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Q360 Live Data Reports and Quick Views Reference

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Sales Reports

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01. Quick View: Sales Forecast

Path: Sales > Quick Views

Purpose

The purpose of the Sales Forecast quick view is to provide a comprehensive overview and projection of sales opportunities. It allows users to analyze potential sales revenue, assess the likelihood of deal closure, and track opportunity progress over defined time periods, incorporating historical changes for key metrics. This view aids in understanding the sales pipeline and forecasting future sales performance.

Benefits

- Provides clear visibility into the current sales pipeline and expected future revenue.
- Facilitates better resource planning by forecasting sales based on opportunity close dates and probabilities.
- Helps identify trends and changes in opportunity values, probabilities, and close dates over time.
- Enables sales managers and representatives to monitor opportunity health and prioritize efforts effectively.
- Supports financial forecasting by breaking down potential revenue into periods.
- Offers insights into quoted amounts versus opportunity values for a more detailed financial outlook.

Filters

Caption	Description	Type	Default
Company	Filters opportunities for a specific company (entity).	List	
Branch	Filters opportunities associated with a specific branch.	List	ALL
Department	Filters opportunities associated with a specific department.	List	ALL
Sales Rep	Filters opportunities for specific sales representative(s). The list of available sales reps is dependent on the viewing user's sales group access. Can be set to 'ALL' to include all accessible reps.	List	ALL
Prob. >=	Filters opportunities to include only those with a probability of closing greater than or equal to this percentage.	Number	20
Forecast From	The baseline date from which the forecast periods.	Date	Today

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Inclusions/Exclusions

This quick view is configured to always include or exclude the following:

Type	Description
Inclusion	Opportunities that are considered 'Active' or 'Won' based on their Won Lost Code.
Inclusion	Quotes associated with the opportunities that are not marked as optional.
Inclusion	Quote items that are not marked as optional and have not been cancelled.
Exclusion	Opportunities with a Won Lost Code indicating they are 'Lost'.
Exclusion	Opportunities with a probability of closing less than the specified "Min. Percent Close" filter.
Exclusion	Optional quotes.
Exclusion	Optional quote items and cancelled quote items.

Relevant System Configurations

FUNNELPHASEPROBABILITY: If set to 'EDITABLE', the "Probability Editable" column will indicate 'Y' (Yes), allowing direct editing of probability for opportunities. See Additional Features below.

Output

The Sales Forecast quick view displays a detailed grid of sales opportunities, summarizing key financial and status information. Each row can represent an individual opportunity or a subtotal/grand total. The output includes opportunity identifiers, associated customer and sales representative details, and various financial metrics such as the opportunity's total value, gross profit (GP), and weighted value (value multiplied by probability).
The forecast breaks down the opportunity value into several periods based on their expected close dates relative to a specified start date and period durations. It also highlights overdue opportunities. The grid provides columns for quoted amounts, costs, and gross profit derived from associated non-optional quotes, broken down by equipment, labor, subcontractor, and other categories, as well as quoted Recurring Monthly Revenue (RMR).
Historical context is provided by showing the last known value, status, close date, and probability from the opportunity's history, with visual color indicators highlighting changes compared to current values. It also shows the opportunity's age, status, title, and key dates.

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Quick View Columns

The Sales Forecast quick view is made up of the following columns (in default display order):

Column Name	Description
Zoom Drilldown	Provides a link to navigate directly to the detailed 'Opportunity' form.
Company	The name of the customer associated with the opportunity. If the opportunity was added within the last 30 days, this field may be highlighted (e.g., in Light Green). A cell note may display the opportunity's general comment.
Title	The descriptive title of the sales opportunity.
Sales Rep	The primary sales representative assigned to the opportunity.
Alt. Sales Rep	The secondary sales representative, if any, assigned to the opportunity.
Interest	The level of interest or type of opportunity (e.g., product type, service type).
Source	The source from which the opportunity originated (e.g., trade show, referral).
Status	The status of the opportunity (e.g., Active, Quoted). The cell color may change based on comparison with its last historical status. A cell note may display the date of the last status change.
Prev Status	The opportunity's status code as recorded in its history, prior to the status.
Last Activity	The date of the last recorded activity associated with this opportunity. A cell note may display the title and comment of this last activity.
Value	The total estimated revenue value of the opportunity. The cell color may change (e.g., Light Red if decreased, Light Green if increased) if the value has changed compared to its last recorded value within the "Days Out" history period.
Gross Profit	The estimated Gross Profit for the opportunity (Value - Cost).
Weighted Total	The probability-adjusted value of the opportunity (Value * Probability / 100).
Rec Monthly Rev	The estimated recurring monthly revenue (RMR) associated with this opportunity.
Close Date	The expected date for closing the opportunity. The cell color may change (e.g., Light Green if moved earlier, Light Red if moved later) if the date has changed compared to its last recorded value in history.
Prev Close Date	The opportunity's close date as recorded in its history, prior to the current close date.
Reminder Date	The date of any reminder set for this opportunity.
Reminder Comment	The comment associated with the reminder set for this opportunity.
%	The likelihood (as a percentage) of winning the opportunity. The cell color may change (e.g., Light Red if decreased, Light Green if increased) if the probability has changed compared to its last recorded value in history.
Over Due	The portion of the opportunity's 'Value' if its Close Date is before the specified Start Date. This field may be highlighted (e.g., in Light Red) if the value is not zero.
0 - 30	The portion of the opportunity's 'Value' for opportunities forecasted to close within 0 to 29 days from the Start Date.

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Column Name	Description
31 - 60	The portion of the opportunity's 'Value' for opportunities forecasted to close between 30 and 59 days from the Start Date.
61 - 90	The portion of the opportunity's 'Value' for opportunities forecasted to close between 60 and 89 days from the Start Date.
> 90	The portion of the opportunity's 'Value' for opportunities forecasted to close 90 days or more after the Start Date..
Quote Amt	The total sales amount from all non-optional, active quotes linked to this opportunity.
Quote Cost	The total estimated cost from all non-optional, active quotes linked to this opportunity.
Quote GP	The total estimated Gross Profit from quotes (Quote Amount - Quote Cost).
Quote GM	The Gross Margin percentage for the quoted items, calculated as (Quote GP / Quote Amount) * 100.
Equip Amt	The total sales amount for equipment items from active quotes.
Equip Cost	The total cost for equipment items from active quotes.
Equip GP	The Gross Profit for quoted equipment items.
Equip GM	The Gross Margin percentage for quoted equipment, calculated as (Equipment GP / Equipment Amount) * 100.
Labor Amt	The total sales amount for labor items from active quotes.
Labor Cost	The total cost for labor items from active quotes.
Labor GP	The Gross Profit for quoted labor items.
Labor GM	The Gross Margin percentage for quoted labor, calculated as (Labor GP / Labor Amount) * 100.
Labor Hrs	The total number of labor hours from active quotes.
Subcontractor Amt	The total sales amount for subcontractor items from active quotes.
Subcontractor Cost	The total cost for subcontractor items from active quotes.
Subcontractor GP	The Gross Profit for quoted subcontractor items.
Subcontractor GM	The Gross Margin percentage for quoted subcontractor items, calculated as (Subcontractor GP / Subcontractor Amount) * 100.
Other Amt	The total sales amount for other miscellaneous items from active quotes.
Other Cost	The total cost for other miscellaneous items from active quotes.
Other GP	The Gross Profit for other miscellaneous quoted items.
Other GM	The Gross Margin percentage for other miscellaneous quoted items, calculated as (Other GP / Other Amount) * 100.
Quoted RMR	The total quoted Recurring Monthly Revenue from warranty or service items in active quotes.
Branch	The branch associated with the opportunity.
Terr	The sales territory associated with the opportunity's site or customer.
Principle	The principle or main contact/stakeholder related to the opportunity.

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Column Name	Description
Contact	The primary contact person for the opportunity.
Phone	The phone number of the primary contact for the opportunity.
City	The city of the opportunity's site or customer.
State	The state or province of the opportunity's site or customer.
Company	The company (entity) number associated with the opportunity.
Department	The department associated with the opportunity.
Sale Type	The type of sale associated with the opportunity (e.g., Project, Service).
Aging	The number of days since the opportunity was added to the system.
Install Date	The target or actual installation date for the project or service resulting from this opportunity.
Won Lost Date	The date when the opportunity was marked as Won or Lost.
Forecast %	The specific probability percentage used for management forecasting, which can differ from the sales pipeline probability.
Forecast Date	The specific date used for management forecasting, which can differ from the opportunity close date.

Summation Rows

The Sales Forecast quick view features the following colored summation rows:

- **Light Gray**: Indicates a subtotal row for each Sales Representative. This row sums up all numeric values (e.g., Opportunity Value, Gross Profit, Weighted Value, Quoted Amounts, Periodic Values, RMR) for all opportunities managed by that sales representative that meet the filter criteria.
- **Blue**: Indicates the Grand Total row for all opportunities displayed in the grid. This row sums up all numerical values across all sales representatives and companies, providing an overall forecast summary.

Default Sorting

The Sales Forecast quick view is ordered by default in the following manner:

#	Column	Method
1	Sales Representative	Ascending
2	Company (Customer Name)	Ascending
3	Opportunity Number	Ascending

Additional Features

The Sales Forecast grid includes extended menu command to **Change Close Date** on selected opportunities at once. Users can also click the Edit button and change any editable column that displays a pencil in the column heading.

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02. Quick View: Funnel Forecast

Path: Sales > Quick Views

Purpose

The purpose of the Funnel Forecast quick view is to provide a consolidated overview of sales opportunities, their current stage in the sales funnel, potential value, and assigned sales representatives. This allows sales professionals and managers to track progress, forecast potential revenue, and manage their sales pipeline effectively.

Benefits

- Provides a clear view of all active sales opportunities in the pipeline.
- Enables sales representatives to quickly assess the status and value of their prospects.
- Helps sales managers forecast potential revenue based on opportunity values and funnel stages.
- Facilitates monitoring of sales activities and progression through defined funnel stages.
- Supports targeted follow-up by displaying key opportunity details like close dates and titles.
- Improves sales team coordination by showing primary and secondary sales representatives.

Filters

Caption	Description	Type	Default
Funnel Definition	Filters the forecast to opportunities associated with the selected funnel definition. If 'ALL' is selected, opportunities associated to all funnel definitions are included.	List	All
Sales Rep	Filters the forecast to opportunities where the selected user is the primary, secondary, or tertiary sales representative. If 'ALL' is selected, it shows opportunities for all sales reps the logged-in user has access to view based on their sales group memberships.	List	Current User

Inclusions/Exclusions

This quick view is configured to always include or exclude the following:

Type	Description
Exclusion	Opportunities that are marked as 'Won' or 'Lost' are excluded. Only 'Active' opportunities are displayed.
Inclusion	Only opportunities associated with sales representatives that the logged-in user has permission to view (based on sales group access) are included.

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Output

The Funnel Forecast quick view displays a grid of active sales opportunities. Each row represents an individual opportunity and provides key details such as its current position in the sales funnel (e.g., Qualify, Proposal), the prospect's name, the monetary value of the opportunity, its forecasted close date, and a descriptive title. It also identifies the primary and secondary sales representatives assigned to each opportunity. The information is sourced from opportunity records and related customer and funnel definition information.

Quick View Columns

The Funnel Forecast report is made up of the following columns (in default display order):

Column Name	Description
Bal Forecast	Indicates the current stage or phase of the opportunity within the defined sales funnel (e.g., 'No Current Position', 'Qualify', 'Presentation'). This is derived from the opportunity's funnel position and the phase names configured in the Funnel Definition.
#	A sequential row number for each opportunity listed in the grid.
Code	The interest code associated with the sales opportunity, often indicating the type or category of the opportunity (e.g., 'DES-BUILD'). This is sourced from the opportunity's interest field.
Prospect Name	The name of the customer or prospect company associated with the sales opportunity.
Value	The estimated monetary value of the sales opportunity.
Forecast Date	The anticipated date when the sales opportunity is expected to close.
Title	The descriptive title or name given to the sales opportunity.
Sales Rep	The User ID of the primary sales representative assigned to the opportunity.
Sales Rep 2	The User ID of the secondary sales representative assigned to the opportunity, if any.

Summation Rows

This quick view features a summary footer displaying **Total Act. Forecast**: The sum of the 'Value' column for all opportunities listed in the current view, representing the total forecasted amount.

Default Sorting

The Funnel Forecast report is ordered by default in the following manner:

#	Column	Method
1	Opportunity Funnel Position	Ascending
2	Prospect Name	Ascending

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03. Quick View: View Funnel

Path: Sales > Quick Views

Purpose

The Sales Funnel feature provides a high-level visual representation of sales opportunities progressing through defined stages (e.g., "Qualify, Discovery,"). Users can access detailed grid when they drill down into a specific phase of this visual funnel. Its purpose is to offer a detailed list of individual sales opportunities that constitute that selected funnel phase, providing granular insights into the pipeline.

