

Team Management Systems
ACOWIN Report Manual
Revision 07.14

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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 July 2014 for a technician named “BOB”, you would have two Select choices to make: a selection by Schedule Date for 07/01/2014 through 07/31/2014, 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 "07/01/2014" and the "To" field contains "07/31/2014". Each date field has a small calendar icon to its right. A blue right-pointing arrow button is positioned between the filter fields and the selection criteria box. On the right side, there is a box titled "Selection Criteria (Make up to 4 selections)". Inside this box, the text reads "Technician = Bob" and "Sched/Work Date from 07/01/2014 to 07/31/2014". At the bottom of this box are two buttons: "Remove" and "Reset".

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 a step 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
Tax Credit / Refund Report
*** Customer Statements**
AR Payment Transfer Report (QB Users Only)

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

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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.

12/05/2010 10:29:01AM

Accounts Receivable Call Slip Edit Report Reprint

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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.

12/05/2008 10:33:35AM

Accounts Receivable Call Slip Posting Report

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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.

12/05/20 10:37:06AM

Accounts Receivable Call Slip Posting Report

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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 Cheesecake	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 Rug	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 Rug	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 Rug	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 Rug	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.

12/05/2008 11:41 am Contract Edit Report Reprint Page 1 of 2

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

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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
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
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
			0.00	250.00
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
			0.00	5,350.00

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

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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/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

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

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 Galk	Shiraz Oriental Rug Gallery	Contract	C-1184	11/10/2008	0.0600	100.00	0.00	0.00	100.00	
Example Home Builders,	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

Tax Credit / Refund Report

Description: This report is designed for companies that pay sales tax when they purchase material, and charge the end user sales tax so that they can review a possible tax credit earned. This report will use the tax region in which the material was sold as the basis for calculating the sales tax credit. This report assumes that you pay sales tax on all items purchased. For this report to calculate the tax credit, your tax region must have a percentage associated with it.

If you are using a tax region that you set up for tax exempt customers with a 0% tax, then the system will not calculate the tax credit. If it is a tax exempt customer, then you should use a tax region with a percentage and uncheck the tax checkboxes on the call slip or invoice. NOTE - You might consider creating a tax region that starts with the letters "TE" for Tax Exempt and then the name of your normal tax region. This will allow you to quickly see if you accidentally charged sales tax on a customer that should have been tax exempt and will still have the tax percentage for the tax credit report.

Please check with your CPA and state department of taxation and finance to verify that the information gathered on this report will work for you in order to claim a tax credit.

Sort Options:

Invoice Date

Selection Options:

Month and Year for invoices

Additional Options:

- Include Misc Codes
- Include PO Items*
- Include Inventory Items*
- Include Free Key Items
- Include Direct Charge Material*
- Include Direct Charge Misc.
- * = Checked by default

07/02/2014 9:22 am

Tax Credit/ Refund Report

Page 1

Month = 6 Year = 2014

- Include Misc Codes
- Include PO Items
- Include Inventory Items
- Include Free Key Items
- Include Direct Charge Material
- Include Direct Charge Misc

Customer Name	Trans Date	Ref#	Trans Type	Tax Region	Tax Percent				
	Labor Sell	Material Sell	Misc Sell	Tax Amount	Total Invoice Amount Less Tax	Capital Improvement	Mat Used in Repair/Maintenance	Tax Credit	
Foster, Ralph	06/10/14	S-2157	Service	FL TMS	6.000%				
	773.45	6,976.55	0.00	418.59	7,750.00	0.00	3,851.80	231.11	
Teterick, Bryan	06/12/14	S-2159	Service	FL TMS	6.000%				
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Schaeffer, Brian	06/05/14	S-2156	Service	FL TMS	6.000%				
	259.00	377.00	0.00	22.62	613.38	0.00	63.81	3.83	
Trago, Brian	06/16/14	S-2160	Service	FL TMS	6.000%				
	216.00	354.00	0.00	21.24	548.76	0.00	38.03	2.28	
FL TMS	1,248.45	7,707.55	0.00	462.45	8,912.14	0.00	3,953.64	237.22	
Totals:	1,248.45	7,707.55	0.00	462.45	8,912.14	0.00	3,953.64	237.22	

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

A/R Payment Transfer Report

Description: This report will list the payments that were applied to a Call Slip invoice (through the "Envelope" icon on the call slip or Dispatch Detail Screen or from ACOTRUCK) that have been or will be transferred to QuickBooks during the QuickBooks Syncing process. This report will show if the payment was Cash, Credit Card or Check for each customer and will give you a G/L Activity Grand Total at the bottom of the report for each type of payment. The Credit Card Detail totals will also be shown at the bottom so you know how much your payments were for each credit card type. You can select the report to run by Customer and/or Date and can choose to show payments based on if they have been synced or not synced to QuickBooks. This will allow you to see if you have any payments that have not been transferred to QuickBooks, but will the next time you sync the Payments.

Sort Options:
Customer Name

Select Options:
Customer Name
Payment Date

Additional Options:
Synced
Not Synced
Show Invoices
Included Payments created from Call Slip Money collected
Include payments created from the Auto CC / ACH Feature

7/2/14 11:14 am

Payment Transfer Report

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PaymentDate >= 06/01/2014 AND PaymentDate <= 07/31/2014

Synced
 Not Synced
 Money Collected
 Auto CC/ACH

Customer Name	Payment Date	Created From	Cash	Credit Card/ACH	Check
Status: Synced					
Foster, Ralph	06/10/2014	Money Coll	0.00	0.00	7,668.59
Kelly, Megyn	07/14/2014	Auto CC/ACH	0.00	20.87	0.00
Schaeffer, Brian	06/05/2014	Money Coll	0.00	0.00	550.00
Teterick, Bryan	06/12/2014	Money Coll	0.00	0.00	500.00
Trago, Brian	06/16/2014	Money Coll	0.00	0.00	200.00
Trago, Brian	06/16/2014	Money Coll	0.00	270.00	0.00
Synced Totals:			0.00	290.87	8,918.59
			0.00	290.87	8,918.59

GL Activity	Cash	Credit Card/ACH	Check
1015	0.00	270.00	8,918.59
1499	0.00	20.87	0.00

Credit Card Detail	
Card Type	Amount
ACH/Other CC	20.87
Visa	270.00

Accounts Payable Reports

Since ACOWIN Integrates with third party accounting systems, such as QuickBooks and StarBuilder, most of your Accounts Payable Reports will need to be printed from your third party accounting system.

NOTE – If you are NOT using QuickBooks as your accounting system, then you will only have the option of the reports with an asterisk (*) next to it.

Vendor Bill Report
Vendor Bill Journal Entries
***Use Tax Report**

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

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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	Conna_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	Conna_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

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 (which is only available if you are integrating ACOWIN with QuickBooks) 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

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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 Cot	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

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
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General Ledger Reports

Since ACOWIN Integrates with third party accounting systems, such as QuickBooks and StarBuilder, most of your General Ledger Reports will need to be printed from your third party accounting system.

Journal Entries by Batch

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

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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

Payroll Reports

Since ACOWIN Integrates with third party accounting systems, such as QuickBooks and StarBuilder, your Payroll Reports will need to be printed from your third party accounting system.

Payroll Hours Report

Payroll Hours Report

Note: This report is only available for QuickBooks users who have completed the QB Payroll Wizard, linking the QuickBooks Payroll System to Acowin.

Description: Use this report to compare the hours worked on your Acowin Call Slips with the hours paid on your Payroll Time Cards. Each line of the report displays a single line of labor from a Call Slip, matched against the Time Card hours paid for that same line of labor. Hours are broken down into Travel, Regular, Over, and Double Time columns. If the Time Card hours are different from the Call Slip hours, the line will be marked with an X symbol. Time Card hours which have not yet been synchronized to QuickBooks will be indicated with a shaded background. To run the report, you must select a Pay Period starting date. Any Call Slip labor that has been closed with a Departed time, and falls within seven days of the Pay Period starting date, will be included on the report. You can limit the report to a single tech if desired. You may include only the labor lines that show a variance between the Call Slip and Time Card.

Sort Options:

Work Date

Selection Options:

Work Date
Technician

Additional Options:

Show labor pending to sync to QB
Show Labor Synced to QB
Show only lines with variance between the Call Slip and Time Card

07/02/2014 11:00 am

Call Slip Hours vs Time Cards

Page 1 of 1

WorkDate >= 01/01/2013 AND WorkDate <= 07/02/2014

	Call Slip #	Work Date	Call Slip				Time Card			
			TT	RT	OT	DT	TT	RT	OT	DT
Tech: BOB										
	2593	03/08/2013	00:25	01:35			00:25	01:35		
	2626	03/08/2013	00:15	01:45			00:15	01:45		
Totals for Tech: BOB			0:40	3:20	0:00	0:00	0:40	3:20	0:00	0:00
Tech: NATE										
	2430	03/08/2013	00:20	01:40			00:20	01:40		
	2622	03/08/2013	00:11	01:18			00:11	01:18		
	2624	03/08/2013	00:22	01:19	00:04		00:22	01:23		X
	2625	03/08/2013	00:15	02:45			00:15	02:45		
	2291	03/14/2013	00:24	01:21			00:06		00:08	X
	2764	03/18/2014	00:16	01:16			00:16	01:16		
	2774	03/20/2014	00:22	01:15			00:22	01:15		
Totals for Tech: NATE			2:10	10:54	0:04	0:00	1:52	9:37	0:00	0:08

X Lines marked with this symbol have variances

Colored fields have not been synced to QuickBooks

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
Misc. Code Usage Report
ACOTRUCK Call Slips
GPS Outstanding Call Slips
Happy Call Slips
Site Calls (High Call Slip Volume)
Service Agreement Opportunity Report
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 Number
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 (Standard)*, *Inspection* or *Job Cost (Project Management)* call slips.

History, Equipment, and Inspection Print Options: The *History/Equipment* section 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: GUEST

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- Stephanie (239)437-3030	Fort Myers FL 33907- Stephanie (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 or Taken Date
 Site Name or Site Address
 Zone
 Status

Selection Options:

Technician
 Schedule Date
 Zone

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. This report can also be used to create mailing labels based on the selection criteria.

12/08/2008 9:23 am Scheduled Calls Report Page 1 of 1

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	Shad	(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.

This report can also be used to select Call Back and Warranty calls.

01/08/2014 10:15 am

CallSlip Summary Report

Page 1 of 1

WorkDate >= 12/01/2013 AND WorkDate <= 01/08/2014

Inspection Non-Contract
 Contract Job Cost

CallSlip #	Site Name	Scheduled/ Work Date	Primary Technician	Status	Zone	CallSlip Type	Taken By	Invoice #
1031	Action Electric, Inc.	12/22/2013	BOB	SCHED	Central	Non-Ctr	NATE	
2718	Johnson, Richard	1/2/2014	NATE	SCHED	Gateway	Non-Ctr	NATE	S-2077
2717	Lewis, Randy	12/27/2013	BOB	SCHED	Gateway	Non-Ctr	NATE	
2715	Reynolds, Paul	12/18/2013	NATE	SCHED	Gateway	Non-Ctr	NATE	
2716	Reynolds, Paul	12/20/2013	BOB	SCHED	Gateway	Non-Ctr	NATE	
2712	Severson, Marcie	12/4/2013	NATE	SCHED	South	Non-Ctr	NATE	S-2075
2714	Severson, Marcie	Multi	Multi (2)	INC	South	Non-Ctr	NATE	
2711	Smith, Mike	12/4/2013	NATE	MAT	South	Insp	NATE	
2710	Smith, Sean	12/4/2013	NATE	A/R	Gateway	Non-Ctr	NATE	S-2074
2713	Smith, Sean	12/17/2013	NATE	A/R	Gateway	Non-Ctr	NATE	S-2076

Total Number of Records : 10

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, etc.

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.

1/8/2014 10:06:23AM

Problem Code Usage List

Page 1 of 1

Problem Code	Problem Name	Date Taken	Status	CallSlip #	Site Name
HEAT	Heat Problem	12/04/2013	SCHED	2712	Severson, Marcie
Number of Calls for: HEAT					1
INSP	Inspection	12/04/2013	MAT	2711	Smith, Mike
Number of Calls for: INSP					1
INSTAL	Installation	12/17/2013	SCHED	2715	Reynolds, Paul
INSTAL	Installation	12/17/2013	SCHED	2716	Reynolds, Paul
Number of Calls for: INSTAL					2
NC	No Cooling	12/27/2013	SCHED	2717	Lewis, Randy
NC	No Cooling	12/31/2013	SCHED	2718	Johnson, Richard
NC	No Cooling	12/17/2013	INC	2714	Severson, Marcie
NC	No Cooling	12/04/2013	A/R	2710	Smith, Sean
NC	No Cooling	12/17/2013	A/R	2713	Smith, Sean
Number of Calls for: NC					5
Total Calls :					9

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 a specific truck 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.

Additional Selection Options: This report can be limited to show just un-posted, posted or both types of call slips. You can also elect to show Inventory items, non-inventory (Freekey) items and/or items purchased on a PO to the call slip.

Sort Options:

Key Code
 Invoice Date
 Lead Tech
 Call Slip Number

Selection Options:

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

1/8/2014 10:43:35AM

Material Usage Report

Page 1 of 1

LeadTech >= nate AND LeadTech <= nate AND
 InvDate >= 09/01/2013 AND InvDate <= 10/31/2013

KeyCode	Description	CallSlip#	Invoice Date	SiteName	Location	Qty	Unit Cost	Total Cost	Tech
CAP002	Capacitor, 5 MFD	2648	10/23/2013	High, Jim	TR102NATE	1	4.85	4.85	NATE
CAP002	Capacitor, 5 MFD	2653	09/19/2013	Ariani Restaurant & Lounge	TR103	1	4.85	4.85	NATE
CAP002	Capacitor, 5 MFD	2689	10/04/2013	Wasik, Matt	TR103	1	4.85	4.85	NATE
						3		14.55	
FLT001	filter, pleated, 16x20x2	2261	09/03/2013	Glynn, Page	MAIN	1	5.90	5.90	NATE
						1		5.90	
MOT001	1/4 HP Generic Motor	2696	10/29/2013	Severson, Marcie	TR103	1	56.00	56.00	NATE
MOT001	1/4 HP Generic Motor	2688	09/24/2013	Johnson, Lori	TR103	1	56.00	56.00	NATE
MOT001	1/4 HP Generic Motor	2653	09/19/2013	Ariani Restaurant & Lounge	TR103	1	56.00	56.00	NATE
MOT001	1/4 HP Generic Motor	2687	09/19/2013	Bode, Paul	TR103	1	56.00	56.00	NATE
MOT001	1/4 HP Generic Motor	2689	10/04/2013	Wasik, Matt	TR103	1	56.00	56.00	NATE
						5		280.00	
MOT002	1/4 HP 208/230V 1075 RPM	2648	10/23/2013	High, Jim	TR102NATE	1	58.96	58.96	NATE
						1		58.96	
REF001	R-22 Refrigerant	2689	10/04/2013	Wasik, Matt	TR103	1	11.00	11.00	NATE
						1		11.00	
Grand Total						11		370.41	

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

1/8/2014 3:28 pm

Location Restock from Sales Report

Page 1 of 1

Location : MAIN

PostDate >= 07/01/2013 AND PostDate <= 01/08/2014 AND
Warehouse >= main AND Warehouse <= main

KeyCode	Description	Qty	Qty Filled
AHR014	TRANE 4TEE3F40B VS Air Handler	1	_____
BEL001	17" Notched Belt	3	_____
BEL329	51" OL Belt	3	_____
DMP100	Dampers	3	_____
FLT001	filter, pleated, 16x20x2	7	_____
HPM014	Trane 4TWX4042 Heat Pump	1	_____
HTR1410	BAYHTR1410 10 KW Heater	1	_____
LIN050	Line Set	1	_____
MOT001	1/4 HP Generic Motor	1	_____
TST001	tstat, pneum 3x2x1 univ chrome	1	_____
ZON300	Zone Control Kit EMM-3UK	1	_____

Misc. Code Usage Report

Description: This report lists Miscellaneous Charges added to the Invoice screen of Call Slips. The code, description, cost, and Sale Price of each Miscellaneous Charge is included, along with some basic information about the invoice it was attached to. The ability to run this report for a single Miscellaneous Charge code will help you track the use of a particular charge over a period of time - for example, you could monitor the use of a fuel surcharge for the past month, or a coupon discount for the year to date.

Sort Options:

Invoice Date
Call Slip Number

Selection Options:

Misc. Code
Invoice Date
Call Slip Number
Site Name

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.

1/8/14 3:37 pm

Misc Code Usage Report

Page 1 of 1

MiscCode >= coupon AND MiscCode <= coupon

Unposted
 Posted

Site #	Site Name	Call Slip #	Inv Date	Invoice #	Posted
Misc Code	Description	Cost	Sell	Profit	
001407-0001	Beltz, Michael	2343	6/29/2011	S-1805	No
Coupon	Coupon	0.00		-25.00	-25.00
001125-0001	Smith, Sean	2375	8/16/2011	S-1829	No
Coupon	Coupon	0.00		-25.00	-25.00
001136-0001	Miller, Andy	2376	8/16/2011	S-1830	No
Coupon	Coupon	0.00		-25.00	-25.00
001128-0001	Wasik, Matt	2425	9/21/2011	S-1871	No
Coupon	Coupon	0.00		-10.00	-10.00
001123-0001	High, Jim	2642	7/2/2013	S-2018	No
Coupon	Coupon	0.00		-15.00	-15.00

Code	Description	Cost	Sell	Profit
Coupon	Coupon	0.00	-100.00	-100.00
		0.00	-100.00	-100.00

ACOTRUCK Call Slips

Description: This report provides a list of Call Slips which have been marked for pickup by ACOTRUCK, pulled over to the technician's tablet, or returned from the tablet. You can select one or more of these statuses when you run the report, and also specify a range of Work Dates if desired. The report groups the Call Slips together according to the ACOTRUCK technician, and includes the Call Slip Number, Site Name, and Site Address. Use this report to keep track of Call Slip activity for your technicians' ACOTRUCK tablets.

Sort Options:

Work Date
Call Slip Number

Selection Options:

Work Date
Call Slip Number
Technician

Additional Selection Options: Check boxes at the bottom of the report screen can be used to include Call Slips that have been Marked for Pickup (but not picked up by tech yet), Picked up by Tech (but not returned yet) or Returned from Technician (tech had them on their ACOTRUCK at some point in time but has returned them to the office).

1/8/14

3:52 pm

AcoTruck Call Slips Report

Page 1 of 1

Selections = All

- Marked for Pickup
- Picked up by Tech
- Returned from Tech

Tech: BOB

Work Date	Call Slip #	Site #	Site Name	Site Address	Tablet Status
11/11/2013	2697	001136-0001	Miller, Andy	6352 Cocos Drive	Picked Up
11/11/2013	2700	001423-0001	Smith, Jacob	543 Metro Pkwy	Picked Up
11/13/2013	2702	001134-0001	Campbell, JC	4516 Pinehurst Greens Court	Picked Up
11/13/2013	2703	001359-0001	Deimler, Mike	11751 Bent Pine Drive	Picked Up
11/13/2013	2704	001286-0001	Highsmith, Cindy	12967 Sandpoint Court	Picked Up

Tech: NATE

Work Date	Call Slip #	Site #	Site Name	Site Address	Tablet Status
10/9/2013	2692	001435-0001	Carini, Gabe	11910 Rosemount	Picked Up
10/9/2013	2693	001272-0001	Osborn, Donald	1804 Southpark	Picked Up
1/2/2014	2718	001299-0001	Johnson, Richard	11471 Persimmon Court	Picked Up

GPS Outstanding Call Slip Report

Description: This report produces a list of Call Slips which have been downloaded to GPS units in the field. You can run the report for any range of work dates, and may limit the results to Call Slips for a single technician if desired. The report includes the Call Slip number, Site name, and address for each outstanding Call Slip, along with its work date and the number of days since it was sent to the GPS unit. Use this report to track Call Slips held in the GPS units, and follow up on calls the technicians have held in their units for an unusually long time.

Sort Options:

Work Date
Call Slip Number

Selection Options:

Work Date
Call Slip Number
Technician

1/8/14 3:54 pm

GPS Outstanding Calls Report

Page 1 of 1

WorkDate >= 06/01/2010 AND WorkDate <= 06/30/2010

Tech: JOE

Call Slip #	Site Name	Site Address	Work Date	Days Old
2188	Smith, Sean	11451 Persimmon Court	6/11/10	1307

Tech: MIKE

Call Slip #	Site Name	Site Address	Work Date	Days Old
2109	Tuttle, Nathan	11451 Persimmon Court	6/1/10	1317
2183	Dicks Sporting Goods	10011 Gulf Center Drive	6/3/10	1315
2184	Team Management Systems, Inc	11928 Fairway Lakes Drive	6/3/10	1315
2185	Chili's East Fort Myers	9310 Six Mile Cypress	6/9/10	1309
2186	Team Management Systems, Inc	11928 Fairway Lakes Drive	6/9/10	1309
2187	Tuttle, Nathan	11451 Persimmon Court	6/9/10	1309
2191	Smith, Sean	11451 Persimmon Court	6/12/10	1306

Happy Calls Report

Description: This report reads the responses to your Happy Calls and compiles a "Report Card", showing you the percentage of positive and negative responses for each of the Happy Call questions. You can limit the report to a range of work dates, specific technician, distribution code, customer type, site number and if the Happy Call requires a follow up. This is a great report to determine how customers feel about your company, as well as how well a technician is received by your customers

Sort Options:

Technician
Work Date

Selection Options:

Work Date Customer Type
Technician Site Number
Distribution Code

Additional Selection Options: Check boxes at the bottom of the report screen can be used to include Happy Calls that need a call back and/or do not need a call back as well as Happy Calls that the customer refused to answer or that you were unable to reach. If you are e-mailing or printing your Happy Calls, you can elect show which ones of those have not responded.

