:00:00 AM			
Completion Date	1/28/2020			
Technician	ALAN			
Technician Status				

Service Invoice Summary

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

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



INVOICE SUMMARY

PLEASE REMIT TO

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

Invoice Summary No. **SRVCE000000000076-2**

Summary Date 4/12/2027

Payment Terms Net 30

TOTAL DUE \$208.93

BILL TO

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

LOCATION

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

Detail of Invoices

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

Summary of all Charges:

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

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

Service Invoice Trailing Costs

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

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

You can filter this report by division and account number.

- [Summary \(page 85\)](#)
- [Detail \(page 86\)](#)

Summary

Service Invoice Trailing Costs Summary					Page: 1 of 1
Fabrikam, Inc.					8/19/2009 at 12:01:56 PM
Service Management Series					User: SANDBOX\bjannik
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	\$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					Page: 1 of 1			
Fabrikam, Inc.					8/19/2009 at 11:22:49 AM			
Service Management Series					User: SANDBOX\bjamnik			
Date Range: First to 8/18/2017								
Division: ALL					GL Account Number: ALL			
Service Call Cost Code	GL Post Date	Transaction Type Other Cost Code	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 WIP report lists trailing PPV costs by service call and identifies the transaction number, GL posting date, and cost code of each trailing PPV cost. Service calls are arranged by division, allowing you to view both service call and division totals, as well as trailing PPV cost totals for the entire report. The Service Invoice Trailing PPV Costs report can be run as part of the month end closing process to help identify the trailing costs that remain due to a purchase price variance (PPV) that appeared on a receipt. Refer to the user manual for more information on using WIP reports at month's end.

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

You can filter this report by division and account number.

Service 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:							(\$46.98)

Service Profitability

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

- [Summary \(page 88\)](#)
- [Detail \(page 89\)](#)

Summary

Service Profitability Report

Page: 1 of 1

Service Management Series
Fabrikam, Inc.

Date Printed: 5/13/2013 at 10:04 AM

User: BJamnik

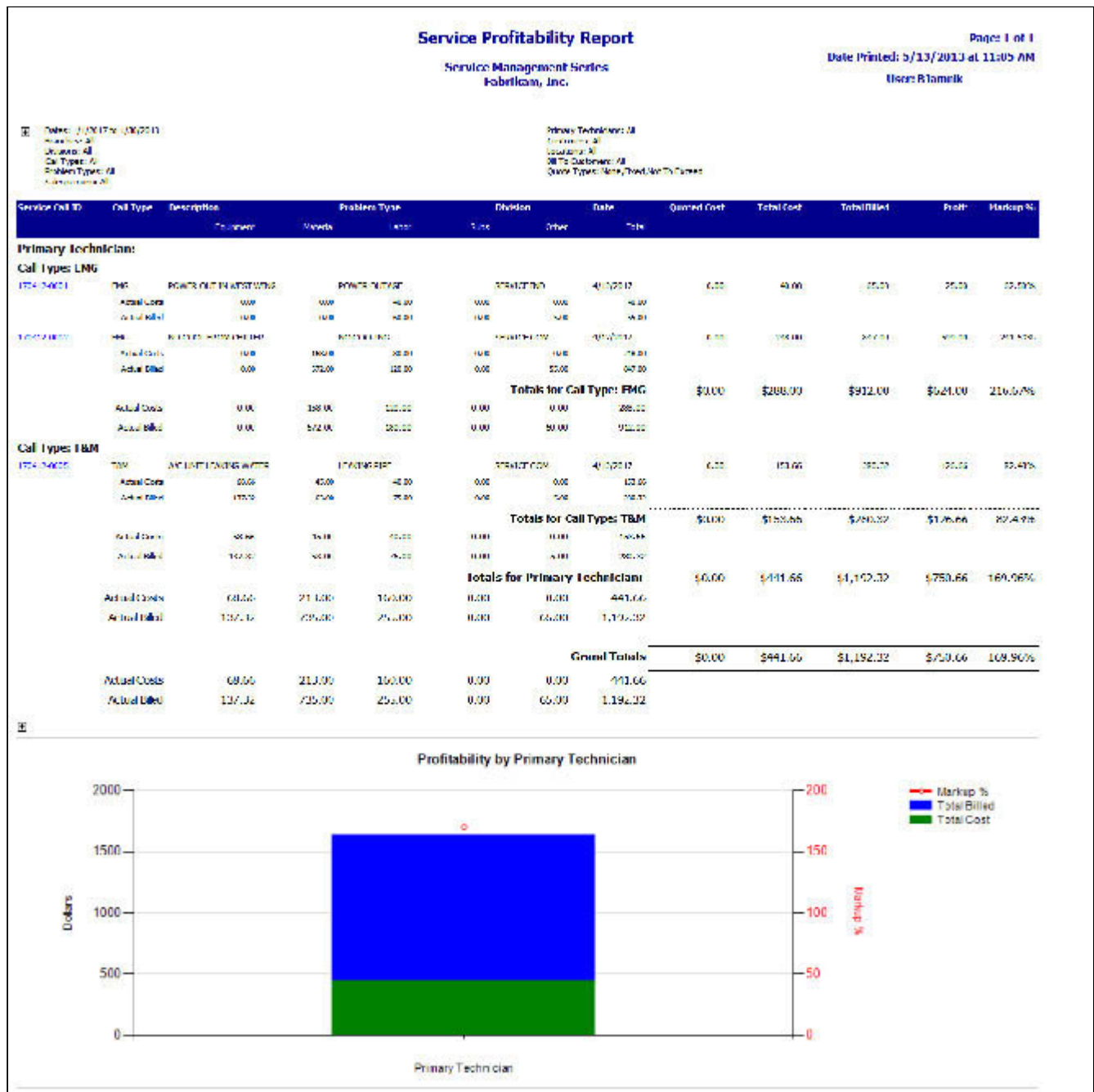
Dates: 1/1/2017 to 1/30/2018
 Branches: All
 Divisions: All
 Call Types: All
 Problem Types: All
 Salespersons: All

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%



Detail



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.

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 %

Service Transactions Not in GL

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

Service Transactions Not In GL

Fabrikam, Inc.
Service Management Series

Page: 1 of 1

10/1/2009 at 4:28:20 PM

User: SANDBOX\bjamnik

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

Division: ALL

Location: ALL

Customer: 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	SRVCE00000000128	SV100	000-4502-04	000-2110-00	\$0.00
Location Total:						\$0.00
Customer Total:						\$0.00
102 - CEDAR FAMILY COUNSELING						
CEDAR-15500 CLEVELAND AVENUE						
170301-0014	EQUIPMENT	MC93	0000000000000524	000-4501-08	000-4501-08	\$5.56
Location Total:						\$5.56
Customer Total:						\$5.56
Grand Total:						\$5.56

Service WIP

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

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

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

- [Summary \(page 92\)](#)
- [Detail \(page 93\)](#)

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	\$340.00	\$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	\$340.00	\$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	Location Name		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	DYN5A	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

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

Page 1 of 2
 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

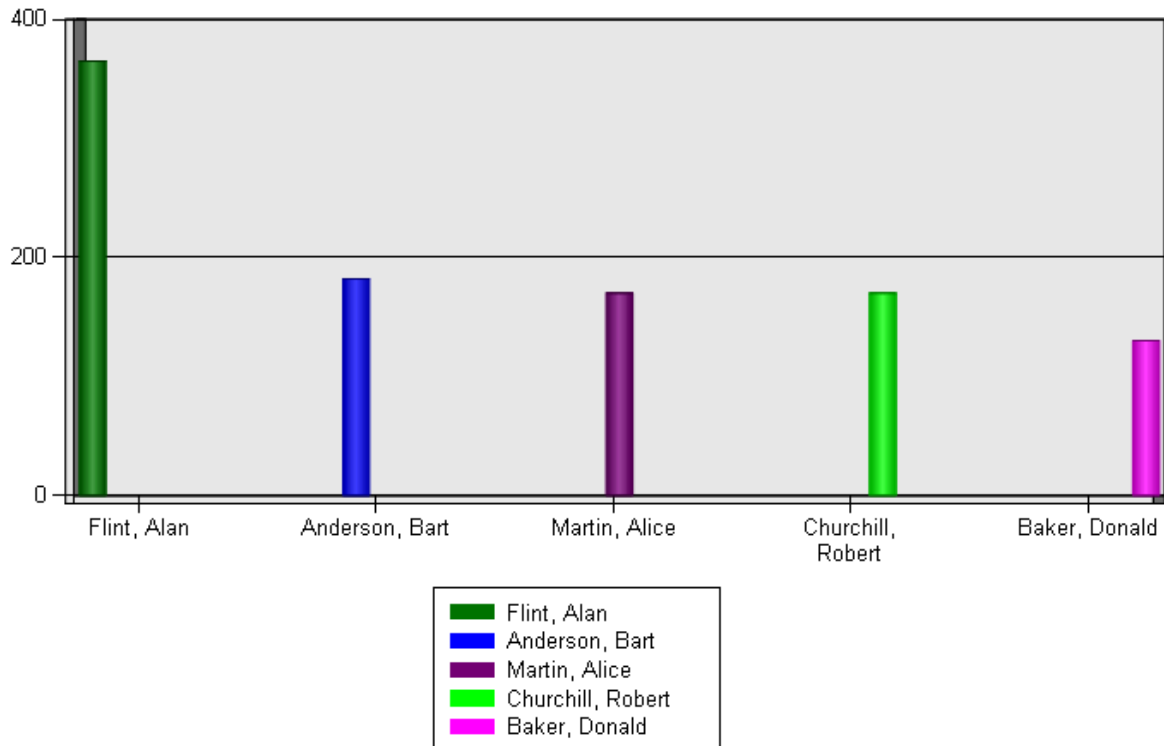
This report identifies the top technicians in terms of billed hours and summarizes those hours for a specified week, the previous week, the last two weeks, month to date, and year to date. This allows you to keep track of the top technicians in terms of billed hours, each technician's percent of the 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 Not Match Service \(page 17\)](#)
- [GL Transactions Not In Service \(page 18\)](#)
- [Service Call Cost Reconciliation \(page 54\) \(Summary\)](#)
- [Service Call Cost Reconciliation by Account \(page 55\) \(Detail\)](#)
- [Service Invoice Trailing Costs \(page 85\) \(Summary and Detail\)](#)
- [Service Invoice Trailing PPV Costs \(page 86\)](#)
- [Service Transactions Not in GL \(page 90\)](#)
- [Service WIP \(page 91\)](#)

Job Cost SSRS Reports

Application for Payment

Contractors can use this report to apply for payment due, with architect certification, for jobs that use User Defined, Cost Code, and Project Bill Code billing types. To print on this 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

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

PURCHASE ORDER NO.:
CONTRACT DATE:

INVOICE NO.: IC10018

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 <small>(Column G on Continuation Page)</small>	\$	304,482.00
5.		
a. 10.00 % of Completed Work <small>(Column D & E on Continuation Page)</small>	\$	30,448.20
b. 10.00 % of Stored Materials <small>(Column F on Continuation Page)</small>	\$	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 <small>(Line 3 minus Line 8)</small>	\$	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

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 ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G + C)		
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	384,482.00		157,518.00	38,448.20

AR Retention Trial Balance

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

DIVISION		COMMERCIAL,INDUSTRIAL,RESID	Cut Off Date:		12/31/2027						
1 of 1		100%		Find Next							
AR Retention Trial Balance										Page: 1 of 1	
Ranges:		Fabrikam, Inc.				Report Date: 1/14/2020 at 9:07:03 AM					
Cutoff Date: 12/31/2027		Job Cost				User: WENNSOFTDEV\konn					
Job Number	Document Number	Document Type	Document Date	GL Post Date	Billed Amount	Document Subtotal	Retention Amount	Retention Billed	Net Retention		
Division: COMMERCIAL											
1001	Simple CC Job / Std Billing		102		CEDAR FAMILY COUNSELING						
	JC10004	INV	1/15/2026	1/15/2026	4,100.00	4,100.00	0.00	0.00	0.00		
	JC10009	INV	12/27/2026	12/27/2026	7,300.00	6,570.00	730.00	0.00	730.00		
					11,400.00	10,670.00	730.00	0.00	730.00		
1005	General / AIA Billing		103		WENNSOFT						
	JC10006	INV	4/12/2026	4/12/2026	34,500.00	31,050.00	3,450.00	0.00	3,450.00		
	JC10011	INV	12/27/2026	12/27/2026	115,910.00	104,319.00	11,591.00	0.00	11,591.00		
	JC10014	INV	1/31/2027	1/31/2027	41,800.00	37,620.00	4,180.00	0.00	4,180.00		
					192,210.00	172,989.00	19,221.00	0.00	19,221.00		
1006	Elevator / CC Level AIA		301		THE COMPUTER STORE						
	JC10007	INV	4/12/2026	4/12/2026	10,450.00	9,405.00	1,045.00	0.00	1,045.00		
	JC10012	INV	12/27/2026	12/27/2026	3,900.00	3,510.00	390.00	0.00	390.00		
	JC10015	INV	1/31/2027	1/31/2027	4,450.00	4,005.00	445.00	0.00	445.00		
	JC10016	INV	2/28/2027	2/28/2027	6,100.00	5,490.00	610.00	0.00	610.00		
					24,900.00	22,410.00	2,490.00	0.00	2,490.00		
1007	HVAC/Proj AIA Rate Class		105		LAKE PARK GOLF SUPPLY						
	PB10001	INV	4/12/2026	4/12/2026	25,440.00	22,896.00	2,544.00	0.00	2,544.00		
	PB10004	INV	1/31/2027	1/31/2027	7,139.61	6,425.65	713.96	0.00	713.96		
	PB10008	INV	2/28/2027	2/28/2027	18,250.00	16,425.00	1,825.00	0.00	1,825.00		
					50,829.61	45,746.65	5,082.96	0.00	5,082.96		
1008	ELEC/Proj AIA Rate Class MILW		105		LAKE PARK GOLF SUPPLY						
	PB10001	INV	4/12/2026	4/12/2026	4,330.00	3,897.00	433.00	0.00	433.00		
	PB10004	INV	1/31/2027	1/31/2027	39,440.95	35,496.85	3,944.10	0.00	3,944.10		
	PB10008	INV	2/28/2027	2/28/2027	4,330.00	3,897.00	433.00	0.00	433.00		
					48,100.95	43,290.85	4,810.10	0.00	4,810.10		
Division COMMERCIAL Total:					327,440.56	295,106.50	32,334.06	0.00	32,334.06		

Closed Jobs

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

Closed Jobs Fabrikam, Inc. Job Cost

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

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

Custom SSRS Job Cost Reports

You can add up to four custom open job SSRS reports to display in the Print drop-down in the Job Maintenance and Job Status window. You can also add up to four custom history job SSRS reports in the Job History window.

We've added eight report placeholders in WSReports:


Open Job Cost Reports

- JC Job Custom Report 1
- JC Job Custom Report 2
- JC Job Custom Report 3
- JC Job Custom Report 4

History Job Cost Reports

- JC Job History Custom Report 1
- JC Job History Custom Report 2
- JC Job History Custom Report 3
- JC Job History Custom Report 4

For the custom report(s) to show in the Print drop-down, you need to add the Report Server URL in the ReportLocation field. The report name that displays in the Print drop-down is parsed from the URL string.

 If you have a report that can print either an Open or Closed job, you may want both “JC Job Custom Report 1” and “JC Job History Custom Report 1” to print the same report.

In order to take advantage of mapping custom reports from the Print drop-down on the Job Maintenance, Job Status, or Job History windows and have the Job Number parameter value passed to the report properly, you will need to have the Job Number parameter named “JobNumber” in the custom report. If you do not use the job number parameter, you will have to pick the parameters when SRS Viewer comes up.

GL Not Match Job Cost

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

GL Transaction Amounts Not Matching In Job Cost

Fabrikam, Inc.
Job Cost

Page: 1 of 5

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

User: WENNSOFTDEV\konn

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

Account Number: ALL

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

GL Transactions Not in Job Cost

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

GL Transactions Not In Job Cost

Fabrikam, Inc.

Job Cost

Page: 1 of 40

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

User: WENNSOFTDEV\konnem

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 Reversino	JCC	sa		\$0.00	\$3,500.00
4525	GLTRX00000038	4/4/2027	Job 1021	JCC Reversino	JCC	sa		\$0.00	\$3,500.00
4525	GLTRX00000038	4/4/2027	Job 1021	JCC Reversino	JCC	sa		\$0.00	\$3,500.00
4527	GLTRX00000039	4/4/2027	Job 1021		JCC	sa		\$3,500.00	\$0.00
4527	GLTRX00000039	4/4/2027	Job 1021		JCC	sa		\$3,500.00	\$0.00
4527	GLTRX00000039	4/4/2027	Job 1021		JCC	sa		\$3,500.00	\$0.00
Total Of 000-1280-01								\$21,000.00	\$10,500.00

Job Analysis

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

- [Summary \(page 105\)](#)
- [Detail \(page 106\)](#)

Summary

Job Analysis Report										Page: 1 of 2		
Fabrikam, Inc.										11/23/2010 at 11:59:39 AM		
Job Cost										BJamnik		
Project Number: LAKE PARK		Customer: 105										
Project Manager: ANNE		Division: COMMERCIAL										
Job Number(s): 1008												
Job Number: 1008		Original Contract Amount:		\$52,000		Contract Billed to Date:		\$48,101		Scheduled Start Date:		
Job Name: ELEC/Proj AIA Rate Class MILW		Confirmed COs:		\$750		Retention Withheld:		\$4,810		Scheduled Completion Date:		
Customer ID: 105		Contract to Date:		\$52,750		Retention Billed:		\$0		Actual Completion Date:		
Customer Name: LAKE PARK GOLF SUPPLY		Unconfirmed COs:		\$0		Net Billed to Date:		\$43,291		Retention %: 10.00 %		
Project Manager: ANNE - Anne Dunwoody		Expected Contract:		\$52,750		Contract Earned:		\$44,833		NTE Amount:		
Division: COMMERCIAL		Posted Cost:		\$43,771		Over/(Under) Billed:		\$3,268		Calc % Complete: 84 %		
Contract Type: Fixed Amount		Field Forecast:		\$51,500		Cash Received:		\$0		Cost to Complete: \$7,729		
Billing Type: Project Bill Code		Revised Forecast:		\$51,500		Posted Cost:		\$43,771		Contract Backlog: \$7,917		
Project Number: LAKE PARK		Gross Margin @ Complete:		\$1,250		Cash Over/(Shortage):		(\$43,771)		Last Billed Date: 2/28/2017		
Contract Number:		Gross Margin % @ Compete:		2.37 %						Receivable: \$43,291		
Status: Active												
----- Hours -----												
Cost Code	Description	Est Hours	JTD Hours	Hours Remaining	Orig. Est. Cost	Rvsd Est. Cost	Forecast Cost (EAC)	Committed Cost	JTD Act. Cost	Rvsd Est - JTD Actual	Rvsd Frcst (Sys EAC)	Cost to Complete (Sys EAC)
Cost Element 1 - Labor Totals:		500.00	650.00	(150.00)	\$26,000	\$26,000	\$30,400	\$0	\$28,634	(\$2,634)	\$33,465	\$4,831
Cost Element 2 - Misc Materials Totals:					\$21,100	\$21,100	\$21,100	\$1,800	\$15,137	\$5,963	\$25,198	\$8,261
Job 1008 Cost Totals:					\$47,100	\$47,100	\$51,500	\$1,800	\$43,771	\$3,329	\$58,663	\$13,092

Detail

Job Analysis Report												Page: 1 of 2	
Fabrikam, Inc.												11/23/2010 at 8:23:53 AM	
Job Cost												BJamnik	
Project Number: LAKE PARK		Customer: 105											
Project Manager: ANNE		Division: COMMERCIAL											
Job Number(s): 1008													
Job Number: 1008				Original Contract Amount:		\$52,000		Contract Billed to Date:		\$48,101		Scheduled Start Date:	
Job Name: ELEC/Proj AIA Rate Class MILW				Confirmed COs:		\$750		Retention Withheld:		\$4,810		Scheduled Completion Date:	
Customer ID: 105				Contract to Date:		\$52,750		Retention Billed:		\$0		Actual Completion Date:	
Customer Name: LAKE PARK GOLF SUPPLY				Unconfirmed COs:		\$0		Net Billed to Date:		\$43,291		Retention %: 10.00 %	
Project Manager: ANNE - Anne Dunwoody				Expected Contract:		\$52,750		Contract Earned:		\$44,833		NTE Amount:	
Division: COMMERCIAL				Posted Cost:		\$43,771		Over/(Under) Billed:		\$3,268			
Contract Type: Fixed Amount				Field Forecast:		\$51,500						Calc % Complete: 84 %	
Billing Type: Project Bill Code				Revised Forecast:		\$51,500		Cash Received:		\$0		Cost to Complete: \$7,729	
Project Number: LAKE PARK				Gross Margin @ Complete:		\$1,250		Posted Cost:		\$43,771		Contract Backlog: \$7,917	
Contract Number:				Gross Margin % @ Complete:		2.37 %		Cash Over/(Shortage):		(\$43,771)		Last Billed Date: 2/28/2017	
Status: Active												Receivable: \$43,291	
----- Hours -----													
Cost Code	Description	Est Hours	JTD Hours	Hours Remaining	Orig. Est. Cost	Rvsd Est. Cost	Forecast Cost (EAC)	Committed Cost	JTD Act. Cost	Rvsd Est. JTD Actual	Rvsd Frst (Sys EAC)	Cost to Complete (Sys EAC)	
22-2500-001	Install 100 Amp Panels 1st Flr	100.00	96.00	4.00	\$5,500	\$5,500	\$5,500	\$0	\$4,223	\$1,277	\$5,500	\$1,277	
22-2500-002	Install 100 Amp Panels 2nd Flr	100.00	88.00	12.00	\$5,500	\$5,500	\$5,500	\$0	\$3,988	\$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	148.00	(98.00)	\$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	\$3,800	\$3,200	\$6,800	\$2,300	
26-2400-001	Switch & Panel Boards 1st Flr				\$3,750	\$3,750	\$3,750	\$0	\$7,848	(\$4,098)	\$7,848	\$0	
26-2400-002	Switch & Panel Boards 2nd Flr				\$3,750	\$3,750	\$3,750	\$0	\$0	\$3,750	\$3,750	\$3,750	
Cost Element 2 - Misc Materials Totals:					\$21,100	\$21,100	\$21,100	\$1,800	\$15,137	\$5,963	\$25,198	\$8,261	
Job 1008 Cost Totals:					\$47,100	\$47,100	\$51,500	\$1,800	\$43,771	\$3,329	\$58,663	\$13,092	

Job Audit Billing

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

Job Cost Audit Billing Report

Fabrikam, Inc.
Job Cost

Page: 1 of 9

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

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

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

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	Current Amount Due	\$45,746.65	Miscellaneous/Other	\$500.00	\$5,500.00
CO User Defined 3	\$0.00	Billed Retention	\$0.00	User Defined 1	\$2,480.00	\$2,500.00
Expected Contract	\$415,700.00	Unbilled Retention	\$5,082.96	User Defined 2	\$1,200.43	\$5,000.00
Gross Billed to Date	\$50,829.61			User Defined 3	\$0.00	\$0.00
				User Defined 4	\$0.00	\$0.00
Backlog	\$364,870.39			Total Costs	\$44,307.55	\$348,057.50

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

Job Audit Costs

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

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

Chicago, IL 60601-4277

Phone: 312-436-2671 Ext.

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:
CEDAR FAMILY COUNSELING
15500 Cleveland Avenue

Contract No:

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\bjannik

Ranges:

From First Job To Last Job
Calculated % Complete (Low): 0
Calculated % Complete (High): 100
Estimated % Complete (Low): 0
Estimated % Complete (High): 100

Sort By:

Job then by Division

Includes:

Job Status: All
Last GL Post Date Less Than: 7/27/2009
Last Billing Date Less Than: 7/27/2009

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 Transformerrrs	5.00	\$4,500.00	4.00	\$3,600.00	4.00	\$3,600.00	\$900.00
Cost Code 26-1200-001-2 - Med-Volt Transformers 1st Flr Subtotals:				\$4,500.00		\$3,600.00		\$3,600.00	\$900.00
26-1200-002-2 Med-Volt Transformers 2nd Flr Misc Materials	PO2078 Tuesday, April 12, 2016 Carlson Specialties	MEDIUM VOLTAGE TRANSFORMERS Medium Voltage Transformers	5.00	\$4,500.00	4.00	\$3,600.00	4.00	\$3,600.00	\$900.00
Cost Code 26-1200-002-2 - Med-Volt Transformers 2nd Flr Subtotals:				\$4,500.00		\$3,600.00		\$3,600.00	\$900.00
Cost Element 2 - Misc Materials Totals:				\$9,000.00		\$7,200.00		\$7,200.00	\$1,800.00
Job 1008 Totals:				\$9,000.00		\$7,200.00		\$7,200.00	\$1,800.00

Job Cost Transactions Not in GL

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

Job Cost Transactions Not In GL
Fabrikam, Inc.
Job Cost

Page: 1 of 1
1/14/2020 at 9:17:44 AM
User: WENNSOFTDEV\konnem

Date Range: First to 12/31/2027

Division: ALL

Cost Element: ALL

Job Number: 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			P810001	000-1280-02	4/12/2026	SJ	\$25,440.00
1008			P810001	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 Invoice

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

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

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

Invoice Examples

- [Cost Elements Invoice \(page 113\)](#)
- [Graphic Invoice \(page 116\)](#)
- [Graphic Invoice 2 \(page 118\)](#)
- [Text Invoice \(page 120\)](#)
- [Text Invoice 2 \(page 122\)](#)

- [Tax Detail Invoice \(page 124\)](#)
- [Application for Payment \(page 98\)](#) (link to separate topic)
- [Project Invoice \(page 140\)](#) (link to separate topic)

Cost Elements Invoice



INVOICE

PLEASE REMIT TO

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

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

TOTAL DUE \$1,718.13

BILL TO

CEDAR FAMILY COUNSELING
15500 Cleveland Avenue
New Berlin, WI 53151

JOB ADDRESS

CEDAR FAMILY COUNSELING
15500 Cleveland Avenue
New Berlin, WI 53151

Description

Job 1001 - Simple CC Job / Std Billing

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

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

Graphic Invoice



INVOICE

PLEASE REMIT TO

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

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

TOTAL DUE \$1,718.13

BILL TO

CEDAR FAMILY COUNSELING
15500 Cleveland Avenue
New Berlin, WI 53151

JOB ADDRESS

CEDAR FAMILY COUNSELING
15500 Cleveland Avenue
New Berlin, WI 53151

Description

Job 1001 - Simple CC Job / Std Billing

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

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

Graphic Invoice 2



INVOICE

PLEASE REMIT TO

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

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

TOTAL DUE \$1,718.13

BILL TO

CEDAR FAMILY COUNSELING
 15500 Cleveland Avenue
 New Berlin, WI 53151

JOB ADDRESS

CEDAR FAMILY COUNSELING
 15500 Cleveland Avenue
 New Berlin, WI 53151

Description

Job 1001 - Simple CC Job / Std Billing

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

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

Text Invoice



INVOICE

PLEASE REMIT TO

Fabrikam, Inc.
4277 West Oak Parkway
Chicago, IL 60601-4277
Phone: (312) 436-2871

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

TOTAL DUE \$1,718.13

BILL TO

CEDAR FAMILY COUNSELING
15500 Cleveland Avenue
New Berlin, WI 53151

JOB ADDRESS

CEDAR FAMILY COUNSELING
15500 Cleveland Avenue
New Berlin, WI 53151

Description

Job 1001 - simple CC Job / Std Billing

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

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

Text Invoice 2



INVOICE

PLEASE REMIT TO

Fabrikam, Inc.
4277 West Oak Parkway
Chicago, IL 60601-4277
Phone: (312) 436-2871

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

TOTAL DUE \$1,718.13

BILL TO

CEDAR FAMILY COUNSELING
15500 Cleveland Avenue
New Berlin, WI 53151

JOB ADDRESS

CEDAR FAMILY COUNSELING
15500 Cleveland Avenue
New Berlin, WI 53151

Description

Job 1001 - Simple CC Job / Std Billing

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

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

Tax Detail Invoice



INVOICE

PLEASE REMIT TO

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

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

TOTAL DUE \$1,718.13

BILL TO

CEDAR FAMILY COUNSELING
15500 Cleveland Avenue
New Berlin, WI 53151

JOB ADDRESS

CEDAR FAMILY COUNSELING
15500 Cleveland Avenue
New Berlin, WI 53151

Description


Job 1001 - Simple CC Job / Std Billing

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

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

Job Lien Waiver

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

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

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

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

WAIVER OF LIEN

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

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

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

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

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

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

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

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

Beaumont Construction

NAME OF COMPANY/CORPORATION

AUTHORIZED SIGNATURE

STATE OF _____

COUNTY OF _____

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

Commission Expiration Date

Notary Public Signature

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

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

Job Percentage of Completion

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

Percentage Of Completion Report													User ID: SANDBOX\bjammik		
Fabrikam, Inc.													Page: 1 of 1		
Job Cost													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	Revised Forecast	Anticipated Margin	Margin (D) = C /	Posted Costs	Calc % Complet	Contract Earned	Margin (H) = G - E	Progress Billings	Under Billed	Over Billed	Contract Backlog	Cost to Complete	Future Margin	Cash Receipts
(A)	(B)	(C) = A - B	(D) = C /	(E)	(F) = E /	(G) = F + A	(H)	(I)	(J) = G - I	(K) = I - G	(L) = A - G	(M) = B - E	(N) = C - H	(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 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 \(page 129\)](#)
- [Print by Job Number \(page 129\)](#)
- [Schedule \(page 129\)](#)

Print by Division

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

1 of 2 ?
100%
Find | Next

JOB PLAN

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

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

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

Print by Job Number

Print Cost Code Schedule	<input type="text" value="Yes"/>	Schedule Start	<input type="text" value="9/5/2019"/>	<input type="button" value="View Report"/>
Print By	<input type="text" value="Job Number"/>	Divisions	<input type="text" value="COMMERCIAL,INDUSTRIAL"/>	
From Job	<input type="text" value="First"/>	To Job	<input type="text" value="Last"/>	

JOB PLAN

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

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

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
Job Totals						635.00	219.00	416.00	36.00	0.50	380.00

Schedule

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

Print Cost Code Schedule	<input type="text" value="Yes"/>	Schedule Start	<input type="text" value="9/5/2019"/>	<input type="button" value="View Report"/>
Print By	<input type="text" value="Division"/>	Divisions	<input type="text" value="COMMERCIAL,INDUSTRIAL"/>	
From Job	<input type="text" value="First"/>	To Job	<input type="text" value="Last"/>	

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

Job Profit and Loss

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

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

- [Summarized by Job \(page 131\)](#)
- [Summarized by Customer \(page 131\)](#)

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											User ID: BJamnik
Fabrikam, Inc.											Page: 1 of 1
Job Cost											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 Status	Customer Number	Actual % Complete	Expected Contract	Contract Earned	Actual Cost	Forecasted Cost	Billed Amount	Received Amount	Profit Amount	Margin Percent
Job Name		Customer Name									
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 Svcs / 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								User ID: BJamnik			
Fabrikam, Inc.								Page: 1 of 1			
Job Cost								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 Status	Customer Number	Actual % Complete	Expected Contract	Contract Earned	Actual Cost	Forecasted Cost	Billed Amount	Received Amount	Profit Amount	Margin Percent
Job Name		Customer Name									
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 Svcs / 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 Profit and Loss Key Performance Indicator

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

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

Job Profit & Loss

User ID: SFastabend

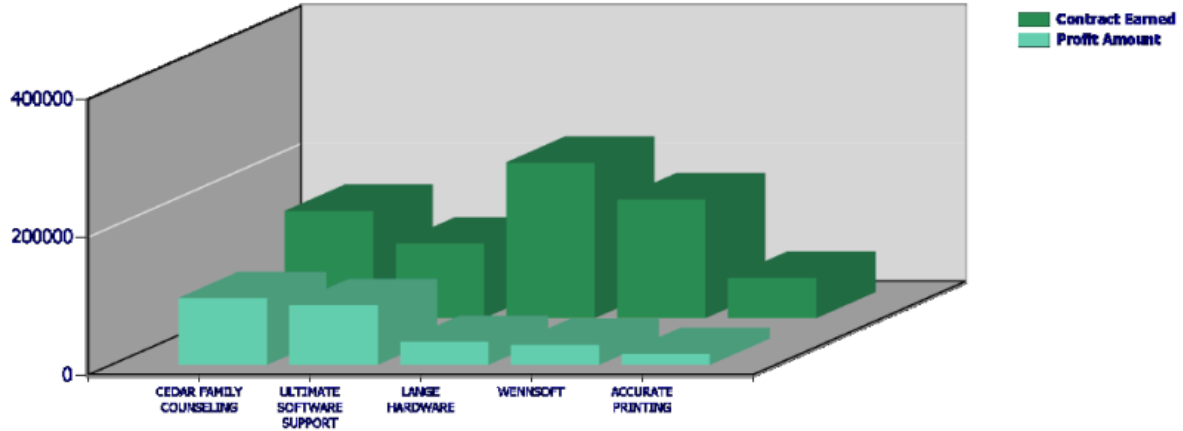
Fabrikam, Inc.

Page: 1 of 1

Job Cost

Report Date: 1/17/2011

Job Profitability Top 5 by Customer Name



Job RPO Profit and Loss

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

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

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 HEG - 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

Jobs Available to Close

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

Jobs Available to Close Fabrikam, Inc. Job Cost								Page: 1 of 1 Report Date: 11/21/2019 User: SUPMF2018\Administrator Schedule Date: 9/30/2019	
Job Number	Job Name	Job Billing Type	Project Number	Divisions	Customer	Create Date	Contract Earned	Cash Rec'd	Total Actual Cost
		Job Contract Type	Project Mgr	Project Desc.		Sch. Comp. Date	Contract to Date	Billed Amount	Markup Pct
NEW JOB 3	Morton Hospital Retro-fit	Standard	2019	COMMERCIAL	104	9/29/2019	\$0.00	\$0.00	\$0.00
		Fixed	ACKE0001	Project 1 of 2019		9/30/2019	\$45,000.00	\$0.00	0.00%

Job Schedule by Cost Code

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

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

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

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

- [Print by Job Number \(page 135\)](#)
- [Print by Division \(page 135\)](#)
- [End-of-Report Footer \(page 135\)](#)
- [Schedule \(page 135\)](#)

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\konnem
Report Date: 9/4/2019

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

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

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	
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

Print By Divisions

From Job To Job

1 of 2 ? 100% Find | Next

JOB SCHEDULE BY COST CODE

Page: 1
User: WENNSOFTDEV\konnem
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 Remaining Hrs	Scheduled Appointment Hrs	Unposted TT Hrs	Remaining Less Scheduled Hrs
				Est CC Hrs	Actual 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 Remaining Hrs	Scheduled Appointment Hrs	Unposted TT Hrs	Remaining Less Scheduled Hrs
				Est CC Hrs	Actual Hrs				
27-1500-001-1 / Cabling 1st Flr	Active	1/1/2026	1/31/2026	220.00	72.00	148.00	5.00	0.00	143.00

End-of-Report Footer

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

Schedule

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

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

Jobs Not Available to Close

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

Jobs Not Available to Close Fabrikam, Inc. Job Cost									
Page: 1 of 5 Report Date: 11/21/2019 User: SUPMF2018\Administrator Schedule Date: 9/30/2019									
Job Number	Job Name	Job Billing Type	Project Number	Divisions	Customer	Create Date	Contract Earned	Cash Rec'd	Total Actual Cost
		Job Contract Type	Project Mgr	Project Desc.		Sch. Comp. Date	Contract to Date	Billed Amount	Markup Pct
1005	General / AIA Billing	User Defined		COMMERCIAL	103	1/1/2019	\$132,339.60	\$4,146.83	\$111,044.24
		Fixed	ANNE				\$462,000.00	\$192,210.00	19.17%
		Reason:	Job Cost Transactions Exist in future period (JC_Job_Transaction_OPEN: JC20001)						
1005	General / AIA Billing	User Defined		COMMERCIAL	103	1/1/2019	\$132,339.60	\$4,146.83	\$111,044.24
		Fixed	ANNE				\$462,000.00	\$192,210.00	19.17%
		Reason:	Open Job Appointments (SV_Service_Appointments_MSTR: SV00301)						
1005	General / AIA Billing	User Defined		COMMERCIAL	103	1/1/2019	\$132,339.60	\$4,146.83	\$111,044.24
		Fixed	ANNE				\$462,000.00	\$192,210.00	19.17%
		Reason:	Unpaid Subcontractor Vendor Transactions (JC_Vendor_TRX_OPEN: JC20004)						

Job WIP Reconciliation

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

- [Summary \(page 137\)](#)
- [Detail \(page 138\)](#)

Summary

WIP Summary

Fabrikam, Inc.
Job Cost

Page: 1 of 1

8/20/2009 at 12:47:19 PM

User: SANDBOX\bjamnik

Date Range: First to 8/20/2017

Division: ALL

Job Number: ALL

Cost Element: ALL

Account Number: ALL

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

Detail

WIP Detail						Page: 5 of 5		
Fabrikam, Inc.						8/20/2009 at 12:57:08 PM		
						User: SANDBOX\bjamnik		
Job Number	Cost Code	Cost Code Description	Cost Element	Transaction Number	Account Number	Posting Date	Document Source	Amount
1004	25-1100-002	Hardware 2nd Flr	Misc Materials	RCT1170	000-1411-03	4/12/2016	REC	\$350.00
1004	25-1500-001	Software 1st Flr	Misc Materials	RCT1170	000-1411-03	4/12/2016	REC	\$199.00
1014	26-1200-001	Med-Volt Transformers 1st Flr	Misc Materials	RCT1187	000-1411-03	7/19/2016	REC	\$333.55
1004	25-1100-002	Hardware 2nd Flr	Misc Materials	RCT1175	000-1411-03	4/28/2017	REC	\$350.00
1004	25-1100-001	Hardware 1st Flr	Misc Materials	00000000000000462	000-1411-03	4/12/2016	PM	\$315.75
1014	26-1200-001	Med-Volt Transformers 1st Flr	Misc Materials	00000000000000136	000-1411-03	1/31/2017	IV	\$10.00
1014	26-1200-002	Med-Volt Transformers 2nd Flr	Misc Materials	00000000000000136	000-1411-03	1/31/2017	IV	\$10.00
1015	14-4200-000	Wheelchair Lifts Mats/Eq	Misc Materials	00000000000000138	000-1411-03	1/31/2017	IV	\$168.00
1015	14-4200-000	Wheelchair Lifts Mats/Eq	Misc Materials	00000000000000138	000-1411-03	1/31/2017	IV	\$25.00
1015	14-4200-000	Wheelchair Lifts Mats/Eq	Misc Materials	RCT1187	000-1411-03	7/19/2016	REC	\$515.25
Misc Materials:								\$2,276.55
1014	23-0700-001	HVAC Insulation 1st Flr	Subcontractors	RCT1183	000-1412-03	7/19/2016	REC	\$11,000.00
1014	23-2300-001	Refrigerant Piping 1st Flr	Subcontractors	RCT1185	000-1412-03	7/19/2016	REC	\$5,000.00
1014	23-2300-002	Refrigerant Piping 2nd Flr	Subcontractors	RCT1185	000-1412-03	7/19/2016	REC	\$500.00
1014	23-2300-001	Refrigerant Piping 1st Flr	Subcontractors	00000000000000136	000-1412-03	1/31/2017	IV	\$140.00
Subcontractors:								\$16,640.00
1014	99-9999-00	Travel Costs	Travel	00000000000000505	000-1412-03	5/31/2016	PM	\$300.00
1014	99-9999-00	Travel Costs	Travel	00000000000000506	000-1412-03	5/31/2016	PM	\$345.00
Travel:								\$645.00
1014	99-9999-00	Permits and Insurance	*User Defined	00000000000000507	000-1412-03	4/25/2016	PM	\$1,000.00
*User Defined:								\$1,000.00
Division Total Cost:								\$63,621.06

Payables Aged Trial Balance

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

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

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

VendorID	Vendor Name								
Job Number	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

Project Invoice

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

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

		Invoice:	PB10012
		Date:	4/12/2027
		Total Due:	\$56,700.00
		PO Number:	
Bill To:	Location:		
LAKE PARK GOLF SUPPLY	LAKE PARK GOLF SUPPLY		
16778 West Beloit Road	16778 West Beloit Road		
New Berlin, WI 53151	New Berlin, WI 53151		
Attention:			
For Professional Services Rendered in Connection With Lake Park Golf Project			
Project: LAKE PARK - Lake Park Golf Project			
Reference Number:			
Note: Due and payable 10 days from Receipt of Invoice		Total Due This Invoice:	\$56,700.00

Subcontract Agreement

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

JC Subcontract Agreement

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

Phone: 312-436-2671 Ext.