Benefits

- Provides clear visibility into the sales pipeline at each distinct funnel stage.
- Enables sales managers and representatives to monitor the progression of opportunities.
- Aids in identifying potential bottlenecks or areas requiring attention within specific funnel phases.
- Supports more accurate sales forecasting by detailing the value of opportunities at each stage.
- Facilitates focused analysis of sales performance per funnel phase.

Filters

Caption	Description	Type	Default
Funnel Definition	Filters the view to display opportunities associated with one or more selected sales funnel definitions.	List	All
Sales Rep	Filters the opportunities to those assigned to the selected sales representative(s).	List	All
Company	Filters the opportunities for a specific customer company.	List	The user's default company.
Branch	Filters the opportunities associated with a specific company branch.	List	The user's default branch.

Inclusions/Exclusions

This quick view is configured to always include or exclude the following:

Type	Description
Inclusion	Includes opportunities that are currently active. An opportunity is considered active if its 'Won Lost Code' in the Code information (for code type 'WONLOST') is 'ACTIVE' or if the associated CodeValue2 is null or 'ACTIVE'.
Inclusion	Includes opportunities matching the specified 'Funnel Position'.

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Output

The Sales Funnel initially presents a visual, multi-phase chart. Each phase in this visual funnel displays aggregated information, including total value and count of opportunities within it.

When a user clicks on a specific phase of this visual funnel (e.g., "Phase 1" or "Qualify"), the system then transitions to display a detailed grid, providing an itemized list of the individual sales opportunities that make up the selected funnel stage.

Quick View Columns

The Opportunity Funnel quick view is made up of the following columns (in default display order):

Column Name	Description
Opportunity No.	The unique identification number for the sales opportunity.
Company	The full name of the customer or prospect company associated with the opportunity.
Title	The full descriptive title of the sales opportunity.
Total	The monetary value of the opportunity, shown in its original currency. If the value is not specified, it defaults to 0..
Conversion Total	The opportunity's value converted to the company's default currency. This calculation is performed if the FOREIGNEXCHANGE system configuration is enabled.

Summation Rows

The quick view provides summation at the bottom of the grid for the following columns:

- **Total**: Sum of all 'Opportunity Value' amounts in their original currencies.
- **Conversion Total**: Sum of all Conversion Total amounts.

Default Sorting

The Opportunity Funnel quick view is ordered by default in the following manner:

#	Column	Method
1	Currency Type	Descending
2	Funnel Title	Ascending

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04. Quick View: Sales Opportunity Review

Path: Sales > Quick Views

Purpose

The purpose of the Opportunity Review quick view is to provide a comprehensive overview of sales opportunities. It allows users to analyze opportunity details, including their status, financial values, associated sales representatives, customer information, and progress through the sales funnel, across different timeframes and organizational segments.

Benefits

- Provides a centralized view for monitoring the sales pipeline.
- Facilitates analysis of won versus lost opportunities to identify trends and improve sales strategies.
- Enables tracking of sales representative performance and opportunity distribution.
- Helps in forecasting potential revenue based on opportunity values and probabilities.
- Allows for detailed review of opportunity progression through different sales funnel phases.
- Supports filtering by various criteria for targeted analysis of sales data.

Filters

Caption	Description	Type	Default
Company No	Filters opportunities by the company number. 'ALL' includes opportunities for all accessible companies.	List	
Branch	Filters opportunities by the branch. 'ALL' includes opportunities for all accessible branches.	List	ALL
Department	Filters opportunities by the department. 'ALL' includes opportunities for all departments.	List	ALL
Status	Filters opportunities by their current operational status (e.g., 'Active', 'On Hold'). 'ALL' includes all statuses.	List	ALL
Won/Lost Code	Filters opportunities by the specific reason code for winning or losing the deal (e.g., 'Price', 'Competitor'). 'ALL' includes all codes.	List	ALL
Win Status	Filters opportunities by their overall win/loss status (e.g., 'WON', 'LOST', 'ACTIVE'). Can be a comma-separated list.	List	WON,LOST
Interest	Filters opportunities by the assessed level of interest (e.g., 'Hot', 'Warm', 'Cold'). 'ALL' includes all interest levels.	List	ALL
Sales Rep	Filters opportunities by the primary, secondary, or tertiary sales representative assigned. 'ALL' includes opportunities for any sales rep.	List	ALL

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Caption	Description	Type	Default
Start Date	The beginning date for the selected Date Filter type. If left blank, no start date restriction is applied for that filter type.	Date	First day of the current month
End Date	The ending date for the selected Date Filter type. If left blank, no end date restriction is applied for that filter type.	Date	Last day of the current month
Date Filter	Specifies which date field the Start Date and End Date filters apply to. Options include 'CLOSE Date', 'START Date', or 'WON/LOST Date'.	List	

Inclusions/Exclusions

This quick view is configured to always include or exclude the following:

Type	Description
Inclusion	Opportunities are displayed based on the user's access permissions for specific Companies and Branches.
Inclusion	If no Start or End Date is provided for the selected Date Filter, the quick view will not restrict opportunities based on that particular date.

Output

The Opportunity Review quick view displays a detailed grid of sales opportunities, summarizing key information for analysis and tracking. Each row typically represents a single sales opportunity, showing its identification number, associated company and contact, title, status, and its phase in the sales funnel. Financial aspects such as the opportunity value, converted quote value, and active quote value are presented.

Quick View Columns

The Sales Opportunity Review report is made up of the following columns (in default display order):

Column Name	Description
Oppor. No.	The unique identification number for the sales opportunity. This column also serves as a drilldown to the full Opportunity form.
Company	The name of the customer company associated with the opportunity.
Title	The title or brief description of the sales opportunity. For summary rows, this column displays the subtotal or grand total description.
Status	The current operational status of the opportunity (e.g., Active, Needs Analysis, Quoting).
Funnel Phase	The current phase of the opportunity within the defined sales funnel (e.g., '1 - Qualification', '2 - Proposal').
Probability %	The estimated probability (as a percentage) of winning the opportunity.
Quoted	Indicates whether a quote has been generated for this opportunity ('Y' for Yes, 'N' for No).
Close Date	The anticipated or actual date when the opportunity is expected to close or was closed.

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Column Name	Description
Won / Lost	The specific reason code explaining why the opportunity was won or lost (e.g., 'Won - Price', 'Lost - Competitor 1').
W/L Status	The overall status indicating if the opportunity was 'WON', 'LOST', or is still 'ACTIVE'.
Won/Lost Date	The date on which the opportunity was officially marked as won or lost.
Sales Rep	The primary sales representative assigned to the opportunity.
Sales Rep 2	The secondary sales representative assigned to the opportunity, if any.
Sales Rep 3	The tertiary sales representative assigned to the opportunity, if any.
Cust. No.	The unique identification number of the customer associated with the opportunity.
Contact	The name of the primary contact person at the customer company for this opportunity.
Last Contact Date	The date of the last recorded contact or activity related to this opportunity.
Opp Value	The total estimated financial value of the opportunity.
Conv. Quote Val	The total value of quotes associated with this opportunity that have been converted to orders.
Active Quote Value	The total value of active quotes (Data Entry, Confirmed, Approved, Awaiting Customer Approval, Authorized) associated with this opportunity that are not yet converted.
Branch	The branch associated with the sales opportunity.
Department	The department associated with the sales opportunity.
Add Date	The date when the sales opportunity was created in the system.
Aging	The number of days that have passed since the opportunity was added to the system. Calculated as: Today - Add Date.
Duration	The number of days between when the opportunity was added and when it was won or lost. If still active, it's calculated to the current date. Formula: Won/Lost Date - Add Date.
Interest	The assessed level of interest for the opportunity (e.g., Hot, Warm, Cold).
Source	The source from which the sales opportunity originated.
Contact No.	The unique identification number of the primary contact person.
Comment	General comments or notes recorded for the opportunity.

Summation Rows

The Sales Opportunity Review report features the following colored summation rows:

- **Light Green**: Displays sub-totals for each combination of Sales Rep, W/L Status, and Won/Lost reason code.
    - Sums: Opp Value, Conv. Quote Val, Active Quote Value.
    - Aging and Duration typically show 0 or are not applicable.
- **Light Yellow**: Displays sub-totals for each combination of Sales Rep and W/L Status.
    - Sums: Opp Value, Conv. Quote Val, Active Quote Value.
    - Aging and Duration typically show 0 or are not applicable.
- **Light Blue**: Displays sub-totals for each Sales Rep.
    - Sums: Opp Value, Conv. Quote Val, Active Quote Value.
    - Aging and Duration typically show 0 or are not applicable.

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Default Sorting

The Sales Opportunity Review data is sorted by default based on the Order By filter, which defaults to **Sales Rep**.

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05. Quick View: Sales Booking (Dashboard Sales Order Booking)

Path: Sales > Quick Views
Report No: Q0318

Purpose

The purpose of the Dashboard Sales Order Bookings report is to provide a comprehensive overview of sales orders, detailing their financial performance, sales representative involvement, and linkages to other business objects like quotes, projects, and service calls. This report is designed for monitoring sales activities and performance within user-selected timeframes and organizational segments.

Benefits

- **Monitor Sales Performance**: Track sales order bookings in detail to gauge overall sales effectiveness and trends over various time periods.
- **Analyze Profitability**: Assess the gross profit and margin for each order, helping to identify profitable products, services, or customer segments.
- **Sales Representative Insights**: Evaluate sales performance by individual representatives and their associated commission splits.
- **Track Order Origins**: Understand whether orders originated from quotes, service calls, or projects, providing insights into different sales channels.
- **Informed Decision-Making**: Use detailed order data to support strategic decisions related to sales strategies, resource allocation, and market focus.
- **Identify Order Types**: Differentiate performance across various order types (e.g., New Sale, Change Order, Work Order) to understand business drivers.
- **Comprehensive Filtering**: Tailor the report view using a wide range of filters including entity, branch, department, sales rep, and order status for targeted analysis.

Used in Dashboard

This report, **Dashboard Sales Order Bookings**, serves as a direct dashboard view or a significant component within a broader sales performance dashboard in Q360. It is designed for at-a-glance monitoring of sales order activities.

Report Filters

Caption	Description	Type	Values	Default
Entity	Filters the report by one or more selected financial entities (Company No).	List	List of companies	ALL
Branch	Filters the report by one or more selected operational branches.	List	List of branches	ALL

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Caption	Description	Type	Values	Default
Department	Filters the report by one or more selected departments.	List	List of departments	ALL
Time Period	Filters orders based on their Order Date falling within the specified time period.	Date		Calendar Year to Date
Order Type	Filters by the type of order, such as Customer Change Order (CCO) or new Sale.	List	CCO, ICO, RECURRING, RMA, SALE, WORKORDER	ALL
Sale Type	Filters by the specific sale type classification of the order (e.g., Project, Service).	List	List of sale types from General Codes (CODETYPE='SALETYPE')	ALL
Sales Rep	Filters orders by the primary sales representative assigned.	List	List of active users in 'SALES' job role	ALL
Order Status	Filters orders by their status (e.g., Approved, Shipped).	List	APPROVED, CANCELLED, CONFIRMED, DATAENTRY, PARTSHIP, SHIPPED, SHIPQ	APPROVED, CONFIRMED, PARTSHIP, SHIPPED, SHIPQ
Quoted	Filters orders based on whether they originated from a quote.	List		ALL
Sales Group	Filters orders based on the sales group associated with the sales representative(s).	List	List of sales groups	ALL

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	All data is sourced from the Order (CONTRACT) information.
Inclusion	The report will only show Orders that have a corresponding entry in the Order Extension information.
Exclusion	There are no constant data exclusions hardcoded into this report. All filtering is dynamic based on user selections.

Report Output

The Dashboard Sales Order Bookings report provides a detailed itemization of sales orders that match the specified filter criteria. For each order, it presents key information such as the associated entity, branch, department, customer, and order date. Financial details including the order subtotal, calculated gross profit (GP), and gross profit margin percentage are displayed. The report also breaks down sales responsibilities by listing up to three sales representatives and their respective commission percentages and calculated split amounts from the order subtotal. Furthermore, it provides context by linking orders to their originating documents like Quote

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Numbers, Service Call Numbers, or Project Numbers, and indicates whether the order was quoted. The status of each order is also clearly shown.

Report Columns

The **Dashboard Sales Order Bookings** report is made up of the following columns (in default display order):

Order No.

Displays the unique identifier for the Order. This column provides a drilldown capability to view the detailed Order record.

Entity No.

Indicates the financial entity (company number) associated with the Order. Data is grouped by this column for subtotaling.

Branch

Indicates the operational branch associated with the Order.

Department

Indicates the department associated with the Order.

Company

Displays the name of the customer who placed the Order. This column provides a drilldown capability to view detailed Customer information.

Order Date

Shows the date the Order was created.

Order Type

Indicates the classification of the Order (e.g., SALE for a new sale, CCO for a customer change order, WORKORDER for an order generated from a service call). This is derived from the CONTYPE field in the Order information.

