

Team Management Systems
ACOWIN Report Manual
Revision 12.08

Accounts Receivable Reports	4
Call Slip Edit Report	5
Call Slip Edit Report Reprint	6
Call Slip Posting Report by Batch	7
Call Slip Posting Report by Date	8
Contract Edit Report.....	9
Contract Edit Report Reprint	10
Contract Posting Report by Batch	11
Contract Posting Report by Date	12
Job Cost Posting by Date	13
Job Cost Posting Report by Batch	14
Payment Edit Report	15
Payment Edit Report Reprint	16
Payment Posting Report by Batch	17
Service Charge Edit Report	18
Service Charge Edit Report Reprint.....	19
Service Charge Posting Report by Batch.....	20
Aged Receivables Report	21
Sales Tax Report.....	22
Customer Statements.....	23
Use Tax Report	24
Vendor Bill Report	25
Vendor Bill Journal Entries	26
Journal Entries by Batch	27
Call Slip Reports	28
Print Call Slips	29
Scheduled Calls Report	31
Call Slip Summary	32
Call Slip Problem Code List	33
Call Slip Material Usage	34
Call Slip Material Usage Value Report.....	35
Location Re-Stock From Sales	36
Flat Rate Hours Report	37
Flat Rate Compare Report	38
Flat Rate Evaluation Report	39
Flat Rate Spiff Detail	40
Flat Rate Technician Spiff	41
Call Slip Profitability Summary	42
Call Slip Profitability Detail	43
Sales Person Profit Summary Report	44
Sales Person Profit Detail Report	45
Distribution Profitability.....	46
Preprinting Call Slip Invoices	47
Print Call Slip Invoices.....	48
COD Payment Report	50
Contract Reports.....	51
Customer Contracts	52
Contract Expiration Report.....	53
Inspections Due Labels.....	54
Inspection Call Slips To Be Created	55
Inspection Call Slips Created	56

Missed Inspections.....	57
Scheduled Contracts.....	58
Contract Profitability Summary.....	59
Contract Profitability Detail.....	60
Contract Invoices To Be Created.....	61
Preprinting Contract Invoices.....	62
Print Batch of Contract Invoices.....	63
Untransferred Contract Invoices.....	64
Customer / Site Reports.....	65
Customer List Summary.....	66
Customer List Detail.....	67
Customer/Site List.....	68
Customer History.....	69
Customer Contracts.....	70
COD / Credit Hold Report.....	71
Customer Mailing Labels.....	72
Equipment Reports.....	73
Equipment List.....	74
Equipment / Customer Labels.....	75
Inventory Reports.....	76
Inventory Price List.....	77
Physical Inventory.....	78
Inventory Evaluation.....	79
Serial Number / Floor Plan Report.....	80
ReStock Inventory.....	81
ReStock Inventory With Bar Codes.....	82
Inventory Barcode Labels.....	83
Vendor List.....	84
Purchase Order Quantity Report.....	85
Job Costing Reports.....	86
Estimate vs. Actual Cost.....	87
Estimate vs. Actual Cost Detail by Phase.....	88
Estimate vs. Actual Cost Detail by Category / Phase.....	89
Estimate vs. Actual Cost Detail by Job / Category / Phase.....	90
Estimate vs. Actual Cost Summary by Job / Category / Phase.....	91
Labor Detail Report.....	92
Labor Estimate vs. Actual Hours by Job / Category / Phase.....	93
Labor Estimate vs. Actual Cost by Job / Category / Phase.....	94
Purchase Order Quantity Report.....	95
Job Cost Material Usage Report.....	96
Detail Billing History.....	97
Detail Billing Summary.....	98
Over / Under Bonding Report.....	99
Commission Report.....	100
Job Cost Profit Summary.....	101
Job Cost Status Report.....	102
Job Cost Call Slip Summary.....	103
Technician Reports.....	104
Technician Time Report.....	105
Technician Time by Account Report.....	106
Technician Profitability Summary.....	107
Technician Profitability Detail.....	108
Flat Rate Technician Spiff.....	109
Miscellaneous Reports.....	110
Employee List.....	111
Diary List.....	112

Introduction

The Acowin system includes a large number of reports to help you measure profitability, print scheduled service calls, obtain lists of active service contracts, and more. These reports are very versatile, and offer numerous options for selecting data and sorting the results. This Report Manual provides an example of each report, a list of its sort and selection options, and a brief description of how the report might be used.

All of the Acowin reports begin with a screen that lets you choose sort and selection options. **Sort** options control the order in which items are listed on the report. A report sorted by “Customer Name” will appear in alphabetical order, using the name of each customer. The Sort option has **no** effect on which records are chosen for the report - it only controls the order they appear.

The **Select** options can be used to narrow the results of a report. If you make no Select choices, all records will be included, which can make the report very long. Each selection choice is made on the left side of the screen, then moved into play with the Right Arrow button. This will cause the Selection Criteria text to change from “All records will be displayed. No selections have been made,” to show your selections instead. For example, if you wanted to run the Call Slip Summary Report for all of the calls scheduled in the month of September 2004 for a technician named “BOB”, you would have two Select choices to make: a selection by Schedule Date for 09/01/07 through 09/30/07, and a selection by Technician for “BOB”. Each selection would be made separately, and moved into place with the Right Arrow button.

The screenshot shows a software interface with two tabs: "Filters" and "Additional Sorts". The "Filters" tab is active. On the left, there is a "Select For" dropdown menu set to "Sched/Work Date". Below it are two radio buttons: "Range" (selected) and "Equals". Underneath, there are "From" and "To" date input fields. The "From" field contains "09/01/2007" and the "To" field contains "09/30/2007". A right-pointing arrow button is positioned between the filter controls and the selection criteria area. The selection criteria area on the right is titled "Selection Criteria (Make up to 4 selections)" and contains the text "Technician = BOB" and "Sched/Work Date from 09/01/2007 to 09/30/2007". At the bottom of this area are "Remove" and "Reset" buttons.

Many reports include additional selection options, which generally take the form of check boxes at the bottom of the report screen. When you’ve made all the desired selections, click the **Run Report** button to produce your report. You can always return to the report screen to adjust your selections and run the report again - your settings will remain in place until you exit from the report screen.

Accounts Receivable Reports

These reports contain information about invoices which have been posted from Call Slips, Contracts, and Job Costing projects. Most of these reports also appear on the Steps Menu, as part of the ordinary procedure for posting and synchronizing invoices. For example, the Call Slip Edit Report also appears as Step #4 on the Service Invoice Steps Menu.

NOTE: If you are using QuickBooks or StarBuilder for your accounting system, some of the reports listed in this section will not be available. This is because the functions performed by these reports are handled by QuickBooks or StarBuilder instead, and you should use the equivalent reports in those programs. The reports which are not available for QuickBooks or StarBuilder users are marked with a star (*) in the list below, and this will also be indicated in the description of the individual report.

Call Slip Edit Report
Call Slip Edit Report Reprint
Call Slip Posting Report by Batch
Call Slip Posting Report by Date

Contract Edit Report
Contract Edit Report Reprint
Contract Posting Report by Batch
Contract Posting Report by Date

Job Cost Posting by Date
Job Cost Posting by Batch

*** Payment Edit Report**
***Payment Edit Report Reprint**
*** Payment Posting Report by Batch**

***Service Charge Edit Report**
*** Service Charge Edit Report Reprint**
*** Service Charge Posting Report by Batch**

*** Aged Receivables Report**
Sales Tax Report
*** Customer Statements**

Call Slip Edit Report

Description: This report lists all the Call Slips that have been Marked for Transfer to A/R, but not posted yet. If you post your Call Slip invoices one at a time, using the Post Call Slip button on the Status Change menu, you will not need to run this report. Note that running this report gathers all the Call Slips into a batch, assigns a Batch ID, and marks the Call Slips as posted – just as if you had clicked the Post Call Slip button on the Status Change menu. If the system finds anything wrong with one of your invoices, it will include a number in the Result column. A key to interpreting the Result numbers is printed at the bottom of the page. (Result code 0 means the invoice has no problems.) The Call Slip Edit Report appears on the Service Invoice Steps Menu as Step #4. After running this report, you should process the completed invoices with Step #5 on the Service Invoice Steps Menu, also available to QuickBooks or StarBuilder users as the Service Invoices step at the top of the QB Sync or SB Sync menus.

Sort Options:

Invoice Date
User ID
Distribution Code

Select Options:

Invoice Date
User ID
Distribution Code

Additional Selection Options: Use the pull-down menus to select the Month and Year of the batch you are about to create. These settings default to the current month and year.

12/05/2010 10:12:02AM

Accounts Receivable Call Slip Edit Report

Page 1 of 1

Selections = All

Inv No	Inv Date	Batch ID	Bill To / Site Name	Labor Sell	Material Sell	Misc Sell	Discount Amt	Subtotal	Tax	Grand Total	Result
S-1136	04/21/2008	08DEC67	001037 Bose, Charlene	66.50	21.24	0.00	0.00	87.74	1.38	89.12	0
S-1169	12/05/2008	08DEC67	001027 Anderson, John	90.00	369.44	0.00	0.00	459.44	24.01	483.45	0
S-1025	12/05/2008	08DEC67	001003 Ace Hardware - Fowle	173.33	375.50	0.00	0.00	548.83	22.53	571.36	0
S-1170	12/05/2008	08DEC67	001049 Demieux Electrical Inc.	105.00	310.70	0.00	0.00	415.70	27.02	442.72	0
S-1122	12/05/2008	08DEC67	001057 Colear, Brianna	0.00	120.00	15.00	0.00	135.00	8.78	143.78	0
Batch Subtotals :				434.83	1,196.88	15.00	0.00	1,646.71	83.72	1,730.43	
Report Totals :				434.83	1,196.88	15.00	0.00	1,646.71	83.72	1,730.43	

Result Codes	0. No problems	5. Account Number not found
	1. Customer not found	7. Cannot verify Tax Region within QuickBooks (QB users only)
	2. Call Slip not found	8. Invoice date is not acceptable
	3. Credit do not match debits	
	4. Call Slip Invoice not found	A. Adjustments made to match flat rate totals. See Invoice for Details

Call Slip Edit Report Reprint

Description: After you have created a batch with the Call Slip Edit Report, described on the previous page, you can reprint the batch at any time with the Call Slip Edit Report Reprint. This can even be done after the invoices have been processed and exported, or synchronized with your accounting software. The same Result numbers appear for invoices with problems, including Result code 0 for an invoice that has nothing wrong with it. If you encounter an error while processing Call Slip invoices with Step #5 on the Steps menu, you can run the Call Slip Edit Report Reprint to find the exact invoice with an error condition. Note that if you post your invoices one at a time, with the Post Call Slip button on the Call Slip Status Change menu, the system gathers them into daily batches, creating a new batch for the day if you process a batch with Step #5, then post more invoices. You can see the exact batch number for any given invoice by looking up the Call Slip, then viewing the Invoice screen – you'll find the Batch Number at the top of the screen, beneath the Call Slip Status.

Selection Options: Use the pull-down menu to select the month and year of the batch you wish to reprint, then click the Get Batches button. A list of batches for the month and year will appear. Select a batch and click Run to produce the Edit Report Reprint.

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Accounts Receivable Call Slip Edit Report Reprint

Page 1 of 1

BatchNo >= 67 AND BatchNo <= 67

Inv No	Inv Date	Batch ID	Bill To / Site Name	Labor Sell	Material Sell	Misc Sell	Discount Amt	Subtotal	Tax	Grand Total	Result
S-1025	12/05/08	08DEC67	001003 Ace Hardware - Fowler	173.33	375.50	0.00	0.00	548.83	22.53	571.36	0
S-1122	12/05/08	08DEC67	001057 Colear, Brianna	0.00	120.00	15.00	0.00	135.00	8.78	143.78	0
S-1136	04/21/08	08DEC67	001037 Bose, Charlene	66.50	21.24	0.00	0.00	87.74	1.38	89.12	0
S-1169	12/05/08	08DEC67	001027 Anderson, John	90.00	369.44	0.00	0.00	459.44	24.01	483.45	0
S-1170	12/05/08	08DEC67	001045 Demieux Electrical Inc.	105.00	310.70	0.00	0.00	415.70	27.02	442.72	0
Batch Subtotals :				434.83	1,196.88	15.00	0.00	1,646.71	83.72	1,730.43	
Report Totals :				434.83	1,196.88	15.00	0.00	1,646.71	83.72	1,730.43	

Result Codes	0. No problems	5. Account Number not found
	1. Customer not found	7. Cannot verify Tax Region within QuickBooks (QB users only)
	2. Call Slip not found	8. Invoice date is not acceptable
	3. Credit do not match debits	
	4. Call Slip Invoice not found	A. Adjustments made to match flat rate totals. See Invoice for Details

Call Slip Posting Report by Batch

Description: This report gives you a list of Call Slip invoices that have been posted under a given Batch-ID. The report includes the customer name, invoice number, and dollar value of each invoice.

Selection Options: Use the pull-down menu to select the month and year of the batch you wish to reprint, then click the Get Batches button. A list of batches for the month and year will appear. Select a batch and click Run to produce the Posting Report by Batch.

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Accounts Receivable Call Slip Posting Report

Page 1 of 1

BatchNo >= 67 AND BatchNo <= 67

Inv No	Inv Date	Batch ID	Post Date	Site Name	Labor Sell	Material Sell	Misc Sell	Discount Amt	Subtotal	Tax	Grand Total	Tax Adj
S-1025	12/05/2008	08DEC67	12/05/08	Ace Hardware - Fo	173.33	375.50	0.00	0.00	548.83	22.53	571.36	
S-1122	12/05/2008	08DEC67	12/05/08	Colear, Brianna	0.00	120.00	15.00	0.00	135.00	8.78	143.78	
S-1136	04/21/2008	08DEC67	12/05/08	Bose, Charlene	66.50	21.24	0.00	0.00	87.74	1.38	89.12	
S-1169	12/05/2008	08DEC67	12/05/08	Anderson, John	90.00	369.44	0.00	0.00	459.44	24.01	483.45	
S-1170	12/05/2008	08DEC67	12/05/08	Demieux Electrical	105.00	310.70	0.00	0.00	415.70	27.02	442.72	
Batch Subtotals :					434.83	1,196.88	15.00	0.00	1,646.71	83.72	1,730.43	
Report Totals :					434.83	1,196.88	15.00	0.00	1,646.71	83.72	1,730.43	

Call Slip Posting Report by Date

Description: This report gives you a list of Call Slip invoices that have been posted within a given range of dates. The report includes the customer name, invoice number, and dollar value of each invoice. If more than one batch exists for the date range you specified, the invoices will be grouped together by batch, and a batch subtotal will be provided.

Sort Options:
 Posting Date
 Invoice Date

Select Options:
 Invoice Date

Additional Selection Options: Enter the range of posting dates you wish to appear on the report. You may type these dates manually, or use the Calendar buttons to select them from a graphical calendar.

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Accounts Receivable Call Slip Posting Report

Page 1 of 3

Selections = All
 Posting Date >= 01/01/2007 and Posting Date <= 12/05/2008

Inv No	Inv Date	Batch ID	Post Date	Site Name	Labor Sell	Material Sell	Misc Sell	Discount Amt	Subtotal	Tax	Grand Total	Tax Adj
S-1048	01/09/2007	07JAN40	03/01/07	Free, Scott	0.00	125.00	0.00	0.00	125.00	8.13	133.13	
Batch Subtotals :					0.00	125.00	0.00	0.00	125.00	8.13	133.13	
S-1050	01/01/2007	07JAN41	03/01/07	Ace Hardware - Fo	0.00	125.00	0.00	0.00	125.00	7.50	132.50	
S-1051	01/12/2007	07JAN41	03/01/07	Bose, Charlene	0.00	200.00	0.00	0.00	200.00	13.00	213.00	
S-1052	01/05/2007	07JAN41	03/01/07	Creamy Cheesecak	0.00	1,200.00	0.00	0.00	1,200.00	72.00	1,272.00	
S-1053	01/10/2007	07JAN41	03/01/07	Corso, Frank	0.00	75.00	0.00	0.00	75.00	4.50	79.50	
Batch Subtotals :					0.00	1,600.00	0.00	0.00	1,600.00	97.00	1,697.00	
S-1057	03/15/2007	07MAR43	03/15/07	Agnew, Spiro	0.00	1,500.00	0.00	0.00	1,500.00	90.00	1,590.00	
S-1058	03/15/2007	07MAR43	03/15/07	Agnew, Spiro	0.00	-1,500.00	0.00	0.00	-1,500.00	-90.00	-1,590.00	
S-1059	03/15/2007	07MAR43	03/15/07	Anderson, John	0.00	2,700.00	0.00	0.00	2,700.00	175.50	2,875.50	
S-1060	03/15/2007	07MAR43	03/15/07	Wet & Wild Power	0.00	470.00	0.00	-47.00	423.00	27.50	450.50	
S-1061	03/15/2007	07MAR43	03/15/07	Wet & Wild Power	0.00	-470.00	0.00	47.00	-423.00	-27.50	-450.50	
S-1062	03/21/2007	07MAR43	03/21/07	Shiraz Oriental Ruq	0.00	2,400.00	0.00	0.00	2,400.00	156.00	2,556.00	
S-1063	03/21/2007	07MAR43	03/21/07	Shiraz Oriental Ruq	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
S-1064	03/21/2007	07MAR43	03/21/07	Shiraz Oriental Ruq	0.00	2,400.00	0.00	0.00	2,400.00	156.00	2,556.00	
S-1065	03/21/2007	07MAR43	03/21/07	Shiraz Oriental Ruq	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Batch Subtotals :					0.00	7,500.00	0.00	0.00	7,500.00	487.50	7,987.50	

Contract Edit Report

Description: This report will list all of the Contract Invoices that have been marked for transfer to A/R, but not actually posted yet. The customer name, invoice number, and dollar value of each invoice will be included. A Batch-ID will be assigned to this group of Contract Invoices, based on the month and year you select. The report will include a Results column that indicates whether any of the invoices has a serious problem that would prevent you from posting it. This report also appears on the Contract Invoice Steps Menu, as Step #6.

Sort Options:

Invoice Date
User ID

Select Options:

Invoice Date
User ID

Additional Selection Options: Use the pull-down menus to select the Month and Year of the batch you are about to create. These settings default to the current month and year.

Selections = All

Inv No	Inv Date	Batch ID	Cust #	Customer Name	Labor Sell	Material Sell	Subtotal	Tax	Grand Total	Result
C-1128	10/10/2008	08DEC17	001021	Robinson, Patrick	136.46	15.16	151.62	0.00	151.62	0
C-1129	10/10/2008	08DEC17	001026	Toddler Tech Preschool	224.00	56.00	280.00	0.00	280.00	0
C-1130	10/10/2008	08DEC17	001037	Bose, Charlene	194.92	21.66	216.58	0.00	216.58	0
C-1131	10/10/2008	08DEC17	001007	Dell, Christina	1,120.00	280.00	1,400.00	0.00	1,400.00	0
C-1132	10/10/2008	08DEC17	001007	Dell, Christina	18,666.59	4,666.65	23,333.24	0.00	23,333.24	0
C-1133	10/10/2008	08DEC17	001034	Madison, Paula	135.00	15.00	150.00	0.00	150.00	0
C-1134	10/10/2008	08DEC17	001038	Free, Scott	33.39	3.71	37.10	0.00	37.10	0
C-1135	10/10/2008	08DEC17	001040	Gordon, Newton	35.78	3.97	39.75	0.00	39.75	0
C-1136	10/10/2008	08DEC17	001044	Osborne, William	29.98	7.49	37.47	0.00	37.47	0
C-1137	10/10/2008	08DEC17	001001	Miller, Stephanie	29.98	7.49	37.47	0.00	37.47	0
C-1138	10/10/2008	08DEC17	001044	Osborne, William	29.98	7.49	37.47	0.00	37.47	0
C-1139	10/10/2008	08DEC17	001028	Harris, Steve	35.78	3.97	39.75	0.00	39.75	0
C-1140	10/10/2008	08DEC17	001011	Great Florida Auto Insurance	83.48	9.27	92.75	0.00	92.75	0
C-1141	10/10/2008	08DEC17	001005	Crane, Rebecca	270.00	30.00	300.00	0.00	300.00	0
C-1142	10/10/2008	08DEC17	001028	Harris, Steve	143.10	15.90	159.00	0.00	159.00	0
C-1143	10/10/2008	08DEC17	001012	Wet & Wild Power Sports	100.00	25.00	125.00	0.00	125.00	0
C-1144	10/10/2008	08DEC17	001037	Bose, Charlene	119.96	29.99	149.95	0.00	149.95	0
C-1145	10/10/2008	08DEC17	001034	Madison, Paula	119.96	29.99	149.95	0.00	149.95	0

Batch Subtotals :	32,223.20	7,616.75	39,839.95	0.00	39,839.95
Report Totals :	32,223.20	7,616.75	39,839.95	0.00	39,839.95

Result Codes	0. No Problems	4. Contract Invoice not found
	1. Customer not found	5. Account Number not found
	2. Contract not found	8. Invoice data is not acceptable
	3. Credits do not match Debits	

Contract Edit Report Reprint

Description: This report allows you to reprint the Edit Report for any given batch of Contract Invoices. The reprinted report will look exactly like the original Edit Report. This report is useful if you want a list of all the Contract Invoices that were included in a certain batch. If you have a particular invoice number in mind, but you're not sure which batch it belonged to, you can look the invoice up in the Contracts File, by accessing the Invoices screen of any Contract, clicking the Detail button, and using Search to locate the Invoice Number in question. The Batch Number will be displayed at the top of the screen.

Selection Options: Use the pull-down menu to select the month and year of the batch you wish to reprint, then click the Get Batches button. A list of batches for the month and year will appear. Select a batch and click Run to produce the Edit Report Reprint.

BatchNo >= 17 AND BatchNo <= 17

Inv No	Inv Date	Batch ID	Cust #	Customer Name	Labor Sell	Material Sell	Subtotal	Tax	Grand Total	Result
C-1128	10/10/2008	08DEC17	001021	Robinson, Patrick	136.46	15.16	151.62	0.00	151.62	0
C-1129	10/10/2008	08DEC17	001026	Toddler Tech Preschool	224.00	56.00	280.00	0.00	280.00	0
C-1130	10/10/2008	08DEC17	001037	Bose, Charlene	194.92	21.66	216.58	0.00	216.58	0
C-1131	10/10/2008	08DEC17	001007	Dell, Christina	1,120.00	280.00	1,400.00	0.00	1,400.00	0
C-1132	10/10/2008	08DEC17	001007	Dell, Christina	18,666.59	4,666.65	23,333.24	0.00	23,333.24	0
C-1133	10/10/2008	08DEC17	001034	Madison, Paula	135.00	15.00	150.00	0.00	150.00	0
C-1134	10/10/2008	08DEC17	001038	Free, Scott	33.39	3.71	37.10	0.00	37.10	0
C-1135	10/10/2008	08DEC17	001040	Gordon, Newton	35.78	3.97	39.75	0.00	39.75	0
C-1136	10/10/2008	08DEC17	001044	Osborne, William	29.98	7.49	37.47	0.00	37.47	0
C-1137	10/10/2008	08DEC17	001001	Miller, Stephanie	29.98	7.49	37.47	0.00	37.47	0
C-1138	10/10/2008	08DEC17	001044	Osborne, William	29.98	7.49	37.47	0.00	37.47	0
C-1139	10/10/2008	08DEC17	001028	Harris, Steve	35.78	3.97	39.75	0.00	39.75	0
C-1140	10/10/2008	08DEC17	001011	Great Florida Auto Insurance	83.48	9.27	92.75	0.00	92.75	0
C-1141	10/10/2008	08DEC17	001005	Crane, Rebecca	270.00	30.00	300.00	0.00	300.00	0
C-1142	10/10/2008	08DEC17	001028	Harris, Steve	143.10	15.90	159.00	0.00	159.00	0
C-1143	10/10/2008	08DEC17	001012	Wet & Wild Power Sports	100.00	25.00	125.00	0.00	125.00	0
C-1144	10/10/2008	08DEC17	001037	Bose, Charlene	119.96	29.99	149.95	0.00	149.95	0
C-1145	10/10/2008	08DEC17	001034	Madison, Paula	119.96	29.99	149.95	0.00	149.95	0

Batch Subtotals :	32,223.20	7,616.75	39,839.95	0.00	39,839.95
Report Totals :	32,223.20	7,616.75	39,839.95	0.00	39,839.95

Result Codes	0. No Problems	4. Contract Invoice not found
	1. Customer not found	5. Account Number not found
	2. Contract not found	8. Invoice data is not acceptable
	3. Credits do not match Debits	

Contract Posting Report by Batch

Description: This report gives you a list of Contract Invoices that have been posted under a given Batch-ID. The report includes the customer name, invoice number, and dollar value of each invoice.

Selection Options: Use the pull-down menu to select the month and year of the batch you wish to reprint, then click the Get Batches button. A list of batches for the month and year will appear. Select a batch and click Run to produce the Posting Report by Batch.

12/05/2008 11:44 am

Contract Posting Report

Page 2 of 2

BatchNo >= 17 AND BatchNo <= 17

Inv No	Inv Date	Post Date	Batch ID	Cust #	Customer Name	Labor Sell	Material Sell	Subtotal	Tax	Grand Total
C-1173	10/10/2008	12/05/08	08DEC17	001072	Hanover, William	143.10	15.90	159.00	0.00	159.00
C-1174	11/10/2008	12/05/08	08DEC17	001021	Robinson, Patrick	9.75	1.08	10.83	0.00	10.83
C-1175	11/10/2008	12/05/08	08DEC17	001026	Toddler Tech Preschool	16.00	4.00	20.00	0.00	20.00
C-1176	11/10/2008	12/05/08	08DEC17	001007	Dell, Christina	1,333.33	333.33	1,666.66	0.00	1,666.66
C-1177	11/10/2008	12/05/08	08DEC17	001038	Free, Scott	2.39	0.26	2.65	0.00	2.65
C-1178	11/10/2008	12/05/08	08DEC17	001003	Ace Hardware Of Lee Cour	80.00	20.00	100.00	0.00	100.00
C-1179	11/10/2008	12/05/08	08DEC17	001058	Club 430	73.33	18.33	91.66	0.00	91.66
C-1180	11/10/2008	12/05/08	08DEC17	001055	Zippo, Tommy	33.12	3.68	36.80	0.00	36.80
C-1181	11/10/2008	12/05/08	08DEC17	001001	Miller, Stephanie	11.88	1.32	13.20	0.00	13.20
C-1182	11/10/2008	12/05/08	08DEC17	001056	Tacment, Tasha	11.93	1.32	13.25	0.00	13.25
C-1183	11/10/2008	12/05/08	08DEC17	001049	Demieux, Harold	80.00	20.00	100.00	0.00	100.00
C-1184	11/10/2008	12/05/08	08DEC17	001025	Shiraz Oriental Rug Gallery	80.00	20.00	100.00	0.00	100.00
C-1185	11/10/2008	12/05/08	08DEC17	001053	Example Home Builders, In	79.68	19.92	99.60	0.00	99.60
C-1186	11/10/2008	12/05/08	08DEC17	001072	Hanover, William	143.10	15.90	159.00	0.00	159.00
Batch Subtotals :						32,223.20	7,616.75	39,839.95	0.00	39,839.95
Report Totals :						32,223.20	7,616.75	39,839.95	0.00	39,839.95

Contract Posting Report by Date

Description: This report gives you a list of Contract Invoices that have been posted within a given range of dates. The report includes the customer name, invoice number, and dollar value of each invoice. If more than one batch exists for the date range you specified, the invoices will be grouped together by batch, and a batch subtotal will be provided.

Sort Options:
 Posting Date
 Invoice Date

Select Options:
 Invoice Date

Additional Selection Options: Enter the range of posting dates you wish to appear on the report. You may type these dates manually, or use the Calendar buttons to select them from a graphical calendar.

12/05/2008 1:06 pm Contract Posting Report Page 1 of 4

Selections = All
 Posting Date >= 12/05/2001 and Posting Date <= 12/05/2008

Inv No	Inv Date	Post Date	Batch ID	Cust #	Customer Name	Labor Sell	Material Sell	Subtotal	Tax	Grand Total
C-1002	04/14/2005	04/14/05	05APR1	001001	Miller, Stephanie	960.00	240.00	1,200.00	0.00	1,200.00
Batch Subtotals :						960.00	240.00	1,200.00	0.00	1,200.00
C-1001	03/14/2005	08/24/05	05SEP2	001001	Miller, Stephanie	143.10	15.90	159.00	0.00	159.00
C-1003	08/24/2005	08/24/05	05SEP2	001004	Creamy Cheesecake Compa	960.00	240.00	1,200.00	0.00	1,200.00
C-1004	08/24/2005	08/24/05	05SEP2	001014	Faiella, Jim	143.10	15.90	159.00	0.00	159.00
C-1005	08/24/2005	08/24/05	05SEP2	001001	Miller, Stephanie	143.10	15.90	159.00	0.00	159.00
C-1006	08/24/2005	08/24/05	05SEP2	001012	Wet & Wild Power Sports	960.00	240.00	1,200.00	0.00	1,200.00
C-1007	08/24/2005	08/24/05	05SEP2	001001	Miller, Stephanie	143.10	15.90	159.00	0.00	159.00
C-1008	08/24/2005	08/24/05	05SEP2	001021	Robinson, Patrick	68.41	7.60	76.01	0.00	76.01
C-1009	08/24/2005	08/24/05	05SEP2	001022	Schuster, Allen	23.85	2.65	26.50	0.00	26.50
C-1010	08/24/2005	08/24/05	05SEP2	001019	Martin, Dale	143.10	15.90	159.00	0.00	159.00
Batch Subtotals :						2,727.76	569.75	3,297.51	0.00	3,297.51
C-1011	08/24/2005	08/24/05	05AUG3	001017	Hamlin, John	35.78	3.97	39.75	0.00	39.75
Batch Subtotals :						35.78	3.97	39.75	0.00	39.75
C-1057	09/13/2006	09/13/06	06SEP5	001012	Wet & Wild Power Sports	80.00	20.00	100.00	0.00	100.00
Batch Subtotals :						80.00	20.00	100.00	0.00	100.00
C-1072	03/19/2007	03/19/07	07MAR6	001007	Dell, Christina	1,333.33	333.33	1,666.66	0.00	1,666.66
Batch Subtotals :						1,333.33	333.33	1,666.66	0.00	1,666.66
C-1182	11/10/2008	12/05/08	08DEC17	001056	Tacment, Tasha	11.93	1.32	13.25	0.00	13.25
C-1183	11/10/2008	12/05/08	08DEC17	001049	Demieux, Harold	80.00	20.00	100.00	0.00	100.00
C-1184	11/10/2008	12/05/08	08DEC17	001025	Shiraz Oriental Rug Gallery	80.00	20.00	100.00	0.00	100.00
C-1185	11/10/2008	12/05/08	08DEC17	001053	Example Home Builders, In	79.68	19.92	99.60	0.00	99.60
C-1186	11/10/2008	12/05/08	08DEC17	001072	Hanover, William	143.10	15.90	159.00	0.00	159.00
Batch Subtotals :						32,223.20	7,616.75	39,839.95	0.00	39,839.95
Report Totals :						50,126.40	11,782.94	61,909.34	9.75	61,919.09

Job Cost Posting by Date

Description: This report lists all of the Job Costing Call Slips and Job Invoices posted within a given range of dates. In the Sort and Selection choices, "Txn Date" refers to the date Call Slips were transferred to Accounting - in other words, the date the Call Slips were posted. "Invoice Date" is the date actually printed on the Job Cost invoices, which the customer will see. "Posting Date" is the date invoices were transferred to Accounts Receivable. The Invoice and Posting dates could be different for invoices - for example, you might have a Job Invoice that was dated for July 3rd, but was not actually posted until July 7th.