Fax: 312-436-2896

PO Number: P02075

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

Description:

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

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

Accepted:

Carlson Specialties

Fabrikam, Inc.

By: _____

By: _____

By: _____

Wendy Fabin-Carlson

Anne Dunwoody

Date: _____

Date: _____

Date: _____

Subcontractor Claims

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

Subcontractor Insurance Expiration

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

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

<p style="text-align: center;">JC Subcontractor Insurance Expiration Report Fabrikam, Inc. Job Cost</p> <p style="text-align: right;">Page: 1 of 1 Report Date: 7/27/2009 at 2:56 PM User: SANDBOX\bjamnik</p>										
Vendor ID	Vendor Name	General Ins. Ending Date	Auto Ins. Ending Date	Workmans Comp Ins. Ending Date	Unemployment Ins. Ending Date	General Coverage Amt Available	Auto Coverage Amt Available	Workmans Comp Coverage Amt Available	Unemployment Coverage Amt Available	
BEAUMONT0001	Beaumont Construction	11/15/2014	11/15/2014	3/31/2016		\$1,000,000.00	\$1,000,000,000.00	\$100,000,000.00	\$0.00	
	Job Number	Lien Waiver	Lien Waiver Required	O & M Manual	O & M Required	Payment Bond	Payment Bond Required	Performance Bond	Performance Bond Required	Hold
	1014	Yes	1/31/2017	No		No		No		No
	1005	Yes	1/31/2017	No		Yes	1/1/2017	Yes	1/1/2017	No
	1006	Yes	1/31/2017	No		Yes	5/1/2016	Yes	5/1/2016	No
CARLSONS0001	Carlson Specialties			3/31/2017		\$0.00	\$0.00	\$10,000,000,000.00	\$0.00	
	Job Number	Lien Waiver	Lien Waiver Required	O & M Manual	O & M Required	Payment Bond	Payment Bond Required	Performance Bond	Performance Bond Required	Hold
	1005	Yes	1/31/2017	No		No		No		No
	1006	Yes		No		No		No		Yes

Subcontractor Supporting Statement

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

**SUPPORTING STATEMENT BY HEAD CONTRACTOR
REGARDING PAYMENT TO SUBCONTRACTORS**

This statement must accompany any payment claim served on a principal to a construction contract by a head contractor.

For the purposes of this statement, the terms "principal", "head contractor", "subcontractor", and "construction contract" have the meanings given in section 4 of the *Building and Construction Industry Security of Payment Act 1999*.

Head Contractor : Fabrikam, Inc.

ABN :

Has entered into a contract with the subcontractors listed in the attachment to this statement.

This statement applies for work between and
subject of the payment claim dated:

I, Fabrikam, Inc., being the head contractor, a director of the head contractor or a person authorised by the head contractor on whose behalf this declaration is made, hereby declare that I am in a position to know the truth of the matters that are contained in this supporting statement and declare that, to the best of my knowledge and belief, all amounts due and payable to subcontractors, have been paid (not including any amount identified in the attachment as an amount in dispute).

Signature:

Date:

Full name:

Position/Title:

Penalties

The *Building and Construction Security of Payment Act 1999* provides that:

Section 13(7) A head contractor must not serve a payment claim on the principal unless the claim is accompanied by a supporting statement that indicates that it relates to that payment claim.
Maximum penalty: 200 penalty units.

And:

Section 13(8) A head contractor must not serve a payment claim on the principal accompanied by a supporting statement knowing that the statement is false or misleading in a material particular in the particular circumstances.
Maximum penalty: 200 penalty units or 3 months imprisonment, or both.

Subcontractor Transaction Detail

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

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

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

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

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

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

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

Subcontractor Transaction Detail										Page: 1 of 2	
Fabrikam, Inc. Job Cost										Report Date: 6/26/2012 User: BJamnik	
Ranges:			Grouped By:				Excludes:				
Job Number Range: 1005 to 1005			Job Number then by Vendor				Totals by Receipt				
Vendor Range: AAIN0001 to BUSINESS MAG			Applied documents follow Invoices				PO Lines With No Job Cost Info				
Posting Date Range: 1/1/1900 to 12/31/9999							Includes:				
Project Manager Range: ALL							Payables Transactions with PO Number				
Division Range: First to Last											
Region Range: First to Last											
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	Original PO Num	Received Amt	Invoice Amt	Retention Withheld	Invoice Net of Retainage	Amt Paid + Disc & WO Amt	Transaction Description
	RCT1185	7/19/2016	239CH9	00000000000000510	PO2074	\$5,000.00	\$5,000.00	\$500.00	\$4,500.00		Insulation per plan and spec - 1st Fir
	RCT1185	7/19/2016	239CH9	00000000000000510	PO2074	\$4,000.00	\$4,000.00	\$400.00	\$3,600.00		Insulation per plan and spec - 2nd Fir
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 Fir
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 Fir
	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 Fir
	RCT1164	2/1/2016	BC125333	00000000000000469	PO2074	\$7,500.00	\$7,500.00	\$750.00	\$6,750.00		Insulation per plan and spec - 2nd Fir
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 were previously printed from this window when the **Summary** checkbox is marked. If you wish to view the summary version of this report, mark the **Summary Only** checkbox.
- Gross wages can be calculated by transaction date or check date; however, if you are using rate classes, gross wages can only be calculated by transaction date.
- In Report Manager, you can select whether to use the day of the week specified in TimeTrack as the week ending date. If you select this option, the first week on the report may be a partial week, depending on the Month Begin Date. If you do not select this option, week ending dates will be calculated based on the day of the week that is a full week from the Month Begin Date.

Reports:

- [Detail \(Sorted by Position\) \(page 145\)](#)
- [Summary \(Sorted by Employee\) \(page 149\)](#)

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 Journeyman

Employee Name		Hours					Converted	Actual Benefit	Deduction	Contribution
Employee #	Pay Type	4/7/2017	4/14/2017	4/21/2017	4/28/2017	5/5/2017	Hours	Hours Fund	Fund	
Jamison, Paul										
333-44-4555										
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
Gross Wage: \$4,321.34										
Williams, Brendon										
444-55-8888										
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
Gross Wage: \$4,071.32										
Journeyman 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 Journeyman

Employee Name		Hours					Converted	Actual Benefit	Deduction	Contribution
Employee #	Pay Type	4/7/2017	4/14/2017	4/21/2017	4/28/2017	5/5/2017	Hours	Hours Fund	Fund	
Ramirez, Antonio										
772-28-1999										
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
Gross Wage: \$4,304.45										
Taylor, Nicky										
444-77-7889										
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
Gross Wage: \$4,332.39										
Journeyman 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		Regular	Overtime	Double Time	Converted Hours	Actual Hours	Gross Wages	Benefit Fund	Deduction Fund	Contribution
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								
597	Chicago Pipefitter Local 597 45 North Ogden Avenue Chicago, IL 60607									
Totals For Position:										
JMAN Journeyman		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 Journeyman		0.00	0.00	0.00	180.00	0.00	\$8,636.84			\$0.00
Totals For Union:										
73 Chicago Sheet Metal Local 73		0.00	0.00	0.00	180.00	0.00	\$8,636.84			\$0.00

WIP Reports in Job Cost

- [GL Not Match Job Cost \(page 102\)](#)
- [GL Transactions Not in Job Cost \(page 103\)](#)
- [Job Cost Transactions Not in GL \(page 111\)](#)
- [Job WIP Reconciliation \(page 136\)](#)

TimeTrack SSRS Reports

Certified Payroll

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

Some features include:

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

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

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

U.S. Department of Labor		Certified Payroll																
Employment Standards Administration																		
Wage and Hour Division																		
NAME OF CONTRACTOR <input type="checkbox"/> OR SUBCONTRACTOR <input type="checkbox"/>						ADDRESS												
WennSoft, Inc.						5355 S. Moorland Road New Berlin, WI 53151 Phone: 262-821-4100												
PAYROLL NO.				FOR WEEK ENDING				PROJECT AND LOCATION				PROJECT OR CONTRACT NO.						
				7/11/1999				Sacramento-201,RTC, CP 11403 13th Avenue South Chicago, IL 60603-0776				SAC-201						
(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) Exs.	(3) WORK CLASSIFICATION	(4) DAY AND DATE							(5) TOTAL HOURS	(6) BASE RATE OF PAY / CASH FRINGE	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS					(9) NET WAGES PAID FOR WEEK
			Sun	Mon	Tue	Wed	Thu	Fri	Sat				FICA	WITH-HOLDING TAX	STATE	LOCAL	OTHER	
			7/11	7/5	7/6	7/7	7/8	7/9	7/10									
Johnsen, Barbara xxx-xx-8443 8473 South Drive Gurnee Mills, CA 34568	2		HOURS WORKED EACH DAY															
Straight Time			0.00	0.00	0.00	2.50	4.25	0.00	0.00	6.75	\$18.10 / \$0.00	\$122.18						
Overtime			0.00	0.00	0.00	2.25	0.00	0.00	1.75	4.00	\$27.15 / \$0.00	\$108.60						
Double Time			0.00	0.00	0.00	0.00	0.00	0.00	5.50	5.50	\$36.20 / \$0.00	\$199.10						
Gross Amount for Job SAC-201 / This Week \$429.88 / \$1,104.12												\$62.37	\$105.14	\$20.88	\$11.04	\$180.09	\$379.52	\$724.60
Hernandez, Marilyn R. xxx-xx-0331 1522 West Minnetonka Blvd Excelsior, MN 55983	8	Sr Journeyman	HOURS WORKED EACH DAY															
Straight Time			0.00	0.00	8.00	7.25	0.00	0.00	0.00	15.25	\$29.45 / \$0.00	\$449.11						
Overtime			0.00	0.00	0.00	1.25	0.00	0.00	0.00	1.25	\$44.18 / \$0.00	\$55.23						
Double Time			0.00	0.00	0.00	2.75	0.00	0.00	0.00	2.75	\$58.90 / \$0.00	\$161.98						
Gross Amount for Job SAC-201 / This Week \$666.31 / \$1,538.80												\$86.93	\$106.30	\$35.63	\$15.39	\$499.38	\$743.63	\$795.17
Alvarza, Alicia M. xxx-xx-9938 915 Birch Road Detroit, MI 48233-9211	1	Jr Technician	HOURS WORKED EACH DAY															
Straight Time			0.00	0.00	0.00	0.00	0.00	5.50	0.00	5.50	\$18.10 / \$0.00	\$99.55						
Gross Amount for Job SAC-201 / This Week \$99.55 / \$724.00												\$40.90	\$83.70	\$7.71	\$7.24	\$148.63	\$288.18	\$435.82
Totals For Job SAC-201 - Sacramento-201,RTC, CP			Sun	Mon	Tue	Wed	Thu	Fri	Sat	TOTAL HOURS								
			7/11	7/5	7/6	7/7	7/8	7/9	7/10									
			0.00	0.00	8.00	16.00	4.25	5.50	7.25	41.00			GROSS THIS JOB					
												\$1,195.74						

Date _____

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

do hereby state:

(1) That I pay or supervise the payment of the persons employed by _____ on the _____ (Contractor or Subcontractor) that during the payroll period commencing on the _____ (Building or Work) day of _____, _____, and ending the _____ day of _____, _____, all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said _____ (Contractor or Subcontractor) from the full 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

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.

Certified Payroll for Public Works

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



Note the following information for using this report:

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

Certified Payroll for Public Works

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

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

Employee Benefits & Deductions Detail

NAME, ADDRESS AND
SOCIAL SECURITY NUMBER
OF EMPLOYEE

Check Number

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

10054

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

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

NOTICE TO PUBLIC ENTITY

For Privacy Considerations

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

I, _____, the undersigned, am the
(Name – print)

_____ with the authority to act for and on behalf of
(Position in business)

_____, certify under penalty of perjury
(Name of business and/or contractor)

that the records or copies thereof submitted and consisting of _____
(Description, number of pages)

are the originals or true, full, and correct copies of the originals which depict the payroll record(s)
of the actual disbursements by way of cash, check, or whatever form to the individual or
of the actual disbursements by way of cash, check, or whatever form to the individual or
individuals named.

Date: _____ Signature: _____

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

Date _____

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

do hereby state:

(1) That I pay or supervise the payment of the persons employed by _____ on the _____ (Contractor or Subcontractor) that during the payroll period commencing on the _____ (Building or Work) day of _____, _____, and ending the _____ day of _____, _____, all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said _____ from the full _____ (Contractor or Subcontractor) weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 357,40 U.S.C. § 3145), and described below:

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

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

(4) That:

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

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

(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

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 select to adjust pricing for that customer accordingly. This report helps leaders evaluate and share employee productivity levels in comparison with both personal goals and the productivity of other employees. Top and bottom performers can be identified in terms of billing generated, as well as total hours and percent of total hours spent on company-defined non-utilized jobs, contracts, pay codes, cost codes, or types.

Technician Utilization
Fabrikam, Inc.
TimeTrack

Page: 1 of 2
 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

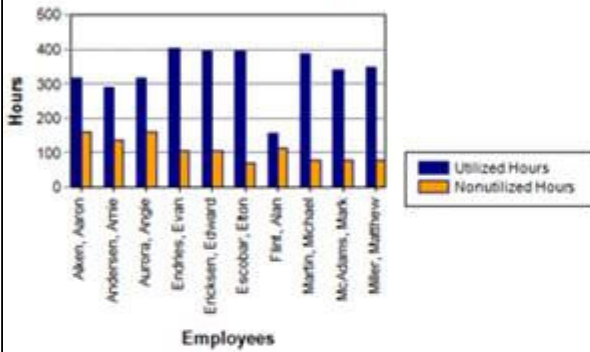
Technician	Hours JC Utilized	Hours JC Non-utilized	Hours SMS Utilized	Hours SMS Non-utilized	Hours Internal Non-utilized	Total Utilized Hours	Total Non-utilized Hours	Total Hours	% Utilized	Total Amount Billed
ALAN Flint, Alan	0.00	0.00	34.50	0.00	5.00	34.50	5.00	39.50	87%	\$0.00
		JC Billed Amount: \$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

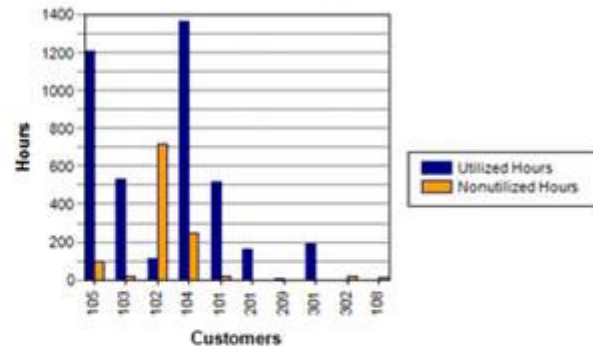
Employee Utilization
Fabrikam, Inc.

Page: 13 of 13
Report Date: 3/8/2010 at 5:16 PM
User ID: CUSTDATATEST\Administrator

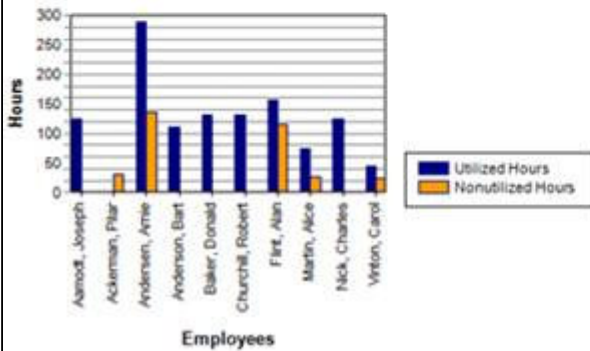
Top 10 Employees by Utilized Hours



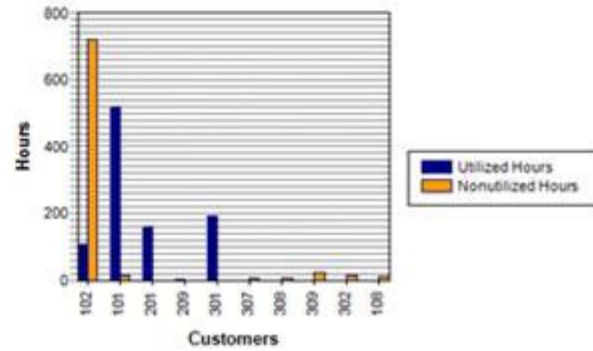
Summary Utilized Hours for Top 10 Customers



Bottom 10 Employees by Utilized Hours



Summary Utilized Hours for Bottom 10 Customers



Time Sheet

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

Time Sheet Report

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

Equipment Attributes

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

Equipment Attributes

Fabrikam, Inc.

Page 1 of 19

Date: 6/23/2011 at 10:21 AM

User: MFraye

Equipment Management Series

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

Equipment Profit and Loss

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

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

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

Equipment Profit and Loss

Rental

From Period Date: 4/1/2027

To Period Date: 4/30/2027

Period Name: Period 4

Contract ID:

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

Equipment Profit and Loss Sub Report

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

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

Equipment Profit and Loss Details

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

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

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

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


Equipment Profit and Loss Key Performance Indicator

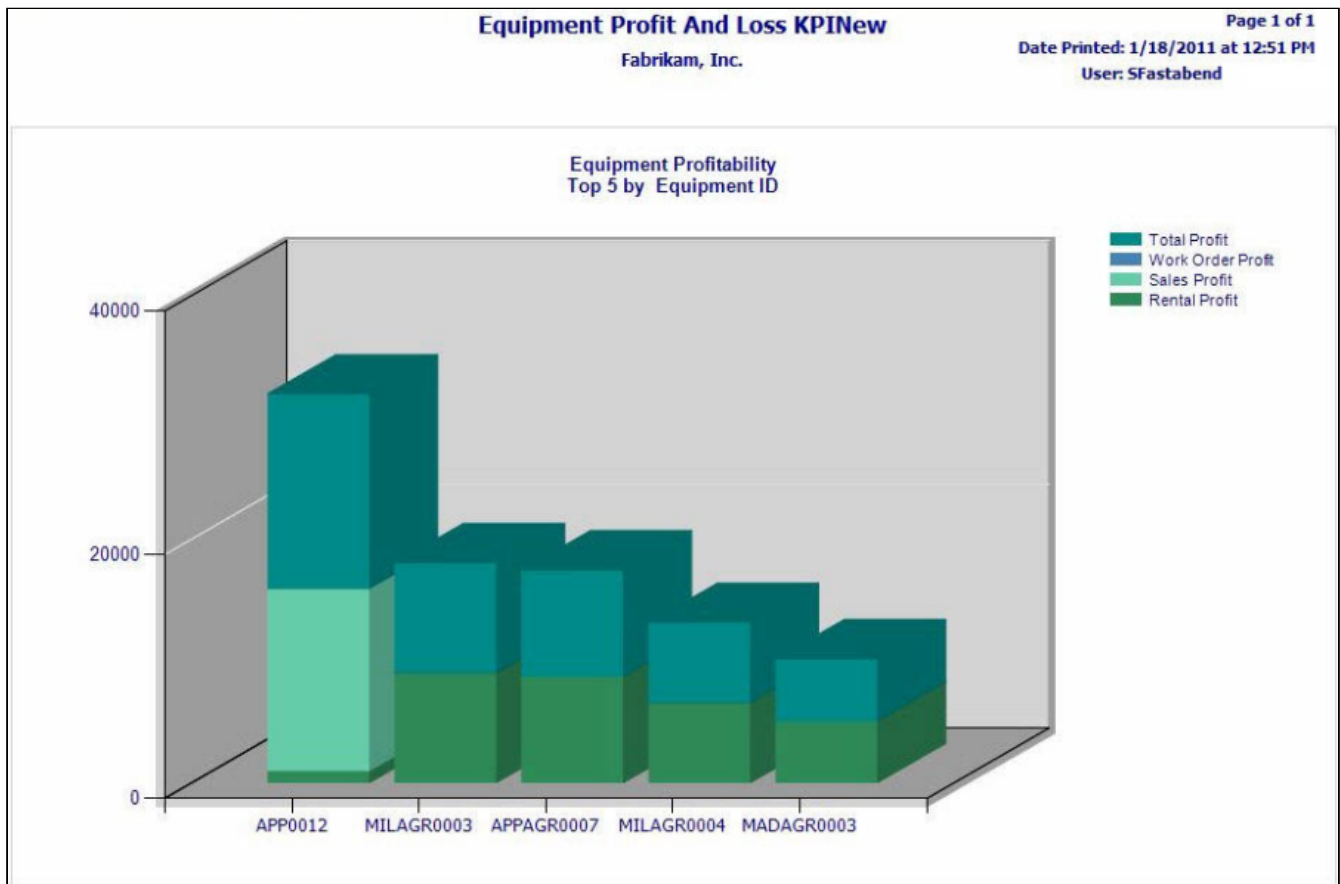
This Key Performance Indicator (KPI) report allows you to visually depict profit amounts for Equipment Management cost groups:

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

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

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

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



Inspection

This report displays the vehicle reading data that is entered either in the Vehicle Readings window or from Mobile Tech. You can also print out the Inspection report if no data has been entered so that you can manually complete the inspection on 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: 5300		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:					INBOUND 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:	

Rental Agreement, Booking, and Invoice Reports

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

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

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

- [Rental Agreement \(page 163\)](#)
 - [Rental Agreement Standdown Lines \(Subreport\) \(page 168\)](#)
- [Rental Line Agreement \(page 168\)](#)
- [Rental Booking \(page 168\)](#)
- [Rental Invoice \(page 169\)](#)
 - [Rental Invoice Misc Lines \(Subreport\) \(page 171\)](#)
 - [Rental Invoice Standdown Lines \(Subreport\) \(page 171\)](#)
- [Rental Line Invoice \(page 171\)](#)

Rental Agreement

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

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

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

Reports:

- [Not Including Billed Information \(Default\) \(page 164\)](#)
- [Including Billed Information \(page 165\)](#)

Not Including Billed Information (Default)

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!

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

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

Page 1 of 1

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

Including 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
	DAY	25.00	3.00
	WEEK	100.00	3.00
	MONTH	375.00	1.00
	Overage Qty		160
	Standdown ID	QTY	Credit Amount
	STDN0002	2.00000	50.00000
Subtotal	375.00	Standowns	(50.00)
	Insurance	18.75	Overage
	0.00		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
Standowns	\$	(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!
Fabrikam, Inc., 4277 West Oak Parkway, Chicago, IL 60601-4277
Phone: (312) 436-2671 Fax: (312) 436-2896

Rental Agreement Standdown Lines (Subreport)

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

<u>Standdown ID</u>	<u>QTY</u>	<u>Credit Amount</u>
STDN0002	2.00	\$50.00

Rental Line Agreement

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

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

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

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

<i>Rental Line Agreement</i>							2/28/2020 11:06:57 AM
<i>Equipment ID: APP0006</i>						<i>Company: Fabrikam, Inc.</i>	
<i>User: WENNSOFTDEV\konnen</i>							
Equipment ID / Item Number	Agreement Type Line Type	Model	Rental Start Date	Rental End Date	Customer ID Customer Name	Agreement No. Job Number	Type Job Description
Cost Codes		Cost Code Description	Line		Address ID		
APP0006	APPAGR	S300	2/24/2020	2/28/2020	101	APPAGR0011	On Rent

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 MILBK0001

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	ML0009	Description	Serial Number	Rental
		Model ERC-HG		Category 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!
Fabrikam, Inc., 4277 West Oak Parkway, Chicago, IL 60601-4277
Phone: (312) 436-2671 Fax: (312) 436-2896

Page 1 of 1

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>U of M</u>	<u>Rate</u>	<u>Quantity</u>	<u>Total</u>
Line Rates	Day	25.00	0.00	0.00
	Week	100.00	0.00	0.00
	Month	375.00	1.00	375.00
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 Invoice Misc Lines (Subreport)

This subreport displays the Miscellaneous Lines of the selected invoice. This subreport is not printed separately. This information is included on the Rental Invoice.

<u>Misc Lines</u>					
0-10W35 ENGINE OIL	10W35 Engine Oil	3.56	1.00	Each	\$3.56

Rental Invoice Standdown Lines (Subreport)

This subreport displays the Standdown Lines in the selected invoice. This subreport is not printed separately. This information is included on the Rental Invoice.

<u>Standdown ID</u>	<u>Equipment ID</u>	<u>Standdown Qty</u>	<u>Standdown Credit Amount</u>
STDN0002	APP0006	2.00	50.00

Rental Line Invoice

This report displays all rental invoice lines.

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

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

In this example, the results were filtered to only show the Customer ID of 101. In the report window, you can select to view line details and the report that is printed will display only the details that were displayed in the report window. The example shows that the first line was select to show the details.

Rental Line Invoice

2/28/2020 11:14:25 AM

Company: Fabrikam, Inc.

Customer No.: 101

User: WENNSOFTDEV\konnen

Equipment ID / Item Number	Model Line Type	Invoice From	Invoice To	Invoice Type	Invoice No. Line	Customer ID Job Number	Customer Name Job Description	Cost Code Cost Code Description	Total Agreement No. Address ID
APP0006	S300	2/24/2020	3/1/2020	APPRTINV	APPRTINV0017	101	ACCURATE PRINTING		\$196.62
	Equipment				1				APPAGR0011 MAIN OFFICE
	Subtotal	Insurance	Overage	Transport	Markdown	Tax			
	\$175.00	\$8.75	\$0.00	\$0.00	\$0.00	\$12.87			
MIL0007	328	1/2/2017	2/1/2017	MILRTINV	MILRTINV0005	101	ACCURATE PRINTING		\$898.80
MIL0009	ERC-HG	1/2/2017	2/1/2017	MILRTINV	MILRTINV0005	101	ACCURATE PRINTING		\$1,011.15
MILATTAC100	COMBINATION BUCKET	1/2/2017	2/1/2017	MILRTINV	MILRTINV0005	101	ACCURATE PRINTING		\$505.58
MIL0007	328	2/2/2017	3/1/2017	MILRTINV	MILRTINV0006	101	ACCURATE PRINTING		\$898.80
MIL0009	ERC-HG	2/2/2017	3/1/2017	MILRTINV	MILRTINV0006	101	ACCURATE PRINTING		\$1,011.15
MILATTAC100	COMBINATION BUCKET	2/2/2017	3/1/2017	MILRTINV	MILRTINV0006	101	ACCURATE PRINTING		\$505.58
MIL0007	328	3/2/2017	4/1/2017	MILRTINV	MILRTINV0008	101	ACCURATE PRINTING		\$898.80
MIL0009	ERC-HG	3/2/2017	4/1/2017	MILRTINV	MILRTINV0008	101	ACCURATE PRINTING		\$1,011.15
MILATTAC100	COMBINATION BUCKET	3/2/2017	4/1/2017	MILRTINV	MILRTINV0008	101	ACCURATE PRINTING		\$505.58
MIL0007	328	4/2/2017	5/1/2017	MILRTINV	MILRTINV0009	101	ACCURATE PRINTING		\$898.80
MIL0009	ERC-HG	4/2/2017	5/1/2017	MILRTINV	MILRTINV0009	101	ACCURATE PRINTING		\$1,011.15

Rental Utilization

This report compares actual rental usage to potential rental usage and displays rental utilization information for each equipment record by Month, Year to Date, and Life to Date. For each equipment ID, utilization is shown both in terms of days and amounts. Amounts are calculated using the following equation:

Rental Subtotal - Rental Credits - Standdowns + Overage - Markdowns (for Rate and Overage only)

Insurance and tax are not part of the Amount calculation. Standdown days and days that are marked on the Rental Setup window as Week End Days will not be included in the utilization Days.

The Rental Utilization report can be printed from its location in the Report Manager, or from Microsoft Dynamics GP by opening the Administration page and locating this report on the Custom Reports list.

You can group the equipment on the report by branch then category, branch then model, category then branch, or model then branch. The category and model will not show up on the report unless they are used to group the equipment.

Fabrikam, Inc.
Rental Utilization Report
Through 1/2010

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

Utilization by: Branch and Category

Equip ID	Serial Number	Category	Model	Type	Year	Status	Acquisition Date	Usage LTD	Last Rental Date
Month To Date			Year To Date			Life To Date			
Rented	Potential	%	Rented	Potential	%	Rented	Potential	%	
Branch: APPLETON									
Category: Rental									
APPATTAC100	KJAOI24T0	Inventory	BACKHOE	ATTACHMEN T	2016	AVAILABLE	1/2/2017		
Days:	0	0	0.00 %	0	0	0.00 %	0	0	0.00 %
Amount:	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00	0.00 %
Category: Inventory									
Total:	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00	0.00 %
Branch: APPLETON									
Total:	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00	0.00 %

Scheduled Maintenance Forecast

Use this report to print a summary of the scheduled maintenance records that fit your criteria from the Scheduled Maintenance Forecast Inquiry window (*Inquiry > Signature Equipment > Forecast Inquiry*).

Scheduled Maintenance Forecast Report											Page: 1 of 1
Fabrikam, Inc.											Report Date: 2/27/2020 at 1:10 PM
User ID: WENNSOFTDEV\konn											
Range:	Equipment ID:		Maintenance Class ID:		Forecast Date:	5/27/2020					
	Model:	463	Maintenance Type ID:	SKIDSTEER 1500 MILES							
	Category:		Service Call ID:								
No.	Maintenance Type ID	Description	Equipment ID	Model	Category	Forecast Date	Due Date	Due At	Meter Forecast	Est. Total Cost	Est. Hours
42	SKIDSTEER 1500 MILES	Skid Steer 1500 Miles Scheduled Maintenance Task List	APP0003	463	Appleton Rentals			2500 MILES		\$188.00	5.25
44	SKIDSTEER 1500 MILES	Skid Steer 1500 Miles Scheduled Maintenance Task List	APP0004	463	Rental			2500 MILES		\$188.00	5.25
49	SKIDSTEER 1500 MILES	Skid Steer 1500 Miles Scheduled Maintenance Task List	MAD0001	463	Rental			2500 MILES		\$188.00	5.25
51	SKIDSTEER 1500 MILES	Skid Steer 1500 Miles Scheduled Maintenance Task List	MAD0002	463	Rental			2500 MILES		\$188.00	5.25
57	SKIDSTEER 1500 MILES	Skid Steer 1500 Miles Scheduled Maintenance Task List	MIL0001	463	Rental			2500 MILES		\$188.00	5.25
59	SKIDSTEER 1500 MILES	Skid Steer 1500 Miles Scheduled Maintenance Task List	MIL0002	463	Rental			2500 MILES		\$188.00	5.25
6 Scheduled Maintenance Record(s)			Total Estimated Cost: \$1,128.00				Total Estimated Hours: 31.50				

Shared SSRS Reports

Equipment Service Cost per Meter UOM

This report shows service costs, including total cost and cost by category, for a piece of equipment over time, as well as the meter unit of measure for that equipment and the calculation of the cost per meter unit of measure. These costs are displayed by equipment record, and you can group the records by any 1-, 2-, or 3-group combination of Customer, Location, Branch, Category, and Model. The grand total and average cost per unit of measure for a group are calculated based on the group's total cost and total units of measure. Period usage is based on daily average use, as calculated based on the meter readings closest to the start and end dates of the period. This report can be printed from its location in the Report Manager, or from Microsoft Dynamics GP by opening the Administration page and locating this report on the Custom Reports list. By default, the detailed report displays. If you select to hide details, the report is limited to costs per equipment.

- [Summary \(page 172\)](#)
- [Detail \(page 173\)](#)

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			
	Categories:	Inventory,Maintenance,On Order,Previous ID,Rental,Sales History,Service				Inactive Equipment:	True			
	Models:	463,BACKHOE,COMBINATION BUCKET,MT55 48" ANGLE BROOM,924G CAT WHEEL LOADER,322 CAT EXCAVATOR,C35,NPR 15D,JLG 35L,320,328,S300,TRENCHER,ERC-HG,NTA-5A								
	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			
	Categories:	Inventory,Maintenance,On Order,Previous ID,Rental,Sales History,Service					Inactive Equipment:	True			
	Models:	463,BACKHOE,COMBINATION BUCKET,MT55 48" ANGLE BROOM,924G CAT WHEEL LOADER,322 CAT EXCAVATOR,C35,NPR 15D,JLG 3SL,320,328,5300,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											
2597			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		
Service Call ID	Date	Service Type	Description	EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER	Total		
100128-0002	1/2/2017	MAINTENANCE		\$1,237.98	\$34.66	\$160.00	\$0.00	\$34.76	\$1,467.40		
Model 463 Totals				Equipment	Material	Labor	Subcontractor	Other	Total	Cost Per HOURS	
				\$1,237.98	\$34.66	\$160.00	\$0.00	\$34.76	\$1,467.40	\$0.57	
Customer 10000 Totals				Equipment	Material	Labor	Subcontractor	Other	Total	Cost Per HOURS	
				\$1,237.98	\$34.66	\$160.00	\$0.00	\$34.76	\$1,467.40	\$0.57	
Grand Totals				EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER	Total	Cost Per HOURS	
				\$1,237.98	\$34.66	\$160.00	\$0.00	\$34.76	\$1,467.40	\$0.57	

Receivables Aged Trial Balance

This report shows the current and past due transaction amounts, retention withholding and retention billing, and overall invoice balance for a customer, either grouped by customer and totaled for all jobs/master IDs assigned to that customer, or grouped by job/master ID and listed individually for the customer of that specific job/master ID. You can also view report totals for all customers. This report can include information from Service Management, Job Cost, and/or Equipment Management. A job/master ID can be a Job Cost job or project invoice, a Service Management maintenance contract, master contract, or service call invoice, or an Equipment Management rental invoice. The detailed version of this report allows you to review individual posted transactions in addition to total amounts. You can use this report to identify customers with outstanding and past-due balances and view the invoices that have not been paid. You can also use the transaction detail to reconcile your Accounts Receivable GL account. You can print this report from its location in the Report Manager, or from Microsoft Dynamics GP by opening the Administration page and locating this report on the Custom Report List.

- [Summary - Grouped by Customer \(page 174\)](#)
- [Summary - Grouped by Job/Master ID \(page 174\)](#)
- [Detail - Grouped by Customer \(page 175\)](#)
- [Detail - Grouped by Job/Master ID \(page 176\)](#)

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				
Sort By:	Customer ID	Group By: Customer		Project Manager Range: FIRST to LAST	Master ID Range: FIRST to LAST					
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	\$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	\$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:	(252)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	
Customer 101 - ACCURATE PRINTING Totals							\$111,577.09	\$0.00	\$0.00	\$0.00	\$10,980.00	\$111,577.09	
Grand Totals:							1	\$111,577.09	\$0.00	\$0.00	\$0.00	\$10,980.00	\$111,577.09

Detail - Grouped by Job/Master ID

Job/Master ID: MILAGR0003 -												
Document Number	Type	Date	Customer	Amount	Discount	Writeoff	Current	31 - 60 Days	61 - 90 Days	91 - 120 Days	Retention	Balance
MILRTINV0005	SLS	1/31/2017	101									
MILRTINV0006	SLS	2/28/2017	101	\$2,415.53			\$2,415.53					
MILRTINV0008	SLS	3/4/2017	101	\$2,415.53			\$2,415.53					
Customer 101 - ACCURATE PRINTING Totals							\$4,831.06	\$0.00	\$0.00	\$0.00	\$0.00	\$4,831.06
Customer 101 - ACCURATE PRINTING Totals							\$4,831.06	\$0.00	\$0.00	\$0.00	\$0.00	\$4,831.06
Job/Master ID: Project #1 - Project #1 Buildings												
Document Number	Type	Date	Customer	Amount	Discount	Writeoff	Current	31 - 60 Days	61 - 90 Days	91 - 120 Days	Retention	Balance
PB10005	SLS	1/31/2017	104	\$61,632.00			\$61,632.00					
PB10009	SLS	2/28/2017	104	\$35,310.00			\$35,310.00					
Customer 104 - LANGE HARDWARE Totals							\$290,826.00	\$0.00	\$0.00	\$0.00	\$0.00	\$290,826.00
Customer 104 - LANGE HARDWARE Totals							\$290,826.00	\$0.00	\$0.00	\$0.00	\$0.00	\$290,826.00
Job/Master ID: Project #2 AIA - Project #2 AIA Billing												
Document Number	Type	Date	Customer	Amount	Discount	Writeoff	Current	31 - 60 Days	61 - 90 Days	91 - 120 Days	Retention	Balance
PB10006	SLS	1/31/2017	101	\$48,060.00			\$48,060.00				\$5,340.00	
PB10010	SLS	2/28/2017	101	\$2,700.00			\$2,700.00					
Customer 101 - ACCURATE PRINTING Totals							\$101,520.00	\$0.00	\$0.00	\$0.00	\$10,980.00	\$101,520.00
Customer 101 - ACCURATE PRINTING Totals							\$101,520.00	\$0.00	\$0.00	\$0.00	\$10,980.00	\$101,520.00

Receivables Historical Aged Trial Balance

This report shows a breakdown of customer balances on a previous date, including transaction amounts, retention withholding, retention billing, and aging. Similar to Receivables Aged Trial Balance, which reports the most recent aging and amounts that are currently outstanding, the Receivables Historical Aged Trial Balance report allows you to review past transactions, previous balances, and payment history. You can group information by job/master ID, or you can view transactions by customer, totaling all jobs/master IDs assigned to that customer. You can also view report totals for all customers. You can select to include information from Service Management, Job Cost, and/or Equipment Management. A job/master ID can be a Job Cost job or project invoice, a Service Management maintenance contract, master contract, or service call invoice, or an Equipment Management rental invoice. You can also specify whether you want to show credit balance and zero balance information, no activity, fully paid documents, and unposted applied credit documents. In addition to using this report to help with collections, the transaction detail on the Receivables Historical Aged Trial Balance report supports the balance in your Accounts Receivable and Retention Receivable GL accounts. You can print this report from its location in the Report Manager, or from Microsoft Dynamics GP by opening the Administration page and locating this report on the Custom Report List.

 A payment that applies across multiple jobs does not appear under any of the jobs it was applied to; rather, it appears under a blank job number for the appropriate customer.

Historical Aged Trial Balance


Fabrikam, Inc.

