



Signature

Reports Guide

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SSRS reports

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

Reporting Services includes the following core components:

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

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

Signature SSRS Reports Setup

System requirements

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

Before you begin

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

Step 1: Install SQL Server Reporting Services

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

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

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

¹ <https://wennsoft.atlassian.net/wiki/spaces/1803b05/pages/7700556/System+Requirements>

² <http://mymachine/MyReportServerName>

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

- **Report Manager URL**

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

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

Setting up Signature Reports

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

Step 1: Deploy Signature SSRS reports

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

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

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

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

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

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

- From Service Management, select *Run Wizard* in the Service Options window.
 - From Job Cost, select *Run Wizard* in the Job Cost Setup Options window.
 - From Equipment Management, select *SRS Wizard* in the System Setup window.
 - On the Welcome screen, select *Next >*.
1. Enter the **Microsoft Dynamics GP Server** name and instance. For example, if the server name is *Fred* and the instance *Fred1*, you would enter *Fred\Fred1*.
 2. Enter your server **User Name** and **Password**, then select *Next >*.
 3. Select the company database for which to enable reports, for example, *TWO*. You must run the wizard multiple times if you wish to deploy SRS reports for multiple companies.
 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/>

³ <http://mymachine/MyReportsFolder>

MyReportServerName⁴ where *MyMachine* is your machine name and *MyReportServerName* is the name of the report server given when you installed SQL Reporting Services.

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

Additional setup for Equipment Management reports

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

Step 2: Set up company logo (optional)

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



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




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

⁴ <http://mymachine/MyReportServerName>



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

 This step is not relevant to Equipment Management.

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



About the WSRepts table

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

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

```
select * from WSRepts
```

| | ReportReference | ReportLocation |
|----|---------------------------------|---------------------------|
| 1 | AS_Asset_Summary | |
| 2 | Error Messages | |
| 3 | JC AIA Page 1 | AIA_Page1.rpt |
| 4 | JC AIA Page 2 | ApplicationForPayment.rpt |
| 5 | JC AP Detail Historical Aged TB | |
| 6 | JC Architect Setup | |
| 7 | JC Audit Cash Receipts | |
| 8 | JC Audit Costs | |
| 9 | JC Audit Costs PM | |
| 10 | JC Backlog | |
| 11 | JC Backlog By Period | |
| 12 | JC Backlog Sort By | |
| 13 | JC Backlog by Division | |
| 14 | JC Benefits Categories List | |
| 15 | JC CIS 23 Voucher Production | CIS23VoucherProductio... |
| 16 | JC CIS 25 Voucher Production | CIS25VoucherProductio... |
| 17 | JC CIS 4 Year End | CIS4YearEnd.rpt |
| 18 | JC CIS 5 Year End | CIS5YearEnd.rpt |
| 19 | JC CIS 6 Year End | CIS6YearEnd.rpt |
| 20 | JC 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 \(page 6\)](#)
- [Job Cost \(page 7\)](#)
- [TimeTrack \(page 8\)](#)
- [Equipment Management \(page 8\)](#)
- [Shared \(page 9\)](#)

Service Management

- [Annualized Labor Loading \(page 9\)](#)
- [Appointment Summary \(page 9\)](#)
- [Call Summary \(page 10\)](#)
- [Contract Equipment PM Tasks \(page 12\)](#)
- [Dispatch List \(page 12\)](#)
- [Field Invoice \(page 13\)](#)
- [GL Not Match Service \(page 15\)](#)
- [GL Transactions Not In Service \(page 15\)](#)
- [Inspection Report \(page 16\)](#)
- [Job Appointment Summary \(page 18\)](#)
- [Job Safety Analysis \(page 20\)](#)
- [Job Safety Audit \(2013\) \(page 22\)](#)
- [Maintenance Contract Deferred Revenue \(page 25\)](#)
- [Maintenance Contract Invoice \(page 25\)](#)

- [Maintenance Contract Profile \(page 30\)](#)
- [Maintenance Contract Profitability with Pull Through \(page 32\)](#)
- [Maintenance Contract Quotes \(page 33\)](#)
- [Maintenance Contract Scheduled Materials \(page 39\)](#)
- [Maintenance Contracts Over or Under Billed \(page 40\)](#)
- [Maintenance Contract Statistics \(page 40\)](#)
- [Profit by Customer \(page 43\)](#)
- [Recognized Revenue \(page 44\)](#)
- [Refrigerant Tracking Leak Analysis \(page 45\)](#)
- [Refrigerant Tracking List \(page 46\)](#)
- [Refrigerant Tracking report \(page 47\)](#)
- [Resource Schedule \(page 48\)](#)
- [Sales Tax - Material Purchases \(page 49\)](#)
- [Service Call Analysis - Unbilled Quotes \(page 50\)](#)
- [Service Call Analysis - Unbilled T&M \(page 50\)](#)
- [Service Call Cost Audit \(page 51\)](#)
- [Service Call Cost Reconciliation \(page 52\)](#)
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- [Top and Bottom Customers by Sales \(page 92\)](#)
- [Top Technicians by Billed Hours \(page 92\)](#)
- [WIP SSRS reports \(page 94\)](#)

Job Cost

- [Job Cost Transactions Not in GL \(page 106\)](#)
- [Subcontractor Transaction Detail \(page 138\)](#)
- [Jobs Available to Close \(page 129\)](#)
- [Job RPO Profit and Loss \(page 128\)](#)
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- [Job Audit Costs \(page 102\)](#)
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- [Project Invoice \(page 134\)](#)
- [Job WIP Reconciliation \(page 132\)](#)
- [Subcontractor Insurance Expiration \(page 136\)](#)
- [Application for Payment \(page 94\)](#)
- [AR Retention Trial Balance \(page 96\)](#)
- [Job Committed Costs \(page 105\)](#)

TimeTrack

- [Certified Payroll \(page 143\)](#)
- [Certified Payroll for Public Works \(page 145\)](#)
- [Employee Utilization \(page 149\)](#)
- [Time Sheet \(page 151\)](#)

Equipment Management

- [Equipment Profit and Loss \(page 153\)](#)
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 - [Rental Agreement Standdown Lines \(Subreport\) \(page 162\)](#)
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Shared

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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 | | Page 1 of 1 | | | | | | | | | | | |
|---------------------------|------------------------|-------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Service Management Series | | Date Printed: 5/22/2013 02:22:40 PM | | | | | | | | | | | |
| | | User: WBS\JCP\PC Administrator | | | | | | | | | | | |
| Division = FM COM | | Detail | | | | | | | | | | | |
| Teams = COMMERCIAL | | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
| ALAN | 4181 S 85th St | 3.00 | 3.00 | 2.50 | 6.00 | 4.00 | 8.00 | 4.00 | 8.00 | 4.00 | 4.00 | 4.00 | 6.00 |
| Total | | 2.99 | 3.00 | 2.50 | 6.00 | 4.00 | 8.00 | 4.00 | 8.00 | 4.00 | 4.00 | 4.00 | 6.00 |
| ANNE | | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
| CEAR | 15580 CLEVELAND AVENUE | 3.00 | 2.00 | 1.50 | 1.00 | 1.00 | 1.00 | 3.00 | 2.00 | 2.00 | 1.00 | 1.00 | 1.00 |
| Total | | 3.00 | 2.00 | 1.50 | 1.00 | 1.00 | 2.00 | 3.00 | 2.00 | 2.00 | 1.00 | 1.00 | 1.00 |
| Division = FM COM | | Summary | | | | | | | | | | | |
| Teams = COMMERCIAL | | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
| ALAN | | 3.00 | 3.00 | 2.50 | 6.00 | 4.00 | 8.00 | 4.00 | 8.00 | 4.00 | 4.00 | 4.00 | 6.00 |
| Total | | 2.99 | 3.00 | 2.50 | 6.00 | 4.00 | 8.00 | 4.00 | 8.00 | 4.00 | 4.00 | 4.00 | 6.00 |
| ANNE | | 3.00 | 2.00 | 1.50 | 1.00 | 1.00 | 1.00 | 3.00 | 2.00 | 2.00 | 1.00 | 1.00 | 1.00 |
| Total | | 3.00 | 2.00 | 1.50 | 1.00 | 1.00 | 2.00 | 3.00 | 2.00 | 2.00 | 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



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

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

XOi Resolution

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

Resolution

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

Appointments

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

Thank You

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

Call Summary

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

Call Summary



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

| | | |
|---------------------------------------|------------------------|---------------------------------|
| Customer Name 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: bjarnik

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 paper.

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|--|---|-----------------|---------------------|-------------------------------------|-----------|-------------------|-------------------|------------------|------------|--------------------------------------|----------------------|--------------------|---------------|----------|----------------------|-----------------|---------------------|-----------|--------------------|------------|------------|------------|----------------------|------------------|---------------|--------------------------|--------------|-------------------------|-------------------------|---|--------------|--------------------|------------|--------------------------|-------|-----------------------------------|--|-----|-------|-------------------------|----------------|------------------------------------|---------------|-------------------------|-------------------|-----------------------------|--|-------------|--------------|-----------------------|------------|---|--|------|-------------|--|--|-------|------------------|-----------|---|-----------|--|------|--|--|--|-------|--|-----------|---|---|--|------|--|--|--|-------|--|------|--|--|--|------|--|--|--|-------|--|------|--|--|--|------|--|--|--|-------|--|------|--|--|--|------|--|--|--|-------|--|------|--|--|--|------|--|--|--|-------|--|------|--|--|--|------|--|--|--|-------|--|------|--|--|--|------|--|--|--|-------|--|------|--|--|--|------|--|--|--|-------|--|------|--|--|--|------|--|--|--|-------|--|---------------|--|--|--|--|--------|--|--|--|--|--------|--|--|--|--|---------------|--|--|--|--|--------|--|--|--|--|--------|--|--|--|--|
| MLA # 123456 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Leasing Schedule # APPAGR0007-1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RA # | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>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").</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2">Lessee: ELLIOT'S GUN SALES & SUPPLY</td> <td>Customer #: 306</td> <td>Cust PO#: 234322324</td> </tr> <tr> <td colspan="2">Address: 4301 West Wisconsin Avenue</td> <td>Authorized By:</td> <td>Phone:</td> </tr> <tr> <td colspan="2">Address 2:</td> <td colspan="2">City, State, Zip: Appleton, WI 54913</td> </tr> <tr> <td>Trailer #: APP0006</td> <td>Model: 5300</td> <td>Yr: 2014</td> <td>Make: INGERSOLL-RAND</td> </tr> <tr> <td>Cust Trailer #:</td> <td>License: 1234569876</td> <td>State: WI</td> <td>Serial #: IR654841</td> </tr> <tr> <td>Day: 50.00</td> <td>WK: 200.00</td> <td>MO: 700.00</td> <td>Min Term (Months): 3</td> </tr> <tr> <td>Service Level: N</td> <td>Rate/Mi: 0.00</td> <td>Est Miles/Cycle: 2000.00</td> <td>Free Days: 0</td> </tr> <tr> <td>Brake Wear (/8th): 6.66</td> <td>Tire Wear(/32nd): 39.95</td> <td>Satellite Monitoring (per bill cycle): 0.00</td> <td>Straps: 0.00</td> </tr> <tr> <td>Outbound Location:</td> <td>One-way: N</td> <td colspan="2">Inbound Location: DALLAS</td> </tr> <tr> <td>Trailer Tracking Unit Attached: Y</td> <td colspan="3">Missing Trailer Tracking Unit will result in a \$400 charge when trailer is returned</td> </tr> <tr> <td>Date/Time Out: 1/2/2017</td> <td>Hubo Out: 1025</td> <td>Date/Time In: 4/28/2017 1:56:33 PM</td> <td>Hubo In: 1665</td> </tr> <tr> <td>Return Location: DALLAS</td> <td>Drop Charge: 0.00</td> <td colspan="2">Intended Use: OVER THE ROAD</td> </tr> <tr> <td>Hr Out: 100</td> <td>Fuel Out: 50</td> <td>Delivery Charge: 0.00</td> <td>Hr In: 135</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Fuel In: 30</td> </tr> <tr> <td></td> <td></td> <td></td> <td>P/U Charge: 0.00</td> </tr> <tr> <td colspan="2">COMMENTS:</td> <td colspan="2">COMMENTS:</td> </tr> </table> | | 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 | Cust Trailer #: | License: 1234569876 | State: WI | Serial #: IR654841 | Day: 50.00 | WK: 200.00 | MO: 700.00 | Min Term (Months): 3 | Service Level: N | Rate/Mi: 0.00 | Est Miles/Cycle: 2000.00 | Free Days: 0 | Brake Wear (/8th): 6.66 | Tire Wear(/32nd): 39.95 | Satellite Monitoring (per bill cycle): 0.00 | Straps: 0.00 | 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: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cust Trailer #: | License: 1234569876 | State: WI | Serial #: IR654841 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Day: 50.00 | WK: 200.00 | MO: 700.00 | Min Term (Months): 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Service Level: N | Rate/Mi: 0.00 | Est Miles/Cycle: 2000.00 | Free Days: 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Brake Wear (/8th): 6.66 | Tire Wear(/32nd): 39.95 | Satellite Monitoring (per bill cycle): 0.00 | Straps: 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="5">OUTBOUND READINGS</td> <td colspan="5">FHWA Due:</td> <td colspan="5">INBOUND READINGS</td> <td colspan="5">FHWA Due:</td> </tr> <tr> <td>Tire</td><td>Brand</td><td>O/R</td><td>32nd</td><td>Psi</td> <td>Brand</td><td>O/R</td><td>32nd</td><td>Psi</td><td>Brake</td> <td>Tire</td><td>Brand</td><td>O/R</td><td>32nd</td><td>Psi</td> <td>Brand</td><td>O/R</td><td>32nd</td><td>Psi</td><td>Brake</td> </tr> <tr> <td>LFO: BRIDGE</td><td>O</td><td>10</td><td></td><td>RFO:</td><td></td><td></td><td></td><td>LF: 5</td><td></td> <td>LFO: BRIDGE</td><td>R</td><td>5</td><td></td><td>RFO:</td><td></td><td></td><td></td><td>LF: 4</td><td></td> </tr> <tr> <td>LF: GOODY</td><td>O</td><td>12</td><td></td><td>RFI:</td><td></td><td></td><td></td><td>LR: 0</td><td></td> <td>LF: GOODY</td><td>O</td><td>5</td><td></td><td>RFI:</td><td></td><td></td><td></td><td>LR: 0</td><td></td> </tr> <tr> <td>LRO:</td><td></td><td></td><td></td><td>RRO:</td><td></td><td></td><td></td><td>RF: 7</td><td></td> <td>LRO:</td><td></td><td></td><td></td><td>RRO:</td><td></td><td></td><td></td><td>RF: 6</td><td></td> </tr> <tr> <td>LRI:</td><td></td><td></td><td></td><td>RRI:</td><td></td><td></td><td></td><td>RR: 0</td><td></td> <td>LRI:</td><td></td><td></td><td></td><td>RRI:</td><td></td><td></td><td></td><td>RR: 0</td><td></td> </tr> <tr> <td>LCO:</td><td></td><td></td><td></td><td>RCO:</td><td></td><td></td><td></td><td>LC: 0</td><td></td> <td>LCO:</td><td></td><td></td><td></td><td>RCO:</td><td></td><td></td><td></td><td>LC: 0</td><td></td> </tr> <tr> <td>LCI:</td><td></td><td></td><td></td><td>RCI:</td><td></td><td></td><td></td><td>RC: 0</td><td></td> <td>LCI:</td><td></td><td></td><td></td><td>RCI:</td><td></td><td></td><td></td><td>RC: 0</td><td></td> </tr> <tr> <td colspan="5">Totals</td> <td colspan="5">TW: 22</td> <td colspan="5">BW: 12</td> <td colspan="5">Totals</td> <td colspan="5">TW: 10</td> <td colspan="5">BW: 10</td> </tr> </table> | | 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 | | LF: GOODY | O | 12 | | RFI: | | | | LR: 0 | | LF: 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 | | | | |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LF: GOODY | O | 12 | | RFI: | | | | LR: 0 | | LF: 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; vertical-align: top;"> <p>Front Left</p> <p>Under Floor Inside</p> <p>Rear Roof</p> <p style="text-align: right;">Right</p> <p>Lessee or its agent acknowledge receipt of the Trailer listed above in good repair and working condition subject to any exceptions listed above.</p> </td> <td style="width:50%; vertical-align: top;"> <p>Front Left</p> <p>Under Floor Inside</p> <p>Rear Roof</p> <p style="text-align: right;">Right</p> <p>Legend: B = Bent H = Hole S = Scratch D = Dent BR = Broken M = Missing C = Cut P = Patch SC = Section</p> </td> </tr> </table> | | <p>Front Left</p> <p>Under Floor Inside</p> <p>Rear Roof</p> <p style="text-align: right;">Right</p> <p>Lessee or its agent acknowledge receipt of the Trailer listed above in good repair and working condition subject to any exceptions listed above.</p> | <p>Front Left</p> <p>Under Floor Inside</p> <p>Rear Roof</p> <p style="text-align: right;">Right</p> <p>Legend: B = Bent H = Hole S = Scratch D = Dent BR = Broken M = Missing C = Cut P = Patch SC = Section</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Driver Name:</td> <td>Driver Name:</td> </tr> <tr> <td>License #</td> <td>License #</td> </tr> <tr> <td>State:</td> <td>State:</td> </tr> <tr> <td>Driver Signature:</td> <td>Driver Signature:</td> </tr> <tr> <td>Inspector:</td> <td>Inspector:</td> </tr> <tr> <td>Inspector Signature:</td> <td>Inspector Signature:</td> </tr> </table> | | Driver Name: | Driver Name: | License # | License # | State: | State: | Driver Signature: | Driver Signature: | Inspector: | Inspector: | Inspector Signature: | Inspector Signature: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Driver Name: | Driver Name: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| License # | License # | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| State: | State: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Driver Signature: | Driver Signature: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Inspector: | Inspector: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Inspector Signature: | Inspector Signature: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Job Appointment Summary

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

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

Job Appointment Summary

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 \(page 26\)](#)
- [Maintenance Contract Invoice 2 \(page 27\)](#)
- [Maintenance Contract Invoice 3 \(page 28\)](#)
- [Maintenance Contract Invoice 4 \(page 29\)](#)
- [Master Contract Invoice \(page 30\)](#)

Maintenance Contract Invoice 1

| INVOICE | | | | | |
|--------------------------|--------------------|--------------|----------|------------------|-----------------|
| Invoice Date | 1/1/2016 | | | | |
| Contract Number | 0000000017 | | | | |
| Purchase Order | | | | | |
| Contract Type | ULTIMATE CONTRACT | | | | |
| TOTAL DUE | \$535.00 | | | | |
| LOCATION | | | | | |
| COMPANY NAME | | | | | |
| 5355 South Moorland Road | | | | | |
| New Berlin, WI 53151 | | | | | |
| Billing Schedule | | | | | |
| 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 |
| Thank you! | | | | | Page 5 of 32 |

Maintenance Contract Invoice 2

INVOICE

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

TOTAL DUE **\$3,210.00**

BILL TO

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

LOCATION

Accurate Printing
 12500 Cleveland Avenue
 New Berlin, WI 53151

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

Maintenance Contract Invoice 3

INVOICE

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

TOTAL DUE **\$3,210.00**

BILL TO

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

LOCATION

Accurate Printing
 12500 Cleveland Avenue
 New Berlin, WI 53151

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

Master Contract Invoice

| INVOICE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--------------------|--------------|----------|--------------|----------|--------------|----------------|---------|--------|-----|-------|----------|--------------------|--------------|----------|--------|----------|----------|--------------------|--------------|----------|--------|----------|----------|--------------------|--------------|----------|--------|----------|-----------|--------------------|--------------|----------|--------|----------|--|--|--|--|-----------|----------|
| Invoice Date | 1/1/2016 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contract Number | 0000000017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Purchase Order | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contract Type | ULTIMATE CONTRACT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL DUE | \$535.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LOCATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| COMPANY NAME 5355 South Moorland Road New Berlin, WI 53151 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <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="4"></td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">Total Due</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | |
| <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 | | |
| | 041113-0011 | PREMIER CONTRACT | 1.50 | 60 | 0 | 60 | 0 | 0 | 0 | 0 | | |
| | 041113-0020 | PREMIER CONTRACT | 1.00 | 53 | 0 | 53 | 0 | 0 | 0 | 0 | | |
| | 160801-0002 | PREMIER CONTRACT | 1.00 | 40 | 0 | 40 | 0 | 0 | 0 | 0 | | |
| | 160901-0002 | PREMIER CONTRACT | 1.00 | 40 | 0 | 40 | 0 | 0 | 0 | 0 | | |
| | 160901-0002 | PREMIER CONTRACT | 0.00 | 22 | 0 | 0 | 22 | 0 | 0 | 0 | | |
| <input checked="" type="checkbox"/> MCC | | | 6.50 | 244 | 0 | 223 | 22 | 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 Quotes

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

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

Maintenance Contract Quote Reports

- [Quote Summary 1 - Quote Summary report \(page 34\)](#)
- [Quote Summary 2 - Quote Summary Report with Estimated Costs \(Dexterity\) \(page 35\)](#)
- [Quote Detail 1 - Quote Detail Schedule report \(page 35\)](#)
- [Quote Detail 2 - Quote Detail Report with Estimated Costs \(Dexterity\) \(page 37\)](#)
- [Quote Detail 3 - Quote Detail Report with Estimated Hours \(Dexterity\) \(page 39\)](#)

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 | |
| | AMOUNT | COST | HOURS | 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 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 | \$0.00 | \$0.00 | \$0.00 |
| Task Code | | EQUIPMENT | MATERIAL | LABOR | SUBCONTRACTOR | OTHER | TOTAL | | | |
| 105 | | | | | | | | | | |

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

Fabrikam, Inc.
Service Management Series

Report Date: 10/7/2009 at 2:05 PM
User: terickson

| | |
|-----------------------------|-----------------------|
| Ranges: | |
| Date: | 1/1/2010 to 2/28/2010 |
| Division: | ALL |
| Customer: | ALL |
| Showing Non Inventory Items | |

Division: PM COM

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

Maintenance Contracts Over or Under Billed

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

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

Maintenance Contract Statistics

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

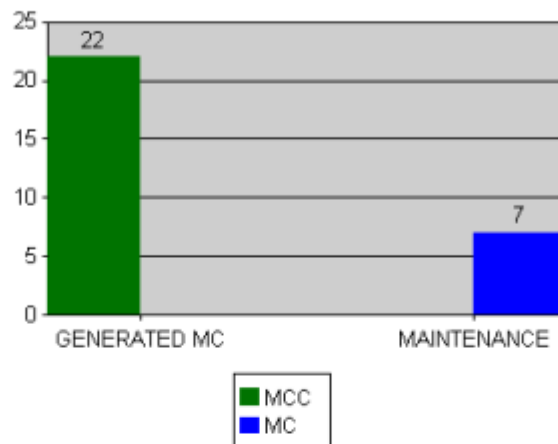
to keep track of margin percentage. This report shows service call costs, billed amounts, and revenue for the month to date, last month, and year to date, and contract type.

Fabrikam, Inc.

Preventive Maintenance Statistics: as of April 27 2017

Preventive Maintenance Analysis by Call Type:

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



Contract Billing Analysis:

Month to Date

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


Last Month

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

Year to Date

Profit by Customer

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

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

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

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

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

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

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

Contract information

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

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

To print the report:

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

⚠ 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 (xxxxxxxx) Description: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx". If the equipment is not a component, the box with comments does not display.

This report can only be printed from Report Manager

Refrigerant Tracking Leak Analysis Report

1/1/1900 - 10/26/2019

| Equipment ID | Equipment Description | Refrigeration Equipment Type | | | | Optimal Charge | EPA Leak Rate Max Pct | | |
|--|-----------------------|---|-----------|------------|----------------------------|----------------|-----------------------|------------------------|-------------------------|
| Service Date | Service Call | Orig Service Call | New Added | Leak Found | Leak Repaired or Attempted | Leak Rate | | Initial Leak Test Date | Followup Leak Test Date |
| <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 (xxxxxxxxxx) Description: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx". 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 | | Follow-up Leak | Date: 01/01/1900 |
| Circuit Number | | <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 | |

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

Service Call Analysis - Unbilled T&M

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

Service Call Analysis - Unbilled T&M

Service Management Series
Fabrikam, Inc.

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 53).)

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. Service Management Series | | | 8/11/2009 at 3:21:09 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 | 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 52).)