Sort Options:
 Posting Date
 Invoice Date

Select Options:
 Invoice Date

Additional Selection Options: Enter the range of posting dates you wish to appear on the report. You may type these dates manually, or use the Calendar buttons to select them from a graphical calendar.

12/05/2008 1:17 pm

Job Costing Transfer Posting Report

Page 1 of 1

Selections = All
 Posting Date >= 07/01/2005 and Posting Date <= 12/31/2005

CallSlips

Job #	Job Name	Site Name	Batch ID
Call Slip #	Txn Date	Mat Cost	Invoice #
			Type
0506-0002	madison new a/c install	Madison, Paula	05JUL-2
1049	07/07/2005	55.00	Ctr
0507-0001	Papa John's - T&M	Papa John's Pizza	05JUL-2
1053	07/08/2005	950.00	J-1007 TM
0506-0002	madison new a/c install	Madison, Paula	05AUG-3
1050	08/01/2005	1474.15	Ctr
0506-0002	madison new a/c install	Madison, Paula	05AUG-3
1051	08/01/2005	0.00	Ctr
0506-0002	madison new a/c install	Madison, Paula	05AUG-3
1052	08/01/2005	0.00	Ctr
0506-0002	madison new a/c install	Madison, Paula	05AUG-3
1058	08/01/2005	69.50	Ctr

Invoices

Job #	Job Name	Bill To	Site Name	Batch ID
Invoice #	Inv Date	Posted	Labor	Material
			Misc	Subtotal
			Tax	Grand Total
				Type
0506-0002	madison new a/c install	001033	Madison, Paula	05JUL-2
J-1006	07/08/2005	07/08/2005	500.00	150.00
			0.00	650.00
			0.00	650.00
				Ctr
0507-0001	Papa John's - T&M	001013	Papa John's Pizza	05JUL-2
J-1007	07/08/2005	07/08/2005	1,426.66	1,900.00
			0.00	3,326.66
			0.00	3,326.66
				TM
0506-0002	madison new a/c install	001033	Madison, Paula	05AUG-3
J-1008	08/01/2005	08/01/2005	250.00	0.00
			0.00	250.00
				250.00
				Ctr
0506-0002	madison new a/c install	001033	Madison, Paula	05AUG-3
J-1009	08/01/2005	08/01/2005	5,350.00	0.00
			0.00	5,350.00
			0.00	5,350.00
				5,350.00
				Ctr

Job Cost Posting Report by Batch

Description: This report allows you to select a batch and view a detailed list of the Job Cost Call Slips or Job Cost Invoices that were part of the batch. The normal Sort and Selection options are not used on this report. Instead, when you select the Posting by Batch report, a special selection window will appear, asking you to select a month and year, then click the List Batches button. A list of all batches for the chosen month and year will appear. Click on a batch and click the Select button to generate the Posting by Batch report.

Selection Options: Use the pull-down menu to select the month and year of the batch you wish to reprint, then click the Get Batches button. A list of batches for the month and year will appear. Select a batch and click Run to produce the Posting Report by Batch.

12/05/2008 1:19 pm

Job Costing Transfer Posting Report

Page 1 of 1

BatchNo >= 2 AND BatchNo <= 2

CallSlips

Job #	Job Name	Site Name	Batch ID
CallSlip#	Txn Date	Mat Cost	Invoice #
			Type
0506-0002	madison new a/cinstall	Madison, Paula	05JUL-2
1049	07/07/2005	55.00	Ctrl
0507-0001	Papa John's - T&M	Papa John's Pizza	05JUL-2
1053	07/08/2005	950.00	J-1007 T&M

Invoices

Job #	Job Name	Bill To	Site Name	Batch ID
Invoice #	Inv Date	Posted	Labor	Material
			Misc	Subtotal
			Tax	Grand Total
				Type
0506-0002	madison new a/cinstall	001033	Madison, Paula	05JUL-2
J-1006	07/08/2005	07/08/2005	500.00	150.00
			0.00	650.00
			0.00	650.00
				Ctrl
0507-0001	Papa John's - T&M	001013	Papa John's Pizza	05JUL-2
J-1007	07/08/2005	07/08/2005	1,426.66	1,900.00
			0.00	3,326.66
			0.00	3,326.66
				T&M

Payment Edit Report

Note: this report is not available for QuickBooks or StarBuilder users, since all payment functions are performed in QuickBooks or StarBuilder.

Description: This report produces a list of all the Payments that haven't been posted yet. These Payments will be gathered into a batch and assigned a Batch-ID, using the month and year you select. The report will include a Results column that indicates whether any of the Payments has a serious problem that would prevent you from posting it. The Payment Edit Report also appears as Step #2 on the Payment Steps Menu.

Sort Options:

User ID
 Payment Date
 Customer Name
 Site Number

Select Options:

User ID
 Payment Date
 Customer Name
 Site Number

Additional Selection Options: Use the pull-down menus at the bottom of the report screen to select the Month and Year you wish to use on the batch.

12/05/2008 1:47 pm

Accounts Receivable Payments Edit Report

Page 1 of 1

Selections = All

Batch ID

Cust #	Customer Name	Pymt Date	Pymt Type	Check No	Result	Invoice #	Debit Account	Debit Account Description	Credit Account	Credit Account Description	Payment Amt	Adjustment Amt
08DEC17												
001001	Miller, Stephanie	12/05/2008	Ck	89001	0							
	C-1005	1010	Reg Check Acct	1100	A/R						159.00	0.00
001004	Creamy Cheesecake Company	12/05/2008	Ck	100054	0							
	S-1008	1010	Reg Check Acct	1100	A/R						336.45	0.00
001005	Crane, Rebecca	12/05/2008	Cash		0							
	S-1133	1010	Reg Check Acct	1100	A/R						116.66	0.00
001008	Dominguez, Alberto	12/05/2008	Cash		0							
	S-09385	1010	Reg Check Acct	1100	A/R						50.00	0.00
001012	Wet & Wild Power Sports	12/05/2008	CC		0							
	C-1006	1010	Reg Check Acct	1100	A/R						1,200.00	0.00
Batch Totals :											1,862.11	0.00
Report Totals :											1,862.11	0.00

Payment Edit Report Reprint

Note: this report is not available for QuickBooks or StarBuilder users, since all payment functions are performed in QuickBooks or StarBuilder

Description: This report allows you to reprint the Edit Report for any given batch of Payments. The reprinted report will look exactly like the original Edit Report. This report is useful if you want a list of all the Payments that were included in a certain batch. You can find the Batch Number for any given Payment at the top of the Payment screen. If you wish to remove a particular Payment from a batch, there is a Remove From Batch button in the bottom right corner of the Payment screen. After a Payment has been removed from its batch, it can be modified or deleted, if necessary.

Selection Options: Use the pull-down menu to select the month and year of the batch you wish to reprint, then click the Get Batches button. A list of batches for the month and year will appear. Select a batch and click Run to produce the Payment Edit Report Reprint.

12/05/2008 1:52 pm Accounts Receivable Payments Edit Report Reprint Page 1 of 1

BatchNo >= 17 AND BatchNo <= 17

Batch ID

Cust #	Customer Name	Pymt Date	Pymt Type	Check No	Result		
Invoice #	Debit Account	Debit Account Description	Credit Account	Credit Account Description	Payment Amt	Adjustment Amt	
08DEC17							
001001	Miller, Stephanie	12/05/2008	Ck	89001	0		
C-1005	1010	Reg Check Acct	1100	A/R	159.00	0.00	
001004	Creamy Cheesecake Company	12/05/2008	Ck	100054	0		
S-1008	1010	Reg Check Acct	1100	A/R	336.45	0.00	
001005	Crane, Rebecca	12/05/2008	Cash		0		
S-1133	1010	Reg Check Acct	1100	A/R	116.66	0.00	
001008	Dominguez, Alberto	12/05/2008	Cash		0		
S-09385	1010	Reg Check Acct	1100	A/R	50.00	0.00	
001012	Wet & Wild Power Sports	12/05/2008	CC		0		
C-1006	1010	Reg Check Acct	1100	A/R	1,200.00	0.00	
Batch Totals :					1,862.11	0.00	
Report Totals :					1,862.11	0.00	

Payment Posting Report by Batch

Note: this report is not available for QuickBooks or StarBuilder users, since all payment functions are performed in QuickBooks or StarBuilder

Description: This report gives you a list of Contract Invoices that have been posted under a given Batch-ID. The report includes the customer name, invoice number, and dollar value of each invoice.

Selection Options: Use the pull-down menu to select the month and year of the batch you wish to reprint, then click the Get Batches button. A list of batches for the month and year will appear. Select a batch and click Run to produce the Payment Posting Report by Batch. Note that only posted payments, which have been processed with Step #3 on the Payment Steps Menu, will appear on this list.

12/05/2008 2:40 pm Accounts Receivable Payments Posting Report Page 1 of 1

BatchNo >= 17 AND BatchNo <= 17

Batch ID

Cust #	Customer Name	Pymt Date	Pymt Type	Check No	Post Date		
Invoice #	Debit Account	Debit Account Description	Credit Account	Credit Account Description	Payment Amt	Adjustment Amt	
08DEC17							
001001	Miller, Stephanie	12/05/2008	Ck	89001	12/05/2008		
C-1005	1010	Reg Check Acct	1100	A/R	159.00	0.00	
001004	Creamy Cheesecake Company	12/05/2008	Ck	100054	12/05/2008		
S-1008	1010	Reg Check Acct	1100	A/R	336.45	0.00	
001005	Crane, Rebecca	12/05/2008	Cash		12/05/2008		
S-1133	1010	Reg Check Acct	1100	A/R	116.66	0.00	
001008	Dominguez, Alberto	12/05/2008	Cash		12/05/2008		
S-09385	1010	Reg Check Acct	1100	A/R	50.00	0.00	
001012	Wet & Wild Power Sports	12/05/2008	CC		12/05/2008		
C-1006	1010	Reg Check Acct	1100	A/R	1,200.00	0.00	
Batch Totals :					1,862.11	0.00	
Report Totals :					1,862.11	0.00	

Service Charge Edit Report

Note: This report is not available for QuickBooks or StarBuilder users, as all service charge processing takes place in QuickBooks or StarBuilder.

Description: This report lists all of the Service Charges that were created for the month and year you specify. The system uses the Terms and Service Charge grace period specified for each customer to compute which service charges are due. Terms and Service Charge grace periods can be set on the Billing screen of the Customer/Site File, and defaults for both values can be attached to each Customer Type, in Setup / Subsystems / Customer Types. The percentage assessed for Service Charges, along with text for Service Charge invoices and other options, can be set with Setup / Settings / Service Charges. This report appears on the Service Charge Steps menu as Step #2.

Sort Options:
Invoice Date

Select Options:
Invoice Date

Additional Selection Options: Use the pull-down menus at the bottom of the report screen to select the Month and Year for the Service Charges.

12/05/2008 3:24 pm Accounts Receivable Service Charge Edit Report Page 1 of 1
BatchNo >= 2 AND BatchNo <= 2

Invoice #	Invoice Date	Batch ID	Cust #	Customer Name	Amt Past Due	Srv Charge Percent	Srv Charge Amount	Result
SC-5	12/05/2008	08DEC2	001001	Miller, Stephanie	746.88	1.5000	11.20	0
SC-6	12/05/2008	08DEC2	001004	Creamy Cheesecake Company	1,480.96	1.5000	22.21	0
SC-7	12/05/2008	08DEC2	001005	Crane, Rebecca	60.75	1.5000	0.91	0
SC-8	12/05/2008	08DEC2	001006	Corso, Frank	1,809.50	1.5000	27.14	0
SC-9	12/05/2008	08DEC2	001037	Bose, Charlene	302.12	1.5000	4.53	0
SC-10	12/05/2008	08DEC2	001042	Agnew, Spiro	146.93	1.5000	2.20	0
Batch Totals :					4,547.14		68.19	
Report Totals :					4,547.14		68.19	

Service Charge Edit Report Reprint

Note: This report is not available for QuickBooks or StarBuilder users, as all service charge processing takes place in QuickBooks or StarBuilder.

Description: This report will re-print the Edit Report for any given batch of Service Charges. Important Note: QuickBooks SDK users should create service charges in QuickBooks, not Acowin, since Acowin does not have access to the payment information necessary to accurately calculate the service charges.

Selection Options: Use the pull-down menu to select the month and year of the batch you wish to reprint, then click the Get Batches button. A list of batches for the month and year will appear. Select a batch and click Run to produce the Service Charge Edit Report Reprint.

12/05/2008 3:24 pm Accounts Receivable Service Charge Edit Report Reprint Page 1 of 1
BatchNo >= 2 AND BatchNo <= 2

Invoice #	Invoice Date	Batch ID	Cust #	Customer Name	Amt Past Due	Srv Charge Percent	Srv Charge Amount	Result
SC-5	12/05/2008	08DEC2	001001	Miller, Stephanie	746.88	1.5000	11.20	0
SC-6	12/05/2008	08DEC2	001004	Creamy Cheesecake Company	1,480.96	1.5000	22.21	0
SC-7	12/05/2008	08DEC2	001005	Crane, Rebecca	60.75	1.5000	0.91	0
SC-8	12/05/2008	08DEC2	001006	Corso, Frank	1,809.50	1.5000	27.14	0
SC-9	12/05/2008	08DEC2	001037	Bose, Charlene	302.12	1.5000	4.53	0
SC-10	12/05/2008	08DEC2	001042	Agnew, Spiro	146.93	1.5000	2.20	0
Batch Totals :					4,547.14		68.19	
Report Totals :					4,547.14		68.19	

Service Charge Posting Report by Batch

Note: This report is not available for QuickBooks or StarBuilder users, as all service charge processing takes place in QuickBooks or StarBuilder

Description: This report lists all of the Service Charges that were posted under a given Batch-ID. The report includes the dollar value of these Service Charges. You can run this report for any posted batch of Service Charges at any time.

Selection Options: Use the pull-down menu to select the month and year of the batch you wish to reprint, then click the Get Batches button. A list of batches for the month and year will appear. Select a batch and click Run to produce the Service Charge Posting Report by Batch. Note that only batches which have been processed with Step #3 on the Service Charge Steps Menu will appear on the list.

12/05/2008 3:31 pm Accounts Receivable Service Charge Posting Report Page 1 of 1
 BatchNo >= 2 AND BatchNo <= 2

Invoice #	Invoice Date	Post Date	Batch ID	Cust #	Customer Name	Amt Past Due	Srv Charge Percent	Srv Charge Amount	Result
SC-5	12/05/2008	12/05/2008	08DEC2	001001	Miller, Stephanie	746.88	1.5000	11.20	0
SC-6	12/05/2008	12/05/2008	08DEC2	001004	Creamy Cheesecake Company	1,480.96	1.5000	22.21	0
SC-7	12/05/2008	12/05/2008	08DEC2	001005	Crane, Rebecca	60.75	1.5000	0.91	0
SC-8	12/05/2008	12/05/2008	08DEC2	001006	Corso, Frank	1,809.50	1.5000	27.14	0
SC-9	12/05/2008	12/05/2008	08DEC2	001037	Bose, Charlene	302.12	1.5000	4.53	0
SC-10	12/05/2008	12/05/2008	08DEC2	001042	Agnew, Spiro	146.93	1.5000	2.20	0
Batch Totals :						4,547.14		68.19	
Report Totals :						4,547.14		68.19	

Aged Receivables Report

Note: This report is not available for QuickBooks or StarBuilder users, since payment information from those programs is not relayed back to Acowin for aging purposes. Aging reports should therefore be run in QuickBooks or StarBuilder.

Description: When you run this report, you will select an Aging Date. This could be today's date, or a date in the future or past. The report will list every invoice that was open on the Aging Date you specify, and indicate how long the invoice had been open at that time. Payments made after the Aging Date are disregarded, so the true balance of each invoice, as of the Aging Date, can be determined. Important Note: QuickBooks SDK users should use the QuickBooks aging report, rather than the aging report in Acowin.

Sort Options:
Customer Name

Select Options:
Customer Name

Additional Report Options: Use the "As Of" field to specify the aging date for the report. The age of all open invoices will be calculated using this date. Payments after this date will be disregarded. You can enter the date manually, or click the Calendar button to select it with a graphical calendar.

12/05/2008 3:38 pm Receivable Aging Report by Customer Page 1 of 1
CustName >= ace AND CustName <= agnew Aging Date: 12/31/2007

Cust #	Customer Name	Customer Phone	Customer City / State / Zip						
Site #	Site Name	Site Phone	Site City / State / Zip						
001003	Ace Hardware Of Lee County	(239)472-5354	Sanibel FL, 33957						
001003-0004	Ace Hardware - Fowler	(239)936-7863	Ft. Myers FL, 33901						
Invoice#	Invoice Date	Invoice Amt	Total Due	0-30	31-60	61-90	91-120	Over 120	
S-1234567888	10/01/2005	530.00	530.00	0.00	0.00	0.00	0.00	530.00	
S-1050	01/01/2007	132.50	132.50	0.00	0.00	0.00	0.00	132.50	
SC-1	03/01/2007	1.99	1.99	0.00	0.00	0.00	0.00	1.99	
S-1069	06/13/2007	-530.00	-530.00	0.00	0.00	0.00	0.00	-530.00	
Subtotals:		134.49	134.49	0.00	0.00	0.00	0.00	134.49	
001042	Agnew, Spiro	(800)555-1111	Ft. Myers FL, 33912						
001042-0001	Agnew, Spiro	(800)555-1111	Ft. Myers FL, 33912						
Invoice#	Invoice Date	Invoice Amt	Total Due	0-30	31-60	61-90	91-120	Over 120	
S-1026	05/08/2006	75.21	75.21	0.00	0.00	0.00	0.00	75.21	
S-1057	03/15/2007	1,590.00	1,590.00	0.00	0.00	0.00	0.00	1,590.00	
S-1058	03/15/2007	-1,590.00	-1,590.00	0.00	0.00	0.00	0.00	-1,590.00	
S-1072	07/19/2007	146.93	146.93	0.00	0.00	0.00	0.00	146.93	
C-1117	08/01/2007	12.56	12.56	0.00	0.00	0.00	0.00	12.56	
Subtotals:		234.70	234.70	0.00	0.00	0.00	0.00	234.70	
Totals from Pre Pay				Aging Totals	0-30	31-60	61-90	91-120	Over 120
Totals from AR Load					0.00	0.00	0.00	0.00	369.19
Totals from A/R		369.19							

Sales Tax Report

Description: This report lists invoice amounts and Sales Tax totals, and provides a total amount of tax collected for each Sales Tax Region. You can use this report to calculate how much tax you need to remit to your government taxing authorities. QuickBooks and StarBuilder users are encouraged to use the Sales Tax report in those programs, since adjustments to invoice taxable amounts may have been made after the invoices were sent over from Acowin.

Sort Options:

Invoice Date

Selection Options:

Month and Year for invoices

Additional Report Options: You can subtotal the report by Tax Region or Tax Percentage.

12/05/2008 3:53 pm

Sales Tax Report by Tax Region

Page 2 of 3

Month = 12
Year = 2008

Customer Name	Site Name	Invoice Type	Invoice Number	Invoice Date	Tax Percent	Non Taxable	Taxable	Tax Amount	Invoice Amount	B I
Robinson, Patrick	Robinson, Patrick	Contract	C-1174	11/10/2008	0.0600	10.83	0.00	0.00	10.83	
Toddler Tech Preschool	Toddler Tech Preschool	Contract	C-1175	11/10/2008	0.0600	20.00	0.00	0.00	20.00	
Dell, Christina	Dell, Christina	Contract	C-1176	11/10/2008	0.0600	1,666.66	0.00	0.00	1,666.66	
Free, Scott	Free, Scott	Contract	C-1177	11/10/2008	0.0600	2.65	0.00	0.00	2.65	
Ace Hardware Of Lee Co	Ace Hardware - Fowler	Contract	C-1178	11/10/2008	0.0600	100.00	0.00	0.00	100.00	
Club 430	Club 430 - Cape	Contract	C-1179	11/10/2008	0.0600	91.66	0.00	0.00	91.66	
Zippo, Tommy	Zippo, Tommy	Contract	C-1180	11/10/2008	0.0600	36.80	0.00	0.00	36.80	
Miller, Stephanie	Miller, Stephanie	Contract	C-1181	11/10/2008	0.0600	13.20	0.00	0.00	13.20	
Tacment, Tasha	Tacment, Tasha	Contract	C-1182	11/10/2008	0.0600	13.25	0.00	0.00	13.25	
Demieux, Harold	Demieux Electrical Inc.	Contract	C-1183	11/10/2008	0.0600	100.00	0.00	0.00	100.00	
Shiraz Oriental Rug Galle	Shiraz Oriental Rug Gallery	Contract	C-1184	11/10/2008	0.0600	100.00	0.00	0.00	100.00	
Example Home Builders, Inc	Example Home Builders, Inc	Contract	C-1185	11/10/2008	0.0600	99.60	0.00	0.00	99.60	
Hanover, William	Hanover, William	Contract	C-1186	11/10/2008	0.0600	159.00	0.00	0.00	159.00	
Ace Hardware Of Lee Co	Ace Hardware - Fowler	Service	S-1025	12/05/2008	0.0600	173.33	375.50	22.53	571.36	
Invoices	59					39,975.81	375.50	22.53	40,373.84	

	Percent	Amount
Local:	0.0000	0.00
City:	0.0000	0.00
County:	0.0000	0.00
Other:	0.0000	0.00
State:	6.0000	22.53
	0.0600	22.53

Customer Statements

Note: This report is not available for QuickBooks or StarBuilder users, since payment information is maintained in those programs, and statements should therefore be generated in QuickBooks or StarBuilder.

Description: Customer Statements are lists of open invoices that you can print and mail to your customers. When you generate the statements, you'll provide an Aging Date, which is used to determine the age of each invoice listed on the statements. For example, if an invoice is dated May 15th and you choose May 25th as the Aging Date, that invoice would be listed as 10 days old on the statements. Each statement can include a "dunning message", which is based on the age of the customer's oldest invoice. The dunning messages would represent increasingly serious reminders to the customers that their accounts include overdue invoices. You can set up the dunning messages with Setup / Settings / Forms / Statements, by clicking on the View/Edit Dunning Messages button

Sort Options:

Customer Name
Customer Number

Select Options:

Customer Name
Customer Number

Additional Report Options: Use the "As Of" field to set the aging date for the customer statements. You can force the system to print a separate page for each Site, include Service Charges on the statements, and include invoices that currently have a Credit Balance.

Ace Hardware Of Lee County
2025 Periwinkle Way
Sanibel FL, 33957

Customer No 001003 Statement Date: 12/05/2008

Invoice / Pymt Date	Invoice Number	Original Invoice Amt	Pymts / Adjusts	0 - 30	31-60	61-90	91-120	Over 120	Current Balance	
Site 001003-0004	Ace Hardware - Fowler			3700 Fowler St						
10/01/2005	S-1234567888	530.00		0.00	0.00	0.00	0.00	530.00	530.00	
12/19/2005	Cash		0.00							
01/01/2007	S-1050	132.50		0.00	0.00	0.00	0.00	132.50	132.50	
03/06/2008	C-1122	100.00		0.00	0.00	0.00	0.00	100.00	100.00	
12/05/2008	S-1025	571.36		571.36	0.00	0.00	0.00	0.00	571.36	
10/10/2008	C-1158	900.00		0.00	900.00	0.00	0.00	0.00	900.00	
11/10/2008	C-1178	100.00		100.00	0.00	0.00	0.00	0.00	100.00	
Totals for Site# 001003-0004		2,333.86	0.00	671.36	900.00	0.00	0.00	762.50	2,333.86	
Customer Totals		2,333.86	0.00	671.36	900.00	0.00	0.00	762.50	2,333.86	

Use Tax Report

Description: This report lists all Call Slips that were flagged for Use Tax, and invoiced during the selected month and year. Use Tax is set on the Invoice screen of the Call Slip. The report includes the Customer and Site names, Invoice Date, taxable vs. non-taxable amounts, and Use Tax from each selected Call Slip. A subtotal is provided for each Tax Region. Note that ONLY Call Slips marked for Use Tax will appear on this report. For a report of Sales Tax collected from your customers, use the Sales Tax Report, found in the Accounts Receivable reports. To obtain a total of tax you paid directly to your Vendors through Accounts Payable Invoices, use the Vendor Bill Report in the Accounts Payable report section.

Sort Options:
Tax Region

Select Options:
Month and Year for invoice dates

12/05/2008 4:27:24PM

Use Tax Report

Page 1 of 1

For Month/Year: Dec 2008

Cust#	Customer Name	Site #	Site Name	CS Type/No	Trans Date	Non Taxable	Taxable	Tax Amount	Total	#										
Tax Region: STATE																				
001010	Children & AdultDentist	001010-0001	Children & AdultDentistry	S	1003 12/05/2008	0.00	1,296.31	84.26	1,380.57											
001003	Ace Hardware OfLee Cox	001003-0004	Ace Hardware -Fowler	S	1165 12/05/2008	47.67	5.45	0.35	53.47											
001049	Demieux, Harold	001049-0001	Demieux, Harold	S	1287 12/05/2008	-196.15	196.15	12.75	12.75	Y										
Totals for Tax Region: STATE						-148.48	1,497.91	97.36	1,446.79											
<table border="1" style="width: 100%;"> <tr> <td>Local</td> <td>0.00</td> </tr> <tr> <td>City</td> <td>0.00</td> </tr> <tr> <td>County</td> <td>0.00</td> </tr> <tr> <td>Other</td> <td>0.00</td> </tr> <tr> <td>State</td> <td>97.36</td> </tr> </table>											Local	0.00	City	0.00	County	0.00	Other	0.00	State	97.36
Local	0.00																			
City	0.00																			
County	0.00																			
Other	0.00																			
State	97.36																			
Report Total						-148.48	1,497.91	97.36	1,446.79											

Vendor Bill Report

Note: This report is only available for QuickBooks users who have completed the QB Wizard for A/P, linking the QuickBooks Accounts Payable module to Acowin.

Description: This report lists Accounts Payable invoices, including invoice number, invoice date, vendor name, and invoice amount. If the amount of the invoice was different from the amount of the Purchase Order, the difference between them will be listed as the "Offset Amount." You can select a particular vendor, or a range of invoice dates, for the report. You can also limit the results to invoices that have been transferred to accounting, or which have not been transferred yet.

Sort Options:

Invoice Date
Vendor

Select Options:

Transfer Date
Invoice Date
Vendor

Additional Report Selections: You can limit the results to Vendor Bills that have been placed on Hold, transferred to Accounts Payable, or not transferred.

12/05/2008 5:31:33PM

Vendor Bill Report

Page 1 of 1

Selections = All

- Hold
- Transferred
- Not Transferred

Invoice Date	Invoice #	Vendor #	Vendor Name	PO #	Transfer Date	Invoice Amount	Offset Amount	Tax Amount
05/08/2006	test	Mendoz_19	Mendoza Mechanical	9		100.00	-4,600.00	0.00
07/03/2006	85478	Mendoz_19	Mendoza Mechanical	15		196.87	0.00	11.12
07/03/2006	0000052	Mendoz_19	Mendoza Mechanical	15		-196.87	0.00	-11.12
09/22/2006	CR092206	Chris_9	Chris Markley	2		-81.92	-81.92	0.00
10/06/2006	061006	Campio_8	Campion, Patrick, CPA	18		48.00	0.00	0.00
04/27/2007	05120	Metal_20	Metal Works	6		507.74	6.50	28.74
05/14/2007	5566	Conner_13	Conner Garden Supplies	22		195.00	0.00	0.00
01/29/2008	9780	Gussma_17	Gussman's Nursery	3		97.80	0.00	0.00
04/23/2008	0065	Conner_13	Conner Garden Supplies	38		15.00	15.00	0.00
						881.62	-4,660.42	28.74

Vendor Bill Journal Entries

Note: This report is only available for QuickBooks users who have completed the QB Wizard for A/P, linking the QuickBooks Accounts Payable module to Acowin.

Description: This report details the credits and debits made to various General Ledger accounts by your Accounts Payable invoices. A/P invoices generally credit Accounts Payable and the Offset liability account (if the amount of the invoice was different from the amount of the Purchase Order.) The debit accounts are generally Cost of Goods accounts for purchases directed to Call Slips, or the Inventory asset account for Inventory purchases. When you run this report, you'll select a month and year, and the report will detail General Ledger credits and debits from A/P invoices for the selected month and year.

Report Selection Options: Use the pull-down menus at the bottom of the screen to select the Month and Year for the report. You can limit the report to Vendor Bills that have been placed on Hold, or those which are not on Hold. There is also a Show Detail option that causes each Vendor Bill to be listed separately. If this option is un-checked, the report will include only the total credits and debits for each vendor.