You can also choose if you want to show any additional customer comments added to the Happy Call, as well as the default list of Happy Call Questions.

1/8/14 3:59 pm

Happy Calls Report

Page 1 of 1

Tech >= bob AND Tech <= bob

- Show Needs Call Include Refused
- Show Does Not Need Call Include Unable to Reach

CS#	Site Name	Site Phone	Question Results										Lead Tech	Stat	Comments
			#1	#2	#3	#4	#5	#6	#7	#8	#9	#10			
1807	Winger, Robert	(239)437-8877	5	4	3	4	5	2	4	4	0	0	BOB	OK	upset that tech stepped on flowers
2591	Osborn, Donald	(239)234-3453	5	4	4	5	4	3	5	4	0	0	BOB	OK	Great service, thank you,
2599	Zellar, Jayson	(239)939-4434	4	4	4	4	4	4	4	4	0	0	BOB	NC	
2534	Saverson, Marcia	(239)768-3343	1	1	1	1	1	4	5	4	0	0	BOB	OK	I like
1713	Jackson, Amy	(239)939-6501	0	0	0	0	0	0	0	0	0	0	BOB	OK	
2520	Perry, Phil	(239)768-0922	5	4	5	4	5	3	5	5	0	0	BOB	OK	Tech stepped on my flowers

9/18/13 - NT called and sent Andres out to replace flowers.

3.3 2.8 2.8 3.0 3.2 2.7 3.8 3.5 0.0 0.0

Needs Call:	1	16.67%
Does not Need Call:	5	83.33%
Refused:	0	0.00%
Unable to Reach	0	0.00%
Total:	6	

		No Response
Emailed:	3	1 33.33%
Printed:	0	0 0.00%

- 1 When you contacted Team Service Company, was your call handled courteously and efficiently?
- 2 Did the technician arrive during the time frame promised?
- 3 How would you rate the technicians appearance and manner?
- 4 Did the technician explain the repairs needed thoroughly and answer any questions you had to your satisfaction?
- 5 Was the work performed in a professional manner and to your satisfaction?
- 6 Was the price fair for the value of the work received?
- 7 Would you use Team Service Company the next time that your system needs to be serviced?
- 8 Would you recommend Team Service Company to your friends and neighbors?
- 9
- 10

NC = Needs Call, R = Refused, UC = Unable to Contact, OK = Completed

Site Calls (High Call Slip Volume) Report

Description: This report is designed to alert you of possible potential problem sites based on a high call slip volume over a specific date range. You can search based on a minimum number of call slips created between a selected date range for specific types of call slips. For example, you might run this report for any sites between A and B dates that had more than X number of calls. If you had more than the minimum number that you are concerned about, you can research the calls to make sure that there is not a potential problem arising that needs to be handled. This report can also be used to alert you to potential equipment replacement sales based on a large number of service calls.

Sort Options:

Work Date
 Site Name
 Technician

Selection Options:

Work Date
 Site Name
 Technician
 Job Number
 Customer Type

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.

This report can also be used to select Call Back and Warranty calls.

1/8/2014 4:17 pm

Site Calls

Page 1 of 1

WorkDate >= 01/01/2013 AND WorkDate <= 12/31/2013
 CallBack = N/A, Warranty = N/A

- Inspection
- Non-Contract
- Contract
- Job Cost

Site #	Site Name	Site Address	# of Calls
001123-0001	High, Jim	5860 Inverness Circle	5
001125-0001	Smith, Sean	11451 Persimmon Court	8
001128-0001	Wasik, Matt	17455 Overhill Drive	7
001135-0001	Zoller, Jayson	5554-4 Malt Drive	6
001136-0001	Miller, Andy	6352 Cocos Drive	6
001307-0001	Jones, Mike	4366 Metro Pkwy	6
001318-0001	Severson, Marcie	11016 Sunlight Lane	10
001358-0001	Severson, Mike	5854 Inverness Circle	6
001415-0001	Henessy, Erin	123 Gateway Blvd	9

Service Agreements Opportunity Report

Description: The Service Agreement Opportunity report shows how many service agreement opportunities you had for a given time period and how many were actually sold based on both number and percentage. By default, a new call slip is automatically marked as an opportunity if the site does not have any active service agreements, but can be overridden if someone feels that it should be considered as an opportunity. If a service agreement is sold, the office can indicate this on the original call slip, which will affect the number sold and percentage on this report.

This report is based on the "Lead Tech" assigned to the Call Slip, which is defined by the technician to whom the minimum charge has been assigned on the Call slip.

Sort Options:
 Invoice Date
 Work Date

Selection Options:
 Lead Technician
 Work Date
 Invoice Date
 Customer Type

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.

1/8/2014 4:22 pm

S/A Opportunities

Page 1 of 1

WorkDate >= 10/01/2013 AND WorkDate <= 11/30/2013

Work Date	Invoice Date	Site #	Site Name	Lead Tech	CS #	Sold?
11/11/2013		001136-0001	Miller, Andy	BOB	2697	Y
11/13/2013		001134-0001	Campbell, JC	BOB	2702	
11/13/2013		001359-0001	Deimler, Mike	BOB	2703	
11/13/2013		001286-0001	Highsmith, Cindy	BOB	2704	
Tech Totals (BOB):				Opportunities: 4	Sold: 1	SoldPct: 25.00%
10/04/2013		001358-0001	Severson, Mike	NATE	2690	
10/29/2013		001436-0001	Stewart, Martha	NATE	2695	
11/06/2013		001307-0001	Jones, Mike	NATE	2698	Y
11/21/2013		001326-0001	Hebel, Sue	NATE	2701	
10/29/2013	10/29/13	001318-0001	Severson, Marcie	NATE	2696	
11/05/2013	11/5/13	001136-0001	Miller, Andy	NATE	2699	Y
11/12/2013	11/12/13	001435-0001	Carini, Gabe	NATE	2691	
11/19/2013	11/19/13	001125-0001	Smith, Sean	NATE	2705	Y
11/20/2013	11/20/13	001125-0001	Smith, Sean	NATE	2708	
11/21/2013	12/2/13	001359-0001	Deimler, Mike	NATE	2694	
Tech Totals (NATE):				Opportunities: 10	Sold: 3	SoldPct: 30.00%
Report Totals:				Opportunities: 14	Sold: 4	SoldPct: 28.57%

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

Technician

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 time 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. The “Earned Hours” column will be affected depending which option you select.

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FlatRate Hours Report

Notice: Unposted callslips can still be changed, and would affect the results of this report WorkDate >= 01/01/2014 AND WorkDate <= 01/09/2014

Based on Actual Hours
 Equal Split
 Lead Tech Only

Tech		BOB					
CallSlip #	Work Date	Actual Hours Worked	Total Est FlatRate Hours	Multi Dispatch	Earned Percent	Earned Hours	Posted Flag
2717	01/02/2014	1.33	1.067			1.067	
2718	01/02/2014	0.50	1.583	Y	25.00	0.396	
Dispatches :		2	1.83	2.650		55.21	1.463
Tech		NATE					
CallSlip #	Work Date	Actual Hours Worked	Total Est FlatRate Hours	Multi Dispatch	Earned Percent	Earned Hours	Posted Flag
1031	01/02/2014	1.50	1.833			1.833	
2718	01/02/2014	1.50	1.583	Y	75.00	1.187	
Dispatches :		2	3.00	3.416		88.41	3.020
Totals:	Number of Dispatches:	4	Total Actual Hours Worked :		4.83		
	Number of Calls:	3	Total Est FlatRate Hours :		4.48		
			Total Earned Hours :		4.48		

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

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PostDate >= 01/01/2013 AND PostDate <= 03/31/2013

	Call Slip #	Mat Cost	Lab Cost	Misc Cost	Mat Sell	Lab Sell	Misc Sell	Profit	Profit %
FR Est	2595	202.08	85.91	0.00	422.75	270.25	0.00	405.01	58.44
FR Act		125.55	57.65	0.00	422.75	270.25	0.00	509.80	73.56
T/M		125.55	57.65	0.00	277.67	240.00	0.00	334.47	64.61
FR Est	2603	207.15	85.91	0.00	432.75	270.25	0.00	409.94	58.31
FR Act		117.41	37.02	0.00	432.75	270.25	0.00	548.57	78.03
T/M		117.41	37.02	0.00	280.35	162.66	0.00	288.58	65.14
FR Est	2605	159.09	71.58	0.00	358.75	225.25	0.00	353.33	60.50
FR Act		69.58	43.21	0.00	358.75	225.25	0.00	471.21	80.69
T/M		69.58	43.21	0.00	155.06	186.66	0.00	228.93	66.99
FR Est	2570	37.05	71.58	0.00	127.00	196.00	0.00	214.37	66.37
FR Act		316.16	90.34	0.00	127.00	196.00	0.00	-83.50	-25.85
T/M		316.16	90.34	0.00	628.10	310.66	0.00	532.26	56.70
FR Est	2624	159.97	71.58	0.00	357.00	196.00	0.00	321.45	58.13
FR Act		60.85	51.43	0.00	357.00	196.00	0.00	440.72	79.70
T/M		60.85	51.43	0.00	126.55	263.98	0.00	278.25	71.25
FR Est	2618	159.97	71.58	0.00	357.00	196.00	0.00	321.45	58.13
FR Act		51.75	6.24	0.00	357.00	196.00	0.00	495.01	89.51
T/M		51.75	6.24	0.00	123.25	100.00	0.00	165.26	74.02
FR Est	Totals	925.31	458.14	0.00	2,055.25	1,353.75	0.00	2,025.55	59.42
FR Act		741.30	285.89	0.00	2,055.25	1,353.75	0.00	2,381.81	69.87
T/M		741.30	285.89	0.00	1,590.98	1,263.96	0.00	1,827.75	64.02

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.

Call Slip #	Work Date	Inv Date	Posted Date	Estimated Hours	Actual Hours	Multiple Repairs	Multiple Techs	Posted												
1031	1/2/2014			1.83	1.50	Y														
<table border="1"> <thead> <tr> <th>Repair Code</th> <th>Description</th> <th>Estimated Time</th> </tr> </thead> <tbody> <tr> <td>DIA020000</td> <td>Diagnostic fee</td> <td>0.75</td> </tr> <tr> <td>REP010115</td> <td>Generic 3000 - Level 4 Repair</td> <td>1.08</td> </tr> </tbody> </table>									Repair Code	Description	Estimated Time	DIA020000	Diagnostic fee	0.75	REP010115	Generic 3000 - Level 4 Repair	1.08			
Repair Code	Description	Estimated Time																		
DIA020000	Diagnostic fee	0.75																		
REP010115	Generic 3000 - Level 4 Repair	1.08																		
2717	1/2/2014			1.07	1.33	Y														
<table border="1"> <thead> <tr> <th>Repair Code</th> <th>Description</th> <th>Estimated Time</th> </tr> </thead> <tbody> <tr> <td>Diag</td> <td>Diagnostic Fee</td> <td>0.50</td> </tr> <tr> <td>REF010000</td> <td>Charge Unit with R22 (First Pound)</td> <td>0.33</td> </tr> <tr> <td>REF010005</td> <td>Charge Unit with R22 (Each Additional Pound)</td> <td>0.12</td> </tr> </tbody> </table>									Repair Code	Description	Estimated Time	Diag	Diagnostic Fee	0.50	REF010000	Charge Unit with R22 (First Pound)	0.33	REF010005	Charge Unit with R22 (Each Additional Pound)	0.12
Repair Code	Description	Estimated Time																		
Diag	Diagnostic Fee	0.50																		
REF010000	Charge Unit with R22 (First Pound)	0.33																		
REF010005	Charge Unit with R22 (Each Additional Pound)	0.12																		
2718	1/2/2014	1/6/2014		1.58	2.00	Y	Y													
<table border="1"> <thead> <tr> <th>Repair Code</th> <th>Description</th> <th>Estimated Time</th> </tr> </thead> <tbody> <tr> <td>Diag</td> <td>Diagnostic Fee</td> <td>0.50</td> </tr> <tr> <td>BLW010000</td> <td>Replace 1/4 HP 1075 RPM 115V 3 Speed Blower Motor</td> <td>1.08</td> </tr> </tbody> </table>									Repair Code	Description	Estimated Time	Diag	Diagnostic Fee	0.50	BLW010000	Replace 1/4 HP 1075 RPM 115V 3 Speed Blower Motor	1.08			
Repair Code	Description	Estimated Time																		
Diag	Diagnostic Fee	0.50																		
BLW010000	Replace 1/4 HP 1075 RPM 115V 3 Speed Blower Motor	1.08																		
Number of CallSlips:3				4.48	4.83															

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.

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FlatRate Spiff Detail Report

WorkDate >= 01/01/2014 AND WorkDate <= 01/09/2014 AND
Tech >= Nate AND Tech <= Nate

Equal Split
 Lead Tech Only
 Based on Actual Hours

Tech	Call Slip #	Invoice #	Total Est Time	Total Int Time	Travel Hrs	Work Hrs	Invoice Sell less Tax	Invoice Cost	Profit %	Spiff Amt														
NATE	1031		1.830	5.00	0.3000	1.20	336.16	58.26	82.67	5.00														
			<table border="1"> <thead> <tr> <th>Repair Code</th> <th>Qty</th> <th>Est Time</th> <th>Int Time</th> <th>Spiff Amt</th> </tr> </thead> <tbody> <tr> <td>DIA020000</td> <td>1</td> <td>0.7500</td> <td>0.00</td> <td>5.00</td> </tr> <tr> <td>REP010115</td> <td>1</td> <td>1.0830</td> <td>5.00</td> <td>0.00</td> </tr> </tbody> </table>		Repair Code	Qty	Est Time	Int Time	Spiff Amt	DIA020000	1	0.7500	0.00	5.00	REP010115	1	1.0830	5.00	0.00					
Repair Code	Qty	Est Time	Int Time	Spiff Amt																				
DIA020000	1	0.7500	0.00	5.00																				
REP010115	1	1.0830	5.00	0.00																				
Y	2718 S-2077		1.190	3.75	0.2500	1.25	434.52	93.54	78.47	12.75														
			<table border="1"> <thead> <tr> <th>Repair Code</th> <th>Qty</th> <th>Est Time</th> <th>Int Time</th> <th>Spiff Amt</th> </tr> </thead> <tbody> <tr> <td>Diag</td> <td>1</td> <td>0.3750</td> <td>0.00</td> <td>3.75</td> </tr> <tr> <td>BLW010000</td> <td>1</td> <td>0.8123</td> <td>3.75</td> <td>9.00</td> </tr> </tbody> </table>		Repair Code	Qty	Est Time	Int Time	Spiff Amt	Diag	1	0.3750	0.00	3.75	BLW010000	1	0.8123	3.75	9.00					
Repair Code	Qty	Est Time	Int Time	Spiff Amt																				
Diag	1	0.3750	0.00	3.75																				
BLW010000	1	0.8123	3.75	9.00																				
Total for Tech: NATE			3.020	8.75	0.55	2.45	770.68	151.80	80.30	17.75														

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: There are several choices for handling Call Slips that include labor from more than one technician. You can also 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.

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Flat Rate Tech Spiff Report

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InvDate >= 01/01/2014 AND InvDate <= 01/09/2014

Tech: BOB

Invoice #	Inv Date	Posted Date	Repair #	Description	Qty	Spiff
S-2079	1/2/2014		Diag	Diagnostic Fee	1	5.00
S-2079	1/2/2014		REF010000	Charge Unit with R22 (FirstPound)	1	2.00
S-2079	1/2/2014		REF010005	Charge Unit with R22 (Each Additional Pound)	2	2.00
S-2077	1/6/2014		Diag	Diagnostic Fee	1	1.25
S-2077	1/6/2014		BLW010000	Replace 1/4 HP 1075 RPM115V 3 Speed Blower M	1	3.00
						13.25

Call Slip Profitability Summary

Description: This report lists the number of calls, and their total cost, sale price, profitability, total hours and average revenue per hour, 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, sell prices, profit, hours and average revenue per hour of these five calls will be printed in the appropriate columns. This report will also give you the total number of Call Slips selected and the average revenue per call slip. 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
 Source
 Customer Type
 Tax Region
 Call Back Tech

Additional Selections:

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

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Call Slip Profitability Summary Report

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InvDate >= 01/01/2014 AND InvDate <= 01/09/2014
 CallBack = N/A, Warranty = N/A

- Inspection
- Non-Contract
- Contract
- Job Cost

Site# / SiteName	# of Calls	Material Cost	Material Sale	Labor Cost	Labor Sale	Misc Cost	Misc Sale FR Adj	Total Cost	Total Sale	Profit Dollars	Profit Percent	Total Hours	Avg Revenue per Hour
001001-0001 Action Electric, Inc.	1	15.00	114.00	43.26	229.00	0.00	-6.84	58.26	336.16	277.90	82.67	1.50	224.11
001299-0001 Johnson, Richard	1	60.85	394.00	63.88	209.00	0.00	-23.64	124.73	579.36	454.64	78.47	2.00	289.68
001439-0001 Lewis, Randy	1	33.00	205.00	54.99	157.00	0.00	-12.30	87.99	349.70	261.71	74.84	1.33	262.27

TOTALS													
Material Cost	Material Sale	Labor Cost	Labor Sale	Misc Cost	Misc Sale	Total Cost	Total Sale	Profit Dollars	Profit Percent	Hours	Avg Rev/Hr		
108.85	713.00	162.13	595.00	0.00	-42.78	270.98	1,265.22	994.24	78.58	4.83	261.77		
		Total Number of Call Slips:		3		Average Revenue per Call Slip:		421.74					

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
 Site Zip Code
 Call Back Technician

Additional Selections:

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

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Call Slip Profitability Detail Report

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InvDate >= 01/01/2014 AND InvDate <= 01/09/2014
 CallBack = N/A, Warranty = N/A

Inspection Non-Contract
 Contract Job Cost

Work Date	Site# Group#	Site Name Distribution Code	Tech	Call Slip Number	Material Cost	Material Sale	Labor Cost	Labor Sale	Misc Cost	MiSale FRAAdj	Total Cost	Total Sale	Profit Dollars	Profit Percent
01/02/14	001001-0001	ActionElectric, Inc.	NATE	1031	15.00	114.00	43.26	229.00	0.00	-6.84	58.26	336.16	277.90	82.67
Subtotalled by DistribCode (1)					15.00	114.00	43.26	229.00	0.00	-6.84	58.26	336.16	277.90	82.67
01/02/14	001439-0001	Lewis, Randy service	BOB	2717	33.00	205.00	54.99	157.00	0.00	-12.30	87.99	349.70	261.71	74.84
01/02/14	001299-0001	Johnson, Richard	NATE	2718	45.64	295.50	43.25	156.75	0.00	0.00	88.89	452.25	363.36	80.34
01/02/14		service	BOB		15.21	98.50	20.63	52.25	0.00	-23.64	35.84	127.11	91.28	71.81
Subtotalled by DistribCode (2)					83.85	599.00	118.87	368.00	0.00	-35.94	212.72	929.06	716.34	77.10

TOTALS										
Material Cost	Material Sale	Labor Cost	Labor Sale	Misc Cost	Misc Sale	Total Cost	Total Sale	Profit Dollars	Profit Percent	
108.85	713.00	162.13	595.00	0.00	-42.78	270.98	1,265.22	994.24	78.58	
Total Number of Call Slips: 3										

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
- Salesperson Title ID
- Call Back Tech

Additional Options:

- Call Slip Status levels
- Inspection, Contract, non-Contract, or Job Cost Call Slips
- Call Back Status
- Warranty Status

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SalesPerson Profitability Summary Report

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

InvDate >= 01/01/2014 AND InvDate <= 01/09/2014
CallBack = N/A, Warranty = N/A

SiteName		Material Cost	Material Sale	Labor Cost	Labor Sale	Misc Cost	MiSale FRAdj	TotalCost	TotalSale	Profit Dollars	Profit Percent	Total Hours	Avg Rev per Hour
Sales Person: JAYSON													
Action Electric, Inc.	(1)	15.00	114.00	43.26	229.00	0.00	-6.84	58.26	336.16	277.90	82.67	1.50	224.11
Johnson, Richard	(1)	60.85	394.00	63.88	209.00	0.00	-23.64	124.73	579.36	454.64	78.47	2.00	289.66
Lewis, Randy	(1)	33.00	205.00	54.99	157.00	0.00	-12.30	87.99	349.70	261.71	74.84	1.33	262.27
Salesperson Totals: JAYSON		108.85	713.00	162.13	595.00	0.00	-42.78	270.98	1,265.22	994.24	78.58	4.83	261.77
TOTALS													
MaterialCost	MaterialSale	LaborCost	LaborSale	MiscCost	MiscSale	TotalCost	TotalSale	ProfitDollars	ProfitPercent	TotalHours	AvgRev per Hour		
108.85	713.00	162.13	595.00	0.00	-42.78	270.98	1,265.22	994.24	78.58	4.83	261.77		
TotalNumber of Call Slips: 3													

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
- Salesperson Title ID
- Call Back Tech

Additional Options:

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

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SalesPerson Profitability Detail Report

Page 1 of 1

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

InvDate>=01/01/2014 AND InvDate <= 01/09/2014
CallBack = NA, Warranty = NA

Site#	SiteName	Distrib Code	Group	CallSlip Number	Material Cost	Material Sale	Labor Cost	Labor Sale	Misc Cost	MiscSale/FRAdjust	TotalCost	TotalSale	ProfitDollars	Profit Percent	
Sales Person: JAYSON															
001001-0001	ActionElectric, Inc.			1031	15.00	114.00	43.26	229.00	0.00	-6.84	58.26	336.16	277.90	82.67	
Subtotalled by SiteName					(1)	15.00	114.00	43.26	229.00	0.00	-6.84	58.26	336.16	277.90	82.67
001289-0001	Johnson, Richard	service		2718	60.85	394.00	63.88	209.00	0.00	-23.64	124.73	579.36	454.64	78.47	
Subtotalled by SiteName					(1)	60.85	394.00	63.88	209.00	0.00	-23.64	124.73	579.36	454.64	78.47
001439-0001	Lewis, Randy	service		2717	33.00	205.00	54.99	157.00	0.00	-12.30	87.99	349.70	261.71	74.84	
Subtotalled by SiteName					(1)	33.00	205.00	54.99	157.00	0.00	-12.30	87.99	349.70	261.71	74.84
Salesperson Totals: JAYSON						108.85	713.00	162.13	595.00	0.00	-42.78	270.98	1,265.22	994.24	78.58

TOTALS

MaterialCost	MaterialSale	LaborCost	LaborSale	MiscCost	MiscSale	TotalCost	TotalSale	ProfitDollars	ProfitPercent
108.85	713.00	162.13	595.00	0.00	-42.78	270.98	1,265.22	994.24	78.58

TotalNumber of Call Slips: 3

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.