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 \(page 56\)](#)
- [Invoice 2 - Service Call Invoice Detail \(page 58\)](#)
- [Invoice 3 - Service Invoice Summary - Multi Currency \(page 60\)](#)
- [Invoice 4 - Service Invoice Detail - Multi Currency \(page 62\)](#)
- [Invoice 5 - Service Invoice Summary \(Dexterity\) \(page 64\)](#)
- [Invoice 6 - Service Invoice Summary \(Dexterity\) \(page 65\)](#)
- [Invoice 7 - Service Invoice Totals \(Dexterity\) \(page 65\)](#)
- [Invoice 8 - Service Invoice Detail \(Dexterity\) \(page 66\)](#)

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 | SRVCE000000000076 | 101 | Net 30 |
| | TOTAL EQUIPMENT | | \$20.25 |
| | TOTAL MATERIAL | | \$0.00 |
| | TOTAL LABOR | | \$0.00 |
| | TOTAL SUBCONTRACTOR | | \$0.00 |
| | TOTAL OTHER | | \$25.00 |
| | TOTAL SALES TAX | | \$3.18 |
| | PAYMENT | | \$0.00 |
| | AMOUNT DUE | | \$48.43 |
| | *Thank you for choosing our company for your service needs!! | | |
| | *We appreciate the opportunity to service your equipment!!! | | |

Invoice 6 - Service Invoice Summary (Dexterity)

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

| | |
|--|--|
| 190226-0001 | |
| ACCURATE PRINTING 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 | SRVCE000000000076 | 101 | Net 30 |

DESCRIPTION

TOTAL SALES TAX \$3.18

PAYMENT \$0.00

INVOICE TOTAL \$48.43

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

Invoice 8 - Service Invoice Detail (Dexterity)

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

| INVOICE | | | |
|--|---------------|------------------------------|-------------------|
| 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 |
|----------------|-------|-------|-------|--|-------------|

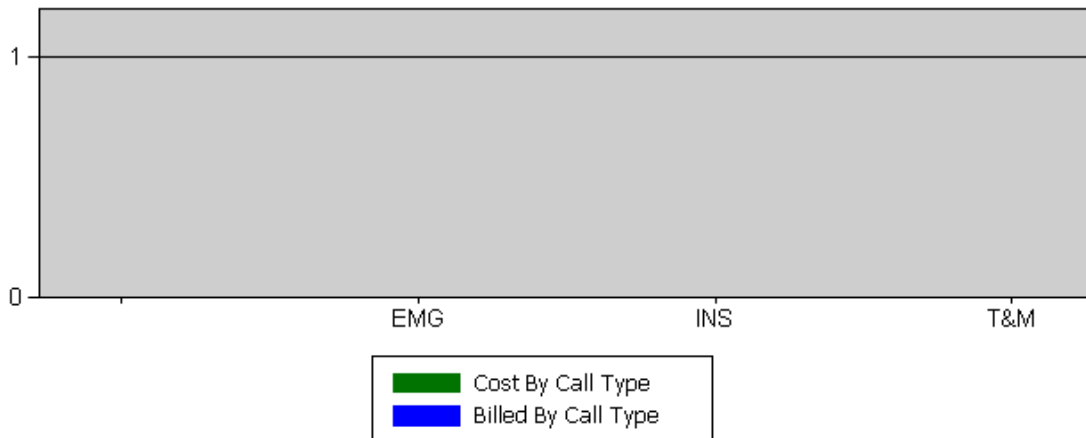
All Other Call Types :

| 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: WENNSOFTDEVkonnen | | | | | |
|-----------------------|--|---|--|---------------|---------------------|-------------------------|----------------|---------------|----------------|--------|--|
| 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 | HOURL | 0.00 | \$10.00 | \$0.00 | \$10.00 | \$15.00 | WORK | |
| PR_TRXENT | 1550 | TTWebService | 1/28/2020 | HOURL | 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.

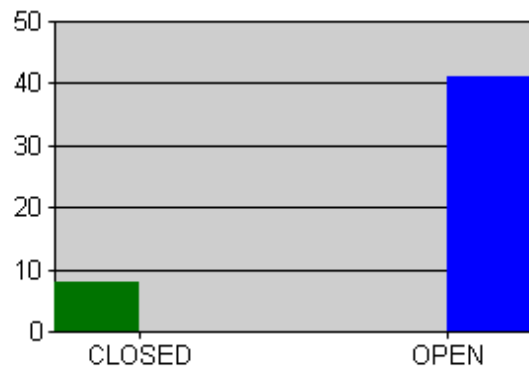
Fabrikam, Inc.

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 |

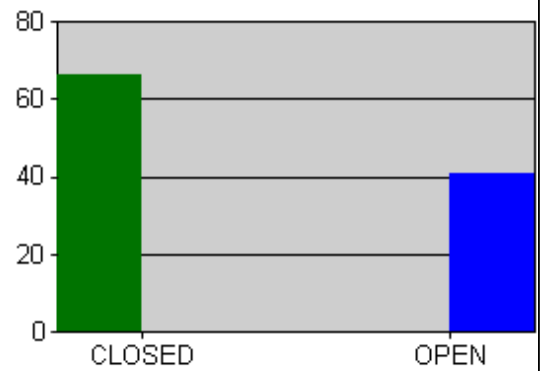
| Average days | Month to Date | Last Month | Year to Date |
|----------------------------------|---------------|------------|--------------|
| Open to Complete | 3.25 | 9.95 | 7.74 |
| Complete to Invoiced (Closed) | 0.00 | 0.00 | 0.00 |

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 |
| | | Fax | (000) 000-0000 Ext. 0000 |
| Contact | Dan Dooley | 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.

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 \(page 74\)](#)
- [Workorder 2 - Service Call Work Order with Appointments \(page 75\)](#)
- [Workorder 3 - Service Call Work Order with Tasks \(page 76\)](#)
- [Workorder 4 - Workorder with Tasks \(Dexterity Report\) \(page 78\)](#)
- [Workorder 5 - Workorder with Appointments \(Dexterity Report\) \(page 78\)](#)

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 | | Page 1 of 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fabrikam, Inc. | | Report Date: 1/30/2020 at 10:16 AM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Service Management Series | | User: WENNSOFTDEV\konn | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Service Call ID: 200115-0001 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p><u>Billing Address:</u></p> <p>ACCURATE PRINTING 12500 Cleveland Avenue New Berlin, WI 53151 United States</p> | | <p><u>Service Call Address:</u></p> <p>MAIN OFFICE 12500 Cleveland Avenue New Berlin, WI 53151</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Site Contact:</td> <td style="width: 30%;">Bobby Jo Johnson</td> <td style="width: 20%;">Phone:</td> <td style="width: 20%;">(000) 000-0000 Ext. 0000</td> </tr> <tr> <td>Rec'd D/T:</td> <td>1/15/2020</td> <td>Est. Hours</td> <td>2.00</td> </tr> <tr> <td>Technician:</td> <td>ALAN</td> <td>Caller Name:</td> <td></td> </tr> <tr> <td>Type of Call:</td> <td></td> <td>Caller Email:</td> <td></td> </tr> <tr> <td>Call Status:</td> <td>COMPLETE</td> <td>Caller Phone:</td> <td>(000) 000-0000 Ext. 0000</td> </tr> <tr> <td>Description:</td> <td colspan="3"></td> </tr> <tr> <td>Type of Problem:</td> <td colspan="3"></td> </tr> <tr> <td>Sales Person ID:</td> <td colspan="3"></td> </tr> <tr> <td>Purchase Order:</td> <td colspan="3"></td> </tr> </table> | | | 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: | | | |
| 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 | Phone | (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

| Service Invoice Trailing Costs Summary | | | | | Page: 1 of 1 |
|--|-------------------------|----------------------------|-----------------------------|---------------------|--------------------------|
| Fabrikam, Inc. | | | | | 8/19/2009 at 12:01:56 PM |
| Service Management Series | | | | | User: SANDBOX\bjamnik |
| Date Range: First to 8/18/2017 | | | | | |
| Division: ALL | | | | | GL Account Number: ALL |
| Service Call | Actual Cost at Invoice | Committed Costs at Invoice | Trailing Cost after Invoice | Committed Remaining | |
| Division: SERVICE RES | | | | | |
| 041114-0016 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$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 Other Cost Code | Transaction Type | TRX Number Item Description | Actual Cost at Invoice | Committed Costs at Invoice | Trailing Cost after Invoice | Committed Remaining |
| Division: SERVICE RES | | | | | | | |
| 041114-0016 | 2/1/2017 | MANUAL | SV100 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| OTHER | TRIP CHARGE | | | | | | |
| Totals: | | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Division: SERVICE RES | Division Totals: | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Totals: | | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

Service Invoice Trailing PPV Costs

This 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 | | | | | | | Page: 1 of 2 |
|------------------------------------|--------------|--------------------------|------------------------|------------|-----------------|--------------------|---------------------------|
| Fabrikam, Inc. | | | | | | | 9/8/2009 at 10:18:27 AM |
| Service Management Series | | | | | | | User: GNilsen |
| Date Range: First to 9/8/9999 | | | | | | | |
| Division: ALL | | | GL Account Number: ALL | | | | |
| Division: SERVICE COM | | | | | | | |
| Service Call | GL Post Date | Transaction Type | TRX Number | Cost Code | Other Cost Code | Item Description | Trailing PPV Cost |
| 090619-0001 | 4/12/2017 | Purchasing Invoice Entry | RCT1207 | *MATERIALS | | | (\$20.00) |
| Total: | | | | | | | (\$20.00) |
| Division: SERVICE COM | | | | | | | Division Total: (\$20.00) |
| Division: SERVICE IND | | | | | | | |
| Service Call | GL Post Date | Transaction Type | TRX Number | Cost Code | Other Cost Code | Item Description | Trailing PPV Cost |
| 090408-0001 | 4/12/2017 | Purchasing Invoice Entry | RCT1193 | *MATERIALS | | | \$3.00 |
| Total: | | | | | | | \$3.00 |
| 090408-0002 | 4/12/2017 | Purchasing Invoice Entry | RCT1196 | *MATERIALS | | | \$7.00 |
| Total: | | | | | | | \$7.00 |
| Division: SERVICE IND | | | | | | | Division Total: \$10.00 |
| Division: SRV RENTAL DEPT | | | | | | | |
| Service Call | GL Post Date | Transaction Type | TRX Number | Cost Code | Other Cost Code | Item Description | Trailing PPV Cost |
| 090908-0001 | 4/12/2017 | Purchasing Invoice Entry | RCT1219 | *MATERIALS | | Headset - Dual Ear | \$3.02 |
| Total: | | | | | | | \$3.02 |
| Division: SRV RENTAL DEPT | | | | | | | Division Total: \$3.02 |
| Total: | | | | | | | (\$6.98) |

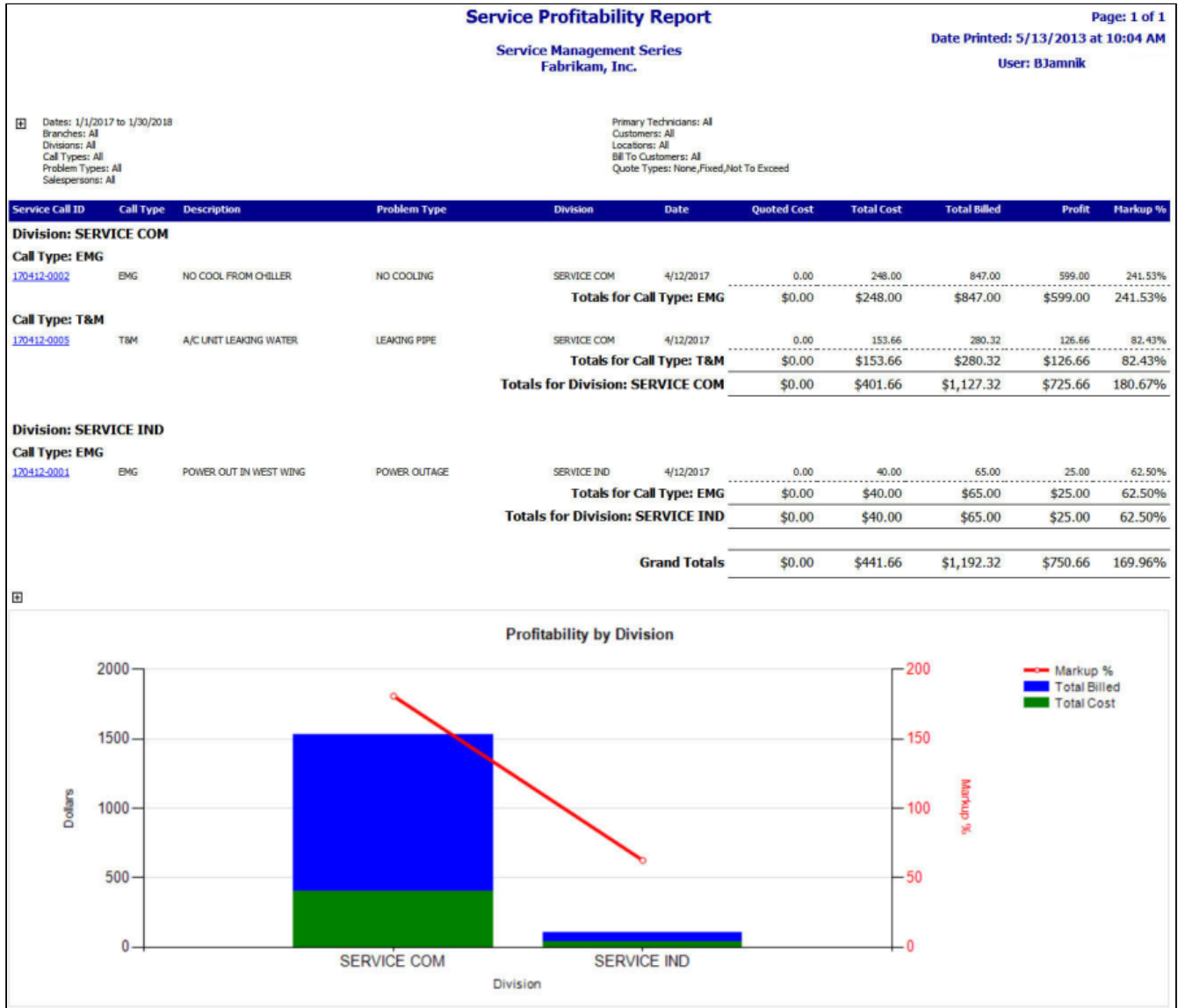
Service Profitability

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

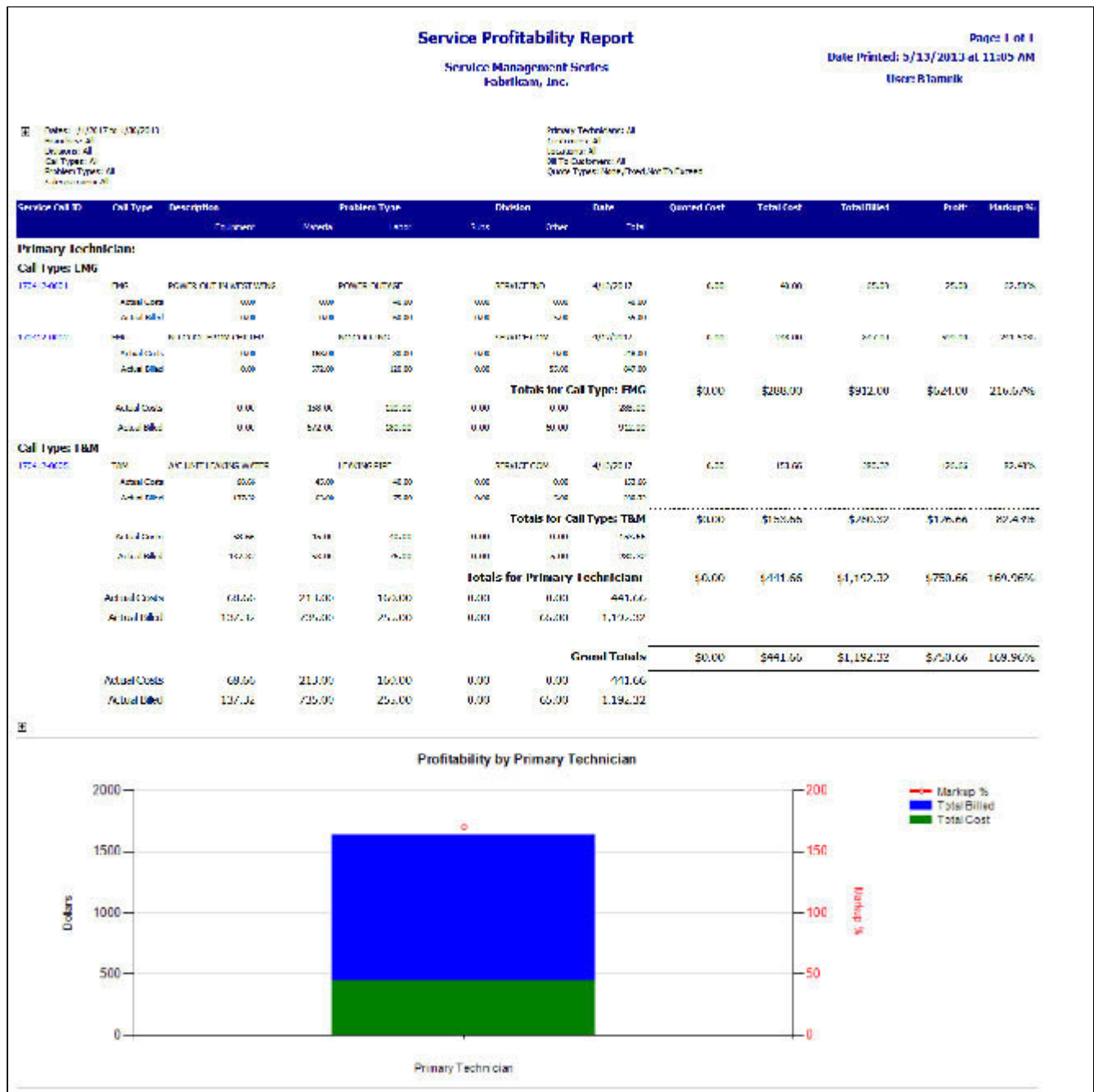
- [Summary \(page 84\)](#)

- Detailed (page 85)

Summary



Detailed



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

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: 000000016 (01/01/2017- 12/31/2017)

| Call Number | Location Name | | Status | Batch | Source | Trx Created Date | Call Type | Call Status | Billing Amount | Cost | |
|---|---------------|------------------|-------------------------------|---------|-----------|--------------------------------------|---------------|-------------|----------------------------|-----------------|-----------------|
| Element | Call Open | Trx # | | | | | | | | | |
| Division: PM COM | | | | | | | | | | | |
| Contract Number: 000000016 | | | Contract Start Date: 1/1/2017 | | | Contract Expiration Date: 12/31/2017 | | | | | |
| 041115-0003 | | | CEDAR-15500 CLEVELAND AVENUE | | | | | | | | |
| MATERIAL | 11/15/2013 | 0000000000000471 | 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 | 0000000000000524 | 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

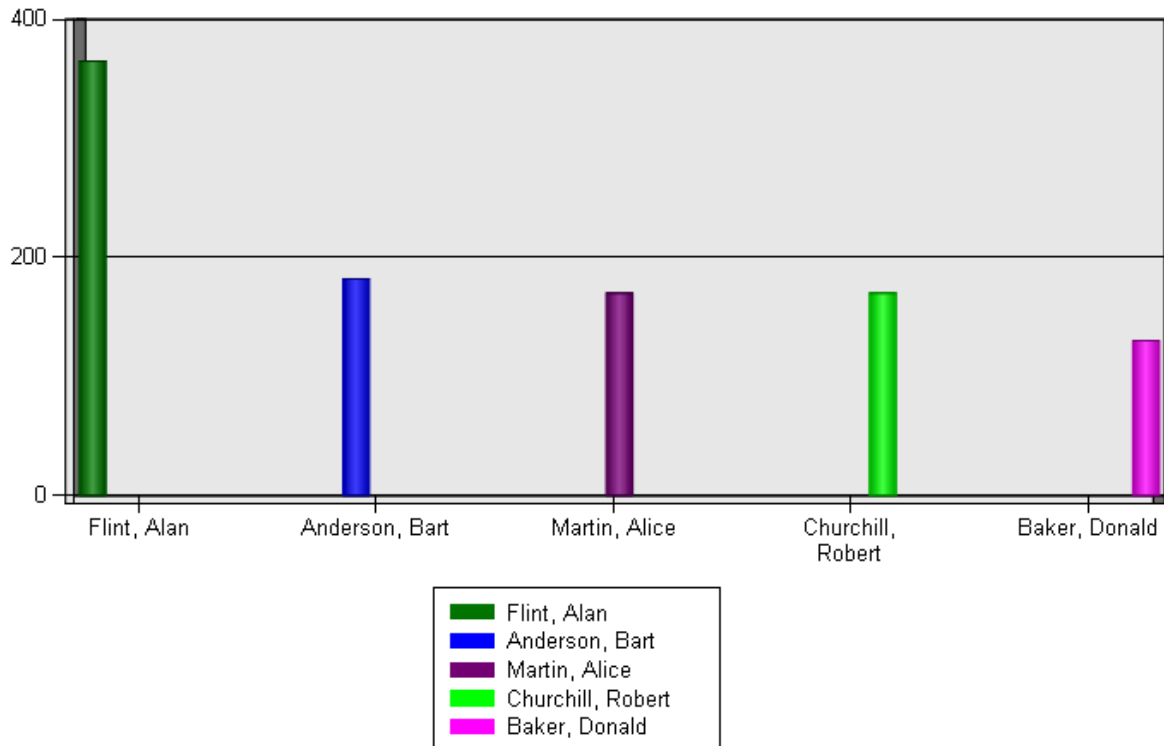
This report identifies the top technicians in terms of billed hours and summarizes those hours for a specified week, the previous week, the last two weeks, month to date, and year to date. This allows you to keep track of the top technicians in terms of billed hours, each technician's percent of the 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 \(page 15\)](#)
- [GL Transactions Not In Service \(page 15\)](#)
- [Service Call Cost Reconciliation \(page 52\) \(Summary\)](#)
- [Service Call Cost Reconciliation by Account \(page 53\) \(Detail\)](#)
- [Service Invoice Trailing Costs \(page 82\) \(Summary and Detail\)](#)
- [Service Invoice Trailing PPV Costs \(page 83\)](#)
- [Service Transactions Not in GL \(page 86\)](#)
- [Service WIP \(page 87\)](#)

Job Cost SSRS Reports

Application for Payment

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

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

APPLICATION FOR PAYMENT

TO OWNER: Company, Inc.
5355 South Moorland Road
New Berlin, WI 53151

PROJECT: General / AIA Billing
5355 South Moorland Road
New Berlin, WI 53151

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.

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 | | | | | | | | | | | |
| Ranges: | | Fabrikam, Inc. | | | | Page: 1 of 1 | | 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 |

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. | | | | | | Page: 1 of 5 | | |
| Job Cost | | | | | | 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 \(page 100\)](#)
- [Detail \(page 101\)](#)

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 Frest (Sys EAC) | Cost to Complete (Sys EAC) |
| Cost Element 1 - Labor Totals: | | 500.00 | 550.00 | (150.00) | \$26,000 | \$26,000 | \$30,400 | \$0 | \$28,534 | (\$2,534) | \$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 | | | | | | | | | | BJannik | | |
| 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 % @ Complete: | 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 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 | Job Address: 3512 East Van Norman Avenue | Estimator: Alice Martin |
| Customer: 105 - LAKE PARK GOLF SUPPLY | Cudahy, WI 53110 | Contract Type: Fixed Amount |
| Project Manager: Anne Dunwoody | Contact: | Contract Number: |
| Project Number: LAKE PARK | Phone: | Scheduled Completion Date: |
| Division: COMMERCIAL | Billing Address: 3512 East Van Norman Avenue | Last Billing Date: 2/28/2017 |
| Job Status: Active | Cudahy, WI 53110 | |

| Contract Amounts | | Billing Amounts | | Costs | Actual | Forecasted |
|----------------------|--------------|--------------------|-------------|---------------------|--------------------|---------------------|
| Original Contract | \$413,700.00 | Net Billed to Date | \$45,746.65 | Labor | \$32,453.14 | \$72,705.00 |
| Confirmed COs | \$2,000.00 | Miscellaneous | \$0.00 | Materials | \$6,304.00 | \$167,352.50 |
| In Process COs | \$0.00 | Tax | \$0.00 | Equipment | \$0.00 | \$0.00 |
| CO User Defined 1 | \$0.00 | Received to Date | \$0.00 | Subcontractors | \$1,369.98 | \$95,000.00 |
| CO User Defined 2 | \$0.00 | 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\konn

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 \(page 108\)](#)
- [Graphic Invoice \(page 111\)](#)
- [Graphic Invoice 2 \(page 113\)](#)
- [Text Invoice \(page 115\)](#)
- [Text Invoice 2 \(page 117\)](#)

- [Tax Detail Invoice \(page 119\)](#)
- [Application for Payment \(page 94\)](#) (link to separate topic)
- [Project Invoice \(page 134\)](#) (link to separate topic)

Cost Elements Invoice



INVOICE

PLEASE REMIT TO

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

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

TOTAL DUE \$1,718.13

BILL TO

CEDAR FAMILY COUNSELING
 15500 Cleveland Avenue
 New Berlin, WI 53151

JOB ADDRESS

CEDAR FAMILY COUNSELING
 15500 Cleveland Avenue
 New Berlin, WI 53151

Description

Job 1001 - Simple CC Job / Std Billing

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

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

Graphic 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 |

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 \(page 124\)](#)
- [Print by Job Number \(page 124\)](#)
- [Schedule \(page 124\)](#)

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

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

Print by Job Number

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

| | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|
| JOB PLAN | | | | | | | | | | Page: 1 User: WENNSOFTDEV\konnem 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 | Yes | Schedule Start | 9/5/2019 | <input type="button" value="View Report"/> |
| Print By | Division | Divisions | COMMERCIAL, INDUSTRIAL | |
| From Job | First | To Job | 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 \(page 126\)](#)
- [Summarized by customer \(page 126\)](#)

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

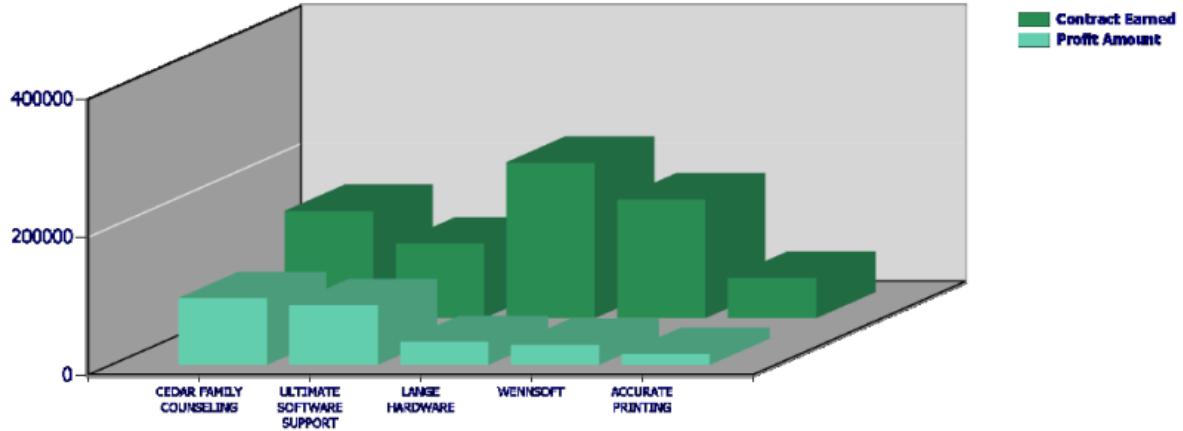
Fabrikam, Inc.