12/08/2008 9:05:20AM Vendor Bill - Journal Entries Page 1 of 1

Year / Month 2008/11 On Hold
 Not On Hold

Show Detail

Invoice #	PO #	Status	Tax Account	Tax Amount	Offset Account	Offset Amount	AP Account	AP Amount
Vendor: Baysho_2								
1106BCR	81	Xfer A/P	4000	0.00	2020	0.00	2000	-85.00
		1200 Inventory				-85.00		
110708BAY	81	Xfer A/P	4000	6.00	2020	8.00	2000	100.00
		1200 Inventory				1.00		
		1200 Inventory				85.00		
Vendor: Chris_9								
1107BAG	80	Xfer A/P	4000	0.60	2020	0.50	2000	1.60
		1200 Inventory				0.50		
Vendor: Conner_13								
0811DSC	82	Xfer A/P	4000	0.00	2020	0.00	2000	340.00
		1200 Inventory				170.00		
		1200 Inventory				85.00		
		1200 Inventory				85.00		

Report Summary		
1200	Inventory	341.50
2000	Accounts Payable	356.60
2020	Vendor Bill Offset	8.50
4000	Material Cost	6.60

Journal Entries by Batch

Description: This report allows you to select either a single batch, or a range of batches. The report lists all the credits and debits that were performed by the batch in question, including the specific invoice number that produced each credit or debit. The end of the report will include the total credit and debit amount posted against each General Ledger account number that was reflected on the report. This report can be helpful when you're looking over the General Journal activity in your accounting system, and you want to verify the correct debits and credits were posted by Acowin.

Report Options:

Print Status – Non-Printed, Printed, or All

Batch Type – Call Slip, Contract, Payment*, Service Charge*, Job Cost

Show Detail – Breaks out the individual invoices in the batch if checked

Show Batch Summary – Adds a subtotal of credits and debits for each batch

Single Batch - Select Month and Year, then choose the batch from a list

Range of Batches – Select starting and ending Month and Year

* these options are not available for QuickBooks and StarBuilder users

12/08/2008 9:08 am

Journal Entries by Batch Report

Page 1 of 1

BatchNo >= 32 AND BatchNo <= 32

Batch Type: CallSlip
Printed Status: NON

Batch Number 08NOV-32

Reference #	Date	Account Number	Debit	Credit
Inv# S1076	11/06/2008	1100	1,588.82	0.00
Inv# S1076	11/06/2008	1200	0.00	1,008.82
Inv# S1076	11/06/2008	3000	0.00	1,403.20
Inv# S1076	11/06/2008	3100	0.00	185.62
Inv# S1076	11/06/2008	4000	1,008.82	0.00

Batch Summary	08NOV-32	Account Number	Debit	Credit
		1100	1,588.82	0.00
		1200	0.00	1,008.82
		3000	0.00	1,403.20
		3100	0.00	185.62
		4000	1,008.82	0.00
			2,597.64	2,597.64

Report Summary	Account Number	Debit	Credit
	1100	1,588.82	0.00
	1200	0.00	1,008.82
	3000	0.00	1,403.20
	3100	0.00	185.62
	4000	1,008.82	0.00
		2,597.64	2,597.64

Call Slip Reports

These reports are based on the Call Slips File. Each Call Slip represents a complete work ticket, and includes everything from the customer's original request for service, to details of the labor and materials that were used on the call, to the completed invoice and sale prices. The Call Slip Reports have a wide variety of applications, reading various portions of the Call Slip data to produce reports that analyze profitability, print schedules, or list the materials that were used on service calls. Many of these reports have additional selection criteria beyond the normal Sort and Selection pull-down menus. These additional criteria usually relate to the "status" level of the Call Slips, which measure how far the Call Slip has completed its evolution from the customer's initial request for service, to a completed invoice that has been posted to Accounts Receivable. Limiting Call Slip reports to certain status levels will significantly change the meaning of the report – for example, if you run a Call Slip Profitability Detail for only the Call Slips that have been posted to A/R, you'll get very different results than you would if you included all of the Call Slips at every status level.

Print Call Slips
Scheduled Calls Report
Call Slip Summary
Call Slip Problem Code List
Call Slip Material Usage
Call Slip Material Usage Value
Location Restock From Sales
Flat Rate Hours Report
Flat Rate Comparison Report
Flat Rate Evaluation
Flat Rate Spiff Detail
Flat Rate Technician Spiff
Call Slip Profitability Summary
Call Slip Profitability Detail
SalesPerson Profit Summary Report
SalesPerson Profit Detail Report
Distribution Profitability
Preprint Call Slip Invoices
Print Call Slip Invoices
COD Payment Report

Print Call Slips

Description: This report option prints the selected Call Slips, producing one full page for each call. The printed Call Slip includes billing information, work site information, a description of the service requested by the customer, and space to record labor and materials used. Its layout resembles the pre-printed work tickets commonly carried by field technicians. Since the printed Call Slip takes up a full page, a sample has been printed at full size and occupies the next page of this report manual. Printing the Call Slips is optional – if your technicians rely exclusively on pre-printed forms which they fill out by hand, you may not need to print the Call Slips from Acowin.

Sort Options:

Call Slip Number
Taken Date
Zone
Zip Code

Select Options:

Call Slip Number
Technician
Site
Zip Code
Scheduled Date
Taken Date
Zone

Additional Selection Options: You can use the check boxes at the bottom of the report screen to limit your choice to certain status levels. Since Call Slips are generally printed and given to the technicians before the work is performed, it might make sense to choose only the *Unscheduled*, *Scheduled*, and *Incomplete* statuses. You can also choose only *Contract*, *Non-Contract*, or *Inspection* calls.

History, Equipment, and Inspection Print Options: The *History/Equipment* tab at the bottom of the report screen allows you to include service history, and the model and serial number of equipment installed at the work site, on your printed Call Slips. If the Call Slips are *Inspections*, you can also include either the short or long form of the *Inspection Instructions*, which outline the procedures that should be performed when the technician makes his scheduled maintenance visit. Including *History*, *Equipment*, or *Inspections* will produce a second printed page for each Call Slip.

(an example of the printed Call Slip is pictured on the next page)

Quality-Built Construction
 16520 South Tamiami Trail
 Suite 207
 Fort Myers, FL 33908
 Phone: (800)299-7351 Fax: (239)437-9088

Contract Callslip

Callslip Number: 1001
Job Completed? Yes /No
Taken On: 9/20/02
 12:28p
Taken By: GUESI

Site Information	Billing Information	Additional Information	
01001-0001	01001	Zone	Central
Miller, Stephanie	Miller, Stephanie	P.O. Number	
9371 Cypress Lake Drive	9371 Cypress Lake Drive	C.O.D.	NO
Fort Myers, FL 33907-	Fort Myers FL 33907-		
Stephanie	Stephanie		
(239)437-3030	(239)437-3030	Contract #	MILL-72811

Trouble Reported: ***** BAL-Air Balance Problem *****
 Asked for zone adjustment and sensor check, this service covered by her svc agreement

Tech	Schd Date	Schd Time	Call Start	Time On	Time Off	Total Hours	Total
BOB	09/07/2004						
						Labor Total:	

Material Information					
Quantity	Part Number	Description	Unit Price	Total	
				Material Total:	

Service Call Information	
Service Performed:	
Misc Total:	
Tax:	
Callslip Total:	

Attention Customer: Your satisfaction is our goal. Please take a moment to review the accuracy of this callslip. Your signature is an acceptance of the service performed, that it was to your satisfaction and that the equipment was left in good condition. Thank You.

Customer Signature: _____ **Date:** _____

Site Notes:

Scheduled Calls Report

Description: This report lists the Call Slips that have been scheduled on the Dispatch Board. You can select a particular technician and schedule date. The information on the report includes the work site name, phone number, Call Slip number, and Zone. If you select the option for additional information, the report will also include the current status of the Call Slip, the Problem Description, and the alternate contact phone number for the work site. This report is the best tool for "printing the Dispatch Board", and can be useful if you wish to provide technicians with a printed copy of their schedules.

Sort Options:

Technician
 Schedule Date
 Taken Date
 Site Name
 Status

Selection Options:

Technician
 Schedule Date

Additional Report Options: You can use the check boxes at the bottom of the screen to limit the report to certain Call Slip status levels. Other check boxes allow you to include additional Call Slip information, the address of each work Site, and the Call Slip Problem Descriptions. The example pictured below includes all three of these options.

12/08/2008 9:23 am Page 1 of 1

Scheduled Calls Report

SchedDate >= 11/18/2008 AND SchedDate <= 11/18/2008

Taken Date	Call Slip#	Site Name	Phone	Zone	Tech	Scheduled Date	Scheduled Time
Site Address							
Status Problem Description Est Time Phone 2							
Problem Description -Details							
11/05/2008	1177	Dru's Pharmacy	(415)555-9099		BOB	11/18/2008	
		Dru Gregory	529 Main St	Bayshore CA 94326			
		A.R.	Inspection	01:00			
*** INS-Inspection ***							
11/05/2008	1183	Abe's Lock & Key	(239)430-8569	CAPE	BOB	11/18/2008	
		1015 SW 13th St	Cape Coral FL 33909				
		A.R.	Clean & Check	03:00			
*** CC-Clean & Check ***							
11/05/2008	1187	Data By Dave	(415)555-3322		BOB	11/18/2008	
		468 S Independence Bl	Virginia Beach VA 23452				
		LAB	Clean & Check	01:00			
*** CC-Clean & Check ***							
11/07/2008	1204	Shed	(239)999-1111		BOB	11/18/2008	
		Island Park	Ft Myers FL 33907				
		MAT	AC Problem	01:00			
*** AC-AC Problem ***							
Subtotal Count: 4							
Report Total Count: 4							

Call Slip Summary

Description: This report lists basic information about the selected Call Slips, including the work site name, scheduled date, type of service requested, and the assigned technician, if any. The Call Slip Summary report has many uses. You can use the status selections to produce lists of unassigned or incomplete calls, or lists of calls with labor and materials added that are waiting for final invoicing. You can use it to obtain a list of the calls scheduled for a certain technician, or a range of dates. .

Sort Options:

Call Slip Number
 Scheduled / Work Date
 Site Name
 Technician
 Status

Selection Options:

Call Slip Number
 Scheduled / Work Date
 Site Name
 Technician
 Job Number

Additional Selection Options: The check boxes at the bottom of the report screen can be used to select particular status levels, such as Unassigned or Incomplete. There is a "Select All" button to select all of the status levels. Also, you can limit the report to only Inspection, Contract, standard, or Job Call Slips.

09/15/2004 10:33 am

CallSlip Summary Report

Page 1 of 1

SiteName >= ACE AND SiteName <= LEE AND
 WorkDate >= 9/14/04 AND WorkDate <= 9/14/04

- Inspection
- Contract
- Non-Contract

CallSlip #	Site Name	Scheduled/ Work Date	Primary Technician	Status	Zone	CallSlip I type	Taken By
1029	Ace Hardware	9/14/04		UNSCHD	City Of F M	Insp	
1012	Children & Adult Dentistry	9/14/04	JEFF	LAB	South F M	Non-Ctr	JOHN
1013	Corso, Frank	9/14/04	BOB	A/R	S E Cape	Non-Ctr	JOHN
1014	Corso, Frank	9/14/04	BOB	LAB	S E Cape	Ctr	JOHN
1019	Corso, Frank	9/14/04		UNSCHD	S E Cape	Insp	
1008	Creamy Cheesecake Company	9/14/04	RAY	PRI	City Of F M	Ctr	GUES I
1023	Dell, Christina	9/14/04		UNSCHD	Central	Insp	
1002	Dominguez, Alberto	9/14/04	MIKE	PRI	City Of F M	Non-Ctr	GUES I
1026	Faiella, Jim	9/14/04		UNSCHD	Sanibel	Insp	
1005	Furlow, Anne Marie	9/14/04	BOB	PRI	South F M	Non-Ctr	GUES I
1024	Furlow, Anne Marie	9/14/04		UNSCHD	South F M	Insp	
1016	Garage Doors By Roy North I	9/14/04		UNSCHD	South F M	Insp	
1025	Hamlin, John	9/14/04		UNSCHD	Central	Insp	
1020	Healy, Patricia	9/14/04		UNSCHD	Central	Insp	
1017	Lee Coast Enterprises	9/14/04		UNSCHD	South F M	Insp	

Total Number of Records:

15

Call Slip Problem Code List

Description: This report lists Call Slips according to their Problem Codes, which identify the general nature of the service requested by the customer. If a Call Slip has more than one Problem Code, the first Problem Code listed on the Call Slip is used. A subtotal for each Problem Code is provided. This report is useful for analyzing how many calls of each Problem Code you have received within a given date range, helping you determine which types of service are more commonly requested by your customers. By limiting the report to only certain Status Levels, you can get lists such as all of the incomplete calls by Problem Code, or all of the unscheduled furnace repair calls.

Sort Options:
Problem Code

Selection Options:
Problem Code
Taken Date

Additional Selection Options: The report can be limited to certain Status Levels with the check boxes at the bottom of the report screen. There is a button to select all status levels if desired.

9/15/04

10:42:38AM

Problem Code Usage List

Page 1 of 1

Problem Code	Problem Name	Date Taken	Status	CallSlip #	Site Name
CPI	Comm Plumbing Insp	09/14/2004	UNSCHD	1016	Garage Doors By Roy North Inc.
CPI	Comm Plumbing Insp	09/14/2004	UNSCHD	1017	Lee Coast Enterprises
CPI	Comm Plumbing Insp	09/14/2004	UNSCHD	1028	Papa John's Pizza
CPI	Comm Plumbing Insp	09/14/2004	UNSCHD	1029	Ace Hardware
Number of Calls for: CPI					4
DRA	Drain Lines Clogged	09/14/2004	LAB	1012	Children & Adult Dentistry
DRA	Drain Lines Clogged	09/14/2004	LAB	1015	Corso, Frank
Number of Calls for: DRA					2
RPI	Res Plumbing Inspect	09/14/2004	UNSCHD	1018	Papa John's Pizza
RPI	Res Plumbing Inspect	09/14/2004	UNSCHD	1019	Corso, Frank
RPI	Res Plumbing Inspect	09/14/2004	UNSCHD	1020	Healy, Patricia
RPI	Res Plumbing Inspect	09/14/2004	UNSCHD	1022	Murphy, Chad
RPI	Res Plumbing Inspect	09/14/2004	UNSCHD	1023	Dell, Christina
RPI	Res Plumbing Inspect	09/14/2004	UNSCHD	1024	Furlow, Anne Marie
RPI	Res Plumbing Inspect	09/14/2004	UNSCHD	1025	Hamlin, John
RPI	Res Plumbing Inspect	09/14/2004	UNSCHD	1026	Faiella, Jim
RPI	Res Plumbing Inspect	09/14/2004	UNSCHD	1027	Robinson, Patrick
Number of Calls for: RPI					9
RPL	Res Plumbing Svc	09/14/2004	LAB	1014	Corso, Frank
Number of Calls for: RPL					1
Total Calls:					16

Call Slip Material Usage

Description: This report lists the materials that were used on the selected Call Slips. It can be run for a range of invoice dates, or limited to a specific truck or warehouse, so you could use the report to see all of the parts taken from truck number TR003 during the last week, for example. This is a good report for general monitoring of parts usage. You can use the Key Code sort option to find parts that sell exceptionally well or poorly, which might lead you to adjust your optimum stock levels for your warehouses and trucks. If you're more interested in costs for the materials that were used, instead of details on the materials and the Call Slips where they were used, you can try the Call Slip Material Usage Value report.

Sort Options:

Key Code
 Invoice Date
 Lead Tech
 Call Slip Number

Selection Options:

Key Code
 Invoice Date
 Call Slip Number
 Lead Tech
 Truck
 Warehouse
 Site Name

9/15/04 10:58:50AM

Material Usage Report

Page 1 of 1

LeadTech >= BOB AND LeadTech <= BOB

Key Code	Description	Call Slip #	Invoice Date	Site Name	Location	Qty	Unit Cost	Total Cost	Tech
AIR001	A/C, WeatherMaker 38TDB 24	1013	09/14/2004	Conso, Frank	MAIN	1	1,200.00	1,200.00	BOB
						1		1,200.00	
BIP001	pipe, b iron 90 street elb 1/8	1013	09/14/2004	Conso, Frank	MAIN	2	6.95	13.90	BOB
						2		13.90	
BIP002	pipe, blk iron bushing 1/4x1/8	1033	09/15/2004	Healy, Patricia	MAIN	1	11.25	11.25	BOB
BIP002	pipe, blk iron bushing 1/4x1/8	1033	09/15/2004	Healy, Patricia	MAIN	1	11.25	11.25	BOB
						2		22.50	
BIP003	pipe, blk iron tee 1/8	1005	09/14/2004	Furlow, Anne Marie	MAIN	1	16.45	16.45	BOB
						1		16.45	
BLT001	V-belt, ctype 7/8 17/32 100.2	1013	09/14/2004	Conso, Frank	MAIN	1	34.15	34.15	BOB
						1		34.15	
FLT001	filter, pleated, 16x20x2	1013	09/14/2004	Conso, Frank	MAIN	1	5.90	5.90	BOB
						1		5.90	
MCCT003	motor, cond split 1/6hp 0.9a	1021	09/14/2004	Roper, Keith	MAIN	1	85.75	85.75	BOB
						1		85.75	
TST001	wstat, pneum 3x2x1 univ chrome	1031	09/15/2004	Acc Hardware & Pump	MAIN	0	98.65	0.00	BOB
						0		0.00	
Grand Total						9		1378.65	

Call Slip Material Usage Value Report

Description: This report lists materials used on Call Slips, with an emphasis on the unit costs and cost totals for those items. The report distinguishes between materials from Inventory, and materials ordered directly from outside vendors with Purchase Orders. If you're not using the Acowin Inventory system, you can use the Call Slip Material Usage Value report to obtain the total value of materials used during a given date range, so you can adjust the General Ledger in your accounting system to relieve inventory – you would credit Inventory by the value of the items used, and debit one or more Cost of Goods accounts. Choosing the Distribution Code sort option would give you cost totals for each of your Cost of Goods accounts.

Sort Options:

Call Slip Number
 Distribution Code
 Posting Date
 Tax Region

Selection Options:

Distribution Code
 Posting Date
 Tax Region

Additional Selection Options: A check box at the bottom of the report screen can be used to include Call Slips that haven't been posted to A/R yet.

9/15/04 11:14 am

Material Usage Value Report

Page 1 of 1

Status: Posted

Call Slip #	Invoice #	Invoice Date	Posted Date	Tax Region	Distribution Code	Cost from Inventory	Cost from Purchase Order
1001	S-1001	09/07/2004	09/07/2004	STATE	SERVICE	0.00	0.00
Sub Total on Distribution Code						0.00	0.00
Total for Status: Posted						0.00	0.00

Status: UnPosted

Call Slip #	Invoice #	Invoice Date	Posted Date	Tax Region	Distribution Code	Cost from Inventory	Cost from Purchase Order
1012	S-			STATE	SERVICE	0.00	0.00
1007	S-1009	09/15/2004		STATE	SERVICE	85.75	0.00
1030	S-1010	09/15/2004		STATE	SERVICE	0.00	0.00
1033	S-1013	09/15/2004		STATE	SERVICE	22.50	0.00
1003	S-1006	09/14/2004		STATE	SERVICE	92.55	0.00
1005	S-1005	09/14/2004		STATE	SERVICE	16.45	0.00
Sub Total on Distribution Code						217.25	0.00
Total for Status: UnPosted						217.25	0.00

	Cost from Inventory	Cost from Purchase Order
Posted Call Slips	0.00	0.00
UnPosted Call Slips	217.25	0.00
Grand Total	217.25	0.00

Location Re-Stock From Sales

Description: This report provides you with a re-order form based on material sales. The computer totals the materials sold during the range of posting dates you select, and produces a “pick list” that tells you how many units of each part need to be ordered from vendors, or taken from other Inventory locations, to replenish the number of units sold. This report is *not* dependant on the Optimum Quantity settings in Inventory – it’s based entirely on the number of units sold on Call Slips – so if you’re not using the Optimum Quantity feature of Inventory, this would be an ideal report for re-supplying your warehouses and trucks. If you *are* using the Optimum Quantities, you might want to run the Inventory report called Re-Stock Inventory instead, since that report uses the Optimum Quantities to compute the number of units that need to be ordered for each location.

Sort Options:
 Key Code
 Description

Selection Options:
 Posting Date
 Truck
 Warehouse

9/15/04 11:32 am

Location Restock from Sales Report

Page 1 of 1

Location:

PostDate >= 9/1/04 AND PostDate <= 9/15/04

KeyCode	Description	Qty	Qty Filled
AIR001	A/C, WeatherMaker 38 I DE 2speed	1	_____
BIP001	pipe, b iron 90 street elb 1/8	3	_____
BIP002	pipe, blk iron bushing 1/4x1/8	1	_____
BIP003	pipe, blk iron tee 1/8	1	_____
BLI001	V-belt, ctype 7/8 17/32 100.2	2	_____
BLI002	v-belt, atype 1/2 3/8 51-inch	1	_____
BLI003	belt, 3VX 3/8 5/16 60-inch	1	_____
COL001	coil, 52x13x14 12000btu	1	_____
FIL101	filter, res furnace air clean	2	_____
FLI001	filter, pleated, 16x20x2	1	_____
FLI002	filter, pleated, 16x25x2	2	_____
FLI003	filter, pleated, 20x20x2	1	_____
MOI001	motor, condenser 1/6hp 825rpm	1	_____
ISI001	tstat, pneum 3x2x1 univ chrome	1	_____

Flat Rate Hours Report

Description: This report compares the actual hours worked on Flat Rate calls to the estimated hours built into the Flat Rate price codes. Each Flat Rate price is based on an estimated time required to complete the service. The actual time needed by the technician is recorded on the Acowin Call Slips. The comparison between these two figures is very important, because if the technicians frequently exceed the estimated time from the Flat Rate codes, your profitability will be reduced. Only Call Slips billed with Flat Rate pricing will appear on this report.

Sort Options:

Call Slip Number

Selection Options:

Posting Date
 Invoice Date
 Work Date
 Tech

Additional Selection Options: The report has three options for dealing with Call Slips that have multiple technicians assigned to them. You can either split the estimated labor proportionally, according to the actual hours worked by each tech; you can measure the total estimated hours against only the "lead" tech, who is the first technician listed on the Call Slip Times screen; or you can divide estimated hours evenly between the technicians who worked on the call.

9/15/04 12:02:03PM Page 1 of 1

FlatRate Hours Report

Notice: Unposted callslips can still be changed, and would affect the results of this report Tech == JEFF AND Tech <= ZZZZ

Equal Split
 Lead Tech Only
 Based on Actual Hours

Tech

CallSlip #	Work Date	Actual Hours Worked	Total Est FlatRate Hours	Multi Dispatch	Earned Percent	Earned Hours	Posted Flag
1036	09/15/2004	0.58	0.833		100.00	0.833	Y
1037	09/15/2004	0.67	0.833		100.00	0.833	Y
Dispatches: 2		1.25	1.666	100.00	1.666		

Tech

CallSlip #	Work Date	Actual Hours Worked	Total Est FlatRate Hours	Multi Dispatch	Earned Percent	Earned Hours	Posted Flag
1034	09/15/2004	1.17	0.750		100.00	0.750	Y
1035	09/15/2004	1.67	0.583		100.00	0.583	Y
Dispatches: 2		2.83	1.333	100.00	1.333		

Totals:	Number of Dispatches:	4	Total Actual Hours Worked:	4.08
	Number of Calls:	4	Total Est FlatRate Hours:	3.00
			Total Earned Hours:	3.00

Flat Rate Compare Report

Description: This report compares the actual cost, sale, and profitability figures for the selected Call Slips to both the estimated cost and sale prices from the Flat Rate codes, and the calculated Time and Material costs and sale prices. This comparison helps you to see if your Flat Rate prices are sufficient to cover your costs and make the desired profit, and also to make sure your technicians are performing the work within the estimated labor and material cost limits that were used to generate the Flat Rate prices. Only Call Slips billed with Flat Rate Codes, and which have been posted to Accounts Receivable, will appear on this report. If you want to focus on the comparison between estimated Flat Rate hours and actual hours worked, you might want to run the Flat Rate Hours report.

Sort Options:
Posting Date

Selection Options:
Posting Date

9/15/04 11:53:26AM FlatRate Compare Report Page 1 of 1
PostDate >= 9/15/04 AND PostDate <= 9/15/04

	CallSlip #	Mat Cost	Lab Cost	Misc Cost	Mat Sell	Lab Sell	Misc Sell	Profit	Profit %
FR Est	1034	50.00	35.00	0.00	130.00	157.80	0.00	202.80	70.47
FR Act		41.80	30.33	0.00	130.00	157.80	0.00	215.67	74.94
T/M		41.80	30.33	0.00	130.63	129.50	0.00	188.00	72.27
FR Est	1035	7.00	50.00	0.00	25.00	166.50	0.00	134.50	70.23
FR Act		6.95	43.33	0.00	25.00	166.50	0.00	141.22	73.74
T/M		6.95	43.33	0.00	24.33	157.50	0.00	131.55	72.35
FR Est	1036	5.50	15.00	0.00	20.00	91.20	0.00	90.70	81.56
FR Act		5.90	15.17	0.00	20.00	91.20	0.00	90.13	81.05
T/M		5.90	15.17	0.00	20.65	87.50	0.00	87.08	80.52
FR Est	1037	0.00	15.00	0.00	0.00	90.00	0.00	75.00	83.33
FR Act		0.00	17.33	0.00	0.00	90.00	0.00	72.67	80.74
T/M		0.00	17.33	0.00	0.00	87.50	0.00	70.17	80.19
FR Est	1038	7.00	50.00	0.00	25.00	166.50	0.00	134.50	70.23
FR Act		6.95	39.00	0.00	25.00	166.50	0.00	145.55	76.01
T/M		6.95	39.00	0.00	24.33	140.00	0.00	118.38	72.04
FR Est	Totals	69.50	165.00	0.00	200.00	672.00	0.00	637.50	73.11
FR Act		61.60	145.16	0.00	200.00	672.00	0.00	665.24	76.29
T/M		61.60	145.16	0.00	199.94	602.00	0.00	595.18	74.22

Flat Rate Evaluation Report

Description: This report helps you compare the actual performance of your technicians to the estimated labor hours included in your Flat Rate billing codes. Each Call Slip is listed on the report with its total Estimated Hours from the Flat Rate codes, plus its total Actual Hours from the Times screen. The report also indicates if there were multiple Repair Codes on the Call Slip, and if multiple technicians performed the work. A boxed insert is printed beneath each Call Slip entry, listing the exact Flat Rate Repair Codes, Descriptions, and Estimated Time. This helps you see how the total Estimated Time for the call was calculated.

Sort Options:

Call Slip Number

Selection Options:

Posting Date

Invoice Date

Work Date

Technician

Distribution Code

Call Slip Number

Repair Code

Additional Report Options: You can optionally include a list of the Flat Rate Repair Codes used on each invoice.

12/08/2008 10:32 am Flat Rate Evaluation Report Page 1 of 1

CallSlip # >= 1002 AND CallSlip # <= 1040

Call Slip #	Work Date	Inv Date	Posted Date	Estimated Hours	Actual Hours	Multiple Repairs	Multiple Techs	Posted									
1002	05/23/2008	05/30/2008		0.00	1.75		Y										
<table border="1"> <thead> <tr> <th>Repair Code</th> <th>Description</th> <th>Estimated Time</th> </tr> </thead> <tbody> <tr> <td>GEN00003</td> <td>Full split-system diagnostic including all filter and air quality ex</td> <td>0.00</td> </tr> </tbody> </table>									Repair Code	Description	Estimated Time	GEN00003	Full split-system diagnostic including all filter and air quality ex	0.00			
Repair Code	Description	Estimated Time															
GEN00003	Full split-system diagnostic including all filter and air quality ex	0.00															
1006	05/23/2008	07/07/2008	07/07/2008	1.50	2.08			Y									
<table border="1"> <thead> <tr> <th>Repair Code</th> <th>Description</th> <th>Estimated Time</th> </tr> </thead> <tbody> <tr> <td>BHT010015</td> <td>REPLACE 6 5/8" TO 9" AIR TUBE</td> <td>1.50</td> </tr> </tbody> </table>									Repair Code	Description	Estimated Time	BHT010015	REPLACE 6 5/8" TO 9" AIR TUBE	1.50			
Repair Code	Description	Estimated Time															
BHT010015	REPLACE 6 5/8" TO 9" AIR TUBE	1.50															
1009	07/13/2007	07/01/2008	07/01/2008	0.50	0.00	Y		Y									
<table border="1"> <thead> <tr> <th>Repair Code</th> <th>Description</th> <th>Estimated Time</th> </tr> </thead> <tbody> <tr> <td>AVL110000</td> <td>Replace 1/4" Flare Swivel Access Tee</td> <td>0.33</td> </tr> <tr> <td>BHT110000</td> <td>Replace Burner Flange Gasket with Tube Replac</td> <td>0.17</td> </tr> </tbody> </table>									Repair Code	Description	Estimated Time	AVL110000	Replace 1/4" Flare Swivel Access Tee	0.33	BHT110000	Replace Burner Flange Gasket with Tube Replac	0.17
Repair Code	Description	Estimated Time															
AVL110000	Replace 1/4" Flare Swivel Access Tee	0.33															
BHT110000	Replace Burner Flange Gasket with Tube Replac	0.17															
1023	07/12/2007	07/12/2007	07/12/2007	1.83	0.98	Y		Y									
<table border="1"> <thead> <tr> <th>Repair Code</th> <th>Description</th> <th>Estimated Time</th> </tr> </thead> <tbody> <tr> <td>GEN00001</td> <td>General Diagnostic</td> <td>0.83</td> </tr> <tr> <td>GEN00002</td> <td>Cleaning and Maintenance</td> <td>1.00</td> </tr> </tbody> </table>									Repair Code	Description	Estimated Time	GEN00001	General Diagnostic	0.83	GEN00002	Cleaning and Maintenance	1.00
Repair Code	Description	Estimated Time															
GEN00001	General Diagnostic	0.83															
GEN00002	Cleaning and Maintenance	1.00															
1040	08/13/2007	08/13/2007	08/13/2007	0.83	0.77			Y									
<table border="1"> <thead> <tr> <th>Repair Code</th> <th>Description</th> <th>Estimated Time</th> </tr> </thead> <tbody> <tr> <td>GEN00001</td> <td>General Diagnostic</td> <td>0.83</td> </tr> </tbody> </table>									Repair Code	Description	Estimated Time	GEN00001	General Diagnostic	0.83			
Repair Code	Description	Estimated Time															
GEN00001	General Diagnostic	0.83															
Number of CallSlips:5				4.66	5.58												

Flat Rate Spiff Detail

Description: This report provides a detailed breakdown of estimated and actual cost, sale price, and profitability for every invoice that includes a spiff payment. Spiff payment amounts are attached to Flat Rate repair codes, which also include estimated time, labor cost, and material cost. This allows the Flat Rate Spiff Detail Report to compare the total estimated hours and cost to the actual figures from the Call Slip. Each Flat Rate repair code is broken out separately, showing its estimated time required, and the spiff amount to be printed. Total estimated cost, actual cost, hours, profitability, and spiff amount for each technician is provided.