Sale Type

Indicates the specific type of sale the Order represents (e.g., PROJECT, SERVICE), as's General Codes for SALETYPE. This is derived from the SALETYPE field in the Order information.

Sales Rep

Displays the User ID of the primary sales representative assigned to the Order.

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Sales Rep 1 Commission %

Indicates the commission percentage allocated to the primary sales representative (SALESREP) for this Order. This value is sourced from the ComPercentSalesRep1 field in the Order information.

Sales Rep 1 Commission Split Amount

Calculated monetary value representing the sales commission amount for Sales Rep 1. This is derived by multiplying the Order Subtotal by Sales Rep 1's Commission Percentage.

Sales Rep 2

Displays the User ID of the second sales representative, if any, assigned to the Order.

Sales Rep 2 Commission %

Indicates the commission percentage allocated to the second sales representative (SALESREP2) for this Order, if applicable. This value is sourced from the ComPercentSalesRep2 field in the Order information.

Sales Rep 2 Commission Split Amount

Calculated monetary value representing the sales commission amount for Sales Rep 2. This is derived by multiplying the Order Subtotal by Sales Rep 2's Commission Percentage.

Sales Rep 3

Displays the User ID of the third sales representative, if any, assigned to the Order.

Sales Rep 3 Commission %

Indicates the commission percentage allocated to the third sales representative (SALESREP3) for this Order, if applicable. This value is sourced from the ComPercentSalesRep3 field in the Order information.

Sales Rep 3 Commission Split Amount

Calculated monetary value representing the sales commission amount for Sales Rep 3. This is derived by multiplying the Order Subtotal by Sales Rep 3's Commission Percentage.

Sub Total

Displays the total sales amount of the Order before taxes and other charges. This value is sourced from the tsamt field in the Order information. This column is summed at group and grand total levels.

Gross Profit

Displays the calculated gross profit for the Order, which is the difference between the Order Subtotal and its total cost. This value is sourced from the TOTALGP field in the Order information. This column is summed at group and grand total levels.

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Gross Profit Margin %

Calculated percentage representing the gross profit as a portion of the Order Subtotal. It is calculated as (Gross Profit / Subtotal) * 100. This metric is recalculated for group and grand totals.

Order Status

Indicates the current processing status of the Order (e.g., APPROVED, SHIPPED, CONFIRMED). This is derived from the STATUSCODE field in the Order information.

Quote No.

Displays the identifier of the Quote from which this Order originated, if applicable. This column provides a drilldown capability to view the detailed Quote record.

Service Call No.

Displays the identifier of the Service Call from which this Order originated, if applicable. This column provides a drilldown capability to view the detailed Service Call record.

Project No.

Displays the identifier of the Project to which this Order is linked, if applicable. This column provides a drilldown capability to view the detailed Project record.

Summation Rows

The Dashboard Sales Order Bookings report features the following summation rows:

- Group Total Row (per Entity No.):
  - Provides a sum of the Sub Total and Gross Profit for all orders within that specific Entity No.
  - Recalculates the Gross Profit Margin % based on the group's summed Sub Total and Gross Profit.
- Grand Total Row:
  - Provides a sum of the Sub Total and Gross Profit for all orders displayed in the report.
  - Recalculates the Gross Profit Margin % based on the grand total Sub Total and Gross Profit.

Default Sorting

The Dashboard Sales Order Bookings report is ordered by default in the following manner:

#	Column	Method
1	Entity No.	Ascending
2	Branch	Ascending
3	Department	Ascending
4	Sales Rep	Ascending

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06. Quick View: Order Bookings By Customer

Path: Accounting > Quick Views

Purpose

The purpose of the Order Bookings By Customer quick view is to provide a summarized financial overview of orders (bookings) attributed to each customer. It calculates the total monetary value of orders for each customer within a specified time frame, for selected companies and branches, and also presents each customer's contribution as a percentage of the total bookings. This allows users to identify key customers and analyze sales distribution.

Benefits

- Identifies top customers by the total value of their order bookings.
- Helps analyze each customer's percentage contribution to overall sales.
- Enables monitoring of sales performance across different branches and company entities.
- Supports strategic decision-making for sales, marketing, and account management efforts.
- Facilitates tracking of order booking trends over specific time periods.
- Provides a quick overview of customer spending patterns.

Filters

Caption	Description	Type	Default
Company No.	Filters order bookings by the specified company number.	List	
Branch	Filters order bookings by the specified branch.	Text	
Time Period	Filters order bookings to include those within the specified period (inclusive).	Date	

Inclusions/Exclusions

This quick view is configured to always include or exclude the following:

Type	Description
Exclusion	Orders with a status of 'CANCELLED', 'CANCELED', or 'DATAENTRY' are excluded.
Exclusion	Order Items with a status of 'CANCELLED', 'CANCELED' are excluded.
Inclusion	Order amounts are calculated considering currency post rates if they are defined in the currency information.

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Output

The Order Bookings By Customer quick view displays a grid summarizing customer order activity. Each row represents a unique customer, showing their customer number and company name. For each customer, the grid presents the total monetary value of their orders placed within the filtered period and scope. This total amount is calculated from the quantities and prices of items on their orders, with currency conversions applied if applicable. Additionally, the quick view calculates and displays the percentage that each customer's total orderings contribute to the grand total of all order bookings shown in the view. This output helps in understanding sales distribution and identifying high-value customers.

Quick View Columns

The Order Bookings By Customer quick view is made up of the following columns (in default display order):

Column Name	Description
Zoom Drilldown	A magnifying glass icon that allows drilling down to the customer form.
Customer No.	Displays the unique identifier for the customer.
Company	Displays the name of the customer's company.
Total	Displays the total monetary value of orders (bookings) for the customer. This is calculated as the sum of (Quantity * Price) for all order items, adjusted by the currency post rate if applicable.
%	Displays the customer's percentage share of the total order bookings value. This is calculated as the customer's total order amount divided by the grand total of order amounts for all customers in the view, multiplied by 100.

Summation Rows

The Order Bookings By Customer quick view features a summation display for the 'Total' column:

- **Column Footer**: The footer of the 'Total' column displays the sum of all values in that column, representing the grand total of order bookings for all customers listed in the current view.
- **Grid Footer**: An overall grid footer also displays this grand total amount, labeled as "Total".

Default Sorting

The Order Bookings By Customer quick view is ordered by default in the following manner:

#	Column	Method
1	Total	Descending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

07. Report: Activity List

Path: Sales > Reports
Report No: Q0204

Purpose

The purpose of the Activity List report is to give sales and management teams a clear, time-bounded view of every recorded sales activity, calls, emails, meetings, and other touchpoints, together with the key customer, opportunity, and representative details needed to monitor engagement levels, ensure timely follow-up, and review workload distribution.

Benefits

- Provides an at-a-glance register of all sales activities for the chosen period.
- Helps managers verify that sales reps are engaging customers and prospects consistently.
- Enables fast drill-down to full activity or customer records for deeper insight.
- Improves forecasting accuracy by confirming recent customer touches.

Report Filters

Caption	Description	Type	List Values	Default
Type	Limits the report to the selected activity types.	List	List of active activity types	ALL
Sales Rep	Limits the report to activities carried out by the selected sales representatives.	List	List of active sales reps appearing in activity records	ALL
Status	Limits the report to the selected activity statuses.	List	List of active activity statuses	ALL
Start Date	Includes activities on or after this date.	Date		Today
End Date	Includes activities up to and including this date.	Date		Today

Report Output

The report returns one line per activity that matches the selected criteria. Each line shows core identifiers, descriptive information, and contextual data, including the customer, company name, and related opportunity, drawn directly from the Activity information and, for company names, joined from Customer information. Activity No and Customer No act as zoom links, letting users drill straight to the underlying records for immediate action or review.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Columns

The Activity List report is made up of the following columns (in default display order):

Activity No

Unique identifier assigned to each activity record. Selecting the value opens the full activity details. Zoom in functionality.

Activity Type

Indicates the category of the activity, such as call, email, or meeting, as recorded on the activity.

Sales Rep

Shows the sales representative responsible for the activity.

Customer No

Unique customer identifier linked to the activity; selecting the value opens the customer record.

Title

Short title entered by the user that summarizes the objective or subject of the activity.

Date

Calendar date on which the activity occurred.

Comment

Full narrative notes recorded for the activity.

Contact

Indicates the primary contact person associated with the activity.

Opportunity No

Identifies the sales opportunity connected to the activity, when applicable.

Company

Displays the company name of the customer linked to the activity. Retrieved by joining to customer information.

Default Sorting

The Activity List report is ordered by default in the following manner:

#	Column	Method
1	Sales Rep	Ascending
2	Date	Ascending

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08. Report: Activities by Sales Rep – Sales Opp Only

Path: Live Data > SALES
Report No: Q0015

Purpose

The purpose of the **Activities by Sales Rep – Sales Opp Only** report is to give sales leaders and account managers a concise, date–driven view of every new activity (calls, meetings, emails, tasks, etc.) that was created from, or later linked to, an active sales opportunity. By combining the activity details with the owning sales rep and customer information, the report highlights real-time engagement levels across open deals so teams can focus coaching and follow-up where it matters most.

Benefits

- Reveals which opportunities are receiving timely sales attention
- Highlights inactive or stalled opportunities that lack recent activities
- Provides quick drill-through to the underlying activity for immediate context
- Enables managers to compare rep activity volume over any date range
- Assists compliance tracking for documented customer interactions

Report Filters

Caption	Description	Type	Values	Default
Start Date	Includes activities dated on or after this date	Date		Today
End Date	Includes activities dated on or before this date	Date		Today
Sales Rep	Limits results to activities owned by the selected sales representatives	List	List of active users who have the Sales job role	ALL
Customer Sub Type	Limits results to customers with the chosen sub-type classification	List	List of customer sub-type codes	ALL

Inclusions/Exclusions

Type	Description
Inclusion	Always includes only activities whose link type denotes a connection to a sales opportunity or its related customer, invoice, contact, or site record

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Report Output

The report returns one line per activity that meets the selected filter criteria. Each row shows core details such as the activity number, sales rep, customer, contact, date, title, type, and any comments. A zoom icon lets users drill directly into the activity form for deeper review or editing. Records are restricted to activities tied to opportunities (or related customer documents) so that the list reflects genuine presales interactions rather than service or project work. The output can be exported or further analyzed dashboards for productivity and pipeline-health metrics.

Report Columns

The **Activities by Sales Rep – Sales Opp Only** report is made up of the following columns (in default display order):

Zoom Drilldown

Provides a clickable icon that opens the underlying activity record.

Activity No

Unique identifier assigned to each activity record.

Sales Rep

Indicates the sales representative responsible for the activity.

Contact

Shows the primary contact person associated with the customer for the activity.

Customer No

Unique customer number that the activity is logged against.

Company

Indicates the customer company associated with the activity. Clicking the link opens the customer record.

Date

The calendar date on which the activity was created or scheduled.

Title

Brief subject or title entered when the activity was created.

Activity Type

Indicates the category of activity (for example, Call, Meeting, Email) chosen by the user.

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Comment

Free-form notes describing the content or outcome of the activity.

Default Sorting

The **Activities by Sales Rep – Sales Opp Only** report is ordered by default in the following manner:

#	Column	Method
1	Sales Rep	Ascending
2	Date	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

09. Report: Sales Opportunity Labor Conversion

Path: Live Data > Accounting
Report No: Q0066

Purpose

The purpose of the **Sales Opportunity Labor Conversion** report is to provide detailed financial information about labor costs associated with opportunities within the sales pipeline. It allows users to analyze labor costs, project involvement, and other related metrics based on various sales opportunity parameters such as branch, sales representative.

Benefits

- Allows users to track labor costs associated with specific sales opportunities.
- Provides insight into cost conversion for sales opportunities.
- Helps in identifying opportunities that are over or under budget in terms of labor costs.
- Useful for evaluating the impact of labor costs on the success of sales opportunities.
- Enables tracking of both won and lost opportunities with respect to labor expenses.
- Provides a breakdown of costs by branch and sales representative.
- Helps in identifying trends in labor costs across different projects and opportunities.
- Assists in evaluating the financial health of ongoing opportunities.
- Facilitates decision-making related to resource allocation in sales opportunities.

Report Filters

The **Sales Opportunity Labor Conversion** report accepts the following filters:

Caption	Description	Type	Values	Default
Start Date	Specifies the start date for the data range.	Date		Today
End Date	Specifies the end date for the data range.	Date		Today
Branch	Specifies the branch for the data.	List	List of branches	ALL
Sales Rep	Filters data by the sales representative.	List	List of active sales representatives	
Cost Type	Filters data based on cost method used.	List	POSTED, STANDARD	
Won/Lost	Filters data by the status of the opportunity.	List	ALL, ACTIVE, WON, LOST	

Report Output

The **Sales Opportunity Labor Conversion** report aggregates labor costs for sales opportunities within a specified date range. It groups data by opportunity, branch, and sales representative, providing a breakdown of total labor costs, delta labor costs, and project involvement. The report also shows the status of each opportunity (whether won, lost, or active) and the related customer information.