7/14/2014 11:47 am Distribution Profitability Report Page 1 of 2

PostDate >= 01/01/2013 AND PostDate <= 07/14/2014

Distribution Code	Invoices	Cost	Gross Profit \$	Gross Profit %	# of Invoices	Avg Invoice Amount	% of Sales	% of Profit
Contract								
INSPECTI	7,664.90	660.64	7,004.26	91.38	195	39.31	9.339	14.102
SERVICE	325.00	186.83	138.17	42.51	2	162.50	0.396	0.278
	7,989.90	847.47	7,142.43	89.39	197	40.56	9.735	14.380
Job Cost								
DEFAULT	5,500.00	0.00	5,500.00	100.00	1	5,500.00	6.702	11.073
INSTALL	0.00	800.00	-800.00	0.00	0		0.000	-1.611
SERVICE	50.00	202.25	-152.25	-304.50	1	50.00	0.061	-0.307
	5,550.00	1,002.25	4,547.75	81.94	2	2,775.00	6.763	9.156
Service								
DC PLUMB	518.75	204.38	314.37	60.60	1	518.75	0.632	0.633
DC SALES	359.50	113.65	245.85	68.39	1	359.50	0.438	0.495
INSPECTI	1,119.48	83.70	1,035.78	92.52	9	124.39	1.364	2.085
INSTALL	32,035.00	18,006.14	14,028.86	43.79	6	5,339.17	39.034	28.244
SERVICE	34,497.51	12,142.71	22,354.80	64.80	68	507.32	42.034	45.007
	68,530.24	30,550.58	37,979.66	55.42	85	806.24	83.502	76.464
Totals:								
	82,070.14	32,400.30	49,669.84	60.52	284	288.98		

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	Reper, 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.)

Service Invoice

Team Air Conditioning

11928 Fairway Lakes Drive
 Ft. Myers, FL 33913
 Phone: (239)437-8898 Fax: (239)437-9088



Billed Customer: #001125

Site ID: # 001125-0001

Sean Smith
 Sean Or Courtenai
 11451 Persimmon Court
 Ft. Myers, FL 33913

Sean Smith
 Sean Or Courtenai
 11451 Persimmon Court
 Ft. Myers, FL 33913

2713	12/17/2013	S-2076	Amount Paid	
------	------------	--------	--------------------	--

Call Slip Number	P. O. Number	Invoice Date	Invoice Number	Due Date
2713		12/17/2013	S-2076	

Tech Date
 NATE 12/17/2013

- Qty Material
 (1) 1/4 HP 208/230V 1075 RPM
 (1) Capacitor, 5 MFD
 (1) filter, pleated, 20x20x2

Brand	Model	Serial #
TRANE	TWR36226945	490-3849083

Found motor off due to internal overload. Reset and found motor running high amperage. Replaced defective motor and capacitor and adjusted pulley to manufacturer's specification. Motor run tested & setup for normal operation. Cleaned dirty filter.

Suction Pressure: 24
 Compressor Rating: 208v
 Fan Rating: 21
 Lubricated?: Checked
 Coil Inspected: Checked
 Contactors and Relays Tested?: Checked
 Protective Coating Added?: Checked
 Head Pressure: 21

Material	155.48
Labor	216.66
Subtotal	372.14
Tax	9.33
Grand Total	381.47
Received	381.47
Bal Due	0.00

Visa - \$381.47

Terms: Due Upon Completion

I have the authority to order the above work and do so order as outlined above. It is agreed that the seller will retain title to any equipment or material furnished until final & complete payment is made, and if settlement is not made as agreed, the seller shall have the right to remove same and the seller will be held harmless for any damages resulting from the removal thereof.

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 the techs hand over 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

01/09/2014 5:48 pm

COD Payment Report

Page 1 of 1

- Show Cust/Site info
 Show Payment Detail

PymtDate >= 02/13/2013 AND PymtDate <= 02/28/2013

Lead Tech	NATE	Call Slip #	Inv Number	Inv Date	Inv Amount	All Payments		Payment Date	Cash	Check	Credit Card	T	Payment Total
						Total Paid	Total Due						
2563 S-1966	Chk # 5633			02/13/2013	593.00	593.00	0.00						
								02/13/2013	0.00	593.00	0.00		593.00
									0.00	593.00	0.00		593.00
2568 S-1994	Chk # 5879			02/13/2013	547.00	547.00	0.00						
								02/13/2013	0.00	547.00	0.00		547.00
									0.00	547.00	0.00		547.00
2570 S-1970	Auth # 065729			02/28/2013	323.00	323.00	0.00						
								02/28/2013	0.00	0.00	323.00	M	323.00
									0.00	0.00	323.00		323.00
2602 S-2001	Auth # 906235 Auth # 337832			03/01/2013	668.00	320.05	347.95						
								02/28/2013	0.00	0.00	313.38	V	313.38
								02/28/2013	0.00	0.00	6.67	V	6.67
									0.00	0.00	320.05		320.05
Total for NATE									0.00	1,140.00	643.05		1,783.05
Report Totals									0.00	1,140.00	643.05		1,783.05

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
Contract Labels
Inspection Due Labels(E-Mail Address Included in Export)
Inspection Call Slips to be Created
Inspection Call Slips Created Report
Missed Inspections Report
Scheduled Contracts
Required Materials
Contract Profitability Summary
Contract Profitability Detail
Contract Invoices to Be Created
Preprinting Contract invoice List
Print Batch of Contract invoices
Untransferred Contract Invoices
Deferred Income Report
Deferred Income Aging Report

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 Contract Type
 Customer Name Expiration Date
 Zip Code Start Date
 Customer Type Salesperson

Additional Report Options: You can elect if you want to include "Dead Contracts" when generating the report

01/10/2014 4:15 pm		Customer Contracts Report				Page 1 of 1			
Exp_Date >= 01/01/2014 AND Exp_Date <= 02/28/2014									
Cust #	Site #	Customer Name	Zipcode	Zone	Orig Date	Start Date	Exp Date	Contract Type	
Contract #		Site Information						Site Primary Phone	
001128	001128-0001	Wasik, Matt	33908-	South	01/10/2013	01/10/2013	01/09/2014	GOLD	
001128-0001-003		Wasik, Matt	17455 Overhill Drive		FortMyers, FL		(239)437-0023		
		Orig Amt	Adjustments	Total Amt	Billed	To Be Billed			
		249.00	0.00	249.00	249.00	0.00			
001354	001354-0001	Lanser, Cheryl	33919-	Central	02/27/2013	02/27/2013	02/26/2014	GOLD	
001354-0001-001		Lanser, Cheryl	342 Whitney Lane		FortMyers, FL		(239)455-7866		
		Orig Amt	Adjustments	Total Amt	Billed	To Be Billed			
		249.00	0.00	249.00	228.25	20.75			
		Orig Amt	Adjustments	Total Amt	Billed	To Be Billed			
		498.00	0.00	498.00	477.25	20.75			
									Number of Contracts: 2

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 expiring 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 *not* set to auto renew.
 List Equipment

01/10/2014 4:24 pm

Contract Expiration Report

Page 1 of 1

Exp_Date >= 01/01/2014 AND Exp_Date <= 02/28/2014

Customer Name	Cust #	Cust Type	Cust Phone	Cust Contact				
Contract Number	Contract Type	Start Date	Expire Date	Dead Date	Contract Amount	Auto Renew		
Site Name	Site Address	Site City / State / Zip	Site Phone	Site Contact				
Wasik, Matt	001128	RESIDENTIA	(239)437-0023	Matt				
001128-0001-003	GOLD	1/10/13	1/9/14		249.00	S		
Wasik, Matt	17455 Overhill Drive	FortMyers	FL 33908	(239)437-0023	Matt			
Lanser, Cheryl	001354	RESIDENTIA	(239)455-7866					
001354-0001-001	GOLD	2/27/13	2/26/14		249.00	S		
Lanser, Cheryl	342 Whitney Lane	FortMyers	FL 33919	(239)455-7866				

Number of Contracts: 2

Total Amount of Contracts: 498.00

A = Auto Renewed
 S = Set to Auto Renew
 N = Not Set to Auto Renew

Contract Labels

Description: This report is designed to print mailing labels based on the data in the contract file. For example if you wanted to print mailing labels for all of your sites that had a contract type of Gold that expired between 2 specific dates. This report has multiple selection options as well as the ability to show or not show dead contracts, contracts that have auto renewed, contracts that are set to auto renew and/or contracts that are not set to auto renew. You can also choose if you want to print the Site Address or the Customer Address. The Mailing Labels have been calibrated to use Avery (c) number 5160 labels (1" x 2-5/8", 3-across).

Sort Options:

Contract Type
Expiration Date
Zip Code
Customer Name

Selection Options:

Expiration Date Site Name
Start Date Site Zip Code
Dead Date Customer Type
Contract Type Customer Number
Customer Name Site Number

Additional Selection Options:

Ability to show Dead Contracts as well as contracts that have automatically renewed, are set to automatically renew and ones that are *not* set to automatically renew. You can elect to print the Customer or Site address on the labels.

Wachovia Bank #244
3443 Macgregor Blvd, #318
Fort Myers, FL 33907

Smith, Sean
11451 Persimmon Court
Ft. Myers, FL 33913

Zoller, Jayson
5554-4 Malt Drive
Fort Myers, FL 33907

Smith, Sean
11451 Persimmon Court
Ft. Myers, FL 33913

Henessy, Erin
123 Gateway Blvd
Ft. Myers, FL 33913

Jones, Mike
4366 Metro Pkwy
Fort Myers, FL 33908

Broccolo, Rob
5854 Inverness Circle
North Ft. Myers, FL 33903

Osborn, William
11591 Bent Pine Road
Ft. Myers, FL 33913

Osborn, Donald
1804 Southpark
Plano, TX 75074

Jones, Mike
4366 Metro Pkwy
Fort Myers, FL 33908

Beltz, Raymond
11401 Bent Pine Drive
Fort Myers, FL 33908

Philpot, Josh
11810 Rosemount Dr
Ft. Myers, FL 33913

Inspections Due Labels (e-mail addresses included in Export)

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 (Avery (c) number 5160 labels (1" x 2-5/8", 3-across), or Dymo Label writer 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 33909

Alberto Dominguez
2648 First St
Ft. Myers, FL 33901

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

Roger Iurpin
305 Elbe 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

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.

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.

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Inspection CallSlips To Be Created

Bin Number Results for: June 2013

Contract Number	Site Name	Site Address	City	State / Zip	Ctr Type	Est Time	Site Phone
Bin Number 1							
001405-0001-001	Anderson, Mike	325 Metro Pkwy	FORT MYERS	FL 33902	GOLD	01:00	(239)765-3211
001396-0001-001	Kelly, Megvn	1223 Fox Way	FortMyers	FL 33908	GOLD	01:00	(239)436-5433
001272-0001-001	Osborn, Donald	1804 Southpark	Plano	TX 75074	GOLD	01:00	(239)234-3453
001428-0001-001	Philpot, Josh	11810 Rosemount Dr	Ft. Myers	FL 33913	GOLD	01:00	(239)467-6244
001256-0001-001	Smith, Mike	345 Davis Blvd	FortMyers	FL 33908	GOLD	01:00	(239)555-9263
001125-0001-005	Smith, Sean	11451 Persimmon Court	Ft. Myers	FL 33913	GOLD	01:00	(239)455-9844
001430-0001-001	Stewart, Kathe	465 West Racquet Club Place	Ft. Myers	FL 33913	GOLD	01:00	(239)467-4366
Total Records this Bin		7	Total Hours For This Bin		07:00		
Total Records this Report		7	Total Hours For Report		07:00		

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.

01/10/2014 5:04 pm Inspection Call Slip Created Report Page 1 of 1

Bin Number Results for: June 2013

Contract Number	Contract Type	Site Name	Site Address	City	State / Zip	Site Phone	Call Slip #
Bin Number 1							
001405-0001-001	GOLD	Anderson, Mike	325 Metro Pkwy	FORT MYERS	FL 33902	(239)765-3211	2724
001396-0001-001	GOLD	Kelly, Megyn	1223 Fox Way	Fort Myers	FL 33908	(239)436-5433	2722
001272-0001-001	GOLD	Osborn, Donald	1804 Southpark	Plano	TX 75074	(239)234-3453	2720
001428-0001-001	GOLD	Philpot, Josh	11810 Rosemount Dr	Ft. Myers	FL 33913	(239)467-6244	2721
001256-0001-001	GOLD	Smith, Mike	345 Davis Blvd	Fort Myers	FL 33908	(239)555-9263	2725
001125-0001-005	GOLD	Smith, Sean	11451 Persimmon Court	Ft. Myers	FL 33913	(239)455-9844	2719
001430-0001-001	GOLD	Stewart, Kathe	465 West Racquet Club Plax	Ft. Myers	FL 33913	(239)467-4366	2723
Total for this Bin		7					
Total for this Report		7					

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

01/10/2014 5:05 pm

Missed Inspections Report

Page 1 of 2

Selections = All

Customer Name			Cust #				Start Date	Expire Date	Contract Type	Dead
Missed Bin	Site Number	Contract Number								
Action Electric, Inc.			001001							
2010 Sep Week 1	001001-0001	001001-0001-005		09/11/2009	09/10/2011	GOLD				
2012 Oct Week 1	001001-0001	001001-0001-006		10/01/2012	09/30/2013	GOLD				
Bahama Breeze			001131							
2013 Oct Week 1	001131-0001	001131-0001-001		06/24/2013	06/23/2014	ComInsp				
2013 Dec Week 1	001131-0001	001131-0001-001		06/24/2013	06/23/2014	ComInsp				
Deimler, Mike			001359							
2010 Sep Week 1	001359-0001	001359-0001-001		11/01/2009	10/31/2010	GOLD				
Flynn, Laura			001395							
2013 Jul Week 1	001395-0001	001395-0001-001		07/01/2013	06/30/2014	GOLD				
2014 Jan Week 1	001395-0001	001395-0001-001		07/01/2013	06/30/2014	GOLD				
High, Andy			001288							
2012 Oct Week 1	001288-0001	001288-0001-002		10/01/2012	09/30/2013	GOLD				
High, Jim			001123							
2010 Sep Week 1	001123-0001	001123-0001-004		11/01/2009	10/31/2010	GOLD				
Jones, Andrea			001378							
2013 Jan Week 1	001378-0001	001378-0001-001		07/31/2012	07/30/2013	GOLD				
2013 Jul Week 1	001378-0001	001378-0001-001		07/31/2012	07/30/2013	GOLD				
2014 Jan Week 1	001378-0001	001378-0001-002		07/31/2013	07/30/2014	GOLD				

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.

1/10/14 5:08 pm

Page 1 of 1

Scheduled Contracts Report

Selected Year: 2013

Contract Type: GOLD												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Week 1	1	1	1	9	2	7	3	3	0	0	0	3
Week 2	1	0	0	0	0	0	0	0	0	0	0	0
Week 3	0	0	0	0	0	0	0	0	0	0	0	0
Week 4	0	1	0	0	0	0	0	0	0	0	0	0
Total	2	2	1	9	2	7	3	3	0	0	0	3
Grand Totals												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Week 1	1	1	1	9	2	7	3	3	0	0	0	3
Week 2	1	0	0	0	0	0	0	0	0	0	0	0
Week 3	0	0	0	0	0	0	0	0	0	0	0	0
Week 4	0	1	0	0	0	0	0	0	0	0	0	0
Total	2	2	1	9	2	7	3	3	0	0	0	3

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)

01/13/2014 1:29 pm

Contract Profitability Summary Report

Page 1 of 1

SiteNo >= 001256-0001 AND SiteNo <= 001256-0001

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
Smith, Mike		001256											
Smith, Mike		001256-0001											
001256-0001-001	GOLD	63.81	41.25	0.00	139.55	165.00	0.00	9.65	81.35	0.00	31.12	149.43	0.00
Non-Ctr T/M:	Sale:	304.55		Cost:	105.06		ProfitDollars:	199.49		ProfitPercent:	65.50		
Ctr T/M:	Sale:	180.55		Cost:	91.00		ProfitDollars:	89.55		ProfitPercent:	49.60		
Total:	Sale:	485.10		Cost:	196.06		ProfitDollars:	289.04		ProfitPercent:	59.58		
Totals of this Report													
		63.81	41.25	0.00	139.55	165.00	0.00	9.65	81.35	0.00	31.12	149.43	0.00
Non-Ctr T/M:	Sale:	304.55		Cost:	105.06		ProfitDollars:	199.49		ProfitPercent:	65.50		
Ctr T/M:	Sale:	180.55		Cost:	91.00		ProfitDollars:	89.55		ProfitPercent:	49.60		
Total:	Sale:	485.10		Cost:	196.06		ProfitDollars:	289.04		ProfitPercent:	59.58		

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
Sales Person
Customer Type

Additional Options: Call Slip status, Call Slip type

01/13/2014 9:33 am

Contract Profitability Detail Report

Page 1 of 1

SiteNo >= 001256-0001 AND SiteNo <= 001256-0001

Customer Name _____ Customer Number _____
 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							
Type	Ref#	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

Smith, Mike		001256											
001256-0001	345 Davis Blvd	FortMyers						FL	33908				
Contract Number: 001256-0001-001		GOLD			6/5/2013			6/4/2014					
CI	1270	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.22	56.03	0.00
CI	1342	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.07	18.68	0.00
CI	1343	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.07	18.68	0.00
CI	1344	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.07	18.68	0.00
CI	1345	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.07	18.68	0.00
CI	1346	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.07	18.68	0.00
IC	2711	0.00	0.00	0.00	0.00	0.00	0.00	7.25	38.45	0.00	14.55	0.00	0.00
IC	2725	0.00	0.00	0.00	0.00	0.00	0.00	2.40	42.90	0.00	0.00	0.00	0.00
EC	2726	63.81	41.25	0.00	139.55	165.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotals:		63.81	41.25	0.00	139.55	165.00	0.00	9.65	81.35	0.00	31.12	149.43	0.00

Totals:	Cost:	196.06	Sell:	485.10	Profit Dollars:	289.04	Profit Percent:	59.58
----------------	-------	--------	-------	--------	-----------------	--------	-----------------	-------

Total for Customer: 63.81 41.25 0.00 139.55 165.00 0.00 9.65 81.35 0.00 31.12 149.43 0.00

Non-Contract Time & Material		Contract / Time & Material		Total	
Total Sale:	304.55	Total Sale:	180.55	Total Sale:	485.10
Total Cost:	105.06	Total Cost:	91.00	Total Cost:	196.06
Profit Dollars:	199.49	Profit Dollars:	89.55	Profit Dollars:	289.04
Profit Percent:	65.50	Profit Percent:	49.60	Profit Percent:	59.58

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 01/2014 will give you a list of all the contract billing scheduled for January of 2014. This report is part of the normal monthly procedure for generating Contract Invoices, so it is found on the Contract Invoice Steps Menu. Running this report in advance of the scheduled billing month for manual billings 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. Running it for the Auto Credit Card Billings will show you how much you are going to charge to credit cards on file for the selected month.

Sort Options:

Contract Type
 Contract Amount
 Site Name

Select Options:

Month and Year for invoices

Additional Options: Manual Billing or Automatic Credit Card Billing.