Sort Options:

Call Slip Number

Selection Options:

Posting Date

Invoice Date

Work Date

Technician

Distribution Code

Call Slip Number

Additional Report Options: There are several choices for handling Call Slips that include labor from more than one technician. You can optionally include the Flat Rate repair codes from each Call Slip on the report.

12/08/2008 1:18:54PM

FlatRate Spiff Detail Report

Page 1 of 1

Tech >= LARRY AND Tech <= LARRY AND
CallSlip # >= 1002 AND CallSlip # <= 1023

- Equal Split
- Lead Tech Only
- Based on Actual Hours

Tech		Call Slip #	Invoice #	Total Est Time	Total Int Time	Travel Hrs	Work Hrs	Inv Sell	Inv Cost	Profit %	Spiff Amt	
LARRY	Y	1002	S-1038	0.000	0.00	0.7500	1.00	117.15	150.75	-28.68	0.00	
								Repair Code	Qty	Est Time	Int Time	Spiff Amt
								GEN00003	1	0.0000	0.00	0.00
		1009	S-1053	0.500	10.00	0.0000	0.00	116.62	0.00	100.00	2.25	
								Repair Code	Qty	Est Time	Int Time	Spiff Amt
								AVL110000	1	0.3330	5.00	1.25
								BHT110000	1	0.1670	5.00	1.00
		1023	S-1015	1.830	0.00	0.2000	0.78	197.98	36.52	81.55	0.00	
								Repair Code	Qty	Est Time	Int Time	Spiff Amt
								GEN00001	1	0.8330	0.00	0.00
								GEN00002	1	1.0000	0.00	0.00
Total for Tech: LARRY				2.330	10.00	0.95	1.78	431.75	187.27	56.63	2.25	

Amounts on this report are based on percentages . Rounding may cause slight variances

Flat Rate Technician Spiff

Description: This report lists all the Flat Rate repairs which include a spiff payable to the technician. The Invoice Number, Invoice Date, posting date, Repair Number, and Repair Description of each Flat Rate code is included, along with the spiff payment amount. If a single invoice had more than one Flat Rate billing code with a spiff, each repair will be listed separately, producing several lines that refer to the same Invoice Number. A total spiff amount for each technician is provided. You can run this report for any range of dates, making it ideal for computing the spiff payments for your technicians every week or month.

Sort Options:

Invoice Date
 Posted Date
 Invoice Number
 Repair Number

Selection Options:

Posting Date
 Invoice Date
 Technician

Additional Report Options: You can instruct the report to include Flat Rate codes with zero spiff payments, to obtain a complete list of all the Flat Rate repairs performed by the technicians, instead of just the ones that included a spiff payment.

12/08/2008 1:32 pm

Flat Rate Tech Spiff Report

Page 1 of 6

Selections = All

Tech: BOB

Invoice #	Inv Date	Posted Date	Repair #	Description	Spiff
S-1020	08/13/2007	08/13/2007	GEN00001	General Diagnostic	0.00
S-1056	07/07/2008	07/07/2008	BHT010015	REPLACE 6 5/8" TO 9" AIR TUBE	0.00
S-1057	07/09/2008		AVL110000	Replace 1/4" Flare Swivel Access Tee	1.25
S-1057	07/09/2008		DFT110005	Warranty Replacement of Induced Draft Assembl	0.00
S-1070	10/31/2008	11/18/2008	008781	BELL & GOSSETT 189134	0.00
S-1084	11/17/2008	11/17/2008	008781	BELL & GOSSETT 189134	0.00
S-1086	11/18/2008		008794	BELL & GOSSETT 118228	0.00
S-1085	11/18/2008	11/18/2008	008800	BELL & GOSSETT 118723	0.00
S-1087	11/18/2008	11/18/2008	008796	BELL & GOSSETT 118373 FLANGE GASKET	0.00
					1.25

Call Slip Profitability Summary

Description: This report lists the number of calls, and their total cost, sale price, and profitability, for each selected customer. A customer with five Call Slips selected for this report will appear as a single line, with 5 listed as the number of Call Slips, and the total cost and sale prices of these five calls printed in the cost and sale columns. If you want to see the individual Call Slips broken out separately, run the Call Slip Profitability Detail report.

Sort Options:

Site Number
 Site Name
 Distribution Code
 Group Field
 Source

Select Options:

Call Slip Number
 Site Number
 Site Name
 Distribution Code
 Group Field
 Invoice Date
 Customer Type
 Tax Region

Additional Selections:

Call Slip status levels
 Inspection, contract, standard, or Job Cost Call Slips

9/14/04

5:06:42PM

Call Slip Profitability Summary Report

Page 1 of 1

InvDate == 9/14/04 AND InvDate <= 9/14/04

- Inspection
- Contract
- Non-Contract

Site # / Site Name	# of Calls	Material Cost	Material Sale	Labor Cost	Labor Sale	Misc Cost	Misc Sale	Total Cost	Total Sale	Profit Dollars	Profit Percent
01010-0001 Children & Adult Dentistry	1	92.95	219.02	78.00	203.33	0.00	0.00	170.95	900.25	338.70	66.51
01006-0001 Corso, Frank	1	1,253.95	2,576.03	130.00	385.00	0.00	0.00	1,383.95	2,961.03	1,577.08	53.26
01004-0001 Creamy Cheesecake Company	1	197.90	403.44	52.00	200.00	0.00	0.00	200.90	603.44	483.54	60.73
01008-0001 Dominguez, Alberto	1	68.30	213.44	26.00	105.00	0.00	0.00	94.30	318.44	224.14	70.39
01015-0001 Futow, Anne Marie	1	16.45	51.41	26.00	105.00	0.00	0.00	42.45	196.41	113.96	72.86
01019-0001 Martin, Dale	1	0.00	0.00	32.50	122.50	0.00	0.00	32.50	122.50	90.00	73.47
01009-0001 Roper, Keith	1	85.75	200.05	30.00	140.00	0.00	0.00	124.75	340.05	215.30	63.31

TOTALS											
Material Cost	Material Sale	Labor Cost	Labor Sale	Misc Cost	Misc Sale	Total Cost	Total Sale	Profit Dollars	Profit Percent		
1,674.90	3,790.29	383.90	1,390.83	0.00	0.00	2,058.40	5,101.12	3,042.72	59.85		

Total Number of Call Slips: 7

Call Slip Profitability Detail

Description: This report shows labor and material costs, labor and material sale prices, and overall profitability for the selected Call Slips. Subtotals are then provided, based on the Sort #1 choice. For example, if you choose to sort by Site Name, there will be a total for each Site, and the Sites will be listed alphabetically by name. If you only want to see the subtotals, and don't want the individual Call Slip detail, you can run the Call Slip Profitability Summary report.

Sort Options:

Site Number
 Site Name
 Distribution Code
 Group Field
 Source

Select Options:

Call Slip Number
 Site Number
 Site Name
 Distribution Code
 Group Field
 Invoice Date
 Source
 Customer Type
 Tax Region

Additional Selections:

Call Slip status levels
 Inspection, contract,
 standard, or Job Cost Call
 Slips

9/14/04 5:26:38PM

Call Slip Profitability Detail Report

Page 1 of 1

InvDate >= 9/14/04 AND InvDate <= 9/14/04

- Inspection
- Contract
- Non-Contract

Work Date	Site # Group #	Site Name Distribution Code	Tech	Call Slip Number	Material Cost	Material Sale	Labor Cost	Labor Sale	Misc Cost	Misc Sale	Total Cost	Total Sale	Profit Dollars	Profit Percent
9/14/04	01008-0001	Dominguez, Albano	MIKE	1002	68.30	213.44	26.00	105.00	0.00	0.00	94.30	318.44	224.14	70.30
		default												
9/13/03	01010-0001	Children & Adult Dend	MIKE	1003	92.95	215.92	78.00	293.33	0.00	0.00	170.95	909.25	338.70	66.51
		default												
9/14/04	01019-0001	Martin, Dale	MIKE	1004	0.00	0.00	32.90	122.90	0.00	0.00	32.90	122.90	90.00	73.47
		default												
9/14/04	01015-0001	Furcov, Anne Marie	BOB	1005	16.45	51.41	26.00	105.00	0.00	0.00	42.45	196.41	113.96	72.86
		default												
Subtotalled by DistribCode (4)					177.30	480.77	162.90	625.83	0.00	0.00	339.80	1,106.60	766.80	69.25
9/14/04	01006-0001	Corso, Frank	BOB	1013	1,253.95	2,576.03	130.00	385.00	0.00	0.00	1,383.95	2,961.03	1,577.08	93.26
		service												
Subtotalled by DistribCode (1)					1,253.95	2,576.03	130.00	385.00	0.00	0.00	1,383.95	2,961.03	1,577.08	93.26

TOTALS										
Material Cost	Material Sale	Labor Cost	Labor Sale	Misc Cost	Misc Sale	Total Cost	Total Sale	Profit Dollars	Profit Percent	
1,431.25	3,056.80	292.90	1,010.83	0.00	0.00	1,723.75	4,067.63	2,343.88	57.62	

Total Number of Call Slips: 5

Sales Person Profit Summary Report

Description: This report lists the total profitability for each salesperson, using Call Slips selected according to Invoice Date, Customer Type, Salesperson, or a variety of other options. The report will include subtotals based on your Sort #1 choice, so if you sort the report by Site Name, there will be a subtotal for each work site, and the sites will appear alphabetically by name. If you want detailed profitability for each Call Slip, run the Sales Person Profit Detail Report. Since the Summary doesn't break out the individual Call Slips separately, it is a much shorter report.

Sort Options:

Call Slip Number
 Site Number
 Site Name
 Distribution Code
 Group Field
 Source

Selection Options:

Call Slip Number
 Site Number
 Site Name
 Distribution Code
 Group Field
 Invoice Date
 Source
 Salesperson
 Customer Type

Additional Options:

Call Slip Status levels
 Inspection, Contract,
 or non-Contract calls

9/15/04 12:52:43PM

SalesPerson Profitability Summary Report

Page 1 of 1

- Unscheduled
- Scheduled
- Incomplete
- Dispatched
- Material
- Labor
- Invoiced
- Printed
- A/R
- Void
- Inspection
- Contract
- Non-Contract

SalesPerson >- AMY AND SalesPerson <- AMY

Site Name		Material Cost	Material Sale	Labor Cost	Labor Sale	Misc Cost	Misc Sale	Total Cost	Total Sale	Profit Dollars	Profit Percent
Sales Person: AMY											
Ace Hardware & Pump	(1)	0.00	0.00	52.00	200.00	0.00	0.00	52.00	200.00	148.00	74.00
Children & Adult Dentistry	(2)	1,148.27	2,605.02	127.83	493.33	0.00	0.00	1,276.10	3,098.35	1,822.25	58.81
Corso, Frank	(3)	1,351.95	2,811.03	214.50	604.16	0.00	0.00	1,566.45	3,415.19	1,848.74	55.11
Crane, Rebecca	(1)	6.95	25.00	43.33	166.90	0.00	0.00	50.28	191.90	141.62	73.74
Dell, Christina	(1)	5.90	20.00	15.17	91.20	0.00	0.00	21.07	111.20	90.13	81.06
Furlow, Anne Marie	(1)	16.45	51.41	26.00	105.00	0.00	0.00	42.45	156.41	113.96	72.86
Miller, Stephanie	(3)	41.80	330.00	30.33	157.80	0.00	0.00	72.13	487.80	415.67	85.21
Robinson, Patrick	(1)	0.00	0.00	17.33	90.00	0.00	0.00	17.33	90.00	72.67	80.74
Schuster, Allen	(1)	95.75	200.05	52.00	175.00	0.00	0.00	137.75	375.05	237.30	63.27
Salesperson Totals: AMY		2,697.07	6,042.51	578.40	2,172.99	0.00	0.00	3,235.96	8,215.50	4,979.54	60.62

TOTALS											
Material Cost	Material Sale	Labor Cost	Labor Sale	Misc Cost	Misc Sale	Total Cost	Total Sale	Profit Dollars	Profit Percent		
2,697.07	6,042.51	578.40	2,172.99	0.00	0.00	3,235.96	8,215.50	4,979.54	60.62		

Total Number of Call Slips: 14

Sales Person Profit Detail Report

Description: This report provides a detailed list of Call Slips for each salesperson, including labor and material costs, income, and profitability. The salesperson for each work site is selected on the Billing screen of the Customer/Site File. Profitability subtotals for each salesperson are included. If you only want to see the totals for each salesperson, you can use the Sales Person Profit Summary report. Call Slips for a work site that has no assigned salesperson will appear at the beginning of the report in their own section, if you don't use the salesperson selection option to limit the report to a single salesperson.

Sort Options:

Call Slip Number
 Site Number
 Site Name
 Distribution Code
 Group Field
 Source

Selection Options:

Call Slip Number
 Site Number
 Site Name
 Distribution Code
 Group Field
 Invoice Date
 Source
 Salesperson
 Customer Type

Additional Options:

Call Slip Status levels
 Inspection, Contract,
 or non-Contract calls

9/15/04 12:38:34PM

SalesPerson Profitability Detail Report

Page 1 of 1

- Unscheduled
- Incomplete
- Material
- Invoiced
- A/R
- Inspection
- Scheduled
- Dispatched
- Labor
- Printed
- Void
- Contract
- Non-Contract

SalesPerson >= AMY AND SalesPerson <= AMY

Site #	Site Name	Distrib Code	Group	Call Slip Number	Material Cost	Material Sale	Labor Cost	Labor Sale	Misc Cost	Misc Sale	Total Cost	Total Sale	Profit Dollars	Profit Percent	
Sales Person: AMY															
01003-0002	Ace Hardware & Pum	service		1031	0.00	0.00	52.00	200.00	0.00	0.00	52.00	200.00	148.00	74.00	
Subtotalled by SiteName					(1)	0.00	0.00	52.00	200.00	0.00	0.00	52.00	200.00	148.00	74.00
01010-0001	Children & Adult Dent	service		1003	1,148.27	2,605.02	78.00	293.33	0.00	0.00	1,226.27	2,898.35	1,672.08	57.69	
		service		1012	0.00	0.00	49.83	200.00	0.00	0.00	49.83	200.00	150.17	75.08	
Subtotalled by SiteName					(2)	1,148.27	2,605.02	127.83	493.33	0.00	0.00	1,276.10	3,098.35	1,822.25	58.81
01006-0001	Corso, Frank	service		1013	1,251.95	2,576.03	130.00	385.00	0.00	0.00	1,381.95	2,961.03	1,577.08	53.26	
		service		1014	5.45	19.08	39.00	151.66	0.00	0.00	44.45	170.74	126.29	73.97	
		service		1015	92.95	215.92	45.50	157.50	0.00	0.00	138.05	373.42	235.37	63.03	
Subtotalled by SiteName					(3)	1,351.95	2,811.03	214.50	694.16	0.00	0.00	1,966.45	3,905.19	1,938.74	59.31
01005-0001	Crane, Rebecca	service		1035	6.95	25.00	43.33	166.50	0.00	0.00	90.28	191.50	141.22	73.74	
Subtotalled by SiteName					(1)	6.95	25.00	43.33	166.50	0.00	0.00	90.28	191.50	141.22	73.74
Salesperson Totals: AMY						2,907.17	5,441.05	437.66	1,953.99	0.00	0.00	2,944.83	6,995.04	4,050.21	57.90

TOTALS										
Material Cost	Material Sale	Labor Cost	Labor Sale	Misc Cost	Misc Sale	Total Cost	Total Sale	Profit Dollars	Profit Percent	
2,907.17	5,441.05	437.66	1,953.99	0.00	0.00	2,944.83	6,995.04	4,050.21	57.90	

Distribution Profitability

Description: This report provides a concise summary of the profitability for each Distribution Code. Since Distribution Codes represent departments within your company, and are usually tied to QuickBooks Classes with similar names, this gives you a departmental profitability report. For each Distribution Code, you will be given total revenue, total cost, gross profit, the number of invoices posted during the report period, and the average invoice amount (total income divided by number of invoices.) The percentage of total sales and overall profit represented by each Distribution Code is also presented, helping you to determine which departments generate the most revenue and profit.

Sort Options:
Distribution Code

Selection Options:
Distribution Code
Posting Date

Additional Report Options: You can include a set of pie and bar graphs, breaking down sales by Distribution Code and sales versus cost, at the end of the report.

12/08/2008 1:58 pm

Distribution Profitability Report

Page 1 of 2

Selections = All

Distribution Code	Invoices	Cost	Gross Profit \$	Gross Profit %	# of Invoices	Avg Invoice Amount	% of Sales	% of Profit
Contract								
DEFAULT	4,051.68	1,021.12	3,030.56	74.80	17	238.33	6.514	9.903
DEFINC	802.75	0.00	802.75	100.00	8	100.34	1.291	2.623
PREPAID	466.18	90.83	375.35	80.52	5	93.24	0.750	1.227
RESNEW	0.00	65.00	-65.00	0.00	0		0.000	-0.212
	5,320.61	1,176.95	4,143.66	77.88	30	177.35	8.554	13.540
Job Cost								
DEFAULT	26,290.79	7,531.86	18,758.93	71.35	20	1,314.54	42.269	61.299
RESNEW	8,165.13	896.48	7,268.65	89.02	9	907.24	13.128	23.752
TEST	2,034.25	414.00	1,620.25	79.65	3	678.08	3.271	5.295
	36,490.17	8,842.34	27,647.83	75.77	32	1,140.32	58.667	90.346
Service								
DEFAULT	18,381.40	20,540.80	-2,159.40	-11.75	64	287.21	29.553	-7.056
PREPAID	168.00	9.67	158.33	94.24	2	84.00	0.270	0.517
RESNEW	678.99	803.97	-124.98	-18.41	2	339.50	1.092	-0.408
TEST	1,159.15	222.40	936.75	80.81	3	386.38	1.864	3.061
	20,387.54	21,576.84	-1,189.30	-5.83	71	287.15	32.778	-3.886
Totals:								
	62,198.32	31,596.13	30,602.19	49.20	133	467.66		

Preprinting Call Slip Invoices

Description: This report prints a list of all the Call Slips that have been marked for final invoice printing. You can mark a Call Slip for printing by clicking the Status Change button on the Call Slip, and choosing the "Add Mark" option under "Ready to Print Flag." You can print all of your invoices for the day by marking them in this way, running the Preprinting Service Invoices report to get a list of the marked Call Slips, and then running the Print Call Slip Invoices report to produce the final printed invoices. The Preprinting Service Invoices report is optional – you could mark the Call Slips and proceed directly to Print Call Slip Invoices if you wanted, although the Preprinting report can help you check the invoices for accuracy and avoid any surprises. Invoices can also be printed one at a time, by clicking the Print button on the Call Slips toolbar. Printing the invoices all at once can be convenient if you need to load special invoice paper or letterhead into your printer.

Sort Options:

Call Slip Number
 Site Name
 Invoice Date

Select Options:

Call Slip Number
 Invoice Date
 Site Number
 Site Name

09/15/2004 10:01 am

PrePrinted CallSlip Invoice List Report

Page 1 of 1

Selections = All

CallSlip #	Invoice Date	Site Number	Site Name	Mat Cost	Lab Cost	Misc Cost	Mat Sale	Lab Sale	Misc Sale	Profit Dollars	Profit Percent
1031	09/15/2004	01003-0002	Ace Hardware & Pump	0.00	52.00	0.00	0.00	200.00	0.00	148.00	74.00
1003	09/14/2004	01010-0001	Children & Adult Denti	92.55	78.00	0.00	215.92	293.33	0.00	338.70	66.51
1008	09/14/2004	01004-0001	Creamy Cheesecake Co	157.90	52.00	0.00	493.44	200.00	0.00	483.54	69.73
1002	09/14/2004	01008-0001	Dominguez, Alberto	68.30	26.00	0.00	213.44	105.00	0.00	224.14	70.39
1005	09/14/2004	01015-0001	Furlew, Anne Marie	16.45	26.00	0.00	51.41	105.00	0.00	113.96	72.86
1033	09/15/2004	01018-0001	Healy, Patricia	22.50	36.33	0.00	78.76	140.00	0.00	159.43	72.88
1030	09/15/2004	01002-0001	Lee Coast Enterprises	0.00	26.00	0.00	0.00	133.33	0.00	107.33	80.50
1004	09/14/2004	01019-0001	Martin, Dale	0.00	32.50	0.00	0.00	122.50	0.00	90.00	73.47
1032	09/15/2004	01013-0002	Papa John's Pizza	0.00	26.00	0.00	0.00	120.00	0.00	94.00	78.33
1021	09/14/2004	01009-0001	Roper, Keith	85.75	39.00	0.00	200.05	140.00	0.00	215.30	63.31
1007	09/15/2004	01022-0001	Schuster, Allen	85.75	52.00	0.00	200.05	175.00	0.00	237.30	63.27
Total Records:		11	Report Totals:	529.20	446.33	0.00	1,453.07	1,734.16	0.00	2,211.70	69.39

Print Call Slip Invoices

Description: This report prints the final invoice for Call Slips that have been marked for invoice printing. Call Slips are marked for printing by using the Status Change button on the Call Slip screen, and choosing the “Add Mark” option under “Ready to Print Flag.” Each completed invoice will be at least one page long, and will continue on to additional pages if there is too much invoice text to fit on a single page. If you want a list of the invoices that are ready to print before you print them, run the Preprinting Service Invoices report. Note that if you choose the “ALL” selection option, only Call Slips that have been marked for printing will produce an invoice – you only need to use the other selection options if you have a lot of invoices ready to print, and want to print them in groups by Invoice Date or Group Field. (The Group Field is a field on the General screen of the Call Slip that lets you tie several Call Slips for the same work site into a larger project.) Call Slip invoices can also be printed one at a time, by clicking on the Print button of the Call Slip toolbar. Printing them all at once can be convenient if you have to put special invoice paper or letterhead in your printer for the invoices. Because the printed invoice takes up a full page, a full-sized copy of an invoice is reproduced on the next page as an example. The body text of this sample invoice is only one example of the many text options available for invoices – you can include or exclude labor and material details as you see fit.

Sort Options:

Customer Name
Invoice Date
Invoice Number
Zip Code
Group Field

Select Options:

Invoice Date
Group Field

(An example of a printed Call Slip invoice is pictured on the next page.)

COD Payment Report

Description: The COD Payment Report reads the information entered on the Call Slips to produce total amounts collected by each technician in the field. The Call Slips have a button shaped like an envelope full of money, which can be clicked to enter COD payment information to produce this report. You can use the COD Payment Report to verify that the amount of cash, check, and credit card payments they hand when they return from the field is correct.

Sort Options:

Call Slip Number

Selection Options:

Call Slip Number
Payment Date
Technician

Additional Options:

Show payment detail
Show customer/site info
New page after each tech

09/15/2004 12:25 pm

COD Payment Report

Page 1 of 1

InvDate >= 9/10/04 AND InvDate <= 9/15/04

Lead Tech BOB

Inv Date	Call Slip #	Inv Amount	Cash	Check	Credit Card	Total Paid	Total Due
09/14/2004	1013	3,115.59	0.00	3,115.59	0.00	3,115.59	0.00
		3,115.59	0.00	3,115.59	0.00	3,115.59	0.00

Lead Tech JEFF

Inv Date	Call Slip #	Inv Amount	Cash	Check	Credit Card	Total Paid	Total Due
09/15/2004	1036	112.50	112.50	0.00	0.00	112.50	0.00
		112.50	112.50	0.00	0.00	112.50	0.00

Lead Tech MIKE

Inv Date	Call Slip #	Inv Amount	Cash	Check	Credit Card	Total Paid	Total Due
09/14/2004	1002	331.25	0.00	0.00	331.25	331.25	0.00
09/15/2004	1035	193.00	0.00	193.00	0.00	193.00	0.00
		524.25	0.00	193.00	331.25	524.25	0.00

Lead Tech RAY

Inv Date	Call Slip #	Inv Amount	Cash	Check	Credit Card	Total Paid	Total Due
09/14/2004	1008	723.05	0.00	723.05	0.00	723.05	0.00
		723.05	0.00	723.05	0.00	723.05	0.00

Totals		4,475.39	112.50	4,031.64	331.25	4,475.39	0.00
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Contract Reports

These reports are based on the Contracts file. Every service contract you sell should receive an entry in this file, specifying the starting and ending dates of the contract, its price, and the schedule for performing maintenance inspection visits, among other details. The Contract reports are divided into two distinct groups: reports that pertain to Contract billing, and reports that pertain to performing the maintenance inspection visits. Most of these reports are part of the regular monthly procedure for creating Contract Invoices and Inspection Call Slips, and can therefore be found on the Contract Invoice and Inspection Steps menus, as well as the Reports menu.

Customer Contracts
Contract Expiration Report
Inspections Due Labels
Inspection Call Slips to be Created
Inspection Call Slips Created Report
Missed Inspections Report
Scheduled Contracts
Contract Profitability Summary
Contract Profitability Detail
Contract Invoices To Be Created
Preprinting Contract invoice List
Print Batch of Contract invoices
Untransferred Contract Invoices

Customer Contracts

Description: This report gives you a summary of your customers' service contracts. You can use the Contract Start or Expiration options for selection to limit the report to only the active contracts. This is a good report to print if you want some basic information about all of your contract customers. If you're looking for a list of contracts that are about to expire so you can send them renewal notices, you might consider running the Contract Expiration Report (Contracts section) or Mailing Labels (Customer/Site section) instead.

Sort Options:

- Customer Number
- Customer Name
- Zip Code
- Customer Type
- Contract Type

Select Options:

- Customer Number
- Customer Name
- Zip Code
- Customer Type
- Contract Type
- Expiration Date
- Start Date

09/14/2004 12:05 pm Customer Contracts Report Page 1 of 1

Cust #	Site #	Customer Name	Zipcode	Zone	Orig Date	Start Date	Exp Date	Contract Type
Contract #	Site Primary Phone							
01004 CRBAM-93872	01004-0001 (239)461-9090	Creamy Cheesecake Company	33901-	City Of F M	06/01/2002	06/01/2002	05/31/2003	COM
		Orig Amt	1,200.00	Adjustments	0.00	Total Amt		1,200.00
01014 FAIBL-9022	01014-0001 (239)472-8205	Faiella, Jim	33957-	Sanibel	04/01/1998	04/01/2002	03/31/2003	Gold
		Orig Amt	159.00	Adjustments	0.00	Total Amt		159.00
01001 MILL-72811	01001-0001 (239)437-3030	Miller, Stephanie	33907-	Central	09/01/2000	09/01/2002	08/31/2003	Gold
		Orig Amt	159.00	Adjustments	0.00	Total Amt		159.00
01012 WETWILD-94823	01012-0001 (239)466-3101	Wet & Wild Power Sports	33908-	South F M	09/20/2002	09/20/2002	09/19/2003	COM
		Orig Amt	1,200.00	Adjustments	0.00	Total Amt		1,200.00
Number of Contracts:			4	Total of Contracts:				2,718.00

Contract Expiration Report

Description: This report prints a list of all the Contracts which are due to expire in a specified date range. You can run the report in advance of the expiration date, to get an advance look at the contracts and try to contact the customers to sell then contract renewals. The Contract Expiration Report includes the address and phone number of each contract. You can also use the Mailing Labels, found in the Customer/Site section of the Acowin reports, to generate a standard address label for every Contract due to expire in a given date range, making it easy to send renewal letters or postcards to these customers. The Contract Expiration Report is also a good way to get a list of "dead" Contracts, meaning a Contract which was cancelled before it would have normally expired. You can use the Dead Date selection option to obtain a list of such Contracts with this report.

Sort Options:
 Contract Type
 Expiration Date
 Zip Code
 Customer Name

Selection Options:
 Expiration Date
 Dead Date
 Contract Type

Additional Options:
 Show Dead Contracts
 Include Auto-Renewed
 Include set to Auto Renew
 Include Contracts that did *not* Auto Renew

09/14/2004 4:10 pm

Contract Expiration Report

Page 1 of 1

Ctr_Type >= GOLD AND Ctr_Type <= GOLD

Customer Name	Cust #	Cust I type	Cust Phone	Cust Contact	Contract Number	Contract I type	Start Date	Expire Date	Dead Date	Contract Amount	Site Name	Site Address	Site City / State / Zip	Site Phone	Site Contact	
Corso, Frank	01006	RESIDEN I	(239)574-4165	Frank Or Madeleine	01006-0001-0001	Gold	01/01/2004	12/31/2004		159.00	Corso, Frank	2516 Sw 11th Place	Cape Coral	FL 33909	(239)574-4165	Frank Or Madeleine
Dell, Christina	01007	RESIDEN I	(239)482-1470	Christina Dell	01007-0001-0001	Gold	01/01/2004	12/31/2004		159.00	Dell, Christina	6300 South Pointe Blvd	Fort Myers	FL 33907	(239)482-1470	Christina Dell
Dixon, Max	01009	RESIDEN I	(239)656-6429	Max Dixon	01009-0001-0001	Gold	01/01/2004	12/31/2004		159.00	Roper, Keith	5703 Fox Lake Dr	North Ft. Myers	FL 33917	(239)772-3491	Keith Roper
Faiella, Jim	01014	RESIDEN I	(239)472-8205	Jim Or Maureen	FAIEL-9022	Gold	04/01/2002	03/31/2003		159.00	Faiella, Jim	634 Captiva Blvd	Sanibel	FL 33957	(239)472-8205	Jim Or Maureen
Faiella, Jim	01014	RESIDEN I	(239)472-8205	Jim Or Maureen	01014-0001-0002	Gold	01/01/2004	12/31/2004		159.00	Faiella, Jim	634 Captiva Blvd	Sanibel	FL 33957	(239)472-8205	Jim Or Maureen
Furlow, Anne Marie	01015	RESIDEN I	(239)332-3931	Susan Lister	01015-0001-0001	Gold	01/01/2004	12/31/2004		159.00	Furlow, Anne Marie	3701 Sabal Palms Blvd	Fort Myers	FL 33908	(239)332-3931	Susan Lister

Inspections Due Labels

Description: This report can be used to generate mailing labels for all the sites due to receive scheduled Inspections in a selected month and year. This can be helpful if you plan to send postcards to your contract customers, reminding them Inspections will soon be performed, and asking them to contact you to arrange an exact date and time for the Inspection visit. You can generate Inspections Due Labels at any time - either before, or after, you have created Inspection Call Slips for the selected month.