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Report Columns

The **Sales Opportunity Labor Conversion** report is made up of the following columns (in default display order):

Column Name	Description
Zoom Drilldown	Enables users to drill down into the opportunity for more detailed information.
Branch	Indicates the branch associated with the sales opportunity.
Sales Rep	Displays the sales representative assigned to the opportunity.
Interest	Shows the interest level or classification associated with the opportunity.
Customer No	The unique identifier for the customer associated with the opportunity.
Company	Displays the company name associated with the opportunity.
Opportunity No	The unique identifier for the sales opportunity.
Opportunity Title	The title of the opportunity.
Probability	Displays the probability of the opportunity.
Won Lost Code	Indicates whether the opportunity has been won, lost, or is still active.
Value	Displays the total value of the opportunity.
Total Hours	Shows the total labor hours associated with the opportunity.
Total Cost	Displays the total labor cost associated with the opportunity. For Cost Type = POSTED, the Total Cost is calculated by summing the posted journal amount from the GL Journal. For Cost Type = STANDARD, it is calculated by multiplying the time billed by the standard labor cost from the Master.
Delta Hours	Shows the difference in labor hours for the opportunity compared to the baseline.
Delta Cost	Displays the difference in labor costs for the opportunity compared to the baseline.
Project No	The unique identifier for the project associated with the opportunity.
Start Date	The start date of the project related to the opportunity.
Status	Shows the status of the opportunity, indicating whether it is active, completed, or in another status.
Project Title	Displays the title of the associated project.

Default Sorting

The **Sales Opportunity Labor Conversion** report is ordered by default in the following manner:

#	Column	Method
1	Branch	Ascending
2	Won Lost Code	Ascending

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10. Report: Sales Score Card

Path: Live Data > SALES
Report No: Q0223

Purpose

The purpose of the Sales Score Card report is to provide a comprehensive overview of sales performance for individual sales representatives. By aggregating key metrics such as activity, opportunity, quote, order, invoice, and funnel scores, the report empowers managers and executives to assess performance, benchmark against targets, and drive strategic sales improvements.

Benefits

- Enables identification of top-performing sales representatives.
- Facilitates tracking of performance trends over a selected period.
- Supports informed decision-making and targeted coaching.
- Enhances visibility into both individual and team sales effectiveness.
- Drives efficient resource allocation and strategy adjustments.
- Provides actionable insights to improve sales processes.

Report Filters

Caption	Description	Type	Values	Default
Company No.	Filters the report to include only records for the selected company.	List		ALL
Branch	Filters the report to include only records for the selected branch.	List		ALL
Department	Filters the report to include only records for the selected department.	List		ALL
Time Period	Filters the report to include only records within the selected period.	List	List of available time periods	Calendar YTD

Inclusions/Exclusions

Type	Description
Inclusion	Includes only active sales representatives with the 'SALES' job role.
Exclusion	Excludes sales representatives with no sales target set.
Inclusion	Includes only posted invoices to ensure that only finalized transaction data is considered.
Inclusion	Automatically filters the report data to the logged-in user, ensuring user-specific performance insights.

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Relevant System Configurations

SALESCORE: Determines multiplier and target period parameters that adjust sales score calculations based on the selected period and customer type, thereby influencing how aggregated scores are computed.

Report Output

The Sales Score Card report outputs one row per active sales representative who has an assigned sales target. Each row presents a calculated target value, derived by multiplying the base target by the number of periods in the selected date range, along with various performance scores. These scores are aggregated from diverse information sources including activity logs, opportunity records, quotes, orders, invoices, and funnel data.
By consolidating this performance data, the report delivers a clear and actionable snapshot of each sales representative's effectiveness over the chosen period. This holistic view enables sales management to pinpoint strengths, identify areas for improvement, and make informed strategic decisions.

Report Columns

The **Sales Score Card** report is made up of the following columns (in default display order):

User ID

Indicates the unique identifier for each sales representative within the system, serving as a key reference for linking performance data.

Target

Shows the calculated sales target for each representative. This value is derived by multiplying the base target by the number of periods encompassed by the selected date range.

Act. Type

Indicates the type of sales activity recorded, providing context to the activity score by categorizing the nature of the interactions.

Act. Score

Shows the aggregated score for sales activities based on activity type and customer classification. This score is calculated as a weighted sum derived from activity records within the selected period.

Oppor Score

Displays the aggregated opportunity score, which is calculated by summing weighted scores from opportunity records while adjusting for customer type multipliers.

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Quote Score

Presents the aggregated quote score, derived from both the count and value of quotes and adjusted according to customer type to reflect sales potential.

Order Score

Represents the aggregated order score, summarizing the performance of confirmed orders within the selected date range.

Invoice Score

Reflects the aggregated score derived from invoice data, considering only posted invoices to ensure that the figures represent finalized transaction information.

FunnelScore

Displays the aggregated score from the sales funnel, capturing performance metrics from completed funnel opportunity items to assess overall pipeline health.

Default Sorting

#	Column	Method
1	User ID	Ascending

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11. Report: My Commissions

Path: Live Data > EMPLOYEE
Report No: Q0209

Purpose

The purpose of the My Commissions report is to provide sales representatives with a detailed statement of their commission earnings, payments, and outstanding balances over a user-defined period. It tracks commission accruals from projects and other commissionable activities, adjustments, and payments to offer a clear view of their compensation.

Benefits

- **Transparency in Earnings:** Provides sales representatives with a clear and detailed breakdown of their earned, paid, and pending commissions.
- **Accurate Commission Tracking:** Enables precise tracking of commission liabilities for financial planning and accounting by the company.
- **Sales Motivation:** Helps motivate the sales team by clearly showing the financial results of their sales efforts and what is still outstanding.
- **Improved Financial Oversight:** Allows for better financial planning by providing insights into upcoming commission payouts.
- **Facilitates Reconciliation:** Aids sales representatives and finance departments in reconciling commission payments against earned commissions.
- **Performance Insight:** Offers a basis for discussions regarding commission performance and structures.

Report Filters

Caption	Description	Type	Values	Default
Start Date	Specifies the beginning date for the commission calculation period.	Date		Today
End Date	Specifies the end date for the commission calculation period. Data up to and including this date is used.	Date		Today
Project No	Allows filtering the commission data for a specific project. Leave blank to include all relevant projects.	Text		

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Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	The report automatically displays commission data only for the user running the report.
Inclusion	Only commission advice entries that have been marked as 'Approved' are considered.
Inclusion	The report focuses on 'BOOKING' type commission advice for active projects, as well as 'PROJCLOSE' types or non-project specific entries that are approved and valued.
Inclusion	Commission advice entries are included only if their total commission amount is not zero.
Inclusion	Records are included if there was an outstanding commission balance at the start of the selected period or if new commissions were generated/recorded during the period.

Report Output

The My Commissions report provides a comprehensive breakdown of a sales representative's commission activity for a selected timeframe. It itemizes commissions by project or other commissionable sources, detailing the flow of earnings from initial accrual through to payments and adjustments.
For each commission entry, the report outlines the total commission value, amounts previously paid, and calculates the percentage of commission paid based on gross figures. It then shows the commission balance at the start of the chosen period, any new commissions added during the period, payments (commissions due) made within the period, and any manual adjustments. Finally, it calculates the resulting end-of-period outstanding commission balance. This allows users to track their commission lifecycle and understand their current payable amounts.

Report Columns

The **My Commissions** report is made up of the following columns (in default display order):

Project No

Indicates the project number associated with the commission, if applicable. If blank, the commission may be related to a non-project invoice or a general commission adjustment. Data is from Project or Commission Advice information.

Sales Rep

Indicates the sales representative associated with the commission. This is derived from the commission advice or project information, and for this report, it will be the current user.

Sales Type

Indicates the type of sale associated with the commission. For project-related commissions, this is the project's type (from Project information). For non-project commissions, it's the sale type from the Invoice information.

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Invoice Type

Indicates the type of invoice related to the commission. For project-related commissions, this is generally 'PROJECT'. For non-project commissions, it's derived from the Invoice information.

Split Percent

Shows the commission split percentage applicable to the sales representative for this specific commission entry. It is derived based on the primary and secondary sales representative commission percentages defined in the Project information. If no secondary sales rep or specific split logic applies, it defaults to 100%.

Title

Displays the title of the project associated with the commission, if applicable, sourced from Project information. This will be blank for non-project related commissions.

Commission Total

The total commission amount attributable to the sales representative for this item, after applying their 'Split Percent'. This is derived from approved commission advice records.

Total Paid

The cumulative amount of commission considered paid to the sales representative for this item, up to the 'Start Date' filter, after applying their 'Split Percent'. This is calculated from approved commission advice payment and adjustment recorded before the 'Start Date'.

Percent Paid

Indicates the percentage of the gross total commission (before any sales rep split is applied) that was considered paid up to the 'Start Date'. This is calculated as (Gross Commission Paid Before Period Start / Gross Total Commission from Advice) * 100.

Beg Period

The outstanding commission balance due to the sales representative at the start of the specified 'Start Date', after applying their 'Split Percent'. This represents the net unpaid commission from advice records dated before the 'Start Date'.

New Comm

The total new commission amount attributable to the sales representative from advice records originated within the specified period (from 'Start Date' to 'End Date'), after applying their 'Split Percent'.

Comm Due

The total commission amount paid to (or credited to) the sales representative during the specified period (from 'Start Date' to 'End Date'), after applying their 'Split Percent'. This reflects payments or commission-reducing advice transactions within the period.

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Manual Adj

The total value of manual adjustments (e.g., advances, clawbacks) processed for the sales representative's commission during the specified period (from 'Start Date' to 'End Date'). This amount is displayed as recorded (gross) and directly impacts the 'End Period' balance.

End Period

The net outstanding commission balance due to the sales representative at the end of the specified 'End Date', after applying their 'Split Percent'. This is the final calculated balance after accounting for the beginning balance, new commissions, payments, and adjustments within the period.

Bank

Indicates the total outstanding (unpaid) balance from posted Invoices linked to the project. This data is sourced from Invoice information and reflects customer payments pending on the related project.

Default Sorting

The My Commissions report is ordered by default in the following manner:

#	Column	Method
1	Sales Rep	Ascending
2	Project No	Ascending

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12. Report: Sales Leads

Path: Live Data > NO CATEGORY
Report No: Q0339

Purpose

The purpose of the Sales Leads report is to provide a comprehensive overview of potential sales opportunities by aggregating key lead details from the ERP system. This report enables sales teams to quickly assess each lead's attributes, including company and contact information, financial metrics, and status indicators, to drive efficient follow-up and improve conversion rates.

Benefits

- Enhances visibility into potential sales opportunities.
- Consolidates lead details into a unified, easy-to-read view.
- Supports targeted and timely follow-up actions.
- Provides financial context with annual revenue figures.
- Enables geographic segmentation via branch and state data.
- Helps prioritize leads based on status and expressed interest.
- Links each lead to its assigned sales representative.
- Offers drilldown capability for deeper analysis of individual leads.

Report Filters

Caption	Description	Type	Values	Default
Lead Status	Filters records based on the current lead status, allowing selection of one or more statuses to narrow the lead list.	List	General Code: LEADSTATUS	
Start Date	Filters records to include leads with an entry date on or after the selected start date.	Date		Beginning of calendar year
End Date	Filters records to include leads with an entry date on or before the selected end date.	Date		Today
Company No.	Filters records by company number so that users can view leads associated with specific companies.	List		ALL
Branch	Filters records by branch location, enabling users to limit the view to leads from specific branches.	List		ALL
Assigned Salesrep	Filters records by the assigned sales representative, allowing selection of a specific rep to review associated leads.	List	List of active sales representatives	ALL

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Report Output

The Sales Leads report consolidates essential information about each potential sales lead. It presents key attributes, such as company and contact details, branch information, financial metrics, and follow-up reminders, in one cohesive display. This unified presentation allows users to quickly gauge the quality and status of leads, prioritize follow-up actions, and drill down into individual records for more detailed analysis.

Report Columns

The **Sales Leads** report is composed of the following columns in the order specified by the report's XML:

Zoom Drilldown

Provides a drilldown link into the sales lead record for quick access.

Title

Displays the title or subject associated with the sales lead.

CO#

Represents the company number that uniquely identifies the company associated with the lead.

Branch

Indicates the branch location associated with the lead, supporting geographic segmentation.

Date Entered

Shows the date when the lead was entered into the system, providing a timeline for the lead's lifecycle.

Lead Status

Displays the status of the sales lead, reflecting its progression through the sales process.

Company

Indicates the name of the company associated with the sales lead, providing context for the opportunity.

Type

Represents the category or classification of the sales lead.

Annual Revenue

Shows the annual revenue figure for the company linked to the lead, offering insight into its financial scale.

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Address

Displays the primary address of the company or contact associated with the lead.

State

Indicates the state or region for the lead's address, assisting in geographic categorization.