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.

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

1 of 1 100% Find | Next

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

| Customer Number /Name | Job Status | Job % Comp | Job Expected Contract | Forecasted Cost | Anticipated Margin | Revenue Recognized | Cost Recognized | Gross Margin Recognized | Billed Amount | Over Billed | Under Billed |
|--------------------------------------|------------|------------|-----------------------|-----------------|--------------------|--------------------|-----------------|-------------------------|---------------|--------------|-----------------|
| WENNSOFT | | | | | | | | | | | |
| Job: RPO CLOSED 2 - Test | | | | | | | | | | | |
| 103 | Open | 100.00 | \$10,000.00 | \$5,000.00 | \$5,000.00 | \$10,000.00 | \$0.00 | \$10,000.00 | \$0.00 | \$0.00 | \$10,000.00 |
| WENNSOFT | | | | | | | | | | | |
| Job: RPO CLOSED JOB - Test | | | | | | | | | | | |
| 103 | Open | 0.00% | \$10,000.00 | \$5,000.00 | \$5,000.00 | \$0.00 | \$0.00 | \$0.00 | \$3,000.00 | \$3,000.00 | \$0.00 |
| WENNSOFT | | | | | | | | | | | |
| Job: RPO COST PLUS - Test | | | | | | | | | | | |
| 103 | Open | 100.00 | \$110.00 | \$100.00 | \$10.00 | \$110.00 | \$100.00 | \$10.00 | \$0.00 | \$0.00 | \$110.00 |
| WENNSOFT | | | | | | | | | | | |
| Job: RPO FIXED - Fun | | | | | | | | | | | |
| 103 | Open | 12.40% | \$16,730.50 | \$9,055.00 | \$7,675.50 | \$2,074.50 | \$5,075.00 | (\$3,000.50) | \$0.00 | \$0.00 | \$2,074.50 |
| WENNSOFT | | | | | | | | | | | |
| Job: RPO FIXED 2 - Test | | | | | | | | | | | |
| 103 | Closed | 100.00 | \$10,000.00 | \$4,000.00 | \$6,000.00 | \$10,000.00 | \$100.00 | \$9,900.00 | \$750.00 | \$0.00 | \$9,250.00 |
| WENNSOFT | | | | | | | | | | | |
| Job: RPO FIXED 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 \(page 130\)](#)
- [Print by Division \(page 130\)](#)
- [End-of-report footer \(page 130\)](#)
- [Schedule \(page 130\)](#)

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 |

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

JOB SCHEDULE BY COST CODE

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

Job Number: 1001 - Simple CC Job / Std Billing
Customer: CEDAR FAMILY COUNSELING
Bill To Customer: CEDAR FAMILY COUNSELING
Project Manager: Andrew Seitzer
Project Number:

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

Division: COMMERCIAL
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

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

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

COMMERCIAL

Job Number: 1001 - Simple CC Job / Std Billing
Customer: CEDAR FAMILY COUNSELING
Bill To Customer: CEDAR FAMILY COUNSELING
Project Manager: Andrew Seltzer
Project Number:

Job Address: MAIN OFFICE
Bill To Address: MAIN OFFICE
Job Start Date: 1/15/2026
Completion Date: 5/1/2026
Job Status: Open

Division: COMMERCIAL
Contract Type: Fixed Amount
PM % CMP: 31%

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

Job Number: 1003 - Communications / SOP Billing
Customer: MOLDED PLASTIC CONCEPTS
Bill To Customer: MOLDED PLASTIC CONCEPTS
Project Manager: Andrew Seltzer
Project Number:

Job Address: WAREHOUSE
Bill To Address: MAIN OFFICE
Job Start Date: 1/1/2026
Completion Date: 5/31/2026
Job Status: Open

Division: COMMERCIAL
Contract Type: Fixed Amount
PM % CMP: 25%

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

End-of-report footer

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

Schedule

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

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

Jobs Not Available to Close

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

**Jobs Not Available to Close
Fabrikam, Inc.
Job Cost**

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

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

Job WIP Reconciliation

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

Summary

WIP Summary

Fabrikam, Inc.
Job Cost

Page: 1 of 1

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

User: SANDBOX\bjamnik

Date Range: First to 8/20/2017

Division: ALL

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

Fabrikam, Inc.

Page: 5 of 5


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 | | | | | | | Page: 1 of 1 | | |
| UserID: COMPANYINC\sberry | | | | | | | | | |
| Ranges: | | Exclude: | | Sort By: | | Age by: Document Date | | | |
| Job Number: | 1020 to 1020 | Fully Paid Documents | | Vendor ID | | Age by: 4/12/2017 | | | |
| Voucher ID: | AAIN0001 to AAIN0001 | Zero Balance | | | | | | | |
| 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. | | | | | | | | | | Report Date: 6/26/2012 | |
| Job Cost | | | | | | | | | | 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 previously printed from this window when the **Summary** checkbox is marked. If you wish to view the summary version of this report, mark the **Summary Only** checkbox.
- Gross wages can be calculated by transaction date or check date; however, if you are using rate classes, gross wages can only be calculated by transaction date.
- In Report Manager, you can select whether to use the day of the week specified in TimeTrack as the week ending date. If you select this option, the first week on the report may be a partial week, depending on the Month Begin Date. If you do not select this option, week ending dates will be calculated based on the day of the week that is a full week from the Month Begin Date.

Detail (sorted by position)

Union Report
Fabrikam, Inc.
Job Cost

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

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

Union in Detail
Calculate Gross Wages: by Transaction Date

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

Position: JMAN Journeyman

Employee Name

Social Security #

| Employee # | Pay Type | Hours | | | | | Converted Hours | Actual Hours | Benefit Fund | Deduction Fund | Contribution |
|------------------------------|-----------|----------|-----------|-----------|-----------|----------|-----------------|--------------|---------------------------|----------------|--------------|
| | | 4/7/2017 | 4/14/2017 | 4/21/2017 | 4/28/2017 | 5/5/2017 | | | | | |
| 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 | |
| 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

Social Security #

| Employee # | Pay Type | Hours | | | | | Converted Hours | Actual Hours | Benefit Fund | Deduction Fund | Contribution |
|------------------------|-----------|----------|-----------|-----------|-----------|----------|-----------------|--------------|---------------------------|----------------|--------------|
| | | 4/7/2017 | 4/14/2017 | 4/21/2017 | 4/28/2017 | 5/5/2017 | | | | | |
| 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 | |
| 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 Report
Fabrikam, Inc.
Job Cost

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

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

Union in Summary
Calculate Gross Wages: by Transaction Date

| Union | Regular | Overtime | Double Time | Converted Hours | Actual Hours | Gross Wages | Benefit Fund | Deduction Fund | Contribution |
|--|---------|----------|-------------|-----------------|--------------|-------------|--------------|----------------|--------------|
| 597 Chicago Pipefitter Local 597 45 North Ogden Avenue Chicago, IL 60607 | | | | | | | | | |
| Totals For Position: | | | | | | | | | |
| JMAN 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 \(page 98\)](#)
- [GL Transactions Not in Job Cost \(page 98\)](#)
- [Job Cost Transactions Not in GL \(page 106\)](#)
- [Job WIP Reconciliation \(page 132\)](#)

TimeTrack SSRS reports

Certified Payroll

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

Some features include:

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

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

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

| U.S. Department of Labor | | Certified Payroll | | | | | | | | | | | | | | | | | | | | | | |
|---|-------------|----------------------------|--|--|------|---|------|------|------|-------------------------|---------------------------------------|----------------------------|----------------|------------------|---------|---------|----------|--------------------------------|------------------|--|--|--|--|--|
| Employment Standards Administration | | | | | | | | | | | | | | | | | | | | | | | | |
| Wage and Hour Division | | | | | | | | | | | | | | | | | | | | | | | | |
| NAME OF CONTRACTOR <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 | | TOTAL DEDUCTIONS | | | | | |
| | | | 7/11 | 7/5 | 7/6 | 7/7 | 7/8 | 7/9 | 7/10 | | | | | | | | | | | | | | | |
| | | | HOURS WORKED EACH DAY | | | | | | | | | | | | | | | | | | | | | |
| Johnsen, Barbara xxx-xx-8443 8473 South Drive Gurnee Mills, CA 34568 | 2 | | | | | | | | | | | | | | | | | | | | | | | |
| | | | Straight Time | | | | | | | 0.00 | 0.00 | 0.00 | 2.50 | 4.25 | 0.00 | 0.00 | 6.75 | \$18.10 / \$0.00 | \$122.18 | | | | | |
| | | | Overtime | | | | | | | 0.00 | 0.00 | 0.00 | 2.25 | 0.00 | 0.00 | 1.75 | 4.00 | \$27.15 / \$0.00 | \$108.60 | | | | | |
| | | | Double Time | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5.50 | 5.50 | \$36.20 / \$0.00 | \$199.10 | | | | | |
| | | | Gross Amount for Job SAC-201 / This Week | | | | | | | \$429.88 | \$1,104.12 | | \$62.37 | \$105.14 | \$20.88 | \$11.04 | \$180.09 | \$379.52 | \$724.60 | | | | | |
| Hernandez, Marilyn R. xxx-xx-0331 1522 West Minnetonka Blvd Excelsior, MN 55983 | 8 | Sr Journeyman | | | | | | | | | | | | | | | | | | | | | | |
| | | | Straight Time | | | | | | | 0.00 | 0.00 | 8.00 | 7.25 | 0.00 | 0.00 | 0.00 | 15.25 | \$29.45 / \$0.00 | \$449.11 | | | | | |
| | | | Overtime | | | | | | | 0.00 | 0.00 | 0.00 | 1.25 | 0.00 | 0.00 | 0.00 | 1.25 | \$44.18 / \$0.00 | \$55.23 | | | | | |
| | | | Double Time | | | | | | | 0.00 | 0.00 | 0.00 | 2.75 | 0.00 | 0.00 | 0.00 | 2.75 | \$58.90 / \$0.00 | \$161.98 | | | | | |
| | | | Gross Amount for Job SAC-201 / This Week | | | | | | | \$666.31 | \$1,538.80 | | \$86.93 | \$106.30 | \$35.63 | \$15.39 | \$499.38 | \$743.63 | \$795.17 | | | | | |
| Alvarza, Alicia M. xxx-xx-9938 915 Birch Road Detroit, MI 48233-9211 | 1 | Jr Technician | | | | | | | | | | | | | | | | | | | | | | |
| | | | Straight Time | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5.50 | 0.00 | 5.50 | \$18.10 / \$0.00 | \$99.55 | | | | | |
| | | | Gross Amount for Job SAC-201 / This Week | | | | | | | \$99.55 | \$724.00 | | \$40.90 | \$83.70 | \$7.71 | \$7.24 | \$148.63 | \$288.18 | \$435.82 | | | | | |
| Totals For Job SAC-201 - Sacramento-201,RTC, CP | | | Sun | Mon | Tue | Wed | Thu | Fri | Sat | TOTAL HOURS | GROSS THIS JOB | | | | | | | | | | | | | |
| | | | 7/11 | 7/5 | 7/6 | 7/7 | 7/8 | 7/9 | 7/10 | | \$1,195.74 | | | | | | | | | | | | | |
| | | | 0.00 | 0.00 | 8.00 | 16.00 | 4.25 | 5.50 | 7.25 | 41.00 | | | | | | | | | | | | | | |

Date _____

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

do hereby state:

(1) That I pay or supervise the payment of the persons employed by _____ (Contractor or Subcontractor) on the _____ (Building or Work) that during the payroll period commencing on the _____ 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 |
|------------------|-------------|
| | |
| | |
| | |
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| | |

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 | | | | |
| | | | | | 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 | 42.30 | | | | | | | | | | | | | | | | |

Employee Benefits & Deductions Detail

NAME, ADDRESS AND
SOCIAL SECURITY NUMBER
OF EMPLOYEE

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

Check Number

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-SubscrpLAmnt 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 |
|------------------|-------------|
| | |
| | |
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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

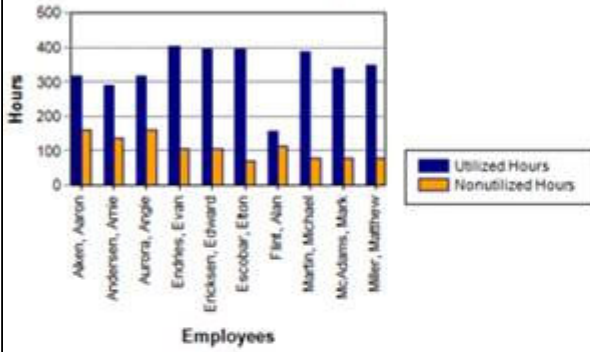
| Technician | Hours JC Utilized | Hours JC Non-utilized | Hours SMS Utilized | Hours SMS Non-utilized | Hours Internal Non-utilized | Total Utilized Hours | Total Non-utilized Hours | Total Hours | % Utilized | Total Amount Billed |
|---------------------|-------------------|--|--------------------|------------------------------|--|---------------------------|--------------------------|-----------------------------------|------------|---------------------|
| 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

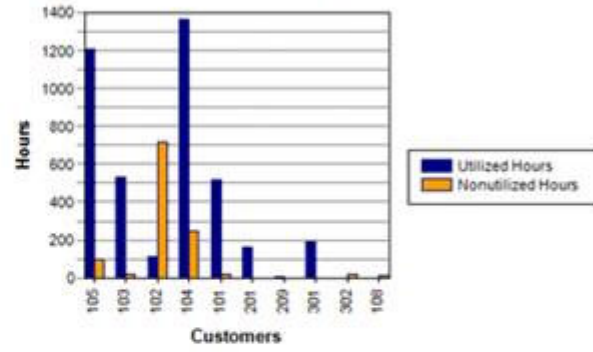
Employee Utilization
Fabrikam, Inc.

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

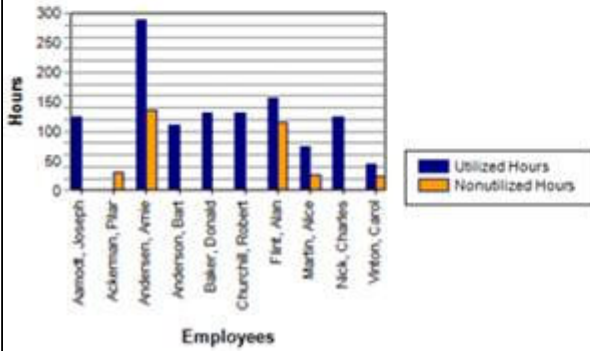
Top 10 Employees by Utilized Hours



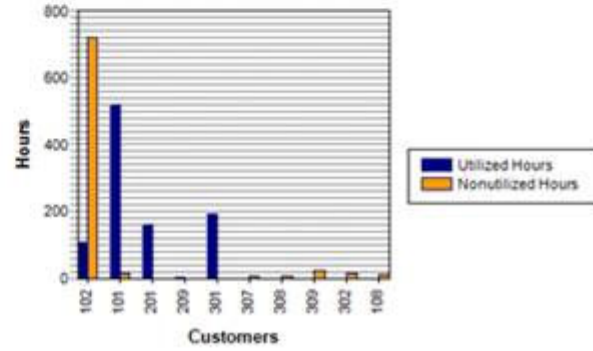
Summary Utilized Hours for Top 10 Customers



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

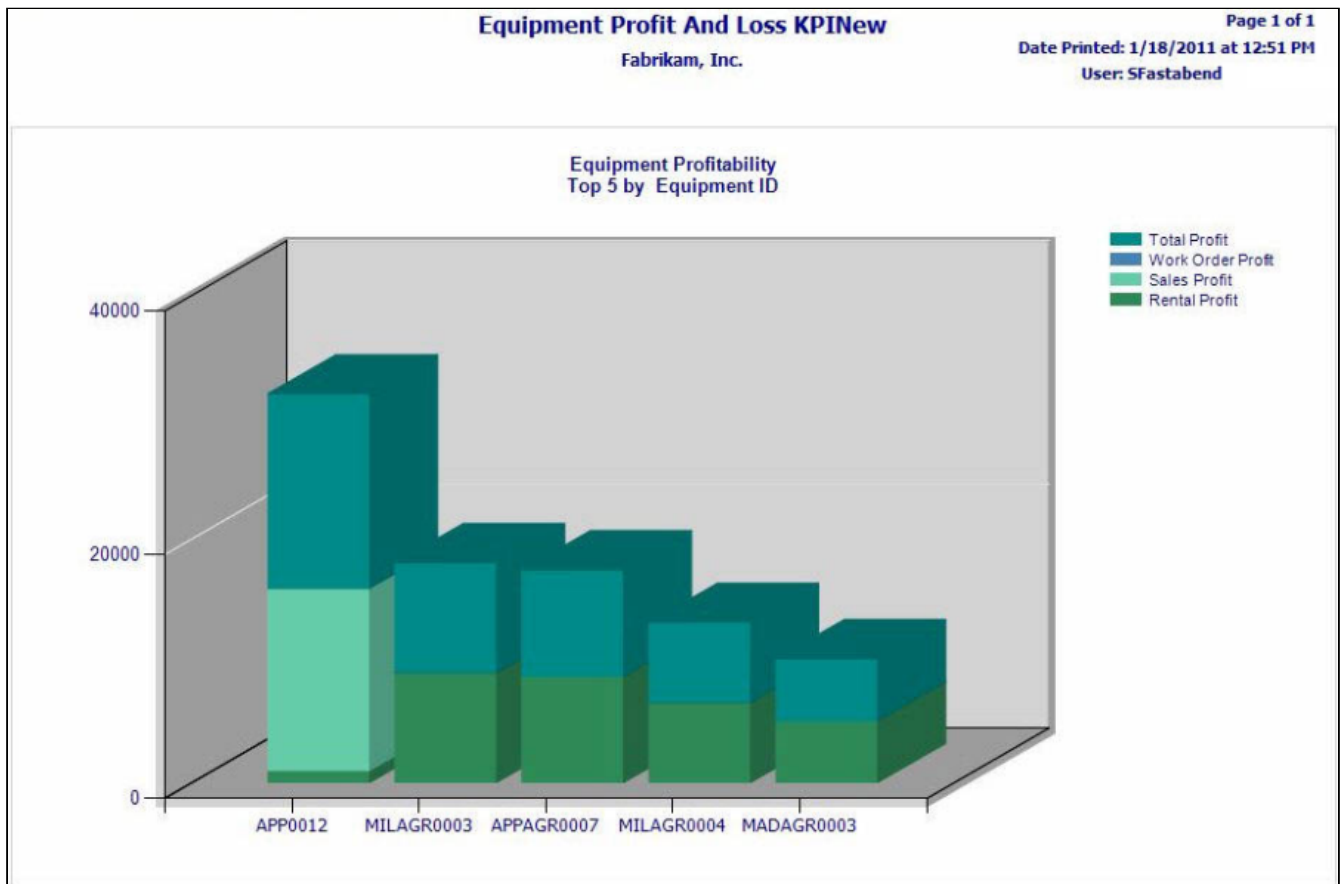
This Key Performance Indicator (KPI) report allows you to visually depict profit amounts for Equipment Management cost groups:

- 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 the paper.

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--------|-------------------------|----------------|---|--|------------------------------------|-----------------------------|-----------------------|------------------|-------------------------|---|--------|-----|------|---------------|------|-------|-----|------|--------|-------|--|--|--|--------|--|--|--|--|
| MLA # 123456 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Leasing Schedule # APPAGR0007-1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RA # | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| This Rental Agreement ("RA") hereby incorporates Fabrikam, Inc.'s Standard Terms and Conditions ("T/C's") viewable at www.XXXXX.com. This RA will be made a part of any master lease agreement ("MLA") and leasing schedule ("Leasing Schedule"). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lessee: ELLIOT'S GUN SALES & SUPPLY | | | | | Customer #: 306 | | Cust PO#: 234322324 | | | | | | | | | | | | | | | | | | | | | | |
| Address: 4301 West Wisconsin Avenue | | | | | Authorized By: | | | Phone: | | | | | | | | | | | | | | | | | | | | | |
| Address 2: | | | | | City, State, Zip: Appleton, WI 54913 | | | | | | | | | | | | | | | | | | | | | | | | |
| Trailer #: APP0006 | | Model: 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 | | | | | | | | |
| LF: | GOODY | O | 12 | | RFI: | | | | | LR: 0 | LF: | 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. | | | | | | | | | | | 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 \(page 158\)](#)
 - [Rental Agreement Standdown Lines \(Subreport\) \(page 162\)](#)
- [Rental Line Agreement \(page 162\)](#)
- [Rental Booking \(page 162\)](#)
- [Rental Invoice \(page 163\)](#)
 - [Rental Invoice Misc Lines \(Subreport\) \(page 165\)](#)
 - [Rental Invoice Standdown Lines \(Subreport\) \(page 165\)](#)
- [Rental Line Invoice \(page 165\)](#)

Rental Agreement

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

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

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

Does not include billed information:

Rental Agreement

Please Remit To

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

Agreement Number APPAGR0010

Agreement Date 7/30/2009

PO Number

Bill To

JONAHAN SWIFT
3855 East Armour Avenue
Cudahy, WI 53110

Rental Location

JONAHAN SWIFT
3855 East Armour Avenue
Cudahy, WI 53110

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

Rental Lines

| | | | | | |
|-------------------------|----------------------|--------------------------|--|------------------------|-----------|
| Type | Equipment | | | | |
| Equipment / Item | APPATTAC0001 | Description | Ingersoll Rand Backhoe Attachment for Skid Steer | Model | BACKHOE |
| Serial Number | IRBH230824 | Rental Start Date | 8/1/2009 | Rental End Date | 8/31/2009 |
| Overage U of M | HOURS | Overage Rate | 10.00 | Quantity | 1.00 |
| | <u>Rental U of M</u> | <u>Rental Rate</u> | <u>Rolldown Qty</u> | <u>Overage Qty</u> | |
| | 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

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

Includes billed information

Rental Agreement

Please Remit To

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

Agreement Number APPAGR0010

Agreement Date 7/30/2009

PO Number

Bill To

JONAHAN SWIFT
3855 East Armour Avenue
Cudahy, WI 53110

Rental Location

JONAHAN SWIFT
3855 East Armour Avenue
Cudahy, WI 53110

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

Rental Lines

| Type | | Equipment | |
|-------------------------|----------------------|--------------------------|--|
| Equipment / Item | APPATTAC0001 | Description | Ingersoll Rand Backhoe Attachment for Skid Steer |
| Model | BACKHOE | Rental Start Date | 8/1/2009 |
| Serial Number | IRBH230824 | Rental End Date | 8/31/2009 |
| Overage U of M | HOURS | Overage Rate | 10.00 |
| | Rental U of M | Rental Rate | Quantity |
| | DAY | 25.00 | 3.00 |
| | WEEK | 100.00 | 3.00 |
| | MONTH | 375.00 | 1.00 |
| | Standdown ID | QTY | Credit Amount |
| | STDN0002 | 2.00000 | 50.00000 |
| Subtotal | 375.00 | Standowns | (50.00) |
| | Insurance | 18.75 | Overage |
| | Transport | 0.00 | 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!
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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.

| Rental Line Agreement | | | | | | | 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 Cost Codes | 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!
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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 |
| | Subtotal | Insurance | Overage | Transport | Markdown | Tax | | | MAIN OFFICE |
| | \$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 \(page 167\)](#)
- [Detail \(page 168\)](#)

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 \(page 169\)](#)
- [Summary - grouped by job/master ID \(page 169\)](#)
- [Detail - grouped by customer \(page 170\)](#)
- [Detail - grouped by job/master ID \(page 171\)](#)

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 | Current | 31 - 60 Days | 61 - 90 Days | 91 - 120 Days | Retention | Balance |
| Grand Totals: | | | | 1 | \$111,577.09 | \$0.00 | \$0.00 | \$0.00 | \$10,980.00 | \$111,577.09 |
| | | | | | | | Page: | 1 of 1 | | |

Summary - grouped by job/master ID

| | | | | | | | | | |
|--|---|--|--|--------------|--------|--------|--------|-------------|--------------|
| Job/Master ID: | MILAGR0003 - | | | | | | | | |
| Customer 101 - ACCURATE PRINTING Totals | | | | | | | | | |
| Customer 101 - ACCURATE PRINTING Totals | | | | \$4,831.06 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$4,831.06 |
| Job/Master ID: | Project #1 - Project #1 Buildings | | | | | | | | |
| Customer 104 - LANGE HARDWARE Totals | | | | | | | | | |
| Customer 104 - LANGE HARDWARE Totals | | | | \$290,826.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$290,826.00 |
| Job/Master ID: | Project #2 AIA - Project #2 AIA Billing | | | | | | | | |
| Customer 101 - ACCURATE PRINTING Totals | | | | | | | | | |
| Customer 101 - ACCURATE PRINTING Totals | | | | \$101,520.00 | \$0.00 | \$0.00 | \$0.00 | \$10,980.00 | \$101,520.00 |

Detail - grouped by customer


| Aged Trial Balance - Detail | | | | | | | | | | | | | |
|--|-------------------------|------------------|--|---------------|------------------------|--------------------|---|---------------------|---------------|---------------|--------------------|---------------------|---------------------|
| Fabrikam, Inc. | | | | | | | | | | | | | |
| Receivables Management | | | | | | | | | | | | | |
| Ranges: | Customer Range: | 101 to 101 | Customer Class Range: | FIRST to LAST | Salesperson Range: | FIRST to LAST | | | | | | | |
| | Customer Name Range: | FIRST to LAST | User Def 1 Range: | FIRST to LAST | Sales Territory Range: | FIRST to LAST | | | | | | | |
| | Project Manager Range: | FIRST to LAST | Master ID Range: | FIRST to LAST | | | | | | | | | |
| Sort By: | Customer ID | Group By: | Customer | | | | | | | | | | |
| Detail: | Yes | Include: | Service Management Data Job Cost Data | | | | | | | | | | |
| Customer: | 101 - ACCURATE PRINTING | | Account Type: | Open Item | | Aged As of: | | | | | | | |
| User Defined 1: | | | Default Sales Person: | | | Credit: | \$20000.00 - Or if the Sum of Period 0 and Beyond Exceeds 0.00000 | | | | | | |
| Contact: | | | Territory: | | | | | | | | | | |
| Phone: | (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 | |
| Customer | | | | | | | 1 | \$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: MILA/GR0003 - | | | | | | | | | | | | |
|--|------|-----------|----------|-------------|----------|----------|---------------------|---------------|---------------|---------------|--------------------|---------------------|
| 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 \(page 173\)](#)
- [Detail \(page 174\)](#)

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 \(page 175\)](#)

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 [System Requirements](#)⁵.