Sort Options:

Site Name
Zone
Zip Code
Customer Type

Selection Options:

Site Name
Zone
Zip Code
Customer Type
Contract Type

Additional Selection Options:

Month and year for scheduled Inspections (defaults to current month and year)
Standard 3-across laser labels, or Dymo Labelwriter continuous feed labels

Ace Hardware Of Lee County
2025 Periwinkle Way
Sanibel, FL 33957

Dale Martin
14450 Grande Cay Cir
Ft. Myers, FL 33906

Patrick Robinson
18477 Winter Haven Rd
Cape Coral, FL 33908

Alberto Dominguez
2648 First St
Ft. Myers, FL 33901

Frank Corso
2516 Sw 11th Place
Cape Coral, FL 33909

Roger Iurpin
305 Ebe Beard Dr
Unit A
Fort Myers, FL 33908

Allen Schuster
13710 Grackle Dr
Fort Myers, FL 33908

Garage Doors By Roy North Inc.
2085 Andrea Lane
Fort Myers, FL 33908

Shiraz Oriental Rug Gallery
4412 S. I amiami I rail
Fort Myers, FL 33908

Anne Marie Furlow
3701 Sabal Palms Blvd
Fort Myers, FL 33908

Great Florida Auto Insurance
83751 National Circle
Suite 500
Orlando, FL 32819

Stephanie Miller
9371 Cypress Lake Drive
Fort Myers, FL 33907

Chad Murphy
15650 N River Rd
Ft. Myers, FL 33912

Jim Faiella
634 Captiva Blvd
Sanibel, FL 33957

I oddler I ech Preschool
2124 Clifford St
Fort Myers, FL 33907

Inspection Call Slips To Be Created

Description: This report lists all of the Inspections scheduled for a selected month, year and week. You should run the report several weeks in advance, to get an idea of how many Inspections you need to perform in the coming month. This report is part of the normal monthly procedure for generating Inspections, and appears on the Inspection Steps Menu as Step #3.

Sort and Selection Options: The Sort and Selection window for this report is different than the normal set of choices. You will be able to select a year, month, and week – the weeks are referred to as “bins”. You can select all four weeks if you don’t want to consider the Inspections one week at a time – there is a “Select All” button for the weeks.

09/14/2004 4:27 pm

Inspection CallSlips To Be Created

Page 1 of 1

Results for: January 2004							
Bin Number	Contract Number	Site Name	Site Address	City	State / Zip	Ctr I type	Est I time
Bin Number	1						
	01003-0004-0001	Ace Hardware	3700 Fowler St	Ft. Myers	FL 33901	COM	03:15
	01006-0001-0001	Corso, Frank	2516 Sw 11th Place	Cape Coral	FL 33909	Gold	01:10
	01007-0001-0001	Dell, Christina	6300 South Pointe Blvd	Fort Myers	FL 33907	Gold	01:10
	01014-0001-0002	Faiella, Jim	634 Captiva Blvd	Sanibel	FL 33957	Gold	01:10
	01015-0001-0001	Furlow, Anne Marie	3701 Sabal Palms Blvd	Fort Myers	FL 33908	Gold	01:10
	01024-0001-0001	Garage Doors By Roy North I	2085 Andrea Lane	Fort Myers	FL 33908	COM	03:15
	01017-0001-0001	Hamlin, John	18573 Ocala Rd	Fort Myers	FL 33907	Gold	01:10
	01018-0001-0001	Healy, Patricia	1533 Braeburn Rd	Fort Myers	FL 33907	Gold	01:10
	01002-0001-0001	Lee Coast Enterprises	1840 Boy Scout Drive	Fort Myers	FL 33908	COM	03:15
	01020-0001-0001	Murphy, Chad	15650 N River Rd	Ft. Myers	FL 33912	Gold	01:10
	01013-0001-0001	Papa John's Pizza	3412 Cleveland Ave	Fort Myers	FL 33903	COM	03:15
	01013-0003-0001	Papa John's Pizza	1150 5th St	Ft. Myers Beach	FL 33931	COM	05:15
	01021-0001-0001	Robinson, Patrick	18477 Winter Haven Rd	Cape Coral	FL 33909	Gold	01:10
	01009-0001-0001	Roper, Keith	5703 Fox Lake Dr	North Ft. Myers	FL 33917	Gold	01:10
Total Records this Bin			14	Total Hours For I this Bin			28:45
Total Records this Report			14	Total Hours For Report			28:45

Inspection Call Slips Created

Description: This report prints a list of all the Inspection Call Slips you have produced with Step #4, "Create Inspection Call Slips", on the Inspection Steps Menu. The Inspection Call Slips Created report is naturally meant to be run after you have completed that step, so it is Step #5. The report includes the Call Slip number of each Inspection Call Slip that was created.

Sort and Selection Options: The Sort and Selection window for this report is different than the normal set of choices. You will be able to select a year, month, and week – the weeks are referred to as "bins". You can select all four weeks if you don't want to consider the Inspections one week at a time – there is a "Select All" button for the weeks.

09/14/2004 4:33 pm

Inspection Call Slip Created Report

Page 1 of 1

Bin Number		Results for: January 2004					
Contract Number	Contract Type	Site Name	Site Address	City	State / Zip	Call Slip #	
Bin Number 1							
01003-0004-0001	COM	Ace Hardware	3700 Fowler St	Ft. Myers	FL 33901	1029	
01006-0001-0001	Gold	Corso, Frank	2516 Sw 11th Place	Cape Coral	FL 33909	1019	
01007-0001-0001	Gold	Dell, Christina	6300 South Pointe Blvd	Fort Myers	FL 33907	1023	
01014-0001-0002	Gold	Faiella, Jim	634 Captiva Blvd	Sanibel	FL 33957	1026	
01015-0001-0001	Gold	Furlow, Anne Marie	3701 Sabal Palms Blvd	Fort Myers	FL 33908	1024	
01024-0001-0001	COM	Garage Doors By Roy Nor	2085 Andrea Lane	Fort Myers	FL 33908	1016	
01017-0001-0001	Gold	Hamlin, John	18573 Ocala Rd	Fort Myers	FL 33907	1025	
01018-0001-0001	Gold	Healy, Patricia	1533 Braeburn Rd	Fort Myers	FL 33907	1020	
01002-0001-0001	COM	Lee Coast Enterprises	1840 Boy Scout Drive	Fort Myers	FL 33908	1017	
01020-0001-0001	Gold	Murphy, Chad	15650 N River Rd	Ft. Myers	FL 33912	1022	
01013-0001-0001	COM	Papa John's Pizza	3412 Cleveland Ave	Fort Myers	FL 33903	1018	
01013-0003-0001	COM	Papa John's Pizza	1150 5th St	Ft. Myers Beach	FL 33931	1028	
01021-0001-0001	Gold	Robinson, Patrick	18477 Winter Haven Rd	Cape Coral	FL 33909	1027	
01009-0001-0001	Gold	Roper, Keith	5703 Fox Lake Dr	North Ft. Myers	FL 33917	1021	
Total for this Bin							14
Total for this Report							14

Missed Inspections

Description: The Missed Inspections report prints a list of all the scheduled Inspection Call Slips from prior months that have not been created yet. This serves as a precaution to ensure you don't forget to perform the Inspections. The originally scheduled month and week of each missed Inspection is included on the report. If the Inspections listed on this report are valid and need to be performed, you should create Call Slips for them and get them scheduled as soon as possible. The Missed Inspections report is part of the regular monthly procedure for creating Inspections, and appears as Step #2 on the Inspection Steps Menu.

Sort Options:
 Customer Name
 Customer Number

Selection Options:
 Customer Name
 Customer Number
 Contract Type
 Site Number

09/14/2004 4:13 pm

Missed Inspections Report

Page 1 of 3

Selections = All

Customer Name			Cust #							
Missed Bin			Site Number		Contract Number	Start Date	Expire Date	Contract Type		
Miller, Stephanie			01001							
2002	Sep	Week 1	01001-0001		MILL-72811	09/01/2002	08/31/2003	Gold		
2003	Mar	Week 1	01001-0001		MILL-72811	09/01/2002	08/31/2003	Gold		
Lee Coast Enterprises			01002							
2003	Nov	Week 1	01002-0001		01002-0001-0001	11/01/2003	10/31/2004	COM		
2003	Dec	Week 1	01002-0001		01002-0001-0001	11/01/2003	10/31/2004	COM		
2004	Jan	Week 1	01002-0001		01002-0001-0001	11/01/2003	10/31/2004	COM		
2004	Feb	Week 1	01002-0001		01002-0001-0001	11/01/2003	10/31/2004	COM		
2004	Mar	Week 1	01002-0001		01002-0001-0001	11/01/2003	10/31/2004	COM		
2004	Apr	Week 1	01002-0001		01002-0001-0001	11/01/2003	10/31/2004	COM		
2004	May	Week 1	01002-0001		01002-0001-0001	11/01/2003	10/31/2004	COM		
2004	Jun	Week 1	01002-0001		01002-0001-0001	11/01/2003	10/31/2004	COM		
2004	Jul	Week 1	01002-0001		01002-0001-0001	11/01/2003	10/31/2004	COM		
2004	Aug	Week 1	01002-0001		01002-0001-0001	11/01/2003	10/31/2004	COM		
2004	Sep	Week 1	01002-0001		01002-0001-0001	11/01/2003	10/31/2004	COM		
Ace Hardware Of Lee County			01003							
2003	Apr	Week 1	01003-0004		01003-0004-0001	04/01/2003	03/31/2005	COM		
2003	May	Week 1	01003-0004		01003-0004-0001	04/01/2003	03/31/2005	COM		

Scheduled Contracts

Description: This report lists the total number of Contract Inspections which have been scheduled for each month included on the report. The user will select the Contract Year to be considered when the report is run. The total inspections for each Week of the month are also provided. The report is broken down by Contract Type, and will include total Inspections for each Contract Type for a given year.

Report Options: To run this report, enter the contract year. You may optionally select a single Contract Type, or allow the report to cover all Contract Types with subtotals.

12/8/08 4:04 pm

Page 1 of 1

Scheduled Contracts Report

Selected Year: 2008

Contract Type: CFIL

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Week 1	4	4	5	5	5	6	6	6	6	6	4	0
Week 2	0	0	0	0	0	0	0	0	0	0	1	0
Week 3	0	0	0	0	0	0	0	0	0	0	1	0
Week 4	0	0	0	0	0	0	0	0	0	0	1	0
Total	4	4	5	5	5	6	6	6	6	6	7	0

Grand Totals

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Week 1	4	4	5	5	5	6	6	6	6	6	4	0
Week 2	0	0	0	0	6	0	0	0	0	0	1	0
Week 3	0	0	0	0	0	0	0	0	0	0	1	0
Week 4	0	0	0	0	0	0	0	0	0	0	1	0
Total	4	4	5	5	11	6	6	6	6	6	7	0

Contract Profitability Summary

Description: This report produces an overview of profitability for the selected Contracts. Total material and labor cost and income for the Contract are provided, along with the cost and income from non-contract work performed during the period of Contract coverage. If you want to see more details behind the total cost and income numbers, you can run the Contract Profitability Detail report.

Sort Options:

Customer Name
Customer Number

Select Options:

Contract Type
Contract Expiration Date
Customer Number
Customer Name
Site Number
Salesperson
Customer Type

Additional Options: Call Slip status, Call Slip type (Inspection, Contract, or Standard Call Slips)

09/14/2004 3:01 pm

Contract Profitability Summary Rej

Page 1 of 1

CustName >= CORSO AND CustName <= CORSO

Customer Name _____ Customer Number _____
Site Name _____ Site Number _____ Sales Person _____

Contract Number	Ctr Type	Non-Contract Time & Material			Contract / Time & Material			Mat'l Cost	Labor Cost	Misc Cost	Mat'l Sale	Labor Sale	Misc Sale
		Mat'l Cost	Labor Cost	Misc Cost	Mat'l Sale	Labor Sale	Misc Sale						
Corso, Frank		01006											
Corso, Frank		01006-0001											

01006-0001-0001	Gold	92.55	45.50	0.00	215.92	157.50	0.00	5.45	39.00	0.00	34.98	294.76	0.00
Non-Ctr T/M:	Sale:	373.42		Cost:	138.05		Profit Dollars:	235.37		Profit Percent:	63.03		
Ctr T/M:	Sale:	373.42		Cost:	44.45		Profit Dollars:	285.29		Profit Percent:	86.52		
Total:	Sale:	703.16		Cost:	182.50		Profit Dollars:	520.66		Profit Percent:	74.05		

Totals of this Report													
		92.55	45.50	0.00	215.92	157.50	0.00	5.45	39.00	0.00	34.98	294.76	0.00
Non-Ctr T/M:	Sale:	373.42		Cost:	138.05		Profit Dollars:	235.37		Profit Percent:	63.03		
Ctr T/M:	Sale:	329.74		Cost:	44.45		Profit Dollars:	285.29		Profit Percent:	86.52		
Total:	Sale:	703.16		Cost:	182.50		Profit Dollars:	520.66		Profit Percent:	74.05		

Contract Profitability Detail

Description: This report prints the same totals for contract and non-contract cost, income, and profit as the Contract Profitability Summary Report, but also includes details of the individual Call Slips and Contract Invoices that were applied to the contract. Because of this additional detail, the Contract Profitability Detail report can be much longer than the Summary report. You might find it most efficient to use the Summary report if you wanted a profitability overview of many different Contracts, and use the Detail report for an in-depth look at a specific Contract.

Sort Options:

Customer Name
Customer Number

Select Options:

Contract Type
Contract Expiration Date
Customer Number
Customer Name
Site Number
Salesperson
Customer Type

Additional Options: Call Slip status, Call Slip type

09/14/2004 3:04 pm

Contract Profitability Detail Rep

Page 1 of 1

CustName >= CORSO AND CustName <= CORSO

Customer Name		Customer Number		Site City		Site State	Site Zip	Sales Person	
Site Number	Site Address			Site City		Site State	Site Zip	Sales Person	
Contract Number			Contract Type	Contract Start Date		Contract Expire Date			
Non-Contract Time & Material					Contract / Time & Material				

Corso, Frank		01006		Cape Coral		FL	33909						
01006-0001	2516 Sw 11th Place			Cape Coral		FL	33909						
Contract Number: 01006-0001-0001		Gold		1/1/04		12/31/04							
CI	1002	0.00	0.00	0.00	0.00	0.00	0.00	15.90	143.10	0.00			
BC	1014	0.00	0.00	0.00	0.00	0.00	5.45	39.00	0.00	19.08	151.66	0.00	
BC	1015	92.55	45.50	0.00	215.92	157.50	0.00	0.00	0.00	0.00	0.00	0.00	
Subtotals:		92.55	45.50	0.00	215.92	157.50	0.00	5.45	39.00	0.00	34.98	294.76	0.00

Totals:	Cost:	182.50	Sell:	703.16	Profit Dollars:	520.66	Profit Percent:	74.05
----------------	-------	--------	-------	--------	-----------------	--------	-----------------	-------

Total for Customer: 92.55 45.50 0.00 215.92 157.50 0.00 5.45 39.00 0.00 34.98 294.76 0.00

Non-Contract Time & Material		Contract / Time & Material		Total	
Total Sale:	373.42	Total Sale:	329.74	Total Sale:	703.16
Total Cost:	138.05	Total Cost:	44.45	Total Cost:	182.50
Profit Dollars:	235.37	Profit Dollars:	285.29	Profit Dollars:	520.66
Profit Percent:	63.05	Profit Percent:	86.52	Profit Percent:	74.05

Contract Invoices To Be Created

Description: This report lists all of the Contracts that are scheduled for billing in the selected month. The only Selection option is the billing month, so running the report for 09/2004 will give you a list of all the contract billing scheduled for September of 2004. This report is part of the normal monthly procedure for generating Contract Invoices, so it is found on the Contract Invoice Steps Menu as Step #2. Running this report in advance of the scheduled billing month will give you a chance to create the invoices and mail them early, which gives your customers plenty of time to receive the invoices and mail back their payments.

Sort Options:
 Contract Type
 Contract Amount
 Site Name

Select Options:
 Month and Year for invoices

9/14/04

3:27:06PM

Contract Invoices To Be Created

Page 1 of 1

Contract Number	Site Name	Contract Type	Start Date	Expire Date	Contract Amount	Invoice Amount	Billed To Date	Amount Paid	Invoice Mth/Yr
01003-0004-0001	Ace Hardware	COM	4/1/03	3/31/05	2,120.00	1,590.02	0.00	0.00	09/2004
CREAM-93872	Creamy Cheesecake Compa	COM	6/1/02	5/31/03	1,200.00	1,200.00	0.00	0.00	09/2004
01007-0001-0001	Dell, Christina	Gold	1/1/04	12/31/04	159.00	159.00	0.00	0.00	09/2004
FAIEL-9022	Faiella, Jim	Gold	4/1/02	3/31/03	159.00	159.00	0.00	0.00	09/2004
01014-0001-0002	Faiella, Jim	Gold	1/1/04	12/31/04	159.00	159.00	0.00	0.00	09/2004
01015-0001-0001	Furlow, Anne Marie	Gold	1/1/04	12/31/04	159.00	159.00	0.00	0.00	09/2004
01024-0001-0001	Garage Doors By Roy Nort	COM	11/1/03	10/31/04	1,200.00	ctr_invoices_to_be_created.nctr_amount (Number)			09/2004
01017-0001-0001	Hamlin, John	Gold	1/1/04	12/31/04	159.00	119.25	0.00	0.00	09/2004
01018-0001-0001	Healy, Patricia	Gold	1/1/04	12/31/04	159.00	159.00	0.00	0.00	09/2004
01002-0001-0001	Lee Coast Enterprises	COM	11/1/03	10/31/04	1,200.00	1,100.00	0.00	0.00	09/2004
MILL-72811	Miller, Stephanie	Gold	9/1/02	8/31/03	159.00	159.00	0.00	0.00	09/2004
01020-0001-0001	Murphy, Chad	Gold	1/1/04	12/31/04	159.00	159.00	0.00	0.00	09/2004
01013-0001-0001	Papa John's Pizza	COM	12/1/03	11/30/04	1,000.00	833.34	0.00	0.00	09/2004
01013-0005-0001	Papa John's Pizza	COM	7/1/04	6/30/05	1,300.00	325.03	0.00	0.00	09/2004
01013-0002-0001	Papa John's Pizza	COM	8/1/04	7/31/05	1,200.00	200.00	0.00	0.00	09/2004
01013-0003-0001	Papa John's Pizza	COM	1/1/04	12/31/04	1,100.00	825.02	0.00	0.00	09/2004
01021-0001-0001	Robinson, Patrick	Gold	1/1/04	12/31/04	159.00	159.00	0.00	0.00	09/2004
01009-0001-0001	Roper, Keith	Gold	1/1/04	12/31/04	159.00	159.00	0.00	0.00	09/2004
WE I WILD-94823	Wet & Wild Power Sports	COM	9/20/02	9/19/03	1,200.00	1,200.00	0.00	0.00	09/2004

Preprinting Contract Invoices

Description: After you have created your Contract Invoices, using Step #3 on the Contract Invoice Steps Menu, you can run the Preprinting Contract Invoices report to get a list of the invoices you've created, prior to printing them. Only invoices which have been marked to print appear on this report. Your Contract Types can be set to mark all invoices for printing automatically – this is done through Setup / Subsystems / Contract Types. Running the Preprinting Contract Invoices report is optional. It can be useful to have an idea of how many invoices you have created, and verify that the invoice amounts are correct, before taking the next step and printing the invoices.

Sort Options:

Invoice Date

Site Name

Select Options:

(none – always prints all invoices

that have been marked to print)

09/14/2004 3:32 pm

Contract Invoices PrePrinting List

Page 1 of 1

Site Name	Contract Number	Contract Type	Expire Date	Invoice Number	Invoice Date	Invoice Amt	
Ace Hardware	01003-0004-0001	COM	03/31/2003	C-1010	09/01/2004	1,590.02	
Corso, Frank	01006-0001-0001	Gold	12/31/2004	C-1002	09/14/2004	159.00	
Creamy Cheesecake Company	CRBAM-93872	COM	05/31/2003	C-1003	09/01/2004	1,200.00	
Dell, Christina	01007-0001-0001	Gold	12/31/2004	C-1012	09/01/2004	159.00	
Faiella, Jim	FAIELL-9022	Gold	03/31/2003	C-1004	09/01/2004	159.00	
Faiella, Jim	01014-0001-0002	Gold	12/31/2004	C-1015	09/01/2004	159.00	
Furlew, Anne Marie	01015-0001-0001	Gold	12/31/2004	C-1013	09/01/2004	159.00	
Garage Doors By Roy North Inc.	01024-0001-0001	COM	10/31/2004	C-1009	09/01/2004	1,100.00	
Hamlin, John	01017-0001-0001	Gold	12/31/2004	C-1014	09/01/2004	119.25	
Healy, Patricia	01018-0001-0001	Gold	12/31/2004	C-1007	09/01/2004	159.00	
Lee Coast Enterprises	01002-0001-0001	COM	10/31/2004	C-1018	09/01/2004	1,100.00	
Miller, Stephanie	MILL-72811	Gold	08/31/2003	C-1005	09/01/2004	159.00	
Murphy, Chad	01020-0001-0001	Gold	12/31/2004	C-1011	09/01/2004	159.00	
Papa John's Pizza	01013-0001-0001	COM	11/30/2004	C-1017	09/01/2004	833.34	
Papa John's Pizza	01013-0005-0001	COM	06/30/2005	C-1019	09/01/2004	325.03	
Papa John's Pizza	01013-0002-0001	COM	07/31/2005	C-1020	09/01/2004	200.00	
Papa John's Pizza	01013-0003-0001	COM	12/31/2004	C-1021	09/01/2004	825.02	
Robinson, Patrick	01021-0001-0001	Gold	12/31/2004	C-1016	09/01/2004	159.00	
Roper, Keith	01009-0001-0001	Gold	12/31/2004	C-1008	09/01/2004	159.00	
Wet & Wild Power Sports	01012-0001-0002	COM	09/13/2003	C-1001	09/14/2004	1,200.00	
Wet & Wild Power Sports	WETWILD-94823	COM	09/19/2003	C-1006	09/01/2004	1,200.00	
Number of Records on this Report						21	11,282.66

Print Batch of Contract Invoices

Description: This report prints all of the Contract Invoices that have been marked to print, but have not been printed yet. You can run the Contract Invoice Preprinting report to get a list of these invoices before you print them all. Each invoice will occupy a single page, so if you print 123 invoices, you will need 123 sheets of paper in your printer. You can also print the invoices one at a time, by looking them up on the Invoices screen of the Contracts File and clicking the Detail button. Printing Contract Invoices is optional, since you can create them and post them to Accounts Receivable without ever printing them. Note that the image below has been compressed for space – Contract Invoices normally fill an entire sheet of paper.

Sort Options:
Invoice Date

Select Options:
(none – all invoices marked to print are printed)

Contract Invoice Quality-Built Construction

16520 South I amiami I rail
Suite 207
Fort Myers, FL 33908
Phone: (800)299-7351 Fax: (239)437-9088

Billed Customer #: 01001

Site ID #: 01001-000

Stephanie Miller
9371 Cypress Lake Drive
Fort Myers, FL 33907

Stephanie Miller
9371 Cypress Lake Drive
Fort Myers, FL 33907

Amount Paid:

MILL-72811

9/1/04

C-1005

Contract Number	PO Number	Invoice Date	Invoice Number
MILL-72811		9/1/04	C-1005

We at ACOWIN Sample Company would like to take this opportunity to say thank you for being a valued customer for allowing us to give you the best service and maintenance available in town.

Sub Total:	159.00
Tax:	0.00
Total:	159.00

Untransferred Contract Invoices

Description: This report prints a list of all the Contract Invoices that are ready to be transferred to Accounts Receivable. It is a part of the normal process for creating, printing, and posting monthly contract billings, found on the Contract Invoice Steps menu. Only Contract Invoices which have been marked for transfer to A/R will appear on the report. Your Contract Types can be configured to mark all Contract Invoices for transfer to A/R automatically, using Setup / Subsystems / Contract Types.

Sort Options:

Contract Number
Site Name

Selection Options:

Invoice Date

09/14/2004 3:58 pm

Un-Transferred Contract Invoices

Page 1 of 1

Contract Number		Site Name	Contract Type	Contract Amount	Start Date	Expire Date	Marked to	
Invoice Number	Invoice Date	Invoice Amount					Transfer	Print
01003-0004-0001	Ace Hardware	COM	2,120.00	04/01/2003	03/31/2005			
C-1010	9/1/04	1,590.02					Yes	Yes
CREAM-93872	Creamy Cheesecake Company	COM	1,200.00	06/01/2002	05/31/2003			
C-1003	9/1/04	1,200.00					Yes	Yes
01007-0001-0001	Dell, Christina	Gold	159.00	01/01/2004	12/31/2004			
C-1012	9/1/04	159.00					Yes	Yes
FAIEL-9022	Faiella, Jim	Gold	159.00	04/01/2002	03/31/2003			
C-1004	9/1/04	159.00					Yes	Yes
C-1015	9/1/04	159.00					Yes	Yes
01015-0001-0001	Furlow, Anne Marie	Gold	159.00	01/01/2004	12/31/2004			
C-1013	9/1/04	159.00					Yes	Yes
01024-0001-0001	Garage Doors By Roy North Inc.	COM	1,200.00	11/01/2003	10/31/2004			
C-1009	9/1/04	1,100.00					Yes	Yes
01017-0001-0001	Hamlin, John	Gold	159.00	01/01/2004	12/31/2004			
C-1014	9/1/04	119.25					Yes	Yes
01018-0001-0001	Healy, Patricia	Gold	159.00	01/01/2004	12/31/2004			
C-1007	9/1/04	159.00					Yes	Yes

Customer / Site Reports

These reports are based on the Customer/Site File, and produce lists of customer billing information, work sites, and service history. One of the Customer/Site Reports can also produce mailing labels. Note that a single Customer can have many different Sites, such as in the case of a restaurant franchise with several locations in your service area. This means that a customer-based report might produce only a single record (the name and address of the franchise headquarters), while a site-based report might come up with numerous records, one for each of the site locations.

Customer List Summary
Customer List Detail
Customer/Site List
Customer History
Customer Contracts
COD / Credit Hold Report
Customer Mailing Labels

Customer List Summary

Description: This is a short report that lists the name, address, and phone number of the selected customers. If you want more information about each customer, try the Customer List Detail report.

Sort Options:

Customer Number
 Customer Name
 Zip Code
 Customer Type

Select Options:

Customer Number
 Customer Name
 Zip Code
 Customer Type

09/14/2004 11:41 am

Customer Summary Report

Page 1 of 1

CustName >= ACE AND CustName <= PAPA

Cust #	Customer Name	Contact	Phone	Fax	Cust Type
Address1		Address2		City / State / Zip	
01003	Ace Hardware Of Lee County	Jake Green	(239)472-5354	(239) -	COMMER
2025 Periwinkle Way				Sanibel, FL 33957	
01010	Children & Adult Dentistry	Ellen Gustavo	(239)939-7070 day	(239)939-7071	COMMER
7181 College Parkway		Suite 10		Fort Myers, FL 33908	
01006	Corno, Frank	Frank Or Madeleine	(239)574-4165	(239) -	RESIDEN I
2516 Sw 11th Place				Cape Coral, FL 33909	
01004	Creamy Cheesecake Company	Mary Sue Westerfield	(239)461-9090	(239) -	COMMER
1437 Monroe St				Ft. Myers, FL 33901	
01007	Dell, Christine	Christina Dell	(239)482-1470 home	(239) -	RESIDEN I
6300 South Pointe Blvd				Fort Myers, FL 33907	
01009	Dixon, Max	Max Dixon	(239)656-6429	(239) -	RESIDEN I
179 Sun Drive				Fort Myers, FL 33903	
01008	Dominguez, Alberto	Alberto Or Jadine	(239)334-1571	(239) -	RESIDEN I
2648 First St				Ft. Myers, FL 33901	
01014	Faiella, Jim	Jim Or Maureen	(239)472-8205	(239) -	RESIDEN I
634 Captiva Blvd				Sanibel, FL 33957	
01015	Furlew, Anne Marie	Susan Lister	(239)332-3931	(239) -	RESIDEN I
3701 Sabal Palms Blvd				Fort Myers, FL 33908	
01024	Garage Doors By Roy North Inc.	Roy North	(239)482-5211	(239)482-5101	COMMER
2085 Andrea Lane				Fort Myers, FL 33908	
01016	Godfrey, Clifford	Clifford Godfrey	(239)463-2121	(800) -	RESIDEN I

Customer List Detail

Description: This report is very similar to the Customer List Summary, but it provides more information for each customer, so the report is somewhat longer. If you only want the customer's name, address, and phone number, you could use the Customer List Summary instead.