Source

Shows the origin or source from which the lead was generated, providing insight into lead generation channels.

Sic

Represents the Standard Industrial Classification (SIC) code associated with the lead, indicating its industry sector.

Contact

Displays the primary contact person for the lead, facilitating direct communication.

Contact Email

Shows the email address for the primary contact, enabling digital follow-up.

Phone

Displays the primary phone number for the lead, allowing standard voice contact.

Ext

Indicates any phone extension associated with the primary phone number.

Mobile

Displays the mobile phone number provided for the lead, supporting direct mobile communication.

Interest

Represents the level or type of interest expressed by the lead, helping prioritize follow-up efforts.

Close Date

Displays the projected or actual date when the lead is expected to close or has been closed.

Reminder

Shows any reminder notes or follow-up instructions associated with the lead.

Reminder Date

Displays the scheduled date for a follow-up reminder, ensuring timely engagement with the lead.

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Salesrep

Displays the identifier for the sales representative assigned to the lead, linking the lead to a specific team member.

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13. Quick View: Sales Lead Source Report

Path: Sales > Quick Views
Report No: Q0372

Purpose

The purpose of the Sales Lead Source Report is to provide a quantitative overview of the effectiveness of different lead sources. It achieves this by counting key business entities such as opportunities, quotes, orders, invoices, and new customers, grouped by their original source, over a user-defined period. This helps in understanding which channels are most productive in generating business activities and customer acquisitions.

Benefits

- **Identify Top Performing Sources**: Pinpoint which lead sources (e.g., marketing campaigns, referrals, website, trade shows) generate the most opportunities, sales, and new customers.
- **Optimize Marketing Spend**: Enables data-driven decisions for allocating marketing budgets to the most effective channels, maximizing return on investment.
- **Improve Sales Strategy**: Understand the conversion pipeline from various sources, helping to refine sales strategies and focus efforts.
- **Measure Campaign Effectiveness**: Track the direct impact of specific marketing campaigns or initiatives by attributing new business back to its source.
- **Enhance Customer Acquisition Insights**: Gain clarity on how new customers are acquired, supporting targeted acquisition strategies.
- **Data-Driven Performance Reviews**: Provide sales and marketing teams with concrete data on lead generation performance by source.

Report Filters

Caption	Description	Type	Values	Default
Start Date	The start date for the period to analyze lead source data. The report will include entities added on or after this date.	Date		Month Start
End Date	The end date for the period to analyze lead source data. The report will include entities added on or before this date.	Date		Today
Source	Select one or more lead sources to include in the report. Helps to focus the analysis on specific marketing channels or acquisition methods.	List	List of distinct lead sources found in Opportunity, Quote, Customer, Order, and Invoice information.	ALL

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Exclusion	Records (Opportunities, Quotes, Orders, Customers, and Invoices used for Invoice count) that do not have a 'Source' specified are excluded from the report.

Report Output

The Sales Lead Source Report provides a summarized count of key business activities, broken down by the original lead source. For each distinct lead source identified within the selected date range, the report displays the total number of new Opportunities, Quotes, Orders, Invoices (linked to Orders originating from the source and within the date range), and new Customers. This allows for a direct comparison of how different sources contribute to various stages of the sales funnel and customer acquisition. Each numerical count in the report is typically drillable, allowing users to view the underlying detailed records that make up the summary (this detail is provided by the 'Sales Lead Source Detail' report, Q0373).

Report Columns

The **Sales Lead Source Report** is made up of the following columns (in default display order):

Source

Indicates the lead source attributed to the business entities. This is the primary grouping for the report, showing distinct sources like marketing campaigns, referrals, website, trade shows, etc., based on data entered in Q360.

Opportunity Count

Shows the total number of new Opportunities created within the specified date range that are attributed to this lead source. This count is based on the Add Date of the Opportunity. Users can drill down on this count to see the list of these specific opportunities in the 'Sales Lead Source Detail' report (Q0373).

Quote Count

Shows the total number of Quotes generated within the specified date range that are attributed to this lead source. This count is based on the Add Date of the Quote. Users can drill down on this count to see the list of these specific quotes in the 'Sales Lead Source Detail' report (Q0373).

Order Count

Shows the total number of Orders created within the specified date range that are attributed to this lead source. This count is based on the Add Date of the Order. Users can drill down on this count to see the list of these specific orders in the 'Sales Lead Source Detail' report (Q0373).

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Invoice Count

Shows the total number of Invoices where the associated Order is attributed to this lead source, and the Order's Add Date falls within the specified date range. Users can drill down on this count to see the list of these specific invoices in the 'Sales Lead Source Detail' report (Q0373).

Customer Count

Shows the total number of new Customers acquired within the specified date range that are attributed to this lead source. This count is based on the Add Date of the Customer record. Users can drill down on this count to see the list of these specific customers in the 'Sales Lead Source Detail' report (Q0373).

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14. Quick View: Sales Lead Source Report Detail

Path: Live Data > NO CATEGORY
Report No: Q0373

Purpose

The purpose of the Sales Lead Source Report Detail report is to provide a granular list of all business records, including opportunities, quotes, orders, invoices, and new customers, that are attributed to specific lead sources. This report helps users analyze the direct outcomes and effectiveness of various lead generation channels over a specified period. This report provides drilldown detail to *Quick View: Sales Lead Source Report*.

Benefits

- Track the specific outcomes (opportunities, quotes, orders, etc.) generated from each lead source.
- Evaluate the return on investment (ROI) of marketing campaigns and lead generation efforts.
- Provide sales representatives and managers with detailed data to understand which sources generate the most valuable business.
- Identify top-performing lead sources to optimize marketing and sales spend.
- Support strategic decisions on where to focus sales and marketing resources for maximum impact.

Report Filters

Caption	Description	Type	Values	Default
Source Type	Filters the report to show records of a specific type.	List	OPPORTUNITY, QUOTE, ORDER, CUSTOMER, INVOICE	ALL
Source	Filters the report by the specific lead source.	List	List of all lead sources.	ALL
Time Period	Filters records based on their creation date. The report will include records created on or after the start date and on or before the end date.	Date Range		Month to Date
Sales Rep	Filters the report to show records associated with a specific sales representative.	List	List of active users with the 'SALES' job role.	ALL

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Exclusion	Records that do not have an assigned lead source are excluded from the report.

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Report Output

This report provides a detailed, itemized listing of business records generated from the selected lead sources within a given timeframe. Instead of aggregating data, it presents each individual opportunity, quote, order, invoice, and new customer as a separate row. This allows for a clear and direct line of sight from a specific lead source to the tangible business records it produced, offering a comprehensive view of the performance of sales and marketing initiatives. Each record includes a direct link for easy drill-down to view its complete details.

Report Columns

The **Sales Lead Source Report Detail** report is made up of the following columns (in default display order):

Zoom Drilldown

Provides a direct link to the specific record (Opportunity, Quote, Order, Invoice, or Customer) listed in the row.

Source Type

Indicates the type of record, such as Opportunity, Quote, Order, Invoice, or Customer.

Source

Indicates the lead source associated with the record.

Key Text

Displays the unique identifier for the record, such as the Opportunity Number, Quote Number, Order Number, Invoice Number, or Customer Number.

Title

Shows the descriptive title of the record. For a customer, this is the company name. For other records like opportunities or orders, it is the specific title of that record.

Add Date

Indicates the date the record was created in the system.

Sales Rep 1

Indicates the primary sales representative associated with the record.

Sales Rep 2

Indicates the secondary sales representative associated with the record.

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Project Reports

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15. Quick View: Project Status

Path: Projects > Quick Views

Purpose

The Project Status quick view provides a comprehensive, **real-time** financial and operational overview of all projects. It is designed for project managers, financial controllers, and executives to monitor project health, track profitability, and manage resources effectively by comparing budgeted, projected, and actual figures for revenue, cost, and labor.

Benefits

- Provides a view of project financials, including budgeted, projected, and actual performance.
- Enables proactive monitoring of key performance indicators like margin, profitability, and percent complete.
- Helps identify potential cash flow issues by highlighting over/under billing situations.
- Facilitates accurate revenue forecasting with visibility into earned, un-posted, and upcoming invoice amounts.
- Offers a detailed breakdown of project costs across materials, labor, and subcontractors.
- Allows for the assessment of labor utilization and cost efficiency against projected hours.

Filters

Caption	Description	Type	Default
Company	Filters projects by the specified company.	List	ALL
Branch	Filters projects by the branch they are assigned to.	List	ALL
Department	Filters projects by the department they are assigned to.	List	ALL
Project Type	Filters projects by their designated type (e.g., DES-BUILD).	List	ALL
Status	Filters projects by their status (e.g., ACTIVE, APPROVED).	List	ALL
Proj. Mgr	Filters projects by the assigned Project Manager.	List	ALL
Category	Filters projects by their assigned category.	List	ALL
Sub. Cat	Filters projects by their assigned sub-category.	List	ALL
As of Date	Filters the financial data to include records on or before this date. This affects calculations for actuals and earned values.	Date	Today
Active Only	When checked, the view only displays projects with a status considered 'ACTIVE' in PROJSTATUS general code (e.g., excludes COMPLETED, CANCELLED).	Checkbox	Checked

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Inclusions/Exclusions

This quick view is configured to always include or exclude the following:

Type	Description
Inclusion	Only records formally designated as 'PROJECT' are included, ensuring that other record types such project templates are excluded from the analysis.
Exclusion	Canceled orders and order items are excluded from all projected financial calculations to ensure accuracy.

Relevant System Configurations

- **POSUSPRECG**: If enabled, the cost of received but not-yet-vouchered purchase order items (PO Suspense) is included in the Actual Mat. Cost calculation.
- **PROJECTUSEJOBCOSTTYPE**: If enabled, the system uses a more detailed job costing classification for calculating actual costs, separating them into distinct categories like COGS, Labor, and Subcontractor.
- **PROJECTUSEEARNEDLABOR**: When enabled, the system calculates Actual Labor Cost based on posted labor entries in the general ledger, providing a more accurate reflection of earned labor expenses.
- **FOREIGNEXCHANGE**: If enabled, the system applies foreign exchange rates to transactions in different currencies, converting them to the company's base currency for consistent reporting.
- **JOBCOSTMETHOD**: Defines the default methodology used for calculating revenue recognition and percent complete, such as JOBCOSTCLASS or EXPENSERATIO. This can be overridden on a per-project basis.

Output

The Project Status grid displays a detailed row for each project that matches the filter criteria. It presents a comprehensive financial summary, combining budgeted figures from the original sale, projected outcomes based on current change orders, and actual costs and revenues recognized to date. The output allows for an in-depth analysis of project performance, comparing planned financials against real-world results. Key metrics such as profitability, margins, percentage complete (for both cost and labor), and billing status are calculated and displayed to give a clear and immediate understanding of each project's health.

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Quick View Columns

The Project Status quick view is made up of the following columns (in default display order):

Column Name	Description
Proj. #	The unique identifier for the project. This column includes a drilldown to the Project form.
Status	The status of the project (e.g., ACTIVE, APPROVED, SUBSTCOMPL).
Company	The name of the customer for whom the project is being executed.
Project Title	The descriptive title of the project.
Type	The classification or type of project (e.g., DES-ONLY, INSTALLS).
Category	The primary category assigned to the project for reporting and organization.
Sub. Cat	The secondary category assigned to the project for more detailed classification.
Proj. Mgr.	The Project Manager assigned to lead the project.
% Complete	The overall percentage of project completion, calculated based on the project's configured Job Cost Method.
Start Date	The official start date of the project.
End Date	The planned or actual end date of the project.
Projected Revenue	The total anticipated revenue from all approved orders and change orders associated with the project.
Projected Cost	The total anticipated cost for the project, including all materials, labor, and other expenses from orders and change orders.
Projected Profit	The difference between Projected Revenue and Projected Cost.
Projected Margin	The Projected Profit expressed as a percentage of the Projected Revenue.
Projected Hours	The total number of labor hours estimated for the project.
Actual Invoiced	The total amount that has been invoiced to the customer for the project to date.
Actual Paid	The total amount that the customer has paid against invoices for this project.
Bill. Outstanding	The remaining amount to be invoiced, calculated as Projected Revenue minus Actual Invoiced.
Next Inv. Date	The scheduled date for the next upcoming invoice milestone.
Inv Amount	The amount scheduled to be billed on the Next Invoice Date.
Actual Mat. Cost	The total actual cost of materials, including costs from posted vendor invoices (vouchers) and received purchase orders.
Actual Sub Cont.	The total actual cost from posted vendor invoices specifically for subcontractors.
Actual Labor Cost	The total actual cost of labor, derived from posted timebills.
Actual Total Cost	The sum of all actual costs incurred to date, including materials, labor, subcontractors, and miscellaneous expenses.
Actual Profit	The difference between the Actual Invoiced amount and the Actual Total Cost.
Actual Margin	The Actual Profit expressed as a percentage of the Actual Invoiced amount.
Actual Hours	The total number of labor hours logged against the project to date.
Retention	The total amount of retention held on posted invoices.