Receivables Management

Customer: 101		Name: ACCURATE PRINTING		Account Type: Open Item									
User Defined 1: Contact: Phone:		Bob Johnson (555) 555-5555 Ext. 0000		Sales Person: Territory: Terms:		TERRITORY 4 Net 30		Credits:		Unlimited			
Document Number	Type	Date	Job/Master	Amount	Discount	Writeoff	Current	31 - 60 Days	61 - 90 Days	91 - 120 Days	Retention	Balance	
INV10002	SLS	4/12/2016		\$1,050.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<0.00
JCI0023	SLS	4/12/2017		\$428.00	\$0.00	\$0.00	\$428.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<0.00
JCI0025	SLS	4/12/2017		\$43,200.00	\$0.00	\$0.00	\$43,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<0.00
SRVCE0000000000021	SVC	4/1/2016		\$314.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<0.00
SRVCE0000000000074	SVC	4/1/2017		\$98.75	\$0.00	\$0.00	\$98.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<0.00
			CREDIT0000000000006										
			4/12/2017				(\$22.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<0.00
SRVCE0000000000127	SVC	4/1/2017		\$214.00	\$0.00	\$0.00	\$214.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<0.00
			CREDIT0000000000002										
			4/12/2017				(\$10.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<0.00
SRVCE0000000000160	SVC	4/12/2017		\$73.98	\$0.00	\$0.00	\$73.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<0.00
SRVCE0000000000161	SVC	4/12/2017		\$1,310.75	\$0.00	\$0.00	\$1,310.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<0.00
SRVCE0000000000023	SVC	4/12/2016	041114-0001	\$158.75	\$0.00	\$0.00	\$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	\$0.00	\$158.75
SRVCE0000000000048	SVC	4/13/2016	041115-0002	\$231.75	\$0.00	\$0.00	\$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	\$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	\$0.00	<0.00
Job/Master ID Project #2 AIA - Totals							\$0.00	\$5,400.00	\$0.00	\$0.00	\$0.00	\$300.00	\$5,400.00
SRVCE0000000000054	SVC	4/12/2017	170412-0001	\$65.00	\$0.00	\$0.00	\$65.00	\$0.00	\$0.00	\$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	\$0.00	\$65.00
SRVCE0000000000055	SVC	4/12/2017	110824-0001	\$210.79	\$0.00	\$0.00	\$210.79	\$0.00	\$0.00	\$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	\$0.00	\$210.79
SRVCE0000000000062	SVC	4/12/2017	110908-0002	\$160.50	\$0.00	\$0.00	\$160.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<0.00
			CREDIT0000000000005										
			1/1/2017				(\$20.00)	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$140.50

WennSoft Billing Customer Profitability

This report allows you to view a customer's true profitability, regardless of whether sales or costs are attributed to a Signature or a GP module. You can also use this report to track profitability by product, with year to date, life to date, and last year's totals broken down and summarized per job, service call, maintenance contract, or non-Signature transactions.

 Costs for jobs are only available on this report for posted periods. Current Job Cost transactions do not appear on this report.

Select whether to view information by fiscal year or calendar year, then select the year and a period range. Select a customer ID range and sort option; you can sort profitability information for each customer by customer ID or name, class, salesperson, sales territory, or state. You can also filter the report per a customer name, class, salesperson, territory, state, or user-defined field range. The summary version of this report prints by default, allowing you to view and profit margin totals for each customer. You can use the expansion button next to the ID field label to show detailed profitability for each customer by product.

- [Summary \(page 178\)](#)
- [Detail \(page 179\)](#)

Summary

WennSoft Billing Customer Profitability

Fabrikam, Inc.

WennSoft

12/8/2017

12:58:47 PM

WENNSOFTDEV\konn

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

Detail

WennSoft Billing Customer Profitability

Fabrikam, Inc.

WennSoft

12/8/2017

12:58:47 PM

WENNSOFTDEV\konn

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

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](#)⁸.

Configuring a Report


Before you begin customizing a report template, refer to [Signature Report Templates \(page 184\)](#) for descriptions that will help you select the template that is best suited for your needs. Consider the information that you want to get out of the report and the way that you want that information to display.

The following steps are required to customize a report template:

- [Step 1: Open the Report Template in Report Builder \(page 180\)](#)
- [Step 2: Specify the Product Name \(page 180\)](#)
- [Step 3: Set the Parameter Values \(page 181\)](#)
- [Step 4: Specify the Data Source \(page 181\)](#)
- [Step 5: Set Default Parameter Values \(Optional\) \(page 181\)](#)
- [Step 6: Customize the Report Columns \(Optional\) \(page 181\)](#)
- [Step 7: Save the Report \(page 184\)](#)

Step 1: Open the Report Template in Report Builder

1. Go to your Report Manager and select the company you are creating the report for.
2. Open the Signature Shared folder to view the report templates available.

 If you do not see the report templates in this folder, verify you have run the wizard to deploy the latest Signature reports.

3. Use the context menu to open the template in Report Builder.

Step 2: Specify the Product Name

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

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

⁸ <https://docs.key2act.io/display/1805b07/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 select *Parameter Properties*.
2. On the Report Parameter Properties window, select Default Values.
3. For the **Value**, enter the view or table on which the report is based.
4. Select *OK*.

The parameter values populate as selections in the parameter fields on the report.


Step 4: Specify the Data Source

The data source provides the information on the report. This must be the same table or view that populates the report parameter values.

1. Expand *Datasets*. Right-click *Main Table* and select *Dataset Properties*.
2. Replace the existing **Name** with the name of the table or view you are using.
3. Change the data source name in the **Query** from the default "MainTable" to the name of your table or view. This query pulls fields from the specified data source for use on the report; you can also customize the query if there are specific fields you want to use.
4. Select *OK*.

Step 5: Set Default Parameter Values (Optional)

You can specify the parameter values that default for the report. This is useful if you are creating a report for a specific purpose and do not want to select the parameter values every time the report is opened.

 If you are using Business Analyzer to view reports, you must set default parameter values to return results. You cannot select parameter values within this product; if no defaults are set, the report will not display in Business Analyzer.

1. From the *Parameters* folder on the Report Data sidebar, right-click the name of the parameter field, for example, *GroupBy1*, and select *Parameter Properties*.
2. On the Report Parameter Properties window, select Default Values.
3. For the **Value**, enter the name of a field from the table or view that is set up as the data source. This field is the selection that defaults in the drop-down menu for this parameter.
4. Select *OK*.

The field that you specified defaults as the parameter value on the report. You can use the drop down to select a different parameter.

Step 6: Customize the Report Columns (Optional)

Once the data source is set up, you can add additional columns to the report if necessary. You may select to add columns to templates like *SignatureTemplateGroup* or *SignatureTemplateGroupFilter* if you want to view more data on the report than those found in the template columns provided.

1. Expand *Datasets* and find the table or view that the report data is pulled from.
2. Select the name of the field that you want to add as a column on the report, and drag and drop it onto the template.
3. Repeat for any additional columns you wish to add.

Step 7: Save the Report

After the template is customized, you can save it as a new report.

1. Use the Report Builder menu at the top left of the window to select *Save As*, and save the report with a new file name. Close Report Builder when you are done.
2. Refresh Report Manager in your browser to view the new report. You can now run the report and manage the default parameters from Report Manager as necessary.

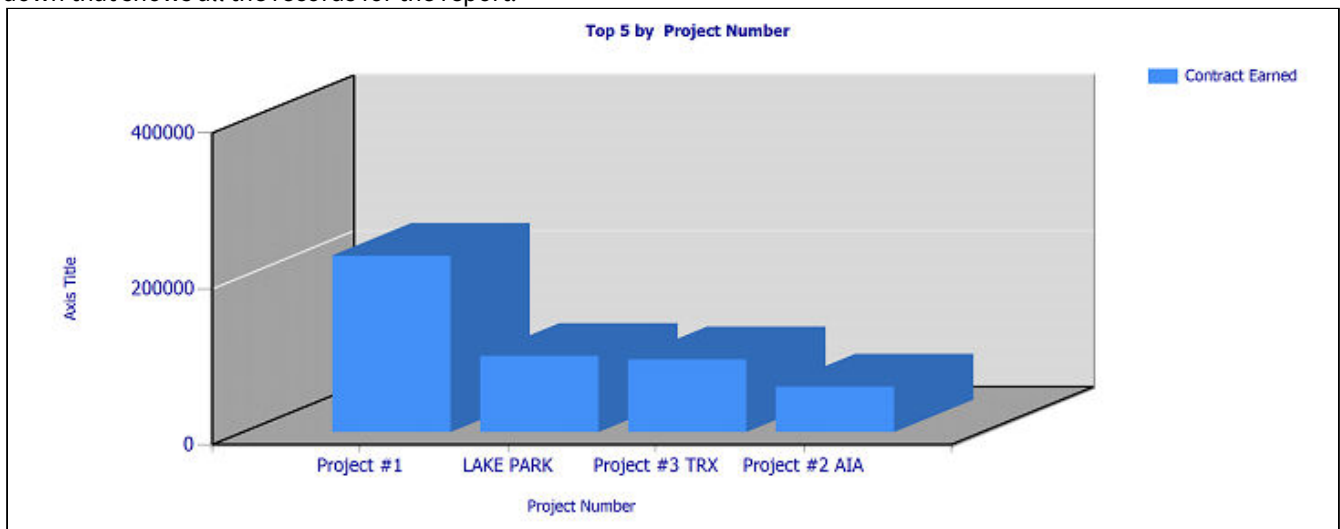
Signature Report Templates

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

- [Signature Template Chart 1 \(page 184\)](#)
- [Signature Template Chart 2 \(page 185\)](#)
- [Signature Template Chart 5 \(page 185\)](#)
- [Signature Template Group \(page 186\)](#)
- [Signature Template Group Filter \(page 187\)](#)
- [Signature Template Group Filter Date \(page 188\)](#)
- [Signature Template Pivot \(page 189\)](#)

Signature Template Chart 1

This template allows you to create a report for viewing the top X values of your choosing. There is a *Show Details* drill down that shows all the records for the report.



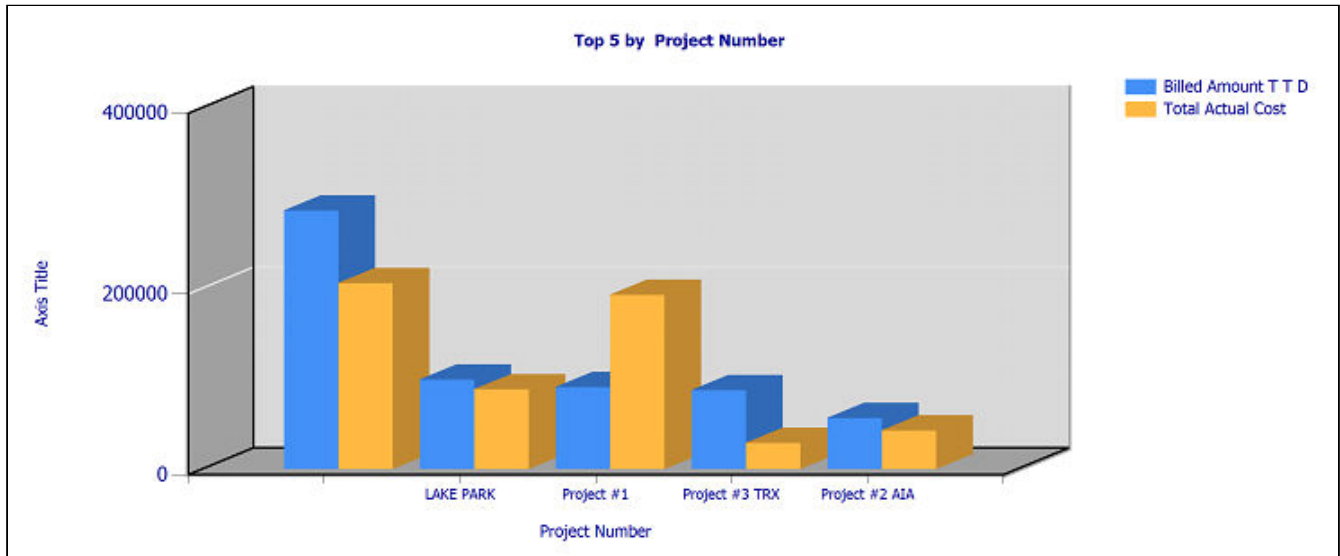
When you create a report based on this template, you can edit the following parameters in Report Manager:

- You can define the number of values (**Top X**) to display.
- You can use any text type field from your data source to group the values on the report (**Group By**).
- You can use any number type field from your data source to measure the values on the report (**Chart Value 1**).

Example: You may decide to use this template to create a Project Chart. Values are grouped by Project Number, Project Name, Customer Number, Customer Name, or Manager. Values are measured by Contract Earned, Total Actual Cost, or Billed Amount TTD.

Signature Template Chart 2

This template allows you to create a report for viewing and comparing the top X values of your choosing. There is a *Show Detail* drill down that shows all the records for the report.



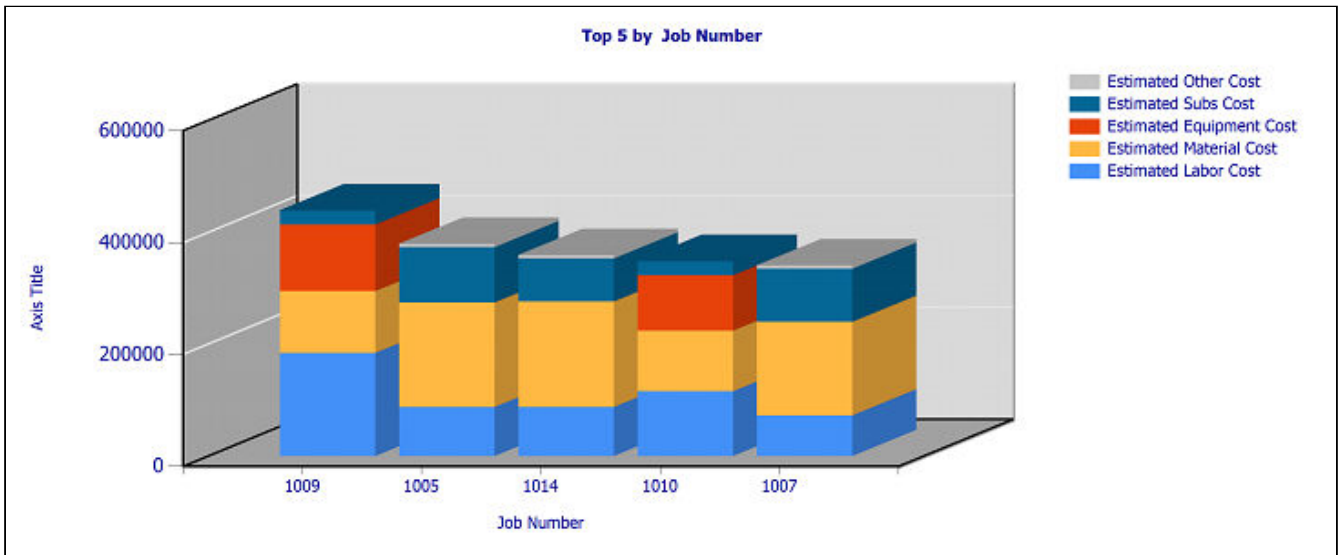
When you create a report based on this template, you can edit the following parameters in Report Manager:

- You can define the number of values (**Top X**) to display.
- You can use any text type field from your data source to group the values on the report (**Group By**).
- You can use any number type field from your data source to measure the values on the report and determine the top X groups based on this value (**Chart Value 1**)
- Additionally, you can use any number type field from your data source to measure another value on the report (**Chart Value 2**).

Example: You may decide to use this template to create a Job Revenue Cost report. Values are grouped by Project Number, Project Name, Customer Number, Customer Name, or Estimator. Values are measured by Billed Amount TTD and Total Actual Cost.

Signature Template Chart 5

This template allows you to create a report for viewing and totaling the top X values of your choosing. There is a *Show Detail* drill down that shows all the records for the report.



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

- You can define the number of values (**Top X**) to display.
- You can use any text type field from your data source to group the values on the report (**Group By**).
- You can use any number type fields from your data source to measure the values on the report and determine the top X groups based on a sum of these values (**Chart Value 1 - Chart Value 5**).

Example: You may decide to use this template to create a Job Estimated Cost report. Values are grouped by Project Number, Project Name, Customer Number, Customer Name, or Estimator. Values are measured by Estimated Labor Cost, Estimated Material Cost, Estimated Equipment Cost, Estimated Subs Cost, and Estimated Other Cost.

Signature Template Group

This template allows you to create a table-based report with information that can be sorted and grouped by any two fields. You can add fields from the data source as columns on the report; if you add a field with numeric values, subtotal and report totals are included on the report.

Group By: ProjectNumber Group By 2: JobNumber

WinnsoftTemplateGroup

Signature Template Group
Job Cost
Fabrikam, Inc.

Page 1 of 2
Date Printed: 3/29/2011 at 10:04 AM
User: Sfastabend

Group Sort Option
First By: Project Number
Then By: Job Number

Project Number	Job Number	RNDocument Number Work	Document Amount	Billed Amount TTD	Retention Amount TTD
(empty)					
	1001	JC10004	4367.00	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	2969.89	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.

Group By: JobNumber Group By 2: CostElementName
 FilterByStart: 1001 FilterByEnd: 1020

Signature Template Group Filter
 Job Cost
 Fabrikam, Inc.

Page 1 of 11
 Date Printed: 3/29/2011 at 10:00 AM
 User: SFastabend

Group Sort Option
 First By : Job Number
 Then By : Cost Element Name
 Filter On Job Number
 Starting Job Number 1001
 Ending Job Number 1020

Job Number	Cost Element Name	Cost Code Alias	Cost Code Description	Cost Code Actual Cost TTD	Cost Code Actual Cost YTD
1001					
		00-4000-007-7	Other/Misc Costs	0.00	0.00
	Total for .			0.00	0.00
	Labor				
		00-1000-001-1	Engineering - Labor	304.23	0.00
		00-2000-001-1	Project Management - Labor	3106.23	1385.03
		01-3000-001-1	1st Floor Installation - Labor	2492.63	1482.63
		02-3000-001-1	2nd Floor Installation - Labor	2446.55	1032.55
	Total for Labor			8349.64	3900.21
	Misc Materials				
		01-3000-002-2	1st Floor - Materials	2123.89	0.00
		02-3000-002-2	2nd Floor - Materials	139.20	92.80
	Total for Misc Materials			2263.09	92.80
	Subcontractors				
		01-3000-004-4	1st Floor Installation - Subs	880.00	280.00
		02-3000-004-4	2nd Floor Installation - Subs	675.00	75.00
	Total for Subcontractors			1555.00	355.00
	Total for 1001			12167.73	4348.01

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.

Group By: ProjectNumber | Group By 2: JobNumber
 Starting Group: LAKE PARK | Ending Group: Project #2 AIA
 Show Date On Report: Yes | Date Column: PostingDate
 Starting Date: 1/1/1900 12:00:00 AM | Ending Date: 4/12/2017 12:00:00 AM

Project Number	Job Number	Posting Date	Change Order Number	Change Order Status Name	Change Order Estimated Cost
LAKE PARK					
	1007				
		01/01/1900	1007-2	Pending	700.00
		01/01/1900	1007-3	In-Process	850.00
		04/12/2017	1007-1	Confirmed	2000.00
	Total for 1007				3550.00
	1008				
		01/01/1900	1008-2	Confirmed	750.00
		01/01/1900	1008-3	Pending	5000.00
		04/12/2017	1008-1	Confirmed	750.00
	Total for 1008				6500.00
Total for LAKE PARK					10050.00
Project					
	1011				
		01/01/1900	kahdfkasjh	Confirmed	0.00
	Total for 1011				0.00
Total for Project					0.00
Project #1					
	1012				
		04/12/2017	1012-1	Confirmed	0.00
	Total for 1012				0.00
Total for Project #1					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 to group and sort the values on the report (**Group By** and **Group By 2**).
- You can select fields for filtering based on the first Group By value (**Starting Group** and **Ending Group**).
- You can select to show the date values that you are using as filters on the report (**Show Date On Report**).
- You can select the date field you wish to use for filtering the report (**Date Column**), then select the date filter values (**Starting Date** and **Ending Date**).

Example: You may decide to use this template to create a Change Order Report. Additional fields such as Change Order Estimated Cost are added as columns when editing the report template in Report Builder. In Report Manager, values are grouped first by Project Number or Change Order Status Name. Values are grouped next by Job Number or Change Order Status Name. Values are filtered based on Project Number or Change Order Status Name, as this is the first Group By field. Values are also filtered based on the Posting Date or Last Modified Date.

Signature Template Pivot

This template allows you to create a matrix-based report that can pivot data into a column group and row group. You add numeric values to the body of the matrix, and totals appear based on the row and column criteria.

 You must have SQL 2008 R2 Business Intelligence Studio installed to deploy and use this report template.

Row Group: ProfitCenterId Column Group: CallStatusName View Report

1 of 1 100% Find | Next

SignatureTemplatePivot

Page 1 of 1
Date Printed: 3/29/2011 at 9:41 AM
User: COMPANY\SFastabend

ProfitCenterId	CLOSED		OPEN	
	Cost All	Billable All	Cost All	Billable All
PM COM	12797.29	1927.50	225.00	0.00
PM IHD	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 IHD	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.

Charts and Key Performance Indicators (KPIs)

The Business Analyzer (formerly called Metrics) displays graphical representations of data within your system. Signature provides five graphical reports for Job Cost, six graphical reports for Service Management, and six graphical reports for Equipment. See the full list along with descriptions at the end of this section.

Service Management graphical reports contain an SMS prefix. Job Cost graphical reports contain a JC prefix. Equipment Management graphical reports contain an EMS prefix.

Before you can view the Signature graphical reports on your home page, you must update each report's parameter to the specific user login name. This must be done for each user who needs to view the graphical report. The order of adding a graphical report to Business Analyzer in Microsoft GP Dynamics and updating the report parameters in Report Manager is not important, however, the graphical report will not display any data until the parameters have been updated.

Go to the **Report Server** (http://yourcomputername/Reports_yourservername). To update a graphic report's parameters:

1. From the Report Server, select *yoursystemDB > yourcompanyDB > Signature Job Cost* or *Signature Service*.
2. Open the **Charts and KPIs** folder.
3. In the Charts And KPIs window, hover your mouse over the report name and select the drop-down arrow that displays.
4. Select *Manage*.
5. From the navigation pane, select **Parameters**.
6. On the UserID line, select *Override Default* and then enter your login name.
7. Select *Apply*.

Adding Graphical Reports on Your Home Page

For information on how to add a graphical report to Business Analyzer, see the Microsoft Dynamics GP documentation.

Viewing Graphical Reports on Your Home Page

To display a Signature graphical report on your home page, select the right or left arrow that appears at the bottom of the Business Analyzer tile. Every time you select the right arrow, the next graphical report in the list displays on your home page.

The following Signature graphical reports are available, organized by product:

Service Management

Following is a list of graphical report names and an accompanying description.

- **12-MTH Analysis of Contract Costs and Revenue by Contract Type**
Provides a side-by-side comparison of year-to-date costs and year-to-date revenue for contracts in the last 12 months.
- **Analysis of Costs vs. Billed By Cost Type**
Provides a side-by-side comparison of year-to-date costs vs. year-to-date billed for contracts, starting with the current user date and organized by call type. This graphical report does not include taxes in billed amounts.
- **MTD Appointments Completed by Technician**
Shows the top 12 most month-to-date appointments completed by technician ID.
- **MTD Billing by Technician**
Shows the top 10 most labor billed by technician ID.
- **Overdue PM Appointments by Contract Type**
Shows the top 12 number of contract service calls for which there are overdue appointments, organized by contract type.
- **Six Month Analysis of Service Billed and Unbilled Dollars**
Shows the billed and unbilled amounts for the last six months, starting with the current user date. This graphical report does not include taxes in billed amounts.

Job Cost

- **Top 10 Jobs Anticipated Loss**
Shows the top 10 jobs based on anticipated loss.
- **Top 10 Jobs Over/Under Billed**
Shows the top 10 most under-billed jobs displayed in ascending order.
- **Top 10 Jobs Anticipated Profit**
Shows the top 10 jobs based on anticipated profit.
- **Top 5 Jobs Earned vs. Billed**
Provides a side-by-side comparison between the amount earned and the amount billed for contracts.
- **Top 5 Jobs Based on Contract Earned**
Shows the top 5 jobs based on highest contract earned.

Equipment Management

- **Top 12 Branch Division Totals**
Shows the top 12 total number of equipment per branch, by division.
- **Top 12 Branch Totals**
Shows the top 12 total number of equipment per branch.
- **Top 12 Division Totals**
Shows the top 12 total number of equipment per division.


- **Top 12 Model Rental Totals**
Provides a side-by-side comparison of the number of equipment On Rent vs. the number of equipment Available.
- **Top 12 Model Totals**
Shows the top 12 total number of equipment per model.
- **Top 12 Status Totals**
Shows the top 12 total number of equipment per equipment status.

Dexterity Reports

Dexterity is the native language of Microsoft Dynamics GP. You can use the built-in report writer to create new reports or create a version of an existing report to use in place of the original Dynamics GP report (an Alternate Report). Reports allow you to retrieve data from your application's tables and present it to users in an organized manner. A report can be as simple as a mailing list or as complex as a year-end account reconciliation. It can be based on data in a single table or in multiple tables. See the Microsoft Dexterity documentation for more information.

Configuring System Reports

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.

 The information in this section is intended exclusively for a technical audience, such as IT personnel, computer programmer, or system administrator.

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 \(page 194\)](#)
- [AddParameter \(page 194\)](#)
- [ParseToAddRestriction \(page 194\)](#)
- [HasReplacement \(page 194\)](#)
- [SetPreviewOptions \(page 195\)](#)
- [PreviewReplacementUsingLocationAndConnection \(page 195\)](#)

- [PreviewReplacementUsingLocation](#) (page 195)
- [PreviewReplacementUsingConnection](#) (page 196)
- [PreviewReplacement](#) (page 196)
- [PreviewUsingDsn](#) (page 196)
- [PreviewUsingConnection](#) (page 195)
- [PreviewRemote](#) (page 195)
- [Preview](#) (page 195)

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`.

```
public 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 \(page 197\)](#) 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 select *Print*, the Report Destination window appears with the print destination marked per Microsoft Dynamics GP setup (*Microsoft Dynamics GP > Tools > Setup > User Preferences*).

You can save Job Cost reports in four file formats: data interchange format, tab-delimited fields format, comma-delimited fields format, and text file.

Estimate Worksheet

The Estimate Worksheet lists all cost codes, estimated units, estimated amounts per unit, profit amounts, estimate amounts, and the estimated billing amounts for a job. The estimated billing amounts are calculated based on the estimate and profit type for each cost code. The report shows estimated amounts and estimated billing amounts totaled for each cost code phase. For example, if your first segment of the cost code is 1 and you set up cost codes 1-00-1 and 1-00-4, the report shows those amounts totaled for each cost element. Use this report to determine the accuracy of your detail estimates for each cost element and phase of a job.


1. Select *Reports > Job Cost > Estimate Worksheet*.
2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print*.

System: 12/13/00 3:51:26 PM		The World Online, Inc.		Page: 1	
Range: 2759-2759		Estimate Worksheet		JOB COST	
Number	Customer Number	Start Date	Est Completion	Status	
Description	Name				
-----	-----	-----	-----	-----	
2759	101	1/1/98	9/10/98	Active	
Brennan's	Accurate Printing				
Cost Code Number	Cost Element Type	Estimated Units	Estimated Amt/Unit	Estimated Amount	
Description		Profit Type	Profit Amount	Estimated Billing	
-----	-----	-----	-----	-----	
1-00-1	Equipment	0.00	0.00	0.00	
Equipment - 1st Floor		None	0.00	\$0.00	
1-00-4	Subcontractors	0.00	0.00	0.00	
Subcontractors - 1st Floor		None	0.00	\$0.00	
1-00-5	Other	10.00	25.00	250.00	
Other Costs - 1st Floor		None	0.00	\$250.00	
1-10-2	Materials	10.00	60.00	600.00	
Piping Material - 1st Floor		None	0.00	\$600.00	
1-10-3	Labor	150.00	25.00	3,750.00	
Installation - 1st Floor		None	0.00	\$3,750.00	
1-20-2	Materials	10.00	500.00	5,000.00	
Phones, Supplies - 1st Floor		None	0.00	\$5,000.00	
1-30-2	Materials	0.00	0.00	0.00	
Tools - 1st Floor		None	0.00	\$0.00	
	Phase Totals:		Estimated Amount	Estimated Billing	
			-----	-----	
	Labor		3,750.00	3,750.00	
	Materials		5,600.00	5,600.00	
	Equipment		0.00	0.00	
	Subcontractors		0.00	0.00	
	Other		250.00	250.00	
	User Defined 1		0.00	0.00	
	User Defined 2		0.00	0.00	
	User Defined 3		0.00	0.00	
	User Defined 4		0.00	0.00	

Printable Notes

You can print notes that have been added to Job Cost using the notepad button, if they have been marked printable. You can print the note text, transaction number, cost code, author, and index.

1. Select *Reports > Job Cost > Printable Notes*.
2. Use the **Note Type** drop-down list to select the Job Cost note type.

 Choosing All results in printing notes for all listed windows and all companies.

3. Use the **Ranges** drop-down list to select a range type.
4. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
5. Select *Print*.

```
System Date: 3/24/2021 11:00:07 AM Fabrikam, Inc.
User Date: 3/24/2021 JOB COST PRINTABLE NOTES

Ranges:
Job Number: 1
Author: LESSONUSER1
Reminder Date: 3/24/2021

Job Number: 1 Status: Active
Name: 1 Manager: Alan Fl

Note Index: 900 Note Type: Job Maintenance Cost Code:
Current Owner: Brennan Note Transaction #:
Reminder Date: 3/24/2021
Good place for job setup notes.