- [Configuring a Report \(page 175\)](#)
- [Signature Report Templates \(page 178\)](#)
 - [Signature Template Chart 1 \(page 178\)](#)
 - [Signature Template Chart 2 \(page 179\)](#)
 - [Signature Template Chart 5 \(page 180\)](#)
 - [Signature Template Group \(page 180\)](#)
 - [Signature Template Group Filter \(page 181\)](#)
 - [Signature Template Group Filter Date \(page 182\)](#)
 - [Signature Template Pivot \(page 183\)](#)

Configuring a Report


Before you begin customizing a report template, refer to [Signature Report Templates \(page 178\)](#) for descriptions that will help you select the template that is best suited for your needs. Consider the information that you want to get out of the report and the way that you want that information to display.

The following steps are required to customize a report template:

- [Step 1: Open the report template in Report Builder \(page 175\)](#)
- [Step 2: Specify the product name \(page 177\)](#)
- [Step 3: Set the parameter values \(page 177\)](#)
- [Step 4: Specify the data source \(page 177\)](#)
- [Step 5: Set default parameter values \(optional\) \(page 177\)](#)
- [Step 6: Customize the report columns \(optional\) \(page 178\)](#)
- [Step 7: Save the report \(page 178\)](#)

Step 1: Open the report template in Report Builder

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

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

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

⁵ <https://wennsoft.atlassian.net/wiki/spaces/1803b05/pages/7700556/System+Requirements>

Step 2: Specify the product name

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

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

Step 3: Set the parameter values

Report parameters define the information that appears on the report. Parameter values are pulled from the table or view that you specify.

1. From the *Parameters* folder on the Report Data sidebar, right-click *Main Table*, and select *Parameter Properties*.
2. On the Report Parameter Properties window, select Default Values.
3. For the **Value**, enter the view or table on which the report is based.
4. Select *OK*.

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


Step 4: Specify the data source

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

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

Step 5: Set default parameter values (optional)

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

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

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

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

Step 6: Customize the report columns (optional)

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

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

Step 7: Save the report

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

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

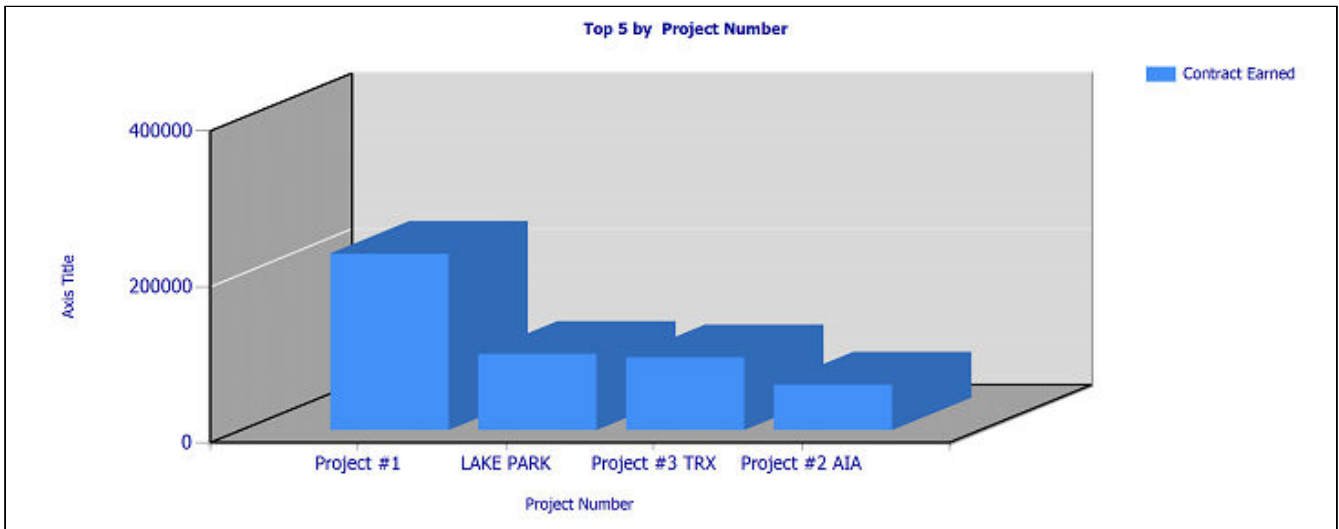
Signature Report Templates

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

- [Signature Template Chart 1 \(page 178\)](#)
- [Signature Template Chart 2 \(page 179\)](#)
- [Signature Template Chart 5 \(page 180\)](#)
- [Signature Template Group \(page 180\)](#)
- [Signature Template Group Filter \(page 181\)](#)
- [Signature Template Group Filter Date \(page 182\)](#)
- [Signature Template Pivot \(page 183\)](#)

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.



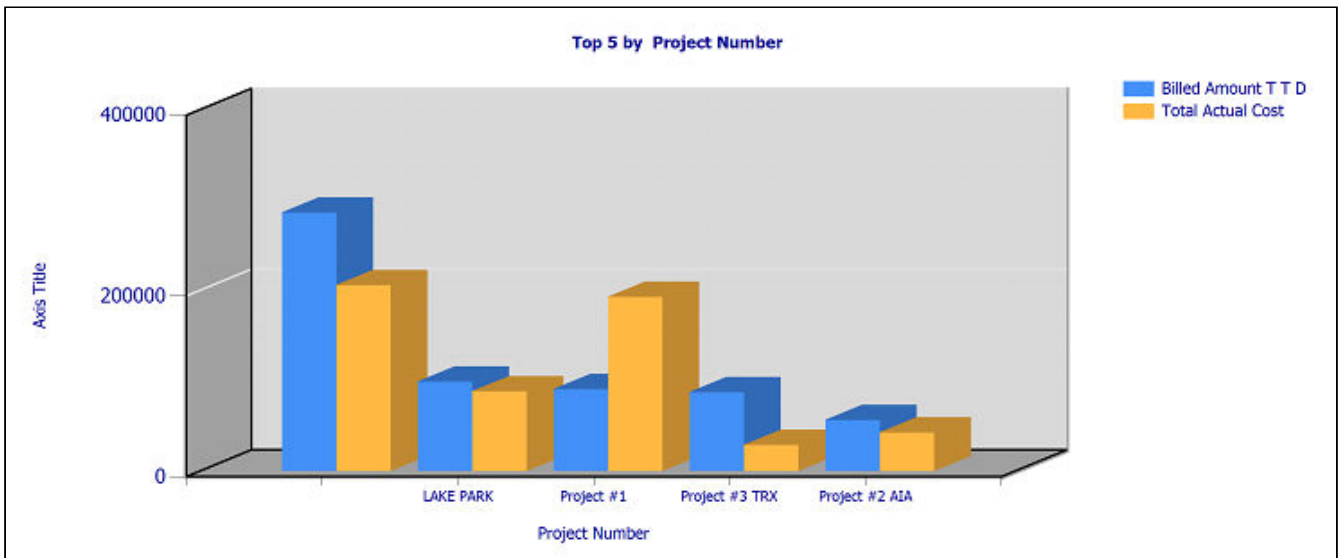
When you create a report based on this template, you can edit the following parameters in Report Manager:

- 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:

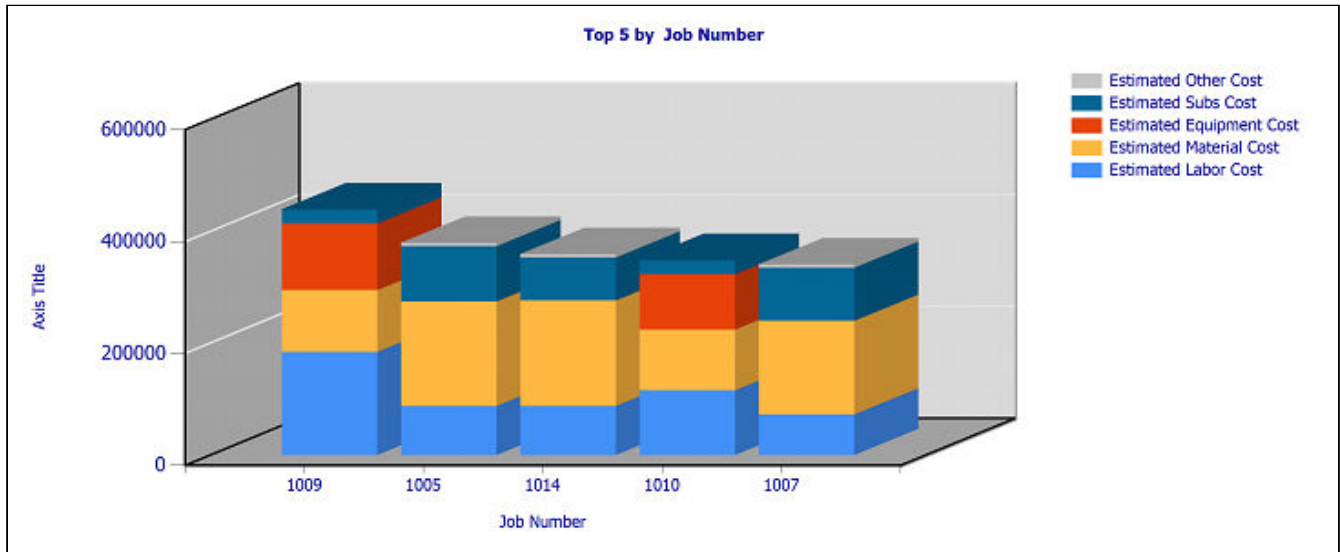
- You can define the number of values (**Top X**) to display.
- You can use any text type field from your data source to group the values on the report (**Group By**).

- 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.

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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.

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 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.

| 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.

To update a graphic report's parameters:

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

8. Select *Apply*.

Adding graphical reports on your home page

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

Viewing graphical reports on your home page

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

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

Service Management

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

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

Job Cost

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

Equipment Management


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

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

Dexterity Reports

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

Configuring System Reports

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

A common printing DLL - **Signature.ReportControl.dll** - has been provided to simplify the viewing of any type of report within Signature products. A table and two SQL procedures have been created for you to use to specify which type of report you want your users to run, Dexterity or SSRS.

WSRepts Table

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

The *ReportLocation* column stores the full path and filename of the report being referenced. This could be a local SSRS report or the URL of a remote SSRS report. A blank column assumes the system is running the Dexterity version of the report.

Below is an example of updating the WSRepts table with a replacement report than what is currently specified. You can determine the name of the Dexterity report by printing that report from within the system. Our examples will use the *SV_Service_Audit_Cost_Report*. For SSRS reports, you also need to know the machine name on which your report server resides.

```
UPDATE WSRepts Set ReportLocation = 'http://localhost/ReportServerNew/TWO/
Signature Service/Service Cost Audit'where ReportReference
='SV_Service_Cost_Audit_Report'
```

SQL Procedures

Two SQL procedures allow you to globally replace Dexterity reports with the SSRS equivalent. The procedure for SSRS reports is **WS_SetReplacementForSQL**.

⚠ Running either of these procedures DOES NOT update a ReportLocation that already contains a value; it only applies to blank ReportLocation columns, which assumes that the Dexterity report is being used.

You run these procedures against the *company* database, as in the example below:

```
exec WS_SetReplacementForSQL
```

Signature.ReportControl.dll Programmers Reference

Features

- Previews / Prints a SQL Server Reporting Services (SSRS) Report.
- Any report parameter that is not supplied by the calling procedure will prompt for user input.
- Only uses parameters that are associated with the specific report, reducing the possibility of an error when too many parameters have been supplied.
- Each Preview method has a Print method that mirrors the parameters but prompts the user with a Print Dialog window instead of previewing the report.
- Replacement report information is stored in a database table for easy access.
- Local SSRS Reports evaluate the Query section to fill the report.

Requirements

- Net Framework 2.0
- An ODBC System DSN pointing to the database server.
- To use the replacement report database table, local SSRS Reports, one of two things must be setup on the database server: Existence of the WSMiscUser and/or WSEMSUser account with corresponding password. - OR - Windows Authentication setup for each user of the database server.
- To use Remote SSRS Reports: Windows Authentication must be used for each user on the database server.
- To use with Local SSRS Sub-reports: The extension of the Local SSRS Subreport filename must be ".rdlc."
- To use with a Dexterity product, the DLL must be registered as a COM object. Use RegAsm.exe, which is included with the .Net Framework. RegAsm.exe can be found in the C:\Windows\Microsoft.NET\Framework\v2.0.50727 folder. Syntax: RegAsm.exe Signature.ReportControl.dll /tlb:Signature.ReportControl.tlb

Constructor

Reporting

Default constructor.
public Reporting();

Methods

- [ClearParameters \(page 188\)](#)
- [AddParameter \(page 188\)](#)
- [ParseToAddRestriction \(page 188\)](#)
- [HasReplacement \(page 188\)](#)

- [SetPreviewOptions \(page 189\)](#)
- [PreviewReplacementUsingLocationAndConnection \(page 189\)](#)
- [PreviewReplacementUsingLocation \(page 189\)](#)
- [PreviewReplacementUsingConnection \(page 190\)](#)
- [PreviewReplacement \(page 190\)](#)
- [PreviewUsingDsn \(page 191\)](#)
- [PreviewUsingConnection \(page 191\)](#)
- [PreviewRemote \(page 191\)](#)
- [Preview \(page 191\)](#)

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 \(page 192\)](#) 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 |

| Column Name | Data Type | Length | Allow Null? | Indexes |
|----------------|-----------|--------|-------------|---------|
| ReportLocation | Varchar | 4096 | No | |

The WSRepts table is created in the company database during the Signature installation process. This table should reside in each company database since there is a possibility to have different replacement reports for each company.

The *ReportReference* column refers to the name of the report that is being replaced, most likely a Dexterity report name.

The *ReportLocation* column contains the full path and filename of the Local SRS Report or the URL of the Remote SSRS Report that is replacing the report being referenced.

Job Cost Dexterity Reports

Job Cost Dexterity reports provide complete analysis of your business' job-related costs, billings, and profits. This enables you to make better decisions. The reports are always up-to-date and available for printing at any time in the job cycle.

Job Cost provides a complete audit trail that includes transaction numbers, source documents, and posting journals, allowing you to track any transaction back to its point of entry in the accounting system. You can also print a wide variety of reports that help you analyze your company's position on jobs. In addition, many reports provide you with general job, transaction, and feature setup information. You can modify reports using Report Writer, which is included with the Microsoft Dynamics GP System Manager module.

Printing reports in Job Cost is similar to printing reports in Microsoft Dynamics GP. Once you select a report to print and select *Print*, the Report Destination window appears with the print destination marked per Microsoft Dynamics GP setup (*Microsoft Dynamics GP > Tools > Setup > User Preferences*).

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

Estimate Worksheet

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


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

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

Printable Notes

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

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

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

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

| | | | |
|---------------------------------|-------------|--------------------------|----------------------|
| System Date: 12/15/00 | 2:57:30 PM | The World Online, Inc. | Page: 1 |
| User Date: 12/15/00 | | JOB COST PRINTABLE NOTES | User ID: LESSONUSER1 |
| Ranges: | | | |
| Job Number: | 2759-2759 | | |
| Author: | All | | |
| Reminder Date: | All | | |
| Job Number: 2759 | | Status: | Active |
| Name: Brennan's | | Manager: | Alicia Alvarza |
| Note Index: | Setup Notes | Note Type: | Job Maintenance |
| Author: | LESSONUSER2 | Note Transaction #: | Cost Code: |
| Reminder Date: 12/6/00 | | | |
| Good place for job setup notes! | | | |

Job Reports

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

- [Audit Billing \(page 195\)](#)
- [Audit Cash Receipts \(page 196\)](#)
- [Audit Cost Variance \(page 197\)](#)
- [Audit Costs \(page 197\)](#)
- [Backlog \(page 198\)](#)
- [Backlog by Period \(page 199\)](#)
- [Change Order Summary \(page 199\)](#)
- [Committed Costs \(page 200\)](#)
- [Costs by Period \(page 200\)](#)
- [Current Contract \(page 201\)](#)
- [Current Year - Contracts Closed \(page 202\)](#)
- [Current Year - Contracts in Progress \(page 203\)](#)
- [Detail Codes List \(page 203\)](#)
- [Estimate Analysis \(page 204\)](#)
- [Estimate Cost Variance \(page 204\)](#)
- [Job Analysis Report \(page 205\)](#)
- [Job Posted Cost \(page 205\)](#)
- [Job Reference \(page 206\)](#)
- [Job Schedule \(page 207\)](#)
- [Job Status Report \(page 207\)](#)
- [Job Summary \(page 208\)](#)
- [Payables Aged Trial Balance \(JC\) \(page 209\)](#)
- [Profit and Loss \(page 210\)](#)
- [Profit and Loss by Period \(page 211\)](#)
- [Projected Variance \(page 211\)](#)
- [Quantity Variance \(page 212\)](#)
- [WIP \(page 212\)](#)

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 |
| Contact | New Berlin | Last Billing Date | 10/24/00 | Manager | ALVA0001 |
| Phone | Bob Thomas | | | Estimator | ADUH0001 |
| | (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 |
| Contact | New Berlin | Last Billing Date | 10/24/00 | 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*.

| | | | | | |
|-----------------------------|-----------------------------|---------------------------------|----------------------|-------------------------|-----------|
| System: 12/13/00 1:51:13 PM | | The World Online, Inc. | | Page: 1 | |
| User ID: LESSONUSER1 | | Audit Costs by Cost Code Number | | | |
| Transaction Number | Document Type | Vendor Name | Employee | Distribution Amount | |
| Description | Posting Date | Document Number | Transaction Quantity | | |
| Job Number 2760 | Kopp's | | | Job Status: | Active |
| Cost Code Number: 2-10-2 | Piping Material - 2nd Floor | | | Cost Element Type: | Materials |
| 00000000000000384 | PM | Capital Printed Circuits | | | 140.00 |
| | 4/10/00 | 2211 | 2.00 | | |
| 00000000000000384 | PM | Capital Printed Circuits | | | (140.00) |
| | 12/13/00 | 2211 | 2.00 | | |
| | | | | Cost Code Number Total: | \$0.00 |
| | | | | Cost Element Total: | \$0.00 |
| | | | | Job Total: | \$0.00 |

Audit Cost Variance

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

1. Select *Reports > Job Cost > Job Reports > Audit Reports > Audit Cost Variance*.

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

```

System: 12/12/98 11:01:07 AM      The World Online, Inc.
User ID: LESSONUSER1             Audit Cost Variance

*NP = No posted transactions

```

| Job Number | Name | Customer | Start Date | End Date | Project |
|------------|-----------|-----------------------|------------|----------|---------|
| 2759 | Brennan's | Aaron Fitz Electrical | 1/1/98 | 9/10/98 | BANK00C |

| Job Summary | Units | Actual To Date | Units | Expected | Units |
|----------------|-------|-----------------|--------|------------------|--------|
| Billing | | 7,980.53 | | 17,250.00 | |
| Labor | 51.00 | 1,007.68 | 220.00 | 6,375.00 | 169.00 |
| Materials | | 6,289.85 | | 6,720.00 | |
| Equipment | | 0.00 | | 3,300.00 | |
| Subcontractors | | 650.00 | | 175.00 | |
| Other | | 233.00 | | 250.00 | |
| User Defined 1 | | 0.00 | | 0.00 | |
| User Defined 2 | | 0.00 | | 0.00 | |
| User Defined 3 | | 0.00 | | 0.00 | |
| User Defined 4 | | 0.00 | | 0.00 | |
| Total | | 8,180.53 | | 16,820.00 | |

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

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

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 | Requested Date | Vendor Name | Quantity Ordered | Expected Unit Cost | Committed Cost |
| Item Number | | Description | | | |
| ----- | ----- | ----- | ----- | ----- | ----- |
| Cost Code Number 1-00-5 | | | | Cost Code Element Type: Other | |
| P01013 | 4/9/00 | Beaumont Construction | 10.00 | \$3.29 | 16.45 |
| ACCS-CRD-12WH | | Phone Cord - 12' White | | | |
| | | | | Cost Element Total: | \$16.45 |
| | | | | Cost Code Number Total: | \$16.45 |
| Cost Code Number 1-20-2 | | | | Cost Code Element Type: Materials | |
| P01013 | 4/9/00 | Beaumont Construction | 5.00 | \$41.98 | 209.90 |
| ACCS-HDS-2EAR | | Headset - Dual Ear | | | |
| | | | | Cost Element Total: | \$209.90 |
| | | | | Cost Code Number Total: | \$209.90 |
| | | | | Job Total: | \$226.35 |

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*.

| 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 Installation - 1st Floor | 150.00 | 3,750.00 |
| 2-10-3 Installation - 2nd Floor | 35.00 | 875.00 |
| 9-99-3 Project Management | 25.00 | 1,250.00 |
| 1-10-2 Piping Material - 1st Floor | 10.00 | 600.00 |
| 1-20-2 Phones, Supplies - 1st Floor | 10.00 | 5,000.00 |
| 2-00-4 Subcontractors - 2nd Floor | 1.00 | 2,000.00 |
| 1-00-5 Other Costs - 1st Floor | 10.00 | 250.00 |
| | | ===== |
| | 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 | 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. | | | Page: 1 | | | |
|-----------------------------|----------------|--------------------------------------|-------------|-------------|----------------------|-------------|-------------|------------|
| User Date: 12/15/00 | | Current Year - Contracts In Progress | | | User ID: LESSONUSER1 | | | |
| | | Aged as of Period 4 | | | | | | |
| Division | | | | | | | | |
| ----- | | | | | | | | |
| Job | Name | Total Contract | Revenues | Costs | Profit | Revenues | Costs | Profit |
| ----- | | | | | | | | |
| ALL | | | | | | | | |
| 2759 | Brennan's | 17,250.00 | 8,481.14 | 7,077.46 | \$1,403.68 | \$8,481.14 | \$7,077.46 | \$1,403.68 |
| 2760 | Kopp's | 15,500.00 | 183.21 | 140.00 | \$43.21 | \$183.21 | \$140.00 | \$43.21 |
| 3000 | Micro Inc. | 14,750.00 | 0.00 | 0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 3001 | 3001 | 2,800.00 | 2,800.00 | 1,700.00 | \$1,100.00 | \$2,800.00 | \$1,700.00 | \$1,100.00 |
| 3002 | Trx. Level Job | 2,478.12 | 2,478.12 | 1,461.41 | \$1,016.71 | \$2,478.12 | \$1,461.41 | \$1,016.71 |
| IMP001A | Imported Job | 0.00 | 0.00 | 0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| TEMPLATE | Prototype Job | 0.00 | 0.00 | 0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| ALL Totals: | | \$52,778.12 | \$13,942.47 | \$10,378.87 | \$3,563.60 | \$13,942.47 | \$10,378.87 | \$3,563.60 |
| ----- | | | | | | | | |

Detail Codes List

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

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

| | | | | | |
|------------------------------|-------|------------------------|-------------|----------------------|-------|
| System: 12/14/00 11:00:32 AM | | The World Online, Inc. | | Page: 1 | |
| User ID: LESSONUSER1 | | Detail Code List | | Job Cost | |
| Job Number: 2759 | | Brennan's | | | |
| Detail Code | ----- | Profit | ----- | Debit Account Number | |
| Description | Type | Amount | Unit | Cost/Unit | |
| ----- | | | | | |
| Labor | | | | | |
| ***** | | | | | |
| 1-10-3 | None | 0.00 | 000-1411-00 | | |
| Installation - 1st Floor | | | | | 25.00 |
| 2-10-3 | None | 0.00 | 000-1411-00 | | |
| Installation - 2nd Floor | | | | | 25.00 |
| 7-70-3 | None | 0.00 | 000-1411-00 | | |
| Labor - Utility Room | | | | | 50.00 |
| 9-99-3 | None | 0.00 | 000-1411-00 | | |
| Project Management | | | | | 50.00 |
| Materials | | | | | |
| ***** | | | | | |

Estimate Analysis

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

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

| | | | | | |
|---------------------------------------|-----------------------|----------------------------|-------------|---------------|-----------------|
| System: 12/15/00 9:42:05 AM | | The World Online, Inc. | | Page: 1 | |
| User ID: nkarr | | JC Estimate Analysis | | | |
| Range: Period 1 2000 | | | | | |
| Job Range: test job for documentation | | | | | |
| Job: NANCY'S JOB | | test job for documentation | | | |
| Cost Code Number | Cost Code Description | Cost Element | Actual Cost | Estimate Cost | Variance Amount |
| ----- | | | | | |
| 01-001-00 | Labor Costs | Labor | 225.00 | 500.00 | 275.00 |
| 02-001-00 | Material costs | Materials | 300.00 | 250.00 | (50.00) |

Estimate Cost Variance

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

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

| System: 12/14/00 11:11:10 AM | | The World Online, Inc. | | Page: 1 |
|------------------------------|-----------|---------------------------|----------|------------|
| User ID: LESSONUSER1 | | JC Estimate Cost Variance | | |
| Job 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 committed, posted, estimated, and forecasted costs for each cost element. In addition, you can view estimated gross profit, change order, and other job information.