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Column Name	Description
WIP	The value of project material costs (Work in Progress) that have been shipped but not yet moved to Cost of Goods Sold (COGS).
Suspense	The value of vendor materials costs that are received but not yet vouchered.
Earned Revenue	The portion of the project's revenue that has been recognized based on the project's revenue recognition method.
Earned Non Lab. Cost	The portion of non-labor costs (materials, subcontractors) that corresponds to the earned revenue.
Earned Labor Cost	The portion of labor costs that corresponds to the earned revenue.
Earned Total Cost	The sum of all earned costs (labor and non-labor).
Un-Posted Revenue	The amount of revenue that can be earned if posted to the general ledger.
Earned Profit	The difference between Earned Revenue and Earned Total Cost.
Earned Margin	The Earned Profit expressed as a percentage of the Earned Revenue.
(Over)/Under Billing	The difference between the amount of revenue earned and the amount actually invoiced. A positive value indicates under-billing; a negative value indicates over-billing.
% Complete Labor	The percentage of labor completion, calculated as Actual Hours divided by Projected Hours.
% Complete Cost	The percentage of cost completion, calculated as Actual Total Cost divided by Projected Cost.
Job Cost Method	The method used to calculate revenue recognition and percent complete for the project (e.g., JOBCOSTCLASS, EXPENSERATIO).

Summation Rows

The Project Status quick view features the following colored summation rows:

- **Gray**: A summary row at the bottom of the grid provides totals for all monetary columns, offering a consolidated financial overview of all projects displayed.

Default Sorting

The Project Status quick view is ordered by default in the following manner:

#	Column	Method
1	Start Date	Ascending

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16. Report: Project WIP - Template LD Report

Path: Live Data > NO CATEGORY
Report No: Q0291

Purpose

The purpose of the Project WIP - Template LD Report is to provide a detailed snapshot of the financial health and progress of projects based on historical Work-In-Progress (WIP) data captured at specific points in time ("As Of" dates). It allows users to analyze budgeted, projected, and earned financial figures, including revenue, costs by category (material, labor, subcontractor, miscellaneous), gross profit (GP), gross margin (GM), and hours, facilitating effective project monitoring and financial control.
Note: This report serves as a comprehensive template. You can easily customize it by copying it first and then adding or removing columns to tailor the report to your specific analysis needs.

Benefits

- **Monitor Project Profitability:** Track projected and earned gross profit and margins against the budget for each project.
- **Analyze Financial Performance:** Compare budgeted costs and revenue against projected and earned figures to identify variances.
- **Track Progress:** Assess project completion using metrics like Total Percent Complete (based on cost).
- **Manage Backlog:** View remaining revenue (Backlog) and associated gross profit (GP Backlog) for ongoing projects.
- **Improve Forecasting:** Use historical WIP data to refine future project estimations and forecasts.
- **Enhanced Visibility:** Gain insights into key project metrics like GP per hour, invoiced amounts, and amounts paid.
- **Identify Risks:** Quickly spot potential issues like projected margin erosion compared to the budget (Projected GM Variance).

Report Filters

Caption	Description	Type	Values	Default
As Of Date	Selects the specific historical date snapshot for the WIP data.	List	List of Project WIP BI Data As Of Dates	
Entity No.	Filters the report for projects belonging to specific operating financial entities.	List	List of operating financial entities	Current User's Company
Branch	Filters the report for projects associated with specific company branches.	List	List of branches	ALL
Project Type	Filters the report for projects of specific types, as defined in system general codes (PROJTYPE).	List	List of project types (PROJTYPE codes)	ALL

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Includes projects for which Work-In-Progress (WIP) snapshot data exists in the BIDataProjectWIP information for the selected "As Of Date".
Inclusion	Retrieves project details, customer information, and company entity information relevant to the included projects.
Inclusion	Includes the latest project event comment and date available, if any exist for the project.

Report Output

This report provides a comprehensive financial overview of projects based on selected Work-In-Progress (WIP) snapshot dates. It lists projects meeting the filter criteria, presenting key financial metrics categorized into Budget, Projected (forecast), and Earned (actuals to date based on percent complete).
The output details revenue, costs (material, labor, subcontractor, miscellaneous, warranty), gross profit (GP), gross margin percentage (GM), and hours for each category (Budget, Projected, Earned). It also includes calculated fields such as GP per hour, percent complete, backlog amounts, invoiced totals, and amounts paid. Additionally, it shows variance information comparing projected figures against the budget. The report sources its data primarily from the historical project WIP snapshots stored in the BIDataProjectWIP information.

Report Columns

The **Project WIP - Template LD Report** report is made up of the following columns (in default display order):

Column Name	Description
As Of Date	Indicates the specific historical date for which the WIP snapshot data is being reported. This value comes directly from the selected filter and the BIDataProjectWIP information.
Entity No.	Indicates the operating financial entity associated with the project, derived from the Projects information linked to the BIDataProjectWIP snapshot.
Branch	Indicates the company branch associated with the project, derived from the Projects information linked to the BIDataProjectWIP snapshot.
Department	Indicates the department associated with the project, derived from the Projects information linked to the BIDataProjectWIP snapshot.
Customer Name	Indicates the name of the customer associated with the project. This is retrieved by linking the Projects information (from the WIP snapshot) to the Customer information.
Project No.	Indicates the unique identifier for the project, derived from the Projects information linked to the BIDataProjectWIP snapshot. This column provides a zoom drilldown capability.
Title	Indicates the title or description of the project, derived from the Projects information linked to the BIDataProjectWIP snapshot.
P.M.	Indicates the Project Leader (Project Manager) assigned to the project, derived from the Projects information linked to the BIDataProjectWIP snapshot.

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Column Name	Description
Projected Rev	Shows the total projected revenue for the project as of the selected As Of Date, sourced from the BIDataProjectWIP information (ProjectedRevenue).
Projected Mat	Shows the total projected material cost for the project as of the selected As Of Date, sourced from the BIDataProjectWIP information (ProjectedMaterial).
Projected Lab	Shows the total projected labor cost for the project as of the selected As Of Date, sourced from the BIDataProjectWIP information (ProjectedLabor).
Projected Misc.	Shows the total projected miscellaneous cost for the project as of the selected As Of Date, sourced from the BIDataProjectWIP information (ProjectedMisc).
Projected Sub	Shows the total projected subcontractor cost for the project as of the selected As Of Date, sourced from the BIDataProjectWIP information (ProjectedSubCont).
Projected Warr	Shows the total projected warranty cost for the project as of the selected As Of Date, sourced from the BIDataProjectWIP information (ProjectedWarranty).
Projected GP	Shows the total projected gross profit (Projected Revenue - Projected Total Cost) for the project as of the selected As Of Date, sourced from the BIDataProjectWIP information (ProjectedGP).
Projected GM	Shows the projected gross margin percentage for the project as of the selected As Of Date. It is calculated as: (Projected GP / Projected Rev) * 100. A value of 0 is shown if Projected Revenue is zero. The underlying data comes from BIDataProjectWIP information.
Projected GP/HR	Shows the projected gross profit per hour for the project as of the selected As Of Date, sourced from the BIDataProjectWIP information (ProjectedGPPerHour).
Projected Hrs	Shows the total projected labor hours for the project as of the selected As Of Date, sourced from the BIDataProjectWIP information (ProjectedHours).
Total POC	Shows the total percent of completion for the project based on cost recognition as of the selected As Of Date. It is calculated as: (Earned Revenue - Earned GP) / (Projected Revenue - Projected GP) * 100. A value of 0 is shown if the projected cost (Projected Revenue - Projected GP) is zero. The underlying data comes from BIDataProjectWIP information.
Earned Rev	Shows the earned revenue recognized for the project based on the percent complete method as of the selected As Of Date, sourced from the BIDataProjectWIP information (EarnedRevenue).
Earned Mat	Shows the earned material cost recognized for the project based on the percent complete method as of the selected As Of Date, sourced from the BIDataProjectWIP information (EarnedMaterial).
Earned Lab	Shows the earned labor cost recognized for the project based on the percent complete method as of the selected As Of Date, sourced from the BIDataProjectWIP information (EarnedLabor).
Earned Misc.	Shows the earned miscellaneous cost recognized for the project based on the percent complete method as of the selected As Of Date, sourced from the BIDataProjectWIP information (EarnedMisc).

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Column Name	Description
Earned Sub	Shows the earned subcontractor cost recognized for the project based on the percent complete method as of the selected As Of Date, sourced from the BIDataProjectWIP information (EarnedSubCont).
Earned Unp	Shows the earned value associated with unposted transactions as of the selected As Of Date, sourced from the BIDataProjectWIP information (EarnedUnPosted).
Earned GP	Shows the earned gross profit recognized for the project based on the percent complete method as of the selected As Of Date, sourced from the BIDataProjectWIP information (EarnedGP).
Earned GM	Shows the earned gross margin percentage recognized for the project as of the selected As Of Date. It is calculated as: (Earned GP / Earned Rev) * 100. A value of 0 is shown if Earned Revenue is zero. The underlying data comes from BIDataProjectWIP information.
Earned GP/HR	Shows the earned gross profit per hour recognized for the project as of the selected As Of Date, sourced from the BIDataProjectWIP information (EarnedGPPerHour).
Earned Hrs	Shows the earned labor hours recognized for the project based on the percent complete method as of the selected As Of Date, sourced from the BIDataProjectWIP information (EarnedHours).
ICO	Shows the total Internal Change Order (ICO) cost value affecting the project as of the selected As Of Date, sourced from the BIDataProjectWIP information (ICO).
Backlog	Shows the remaining revenue to be recognized (Projected Revenue - Earned Revenue) for the project as of the selected As Of Date, sourced from the BIDataProjectWIP information (Backlog).
GP Backlog	Shows the remaining gross profit associated with the backlog (Projected GP - Earned GP) for the project as of the selected As Of Date. Calculated directly in the view logic using BIDataProjectWIP fields.
Invoiced	Shows the total amount invoiced to the customer for the project up to the selected As Of Date, sourced from the BIDataProjectWIP information (InvoicedAmount).
Total Paid	Shows the total amount paid by the customer for the project up to the selected As Of Date, sourced from the BIDataProjectWIP information (PaidAmount).
Projected GM Variance	Shows the difference between the Budgeted Gross Margin percentage and the Projected Gross Margin percentage as of the selected As Of Date. Calculated as: Budget GM % - Projected GM %. The underlying data comes from BIDataProjectWIP information.
Start Date	Indicates the planned or actual start date of the project, derived from the Projects information linked to the BIDataProjectWIP snapshot.
End Date	Indicates the planned or actual end date of the project, derived from the Projects information linked to the BIDataProjectWIP snapshot.
Budget Rev	Shows the total budgeted revenue for the project as recorded in the BIDataProjectWIP information (BudgetRevenue) for the selected As Of Date.
Budget GP	Shows the total budgeted gross profit for the project as recorded in the BIDataProjectWIP information (BudgetGP) for the selected As Of Date.

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Column Name	Description
Budget GM	Shows the budgeted gross margin percentage for the project. It is calculated as: (Budget GP / Budget Rev) * 100. A value of 0 is shown if Budget Revenue is zero. The underlying data comes from BIDataProjectWIP information.
Budget Hours	Shows the total budgeted labor hours for the project as recorded in the BIDataProjectWIP information (BudgetHours) for the selected As Of Date.
Budget GP/Hour	Shows the budgeted gross profit per hour for the project. It is calculated as: Budget GP / Budget Hours. A value of 0 is shown if Budget Hours is zero. The underlying data comes from BIDataProjectWIP information.
Last Event	Displays an icon indicating the presence of a project event comment. Hovering over the icon shows the comment text from the most recent event recorded in ProjectEvents information for this project.
Last Event Date	Shows the date and time of the most recent project event recorded in ProjectEvents information for this project.

Default Sorting

The **Project WIP - Template LD Report** report is ordered by default in the following manner:

#	Column	Method
1	P.M.	Ascending
2	Customer Name	Ascending

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17. Report: Project Basic WIP

Path: Live Data > PROJECTS
Report No: Q0052

Purpose

The purpose of the Project Basic WIP report is to provide a comprehensive overview of the Work-In-Progress (WIP) status for projects. It details key financial metrics, comparing projected figures against actual performance, including costs, revenues, gross profit, and earned value, up to a specified "As Of Date". This allows for effective monitoring of project financial health and progress.

Benefits

- Provides a clear snapshot of the financial status of ongoing projects.
- Helps identify potential cost overruns or budget deviations early.
- Tracks projected versus actual profitability for each project.
- Monitors project completion status based on incurred costs.
- Assists in managing cash flow by highlighting billed, earned, over-billed, and under-billed amounts.
- Supports accurate revenue recognition processes.
- Enables better-informed decision-making for project managers and financial stakeholders.
- Facilitates the analysis of project backlog and future revenue potential.