1 Note(s) per Job

1 Total Note(s)
```

Job Reports

Job reports relate to the daily management and monitoring of a job, including schedules, backlogs, and change orders.

- [Audit Billing \(page 201\)](#)
- [Audit Cash Receipts \(page 202\)](#)
- [Audit Costs \(page 203\)](#)
- [Audit Cost Variance \(page 203\)](#)
- [Backlog \(page 204\)](#)
- [Backlog by Period \(page 205\)](#)
- [Change Order Summary \(page 205\)](#)
- [Committed Costs \(page 206\)](#)
- [Costs by Period \(page 206\)](#)

- [Current Contract \(page 207\)](#)
- [Current Year - Contracts Closed \(page 208\)](#)
- [Current Year - Contracts in Progress \(page 209\)](#)
- [Detail Codes List \(page 209\)](#)
- [Estimate Analysis \(page 210\)](#)
- [Estimate Cost Variance \(page 210\)](#)
- [Job Analysis Report \(page 211\)](#)
- [Job Posted Cost \(page 211\)](#)
- [Job Reference \(page 212\)](#)
- [Job Schedule \(page 213\)](#)
- [Job Status Report \(page 213\)](#)
- [Job Summary \(page 214\)](#)
- [Job Unposted Cost \(page 215\)](#)
- [Payables Aged Trial Balance \(JC\) \(page 216\)](#)
- [Profit and Loss \(page 217\)](#)
- [Profit and Loss by Period \(page 217\)](#)
- [Projected Variance \(page 218\)](#)
- [Project Status \(page 218\)](#)
- [Quantity Variance \(page 219\)](#)
- [WIP \(page 220\)](#)

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. Select *Reports > Job Cost > Job Reports > Audit Reports > Audit Billing*.
2. Enter a **Job Number**.
3. Select *Print*.

System: 12/14/00 7:52:24 AM		The World Online, Inc.		Page: 1	
User ID: LESSONUSER1		JC Audit Billing		Job Cost	
Job Number 2759	Brennan's	Status	Active	Contract Number	2759-1
Customer # 101	Accurate Printing	Bid Due Date	0/0/00	Contract Type	Fixed Amount
Address	1146 Monroe Ave.	Scheduled Completion	9/10/98	Contract Amount	\$17,250.00
		Last Billing Date	10/24/00		
Contact	New Berlin	WI	11111	Manager	ALVA0001
Phone	Bob Thomas			Estimator	ADUN0001
	(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 Contract Amount	\$17,250.00	Current Amount Due	8,041.05	Estimated User Defined 2	0.00
Gross Billed to Date	8,350.00	Retainage Not Billed	\$835.00	Estimated User Defined 3	0.00
Backlog	\$8,900.00			Estimated User Defined 4	0.00
Bills					
Transaction Date	4/8/00	Billable Costs	8,350.00		
Transaction Source	JC01	Retention Withheld	835.00		
Document Number	JC1	Retention Due	0.00		
Salesperson	ANORTHROP				
		Subtotal	\$7,515.00		
		Miscellaneous	\$0.00		
		Tax Amount	\$526.05		
		TOTAL	\$8,041.05		

Audit Cash Receipts

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

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

System: 12/14/00 10:42:47 AM		The World Online, Inc.		Page: 1	
User ID: LESSONUSER1		JC Audit Cash Receipts		Job Cost	
Job Number 2759	Brennan's	Status	Active	Contract Number	2759-1
Customer # 101	Accurate Printing	Bid Due Date	0/0/00	Contract Type	Fixed Amount
Address	1146 Monroe Ave.	Scheduled Completion	9/10/98	Contract Amount	\$17,250.00
		Last Billing Date	10/24/00		
Contact	New Berlin	WI	11111	Manager	ALVA0001
Phone	Bob Thomas			Estimator	ADUN0001
	(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 Contract Amount	\$17,250.00	Current Amount Due	8,041.05		
Gross Billed to Date	8,350.00	Retainage Not Billed	\$835.00		
Backlog	\$8,900.00				
TRX Date	Document Number	Check Number	Check Amount		

Audit Costs

The Audit Costs report contains detailed transaction information for a job with subtotals by cost element and cost code. You can sort this report by job, cost code, cost element, or a date range.

1. Select *Reports > Job Cost > Job Reports > Audit Reports > Audit Costs*.
2. Select a **Job Number Range** radio button. If you select **Job Number**, select a **Job**. If you select **Range**, enter a **Range**.
3. Select a **Date Range** radio button and enter the dates.
4. Select a **Range** radio button and enter a cost element type or cost code.
5. You can mark the **Exclude Inactive** checkbox to exclude inactive cost codes from the report.
6. Select *Print*.

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	2211	2.00	140.00
	4/10/00				
00000000000000384	PM	Capital Printed Circuits	2211	2.00	(140.00)
	12/13/00				
Cost Code Number Total:					0.00
Cost Element Total:					0.00
Job Total:					0.00

Audit Cost Variance

The Audit Cost Variance report shows detailed transaction information for a job with estimate variances by cost code and cost element. The variance is between the expected costs and actual costs.

1. Select *Reports > Job Cost > Job Reports > Audit Reports > Audit Cost Variance*.
2. Select a **Job Number Range** radio button. If you select **Job Number**, select a **Job**. If you select **Range**, enter a **Range**.
3. Select a **Date Range** radio button. If you select **Range**, enter a **Start Date** and **End Date**.
4. Select a **Range** radio button and enter a cost element type or cost code.
5. You can mark the **Exclude Inactive** checkbox to exclude inactive cost codes from the report.
6. Select *Print*.

*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
Billing			7,980.53		17,250.00
Labor	51.00	1,007.68	220.00	6,375.00	169.00
Materials		6,289.85		6,720.00	
Equipment		0.00		3,300.00	
Subcontractors		650.00		175.00	
Other		233.00		250.00	
User Defined 1		0.00		0.00	
User Defined 2		0.00		0.00	
User Defined 3		0.00		0.00	
User Defined 4		0.00		0.00	
Total		8,180.53		16,820.00	

Cost Code Number: 1-10-3 Installation - 1st Floor Cost Element Type: Labor Cost Code Status: Active

Transaction Number	Type	Posting Date	Description	Vendor Name	Description	Trx Quantity	Trx Amount	Est U
100	PR	3/12/2002				40.00	800.00	
102	PR	3/13/2002				40.00	600.00	
152	PR	6/28/2002				8.00	160.00	
153	PR	6/28/2002				8.00	160.00	
154	PR	6/28/2002				8.00	160.00	
155	PR	6/28/2002				8.00	160.00	
156	PR	6/28/2002				8.00	160.00	
157	PR	6/28/2002				3.00	90.00	
57	PR	10/17/2000				40.00	734.26	
59	PR	10/17/2000				10.00	173.42	
						173.00	\$3,197.68	

Backlog

The Backlog report shows original contract amount, contract earned, and backlog amount for all jobs in the selected range. A backlog amount is determined by subtracting the contract earned amount from the job's contract-to-date amount.

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

System: 1/15/2004 3:12:44 PM
 User ID: jbushe
 Range: All

Three, Inc.
 Backlog
 JOBCOST

Page: 1

Job Number Name	Status	Original Contract Amount	Confirmed Change Orders	Contract Earned	Backlog
F&S-1001 STANDARD BILLING STYLE JOB	Active	16,575.00	500.00	763.42	16,311.57
F&S-1004 SOP BILLING STYLE JOB	Active	7,865.00	0.00	7,741.56	123.43
F&S-1005 PROJECT LEVEL BILLING JOB	Active	14,500.00	1,000.00	626.51	14,873.49
HVAC-1000 AIA BILLING STYLE JOB	Active	79,800.00	575.00	6,574.67	73,800.32
HVAC-1002 TDX LEVEL BILLING JOB	Active	4,564.00	0.00	4,564.00	0.00
HVAC-1003 RATE CLASS & PROJECT LEVEL JOB	Active	21,250.00	500.00	3,795.81	17,954.19
TEMPLATE F&S JOB Template F&S Job	Active	0.00	0.00	0.00	0.00
TEMPLATE HVAC JOB Template HVAC Job	Active	0.00	0.00	0.00	0.00
Totals:		\$144,554.00	\$2,575.00	\$24,065.98	\$123,063.01

Backlog by Period

The Backlog report shows original contract amount, contract earned, and backlog amount for all jobs in the selected range for a specified *fiscal period*. A backlog amount is determined by subtracting the contract earned amount from the job's contract-to-date amount. This report matches the contract earned with the POC posting.

1. Select *Reports > Job Cost > Job Reports > Backlog by Period*.
2. The **Year** fills automatically with the system year.
3. Enter a **Fiscal Period**.
4. Enter a **Job Number**.
5. Select *Print*.

Change Order Summary

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

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

System Date: 12/14/00 11:13:42 AM	The World Online, Inc.	Page: 1	
User ID: LESSONUSER1	Change Order Summary		
Job 2759 Status Active	Brennan's	Original Contract 14,750.00	
Change Order Number	Description	Status	Change Order Amount
-----	-----	-----	-----
1	ADD UTILITY ROOM	Confirmed	2,500.00
			=====
		Total:	\$2,500.00

Committed Costs

You can print the Committed Costs report if you use a Purchase Order module that integrates with Job Cost. The report shows quantity ordered, expected unit costs, and committed costs for each purchase order.

1. Select *Reports > Job Cost > Job Reports > Committed Costs*.
2. Enter a **Job Number**.
3. Select *Print*.

System 12/14/00 11:02:30 AM	Committed Costs	Brennan's	Page: 1
User ID LESSONUSER1	Job 2759	Status Active	
Purchase Order Item Number	Requested Date	Vendor Name Description	Quantity Ordered Expected Unit Cost Committed Cost
-----	-----	-----	-----
Cost Code Number 1-00-5			Cost Code Element Type: Other
P01013 ACCS-CRD-12WH	4/9/00	Beaumont Construction Phone Cord - 12' White	10.00 \$3.29 16.45
			=====
			Cost Element Total: \$16.45
			=====
			Cost Code Number Total: \$16.45
Cost Code Number 1-20-2			Cost Code Element Type: Materials
P01013 ACCS-HDS-2EAR	4/9/00	Beaumont Construction Headset - Dual Ear	5.00 \$41.98 209.90
			=====
			Cost Element Total: \$209.90
			=====
			Cost Code Number Total: \$209.90
			=====
			Job Total: \$226.35

Costs by Period

The Costs by Period report contains the actual costs of selected jobs or a range of years and periods within those years. The report also displays the amount billed for each job for each period within the selected range. The status of the jobs, customer numbers and names, and the totals are also displayed in this report.

1. Select *Reports > Job Cost > Job Reports > Costs by Period*.
2. Enter the range of years in the **From** and **To** fields. Use the lookup buttons to select a range of periods.
3. Select a radio button to include **All jobs**, **Open jobs**, or **Active jobs**.
4. Use the lookup buttons to select the print range. Select *Insert >>*.
5. Select *Print*.

System: 12/15/00 9:50:51 AM		The World Online, Inc.		
User ID: LESSONUSER1		Costs by Period Report		
Sort By: All		JOB COST		
Years: 1999-2000				
Periods: 1-12				
Job Number Name	Status	Customer Number Name	Actual Cost to Date	Billed to Date
2759 Brennan's	Active	101 Accurate Printing	\$8,024.44	8,350.00
2760 Kopp's	Active	101 Accurate Printing	\$316.78	500.00
3000 Micro Inc.	Active	101 Accurate Printing	\$0.00	4,500.00
3001 3001	Active	101 Accurate Printing	\$1,700.00	2,800.00
3002 Trx. Level Job	Active	101 Accurate Printing	\$1,461.41	2,478.12
IMPO01A Imported Job	Active	407 Woodys Deck Building	\$0.00	0.00
TEMPLATE Prototype Job	Active	101 Accurate Printing	\$0.00	0.00
Total Jobs:	7	TOTALS:	\$11,502.63	\$18,628.12

Current Contract

The Current Contract report contains the cost code number, quantity, and estimated amount for each cost code assigned to a job. Report totals include the total estimated amount and the contract amount.

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

System: 12/27/00 3:14:42 PM	The World Online, Inc.
User ID: LESSONUSER1	JC Current Contract
Range: 3759-3759	Job Cost

Job Number: 3759	Brennan's	Customer:	Accurate Printing
			1146 Monroe Ave.
Status:	Active		
Bid Due Date:	0/0/00		New Berlin
Estimate Completion Date:	0/0/00		
Estimator:	ADUN0001	Phone:	(414) 821-1010 Ext. 0000
Contract Type:		Contact Person:	Bob Thomas
Contract Amount:	17,750.00		

Cost Code Number	Quantity	Estimated Amount
Description		
1-10-3	150.00	3,750.00
Installation - 1st Floor		
2-10-3	35.00	875.00
Installation - 2nd Floor		
9-99-3	25.00	1,250.00
Project Management		
1-10-2	10.00	600.00
Piping Material - 1st Floor		
1-20-2	10.00	5,000.00
Phones, Supplies - 1st Floor		
2-00-4	1.00	2,000.00
Subcontractors - 2nd Floor		
1-00-5	10.00	250.00
Other Costs - 1st Floor		
		=====
	Total:	\$13,725.00
	Contract Amount:	\$17,750.00

Current Year - Contracts Closed

The Current Year - Contracts Closed report for the current year shows revenue, costs, and margin. This report is similar to the Job Analysis report. To see data for closed contracts reports, the job must be closed.

1. Select *Reports > Job Cost > Job Reports > Current Year - Contracts Closed*.
2. Enter the **Job Number**. If the job number is left blank, the report will display all jobs.
3. Select to print **All** dates or a **Range** of dates. Enter start and end dates, if applicable.
4. Select *Print*.

System: 12/15/00 10:51:02 AM		The World Online, Inc.				Page: 1	
User Date: 12/15/00		Current Year - Contracts Closed				User ID: LESSONUSER1	
		1/1/00 - 12/31/00					
Division							

Job Number	Name	===== Recognized To Date =====			===== Recognized Current Year =====		
		Revenues	Costs	Margin	Revenues	Costs	Margin

ALL							
2760	Kopp's	15,500.00	\$6,766.78	\$8,733.22	\$15,500.00	\$6,766.78	\$8,733.22
ALL Totals:		\$15,500.00	\$6,766.78	\$8,733.22	\$15,500.00	\$6,766.78	\$8,733.22
=====							

Current Year - Contracts in Progress

The Current Year - Contracts in Progress report for the current year shows amounts recognized to date, recognized for the current year, and estimated to complete. This report is similar to the Job Analysis report. To see data in the Current Year - Contracts in Progress report, the periods must be closed for the months you are selecting. In addition, you must run the Year-End Closing routine in Job Cost (*Microsoft Dynamics GP > Tools > Routines > Job Cost > Year-End Closing*).

1. Select *Reports > Job Cost > Job Reports > Current Year - Contracts in Progress*.
2. Accept the current **Year** and enter the **Period ID** and **Job Number**. If the job number is left blank, the report will display all jobs. The date fields are disabled for this report.
3. Select *Print*.

System: 12/15/00 9:57:28 AM		The World Online, Inc.				Current Year - Contracts In Progress		
User Date: 12/15/00		Aged as of Period 4						
Division								

Job	Name	Total Contract	===== Recognized To Date =====			===== Recognized Current Year =====		
			Revenues	Costs	Profit	Revenues	Costs	Profit

ALL								
2759	Brennan's	17,250.00	8,481.14	7,077.46	\$1,403.68	\$8,481.14	\$7,077.46	\$1,403.68
2760	Kopp's	15,500.00	183.21	140.00	\$43.21	\$183.21	\$140.00	\$43.21
3000	Micro Inc.	14,750.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
3001	3001	2,800.00	2,800.00	1,700.00	\$1,100.00	\$2,800.00	\$1,700.00	\$1,100.00
3002	Trx. Level Job	2,478.12	2,478.12	1,461.41	\$1,016.71	\$2,478.12	\$1,461.41	\$1,016.71
IMP001A	Imported Job	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
TEMPLATE	Prototype Job	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
ALL Totals:		\$52,778.12	\$13,942.47	\$10,378.87	\$3,563.60	\$13,942.47	\$10,378.87	\$3,563.60
=====								

Detail Codes List

The Detail Codes List report contains the setup information for a job's cost codes, sorted by cost element. This information includes the profit type and amount, the general ledger posting account assigned to the cost code, and the total cost-per-unit amount.

1. Select *Reports > Job Cost > Job Reports > Detail Codes List*.
2. Enter a **Job Number**.
3. Select *Print*.

System: 12/14/00 11:00:32 AM		The World Online, Inc.		Page: 1	
User ID: LESSONUSER1		Detail Code List		Job Cost	
Job Number: 2759		Brennan's			
Detail Code	----- Profit -----	Debit Account Number			
Description	Type	Amount	Unit	Number	Cost/Unit

Labor					

1-10-3	None	0.00	000-1411-00		25.00
Installation - 1st Floor					
2-10-3	None	0.00	000-1411-00		25.00
Installation - 2nd Floor					
7-70-3	None	0.00	000-1411-00		50.00
Labor - Utility Room					
9-99-3	None	0.00	000-1411-00		50.00
Project Management					
Materials					

Estimate Analysis

The Estimate Analysis report compares the estimate amount with the actual amounts by job number, cost code number, cost element, and period. Costs must be posted and an estimate entry for a given period must be made for this report to show data.

1. Select *Reports > Job Cost > Job Reports > Variance Reports > Estimate Analysis*.
2. Enter the **(R)** and use the lookup button to select a **(R)**.
3. Use the lookup button to select a **Job** and select *Print*.

System: 12/15/00 9:42:05 AM		The World Online, Inc.		Page: 1	
User ID: nkarr		JC Estimate Analysis			
Range: Period 1 2000					
Job Range: test job for documentation					
Job: NANCY'S JOB		test job for documentation			
Cost Code Number	Cost Code Description	Cost Element	Actual Cost	Estimate Cost	Variance Amount

01-001-00	Labor Costs	Labor	225.00	500.00	275.00
02-001-00	Material costs	Materials	300.00	250.00	(50.00)

Estimate Cost Variance

The Estimate Cost Variance report shows the cost estimate for each cost code, the actual cost to date, the percent variance, and estimate variance. The report also shows total amounts calculated for the entire cost element.

1. Select *Reports > Job Cost > Job Reports > Variance Reports > Estimate Variance*.
2. Use the lookup buttons in the **From** and **To** fields to select the print range. Select *Insert >>*.
3. Select *Print*.

System: 12/14/00 11:11:10 AM		The World Online, Inc.		Page: 1
User ID: LESSONUSER1		JC Estimate Cost Variance		
Job Range: 2759-2759		Job Cost		
Job Number: 2759		Brennan's		
Cost Code Number	Cost Code	Actual Cost	Percent	Estimate
Description	Estimate	To Date	Variance	Variance
1-00-1	0.00	0.00	0.00	0.00
Equipment - 1st Floor				
1-00-4	0.00	550.00	0.00	(550.00)
Subcontractors - 1st Floor				
1-00-5	250.00	249.45	0.22	0.55
Other Costs - 1st Floor				
Step:	\$250.00	\$799.45		(\$549.45)

Job Analysis Report

The Job Analysis report provides cost element phase totals and cost code detail breakdown for the current period costs, and year-to-date costs of all cost codes. The report shows job-to-date totals, including the estimate, posted cost, percentage complete, and estimated cost remaining for each phase and totals for the entire job.

1. Select *Reports > Job Cost > Job Reports > Variance Reports > Job Analysis*.
2. Enter the **Year** and use the lookup button to select a **Period**.
3. Use the lookup button to select a **Job** and select *Print*.

System: 12/15/00 9:08:31 AM		The World Online, Inc.				
User ID: LESSONUSER1		Job Analysis				
Period ID: 4	Period 4	Job: 2759 Brennan's		Status: Active		
Cost Code Number	Cost Element Type	Current Period Cost	Year to Date Cost	Estimate	Posted Cost	Job To Date % Complete
Description						
1-10-3	Labor	0.00	0.00	3,750.00	0.00	0%
Installation - 1st Floor						
1-10-2	Materials	0.00	0.00	600.00	0.00	0%
Piping Material - 1st Floor						
1-20-2	Materials	5,937.46	5,937.46	5,000.00	5,937.46	118%
Phones, Supplies - 1st Floor						
1-30-2	Materials	140.00	140.00	0.00	140.00	0%
Tools - 1st Floor						
1-00-1	Equipment	0.00	0.00	0.00	0.00	0%
Equipment - 1st Floor						
1-00-4	Subcontractors	550.00	550.00	0.00	550.00	0%
Subcontractors - 1st Floor						
1-00-5	Other	200.00	200.00	250.00	200.00	80%
Other Costs - 1st Floor						
Phase Totals:		\$6,827.46	\$6,827.46	\$9,600.00	\$6,827.46	71%

Job Posted Cost

The Job Posted Cost report displays the posted costs to date for each cost code for each cost element. You can print the cost code list for actual costs. The report shows amounts totaled by cost code. You can also view the general ledger posting account debited as transactions post for each cost code.

1. Select *Reports > Job Cost > Job Reports > Job Posted Cost*.
2. Enter a **Job Number**.
3. Select *Print*.

12/15/00	The World Online, Inc.	Page: 1
	Cost Code List Actual Cost	
Job Number: 2759		
Name: Brennan's		
Detail Code	----- Profit -----	Debit Account Number
Description	Type Amount	Unit Cost To Date

Labor		

1-10-3	None	0.00 000-1411-00
Installation - 1st Floor		897.53
2-10-3	None	0.00 000-1411-00
Installation - 2nd Floor		0.00
7-70-3	None	0.00 000-1411-00
Labor - Utility Room		0.00
9-99-3	None	0.00 000-1411-00
Project Management		0.00
		=====
	Total Labor	\$897.53

Job Reference

The Job Reference report contains information you enter in the Job Maintenance window, including estimate cost and estimated cost-plus-profit amounts by cost element for the selected job. You can print a Job Reference report for each job you set up. In addition, you can view actual and forecasted cost amounts by cost element.

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

Actuals:	Cost	Forecast Cost		
	-----	-----		
Labor	1,366.22	12,837.50		
*Material	1,444.65	11,112.50		
*Equipment	0.00	36,286.50		
*Subcontractors	3,000.00	10,000.00		
*Bonding/Ins	0.00	798.00		
*Other Costs	0.00	0.00		
*Travel Costs	0.00	0.00		
*Start-up	0.00	0.00		
*Asset Applied	0.00	0.00		
	=====	=====		
Totals:	5,810.87	71,034.50		
Retainage:				
Rate	10.00	Overhead Flat Amount	0.00	Calc % Completed 8%
Amount	600.00	Overhead Labor %	0.00%	Est % Completed 0%
Billed	0.00	Overhead %	0.00%	
Lost				
Miscellaneous:				
Bill To Date	5,400.00			
Discounts	\$0.00			
Outstanding				
Profit Amount	9,340.50			
Profit %	13.14%			
Received	0.00			
Writeoffs	\$0.00			

Job Schedule

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

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

System: 12/14/00 10:52:24 AM		The World Online, Inc.			Page 1		
User ID: LESSONUSER1		Job Schedule					
Range: 2759-2759							
Job Number	Status	Contract	Forecast Cost	Anticipated Gross Profit	Contract Earned	Contract to Date Cost of Construction	Markup % on Cost
2759	Active	17,250.00	14,395.00	2,855.00	9,616.01	8,024.44	19.83%
Brennan's							
Company Totals:		\$17,250.00	\$14,395.00	\$2,855.00	\$9,616.01	\$8,024.44	
Number of Jobs:		1					

Job Status Report

The Job Status report lists the information displayed in the Job Status window. The report contains unposted, committed, posted, estimated, and forecasted costs for each cost element. In addition, you can view estimated gross profit, change order, and other job information.

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

As Of: 5/13/2021
 Job Name: Simple CC Job / Std Billi
 Division: COMMERCIAL
 Primary Customer: CEDAR FAMILY COUNSELIN

Project/Job #: 1001
 Job Location:
 15500 Cleveland Avenue
 New Berlin WI 53151

Contract Type: Fixed Amount
 Status: Active

Certified Payroll: No
 Include in Loss Recognition: No

	UNPOSTED COSTS	COMMITTED COSTS	POSTED COSTS	ESTIMATED COSTS	FORECASTED COSTS
Labor	222.20	0.00	14,336.04	13,625.00	16,925.00
Misc Materials	0.00	500.00	2,263.09	19,250.00	20,250.00
Equipment	0.00	0.00	0.00	0.00	0.00
Subcontractors	15.00	4,000.00	1,555.00	5,500.00	5,500.00
Travel	0.00	0.00	(4,970.00)	0.00	30.00
*User Defined	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	500.00	500.00
*User Defined	0.00	0.00	0.00	0.00	0.00
Asset Applied	0.00	0.00	0.00	0.00	0.00
Totals	237.20	\$4,500.00	\$13,184.13	\$38,875.00	\$43,205.00

Total Cash Received 11,416.90
 Contract Earned to Date 14,036.90
 Total Net Billed 10,670.00
 Total Gross Billed 11,400.00

Original Contract Amt 45,000.00
 User Defined CO's 0.00
 Confirmed CO Amount 1,000.00
 Contract to Date \$46,000.00

In-Process CO Amount 0.00

Expected Contract \$46,000.00

Gross Billed 11,400.00
 Net Billed 10,670.00
 Cash Received 11,416.90

Gross Profit (1 Mo Prior)
 Gross Profit (2 Mo Prior)
 Curr Anticipated Gr Margin \$2,795.00
 Margin Percent 6.07%
 Earned Gr Profit to Date \$852.77
 Net Billed Less (\$2,514.13)
 Costs to Date
 Over / (Under) Billed (\$2,636.90)

Job Summary

The Job Summary report contains a summary of the all job information for a specified job within a specified fiscal period. This includes billing information, estimates, contracts, and customers. Labor for a job is broken down by labor hours, cost per hour, and total labor cost.

1. Select *Reports > Job Cost > Job Reports > Job Summary*.
2. In the **Period ID** field, use the lookup button to select a fiscal period ID.
3. Enter a **Job Number**. The date fields are disabled for this report.
4. Select *Print*.

The **Applied Overhead** field is calculated using the Overhead Labor % field in the Job Maintenance window.

$$\text{Applied Overhead} = \text{Labor Cost} \times \text{Overhead Labor \% (Job Maintenance window)}$$

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.

$$\text{Assessment} = \text{Applied Overhead} - (\text{Labor Cost} \times \text{fixed portion or percent portion})$$

System Date: 9/17/2004 12:59:05 PM		The World Online, Inc.		Page: 1
User Date: 9/17/2004		Job Cost Summary		User ID: jbushe
For Period Ending: 7/31/2004				
Job Number: 101-001				
Job Information:		Customer Information:		
Job Name	101-001 Kroll's	Customer Number	111	
Project Manager	Carol Vinton	Name	Elm Brook Limousine Sales	
Contract Number		Address	19990 W Greenfield	
Contract Type	Fixed Amount			
Original Contract Amount	\$16,575.00			
		Phone Number	New Berlin, WI 53151	
		Contact Person	(414) 821-1110 Ext. 0000	

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

Job Unposted Cost

The Job Unposted Cost report displays the unposted costs shown in the Job Unposted Cost window for the selected job.

This window is accessed from the Job Status window and then either zooming on a cost element from the Unposted Costs column or by selecting the Unposted Costs button.

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: 3001-3001	Document Number: All	Aged By: Document Date							
Vendor ID: All		Aging Date: 10/19/2001							
Exclude: Fully Paid Documents, Zero Balance									
Sorted By: Job Number									
Document Date									
* - Vouchers placed on hold									
Job Number	Job Name								
Vendor ID	Vendor Name								
Voucher/Payment No.	Type	Doc Date	Due Date	Document Amount	Disc Avail	Current Period	31 - 60 Days	61 - 90 Days	91 - 120 Days
Document Number	Cost Code Number	Cost Element							
3001	3001								
ALLENB000001 Allenson Properties									
00000000000000230	INV	10/4/01	11/2/01	100.00		100.00			
2	1-10-2								
00000000000000232	INV	10/4/01	11/2/01	250.00		250.00			
4	2-20-2								
2 Voucher(s) Due:				\$250.00	Vendor Totals:	\$250.00	\$0.00	\$0.00	\$0.00
AMERICAN0002 American Telephone & Telegraph									
00000000000000231	INV	10/4/01	11/2/01	500.00		500.00			
2	2-00-1								
1 Voucher(s) Due:				\$500.00	Vendor Totals:	\$500.00	\$0.00	\$0.00	\$0.00
2 Voucher(s) Due:				\$850.00	Job Totals:	\$850.00	\$0.00	\$0.00	\$0.00
Due:				\$850.00	Grand Totals:	\$850.00	\$0.00	\$0.00	\$0.00

Profit and Loss

The Profit and Loss report contains the actual percentage complete, contract earned amount, actual cost to date, actual billed to date, and amounts received for the selected job range. The report also provides a snapshot of whether a job is operating at a profit or loss. When you print the report for a single period, the percent complete is based on costs incurred for that period only. This is also true for cost accumulated and amount earned. To view this information for a specific job, the selected range must include all periods since the job was opened. For example, you may complete 40% of your job in Period 1 and 60% in Period 2. If the report is restricted to Period 2, it will only show the 60% that was completed in that period. If you include both periods in the report, it will show the job as 100% complete.

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

System: 12/14/00 10:48:34 AM		The World Online, Inc.							
User ID: LESSONUSER1		Profit and Loss Report							
Range: 2759-2759		JOB COST							
Job Number	Status	Customer Number	Act % Complete	Contract Earned	Actual Cost to Date	Billed to Date	Received to Date	Profit Amount	Percent Profit
Job Name		Name							
2759	Active	101	56%	9,616.01	8,024.44	8,350.00	0.00	1,591.57	(177.26)
Brennan's		Accurate Printing							
Total Jobs: 1				TOTALS:	\$9,616.01	\$8,024.44	\$8,350.00	\$0.00	\$1,591.57

Profit and Loss by Period

The Profit and Loss report contains the actual percentage complete, contract earned amount, actual cost-to-date, billed-to-date, and profit amount for jobs within a designated period.

1. Select *Reports > Job Cost > Job Reports > P and L by Period*.
2. Enter **From** and **To** dates for the **Year** and **Period**.
3. Select to include **All** jobs, **Open** jobs, or **Active** jobs.

4. Enter a range of job numbers.
5. Select *Insert >>*.
6. Select *Print*.

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 Fits Electrical	0%	0.00	\$0.00	0.00	0.00	0.00
104 Woodland	Active	AARONFIT0001 Aaron Fits Electrical	0%	0.00	\$0.00	0.00	0.00	0.00
108 Odyssey Sales	Active	AARONFIT0001 Aaron Fits Electrical	0%	0.00	\$0.00	0.00	0.00	0.00
2759 Brennan's	Active	AARONFIT0001 Aaron Fits Electrical	0%	9,216.89	\$0.00	0.00	1,541.99	16.55
2760 Kopp's	Active	AARONFIT0001 Aaron Fits Electrical	0%	294.50	\$0.00	0.00	69.50	23.59
4005 Art's Camera	Active	AARONFIT0001 Aaron Fits 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

Projected Variance

The Projected Variance report includes the projected field cost-to-date amount, based on the estimated percent complete, for each cost code and compares the amount to actual cost-to-date amounts. The report shows a percentage variance and an estimated variance for each cost code, calculated for each phase of the job.

1. Select *Reports > Job Cost > Job Reports > Variance Reports > Projected Variance*.
2. Use the lookup buttons in the **From** and **To** fields to select the print range. Select *Insert >>*.
3. Select *Print*.

Cost Code Number Description	Calc % Complete	Field % Complete	Cost Code Estimate	Estimated Field Cost To Date	Actual Cost To Date	Percent Variance	Estimate Variance
1-00-1 Equipment - 1st Floor	0.00	0.00%	0.00	\$0.00	0.00	0.00	0.00
1-00-4 Subcontractors - 1st Floor	0.00	0.00%	0.00	\$0.00	550.00	0.00	(550.00)
1-00-5 Other Costs - 1st Floor	99.78	0.00%	250.00	\$0.00	249.45	99.78	(249.45)
Step:			\$250.00	\$0.00	\$799.45		(\$799.45)

Project Status

The Project Status report lists the information displayed in the Project Unposted Cost by Job window. The report contains unposted, committed, posted, estimated, and forecasted costs for each cost element. In addition, you can view total cash received, total net received, total gross billed, and other job information. This report is printed from the Inquiry > Project Status window.

As of: 5/13/2021		Fabrikam, Inc.		Page: 1	
		Project Status			
Project: Project #1		Project #1 Buildings-Allocated Revenue & Reimbursable Jobs			
	Unposted Costs	Committed Costs	Posted Costs	Estimate Costs	Forecast Costs
Labor	\$0.00	0.00	97,920.08	398,435.00	398,435.00
Misc Materials	\$0.00	3,625.00	8,065.00	292,625.00	292,625.00
Equipment	\$0.00	0.00	68,500.00	317,000.00	317,000.00
Subcontractors	\$0.00	57,000.00	15,000.00	75,000.00	75,000.00
Travel	\$0.00	0.00	522.50	3,850.00	3,850.00
*User Defined	\$0.00	0.00	0.00	0.00	0.00
Other	\$0.00	0.00	900.00	20,600.00	20,600.00
*User Defined	\$0.00	0.00	0.00	0.00	0.00
Asset Applied	\$0.00	0.00	1,750.55	10,000.00	10,000.00
	=====	=====	=====	=====	=====
Totals:	\$0.00	60,625.00	192,658.13	1,117,510.00	1,117,510.00
Total Cash Received:	61,632.00				
Total Net Billed:	90,600.00				
Total Gross Billed:	90,600.00				
			Current Contract	1,219,774.75	
			User Defined CO's	0.00	
			Confirmed	0.00	
			Contract to Date	1,219,774.75	
			In-Process	0.00	
				=====	
			Expected Contract	1,219,774.75	
			Gross Billed:	90,600.00	
			Net Billed:	90,600.00	
			Cash Received:	61,632.00	
Curr Anticipated Gr Margin	102,264.75				
Margin Percent	8.38%				
Net Billed					
Less Costs to Date:	(102,058.13)				
Over(Under) Billed:	(135,729.55)				
Cash Overage (Shortage):	(131,026.13)				

Quantity Variance

The Quantity Variance report compares the estimated unit to date for each cost element with the actual units to date used. The report shows an estimated project variance for each cost code. Total projected variance amounts calculate automatically for all cost elements.

1. Select *Reports > Job Cost > Job Reports > Variance Reports > Quantity Variance*.
2. Use the lookup buttons in the **From** and **To** fields to select the print range. Select *Insert >>*.
3. Select *Print*.

System: 12/14/00 11:05:12 AM		The World Online, Inc.		Page: 1		
User ID: LESSONUSER1		Quantity Variance				
		Job Cost				
Job Range: 2759-2759						
Job: 2759		Brennan's		Status: Active		
Cost Code Number	Total Estimated	Est %	-----Units To Date-----		Projected	Estimated Units
Description	Units	Complete	Estimated	Actual	Variance	Total Units
1-10-3	150.00	0.00%	0.00	50.00	(50.00)	150.00
Installation - 1st Floor						
2-10-3	35.00	0.00%	0.00	0.00	0.00	35.00
Installation - 2nd Floor						
7-70-3	10.00	0.00%	0.00	0.00	0.00	10.00
Labor - Utility Room						
9-99-3	25.00	0.00%	0.00	0.00	0.00	25.00
Project Management						
Labor Totals:	220.00		0.00	50.00	(50.00)	220.00

WIP

At month end, you may want to make sure that the WIP accounts are 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 \(page 220\)](#)
- [Sample Report Sequence \(page 219\)](#)
- [Posting Setup \(page 219\)](#)
- [Running the JC WIP Reports \(page 219\)](#)
 - [Summary \(page 222\)](#)
 - [Detail \(page 222\)](#)
 - [Exception Report - Job Cost costs not in GL \(page 223\)](#)
 - [Exception Report - GL costs not in Job Cost \(page 223\)](#)

Using WIP Reports at Month End

Job Cost provides the following reports to help you reconcile Job Cost with the general ledger:

- **WIP report:** Printed by year and period, this report shows amounts for each job, grouped by division. This is to give you an idea of amounts that are currently unbilled. You can print a summary or detailed version of this report.
- **Exception reports:** The exception reports how which costs have been posted in the GL but have NOT been posted in Job Cost, and vice versa.

For example, for costs that are in Job Cost but not the GL, you may have posted to the GL, but did not post the GL batch yet. Conversely, for costs in the GL but not in Job Cost, you may have posted costs from any other module to those accounts, for example, an adjustment entry to the account not assigned to a job.

Sample Report Sequence

The following steps demonstrate how these reports can be used to help reconcile WIP and Progress Billings accounts as part of month end reconciliation.

Step 1: Run the WIP reconciliation Summary report


Run the summary version of the WIP reconciliation report to see which amounts balance; you can filter the report for the month you are reconciling. If you open the Summary Inquiry window to view GL activity (*Inquiry > Financial > Summary*), the Net Change for a period should match the same account's total for the same date range on the reconciliation report.

Step 2: Run the WIP reconciliation Detail report

If summary report totals do not balance, you can view transaction-level detail for the period. This may help identify discrepancies.

Step 3: Run the Exception reports

If you still cannot pinpoint the issue, these reports identify transactions that were posted to your Job WIP accounts but not to the GL, and vice versa. These reports check all accounts that are used in the current setup or data set as WIP or Progress Billing accounts, as well as AR invoices, cost tables for open and closed jobs, and the POC revenue recognition entry, will be checked.

 The Job to Date or JTD line of the Job Percentage of Completion report can also be used to identify the balance in other accounts, such as Over Billing, Under Billing, and Progress Billing. In addition, the Month to Date (MTD) line shows activity for the year and period.

The exception reports identify journal entries along with the type of transaction and the user who posted it. For example, the issue may be a payable that debited WIP without the job number filled in, or a journal entry that was made directly to the GL instead of through Job Cost. The report helps you identify the transaction and assess user training needs.

Step 4: Make any adjustments to GL or Job Cost accounts

Posting Setup

Before you run the WIP reconciliation reports, your posting options must be set up to create journal entries for transactions. You must set this up for the following product series: Inventory (with an origin of Transaction Entry) and Sales (with an origin of Sales Transaction Entry). These may have already been set up, but we recommend that you double-check the setup.

1. Select *Microsoft Dynamics GP > Tools > Setup > Posting > Posting*. The Posting Setup window opens.
2. In the **Series** drop-down menu, select Sales.
3. In the **Origin** drop-down menu, select Sales Transaction Entry.
4. Under Create a Journal Entry, select the **Transaction** radio button.
5. In the **Series** drop-down menu, select Inventory.
6. In the **Origin** drop-down menu, select Transaction Entry.
7. Select *OK*.

Running the JC WIP Reports

1. Select *Reports > Job Cost > Job Reports > Audit Reports > Job WIP Reports*. The JC WIP Reports window opens.
2. Enter a **Start Date** and **End Date**.
3. Select to run by all or individual **Division**, **Job**, and/or **Cost Element**.

4. Select an **Account Number**.
5. Select to run a WIP report (summary or detail) or Exception report.
6. Select *Print*.

If you are using SSRS reports, these Dexterity reports are replaced with the SSRS versions; refer to WIP Reports in Job Cost (page 149).

Summary

Cost Element	Account Number	Account Description	Amount
System: 4/19/2007 11:56:18 AM WIP Report - Summary: 4/2/2007 thru 4/12/2007 Page: 1			
User ID: sa			
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

Job Number	Cost Code	Cost Element	Transaction Number	Account Number	Posting Date	Document Source	Amount
System: 4/19/2007 12:28:55 PM WIP Report - Detail: 4/12/2007 thru 4/12/2007 Page: 1							
User ID: sa							
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	PH	218.55
Materials/Equip :							\$218.55
Division Total Cost:							\$3,450.55

Exception Report - Job Cost costs not in GL

Job Number	Cost Code	Cost Element	Transaction Number	Account Number	Posting Date	Document Source	Amount
System: 4/19/2007 12:59:11 PM Exception Report - Job Costs Not in GL Page: 1							
User ID: sa 4/12/2007 thru 4/12/2007							
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

Journal Entry	TRX Source	TRX Date	Debit Amount	Credit Amount
System: 4/19/2007 4:55:43 PM Page: 1				
User ID: sa				
Exception Report - GL Not in Job Costs				
4/12/2007 thru 4/12/2007				
Account Number: 000-1410-02 WIP-Labor-Jobs-COMMERCIAL				
3,745		4/12/2007	\$1,000.00	\$0.00
3,538	GLTRX00000054	4/12/2007	\$13,251.20	\$0.00
3,539	GLTRX00000055	4/12/2007	\$5,600.69	\$0.00
3,571	GLTRX00000056	4/12/2007	\$12,348.80	\$0.00
3,842	GLTRX00000051	4/12/2007	\$1,616.00	\$0.00
3,844	GLTRX00000053	4/12/2007	\$1,616.00	\$0.00
Total of 000-1410-02			\$35,432.69	\$0.00
Account Number: 000-1410-03 WIP-Labor-Jobs-INDUSTRIAL				
3,538	GLTRX00000054	4/12/2007	\$1,373.60	\$0.00
3,571	GLTRX00000056	4/12/2007	\$646.40	\$0.00
3,843	GLTRX00000052	4/12/2007	\$1,616.00	\$0.00
Total of 000-1410-03			\$3,636.00	\$0.00

Job Cost Edit Lists

- [POC Edit List \(page 222\)](#)
- [Payables Edit List \(page 222\)](#)
- [Inventory Edit List \(page 222\)](#)

POC Edit List

You may want to print the POC Edit List prior to closing a period in Job Cost, as well as before building a POC entry. The report contains cost element totals, progress billings, contract earned, billings in excess of cost plus earnings, and unbilled receivable amounts for all open jobs. In addition, expected contract, revised forecast, and total cost amounts appear. If the information on the POC Edit List is inaccurate, you may select to run the Recreate Summary utility to help correct this information.

Totals for jobs that are excluded from POC do not appear on this report. Unless you are using a separate division with separate accounts for non-POC jobs, excluding jobs from POC may cause a discrepancy between the totals on the edit list and the balance in your accounts.

1. Select *Reports > Job Cost > Edit Lists > POC Edit List*.
2. Enter the **Year** and use the lookup button to select a **Period** in the year. The **Job** and date fields are disabled for this report.
3. Select *Print*.

Payables Edit List

The Payables Edit List contains job and cost code information for an accounts payable batch. Print this report before posting to verify the accuracy of your transactions. If an error appears, you can correct the entries, print another edit list to review your corrections, and then post.

1. Select *Reports > Job Cost > Edit Lists > Payables Edit List*.
2. Enter a **Batch Number**.
3. Select *Print*.

System Date: 012/15/00 11:00:28 AM		The World Online, Inc.		Page: 1	
User Date: 012/15/00		Payables Edit List		User ID: LESSONUSER1	
		Job Cost			
Batch Number: DEMO					
Voucher Number: 00000000000000388				Document Number: 6554	
Vendor: Beaumont Construction				Document Date: 12/15/00	
Job Number	Project Number	Cost Code Description	Account Number Description	Debit Amount	Credit Amount
2759		1-10-2 Piping Material - 1st Floor	000-1412-00 WIP - Materials	957.36	0.00
			000-2100-00 Accounts Payable	0.00	957.36
				=====	=====
				\$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 then post.

1. Select *Reports > Job Cost > Edit Lists > Inventory Edit List*.
2. Enter a **Batch Number**.

3. Select *Print*.

Cost Code	Item Number	Quantity	Unit Cost	Cost
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 \(page 225\)](#)
- [Retention Report \(page 225\)](#)
- [Over \(Under\) Billing Report \(page 226\)](#)
- [Unbilled Costs Report \(page 226\)](#)
- [Transaction Detail Report \(page 227\)](#)
- [Transaction Summary Report \(page 227\)](#)
- [Aged Trial Balance Report \(page 228\)](#)

Billing Report

The Billing report lists the net billed, total contract earned, and cash received amounts for each job, including an over or under-billed amount. Company totals for all jobs appear at the bottom of the report.

1. Select *Reports > Job Cost > Billing Reports > Billing*.
2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print*.

Job Number	Status	Total Contract	Gross Billed	Retention	Net Billed	Cash Received	Contract Earned	Total Cost	Over/(Under)Billed
Project Manager									
2759	Active	17,250.00	8,350.00	835.00	7,515.00	0.00	9,616.01	8,024.44	(1,266.01)
Brennan's Alicia Alvarza									
Company Totals:		\$17,250.00	\$8,350.00	\$835.00	\$7,515.00	\$0.00	\$9,616.01	\$8,024.44	(\$1,266.01)
Total Jobs:		1							

Retention Report

The Retention report lists retention withheld, retention billed, and billable retention amounts for open jobs. Retention amount totals for all open jobs appear at the bottom of the report.

1. Select *Reports > Job Cost > Billing Reports > Retention*.

2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print*.

System: 12/14/00 2:55:59 PM		The World Online, Inc.		Page: 1	
User ID: LESSONUSER1		Retention			
Range: 2759-2759		Job Cost			
Job Number	Status	Total Contract	Retention Withheld	Retention Billed	Billable Retention
2759 Brennan's	Active	17,250.00	835.00	0.00	835.00
Totals:		\$17,250.00	\$835.00	\$0.00	\$835.00

Over (Under) Billing Report

The Over (Under) Billing report lists over- or under-billed amounts for all open jobs. The report also includes posted costs, estimated gross profit, revenues earned, and amounts billed to date for each open job.

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

System: 12/14/00 2:58:02 PM		The World Online, Inc.		Page: 1		
User ID: LESSONUSER1		Over(Under) Billings				
Range: 2759-2759		Job Cost				
Job 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)
Total Jobs: 1		\$8,024.44	\$1,591.57	\$9,616.01	\$8,350.00	(\$1,266.01)

Unbilled Costs Report

The Unbilled Costs report lists unbilled costs for a job or a range of jobs. This report can only be printed for jobs that have a contract type of Cost Plus and a billing type of Transaction Level or Project Trx Level.

1. Select *Reports > Job Cost > Billing Reports > Transaction Level Reports > Unbilled Costs*.
2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print*.

System:	12/15/00 3:02:57 PM	The World Online, Inc.	Page: 1						
User ID:	LESSOMUSER1	Job Invoice Unbilled Costs							
Job Range:	3002-3002								
Job Number:	3002	Trx. Level Job							
Customer:	Accurate Printing								
	1146 Monroe Ave.								
Labor									
Cost Code:	1-10-3	Installation - 1st Floor							
Transaction Number	Date	Type	Item Description	Vendor/Employee Name	QTY	Unit Cost	Extended Cost	Unit Bill Rate	Billing Amount
919	12/15/00	GL	Labor hours for Job 3002		3.00	25.56	76.68	100.00	300.00
				Cost Code Total:	3.00		76.68		300.00
				Labor Total:	3.00		76.68		300.00

Transaction Detail Report

The Transaction Detail report lists the transactions made in a range of jobs, over a range of dates. When a date range is selected, the report will consider the GL posting date of the transactions being billed, not the GL posting date of the billing invoices. If you do not select a date range, the job transactions will be listed for all dates. If you select a date range but do not select a range of jobs, all job transactions will be listed for that date range. This report can only be printed for jobs that have a contract type of Cost Plus and a billing type of Transaction Level or Project Trx Level.

1. Select *Reports > Job Cost > Billing Reports > Transaction Level Reports > Transaction Detail.*
2. From the **Range** drop-down list, select Job Number or Enter Date.
3. Use the **From** and **To** lookup buttons to select a range of job numbers or date range. Select *Insert >>*.
4. Select *Print.*

System:	12/15/00 3:07:16 PM	The World Online, Inc.						
User ID:	LESSOMUSER1	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 Employee Name	QTY	Cost	Bill Rate	Billing Amount
835	GL	4/8/00	On Site Visit		4.00	200.00	100.00	400.00
835	GL	4/8/00	On Site Visit		10.00	500.00	100.00	1,000.00
				Cost Code Total:	14.00	700.00		1,400.00
				Labor Total:	14.00	700.00		1,400.00

Transaction Summary Report

The Transaction Summary report lists summary information of transactions made in a range of jobs, over a range of dates. If you do not select a date range, the job transactions will be listed for all dates. If you select a date range but do not select a range of jobs, all job transactions will be listed for that date range. This report can only be printed for jobs that have a contract type of Cost Plus and a billing type of Transaction Level or Project Trx Level.

1. Select *Reports > Job Cost > Billing Reports > Transaction Level Reports > Transaction Summary.*
2. Use the **Ranges** drop-down list to select a range type.
3. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
4. If you want to further restrict the range, select the other range type and enter the range.
5. Select *Print.*

System:	12/15/00 3:09:25 PM	The World Online, Inc.			
User ID:	LESSONUSER1	Job Summary			
Range:	3002-3002				
Job Number:	3002	Trx. Level Job			
Invoice Number	Document Date	Cost	Billing Amount	Fee	Margin
JC4	4/9/00	1,461.41	2,478.12	1,016.71	41.02%
Billed Cumulative Costs:		\$1,461.41	\$2,478.12		
Unbilled Costs:		\$701.99	\$1,061.86		
Committed Costs:		0.00			
Cumulative Fee:		\$1,016.71			
Cumulative Margin %:		41.02%			
Expected Cumulative Fee:		\$1,376.58			
Expected Cumulative Margin %:		38.88%			

Aged Trial Balance Report

The Aged Trial Balance report is a statement of all the open debit and credit items in a double-entry ledger to show the equality and maturity from an entered date. You can print an Aged Trial Balance report for each job. You must run the receivables aging process routine (*Routines > Sales > Aging*) prior to printing the report.

⚠ This report will not include closed jobs. If you would like your report to include closed jobs, you can use the SRS Aged Trial Balance report. You must have SRS reports enabled to print the SRS Aged Trial Balance report.

1. Select *Reports > Job Cost > Billing Reports > Aged Trial Balance*.
2. Enter a **Date** from which to start aging. Items dated later than the date entered here will not be included on the report.
3. If you want to print the report for a specific project manager, mark the **By Manager** checkbox and enter the manager.
4. Select a sorting method from the **Sort** drop-down list. You can sort by job number or customer ID. If you sort by customer ID, the report includes a **Retainer** column.
5. Select range type from the drop-down list. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
6. Select *Print*.

System:	12/14/00 3:30:53 PM	The World Online, Inc.				Page: 1
User ID:	LESSONUSER1	JC Aged Trial Balance				
Job Range:	2759-2759	Receivables Management				
Customer:	All					
Job Number	Name					

Customer Name						

Document Number	Type	Date	TRX Amount	Current	31 - 60 Days	61 - 90 Days

2759	Brennan's	Last Aged: 0/0/00				
Accurate Printing						
JC1	Invoice	4/8/00	\$8,041.05	\$8,041.05		

Job Totals:			\$8,041.05	\$8,041.05	\$0.00	\$0.00

Totals:			\$8,041.05	\$8,041.05	\$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 \(page 227\)](#)
- [Job Schedule by Division Report \(page 230\)](#)
- [Over \(Under\) Billing by Division Report \(page 230\)](#)
- [Backlog by Division Report \(page 231\)](#)
- [Billing by Division Report \(page 231\)](#)
- [Retention by Division Report \(page 232\)](#)
- [Employee Summary by Division Report \(page 232\)](#)
- [Project Summary by Division Report \(page 233\)](#)
- [Costs by Period by Division Report \(page 233\)](#)
- [Labor Summary by Division Report \(page 234\)](#)

Profit and Loss by Division Report

The Profit and Loss by Division report lists customers, percent complete, contract earned, actual cost to date, and profit or loss for jobs within the selected divisions.

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

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 Woody's 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. Select *Reports > Job Cost > Sorted Reports > Division Reports > Job Schedule*.
2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print*.

System: 12/15/00 3:44:28 PM		The World Online, Inc.			Page 1		
User ID: LESSONUSER1		Job Schedule by Division					
Range: COMMERCIAL-COMMERCIAL							
Divisions: COMMERCIAL							
Job Number	Status	Contract	Forecast Cost	Anticipated Gross Profit	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. Select *Reports > Job Cost > Sorted Reports > Division Reports > Over (Under) Billing*.
2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print*.

System: 12/15/00 3:47:34 PM		The World Online, Inc.			Page: 1		
User ID: LESSONUSER1		Over (Under) Billings					
Range: COMMERCIAL-COMMERCIAL		Job Cost					
Divisions: COMMERCIAL							
Job Number	Status	Posted Cost	Estimated Gross Profit	Revenues Earned	Billed To Date	Over (Under) Billed	
2759 Brennan's	Active	18,316.48	1,283.49	19,599.97	8,350.00	(11,249.97)	
2760 Kopp's	Active	176.78	54.48	231.26	500.00	268.74	
Division Totals:		\$18,493.26	\$1,337.97	\$19,831.23	\$8,850.00	(\$10,981.23)	
Totals:		\$18,493.26	\$1,337.97	\$19,831.23	\$8,850.00	(\$10,981.23)	
Total Jobs:		2					

Backlog by Division Report

The Backlog by Division report lists original contract, contract earned, and backlog amounts for jobs within the selected divisions.

1. Select *Reports > Job Cost > Sorted Reports > Division Reports > Backlog.*
2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print.*

Job Number Name	Status	Original Contract Amount	Confirmed Change Orders	Contract Earned	Backlog

Division: F&S					
F&S-1001 STANDARD BILLING STYLE JOB	Active	16,575.00	500.00	763.42	16,311.57
F&S-1004 SOP BILLING STYLE JOB	Active	7,865.00	0.00	7,741.56	123.43
F&S-1005 PROJECT LEVEL BILLING JOB	Active	14,500.00	1,000.00	626.51	14,873.49
TEMPLATE F&S JOB Template F&S Job	Active	0.00	0.00	0.00	0.00
Division Totals:		\$38,940.00	\$1,500.00	\$9,131.49	\$31,308.50
=====					
Division: HVAC					
HVAC-1000 AIA BILLING STYLE JOB	Active	79,800.00	575.00	6,574.67	73,800.32
HVAC-1002 TRX LEVEL BILLING JOB	Active	4,564.00	0.00	4,564.00	0.00
HVAC-1003 RATE CLASS & PROJECT LEVEL JOB	Active	21,250.00	500.00	3,795.81	17,954.19
TEMPLATE HVAC JOB Template HVAC Job	Active	0.00	0.00	0.00	0.00
Division Totals:		\$105,614.00	\$1,075.00	\$14,934.48	\$91,754.51
=====					
Totals:		\$144,554.00	\$2,575.00	\$24,065.98	\$123,063.01

Billing by Division Report

The Division Billing report lists total contract, gross billed retention, net billed, and cash received amount for jobs within the selected divisions.

1. Select *Reports > Job Cost > Sorted Reports > Division Reports > Billing.*

2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print*.

System Date: 12/15/00 3:51:54 PM		The World Online, Inc.							
User ID: LESSONUSER1		Billing Report - By Division							
Range: COMMERCIAL-COMMERCIAL									
Divisions: COMMERCIAL									
Job Number	Status	Total Contract	Gross Billed	Retention	Net Billed	Cash Received	Contract Earned	Total Cost	Over/(Under)Billed

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 Alvarna									
2760	Active	15,500.00	500.00	50.00	450.00	0.00	231.26	176.78	268.74
Kopp's									
Alicia Alvarna									
Division Totals:		\$35,750.00	\$8,850.00	\$885.00	\$7,965.00	\$5,000.00	\$19,831.23	\$18,493.26	(\$10,981.23)
Totals:		\$35,750.00	\$8,850.00	\$885.00	\$7,965.00	\$5,000.00	\$19,831.23	\$18,493.26	(\$10,981.23)

Total Jobs:		2							

Retention by Division Report

The Retention by Division report lists the total contract, retention withheld, retention billed, and billable retention amounts for jobs within the selected divisions.

1. Select *Reports > Job Cost >> Sorted Reports > Division Reports > Retention*.
2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print*.

System: 12/15/00 3:54:08 PM		The World Online, Inc.				Page: 1
User ID: LESSONUSER1		Retention				
Range: COMMERCIAL-COMMERCIAL		Job Cost				
Divisions: COMMERCIAL						
Job Number	Status	Total Contract	Retention Withheld	Retention Billed	Billable Retention	

2759	Active	20,250.00	835.00	0.00	835.00	
Brennan's						
2760	Active	15,500.00	50.00	0.00	50.00	
Kopp's						
Divisions Totals:		\$35,750.00	\$885.00	\$0.00	\$885.00	
Totals:		\$35,750.00	\$885.00	\$0.00	\$885.00	

Employee Summary by Division Report

The Employee Summary by Division report contains all hours, labor amounts, overhead amounts, and totals for each job number assigned to the selected division. The transaction beginning and ending dates must match the Date and To dates from payroll entry.

1. Select *Reports > Job Cost > Sorted Reports > Division Reports > Employee Summary*.
2. Select a **Division**.

3. Enter beginning and ending dates.
4. Select *Print*.

System: 12/15/00 3:28:54 PM		The World Online, Inc.		Page: 1		
User ID: LESSONUSER1		Weekly Employee Summary		Job Cost		
Division: ALL						
Week Ending: 12/2/00						
Job Number	Description	Hours	Labor	Overhead	Total	

Alicia Alvarza						
2759	Brennan's	18.00	324.90	18.00	342.90	
3003	WennSoft Addition-Certified PR	24.00	410.40	24.00	434.40	
		Total:	42.00	\$735.30	\$42.00	\$777.30

Katherine Banks						
2759	Brennan's	26.00	407.70	26.00	433.70	
3003	WennSoft Addition-Certified PR	16.00	241.60	16.00	257.60	
		Total:	42.00	\$649.30	\$42.00	\$691.30

Thomas Black						
3003	WennSoft Addition-Certified PR	48.00	837.20	48.00	885.20	
		Total:	48.00	\$837.20	\$48.00	\$885.20

		Total:	132.00	\$2,221.80	\$132.00	\$2,353.80

Project Summary by Division Report

The Project Summary by Division report displays actual labor hours, labor cost, other costs, estimated labor hours, labor cost, and other costs for all projects assigned to the selected division.

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

System: 12/15/00 3:58:46 PM		The World Online, Inc.		Page: 1				
User ID: LESSONUSER1		Project Summary		Job Cost				
Division: COMMERCIAL								
Week Ending: 12/2/00								
Project	----- This Week -----			----- Estimated Final Cost -----				
	Labor Hours	Labor Cost	Other Cost	Total	Labor Hours	Labor Cost	Other Cost	
TARGET	44.00	776.60		776.60	430.00	15,713.66	15,055.32	
	569.50	9,930.44	8,562.82	18,493.26				
		Totals:	44.00	\$776.60	\$776.60	430.00	\$15,713.66	\$15,055.32
	569.50	\$9,930.44	\$8,562.82	\$18,493.26				

Costs by Period by Division Report

The Costs by Period report lists the actual costs to date and costs per selected period for jobs within the selected divisions.

1. Select *Reports > Job Cost > Sorted Reports > Division Reports > Costs by Period*.
2. Enter a year(s) in the **From** and **To** fields. Use the lookup buttons in the **Period ID From** and **To** fields to select the period range.
3. Use the lookup buttons to select the print range. Select *Insert >>*.
4. Select *Print*.

System: 12/15/00 4:01:29 PM	The World Online, Inc.	Page 1			
User ID: LESSONUSER1	Costs by Period				
Sort By: COMMERCIAL-COMMERCIAL	JOB COST				
Years: 1999-2000					
Periods: 1-12					
Division: COMMERCIAL					
Job Number Name	Status	Customer Number Name	Actual Cost to Date	Billed to Date	Received to Date
2759 Brennan's	Active	101 Accurate Printing	18,316.48	8,350.00	5,000.00
2760 Kopp's	Active	101 Accurate Printing	473.23	500.00	0.00
			=====		
			\$18,789.71	\$8,850.00	\$5,000.00
			=====		
Total Jobs: 2		TOTALS:	\$18,789.71	\$8,850.00	\$5,000.00

Labor Summary by Division Report

The Labor Summary by Division report contains all hours and totals for each job number assigned to a division. The transactions on the report are based on the general ledger posting date. This report is for open jobs only.

1. Select *Reports > Job Cost > Sorted Reports > Division Reports > Labor Summary*.
2. Select a **Division**.
3. Enter beginning and ending dates and select *Print*.

System: 12/15/00 4:06:21 PM	The World Online, Inc.	Page: 1				
User ID: LESSONUSER1	Labor Summary					
Division: COMMERCIAL						
Date Range: 11/26/00 - 12/2/00						
Job Number	Description	Hours	Labor	Overhead	Total Cost	
Alicia Alvarza	2759 Brennan's	18.00	324.90	18.00	342.90	
		Total:	18.00	\$324.90	\$18.00	\$342.90
Katherine Banks	2759 Brennan's	26.00	407.70	26.00	433.70	
		Total:	26.00	\$407.70	\$26.00	\$433.70
		Total:	44.00	\$732.60	\$44.00	\$776.60

Project Manager Reports

Reports that are sorted per project manager include Profit and Loss, Job Schedule, Over (Under) Billing, Backlog, Billing, Retention, Employee Summary, Project Summary, Costs by Period, and Labor Summary reports.

- [Profit and Loss by Project Manager Report \(page 235\)](#)
- [Job Schedule by Project Manager Report \(page 235\)](#)
- [Over \(Under\) Billing by Project Manager Report \(page 236\)](#)
- [Backlog by Project Manager Report \(page 236\)](#)
- [Billing by Project Manager Report \(page 237\)](#)
- [Retention by Project Manager Report \(page 237\)](#)
- [Audit Costs by Project Manager Report \(page 238\)](#)
- [Costs by Period by Project Manager Report \(page 238\)](#)

Profit and Loss by Project Manager Report

The Profit and Loss by Project Manager report lists customers, percent complete, contract earned, actual cost to date, and profit or loss for jobs assigned to the selected project managers.

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

System: 12/20/00 9:04:24 AM		The World Online, Inc.						
User ID: LESSONUSER1		Profit and Loss Report by Project Manager						
Range: ALVA0001-ALVA0001		JOB COST						
Manager: Alicia Alvarza								
Job Number	Status	Customer Number	Act %	Contract Earned	Actual	Billed to Date	Received to Date	Profit Amount
Name		Name	Complete		Cost to Date			
2759	Active	101	56%	9,616.01	8,024.44	8,350.00	0.00	1,591.57
Brennan's		Accurate Printing						
3000	Active	101	0%	0.00	0.00	4,500.00	0.00	0.00
Micro Inc.		Accurate Printing						
3001	Active	101	100%	2,800.00	1,700.00	2,800.00	0.00	1,100.00
3001		Accurate Printing						
3002	Active	101	100%	2,478.12	1,461.41	2,478.12	0.00	1,016.71
Trx. Level Job		Accurate Printing						
TEMPLATE	Active	101	0%	0.00	0.00	0.00	0.00	0.00
Prototype Job		Accurate Printing						
Project Totals:				\$14,894.13	\$11,185.85	\$18,128.12	\$0.00	\$3,708.28
Total Jobs:	5	TOTALS:		\$14,894.13	\$11,185.85	\$18,128.12	\$0.00	\$3,708.28

Job Schedule by Project Manager Report

The Job Schedule by Project Manager report lists the contract, forecasted cost, anticipated profit, and contract-to-date amounts for jobs assigned to the selected project managers.

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

The World Online, Inc.		Job Schedule By ALVA0001-ALVA0001		Run Date 12/20/00		
Page 1						
Job Number	Contract	Forecast	Anticipated	-----Contract to Date-----		
Name		Cost	Gross Profit	Contract	Cost of	Markup %
				Earned	Construction	on Cost
2759	17,250.00	14,395.00	2,855.00	9,616.01	8,024.44	19.83%
Brennan's						
3000	14,750.00	11,845.00	2,905.00	0.00	0.00	24.52%
Micro Inc.						
3001	2,800.00	1,700.00	1,100.00	2,800.00	1,700.00	64.70%
3001						
3002	2,478.12	1,461.41	1,016.71	2,478.12	1,461.41	69.57%
Trx. Level Job						
TEMPLATE	0.00	0.00	0.00	0.00	0.00	0.00%
Prototype Job						
Company Totals:		\$37,278.12	\$29,401.41	\$7,876.71	\$14,894.13	\$11,185.85
Number of Jobs:	5					

Over (Under) Billing by Project Manager Report

The Over (Under) Billing by Project Manager report lists posted costs, estimated profit, revenues earned, and billed-to-date amounts for jobs assigned to the selected project managers.

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

System: 12/20/00 9:09:29 AM		The World Online, Inc.			Page: 1	
User ID: LESSONUSER1		Over (Under) Billings				
Range: ALVA0001-ALVA0001		Job Cost				
Job 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. Select *Reports > Job Cost > Sorted Reports > Project Manager Reports > Backlog*.
2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print*.

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

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

Job Number Name	Status	Total Contract	Retention Withheld	Retention Billed	Billable Retention
2759 Brennan's	Active	17,250.00	835.00	0.00	835.00
3000 Micro Inc.	Active	14,750.00	450.00	0.00	450.00
3001 3001	Active	2,800.00	0.00	0.00	0.00
3002 Trx. Level Job	Active	2,478.12	0.00	0.00	0.00
TEMPLATE Prototype Job	Active	0.00	0.00	0.00	0.00
Totals:		\$37,278.12	\$1,285.00	\$0.00	\$1,285.00

Audit Costs by Project Manager Report

The Audit Costs by Project Manager report lists transactions, documents, vendors, and employee transaction quantities for the jobs assigned to the selected project managers.

1. Select *Reports > Job Cost > Sorted Reports > Project Manager Reports > Audit Costs*.
2. Select a **Project Manager**.
3. Select a **Date Range** radio button, and enter the dates.
4. Select a **Range** radio button, and enter a cost element type or All. Mark the **Exclude Inactive** checkbox to exclude inactive cost codes from the report.
5. Select *Print*.

Costs by Period by Project Manager Report

The Costs by Period by Project Manager report lists the actual costs to date and costs per period for jobs assigned to the selected project managers.

1. Select *Reports > Job Cost > Sorted Reports > Project Manager Reports > Costs by Period*.
2. Enter a range of years and periods.
3. Select a manager range and select *Insert >>*.
4. Select *Print*.

System: 12/20/00 10:14:16 AM		The World Online, Inc.		Page 1	
User ID: LESSONUSER1		Costs by Period Report			
Sort By: ALVA0001-ALVA0001		JOB COST			
Years: 1999-2000					
Periods: 1-12					
Manager: Alicia Alvarza					
Job Number Name	Status	Customer Number Name	Actual Cost to Date	Billed to Date	Received to Date
2759 Brennan's	Active	101 Accurate Printing	8,024.44	8,350.00	0.00
3000 Micro Inc.	Active	101 Accurate Printing	0.00	4,500.00	0.00
3001 3001	Active	101 Accurate Printing	1,700.00	2,800.00	0.00
3002 Trx. Level Job	Active	101 Accurate Printing	1,461.41	2,478.12	0.00
			=====	=====	=====
			\$11,185.85	\$18,128.12	\$0.00
			=====	=====	=====
Total Jobs:	4	TOTALS:	\$11,185.85	\$18,128.12	\$0.00

Project Number Reports

Reports that are sorted per project number include Profit and Loss, Job Schedule, Over (Under) Billing, Backlog, Billing, Retention, Employee Summary, Costs by Period, and Labor Summary reports.

- [Profit and Loss by Project Report \(page 239\)](#)
- [Job Schedule by Project Report \(page 240\)](#)
- [Over \(Under\) Billing by Project Report \(page 240\)](#)
- [Backlog by Project Report \(page 241\)](#)
- [Billing by Project Report \(page 241\)](#)
- [Retention by Project Report \(page 242\)](#)
- [Employee Summary by Project Report \(page 242\)](#)
- [Costs by Period by Project Report \(page 242\)](#)
- [Labor Summary by Project Report \(page 243\)](#)

Profit and Loss by Project Report

The Profit and Loss by Project report lists customers, percent complete, contract earned, actual cost to date, and profit or loss for jobs within the selected projects.

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

System: 12/15/00 4:09:43 PM		User ID: LESSONUSER1		The World Online, Inc.		Profit and Loss Report by Project		Range: TARGET-TARGET		JOB COST	
Project: TARGET											
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	97%	19,599.97	18,316.48	8,950.00	5,000.00	1,283.49			
2760 Kopp's	Active	101 Accurate Printing	1%	231.26	176.78	500.00	0.00	54.48			
Project Totals:				\$19,831.23	\$18,493.26	\$8,850.00	\$5,000.00	\$1,337.97			
Total Jobs:	2		TOTALS:	\$19,831.23	\$18,493.26	\$8,850.00	\$5,000.00	\$1,337.97			

Job Schedule by Project Report

The Job Schedule by Project report lists the contract, forecasted cost, anticipated profit, and contract-to-date amounts for jobs within the selected projects.

1. Select *Reports > Job Cost > Sorted Reports > Project Reports > Job Schedule*.
2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print*.

The World Online, Inc.							Run Date 12/15/00	
Job Schedule By TARGET-TARGET							Page 1	
Job Number Name	Contract	Forecast Cost	Anticipated Gross Profit	Contract Earned	Cost of Construction	---Contract to Date---		
						Contract Earned	Markup % on Cost	
2759 Brennan's	20,250.00	18,923.98	(1,173.98)	19,599.97	18,316.48		7.00%	
2760 Kopp's	15,500.00	11,845.00	3,655.00	231.26	176.78		30.85%	
Company Totals:		\$35,750.00	\$30,768.98	\$2,481.02	\$19,831.23	\$18,493.26		
Number of Jobs:	2							

Over (Under) Billing by Project Report

The Over (Under) Billing by Project report lists posted costs, estimated profit, revenues earned, and billed to date amounts for jobs within the selected projects.

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

System: 12/15/00 4:12:55 PM		The World Online, Inc.			Page: 1	
User ID: LESSONUSER1		Over(Under) Billings				
Range: TARGET-TARGET		Job Cost				
Job Name	Status	Posted Cost	Estimated Gross Profit	Revenues Earned	Billed To Date	Over(Under) Billed
2759 Brennan's	Active	18,316.48	1,283.49	19,599.97	8,350.00	(11,249.97)
2760 Kopp's	Active	176.78	54.48	231.26	500.00	268.74
		=====	=====	=====	=====	=====
		\$18,493.26	\$1,337.97	\$19,831.23	\$8,850.00	(\$10,981.23)
Total Jobs:	2					

Backlog by Project Report

The Backlog by Project report lists original contract, contract earned, and backlog amounts for jobs within the selected projects.

1. Select *Reports > Job Cost > Sorted Reports > Project Reports > Backlog*.
2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print*.

System: 12/15/00 4:13:52 PM		The World Online, Inc.			Page: 1	
User ID: LESSONUSER1		Backlog				
Range: TARGET-TARGET		JOBCOST				
Job Number Name	Status	Original Contract Amount	All	Contract Earned	Backlog	
2759 Brennan's	Active	17,750.00		0.00	19,599.97	(1,849.97)
2760 Kopp's	Active	15,500.00		0.00	231.26	15,268.74
		=====	=====	=====	=====	=====
Totals:		\$33,250.00		\$0.00	\$19,831.23	\$13,418.76

Billing by Project Report

The Billing by Project report lists total contract, gross billed retention, net billed, and cash received amount for jobs within the selected projects.

1. Select *Reports > Job Cost > Sorted Reports > Project Reports > Project Billing*.
2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print*.

System Date: 12/15/00 4:14:19 PM		The World Online, Inc.								
User ID: LESSONUSER1		Billing Report - By Project								
Job Number	Status	Total Contract	Gross Billed	Retention	Net Billed	Cash Received	Contract Earned	Total Cost	Over/(Under)Billed	

2759	Active	20,250.00	8,350.00	835.00	7,515.00	5,000.00	19,599.97	18,316.48	(11,249.97)	
Brennan's TARGET Alicia Alvarza										
2760	Active	15,500.00	500.00	50.00	450.00	0.00	231.26	176.78	268.74	
Kopp's TARGET Alicia Alvarza										
Project Totals:		\$35,750.00	\$8,850.00	\$885.00	\$7,965.00	\$5,000.00	\$19,831.23	\$18,493.26	(\$10,981.23)	
Total Jobs:		2								

Retention by Project Report

The Retention by Project report lists the total contract, retention withheld, retention billed, and billable retention amounts for jobs within the selected projects.

1. Select *Reports > Job Cost > Sorted Reports > Project Reports > Retention*.
2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print*.

System: 12/15/00 4:14:51 PM		The World Online, Inc.				Page: 1
User ID: LESSONUSER1		Retention				
Range: TARGET-TARGET		Job Cost				
Job Number	Status	Total Contract	Retention Withheld	Retention Billed	Billable	Retention

2759	Active	20,250.00	835.00	0.00		835.00
Brennan's						
2760	Active	15,500.00	50.00	0.00		50.00
Kopp's						
Totals:		\$35,750.00	\$885.00	\$0.00		\$885.00

Employee Summary by Project Report

The Employee Summary by Project report contains all hours, labor amounts, overhead amounts, and totals for each job number assigned to a project. The transaction beginning and ending dates must match the Date To dates from payroll entry.

1. Select *Reports > Job Cost > Sorted Reports > Project Reports > Employee Summary*.
2. Select a **Project Number**.
3. Enter beginning and ending dates.
4. Select *Print*.

Costs by Period by Project Report

The Costs by Period by Project report lists the actual costs to date and costs per selected period for jobs within the selected projects.

1. Select *Reports > Job Cost > Sorted Reports > Project Reports > Costs by Period*.
2. Enter the range of years and periods.

3. Select the project number print range and select *Insert >>*.
4. Select *Print*.

Job Number Name	Status	Customer Number Name	Actual Cost to Date	Billed to Date	Received to Date
Project: 4000					
4000 Big Z Chicago	Active	AARONFIT0001 Aaron Fitz Electrical	16.65	0.00	0.00
4001 Big Z New York	Active	AARONFIT0001 Aaron Fitz Electrical	0.00	0.00	0.00
4002 Big Z Toronto	Active	AARONFIT0001 Aaron Fitz Electrical	0.00	0.00	0.00
Project Totals:			\$16.65	\$0.00	\$0.00
Total Jobs:	3	Totals:	\$16.65	\$0.00	\$0.00

Labor Summary by Project Report

The Labor Summary by Project report contains all hours and totals for each job number assigned to a project. The transactions on the report are based on the general ledger posting date. This report is for open jobs only.

1. Select *Reports > Job Cost > Sorted Reports > Project Reports > Labor Summary*.
2. Select a **Project Number**.
3. Enter beginning and ending dates and select *Print*.

Job Number	Description	Hours	Labor Cost	Overhead Cost	Total Cost
Alan Flint	4000 Big Z Chicago	1.11	16.65	0.00	16.65
Employee Totals:		1.11	\$16.65	\$0.00	\$16.65
Totals:		1.11	\$16.65	\$0.00	\$16.65

Labor Reports

- [Job Labor Report \(page 244\)](#)
- [Certified Payroll Report \(page 244\)](#)
- [Union Report \(page 243\)](#)
- [Rate Class Setup Report \(page 244\)](#)
- [Rate Class Union Report \(page 244\)](#)
- [Employee Union Report \(page 247\)](#)
- [Monthly Union Report \(page 248\)](#)
- [Monthly Payroll Report \(page 249\)](#)
- [Monthly Contribution Report \(page 249\)](#)

- [Technician Schedule Report \(page 250\)](#)

Job Labor Report


The Job Labor report contains estimated, actual, and remaining labor hours for all labor cost codes for the job, as well as field estimated percentage complete and the percentage of the cost code completed based on the field estimate. This report also projects gain or loss for each cost code, based on the field-estimated percentage complete.

1. Select *Reports > Job Cost > Labor Reports > Job Labor*.
2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print*.

Report Date: 12/20/00 9:20:34 AM		The World Online, Inc.		Page 1					
Range: 2759-2759		Labor Report By Job							
Job Number: 2759		Status: Active		Project Manager ALVA0001					
Name: Brennan's				Last Labor Period					
Cost Code	Estimated	Actual	Left	Total estimated amount	Field Est % Comp	Complete based on field Est	Actual Cost to date	Gain or loss (-) to date	Trended gain or loss (-)
1-10-3 Installation - 1st Floor	150.00	50.00	100.00	3,750.00	0.00%	0.00	897.53	(897.53)	0.00
2-10-3 Installation - 2nd Floor	35.00	0.00	35.00	875.00	0.00%	0.00	0.00	0.00	0.00
7-70-3 Labor - Utility Room	10.00	0.00	10.00	500.00	0.00%	0.00	0.00	0.00	0.00
9-99-3 Project Management	25.00	0.00	25.00	1,250.00	0.00%	0.00	0.00	0.00	0.00
Job Totals:	220.00	50.00	170.00	\$6,375.00		\$0.00	\$897.53	(\$897.53)	\$0.00

Certified Payroll Report

The Certified Payroll report lists employee information, details of hours worked, hourly rate, gross earned in job, deductions, and net weekly pay for the selected jobs.

 To print accurate certified payroll reports, you must print your payroll checks using the Microsoft Dynamics GP Payroll module.

You must have an address ID entered in the Employee Address Maintenance window (*Cards > Payroll > Employee > Address*) for transactions to appear on the Certified Payroll report. To print a Certified Payroll report using SRS, refer to the TimeTrack manual. When building your payroll batches for certified payroll checks, the From and To dates of the Pay Period Date field in the Build Payroll Checks window (*Transactions > Payroll > Build Checks*) must be in a seven-day range. The From (beginning) date must be the beginning day of the week; the To (ending) date must be the week-ending date from the payroll transaction. This applies to both Microsoft Dynamics GP and TimeTrack payroll transactions.

1. Select *Reports > Job Cost > Labor Reports > Certified Payroll*.
2. Enter the transaction beginning and ending dates.
3. Select to print the report for all transactions, one job, or a range of jobs. Enter a **Job Number** or **Range**.
4. Select *Print*.


System Date:	12/20/00 10:20:45 AM	The World Online, Inc.
User ID:	LESSONUSEP1	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		
Social Security Number Labor Classification		

Alicia M. Alvarza	HOURLY	8.00 8.00 8.00 24.00 \$17.10 410.40 45.28
915 Birch Road		735.30 10.59
Detroit, MI 48233-9211		
484-66-9938	Plumber	

Union Report

The Union report is a combination of the Union report and Union Summary report. Both reports contain weekly pay amounts, benefit, and deduction contributions for each employee in the union. You can also sort the employees by name or position and automatically calculate gross wages by transaction date or check date. A maximum total of 150 benefits and deductions will print on the Union report. The Union Summary report lists a summary for all union employees.

1. Select *Reports > Job Cost > Labor Reports > Union*.
2. Enter the date to begin the report. If you are going to calculate gross wages based on a check date, enter the first day of the month in which the check was issued, rather than the first day of the month when the pay period began.
3. Select to print a Union report, Union Summary report, or both. The default is **Summary**, which is both reports. To print only the Union Summary report, mark the **Summary Only** checkbox. To print only the Union report, unmark both checkboxes.
4. Enter the beginning and ending dates of the pay weeks for which you want report information.

 For this report, the pay week must begin and end on the first and last days of the week as defined for the pay period (*Transactions > Payroll > Build Checks*).

5. Select to **Sort** the report by position or by employee last name. If you sort by position, a subtotal is given for each position. The report also includes a total by union. If you sort by employee last name, the report will total by union and not by position.
6. Select to **Calculate Gross Wages** by check date or transaction date. If you select to calculate by check date, the employee summary table is used to get the gross wages. Make sure that, if your pay period begins in one month and ends in another, the Month Begin Date is the first day of the month in which the check was issued, rather than the first day of the month in which the pay period began. If you select to calculate by transaction date, the payroll transaction history table is used to get the gross wage amount for each transaction.
7. Select *Print*.

Run: 12/20/00 10:24:57 AM		The World Online, Inc.					Page: 1		
		Union Report							
		11/26/00 - 12/30/00							
Sort By: by Position									
101 Plumber's Local 101 212 N. Water Street Milwaukee, WI 53111									
FPL Foreman Plumber									
Name	Hours						Converted	Actual	
Social Security #	Pay	12/2/00	12/9/00	12/16/00	12/23/00	12/30/00	Hours	Hours	Fund
Emp#	Type	-----	-----	-----	-----	-----	-----	-----	-----
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
	Time/Half	2.00	4.00				9.00	6.00	H&W
									VAC
		42.00	44.00	40.00	40.00	32.00	201.00	198.00	Employee Totals:
		-----	-----	-----	-----	-----	-----	-----	\$136.58
Foreman Plumber Subtotal		42.00	44.00	40.00	40.00	32.00	201.00	198.00	Position Subtotal:
		-----	-----	-----	-----	-----	-----	-----	\$136.58

Rate Class Setup Report

The Rate Class Setup report lists all rate classes entered.

1. Select *Reports > Job Cost > Labor Reports > Rate Class*.
2. Enter a rate class range or select **All** to include all rate classes.
3. Enter a union code range or select **All** to include all union codes.
4. Select *Print*.

System: 3/5/2002 9:35:45 AM		The World Online, Inc.			Page: 1	
User Date: 3/5/2002		Rate Class Setup			User ID: trathkamp	
		Job Cost				
Ranges:						
Rate Class: union1 - union1						
Union: LOCAL3 - TST						
Rate Class	Description					
Position	Job Description					
Type	Description	Calc Type	Percent	Regular Rate	Overtime Rate	DoubleTime Rate
union1	President					
CEO	Wages	Dollar	0.00%	\$0.00	\$0.00	\$0.00
ISR	Inside Sales Representative					
	Wages	Dollar	0.00%	\$40.00	\$0.00	\$0.00
End of Report						

Rate Class Union Report

The Rate Class Union report is a combination of the Union report and Union Summary report. Both reports contain the amount of hours and gross wages. The Union report is organized by union employee; the Union Summary report is organized by union and rate class. You can run the report for a single union code or a range of union codes.

1. Select *Reports > Job Cost > Labor Reports > Rate Class Union*.
2. In the **Month Begin Date** field, enter the beginning date for the report.

3. Select to print a Union report, Union Summary report, or both. The default is **Summary**, which is both reports. To print only the Union Summary report, mark the **Summary Only** checkbox. To print only the Union report, unmark both checkboxes.
4. Enter the starting and ending union codes.
5. Enter the beginning and ending dates for each week. If you leave these fields blank, the dates will automatically fill in, starting from the date entered in the **Month Begin Date** field.
6. In the **Options** area, select either Position or Name as the sorting option for the report.
7. Select *Print*.