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

Range: 2759-2759

The World Online, Inc.
Job Cost
Job Status

As Of: 12/14/00

Project/Job #:2759

Job Name: Brennan's

Job Location:

Division: ALL

Primary Customer:Accurate Printing

Contract Type:Fixed Amount
Status: Active

| | COMMITTED COSTS | POSTED COSTS | ESTIMATED COSTS | FORECASTED COSTS |
|----------------|-----------------|--------------|-----------------|------------------|
| Labor | 0.00 | 897.53 | 6,375.00 | 6,875.00 |
| Materials | 209.90 | 6,327.46 | 6,720.00 | 6,720.00 |
| Equipment | 0.00 | 0.00 | 0.00 | 0.00 |
| Subcontractors | 0.00 | 550.00 | 0.00 | 550.00 |
| Other | 16.45 | 249.45 | 250.00 | 250.00 |
| User Defined 1 | 0.00 | 0.00 | 0.00 | 0.00 |
| User Defined 2 | 0.00 | 0.00 | 0.00 | 0.00 |
| User Defined 3 | 0.00 | 0.00 | 0.00 | 0.00 |
| User Defined 4 | 0.00 | 0.00 | 0.00 | 0.00 |
| Totals | \$226.35 | \$8,024.44 | \$13,345.00 | \$14,395.00 |

Total Cash Received 0.00
Contract Earned to Date 9,616.01
Total Net Billed 7,515.00
Total Gross Billed 8,350.00

Original Contract Amt 14,750.00
User Defined CO's 0.00
Confirmed 2,500.00
Contract to Date \$17,250.00
In-Process 0.00
=====

Expected Contract \$17,250.00

Gross Billed 8,350.00
Net Billed 7,515.00
Cash Received 0.00

Gross Profit (1 Mo Prior)
Gross Profit (2 Mo Prior)
Curr Anticipated Gr Profit \$2,855.00
Curr Markup % on Cost 19.83%
Earned Gr Profit to Date \$1,591.57
Net Billed Less (\$509.44)
Costs to Date
Over / (Under) Billed (\$1,266.01)
Cash Overage / (Shortage) (\$8,024.44)

Job Summary

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

1. Select *Reports > Job Cost > Job Reports > Job Summary*.
2. In the **Period ID** field, use the lookup button to select a fiscal period ID.

3. Enter a **Job Number**. The date fields are disabled for this report.
4. Select *Print*.

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

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


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 | | New Berlin, WI 53151 | |
| Original Contract Amount | \$16,575.00 | Phone Number | (414) 821-1110 Ext. 0000 | |
| | | Contact Person | | |
| ----- | | | | |
| Dates: | | | | |
| Last Modified | 9/2/2004 | Last Billing Date | 0/0/0000 | |
| | Estimate | MTD | YTD | JTD |
| Labor Hours | 76.00 | 0.00 | 0.00 | 0.00 |
| Labor Cost/Hour | 55.06 | 0.00 | 0.00 | 0.00 |
| Labor Cost | 4,185.00 | 0.00 | 0.00 | 0.00 |
| Applied Overhead | 0.00 | 0.00 | 0.00 | 0.00 |
| Assessment | 0.00 | 0.00 | 0.00 | 0.00 |
| *Material | 4,625.00 | 0.00 | 0.00 | 0.00 |
| *Equipment | 1,150.00 | 0.00 | 0.00 | 0.00 |
| *Subcontractors | 1,800.00 | 0.00 | 0.00 | 0.00 |
| *Bonding/Ins | 120.00 | 0.00 | 0.00 | 0.00 |
| *Other Costs | 0.00 | 0.00 | 0.00 | 0.00 |
| *Travel Costs | 0.00 | 0.00 | 0.00 | 0.00 |
| *Start-up | 0.00 | 0.00 | 0.00 | 0.00 |
| *Asset Applied | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Costs | \$11,880.00 | \$0.00 | \$0.00 | \$0.00 |
| Percentage Complete | | | 0.00% | 0.00% |
| Office Overhead | | \$0.00 | \$0.00 | \$0.00 |
| Grand Total | | \$0.00 | \$0.00 | \$0.00 |

Payables Aged Trial Balance (JC)

The Payables Aged Trial Balance report contains payables transactions — including payables from Purchase Order Processing (POP) — for the selected jobs and vendors. The transactions are aged per the age ranges set up in Microsoft Dynamics GP. You can sort this report by job number or vendor ID.

 This report includes only functional currency amounts, not multicurrency amounts. This report will not include closed jobs.

1. Select *Reports > Job Cost > Job Reports > PM Aged Trial Balance*.
2. Use the **Sort** drop-down to select the sorting method. You can sort by job number or vendor ID.
3. In the **Age As Of** field, enter a cutoff date for the aging. Vouchers entered after this date will not appear on the report.
4. Mark the appropriate **Exclude** checkboxes. You can exclude fully paid documents and zero balance vouchers.
5. Select a range from the **Ranges** drop-down list. You can select a range by job number, vendor ID, or document number. Define the range by completing the **From** and **To** fields.
6. Select *Insert >>*. You can create one range for each type of range.
7. Select *Print*.

| System: 10/19/01 1:39:57 PM | | The World Online, Inc. | | Page: 1 | |
|---|--------------------------------|------------------------|----------|-----------------------------|-------------------------------|
| User ID: LESSONUSER1 | | JC Aged Trial Balance | | Payables Management | |
| Ranges: | | Document Number: All | | Aged By: Document Date | |
| Job Number: 3001-3001 | | | | Aging Date: 10/19/2001 | |
| Vendor ID: All | | | | | |
| 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 |
| Document Number | Cost Code Number | Cost Element | | Current Period | 31 - 60 Days |
| 3001 | 3001 | | | | |
| ALLENSON0001 | Allenson Properties | | | | |
| 00000000000000230 | IMV 10/4/01 | 11/3/01 | | 100.00 | |
| 2 | 1-10-2 | | 2 | | |
| 00000000000000232 | IMV 10/4/01 | 11/3/01 | | 250.00 | |
| 4 | 2-20-2 | | 2 | | |
| 2 Voucher(s) Due: | | | | \$350.00 | Vendor Totals: |
| | | | | | \$350.00 \$0.00 \$0.00 \$0.00 |
| AMERICAN002 | American Telephone & Telegraph | | | | |
| 00000000000000231 | IMV 10/4/01 | 11/3/01 | | 500.00 | |
| 2 | 2-00-1 | | 2 | | |
| 1 Voucher(s) Due: | | | | \$500.00 | Vendor Totals: |
| | | | | | \$500.00 \$0.00 \$0.00 \$0.00 |
| 2 Vendor(s) Due: | | | | \$850.00 | Job Totals: |
| | | | | | \$850.00 \$0.00 \$0.00 \$0.00 |
| Due: | | | | \$850.00 | Grand Totals: |
| | | | | | \$850.00 \$0.00 \$0.00 \$0.00 |

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*.

| Job Number Name | Status | Customer Number Name | Act % Complete | Contract Earned | Actual Cost to Date | Billed to Date | Received to Date | Profit Amount | Percent Profit |
|-----------------|--------|-----------------------|----------------|-----------------|---------------------|----------------|------------------|---------------|----------------|
| 2759 Brennan's | Active | 101 Accurate Printing | 56% | 9,616.01 | 8,024.44 | 8,350.00 | 0.00 | 1,591.57 | (177.26) |
| 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 Fitts Electrical | 0% | 0.00 | \$0.00 | 0.00 | 0.00 | 0.00 |
| 104 Woodland | Active | AARONFIT0001 Aaron Fitts Electrical | 0% | 0.00 | \$0.00 | 0.00 | 0.00 | 0.00 |
| 108 Odyssey Sales | Active | AARONFIT0001 Aaron Fitts Electrical | 0% | 0.00 | \$0.00 | 0.00 | 0.00 | 0.00 |
| 2759 Brennan's | Active | AARONFIT0001 Aaron Fitts Electrical | 0% | 9,216.89 | \$0.00 | 0.00 | 1,541.99 | 16.55 |
| 2760 Kopp's | Active | AARONFIT0001 Aaron Fitts Electrical | 0% | 294.50 | \$0.00 | 0.00 | 69.50 | 23.59 |
| 4005 Art's Camera | Active | AARONFIT0001 Aaron Fitts 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*.

| System: 12/14/00 11:08:30 AM | | User ID: LESSONUSER1 | | The World Online, Inc. JC Projected Cost Variance Job Cost | | | Page: 1 | |
|------------------------------|----------------------------|----------------------|------------------|--|------------------------------|---------------------|------------------|-------------------|
| Job Range: 2759-2759 | | | | | | | | |
| Job Number: 2759 Brennan's | | | | | | | | |
| 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) |

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

WIP

At month end, you may want to make sure that the WIP accounts updated in Job Cost balance with the WIP accounts updated in the general ledger (GL). You can run reports that show you which Job Cost transactions have and have not been posted through to the GL - and which transactions have been posted in the GL, but not to Job Cost.

 When transactions are posted that are applied to a job, the JC20001 table will be updated with the ORTRXSRC (originating transaction source) from the GL20000 table, and with the JRNENTRY (journal entry) number. In addition, transactions in the GL10001 (so all batches must be posted in GL) and GL30000 (for transactions in closed years) are checked.

- [Using WIP reports at month end \(page 213\)](#)

- [Sample report sequence \(page 213\)](#)
- [Posting setup \(page 213\)](#)
- [Running the JC WIP reports \(page 213\)](#)
 - [Summary \(page 213\)](#)
 - [Detail \(page 213\)](#)
 - [Exception Report - Job Cost costs not in GL \(page 215\)](#)
 - [Exception Report - GL costs not in Job Cost \(page 215\)](#)

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 \(page 143\)](#).

Summary

| Cost Element | Account Number | Account Description | Amount |
|----------------------|----------------|--|-------------|
| ----- | | | |
| Division: COMMERCIAL | | | |
| Labor | 000-1410-02 | WIP-Labor-Jobs-COMMERCIAL | \$32,948.00 |
| Materials/Equip | 000-1411-02 | WIP-Material/Equipment-Jobs-COMMERCIAL | \$13,763.44 |
| Subcontractors | 000-1412-02 | WIP-Subs & Other-Jobs-COMMERCIAL | \$32,664.05 |
| Startup | 000-1412-02 | WIP-Subs & Other-Jobs-COMMERCIAL | \$4,955.00 |
| Other | 000-1412-02 | WIP-Subs & Other-Jobs-COMMERCIAL | \$1,082.25 |
| | | | ===== |
| Division Total Cost | | | \$85,412.74 |
| | | | |
| Division: INDUSTRIAL | | | |
| Labor | 000-1410-03 | WIP-Labor-Jobs-INDUSTRIAL | \$3,636.00 |
| Materials/Equip | 000-1411-03 | WIP-Material/Equipment-Jobs-INDUSTRIAL | \$871.33 |
| | | | ===== |
| Division Total Cost | | | \$4,507.33 |

Detail

| System: 4/19/2007 12:28:55 PM | | WIP Report - Detail: 4/12/2007 thru 4/12/2007 | | | | Page: 1 | |
|-------------------------------|--------------|---|--------------------|----------------|--------------|-----------------|------------|
| User ID: sa | | | | | | | |
| Job Number | Cost Code | Cost Element | Transaction Number | Account Number | Posting Date | Document Source | Amount |
| Division: COMMERCIAL | | | | | | | |
| 1006 | 14-2400-000- | 1 | 760 | 000-1410-02 | 4/12/2007 | PR | 323.20 |
| 1006 | 14-2400-000- | 1 | 761 | 000-1410-02 | 4/12/2007 | PR | 323.20 |
| 1006 | 14-2400-000- | 1 | 762 | 000-1410-02 | 4/12/2007 | PR | 323.20 |
| 1006 | 14-2400-000- | 1 | 793 | 000-1410-02 | 4/12/2007 | PR | 969.60 |
| 1006 | 14-4200-000- | 1 | 758 | 000-1410-02 | 4/12/2007 | PR | 323.20 |
| 1006 | 14-4200-000- | 1 | 759 | 000-1410-02 | 4/12/2007 | PR | 323.20 |
| 1006 | 14-4200-000- | 1 | 794 | 000-1410-02 | 4/12/2007 | PR | 646.40 |
| | | | | | | | ----- |
| Labor : | | | | | | | \$3,232.00 |
| 1006 | 14-2400-000- | 2 | 00000000000000464 | 000-1411-02 | 4/12/2007 | PM | 218.55 |
| | | | | | | | ----- |
| Materials/Equip : | | | | | | | \$218.55 |
| | | | | | | | ===== |
| Division Total Cost: | | | | | | | \$3,450.55 |

Exception Report - Job Cost costs not in GL

| System: 4/19/2007 12:59:11 PM | | Exception Report - Job Costs Not in GL | | | | Page: 1 | |
|-------------------------------|-----------|--|--------------------|----------------|--------------|-----------------|----------|
| User ID: sa | | 4/12/2007 thru 4/12/2007 | | | | | |
| Job Number | Cost Code | Cost Element | Transaction Number | Account Number | Posting Date | Document Source | Amount |
| Division: COMMERCIAL | | | | | | | |
| 10794 | 4-4-4- | 4 | RCT1241 | 000-1412-02 | 4/12/2007 | POR | (3.29) |
| | | | | | | | ===== |
| Total Cost: | | | | | | | (\$3.29) |

Exception Report - GL costs not in Job Cost

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

| Journal Entry | TRX Source | TRX Date | Debit Amount | Credit Amount |
|-----------------------------|---------------|---------------------------|--------------|---------------|
| Account Number: 000-1410-02 | | WIP-Labor-Jobs-COMMERCIAL | | |
| 3,745 | | 4/12/2007 | \$1,000.00 | \$0.00 |
| 3,538 | GLTRX00000054 | 4/12/2007 | \$13,251.20 | \$0.00 |
| 3,539 | GLTRX00000055 | 4/12/2007 | \$5,600.69 | \$0.00 |
| 3,571 | GLTRX00000056 | 4/12/2007 | \$12,348.80 | \$0.00 |
| 3,842 | GLTRX00000051 | 4/12/2007 | \$1,616.00 | \$0.00 |
| 3,844 | GLTRX00000053 | 4/12/2007 | \$1,616.00 | \$0.00 |
| Total of 000-1410-02 | | | \$35,432.69 | \$0.00 |
| Account Number: 000-1410-03 | | WIP-Labor-Jobs-INDUSTRIAL | | |
| 3,538 | GLTRX00000054 | 4/12/2007 | \$1,373.60 | \$0.00 |
| 3,571 | GLTRX00000056 | 4/12/2007 | \$546.40 | \$0.00 |
| 3,843 | GLTRX00000052 | 4/12/2007 | \$1,616.00 | \$0.00 |
| Total of 000-1410-03 | | | \$3,536.00 | \$0.00 |

Job Cost Edit Lists

- [POC Edit List \(page 216\)](#)
- [Payables Edit List \(page 217\)](#)
- [Inventory Edit List \(page 217\)](#)

POC Edit List

You may want to print the POC Edit List prior to closing a period in Job Cost, as well as before building a POC entry. The report contains cost element totals, progress billings, contract earned, billings in excess of cost plus earnings, and unbilled receivable amounts for all open jobs. In addition, expected contract, revised forecast, and total cost amounts appear. If the information on the POC Edit List is inaccurate, you may select to run the Recreate Summary utility to help correct this information.

Totals for jobs that are excluded from POC do not appear on this report. Unless you are using a separate division with separate accounts for non-POC jobs, excluding jobs from POC may cause a discrepancy between the totals on the edit list and the balance in your accounts.

1. Select *Reports > Job Cost > Edit Lists > POC Edit List*.

2. Enter the **Year** and use the lookup button to select a **Period** in the year. The **Job** and date fields are disabled for this report.
3. Select *Print*.

Payables Edit List

The Payables Edit List contains job and cost code information for an accounts payable batch. Print this report before posting to verify the accuracy of your transactions. If an error appears, you can correct the entries, print another edit list to review your corrections, and post.

1. Select *Reports > Job Cost > Edit Lists > Payables Edit List*.
2. Enter a **Batch Number**.
3. Select *Print*.

| System Date: 012/15/00 11:00:28 AM | | The World Online, Inc. | | Page: 1 | |
|------------------------------------|----------------|---------------------------------------|---------------------------------|----------------------|---------------|
| User Date: 012/15/00 | | Payables Edit List | | User ID: LESSONUSER1 | |
| | | Job Cost | | | |
| Batch Number: DEMO | | | | | |
| Voucher Number: 0000000000000388 | | | 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 post.

1. Select *Reports > Job Cost > Edit Lists > Inventory Edit List*.
2. Enter a **Batch Number**.
3. Select *Print*.

| System Date: 12/15/00 | | The World Online, Inc. | | Page: 1 | |
|--|---|------------------------|-----------|----------------------|------------------|
| User Date: 12/15/00 | | INVENTORY EDIT LIST | | User ID: LESSONUSER1 | |
| | | Inventory Management | | | |
| Batch Number: DEMO1 | | | | | |
| Job Number: 2759 | | | | | |
| Document Number: 0000000000000033 | | | | | |
| Type: Adjustment | | | | | |
| Cost Code Description | Item Number Description | Quantity | Unit Cost | Cost | |
| 1-20-2 Phones, Supplies - 1st Floor | ACCS-HDS-1EAR Headset-Single Ear | 5.00 | \$38.59 | 192.95 | |
| 1-20-2 Phones, Supplies - 1st Floor | ACCS-CRD-12WH Phone Cord - 12' White | 5.00 | \$3.29 | 16.45 | |
| | | | | ===== | ===== |
| | | | | 10.00 | \$41.88 \$209.40 |

Billing Reports

- [Billing Report \(page 217\)](#)
- [Retention Report \(page 217\)](#)
- [Over \(Under\) Billing Report \(page 219\)](#)
- [Unbilled Costs Report \(page 219\)](#)
- [Transaction Detail Report \(page 219\)](#)
- [Transaction Summary Report \(page 220\)](#)
- [Aged Trial Balance Report \(page 220\)](#)

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 |
|---|--------|----------------|--------------|-----------|------------|---------------|-----------------|------------|--------------------|
| System Date: 12/14/00 2:53:44 PM The World Online, Inc. User ID: LESSONUSER1 Billing Report - By Job Job Range: 2759-2759 | | | | | | | | | |
| ----- | | | | | | | | | |
| 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 Alvarna | | | | | | | | | |
| ----- | | | | | | | | | |
| 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*.

| Job Number | Status | Total Contract | Retention Withheld | Retention Billed | Billable Retention |
|---|--------|----------------|--------------------|------------------|--------------------|
| System: 12/14/00 2:55:59 PM The World Online, Inc. Page: 1 User ID: LESSONUSER1 Retention Range: 2759-2759 Job Cost | | | | | |
| ----- | | | | | |
| 2759 | Active | 17,250.00 | 835.00 | 0.00 | 835.00 |
| Brennan's | | | | | |
| ----- | | | | | |
| Totals: | | \$17,250.00 | \$835.00 | \$0.00 | \$835.00 |

Over (Under) Billing Report

The Over (Under) Billing report lists over- or under-billed amounts for all open jobs. The report also includes posted costs, estimated gross profit, revenues earned, and amounts billed to date for each open job.

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

| System: 12/14/00 2:58:02 PM | | The World Online, Inc. | | Page: 1 | | |
|-----------------------------|--------|------------------------|------------------------|-----------------|----------------|--------------------|
| User ID: LESSONUSER1 | | Over(Under) Billings | | | | |
| Range: 2759-2759 | | Job Cost | | | | |
| Job Name | Status | Posted Cost | Estimated Gross Profit | Revenues Earned | Billed To Date | Over(Under) Billed |
| 2759 Brennan's | Active | 8,024.44 | 1,591.57 | 9,616.01 | 8,350.00 | (1,266.01) |
| | | ----- | ----- | ----- | ----- | ----- |
| | | \$8,024.44 | \$1,591.57 | \$9,616.01 | \$8,350.00 | (\$1,266.01) |
| Total Jobs: 1 | | | | | | |

Unbilled Costs Report

The Unbilled Costs report lists unbilled costs for a job or a range of jobs. This report can only be printed for jobs that have a contract type of Cost Plus and a billing type of Transaction Level or Project Trx Level.

1. Select *Reports > Job Cost > Billing Reports > Transaction Level Reports > Unbilled Costs*.
2. Use the **From** and **To** lookup buttons to select the print range. Select *Insert >>*.
3. Select *Print*.

| System: 12/15/00 3:02:57 PM | | The World Online, Inc. | | Page: 1 | | | | | |
|---|----------|----------------------------|--------------------------|----------------------|------|-----------|---------------|----------------|----------------|
| User ID: LESSONUSER1 | | Job Invoice Unbilled Costs | | | | | | | |
| Job Range: 3002-3002 | | | | | | | | | |
| Job Number: 3002 Trx. Level Job | | | | | | | | | |
| Customer: Accurate Printing 1146 Monroe Ave. | | | | | | | | | |
| Labor | | | | | | | | | |
| Cost Code: 1-10-3 Installation - 1st Floor | | | | | | | | | |
| Transaction Number | Date | Type | Item Description | Vendor/Employee Name | QTY | Unit Cost | Extended Cost | Unit Bill Rate | Billing Amount |
| 919 | 12/15/00 | GL | Labor hours for Job 3002 | | 3.00 | 25.56 | 76.68 | 100.00 | 300.00 |
| Cost Code Total: | | | | | 3.00 | | 76.68 | | 300.00 |
| Labor Total: | | | | | 3.00 | | 76.68 | | 300.00 |

Transaction Detail Report

The Transaction Detail report lists the transactions made in a range of jobs, over a range of dates. When a date range is selected, the report will consider the GL posting date of the transactions being billed, not the GL posting date of the billing invoices. If you do not select a date range, the job transactions will be listed for all dates. If you select a date range but do not select a range of jobs, all job transactions will be listed for that date range. This report can only be printed for jobs that have a contract type of Cost Plus and a billing type of Transaction Level or Project Trx Level.

1. Select *Reports > Job Cost > Billing Reports > Transaction Level Reports > Transaction Detail*.
2. From the **Range** drop-down list, select Job Number or Enter Date.
3. Use the **From** and **To** lookup buttons to select a range of job numbers or date range. Select *Insert >>*.
4. Select *Print*.

| System: 12/15/00 3:07:16 PM | | The World Online, Inc. | | | | | | |
|-----------------------------|---------------------|-----------------------------------|------------------------|------------------------------|-------|--------|-----------|----------------|
| User ID: LESSONUSER1 | | JC Job Invoice Transaction Detail | | | | | | |
| Job Range: 3002-3002 | | | | | | | | |
| Date Range: All | | | | | | | | |
| Job Number: 3002 | Invoice Number: JC4 | Document Date: 4/9/00 | Document Type: Invoice | | | | | |
| Labor | | | | | | | | |
| Cost Code: 1-10-3 | | | | | | | | |
| TRX Number | Type | Date | Item Description | Vendor Name Employee Name | QTY | Cost | Bill Date | 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 | TRM Amount | Current | 31 - 60 Days | 61 - 90 Days | 91 - 120 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 | \$0.00 |
| ----- | | | | | | | |
| Totals: | | | \$8,041.05 | \$8,041.05 | \$0.00 | \$0.00 | \$0.00 |
| ----- | | | | | | | |

Sorted Reports

Sorted reports list job information per division, project number, or project manager. These reports include Profit and Loss, Job Schedule, Over (Under) Billing, Backlog, Retention, Employee Summary, Project Summary, Costs by Period, and Labor Summary. You can also print a Division Billing report by division.

Division Reports

Reports that are sorted per division include Profit and Loss, Job Schedule, Over (Under) Billing, Backlog, Billing, Retention, Employee Summary, Project Summary, Costs by Period, and Labor Summary reports.

- [Profit and Loss by Division Report \(page 221\)](#)
- [Job Schedule by Division Report \(page 222\)](#)
- [Over \(Under\) Billing by Division Report \(page 222\)](#)
- [Backlog by Division Report \(page 223\)](#)
- [Billing by Division Report \(page 224\)](#)
- [Retention by Division Report \(page 225\)](#)
- [Employee Summary by Division Report \(page 225\)](#)
- [Project Summary by Division Report \(page 226\)](#)
- [Costs by Period by Division Report \(page 226\)](#)
- [Labor Summary by Division Report \(page 227\)](#)

Profit and Loss by Division Report

The Profit and Loss by Division report lists customers, percent complete, contract earned, actual cost to date, and profit or loss for jobs within the selected divisions.