1/13/2014 1:31:30PM

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	Taxable
<input type="checkbox"/> Manual Billing <input type="checkbox"/> Auto CC Billing										
Standard Billing										
001131-0001-001	Bahama Breeze	ComInsp	6/24/13	6/23/14	650.00	325.00	162.50	0.00	01/2014	N
001136-0001-007	Miller, Andy	GOLD	10/1/12	9/30/13	249.00	20.75	228.25	0.00	01/2014	N
001428-0001-001	Philpot, Josh	GOLD	12/3/12	12/2/13	249.00	62.25	186.75	0.00	01/2014	N
001430-0001-001	Stewart, Kathe	GOLD	12/28/12	12/27/13	249.00	62.25	186.75	0.00	01/2014	N
001405-0001-001	Anderson, Mike	GOLD	12/31/12	12/30/13	249.00	62.25	186.75	0.00	01/2014	N
001395-0001-001	Flynn, Laura	GOLD	7/1/13	6/30/14	249.00	103.75	41.50	0.00	01/2014	N
Standard Billing Totals					1,895.00	636.25	992.50	0.00		
Auto CC										
001354-0001-001	Lanser, Cheryl	GOLD	2/27/13	2/26/14	249.00	20.75	228.25	0.00	01/2014	N
001123-0001-005	High, Jm	GOLD	8/1/13	7/31/14	249.00	20.75	103.75	0.00	01/2014	N
Auto CC Totals					498.00	41.50	332.00	0.00		
Report Totals					2,393.00	677.75	1,324.50	0.00		

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
Conso, Frank	01006-0001-0001	Gold	12/31/2004	C-1002	09/14/2004	159.00
Creamy Cheesecake Company	CREAM-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-1013	09/01/2004	159.00
Furlow, 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	119.23
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	06/30/2003	C-1019	09/01/2004	323.03
Papa John's Pizza	01013-0002-0001	COM	07/31/2003	C-1020	09/01/2004	200.00
Papa John's Pizza	01013-0003-0001	COM	12/31/2004	C-1021	09/01/2004	823.02
Robinson, Patrick	01021-0001-0001	Gold	12/31/2004	C-1016	09/01/2004	159.00
Reper, 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

Un-transferred 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

07/14/2014 12:06 pm

Un-Transferred Contract Invoices

Page 1 of 1

Selections = All

Contract Number	Site Name	Contract Type	Contract Amount	Start Date	Expire Date	Marked to	
Invoice Number	Invoice Date	Invoice Amount				Transfer	Print
001001-0001-005 C-1123	Action Electric, Inc. 3/4/2011	GOLD	189.00	09/11/2009	09/10/2011	No	No
001407-0001-003 C-1373	Beltz, Michael 3/1/2014	GOLD	477.25	01/01/2014	12/31/2014	Yes	Yes
001409-0001-001 C-1145	Broccolo, Rob 4/30/2013	GOLD	289.00	06/30/2011	06/29/2012	No	No
01006-0001-0001 C-1043	BECKER, AUDREY 4/11/2007	Monitor	348.00	04/11/2007	04/10/2008	No	No
01123-0001-0002 C-1016	High, Jim 8/12/2005	GOLD	189.00	08/05/2005	08/04/2006	Yes	No
01129-0001-0003 C-	Perry, Phil 10/17/2008	GOLD	189.00	02/14/2007	02/13/2008	No	No
01132-0001-0001 C-1012	Beef O'Brady's 4/7/2004	SysPM	1,200.00	10/08/2003	10/07/2004	No	No
01136-0001-0001 C-1013	Miller, Andy 6/22/2004	PM	129.00	12/11/2003	12/10/2004	Yes	No
PUB218001 C-1015	Publix Supermarkets #218 4/4/2005	ComInsp	600.00	02/18/2004	02/17/2006	Yes	No
Total Un-Transferred Invoices		9		Un-Transferred Invoice Total		669.62	

Deferred Income Report

Description: The Contract Deferred Income Report shows you a summary list of all the contracts that have been defined as deferred income and the remaining deferred dollar value. You have the option to only show contracts that have a remaining amount to recognize greater than zero, and/or only contracts that have expired. This is a great report to run to make sure that you have recognized the entire amount of income that has been billed.

Sort Options:

Site Name
Expiration Date

Selection Options:

Expiration Date
Start Date
Contract Type

Additional Report Selections

Show only remaining to recognize greater than zero
Show only has expired

07/14/2014 2:19 pm

Contract Deferred Income Report

Selections = All

Contract #	Site #	Site Name	Ctr Type	Start Date	Exp Date	Remaining in Deferred
001131-0001-001	001131-0001	Bahama Breeze	ComInsp	06/24/2013	06/23/2014	222.23
001288-0001-002	001288-0001	High, Andy	GOLD	10/01/2012	09/30/2013	124.50
001396-0001-001	001396-0001	Kelly, Megyn	GOLD	12/11/2012	12/10/2013	124.50
001294-0001-001	001294-0001	Osborn, William	GOLD	10/01/2012	09/30/2013	119.50
001135-0001-003	001135-0001	Zoller, Jayson	GOLD	11/01/2012	10/31/2013	124.44
						<hr/> 715.17

Deferred Income Aging Report

Description: The Deferred Income Aging Report will list all open contracts that have been defined as Deferred income and show the value of the contract, how much has been billed, how much revenue has been recognized and the balance. This report can be used to reconcile your deferred income and can be run with detail (as shown below) or as a summary. If you do not elect to show detail, you will just see the total contract value, billed amount, recognized amount and balance.

Sort Options:

Site Name

Selection Options:

Site Name
 Expiration Date
 Start Date
 Contract Type
 As of Date

Detail:

07/14/2014 2:43 pm

Deferred Income Aging Report

As of 07/14/2014

Selections = All

Contract #	Ctr Type	Site No	Site Name	Contract Value	Billed	Recognized	Balance																									
001405-0001-001	GOLD	001405-0001	Anderson, Mike	249.00	186.75	124.50	62.25																									
<table border="1"> <thead> <tr> <th>Ref Type</th> <th>Ref No</th> <th>Posted</th> <th>Billed</th> <th>Recognized</th> </tr> </thead> <tbody> <tr> <td>Ctrlnv</td> <td>C-1187</td> <td>8/9/2013</td> <td>41.50</td> <td>0.00</td> </tr> <tr> <td>Ctrlnv</td> <td>C-1268</td> <td>8/9/2013</td> <td>145.25</td> <td>0.00</td> </tr> <tr> <td>CS</td> <td>2724</td> <td>3/24/2014</td> <td>0.00</td> <td>124.50</td> </tr> </tbody> </table>								Ref Type	Ref No	Posted	Billed	Recognized	Ctrlnv	C-1187	8/9/2013	41.50	0.00	Ctrlnv	C-1268	8/9/2013	145.25	0.00	CS	2724	3/24/2014	0.00	124.50					
Ref Type	Ref No	Posted	Billed	Recognized																												
Ctrlnv	C-1187	8/9/2013	41.50	0.00																												
Ctrlnv	C-1268	8/9/2013	145.25	0.00																												
CS	2724	3/24/2014	0.00	124.50																												
001131-0001-001	ComInsp	001131-0001	Bahama Breeze	650.00	325.00	208.33	116.67																									
<table border="1"> <thead> <tr> <th>Ref Type</th> <th>Ref No</th> <th>Posted</th> <th>Billed</th> <th>Recognized</th> </tr> </thead> <tbody> <tr> <td>CS</td> <td>2671</td> <td>8/9/2013</td> <td>0.00</td> <td>108.33</td> </tr> <tr> <td>Ctrlnv</td> <td>C-1271</td> <td>8/9/2013</td> <td>162.50</td> <td>0.00</td> </tr> <tr> <td>Ctrlnv</td> <td>C-1348</td> <td>3/6/2014</td> <td>162.50</td> <td>0.00</td> </tr> <tr> <td>CS</td> <td>2759</td> <td>3/24/2014</td> <td>0.00</td> <td>100.00</td> </tr> </tbody> </table>								Ref Type	Ref No	Posted	Billed	Recognized	CS	2671	8/9/2013	0.00	108.33	Ctrlnv	C-1271	8/9/2013	162.50	0.00	Ctrlnv	C-1348	3/6/2014	162.50	0.00	CS	2759	3/24/2014	0.00	100.00
Ref Type	Ref No	Posted	Billed	Recognized																												
CS	2671	8/9/2013	0.00	108.33																												
Ctrlnv	C-1271	8/9/2013	162.50	0.00																												
Ctrlnv	C-1348	3/6/2014	162.50	0.00																												
CS	2759	3/24/2014	0.00	100.00																												

Summary:

07/14/2014 2:36 pm

Deferred Income Aging Report

As of 07/14/2014

Selections = All

Contract #	Ctr Type	Site No	Site Name	Contract Value	Billed	Recognized	Balance
001405-0001-001	GOLD	001405-0001	Anderson, Mike	249.00	186.75	124.50	62.25
001131-0001-001	ComInsp	001131-0001	Bahama Breeze	650.00	325.00	208.33	116.67
001407-0001-001	GOLD	001407-0001	Beltz, Michael	220.00	44.00	0.00	44.00
001407-0001-003	GOLD	001407-0001	Beltz, Michael	207.50	0.00	20.75	-20.75
001148-0001-001	GOLD	001148-0001	Beltz, Raymond	249.00	249.00	0.00	249.00
001148-0001-002	GOLD	001148-0001	Beltz, Raymond	249.00	41.50	0.00	41.50

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
Customer COD / Credit Hold Report
Customer Mailing Labels
Credit Card Expiration Report
Future Work Report

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
- Customer Zip Code
- Customer Type
- Customer Created (Date)

Additional Sort Options

- Include inactive customers

07/14/2014 2:58 pm

Customer Summary Report

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Selections = All

Cust #	Customer Name	Contact	Phone	Fax	Cust Type
Address1		Address2		City / State / Zip	
001001	Action Electric, Inc. 811-4 SW 44th Street	DEBBIE	(239)772-1505	()	COMMERC LONGWOOD, FL 32707
001002	ANCHORHEALTH 800 GOODLETTE RD N, STE 230	DENISE GARNEAU	(941)403-7585	() -	COMMERC NAPLES, FL 34102
001003	AZEVEDO, ANN-MARIE 4848 IPSWITCH CT	ANN-MARIE AZEVEDO	(239)275-9940	() -	RESIDENTI FortMyers, FL 33907
001004	BAKER, SALLI 1165 PALM AVE	SALLIBAKER	(239)634-6117	() -	RESIDENTI North Ft. Myers, FL 33903
001005	BARRON, JOHN 381 MONTAGUE CITY ROAD	JOHNBARRON	(413)773-3546	() -	RESIDENTI TURNERS FALLS, MA 01376
001006	BECKER, AUDREY 1721 SE 7TH STREET	AUDREY BECKER	(239)242-2687	() -	RESIDENTI Cape Coral, FL 33904
001007	BEGLEY'S IRISH PUB 18011 S TAMiami TRAIL, STE 1		(239)415-1122	(239)415-1123	COMMERC FortMyers, FL 33908
001008	Belchar, Trevor 720 SE 11th Place	Trevor Belchar	(239)458-2052	() -	RESIDENTI Cape Coral, FL 33990
001009	BERKHOLTZ, LESTER 3301 SE 17TH PLACE	LESTER A BERKHOLTZ	(239)542-6445	() -	RESIDENTI Cape Coral, FL 33904
001010	BETTER HEARING CENTERS OF FLOR	DAT	(239)405-2150	()	COMMERC

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

Select Options:

Customer Number
Customer Name
Zip Code
Customer Type
Customer Created (Date)

Additional Sort Options

Show inactive customers

07/14/2014 3:13 pm

Customer Detail Report

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Selections = All

Cust #	Customer Name	Address1	Address2	City / State / Zip		
Cust Type	Email	Website	# Sites	# Ctr		
Contact	Contact Title	Phone	Fax	Cell	Alt Phone	
001001	Action Electric, Inc.	4487 Metro Parkway		LONGWOOD, FL 32707		
COMMERCIAL	debbie@actionelectric.com	www.actionelectric.com	6	6		
DEBBIE		(407)772-1505	(407)555-2199	(407)555-7611	(407)555-1088	
001002	ANCHORHEALTH	800 GOODLETTE RD N, STE 230		NAPLES, FL 34102		
COMMERCIAL	denise@anchorhealth.com	www.anchorhealth.com	1	0		
DENISE GARNEAU		(941)403-7585	(941)555-9018	(941)555-8300		
001003	AZEVEDO, ANN-MARIE	4848 IPSWITCH CT		Fort Myers, FL 33907		
RESIDENTIAL	ann-marie@earthlink.net		1	1		
ANN-MARIE AZEVEDO		(239)275-9940	() -	(239)665-1155		
001004	BAKER, SALLI	1165 PALM AVE		North Ft. Myers, FL 33903		
RESIDENTIAL	salli@gmail.com		1	0		
SALLI BAKER		(239)634-6117	() -	(239)555-8111		
001005	BARRON, JOHN	381 MONTAGUE CITY ROAD	Apt. 3	TURNERS FALLS, MA 01376		
RESIDENTIAL	john@hotmail.com		1	0		
JOHN BARRON		(413)773-3546	() -	(239)281-0230		

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
Source
First Call Date
Site Created Date
Customer Created Date

Additional Options:

Include customers with, or without, Contracts

Include Inactive customers

Show Only OnCall created sites

07/14/2014 3:24 pm

Customer Sites Report

Page 1 of 31

Selections = All

Cust#	Customer Name	Site#	Site Name	Address 1	Address 2	City / State / Zip	Site Type	# Ctr	Rate Type	Contact	Phone	Fax	Cell	Source
001001	Action Electric, Inc.	001001-0001	Action Electric, Inc.	811-4 SW 44th Street		FortMyers, FL 33919	Industrial	6	RES	Roger	(239)772-1500	(239)555-4321	(239)555-9033	
		001001-0002	Smith, Mary	543 1st Ave		FortMyers, FL 33908	COMMERCIA	0	Com	Mary	(239)543-8976	(239)	(239)676-5433	
		001001-0003	Action Service	341 Metro Parkway		FortMyers, FL 33908	COMMERCIA	0	Com	Joe	(239)555-9022	(239)433-7899	(239)676-5008	
		001001-0004	Winnebago County Jail	548 Main Street		Winnebago, IL 61102	COMMERCIA	0	Com	Mike Scott	(239)555-3398	(239)555-6110	(239)555-9000	
		001001-0005	Gallery Place	438 D Avenue		FortMyers, FL 33908	COMMERCIA	0	Com	Frank	(239)557-9490	(239)554-8887	(239)665-7776	
		001001-0006	Low Temp	321 Alafaya Trail		FortMyers, FL 33908	COMMERCIA	0	Com	Todd	(239)342-4322	(239)688-9933	(239)772-6	
001002	ANCHORHEALTH	001002-0001	ANCHORHEALTH	800 GOODLETTE RD N, STE 230		NAPLES, FL 34102	COMMERCIA	0	Com	DENISE GARNEAU	(941)403-7585	(941)555-9018	(941)555-8300	
001003	AZEVEDO, ANN-MARIE	001003-0001	AZEVEDO, ANN-MARIE	4848 IPSWITCH CT		FortMyers, FL 33907	RESIDENTIA	1	RES	ANN-MARIE AZEVEDO	(239)275-9940	(239)	(239)665-1155	

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
Problem Code
Site Created Date
Customer Created Date

Additional Sort Options:

Call Back Status
Warranty Status

07/14/2014 3:28 pm

Customer History Report

Page 1 of 1

SiteNo >= 001415-0001 AND SiteNo <= 001415-0001 AND
WorkDate >= 03/21/2012 AND WorkDate <= 11/10/2012

Cust #	Cust Name	Cust Type	Cust Contact	Cust Phone
001415	Henessy, Erin	RESIDENTIA		(239)555-8712
Site #	Site Name	Site Address1	Site Address2	
	Site Type	Site Contact	Site Phone	Site City / State / Zip
001415-0001	Henessy, Erin	123 Gateway Blvd		
	RESIDENTIA		(239)555-8712	Ft. Myers, FL 33913

CallSlip #: 2551 Work Date: 10/24/2012 Primary Tech: NATE

General Result Codes & Notes

Equip ID: 0001 Serial #: 3987398473 Model #: 36436 Brand: AMSTD

Mot/Cap Replaced Motor & Capacitor

Cleaned dirty air filter.

<u>Work Date</u>	<u>Tech</u>
10/24/2012	NATE

CallSlip #: 2554 Work Date: 11/07/2012 Primary Tech: NATE

General Result Codes & Notes

Mot/Cap Replaced Motor & Capacitor

Cleaned dirty air filter and blew out drain line.

Equip ID: 0001 Serial #: 3987398473 Model #: 36436 Brand: American Std

<u>Work Date</u>	<u>Tech</u>
11/7/2012	NATE
11/8/2012	BOB

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
- Sales Person

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

07/14/2014 3:33 pm **Customer Contracts Report** Page 1 of 2
Exp_Date >= 01/01/2014 AND Exp_Date <= 12/31/2014

Cust #	Site #	Customer Name	Zipcode	Zone	Orig Date	Start Date	Exp Date	Contract Type
Contract #		Site Information					Site Primary Phone	
001123	001123-0001	High, Jim	33903-	Central	08/01/2013	08/01/2013	07/31/2014	GOLD
001123-0001-005		High, Jim	5860 Inverness Circle		North Ft. Myers, FL		(239)555-8934	
		Orig Amt	Adjustments	Total Amt	Billed	To Be Billed		
		249.00	0.00	249.00	186.75	62.25		
001125	001125-0001	Smith, Sean	33913-	Gateway	02/20/2007	01/01/2014	12/31/2014	GOLD
001125-0001-006		Smith, Sean	11451 Persimmon Court		Ft. Myers, FL		(239)455-9844	
		Orig Amt	Adjustments	Total Amt	Billed	To Be Billed		
		210.00	0.00	210.00	0.00	210.00		
001128	001128-0001	Wasik, Matt	33908-	South	01/10/2013	01/10/2013	01/09/2014	GOLD
001128-0001-003		Wasik, Matt	17455 Overhill Drive Apt 12		FortMyers, FL		(239)437-0023	
		Orig Amt	Adjustments	Total Amt	Billed	To Be Billed		
		249.00	0.00	249.00	249.00	0.00		
001131	001131-0001	BahamaBreeze	33908-	South	06/24/2013	06/24/2013	06/23/2014	ComInsp
001131-0001-001		BahamaBreeze	14701 South Tamiami Trail		FortMyers, FL		(239)454-9234	
		Orig Amt	Adjustments	Total Amt	Billed	To Be Billed		
		650.00	0.00	650.00	325.00	325.00		

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.

7/14/14 3:39 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	
001001 Action Electric, Inc. 811-4 SW 44th Street	001001-0001 Fort Myers, FL	Action Electric, Inc. (multi)	N	Y	Roger (239)772-1500
001136 Miller, Andy 6352 Cocos Drive	001136-0001 Fort Myers, FL	Miller, Andy (multi)	N	Y	Andy Or Kim (239)995-9441
001138 Pillsbury Corporation 14332 South Tamiami Trail	001138-0003 North Ft. Myers, FL	Steak & Ale	N	Y	Bernie (239)453-5566
001179 FAHL, MICHAEL 4310 GLASGOW COURT	001179-0001 North Ft. Myers, FL	FAHL, MICHAEL	Y	N	MICHAEL FAHL (239)555-7881
001259 Patterson Chiropractic 505 Kings Highway	001259-0001 Fort Myers, FL	Patterson Chiropractic	N	Y	Dr. William Patterso (239)875-1100
001265 Johnson, Lori 344 Alva Avenue	001265-0001 Fort Myers, FL	Johnson, Lori	N	Y	Lori (239)659-8211
001358 Severson, Mike 5854 Inverness Circle	001358-0001 North Ft. Myers, FL	Severson, Mike GOLD	N	Y	Mike (239)454-5678
001403 Workman, Melissa 4518 Pine Ave	001403-0001 Ft. Myers, FL	Workman, Melissa	N	Y	Melissa (239)437-8765
001422 Jacobs, Dan 4524 Pinehurst Greens Ct	001422-0001 Ft. Myers, FL	Jacobs, Dan GOLD	N	Y	Danny (239)555-6630
001423 Smith, Jacob 543 Metro Pkwy	001423-0001 Ft. Myers, FL	Smith, Jacob GOLD	N	Y	Jake (239)437-8812

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 customer's 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
Source
Last Service Call Date
Customer Created Date

Additional Selections

Credit Hold Customers
Customers w/out contracts
Customers with contracts
Include inactive customers

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 Trail
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

Credit Card Expiration Report

Description: This report shows a list of customers that have a credit card on file and the expiration date of the credit card. This report should be run monthly based on selecting the Expiration date for the current month and used to contact the customer to get their new expiration date. By default, this report will show only cards that are currently in use for automatically billing service agreements, but can be overridden.

Sort Options:

Customer Name
Card Expiration

Select Options:

Customer Name
Card Expiration Date
Customer Type

Additional Selections

Only cards currently in use
Show Contracts

07/14/2014 3:59 pm

Credit Card Expiration Report

Selections = All

Cust#	Customer Name	Customer Phone	Card Type	Card#	Expires	Customer Type
001407	Beltz, Michael	(239)433-8766	VISA	6781	12/31/2015	RES
001148	Beltz, Raymond	(239)	MasterCard	6781	12/31/2014	RES
001330	Foster, Ralph	(239)437-8898	VISA	6781	12/31/2015	RES
001123	High, Jim	(239)555-8934	VISA	6781	12/31/2015	RES
001402	Jacobs, David	(239)544-6788	MasterCard	6781	12/31/2015	RES
001299	Johnson, Richard	(239)561-1328	VISA	6781	12/31/2015	RES
001378	Jones, Andrea	(239)456-5432	VISA	6781	12/31/2015	RES
001396	Kelly, Megyn	(239)436-5433	Check	XX44	12/31/3000	RES
001294	Osborn, William	(817)881-3949	VISA	6781	12/31/2015	RES
001257	Publix Supermarkets	(904)234-7766	VISA	6781	12/31/2015	INDUST
001442	Slade, Kathy	(239)554-1233	VISA	6781	12/31/2015	RES
001128	Wasik, Matt	(239)437-0023	VISA	6781	12/31/2015	RES

Future Work Report

Description: The Future Work Report prints a list of Future Work entries. Future work entries are generated automatically when a technician uploads a call slip from ACOTRUCK that had suggested flat rate repairs declined. Future work records can also be created manually by clicking the Future Work button on the Call Slip screen and entering recommended future work. This report can show Open, Completed and/or Dead Future Work records. This is a great "rainy day" report for sales reps to remind customers of rejected work and to try to sell them on the suggested repairs.