```

Run: 5/22/01    9:43:08 AM
The World Online, Inc.
Union Report
4/1/01 - 4/30/01

Sort By: by Position
ABC   ABC Streamfitters

ENG   Engineer

Name                Hours
Social Security #   Pay
Emp#                Type      4/7/01  4/14/01  4/21/01  4/28/01  4/30/01  Converted  Actual  Fund      Contribution
-----
Dunwoody, Anne
501-98-7334
ADUN0001
Regular
                                173.34  173.34  173.34
                                0.00   0.00   0.00   0.00   173.34  173.34  173.34  Employee Totals:  $0.00
Engineer Subtotal
                                0.00   0.00   0.00   0.00   173.34  173.34  173.34  Position Subtotal:  $0.00

```

Employee Union Report

The Employee Union report lists all the employees who belong to a union. The report contains deduction/benefits amounts, hours, and pay amount. The report is organized by union, then rate class.

1. Select *Reports > Job Cost > Labor Reports > Employee Union*.
2. Use the **Ranges** drop-down list to select the range for running the report. You can specify ranges for the employee ID, week-ending date, and union code.

 If you don't select a range, the report will print all values for all range types.

3. In the **From** and **To** fields, select the beginning and ending values for your range. For the **Employee ID** and **Union Code** ranges, use the lookup buttons to select values. For the Week-Ending Date range, enter the beginning and ending transaction dates, not the week-ending dates.
4. Select *Insert >>*. You can create one range for each type of range.
5. Select *Print*.

System Date: 5/22/01 9:09:46 AM
 User Date: 5/22/01

The World Online, Inc.
 Employee Union Report
 JOB COST

Page: 1
 User ID: LESSONUSER1

Ranges:

Employee: All
 Union: 350 - PLUMN
 Date: All

Local Union
 ABC ABC Streamfitters

Rate Class: Local350

Job Title
 ENG Engineer

Code	Description	Beginning Date	Ending Date	Deduction/Benefit Amount	Hours	Pay Amount

Employee						
ADUN0001	Anne	Dunwoody				
HOURLY	Hourly Pay Code	4/30/01	4/30/01		86.67	\$1,733.40
HOURLY	Hourly Pay Code	4/30/01	4/30/01		86.67	\$1,733.40
HOURLY	Hourly Pay Code	4/1/01	4/15/01		86.67	\$1,733.40
HOURLY	Hourly Pay Code	5/1/01	5/10/01		86.67	\$1,733.40
OVER	Overtime Pay	4/30/01	4/30/01		200.00	\$6,000.00

						\$12,933.60
				-----	-----	-----
Employee Total:				\$0.00	546.68	\$12,933.60

Monthly Union Report

The Monthly Union report contains the number of hours and amount of earnings for each union employee within a specified time period and union range. The report also contains hours and earnings by rate class. This report is organized by union code.

1. Select *Reports > Job Cost > Labor Reports > Monthly Union*.
2. In the **Ranges** field, use the drop-down list to select the range(s) for the report. You can specify ranges for the week-ending date and for union code.
3. In the **From** and **To** fields, enter the beginning and ending values for your range. For the Week-Ending Date range, enter the beginning and ending transaction dates, not the week-ending dates.
4. Select *Insert >>*. You can create one range for each type of range.
5. Select *Print*.

System Date: 4/30/01 9:36:20 AM		The World Online, Inc.		Page: 1		
User Date: 4/30/01		Monthly Union Report		User ID: sa		
		JOB COST				
Week Ending Date Range: All						
Union Code Range: 350 - ABC						
Union Code	Employee Name	Total Hours	Gross Earnings	Regular Hours	Overtime Hours	Doubletime 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
GRAND TOTAL		173.34	\$1,733.40	173.34		

Monthly Payroll Report

The Monthly Payroll report contains the total hours and gross earnings for union employees within a specified time period.

1. Select *Reports > Job Cost > Labor Reports > Monthly Payroll*.
2. In the **From** and **To** fields, enter the beginning and ending values for your range. Enter the beginning and ending transaction dates, not the week-ending dates.
3. Select the *Insert >>*. You can select one range per report.
4. Select *Print*.

System Date: 4/30/01 10:45:15 AM		The World Online, Inc.		Page: 1	
User Date: 4/30/01		Monthly Payroll Report		User ID: sa	
		JOB COST			
Date Range: 4/1/01 - 4/30/01					
Employee Name	Social Security #	Total Hours	Gross Earnings		
ABC	ABC Streamfitters				
Green, Bill	501-44-982	86.67	\$1,733.40		
Carnero, Rolando	482-58-199	86.67	\$0.00		

Monthly Contribution Report

The Monthly Contribution report contains the benefits, deductions, hours, and gross earnings for each employee in a union.

1. Select *Reports > Job Cost > Labor Reports > Monthly Contribution*.
2. In the **Ranges** field, use the drop-down list to select the range(s) for the report. You can specify ranges for the week-ending date and for union code.
3. In the **From** and **To** fields, select the beginning and ending values for your range. For the Week-Ending Date range, enter the beginning and ending transaction dates, not the week-ending dates.
4. Select *Insert >>*. You can create one range for each type of range.
5. Select *Print*.

System Date: 7/6/01 9:08:24 AM
User Date: 7/6/01

The World Online, Inc.
Monthly Union Contribution Report
JOB COST

Page: 1
User ID: LESSONUSER1

Week Ending Date Range: 1/6/01 - 7/6/01
Union Date Range: All

Employee Name	Social Security Number	Regular Hours	DT Hours	OT Hours	Total Hours	Gross Earnings

ABC	ABC Streamfitters					
Anne, Dunwoody	501-98-733	346.68	0.00	0.00	346.68	\$6,933.60
Contribution/Benefit	Regular Hours	DT Hours	OT Hours	Total Hours		
-----	-----	-----	-----	-----		
Bill, Green	501-44-982	86.67	0.00	0.00	86.67	\$1,733.40
Contribution/Benefit	Regular Hours	DT Hours	OT Hours	Total Hours		
-----	-----	-----	-----	-----		
Rolando, Carnero M.	482-58-199	86.67	0.00	0.00	86.67	\$0.00
Contribution/Benefit	Regular Hours	DT Hours	OT Hours	Total Hours		
-----	-----	-----	-----	-----		
TOTALS:		520.02	0.00	0.00	520.02	\$8,667.00
Contribution/Benefit	Regular Hours	DT Hours	OT Hours	Total Hours		
-----	-----	-----	-----	-----		

Technician Schedule Report

The Technician Schedule report lists jobs and the technicians scheduled to work on the jobs. You can print the report for all jobs, a single job, or a range of jobs. You can also filter the report by cost code number. The Technician Schedule report is available if you're using the Job Scheduling feature.

1. Select *Reports > Job Cost > Labor Reports > Technician Schedule*.
2. Select to print the report for all jobs, a single job, or a range of jobs. Enter the **Job Number** or range.
3. Enter the date range.
4. Select to print the report for all cost codes or a specific cost code. Enter the **Cost Code**.
5. Select *Print*.

System Date: 7/6/01 9:08:24 AM
 User Date: 7/6/01

The World Online, Inc.
 Monthly Union Contribution Report
 JOB COST

Page: 1
 User ID: LESSONUSER1

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 \(page 251\)](#)
- [Posting Options Report \(page 252\)](#)
- [Project Number Setup Report \(page 253\)](#)
- [Overhead Detail Codes Report \(page 254\)](#)
- [Overhead Group Codes Report \(page 254\)](#)
- [Architect Setup Report \(page 255\)](#)

Cost Code Master Setup Report

The Cost Code Master Setup report contains all master cost codes, descriptions, and cost element types. Review this list once you set up all master cost codes to ensure your list is complete.

Select Reports > Job Cost > Setup Reports > Cost Code Master.

System: 12/14/00 2:41:19 PM	The World Online, Inc.	
User ID: LESSONUSER1	Cost Code Master Setup	
	Job Cost	
Cost Code Number	Description	Cost Element Type

1-10-3	Installation - 1st Floor	Labor
2-10-3	Installation - 2nd Floor	Labor
9-99-3	Project Management	Labor
1-10-2	Piping Material - 1st Floor	Materials
1-20-2	Phones, Supplies - 1st Floor	Materials
2-10-2	Piping Material - 2nd Floor	Materials
2-20-2	Phones, Supplies - 2nd Floor	Materials
1-00-1	Equipment - 1st Floor	Equipment
2-00-1	Equipment - 2nd Floor	Equipment
1-00-4	Subcontractors - 1st Floor	Subcontractors
2-00-4	Subcontractors - 2nd Floor	Subcontractors
1-00-5	Other Costs - 1st Floor	Other
2-00-5	Other Costs - 2nd Floor	Other

Posting Options Report

The Posting Options report lists the setup options you selected in the Posting Options window. This includes your revenue recognition method, whether you post payroll through general ledger, and whether you want to print Certified Payroll reports.

Select Reports > Job Cost > Setup Reports > Posting Options.

Cost Code Debit Posting Accounts Division

Percentage of Completion Options:

Revenue Recognition Method X
Post through the GL X

Closing Jobs Options:

Closing Jobs Journal Entry X
Allow Job to Close if Committed Costs
Post through the GL
Allow Job to Close if Net Billed <> Expected Contract

Payroll Options:

Certified Payroll X
Rate Class X
Payroll Post through the GL X
Post to Job Cost ONLY
Payroll Post Transaction Summary
Payroll Overhead Detail Distribution

Estimate Cost Option:

Estimate Cost by Period X

SOP Billing Options:

Sales/Revenue Accounts From: Job Cost

Project Number Setup Report

The Project Number Setup report lists all project numbers and associated jobs set up in Job Cost. Use this list as a reference when you set up projects.

Select *Reports > Job Cost > Setup Reports > Project Number.*

System: 12/14/00 2:45:09 PM	The World Online, Inc.	Page:1
User ID: LESSONUSER1	Project Number Setup	
	Job Cost	

Project Number	Description	
12345	Project Job	

Overhead Detail Codes Report

The Overhead Detail Codes report lists setup options entered for all overhead detail codes in the Overhead Detail Codes Setup window. Overhead detail codes define how overhead calculates based on payroll costs.

Select *Reports > Job Cost > Setup Reports > Overhead Detail Codes.*

System Date: 12/14/00 2:47:36 PM	The World Online, Inc.	Page: 1
User ID: LESSONUSER1	Overhead Detail Codes	

Overhead Code	Description	Fixed Portion Overhead %
GEN	General Overhead	\$1.00 0.00%
WCOMP	Workers' Comp.	\$0.00 1.50%

Overhead Group Codes Report

The Overhead Group Codes report lists the setup options entered for tracking overhead in the Overhead Groups Setup window. The report also lists the overhead details assigned to the group.

Select *Reports > Job Cost > Setup Reports > Overhead Groups.*

System: 12/14/00 2:49:17 PM	The World Online, Inc.	Page: 1
User ID: LESSONUSER1	Overhead Group Codes	

Overhead Group: GEN	Description: Installation	
Overhead Detail	Description	Department Position Job 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.
Select *Reports > Job Cost > Setup Reports > Architects*.

System: 3/5/2002 9:25:40 AM		The World Online, Inc.				
User ID: trathkamp		Architect Setup List				
Architect:	JIMP	James Peterson				
Address 1	Address 2	City	State	Zip	Phone 1	

555 Mockingbird Lane		Youngstown	OH	46857	(000) 000-0000	
Architect:	JOHNS	John Sperry				
Address 1	Address 2	City	State	Zip	Phone 1	

					(000) 000-0000	
Architect:	SAMZ	Samual Zabinski				
Address 1	Address 2	City	State	Zip	Phone 1	

3432 N. East Rd.		Anywhere	WI.	54768	(000) 000-0000	

History Reports

- [Job History Report \(page 255\)](#)
- [Job History Detail Report \(page 256\)](#)
- [Job History Notes Report \(page 257\)](#)

Job History Report

The Job History report lists committed, posted, estimated, and forecasted costs for each cost element, as well as estimated gross profit, change order, and other job information for closed jobs.

1. Select *Reports > Job Cost > History Reports > Job History*.
2. Select to print the report for all jobs, a single job, or a range of jobs. If you select the **Job Number** or **Range** radio button, enter the number or range.
3. Select *Print*.

As Of: 12/15/00 10:49:18 AM
 Closed By: LESSONUSER1

Job Number: 2760
 Name: Kopp's
 Division: ALL
 Primary Customer: Accurate Printing

Job Location:
 1146 Monroe Ave.
 Contract Type: Fixed Amount

	POSTED COSTS	ESTIMATED COSTS	FORECASTED COSTS
Labor	5,291.78	5,875.00	5,875.00
Materials	1,140.00	5,720.00	5,720.00
Equipment	250.00	0.00	250.00
Subcontractors	0.00	0.00	0.00
Other	85.00	250.00	250.00
User Defined 1	0.00	0.00	0.00
User Defined 2	0.00	0.00	0.00
User Defined 3	0.00	0.00	0.00
User Defined 4	0.00	0.00	0.00
Totals	6,766.78	11,845.00	12,095.00

Contract Earned to Date 8,671.78

Total Net Billed 15,500.00

Total Gross Billed 15,500.00

Original Contract	15,500.00
User Defined CO's	0.00
Confirmed	0.00
Contract to Date	15,500.00
In-Process	0.00
Expected Contract	15,500.00

Gross Profit \$8,733.22

Markup % on Cost 129

Job History Detail Report

The Job History Detail report includes estimate and actual cost code amounts for a closed job.

1. Select *Reports > Job Cost > History Reports > Job Detail History*.
2. Select a **Job Number**.
3. Select *Print*. The sorting options are disabled for this report.

System: 12/20/00 9:28:44 AM		The World Online, Inc.					
User ID: LESSONUSER1		Job History Detail					
		Job Cost					
		Job: 2760 Kopp's					
Cost Code Number	Units	Estimate		Actual			
Description	Cost Element Type	Amt/Unit	Amount	Units	Amt/Unit	Amount	
1-10-3		150.00	25.00	3,750.00	55.00	\$23.48	1,291.78
Installation - 1st Floor	Labor						
2-10-3		35.00	25.00	875.00	150.00	\$26.66	4,000.00
Installation - 2nd Floor	Labor						
9-99-3		25.00	50.00	1,250.00	0.00	\$0.00	0.00
Project Management	Labor						
		*****		*****			
Total Labor				\$5,875.00			\$5,291.78

Job History Notes Report

The Job History Notes report lists notes from closed jobs.

1. Select *Job Cost > Reports > History Reports > History Notes*.
2. Select to print the report for all jobs, a single job, or a range of jobs. If you select the **Job Number** or **Range** radio button, enter the number or range.
3. Select *Print*.

System Date: 012/20/00 2:09:16 PM		The World Online, Inc.		Page: 1	
User Date: 12/20/00		JOB COST HISTORY NOTES		User ID: LESSONUSER1	
Ranges:					
Job Number:	2759				
Author:	All				
Job Number:	2759	Status:	Closed		
Name:	Brennan's	Manager:	Alicia Alvarza		
Note Index:	General Notes	Note Type:	Job Maintenance	Cost Code:	
Author:	LESSONUSER1	Note Transaction #:			
Work included in this job is all electrical and plumbing.					

Note Index:	PM Note	Note Type:	Job Status	Cost Code:	
Author:	LESSONUSER1	Note Transaction #:			
12/01/00 - Job progressing as scheduled.					

Note Index:	Delay	Note Type:	Forecast Revision	Cost Code:	1-10-3
Author:	LESSONUSER1	Note Transaction #:	1		
Bad weather caused installation delay. Extra trip to job site required.					

3 Note(s) per Job					
3 Total Note(s)					

Subcontractor Reports

Subcontractor reports relate to subcontractors used on jobs. Reports include Vendor Activity, Subcontractor Status, Subcontractor Detail, Subcontractor Retention, and Insurance Expired, Subcontractor Cost Codes, and Subcontractor Summary Status reports.

- [Vendor Activity Report \(page 258\)](#)
- [Subcontractor Status Report \(page 258\)](#)
- [Subcontractor Detail Report \(page 259\)](#)
- [Subcontractor Retention Report \(page 260\)](#)

- [Insurance Expired Report \(page 260\)](#)
- [Subcontractor Cost Codes Report \(page 261\)](#)
- [Subcontractor Summary Status Report \(page 262\)](#)
- [Subcontractor Claims Report \(page 263\)](#)
- [Subcontractor Supplemental Report \(page 263\)](#)

Vendor Activity Report

The Vendor Activity report contains a list of vouchers entered for a job, sorted by vendor. The report also includes total units purchased, the cost-per-unit, and the total cost for each vendor.

1. Select *Reports > Job Cost > Subcontractor Reports > Vendor Activity*.
2. Use the **Ranges** drop-down list to select a range type.
3. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
4. Select *Print*.

System Date: 12/14/00 12:54:16 PM		The World Online, Inc.		Page: 1		
Job Range: 2759-2759		Vendor Activity Report				
Vendor Range: All		JOB COST				
Date Range: All						
Job	Cost Code Number Description	Voucher Number	Date	Units	Cost/Unit	Total Cost

Vendor: ACETRAVE0001	Ace Travel					
2759	1-00-4 Subcontractors - 1st Floor	00000000000000383	4/10/00	1.00	550.00	550.00
				*****	*****	*****
Vendor Totals:				1.00	\$550.00	\$550.00

Subcontractor Status Report

The Subcontractor Status report contains the jobs, contract information, contract amounts, insurance information, and invoice amounts for each subcontractor.

1. Select *Reports > Job Cost > Subcontractor Reports > Subcontractor Status*.
2. Use the **Ranges** drop-down list to select a range type.
3. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
4. Select *Print*.


```

System: 12/15/00 2:47:35 PM           The World Online, Inc.           Page: 1
User ID: LESSONUSER1                 Subcontractor Status
Job Range: 2759-2759
Vendor Range: All

Job: 2759           Brennan's

Vendor: Beaumont Construction

Contract Type:           Bonded:           Yes           Submit Date: 11/15/00
Contract Date: 12/5/00   Lien Waiver:      Yes           Resubmit Date: 0/0/00
PO Number:              Insurance Certificate: Yes           Approved Date: 12/1/00
                           Ins. Cert. Expiration Date: 12/31/00       Disapproved Date: 0/0/00

Original Contract Amount      2,000.00   Vendor Invoices           1,000.00
Change Orders Amount          0.00      Retention Withheld        100.00
                           =====
Amended Contract Amount      2,000.00   Retention Generated        0.00
Actual Units                  1.00      Total                       $900.00

Contact Person           Contact Title           Phone Number
-----
John Doe                 Job Site Foreman       (262) 555-5555 Ext. 0000

```

Subcontractor Detail Report

The Subcontractor Detail report contains jobs, contract amount, and invoice detail for each subcontractor.

1. Select *Reports > Job Cost > Subcontractor Reports > Subcontractor Detail*.
2. Use the **Sort By** drop-down to select the sorting method. You can sort by vendor ID or job number.
3. Use the **Ranges** drop-down list to select a range type.
4. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
5. Select *Print*.

```

System: 6/11/2003 9:48:00 AM           Three Inc.           Page: 1
User ID: trathkamp                   Subcontractors Transaction Detail

Sort By: Vendor ID
Vendor Range: BEAUMONT0001-CHICAGOR0001
Job Range: All

Invoice Number   Document Date   Invoice Amount   Retention Withheld   Current Invoice   Payments Released   Balance Due
-----
Vendor: Beaumont Construction

Job: HVAC-1000   AIA BILLING STYLE JOB

4154654         10/10/2002           3,000.00           300.00           2,700.00           2,700.00           0.00
                           =====
Job Total:           $3,000.00           $300.00           $2,700.00           $2,700.00           $0.00