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

3. Select *Print*.

| System: 12/14/00 3:35:18 PM | | The World Online, Inc. | | | | | | |
|-----------------------------|--------|------------------------------------|-------------------|-----------------|------------------------|----------------|------------------|---------------|
| User ID: LESSONUSER1 | | Profit and Loss Report by Division | | | | | | |
| Range: ALL-ALL | | JOB COST | | | | | | |
| Division: ALL | | | | | | | | |
| Job Number Name | Status | Customer Number Name | Act % Complete | Contract Earned | Actual Cost to Date | Billed to Date | Received to Date | Profit Amount |
| 2759 Brennan's | Active | 101 Accurate Printing | 56% | 9,616.01 | 8,024.44 | 8,350.00 | 0.00 | 1,591.57 |
| TEMPLATE Prototype Job | Active | 101 Accurate Printing | 0% | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2760 Kopp's | Active | 101 Accurate Printing | 3% | 414.47 | 316.78 | 500.00 | 0.00 | 97.69 |
| 3000 Micro Inc. | Active | 101 Accurate Printing | 0% | 0.00 | 0.00 | 4,500.00 | 0.00 | 0.00 |
| 3001 3001 | Active | 101 Accurate Printing | 100% | 2,800.00 | 1,700.00 | 2,800.00 | 0.00 | 1,100.00 |
| 3002 Trx. Level Job | Active | 101 Accurate Printing | 100% | 2,478.12 | 1,461.41 | 2,478.12 | 0.00 | 1,016.71 |
| IMP001A Imported Job | Active | 407 Woodys Deck Building | 0% | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Division Totals: | | | | \$18,308.60 | \$11,502.63 | \$18,628.12 | \$0.00 | \$3,805.97 |
| Total Jobs: 7 | | TOTALS: | | \$18,308.60 | \$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 Name | 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 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 |
| Division Totals: | | \$18,493.26 | \$1,337.97 | \$19,831.23 | \$8,850.00 | (\$10,981.23) |
| Totals: | | \$18,493.26 | \$1,337.97 | \$19,831.23 | \$8,850.00 | (\$10,981.23) |
| Total Jobs: | | 2 | | | | |

Backlog by Division Report

The Backlog by Division report lists original contract, contract earned, and backlog amounts for jobs within the selected divisions.

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

System: 1/15/2004 3:24:24 PM
 User ID: jbushe
 Range: All

Three, Inc.
 Backlog by Division
 JOB COST

Page: 1

| 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.*

| Job Number | Status | Total Contract | Gross Billed | Retention | Net Billed | Cash Received | Contract Earned | Total Cost | Over/(Under)Billed |
|--|--------|----------------|--------------|-----------|------------|---------------|-----------------|-------------|--------------------|
| 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 | | | | | | | | | |
| ----- | | | | | | | | | |
| 2759 Brennan's Alicia Alvarna | Active | 20,250.00 | 8,350.00 | 835.00 | 7,515.00 | 5,000.00 | 19,599.97 | 18,316.48 | (11,249.97) |
| 2760 Kopp's Alicia Alvarna | Active | 15,500.00 | 500.00 | 50.00 | 450.00 | 0.00 | 231.26 | 176.78 | 268.74 |
| ----- | | | | | | | | | |
| 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*.

| Job Number | Status | Total Contract | Retention Withheld | Retention Billed | Billable Retention |
|---|--------|----------------|--------------------|------------------|--------------------|
| 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 | | | | | |
| ----- | | | | | |
| 2759 Brennan's | Active | 20,250.00 | 835.00 | 0.00 | 835.00 |
| 2760 Kopp's | Active | 15,500.00 | 50.00 | 0.00 | 50.00 |
| ----- | | | | | |
| 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 | Labor Hours | Labor Cost | Other Cost |
| TARGET | 44.00 | 776.60 | | | | |
| | 569.50 | 9,930.44 | 8,562.82 | 430.00 | 15,713.66 | 15,055.32 |
| Totals: | 44.00 | \$776.60 | | | | |
| | 569.50 | \$9,930.44 | \$8,562.82 | 430.00 | \$15,713.66 | \$15,055.32 |

Costs by Period by Division Report

The Costs by Period report lists the actual costs to date and costs per selected period for jobs within the selected divisions.

1. Select *Reports > Job Cost > Sorted Reports > Division Reports > Costs by Period*.
2. Enter a year(s) in the **From** and **To** fields. Use the lookup buttons in the **Period ID From** and **To** fields to select the period range.
3. Use the lookup buttons to select the print range. Select *Insert >>*.
4. Select *Print*.

| System: 12/15/00 4:01:29 PM | The World Online, Inc. | | Page 1 | | |
|--------------------------------|------------------------|-------------------|--------------|----------------|------------------|
| User ID: LESSONUSER1 | Costs by Period | | | | |
| Sort By: COMMERCIAL-COMMERCIAL | JOB COST | | | | |
| Years: 1999-2000 | | | | | |
| Periods: 1-12 | | | | | |
| Division: COMMERCIAL | | | | | |
| Job Number | Status | Customer Number | Actual | Billed to Date | Received to Date |
| Name | | Name | Cost to Date | | |
| 2759 | Active | 101 | 18,316.48 | 8,350.00 | 5,000.00 |
| Brennan's | | Accurate Printing | | | |
| 2760 | Active | 101 | 473.23 | 500.00 | 0.00 |
| Kopp's | | Accurate Printing | | | |
| | | | ===== | | |
| | | | \$18,789.71 | \$8,850.00 | \$5,000.00 |
| | | | ===== | | |
| Total Jobs: | 2 | TOTALS: | \$18,789.71 | \$8,850.00 | \$5,000.00 |

Labor Summary by Division Report

The Labor Summary by Division report contains all hours and totals for each job number assigned to a division. The transactions on the report are based on the general ledger posting date. This report is for open jobs only.

1. Select *Reports > Job Cost > Sorted Reports > Division Reports > Labor Summary*.
2. Select a **Division**.
3. Enter beginning and ending dates and select *Print*.

| System: 12/15/00 4:06:21 PM | The World Online, Inc. | | Page: 1 | | |
|--------------------------------|------------------------|--------|----------|----------|------------|
| User ID: LESSONUSER1 | Labor Summary | | | | |
| Division: COMMERCIAL | | | | | |
| Date Range: 11/26/00 - 12/2/00 | | | | | |
| Job Number | Description | Hours | Labor | Overhead | Total Cost |
| Alicia Alvarza | | | | | |
| 2759 | Brennan's | 18.00 | 324.90 | 18.00 | 342.90 |
| | | Total: | \$324.90 | \$18.00 | \$342.90 |
| Katherine Banks | | | | | |
| 2759 | Brennan's | 26.00 | 407.70 | 26.00 | 433.70 |
| | | Total: | \$407.70 | \$26.00 | \$433.70 |
| | | Total: | \$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 \(page 228\)](#)
- [Job Schedule by Project Manager Report \(page 228\)](#)
- [Over \(Under\) Billing by Project Manager Report \(page 229\)](#)
- [Backlog by Project Manager Report \(page 229\)](#)
- [Billing by Project Manager Report \(page 230\)](#)
- [Retention by Project Manager Report \(page 230\)](#)
- [Audit Costs by Project Manager Report \(page 231\)](#)
- [Costs by Period by Project Manager Report \(page 231\)](#)

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 Name | Status | Customer Number Name | Act % Complete | Contract Earned | Actual Cost to Date | Billed to Date | Received to Date | Profit Amount |
| 2759 Brennan's | Active | 101 Accurate Printing | 56% | 9,616.01 | 8,024.44 | 8,350.00 | 0.00 | 1,591.57 |
| 3000 Micro Inc. | Active | 101 Accurate Printing | 0% | 0.00 | 0.00 | 4,500.00 | 0.00 | 0.00 |
| 3001 3001 | Active | 101 Accurate Printing | 100% | 2,800.00 | 1,700.00 | 2,800.00 | 0.00 | 1,100.00 |
| 3002 Trx. Level Job | Active | 101 Accurate Printing | 100% | 2,478.12 | 1,461.41 | 2,478.12 | 0.00 | 1,016.71 |
| TEMPLATE Prototype Job | Active | 101 Accurate Printing | 0% | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Project Totals: | | | | \$14,894.13 | \$11,185.85 | \$18,128.12 | \$0.00 | \$3,708.28 |
| Total Jobs: | 5 | TOTALS: | | \$14,894.13 | \$11,185.85 | \$18,128.12 | \$0.00 | \$3,708.28 |

Job Schedule by Project Manager Report

The Job Schedule by Project Manager report lists the contract, forecasted cost, anticipated profit, and contract-to-date amounts for jobs assigned to the selected project managers.

1. 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 Name | Contract | Forecast Cost | Anticipated Gross Profit | Contract Earned | Cost of Construction | Markup % on Cost |
| 2759 Brennan's | 17,250.00 | 14,395.00 | 2,855.00 | 9,616.01 | 8,024.44 | 19.83% |
| 3000 Micro Inc. | 14,750.00 | 11,845.00 | 2,905.00 | 0.00 | 0.00 | 24.52% |
| 3001 3001 | 2,800.00 | 1,700.00 | 1,100.00 | 2,800.00 | 1,700.00 | 64.70% |
| 3002 Trx. Level Job | 2,478.12 | 1,461.41 | 1,016.71 | 2,478.12 | 1,461.41 | 69.57% |
| TEMPLATE Prototype Job | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| Company Totals: | \$37,278.12 | \$29,401.41 | \$7,876.71 | \$14,894.13 | \$11,185.85 | |
| Number of Jobs: | 5 | | | | | |

Over (Under) Billing by Project Manager Report

The Over (Under) Billing by Project Manager report lists posted costs, estimated profit, revenues earned, and billed-to-date amounts for jobs assigned to the selected project managers.

1. 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 | Status | Customer Number | Actual | Billed to Date | Received to Date |
| Name | | Name | Cost to Date | | |
| 2759 | Active | 101 | | | |
| Brennan's | | Accurate Printing | 8,024.44 | 8,350.00 | 0.00 |
| 3000 | Active | 101 | | | |
| Micro Inc. | | Accurate Printing | 0.00 | 4,500.00 | 0.00 |
| 3001 | Active | 101 | | | |
| 3001 | | Accurate Printing | 1,700.00 | 2,800.00 | 0.00 |
| 3002 | Active | 101 | | | |
| Trx. Level Job | | Accurate Printing | 1,461.41 | 2,478.12 | 0.00 |
| | | | ===== | ===== | ===== |
| | | | \$11,185.85 | \$18,128.12 | \$0.00 |
| | | | ===== | ===== | ===== |
| Total Jobs: | 4 | TOTALS: | \$11,185.85 | \$18,128.12 | \$0.00 |

Project Number Reports

Reports that are sorted per project number include Profit and Loss, Job Schedule, Over (Under) Billing, Backlog, Billing, Retention, Employee Summary, Costs by Period, and Labor Summary reports.

- [Profit and Loss by Project Report \(page 232\)](#)
- [Job Schedule by Project Report \(page 233\)](#)
- [Over \(Under\) Billing by Project Report \(page 233\)](#)
- [Backlog by Project Report \(page 234\)](#)
- [Billing by Project Report \(page 234\)](#)
- [Retention by Project Report \(page 235\)](#)
- [Employee Summary by Project Report \(page 235\)](#)
- [Costs by Period by Project Report \(page 235\)](#)
- [Labor Summary by Project Report \(page 236\)](#)

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. | | Job Schedule By TARGET-TARGET | | Run Date 12/15/00 | | Page 1 | |
|------------------------|-----------|-------------------------------|--------------------------|-------------------|----------------------|------------------|----------------------------|
| Job Number Name | Contract | Forecast Cost | Anticipated Gross Profit | Contract Earned | Cost of Construction | Markup % on Cost | -----Contract to Date----- |
| 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*.

| Job Number Name Project Number Project Manager | Status | Total Contract | Gross Billed | Retention | Net Billed | Cash Received | Contract Earned | Total Cost | Over/(Under)Billed |
|---|--------|----------------|--------------|-----------|------------|---------------|-----------------|-------------|--------------------|
| 2759 Brennan's TARGET Alicia Alvarza | Active | 20,250.00 | 8,350.00 | 835.00 | 7,515.00 | 5,000.00 | 19,599.97 | 18,316.48 | (11,249.97) |
| 2760 Kopp's TARGET Alicia Alvarza | Active | 15,500.00 | 500.00 | 50.00 | 450.00 | 0.00 | 231.26 | 176.78 | 268.74 |
| Project Totals: | | \$35,750.00 | \$8,850.00 | \$885.00 | \$7,965.00 | \$5,000.00 | \$19,831.23 | \$18,493.26 | (\$10,981.23) |
| Total Jobs: | | 2 | | | | | | | |

Retention by Project Report

The Retention by Project report lists the total contract, retention withheld, retention billed, and billable retention amounts for jobs within the selected projects.

1. 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*.

| Job Number Name | Status | Total Contract | Retention Withheld | Retention Billed | Billable Retention |
|--------------------|--------|----------------|--------------------|------------------|--------------------|
| 2759 Brennan's | Active | 20,250.00 | 835.00 | 0.00 | 835.00 |
| 2760 Kopp's | Active | 15,500.00 | 50.00 | 0.00 | 50.00 |
| Totals: | | \$35,750.00 | \$885.00 | \$0.00 | \$885.00 |

Employee Summary by Project Report

The Employee Summary by Project report contains all hours, labor amounts, overhead amounts, and totals for each job number assigned to a project. The transaction beginning and ending dates must match the Date To dates from payroll entry.

1. 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 \(page 237\)](#)
- [Certified Payroll Report \(page 237\)](#)
- [Union Report \(page 238\)](#)
- [Rate Class Setup Report \(page 239\)](#)
- [Rate Class Union Report \(page 239\)](#)
- [Employee Union Report \(page 240\)](#)
- [Monthly Union Report \(page 241\)](#)
- [Monthly Payroll Report \(page 242\)](#)
- [Monthly Contribution Report \(page 242\)](#)
- [Technician Schedule Report \(page 243\)](#)

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 Description | 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 | | | | | | | | | | | Gross Earned | FICA Medicare Fe | |
| Social Security Number Labor Classification | | | | | | | | | | | | | |
| ----- | | | | | | | | | | | | | |
| Alicia M. Alvarza | HOUR | | | | 8.00 | 8.00 | 8.00 | | 24.00 | \$17.10 | 410.40 | | 45.28 |
| 915 Birch Road | | | | | | | | | | | 735.30 | | 10.59 |
| Detroit, MI 48233-9211 | | | | | | | | | | | | | |
| 484-66-9938 Plumber | | | | | | | | | | | | | |

Union Report

The Union report is a combination of the Union report and Union Summary report. Both reports contain weekly pay amounts, benefit, and deduction contributions for each employee in the union. You can also sort the employees by name or position and automatically calculate gross wages by transaction date or check date. A maximum total of 150 benefits and deductions will print on the Union report. The Union Summary report lists a summary for all union employees.

1. Select *Reports > Job Cost > Labor Reports > Union*.
2. Enter the date to begin the report. If you are going to calculate gross wages based on a check date, enter the first day of the month in which the check was issued, rather than the first day of the month when the pay period began.
3. Select to print a Union report, Union Summary report, or both. The default is **Summary**, which is both reports. To print only the Union Summary report, mark the **Summary Only** checkbox. To print only the Union report, unmark both checkboxes.
4. Enter the beginning and ending dates of the pay weeks for which you want report information.

 For this report, the pay week must begin and end on the first and last days of the week as defined for the pay period (*Transactions > Payroll > Build Checks*).

5. Select to **Sort** the report by position or by employee last name. If you sort by position, a subtotal is given for each position. The report also includes a total by union. If you sort by employee last name, the report will total by union and not by position.
6. Select to **Calculate Gross Wages** by check date or transaction date. If you select to calculate by check date, the employee summary table is used to get the gross wages. Make sure that, if your pay period begins in one month and ends in another, the Month Begin Date is the first day of the month in which the check was issued, rather than the first day of the month in which the pay period began. If you select to calculate by transaction date, the payroll transaction history table is used to get the gross wage amount for each transaction.
7. Select *Print*.

| Run: 12/20/00 10:24:57 AM | | The World Online, Inc. Union Report 11/26/00 - 12/30/00 | | | | | Page: 1 | | |
|---|-----------|---|---------|----------|----------|----------|-------------|--------|--------------------|
| 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 | | | | | | | | | |
| BANK0001 | | | | | | | | | |
| | | | | | | | Gross Wage: | | \$3,035.10 |
| | 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. Rate Class Setup Job Cost | | | Page: 1 User ID: trathkamp | |
|-----------------------------|-----------------------------|--|---------|--------------|-------------------------------|-----------------|
| Ranges: | | | | | | |
| Rate Class: union1 - union1 | | | | | | |
| Union: LOCAL3 - TST | | | | | | |
| Rate Class | Description | | | | | |
| Position | Job Description | | | | | |
| Type | Description | Calc Type | Percent | Regular Rate | Overtime Rate | DoubleTime Rate |
| union1 | CEO | President | | | | |
| | Wages | Dollar | 0.00% | \$0.00 | \$0.00 | \$0.00 |
| ISR | Inside Sales Representative | | | | | |
| | Wages | Dollar | 0.00% | \$40.00 | \$0.00 | \$0.00 |
| End of Report | | | | | | |

Rate Class Union Report

The Rate Class Union report is a combination of the Union report and Union Summary report. Both reports contain the amount of hours and gross wages. The Union report is organized by union employee; the Union Summary report is organized by union and rate class. You can run the report for a single union code or a range of union codes.

1. Select *Reports > Job Cost > Labor Reports > Rate Class Union*.
2. In the **Month Begin Date** field, enter the beginning date for the report.

3. Select to print a Union report, Union Summary report, or both. The default is **Summary**, which is both reports. To print only the Union Summary report, mark the **Summary Only** checkbox. To print only the Union report, unmark both checkboxes.
4. Enter the starting and ending union codes.
5. Enter the beginning and ending dates for each week. If you leave these fields blank, the dates will automatically fill in, starting from the date entered in the **Month Begin Date** field.
6. In the **Options** area, select either Position or Name as the sorting option for the report.
7. Select *Print*.

```

Run: 5/22/01    9:43:08 AM
The World Online, Inc.
Union Report
4/1/01 - 4/30/01

Sort By: by Position
ABC   ABC Streamfitters

ENG   Engineer

Name                Hours
Social Security #   Pay
Emp#                Type      4/7/01   4/14/01   4/21/01   4/28/01   4/30/01   Converted   Actual
-----
Dunwoody, Anne
501-98-7334
ADUN0001
Regular
0.00    0.00    0.00    0.00    173.34   173.34   173.34
-----
Gross Wage:                $11,200.20
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 \(page 244\)](#)
- [Posting Options Report \(page 245\)](#)
- [Project Number Setup Report \(page 246\)](#)
- [Overhead Detail Codes Report \(page 247\)](#)
- [Overhead Group Codes Report \(page 247\)](#)
- [Architect Setup Report \(page 248\)](#)

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 \(page 248\)](#)
- [Job History Detail Report \(page 249\)](#)
- [Job History Notes Report \(page 250\)](#)

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 \(page 251\)](#)
- [Subcontractor Status Report \(page 251\)](#)
- [Subcontractor Detail Report \(page 252\)](#)
- [Subcontractor Retention Report \(page 253\)](#)
- [Insurance Expired Report \(page 253\)](#)

- [Subcontractor Cost Codes Report \(page 254\)](#)
- [Subcontractor Summary Status Report \(page 255\)](#)
- [UK CIS Subcontractor Reports \(page 256\)](#)
- [Subcontractor Claims Report \(page 256\)](#)
- [Subcontractor Supplemental Report \(page 256\)](#)

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*.

| Job | Cost Code Number Description | Voucher Number | Date | Units | Cost/Unit | Total Cost |
|--|--------------------------------------|-------------------|---------|-------|-----------|------------|
| 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 | | | | | | |
| ----- | | | | | | |
| 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 | |

UK CIS Subcontractor Reports

For information on printing reports for UK CIS subcontractors, see the *Advanced Subcontractor feature* chapter in the Job Cost manual.

Subcontractor Claims Report


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

Subcontractor Supplemental Report

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

Service Management Dexterity Reports

Service Management is shipped with a set of Dexterity reports that can be customized with Report Writer, which ships with Microsoft Dynamics GP System Manager module. Some reports provide helpful information about your customers and their locations. Others track your service call information and monitor equipment information for each customer location. Other reports show salesperson commissions and maintenance contract profitability. Some standard reports can be used as marketing tools to offer maintenance contracts to repeat service call customers. They can also be helpful for maintaining your customer file information or if you want to print company information.

 You may wish to print some of the reports when you have finished setting up Service Management. A current copy of each report could be kept on file in case the files containing the information become damaged.

Reports print to the screen in full screen mode. Use the full screen button, which is located next to the *Mail* button in the upper left corner of all report windows, to toggle to partial screen view.

If you're using global filtering, you can use global filters when printing some reports. Use the drop-down list in the report setup window to select a branch. The report prints only the records belonging to the selected branch. If you select User Profile from the drop-down list, the global filter defaults based on your user profile setup. You can select the *Branch* indicator at any time to see the global filters you've chosen.

The reports are grouped into three areas: General, Service, and Maintenance. In most cases, you have the option of printing a report to the screen, to a printer, or to a file.

⚠ Remember, you can set a default report destination in the Microsoft Dynamics GP User Preferences window (*Microsoft Dynamics GP > Tools > Setup > User Preferences*).

If SQL reporting has been set up, some of the standard Dexterity reports may have been replaced by SQL reports. Additional SQL reports are available to print from Report Manager or the Custom Reports list.

General Reports

Contact ID Report

You can assign contacts to locations and maintenance contracts. The Contact ID report lists the contact ID, contact name, address, and contact organization.

1. Select *Reports > Service Management > General > Contacts*.
2. Select a sorting method from the drop-down list.
3. Select whether to include all contacts or a range. Enter the range, if applicable.
4. Select whether to print a summary report, detail report, or labels.

| System: 3/24/98 11:34:02 AM | 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 AI 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      Page:          1
User Date:  3/24/98                                User ID: LESSON USER1

                The World Online, Inc.
            SERVICE MANAGEMENT CUSTOMER LOCATIONS REPORT
            Service Management Series
            Name: Advanced Paper Co.

-----
Address Code                User Define 1
  Location Name
  Address                    User Define 2

  City,State,Zip            User Define 3
  Country
  Contact #1                User Define 4
  Phone #1
  Contact #2                User Define 5
  Phone #2
  Salesperson               User Define 6
  Labor Group Name
  Pricing Matrix Name

-----
PRIMARY
  Business
  944 19th Street S.

  Chicago                IL  60603-911
  USA
  Manoj Monat
  (312) 434-2009  Ext. 0000

  (000) 000-0000  Ext. 0000
  CHARLES E.
  STANDARD
  STANDARD

-----

TOTAL LOCATION(S):          1

```

Customer Report

The Customer report lists information on your service customers.

1. Select *Reports > Service Management > General > Customer Report*.
2. Select a sorting method from the drop-down list.
3. Select to print all customers or a range of customers. Enter the customer range, if applicable.
4. Select to print a summary report, a detail report, or labels.

5. Select a sorting method from the drop-down list. The last two choices in the drop-down list are user-defined fields.
6. Select *Print*.

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

- [Summary \(page 259\)](#)
- [Detail \(page 259\)](#)

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 | Snokes 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 each report individually or print all reports at once. It can be helpful to have a copy of the lookup window entries for your records or to note any duplications in the lists.

- [Customer Window Lookups Report \(page 262\)](#)
- [Equipment window lookups report \(page 263\)](#)
- [Service call window lookups report \(page 264\)](#)
- [Maintenance contract types list \(page 266\)](#)
- [Maintenance task codes report \(page 266\)](#)
- [Maintenance tasks by equipment type report \(page 267\)](#)
 - [All lookup reports \(page 268\)](#)

Customer Window Lookups Report

The Customer Window Lookups report lists the lookup window items in the User-Defined 1 and User-Defined 2 lookup windows.

Select *Reports > Service Management > General > Lookups > Customer*.