Sort Options:

Customer Number
Customer Name
Zip Code
Customer Type

Select Options:

Customer Number
Customer Name
Zip Code
Customer Type

09/14/2004 12:02 pm Page 1 of 2

Customer Detail Report
CustName >= ACE AND CustName <= PAPA

Cust #	Customer Name	Address1	Address2	City / State / Zip		
Cust I type	Email	Website	# Sites	# Ctr		
Contact	Contact Title	Phone	Fax	Cell	Alt Phone	
01003	Ace Hardware Of Lee County	2025 Periwinkle Way		Sanibel, FL 33957		
COMMERCIAL						
Jake Green	Owner	(239)472-5354	(239)			4 0
01010	Children & Adult Dentistry	7181 College Parkway	Suite 10	Fort Myers, FL 33908		
COMMERCIAL		www.childadultdentist.com				1 0
Ellen Gustavo	Administrative Assistant	(239)939-7070 day	(239)939-7071	(239)939-7111 eve () -		
01006	Corno, Frank	2516 Sw 11th Place		Cape Coral, FL 33909		
RESIDENTIA	franco12@aol.com					1 0
Frank Or Madeleine	Homeowners	(239)574-4165	(239)			
01004	Creamy Cheesecake Company	1437 Monroe St		Ft. Myers, FL 33901		
COMMERCIAL	marycoaker@hotmail.com	www.creamycheesecakefmy.com				1 1
Mary Sue Westerfield	Owner / Operator	(239)461-9090	(239) -	() -	() -	
01007	Dell, Christina	6300 South Pointe Blvd		Fort Myers, FL 33907		
RESIDENTIA	misschris@compuserve.com					1 0
Christina Dell	Homeowner	(239)482-1470 hom	(239) -	(239)275-5656 wor () -		
01009	Dixon, Max	179 Sun Drive		Fort Myers, FL 33903		
RESIDENTIA						1 0
Max Dixon	Property Owner / Landlord	(239)656-6429	(239) -			
01008	Dominguez, Alberto	2648 First St		Ft. Myers, FL 33901		
RESIDENTIA						1 0

Customer/Site List

Description: This report lists all of the work Sites for each Customer. If a Customer has more than one Site, the Sites will all be listed before the report moves on to the next Customer. This would be a good report to run if you wanted a list of all the working locations owned by a certain customer. The contact information for each Site appears on the report, including phone, fax, and cell phone numbers.

Sort Options:

Customer Number
Customer Name

Select Options:

Customer Number
Customer Name
Rate Type
Customer Type
Zip Code
Last Service Call Date

Additional Options:

Include customers with,
or without, Contracts

09/14/2004 12:18 pm

Customer Sites Report

Page 1 of 2

Selections = All

Cust #	Customer Name	Site #	Site Name	Address 1	Address 2	City / State / Zip	Site Type	Rate Ctr	Rate Type	Contact	Phone	Fax	Cell
01003	Ace Hardware Of Lee County												
01003-0001	Ace Hardware Forever-Green			2025 Periwinkle Way		Sanibel, FL 33957	COMMERCIAL	0.00	Com	Jake Green	(239)472-5354	(239)	
01003-0002	Ace Hardware & Pump			14308 Palm Beach Blvd		Ft. Myers, FL 33912	COMMERCIAL	0.00	Com	Tracy Adler	(239)694-3958	(800)	
01003-0003	Ace Hardware & Marine			16025 San Carlos Blvd		Fort Myers, FL 33908	COMMERCIAL	0.00	Com	Garvin Andersen	(239)466-7777	(239) -	() -
01003-0004	Ace Hardware			3700 Fowler St		Ft. Myers, FL 33901	COMMERCIAL	0.00	Com		(239)936-7863	(239)	
01010	Children & Adult Dentistry												
01010-0001	Children & Adult Dentistry			7181 College Parkway	Suite 10	Fort Myers, FL 33908	COMMERCIAL	0.00	Com	Ellen Gustavo	(239)939-7070	(239)939-7071	(239)939-7111
01006	Corso, Frank												
01006-0001	Corso, Frank			2516 Sw 11th Place		Cape Coral, FL 33909	RESIDENTIAL	0.00	Res	Frank Or Madeleine	(239)574-4165	(239)	
01004	Creamy Cheesecake Company												
01004-0001	Creamy Cheesecake Company			1437 Monroe St		Ft. Myers, FL 33901	COMMERCIAL	1.00	Com	Mary Sue Westerfield	(239)461-9090	(239)	() -
01007	Dell, Christina												

Customer History

Description: This report prints the service history for the selected sites, including the Call Slip number, the technician who performed each service call, and the resolutions for each service call, including both Resolution Codes and free-form resolution text. You can use this report to provide a customer with a printed service history upon their request, or to track down chronic problems at a work site.

Sort Options:

Customer Number
Customer Name

Select Options:

Customer Number
Site Number
Work Date

09/14/2004 1:43 pm

Customer History Repo

Page 1 of 1

CustNo >= 01010 AND CustNo <= 01010

Cust #	Cust Name	Cust Type	Cust Contact	Cust Phone
01010	Children & Adult Dentistry	COMMERCIAL	Ellen Gustavo	(239)939-7070 day
Site #	Site Name	Site Address1	Site Address2	Site City / State / Zip
01010-0001	RESIDEN IIA	7181 College Parkway	customer_history.ccust_contact (String)	Suite 10 Fort Myers, FL 33908

CallSlip #: 1003 Work Date: 09/03/2003 Primary Tech: MIKE

General Result Codes & Notes

Equip ID: 0001 Serial #: 85674526H I Model #: E1RE048S06 Brand: York

replaced defective water filtration system, checked water pressure and quality with new system, also replaced a leaky hose in Room #3

CallSlip #: 1012 Work Date: 09/14/2004 Primary Tech: JEFF

General Result Codes & Notes

Equip ID: 0002 Serial #: 000918742 Model #: BPA-9012A Brand: Browning

1diag Performed General Diagnostics

Cleared blockage from pump system and tested 100%, also replaced filters per customer request. Advised customer that all operating room systems are overdue for inspection and should receive a scheduled maintenance and cleaning.

Customer Contracts

Description: This report gives you a summary of your customers' service contracts. You can use the Contract Start or Expiration options for selection to limit the report to only the active contracts. This is a good report to print if you want some basic information about all of your contract customers. If you're looking for a list of contracts that are about to expire so you can send them renewal notices, you might consider running the Contract Expiration Report (Contracts section) or Mailing Labels (Customer/Site section) instead.

Sort Options:

- Customer Number
- Customer Name
- Zip Code
- Customer Type
- Contract Type

Select Options:

- Customer Number
- Customer Name
- Zip Code
- Customer Type
- Contract Type
- Expiration Date
- Start Date

Additional Report Options: You can optionally include Dead contracts on the report.

09/14/2004 12:05 pm Customer Contracts Report Page 1 of 1

Cust #	Site #	Customer Name	Zipcode	Zone	Orig Date	Start Date	Exp Date	Contract Type
Contract #		Site Primary Phone						
01004	01004-0001	Creamy Cheesecake Company	33901-	City Of F M	06/01/2002	06/01/2002	05/31/2003	COM
CREAM-933872		(239)461-9090						
		Orig Amt	1,200.00	Adjustments	0.00	Total Amt	1,200.00	
01014	01014-0001	Faiella, Jim	33937-	Sanibel	04/01/1998	04/01/2002	03/31/2003	Gold
FAIEL-9022		(239)472-8205						
		Orig Amt	159.00	Adjustments	0.00	Total Amt	159.00	
01001	01001-0001	Miller, Stephanie	33907-	Central	09/01/2000	09/01/2002	08/31/2003	Gold
MILL-72811		(239)437-3030						
		Orig Amt	159.00	Adjustments	0.00	Total Amt	159.00	
01012	01012-0001	Wet & Wild Power Sports	33908-	South F M	09/20/2002	09/20/2002	09/19/2003	COM
WETWILD-94823		(239)466-5101						
		Orig Amt	1,200.00	Adjustments	0.00	Total Amt	1,200.00	
Number of Contracts:			4	Total of Contracts:				2,718.00

COD / Credit Hold Report

Description: This report can produce a list of all the customers on Credit Hold, or all those set to COD status. It can be useful to occasionally print lists of these customers, so you can review their situations and consider taking them off Credit Hold or COD.

Sort Options:
 Customer Number
 Customer Name

Select Options:
 Customer Type
 Contract Type

Additional Selection Options: Can be run for only Credit Hold, or only COD customers.

8/7/07 3:00 pm Customer COD/Credit Hold Report Page 1 of 1

Selections = All

Cust #	Cust Name	Site #	Site Name	Contact	Phone
Site Address	Site City / State	Contract Type	CH	COD	
01001 Miller, Stephanie 93710 Cypress Lake Drive	01001-0001 Fort Myers, FL	Miller, Stephanie (multi)	N	Y	Stephanie (239)437-3030
01002 Lee Coast Enterprises 13710 Grackle Dr	01002-0003 Fort Myers, FL	Schuster, Allen	N	Y	Allen Schuster (239)466-0825
01009 Dixon, Max 5703 Fox Lake Dr	01009-0001 North Ft. Myers, FL	Dixon, Max (multi)	N	Y	Keith Roper (239)772-3491
01011 Great Florida Auto Insurance 3353 Fowler St	01011-0001 Fort Myers, FL	Great Florida Auto Insurance (multi)	Y	N	Dawn Evers (239)939-2886
01017 Hamlin, John 18573 Ocala Road, Box 12	01017-0001 Fort Myers, FL	Hamlin, John Gold	N	Y	John Or Cynthia (239)267-2218
01018 Healy, Patricia 1533 Braeburn Rd	01018-0001 Fort Myers, FL	Healy, Patricia	Y	N	Patricia Or Steven (239)267-7789
01022 Schuster, Allen 13710 Grackle Dr	01022-0001 Fort Myers, FL	Schuster, Allen Gold	N	Y	Allen Schuster (239)466-0825
01024 Garage Doors By Roy North Inc. 2085 Andrea Lane	01024-0001 Fort Myers, FL	Garage Doors By Roy North Inc.	Y	N	Roy North (239)482-5211
01026 Toddler Tech Preschool 2124 Clifford St	01026-0001 Fort Myers, FL	Toddler Tech Preschool (multi)	Y	N	Victoria Temple (239)332-8889
01027 Anderson, John 1021 West Mason St	01027-0001 Fort Myers, FL	Anderson, John (multi)	N	Y	John (239)466-1234
01040 Gordon, Newton 1098 Nueva Ave	01040-0001 Fort Myers, FL	Gordon, Newton (multi)	N	Y	Gordon (239)444-5121

Customer Mailing Labels

Description: You can use the Mailing Labels report to produce standard-sized mailing labels for the selected customers. Mailing Labels have many uses, but one of the most useful features of the Mailing Labels is the ability to select customers according to Contract Expiration Date. This enables you to send letters or postcards to customers whose service contracts will soon expire, encouraging them to renew their contract agreements. The Mailing Labels have been calibrated to use Avery © number 5160 labels (1" x 2-5/8", 3-across).

Sort Options:

Customer Name
Zip Code
Customer Type
Contract Type

Select Options:

Customer Name
Zip Code
Customer Type
Contract Type
Contract Expiration Date
Last Service Call Date

Additional Options: Include Credit Hold customers, include customers with or without Contracts

Ace Hardware Of Lee County
2025 Periwinkle Way
Sanibel, FL 33957

Dale Martin
14450 Grande Cay Cir
Ft. Myers, FL 33906

Patrick Robinson
18477 Winter Haven Rd
Cape Coral, FL 33909

Alberto Dominguez
2648 First St
Ft. Myers, FL 33901

Frank Corso
2516 Sw 11th Place
Cape Coral, FL 33909

Roger Iurpin
305 Ebe Beard Dr
Unit A
Fort Myers, FL 33908

Allen Schuster
13710 Grackle Dr
Fort Myers, FL 33908

Garage Doors By Roy North Inc.
2085 Andrea Lane
Fort Myers, FL 33908

Shiraz Oriental Rug Gallery
4412 S. I amiami I rail
Fort Myers, FL 33908

Anne Marie Furlow
3701 Sabal Palms Blvd
Fort Myers, FL 33908

Great Florida Auto Insurance
83751 National Circle
Suite 500
Orlando, FL 32819

Stephanie Miller
9371 Cypress Lake Drive
Fort Myers, FL 33907

Chad Murphy
15650 N River Rd
Ft. Myers, FL 33912

Jim Faiella
634 Captiva Blvd
Sanibel, FL 33957

Toddler Tech Preschool
2124 Clifford St
Fort Myers, FL 33907

Equipment Reports

The Equipment Reports are based on the Equipment File, which contains information about the model number, serial number, and other specifications for major equipment units installed at your customers' locations. Each record in the Equipment File represents one unit of major equipment. The reports have sort and selection options for equipment Categories and Types. Categories are broad groupings of equipment, such as A/C, Heating, Air Quality, or Plumbing, while Types are specific types of equipment, such as Air Handlers, Furnaces, Electronic Air Cleaners, or Pumps.

Equipment List Equipment / Customer Labels

Equipment List

Description: This report lists the basic specifications for the selected equipment units, including brand name, model, and serial number, along with the name, address, and phone number of each work site. The report's selection options allow you to produce lists of equipment for a particular work site, or all equipment of a certain brand, or many other combinations.

Sort Options:

- Site Name
- Site Number
- Serial Number
- Installed Date
- Startup Date
- Category
- Model
- Equipment Type
- Brand

Selection Options:

- Site Number
- Serial Number
- Installed Date
- Startup Date
- Labor Warranty Expiration Date
- Material Warranty Expiration Date
- Category
- Model
- Equipment Type
- Brand

Additional Options:

- Show components

09/15/2004 2:06 pm

Equipment List Report

Page 1 of 2

Include Components

Brand >= AND Brand <=

Site #	Site Name	Address	City / State / Zip	Phone	
01003-0004	Ace Hardware	3700 Fowler St	Ft Myers, FL 33901	(239)936-7863	
E 0001	E1RE024806	A/C HPUMP	YORK	01Y9934547 4/20/99	N
01003-0003	Ace Hardware & Marine	16025 San Carlos Blvd	Fort Myers, FL 33908	(239)466-7777	
E 0001	P2HMX12F05701	HEAT FURN	DAYT	00002834745	N
01003-0002	Ace Hardware & Pump	14308 Palm Beach Blvd	Ft Myers, FL 33912	(239)694-3958	
E 0001	39M03	A/C AIRHND	CARR	837456759211	N
01003-0001	Ace Hardware Forever-Green	2025 Periwinkle Way	Sanibel, FL 33957	(239)472-5354	
E 0001	1F93-380	CONT TSTAT	WHITE	900002183 2/5/02	N
01010-0001	Children & Adult Dentistry	7181 College Parkway Suite 10	Fort Myers, FL 33908	(239)939-7070	
E 0001	E1RE048506	A/C HPUMP	YORK	85674526HT	N
01010-0001	Children & Adult Dentistry	7181 College Parkway Suite 10	Fort Myers, FL 33908	(239)939-7070	
E 0002	BPA-9012A	PLUMB PUMP	BROWN	000918742	N
01006-0001	Corso, Frank	2516 Sw 11th Place	Cape Coral, FL 33909	(239)574-4165	
E 0001	TTY018B	A/C AIRCO	TRANE	84JHF842 6/10/97	
01006-0001	Corso, Frank	2516 Sw 11th Place	Cape Coral, FL 33909	(239)574-4165	
E 0002	TWIE-018-C140B	A/C AIRHND	TRANE	398JRFYH389	
01006-0001	Corso, Frank	2516 Sw 11th Place	Cape Coral, FL 33909	(239)574-4165	
E 0003	CLIMATUFF	A/C COMP	TRANE	48IHGRU43432	
01006-0001	Corso, Frank	2516 Sw 11th Place	Cape Coral, FL 33909	(239)574-4165	

Equipment / Customer Labels

Description: This report prints standard mailing labels, based on your Equipment File. The various selection options allow you to create labels for equipment that has reached a certain age, or equipment with warranty coverage that is due to expire soon. You can also print labels for all of the equipment with a certain model number, to help you with add-on sales or product recalls. The Equipment Labels have been calibrated to use Avery © number 5160 labels (1" x 2-5/8", 3-across).

Sort Options:

Site Number
Serial Number
Installed Date
Startup Date
Category
Model
Equipment Type
Brand
Site Zip

Selection Options:

Site Number
Serial Number
Installed Date
Startup Date
Labor Warranty Exp. Date
Material Warranty Exp. Date
Category
Model
Equipment Type
Brand
Site Zip

Additional Options:

Only for Sites with or without Contracts

Only Sites with expired Contracts

Include line reading
"Or Current Resident"

Stephanie Miller
or Current Resident
9371 Cypress Lake Drive
Fort Myers, FL 33907

Alberto Dominguez
or Current Resident
2648 First St
Ft. Myers, FL 33901

Clifford Godfrey
or Current Resident
19281 San Carlos Blvd
Unit 5d
Ft. Myers Beach, FL 33931

Lee Coast Enterprises
or Current Resident
1840 Boy Scout Drive
Fort Myers, FL 33908

Keith Roper
or Current Resident
5703 Fox Lake Dr
North Ft. Myers, FL 33917

John Hamlin
or Current Resident
18573 Ocala Rd
Fort Myers, FL 33907

Ace Hardware Forever-Green
or Current Resident
2025 Periwinkle Way
Sanibel, FL 33957

Children & Adult Dentistry
or Current Resident
7181 College Parkway
Suite 10
Fort Myers, FL 33908

Patricia Healy
or Current Resident
1533 Braeburn Rd
Fort Myers, FL 33907

Ace Hardware & Pump
or Current Resident
14308 Palm Beach Blvd
Ft. Myers, FL 33912

Great Florida Auto Insurance
or Current Resident
3353 Fowler St
Fort Myers, FL 33907

Dale Martin
or Current Resident
14450 Grande Cay Cir
Ft. Myers, FL 33906

Ace Hardware & Marine
or Current Resident
16025 San Carlos Blvd
Fort Myers, FL 33908

Wet & Wild Power Sports
or Current Resident
16934 San Carlos Blvd
Fort Myers, FL 33908

Chad Murphy
or Current Resident
15650 N River Rd
Ft. Myers, FL 33912

Inventory Reports

The Inventory reports are based on your Inventory File, which contains specifications about the parts in your warehouses and trucks. The reports are designed to help you keep your warehouses and trucks properly supplied, and perform physical counts to keep your Inventory totals accurate. In addition to the reports based on the Inventory File and described below, an inventory manager might find the Call Slip Material Usage Report, found in the Call Slip reports, to be of interest, as this report describes parts that were sold during a given period of time.

Inventory Price List
Physical Inventory
Inventory Evaluation
Serial Number / Floor Plan Report
ReStock Inventory
ReStock Inventory with Bar Codes
Inventory Barcode Labels
Vendor List
Purchase Order Quantity Report

Inventory Price List

Description: This report produces a list of Inventory Key Codes, descriptions, unit cost, and sale prices, which can be given to your technicians as a reference. Such a price list can be very helpful to the technician when they complete their Call Slip paperwork. The techs will often use their Price Lists to look up Key Codes, so it might be best to choose the Description sort option, which will arrange the Price List in alphabetical order according to the item descriptions.

Sort Options:
 Equipment Type
 Key Code
 Description
 Part Number

Selection Options:
 Equipment Type
 Key Code
 Warehouse
 Truck

Additional Options:
 Show List Cost
 Show Barcode

Special Cost Selections: You can limit the report to include only items whose Average Cost is greater than List Cost, only items whose Last Unit Cost is greater than List Cost, or only items where the List Cost is greater than fixed unit Sell Price.

9/15/04 3:29:45PM

Inventory Price List

Page 1 of 1

Location: MAIN

Warehouse >= MAIN AND Warehouse <= MAIN

Keycode	Description	Equip Type	Part #	List Cost	Sell Price
AIR001	A/C, WeatherMaker 381DB 2speed	AIRCO		1,200.00	
BIP001	pipe, b iron 90 street elb 1/8	PIPE		6.95	
BIP002	pipe, blk iron bushing 1/4x1/8	PIPE		11.25	
BIP003	pipe, blk iron tee 1/8	PIPE		16.45	
BLI001	V-belt, ctype 7/8 17/32 100.2	BEL I		34.15	
BLI002	v-belt, atype 1/2 3/8 51-inch	BEL I		10.61	
BLI003	belt, 3VX 3/8 5/16 60-inch	BEL I		17.35	
COL001	coil, 52x13x14 12000btu	COIL		754.50	
EAC001	EAC, PWM floor/wall style	EAC		487.25	
FIL101	filter, res furnace air clean	FIL IER		44.80	
FLI001	filter, pleated, 16x20x2	FIL IER		5.90	
FLI002	filter, pleated, 16x25x2	FIL IER		5.45	
FLI003	filter, pleated, 20x20x2	FIL IER		5.31	
FLI004	filter, 24x24x12, vbank 85%	FIL IER		160.50	
FLI005	filter, 24x24x12, vbank 95%	FIL IER		169.75	
FUR001	furnace, oil 57mbtu 1200cfm 80	FURN		1,050.00	
HPM001	Heat pump, WeatherMate 38YCS	HPUMP		245.00	
MOI001	motor, condenser 1/8hp 825rpm	MOI		92.55	
MOI002	Motor, cond commercial 1/3hp	MOI		119.75	
MOI003	motor, cond split 1/8hp 0.9a	MOI		85.75	
IS1001	tstat, pneum 3x2x1 univ chrome	ISIAI		98.65	
IS1002	I stat, low volt mercury, beige	ISIAI		25.15	
IS1003	I stat, pgn, 1-24 hour	ISIAI		41.80	

Physical Inventory

Description: This report prints a count sheet that you can use to perform a physical inventory count. The sheet lists Key Code and Description for the selected items, and provides you with a space to enter the number of units actually counted. Once you've counted everything and completed the Physical Inventory sheet, you can look up the items in the Inventory File, go to the Stock Count screen, and make any necessary adjustments to the Quantity in Stock.

Sort Options:

- Key Code
- Description
- Manufacturer

Selection Options:

- Key Code
- Description
- Manufacturer
- Actual Cost
- Location
- Equipment Category
- Equipment Type

Additional Report Options: You can include the current Quantity in Stock, or the Floor Plan information, for each item. You can also limit the report to include only items with a negative Quantity in Stock.

09/15/2004 3:17 pm

Physical Stock Report

Page 1 of 6

Selections = All

Location	Key Code	Description	Manufacturer	Quantity	Adjusted Quantity
MAIN	AIR001	A/C, WeatherMaker 38 I DB 2speed		3	
	BIP001	pipe, b iron 90 street elb 1/8		18	
	BIP002	pipe, blk iron bushing 1/4x1/8		13	
	BIP003	pipe, blk iron tee 1/8		2	
	BLI001	V-belt, ctype 7/8 17/32 100.2	DAY ION	4	
	BLI002	v-belt, atype 1/2 3/8 51-inch	DAY ION	11	
	BLI003	belt, 3VX 3/8 5/16 60-inch		1	
	COL001	coil, 52x13x14 12000btu		10	
	EAC001	EAC, PWM floor/wall style		0	
	FIL101	filter, res furnace air clean		4	
	FLI001	filter, pleated, 16x20x2		12	
	FLI002	filter, pleated, 16x25x2		3	
	FLI003	filter, pleated, 20x20x2		1	
	FLI004	filter, 24x24x12, vbank 85%		6	

Inventory Evaluation

Description: This report can be used to determine the total value of your Inventory. The Average Cost of each item is multiplied by its current Quantity in Stock to produce a total value for the item. The grand total on the report is the overall value of your Inventory, which should compare closely with the balance of the Inventory asset account in your accounting system. The Average Cost of each item is recalculated every time a Purchase Order to Inventory is received, and takes both the unit cost and quantity of the new items into account, comparing them to the quantity and unit cost of the units already in Inventory.

Sort Options:

Key Code
Description
Manufacturer

Selection Options:

Key Code
Description
Manufacturer
Actual Cost
Location

Additional Options:

Show only items with current
Quantity greater than zero

Combine locations

09/15/2004 3:56 pm

Inventory Evaluation Report

Page 1 of 1

Selections = All

Combine Locations
 Items Greater than Zero

Location	Key Code	Description	Manufacturer	Average Cost	Quantity	Extended
MAIN	AIR001	A/C, WeatherMaker 381DB 2speed		1200.00	3	3,600.00
	BIP001	pipe, b iron 90 street e1b 1/8		6.95	18	125.10
	BIP002	pipe, blk iron bushing 1/4x1/8		11.25	13	146.25
	BIP003	pipe, blk iron tee 1/8		16.45	2	32.90
	BLI001	V-belt, ctype 7/8 17/32 100.2	DAYION	34.15	4	136.60
	BLI002	v-belt, atype 1/2 3/8 51-inch	DAYION	10.61	11	116.71
	BLI003	belt, 3VX 3/8 5/16 60-inch		17.35	1	17.35
	COL001	coil, 52x13x14 12000btu		754.50	10	7,545.00
	FIL101	filter, res furnace air clean		44.80	4	179.20
	FLI001	filter, pleated, 16x20x2		5.90	12	70.80
	FLI002	filter, pleated, 16x25x2		5.45	3	16.35
	FLI003	filter, pleated, 20x20x2		5.31	1	5.31
	FLI004	filter, 24x24x12, vbank 85%		160.50	6	963.00
	FLI005	filter, 24x24x12, vbank 95%		169.75	5	848.75
	MOI001	motor, condenser 1/6hp 825rpm		92.55	2	185.10
	MOI003	motor, cond split 1/6hp 0.9a		85.75	12	1,029.00
	ISI001	tstat, pneum 3x2x1 univ chrome	HONEY	98.65	1	98.65
	ISI002	Istat, low volt mercury, beige	HONEY	25.15	1	25.15
	ISI003	Istat, pgm, 1-24 hour		41.80	1	41.80
Total Value at this location:						15,183.02

Serial Number / Floor Plan Report

Description: This report prints the Serial Numbers on file for your serialized Inventory items. Serialized items are major equipment units that you have chosen to track individual serial numbers for. A check box on the Serialized screen of the Inventory File activates serial number tracking. Once an item has been serialized, the system will ask you to provide a serial number for each unit received into Inventory, and will also ask you to choose a serial number for each unit sold from Inventory. The Serial Number / Floor Plan Report lists the serial numbers for either sold units, unsold units, or both. "Floor Planning" refers to a kind of consignment plan, in which a number of serialized units are given to your company by a vendor at no initial cost, to be paid for or returned unsold at a later date. You can use the Floor Plan Number selection option of this report to produce a list of all the units received under a given floor plan agreement.

Sort Options:
Key Code

Selection Options:
Key Code
Floor Plan Number
Vendor
Serial Number
Date Sold
Location

Additional Options:
Only units in stock
Only units sold
Show detailed Floor Plan info

09/15/2004 4:07 pm

Serial Number / Floor Plan Report

Page 1 of 1

Selections = All

- Show in Stock Items
- Show Sold Items
- Show Floor Plan Detail

Location	Key Code	Description	Serial #	Date Recd	Cost	Status	Date Sold	Call Slip #	Site ID
Location: MAIN									
	AIR001	A/C, WeatherMaker 38 I DB 2speed	1000234	9/20/02	1,200.00	SOLD	9/14/04	1013	01006-0001
	AIR001	A/C, WeatherMaker 38 I DB 2speed	1000267	9/20/02	1,200.00	AVAIL			
	AIR001	A/C, WeatherMaker 38 I DB 2speed	1000289	9/20/02	1,200.00	AVAIL			
	AIR001	A/C, WeatherMaker 38 I DB 2speed	1000295	9/20/02	1,200.00	AVAIL			
	AIR001	A/C, WeatherMaker 38 I DB 2speed	09020001	9/20/02	1,200.00	AVAIL			
	AIR001	A/C, WeatherMaker 38 I DB 2speed	09020002	9/20/02	1,200.00	AVAIL			
	AIR001	A/C, WeatherMaker 38 I DB 2speed	090200003	9/20/02	1,200.00	AVAIL			
	AIR001	A/C, WeatherMaker 38 I DB 2speed	09020004	9/20/02	1,200.00	AVAIL			
	AIR001	A/C, WeatherMaker 38 I DB 2speed	09020005	9/20/02	1,200.00	AVAIL			
	EAC001	EAC, PWM floor/wall style	0098662310	9/15/04	0.00	AVAIL			
	EAC001	EAC, PWM floor/wall style	0074638164	9/15/04	0.00	AVAIL			
	EAC001	EAC, PWM floor/wall style	0018367882	9/15/04	0.00	AVAIL			
	EAC001	EAC, PWM floor/wall style	0009287364	9/15/04	0.00	AVAIL			
	EAC001	EAC, PWM floor/wall style	0052486248	9/15/04	0.00	AVAIL			
	EAC001	EAC, PWM floor/wall style	0012547896	9/15/04	0.00	AVAIL			
	EAC001	EAC, PWM floor/wall style	0036589423	9/15/04	0.00	AVAIL			

ReStock Inventory

Description: This report lists all of the Inventory items that need to be re-ordered, based on the comparison of their current Quantity in Stock to their Optimum Quantity levels. Both Quantity in Stock and Optimum Quantity are set on the Stock Count screen of the Inventory File. You can run the report for individual warehouse and truck locations, or you can produce a combined report that shows the restocking needs of all warehouses and trucks combined. Based on the results of this report, you may want to create Purchase Orders to re-supply the warehouses and trucks, or use the Transfer Inventory screen of the Warehouses and Trucks File to move items from one location to another – for example, re-supplying a truck by taking parts from a warehouse.

Sort Options:

Key Code
Description
Manufacturer

Selection Options:

Key Code
Description
Manufacturer
Actual Cost
Location

Additional Selection Options: You can use the check boxes at the bottom of the report screen to select only items where current Quantity in Stock has fallen below Optimum Quantity, or combine all locations into a single ReStock Report instead of listing them separately.

09/15/2004 2:44 pm

Inventory ReStock Report

Page 1 of 1

Selections = All

Combine Locations
 Items Less than Optimum

Location	Key Code	Description	Manufacturer	Actual Cost	Quantity	Optimum	Short
All Locations							
	BIP001	pipe, b iron 90 street e1b 1/8		6.95	18	30	12
	BIP002	pipe, blk iron bushing 1/4x1/8		11.25	13	40	27
	BIP003	pipe, blk iron tee 1/8		16.45	2	10	8
	BLI001	V-belt, ctype 7/8 17/32 100.2	DAY ION	34.15	-2		
	BLI002	v-belt, atype 1/2 3/8 51-inch	DAY ION	10.61	11	12	1
	BLI003	belt, 3VX 3/8 5/16 60-inch		17.35	1	10	9
	COL001	coil, 52x13x14 12000btu		754.50	10	12	2
	FLI001	filter, pleated, 16x20x2		5.90	12	16	4
	FLI002	filter, pleated, 16x25x2		5.45	3	10	7
	FLI003	filter, pleated, 20x20x2		5.31	1	6	5
	FLI004	filter, 24x24x12, vbank 85%		160.50	6	12	6
	FLI005	filter, 24x24x12, vbank 95%		169.75	5	12	7
	HPM001	Heat pump, WeatherMate 38YCS		245.00	0	6	6
	MOI001	motor, condenser 1/8hp 825rpm		92.55	2	6	4
	MOI002	Motor, cond commercial 1/3hp	DAY ION	119.75	0	6	6
	MOI003	motor, cond split 1/8hp 0.9a		85.75	12	20	8
	ISI001	tstat, pneum 3x2x1 univ chrome	HONEY	98.65	1	8	7
	ISI002	Istat, low volt mercury, beige	HONEY	25.15	1	6	5
	ISI003	Istat, pgn, 1-24 hour		41.80	1	6	5

ReStock Inventory With Bar Codes

Description: This report is similar to the ReStock Inventory Report, except it includes a printed bar code for each item that needs to be re-ordered. An optical scanner could be used to read these bar codes, making it easier to fill out Purchase Orders, or a Web-based order form provided on a vendor's Web site.