Report Filters

Caption	Description	Type	Values	Default
As Of Date	Specifies the cut-off date for all calculations and data presented in the report.	Date		Today
Company No	Filters the report to include projects belonging to the selected company or all companies.	List	List of companies	ALL
Branch	Filters the report to include projects associated with the selected branch or all branches.	List	List of branches	
Department	Filters the report to include projects associated with the selected department or all departments.	List	List of departments	
Category	Filters the report to include projects belonging to the selected project category or all categories.	List	General Code (PROJCAT).	

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Caption	Description	Type	Values	Default
Sub Cat	Filters the report to include projects belonging to the selected project sub-category or all sub-categories.	List	General Code (PROJSUBCAT).	
Type	Filters the report to include projects of the selected project type or all types.	List	General Code (PROJTYPE).	
Summary Only	Determines whether the report displays only summary totals (Y) or detailed project lines (N).	List	N, Y	
Project Mgr	Filters the report to include projects managed by the selected Project Manager or all Project Managers.	List	List of users assigned the 'PROJECT MANAGER' job role, including an 'ALL' option.	
Deferred	Filters projects based on their revenue deferral status: ALL, DEFERRED ONLY, or T&M ONLY.	List	ALL, DEFERRED ONLY, T&M ONLY	

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Projects are included if their close date is on or after the selected 'As Of Date', OR if their status is considered 'ACTIVE'. A project's active status is determined by its 'PROJSTATUS' general code configuration.
Inclusion	Financial data for projects is calculated using Q360's standard project profit engine, which considers orders, purchase orders, actual costs (vouchers, COGS, labor), projected costs, and recognized revenue up to the 'As Of Date'.

Relevant System Configurations

POSUSPRECG: Specifies the General Ledger account designated for Purchase Order Suspense. This configuration impacts how outstanding purchase order commitments are treated within the project's financial calculations, particularly affecting cost and Work-In-Progress (WIP) figures generated by the system's project profit calculation engine.

Report Output

The Project Basic WIP report provides either a detailed or summary view of Work-In-Progress for selected projects. It presents crucial financial metrics, including the total projected revenue, projected cost, projected gross profit, and the corresponding projected gross profit percentage for each project. Alongside these projections, the report displays the earned revenue, actual incurred costs, the actual gross profit realized on the earned portion, and the actual gross profit percentage.

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Furthermore, the report quantifies the contract backlog (remaining revenue to be earned), the percentage of project completion (calculated based on actual costs versus projected costs), the total amount invoiced to the customer (Billed TTD), and any amounts that are over-billed or under-billed in relation to the revenue earned. Data can be presented with subtotals by Branch and Department, culminating in a grand total for all projects included in the report.

Report Columns

The **Project Basic WIP** report is made up of the following columns (in default display order):

Column Name	Description
Zoom Drilldown	Provides a drilldown link to the Project Definition form for the corresponding project number.
Project No	Indicates the unique identifier associated with the project.
Project Title	Indicates the title associated with the project.
Branch	Indicates the branch associated with the project. For summary rows, this may also represent a branch total.
Department	Indicates the department associated with the project. For summary rows, this may also represent a department total.
Type	Indicates the type classification associated with the project.
Project Manager	Indicates the User ID of the Project Manager associated with the project.
Customer	Indicates the name of the customer associated with the project, sourced from Customer information.
Site Name	Indicates the name of the site associated with the project, sourced from Site information.
Projected Revenue	Shows the total anticipated revenue for the project, typically derived from the sum of all associated order values.
Projected Cost	Shows the total estimated cost to complete the project. This is calculated from purchase order commitments, projected cost of goods sold, and projected labor costs, less any miscellaneous project-related expenses.
Projected Gross Profit	Shows the anticipated gross profit for the project, calculated as Projected Revenue minus Projected Cost.
Projected Gross Profit %	Shows the anticipated gross profit percentage for the project, calculated as (Projected Gross Profit / Projected Revenue) * 100. This is displayed as 0 if Projected Revenue is zero.
Earned Revenue	Shows the revenue recognized for the project as of the 'As Of Date', determined by the project's completion status and applicable revenue recognition rules.
Actual Cost	Shows the total actual costs incurred on the project as of the 'As Of Date'. This sum includes actual material costs (derived from Cost of Goods Sold and Vendor Invoices) and actual labor costs.
Actual Gross Profit	Shows the actual gross profit realized on the earned portion of the project as of the 'As Of Date', calculated as Earned Revenue minus Actual Cost.

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Column Name	Description
Actual Gross Profit %	Shows the actual gross profit percentage achieved on the earned portion of the project, calculated as (Actual Gross Profit / Earned Revenue) * 100. This is displayed as 0 if Earned Revenue is zero.
Back Log	Shows the remaining revenue yet to be earned on the project, calculated as Projected Revenue minus Earned Revenue.
Percentage Complete	Shows the project's percentage of completion, calculated based on the ratio of Actual Cost to Projected Cost ((Actual Cost / Projected Cost) * 100).
Invoiced	Shows the total amount that has been invoiced to the customer for the project up to the 'As Of Date'.
Over Billed	Shows the amount by which the total invoiced to the customer exceeds the revenue earned as of the 'As Of Date'. This is calculated as Invoiced Amount minus Earned Revenue, if positive.
Under Billed	Shows the amount by which the revenue earned exceeds the total invoiced to the customer as of the 'As Of Date'. This is calculated as Earned Revenue minus Invoiced Amount, if positive.

Summation Rows

The Project Basic WIP report features the following colored summation rows:

- **Light Yellow**: Department Total: Summarizes all key financial columns (Projected Revenue, Projected Cost, Projected Gross Profit, Projected Gross Profit %, Earned Revenue, Actual Cost, Actual Gross Profit, Actual Gross Profit %, Backlog, Percentage Complete, Invoiced, Over Billed, Under Billed) for all projects within a specific department (grouped under a branch).
- **Light Gray**: Branch Total: Summarizes all key financial columns for all projects and departments within a specific branch.
- **Blue**: Grand Total: Summarizes all key financial columns for all projects included in the report, providing an overall financial picture.

Default Sorting

The Project Basic WIP report is ordered by default in the following manner to support its hierarchical summary structure:

#	Column	Method
1	Branch	Ascending
2	Department	Ascending
3	Project Number	Ascending
4	Start Date	Ascending

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18. Report: Project WIP

Path: Live Data > BI Data
Report No: Q0060

Purpose

The purpose of the Project WIP report is to provide a detailed financial snapshot of Work-In-Progress (WIP) for projects as of a specific date. It summarizes and compares budgeted, projected, and earned financial figures, including revenues, costs, gross profit, and billing status, allowing for analysis of project financial health and performance over time.

Benefits

- Provides a point-in-time financial overview of ongoing projects.
- Facilitates comparison between budgeted, projected, and actual (earned) project performance.
- Helps identify potential cost overruns or revenue shortfalls early.
- Calculates key performance indicators like Gross Margin (GM) and Gross Profit per Hour (GP/Hr).
- Tracks project billing status, highlighting over/under billing amounts.
- Summarizes project backlog revenue and gross profit.
- Supports financial analysis and period-end reconciliation processes for project WIP.
- Allows filtering by various project attributes for targeted analysis.

Report Filters

Caption	Description	Type	Values	Default
As Of Date	Select the specific date for which to view the project WIP snapshot.	List	List of available snapshot dates from Project WIP BI Data	
Company No.	Filter projects based on the assigned Company Number.	List	List of companies	Current User's Company
Branch	Filter projects based on their assigned Branch.	List	List of branches	ALL
Department	Filter projects based on their assigned Department.	List	List of departments	ALL
Type	Filter projects based on their designated Project Type.	List	List of active project types (General Code: PROJTYPE)	ALL
Category	Filter projects based on their designated Project Category.	List	List of active project categories (General Code: PROJCAT)	ALL

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Caption	Description	Type	Values	Default
Project Mgr	Filter projects based on the assigned Project Manager.	List	List of active users with the 'PROJECT MANAGER' job role	ALL
Sales Rep	Filter projects based on the assigned Sales Rep (primary, secondary, or tertiary).	List	List of active users with the 'SALES' job role	ALL
Project No.	Enter a specific Project Number to view only that project.	Text		
Deferred Only	Select 'YES' to include only projects flagged for deferred revenue recognition.	List	NO, YES	NO
Format	Choose the level of detail for the report output.	List	DETAIL, SUMMARY, SUBTOTALS	DETAIL

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Data is sourced from historical Project WIP BI snapshots (BIDATAPROJECTWIP information).
Inclusion	Includes financial data aggregated at the project level based on the selected 'As Of Date'.
Exclusion	Excludes projects that started *after* the selected 'As Of Date'.
Inclusion	If 'Deferred Only' filter is set to 'YES', the report only includes projects with the deferred revenue flag active.

Report Output

This report presents a financial summary of projects based on their Work-In-Progress status as of a selected date. It compares Budgeted, Projected (Forecasted), and Earned financial metrics across revenue and cost categories (Material, Labor, Subcontractor, Misc.). The report calculates Gross Profit (GP) and Gross Margin (GM) for each stage (Budget, Projected, Earned) and provides insights into billing status (Invoiced, Paid, Over/Under Billing) and remaining Backlog.
The output format can be selected via the 'Format' filter:

- **DETAIL:** Provides the most comprehensive view, showing individual projects and detailed cost/revenue breakdowns for Budgeted, Projected, and Earned figures, along with additional project details and delta calculations. Includes subtotals by Department and Branch, and a Grand Total.
- **SUMMARY:** Shows individual projects but summarizes cost components into a single 'Cost' column for Budgeted, Projected, and Earned figures. Focuses on high-level Revenue, Cost, GP, GM, Hours, Billing, and Backlog figures. Includes subtotals by Department and Branch, and a Grand Total.
- **SUBTOTALS:** Aggregates all data to show only subtotals by Department and Branch, plus a Grand Total. Individual project details are omitted.

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Report Columns

The **Project WIP** report (in **DETAIL** format) report is made up of the following columns (in default display order):

Column Name	Description
Zoom Drilldown	Provides a link to navigate directly to the corresponding Project definition screen.
Branch	Indicates the branch associated with the project. Subtotal rows display the Branch name followed by "Total".
Department	Indicates the department associated with the project. Subtotal rows display the Department name followed by "Total".
Project No.	The unique identifier for the project.
Customer	Indicates the customer name associated with the project, derived from Customer information.
Proj Type	Indicates the assigned type for the project (e.g., T&M, Fixed Price), derived from Project information.
Title	The descriptive title of the project.
Status	Indicates the status code of the project (e.g., ACTIVE, CLOSED), derived from Project information.
Proj TotRev	(Projected Total Revenue) The total forecasted revenue for the project, including change orders.
Proj TotCost	(Projected Total Cost) The total forecasted cost for the project, calculated as the sum of Projected Material, Labor, Subcontractor, and Miscellaneous costs.
Proj GP	(Projected Gross Profit) The forecasted gross profit for the project, calculated as Projected Total Revenue minus Projected Total Cost.
Proj GM	(Projected Gross Margin %) The forecasted gross margin percentage, calculated as (Projected Gross Profit / Projected Total Revenue) * 100. This column is highlighted Light Red if lower than Budgeted GM, or Light Green if higher.
Proj MatRev	(Projected Material Revenue) The portion of the Projected Total Revenue allocated to materials. Calculated as Projected Total Revenue minus Projected Labor Revenue.
Proj LabRev	(Projected Labor Revenue) The portion of the Projected Total Revenue allocated to labor.
Proj Warr	(Projected Warranty) The forecasted cost specifically allocated for warranty work on the project.
Proj Mat	(Projected Material Cost) The forecasted cost for materials used in the project.
Proj Lab	(Projected Labor Cost) The forecasted cost for labor utilized in the project.
Proj Sub	(Projected Subcontractor Cost) The forecasted cost for subcontractor services engaged for the project.
Proj Misc.	(Projected Miscellaneous Cost) The forecasted cost for miscellaneous items related to the project.
Proj Hrs	(Projected Hours) The total number of labor hours forecasted to complete the project.
Proj GPHR	(Projected Gross Profit per Hour) The forecasted gross profit generated per labor hour, calculated as Projected Gross Profit divided by Projected Hours.