Sort Options:

Site Number
 Technician
 Follow up Person

Select Options:

Site Number
 Follow-up Date
 Dispatch Date
 Technician
 Follow-up Person

Additional Selections

Show Open
 Show Completed
 Show Dead

07/14/2014 4:04 pm

Future Work Report

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Site #	Site Name	Call Slip #	Tech	Dispatched	Follow Up
Status	Site Address	Description			
001380-0001 Open	Bode, Paul 12465 Country Day Cr Ft. Myers, FL 33913 (239)556-3421	2687 Replace Adjustable Radiator Steam Vent	NATE	09/19/2013	NATE 09/22/2013
001265-0001 Open	Johnson, Lori 344 Alva Avenue FortMyers, FL 33908 (239)659-8211	2688 Replace 1/4 HP 1075 RPM 115V 3 Speed Blower Motor	NATE	09/23/2013	NATE 09/26/2013
001128-0001 Open	Wasik, Matt 17455 Overhill Drive Apt. 12 FortMyers, FL 33908 (239)437-0023	2689 Electronic/Ultrasonic Leak Search 3 to 5 ton Split System - Easy	NATE	10/04/2013	NATE 10/07/2013
001123-0001 Open	High, Jim 5860 Inverness Circle NorthFt. Myers, FL 33903 (239)555-8934	2648 Electronic/Ultrasonic Leak Search 3 to 5 ton Split System - Easy	NATE	08/05/2013	NATE 08/08/2013

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 History

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
 Model Year
 Customer Type

Additional Options:

Show components
 Show Inactive Equipment
 Show Associated Materials
 Only sites w/ Active Contracts

07/14/2014 5:06 pm

Equipment List Report

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Selections = All

- Include Components
- Sites with Active Contracts

Site #	Site Name	Address		City/State/Zip	Phone						
Eq	Equip ID	Model	Equip Category	Equip Type	Brand	Serial#	Date Installed	Date Start Up	Labor Exp Date	Material Exp Date	Contract
Serves Area			Location								
001001-0001	Action Electric, Inc.	811-4 SW44th Street		Fort Myers, FL 33919	(239)772-1500						
E	0001	CAR4983094833	HP	COMP	DAYTON	3483843W983	2/14/2001				E
Office			Side Of House								
001001-0003	Action Service	341 Metro Parkway		Fort Myers, FL 33908	(239)555-9022						
E	0001	MICS OX32	PHONE	MODULE	PLUG	347347373	1/17/2002	1/17/2002	1/16/2003	1/16/2004	N
Office			Computer Room								
001001-0003	Action Service	341 Metro Parkway		Fort Myers, FL 33908	(239)555-9022						
E	0002	TZ7E4R97W3	GPS		@ROAD	7439874389	9/17/2004				N
Service Van			RTU								
001289-0001	Adams Construction	11750 Bent Pine Drive		Ft. Myers, FL 33913	(239)678-3422						
E	0001	XL1200	AIRHAN	AIRHAN	TRANE	TUD34374773D34					N
House			Side of house								
001312-0001	Aggressive Heating	78 Rapelye		Brooklyn, NY 11231	(718)555-6789						
E	0001	YE7363553	AIRHAN	AIRHAN	AMSTD	4379873					N
Office			RTU								
001002-0001	ANCHOR HEALTH	800 GOODLETTE RDN, STE 230		NAPLES, FL 34102	(941)403-7585						
E	0001	XL1200	HP	COMP	TRANE	TUD4830982837					N
Lobby			Roof								

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
Model Year
Customer Type

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

Equipment History Report

Description: This report produces a detailed service history for selected units of Equipment. You can choose to include all of the Equipment at particular work sites, or specify an individual serial number. The results can be limited to a range of dates. In addition to listing the Call Slips, technicians, Resolution Codes, and Resolution Text, the report can include a detailed comparison of Checklist entries that were submitted during the specified date range. This allows you to monitor fluctuations in checklist items over time - for example, you might be interested in tracking the operating temperature of a particular unit, as recorded on various Call Slips over the course of a year.

Sort Options:

Equipment ID
Serial Number
Model Number

Selection Options:

Site Number
Work Date
Problem Code
Model Number
Serial Number
Brand
Equipment Type

Additional Options:

Show Additional Address Info
Show Long Resolution Text
Show Manual Resolution Text
Show Check List
Show Inactive Equipment
Start each piece of equip on new page
Call Back Status
Warranty Status

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Equipment History Report

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Site #	Equip ID	Serial #	Model #	Brand	Equip Type
001125-0001	00007	E061433901	N2A336AKA	TEMPST	CNDNSR
Smith, Sean		11451 Persimmon Court		Ft. Myers FL 33913	

Call Slip #: 1455 Problem Code: NC No Cooling

Work Date	Tech
✓ 8/21/2006	MIKE

Removed and replaced outside condensor unit. Charged with refrigerant and Checked system for leaks. System tested to verify proper operation.

Call Slip #: 2784 Problem Code: NC No Cooling

Work Date	Tech
✓ 4/3/2014	NATE

Found motor off due to internal overload. Reset and found motor running high amperage. Replaced defective motor and capacitor and adjusted pulley to manufacturer's specification. Motor run tested & setup for normal operation.

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
Call Slip Material Usage Report
Re-Stock Inventory
Re-Stock Inventory with Bar Codes
Inventory Barcode Labels
Vendor List
Purchase Order Quantity Report
PO Balance 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 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.

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Inventory Price List

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Warehouse >= main AND Warehouse <= main

Location: MAIN

Keycode	Description	Equip Type	Part #	Sell Price		
				List Cost	Last Cost	Average Cost
MOT001	1/4 HP Generic Motor			56.00	48.00	33.18
REF001	R-22 Refrigerant			12.50	11.00	11.00
BEL001	17" Notched Belt			6.00	5.50	5.50
FLT001	filter, pleated, 16x20x2			5.56	5.90	5.90
FLT002	filter, pleated, 16x25x2			5.14	5.45	5.45
FLT003	filter, pleated, 20x20x2			5.01	5.31	5.31
FLT004	filter, 24x24x12, vbank 85%			151.33	160.50	160.50
FLT005	filter, 24x24x12, vbank 95%			160.06	169.75	169.75
BLT001	V-belt, ctype 7/8 17/32 100.2			32.20	34.15	34.15
BLT003	belt, 3VX 3/8 5/16 60-inch			16.36	17.35	17.35

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.





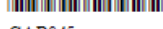
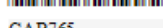
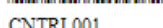
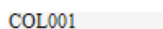
07/14/2014 5:39 pm

Physical Stock Report

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Location >= main AND Location <= main

Location

KeyCode	Description	Vendor	Quantity	Adjusted Quantity
 CAP011	Capacitor, 40 MFD		2	
 CAP012	Capacitor, 45 MFD		8	
 CAP013	Capacitor, 55 MFD		94	
 CAP020	35amp Time Delay		-14	
 CAP045	Capacitor - Special Part		-6	
 CAP765	Turbo 2000 capacitor		3	
 CNTRL001	Control Box		0	
 COL001	coil, 52x13x14 12000btu		-2	

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
Equipment Category
Equipment Type

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 381 DB 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 1/8hp 825rpm		92.55	2	185.10
	MOI003	motor, cond split 1/8hp 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

07/14/2014 5:45 pm

Serial Number / Floor Plan Report

Page 1 of 2

Selections = All

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

Location	Key Code	Description	Serial#	Date Recvd	Cost	Status	Date Sold	Call Slip #	Site ID
Location :	FUR001	furnace, oil 57mbtu 1200cfm 80	36-TB783772X67	09/09/05	1,050.00	SOLD	09/10/05	1284	
Location :	AIR001	1510 A/C, WeatherMaker 38TDB 2speed	NCT101206	12/12/06	1,200.00	SOLD	12/12/06	1510	001293-0001
Location :	AIR001	1528 A/C, WeatherMaker 38TDB 2speed	LD12345	12/15/06	1,200.00	UNRC'	12/15/06		001258-0001
Location :	AIR001	2272 A/C, WeatherMaker 38TDB 2speed	NCT12345	04/27/11	1,200.00	UNRC'			001135-0001
	AIR001	A/C, WeatherMaker 38TDB 2speed	TUT002	04/27/11	1,200.00	UNRC'			001135-0001
	WHT050	50 Gal Nat. Gas Water Heater	TUT001	04/27/11	563.00	COMM		2272	001135-0001
Location :	AIR001	2504 A/C, WeatherMaker 38TDB 2speed	98765	02/16/12	1,200.00	UNRC'			001352-0001
Location :	AIR001	2599 A/C, WeatherMaker 38TDB 2speed	7633522	10/03/13	1,200.00	COMM		2599	001135-0001

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 a specific truck 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.

Additional Selection Options: This report can be limited to show just un-posted, posted or both types of call slips. You can also elect to show Inventory items, non-inventory (Freekey) items and/or items purchased on a PO to the call slip.

Sort Options:

Key Code
 Invoice Date
 Lead Tech
 Call Slip Number

Selection Options:

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

1/8/2014 10:43:35AM

Material Usage Report

Page 1 of 1

LeadTech >= nate AND LeadTech <= nate AND
 InvDate >= 09/01/2013 AND InvDate <= 10/31/2013

Key Code	Description	Call Slip #	Invoice Date	Site Name	Location	Qty	Unit Cost	Total Cost	Tech
CAP002	Capacitor, 5 MFD	2648	10/23/2013	High, Jim	TR102 NATE	1	4.85	4.85	NATE
CAP002	Capacitor, 5 MFD	2653	09/19/2013	Ariani Restaurant & Lounge	TR103	1	4.85	4.85	NATE
CAP002	Capacitor, 5 MFD	2689	10/04/2013	Wasik, Matt	TR103	1	4.85	4.85	NATE
						3		14.55	
FLT001	filter, pleated, 16x20x2	2261	09/03/2013	Glynn, Page	MAIN	1	5.90	5.90	NATE
						1		5.90	
MOT001	1/4 HP Generic Motor	2696	10/29/2013	Severson, Marcie	TR103	1	56.00	56.00	NATE
MOT001	1/4 HP Generic Motor	2688	09/24/2013	Johnson, Lori	TR103	1	56.00	56.00	NATE
MOT001	1/4 HP Generic Motor	2653	09/19/2013	Ariani Restaurant & Lounge	TR103	1	56.00	56.00	NATE
MOT001	1/4 HP Generic Motor	2687	09/19/2013	Bode, Paul	TR103	1	56.00	56.00	NATE
MOT001	1/4 HP Generic Motor	2689	10/04/2013	Wasik, Matt	TR103	1	56.00	56.00	NATE
						5		280.00	
MOT002	1/4 HP 208/230V 1075 RPM	2648	10/23/2013	High, Jim	TR102 NATE	1	58.96	58.96	NATE
						1		58.96	
REF001	R-22 Refrigerant	2689	10/04/2013	Wasik, Matt	TR103	1	11.00	11.00	NATE
						1		11.00	
Grand Total						11		370.41	

Re-Stock 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
Equipment Category
Equipment Type

Additional Options:

Only items less than optimum quantity

Combine Locations

Only items less than minimum quantity

07/14/2014 5:51 pm

Inventory ReStock Report

Page 1 of 2

Items Less than Minimum Combine Locations Items Less than Optimum

Selections = All

Location

KeyCode	Description	Vendor	Actual Cost	Quantity	Minimum	Optimum	Short
All Locations							
643740-501	Shaft, Reduction Assembly		35.00	0	1	1	1
AHR014	TRANE 4TEE3F40B VS Air Handler	TRANE	777.00	-19	0		19
BEL001	17" Notched Belt		5.50	-2	0		2
BI-101	Gallon(s) Developer Chemicals		6.75	0	5	10	10
BI-102	Gallon(s) Fixer Chemical		1.75	0	5	20	20
BIP001	pipe, b iron 90 street elb 1/8		6.95	-40	0		40
BIP002	pipe, blk iron bushing 1/4x1/8		11.25	-43	0		43
BIP003	pipe, blk iron tee 1/8		16.45	-7	0		7
BLT001	V-belt, ctype 7/8 17/32 100.2		34.15	-15	0		15
BRK001	20 Amp Breaker		12.50	-7	0		7
CAP001	Capacitor, 4 MFD		4.60	-8	8	19	27
CAP002	Capacitor, 5 MFD		4.88	-41	7	16	57
CAP003	Capacitor, 7.5 MFD		3.75	0	3	6	6
CAP004	Capacitor, 10 MFD		3.95	0	1	2	2
CAP005	Capacitor, 12.5 MFD		4.05	0	1	2	2
CAP006	Capacitor, 15 MFD		4.05	0	1	2	2
CAP007	Capacitor, 20 MFD		5.66	1	3	8	7
CAP008	Capacitor, 25 MFD		6.65	0	3	8	8
CAP009	Capacitor, 30 MFD		7.49	0	1	2	2
CAP010	Capacitor, 35 MFD		8.28	0	1	2	2
CAP011	Capacitor, 40 MFD		9.85	0	1	2	2
CAP012	Capacitor, 45 MFD		10.68	0	1	2	2
CAP013	Capacitor, 55 MFD		10.00	0	1	2	2
CAP020	35amp Time Delay		11.50	-14	2	4	18

Re-Stock Inventory with Bar Codes

Description: This report is similar to the Re-Stock 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 Options:

Only items less than optimum quantity

Combine Locations

Only items less than minimum quantity











07/14/2014 6:02 pm

Inventory ReStock Report w/ BarCodes

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Items Less than Optimum Combine Locations Items Less than Minimum

Selections = All

Location	Key Code	Description	Primary Vendor	Actual Cost	Quantity in Stock		
					Minimum	Optimum	Short
All Locations							
	643740-501	Shaft, Reduction Assembly		35.00	0		
					1	1	1
	AHR014	TRANE4TEE3F40B VS Air Handler TRANE		777.00	-19		
							19
	BEL001	17" Notched Belt		5.50	-2		
							2
	BI-101	Gallon(s) Developer Chemicals		6.75	0		
					5	10	10
	BI-102	Gallon(s) Fixer Chemical		1.75	0		
					5	20	20
	BIP001	pipe, b iron 90 street elb 1/8		6.95	-40		
							40
	BIP002	pipe, blk iron bushing 1/4x1/8		11.25	-43		
							43
	BIP003	pipe, blk iron tee 1/8		16.45	-7		
							7
	BLT001	V-belt, ctype 7/8 17/32 100.2		34.15	-15		
							15
	BRK001	20 Amp Breaker		12.50	-7		
							7

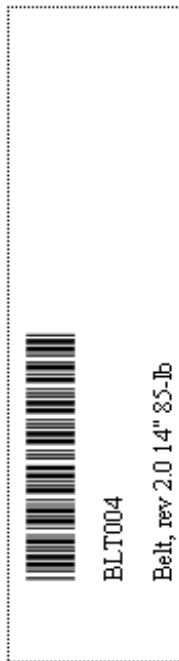
Inventory Barcode Labels

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

Additional Options:
Quantity of Each



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)
Show Cost

07/14/2014 6:06 pm

Purchase Order Quantity Report

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Received Type Selections = All
 Partial Inventory
 Full Call Slip
 None Job Cost

PO#

Keycode	Description	Vendor	Type	Type Desc	Ordered	Received	Left	Cost
PO# 1	Belt	BAKER	C	1002	2	1	1	10.0000
PO# 10	SNS001 Sensor - infra red	Johnso 91	C	1089	1	1		100.0000
	SNS001 Sensor - infra red	Johnso 91	I	TR101 BOB	2	2		100.0000
PO# 100	MOT001 1/4 HP Generic Motor	GRAING 66	C	1320	1	1		45.0000
PO# 103	MOT001 1/4 HP Generic Motor	Johnso 91	C	1090	0	0		0.0000
PO# 105	FUS002 30 Amp Time Delay Fuse	BAKER	I	MAIN	5	5		1.5500
	FUS002 30 Amp Time Delay Fuse	BAKER	I	TR102 NATE	3	3		1.5500
	FUS002 30 Amp Time Delay Fuse	BAKER	I	TR103	2	2		1.5500
	MOT001 1/4 HP Generic Motor	BAKER	I	MAIN	2	2		48.0000
	REL001 Timer Relay	BAKER	I	MAIN	5	5		15.0000
PO# 106	MOT001 1/4 HP Generic Motor	Johnso 91	C	1331	1	1		51.0000
PO# 116	MOT231 1/2 HP Centrifugal Pump	GRAING 66	J	0603-0001	1	1		425.0000
	PVC006 1 1/4 Inch Backflow Preventer	GRAING 66	J	0603-0001	1	1		220.0000

Purchase Order Balance Report

Description: The Purchase Order Balance Report will give you a list of all purchase orders that fall within the search criteria and shows you the original Purchase Order value, the received value amount and if you are using QuickBooks, the Billed to Date (BTD) amount. If one purchase order number has been used for multiple vendors, and you searched for a particular PO number, the report will show the entire PO values as well as a breakdown for each vendor. If you are searching for a particular vendor that was included on multiple purchase orders, then only that vendor's value of the Purchase Order will appear on the report.

Sort Options:
 PO Create Date
 Vendor
 PO Number

Selection Options:
 P.O. Number
 P.O. Date
 Vendor

Additional Options:
 Include items where BTD > 0
 Include items where received and BTD are equal
 Include items where PO Amount is equal to Received Amount

07/14/2014 6:14 pm

PO Balance Report

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Selections = All
 Include BTD Greater Than Zero = Y
 Include Rcvd Equals BTD = N
 Include PO Equal Rcvd = N

PO Number	PO Date	Originator	Vendor	PO Total	Rcvd Total	BTD Total
1	9/8/2003		BAKER DIST. CO	20.00	10.00	0.00
11	2/20/2004		Johnson Supply	9.50	0.00	9.50
14	4/2/2004		Johnson Supply	594.00	396.00	0.00
28	6/21/2004		Johnson Supply	424.80	212.40	0.00
29	6/22/2004		GRAINGER	5.00	0.00	5.00
31	6/24/2004		GRAINGER	63.66	21.22	0.00
56	2/8/2005		Johnson Supply	44.00	33.00	0.00
68	6/14/2005		Johnson Supply	12,000.00	7,200.00	0.00
75	8/22/2005		Johnson Supply	94.00	0.00	94.00
77	8/29/2005		Johnson Supply	333.00	0.00	333.00
82	10/15/2005		Johnson Supply	519.20	0.00	519.20
86	11/2/2005			17.20	0.00	17.20
97	12/9/2005		Johnson Supply	288.00	192.00	0.00
99	12/19/2005		Johnson Supply	316.00	0.00	316.00
107	1/26/2006		Johnson Supply	51.00	0.00	51.00
110	1/30/2006		GRAINGER	1,822.00	0.00	1,822.00

Vendor	PO Total	Rcvd Total	BTD Total
	17.20	0.00	17.20
BAKER DIST. CO	1,018.00	10.00	998.00
Chelosky Electric	18,000.00	0.00	18,000.00
GRAINGER	2,024.76	21.22	1,961.10
Johnson Supply	106,883.42	21,762.10	70,090.07
	<u>127,943.38</u>	<u>21,793.32</u>	<u>91,066.37</u>

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/Phase
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 Profit Detail
Job Cost Invoice List Report
Job Cost Status Report
Job Cost Call Slip Summary
Direct Charge Report

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)

07/01/2014 9:50 am

Job Est Vs Actual Cost Summary

Page 1 of 1

- Open
- Closed
- Warranty

JobNo >= 0605 AND JobNo <= 0608

Job #	Job Name	Billed To :					
Base / Extra	Name	Bill Type	Job Type	Est Cost	JTD Cost	Variance	% Complete
0605-0002	Adams Job		001289	Adams Construction			
Base		Dep	DEPT	3,600.00	1,352.00	2,248.00	37.56
Total Job				3,600.00	1,352.00	2,248.00	37.56
0605-0003	cook		001273	Cook Coounty Court House			
Base		TM	DEPT	2,721.44	12,598.72	-9,877.28	462.94
Total Job				2,721.44	12,598.72	-9,877.28	462.94
0608-0001	Riverside Church Plumbing		001289	Adams Construction			
Base		Cr	PLBG	46,072.45	12,258.44	33,814.01	26.61
Extra 1	Upgrade to motion sensor valve	Cr	PLBG	497.50	379.12	118.38	76.21
Total Job				46,569.95	12,637.56	33,932.39	27.14
0605-0001	Willy		001272	Osborn, Donald			
Base		Dep	DEPT	321.44	832.44	-511.00	258.97
Total Job				321.44	832.44	-511.00	258.97
Total All Jobs				53,212.83	27,420.72	25,792.11	51.53

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)

07/01/2014 9:53 am

Job Estimate vs Actual Cost by Phase

Page 1 of 1

- Open
- Closed
- Warranty

JobNo >= 0608 AND JobNo <= 0608

Phase	Description	Estimate			Actual		
		Base	Approved Extra's	Base + Extras	Actual JTD	Variance	% Complete
ABOVESLAB	Above Slab						
	Material	2,775.00	0.00	2,775.00	717.50	2,057.50	25.86
	Labor	4,278.00	0.00	4,278.00	0.00	4,278.00	0.00
	Misc	0.00	0.00	0.00	75.00	-75.00	0.00
	Total	7,053.00	0.00	7,053.00	792.50	6,260.50	11.24
BELOWSLAB	Below Slab						
	Material	1,352.32	0.00	1,352.32	5,678.05	-4,325.73	419.87
	Labor	5,140.50	0.00	5,140.50	5,532.02	-391.52	107.62
	Misc	0.00	0.00	0.00	0.00	0.00	0.00
	Total	6,492.82	0.00	6,492.82	11,210.07	-4,717.25	172.65
EXTRA	Upgrade motion sensor valves						
	Material	0.00	400.00	400.00	379.12	20.88	94.78
	Labor	0.00	97.50	97.50	0.00	97.50	0.00
	Misc	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	497.50	497.50	379.12	118.38	76.21
FIXTURES	Fixtures						
	Material	16,210.00	0.00	16,210.00	0.00	16,210.00	0.00
	Labor	3,389.63	0.00	3,389.63	187.25	3,202.38	5.52
	Misc	0.00	0.00	0.00	0.00	0.00	0.00
	Total	19,599.63	0.00	19,599.63	187.25	19,412.38	0.96
TOP OUT	Top Out						
	Material	3,267.00	0.00	3,267.00	0.00	3,267.00	0.00
	Labor	9,660.00	0.00	9,660.00	68.62	9,591.38	0.71
	Misc	0.00	0.00	0.00	0.00	0.00	0.00
	Total	12,927.00	0.00	12,927.00	68.62	12,858.38	0.53
Report Total		46,072.45	497.50	46,569.95	12,637.56	33,932.39	27.14

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 "Rough" and "Trim".