Sort Options:

Key Code
Description
Manufacturer
Vendor

Selection Options:

Key Code
Description
Manufacturer
Actual Cost
Location
Vendor
















Additional Selection Options: You can use the check boxes at the bottom of the report screen to select only items where current Quantity in Stock has fallen below Optimum Quantity, or combine all locations into a single ReStock Report instead of listing them separately.

10/03/2005 3:48 pm Page 1 of 15

Inventory ReStock Report w/ BarCode

Combine Locations
 Items Less than Optimum
 Items Less than Minimum

Location Selections = All

Key Code	Description	Primary Vendor	Actual Cost	Quantity	Optimum	Short
633592-501 	Processor Board Assy, PC Auto		690.00	2		-2
<hr/>						
MAIN						
1803918 	12 Volt Battery		42.00	7		-1
633592-501 	Processor Board Assy, PC Auto		690.00	1	2	1
643740-501 	Shaft, Reduction Assembly		32.00	1	5	4
AIR001 	A/C, WeatherMaker 38TDB 2speed		1200.00	4		-4
BEL001 	17" Notched Belt		5.50	-2	12	14
BL-101 	Gallon(s) Developer Chemicals		6.75	200	300	100
BL-102 	Gallon(s) Fixer Chemical		1.75	167	400	233
BIP001 	pipe, b iron 90 street e1b 1/8		6.95	-7		7
BIP002 	pipe, blk iron bushing 1/4x1/8		11.25	-15		15
BIP003 	pipe, blk iron tee 1/8		16.45	-6		6
BLT001 	V-belt, ctype 7/8 17/32 100.2		34.15	-7		7
BLT002 	v-belt, atype 1/2 3/8 51-inch		10.61	1		-1
BLT003 	belt, 3VX 3/8 5/16 60-inch		17.35	0		
CAP001 	Capacitor, 4 MFD		2.86	6	6	

Inventory Barcode Labels

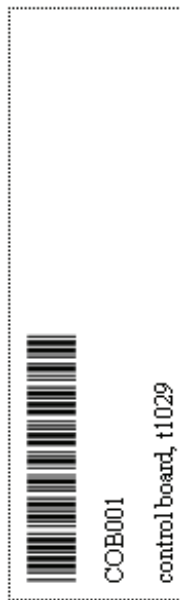
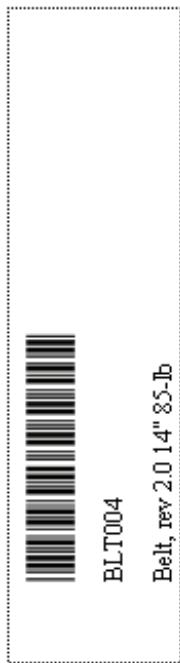
Description: This report prints labels you can attach to your Inventory parts. Each label includes the Key Code and description of the item, plus a Bar Code. The labels are designed to print from continuous feed label printers, such as the Dymo LabelWriter. Labeling your parts can make it easier to keep accurate track of Inventory, especially when materials are used on Call Slips. The technicians could remove the labels from the parts when they are used, then attach the labels to their paperwork, allowing the office staff to scan the labels for easy and accurate data entry.

Sort Options:

Equipment Type
Key Code
Description
Part Number

Selection Options:

Equipment Type
Key Code
Warehouse
Truck



Vendor List

Description: This report lists basic information about the vendors stored in your Vendor File, including name, address, and phone number. It also includes the insurance expiration dates for General, Workers Comp, and Umbrella Insurance. These dates are also selection options for the report, so you can run the Vendor List to find vendors whose insurance dates have expired, or will expire soon.

Sort Options:

Vendor Code
Vendor Name
Address
City

Selection Options:

Vendor Code
Vendor Name
Address
City
Zone
GL Insurance Expiration Date
WC Insurance Expiration Date
Umbrella Insurance Expiration Date

8/8/07 5:12 pm

Vendor List

Page 1 of 2

Selections = All

Name	Code	Salesman	Contact	Phone	Fax			
Address1	Address2	City / State / Zip	Zone	Account #	GL Insurance Expiration Date	WC Insurance Expiration Date	Umbrella Insurance Expiration Date	Email
Grainger	1	Harry	Hary	(239)768-5999	(239)768-5359			
12431 Metro Parkway	Branch 287	Fort Myers, FL 33908	SOUTH					
Ft. Myers News-Press	10			(239)335-0335	(239) -			
2442 Dr Martin Luther King Jr	Advertising-Classified	Ft. Myers, FL 33901	CITY					
Office Depot	11			(800)685-8800	(239)275-0909			
7091 College Pkwy		Fort Myers, FL 33908	SOUTH					
Johnstone Supply	2	Adrienne		(239)275-3533	(239)275-4143			
6400 Metro Plantation Road		Fort Myers, FL 33908	SOUTH					Sales@johnstonesupply.com
Carrier	3	Bobby	Bobby	(239)344-3215	(239)344-3217			
2025 Central Ave		Fort Myers, FL 33907	CENTRAL					
Lowe's Hardware	4			(239)437-6666	() -			
75512 Daniels Rd								
Shell Gas & Oil Company	5	Randy S.	Randy S.	(239)275-3389	(239)275-2089			
10025 1st St		Ft. Myers, FL 33905	CITY					Randy12@compuserve.com

Purchase Order Quantity Report

Description: This report lists the quantity ordered, quantity received to date, and quantity still on order, for items included on Purchase Orders. Using the Additional Selection options, you could make the report a list of items on backorder (by selecting only the Partial Received status), a list of all items currently on order (by selecting the Partial and None Received statuses) or a list of all the items you have actually received (by selecting the Full and Partial statuses.) The Additional Selection options, used in combination with the Selection field choices, make this report extremely versatile.

Sort Options:
Key Code
Vendor

Selection Options:
P.O. Number
P.O. Date
Call Slip Number
Vendor
Key Code

Additional Options:
Received Status
(Partial, Full, or None)
Distribution Type
(Inventory, Call Slip, or Job)

09/23/2005 11:33 am Purchase Order Quantity Report Page 1 of 1

Received Partial Full None

Type Inventory Call Slip Job Cost

Selections = All

PO #	Keycode	Description	Vendor	Type	Type Desc	Ordered	Received	Left
PO # 1	AIR001	A/C, WeatherMaker 38TDB 2speed	3	I	MAIN	4	4	
PO # 100	TS T001	tstat, pneum 3x2x1 univ chrome	4	I	MAIN	0	0	
PO # 13	BIP001	pipe, b iron 90 street elb 1/8	1	I	MAIN	8	2	6
	BIP001	pipe, b iron 90 street elb 1/8	1	I	TROO2	2	2	
PO # 15	FIL101	filter, res furnace air clean	1	I	Branch	0	0	
PO # 16	AIR001	A/C, WeatherMaker 38TDB 2speed	3	I	MAIN	4	4	
PO # 17	AIR001	A/C, WeatherMaker 38TDB 2speed	3	I	MAIN	2	2	
PO # 18	BLT003	belt, 3VX 3/8 5/16 60-inch	1	I	MAIN	0	0	
PO # 19	BIP002	pipe, blk iron bushing 1/4x1/8	9	I	MAIN	6	6	
PO # 20	BLT001	V-belt, ctype 7/8 17/32 100.2	1	I	MAIN	0	0	

Job Costing Reports

The Job Costing reports are based on the Job Costing system, which handles large projects. Each Job Costing project is divided into Phases, and each Phase has its own list of associated Call Slips. The material and labor costs from the Call Slip are totaled for each Phase, and then the total costs from the Phases are added up to produce grand totals for the Job. Jobs can begin with estimated lists of materials and labor needed for each Phase. Several of the Job Costing reports compare these estimates to actual labor and material costs. Most of the Job Costing reports can be run for Jobs that are open, with work still in progress, or closed, meaning work has been completed. After a Job is closed, it can be set to Warranty status, until the warranty coverage has expired. Jobs are billed with a series of Job Invoices, which may occur at intervals that have no direct relationship to the completion of the work. For example, you could bill 50% of the price of a Job before any of the work has been completed. Jobs can have Extras, which represent modifications to the original sales contract, such as additional work requested by the customer after the Job begins.

Estimate vs. Actual Cost Summary
Estimate vs. Actual Cost Detail by Phase
Estimate vs. Actual Cost Detail by Category
Estimate vs. Actual Cost Detail by Job/Category/Phase
Estimate vs. Actual Cost Summary by Job/Category/Phase
Labor Detail Report
Estimated vs. Actual Labor Hours by Job/Category/Phase
Estimated vs. Actual Labor Cost by Job/Category/Phase
Purchase Order Quantity Report
Job Cost Material Usage Report
Detail Billing History
Detail Billing Summary Status
Over/Under Bonding Summary
Commission Report
Job Cost Profit Summary
Job Cost Status Report
Job Cost Call Slip Summary

Estimate vs. Actual Cost

Description: This report is an overall summary of the difference between estimated and actual cost for the selected Jobs. It will break down the base contract and each Extra separately, but it doesn't go into the individual Phases, so it's a fairly short report - only a couple of lines per Job. It's an excellent choice to obtain an overview of estimated and actual costs for a large number of Jobs all at once.

Sort Options:

Job Name
Job Number

Selection Options:

Job Number
Job Type
Open Date
Close Date

Additional Options:

Job Status
(Open, Closed, Warranty)

09/20/2005 4:15 pm

Job Est Vs Actual Cost Summary

Page 1 of 1

- Open
- Closed
- Warranty

OpenDate >= 6/1/2005 AND OpenDate <= 9/20/2005

Job #	Job Name	Billed To:					
Base / Extra	Name	Bill Type	Job Type	Est Cost	JTD Cost	Variance	% Complete
0906-0001	Harris New A/C Installation		01028	Harris, Steve			
Base		Ctr	NEW A/C	622.50	32.90	589.60	5.29
Extra 1	Add Electronic Thermostat	Ctr	NEW A/C	133.00	0.00	133.00	0.00
Total Job				755.50	32.90	722.60	4.35
0906-0002	madison new a/c install		01033	Palm Coast Contractors, Inc.			
Base		Ctr	NEW A/C	3,074.00	1,877.15	1,196.85	61.07
Extra 1	install upgraded thermostat	Ctr	NEW A/C	98.50	69.50	29.00	70.56
Total Job				3,172.50	1,946.65	1,225.85	61.36
0908-0001	minimal t&M job		01005	Rebecca, Crane			
Base		T/M	Sample T/M	0.00	0.00	0.00	0.00
Total Job				0.00	0.00	0.00	0.00
0907-0001	Papa John's - T&M		01013	Papa John's Pizza			
Base		T/M	Sample T/M	0.00	1,418.83	-1,418.83	0.00
Total Job				0.00	1,418.83	-1,418.83	0.00
Total All Jobs				3,928.00	3,398.38	529.62	86.52

Estimate vs. Actual Cost Detail by Phase

Description: This report computes the total estimated versus actual cost for each Phase of the selected Jobs. Unlike the reports that total by Job / Category / Phase, this report does not break out the individual Job totals - it only displays the total material, labor, and miscellaneous costs for each Phase. Unlike the Estimate vs. Actual Cost Detail by Category/Phase, it does not include subtotals for Category.

Sort Options:

Job Name
Job Number

Selection Options:

Job Number
Job Type
Open Date
Close Date

Additional Options:

Job Status
(Open, Closed, Warranty)

09/22/2005 11:48 am

Job Estimate vs Actual Cost by Phase

Page 1 of 1

- Open
- Closed
- Warranty

Selections = All

Phase	Description	Estimate			Actual		
		Base	Extra's	Base + Extras	Actual/PTD	Variance	% Complete
CLEANUP	Clean-Up						
	Material	0.00	0.00	0.00	0.00	0.00	0.00
	Labor	167.50	0.00	167.50	0.00	167.50	0.00
	Misc	5.00	0.00	5.00	0.00	5.00	0.00
	Total	172.50	0.00	172.50	0.00	172.50	0.00
DEFAULT	Base Contract						
	Material	0.00	0.00	0.00	0.00	0.00	0.00
	Labor	0.00	0.00	0.00	0.00	0.00	0.00
	Misc	1000.00	0.00	1000.00	0.00	1000.00	0.00
	Total	1000.00	0.00	1000.00	0.00	1000.00	0.00
INSTALL	Unit Installation						
	Material	4,177.25	324.30	4,501.55	1,846.75	2,654.80	41.02
	Labor	1,404.00	145.00	1,549.00	0.00	1,549.00	0.00
	Misc	0.00	0.00	0.00	0.00	0.00	0.00
	Total	5,581.25	469.30	6,050.55	1,846.75	4,203.80	30.52
ROUGH	Rough & Trim						
	Material	395.60	0.00	395.60	1,037.90	-642.30	262.36
	Labor	1,467.00	0.00	1,467.00	989.33	477.67	67.44
	Misc	0.00	0.00	0.00	0.00	0.00	0.00
	Total	1,862.60	0.00	1,862.60	2,027.23	-164.63	108.84
START	Start & Test						
	Material	0.00	0.00	0.00	0.00	0.00	0.00
	Labor	46.50	29.00	75.50	0.00	75.50	0.00
	Misc	0.00	0.00	0.00	0.00	0.00	0.00
	Total	46.50	29.00	75.50	0.00	75.50	0.00
Report Total		8,662.85	469.30	9,132.15	3,873.98	5,258.17	42.29

Estimate vs. Actual Cost Detail by Category / Phase

Description: This report computes the total estimated versus actual cost for each Phase of the selected Jobs. Unlike the reports that total by Job / Category / Phase, this report does not break out the individual Job totals - it only displays the total material, labor, and miscellaneous costs for each Phase. If you're using Categories, which are groups of similar Phases, then subtotals for each Category will be provided as well. In the example pictured below, you can see that total cost was computed for Phases like "Install", "Rough", and "Start".

Sort Options:

Job Name
Job Number

Selection Options:

Job Number
Job Type
Open Date
Close Date

Additional Options:

Job Status
(Open, Closed, Warranty)

09/22/2005 9:19 am Job Est vs Actual Cost by Category / Phase Page 1 of 1

Open Selections = All
 Closed
 Warranty

Category	Description	Estimate			Actual		
Phase	Description	Base	Extra's	Base + Extras	Actual JTD	Variance	% Complete
CLEANUP	Clean-Up						
	Internal	0.00	0.00	0.00	0.00	0.00	0.00
	Labor	167.50	0.00	167.50	0.00	167.50	0.00
	Misc	5.00	0.00	5.00	0.00	5.00	0.00
	Total	172.50	0.00	172.50	0.00	172.50	0.00
DEFAULT	Base Contract						
	Internal	0.00	0.00	0.00	0.00	0.00	0.00
	Labor	0.00	0.00	0.00	0.00	0.00	0.00
	Misc	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00
	Total	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00
INSTALL	Unit Installation						
	Internal	4,177.25	304.30	4,501.55	1,846.75	2,654.80	41.02
	Labor	1,404.00	145.00	1,549.00	0.00	1,549.00	0.00
	Misc	0.00	0.00	0.00	0.00	0.00	0.00
	Total	5,581.25	449.30	6,030.55	1,846.75	4,203.80	30.52
ROUGH	Rough & Trim						
	Internal	395.60	0.00	395.60	1,037.90	-642.30	262.36
	Labor	1,467.00	0.00	1,467.00	989.33	477.67	67.44
	Misc	0.00	0.00	0.00	0.00	0.00	0.00
	Total	1,862.60	0.00	1,862.60	2,027.23	-164.63	106.84
START	Start & Test						
	Internal	0.00	0.00	0.00	0.00	0.00	0.00
	Labor	46.50	29.00	75.50	0.00	75.50	0.00
	Misc	0.00	0.00	0.00	0.00	0.00	0.00
	Total	46.50	29.00	75.50	0.00	75.50	0.00
Total Category		8,662.85	466.30	9,161.15	3,873.96	5,287.17	42.29
Report Total:		8,662.85	466.30	9,161.15	3,873.96	5,287.17	42.29

Estimate vs. Actual Cost Detail by Job / Category / Phase

Description: This report provides a breakdown of labor, material, and miscellaneous costs for each Phase of the selected Jobs. The actual costs incurred to date are compared to the estimated costs in each category, and a percentage of completion is calculated. Subtotals are provided for each Category, or group of Phases, and also for the overall Job. This report breaks out the base contract and each Extra separately, which can make it quite long for a Job that has many Extras.

Sort Options:

Job Name
Job Number

Selection Options:

Job Number
Job Type
Open Date
Close Date

Additional Options:

Job Status
(Open, Closed, Warranty)

09/21/2005 12:50pm Job Est vs Actual Cost Detail by Job/Category/Phase Page 1 of 1
 Open OpenDate >= 9/21/2005 AND OpenDate <= 9/21/2005
 Closed
 Warranty

Job #	Job Name	Billed To
0509-0001	Anderson,Simple with Extra	Anderson, John
Base		
RETAIL	Unit Installation	
	Material	1,200.00 0.00 1,200.00 0.00
	Labor	464.00 0.00 464.00 0.00
	Misc	0.00 0.00 0.00 0.00
	Total	1,664.00 0.00 1,664.00 0.00
ROUGH	Rough and Trim	
	Material	17.35 0.00 17.35 0.00
	Labor	232.00 0.00 232.00 0.00
	Misc	0.00 0.00 0.00 0.00
	Total	249.35 0.00 249.35 0.00
Total Category		1,913.35 0.00 1,913.35 0.00
Total of Base		1,913.35 0.00 1,913.35 0.00
Extra 1 Upgraded Control System		
RETAIL	Install T-stat	
	Material	38.00 0.00 38.00 0.00
	Labor	38.00 0.00 38.00 0.00
	Misc	0.00 0.00 0.00 0.00
	Total	117.00 0.00 117.00 0.00
Total Category		117.00 0.00 117.00 0.00
Total of Extra 1		117.00 0.00 117.00 0.00
Total Job		2,030.35 0.00 2,030.35 0.00

Estimate vs. Actual Cost Summary by Job / Category / Phase

Description: This report provides a breakdown of labor, material, and miscellaneous costs for each Phase of the selected Jobs. The actual costs incurred to date are compared to the estimated costs in each category, and a percentage of completion is calculated. Subtotals are provided for each Category, or group of Phases, and also for the overall Job. This report does not break out the base contract and Extras separately. If such a breakout is desired, use the Estimated vs. Actual Cost Detail by Job / Category / Phase report.

Sort Options:

Job Name
Job Number

Selection Options:

Job Number
Job Type
Open Date
Close Date

Additional Options:

Job Status
(Open, Closed, Warranty)

09/21/2005 12:18 pm

Job Est vs Actual Cost Summary by Job/Category/Phase

Page 3 of 5

- Open
- Closed
- Warranty

Selections = All

Job #	Job Name	Estimate		Actual		
Category	Description	Base	Extra's	Actual JTD	Variance	% Complete
CLEANUP	Clean-Up					
	Material	0.00	0.00	0.00	0.00	0.00
	Labor	150.00	0.00	0.00	150.00	0.00
	Misc	0.00	0.00	0.00	0.00	0.00
	Total	150.00	0.00	0.00	150.00	0.00
INSTALL	Unit Installation					
	Material	1,474.15	69.50	1,543.65	0.00	100.00
	Labor	800.00	29.00	829.00	829.00	0.00
	Misc	0.00	0.00	0.00	0.00	0.00
	Total	2,274.15	98.50	1,543.65	829.00	65.06
ROUGH	Rough & Trim					
	Material	20.85	0.00	20.85	55.00	263.79
	Labor	600.00	0.00	600.00	348.00	58.00
	Misc	0.00	0.00	0.00	0.00	0.00
	Total	620.85	0.00	620.85	403.00	64.91
START	Start & Test					
	Material	0.00	0.00	0.00	0.00	0.00
	Labor	29.00	0.00	29.00	29.00	0.00
	Misc	0.00	0.00	0.00	0.00	0.00
	Total	29.00	0.00	29.00	29.00	0.00
Total Category		3,074.00	98.50	3,172.50	1,225.85	61.36
Total Job		3,074.00	98.50	3,172.50	1,225.85	61.36

Labor Detail Report

Description: This report lists all the labor associated with each Phase of the selected Jobs. Each line of labor will include the name of the technician, the work date, and the number of Travel Time (TT), Regular Time (RT), Over Time (OT), and Double Time (DT) hours worked, along with total hours worked. Totals are computed for each Phase, the base contract and Extras, and the overall Job.

Sort Options:
Work Date

Selection Options:
Job Number
Job Type
Phase
Tech
Work Date

Additional Report Options: You can run the report for Open, Closed, or Warranty status Jobs, or any combination of these status levels.

09/20/2005 2:42 pm Job Labor Detail Report Page 5 of 6

Open Selections = All
 Closed
 Warranty

Job #	Job Name	Job Type	Billed To				
Phase	Phase Description						
Tech	Type	Date	TT	RT	OT	DT	Total
0906-0002	madison new a/c install			NEW A/C			Palm Coast Contractors, Inc.
Base							
ROUGH	Rough & Trim						
JEFF	T1	6/24/2005	00:30	06:00			06:30
MIKE	T1	6/24/2005	00:30	06:00			06:30
Total Phase			01:00	12:00	00:00	00:00	13:00
Total	Base		1:00	12:00	0:00	0:00	13:00
Extra 1							
INSTALL	install upgraded thermostat						
JEFF	T1	8/1/2005	01:00				01:00
Total Phase			01:00	00:00	00:00	00:00	01:00
Total	Extra 1		1:00	0:00	0:00	0:00	01:00
Total Job			02:00	12:00	00:00	00:00	14:00

Labor Estimate vs. Actual Hours by Job / Category / Phase

Description: This report compares estimated hours of labor for each Phase to the actual hours of labor applied to the Job through its Call Slips. The difference between Estimated and Actual hours is also provided. A large Job with many Phases can include Categories, which are groups of similar Phases. For example, Phases for electrical labor and plumbing labor could both be part of the labor Category. Subtotals for each Category, and grand totals for each Job, will be calculated by this report. Because of these totals and subtotals, the report can be rather long if it's run for a large number of Jobs all at once.

Sort Options:

Job Name
Job Number

Selection Options:

Job Number
Job Type
Open Date
Close Date

Additional Options:

Job Status
(Open, Closed, Warranty)

09/20/2005 4:47 pm Job Labor Hours Est vs Actual by Job/Category/Phase Page 1 of 1

Open
 Closed
 Warranty

JobNo >= 0506-0002 AND JobNo <= 0506-0002

Job # _____ Job Name _____
 Category _____ Category Description _____
 Phase _____ Phase Description _____

	Phase	Phase Description	Estimate		Current	Jtd	Actual	
			Base	Extras			Ovr/Under	% Complete
0506-0002	madison new a/c install				01033	Palm Coast Contractors, Inc.		
	CLEANUP	Clean-Up	6.00	0.00	6.00	0.00	6.00	0.00
	INSTALL	upgraded tstat	32.00	1.00	33.00	1.00	32.00	3.03
	ROUGH	Rough & Trim	24.00	0.00	24.00	13.00	11.00	54.17
	START	Start & Test	1.00	0.00	1.00	0.00	1.00	0.00
	Category Total		63.00	1.00	64.00	14.00	50.00	21.88
	Job Total		63.00	1.00	64.00	14.00	50.00	21.88

Labor Estimate vs. Actual Cost by Job / Category / Phase

Description: Similar to the Labor Estimate vs. Actual Hours report, this report compares the dollar value of estimated labor to the dollar value of actual labor applied to the Job through its Call Slips. The total hours of labor, both estimated and actual, are also given. This report goes into less detail about the hours worked than the Labor Estimate vs. Actual Hours report, but it does include the dollar value of the labor.

Sort Options:
 Job Name
 Job Number

Selection Options:
 Job Number
 Job Type
 Open Date
 Close Date

Additional Options:
 Job Status
 (Open, Closed, Warranty)

09/20/2005 5:08 pm Job Labor Dollars Est vs Actual by Job/Category/Phase Page 3 of 10

Open
 Closed
 Warranty
 Selections = All

Job #	Job Name	Billed To						
Base / Extra	Description							
Category	Category Description							
Phase	Phase Description	Estimate Cost	Actual Cost	Variance	Estimate Hours	Actual Hours	Ovr / Under Hours	JTD Unit
0412-0003	Hamlin New A/C Install		01017		Hamlin, John			
Base								
CLEANUP	Clean-Up	17.50	0.00	17.50	1.00	0.00	1.00	0.00
INSTALL	Unit Installation	140.00	0.00	140.00	8.00	0.00	8.00	0.00
ROUGH	Rough & Trim	35.00	172.50	-137.50	2.00	8.00	-6.00	21.56
START	Start & Test	17.50	0.00	17.50	1.00	0.02	0.98	0.00
Total Category		210.00	172.50	37.50	12.00	8.02	3.98	21.56
Total Base/Extra		210.00	172.50	37.50	12.00	8.02	3.98	21.56

Purchase Order Quantity Report

Description: This report lists items posted from Purchase Orders to Job Costing projects. The Vendor Number of the vendor who provided each item is given, along with the quantity originally ordered, quantity received so far, and quantity still outstanding. Each Phase of the base contract and Extras is broken out separately.

Sort Options:
Key Code

Selection Options:
Job Number
Purchase Order Date
Vendor
Phase

Additional Report Options: You can run the report for Open, Closed, or Warranty status Jobs, or any combination of these status levels.

09/20/2005 3:43 pm Job Cost Purchase Order Quantities By Job Page 3 of 3

Open
 Closed
 Warranty

Selections = All

Job # 0006-0002 Billed To 01033 Palm Coast Contractors, Inc.

Base / Extra Description

Phase Phase Description

PO #	Key Code	Description	Vendor	Ordered	Received	Qty Left
Base						
INSTALL	Unit Installation					
11	BLT003	belt, 3WX 3/8 5/16 60-inch	3	1	0	1
11		Install Kit for A/C	3	1	0	1
11	TST003	Tstat, pgm, 1-24 hour	3	1	0	1

Extra 1	install upgraded thermostat					
INSTALL	upgraded tstat					
12		7-day pgm thermostat	1	1	0	1

Job Cost Material Usage Report

Description: This report lists all the materials used on the selected Jobs. The material lists are drawn from the Job Call Slips. The Key Code, description, quantity, unit cost, and extended cost for each item are listed. Non-Inventory items with no Key Code will be listed without a Key Code. If a detailed estimate of required materials was prepared for a Phase, the estimated quantity and cost will also be presented. Materials are grouped together by Phase. Base contract materials are listed first, then materials from any Extras that might have been prepared for the Job.

Sort Options:
 Job Name
 Job Number

Selection Options:
 Job Number
 Job Name

Other Options:
 Combine phases into a single list

8/8/07 2:43 pm Job Cost Material Usage Report Page 1 of 1

Selections = All

Job #: BOS010506	Site ID: 01037-0001	29348 Sandpiper Ct
Job Name: Bose New Residential Install	Site Name: Bose, Charlene	Fort Myers, FL 33908
Job Type: NEW A/C		

Phase	Key Code	Item Description	JTD			Estimate		
			Qty	Avg Cost	Ext Cost	Qty	Avg Cost	Ext Cost
Base								
INSTALL		Unit Installation						
	AIR001	A/C, WeatherMaker 38TDB 2spee	1	1,200.00	1200.00	1	1,200.00	1200.00
Phase Totals					1200.00			1200.00
ROUGH								
		Rough & Trim						
	COL001	coil, 52x13x14 12000btu	1	754.50	754.50	1	754.50	754.50
	COB001	control board, t1029	1	80.00	80.00	1	80.00	80.00
	FIL101	filter, res furnace air clean	1	44.80	44.80	1	44.80	44.80
	BIP001	pipe, b iron 90 street elb 1/8	2	6.95	13.90	2	6.95	13.90
	BIP002	pipe, blk iron bushing 1/4x1/8	1	11.25	11.25	1	11.25	11.25
	ADH001	Thermal Mastic, 8oz	1	10.65	10.65	1	10.65	10.65
Phase Totals					915.10			915.10
Base Totals						2,115.10		2115.10
Job Totals						2115.10		2115.10

Detail Billing History

Description: This report lists the total sale price, amount billed to date, and amount remaining to be billed for the selected Jobs. The individual invoices are then listed, with the Invoice Number, date, invoice amount, and sales tax amount of each. If you use Invoice Date as one of the selection criteria, only invoices that fall within the selected date range will be listed. This is an excellent report to check the billing status of your Jobs, so you can decide which ones are in need of further billing.

Sort Options:

Job Name
Job Number

Selection Options:

Job Number
Job Type
Open Date
Close Date
Invoice Date

Additional Options:

Job Status
(Open, Closed, Warranty)

09/20/2005 5:21 pm

Job Cost Detail Billing History

Page 1 of 1

OpenDate >= 3/8/2005 AND OpenDate <= 3/8/2005

- Open
- Closed
- Warranty

Job #	Job Name	Billed To						
Base / Extra	Description	Billing Type	Actual Sell	Adjustment	JTD Billed	Remaining	% Billed	
Invoice #	Inv Date	Inv Amount	Sales Tax					
0503-0003	Martin Chargeout - T&M Job		01019	Martin, Dale				
Base		T/M	0.00	0.00	250.00	-250.00	0.00	
J-1003	3/8/2005	250.00	15.00					
Total Job		250.00	15.00					
0503-0004	Schuster Job - Departmental Bill		01022	Schuster, Allen				
Base		Ctr	5,000.00	0.00	0.00	5,000.00	0.00	
Total Job		0.00	0.00					
0503-0005	Turpin Departmental		01023	Turpin, Roger				
Base		Dep	7,500.00	0.00	1,000.00	6,500.00	13.33	
J-	7/8/2005	1,000.00	65.00					
Total Job		1,000.00	65.00					
Report Total		1,250.00	80.00					

Detail Billing Summary

Description: This report is very similar to the Detail Billing History report, except it doesn't list the individual invoices. It only shows the total sale price, amount billed to date, and amount remaining to be billed for the selected Jobs. Use the Detail Billing History report if you want to see the individual invoice numbers and amounts.