System: 3/24/98
User Date: 3/24/98

11:50:43 AM

Page: 1
User ID: LESSON USER1

The World Online, Inc.
CUSTOMER WINDOW LOOKUPS REPORT
Service Management Series

USER DEFINE 1

Newspaper Ad
Referral
Trade Show
Unknown
Yellow Pages

USER DEFINE 2

Hospital
HVAC Shop
Museum
Office Building
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

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

Maintenance contract types list

Select Reports > Service Management > General > Lookups > Contract Types.

| | | | | | |
|---|--------------------|------------|---------------------------------|-------------|--------------|
| System: | 3/24/98 | 2:04:55 PM | The World Online, Inc. | Page: | 1 |
| User Date: | 3/24/98 | | Maintenance Contract Types List | User ID: | LESSON USER1 |
| SERVICE MANAGEMENT SERIES | | | | | |
| * Use Service Level ID | | | | | |
| Contract Type Name | Description | | Service Level ID | Description | |
| ----- | | | | | |
| Contract Coverage | | | | | |
| ----- | | | | | |
| MONTHLY | MONTH END SERVICES | | | | |
| The Month End contract covers 1 hour per month of Diagnostic Testing | | | | | |
| This Diagnostic Testing includes: | | | | | |
| EMBEDDED DIAGNOSTIC TESTS | | | | | |
| - Bus Controller | | | | | |
| - Cache Controller | | | | | |
| - Cache Card | | | | | |
| - Diskette Drive Controller | | | | | |
| - Hard Disk Drive Controller | | | | | |
| - Memory Controller Registers | | | | | |
| DISKETTE-BASED DIAGNOSTIC TESTS | | | | | |
| - Ram | | | | | |
| - System Set | | | | | |
| - Video - Keyboard | | | | | |
| - Mouse | | | | | |
| - Diskette Drives | | | | | |
| SUPPORT | SUPPORT SERVICES | | | | |
| The Support Services contract is a comprehensive support plan that offers the following services: | | | | | |
| - Online Q&A of the most frequently asked questions of computer users | | | | | |
| - Online directory that is a reference tool for all products and services | | | | | |
| - Complete Diagnostic Trouble Shooting Programs | | | | | |
| - Auto Tech Service (automated technical support - TechFax Services) | | | | | |
| * All services are provided 24 hours a day, 7 days a week. | | | | | |
| TIME & MATERIAL | TIME & MATERIAL | | | | |
| The Time & Material contract covers all parts and labor up to \$1000.00. | | | | | |

Maintenance task codes report

Select Reports > Service Management > General > Lookups > Task Codes.

3/24/98

The World Online, Inc.
Maintenance Task Codes

1

Task Code

Skill Level

Material Kit/Item

Frequency

Descriptive Text:

Tool Kit Required

Suggested Schedule

AD100 Archive Data

CONSULTANT Consultant

MONTHLY Every Month

BS100 Backup Server

SUPPORT TECH Support Technician

MONTHLY Every Month

CONV Data Conversion

SUPPORT TECH Support Technician

OPTION No PM Scheduled

DE100 Defragment Hard Drives

SUPPORT TECH Support Technician

MONTHLY MINI VAC Mini Vac & Attachments
 Every Month

DI100 Run Diagnostics

Maintenance tasks by equipment type report

Select Reports > Service Management > General > Lookups > Task Codes by Equipment.

8/19/2004

The World Online, Inc.
Maintenance Tasks By Equipment Type

Equipment Type AC COMPRESSOR

Task Code

Skill Level

Material Kit/Item

Frequency

Toolkit Required

Suggested Schedule

106 Check Refrigerant


ENG Engineer

MONTHLY Every Month

Total Task Code(s) 1

All lookup reports

All lookup reports print at once. When one report window is closed, the next report opens. Select *Reports > Service Management > General > Lookups > All*.

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

Printable Notes report

You can print notes that have been added to Service Management records using the notepad button and are marked printable. You can print the note text, transaction number, cost code, current user, and index.

1. Select *Reports > Service Management > General > Printable Notes*.
2. Select a sorting method from the drop-down list.
3. To restrict the records that are printed, enter a **Range**. You can enter a range of customer IDs, current owners, or reminder dates.
4. Select *Insert>>* to insert the restriction in the scrolling window. You can only enter one restriction per restriction type.
5. Select *Print* to print the notes that fall within the restrictions you've entered.

Service Reports

- [Assigned Appointments Report \(page 269\)](#)
- [Commission Report \(page 270\)](#)
- [Completed Calls Report \(page 271\)](#)
- [Contract Escalation Build Report \(page 271\)](#)

- [Customer Reports \(page 272\)](#)
- [Escalation Committed Report \(page 280\)](#)
- [Escalation Notification Report \(page 281\)](#)
- [Guaranteed Service Call Report \(page 282\)](#)
- [Open Service Calls with Costs Report \(page 283\)](#)
- [Profitability Report \(page 284\)](#)
- [Service at Location Report \(page 285\)](#)
- [Service Call Log \(page 285\)](#)
- [Service Calls by Salesperson Report \(page 286\)](#)
- [Technician Reports \(page 286\)](#)
- [Unassigned Appointments Report \(page 295\)](#)
- [Unbilled Costs Report \(page 296\)](#)
- [Unposted Costs Report \(page 297\)](#)
- [WIP Dexterity Reports \(page 298\)](#)

Assigned Appointments Report

The Assigned Appointments report lists all appointments with a status other than Unassigned or Default. The total number of assigned appointments and their total hours listed at the end of the report.

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

| | | | |
|---|--------------------------|--------------------|--------------------------|
| System: | 5/31/2002 2:26:11 PM | Page: | 1 |
| User Date: | 5/31/2002 | User ID: | LESSONUSER1 |
| The World Online, Inc. Assigned Appointments Report Service Management Series Starting Date: 1/1/2002 Ending Date: 6/1/2002 | | | |
| Service Call ID: | 001115-0003 | | |
| Call Type: | TIME & MATERIAL | Customer ID: | 101 |
| Priority: | 2 | Name: | Accurate Printing |
| Problem Type: | Cooling Failure | Address id: | PRIMARY |
| Call Time: | 4.00 | Location Name: | |
| Description: | NO AIR | Address 1: | 1146 Monroe Ave. |
| Fax: | (000) 000-0000 Ext. 0000 | Address 2: | |
| Salesperson ID: | FRANCINE B. | City State Zip | New Berlin WI 11111 |
| Date of Service: | 5/31/2002 | Contact Name: | Bob Thomas |
| | | Phone 1: | (414) 821-1010 Ext. 0000 |
| | | Phone 2: | (000) 000-0000 Ext. 0000 |
| Appointment: | 0001 | Appoint. Type: | Service Call |
| Appointment Status: | OPEN | | |
| Task Date: | 5/31/2002 | Estimate Hours: | 1.50 |
| Start Time: | | | |
| Completion Date: | | Created User ID: | LESSONUSER1 |
| Created Date: | 8/27/2001 | | |
| Technician: | BART | Technician Status: | |
| Skill Level: | | | |

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 DETAIL REPORT Service Management Series Starting Date: 1/1/96 Ending Date: 12/30/99 | | | | |
| ----- | | | | |
| SALESPERSON: CHARLES E. | | | | |
| ADAMPARK0001 | Adam Park Resort | 3/7/96 | 960307-0001 | \$70.00 |
| | | | | \$22.48 |
| | | | | \$47.52 |
| | | | | 67.88% |
| | | | | 33.00% |
| | | | | \$15.68 |
| | | | | ----- |
| | | | | \$70.00 |
| | | | | \$22.48 |
| | | | | \$47.52 |
| | | | | 67.88% |
| | | | | \$15.68 |
| ----- | | | | |
| TOTAL CALL(S): | 1 | | | |

Completed Calls Report

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

1. Select *Reports > Service Management > Service > Completed Calls*.
2. Enter a **Start Date** and an **End Date**.
3. Use the radio buttons to limit the type of calls reported.
4. Select *Print*.

| | | | | | |
|-----------------|-------------------|-------------------|---------------------------|-------------------|-------------|
| System: | 2/26/99 | 9:32:43 AM | The World Online, Inc. | Page: | 1 |
| User Date: | 2/26/99 | | COMPLETED CALLS | User ID: | LESSONUSER1 |
| | | | Service Management Series | | |
| Ranges: | From: | To: | | | |
| Date: | 1/1/99 | 12/31/99 | | | |
| Options: | Include All Calls | | | | |
| Supervisor: | | | | | |
| Location Name: | Warehouse | | | | |
| Technician: | BLACK | Black, Thomas | | | |
| Contract Type: | | | | | |
| Service Call ID | Resolution ID | Estimated Hours | Call Description | Description Notes | |
| 980212-0006 | | 0.00 | PROBLEMS WITH DISK DRIVE | | |
| 980212-0005 | | 3.00 | INSTALL ADDITIONAL RAM | | |
| Supervisor: | CHARLES E. | | | | |
| Location Name: | Business | | | | |
| Technician: | ERICKSON | Erickson, Charles | | | |
| Contract Type: | | | | | |
| Service Call ID | Resolution ID | Estimated Hours | Call Description | Description Notes | |
| 980212-0004 | | 10.50 | | | |

Contract Escalation Build Report

This report displays the build information for contract escalations. The contract information that is listed includes the Customer ID, Address ID, Master Contract, and Contract Number. Also included are indicators if the build is valid, forecast missing, if the contract is not 100% billed, not 100% revenue recognized, the number of open calls, if the contract is on hold, and the approved status. The totals at the bottom of the report indicate the number of successful and unsuccessful contracts in addition to a total number of contracts.

| | | | | |
|------------|---------------------|---|----------|----|
| System: | 9/6/2019 3:47:21 PM | Fabrikam, Inc. | Page: | 1 |
| User Date: | 4/12/2027 | Contract Escalation Build Report Service Management Series | User ID: | sa |

| 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

Customer Reports

- [Mean Time Customer Report \(page 272\)](#)
- [Service Calls by Problem Type Report - Customer \(page 273\)](#)
- [Cost and Revenue Maintenance Work \(ATD\) Report \(page 274\)](#)
- [C&B Noncontract Work Report - Customer \(page 275\)](#)
- [Customer Call History Report \(page 276\)](#)
 - [Summary \(page 276\)](#)
 - [Detail \(page 277\)](#)
- [Contract Cost Breakdown Report \(page 277\)](#)
- [Billing and Revenue Projection Report \(page 278\)](#)
- [Mean Time Between Failures Report \(page 279\)](#)

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: No heat | | 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 |

Open Service Calls with Costs Report

The Open Service Calls with Costs report lists each open service call ID with the corresponding customer name and cost amount. An open service call with costs has unposted equipment, material, labor, subcontractor, or other added costs. Because the report prints all unposted service call invoice costs, it can be a helpful tool to track displaced or incomplete service calls. The Open Service Calls with Costs report prints if you are using the Service Invoicing module.

Select Reports > Service Management > Service > Service with Costs.

| | | | |
|---|----------------------|------------|-------------|
| System: | 5/31/2002 2:50:16 PM | Page: | 1 |
| User Date: | 5/31/2002 | User ID: | LESSONUSER1 |
| <p>The World Online, Inc. OPEN SERVICE CALLS WITH COSTS Service Management Series</p> | | | |
| Service Call ID | Customer Name | Total Cost | |
| ----- | ----- | ----- | |
| 001115-0002 | Accurate Printing | \$665.00 | |
| 010725-0002 | Lange Hardware | \$405.00 | |
| 011116-0002 | Lange Hardware | \$250.00 | |
| 020314-0001 | Accurate Printing | \$50.00 | |
| TOTAL SERVICE CALL(S): | | 4 | |
| End of Report | | | |

Profitability Report

As service calls are completed and posted, you can see how profitable they are. A Profitability report can be printed detailing the profitability of all or specific service call types for one or all your customers. The service invoices must be posted for the call to be included in the report. The Profitability report displays the customer's service call information and lists the service call types. Each of the cost category totals is listed, in addition to the total cost, tax, billing amount, cost markup, and gross profit for each service call.

1. Select *Reports > Service Management > Service > Profitability*.
2. Enter a **Start Date** and an **End Date**.
3. The **Profitability** radio button should be selected. Select to print the report for one or all customers and for one or all call types. Enter the customer or call type, if necessary.
4. Select *Print*.

| | | | |
|---|-----------------------|----------|-----------------------------|
| System: | 10/21/2002 3:08:39 PM | Page: | 1 |
| User Date: | 10/21/2002 | User ID: | jbushe |
| <p>The World Online, Inc. SERVICE MANAGEMENT PROFITABILITY REPORT Service Management Series</p> | | | |
| Starting Date: 1/1/2002 | | | |
| Ending Date: 12/31/2002 | | | |
| Customer ID | Customer Name | | |
| Service Call ID | Description | | |
| ----- | | | |
| EQUIPMENT | MATERIAL | LABOR | SUBCONTRACTOR OTHER |
| ----- | | | |
| Total Cost | Tax | Billed | Markup on Cost Gross Profit |
| ----- | | | |
| 101 | Accurate Printing | | |
| 020711-0001 | FIRE/SECURITY | | |
| \$0.00 | \$0.00 | \$0.00 | \$0.00 \$0.00 |
| \$0.00 | \$0.00 | \$0.00 | 0% \$0.00 |
| 020912-0001 | | | |
| \$0.00 | \$110.80 | \$0.00 | \$0.00 \$0.00 |
| \$110.80 | \$16.57 | \$253.17 | 53% \$125.80 |
| ----- | | | |
| SUBTOTALS: | | | |
| \$0.00 | \$110.80 | \$0.00 | \$0.00 \$0.00 |
| \$110.80 | \$16.57 | \$253.17 | 53% \$125.80 |
| ----- | | | |
| TOTALS: | | | |
| \$0.00 | \$110.80 | \$0.00 | \$0.00 \$0.00 |
| \$110.80 | \$16.57 | \$253.17 | 53% \$125.80 |
| ----- | | | |
| End of Report | | | |

Service at Location Report

The Service at Location report lists service call information for a specific customer location within a certain date range. The report compiles information from the service call database and includes information from the Service Call window. The total number of service calls at the selected customer location is listed at the end of the report.

1. Select *Reports > Service Management > Service > Service at Location*.
2. Select a customer using the lookup button in any field. When searching by **Customer ID, Customer Name, Location Name, or Address 1**, you must make a partial entry in the field and then select the lookup button to begin the search. When searching by location phone, enter a phone number and then select the phone button to begin the search. If a match is found, the customer record will be retrieved.
3. Enter a **Start Date** and an **End Date**.
4. Select *Print*.

| System: | | Page: 1 | | |
|--|----------------|-----------------|----------------------|----------------|
| User Date: 6/4/2002 | | User ID: jbushe | | |
| The World Online, Inc. SERVICE AT LOCATION Service Management Series | | | | |
| Name: Accurate Printing | | | | |
| Location: Accurate Printing | | | | |
| Starting Date: 6/4/2002 | | | | |
| Ending Date: 6/4/2002 | | | | |
| Service Call ID | Date | Estimated Hours | Call Type | Call Status |
| Technician ID | Salesperson ID | | Customer P.O. Number | Invoice Number |
| ----- | | | | |
| 020122-0003 | 6/4/2002 | 5.00 Hrs | Time & Material | OPEN |
| ANNE | | | | |
| | | User Define 1 | | |
| | | User Define 2 | | |
| NO HEAT | | | | |
| 020123-0001 | 6/4/2002 | 2.00 Hrs | Time & Material | OPEN |
| ALICE | | | | |
| | | User Define 1 | | |
| | | User Define 2 | | |
| CHILLER DOWN | | | | |
| 020123-0002 | 6/4/2002 | 1.00 Hrs | Time & Material | OPEN |
| ALICE | | | | |
| | | User Define 1 | | |
| | | User Define 2 | | |
| SMOKE FROM PANEL | | | | |

Service Call Log

You can view a history of your service calls created after you installed Service Management version 3.15 and later. Calls created under prior releases will not appear.

1. Select *Reports > Service Management > Service > Service Call Log*.

2. Use the drop-down list in the lower left corner of the window to search for a call either by service call ID or by created date.
3. Complete either the Service Call ID or Created Date field as appropriate. Tab off the field to begin the search. Your search criteria takes you to the nearest match item in the scrolling data.
4. Select *Print*.

Service Calls by Salesperson Report

The Service Calls by Salesperson report lists all service calls assigned to each salesperson. The report compiles information from the service call database and lists the service call ID, location name, call type, problem type, and date of call.

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

| | | | | | |
|----------------------------|-------------------|-----------------|------------------------------|----------|-------------|
| System: | 3/1/99 | 10:15:28 AM | The World Online, Inc. | Page: | 1 |
| User Date: | 3/1/99 | | SERVICE CALLS BY SALESPERSON | User ID: | LESSONUSER1 |
| | | | Service Management Series | | |
| Restrictions: | | | | | |
| Date Range: | 1/1/99 to 3/31/99 | | | | |
| For: | SEAN W. | | | | |
| Salesperson ID: | SEAN W. | | | | |
| ----- | | | | | |
| Technician ID: | BLACT001 | | | | |
| Service Call ID | Location Name | Call Type | Problem Type | Date | |
| ----- | | | | | |
| 9902-0008 | AaronPrimary | TIME + MATERIAL | | 3/1/99 | |
| 9902-0011 | AaronPrimary | Emergency | No cooling | 3/1/99 | |
| 2 Total Calls for BLACT001 | | | | | |
| Technician ID: | CRANR001 | | | | |
| Service Call ID | Location Name | Call Type | Problem Type | Date | |
| ----- | | | | | |
| 9902-0012 | AaronPrimary | Emergency | No cooling | 3/1/99 | |
| 9902-0013 | AaronPrimary | TIME + MATERIAL | | 3/1/99 | |
| 2 Total Calls for CRANR001 | | | | | |
| Technician ID: | STEVE | | | | |
| Service Call ID | Location Name | Call Type | Problem Type | Date | |
| ----- | | | | | |
| 9812-0002 | AaronPrimary | | BROKEN | 3/1/99 | |
| 1 Total Calls for STEVE | | | | | |
| 5 Total Calls for SEAN W. | | | | | |

Technician Reports

- [Mean Time Technician Report \(page 287\)](#)
- [Service Order Aging Report \(page 287\)](#)
- [Monthly Labor Plan Report \(page 288\)](#)
- [Technician Service Calls Report \(page 289\)](#)
- [Service Calls by Problem Type Report - Technician \(page 290\)](#)

- [C&B Noncontract Work Report - Technician \(page 291\)](#)
 - [Summary \(page 292\)](#)
 - [Detail \(page 293\)](#)
- [Contract Service Call Activity Report \(page 293\)](#)
- [Service Calls by Technician Report \(page 294\)](#)

Mean Time Technician Report

The Mean Time Technician report lists the time between changes in a service appointment's status. The appointment statuses used are the user-defined time stamps, plus the status Open.

1. Select *Reports > Service Management > Service > Technician Reports > Mean Time*.
2. Enter a **Start Date** and an **End Date**.
3. Use the drop-down lists in the **Start Time Description** and **End Time Description** fields to select time stamps. If the time stamps in the drop-down list aren't the ones you defined during setup, you may have connected the time stamp to an appointment status. In this case, the appointment status would override the time stamp.
4. Use the lookup window in the **Salesperson ID**, **Technician Team**, and **Technician ID** fields to select data to limit your report. If you leave these fields blank, all data prints.
5. Select whether to include all service calls, only MC calls, or all service calls except MC calls.
6. Select *Print*.

| System: 9/9/99 11:46:15 AM | | The World Online, Inc. | | Page: 1 | |
|---|--------------------|---------------------------------|--------------------|----------------------|-----------------|
| User Date: 9/9/99 | | TECHNICIAN TIME STAMP MEAN TIME | | User ID: LESSONUSER1 | |
| | | Service Management Series | | | |
| Mean Time Between: DISPATCHED to CLOSED | | | | | |
| Restrictions: | | | | | |
| Date Range: | 1/1/99 to 12/31/99 | Calls to Include: | | ALL | |
| Salesperson ID: | ALL | | | | |
| Technician Team: | ALL | | | | |
| Technician ID: | CRANE | | | | |
| Salesperson ID: SEAN W. | | | | | |
| Technician Team: | | | | | |
| Technician ID: CRANE | | | | | |
| Service Call ID | Call Type | Technician | DISPATCHED | CLOSED | Estimated Hours |
| 980212-0001 | EMG | Crane, Ruth | 12:00:00 AM 0/0/00 | 12:00:00 AM 5/13/99 | 0.00 |
| 980212-0002 | SUP | Crane, Ruth | 12:00:00 AM 0/0/00 | 12:00:00 AM 0/0/00 | 0.00 |
| 990302-0003 | | Crane, Ruth | 11:18:02 AM 3/2/99 | 2:25:00 PM 3/2/99 | 3.11 |
| 990302-0004 | | Crane, Ruth | 12:00:00 AM 0/0/00 | 12:00:00 AM 0/0/00 | 0.00 |
| 990303-0001 | | Crane, Ruth | 12:00:00 AM 0/0/00 | 12:00:00 AM 0/0/00 | 0.00 |
| 990308-0001 | | Crane, Ruth | 8:00:00 AM 3/8/99 | 11:36:10 AM 3/8/99 | 3.60 |
| Total Calls by Technician ID: | | 6 | | | |
| Total Calls by Technician Team: | | 6 | | | |
| Total Calls by Salesperson ID: | | 6 | | | |

Service Order Aging Report

The Service Order Aging report lists open overdue preventive maintenance service calls. The report ranks the MCC calls by days overdue.

1. Select *Reports > Service Management > Service > Technician Reports > Service PM Aging*.
2. Enter a **Start Date** and an **End Date**.
3. You can limit the report data using the lookups in the **Salesperson ID**, **Technician Team**, and **Technician ID** fields.
4. Select *Print*.

System: 9/13/99 1:53:47 PM
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 MCC | 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: Wash 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
User Date: 9/13/99

Page: 1
User ID: jbushe

PRD3: East Area
UNBILLED COSTS REPORT
Service Management Series

Range:
Call Status is NOT "COMPLETE"

Sorted By: Service Call ID

| Service Call ID | Description | Call Status | |
|-----------------|----------------------|--------------|-----------------|
| 2169804-0019 | TEMPERATURE CONTROLS | UNASSIGNED | |
| | | | |
| Technician Name | Location Name | Date | Estimated Hours |
| | BRANCH BROOK LIBRARY | 4/27/98 | 3.00 |
| | BRANCH BROOK LIBRARY | 4/27/98 | 5.00 |
| ACETO, CARLENE | BRANCH BROOK LIBRARY | 7/27/98 | 10.00 |
| | BRANCH BROOK LIBRARY | 12/1/98 | 12.00 |
| | BRANCH BROOK LIBRARY | 7/26/99 | 2.00 |
| ADAMS, TOM | BRANCH BROOK LIBRARY | 7/30/99 | 3.00 |
| | | | ----- |
| | | Total Hours: | 35.00 |

Unposted Costs Report

The Unposted Costs report lists all unposted costs. You can select to print a summary or detail report and can select what cost types and call types to display. The Unposted Costs report prints if you are using SOP invoicing.

1. Select *Reports > Service Management > Service > Service with Costs*.
2. Select a report type by choosing the **Summary** or **Detail** radio button. If you select Summary, only the cost totals will print. If you select Detail, each line item on a SOP document will print.
3. In the **Include Cost Types** field, mark the cost types to display.
4. In the **Include Call Types** field, mark the call types to display.
5. Mark the **Subtotal By Division** checkbox if you want division subtotals to display on the report.
6. Select *Print*.

| | | | | | |
|----------------------|---------------------|------------------|---------------------------|-------------|-------------|
| System: | 2/22/02 | 10:50:33 AM | The World Online, Inc. | Page: | 1 |
| User Date: | 2/22/02 | | UNPOSTED COSTS REPORT | User ID: | 2/22/02 |
| | | | Service Management Series | | |
| Include Call Types: | Billable | | , Contract (MC/MCC) | | |
| Include Cost Types: | Labor | | , Non-Labor | | |
| Report Option: | Detail | | | | |
| Subtotal by Division | | | | | |
| Sorted By: | Call Type | | | | |
| Call Type: | Billable: | | | | |
| Division: | F&S | | | | |
| Cost Type: | EQUIPMENT | | | | |
| | Service Call ID | Transaction Date | SOP Document Number | Cost Amount | Bill Amount |
| | 020131-0002 | 1/31/02 | INVS1002 | \$50.00 | \$105.00 |
| | 020131-0002 | 1/31/02 | INVS1003 | \$30.00 | \$75.00 |
| | 020222-0002 | 2/22/02 | INVS1008 | \$8.00 | \$17.50 |
| | 020222-0002 | 2/22/02 | INVS1008 | \$375.00 | \$750.00 |
| | Subtotal: | | EQUIPMENT | \$463.00 | \$947.50 |
| | Division Subtotal: | F&S | | \$463.00 | \$947.50 |
| | Call Type Subtotal: | Billable | | \$463.00 | \$947.50 |
| TOTALS: | | | | \$463.00 | \$947.50 |

WIP Dexterity Reports

At month end, you may want to make sure that the WIP accounts in Service Management balance with the WIP accounts in the general ledger (GL). You can run reports that show you which service transactions have and have not been posted through to the GL - and which transactions have been posted in the GL, but not to Service Management.

WIP accounts in Signature Service Management and WIP accounts in the general ledger (GL) get "out of balance" mostly because of service invoices being posted with unposted costs remaining.

The costs that are committed on a purchase order do not become **actual costs** until they are received through a receivings transaction entry. You can bill a customer prior to receiving actual costs, and when the service invoice is posted, WIP accounts are credited and COGS accounts debited for ALL service call costs, including unreceived PO lines. In this case, WIP accounts are relieved based on the **committed cost remaining** for the unreceived PO lines.

When committed costs remain, those amounts are not tracked in the GL. By default, you will not be able to post a service invoice that contains committed costs. This will be controlled with options on the Invoice Options window, as well as other checkboxes that deal with posted costs.

About trailing costs

Trailing costs are the costs that remain unposted after a service invoice has been posted, for a closed service call. Trailing costs could be partial PO shipments that were not received, a purchase price variance (PPV) that appeared on a receipt, or other committed costs that were not posted before a service invoice was posted.

Using WIP reports at month end

The following reports are included to help you reconcile WIP and Progress Billings accounts as part of the month-end closing process:

- **WIP report:** Printed by year and period and shows amounts for each service call summarized by division.

- **Reconcile report:** Prints debit/credit amounts by WIP and COGS along with the extended cost to reconcile the amounts posted to ensure they balance.
- **Exceptions reports:** Shows which costs that have been posted in the GL but that have NOT been posted in Service Management, and vice versa.