Sort Options:

Job Name
Job Number

Selection Options:

Job Number
Job Type
Open Date
Close Date

Additional Options:

Job Status
(Open, Closed, Warranty)

07/01/2014 10:02 am

Job Est vs Actual Cost by Category / Phase

Page 1 of 1

- Open
- Closed
- Warranty

JobNo >= 0608 AND JobNo <= 0608

Category	Description	Estimate			Actual		
Phase	Description	Base	Approved Extras	Base + Extras	Actual JTD	Variance	% Complete
ROUGH	Rough						
	ABOVESLAB Above Slab						
	Material	2,775.00	0.00	2,775.00	717.50	2,057.50	25.86
	Labor	4,278.00	0.00	4,278.00	0.00	4,278.00	0.00
	Misc	0.00	0.00	0.00	75.00	-75.00	0.00
	Total	7,053.00	0.00	7,053.00	792.50	6,260.50	11.24
	BELOWSLAB Below Slab						
	Material	1,352.32	0.00	1,352.32	5,678.05	-4,325.73	419.87
	Labor	5,140.50	0.00	5,140.50	5,532.02	-391.52	107.62
	Misc	0.00	0.00	0.00	0.00	0.00	0.00
	Total	6,492.82	0.00	6,492.82	11,210.07	-4,717.25	172.65
	Total Category	13,545.82	0.00	13,545.82	12,002.57	1,543.25	88.61
TRIM	Trim						
	EXTRA Upgrade motion sensor valves						
	Material	0.00	400.00	400.00	379.12	20.88	94.78
	Labor	0.00	97.50	97.50	0.00	97.50	0.00
	Misc	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	497.50	497.50	379.12	118.38	76.71
	Report Totals	46,072.43	497.50	46,569.95	12,637.56	33,932.39	27.14

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)

07/01/2014 10:10 am

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

Page 1 of 2

Open
 Closed
 Warranty

JobNo >= 0608 AND JobNo <= 0608

Job #	Job Name	Billed To			
Base / Extra	Description				
Category	Description				
Phase	Description	EstCost	Actual JTD	Variance	% Complete
0608-0001	Riverside Church Plumbing		001289	Adams Construction	
Base					
ROUGH	Rough				
ABOVESLAB	Above Slab				
	Material	2,775.00	717.50	2,057.50	25.86
	Labor	4,278.00	0.00	4,278.00	0.00
	Misc	0.00	75.00	-75.00	0.00
	Total	7,053.00	792.50	6,260.50	11.24
BELOWSLAB	Below Slab				
	Material	1,352.32	5,678.05	-4,325.73	419.87
	Labor	5,140.50	5,532.02	-391.52	107.62
	Misc	0.00	0.00	0.00	0.00
	Total	6,492.82	11,210.07	-4,717.25	172.65
Total Category		13,545.82	12,002.57	1,543.25	88.61
TRIM	Trim				
FIXTURES	Fixtures				
	Material	16,210.00	0.00	16,210.00	0.00
	Labor	3,389.63	187.75	3,201.88	5.57

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)

07/01/2014 10:11 am

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

Page 1 of 1

- Open JobNo >= 0608 AND JobNo <= 0608
- Closed
- Warranty

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

		Estimate			Actual		
		Base	Approved Extra's	Base + Extras	Actual JTD	Variance	% Complete
0608-0001	Riverside Church Plumbing						
ROUGH	Rough						
	ABOVESLAB Above Slab						
	Material	2,775.00	0.00	2,775.00	717.50	2,057.50	25.86
	Labor	4,278.00	0.00	4,278.00	0.00	4,278.00	0.00
	Misc	0.00	0.00	0.00	75.00	-75.00	0.00
	Total	7,053.00	0.00	7,053.00	792.50	6,260.50	11.24
	BELOWSLAB Below Slab						
	Material	1,352.32	0.00	1,352.32	5,678.05	-4,325.73	419.87
	Labor	5,140.50	0.00	5,140.50	5,532.02	-391.52	107.62
	Misc	0.00	0.00	0.00	0.00	0.00	0.00
	Total	6,492.82	0.00	6,492.82	11,210.07	-4,717.25	172.65
	Total Category	13,545.82	0.00	13,545.82	12,002.57	1,543.25	88.61
TRIM	Trim						
	EXTRA Upgrade motion sensor valves						
	Material	0.00	497.00	497.00	270.17	226.83	04.78
	Total Job	46,072.45	497.50	46,569.95	12,637.56	33,932.39	27.14

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
 Technician
 Work Date

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

07/01/2014 11:06 am

Job Labor Detail Report

Page 1 of 1

- Open
- Closed
- Warranty

JobNo >= 0608 AND JobNo <= 0608 AND
 WorkDate >= 01/01/2011 AND WorkDate <= 12/31/2012

Job #	Job Name	Job Type	Billed To				
Phase	Phase Description						
Tech	Type	Date	TT	RT	OT	DT	Total
0608-0001	Riverside Church Plumbing	PLBG	Adams Construction				
Base							
BELOWSLAB	Below Slab						
BOB	T1	11/19/2012	00:15	06:45			07:00
BOB	T1	11/20/2012	00:30	02:30			03:00
JOE	H1	2/16/2011					
BOB	T1	6/30/2011		03:47			03:47
NATE	T1	6/30/2011		05:00			05:00
Total Phase			00:45	18:02	00:00	00:00	18:47
FIXTURES							
BOB	T1	11/20/2012		03:30			03:30
Total Phase			00:00	03:30	00:00	00:00	03:30
Total Base			0.75	21.53	0.00	0.00	22:17
Total Job			00:45	21:32	00:00	00:00	22:17

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)

07/01/2014 11:07 am

Job Labor Hours Est vs Actual by Job/Category/Phase

Page 1 of 1

Open
 Closed
 Warranty

JobNo >= 0608 AND JobNo <= 0608

Job #	Job Name	Category		Phase		Estimate		Actual		% Complete
		Base	Approved Extras	Total Hours	Jtd	Ovr/Under				
0608-0001	Riverside Church Plumbing			001289	Adams Construction					
	ROUGH									
	ABOVESLAB	248.00	0.00	248.00		0.00	248.00		0.00	
	BELOWSLAB	298.00	0.00	298.00		212.70	85.30		71.38	
	Category Total	546.00	0.00	546.00		212.70	333.30		38.96	
	TRIM									
	EXTRA									
	Upgrade motion sensor valves	0.00	5.00	5.00		0.00	5.00		0.00	
	FIXTURES	196.50	0.00	196.50		7.50	189.00		3.82	
	TOP OUT	560.00	0.00	560.00		5.08	554.92		0.91	
	Category Total	756.50	5.00	761.50		12.58	748.92		1.65	
Job Total		1,302.50	5.00	1,307.50		225.28	1,082.22		17.23	

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)

07/01/2014 11:09 am

Job Labor Dollars Est vs Actual by Job/Category/Phase

Page 1 of 1

- Open
 - Closed
 - Warranty
- JobNo >= 0608 AND JobNo <= 0608

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
0608-0001	Riverside Church Plumbing			001289	Adams Construction			
Base								
ROUGH	Rough							
ABOVESLAB	Above Slab	4,278.00	0.00	4,278.00	248.00	0.00	248.00	0.00
BELOWSLAB	Below Slab	5,140.50	5,532.02	-391.52	298.00	212.70	85.30	26.01
Total Category		9,418.50	5,532.02	3,886.48	546.00	212.70	333.30	26.01
TRIM								
FIXTURES	Fixtures	3,389.63	187.25	3,202.38	196.50	7.50	189.00	24.97
TOP OUT	Top Out	9,660.00	68.62	9,591.38	560.00	5.08	554.92	13.50
Total Category		13,049.63	255.87	12,793.76	756.50	12.58	743.92	38.47
.								
.								
Total Job		22,565.63	5,787.89	16,777.74	1,307.50	225.28	1,082.22	64.48

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.

07/01/2014 11:14 am

Job Cost Purchase Order Quantities By Job

Page 1 of 1

Open
 Closed
 Warranty

JobNo >= 0608 AND JobNo <= 0608

Job # 0608-0001 Billed To 001289 Adams Construction
Job Name Riverside Church Plumbing

Base / Extra	Description					
Phase	Phase Description					
PO #	Key Code	Description	Vendor	Ordered	Received	Qty Left
Base						
ABOVESLAB	Above Slab					
151		Copper Pipe	GRAING 69	250	250	
BELOWSLAB						
150		4" PVC DWV	Johnso_91	750	750	
150		4" Sanitary T	Johnso_91	8	8	
150		4" P Traps	Johnso_91	8	8	
150		4" Clean Out with plug	Johnso_91	3	3	
150		2" Shower Drain	Johnso_91	1	1	
150		2" PVC Pipe	Johnso_91	200	200	
260	REL001	Timer Relay	Johnso_91	2	2	
331	PMP001	1 HP Air Motor Pump	Johnso_91	5	5	
355		Chiller	Johnso_91	1	0	1
435	NIP043	1/2" X 4" Black Nipple	Johnso_91	25	0	25
436	MOT001	1/4 HP Generic Motor	Johnso_91	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.

Sort Options:

Job Name
Job Number

Selection Options:

Job Number
Job Name

Other Options:

Combine phases into a single list

7/1/14 11:16 am

Job Cost Material Usage Report

Page 1 of 1

JobNo >= 0608 AND JobNo <= 0608

Job #: 0608-0001	Site ID: 001300-0001	8660 Daniels Parkway
Job Name: Riverside Church Plumbing	Site Name: Riverside Church	Fort Myers, FL 33912
Job Type: PLBG		

Phase	Key Code	Item Description	Estimate			JTD		
			Qty	Avg Cost	Ext Cost	Qty	Avg Cost	Ext Cost
Base								
ABOVESLAB		Above Slab						
		Copper Pipe	0	0.00	0.00	250	2.87	717.50
Phase Totals					0.00			717.50
BELOWSLAB		Below Slab						
PMP001		1 HP Air Motor Pump	0	0.00	0.00	5	525.00	2625.00
NIP043		1/2" X 4" Black Nipple	0	0.00	0.00	0	0.00	0.00
MOT001		1/4 HP Generic Motor	0	0.00	0.00	1	54.79	54.79
		2" PVC Pipe	200	0.50	100.00	200	0.59	118.00
		2" Shower Drain	1	28.27	28.27	1	28.27	28.27
		4" Clean Out with plug	3	3.37	10.11	3	3.37	10.11
		4" P Traps	8	19.93	159.44	8	21.18	169.44
		4" PVC DWV	750	1.35	1012.50	750	1.52	1140.00
		4" Sanitary T	8	5.25	42.00	8	5.43	43.44
AIR001		A/C, WeatherMaker 38TDB 2speed	0	0.00	0.00	1	1,200.00	1200.00
		Chiller	0	0.00	0.00	0	0.00	0.00
REL001		Timer Relay	0	0.00	0.00	2	20.00	40.00
Phase Totals					1352.32			5429.05
Base Totals					1352.32			6,146.55
Extra #1		Upgrade to motion sensor valve						
EXTRA		Upgrade motion senso						
		Flush valves	0	0.00	0.00	8	47.39	379.12
Phase Totals					0.00			379.12
Extra #1 Totals					0.00			379.12

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)

07/01/2014 11:20 am

Job Cost Detail Billing History

Page 1 of 1

- Open
- Closed
- Warranty

JobNo >= 0608 AND JobNo <= 0608

Job #	Job Name	Billed To						
Base / Extra	Description	Billing Type	Actual Sell	Adjustment	JTD Billed	Remaining	% Billed	
Invoice #	Inv Date	Inv Amount	Sales Tax					
0608-0001	Riverside Church Plumbing		001289	Adams Construction				
Base		Ctr	78,500.00	0.00	18,700.00	59,800.00	23.82	
J-1008	10/17/2008	9,700.00	0.00					
J-1019	11/13/2008	9,000.00	0.00					
Extra 1	Upgrade to motion sensor valve	Ctr	940.00	0.00	500.00	440.00	53.19	
J-1024	6/14/2010	500.00	0.00					
Total Job		19,200.00	0.00					
Report Total		19,200.00	0.00					

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)

07/01/2014 11:22 am

Detail Billing Summary Status

Page 1 of 1

- Open
- Closed
- Warranty

JobNo >= 06 AND JobNo <= 06

Job #	Job Name	Base/Extra	Description	Bill Type	Contract Amt	Adjustment	Sales Tax	Invoiced	To Bill	% Billed
0603-0001	Pelican Sound Pump Replacement	Base			1,750.00	0.00	0.00	1,550.00	200.00	88.57
Total Job					1,750.00	0.00	0.00	1,550.00	200.00	88.57
0605-0001	Willy	Base			500.00	0.00	18.00	500.00	0.00	100.00
Total Job					500.00	0.00	18.00	500.00	0.00	100.00
0605-0002	Adams Job	Base		Dep	5,400.00	0.00	0.00	0.00	5,400.00	0.00
Total Job					5,400.00	0.00	0.00	0.00	5,400.00	0.00
0605-0003	cook	Base			0.00	0.00	3,317.70	102,839.99	-102,839.99	0.00
Total Job					0.00	0.00	3,317.70	102,839.99	-102,839.99	0.00
0608-0001	Riverside Church Plumbing	Base			78,500.00	0.00	0.00	18,700.00	59,800.00	23.82
		Extra 1			940.00	0.00	0.00	500.00	440.00	53.19
Total Job					79,440.00	0.00	0.00	19,200.00	60,240.00	24.17
0611-0001	Miller Motor Replacement	Base			1,200.00	0.00	0.00	1,115.00	85.00	92.92
Total Job					1,200.00	0.00	0.00	1,115.00	85.00	92.92

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)

07/01/2014 11:24 am

Job Cost Over / Under Bonding Summary

Page 1 of 1

- Open
- Closed
- Warranty

JobNo >= 06 AND JobNo <= 10

Job #	Job Name	Sell Price	Estimated Cost	Profit Percent	JTD Cost	Percent Comp	Amount Earned	JTD Billed	Over/Under Billed	% Billed
0605-0002	Adams Job	5,400.00	3,600.00	33.33	1,352.00	37.56	2,028.24	0.00	2,028.24	0.00
0712-0001	Advanced job 23	3,500.00	1,929.96	44.86	1,355.21	70.22	2,457.70	0.00	2,457.70	0.00
0612-0002	Animal Hospital New Building	450,000.00	317,544.00	29.43	0.00	0.00	0.00	50,000.00	-50,000.00	11.11
0605-0003	cook	0.00	2,721.44	0.00	12,598.72	462.94	0.00	102,839.99	-102,839.99	0.00
0811-0001	Engineering move network & phor	7,400.00	1,560.00	78.92	0.00	0.00	0.00	2,000.00	-2,000.00	27.03
0805-0001	Gateway Church Plumbing	78,500.00	46,176.10	41.18	429.31	0.93	730.05	0.00	730.05	0.00
0704-0001	Johnson Replacement	2,400.00	1,676.00	30.17	0.00	0.00	0.00	0.00	0.00	0.00
0911-0001	Jones Job	2,500.00	1,447.77	42.09	464.02	32.05	801.25	3,000.00	-2,198.75	120.00
0905-0001	Miller Electric Install	14,000.00	9,235.00	34.04	3,014.32	32.64	4,569.60	4,500.00	69.60	32.14
0611-0001	Miller Motor Replacement	1,200.00	528.89	55.93	321.44	60.78	729.36	1,115.00	-385.64	92.92
0704-0002	Miller Replacement	2,200.00	1,476.00	32.91	0.00	0.00	0.00	200.00	-200.00	9.09
0603-0001	Pelican Sound Pump Replacement	1,750.00	1,003.94	42.63	990.96	98.71	1,727.43	1,550.00	177.43	88.57
0608-0001	Riverside Church Plumbing	79,440.00	46,569.95	41.38	12,637.56	27.14	21,560.02	19,200.00	2,360.02	24.17
0808-0001	Smith alarm install	1,341.00	723.94	46.01	381.88	52.75	707.38	600.00	107.38	44.74
0904-0001	Wasik Install	8,250.00	5,711.50	30.77	1,535.50	26.88	2,217.60	2,000.00	217.60	24.24
0707-0001	Williams Pibg Fleet Install	7,900.00	4,471.60	43.40	2,856.50	63.88	5,046.52	3,800.00	1,246.52	48.10
0605-0001	Wily	500.00	321.44	35.71	832.44	258.97	500.00	500.00	0.00	100.00
Report Totals		666,281.00	446,697.53	32.96	38,769.86		43,075.14	191,304.99	-148,229.85	28.71

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)

07/01/2014 11:27 am

Job Cost Commission Report

Page 1 of 1

- Open
- Closed
- Warranty

JobNo >= 0608 AND JobNo <= 0608

Job # _____ Job Name _____

Base/Extra	Description	Comm Type	Comm %	Status																		
<table border="1"> <thead> <tr> <th colspan="3">Estimate</th> </tr> <tr> <th>Sell</th> <th>Profit with Commission</th> <th>Commission</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>		Estimate			Sell	Profit with Commission	Commission	_____	_____	_____	<table border="1"> <thead> <tr> <th colspan="3">JTD</th> </tr> <tr> <th>Sell</th> <th>Profit with Commission</th> <th>Commission</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>			JTD			Sell	Profit with Commission	Commission	_____	_____	_____
Estimate																						
Sell	Profit with Commission	Commission																				
_____	_____	_____																				
JTD																						
Sell	Profit with Commission	Commission																				
_____	_____	_____																				

Sales Person % Alloc Est Comm JTD Comm Ovr / Und % Complete

0608-0001	Riverside Church Plumbing	001289	Adams Construction				
Base			Sale	5.00			Open
	78,500.00	32,427.55	3,688.06		18,700.00	5,506.56	935.00
	MATT	60.00	2,212.84		561.00	1,651.84	25.35
	BOB	40.00	1,475.22		374.00	1,101.22	25.35
Extra 1	Upgrade to motion sensor valve						
	940.00	442.50	38.89		500.00	95.88	25.00
	MATT	60.00	23.33		15.00	8.33	64.28
	BOB	40.00	15.56		10.00	5.56	64.28
Total Job	Est Comm	3,726.95	Ovr / Und	2,766.95			
	JTD Comm	960.00	% Complete	25.76			

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, Close or Warranty 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.

7/1/14 11:31 am

Job Cost Profit Summary

Page 1 of 1

- Open
- Closed
- Warranty

SalesPerson >= matt AND SalesPerson <= matt

Est Cost

- OH
- Comm
- Use Tax

JTD Cost

- OH
- Comm

Job #	Job Name	Estimate				JTD				
		Sell Price	Cost	Profit	GPM%	Amt Billed	Cost	Profit	GPM%	GP\$/Lab
1112-0001	Henessy new construction	1995.00	1120.75	874.25	43.82	0.00	370.65	-370.65	0.00	-31.76
0704-0002	Miller Replacement	2200.00	1476.00	724.00	32.91	200.00	0.00	200.00	100.00	0.00
05-102	Miller Somerset Instal	5550.00	3391.13	2158.87	38.90	5050.00	3087.24	1962.76	38.87	80.11
0608-0001	Riverside Church Plumbing	79440.00	46569.95	32870.05	41.38	19200.00	12637.56	6562.44	34.18	25.51
0502-0001	Smith Installaton	3150.00	1735.08	1414.92	44.92	550.00	2612.99	-2062.99	-375.09	-77.32
0707-0001	Williams Plbg Fleet Instal	7900.00	4471.60	3428.40	43.40	3800.00	2856.50	943.50	24.83	62.90
0605-0001	Wily	500.00	321.44	178.56	35.71	500.00	832.44	-332.44	-66.49	-30.22

Totals	Estimate	JTD
Sell	100,735.00	29,300.00
Cost	59,085.95	22,397.38
Profit	41,649.05	6,902.62
GPM%	41.35	23.56
GP\$ per Labor Hour	n/a	19.94

Job Cost Profit Detail

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 phase, as well as for the overall Job. This report breaks out the base contract and each Extra separately. This is a good report to audit how a job or phase within a job or extra arrived at the costs shown.

This report also shows a list of all Purchase Order items that affect the job, which will detail the items ordered vs. billed and the value of the PO vs. the amount billed and any variance of the amount billed to the value of a PO. A positive variance shows amounts you're still expecting to be billed for, and negative amounts show possible over charges from your vendor that may require more research on your part.

This report can be run with full detail or as a Summary

This report can become rather lengthy because of all the detail that it provides, therefore, you may want to run the JOB COST PROFIT SUMMARY for a list of all jobs or all open jobs then use this report to see the details on any jobs with either very high or very low gross profit. The JOB COST PROFIT SUMMARY report will show each jobs performance on one line.

IMPORTANT NOTE: Material costs are based on the CREATION DATE of the call slip. If you require MONTHLY cost analysis reports, you will need to create a new call slip each MONTH per phase (or WEEKLY, etc.). Labor costs and direct charges will be shown based on the work date and/or date entered in the Direct Charges file.

Sort Options:

Job Number

Selection Options:

Job Number

Date

Additional Options:

Show Summary Only

Only items with Variance

Show PO Subtotal

NOTE: If you choose to show summary only, the report combines all of the phase's costs together and will give you a much shorter report.

(An example of the Job Cost Profit Detail Report (summary version) is pictured on the next page.)