Job: TEMPLATE HVAC JOBTemplate HVAC Job

4534           5/23/2003           500.00           0.00           500.00           0.00           500.00
                           =====
Job Total:           $500.00           $0.00           $500.00           $0.00           $500.00
Vendor Total:           $3,500.00           $300.00           $3,200.00           $2,700.00           $500.00
                           =====
Grand Total:           $3,500.00           $300.00           $3,200.00           $2,700.00           $500.00

```

Subcontractor Retention Report

The Subcontractor Retention report contains jobs, contract amounts, and retention information for each subcontractor.

1. Select *Reports > Job Cost > Subcontractor Reports > Subcontractor Retention*.
2. Use the **Sort By** drop-down to select the sorting method. You can sort by vendor ID or job number.
3. Use the **Ranges** drop-down list to select a range type.
4. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
5. Select *Print*.

Invoice Number	Document Date	Invoice Amount	Retention Withheld	Retention %	Retention Invoiced	Balance Due
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						
Vendor: Beaumont Construction						
Job Number: HVAC-1000 AIA BILLING STYLE JOB						
4154654	10/10/2002	3,000.00	300.00	10.00	0.00	300.00
	Job Total:	\$3,000.00	\$300.00		\$0.00	\$300.00
	Vendor Total:	\$3,000.00	\$300.00		\$0.00	\$300.00
	Grand Total:	\$3,000.00	\$300.00		\$0.00	\$300.00

Insurance Expired Report

The Insurance Expired report contains insurance and expiration date information for each vendor.

1. Select *Reports > Job Cost > Subcontractor Reports > Insurance Expired*.
2. Use the **Ranges** drop-down list to select a range type.
3. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
4. Select *Print*.

System: 8/1/2002 10:42:10 AM
User ID: sa

The World Online, Inc.
Subcontractors Insurance Expiration Dates

Page: 1

Manger Range: ALVA0001-ALVA0001
Date Range: All

Project Manager: Alicia, Alvarza M.

Job	Vendor	Ins. Expr. Date	Contact Name	Contact Phone Number
2759	Ace Travel	1/1/2003		
2759	Allenson Properties	0/0/0000		
2759	Associated Insurance Inc.	0/0/0000		
2759	Beaumont Construction	1/23/2002		
2759	Master subcontractor	0/0/0000		
2759	West Junction Amoco	3/16/2002		
2759	Xerox Corporation	12/1/2002		
2759TRX	Ace Travel	1/1/2003		
2760	Ace Travel	1/1/2003		
2760	Allenson Properties	0/0/0000		
3001	Ace Travel	1/1/2003		
3001	Central Cellular, Inc.	0/0/0000		
4000	Ace Travel	1/1/2003		
4000	Master subcontractor	0/0/0000		
4001	Central Cellular, Inc.	0/0/0000		
4002	Xerox Corporation	12/1/2002		

Subcontractor Cost Codes Report

The Subcontractor Cost Codes report contains a list of cost codes assigned to each vendor. The report is sorted by job, then vendor.

1. Select *Reports > Job Cost > Subcontractor Reports > Subcontractor Cost Codes*.
2. Use the **Ranges** drop-down list to select a range type.
3. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
4. Select *Print*.

System: 12/11/20028:35:46 AM The World Online, Inc.
 User ID: trathkamp Job Cost Subcontractor Cost Codes

Job Range: All
 Vendor Range: All

Job: 2759 Brennan's

Vendor: ACETRAVE0001 Ace Travel

Cost Code Number	Description	Cost Element
1-10-2	Piping Material - 1st Floor	Materials
7-70-2	Materials - Utility Room	Materials
1-00-1	Equipment - 1st Floor	Equipment
2-00-1	Equipment - 2nd Floor	Equipment
1-00-4	Subcontractors - 1st Floor	Subcontractors
2-00-4	Subcontractors - 2nd Floor	Subcontractors

Vendor: ALLENSON0001 Allenson Properties

Cost Code Number	Description	Cost Element
1-00-1	Equipment - 1st Floor	Equipment

Vendor: BEAUMONT0001 Beaumont Construction

Cost Code Number	Description	Cost Element
1-00-4	Subcontractors - 1st Floor	Subcontractors

Vendor: JOES PLACE Master subcontractor

Cost Code Number	Description	Cost Element
1-10-2	Piping Material - 1st Floor	Materials
2-00-4	Subcontractors - 2nd Floor	Subcontractors

Subcontractor Summary Status Report

The Subcontractor Summary Status report summarizes contract information for all jobs for which the subcontractor is being used.

1. Select *Reports > Job Cost > Subcontractor Reports > Subcontractor Summary Status*.
2. Use the **Ranges** drop-down list to select a range type.
3. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
4. Select *Print*.

System: 12/11/20028:28:14 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	

Subcontractor Claims Report


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

Subcontractor Supplemental Report

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

Service Management Dexterity Reports


Service Management is shipped with a set of Dexterity reports that can be customized with Report Writer, which ships with Microsoft Dynamics GP System Manager module. Some reports provide helpful information about your customers and their locations. Others track your service call information and monitor equipment information for each customer location. Other reports show salesperson commissions and maintenance contract profitability. Some standard reports can be used as marketing tools to offer maintenance contracts to repeat service call customers. They can also be helpful for maintaining your customer file information or if you want to print company information.

 You may wish to print some of the reports when you have finished setting up Service Management. A current copy of each report could be kept on file in case the files containing the information become damaged.

Reports print to the screen in full screen mode. Use the full screen button, which is located next to the *Mail* button in the upper left corner of all report windows, to toggle to partial screen view.

If you're using global filtering, you can use global filters when printing some reports. Use the drop-down list in the report setup window to select a branch. The report prints only the records belonging to the selected branch. If you select User Profile from the drop-down list, the global filter defaults based on your user profile setup. You can select the *Branch* indicator at any time to see the global filters you've chosen.

The reports are grouped into three areas: General, Service, and Maintenance. In most cases, you have the option of printing a report to the screen, to a printer, or to a file.

 Remember, you can set a default report destination in the Microsoft Dynamics GP User Preferences window (*Microsoft Dynamics GP > Tools > Setup > User Preferences*).

If SQL reporting has been set up, some of the standard Dexterity reports may have been replaced by SQL reports. Additional SQL reports are available to print from Report Manager or the Custom Reports list.

General Reports

Contact ID Report

You can assign contacts to locations and maintenance contracts. The Contact ID report lists the contact ID, contact name, address, and contact organization.

1. Select *Reports > Service Management > General > Contacts*.
2. Select a sorting method from the drop-down list.
3. Select whether to include all contacts or a range. Enter the range, if applicable.
4. Select whether to print a summary report, detail report, or labels.

System: 3/24/98 11:34:02 AM	The World Online, Inc.	Page: 1			
User Date: 3/24/98	CONTACT ID SUMMARY LIST	User ID: LESSON USER1			
	The Service Management Series				
Ranges:					
Contact ID: ALL					
Sorted: Contact ID					
Contact ID	Contact Name Contact Organization	Address	City,State,Code		
1	George DuRoy New Berlin Police Department	45733 W. Glendale Ave.	New Berlin	WI	53151
2	Kevin Rogers Wauwatosa Fire Department	8343 W. North Avenue	Wauwatosa	WI	53226
33	Lucy Gonzalez Al Security	7844 W. Palatine Road Suite 104	Palatine	IL	79008

Total Contacts Listed:		3			
End of Report					

Customer Locations Report

Since some service customers may have multiple locations, you can print the Customer Locations report to list each location's information. The Customer Locations report is compiled from the service call database. It lists the customer's address information, salesperson, labor group name, pricing matrix name, and user-defined field information for each location.

1. Select *Reports > Service Management > General > Customer Locations*.
2. Select a customer using the lookup button in any field. When searching by customer ID, customer name, or address 1, you must make a partial entry and then select the lookup button to begin the search. When searching by location phone, enter a phone number and then select the phone button to begin the search. If a match is found, the customer record will be retrieved.
3. Select *Print*.

System: 3/24/98 10:04:51 AM
User Date: 3/24/98

Page: 1
User ID: LESSON USER1

The World Online, Inc.
SERVICE MANAGEMENT CUSTOMER LOCATIONS REPORT
Service Management Series
Name: Advanced Paper Co.

Address Code	User Define 1
Location Name	
Address	User Define 2
City,State,Zip	User Define 3
Country	
Contact #1	User Define 4
Phone #1	
Contact #2	User Define 5
Phone #2	
Salesperson	User Define 6
Labor Group Name	
Pricing Matrix Name	

PRIMARY

Business
944 19th Street S.

Chicago IL 60603-911
USA
Manoj Monat
(312) 434-2009 Ext. 0000

(000) 000-0000 Ext. 0000
CHARLES E.
STANDARD
STANDARD

TOTAL LOCATION(S): 1

Customer Report

The Customer report lists information on your service customers.

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

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

- [Summary \(page 264\)](#)
- [Detail \(page 265\)](#)

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 Phone	Address	City Facsimile		
-----	-----	-----	-----	-----	-----
102	Cedar Family Counseling (414) 821-1020 Ext. 0000	1123 Madison Ave.	New Berlin (000) 000-0000 Ext. 0000	WI	11111
105	Lake Park Golf Supply (414) 821-1050 Ext. 0000	1192 Jackson Blvd.	New Berlin (000) 000-0000 Ext. 0000	WI	11111
107	Arc Investment Services (414) 821-1070 Ext. 0000	1238 Anderson Parkway	New Berlin (000) 000-0000 Ext. 0000	WI	11111
112	Smokes Fire Protection Service (414) 821-1120 Ext. 0000	1353 Eastmoor	New Berlin (000) 000-0000 Ext. 0000	WI	11111
113	Greens Nursery (000) 000-0000 Ext. 0000	1376 Westmoor	New Berlin (000) 000-0000 Ext. 0000	WI	11111
114	Soundhiem Music (414) 821-1140 Ext. 0000	1399 Golf Drive	New Berlin (000) 000-0000 Ext. 0000	WI	11111
115	Flash Photo Service (414) 821-1150 Ext. 0000	1422 Sunnyslope	New Berlin (000) 000-0000 Ext. 0000	WI	11111
116	Movietime Movie Rentals (414) 821-1160 Ext. 0000	1445 Calumet	New Berlin (000) 000-0000 Ext. 0000	WI	11111
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	
	City	Fascimile	Tax Schedule ID	
		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	Snokes Fire Protection Service		PRIMARY	
	PRIMARY	(414) 821-1120 Ext. 0000		
	1353 Eastmoor	(000) 000-0000 Ext. 0000	Net 30	
		(000) 000-0000 Ext. 0000	USASTCITY-6*	
	New Berlin	WI 11111	SERVICE	

Equipment at Location

The Equipment at Location report lists the equipment information at a customer location. The report compiles information from the equipment database.

1. Select *Reports > Service Management > General > Equipment at Location*.
2. Select a customer using the lookup button in any field. When searching by **Customer ID, Customer Name, Location Name, or Address 1**, you must make a partial entry in the field and then select the lookup button to begin the search. When searching by location phone, enter a phone number and then select the phone button to begin the search. If a match is found, the customer record will be retrieved.
3. You can limit the data in the lookup windows by selecting a branch name from the drop-down list at the top of the window.
4. Select *Print*.

System: 3/11/2003 2:01:02 PM
User Date: 3/11/2003

Page: 1
User ID: kschneider

The World Online, Inc.
EQUIPMENT AT LOCATION REPORT
Service Management Series

Name: Accurate Printing
Location: Accurate Printing

Equipment Number	User Define 1
Manufacturer	
Type of Equipment	User Define 2
Equipment Model Number	
Equipment Serial Number	User Define 3
Sublocation ID	
Installation Date	User Define 4
Installed By	
Contract Number	User Define 5
Warranty Expires	
Extended Warranty Type	User Define 6
Extended Warranty Expires	
Suspend MCC Calls	

101001	
YORK	
AC COMPRES	
T140	
SN9229	
BOILER ROOM A	
10/1/1996	
H & K Heating	
101-001	
12/31/2004	
	0/0/0000
0/0/0000	
Yes	

Invalid Labor Rate Groups

The Invalid Labor Rate Groups report lists locations that have invalid labor rates assigned. A location record may have an invalid labor rate group if the user has changed from using Service labor rates to using overhead amounts from Job

Cost to determine labor rates. The report also prints after marking or unmarking the setup option to use overhead amounts from Job Cost.

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

CUSTOMER ID	CUSTOMER NAME	ADDRESS ID	LOCATION NAME	LABOR RATE GROUP
101	Accurate Printing	PRIMARY	Accurate Printing	STANDARD
102	Cedar Family Counseling	PRIMARY	Cedar Family Counseling	STANDARD
103	Wennsoft	PRIMARY	Wennsoft	STANDARD
104	Lange Hardward	PRIMARY	Lange Hardware	STANDARD
105	Lake Park Golf Supply	PRIMARY	Lake Park Golf Supply	STANDARD
106	Woodland Golf Course	PRIMARY	Woodland Golf Course	STANDARD
107	Arc Investment Services	PRIMARY	Arc Investment	STANDARD
108	Bay Towel Service	PRIMARY	Bay Towel	STANDARD
109	Watertown Boat Storage	PRIMARY	Watertown Boat Storage	STANDARD
110	Flight By Night Air Transport	PRIMARY	Flight By Night	STANDARD
111	Elm Brook Limousine Sales	PRIMARY	Elm Brook Limo	STANDARD
112	Smokes Fire Protection Service	PRIMARY	Smokes Fire Protection	STANDARD
113	Greens Nursery	PRIMARY	Greens Nursery	STANDARD
114	Soundhien Music	PRIMARY	Sounhien Music	STANDARD
115	Flash Photo Service	PRIMARY	Flash Photo	STANDARD
116	Movietime Movie Rentals	PRIMARY	Movietime - Main Office	STANDARD
201	Molded Plastic Concepts	PRIMARY	Molded Plastic	STANDARD
202	Dusty Chimney Sweeping	PRIMARY	Dusty Chimney	STANDARD


Lookup Reports

Most windows in Service Management have fields with attached lookup windows. The lookup window contents can be printed in report format. You can select to print all reports at once or each report individually. It can be helpful to have a copy of the lookup window entries for your records or to note any duplications in the lists.

- [All Lookup Reports \(page 269\)](#)
- [Customer Window Lookups Report \(page 268\)](#)
- [Equipment Window Lookups Report \(page 268\)](#)
- [Maintenance Contract Types List \(page 271\)](#)
- [Maintenance Task Codes Report \(page 273\)](#)
- [Maintenance Tasks by Equipment Type Report \(page 274\)](#)
- [Service Call Window Lookups Report \(page 275\)](#)
- [Task Code Task Lists Report \(page 277\)](#)

All Lookup Reports

All lookup reports print at once. When one report window is closed, the next report opens. Select *Reports > Service Management > General > Lookups > All*.

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

Customer Window Lookups Report

The Customer Window Lookups report lists the lookup window items in the User-Defined 1 and User-Defined 2 lookup windows.

Select *Reports > Service Management > General > Lookups > Customer.*

System: 3/24/98 11:50:43 AM	Page: 1
User Date: 3/24/98	User ID: LESSON USER1
The World Online, Inc. CUSTOMER WINDOW LOOKUPS REPORT Service Management Series	
USER DEFINE 1 -----	USER DEFINE 2 -----
Newspaper Ad	Hospital
Referral	HVAC Shop
Trade Show	Museum
Unknown	Office Building
Yellow Pages	Retail
	School
End of Report	

Equipment Window Lookups Report

The Equipment Window Lookups report lists the contents of the Type of Equipment, Extended Warranty Type, Installed By, and Manufacturer lookup windows.

Select *Reports > Service Management > General > Lookups > Equipment.*

System: 3/24/98 1:24:39 PM
User Date: 3/24/98

Page: 1
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

Maintenance Contract Types List

Select Reports > Service Management > General > Lookups > Contract Types.

* 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.

Select Reports > Service Management > General > Lookups > Contract Types.

* Use Service Level ID

Contract Type Name	Description	Service Level ID	Description

Contract Coverage			

MONTHLY MONTH END SERVICES
 The Month End contract covers 1 hour per month of Diagnostic Testing

This Diagnostic Testing includes:

EMBEDDED DIAGNOSTIC TESTS

- Bus Controller
- Cache Controller
- Cache Card
- Diskette Drive Controller
- Hard Disk Drive Controller
- Memory Controller Registers

DISKETTE-BASED DIAGNOSTIC TESTS

- Ram
- System Set
- Video - Keyboard
- Mouse
- Diskette Drives

SUPPORT SUPPORT SERVICES
 The Support Services contract is a comprehensive support plan that offers the following services:

- Online Q&A of the most frequently asked questions of computer users
- Online directory that is a reference tool for all products and services
- Complete Diagnostic Trouble Shooting Programs
- Auto Tech Service (automated technical support - TechFax Services)

* All services are provided 24 hours a day, 7 days a week.

TIME & MATERIAL TIME & MATERIAL
 The Time & Material contract covers all parts and labor up to \$1000.00.

Maintenance Task Codes Report

Select *Reports > Service Management > General > Lookups > Task Codes.*

This report can also be printed from the Task Codes Setup window. *Setup > Service Management > Lookup Setup > Task Codes.*

4/14/2022

1

Fabrikam, Inc.
Maintenance Task Codes

Task Code

Skill Level			
Material Kit/Item		Tool Kit Required	Inactive
Frequency		Suggested Schedule	
Descriptive Text:			

1.1	Are you working near energized power?		X
-----	---------------------------------------	--	---

TEC	Technician		
YEARLY		Once a year in Jan	

1.2	Can electrical work be done with the power off?		
-----	---	--	--

TEC	Technician		
DAILY		Every day including Sat and Su	

1.3	Does live power work involve removal, replacement, etc.?		X
-----	--	--	---

TEC	Technician		
DAILY		Every day including Sat and Su	

100	Check Pump for Leaks		
-----	----------------------	--	--

STC	Supervising Technician		
6-MONTH		Twice a year Mar & Sep	

Subtask	Subtask Description
---------	---------------------

A	_____ Check the pump seals
B	_____ Replace Seals as needed
C	_____ Check the pump for proper operation

Maintenance Tasks by Equipment Type Report

Select Reports > Service Management > General > Lookups > Task Codes by Equipment.

8/19/2004

The World Online, Inc.
Maintenance Tasks By Equipment Type

Equipment Type AC COMPRESSOR

Task Code	Skill Level	Material Kit/Item	Toolkit Required
Frequency			Suggested Schedule
106		Check Refrigerant	
ENG		Engineer	
MONTHLY			Every Month

Total Task Code(s)		1	

Service Call Window Lookups Report

There are two Service Call Window Lookups reports. The first report lists the contents of the Technician, Division, Status, and Type of Problem lookup windows. When this window is closed, the second Service Call Window Lookups report opens, listing the contents of the Type of Call and User-Defined 1 lookup windows. Select *Reports > Service Management > General > Lookups > Service Call*.

System: 3/24/98 1:40:10 PM
User Date: 3/24/98

Page: 1
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
User Date: 3/24/98

Page: 1
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

Task Code Task Lists Report

This report can be printed from the Task Codes Setup window. *Setup > Service Management > Lookup Setup > Task Codes.*

System: 4/14/2022		Fabrikam, Inc.		Page: 1		
User ID: sa		Task Code Task Lists				
Task Code	Task Code Description	Task List ID	Task List Description	Inactive	Use Hierarchy	Protected List
102	Check Operation Through On & Off Cycle			Yes		
	EQ INSPECT		Equipment Inspection	No	Yes	No
	HVAC A/C		HVAC AIR CONDITIONING TASK LIST	No	No	No
	HVAC COM		HVAC COMMERCIAL TASK LIST	Yes	No	No
	HVAC HEAT		HVAC HEATING TASK LIST	No	No	Yes

Mobile Purchase Order

This report is printed from the Mobile Purchase Order Inquiry window. *Inquiry > Service Management > Mobile Purchase Order Inquiry.*

System: 5/9/2022		Fabrikam, Inc.		Page: 1		
9:41:02 AM		Mobile Purchase Order		User ID: sa		
User Date: 5/9/2022		Service Management Series				
Call /Job Number	PO Number	Technician	Line	Trx Date	Quantity	Unit Cost
100 JOB 1	ALAN0026	ALAN	16,384	5/2/2022	2.00	\$10.00
Appointment: 000033		Product Indicator: Job Cost				
U of M: Each		Cost Code: 22-2222-222-2				
Location: WAREHOUSE		TRX Origin: MobileTech				
Item: ACCS-CRD-25BK						
Description: Phone Cord - 25' Black						
Vendor: ALLENSON0001						
Vendor Name: Allenson Properties						
Billing Amount: \$0.00		Invoiced: No				
Error:						
100 JOB 1	ALAN0027	ALAN	16,384	5/2/2022	100.00	\$0.00
Appointment: 000033		Product Indicator: Job Cost				
U of M: Each		Cost Code: 11-1111-111-1				
Location: WAREHOUSE		TRX Origin: MobileTech				
Item: APPLE PIE						
Description: Apple Pie						
Vendor: ALLENSON1111						
Vendor Name: Allen Yes Man						
Billing Amount: \$0.00		Invoiced: No				
Error: 51,096						

Printable Notes Report

You can print notes that have been added to Service Management records using the notepad button and are marked printable. You can print the note text, transaction number, cost code, current user, and index.

1. Select *Reports > Service Management > General > Printable Notes*.
2. Select a sorting method from the drop-down list.
3. To restrict the records that are printed, enter a **Range**. You can enter a range of customer IDs, current owners, or reminder dates.
4. Select *Insert>>* to insert the restriction in the scrolling window. You can only enter one restriction per restriction type.
5. Select *Print* to print the notes that fall within the restrictions you've entered.

Service Reports

- [Assigned Appointments Report \(page 276\)](#)
- [Commission Report \(page 279\)](#)
- [Completed Calls Report \(page 280\)](#)
- [Contract Escalation Build Report \(page 281\)](#)
- [Contract Mass Renewal Reports \(page 280\)](#)
- [Customer Reports \(page 283\)](#)
- [Escalation Committed Report \(page 291\)](#)
- [Escalation Notification Report \(page 292\)](#)
- [Guaranteed Service Call Report \(page 293\)](#)
- [Inventory Adjustments Edit List \(page 294\)](#)
- [Open Service Calls with Costs Report \(page 295\)](#)
- [Profitability Report \(page 296\)](#)
- [Service at Location Report \(page 297\)](#)
- [Service Call Log \(page 298\)](#)
- [Service Calls by Salesperson Report \(page 299\)](#)
- [Technician Reports \(page 300\)](#)
- [Unassigned Appointments Report \(page 309\)](#)
- [Unbilled Costs Report \(page 310\)](#)
- [Unposted Costs Report \(page 311\)](#)
- [WIP Dexterity Reports \(page 312\)](#)

Assigned Appointments Report

The Assigned Appointments report lists all appointments with a status other than Unassigned or Default. The total number of assigned appointments and their total hours listed at the end of the report.

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

System: 5/31/2002 2:26:11 PM
User Date: 5/31/2002

Page: 1
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
Priority: 2
Problem Type: Cooling Failure
Call Time: 4.00
Description: NO AIR
Fax: (000) 000-0000 Ext. 0000
Salesperson ID: FRANCINE B.
Date of Service: 5/31/2002

Customer ID: 101
Name: Accurate Printing
Address id: PRIMARY
Location Name:
Address 1: 1146 Monroe Ave.
Address 2:
City State Zip: New Berlin WI 11111
Contact Name: Bob Thomas
Phone 1: (414) 821-1010 Ext. 0000
Phone 2: (000) 000-0000 Ext. 0000

Appointment: 0001
Appointment Status: OPEN
Task Date: 5/31/2002
Start Time:
Completion Date:
Created Date: 8/27/2001
Technician: BART
Skill Level:

Appoint. Type: Service Call
Estimate Hours: 1.50
Created User ID: LESSONUSER1
Technician Status:

Commission Report

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

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

Standard

System:	4/28/97	10:45:36 AM	Page:	3
User Date:	4/28/97		User ID:	LESSON USER2
The World On-line, Inc. SERVICE MANAGEMENT COMMISSION REPORT Service Management Series Starting Date: 1/1/96 Ending Date: 12/30/99				

SALESPERSON: CHARLES E.				
Adam Park Resort	960307-0001	\$70.00	\$47.52	33.00%
3/7/96 0/0/00	SRVCE000000000020	\$22.48	67.88%	\$15.68
Totals		-----	-----	-----
		\$70.00	\$47.52	\$15.68
		\$22.48		
Average Profit Margin			67.88%	

TOTAL CALL(S):	1			

Detailed

System:	4/28/97	10:48:05 AM	Page:	2					
User Date:	4/28/97		User ID:	LESSON USER2					
The World On-line, Inc. SERVICE MANAGEMENT COMMISSION DETAILED REPORT Service Management Series Starting Date: 1/1/96 Ending Date: 12/30/99									

SALESPERSON: CHARLES E.									
ADAMPARK0001	Adam Park Resort	3/7/96	960307-0001	\$70.00	\$22.48	\$47.52	67.88%	33.00%	\$15.68
					-----	-----	-----	-----	-----
					\$70.00	\$22.48	\$47.52	67.88%	\$15.68

TOTAL CALL(S):	1								

Completed Calls Report

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

1. Select *Reports > Service Management > Service > Completed Calls*.
2. Enter a **Start Date** and an **End Date**.
3. Use the radio buttons to limit the type of calls reported.
4. Select *Print*.

System:	2/26/99	9:32:43 AM	The World Online, Inc.	Page:	1
User Date:	2/26/99		COMPLETED CALLS	User ID:	LESSONUSER1
			Service Management Series		
Ranges:	From:	To:			
Date:	1/1/99	12/31/99			
Options:	Include All Calls				
Supervisor:					
Location Name:	Warehouse				
Technician:	BLACK	Black, Thomas			
Contract Type:					
Service Call ID	Resolution ID	Estimated Hours	Call Description	Description Notes	
980212-0006		0.00	PROBLEMS WITH DISK DRIVE		
980212-0005		3.00	INSTALL ADDITIONAL RAM		
Supervisor:	CHARLES E.				
Location Name:	Business				
Technician:	ERICKSON	Erickson, Charles			
Contract Type:					
Service Call ID	Resolution ID	Estimated Hours	Call Description	Description Notes	
980212-0004		10.50			

Contract Escalation Build Report

This report displays the build information for contract escalations. The contract information that is listed includes the Customer ID, Address ID, Master Contract, and Contract Number. Also included are indicators if the build is valid, forecast missing, if the contract is not 100% billed, not 100% revenue recognized, the number of open calls, if the contract is on hold, and the approved status. The totals at the bottom of the report indicate the number of successful and unsuccessful contracts in addition to a total number of contracts.

System:	9/6/2019	3:47:21 PM	Fabrikam, Inc.	Page:	1					
User Date:	4/12/2027		Contract Escalation Build Report	User ID:	sa					
			Service Management Series							
Customer ID	Address ID	Master Contract	Contract Number	Valid	Forecast Missing	< 100% Billed	< 100% Revenue	Open Calls	Hold	Approved
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										

Contract Mass Renewal Reports

These reports are printed from the Contract Mass Renew window. (Microsoft Dynamics GP > Tools > Routines > Service Management > Maintenance Contract > Mass Renewal)

- [Contract Mass Renewal Report \(page 280\)](#)
- [Contract Renew Exception Report \(page 280\)](#)

Contract Mass Renewal Report

This report displays the Customer ID, Location ID, Contract Number, Contract Type, Master Contract, and Expiration Date. Indicators display if the contract is set to auto-renew, on hold, canceled, is greater than 365 days, has open calls, not billed 100%, or not recognized 100%. At the bottom of the report, the number of successful contracts, unsuccessful contracts, and the total number of contracts are displayed. If there are any unsuccessful contracts, the exception report prints afterward with additional information.

System: 9/12/2022 10:33:36 AM		Page: 1					
User Date: 4/12/2027		User ID: sa					
Fabrikam, Inc. CONTRACT MASS RENEWAL REPORT Service Management Series							
Restrictions:							
Date Range:	1/1/1999 to 1/1/2020	Contract Type:	ALL				
Customer Range:							
	From: ALL						
	To: ALL						

Customer Number	Address Code	Contract Number Contract Type	Master Contract	Auto Renewal	Hold	Cancel	>365 days Expiration Date
				Open Calls	Not Billed 100%	Not Recognized 100%	
104	MAIN OFFICE	0000000067		X	X	X	9/5/2019

TOTALS:							
Number of successful contracts:		1					
Number of unsuccessful contracts:		0					
Number of Contracts:		1					
End of Report							

Contract Renew Exception Report

The Contract Renew Exception Report prints if there are any contracts that could not be renewed. This report displays information about the contracts that were not renewed. Examples may be that the revenue and billing are not 100% (depending on your setup), inactive location, inactive customer, and/or a contract is on hold.

Fabrikam, Inc.
Contract Renew Exception Report
Service Management Series

Customer	Address	Master Contract	Contract
101	MAIN OFFICE		0000000005
This contract cannot be renewed until the revenue recognized equals the billed amount.			
101	MAIN OFFICE		0000000068
The customer or service location is inactive.			

End of Report

Customer Reports

- [Mean Time Customer Report \(page 283\)](#)
- [Service Calls by Problem Type Report - Customer \(page 284\)](#)
- [Cost and Revenue Maintenance Work \(ATD\) Report \(page 285\)](#)
- [C&B Noncontract Work Report - Customer \(page 286\)](#)
- [Customer Call History Report \(page 287\)](#)
 - [Summary \(page 287\)](#)
 - [Detail \(page 288\)](#)
- [Contract Cost Breakdown Report \(page 288\)](#)
- [Billing and Revenue Projection Report \(page 289\)](#)
- [Mean Time Between Failures Report \(page 290\)](#)

Mean Time Customer Report

The Mean Time Customer report lists the time between changes in a service appointment's status. The appointment statuses used are the user-defined time stamps plus the status Open. (*Microsoft Dynamics GP > Tools > Setup > Service Management > User-Defined Label Setup > Time Stamp*)

1. Select *Reports > Service Management > Service > Customer Reports > Mean Time*.
2. Enter a **Start Date** and an **End Date**.
3. Select time stamps using the drop-down lists in the **Start Time Description** and **End Time Description** fields. If the time stamps in the drop-down list aren't the ones you defined during setup, you may have connected the time stamp to an appointment status. In this case, the appointment status would override the time stamp.
4. Use the lookup window in the **Customer Name**, **Location Name**, and **Contract Number** fields to select data to limit your report. If you leave these fields blank, all data prints. You can select to include all service calls, only MC calls, or all service calls except MC calls.
5. Select *Print*.

System: 9/13/99 2:37:19 PM
User Date: 9/13/99

The World Online, Inc.
CUSTOMER TIME STAMP MEAN TIME
Service Management Series

Page:
User ID: LESSONUSER1

Mean Time Between: Dispatched to Complete

Restrictions:

Date Range: 1/1/98 to 12/31/99 Calls to Include: ALL
Customer: ALL
Location: ALL
Contract: ALL

Affiliate:

Region:

Branch:

Customer: AARONFIT0001 Aaron Fitz Electrical

Location Name: Aaron Fitz - Primary

Contract Number:

Service Call ID	Call Type	Technician	Dispatched		Complete		Total Hrs.

990913-0001		Flint, Alan	10:32:47 AM	9/13/99	1:34:21 PM	9/13/99	3.03
Total Service Calls by Contract:			1				
Total Service Calls by Location:			1				
Total Service Calls by Customer:			1				
Total Service Calls by Branch:			1				

Service Calls by Problem Type Report - Customer

The Service Calls by Problem Type report lists service calls categorized by problem type.

1. Select *Reports > Service Management > Service > Customer Reports > Calls by Problem*.
2. Enter a **Start Date** and an **End Date**.
3. Select the **All** or **Individual** radio button. If you select Individual, use the lookup windows in the **Type of Problem, Customer Name, Location Name, or Contract Number** fields to limit the data in the report.
4. Select *Print*.

System: 5/31/2002 4:35:06 PM
User Date: 5/31/2002

Page: 1
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	BARE	SOUTH

Subtotal:	3			

Cost and Revenue Maintenance Work (ATD) Report

The Cost and Revenue Maintenance Work (ATD) (actual total to date) report lists the annual value, year-to-date billing, year-to-date revenue recognized, year-to-date total costs, and the cost/billing ratio for a maintenance contract. The report also lists the plan and actual billing amounts for each cost category. The report is based on the current system date.

1. Select *Reports > Service Management > Service > Customer Reports > Contract Work ATD*.
2. Use the lookup windows in the **Customer Name**, **Location Name**, and **Contract Number** fields to limit the report data. If you leave the fields blank, all data prints.
3. Select *Print*.

Contract Type: AUTO W/AUDIT						
Contract Number	Customer ID	Annual Value	YTD Billing	YTD Revenue Recognized	YTD Total Costs	C/B
Billing Frequency	Location Name					
MCO02	00000000					
MONTHLY	Brookfield School Dist.	\$2,400.00	\$1,000.00	\$600.00	\$3,230.00	5.38
		PLAN:		ACTUAL:		
	EQUIPMENT	\$100.00		\$200.00		
	MATERIAL	\$0.00		\$30.00		
	PM	\$0.00		\$6,000.00		
	EMG	\$0.00		\$0.00		
	REP	\$0.01		\$0.00		
	SPOT	\$0.00		\$0.00		
	OTHER	\$10.00		\$0.00		
	SUBCONTRACTOR	\$50.00		\$0.00		
	OTHER	\$0.00		\$0.00		

C&B Noncontract Work Report - Customer

The Cost and Billing Noncontract Work report lists the cost amount, billed amount, profit, and cost/billed ratio of non-maintenance contract work by service call at a location.

1. Select *Reports > Service Management > Service > Customer Reports > C&B Noncontract*.
2. Enter a **Start Date** and an **End Date**.
3. The **Customer Cost and Billing** radio button should be selected. Select to print the report for **All** customers or an **Individual** customer. If you select the Individual radio button, use the lookup buttons to select a customer and location.
4. Select *Print*.

System: 9/13/99 9:54:07 AM	PRD3: East Area	Page: 1			
User Date: 9/13/99	COST AND BILLING - NON CONTRACT WORK	User ID: jbushe			
	Service Management Series				
Restrictions:					
Date Range:	1/1/99 to 1/31/99				
Customer:	ALL				
Location:	ALL				

Affiliate:	EAST				
Region:	910				
Branch:	910				
Divisions:	BLD				
Customer ID:	00007922				
Location Name:	HONEYWELL CONSUMER PRODUCTS				
Service Call ID	Description	Cost	Billed	Profit	C/B
Technician Name	Customer ID	Location Name			
-----	-----	-----	-----	-----	-----
9901-0006		\$100.00	\$300.00	\$200.00	0.33
PIERRE-MIKE, GUARRY	00007922	HONEYWELL CONSUMER PRODUCTS			
9901-0008	TEST SERVICE CALL	\$100.00	\$300.00	\$200.00	0.33
PIERRE-MIKE, GUARRY	00007922	HONEYWELL CONSUMER PRODUCTS			
-----	-----	-----	-----	-----	-----
Subtotals:					
Location Name:	HONEYWELL CONSUMER PROD	\$200.00	\$600.00	\$400.00	
Customer ID:	00007922	\$200.00	\$600.00	\$400.00	
Customer ID:	TIMS TEST CUST				
Location Name:	Cudahy Primary Location				
Service Call ID	Description	Cost	Billed	Profit	C/B
Technician Name	Customer ID	Location Name			
-----	-----	-----	-----	-----	-----
9901-0030	EMERGENCY	\$11,030.80	\$27,614.00	\$16,583.20	0.39
Heeley, Timothy	TIMS TEST CUST	Cudahy Primary Location			
-----	-----	-----	-----	-----	-----

Customer Call History Report

The Customer Call History report lists all service calls by customer location.

1. Select *Reports > Service Management > Service > Customer Reports > Call History*.
2. Enter a **Start Date** and an **End Date**.
3. You can limit the data in your report by choosing a **Customer ID** and/or **Location ID**.
4. Select to print a **Summary** or **Detail** report. The detail report includes the service call ID, description, type of problem, date of service call, division, salesperson, purchase order, technician, type of call, call status, resolution ID, and hours. The summary report includes only the service call ID, call type, technician ID, call status, and resolution ID.
5. Select *Print*.

Summary

System:	3/1/99	11:46:05 AM	Page:	1
User Date:	3/1/99		User ID:	LESSONUSER1
The World Online, Inc. CUSTOMER CALL HISTORY SUMMARY Service Management Series				
Restrictions:				
Date Range:	1/1/99 to 3/31/99			
For:	Aaron Fitz Electrical			

Customer ID:	AARONFIT0001			
Customer Name:	Aaron Fitz Electrical			
Location Name: AaronPrimary				
Service Call ID	Call Type	Technician ID	Call Status	Resolution ID

9812-0002		STEVE	UNASSIGNED	
9902-0008	TIME + MATERIAL	BLACT001	DISPATCHED	
9902-0011	Emergency	BLACT001	DISPATCHED	
9902-0012	Emergency	CRANR001	DISPATCHED	
9902-0013	TIME + MATERIAL	CRANR001	DISPATCHED	

Location Name Subtotal:		5		
Subtotal Customer Service Calls:		5		
End of Report				

Detail

System:	3/1/99	11:50:25 AM	The World Online, Inc	Page:	1
User Date:	3/1/99		CUSTOMER CALL HISTORY DETAIL	User ID:	LESSONUSER1
			Service Management Series		
Restrictions:					
Date Range:	1/1/99 to 3/31/99				
For:	Aaron Fitz Electrical				

Customer ID:	AARONFIT0001				
Customer Name:	Aaron Fitz Electrical				

Location Name:	AaronPrimary				
9812-0002					
Description:	SERVICE PROBLEM	Technician ID:	STEVE		
Problem Type:	MAINTENANCE	Call Type:			
Date:	3/1/99	Call Status:	UNASSIGNED		
Division:	HVAC	Resolution ID:			
Salesperson ID:	SEAN W.	Estimated Hours:	0.00		
Customer P.O. Number:					
9902-0008					
Description:		Technician ID:	BLACT001		
Problem Type:	No heat	Call Type:	TIME + MATERIAL		
Date:	3/1/99	Call Status:	DISPATCHED		
Division:	SERVICE	Resolution ID:			
Salesperson ID:	SEAN W.	Estimated Hours:	4.00		
Customer P.O. Number:					
9902-0011					
Description:	TOO HOT	Technician ID:	BLACT001		
Problem Type:	No cooling	Call Type:	Emergency		
Date:	3/1/99	Call Status:	DISPATCHED		
Division:	HVAC	Resolution ID:			
Salesperson ID:	SEAN W.	Estimated Hours:	4.00		
Customer P.O. Number:					

Contract Cost Breakdown Report

The Contract Cost Breakdown report lists the amount posted from maintenance contract service calls on a cost category basis.

1. Select *Reports > Service Management > Service > Customer Reports > PM Cost Breakdown*.
2. Enter a **Start Date** and an **End Date**.
3. You can limit the report data by choosing a **Customer ID** and/or **Location ID**.
4. Select *Print*.

The World Online, Inc.
 CONTRACT COST BREAKDOWN
 Service Management Series

Restrictions:
 Date Range: 1/1/98 to 12/31/98
 For: ALL

Cost Code: 1 EQUIPMENT

Service Call ID	Technician	Technician Team	Cost
980212-0010	Crane, Ruth		\$435.00
980212-0012	Crane, Ruth		\$380.00
Subtotal by Cost Code: 1 EQUIPMENT			\$815.00
Number of Service Calls: 2			

Cost Code: 2 MATERIAL

Service Call ID	Technician	Technician Team	Cost
980212-0010	Crane, Ruth		\$515.00
980212-0012	Crane, Ruth		\$585.00
Subtotal by Cost Code: 2 MATERIAL			\$1,100.00
Number of Service Calls: 2			

Cost Code: 4 SUBCONTRACTOR

Service Call ID	Technician	Technician Team	Cost
980212-0010	Crane, Ruth		\$660.00
980212-0012	Crane, Ruth		\$235.00
Subtotal by Cost Code: 4 SUBCONTRACTOR			\$895.00
Number of Service Calls: 2			

Billing and Revenue Projection Report

The Billing and Revenue Projection report projects maintenance contract cost and billing amounts monthly. The report is listed by maintenance contract numbers within divisions. The customer ID and customer name, location ID and location name, start date, expiration, frequency, total amount, billed to date, revenue to date, and whether there is automatic billing are reported. The report also shows the billing and revenue amount per month for each contract within a division. If you're using global filtering, the report subtotals by division, branch, region, and affiliate.

1. Select *Reports > Service Management > Service > Customer Reports > Contract Revenue*.
2. Select a month from the **Starting Month** drop-down list and enter a year in the **Year** field. This is the date the report projects from. That is, if you enter July 2003 your report will show revenue between July 2003 and June 2004.
3. You can limit the report data by choosing a **Customer ID** and/or **Location ID**.
4. Select *Print*.

System: 9/9/99
 User Date: 9/9/99

The World Online, Inc.
 BILLING AND REVENUE PROJECTION
 Service Management Series

Page: 1
 User ID: LESSONUSER1

Range:
 Month/Year: 1/1/99 To 12/31/99
 For: Aaron Fitz Electrical

Affiliate:

Region:

Branch:

Division: CONSULTING

Contract Number: weeble Customer: AARONFIT0001 Aaron Fitz Electrical Location: PRIMARY Business
 Start Date: 1/1/99 Expiration Date: 12/31/99 Billing Frequency: MONTHLY Contract Amount: \$677.77
 Billed to Date: \$0.00 Revenue to Date: \$0.00 Automatically Bill:

	January	February	March	April	May	June	July	August	September	October	November	December
Billing:	\$56.49	\$56.48	\$56.48	\$56.48	\$56.48	\$56.48	\$56.48	\$56.48	\$56.48	\$56.48	\$56.48	\$56.48
Revenue:	\$56.49	\$56.48	\$56.48	\$56.48	\$56.48	\$56.48	\$56.48	\$56.48	\$56.48	\$56.48	\$56.48	\$56.48

Contract Number: weeble2 Customer: AARONFIT0001 Aaron Fitz Electrical Location: PRIMARY Business
 Start Date: 1/1/99 Expiration Date: 12/31/99 Billing Frequency: MONTHLY Contract Amount: \$56,777.77
 Billed to Date: \$0.00 Revenue to Date: \$0.00 Automatically Bill:

	January	February	March	April	May	June	July	August	September	October	November	December
Billing:	\$4,731.49	\$4,731.48	\$4,731.48	\$4,731.48	\$4,731.48	\$4,731.48	\$4,731.48	\$4,731.48	\$4,731.48	\$4,731.48	\$4,731.48	\$4,731.48
Revenue:	\$4,731.49	\$4,731.48	\$4,731.48	\$4,731.48	\$4,731.48	\$4,731.48	\$4,731.48	\$4,731.48	\$4,731.48	\$4,731.48	\$4,731.48	\$4,731.48

Subtotals for Division: CONSULTING

Mean Time Between Failures Report

The Mean Time Between Failures report lists the time between service call work on specific pieces of equipment. The report lists the customer name, location name, equipment ID, equipment type, manufacturer, installation date, MTBF average, and the number of calls per piece of equipment.

1. Select *Reports > Service Management > Service > Customer Reports > Mean Time b/Failures*.
2. Enter a **Start Date** and an **End Date**.
3. You can limit your search using the lookup windows in the **Customer Name**, **Location Name**, or **Equipment ID** fields or by entering a number in the **Maximum Days between Failures** field.
4. Select *Print*.

System: 9/13/99 1:47:06 PM
User Date: 9/13/99

PRD3: East Area
MEAN TIME BETWEEN FAILURES
Service Management Series

Page: 1
User ID: jbushe

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 SCNLDEW AUDIBLE		0/0/00	22 Days	3

Customer: SUGAR RIVER SAVINGS BANK

Location: Sugar River Savings Bank

Equipment ID	Equipment Type	Manufacturer ID	Installation Date	MTBF Average	Total Service Calls
				2 Days	11

Escalation Committed Report

This report prints after committing escalations for one or more maintenance contracts in the Process Contracts window. Included in the report is the year and month you selected from the Build Escalation window, the customer and location IDs, contract number, the starting contract amount, and the new contract renewal amount. The header displays the date and time the contracts were escalated and the footer includes a total number of contracts that were escalated.

9/10/2019
7:49:37 AM

1

ESCALATION COMMITTED REPORT

YEAR: 2020
MONTH: September

Customer Contract	Location Description	Contract Amount Renewal Amount
101 00000000068	MAIN OFFICE ACCURATE-12500 CLEVELAND AVE	\$10,000.00 \$11,000.00

Number of Contracts: 1

End of Report

Escalation Notification Report

This report has a breakdown of the escalation amounts for each cost category for all the contracts that are to be escalated for a given month, as well as the estimated cost amounts. The contracts appearing on this report are based on the Escalation Date on the maintenance contract. (The Escalation Date is calculated as the Expiration Date minus the the number entered in Escalation Notification Days.)

System: 9/9/2019 1:09:17 PM
User Date: 4/12/2027

Page: 1
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

Cost Code	ID	Proposed Bill	Accepted Bill	Proposed Cost	Accepted Cost
EQUIPMENT	CPI	\$2,200.00	\$2,200.00	\$2,200.00	\$2,200.00
MATERIAL	CPI	\$2,200.00	\$2,200.00	\$2,200.00	\$2,200.00
LABOR	CPI	\$8,800.00	\$8,800.00	\$8,800.00	\$10,000.00
SUBCONTRACTOR		\$0.00	\$0.00	\$0.00	\$0.00
OTHER		\$0.00	\$0.00	\$0.00	\$0.00
Totals:		\$13,200.00	\$13,200.00	\$13,200.00	\$14,400.00

End of Report

Guaranteed Service Call Report

The Guaranteed Service Call report includes all service calls that have a value in one or more of the Guaranteed Time/Date fields in the Time Stamp window.

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

9712-0015	8:16:56 AM 1/27/98	1		BRONZE	8:34:00 AM 12/12/97	8:19:14 AM 12/9/97	4335
00000349	HONEYWELL INC		BILLTO		8:34:00 AM 12/12/97	8:34:41 AM 12/9/97	4320
MC	BURLESONA 939				10:16:00 AM 12/12/97	8:34:57 AM 12/9/97	4422
					1:16:00 PM 12/12/97	12:00:00 AM 0/0/00	0
					* 8:16:00 AM 12/13/97	4:46:19 PM 1/13/98	-45150
9712-4343	4:14:52 PM 1/27/98	9390210101		BRONZE	* 1:13:00 AM 12/22/97	1:09:51 PM 12/22/97	-716
00000349	HONEYWELL INC		BILLTO		12:00:00 AM 0/0/00	12:00:00 AM 0/0/00	0
MC	BURLESONA 939				* 1:16:00 AM 12/22/97	1:10:13 PM 12/22/97	-714
					12:00:00 AM 0/0/00	12:00:00 AM 0/0/00	0
					12:00:00 AM 0/0/00	12:00:00 AM 0/0/00	0
9712-4349	10:55:09 AM 1/27/98	2			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	AFDD 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

Inventory Adjustments Edit List

This is an alternate report that can be printed instead of the Microsoft Dynamics GP Transaction Edit List when entering inventory adjustments. The alternate report includes either the service call ID and cost category or the job number and cost code in the Signature Information column. Access to this report is set up through the [Advanced Windows and Reports Manager](#)⁹. For information on creating inventory adjustment transactions in Signature, see [Entering Inventory transactions as adjustments](#)¹⁰ or for Job Cost, see [Entering Inventory Transactions in Job Cost](#)¹¹.

⁹ <https://docs.key2act.io/display/1805b07/Alternate+Windows+and+Reports+Manager>

¹⁰ <https://docs.key2act.io/display/1805b07/Entering+Inventory+Transactions+in+Service+Management#EnteringInventoryTransactionsinServiceManagement-inventorytradjustments>

¹¹ <https://docs.key2act.io/display/1805b07/Entering+Inventory+Transactions+in+Job+Cost>

System: 6/9/2021 4:22:56 PM	Fabrikam, Inc.	Page: 1
User Date: 6/9/2021	TRANSACTION EDIT LIST	User ID: sa
Inventory Control		
Batch ID: J	Comment:	
Frequency: Single Use	GL Posting Date: 6/9/2021	
Trx Total- Actual: 3	Control: 0	
Qty Total- Actual: 2.00000	Control: 0.00000	
Approved: No	Approved By:	Approved Date: 0/0/0000

Document Number	Document Date	GL Posting Date	Document Type			
Item Number	U of M	Quantity	Site	Unit Cost	Extended Cost	