Sort Options:

Job Name
Job Number

Selection Options:

Job Number
Job Type
Open Date
Close Date

Additional Options:

Job Status
(Open, Closed, Warranty)

09/20/2005 5:29 pm

Detail Billing Summary Status

Page 1 of 1

- Open
- Closed
- Warranty

OpenDate >= 3/1/2005 AND OpenDate <= 3/14/2005

Job #	Job Name							
Base/Extra	Description	Bill Type	Contract Amt	Invoiced	Sales Tax	Adjustment	To Bill	%Billed
0412-0003								
Base			0.00	3,450.00	116.50	0.00	0.00	0.00
Extra 1			0.00	250.00	0.00	0.00	0.00	0.00
Total Job			0.00	3,700.00	116.50	0.00	0.00	0.00
0503-0001	Corso Test Job							
Base		Ctr	1,500.00	0.00	0.00	0.00	-200.00	0.00
Extra 1	Add-on Sale	Ctr	250.00	0.00	0.00	0.00	0.00	0.00
Total Job			1,750.00	0.00	0.00	0.00	-200.00	0.00
0412-0003	Handin New A/C Install							
Base		Ctr	2,900.00	0.00	0.00	0.00	2,400.00	0.00
Extra 1	Add-on Electronic Thermostat	Ctr	250.00	0.00	0.00	0.00	250.00	0.00
Total Job			3,150.00	0.00	0.00	0.00	2,650.00	0.00
0503-0003	Martin Chargeout - T&M Job							
Base		T/M	0.00	0.00	0.00	0.00	-250.00	0.00
Total Job			0.00	0.00	0.00	0.00	-250.00	0.00
0503-0004	Schuster Job - Departmental Bill							
Base		Ctr	5,000.00	0.00	0.00	0.00	5,000.00	0.00
Total Job			5,000.00	0.00	0.00	0.00	5,000.00	0.00
0503-0005	Turpin Departmental							
Base		Dep	7,500.00	0.00	0.00	0.00	6,500.00	0.00
Total Job			7,500.00	0.00	0.00	0.00	6,500.00	0.00
Total All Jobs			17,400.00	3,700.00	116.50	0.00	13,700.00	21.26

Over / Under Bonding Report

Description: This report calculates the percentage of completion for each selected Job project, by comparing estimated to actual cost. The percentage of completion is then applied to the sale price of the Job, to calculate the amount of the sale price that has been “earned” by your company. For example, if 40% of a Job selling for \$10,000.00 has been completed, you have earned 40%, or \$4,000.00, of the sale price. The amount earned is then compared to the amount actually billed to date for the Job, resulting in an amount over or under billed. The Over/Under Bonding Report is an excellent way to see which Jobs are in need of further billing, and can be used to verify that billing is occurring at the same rate as completion of the work.

Sort Options:

Job Name
Job Number

Selection Options:

Job Number
Job Type
Open Date
Close Date

Additional Options:

Job Status (Open, Closed, Warranty)

09/23/2005 9:27 am

Job Cost Over / Under Bonding Summary

Page 1 of 1

- Open
- Closed
- Warranty

Selections = All

Job #	Job Name	Sell Price	Estimated Cost	Profit Percent	JTD Cost	Percent Comp	Amount Earned	JTD Billed	Over/Under Billed	% Billed
0509-0001	Anderson Simple with Extra	0.00	2,030.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0503-0001	Corso Test Job	1,750.00	1,000.00	42.86	0.00	0.00	0.00	1,950.00	-1,950.00	111.43
0503-0006	Godfrey New A/C Installation	7,850.00	405.70	94.83	0.00	0.00	0.00	1,500.00	-1,500.00	19.11
0412-0003	Hamlin New A/C Install	3,150.00	1,797.10	42.95	475.60	26.46	833.64	500.00	333.64	15.87
0506-0001	Harris New A/C Installation	6,250.00	755.50	87.91	32.90	4.35	272.17	2,000.00	-1,727.83	32.00
0506-0002	madison new a/c install	6,250.00	3,172.50	49.24	1,946.65	61.36	3,835.01	6,250.00	-2,414.99	100.00
0503-0003	Martin Changeout - T&M Job	0.00	0.00	0.00	0.00	0.00	0.00	250.00	-250.00	0.00
0508-0001	minimal t&m job	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0507-0001	Papa John's - T&M	5,200.00	0.00	100.00	1,418.83	0.00	0.00	3,326.66	-3,326.66	63.97
0503-0004	Schuster Job - Departmental Bill	5,000.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
0503-0005	Turnip Departmental	7,500.00	0.00	100.00	0.00	0.00	0.00	1,000.00	-1,000.00	13.33
Report Totals		42,950.00	9,161.15	368.83	3,873.98	42.29	18,162.29	16,776.66	1,385.63	39.06

Commission Report

Description: You can use the Commission Report to determine the commission that should be paid to each of your salespeople for Job Costing projects. Each Job can be given a commission percentage, which can apply to gross profit, net profit, or the overall sale price of the Job. The commission can be assigned to one salesperson, or divided between two salespeople. All of this is done on the first (General) screen of the Job File. The Commission Report calculates the commission from the base contract and Extras of each selected Job.

Sort Options:

Job Name
Job Number

Selection Options:

Job Number
Job Type
Open Date
Close Date
Salesperson

Additional Options:

Job Status
(Open, Closed, Warranty)

09/22/2005 3:02pm Job Cost Commission Report Page 1 of 1

Open Selection: All
 Closed
 Warranty

Job # _____ Job Name _____

Base/Extra	Description	Comm Type	Comm %	State		
----- Estimate -----						
Sell	Profit	Commission				
----- JTD -----						
Sell	Profit	Commission				
Sales Person	% Alloc	Est Comm	JTD Comm	Cur / Utd	% Complete	
0503-0006	Godfrey New A/C Installation	01016	Godfrey, Clifford	Gross	15.00	Open
Base				Gross		
		7,500.00	7,165.10	24.59		
		1,500.00	1,500.00	225.00		
	PAULINE	100.00	24.59	225.00	-200.41	915.01

Extra 1	Upgraded Control System			Gross	15.00	Open
		350.00	279.20	4.90		
				0.00	0.00	0.00
	PAULINE	100.00	4.90	0.00	4.90	0.00

Total Job	Est Comm	29.49		Cur / Utd	-195.51	
	JTD Comm	225.00		% Complete	762.97	
0412-0003	Humak New A/C Install	01017	Humak, John	Net	15.00	Open
Base				Net		
		2,900.00	751.50	-224.56		
				500.00	-62.10	-11.50
	ALAN	100.00	-224.56	-11.50	-213.06	0.00

Extra 1	Add on Electronic Thermostat			Net	15.00	Estimate
		250.00	155.20	-11.06		
				0.00	0.00	0.00
	ALAN	100.00	-11.06	0.00	-11.06	0.00

Total Job	Est Comm	-235.62		Cur / Utd	-224.12	
	JTD Comm	-11.50		% Complete	0.00	
0506-0002	machonew a/c install	01033	Fohn Coast Contractors, Inc.	Gross	12.00	Warranty
Base				Gross		
		6,000.00	2,828.82	175.97		
				6,000.00	4,122.85	720.00
	PAULINE	100.00	175.97	720.00	-544.03	409.16

Extra 1	ac install upgrade thermostat			Gross	12.00	Closed
		250.00	146.88	5.25		
				250.00	180.50	30.00
	PAULINE	100.00	5.25	30.00	-24.75	371.43

Total Job	Est Comm	181.22		Cur / Utd	-588.78	
	JTD Comm	720.00		% Complete	413.86	

Job Cost Profit Summary

Description: This report provides a concise summary of the profitability for the selected Jobs. A single line is printed for each Job, including its estimated sale price, cost, and profitability, compared with job-to-date amount billed, cost, and profitability. This allows you to compare estimated and actual profitability totals. The bottom of the report offers total estimated and job-to-date sales, cost, and profitability for the selected Jobs.

Sort Options:

Job Name
Job Number

Selection Options:

Job Number
Job Type
Open or Close Date
Supervisor
Salesperson

Additional Selection Options: You can limit the report to only open, closed, or warranty-status Jobs. Also, you can include overhead, commission, and Use Tax as part of the Estimated Cost, and overhead or commission as job-to-date cost.

8/8/07 2:03 pm

Job Cost Profit Summary

Page 1 of 1

- Open SalesPerson >= ALAN AND SalesPerson <= ALAN
- Closed
- Warranty

Job #	Job Name	Estimate				JTD				
		Sell Price	Cost	Profit	GPM%	Amnt Billed	Cost	Profit	GPM%	GP\$/Lab
0509-0001	Anderson Simple with Extra	0.00	2030.35	-2030.35	0.00	496.40	195.22	301.18	60.67	46.34
0503-0001	Corso Test Job	1750.00	1000.00	750.00	42.86	1950.00	14.50	1935.50	99.26	2580.67
0503-0002	Dell Install new A/C	156000.00	0.00	156000.00	100.00	14000.00	21.80	13978.20	99.84	0.00
0609-0001	Gordon new A/C install	3995.00	2204.09	1790.91	44.83	2700.00	309.75	2390.25	88.53	261.80
0608-0001	Hamlin New A/C Install	2275.00	1616.00	659.00	28.97	2275.00	1606.00	669.00	29.41	40.55
0506-0001	Harris New A/C Installation	6250.00	755.50	5494.50	87.91	2000.00	32.90	1967.10	98.36	0.00
0503-0003	Marin Changeout - T&M Job	0.00	0.00	0.00	0.00	0.00	205.95	-205.95	0.00	0.00
0612-0001	miller test	8000.00	0.00	8000.00	100.00	0.00	0.00	0.00	0.00	0.00
0508-0001	minimal t&m job	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0507-0001	Papa John's - T&M	5200.00	0.00	5200.00	100.00	3326.66	1418.83	1907.83	57.35	112.23
0503-0004	Schuster Job - Departmental B	5000.00	0.00	5000.00	100.00	0.00	0.00	0.00	0.00	0.00
0503-0005	Turpin Departmental	7500.00	0.00	7500.00	100.00	1000.00	222.75	777.25	77.73	116.35

Totals	Estimate	JTD
Sell	199,120.00	28,248.06
Cost	9,403.04	7,591.10
Profit	189,716.96	20,656.96
GPM%	95.28	73.13
GP\$ per Labor Hour	n/a	265.82

Job Cost Status Report

Description: This report produces a summary of basic Job information for Jobs that match a selected status: Estimate, Lost, Open, Closed, or Warranty. You can use check boxes to select more than one Status, so the report could be run for Closed and Warranty Jobs, for example. The report lists Job Number, work site name and address, Job Description, and sale price for each Job, making it short and easy to read. Extras are listed individually after the main Job.

Sort Options:

Job Name
Job Number

Selection Options:

Job Number
Job Type
Status Date
Customer Type
Salesperson
Supervisor

Additional Options:

Job Status
Billing Type

8/8/07 2:22 pm

Job Status Report

Page 1 of 1

- Estimate
- Lost
- Open
- Closed
- Warranty

Selections = All

- T/M
- Contract
- Departmental

Job #	Customer Name	Site Address	City / State / Zip	Supervisor	Status Date
Base/Extra	Description	Contact	Phone	Sell Amount	Sales Person

Status Warranty

0506-0002	Palm Coast Contractors, Inc.	9088 Three Oaks Drive	Fort Myers, FL33908	BOB	12/30/1899
Base		Joe Klondike	(239)433-5896	6000.00	PAULINE*
Extra #1	install upgraded thermostat	Joe Klondike	(239)433-5896	250.00	PAULINE*
Job Total				6250.00	

Totals	Quantity	Sell Amount
Estimate	0	0.00
Lost	0	0.00
Open	0	0.00
Closed	0	0.00
Warranty	1	6,250.00
Total	1	6,250.00

Job Cost Call Slip Summary

Description: This report lists all of the Call Slips associated with the selected Jobs. A Job normally produces one Call Slip for each Phase, but additional Call Slips can also be added to any Phase later. This could result in a large number of Call Slips becoming attached to a single Job. For each Call Slip, the report includes the Call Slip number, scheduled date, current status, and Phase. The listing for each Job includes its Job Number, Job description, site name, and the Zone where the work site is located.

Sort Options:

Call Slip Number
 Scheduled / Work Date
 Site Name
 Technician
 Status

Selection Options:

Job Number
 Call Slip Number
 Scheduled / Work Date
 Site Name
 Technician

Additional Selection Options: Call Slip status

08/07/2007 5:08 pm

Job Cost Call Slip Summary Report

Page 1 of 2

Selections = All

Job Number	Job Name	Site Name	Zone		
Call Slip #	Scheduled/ Work Date	Primary Technician	Status	Extra #	Phase
0412-0003	Hamlin New A/C Install	Hamlin, John	Central		
1012	3/9/2005	ALAN	MAT		ROUGH
1013	4/10/2007	ALAN	MAT		INSTALL
1014	7/5/2007	ALAN	DISP		START
1015	7/5/2007	ALAN	MAT		CLEANUP
1105	4/25/2006	ALAN	MAT	Ex# 2	INSTALL
0503-0001	Corso Test Job	Corso, Frank	SE Cape		
1011	4/28/2006	ALAN	A/R		DEFAULT
1016	8/4/2005	BOB	LAB	Ex# 1	DEFAULT
0503-0002	Dell Install new A/C	Dell, Christina	Central		
1227	7/5/2007		UNSCHD		INSTALL
1228	7/5/2007		UNSCHD		START
0503-0003	Martin Change-out - T&M Job	Martin, Dale	South F M		
1017	7/5/2007		MAT		ROUGH
1018	7/5/2007		MAT		INSTALL
1019	7/5/2007		UNSCHD		START
0503-0004	Schuster Job - Departmental Bill	Schuster, Allen	South F M		
1020	7/5/2007		UNSCHD		ROUGH
1021	7/5/2007		UNSCHD		INSTALL
1022	7/5/2007		UNSCHD		START
1023	7/5/2007		UNSCHD		CLEANUP
0503-0005	Turpin Departmental	Turpin, Roger	South F M		
1024	12/30/1899		A/R		ROUGH
1025	4/11/2006	BOB	A/R		INSTALL
1026	12/30/1899		A/R		START
1027	12/30/1899		A/R		CLEANUP

Technician Reports

These reports analyze the profitability and performance of your technicians. Their data comes primarily from the Call Slips File. When considering a Call Slip that has multiple technicians dispatched to it, Acowin will divide cost and income between the technicians proportionally, depending on the ratio of hours worked for each technician. Thus, a technician who does half the work on a Call Slip will be credited with half of that Call Slip's material costs and overall income. Labor cost for technicians is always computed precisely for each tech, using the hourly cost and burden from the Pay Rates screen of the Employee File. If the Pay Rates screen is left blank for any given employee, Acowin will use the global default labor costs from the Labor screen of Setup. It is, obviously, much more accurate to enter each technician's personal labor costs on the Pay Rate screen.

Technician Time Report
Technician Time by Account Report
Technician Profitability Summary
Technician Profitability Detail
Flat Rate Technician Spiff Report

Technician Time Report

Description: This report reads the Dispatched, Arrived, and Departed times on the Times screen of the Call Slips, to produce a record of the technicians' activity on the selected dates. Totals for Travel, Regular, Over, and Double Time are provided for each technician. This report can be printed and compared to the time sheets submitted by each technician for payroll purposes. It is also useful when analyzing the performance of a technician.

Sort Options:

Date / Time
Site Name
Call Slip Number
Work Order Number

Selection Options:

Technician
Work Date
Site Number
Work Order Number

09/15/2004 4:45 pm

Technician Time Report

Page 1 of 1

Technician Name	Technician ID	WorkDate >= 9/15/04 AND WorkDate <= 9/15/04							
Site Name	Call Slip #	Work Date	Dispatched	Arrived	Departed	Travel	Regular	Over	Double
ALAN									
	atate								
Hanlin, John	1038	09/15/2004	09:00a	09:45a	10:30a	0.75	0.75	0.00	0.00
Ace Hardware	1029	09/15/2004	10:30a	11:30a	04:00p	1.00	4.50	0.00	0.00
Technician Totals:						1.75	5.25	0.00	0.00
BOB									
	173								
Ace Hardware & Pump	1031	09/15/2004	08:00a	08:30a	10:00a	0.50	1.50	0.00	0.00
Papa John's Pizza	1032	09/15/2004	10:00a	10:15a	11:00a	0.25	0.75	0.00	0.00
Healy, Patricia	1033	09/15/2004	12:00p	12:15p	01:25p	0.25	1.17	0.00	0.00
Ace Hardware	1039	09/15/2004	01:30p	01:45p	03:00p	0.25	1.25	0.00	0.00
Corso, Frank	1019	09/15/2004	03:30p	03:50p	04:45p	0.33	0.92	0.00	0.00
Technician Totals:						1.58	5.59	0.00	0.00
JEFF									
	103								
Lee Coast Enterprises	1030	09/15/2004	08:30a	09:00a	09:50a	0.50	0.83	0.00	0.00
Dell, Christina	1036	09/15/2004	10:00a	10:15a	10:35a	0.25	0.33	0.00	0.00
Robinson, Patrick	1037	09/15/2004	01:00p	01:15p	01:40p	0.25	0.42	0.00	0.00
Faiella, Jim	1026	09/15/2004	02:00p	02:25p	04:10p	0.42	1.75	0.00	0.00
Technician Totals:						1.42	3.33	0.00	0.00
MIKE									
	151								
Crane, Rebecca	1035	09/15/2004	08:00a	08:30a	09:40a	0.50	1.17	0.00	0.00
Miller, Stephanie	1034	09/15/2004	11:39a	12:00p	12:49p	0.35	0.82	0.00	0.00
Technician Totals:						0.85	1.99	0.00	0.00
Report Totals:						5.60	16.16	0.00	0.00

Technician Time by Account Report

Description: This report sorts the hours worked by your technicians according to the General Ledger cost of goods account that should be debited. The General Ledger account is determined by the Distribution Code that was chosen for each Call Slip. The report can be sorted according to the account numbers, or alphabetically using the verbal description of each General Ledger account. QuickBooks users will probably prefer using the Description sort option, since QuickBooks G/L accounts don't have to be given numbers. Subtotals are provided for each technician. You can run the report for a single technician or all techs, and you can select a range of dates, making it a good report to use for entering weekly payroll information in your accounting software.

Sort Options:

General Ledger Account Number
 General Ledger Account Description

Selection Options:

Technician
 Work Date

09/23/2005 11:42 am

Technician Time by Account Report

Page 1 of 1

Tech >= JEFF AND Tech <= JEFF

Technician Name	Technician ID	Time Type	Account Number	Class	Account Description	Hours
JEFF	103					
		TT	Travel			
			5000		Service Labor COGS	1.47
			5010		Service Agreement Labor COGS	0.23
			5020		Installation Labor COGS	1.50
		RT	Regular			
			5000		Service Labor COGS	5.63
			5010		Service Agreement Labor COGS	0.43
			5020		Installation Labor COGS	6.00
		OT	Over Time			
			5000		Service Labor COGS	1.00
			5010		Service Agreement Labor COGS	0.00
			5020		Installation Labor COGS	0.00
		DT	Double Time			
			5000		Service Labor COGS	0.00
			5010		Service Agreement Labor COGS	0.00
			5020		Installation Labor COGS	0.00

Technician Profitability Summary

Description: This report provides overall cost, income, and profitability for the Call Slips worked by the selected technicians. The selection options allow you to choose a particular technician, or specify a range of work dates. Since the report is a summary and only prints the totals for each technician, it is a very brief report. If you want full details for all the Call Slips that were counted into these totals, run the Technician Profitability Detail report.

Sort Options:
Technician

Selection Options:
Call Slip Number
Technician
Work Date
Distribution Code
Group Field
Invoice Date
Customer Type

Additional Options:
Call Slip status level

Inspection, Contract, or
Standard Call Slips only

9/15/04 5:02:02PM

Tech Profitability Summary Report

Page 1 of 1

Selections = All

Technician	Material Cost	Material Sale	Labor Cost	Labor Sale	Misc Cost	Misc Sale	Total Cost	Total Sale	Profit Dollars	Profit Percent
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ALAN	6.95	25.00	182.00	646.50	0.00	0.00	188.95	671.50	482.55	71.86
BOB	1,476.65	3,341.25	465.83	1,681.65	0.00	0.00	1,942.48	5,022.50	3,080.02	61.33
JEFF	91.65	220.05	225.33	902.86	0.00	0.00	316.98	1,122.91	805.93	71.77
MIKE	1,265.32	2,973.46	210.16	845.13	0.00	0.00	1,475.48	3,818.59	2,343.11	61.36
RAY	157.90	493.44	52.00	200.00	0.00	0.00	209.90	693.44	483.54	69.73
TODD	2,744.35	7,951.68	577.50	1,200.00	0.00	0.00	3,321.85	8,751.68	5,429.83	62.04
TOTALS										
Material Cost	Material Sale	Labor Cost	Labor Sale	Misc Cost	Misc Sale	Total Cost	Total Sale	Profit Dollars	Profit Percent	
5,742.82	14,604.88	1,712.81	5,475.14	0.00	0.00	7,455.63	20,081.02	12,625.39	62.87	

Technician Profitability Detail

Description: This report provides a detailed profitability analysis for the selected technicians, listing each Call Slip they worked on, with its cost, income, and profitability. Totals for each technician are also provided. The Technician Profitability Summary report has the same sort and selection criteria, and reads the same data, but it includes only the totals for each technician. The Summary report might be best if you want a look at overall profitability for all of your technicians, while the Detail report is better if you want a closer look at the details behind a single technician's profitability.

Sort Options:
Technician

Selection Options:
Call Slip Number
Technician
Work Date
Distribution Code
Group Field
Invoice Date
Customer Type

Additional Options:
Call Slip status level

Inspection, Contract, or
non-Contract Call Slips only

9/15/04 5:18:16PM

Tech Profitability Detail Report

Page 1 of 1

WorkDate >= 9/15/04 AND WorkDate <= 9/15/04

Work Date	Site Number	Site Name	Tech	Call Slip Number	Material Cost	Material Sale	Labor Cost	Labor Sale	Misc Cost	Misc Sale	Total Cost	Total Sale	Profit Dollars	Profit Percent
9/15/04	01010-0001	Children & Adult Dent		1003	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9/15/04	01017-0001	Hartlin, John	ALAN	1038	6.95	25.00	39.00	166.80	0.00	0.00	45.95	191.80	145.85	75.01
					6.95	25.00	39.00	166.80	0.00	0.00	45.95	191.80	145.85	75.01
9/15/04	01003-0002	Ace Hardware & Pum	BOB	1031	0.00	0.00	52.00	200.00	0.00	0.00	52.00	200.00	148.00	74.00
9/15/04	01013-0002	Papa John's Pizza	BOB	1032	0.00	0.00	26.00	120.00	0.00	0.00	26.00	120.00	94.00	78.33
9/15/04	01018-0001	Healy, Patricia	BOB	1033	22.80	78.76	36.83	140.00	0.00	0.00	59.63	218.76	159.13	72.86
9/15/04	01003-0004	Ace Hardware	BOB	1039	0.00	0.00	39.00	160.00	0.00	0.00	39.00	160.00	121.00	75.61
					22.80	78.76	193.83	620.00	0.00	0.00	176.33	698.76	522.43	74.77
9/15/04	01002-0001	Lee Coast Enterprise	JEFF	1030	0.00	0.00	34.67	160.00	0.00	0.00	34.67	160.00	125.33	78.33
9/15/04	01007-0001	Dell, Christina	JEFF	1036	5.90	20.00	15.17	91.20	0.00	0.00	21.07	111.20	90.13	81.06
9/15/04	01021-0001	Robinson, Patrick	JEFF	1037	0.00	0.00	17.33	90.00	0.00	0.00	17.33	90.00	72.67	80.74
					5.90	20.00	67.16	341.20	0.00	0.00	73.06	361.20	288.14	79.77
9/15/04	01001-0001	Miller, Stephanie	MIKE	1034	41.80	130.00	30.33	157.80	0.00	0.00	72.13	287.80	215.67	74.94
9/15/04	01005-0001	Crane, Rebecca	MIKE	1035	6.95	25.00	43.33	166.80	0.00	0.00	50.28	191.80	141.52	73.74
					48.75	195.00	73.66	324.30	0.00	0.00	122.41	479.30	356.89	74.46
9/15/04	01025-0001	Shiraz Oriental Rug G	TODD	1040	1,299.35	3,687.18	206.25	440.00	0.00	0.00	1,505.60	4,127.18	2,621.58	63.52
9/15/04	01003-0001	Ace Hardware Forev	TODD	1041	1,445.00	3,864.90	371.25	760.00	0.00	0.00	1,816.25	4,624.90	2,808.65	60.71
					2,744.35	7,551.68	577.90	1,200.00	0.00	0.00	3,321.85	8,751.68	5,429.83	62.04

TOTALS

Material Cost	Material Sale	Labor Cost	Labor Sale	Misc Cost	Misc Sale	Total Cost	Total Sale	Profit Dollars	Profit Percent
2,828.45	7,830.44	911.16	2,652.00	0.00	0.00	3,739.61	10,482.44	6,742.83	64.33

Flat Rate Technician Spiff

Description: This report lists all the Flat Rate repairs which include a spiff payable to the technician. The Invoice Number, Invoice Date, posting date, Repair Number, and Repair Description of each Flat Rate code is included, along with the spiff payment amount. If a single invoice had more than one Flat Rate billing code with a spiff, each repair will be listed separately, producing several lines that refer to the same Invoice Number. A total spiff amount for each technician is provided. You can run this report for any range of dates, making it ideal for computing the spiff payments for your technicians every week or month.

Sort Options:

Invoice Date
 Posted Date
 Invoice Number
 Repair Number

Selection Options:

Posting Date
 Invoice Date
 Technician

Additional Report Options: You can instruct the report to include Flat Rate codes with zero spiff payments, to obtain a complete list of all the Flat Rate repairs performed by the technicians, instead of just the ones that included a spiff payment.

12/08/2008 1:32 pm

Flat Rate Tech Spiff Report

Page 1 of 6

Selections = All

Tech: BOB

Invoice #	Inv Date	Posted Date	Repair #	Description	Spiff
S-1020	08/13/2007	08/13/2007	GEN00001	General Diagnostic	0.00
S-1056	07/07/2008	07/07/2008	BHT010015	REPLACE 6 5/8" TO 9" AIR TUBE	0.00
S-1057	07/09/2008		AVL110000	Replace 1/4" Flare Swivel Access Tee	1.25
S-1057	07/09/2008		DFT110005	Warranty Replacement of Induced Draft Assembl	0.00
S-1070	10/31/2008	11/18/2008	008781	BELL & GOSSETT 189134	0.00
S-1084	11/17/2008	11/17/2008	008781	BELL & GOSSETT 189134	0.00
S-1086	11/18/2008		008794	BELL & GOSSETT 118228	0.00
S-1085	11/18/2008	11/18/2008	008800	BELL & GOSSETT 118723	0.00
S-1087	11/18/2008	11/18/2008	008796	BELL & GOSSETT 118373 FLANGE GASKET	0.00
					1.25

Miscellaneous Reports

Employee List
Diary List

Employee List

Description: This report produces a list of your employees, including their Name Code, name, phone number, cell phone number, and email address. Street addresses can optionally be included as well. Employees configured for using AcoTruck will be marked on the report. You can run the report for technicians, terminated employees only, or all employees.

Sort Options:
Employee Code
Employee Name

Selection Options:
Employee Code
Employee Name

Additional Report Options: You can optionally include the employees' home address on the report. You can run the report for technicians only. Terminated employees can be included if desired.

12/9/08 9:27 am Employee List Page 1 of 1

Selections = All

Code	Name	Phone	Cell Phone	Email	AcoTruck
Address1		Address2		City/State/Zip	
BOB	Robertson,Bob	(239) 466-5896	(239) 401-6633	bobroberts@sample.com	Yes
1520 Sunset Blvd		Unit 24	Ft. Myers FL 33908		
CARL	Beall,Carl	(239) 501-2224	(239) 401-7777	carlbeall@sample.com	
60014 Copper Street		North Ft. Myers FL 33917			
JOHN	Jones,John	(239) 655-2555	(239) 400-8888	jjones@sample.com	
10041-C Andalusia Road		Cape Coral FL 33904			
ROBIN	Peters,Robin	(239) 988-2510	() -	robimpeters@sample.com	
963 Red Robin Way		Cape Coral FL 33904			

Diary List

Description: This report lists Diary entries from all of the Diary screens spread through the Acowin system, including the Company, Contract, Customer, Dispatch, Job Cost, and Site Diaries. You may limit the report to selected diary files, or include entries from all of the diaries on the same report. The report can be limited to only the entries marked as Done, or only the entries which are still pending, or you can run a report for all of the entries, regardless of completion status.

Sort Options:

Follow-Up Date
User

Selection Options:

Follow-Up Date
Diary Code
User

Other Report Options: You can select one or more of the individual Diaries to be considered on the report, choosing from Job Cost, Contract, Customer, Site, Company, and Dispatch Diaries. You can limit the report to include only the Diary entries which have been marked as “Done”, or those which are not done yet. You can optionally include the long message text from each Diary entry.

12/9/08 9:45 am Diary List Report Page 1 of 3

Selections = All

FollowUp	Reference ID	Code	Description	User	Done
Subject					
Message					
Type: Company					
04/22/2007	Sample		TMS	JOHN	T
Rotate last week's backup tapes Bring week 2 backup tapes on-site and remove Week 1 tapes to a secure off-site location.					
Type: Contract					
04/20/2007	01001-0001-0008		Miller, Stephanie	JOHN	
call re: contract renewal					
Type: Customer					
08/19/2006	001001	CLM	Miller, Stephanie	JOHN	T
Called and Left Message Called and left a message asking the customer to return my call					
08/23/2006	001001		Miller, Stephanie	JOHN	T
Discussed Past Due Balance Stephanie called back to discuss the past -due balance on her account. She said payment would be sent within five days. Set follow-up for 08/23/06 and will call her back if payment is not received by this date.					
09/19/2006	001001		Miller, Stephanie	JOHN	T
Sending new check after NSF She is sending a new check to replace check number 5132, amount \$251.34, after it was rejected for non-sufficient funds, new check to arrive by 9/30/06					