Job # 0608-0001 Job Name: Riverside Church Plumbing

PO Summary									
	Phase	Keycode	Description	PO Ord	Billed	Item Cost	PO Value	Billed Amt	Variance
Vendor: GRAINGER									
Base/Extra:	Base								
PO# 151	ABOVESLAB		Copper Pipe	250	0	2.87	717.50	0.00	717.50
Vendor: Johnson Supply									
Base/Extra:	Base								
PO# 150	BELOWSLAB		4" PVC DWV	750	750	1.52	1,140.00	1,140.00	0.00
PO# 150	BELOWSLAB		4" Sanitary T	8	8	5.43	43.44	43.44	0.00
PO# 150	BELOWSLAB		4" P Traps	8	8	21.18	169.44	169.44	0.00
PO# 150	BELOWSLAB		4" Clean Out with plug	3	3	3.37	10.11	10.11	0.00
PO# 150	BELOWSLAB		2" Shower Drain	1	1	28.27	28.27	28.27	0.00
PO# 150	BELOWSLAB		2" PVC Pipe	200	200	0.59	117.00	117.00	0.00
PO# 260	BELOWSLAB	REL001	Timer Relay	2	2	20.00	40.00	40.00	0.00
PO# 331	BELOWSLAB	PMP001	1 HP Air Motor Pump	5	0	525.00	2,625.00	0.00	2,625.00
PO# 355	BELOWSLAB		Chiller	0	0	3,000.00	0.00	0.00	0.00
PO# 435	BELOWSLAB	NIP043	1/2" X 4" Black Nipple	0	0	0.99	0.00	0.00	0.00
PO# 436	BELOWSLAB	MOT001	1/4 HP Generic Motor	0	0	48.00	0.00	0.00	0.00
Grand Totals:							4,890.76	1,548.26	3,342.50

Sales						
	Est Billed	Adjusted Sell Price	JTD Billed	Payment Adj	To Be Billed	% Billed
Base	78,500.00	78,500.00	18,700.00	0.00	59,800.00	23.82%
Extra # 1	940.00	940.00	500.00	0.00	440.00	53.19%
Totals	79,440.00	79,440.00	19,200.00	0.00	60,240.00	24.17%

JTD Cost					
	Material	Labor	Misc	Overhead	Commission
Base	6,395.55	5,787.89	75.00	0.00	935.00
Extra # 1	379.12	0.00	0.00	0.00	25.00
Totals	6,774.67	5,787.89	75.00	0.00	960.00

Job # 0608-0001 Job Summary Job Name: Riverside Church Plumbing

Profitability Base and Opened Extras									
Material	Est Cost	JTD Cost	Variance	% Complete	Est Billed	79,440.00	Billed %	24.17%	
Labor	22,565.63	5,787.89	16,777.74	25.65%	Actual Sell	79,440.00	% Completed	27.14%	
Misc	0.00	75.00	-75.00	0.00%	JTD Billed	19,200.00	Over Under \$	-2,402.75	
Use Tax	0.00				To Be Billed	60,240.00			
Overhead	0.00	0.00	0.00	0.00%					
Commission	3,726.95	960.00	2,766.95	25.76%					
	Estimated	Actual							
Gross Profit \$	32,870.05	6,562.44							
Gross Profit %	41.38%	34.18%							
Net Profit \$	32,870.05	6,562.44							
Net Profit %	41.38%	34.18%							

Job Cost Invoice List Report

Description: This report will list all of the Job Invoices that meet your selection criteria. You can select by Job Number, invoice Number, Invoice Date, or Distribution Code. You may also limit the report to invoices of a certain status, including Created, Invoiced, or Posted. Running the report for only the Created and Printed statuses would be a good way to get a list of un-posted Job Invoices that deserve further attention. The report will include the Job Name, Job number, Invoice Number, Status, Amount, and Invoice Date of each invoice. If the invoice includes billing for an Extra, the number of the Extra will also be included.

Sort Options:
 Invoice Number
 Invoice Date
 Job Number

Selection Options:
 Job Number
 Invoice Number
 Invoice Date
 Distribution Code

Additional Options:
 Created Status
 Invoiced Status
 Posted Status

7/1/14 12:22 pm

Job Cost Invoice List Report

Page 1 of 1

InvDate >= 01/01/2006 AND InvDate <= 12/31/2010

- Created
- Invoiced
- Posted

Job Name	Job #	Extra #	Invoice #	Status	Invoice Amt	Invoice Date
Pelican Sound Pump Replacement	0603-0001		J-1005	Xfer A/R	1,200.00	3/21/2006
cock	0605-0003		J-1006	Xfer A/R	105,199.99	5/2/2006
Miller Somerset Install	05-102		J-1007	Xfer A/R	500.00	8/4/2006
cock	0605-0003		J-1009	Xfer A/R	957.70	3/2/2007
Williams Plbg Fleet Install	0707-0001		J-1010	Created	3,908.00	7/13/2007
Miller Refinish	05-213		J-1011	Xfer A/R	2,060.00	2/21/2008
Smith Installation	0502-0001		J-1001	Xfer A/R	924.00	5/5/2008
Smith Installation	0502-0001	1	J-1012	Xfer A/R	353.00	5/5/2008
Smith Installation	0502-0001		J-1013	Xfer A/R	106.00	5/5/2008
Smith Installation	0502-0001		J-1014	Xfer A/R	-465.00	5/5/2008
Smith Installation	0502-0001		J-1015	Xfer A/R	153.00	5/7/2008
Smith Installation	0502-0001		J-1016	Xfer A/R	-153.00	5/7/2008
Smith Installation	0502-0001	1	J-1017	Xfer A/R	-356.00	5/11/2008
Smith alarm install	0808-0001		J-1018	Xfer A/R	600.00	8/13/2008
Riverside Church Plumbing	0608-0001		J-1008	Xfer A/R	9,700.00	10/17/2008
Riverside Church Plumbing	0608-0001		J-1019	Xfer A/R	9,000.00	11/13/2008
Pelican Sound Pump Replacement	0603-0001		J-1020	Xfer A/R	350.00	12/22/2008
Animal Hospital New Building	0612-0002		J-1021	Xfer A/R	51,550.10	4/14/2009
Wasik Install	0904-0001		J-1022	Xfer A/R	2,060.00	4/15/2009
Miller Replacement	0704-0002		J-1023	Xfer A/R	200.00	5/26/2010
Riverside Church Plumbing	0608-0001	1	J-1024	Xfer A/R	500.00	6/14/2010
Miller Electric Install	0905-0001		J-1025	Xfer A/R	4,500.00	9/15/2010

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

07/01/2014 12:27 pm

Job Cost Call Slip Summary Report

Page 1 of 1

Job# >= 06 AND Job# <= 06

Job Number	Job Name	Site Name	Zone		
Call Slip #	Scheduled/ Work Date	Primary Technician	Status	Extra #	Phase
0603-0001	Pelican Sound Pump Replacement	Pelican Sound	Estero		
1344	3/21/2006	NATE	A/R		PUMP
1345	12/25/2010		UNSCHD		PUMP
1350	12/25/2010		UNSCHD		PUMP
1379	12/30/1899		A/R		PUMP
0605-0001	Willy	Osborn, Donald			
1381	12/25/2010	ESTIMATE	INC		RETRO
2619	3/2/2013	BOB	INV		RETRO
0605-0002	Adams Job	Adams Construction	Gateway		
1392	5/18/2006	NATE	MAT		PREP
1393	12/25/2010		UNSCHD		RETRO
0605-0003	cook	Cook Coounty Court House			
1382	5/2/2006	NATE	A/R		RETRO
1391	3/2/2007	BOB	A/R		RETRO
1553	12/25/2010	NATE	SCHED		RETRO
0608-0001	Riverside Church Plumbing	Riverside Church	South		
1448	8/1/2006	ESTIMATE	A/R		BELOWSLAI
1449	12/25/2010		UNSCHD		ABOVESLAI
1450	12/25/2010		UNSCHD		TOP OUT
1451	12/25/2010		UNSCHD		FIXTURES
1536	12/25/2010	NATE	INC		BELOWSLAI
1736	12/25/2010	NATE	INC		BELOWSLAI
1845	10/2/2009	BILL	DISP		TOP OUT
2373	6/30/2011	BOB	LAB		BELOWSLAI
1452	12/25/2010		UNSCHD	Ex# 1	EXTRA
0611-0001	Miller Motor Replacement	Miller, Andy	South		
1501	11/3/2006	ESTIMATE	INV		MOTOR
0612-0002	Animal Hospital New Building	Animal Clinic Of Fort Myers	South		
1575	12/25/2010		UNSCHD		BELOWSLAI
1576	12/25/2010		UNSCHD		ABOVESLAI
1577	12/25/2010		UNSCHD		TOP OUT

Direct Charge Report

Description: The Direct Charge Report prints a detailed report of Direct Charges for a given range of Job Numbers, Dates, and/or Phases. All of the information in the Direct Charge File is represented on the report.

Sort Options:

- Job Number
- Phase
- Charge Number
- Charge Date

Selection Options:

- Job Number
- Charge Date
- Phase

07/01/2014 12:30 pm

Job Cost - Direct Charge Report

Page 1 of 1

Selections = All

Date	Job #	Phase	Description	Type	Hours	Cost	Use Tax	Total	Charge #
02/27/2013	0502-0001	Rough	Permit	X	0.00	50.00	0.00	50.00	3
01/02/2013	0608-0001	ABOVESLAB	Permit	X	0.00	75.00	0.00	75.00	2
10/09/2012	0608-0001	BELOWSLAB	Backloading of Labor	L	32.00	960.00	0.00	960.00	1
01/02/2013	0608-0001	BELOWSLAB	Stainless faucets	M	0.00	250.00	0.00	250.00	2
03/03/2013	1302-0001	Rough	Time for Mary to pickup Permit	L	1.50	37.50	2.25	39.75	4
03/12/2013	1302-0001	Rough	Pick up permit	L	1.00	35.00	0.00	35.00	7
03/03/2013	1302-0001	Rough	Scrap sheetmetal	M	0.00	50.00	3.00	53.00	5
03/12/2013	1302-0001	Rough	Misc. parts	M	0.00	50.00	3.00	53.00	7
03/03/2013	1302-0001	Rough	Crane Rental	X	0.00	250.00	15.00	265.00	5
03/09/2013	1303-0001	Rough	Labor	L	5.00	100.00	0.00	100.00	6
03/09/2013	1303-0001	Rough	Misc. Items	M	0.00	150.00	9.00	159.00	6
06/28/2013	1303-0003	Rough	Return	M	0.00	-100.00	-6.00	-106.00	8
					39.50	1,907.50	26.25	1,933.75	

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
Lead Tech Profit Report
Technician KPI 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
 Site City
 Site State

Selection Options:

Technician
 Work Date
 Site Number
 Work Order Number
 Site City
 Site State
 Distribution Code

Additional Options:

Show Subtotal
 View Times as Decimal
 View Time as Hours:Mins
 Combine times for running total – TT, RT, OT or DT

07/01/2014 12:40 pm

Technician Time Report

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WorkDate >= 03/01/2014 AND WorkDate <= 03/15/2014
 Display times as Decimal

TT OT
 RT DT

Technician	Technician ID	Technician Name		Site Name	Call Slip #	Work Date	WO	Disp	Arrived	Departed	Travel	Regular	Over	Double	RTotal	State / City
BOB	130	Burns, Robert														
Steak & Ale	2766	03/13/2014		06:21p	06:36p	08:02p		0.25	0.00	1.43	0.00	0.25	FL	North Ft. Myers		
Severson, Marcie	2761	03/13/2014		08:13p	08:22p	09:33p		0.15	0.00	1.18	0.00	0.40	FL	Fort Myers		
Severson, Marcie	2771	03/14/2014		02:00p	03:00p	04:00p		1.00	1.00	0.00	0.00	2.40	FL	Fort Myers		
Bennigan's Pub	2769	03/14/2014		02:06p	02:19p	02:30p		0.22	0.18	0.00	0.00	2.80	FL	Fort Myers		
			(BOB)	Technician Totals:				1.62	1.18	2.61	0.00	5.41				
MIKE	246	Miller, Mike														
Wasik, Matt	2758	03/04/2014		09:20a	09:23a	10:41a		0.05	1.30	0.00	0.00	1.35	FL	Fort Myers		
			(MIKE)	Technician Totals:				0.05	1.30	0.00	0.00	1.35				
NATE	115	Tuttle, Nate														
Wasik, Matt	2758	03/04/2014		09:21a	09:23a	10:30a		0.03	1.12	0.00	0.00	1.15	FL	Fort Myers		
Smith, Sean	2760	03/07/2014		09:47a	09:48a	11:05a		0.02	1.28	0.00	0.00	2.45	FL	Ft. Myers		
Publix Supermarkets #218	2763	03/13/2014		09:40a	09:50a	11:09a		0.17	1.32	0.00	0.00	3.94	FL	Fort Myers		
Wasik, Matt	2768	03/14/2014		04:31p	04:31p	04:41p		0.00	0.17	0.00	0.00	4.11	FL	Fort Myers		
			(NATE)	Technician Totals:				0.22	3.89	0.00	0.00	4.11				
Report Totals:											1.89	6.37	2.61	0.00	10.87	

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

07/01/2014 12:42 pm

Technician Time by Account Report

Page 1 of 1

Tech >= Nate AND Tech <= Nate AND
 WorkDate >= 01/01/2014 AND WorkDate <= 07/01/2014

Technician Name	Technician ID	Account Number	Class	Account Description	Hours	Hr:Min
NATE		115				
TT		Travel				
		5110	New Construction	Labor COGS	0.91	0:54
		5110	service	Labor COGS	15.80	15:48
RT		Regular				
		5110	New Construction	Labor COGS	22.07	22:04
		5110	service	Labor COGS	70.95	70:57
OT		Over Time				
		5110	New Construction	Labor COGS	3.13	3:07
		5110	service	Labor COGS	6.48	6:28
DT		Double Time				
		5110	New Construction	Labor COGS	0.00	0:00
		5110	service	Labor COGS	0.00	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
Tech Title ID
Call Back Tech

Additional Options:
Call Slip status level

Inspection, Contract,
Standard or Job Cost
Call Slips

Call Back or Warranty Status

Subtotal by Distribution Code

Include Recognized Income
Amount from Inspection Call
Slips

7/1/2014 12:44:34PM

Tech Profitability Summary Report

Page 1 of 1

Tech >= b AND Tech <= m
Call Back = N/A, Warranty = N/A
Include Recognized Income = Y

Tech	Material Cost	Material Sale	Labor Cost	Labor Sale	Misc Cost	Misc Sale	FR Adjust	Total Cost	Total Sale	Profit Dollars	Profit Percent	Total Hours	Avg Revenue per Hour	Dist Code
BILL	256.61	510.84	472.11	1,106.35	0.00	-21.72	728.72	1,595.47	866.75	54.33	16.033	99.51		
BOB	33,576.30	59,020.62	14,785.02	24,831.00	19.56	184.38	48,380.88	84,036.00	35,655.12	42.43	379.700	221.32		
ESTIMATE	8,036.71	14,394.70	6,289.89	12,289.92	13.68	106.09	14,340.28	26,790.71	12,450.43	46.47	199.433	134.33		
GUEST	0.00	0.00	0.00	190.00	0.00	0.00	0.00	190.00	190.00	100.00	2.000	95.00		
INSPECTION	58.85	120.58	54.00	220.00	0.00	0.00	112.85	340.58	227.73	66.87	2.000	170.29		
JAYSON	8,180.73	12,830.81	4,200.11	8,375.40	10.00	39.92	12,390.84	21,246.13	8,855.29	41.68	174.817	121.53		
JJOHNSON	114.48	274.91	97.00	199.70	0.00	-0.21	211.48	474.40	262.92	55.42	3.800	124.84		
JOE	458.07	944.54	607.08	731.04	0.00	-46.21	1,065.14	1,629.37	564.23	34.63	22.917	71.10		
MATT	4,630.51	8,437.47	2,789.40	6,329.49	0.00	106.00	7,419.91	14,872.96	7,453.05	50.11	121.650	122.26		
MIKE	11,664.27	15,951.88	3,557.97	7,569.09	0.00	75.50	15,222.24	23,596.47	8,374.23	35.49	119.733	197.08		

TOTALS

Material Cost	Material Sale	Labor Cost	Labor Sale	Misc Cost	Misc Sale	Total Cost	Total Sale	Profit Dollars	Profit Percent	Hours	Avg Rev Hr
66,976.53	112,486.35	32,852.58	61,841.99	43.24	443.75	99,872.35	174,772.09	74,899.74	42.86	1,042.083	167.71

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
Site City

Selection Options:

Call Slip Number
Technician
Work Date
Distribution Code
Group Field
Invoice Date
Customer Type
Site City
Tech Title ID
Call Back Tech

Additional Options:

Call Slip status level

Inspection, Contract,
Standard or Job Cost
Call Slips

Call Back or Warranty Status

Subtotal by Distribution Code

Include Recognized Income
Amount from Inspection Call
Slips

7/1/2014 1:07:44PM

Tech Profitability Detail Report

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WorkDate >= 03/01/2014 AND WorkDate <= 03/31/2014
Call Back = N/A, Warranty = N/A
Include Recognized Income = Y

Work Date	Site Number	Site Name	Tech	Call Slip Number	Material Cost	Material Sale	Labor Cost	Labor Sale	Misc Cost	MiSale FRAdj	Total Cost	Total Sale	Profit Dollars	Profit Percent	Site City
3/31/14	001128-0001	Wasik, Matt	BILL	* 2774	14.89	92.25	36.86	93.52	0.00	-21.72	51.75	164.05	112.30	68.45	FortMyers
3/30/14	001129-0001	Perry, Phil	BILL	* 2778	20.58	45.86	88.90	325.00	0.00	0.00	109.48	370.86	261.38	70.48	Ft. Myers
3/24/14	001417-0001	Tuttle, Chuck	BOB	2739	0.00	0.00	82.50	0.01	0.00	0.00	82.50	0.01	-82.49	824,900.00	Ft. Myers
3/24/14	001131-0001	Bahama Breeze	BOB	2759	0.00	5.00	82.50	95.01	0.00	0.00	82.50	100.01	17.51	17.51	FortMyers
3/29/14	001128-0001	Wasik, Matt	BOB	* 2774	25.24	156.48	127.88	158.64	0.00	0.00	153.12	315.12	162.00	51.41	FortMyers
3/25/14	001358-0001	Severson, Mike	BOB	* 2776	15.29	33.45	19.94	75.00	0.00	0.00	35.23	108.45	73.22	67.52	North Ft. Myers
3/31/14	001129-0001	Perry, Phil	BOB	* 2778	25.22	56.18	101.06	278.33	0.00	0.00	126.28	334.51	208.23	62.25	Ft. Myers
3/24/14	001405-0001	Anderson, Mike	MIKE	2724	0.00	12.45	38.50	112.06	0.00	0.00	38.50	124.51	86.01	69.08	FORT MYERS
3/31/14	001129-0001	Perry, Phil	MIKE	* 2778	13.72	30.57	51.33	175.00	0.00	0.00	65.05	205.57	140.52	68.36	Ft. Myers
3/20/14	001128-0001	Wasik, Matt	NATE	* 2774	18.27	113.27	46.63	114.84	0.00	0.00	64.90	228.11	163.21	71.55	FortMyers
3/24/14	001288-0001	High, Andy	NATE	2775	0.00	0.00	43.25	0.00	0.00	0.00	43.25	0.00	-43.25	0.00	FortMyers
3/25/14	001358-0001	Severson, Mike	NATE	* 2776	48.52	106.10	44.21	215.00	0.00	0.00	92.73	321.10	228.37	71.12	North Ft. Myers
3/31/14	001129-0001	Perry, Phil	NATE	* 2778	27.44	61.14	76.90	340.00	0.00	0.00	104.34	401.14	296.80	73.99	Ft. Myers
TOTALS															
Material Cost	Material Sale	Labor Cost	Labor Sale	Misc Cost	Misc Sale	Total Cost	Total Sale	Profit Dollars	Profit Percent						
209.18	712.75	840.46	1,982.41	0.00	-21.72	1,049.64	2,673.44	1,623.80	60.74						

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.

You also have the option to split the spiff amount between multiple techs based on the following:

1. Based on Actual Hours on the call
2. No Split – Lead Tech gets total hours
3. Split equally over all dispatches for the call slip

7/1/2014 1:21 pm Flat Rate Tech Spiff Report

InvDate >= 01/01/2014 AND InvDate <= 07/01/2014 AND
 Tech >= b AND Tech <= b

Tech: BILL

Invoice #	Inv Date	Posted Date	Repair #	Description	Qty	Spiff
S-2131	3/31/2014	3/31/2014	Diag	Diagnostic Fee	1	1.27
S-2131	3/31/2014	3/31/2014	BLW010000	Replace 1/4 HP 1075 RPM 115V 3 Speed Blower M	1	3.06
S-2131	3/31/2014	3/31/2014	LEK010010	Electronic/Ultrasonic Leak Search 3 to 5 ton	1	0.00
S-2131	3/31/2014	3/31/2014	AIE020075	Replace Convectior & Radiator Steam & Water Ve	1	0.00
						4.33

Lead Tech Profit Report

Description: This report provides overall cost, income, and profitability for the Call Slips worked by the selected Lead Technician(s). A Lead Technician is defined as the first technician dispatched on a call slip, but can be changed on the Call Slip Labor screen by changing who the Min Charge is assigned. This report will assign all of the income and costs for the call slip to the Lead Technician, no matter how many different technicians were dispatched to the call. The selection options allow you to choose a particular technician, or specify a range of work dates.