Description	Reason Code	Inventory Account	Offset Account			
Signature Information						
Serial/Lot Number	Quantity					
00000000000001474	6/9/2021	6/9/2021	Adjustment			
ACCS-CRD-25BK	Each	(1)	WAREHOUSE	\$10.00	\$0.00	
Phone Cord - 25' Black				000-1300-01	000-1411-02	
1003	27-1500-001	Misc Materials				
Total Items: 1						
00000000000001475	6/9/2021	6/9/2021	Adjustment			
					\$0.00	
Total Items: 0						
00000000000001476	6/9/2021	6/9/2021	Adjustment			
ACCS-CRD-25BK	Each	(1)	WAREHOUSE	\$10.00	\$0.00	
Phone Cord - 25' Black				000-1300-01	000-1411-05	
2100609-003	2 MATERIAL					
Total Items: 1						
Total Documents: 3						

Open Service Calls with Costs Report

The Open Service Calls with Costs report lists each open service call ID with the corresponding customer name and cost amount. An open service call with costs has unposted equipment, material, labor, subcontractor, or other added costs. Because the report prints all unposted service call invoice costs, it can be a helpful tool to track displaced or incomplete service calls. The Open Service Calls with Costs report prints if you are using the Service Invoicing module.

Select *Reports > Service Management > Service > Service with Costs*.

System: 5/31/2002 2:50:16 PM
User Date: 5/31/2002

Page: 1
User ID: LESSONUSER1

The World Online, Inc.
OPEN SERVICE CALLS WITH COSTS
Service Management Series

Service Call ID	Customer Name	Total Cost
001115-0002	Accurate Printing	\$665.00
010725-0002	Lange Hardware	\$405.00
011116-0002	Lange Hardware	\$250.00
020314-0001	Accurate Printing	\$50.00

TOTAL SERVICE CALL(S): 4

End of Report

Profitability Report

As service calls are completed and posted, you can see how profitable they are. A Profitability report can be printed detailing the profitability of all or specific service call types for one or all your customers. The service invoices must be posted for the call to be included in the report. The Profitability report displays the customer's service call information and lists the service call types. Each of the cost category totals is listed, in addition to the total cost, tax, billing amount, cost markup, and gross profit for each service call.

1. Select *Reports > Service Management > Service > Profitability*.
2. Enter a **Start Date** and an **End Date**.
3. The **Profitability** radio button should be selected. Select to print the report for one or all customers and for one or all call types. Enter the customer or call type, if necessary.
4. Select *Print*.

System: 10/21/2002 3:08:39 PM
 User Date: 10/21/2002

Page: 1
 User ID: jbushe

The World Online, Inc.
 SERVICE MANAGEMENT PROFITABILITY REPORT
 Service Management Series

Starting Date: 1/1/2002
 Ending Date: 12/31/2002

Customer ID Customer Name

Service Call ID Description

EQUIPMENT	MATERIAL	LABOR	SUBCONTRACTOR	OTHER	
Total Cost		Tax	Billed	Markup on Cost	Gross Profit

101	Accurate Printing				
020711-0001	FIRE/SECURITY				
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	0%	\$0.00
020912-0001					
	\$0.00	\$110.80	\$0.00	\$0.00	\$0.00
	\$110.80	\$16.57	\$253.17	53%	\$125.80

SUBTOTALS:					
	\$0.00	\$110.80	\$0.00	\$0.00	\$0.00
	\$110.80	\$16.57	\$253.17	53%	\$125.80

TOTALS:					
	\$0.00	\$110.80	\$0.00	\$0.00	\$0.00
	\$110.80	\$16.57	\$253.17	53%	\$125.80

End of Report

Service at Location Report

The Service at Location report lists service call information for a specific customer location within a certain date range. The report compiles information from the service call database and includes information from the Service Call window. The total number of service calls at the selected customer location is listed at the end of the report.

1. Select *Reports > Service Management > Service > Service at Location*.
2. Select a customer using the lookup button in any field. When searching by **Customer ID, Customer Name, Location Name, or Address 1**, you must make a partial entry in the field and then select the lookup button to begin the search. When searching by location phone, enter a phone number and then select the phone button to begin the search. If a match is found, the customer record will be retrieved.
3. Enter a **Start Date** and an **End Date**.
4. Select *Print*.

System:
User Date: 6/4/2002

Page: 1
User ID: jbushe

The World Online, Inc.
SERVICE AT LOCATION
Service Management Series

Name: Accurate Printing
Location: Accurate Printing
Starting Date: 6/4/2002
Ending Date: 6/4/2002

Service Call ID	Date	Estimated Hours	Call Type	Call Status
Technician ID	Salesperson ID		Customer P.O. Number	Invoice Number
020122-0003	6/4/2002	5.00 Hrs	Time & Material	OPEN
ANNE		User Define 1		
		User Define 2		
NO HEAT				
020123-0001	6/4/2002	2.00 Hrs	Time & Material	OPEN
ALICE		User Define 1		
		User Define 2		
CHILLER DOWN				
020123-0002	6/4/2002	1.00 Hrs	Time & Material	OPEN
ALICE		User Define 1		
		User Define 2		
SMOKE FROM PANEL				

Service Call Log

You can view a history of your service calls.

1. Select *Reports > Service Management > Service > Service Call Log*.
2. Use the drop-down list in the lower left corner of the window to search for a call either by service call ID or by created date.
3. Complete either the Service Call ID or Created Date field as appropriate. Tab off the field to begin the search. Your search criteria takes you to the nearest match item in the scrolling data.
4. Select *Print*.

System:	6/18/2021 7:54:51 AM	Page:	1	
User Date:	6/18/2021	User ID:	LESSONUSER1	
Fabrikam, Inc. SERVICE CALL LOG BY ID Service Management Series				
Range:	Service Call ID: 210615-0008 to 210615-0008			
Sorted By:	Service Call ID			
Service Call ID	Description Call Type	Created	Saved	Deleted
210615-0008	EQUIPMENT RENTAL T&M	sa 6/15/2021 10:37:28 AM	sa 6/15/2021 10:39:46 AM	0/0/0000 12:00:00 AM
TOTAL SERVICE CALL ID(S):		1		
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. Select *Reports > Service Management > Service > Service by Salesperson*.
2. Enter a **Start Date** and an **End Date**.
3. Select to print a report for **All** salespersons or an **Individual** salesperson. Select a **Salesperson ID**, if applicable.
4. Mark the checkbox if you want to **Exclude closed and complete calls** from the report.
5. Select *Print*.

System:	3/1/99	10:15:28 AM	The World Online, Inc.	Page:	1
User Date:	3/1/99		SERVICE CALLS BY SALESPERSON	User ID:	LESSONUSER1
			Service Management Series		
Restrictions:					
Date Range:	1/1/99 to 3/31/99				
For:	SEAN W.				
Salesperson ID: SEAN W.					

Technician ID:	BLACT001				
Service Call ID	Location Name	Call Type	Problem Type		Date

9902-0008	AaronPrimary	TIME + MATERIAL			3/1/99
9902-0011	AaronPrimary	Emergency	No cooling		3/1/99
2 Total Calls for BLACT001					
Technician ID:	CRANR001				
Service Call ID	Location Name	Call Type	Problem Type		Date

9902-0012	AaronPrimary	Emergency	No cooling		3/1/99
9902-0013	AaronPrimary	TIME + MATERIAL			3/1/99
2 Total Calls for CRANR001					
Technician ID:	STEVE				
Service Call ID	Location Name	Call Type	Problem Type		Date

9812-0002	AaronPrimary		BROKEN		3/1/99
1 Total Calls for STEVE					
5 Total Calls for SEAN W.					

Technician Reports

- [Mean Time Technician Report \(page 300\)](#)
- [Service Order Aging Report \(page 301\)](#)
- [Monthly Labor Plan Report \(page 302\)](#)
- [Technician Service Calls Report \(page 303\)](#)
- [Service Calls by Problem Type Report - Technician \(page 304\)](#)
- [C&B Noncontract Work Report - Technician \(page 305\)](#)
 - [Summary \(page 306\)](#)
 - [Detail \(page 307\)](#)
- [Contract Service Call Activity Report \(page 307\)](#)
- [Service Calls by Technician Report \(page 308\)](#)

Mean Time Technician Report

The Mean Time Technician report lists the time between changes in a service appointment's status. The appointment statuses used are the user-defined time stamps, plus the status Open.

1. Select *Reports > Service Management > Service > Technician Reports > Mean Time*.
2. Enter a **Start Date** and an **End Date**.
3. Use the drop-down lists in the **Start Time Description** and **End Time Description** fields to select time stamps. If the time stamps in the drop-down list aren't the ones you defined during setup, you may have connected the time stamp to an appointment status. In this case, the appointment status would override the time stamp.

4. Use the lookup window in the **Salesperson ID**, **Technician Team**, and **Technician ID** fields to select data to limit your report. If you leave these fields blank, all data prints.
5. Select whether to include all service calls, only MC calls, or all service calls except MC calls.
6. Select *Print*.

System: 9/9/99 11:46:15 AM		The World Online, Inc.			Page: 1		
User Date: 9/9/99		TECHNICIAN TIME STAMP MEAN TIME			User ID: LESSONUSER1		
Service Management Series							
Mean Time Between: DISPATCHED to CLOSED							
Restrictions:							
Date Range:	1/1/99 to 12/31/99		Calls to Include: ALL				
Salesperson ID:	ALL						
Technician Team:	ALL						
Technician ID:	CRANE						
Salesperson ID: SEAN W.							
Technician Team:							
Technician ID: CRANE							
Service Call ID	Call Type	Technician	DISPATCHED		CLOSED		Estimated Hours
980212-0001	EMC	Crane, Ruth	12:00:00 AM	0/0/00	12:00:00 AM	5/13/99	0.00
980212-0002	SUP	Crane, Ruth	12:00:00 AM	0/0/00	12:00:00 AM	0/0/00	0.00
990302-0003		Crane, Ruth	11:18:02 AM	3/2/99	2:25:00 PM	3/2/99	3.11
990302-0004		Crane, Ruth	12:00:00 AM	0/0/00	12:00:00 AM	0/0/00	0.00
990303-0001		Crane, Ruth	12:00:00 AM	0/0/00	12:00:00 AM	0/0/00	0.00
990308-0001		Crane, Ruth	8:00:00 AM	3/8/99	11:36:10 AM	3/8/99	3.60
Total Calls by Technician ID:							6
Total Calls by Technician Team:							6
Total Calls by Salesperson ID:							6

Service Order Aging Report

The Service Order Aging report lists open overdue preventive maintenance service calls. The report ranks the MCC calls by days overdue.

1. Select *Reports > Service Management > Service > Technician Reports > Service PM Aging*.
2. Enter a **Start Date** and an **End Date**.
3. You can limit the report data using the lookups in the **Salesperson ID**, **Technician Team**, and **Technician ID** fields.
4. Select *Print*.

System: 9/13/99 1:53:47 PM
User Date: 9/13/99

The World Online, Inc.
SERVICE ORDER AGING REPORT - OPEN PM RANKED BY DAYS OVERDUE
Service Management Series

Page: 1
User ID: LESSONUSER1

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
Location Name: Watertown Boat Storage
Date: 7/1/99
Call Status: OPEN
Estimated Hours: 0.50
Days Overdue: 74

Service Call ID: 990913-0012
Location Name: Elm Brook Limo
Date: 7/1/99
Call Status: OPEN
Estimated Hours: 1.00
Days Overdue: 74

Service Call ID: 990913-0073
Location Name: Watertown Boat Storage
Date: 8/1/99
Call Status: OPEN
Estimated Hours: 0.50
Days Overdue: 43

Service Call ID: 990913-0011
Location Name: Flight By Night
Date: 7/1/99
Call Status: OPEN
Estimated Hours: 0.50
Days Overdue: 74

Service Call ID: 990913-0013
Location Name: Smokes Fire Protection
Date: 7/1/99
Call Status: OPEN
Estimated Hours: 0.50
Days Overdue: 74

Service Call ID: 990913-0074
Location Name: Flight By Night
Date: 8/1/99
Call Status: OPEN
Estimated Hours: 0.50
Days Overdue: 43

Monthly Labor Plan Report

To view technicians' labor loading hours grouped by salesperson on a monthly basis, use the Monthly Labor Plan report. You can select to display actual hours for all technicians, or the technician assigned to a task/contract. You can also view total hours for the primary technician on the contract or the technician assigned to a task.

1. Select *Reports > Service Management > Service > Technician Reports > PM Labor Load Monthly*.
2. Use the drop-down lists in the **Start Month** and **End Month** fields to make your selections.
3. Select the **All** or **Individual** radio button. If you select Individual, use the lookup windows in the **Salesperson ID**, **Technician Team** and **Technician ID** fields to limit the report data.
4. Select *Print*.

System: 12/11/95 0:41:40 PM
 User Date: 12/11/95

The World On Line, Inc.
 MONTHLY LABOR PLAN
 Service Management Services

Page: 1
 User ID: LESSEN USER1

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

Salesperson:

Technician Team:

Technician: ALL

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
0001	Main office	4.00				0.00
127	Main office	1.00				0.00
2754	Main office	5.50				0.00
0008	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 MCL	Service Call ID	Status	Completed	Hours
123	Billing address	9.50				0.00
0001	Main office	6.50				0.00
127	Main office	6.00				0.00
2754	Main office	7.50				0.00
0008	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. Select *Reports > Service Management > Service > Technician Reports > Service Calls*.
2. Enter a **Start Date** and an **End Date**.
3. Select to include **Completed/Closed** and **MCC** calls in the report by marking the checkboxes.
4. Select to print the report for **All** technicians or an **Individual** technician by choosing a radio button. If you select Individual, use the lookup buttons in the Salesperson ID, Technician Team, and Technician ID fields to limit the report data.
5. Select *Print*.

System: 1/23/02 4:18:43 PM
 User Date: 1/23/02

The World Online, Inc.
 TECHNICIAN SERVICE CALLS
 Service Management Series

Page: 1
 User ID: kschnieder

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 Accurate Printing	Cooling Failure	HVAC	DEFAULT	2.00
0301	020123-0003	NO HEAT Lange Hardware	Heating Failure	HVAC	DEFAULT	2.00
0301	020123-0004	NOTSR Cedar Family Counseling	Loud Noise	HVAC	DEFAULT	1.00
Totals for Technician: ANDY						
			Count	Count	Hours	
Open Calls:			3	Open Appointments:	3	5.00
Closed/Complete:			0	Closed/Complete:	0	0.00
Totals for Team: NORTH						
			Count	Count	Hours	
Open Calls:			3	Open Appointments:	3	5.00
Closed/Complete:			0	Closed/Complete:	0	0.00
Totals for Salesperson ID:						
			Count	Count	Hours	
Open Calls:			3	Open Appointments:	3	5.00
Closed/Complete:			0	Closed/Complete:	0	0.00

Service Calls by Problem Type Report - Technician

The Service Calls by Problem Type report lists a technician's service calls categorized by problem type.

1. Select *Reports > Service Management > Service > Technician Reports > Calls by Problem*.
2. Enter a **Start Date** and an **End Date**.
3. Select the **All** or **Individual** radio button. If you select Individual, use the lookup windows in the Salesperson ID, Technician Team, and Technician ID fields to limit the report data.
4. Select *Print*.

System: 9/13/99 2:40:19 PM	The World Online, Inc.	Page: 1
User Date: 9/13/99	SERVICE CALLS BY PROBLEM TYPE - TECHNICIAN	User ID: LESSONUSER1
	Service Management Series	

Restrictions:

Date Range: 1/1/98 to 12/31/99

Salesperson ID: ALL

Technician Team: ALL

Technician ID: ALL

Problem Type: ALL

Salesperson ID:

Technician Team:

Technician ID: ALAN

Problem Type: MAINTENANCE

Service Call ID	Customer ID	Location Name	Call Type	Division	Date	Call Status
990913-0010	109	Watertown Boat Storage	MCC	F&S	7/1/99	OPEN
990913-0011	110	Flight By Night	MCC	F&S	7/1/99	OPEN
990913-0012	111	Elm Brook Limo	MCC	F&S	7/1/99	OPEN
990913-0013	112	Smokes Fire Protection	MCC	F&S	7/1/99	OPEN
990913-0073	109	Watertown Boat Storage	MCC	F&S	8/1/99	OPEN
990913-0074	110	Flight By Night	MCC	F&S	8/1/99	OPEN
990913-0075	111	Elm Brook Limo	MCC	F&S	8/1/99	OPEN
990913-0076	112	Smokes Fire Protection	MCC	F&S	8/1/99	OPEN

Total Calls by Problem Type: 8

Total Calls by Technician ID: 8

C&B Noncontract Work Report - Technician

The Cost and Billing Noncontract Work report lists the cost amount, billed amount, profit, and cost/billed ratio of noncontract work at a specified location.

1. Select *Reports > Service Management > Service > Technician Reports > C&B Noncontract*.
2. Enter a **Start Date** and an **End Date**.
3. The **Technician Cost and Billing** radio button should be selected. Select to print a summary or detail report.
4. Select to print the report for **All** salespeople or an **Individual** salesperson. If you select the Individual radio button, use the lookup button to select a salesperson. You can also filter the report by technician team and technician ID.
5. Select *Print*.

Summary

System:	9/9/99	11:04:32 AM	The World Online, Inc.		Page:	1
User Date:	9/9/99		COST AND BILLING - NON CONTRACT WORK		User ID:	LESSONUSER1
			Service Management Series			
Restrictions:						
Date Range:	1/1/98 to 12/31/99					
Salesperson ID:	ALL					
Technician Team:	ALL					
Technician ID:	ALL					
Affiliate:						
Region:						
Branch:						
Divisions:	CONSULTING					
Salesperson ID:	CHARLES E.					
Technician Team:						
Technician:						
Service Call ID	Description	Cost	Billed	Profit	C/B	
-----		-----		-----		-----
	Customer ID	Location Name		-----		
990302-0001		\$200.00	\$600.00	\$400.00	0.33	
	ADVANCED0001	Business	-----			
990302-0002		\$1,000.00	\$3,000.00	\$2,000.00	0.33	
	ADVANCED0001	Business	-----			
Subtotals:		\$1,200.00	\$3,600.00	\$2,400.00	-----	
Number of Calls:	2	-----				
Subtotals:		\$1,200.00	\$3,600.00	\$2,400.00	-----	
Number of Calls:	2	-----				
Subtotals:	CHARLES E.	\$1,200.00	\$3,600.00	\$2,400.00	-----	
Number of Calls:	2	-----				

Detail

System:	12/11/98	4:11:42 PM	Page:	1
Start Date:	12/11/98		User ID:	TRISSON TRSRI
The World On-Line, Inc. COST AND BILLING - NON CONTRACT DETAIL Service Management Series				
Restrictions:				
Date Range	1/1/96 TO 12/31/98			
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	LEAKS OUT	ENG	ALGAA	EMER. SVC.
Cost Code: 1 EQUIPMENT				
Transaction Date:		Bill Amount	Cost Amount	Hours
12/6/98		\$15,000.00	\$5,000.00	1.00
Cost Code: 6 Labor Category1				
Transaction Date:		Bill Amount	Cost Amount	Hours
12/6/98		\$840.00	\$810.40	8.00

Subtotal for Division: MIS				
Number of Calls:	2	\$15,240.00	\$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. Select *Reports > Service Management > Service > Technician Reports > Contract Activity*.
2. Enter a **Start Date** and an **End Date**.
3. Use the lookup windows in the **Salesperson ID**, **Technician Team**, and **Technician ID** fields to limit your report data. If you leave the fields blank, all data prints.
4. Select *Print*.

System: 9/9/99 10:58:41 AM
 User Date: 9/9/99

The World Online, Inc.
 CONTRACT SERVICE CALL ACTIVITY
 Service Management Series

Page: 1
 User ID: LESSONUSER1

Restrictions:
 Date Range: 1/1/98 to 12/31/98
 Salesperson ID: ALL
 Technician Team: ALL
 Technician ID: ALL

Affiliate:
 Region:
 Branch:
 Location: Business
 Division: SUPPORT
 Contract Number: 123

Service Call ID	Equipment Costs	Material Costs	Labor 1 Costs	Labor 2 Costs	Labor 3 Costs	Labor 4 Costs	Labor 5 Costs	Subcontractor Costs	Other Costs	Total Costs
980212-0010	\$435.00	\$515.00	\$0.00	\$0.00	\$0.00					
	\$3,771.00	\$0.00	\$660.00	\$122.00						\$5,503.00
980212-0012	\$380.00	\$585.00	\$0.00	\$0.00	\$0.00					
	\$3,393.90	\$0.00	\$235.00	\$415.00						\$5,008.90
990402-0001	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
	\$0.00	\$0.00	\$0.00	\$0.00						\$0.00
Subtotals:	\$815.00	\$1,100.00	\$0.00	\$0.00	\$0.00					
	\$7,164.90	\$0.00	\$895.00	\$537.00						\$10,511.90

Contract Subtotal For: 123
 Number of Calls: 3

Service Calls by Technician Report

The Service Calls by Technician report lists all service calls assigned to a technician for a specific date range. The report compiles information from the service call database and includes information from the Service Call window. The total number of service calls and hours for the technician are listed at the end of the report.

1. Select *Reports > Service Management > Service > Technician Reports > Service by Technician*.
2. Enter a **Start Date** and an **End Date**.
3. Select to include **All** technicians or an **Individual** technician. Select a **Technician ID**, if applicable.
4. Select *Print*.

System: 5/31/2002 2:45:04 PM
User Date: 5/31/2002

Page: 1
User ID: LESSONUSER1

The World Online, Inc.
WEEKLY SCHEDULE REPORT
Service Management Series
Service Calls by Technician

Date	Contract Number	Location	Description	Problem Type

Technician ID: ANNE			Team:	
5/31/2002				
		Accurate Printing 1146 Monroe Ave.	NO HEAT Heating Failure	
		New Berlin WI 11111	Service Call ID: 001115-0002	Call Type: Emergency
		Bob Thomas (414) 821-1010 Ext. 0000	Priority: 1	Call Status: OPEN
			Estimated Hours: 1.00	
2/22/2002				
004		Accurate Printing 1146 Monroe Ave.	HVAC CONTRACT MAINTENANCE	
		New Berlin WI 11111	Service Call ID: 010802-0001	Call Type: GENERATED MC
		Bob Thomas (414) 821-1010 Ext. 0000	Priority:	Call Status: OPEN
			Estimated Hours: 2.00	

Unassigned Appointments Report

The Unassigned Appointments report lists all appointments for a date range that have an Unassigned or Default status. The total number of unassigned appointments and their total hours are listed at the end of the report.

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

System: 5/31/2002 2:21:30 PM
User Date: 5/31/2002

Page: 1
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
Priority: 1
Problem Type: Heating Failure
Call Time: 1.00
Description: NO HEAT
Fax: (000) 000-0000 Ext. 0000
Salesperson ID: FRANCINE B.
Date of Service: 5/31/2002

Customer ID: 101
Name: Accurate Printing
Address ID: PRIMARY
Location Name:
Address 1: 1146 Monroe Ave.
Address 2:
City State Zip: New Berlin WI 11111
Contact Name: Bob Thomas
Phone 1: (414) 821-1010 Ext. 0000
Phone 2: (000) 000-0000 Ext. 0000

Appointment: 0001
Appointment Status: UNASSIGNED
Task Date: 5/31/2002
Start Time:
Completion Date:
Created Date: 6/21/2001
Technician: ANNE
Skill Level:

Appoint. Type: Service Call
Estimate Hours: 1.00
Created User ID: LESSONUSER1
Technician Status:

Unbilled Costs Report

The Unbilled Costs report lists all unbilled labor costs for unposted service calls that have a call status other than Complete. The report lists the service call ID, problem description, call status, technician name, location name, service invoice date, and hours.

Select *Reports > Service Management > Service > Unbilled Costs.*

System:	9/13/99	2:04:33 PM	Page:	1
User Date:	9/13/99		User ID:	jbushe
PRD3: East Area UNBILLED COSTS REPORT Service Management Series				
Range:	Call Status is NOT "COMPLETE"			
Sorted By:	Service Call ID			
Service Call ID	Description	Call Status		
-----	-----	-----		
2169804-0019	TEMPERATURE CONTROLS	UNASSIGNED		
Technician Name	Location Name	Date	Estimated Hours	
-----	-----	-----	-----	
	BRANCH BROOK LIBRARY	4/27/98	3.00	
	BRANCH BROOK LIBRARY	4/27/98	5.00	
ACETO, CARLENE	BRANCH BROOK LIBRARY	7/27/98	10.00	
	BRANCH BROOK LIBRARY	12/1/98	12.00	
	BRANCH BROOK LIBRARY	7/26/99	2.00	
ADAMS, TOM	BRANCH BROOK LIBRARY	7/30/99	3.00	

		Total Hours:	35.00	

Unposted Costs Report

The Unposted Costs report lists all unposted costs. You can select to print a summary or detail report and can select what cost types and call types to display. The Unposted Costs report prints if you are using SOP invoicing.

1. Select *Reports > Service Management > Service > Service with Costs*.
2. Select a report type by choosing the **Summary** or **Detail** radio button. If you select Summary, only the cost totals will print. If you select Detail, each line item on a SOP document will print.
3. In the **Include Cost Types** field, mark the cost types to display.
4. In the **Include Call Types** field, mark the call types to display.
5. Mark the **Subtotal By Division** checkbox if you want division subtotals to display on the report.
6. Select *Print*.

System:	2/22/02	10:50:33 AM	The World Online, Inc.	Page:	1
User Date:	2/22/02		UNPOSTED COSTS REPORT	User ID:	2/22/02
			Service Management Series		
Include Call Types:	Billable		, Contract (MC/MCC)		
Include Cost Types:	Labor		, Non-Labor		
Report Option:	Detail				
Subtotal by Division					
Sorted By:	Call Type				
Call Type:	Billable:				
Division:	F&S				
Cost Type:	EQUIPMENT				
	Service Call ID	Transaction Date	SOP Document Number	Cost Amount	Bill Amount
	020131-0002	1/31/02	INVS1002	\$50.00	\$105.00
	020131-0002	1/31/02	INVS1003	\$30.00	\$75.00
	020222-0002	2/22/02	INVS1008	\$8.00	\$17.50
	020222-0002	2/22/02	INVS1008	\$375.00	\$750.00
	Subtotal:		EQUIPMENT	\$463.00	\$947.50
	Division Subtotal:	F&S		\$463.00	\$947.50
	Call Type Subtotal:	Billable		\$463.00	\$947.50
TOTALS:				\$463.00	\$947.50

WIP Dexterity Reports

At month end, you may want to make sure that the WIP accounts in Service Management balance with the WIP accounts in the general ledger (GL). You can run reports that show you which service transactions have and have not been posted through to the GL - and which transactions have been posted in the GL, but not to Service Management.

WIP accounts in Signature Service Management and WIP accounts in the general ledger (GL) get "out of balance" mostly because of service invoices being posted with unposted costs remaining.

The costs that are committed on a purchase order do not become **actual costs** until they are received through a receivings transaction entry. You can bill a customer prior to receiving actual costs, and when the service invoice is posted, WIP accounts are credited and COGS accounts debited for ALL service call costs, including unreceived PO lines. In this case, WIP accounts are relieved based on the **committed cost remaining** for the unreceived PO lines.

When committed costs remain, those amounts are not tracked in the GL. By default, you will not be able to post a service invoice that contains committed costs. This will be controlled with options on the Invoice Options window, as well as other checkboxes that deal with posted costs.

- [About Trailing Costs \(page 313\)](#)
- [Using WIP Reports at Month End \(page 313\)](#)
- [Sample Report Sequence \(page 313\)](#)
 - [Step 1: Run the Reconciliation Summary Report \(page 313\)](#)
 - [Step 2: Run the Reconciliation Detail Report \(page 312\)](#)
 - [Step 3: Run the Trailing Cost and Trailing PPV Cost Reports \(page 312\)](#)
 - [Step 4: Run the Exception Reports \(page 312\)](#)
 - [Step 5: Make Any Adjustments to GL or Service Accounts \(page 312\)](#)
- [About Updated Records \(Additional Aid to Reconciliation\) \(page 312\)](#)
- [Posting Setup \(page 315\)](#)
- [Running the WIP Reports \(page 315\)](#)
 - [WIP Report - Summary \(page 316\)](#)

- [WIP Report - Detail \(page 316\)](#)
- [WIP Reconcile Report - Summary \(page 317\)](#)
- [WIP Reconcile Report - Detail \(page 318\)](#)
- [WIP Exception Report - Service Management Costs Not in GL \(page 318\)](#)
- [WIP Exception Report - GL Costs Not in Service Management \(page 319\)](#)
- [Service Invoice Trailing Costs Report - Summary \(page 319\)](#)
- [Service Invoice Trailing Costs Report - Detail \(page 320\)](#)

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 have been posted in the GL but 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 \(page 313\)](#)
- [Step 2: Run the Reconciliation Detail Report \(page 312\)](#)
- [Step 3: Run the Trailing Cost and Trailing PPV Cost Reports \(page 312\)](#)
- [Step 4: Run the Exception Reports \(page 312\)](#)
- [Step 5: Make Any Adjustments to GL or Service Accounts \(page 312\)](#)

Step 1: Run the Reconciliation Summary Report

Run the summary version of the Reconciliation report to see which amounts balance; you can filter the report for the month you are reconciling

If you open the Summary Inquiry window to view GL activity (*Inquiry > Financial > Summary*), the Net Change for a period should match the same account's Extended Amount for the same date range on the Reconciliation report.

Extended Amount = WIP Debit - WIP Credit + COGS Debit - COGS Credit

Step 2: Run the Reconciliation Detail Report

If summary report totals do not balance, you can view transaction-level detail for the period. This may help identify discrepancies.

Step 3: Run the Trailing Cost and Trailing PPV Cost Reports

If you cannot identify the issue, it may be due to a trailing cost or purchase price variance (PPV). This report checks for trailing costs and PPV costs in any account that is set up as a Cost Account or Progress Billing account in Invoice or Maintenance Account Setup. Cost of sales and sales accounts are not checked.

Trailing costs may exist due to a trailing invoice, for example, a vendor invoice that is posted after a service call is closed. The transaction will still appear in the GL WIP accounts but will not appear in Service.

A PPV occurs when the amount that is relieved from WIP when posting a service invoice is different than the amount that was debited to WIP. This may occur if there is a trailing invoice; when there is no actual cost at the time of invoice posting, the Service WIP accounts are relieved based on committed cost remaining, and the amounts may not agree. The impact of a PPV does not appear on the service call but may be identified with this report.

Step 4: Run the Exception Reports

If you still cannot pinpoint the issue, these reports identify transactions that were posted to your Service WIP accounts but not to the GL, and vice versa. All accounts that have been set up as WIP or Cost service invoice or maintenance accounts, as well as any account that has been posted to for a service call, will be checked.


The report identifies journal entries along with the type of transaction and the user who posted it. For example, the issue may be a payable that debited WIP without the service call filled in, or a journal entry that was made directly to the GL instead of through Service. The report helps you identify the transaction and assess user training needs.

Step 5: Make Any Adjustments to GL or Service Accounts

You can adjust cost amounts in the Signature Transaction entry or Service Invoice windows. If you have trailing costs, you may select to create an administrative service call to transfer the cost into the subledger via a clearing account.

About Updated Records (Additional Aid to Reconciliation)

To help you to tie back/reconcile amounts in the general ledger with amounts in Service Management, several additional records/tables will be updated because of performing certain actions, such as posting a purchase order invoice (from the Purchasing Invoice Entry window) or posting a service invoice. These are listed below.

- **After posting a Purchase Order invoice** that contains committed purchase order costs (costs that have been included on a posted service invoice as part of committed costs remaining), a new record is created in the *SV_Invoice_Trailing_Costs* table to show the trailing cost amounts. This allows you to tie these amounts back to the service call.
- **After posting a Purchase Order invoice with PPV (purchase price variance)** on a closed service call, a new record is created in the *SV_Invoice_Trailing_PPV_Costs* table to show the amount of the variance (positive or negative) in a field called Trailing Cost.
- **After posting a service invoice and RM transaction** the account indexes for the Invoice Account and Invoice Account Credit accounts will be stored in the *SV000815* table.
- **After posting a plus button  transaction to a service invoice** the account index for the WIP Credit Account will be stored in the *SV000810* table.
- **After transactions are posted that apply to a service call** the following fields are updated accordingly in the *SV000810* or *SV000815* tables: Divisions, Journal Entry, Referenced TRX Number, Transaction Source, Account Index Credit, Account Index Debit, and GL Posting Date.

- **After Signature Payroll Posting**, the account indexes for the OH (overhead) Account Index CR (credit) and OH (overhead) Account Index DR (debit) will be stored in the *SV000810* table.
- **For maintenance contracts, after the revenue recognition process is run** the account indexes used for progress billings and contract earnings will be stored, along with the GL Journal Number and the line sequence numbers created.
- **For maintenance contracts, after creating invoices for billing schedules** we will store the RM Document Number to match in the *SV_Contract_Billing_MSTR* table or *SV_Master_Contract_Billing_MSTR* (for master contracts). In the *SV_Maint_Invoice_MSTR* table, the account index will be stored containing the progress billing amounts.

Posting Setup

Before you run the WIP reconciliation reports, your posting options must be set up to create journal entries for transactions. You must set this up for the following product series': Inventory (with an origin of Transaction Entry) and Sales (with an origin of Sales Transaction Entry). These may have already been set up, but we recommend that you double-check the setup.


1. Select *Microsoft Dynamics GP > Tools > Setup > Posting > Posting*. The Posting Setup window opens.
2. In the **Series** drop-down, select Sales.
3. In the **Origin** drop-down, select Sales Transaction Entry.
4. Under Create a Journal Entry, select the **Transaction** radio button.
5. In the **Series** drop-down, select Inventory.
6. In the **Origin** drop-down, select Transaction Entry.
7. Select *OK*.

Running the WIP Reports

1. Select *Reports > Service Management > Service > WIP Reports*. The Service Management WIP Reports window opens.
2. Enter a **Start Date** and an **End Date**.
3. Select a **GL Account Number**. To run for all accounts, leave this field blank.
4. Select to run by all or individual **Division, Customer, Location** and/or **Contract**.
5. Select to run a WIP report (summary or detail), Reconcile report (summary or detail), or Exception report. For the Exception report, you can select to run a report for Service Costs not in GL or GL Costs not in Service.
6. Select *Print*.

Dexterity report examples appear below.

- [WIP Report - Summary \(page 316\)](#)
- [WIP Report - Detail \(page 316\)](#)
- [WIP Reconcile Report - Summary \(page 317\)](#)
- [WIP Reconcile Report - Detail \(page 318\)](#)
- [WIP Exception Report - Service Management Costs Not in GL \(page 318\)](#)
- [WIP Exception Report - GL Costs Not in Service Management \(page 319\)](#)
- [Service Invoice Trailing Costs Report - Summary \(page 319\)](#)
- [Service Invoice Trailing Costs Report - Detail \(page 320\)](#)

 If you are using SSRS reports, these Dexterity reports are replaced with the SSRS versions; refer to [WIP SSRS reports \(page 98\)](#) for examples of the SSRS WIP reports.

WIP Reconcile Report - Summary

PostDate	TRXSOURC	Ref Trx #	Service_Col_ID	CC	WIP		COGS		Extended Cost
					Debit	Credit	Debit	Credit	
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	Credit	COGS Debit	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

				Debit	Credit	Extended
				Acct	Acct	Cost
Date: 01/01/07				Service Costs Not In GL		
				Page: 1		
ACCURATE PRINTING						
ACCURATE-1250 CLEVELAND AVE						
Service Call	Category	Invoice Number	TRX Number			
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)

Maintenance Reports

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

Contract Base Profile Report

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

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

Restriction:
 Contract Type: HVAC

Affiliate:

Region:

Branch:

 Contract Type: HVAC CONTRACT

Customer Contract Number	Address ID Anniversary Date	Contract Amount	Contract Billings	Total Estimate Cost	Contract Labor Rate	Total Labor Dollars	Total Labor Hours	Total Contract Hours
306	PRIMARY							
306-001	ATS 9/30/01	\$21,750.00	\$0.00	\$0.00	\$0.00	\$0.00	6.00	0.00
307	PRIMARY							
307-001	ATS 9/30/01	\$10,875.00	\$0.00	\$0.00	\$0.00	\$0.00	3.00	0.00
404	PRIMARY							
404-001	ATS 9/30/01	\$10,875.00	\$0.00	\$0.00	\$0.00	\$0.00	2.00	0.00
405	PRIMARY							
405-001	ATS 9/30/01	\$43,500.00	\$0.00	\$0.00	\$0.00	\$0.00	8.00	0.00
406	PRIMARY							
406-001	ATS 9/30/01	\$21,750.00	\$0.00	\$0.00	\$0.00	\$0.00	4.00	0.00
408	PRIMARY							
408-001	ATS 9/30/01	\$10,875.00	\$0.00	\$0.00	\$0.00	\$0.00	3.00	0.00
		-----	-----	-----	-----	-----	-----	-----
		\$119,625.00	\$0.00	\$0.00			26.00	0.00
Subtotal by Contract Type: HVAC CONTRACT						\$0.00		
Total Contracts:		6						
		-----	-----	-----	-----	-----	-----	-----
		\$119,625.00	\$0.00	\$0.00			26.00	0.00
Subtotal by Branch:						\$0.00		
Total Contracts:		6						

Gross Margin to Date Report

The Gross Margin to Date report lists, by maintenance contract, the year, closed date, contract earned, cost all, and gross margin of your maintenance contracts.

1. Select *Reports > Service Management > Maintenance > Gross Margin to Date*.
2. In the Gross Margin to Date window, use the lookup window in the **Contract Number** field to select a contract number.
3. Select *Print*.

System: 3/30/98 10:14:28 AM
 User Date: 3/30/98

Page: 1
 User ID: LESSON USER1

The World Online, Inc.
 GROSS MARGIN TO DATE
 Service Management Series

Customer: AARONFIT0001 Aaron Fitz Electrical
 Location: PRIMARY Business
 Contract: 123

Year	Closed Date	Contract Earned	Cost All	Gross Margin
1998	7/31/98	\$10,000.00	\$5,503.00	\$4,497.00

End of Report

Labor Load Schedule Report

This report is used to view technicians' total available monthly labor hours. The available hours are grouped by MCC, billable, burden, and MC hours.

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

Contract Name		Contract Number	Available to Spend Hours	Total Hcurs All Techs	Standard Task Hours	Total Tech Hours	% of All Tech Hours	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Technician: CLANE															
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	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	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	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%			0.30%	0.00%	0.00%	0.00%	0.00%	0.30%	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	0.00
Remaining Hours			(b-a)	(968.00)			(74.50)	(73.50)	(86.50)	(73.50)	(90.50)	(85.50)	(74.50)	(73.50)	

Maintenance Contract Reconciliation Reports

The Contract Reconciliation Reports show BEFORE and AFTER totals and changed fields are indicated with an asterisk in front of each total. The reports are available for each Reconcile process: Billing, Cost, and Revenue. The reports display automatically after the Reconcile process if there were any changes made. For information on the Reconcile process, see [Reconciling Cost, Billing, and/or Revenue](#)¹² in the Signature User Guide.

- [Contract Reconciliation Billing Report \(page 321\)](#)
- [Contract Reconciliation Cost Report \(page 321\)](#)
- [Contract Reconciliation Revenue Report \(page 322\)](#)

Contract Reconciliation Billing Report

System: 1/1/1965 4:15:00 AM	Dextordinary Inc.	Page: 1
User Date: 1/25/1999	RECONCILE SERVICE CONTRACT BILLING	User ID: DEXTR
Service Management		
Customer ID	Name	
Address Code		
Contract Number		

6A	Lawrence Welk Foundation	
KENT		
SMS705-1		
	Before Reconcile	After Reconcile
* Actual Billed	\$750.00	\$600.00
YTD Billed	\$600.00	\$600.00
TTD Billed	\$600.00	\$600.00

Contract Reconciliation Cost Report

System: 1/1/1965 4:15:00 AM	Dextordinary Inc.	Page: 1
User Date: 1/25/1999	RECONCILE SERVICE CONTRACT REVENUE	User ID: DEXTR
Service Management		
Customer ID	Name	
Address Code		
Contract Number		

6A	Lawrence Welk Foundation	
KENT		
SMS705-1		
	Before Reconcile	After Reconcile
* Actual Revenue	\$900.00	\$600.00
YTD Revenue	\$600.00	\$600.00
TTD Revenue	\$600.00	\$600.00

¹² <https://docs.key2act.io/pages/viewpage.action?pageId=101320329>

Contract Reconciliation Revenue Report

System: 1/1/1965 4:15:00 AM
 User Date: 1/25/1999

Dextordinary Inc.
 RECONCILE SERVICE CONTRACT COST
 Service Management

Page: 1
 User ID: DEXTR

Customer ID _____ Name _____
 Address Code _____
 Contract Number _____

6A Lawrence Welk Foundation
 KENT
 SMS705-1


		Before Reconcile		After Reconcile	
Actual Cost:	* Actual Equipment	\$101.00		\$0.00	
	* Actual Material	\$44.00		\$0.00	
	Actual Subs	\$175.00		\$175.00	
	* Actual Other	\$11.25		\$0.00	
			Hrs		Hrs
	* Actual Labor 1	\$295.00	0.06	\$186.00	4.00
	Actual Labor 2	\$0.00	0.00	\$0.00	0.00
	Actual Labor 3	\$0.00	0.00	\$0.00	0.00
	Actual Labor 4	\$24.00	1.00	\$24.00	1.00
	Actual Labor 5	\$0.00	0.00	\$0.00	0.00
	Actual Labor	\$210.00	5.00	\$210.00	5.00
	* Actual Total Cost	\$541.25		\$385.00	
Year-to-Date:	YTD Equipment	\$0.00		\$0.00	
	YTD Material	\$0.00		\$0.00	
	YTD Subs	\$175.00		\$175.00	
	YTD Other	\$0.00		\$0.00	
			Hrs		Hrs
	YTD Labor 1	\$186.00	4.00	\$186.00	4.00
	YTD Labor 2	\$0.00	0.00	\$0.00	0.00
	YTD Labor 3	\$0.00	0.00	\$0.00	0.00
	YTD Labor 4	\$24.00	1.00	\$24.00	1.00
	YTD Labor 5	\$0.00	0.00	\$0.00	0.00
	YTD Labor	\$210.00	5.00	\$210.00	5.00
	YTD Total Cost	\$385.00		\$385.00	
Total-to-Date:	TTD Equipment	\$0.00		\$0.00	
	TTD Materials	\$0.00		\$0.00	
	TTD Subs	\$175.00		\$175.00	
	TTD Other	\$0.00		\$0.00	
			Hrs		Hrs
	TTD Labor 1	\$186.00	4.00	\$186.00	4.00
	TTD Labor 2	\$0.00	0.00	\$0.00	0.00
	TTD Labor 3	\$0.00	0.00	\$0.00	0.00
	TTD Labor 4	\$24.00	1.00	\$24.00	1.00
	TTD Labor 5	\$0.00	0.00	\$0.00	0.00
	TTD Labor	\$210.00	5.00	\$210.00	5.00
	TTD Total Cost	\$385.00		\$385.00	

Master Contract Reports

The Master Contract List contains all master contracts and their assigned maintenance contracts, as well as the information from the Master Contract window.

The Master Contract Financial report lists all master contracts, contract amounts, total cost, contract earned, gross profit, revenue recognized, and amount billed for each contract on a year-to-date and total-to-date basis.

1. Select *Reports > Service Management > Maintenance > Master Contract*.
2. Select to print the Master Contract List or the Master Contract Financial report from the **Report** drop-down list.
3. From the **Print** drop-down list, select to print the report for all customers, a customer range, or a branch range. Enter the range information, if applicable.
4. Select *Print*

 You can also print the Master Contract List for a specific customer by choosing *File > Print* in the Master Contract window.

- [Master Contract List \(page 323\)](#)
- [Master Contract Financial \(page 324\)](#)
- [Contract Process Report \(page 324\)](#)
- [Master Contract Process Exception \(page 327\)](#)

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					
Customer ID	Name	From:	To:	User Profile Filter:				
AARONFIT0001	Aaron Fitz Electrical	AARONFIT0001	AARONFIT0001	Affiliate:				
Contract Number:	First	Last	Last	Region:				
Branch Name:	First	Last	Last	Branch:				
Master Contract	Control Billing	Hold	Cancel	Amount	Start Date	Expiration	Billing Frequency	
AARONFIT0001	YES	NO	NO	\$4,700.00	1/1/98	12/31/98	MONTHLY	
M0001					12/31/98			
Service Call Day	Invoice Billing Day	P.O. Number	Salesperson ID	Anniversary Date	User Defined 1	User Defined 2		
1								
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 ITD 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 ITD Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$783.30		
Report Contract Est. Total:		\$0.00						

Contract Process Report

System:	1/1/1965	4:15:00 AM	Dextordinary Inc.				Page:	1		
User Date:	7/5/1999		Contract Process Report				User ID:	LUI		
			Service Management Series							
Process:	Renewal									
Customer ID	Address ID	Master Contract	Maintenance Contract	Valid	Forecast Missing	< 100% Billed	< 100% Revenue	Open Calls	Hold	Billed<> Recognized
STMARYHO0001	EAST	MSTR-100	EAST-100	Y	X	X	X			
STMARYHO0001	NORTH	MSTR-100	NORTH-100	Y	X	X	X			
STMARYHO0001	SOUTH	MSTR-100	SOUTH-100	Y						
STMARYHO0001	WEST	MSTR-100	WEST-100	Y	X	X	X	X		
TOTALS:										
Number of Successful Contracts:	4									
Number of Unsuccessful Contracts:	0									
Total Contracts:	4									

Master Contract Process Exception

1/1/1965	4:15:00 AM	Page: 1
User: DEXTR		
Dextordinary Inc.		
Master Contract Process Exception		
Service Management Series		
Customer Number: 6A		
Master Contract: BCON-6A1		
Master Original Start: 1/1/1999	Master Original End: 3/31/1999	
Master New Start: 0/0/0000	Master New End: 0/0/0000	
<hr/>		
6A	BAKERSFIELD	- 6A-B1
Original Start: 1/1/1999	Original End: 3/31/1999	
New Start: 0/0/0000	New End: 0/0/0000	
Contract Amount:	\$1,000.00	
Error Message:	The location on this contract is inactive.	

Monthly Labor Plan Report

The Monthly Labor Plan report lists the scheduled MCC labor hours for each technician monthly. The report also lists the actual hours per service call completed by the technician.

1. Select *Reports > Service Management > Maintenance > Labor Load Monthly*.
2. Select the **All** or **Individual Technician** radio button. If you chose Individual Technician, select a technician.
3. Make a selection from the **Month** field drop-down list.
4. The first time you select *Print* during a session, you will receive a message asking if you want to run the utility that matches technicians by skill level to maintenance tasks. Select Yes. A progress window appears.

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	60.00
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?

Overdue PM Report

The Overdue PM report lists maintenance contract service work that is not complete. That is, all overdue MCC service calls with an Open call status are in the report.

1. Select *Reports > Service Management > Maintenance > Overdue Preventive Maintenance*. The Overdue PM Report window opens, displaying maintenance service calls that are overdue.
2. To change the number of records in the report or to age the Overdue PM Report window, make a new entry in the **Number of Days Overdue** field and tab off.
3. The system generates a report based on the **Date** field in the Service Call window. If the service call date is more than the number of days overdue, the service call appears in the scrolling window. You can double-click a call in the scrolling window to open the Service Call window.
4. Select *Print*.

You can view overdue preventive maintenance service calls by choosing the *Overdue* indicator in the Service Manager window or the Location window.

 Remember, if you roll all your calls forward and don't exclude MCC calls, the *Overdue* indicator won't appear because the date of the MCC calls changes when calls roll forward.

Technician Load Summary Report

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

1. Select *Reports > Service Management > Maintenance > Technician Load Summary*.
2. Select the **All** or **Individual Technician** radio button. If you select Individual Technician, select a technician.

- The first time during a session you select *Print*, you will receive a message asking if you want to run the utility that matches technicians by skill level to maintenance tasks. Select *Yes*.