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

Sample report sequence

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

- [Step 1: Run the Reconciliation Summary report \(page 299\)](#)
- [Step 2: Run the Reconciliation Detail report. \(page 299\)](#)
- [Step 3: Run the Trailing Cost and Trailing PPV Cost reports. \(page 299\)](#)
- [Step 4: Run the Exception reports. \(page 299\)](#)
- [Step 5: Make any adjustments to GL or Service accounts. \(page 299\)](#)

Step 1: Run the Reconciliation Summary report

Run the summary version of the Reconciliation report to see which amounts balance; you can filter the report for the month you are reconciling

If you open the Summary Inquiry window to view GL activity (*Inquiry > Financial > Summary*), the Net Change for a period should match the same account's Extended Amount for the same date range on the Reconciliation report.

Extended Amount = WIP Debit - WIP Credit + COGS Debit - COGS Credit

Step 2: Run the Reconciliation Detail report.

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

Step 3: Run the Trailing Cost and Trailing PPV Cost reports.

If you cannot identify the issue, it may be due to a trailing cost or purchase price variance (PPV). This report checks for trailing costs and PPV costs in any account that is set up as a Cost Account or Progress Billing account in Invoice or Maintenance Account Setup. Cost of sales and sales accounts are not checked.

Trailing costs may exist due to a trailing invoice, for example, a vendor invoice that is posted after a service call is closed. The transaction will still appear in the GL WIP accounts but will not appear in Service.

A PPV occurs when the amount that is relieved from WIP when posting a service invoice is different than the amount that was debited to WIP. This may occur if there is a trailing invoice; when there is no actual cost at the time of invoice posting, the Service WIP accounts are relieved based on committed cost remaining, and the amounts may not agree. The impact of a PPV does not appear on the service call but may be identified with this report.

Step 4: Run the Exception reports.

If you still cannot pinpoint the issue, these reports identify transactions that were posted to your Service WIP accounts but not to the GL, and vice versa. All accounts that have been set up as WIP or Cost service invoice or maintenance accounts, as well as any account that has been posted to for a service call, will be checked.


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

Step 5: Make any adjustments to GL or Service accounts.

You can adjust cost amounts in the Signature Transaction entry or Service Invoice windows. If you have trailing costs, you may select to create an administrative service call to transfer the cost into the subledger via a clearing account.

About updated records (additional aid to reconciliation)

To help you to tie back/reconcile amounts in the general ledger with amounts in Service Management, several additional records/tables will be updated because of performing certain actions, such as posting a purchase order invoice (from the Purchasing Invoice Entry window) or posting a service invoice. These are listed below.

- **After posting a Purchase Order invoice** that contains committed purchase order costs (costs that have been included on a posted service invoice as part of committed costs remaining), a new record is created in the *SV_Invoice_Trailing_Costs* table to show the trailing cost amounts. This allows you to tie these amounts back to the service call.
- **After posting a Purchase Order invoice with PPV (purchase price variance)** on a closed service call, a new record is created in the *SV_Invoice_Trailing_PPV_Costs* table to show the amount of the variance (positive or negative) in a field called Trailing Cost.
- **After posting a service invoice and RM transaction** the account indexes for the Invoice Account and Invoice Account Credit accounts will be stored in the *SV000815* table.
- **After posting a plus button  transaction to a service invoice** the account index for the WIP Credit Account will be stored in the *SV000810* table.
- **After transactions are posted that apply to a service call** the following fields are updated accordingly in the *SV000810* or *SV000815* tables: Divisions, Journal Entry, Referenced TRX Number, Transaction Source, Account Index Credit, Account Index Debit, and GL Posting Date.
- **After Signature Payroll Posting**, the account indexes for the OH (overhead) Account Index CR (credit) and OH (overhead) Account Index DR (debit) will be stored in the *SV000810* table.
- **For maintenance contracts, after the revenue recognition process is run** the account indexes used for progress billings and contract earnings will be stored, along with the GL Journal Number and the line sequence numbers created.
- **For maintenance contracts, after creating invoices for billing schedules** we will store the RM Document Number to match in the *SV_Contract_Billing_MSTR* table or *SV_Master_Contract_Billing_MSTR* (for master contracts). In the *SV_Maint_Invoice_MSTR* table, the account index will be stored containing the progress billing amounts.

Posting setup

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

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

Running the WIP Reports

1. Select *Reports > Service Management > Service > WIP Reports*. The Service Management WIP Reports window opens.
2. Enter a **Start Date** and an **End Date**.
3. Select a **GL Account Number**. To run for all accounts, leave this field blank.
4. Select to run by all or individual **Division, Customer, Location** and/or **Contract**.
5. Select to run a WIP report (summary or detail), Reconcile report (summary or detail), or Exception report. For the Exception report, you can select to run a report for Service Costs not in GL or GL Costs not in Service.
6. Select *Print*.

Dexterity report examples appear below.

- [WIP Report - Summary \(page 300\)](#)
- [WIP Report - Detail \(page 301\)](#)
- [WIP Reconcile Report - Summary \(page 302\)](#)
- [WIP Reconcile Report - Detail \(page 303\)](#)
- [WIP Exception Report - Service Management costs not in GL \(page 303\)](#)
- [WIP Exception Report - GL costs not in Service Management \(page 304\)](#)
- [Service Invoice Trailing Costs Report - Summary \(page 304\)](#)
- [Service Invoice Trailing Costs Report - Detail \(page 305\)](#)

⚠ If you are using SSRS reports, these Dexterity reports are replaced with the SSRS versions; refer to [WIP SSRS reports \(page 94\)](#) for examples of the SSRS WIP reports.

WIP Report - Summary

| | | | | | |
|------------------------------|-------------------------------|---------------------------------|----------------|---------------------|--------|
| <u>041115-0005</u> | COMPANYINC-5355 S MOORLAND RD | | | | |
| | | | | 341.25 | 202.75 |
| <u>041115-0010</u> | MR EDS-4018 MINERAL PT RD | | | | |
| | | | | 237.68 | 121.45 |
| <u>041115-0014</u> | PAT'S-1909 W SECOND ST | | | | |
| | | | | 171.30 | 83.31 |
| Division: SERVICE COM | | | | | |
| WIP Equipment | 000-4501-05- | COGS-Service-Matl/Equip-COMMERC | Equipment Cost | | 0.00 |
| WIP Materials | 000-4501-05- | COGS-Service-Matl/Equip-COMMERC | Material Cost | | 161.25 |
| WIP Labor | 000-4500-05- | COGS-Service-Labor-COMMERCIAL | Labor Cost | | 210.00 |
| WIP Subs | 000-4502-05- | COGS-Service-Subs/Other-COMMERC | Subs Cost | | 0.00 |
| WIP Labor | 000-4502-05- | COGS-Service-Subs/Other-COMMERC | Other Cost | | 36.26 |
| | | | | Division Total Cost | 407.51 |

WIP Report - Detail

| Call# | Element | Call Open TRX# | Dynamics Status | Batch | Source | Trx Create Date | Call Type | Call Status | Cost |
|--|---------------------|-----------------------|--|-------|-----------------------|----------------------------|-----------|-------------|---------------|
| Division: SERVICE COM | | | | | | | | | |
| 041115-0005 COMPANY INC -5355 S MOORLAND RD | | | | | | | | | |
| 041115-000 | 2 | 11/15/2004 0000000000 | OPEN | | DEMO AP PM_Trxent | 11/17/2004 | EMG | OPEN | 115.00 |
| 041115-000 | 7 | 11/15/2004 SV100 | OPEN | | DEMO ADDABC Code | 11/17/2004 | EMG | OPEN | 60.00 |
| 041115-000 | 5 | 11/15/2004 SV101 | OPEN | | DEMO ADDGL_NORMA | 11/17/2004 | EMG | OPEN | 27.75 |
| | | | | | | | | | 341.25 |
| | | | | | | | | | 202.75 |
| 041115-0010 MR EDS-4018 MINERAL PT RD | | | | | | | | | |
| 041115-001 | 2 | 11/15/2004 0000000000 | OPEN | | DEMO AP PM_Trxent | 11/17/2004 | T&M | OPEN | 17.75 |
| 041115-001 | 6 | 11/15/2004 SV100 | OPEN | | DEMO ADDABC Code | 11/17/2004 | T&M | OPEN | 100.00 |
| 041115-001 | 5 | 11/15/2004 SV101 | OPEN | | DEMO ADDGL_NORMA | 11/17/2004 | T&M | OPEN | 3.70 |
| | | | | | | | | | 237.68 |
| | | | | | | | | | 121.45 |
| 041115-0014 PATS-1909 W SECOND ST | | | | | | | | | |
| 041115-001 | 2 | 11/15/2004 0000000000 | OPEN | | DEMO AP PM_Trxent | 11/17/2004 | EMG | OPEN | 28.50 |
| 041115-001 | 6 | 11/15/2004 SV100 | OPEN | | DEMO ADDABC Code | 11/17/2004 | EMG | OPEN | 50.00 |
| 041115-001 | 5 | 11/15/2004 SV101 | OPEN | | DEMO ADDGL_NORMA | 11/17/2004 | EMG | OPEN | 4.81 |
| | | | | | | | | | 171.30 |
| | | | | | | | | | 83.31 |
| Non-Contract Related | | | | | | | | | |
| | | | | | | Equipment Cost | | | 0.00 |
| | | | | | | Material Cost | | | 161.25 |
| | | | | | | Labor Cost | | | 210.00 |
| | | | | | | Subs Cost | | | 0.00 |
| | | | | | | Other Cost | | | 36.26 |
| | | | | | | Total Cost | | | 407.51 |
| Division: SERVICE COM | | | | | | | | | |
| WIP Equipment | 000-4501-05- | | COGS-Service-Mat/Equip-COMMERC | | Equipment Cost | | | | 0.00 |
| WIP Materials | 000-4501-05- | | COGS-Service-Mat/Equip-COMMERC | | Material Cost | | | | 161.25 |
| WIP Labor | 000-4500-05- | | COGS-Service-Labor-COMMERCIAL | | Labor Cost | | | | 210.00 |
| WIP Subs | 000-4502-05- | | COGS-Service-Subs/Other-COMMERC | | Subs Cost | | | | 0.00 |
| WIP Labor | 000-4502-05- | | COGS-Service-Subs/Other-COMMERC | | Other Cost | | | | 36.26 |
| | | | | | | Division Total Cost | | | 407.51 |

WIP Reconcile Report - Summary

| PostDate | TRXSOURC | Ref Trx # | Service_Col_ID | CC | WIP Debit | Credit | COGS Debit | Credit | Extended Cost |
|---------------------|----------|---|----------------|----|------------------|-----------------|-----------------|-----------------|-----------------|
| 000-1300-01 | | Inventory - Retail/Parts | | | 0.00 | 25.00 | 0.00 | 0.00 | -25.00 |
| 000-1410-04 | | WIP-Labor-Service-RESIDENTIAL | | | 0.00 | 0.00 | 0.00 | 310.00 | -310.00 |
| 000-1410-05 | | WIP-Labor-Service-COMMERCIAL | | | 0.00 | 0.00 | 0.00 | 980.00 | -980.00 |
| 000-1410-06 | | WIP-Labor-Service-INDUSTRIAL | | | 0.00 | 0.00 | 0.00 | 260.00 | -260.00 |
| 000-1411-04 | | WIP-Material/Equipment-Service-RESIDENTIAL | | | 501.83 | 2.10 | 0.00 | 193.33 | 306.40 |
| 000-1411-05 | | WIP-Material/Equipment-Service-COMMERCIAL | | | 4,171.16 | 0.00 | 0.00 | 415.23 | 3,755.93 |
| 000-1411-06 | | WIP-Material/Equipment-Service-INDUSTRIAL | | | 464.89 | 20.00 | 0.00 | 176.99 | 267.90 |
| 000-1411-08 | | WIP-Material/Equipment-Mnt Contracts-COMMERCIAL | | | 55.50 | 55.50 | 55.50 | 130.00 | -74.50 |
| 000-1411-10 | | WIP-Service-Material/Equipment-RENTAL DEPT | | | 45.00 | 0.00 | 0.00 | 45.00 | 0.00 |
| 000-1412-04 | | WIP-Subs & Other-Service-RESIDENTIAL | | | 0.00 | 0.00 | 0.00 | 7.70 | -7.70 |
| 000-1412-05 | | WIP-Subs & Other-Service-COMMERCIAL | | | 4.35 | 0.00 | 0.00 | 39.97 | -35.62 |
| 000-1412-06 | | WIP-Subs & Other-Service-INDUSTRIAL | | | 0.00 | 0.00 | 0.00 | 40.70 | -40.70 |
| 000-2110-00 | | Accrued Expenses | | | 0.00 | 13.71 | 0.00 | 0.00 | -13.71 |
| 000-2111-00 | | Accrued Purchases | | | 0.00 | 186.48 | 0.00 | 0.00 | -186.48 |
| 000-2115-00 | | Billings In Excess of Cost | | | 0.00 | 2,892.50 | 0.00 | 0.00 | -2,892.50 |
| 000-4500-04 | | COGS-Service-Labor-RESIDENTIAL | | | 470.00 | 0.00 | 310.00 | 0.00 | 780.00 |
| 000-4500-05 | | COGS-Service-Labor-COMMERCIAL | | | 1,480.00 | 0.00 | 980.00 | 0.00 | 2,460.00 |
| 000-4500-06 | | COGS-Service-Labor-INDUSTRIAL | | | 600.00 | 0.00 | 260.00 | 0.00 | 860.00 |
| 000-4500-07 | | COGS-Mnt Contracts-Labor-RESIDENTIAL | | | 180.00 | 0.00 | 0.00 | 0.00 | 180.00 |
| 000-4500-08 | | COGS-Mnt Contracts-Labor-COMMERCIAL | | | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 |
| 000-4500-09 | | COGS-Mnt Contracts-Labor-INDUSTRIAL | | | 382.50 | 0.00 | 0.00 | 0.00 | 382.50 |
| 000-4500-10 | | COGS-Service-Labor-RENTAL DEPT | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 000-4501-04 | | COGS-Service-Matl/Equip-RESIDENTIAL | | | 0.00 | 0.00 | 193.33 | 0.00 | 193.33 |
| 000-4501-05 | | COGS-Service-Matl/Equip-COMMERCIAL | | | 0.00 | 0.00 | 415.23 | 0.00 | 415.23 |
| 000-4501-06 | | COGS-Service-Matl/Equip-INDUSTRIAL | | | 0.00 | 0.00 | 176.99 | 0.00 | 176.99 |
| 000-4501-07 | | COGS-Mnt Contracts-Matl/Equip-RESIDENTIAL | | | 36.25 | 0.00 | 0.00 | 0.00 | 36.25 |
| 000-4501-08 | | COGS-Mnt Contracts-Matl/Equip-COMMERCIAL | | | 485.40 | 365.00 | 130.00 | 55.50 | 194.90 |
| 000-4501-09 | | COGS-Mnt Contracts-Matl/Equip-INDUSTRIAL | | | 17.76 | 0.00 | 0.00 | 0.00 | 17.76 |
| 000-4501-10 | | COGS-Service-Matl/Equip-RENTAL DEPT | | | 0.00 | 0.00 | 45.00 | 0.00 | 45.00 |
| 000-4502-04 | | COGS-Service-Subs/Other-RESIDENTIAL | | | 13.63 | 0.00 | 7.70 | 0.00 | 21.33 |
| 000-4502-05 | | COGS-Service-Subs/Other-COMMERCIAL | | | 76.23 | 0.00 | 39.97 | 0.00 | 116.20 |
| 000-4502-06 | | COGS-Service-Subs/Other-INDUSTRIAL | | | 73.63 | 0.00 | 40.70 | 0.00 | 114.33 |
| 000-4502-07 | | COGS-Mnt Contracts-Subs/Other-RESIDENTIAL | | | 3.70 | 0.00 | 0.00 | 0.00 | 3.70 |
| 000-4502-10 | | COGS-Service-Subs/Other-RENTAL DEPT | | | 55.50 | 0.00 | 0.00 | 0.00 | 55.50 |
| Grand Total: | | | | | 10,117.33 | 3,560.29 | 2,654.42 | 2,654.42 | 6,557.04 |

WIP Reconcile Report - Detail

| PostDate | TRXSOURC | Ref Trx # | Service_Call_ID | CC | WIP Debit | 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: CIANE | | | | | | | | | | | | | | | |
| Business | | 123 | 0.00 | 184.00 | 184.00 | 184.00 | 100% | 12.00 | 12.00 | 18.00 | 12.00 | 20.00 | 18.00 | 12.00 | 12.00 |
| Business | | 456 | 0.00 | 40.00 | 40.00 | 40.00 | 100% | 0.00 | 0.00 | 6.00 | 0.00 | 8.00 | 6.00 | 0.00 | 0.00 |
| Business | | 789 | 0.00 | 744.00 | 744.00 | 744.00 | 100% | 62.50 | 61.50 | 62.50 | 61.50 | 62.50 | 61.50 | 62.50 | 61.50 |
| LABOR LOAD | | | | | 968.00 | 968.00 | | | | | | | | | |
| MCC Task Hours | | | | | | 968.00 | | 74.50 | 73.50 | 86.50 | 73.50 | 90.50 | 85.50 | 74.50 | 73.50 |
| % of MCC Plan | | | | | | 0.00% | | 0.30% | 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) | |

Master Contract Reports

The Master Contract List contains all master contracts and their assigned maintenance contracts, as well as the information from the Master Contract window.

The Master Contract Financial report lists all master contracts, contract amounts, total cost, contract earned, gross profit, revenue recognized, and amount billed for each contract on a year-to-date and total-to-date basis.

1. Select *Reports > Service Management > Maintenance > Master Contract*.
2. Select to print the Master Contract List or the Master Contract Financial report from the **Report** drop-down list.
3. From the **Print** drop-down list, select to print the report for all customers, a customer range, or a branch range. Enter the range information, if applicable.
4. Select *Print*

 You can also print the Master Contract List for a specific customer by choosing *File > Print* in the Master Contract window.

Master Contract List

| | | | | | | | | |
|------------------|-----------------------|--------------|---------------------------|----------------------|----------------|----------------|-------------------|--------------|
| System: | 3/30/98 | 11:26:43 AM | The World Online, Inc. | | | | Page: | 1 |
| User Date: | 3/30/98 | | MASTER CONTRACT LIST | | | | User ID: | LESSON USER1 |
| | | | Service Management Series | | | | | |
| Ranges: | | From: | To: | User Profile Filter: | | | | |
| Customer ID: | AARONFIT0001 | AARONFIT0001 | Affiliate: | | | | | |
| Contract Number: | First | Last | Region: | | | | | |
| Branch Name: | First | Last | Branch: | | | | | |
| Customer ID | Name | | | | | | | |
| ----- | ----- | | | | | | | |
| Master Contract | Control Billing | Hold | Cancel | Amount | Start Date | Expiration | Billing Frequency | |
| ----- | ----- | | | | | | | |
| Service Call Day | Invoice Billing Day | P.O. Number | Salesperson ID | Anniversary Date | User Defined 1 | User Defined 2 | | |
| ----- | ----- | | | | | | | |
| AARONFIT0001 | Aaron Fitz Electrical | | | | | | | |
| M0001 | YES | NO | NO | \$4,700.00 | 1/1/98 | 12/31/98 | MONTHLY | |
| | 1 | | | | 12/31/98 | | | |
| | Contract | Amount | | | | | | |
| | ----- | ----- | | | | | | |
| | 789 | \$1,200.00 | | | | | | |
| | 855 | \$3,500.00 | | | | | | |
| End of Report | | | | | | | | |

Master Contract Financial

| | | | | | | | | |
|-----------------------------|-----------------------|--------------|----------------------------------|------------------|--------------------|----------------|-------------------|--------------|
| System: | 3/30/98 | 11:39:17 AM | The World Online, Inc. | | | | Page: | 1 |
| User Date: | 3/30/98 | | MASTER CONTRACT FINANCIAL REPORT | | | | User ID: | LESSON USER1 |
| | | | Service Management Series | | | | | |
| Ranges: | From: | To: | User Profile Filter: | | | | | |
| Customer ID: | AARONFIT0001 | AARONFIT0001 | Affiliate: | | | | | |
| Contract Number: | First | Last | Region: | | | | | |
| Branch Name: | First | Last | Branch: | | | | | |
| Customer ID | Name | | | | | | | |
| Master Contract | Control Billing | Hold | Cancel | Amount | Start Date | Expiration | Billing Frequency | |
| Service Call Day | Invoice Billing Day | P.O. Number | Salesperson ID | Anniversary Date | User Defined 1 | User Defined 2 | | |
| AARONFIT0001 | Aaron Fitz Electrical | | | | | | | |
| M0001 | YES | NO | NO | \$4,700.00 | 1/1/98 | 12/31/98 | MONTHLY | |
| | 1 | | | | 12/31/98 | | | |
| Contract | Amount | Total Cost | Contract Earned | Gross Profit | Revenue Recognized | | Billed | |
| 789 | \$1,200.00 | | | | | | | |
| | Year-to-Date: | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$200.00 | \$200.00 | |
| | Total-to-Date: | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$200.00 | \$200.00 | |
| | Estimate: | \$0.00 | | | | | | |
| 855 | \$3,500.00 | | | | | | | |
| | Year-to-Date: | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$583.30 | \$583.30 | |
| | Total-to-Date: | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$583.30 | \$583.30 | |
| | Estimate: | \$0.00 | | | | | | |
| Master Contract YTD Total: | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$783.30 | \$783.30 | |
| Master Contract ITD Total: | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$783.30 | \$783.30 | |
| Master Contract Est. Total: | | \$0.00 | | | | | | |
| Report Contract YTD Total: | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$783.30 | \$783.30 | |
| Report Contract ITD Total: | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$783.30 | \$783.30 | |
| Report Contract Est. Total: | | \$0.00 | | | | | | |
| End of Report | | | | | | | | |

Monthly Labor Plan Report

The Monthly Labor Plan report lists the scheduled MCC labor hours for each technician monthly. The report also lists the actual hours per service call completed by the technician.

1. Select *Reports > Service Management > Maintenance > Labor Load Monthly*.
2. Select the **All** or **Individual Technician** radio button. If you chose Individual Technician, select a technician.
3. Make a selection from the **Month** field drop-down list.
4. The first time you select *Print* during a session, you will receive a message asking if you want to run the utility that matches technicians by skill level to maintenance tasks. Select *Yes*. A progress window appears.

Technician: BLAC0001 Black, Thomas

| Contract Number | Location Name | Scheduled MCC | Service Call ID | Status | Completed | Hours |
|---------------------------|---------------------------|---------------|-----------------|--------|--------------------|-------|
| 003 | Aaron Fitz Corporate Home | 5.00 | 950402-00C4 | 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 :

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 312)
- [SmartList Designer](#) (page 312)

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 \(page 314\)](#) 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 \(page 315\)](#)
- [Job Cost \(page 316\)](#)
- [Equipment Manager \(page 316\)](#)

Service Management

| Object | Go To items |
|--------------------------------------|--|
| Signature Service Calls | Service Call, Service Manager, Customer, Location, Contracts |
| Signature Service Customer Locations | Service Manager, Service Call History, Equipment Summary, Customer, Location |
| Signature Service Equipment | Equipment, Contract, Service Manager, Customer, Location |
| Signature Service Invoice History | Invoice, Service Call, Service Manager, Customer, Location |

| Object | Go To items |
|---|---|
| Signature Service Invoice Open | Invoice, Service Call, Service Manager, Customer, Location |
| Signature Service Maintenance Contracts | Contract, Contract Coverage, Revenue/Costs, Service Manager, Customer, Location |

Job Cost

| Object | Go To items |
|------------------------------|--|
| Signature Job Billings | Invoice Zoom, Job Status, Billed Position, Billing Inquiry |
| Signature Job Cost Codes | Cost Code, Cost Code Setup, Cost Code Transactions, Cost Code Summary, Job Status, Job Maintenance |
| Signature Job Subcontractors | Vendor Status, Job Status, Job Maintenance, Billed Position, Master Vendor Dates, Master Subcontractor, Subcontractor Status |
| Signature Job Transactions | Job Cost Transaction Zoom, Cost Code Summary, Job Status, Job Maintenance |
| Signature Jobs | Job Status, Job Change Orders, Billed Position, Billing Inquiry, Project Status, Job Maintenance |

Equipment Manager

| Object | Go To items |
|------------------|--|
| Cost Categories | Equipment Hierarchy, Equipment Manager |
| Equipment | Address Maintenance, Customer Maintenance, Equipment Hierarchy, Equipment Manager, Model Maintenance |
| Equipment Models | Equipment Model |
| Meter Readings | Equipment Hierarchy, Equipment Manager, Op Log Maintenance, Service Call |

| Object | Go To items |
|------------------------|--|
| Rental Agreement Lines | Address Maintenance, Customer Maintenance, Equipment Hierarchy, Equipment Manager, Item Maintenance, Job Status, Model Maintenance |
| Rental Invoice Lines | Address Maintenance, Agreement Entry, Customer Maintenance, Equipment Hierarchy, Equipment Manager, Invoice Entry, Item Maintenance, Job Status, Model Maintenance |
| Scheduled Maintenance | Equipment Hierarchy, Equipment Manager, Scheduled Maintenance, Service Call |

Contact Information

Support & Sales

Support Phone: 262-317-3800

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Hours: Normal support hours are 7:00 a.m. to 6:00 p.m. Central Time. After-hours and weekend support is available for an additional charge. Please contact WennSoft Support for additional information.

WennSoft will be closed in observance of the following holidays: New Year's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Day, and the Day after Christmas.

Support Plans

We're committed to providing the service you need to solve your problems and help your team maximize productivity.

We offer several Signature Enhancement and Support Plans to meet your needs and Extended Support Plans for retired product versions available at <https://www.wennsoft.com/wportal>.

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