Sort Options:
Technician

Selection Options:
Call Slip Number
Lead Technician
Work Date
Distribution Code
Group Field
Invoice Date
Customer Type
Site City
Tech Title ID

Additional Options:
Call Slip status level

Inspection, Contract,
Standard or Job Cost
Call Slips

Call Back or Warranty Status

Subtotal by Distribution Code

Include Recognized Income
Amount from Inspection Call
Slips

Summary:

7/1/2014 1:55 pm

Lead Tech Profit Report

Page 1 of 1

WorkDate >= 01/01/2014 AND WorkDate <= 07/01/2014
Call Back = N/A, Warranty = N/A
Include Recognized Income = Y

	Mat Cost	Mat Sale	Lab Cost	Lab Sale	Misc Cost	Misc Sale	Total Cost	Total Sale	Profit \$	Profit %
Lead Tech Totals: (Unassigned)	0.00	0.00	0.00	-10000	0.00	0.00	0.00	-10000	-10000	0.00
Lead Tech Totals: BOB	3,916.81	7,123.10	1,025.75	1,298.47	0.00	0.00	4,942.56	8,421.57	3,479.01	41.31
Lead Tech Totals: MIKE	3,766.20	6,790.61	677.57	1,328.90	0.00	0.00	4,443.78	8,119.51	3,675.73	45.27
Lead Tech Totals: NATE	9,399.25	21,596.30	2,960.42	9,744.43	0.00	25.00	12,359.67	31,365.73	19,006.06	60.59
	17,082.27	35,510.01	4,663.74	12,271.80	0.00	25.00	21,746.02	47,806.81	26,060.80	54.51

Detail:

7/1/2014 1:57 pm

Lead Tech Profit Report

Page 1 of 1

WorkDate >= 01/01/2014 AND WorkDate <= 07/01/2014 AND
Tech >= bob AND Tech <= bob
Call Back = N/A, Warranty = N/A
Include Recognized Income = Y

Work Date	Site #	Site Name	CS #	Mat Cost	Mat Sale	Lab Cost	Lab Sale	Misc Cost	Misc Sale	Total Cost	Total Sale	Profit \$	Profit %
Lead Tech: BOB													
01/13/2014	001256-0001	Smith, Mike	2726	63.81	139.55	41.25	165.00	0.00	0.00	105.06	304.55	199.49	65.50
03/24/2014	001417-0001	Tuttle, Chuck	2739	0.00	0.00	82.50	0.01	0.00	0.00	82.50	0.01	-82.49	#####
02/13/2014	001410-0001	Kidd, Jesse	2750	1.20	2.00	82.50	265.00	0.00	0.00	83.70	267.00	183.30	68.65
03/24/2014	001131-0001	Bahama Breeze	2759	0.00	5.00	82.50	95.01	0.00	0.00	82.50	100.01	17.51	17.51
06/10/2014	001330-0001	Foster, Ralph	* 2801	3,851.80	6,976.55	737.00	773.45	0.00	0.00	4,588.80	7,750.00	3,161.20	40.79
Lead Tech Totals: BOB				3,916.81	7,123.10	1,025.75	1,298.47	0.00	0.00	4,942.56	8,421.57	3,479.01	41.31
				3,916.81	7,123.10	1,025.75	1,298.47	0.00	0.00	4,942.56	8,421.57	3,479.01	41.31

Technician KPI Report

Description: The Technician KPI Report provides important Key Performance Indicators to determine how well technicians are performing. The KPI Report includes information for a specific period of time, such as the number of open visits, estimated time of open visits, number of closed visits, estimated time of completed visits, actual time of completed visits, the variance of estimated vs. actual time, billable amount of non-posted calls, billable amount of posted calls, total billable amount, amount collected on site, variance of billable amount vs. amount collected, total billable less taxes, total dispatch time and the average revenue per worked hour. These numbers are broken out between Service Call Slips, Inspection Call Slips, Job Cost Call Slips and Total Call Slips giving management an incredible tool for tracking technicians.

In addition, it also reports the number of Flat Rate calls, Flat Rate amount billed, total dispatched time of flat rate calls, the estimated time of flat rate calls, the variance between the two as well as the Flat Rate amount billed less tax, average revenue per actual hour worked on flat rate calls and the average revenue per estimated flat rate hour.

This report also includes the number of callbacks, the number of callbacks against the reported tech, the number of Service Agreement Opportunities, number of Service Agreements sold and the percentage of Service Agreements opportunities that were converted into a Service Agreement Sold.

Much of this information is based on the "Lead Tech" on the Call Slip, which is defined by the technician to whom the minimum charge has been assigned on the Call Slip.

Sort Options:

Technician

Selection Options:

Work Date
Technician
Employee Title
Dispatcher
Customer Type
Distribution Code

Additional Options:

Employee Types (Technicians, Miscellaneous, Helper, Installer, Sales)

Include Terminated Employees

(An example of the Technician KPI Report is pictured on the next page.)

Technician KPI Report

WorkDate >= 01/01/2014 AND WorkDate <= 07/01/2014 AND
 Tech >= bob AND Tech <= bob

Tech: BOB

	Total	Service	Inspection	Job Cost
#Open Visits:	2	2	0	0
EstTime of Open Visits:	4:00	4:00	0:00	0:00
#Closed Visits:	19	17	2	0
EstTime of Completed Visits:	24:25	20:25	4:00	0:00
Actual Time of Completed Visits:	46:32	42:32	4:00	0:00
Variance of Est vs Actual Time:	-22:07	-22:07	0:00	0:00
* BillableAmount of Non Posted Calls:	9,423.50	9,142.60	280.90	0.00
* BillableAmount of Posted Calls:	8,748.65	8,748.64	0.01	0.00
* Total Billable Amount:	18,172.15	17,891.24	280.91	0.00
* Amount Collected on Site:	8,924.13	8,924.13	0.00	0.00
* Variance of Billable vs Amount Collected:	9,248.02	8,967.11	280.91	0.00
* Total Billable Amount Less Tax:	17,322.82	17,057.81	265.01	0.00
Total Dispatch Time:	46:32	42:32	4:00	0:00
* Average Revenue per Worked Hour:	372.27	401.05	66.25	0.00
#of Call Backs:	0	0	0	0
Call Backs Against this Tech:	0	0	0	0

<u>Flat Rate Details</u>			
* #of Flat Rate Calls:	5	* FlatRate Amount Billed Less Tax:	1,014.02
* FlatRate Amount Billed:	1,046.00	* Average Revenue per Actual Hour:	152.48
		* Average Revenue per Estimated Hour:	112.88
Total Dispatched Time:	6:39		
Estimated Flat Rate Time:	8:59		
<u>TimeVariance:</u>	-2:20		

<u>Service Agreement Opportunities</u>	
* S/A Opportunities:	9
* # S/A Opportunities Sold:	3
* % of S/A Opportunities Sold:	33.33%

* Tech to Whom Minimum Charge Has Been Assigned

Quick Quote Reports

**Estimate Detail Report
Status Report
Estimate vs. Actual Report
Estimate Aging Report
Closing Ratio Report**

Estimate Detail Report

Description: This report provides complete information about the selected Quick Quotes, including Customer and Site, a detailed list of the labor and materials estimated for the project, a breakdown of Flat Rate billing codes if applicable, and a list of any Miscellaneous Charges that will be added to the final invoice. Total cost, sale, and estimated gross profit are also computed. Due to the amount of information included on the report, it will generally require one or two pages per Quick Quote you have selected.

Sort Options:

Quote Number
Site Name
Site Number
Salesperson
Status Date

Selection Options:

Quote Number
Status Date
Site Number
Salesperson
Customer Type
Distribution Code
Problem Code
Lead Type 1
Lead Type 2

Additional Options:

Call Slip status level (Estimate, Sold, Lost, Dead, Void)

Calculation Type (Labor & Material, Amount entered manually, Flat Rate)

Show Cost
Show Sell Prices

(An example of the Estimate Detail Report is pictured on the next page.)

Estimate Detail

Estimate #: 1065
 Created: 5/14/2014
 Current Status: Sold
 Status Date: 5/14/2014

Sales Person: Robert Burns
 Purchase Order #:

Site #: 001330-0001
 Call Slip #: 2801
 Problem Code: INSTAL
 Distribution Code: INSTALL

Customer: Ralph Foster 342 Seventh Street Fort Myers, FL 33908	Site: Ralph Foster 342 Seventh Street Fort Myers, FL 33908	Contact: Ralph (239)437-8898.
---	---	---

Notes:

Replace AC System

Labor Breakdown:

Type	Hours	Rate/Hr	Min Charge	Sell	Cost
Tech	5.00	100.00	90.00	540.00	143.00
Helper	5.00	60.00		300.00	75.00
Supervisor	0.00	120.00		0.00	0.00
				840.00	218.00

Material Breakdown:

Location	Key code	Description	Qty	Sell	Cost
MAIN	HPM014	Trane 4Twx4042 Heat Pump	1	4,025.00	2,054.00
MAIN	AHR014	TRANE 4TEE3F40B VS Air Handler	1	1,400.00	777.00
MAIN	HTR1410	BAYHTR1410 10 KW Heater	1	130.00	56.00
MAIN	ZON300	Zone Control Kit EMM-3UK	1	306.25	155.00
MAIN	DMP100	Dampers	4	910.00	400.00
MAIN	LIN050	Line Set	1	393.75	200.00
MAIN	TST001	tstat, pneum 3x2x1 univ chrome	2	372.06	197.30
MAIN	BRK001	20 Amp Breaker	1	41.25	12.50
				7,578.31	3,851.80

Total Estimated:

	Calculated Sell	Cost	Gross Profit \$	Gross Profit %
Labor:	840.00	218.00	622.00	74.05
Material:	7,578.31	3,851.80	3,726.51	49.17
Misc Charges:	0.00	0.00	0.00	0.00
Discounts:	0.00			
Totals	8,418.31	4,069.80	4,348.51	51.66

	Quoted Sell	Cost	Gross Profit \$	Gross Profit %	Estimated GP Per Labor Hour
As Agreed / Flat Rate:	7,750.00	4,069.80	3,680.20	47.49	\$ 368.02
Tax:	418.59				
Total:	8,168.59				

Status Report

Description: This report produces a list of Quick Quotes at each status level: estimate, sold, lost, dead, or void. You can run the report for one status level, or for all. You can also limit the report to one of the three billing types of Flat Rate, Time & Material, or As Agreed if you wish. The report includes work Site information, salesperson, estimated sale price, and total estimated cost for each Quote, along with the estimated gross profit.

Sort Options:

Quote Number
Site Name
Site Number
Salesperson
Status Date
Sell Price

Selection Options:

Quote Number
Status Date
Site Number
Salesperson
Customer Type
Distribution Code
Problem Code
Source
Lead Type

Additional Options:

Call Slip status level (Estimate, Sold, Lost, Dead, Void)

Calculation Type (Labor & Material, Amount entered manually, Flat Rate)

Show Cost
Show Sell Prices

7/1/14 2:40 pm

Quick Quote Status Report

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- Estimate
- Sold
- Lost
- Dead
- Void

- Lab/Mat
- Manual
- Flat Rate

StatusDate >= 01/01/2010 AND StatusDate <= 04/30/2010

QQ# 1012	Action Electric, Inc.	Site # 001001-0002	Sell	11,000.00
Sold	543 1st Ave	Sales Person JAYSON	Cost	4,676.35
4/21/2010	FortMyers, FL 33908	Distrib Code INSTALL	GP \$	6,323.65
Manual	DEBBIE (239)772-1505	Call Slip # 2156	GP %	57.49

Notes: Replace 1/4 HP motor.

QQ# 1015	Marcie Severson	Site # 001318-0001	Sell	647.50
Sold	11016 Sunlight Lane	Sales Person MATT	Cost	264.69
4/7/2010	FortMyers, FL 33908	Distrib Code INSTALL	GP \$	382.81
Lab/Mat	(239)768-3343	Call Slip # 2137	GP %	59.12

Notes: Replace existing water heater.

QQ# 1016	Sean Smith	Site # 001125-0001	Sell	7,000.00
Sold	11451 Persimmon Court	Sales Person JAYSON	Cost	3,794.00
4/16/2010	Ft. Myers, FL 33913	Distrib Code INSTALL	GP \$	3,206.00
Manual	Kim (239)455-9844	Call Slip # 2152	GP %	45.80

Notes: Replace system

Totals	Quantity	Sell	Cost	GP \$	GP %
Estimate	0				
Sold	3	18,647.50	8,735.04	9,912.46	53.16
Lost	0				
Dead	0				
Void	0				
Totals	3	18,647.50	8,735.04	9,912.46	53.16

Estimate vs. Actual Report

Description: This report provides a comparison between the estimated cost on Quick Quotes, versus the actual cost from the Call Slips they produced. You can limit the report to one of the three billing types of Flat Rate, Time & Material, or As Agreed if you wish. The report will compare estimated versus actual sale price, cost, and gross profit margin for the selected Quick Quotes and their Call Slips, and compute the variance between estimated and actual for each category.

Sort Options:

Quote Number
 Site Name
 Site Number
 Salesperson
 Sold Date
 Sell Price

Selection Options:

Quote Number
 Sold Date
 Site Number
 Salesperson
 Customer Type
 Distribution Code
 Problem Code
 Lead Type

Additional Options:

Calculation Type (Labor & Material,
 Amount entered manually, Flat Rate)

7/1/14 2:48 pm

QQ Estimate vs Actual Report

Page 1 of 1

- Lab/Mat
- Manual
- Flat Rate

SoldDate >= 02/01/2014 AND SoldDate <= 04/11/2014

QQ #	Site:	Bill To:			
1021	001128-0001	001128			
Sold: 4/11/2014	Matt Wasik	Matt Wasik			
1st Call Slip #: 2794			Sell	Cost	GP \$
Salesman: JAYSON			Estimated	6,800.00	3,836.00
Distrib Code: INSTALL			Actual	6,800.00	3,631.00
Prob Code: INSTAL			Variance	0.00	205.00
Rate Type: RES					GP %
					43.59
					46.60
					-205.00
1031	001271-0001	001271			
Sold: 3/10/2014	Dan Bergstrom	Dan Bergstrom			
1st Call Slip #: 2762			Sell	Cost	GP \$
Salesman: BOB			Estimated	1,475.00	732.37
Distrib Code: POS			Actual	1,475.00	651.37
Prob Code: INSTAL			Variance	0.00	81.00
Rate Type: RES					GP %
					50.35
					55.84
					-81.00
1063	001315-0001	001315			
Sold: 2/26/2014	Sara Barker	Sara Barker			
1st Call Slip #: 2756			Sell	Cost	GP \$
Salesman: JAYSON			Estimated	7,995.00	4,089.45
Distrib Code: INSTALL			Actual	7,995.00	4,405.28
Prob Code: INSTAL			Variance	0.00	-315.83
Rate Type: RES					GP %
					48.85
					44.90
					315.83

Estimate Aging Report

Description: This report organizes your unsold Quick Quotes according to how long ago they were created. The first group of Quick Quotes on the report will be zero to 30 days old, followed by those which are 31-60 days old, etc. This will help you concentrate on very old estimates that might need to be changed to the Lost, Void, or Dead statuses. The report can also be subtotaled by salesperson. It will include the Site and Customer for each Quick Quote, along with the estimated sale price, cost, and gross profit.

Sort Options:

Salesperson
Quote Number
Site Name
Sell Price

Selection Options:

Salesperson
Customer Type
Distribution Code
Problem Code
Lead Type

Additional Options:

Show Subtotal

7/1/14 3:00 pm
Selections = All

QQ Estimate Aging Report

Page 1 of 1

Subtotal by: Sales Person

61-90 Days						
Quote #	Site	Bill To	Created	Sell	Cost	Profit
JAYSON						
1064	Lori Johnson	Lori Johnson	04/03/2014	8,581.03	4,035.75	4,545.28
				8,581.03	4,035.75	4,545.28
Over 90 Days						
Quote #	Site	Bill To	Created	Sell	Cost	Profit
1024	Jose Gonzalez	Jose Gonzalez	08/02/2010	5,378.00	3,878.00	1,500.00
1046	Marcie Severson	Marcie Severson	10/26/2011	812.00	272.00	540.00
1054	Publix Supermarket #3298	Publix Supermarkets	03/28/2013	10,042.06	4,398.10	5,643.96
				16,232.06	8,548.10	7,683.96
JAYSON						
1019	Mike Jones	Mike Jones	05/26/2010	7,500.00	3,878.00	3,622.00
				7,500.00	3,878.00	3,622.00
MATT						
1028	Publix Supermarket #3298	Publix Supermarkets	12/02/2010	8,300.00	4,071.65	4,228.35
1032	Andy Miller	Andy Miller	12/27/2010	1,395.00	732.37	662.63
1033	Patrick Manley	Patrick Manley	12/27/2010	7,995.00	3,976.65	4,018.35
1034	Marcie Severson	Marcie Severson	02/23/2011	7,295.00	4,263.83	3,031.17
				24,985.00	13,044.50	11,940.50

Summary	0-30	31-60	61-90	Over 90	Total
Sell			8,581.03	48,717.06	57,298.09
Cost			4,035.75	25,470.60	29,506.35
Profit			4,545.28	23,246.46	27,791.74

Closing Ratio Report

Description: This report computes the percentage of your Quick Quotes which are successfully sold, and posted to create a Call Slip. It also lists the total value of your Quick Quotes, along with the total value of those you have sold, and calculates the average number of days it has taken to process Quick Quotes into sales. The report presents monthly totals for these values, plus grand totals for the year.

Sort Options:

Created Date
Quote Number
Site Name
Sell Price

Selection Options:

Salesperson
Distribution Code
Problem Code
Lead Type
Source

Additional Options:

Year

7/1/14 3:04 pm
Year: 2010

Quick Quote Closing Ratio Report

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Selections = All

	Leads Created	Total Value	Avg Lead Amt	Leads Sold	Total Sold	Avg Sold Amt	Closing Ratio	Avg days to Close
Jan	1	11,000.00	11,000.00	1	11,000.00	11,000.00	100.00	99
Feb	0	0.00	0.00	0	0.00	0.00	0.00	0
Mar	0	0.00	0.00	0	0.00	0.00	0.00	0
Apr	4	17,147.50	4,286.88	4	17,147.50	4,286.88	100.00	18
May	4	29,095.00	7,273.75	3	21,595.00	7,198.33	75.00	689
Jun	0	0.00	0.00	0	0.00	0.00	0.00	0
Jul	1	7,500.00	7,500.00	1	7,500.00	7,500.00	100.00	0
Aug	1	5,378.00	5,378.00	0	0.00	0.00	0.00	0
Sep	1	7,625.00	7,625.00	1	7,625.00	7,625.00	100.00	0
Oct	0	0.00	0.00	0	0.00	0.00	0.00	0
Nov	2	14,025.00	7,012.50	2	14,025.00	7,012.50	100.00	56
Dec	6	21,710.00	3,618.33	3	4,020.00	1,340.00	50.00	840
	20	113,480.50	5,674.03	15	82,912.50	5,527.50	75.00	325

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	() -	robinpeters@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, Dispatch and Quick Quote 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 as well as the Site Address and Site Phone Number.

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					

Employee Leave Report

Description: This report reads the Leave data from the Employee File to produce a record of the dates and times that an employee was recorded on leave. The total leave time is displayed by employee as well as grand totals for all employees on leave during the criteria selected. If an employee is marked on leave for the entire day, (as opposed to having a starting and ending time) the report will use 8 hours for the calculation

Sort Options:

Technician
Date

Selection Options:

Technician
Date

7/1/2014 3:14 pm

Employee Leave

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Tech >= jAND Tech <= j

Tech	Date		Start	Stop	Time	Overridable	Note
JAYSON	8/13/2008	Wednesday			8 hrs 0 min		
JAYSON	8/14/2008	Thursday			8 hrs 0 min		
Count: 2 16 hrs 0 min							
JOE	11/25/2009	Wednesday			8 hrs 0 min		
JOE	11/26/2009	Thursday			8 hrs 0 min		
JOE	11/27/2009	Friday			8 hrs 0 min		
JOE	6/7/2010	Monday	08:00a	12:00p	4 hrs 0 min	True	Manufacturer training.
JOE	9/14/2010	Tuesday			8 hrs 0 min		Vacation
JOE	9/15/2010	Wednesday			8 hrs 0 min		Vacation
JOE	9/16/2010	Thursday			8 hrs 0 min		Vacation
JOE	9/17/2010	Friday			8 hrs 0 min		Vacation
JOE	9/13/2010	Monday	08:00a	12:00p	4 hrs 0 min	True	Training
JOE	9/13/2010	Monday	12:00p	06:00p	6 hrs 0 min	True	Vacation
JOE	1/12/2010	Tuesday			8 hrs 0 min		
JOE	1/11/2011	Tuesday			8 hrs 0 min		
Count: 12 86 hrs 0 min							

Report Totals:	Count: 14	Time: 102 hrs 0 min
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Logs Report

Description: This Logs Report shows a listing of all the transactions that have been manually entered against a contracts Deferred Income File. This report will show the person, date and what was manually changed in the deferred income file for each contract number affected, based on the selection criteria.

Sort Options:

Date
User
Reference Number

Selection Options:

Date
User
Site Number
Contract Number

Additional Options:

Show Manually Recognize
Show Manual Income
Show Recognized Manually
Changed

07/01/2014 3:38 pm

Logs Report

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Date >= 01/01/2013 AND Date <= 02/28/2013

Deferred Income		001128-0001-003	Wasik, Matt	001128-0001
1/31/2013	NATE	Recognized on Call Slip #2608 was changed. From: 124.50		To: 124.50
1/31/2013	NATE	Recognized on Call Slip #2608 was changed. From: 124.50		To: 124.50
2/1/2013	NATE	Recognized on Call Slip #2608 was changed. From: 124.50		To: 124.50
Deferred Income		001318-0001-003	Severson, Marcie	001318-0001
1/3/2013	NATE	Manual Income was changed. From: 0.00		To: 62.25
1/3/2013	NATE	Manual Income was changed. From: 62.25		To: 0.00
Deferred Income		001354-0001-001	Lanser, Cheryl	001354-0001
2/27/2013	NATE	Manual Income was changed. From: 0.00		To: 0.00
2/27/2013	NATE	Recognized on Call Slip #2613 was changed. From: 124.50		To: 124.50