```

11/13/97
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.

- Select *Reports > Service Management > Maintenance > Workorder Register*.
- Enter a **Start Date** and an **End Date**.
- The **Technician ID** field defaults as All. If you want to select an individual technician, use the lookup window in the Technician ID field to select a technician.
- Select the **All** or **Individual Contract** radio button. If you select Individual Contract, use the lookups in the **Customer ID**, **Address ID**, and **Contract Number** fields to make your selections.
- Select *Print*.

```

ISSUED: 9/13/99 2:48:54 PM The World Online, Inc. Page: 1
Service Management Series From: 1/1/98 To: 12/31/99
WORK ORDER REGISTER

```

Call Type = MCC
Technician ID: ALAN

BRANCH : CONTRACT NUMBER : 109-001 LOCATION NAME : Watertown Boat Storage
SALESPERSON ID : ADDRESS :

Service Call ID	Service Description	Date	Call Status	Tick on completion
990913-0010	FIRE/SECURITY	7/1/99	OPEN	[]
990913-0073	FIRE/SECURITY	8/1/99	OPEN	[]

BRANCH : CONTRACT NUMBER : 110-001 LOCATION NAME : Flight By Night
SALESPERSON ID : ADDRESS :

Inactive Task Code or Task List Warnings

The Inactive Task Code or Task List Warnings report can be manually printed from the Contract Quote and Maintenance Contract window. The report will automatically generate when an inactive task code and/or task list exists on a contract is generated from the contract quote and/or a contract is renewed. This report displays the inactive tasks and/or inactive task lists that are associated with the quote or contract. The information included in the report is the customer number, customer name, address code, location name, contract/quote number, equipment ID, equipment type, task list ID, task code, and the task code description.

System:	4/18/2022	Fabrikam, Inc.	Page:	1
User ID:	sa	Inactive Task Code or Task List Warnings		
* On current task code/list setup, the task code or task list is inactive. These codes and lists are included as part of the quote or contract.				
Customer Number	Customer Name			
Address Code	Location Name			
Contract Number				
Equipment ID - (Type)	Task List ID	Task List Description	Task Code	Task Code Description

102		CEDAR FAMILY COUNSELING		
MAIN OFFICE		CEDAR-15500 CLEVELAND AVENUE		
0000000016				
0000000147 - (100 AMP SERVICE)				
	KIMBERLYS		* 1.2	Can electrical work be done with the power off?

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 \(page 330\)](#)
- [SmartList Designer \(page 331\)](#)

SmartList Builder

You must own SmartList Builder to use Signature SmartList Builder objects.

The following must be set up in Equipment Management prior to importing SmartList Builder objects:

- Equipment attributes
- Equipment status
- Equipment user-defined prompts
- Model user-defined prompts

 If changes are made to any of these items after importing SmartList Builder objects, you must re-import for those changes to be detected and appear on the Equipment and Equipment Model SmartLists.

You must be logged in as "sa" to import objects.

1. Select *Microsoft Dynamics GP > Tools > SmartList Builder > Import*. Select the folder icon and navigate to the Signature SmartList Builder Objects folder in your Microsoft Dynamics GP directory.
2. Select the appropriate XML file and select *Open*. Then select *Import*. When the import finishes, a message appears indicating the import process has completed. Select *OK*.

3. Repeat the steps to import additional XML files, as needed.

SmartList Designer


If you do not own SmartList Builder, use SmartList Designer to create SmartLists by importing the Signature SmartList Objects.

1. Select *Microsoft Dynamics GP > SmartList*. Select *Export/Import* and then *Import*.
2. Select *Add* and then navigate to *<GP Install folder>\Signature\SmartList Designer Objects*. If you have purchased SmartList Builder, you will want to import the objects for SmartList Builder. See the previous section for information on importing SmartList Builder objects.
3. Select the appropriate XML file(s) and select *Open*. Then select *Import*. When the import finishes, a message appears indicating the import process has completed. Select *OK*.
4. Repeat the steps to import additional XML files, as needed.
5. Close the SmartList window and then re-open to complete the import process.

Accessing SmartList Objects

You access SmartList objects in the SmartList window. Each object name begins with the word Signature, followed by the descriptive name; for example, Signature Service Calls.

1. Select *SmartList*.
2. Scroll down to the objects that begin with Signature. Select an object to display the records for that object. Records appear in the right pane of the window.
3. To select a Go To item, select a record for that object, and select the *Go To...* button. Select an item from the Go To menu. You can also double-click a record to display the default Go To item, which is the first item in the Go To menu.

 If double-clicking a record does not display a window, select *SmartList > Options* to open the Options window. In the Category drop-down list, select the object that is currently highlighted in the SmartList window, then select *OK*. In the SmartList window, select the *Refresh* button, then double-click a record. The window for the default Go To item should appear. Double-clicking will now work for all objects.

For information on using the SmartList window, see the Microsoft Dynamics GP documentation.

Modifying SmartList Builder Objects

Any modifications that you make to one of the imported SmartList templates will be lost if you re-import SmartList Builder objects. Before you modify a template, we recommend duplicating the SmartList and making changes to the copy.

1. Select *Microsoft Dynamics GP > Tools > SmartList Builder > SmartList Builder*.
2. Use the lookup button to select the **SmartList ID** of the object you would like to duplicate. The Equipment Management SmartList Builder objects that you imported are identified with *_S_EMS_{_}*.
3. Select *Options > Duplicate...*
4. Select SmartList as the **New List Type**. You can also duplicate the template into Excel Report Builder; see [Creating a SmartList Object Excel Report \(page 332\)](#) for details.
5. Enter a **New List ID** and **New List Name**, and select *Duplicate*.

6. The new SmartList opens and can be edited in the SmartList Builder window. We recommend modifying this copy, as any changes that you make to the original template will be lost if you need to re-import SmartList Builder objects.

Refer to the **SmartList Builder (with Excel Report Builder)** user documentation for information on editing SmartList Builder objects.

Creating a SmartList Object Excel Report

You can create Excel Reports from the SmartList objects that you imported.

1. Select *Microsoft Dynamics GP > Tools > SmartList Builder > SmartList Builder*.
2. Use the lookup button to select the **SmartList ID** of the object you would like to duplicate. The Signature SmartList Builder objects that you imported are identified with S_ for Service Management or Job Cost and **EMS_** for Equipment Management.
3. Select *Options > Duplicate...*
4. Select Excel Report as the **New List Type**.
5. Enter a **New List ID** and **New List Name** for the Excel Report, and select *Duplicate*.
6. The new report opens in Excel Report Builder, where you can modify the Excel Report. Refer to the **SmartList Builder (with Excel Report Builder)** user documentation for more details.

If you use Microsoft Dynamics GP SmartList Builder to create your own SmartLists and Microsoft Excel reports, you can use the following SmartList Builder objects as templates for creating SmartLists in Equipment Management:

- Cost Categories
- Equipment
- Equipment Models
- Meter Readings
- Rental Agreement Lines
- Rental Invoice Lines
- Scheduled Maintenance

These templates are contained in an XML file that can be imported into SmartList Builder. After importing SmartList Builder objects, the templates can be used in SmartList or edited in SmartList Builder or Excel Report Builder.

Preparing Go To Items for Use in the SmartList Window

1. Select *Microsoft Dynamics GP > Tools > SmartList Builder > SmartList Builder*. Select the lookup button in the SmartList ID field and complete the following steps for each Signature object displayed in the list:
2. Highlight the Signature object in the list and click *Select*.
3. Select the *Go To...* button. All available Go To locations display. Here you can Add, Edit, or Remove Go To items. When you are finished, Select *OK*.
4. In the SmartList Builder window, select *Save*. When the information has saved, the window will clear.
5. When you have completed these steps for each object in the list, close the SmartList Builder window. Open the SmartList window under *Microsoft Dynamics GP > SmartList*. The following message will appear: *SmartList Builder has detected changes to be made. Do you want to make these changes now?* Select *Yes*. The update will take a few moments.

When the update completes, the SmartList window will open. You are now ready to use the Signature SmartLists and Go To items.

Signature Objects and Go To Items Reference

The following Signature objects and Go To items are available for use in SmartList.

- [Service Management \(page 331\)](#)
- [Job Cost \(page 331\)](#)
- [Equipment Manager \(page 334\)](#)

Service Management

Object	Go To items
Signature Service Calls	Service Call, Service Manager, Customer, Location, Contracts
Signature Service Customer Locations	Service Manager, Service Call History, Equipment Summary, Customer, Location
Signature Service Equipment	Equipment, Contract, Service Manager, Customer, Location
Signature Service Invoice History	Invoice, Service Call, Service Manager, Customer, Location
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

Object	Go To items
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 and Sales	
Support	<p>Phone: 262-317-3800 Email: support@Key2Act.com¹³ 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 Key2Act Support for additional information.</p> <p>Key2Act will be closed in observance of the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.</p>
Support Plans	<p>We're committed to providing the service you need to solve your problems and help your team maximize productivity.</p> <p>We offer several Signature Enhancement and Support Plans to meet your needs and Extended Support Plans for retired product versions available at http://www.key2act.com/customer-portal/help.</p>
Sales	<p>Phone: 262-317-3700 Fax: 262-317-3701</p>
Key2Act Headquarters	
	<p>Address: Key2Act 1970 S. Calhoun Rd. New Berlin, WI 53151-1187</p> <p>Phone: 262-821-4100 or 866-Key2Act (866-539-2228) Email: info@Key2Act.com¹⁴ Website: www.Key2Act.com¹⁵ Office hours: Monday through Friday from 8 a.m. to 5 p.m. Central Time.</p>

¹³ <mailto:support@key2act.com>

¹⁴ <mailto:info@Key2Act.com>

¹⁵ <http://www.key2act.com>