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Column Name	Description
ICO	(Internal Change Order Amount) The total value of Internal Change Orders (cost changes only) applied to the project.
BudProj GM	(Budget vs Projected GM Delta %) The difference between the Projected Gross Margin % and the Budgeted Gross Margin %.
Earn MatRev	(Earned Material Revenue) The portion of Earned Revenue recognized specifically for materials as of the 'As Of Date'. Calculated as Total Earned Revenue minus Earned Labor Revenue.
Earn LabRev	(Earned Labor Revenue) The portion of Earned Revenue recognized specifically for labor as of the 'As Of Date'.
Earn Unp	(Earned Unposted Amount) The value of earned revenue related to transactions not yet posted as of the 'As Of Date'.
Earn Mat	(Earned Material Cost) The actual cost incurred for materials as of the 'As Of Date'.
Earn Lab	(Earned Labor Cost) The actual cost incurred for labor as of the 'As Of Date'.
Earn Sub	(Earned Subcontractor Cost) The actual cost incurred for subcontractor services as of the 'As Of Date'.
Earn Misc.	(Earned Miscellaneous Cost) The actual cost incurred for miscellaneous items as of the 'As Of Date'.
Earn GM	(Earned Gross Margin %) The actual gross margin percentage achieved as of the 'As Of Date', calculated as (Earned Gross Profit / Earned Total Revenue) * 100.
Earn GP	(Earned Gross Profit) The actual gross profit recognized as of the 'As Of Date', calculated as Earned Total Revenue minus the sum of Earned Material, Labor, Subcontractor, and Miscellaneous costs.
Earn Hrs	(Earned Hours) The actual number of labor hours recorded against the project as of the 'As Of Date'.
Earn GPHR	(Earned Gross Profit per Hour) The actual gross profit generated per labor hour as of the 'As Of Date', calculated as Earned Gross Profit divided by Earned Hours.
Invoiced	The total amount invoiced to the customer for the project as of the 'As Of Date'.
Paid	The total amount paid by the customer for the project as of the 'As Of Date'.
Over Bill	(Over Billing) The amount by which the Invoiced amount exceeds the Earned Revenue as of the 'As Of Date'. Calculated as Invoiced Amount minus Earned Revenue (only shown if positive).
Under Bill	(Under Billing) The amount by which the Earned Revenue exceeds the Invoiced amount as of the 'As Of Date'. Calculated as Earned Revenue minus Invoiced Amount (only shown if positive).
Backlog	The remaining revenue expected for the project, calculated as Projected Total Revenue minus Earned Revenue.
GPBacklog	(Gross Profit Backlog) The remaining gross profit expected from the backlog, calculated as Projected Gross Profit minus Earned Gross Profit.
DRev	(Delta Revenue) The change in earned revenue between the current and previous WIP snapshot periods (derived from BIDATAProjectDelta information).

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Column Name	Description
DMatCost	(Delta Material Cost) The change in earned material cost between the current and previous WIP snapshot periods.
DLabCost	(Delta Labor Cost) The change in earned labor cost between the current and previous WIP snapshot periods.
DMiscCost	(Delta Miscellaneous Cost) The change in earned miscellaneous cost between the current and previous WIP snapshot periods.
DSubCost	(Delta Subcontractor Cost) The change in earned subcontractor cost between the current and previous WIP snapshot periods.
DGP	(Delta Gross Profit) The change in earned gross profit between the current and previous WIP snapshot periods. Calculated as Delta Revenue minus the sum of Delta Material, Labor, Miscellaneous, and Subcontractor Costs. This column is highlighted Light Red if the value is negative.
DGM	(Delta Gross Margin %) The gross margin percentage calculated based on the delta values ((Delta Gross Profit / Delta Revenue) * 100). This column is highlighted Light Red if lower than Projected GM, or Light Green if higher.
Start Date	Indicates the official start date of the project.
End Date	Indicates the planned or actual end date of the project.
PM	(Project Manager) Indicates the primary Project Manager assigned to the project.
Sales Rep	Indicates the primary Sales Representative assigned to the project.
Sales Rep2	Indicates the secondary Sales Representative assigned to the project, if any.
Sales Rep3	Indicates the tertiary Sales Representative assigned to the project, if any.
Category	Indicates the assigned category for the project (e.g., NEW CONST, RETROFIT), derived from Project information.
Sub Cat	(Sub Category) Indicates the assigned sub-category for the project, derived from Project information.
BillMethod	(Billing Method) Indicates the billing method used for the project (e.g., T&M, Fixed Price), derived from Project information.
PO NO	(Purchase Order Number) Indicates the customer's Purchase Order number associated with the project.
Bud Rev	(Budgeted Revenue) The original budgeted revenue for the project.
Bud Mat	(Budgeted Material Cost) The original budgeted cost for materials.
Bud Lab	(Budgeted Labor Cost) The original budgeted cost for labor.
Bud Sub	(Budgeted Subcontractor Cost) The original budgeted cost for subcontractors.
Bud Misc.	(Budgeted Miscellaneous Cost) The original budgeted cost for miscellaneous items.
Bud GP	(Budgeted Gross Profit) The original budgeted gross profit, calculated as Budgeted Revenue minus the sum of all budgeted costs.
Bud GM	(Budgeted Gross Margin %) The original budgeted gross margin percentage, calculated as (Budgeted Gross Profit / Budgeted Revenue) * 100.
Bud Hr	(Budgeted Hours) The original budgeted labor hours for the project.

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Column Name	Description
Site Name	Indicates the name of the primary site associated with the project, derived from Site information.
Invoice To	Indicates the name of the site designated for invoicing, derived from Site information.
Company No	Indicates the company number associated with the project.

Summation Rows

The Project WIP report features the following colored summation rows when using DETAIL or SUMMARY format:

- **Light Yellow**: Represents a subtotal for all projects within a specific **Department** (within a Branch). It summarizes all numeric columns for that Department.
- **Light Gray**: Represents a subtotal for all projects within a specific **Branch**. It summarizes all numeric columns for that Branch.
- **Blue**: Represents the **Grand Total** for all included projects across all Branches and Departments. It summarizes all numeric columns for the entire report dataset.

(Note: The **SUBTOTALS** format only displays these summation rows, omitting individual project details.)

Default Sorting

The Project WIP report is ordered by default in the following hierarchical manner:

#	Column	Method
1	Branch	Ascending
2	Department	Ascending
3	Project No	Ascending

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19. Report: Project WIP Reconciliation

Path: Accounting > Month End
Report No: Q0062

Purpose

The purpose of the Project WIP Reconciliation report is to help finance and operations personnel reconcile Work in Progress (WIP) amounts at a project level. It references all relevant WIP transactions up to a chosen date to ensure accurate financial tracking and reporting of WIP balances.

Benefits

- Provides a clear snapshot of outstanding WIP for each project, aiding period-end reconciliations.
- Helps finance teams validate that project costs are captured correctly.
- Offers quick identification of projects carrying WIP balances.
- Assists with timely adjustments or write-offs to maintain accurate project financials.

Report Filters

Caption	Description	Type	Values	Default
As Of Date	Determines which transactions are included based on this end date.	Date		
Company	Specifies which company's projects to include. "ALL" includes all.	Company	ALL	List

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	All journal entries posted to the designated WIP account up to (and including) the chosen "As Of Date."
Exclusion	Journal entries from any account other than the designated WIP account.

Report Output

This report displays each project's WIP amount as of the specified end date. When no specific order number is provided, it aggregates the total WIP balance by project. If an order number is provided, it instead returns more detailed line-level information (such as item quantity, pricing, and line references) to assist with deeper analysis of WIP tied to that particular order.

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Report Columns

The **Project WIP Reconciliation** report is made up of the following columns (in default display order):

Zoom Drilldown

This column provides a link reference internally used for navigating or drilling down into the project or order record.

Project No.

Displays the unique project identifier used for grouping and reporting the total WIP balance.

Amount

Shows the aggregated WIP balance for the project (or order line, if an order number is specified). It is the sum of all relevant WIP journal transactions.

Default Sorting

The Project WIP Reconciliation report is ordered by default in the following manner:

#	Column	Method
1	Project No.	Ascending

Note: If an order number is specified, the report instead orders line-level results by line number in ascending order.

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20. Report: Project Delta

Path: Live Data > BI Data
Report No: Q0054

Purpose

The purpose of the Project Delta report is to provide a historical snapshot of key project financial metrics as of a selected date. It allows users to analyze earned values, profitability, billing status, and backlog based on previously recorded data points, facilitating trend analysis and retrospective financial reviews for projects.

Benefits

- Track historical project profitability trends over specific periods.
- Analyze earned value metrics (Revenue, Costs, Gross Profit, Margin, Hours) based on historical data.
- Monitor past billing status (over/under billing) for projects as of selected dates.
- Identify potential issues or changes in project financial performance retrospectively.
- Support financial period closing and reporting by providing point-in-time project financial data.
- Provide summarized views by department and branch for higher-level analysis.
- Offer data for business intelligence and trend analysis focused on project financial history.

Report Filters

Caption	Description	Type	Values	Default
As Of Date	Select the specific historical date for which the project financial snapshot should be generated.	List	List of available historical snapshot dates	
Company	Filter projects by the company they belong to.	List	List of active companies plus an "ALL" option	ALL
Branch	Filter projects by their assigned branch.	List	List of branches	ALL
Department	Filter projects by their assigned department.	List	List of departments	ALL
Type	Filter projects by their type.	List	General code: UNIFIEDTYP	ALL
Category	Filter projects by their category classification.	List	List of active project categories	ALL
Summary	Choose "YES" to display only summary totals (by Department, Branch, Grand Total) or "NO" for full detail.	List	NO, YES	NO
Deferred Only	Choose "YES" to include only projects flagged for deferred revenue or "NO" to include all projects.	List	NO, YES	YES

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Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Data is sourced exclusively from the historical project financial snapshots stored within the BIDATAPROJECTDELTA information.
Inclusion	Includes projects whose recorded start date is on or before the selected 'As Of Date'.
Exclusion	Excludes projects whose recorded start date is after the selected 'As Of Date'.
Inclusion	Based on the "Deferred Only" filter (defaulting to YES), the report includes either only projects flagged for deferred revenue or all filtered projects.

Report Output

This report presents a snapshot of project financial performance as of a selected historical date. It retrieves data from stored historical records (BIDATAPROJECTDELTA), joining it with current project details for context (like title, type, etc.). The report calculates and displays key metrics including earned revenue, various earned costs (material, labor, subcontractor, miscellaneous), earned gross profit (in dollars and as a percentage margin), earned hours, and gross profit per hour. It also shows the total amount invoiced, total amount paid, calculated over/under billing amounts, and the project backlog as of the chosen date.
Data is grouped hierarchically: first by Branch, then by Department within each Branch, and finally lists individual Projects within each Department. Subtotals are provided for each Department and Branch, along with a Grand Total for all included projects. Users can choose to view only the summary totals using the 'Summary' filter.

Report Columns

The **Project Delta** report is made up of the following columns (in default display order):

Zoom Drilldown

Provides a drilldown link for rows associated with a specific project. Clicking this link opens the Project Definition form for that project. This column is blank on summary rows (Department Total, Branch Total, Grand Total).

Company No

Indicates the company number associated with the project, derived from Project information.

Branch

Indicates the branch associated with the project. For Department Total rows, this shows the relevant branch. For Branch Total rows, it displays "[Branch Name] Total". For the Grand Total row, it displays "Grand Total".

Department

Indicates the department associated with the project. For Department Total rows, it displays "[Department Name] Total". This column is blank for Branch Total and Grand Total rows.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Project No

The unique identifier for the project. This column is blank for Department Total, Branch Total, and Grand Total summary rows.

Project Title

The descriptive title of the project, derived from Project information. This column is blank for Department Total, Branch Total, and Grand Total summary rows.

Project Type

Indicates the type classification assigned to the project (e.g., Installation, Service), derived from Project information.

Earned Revenue

Shows the total revenue recognized for the project (or group of projects) as of the selected historical 'As Of Date', based on the snapshot data. This value is summed in the total rows.

Earned Material Cost

Shows the total material cost recognized for the project (or group of projects) as of the selected historical 'As Of Date', based on the snapshot data. This value is summed in the total rows.

Earned Labor Cost

Shows the total labor cost recognized for the project (or group of projects) as of the selected historical 'As Of Date', based on the snapshot data. This value is summed in the total rows.

Earned Subcontractor Cost

Shows the total subcontractor cost recognized for the project (or group of projects) as of the selected historical 'As Of Date', based on the snapshot data. This value is summed in the total rows.

Earned Miscellaneous Cost

Shows the total miscellaneous cost recognized for the project (or group of projects) as of the selected historical 'As Of Date', based on the snapshot data. This value is summed in the total rows.

Earned Gross Margin (%)

Displays the calculated Earned Gross Profit as a percentage of Earned Revenue ((Earned Gross Profit ($) / Earned Revenue) * 100), as of the selected historical 'As Of Date'. This is calculated based on the aggregated values for each row (project or total). It will be zero if Earned Revenue is zero.

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Earned Gross Profit ($)

Shows the calculated gross profit (Earned Revenue minus the sum of all Earned Costs) for the project (or group of projects) as of the selected historical 'As Of Date', based on the snapshot data. This value is summed in the total rows.

Earned Hours

Shows the total labor hours recognized for the project (or group of projects) as of the selected historical 'As Of Date', based on the snapshot data. This value is summed in the total rows.

Earned Gross Profit per Hour

Displays the calculated Earned Gross Profit ($) divided by the Earned Hours, as of the selected historical 'As Of Date'. This is calculated based on the aggregated values for each row (project or total). It will be zero if Earned Hours is zero.

Invoiced Amount

Shows the total amount invoiced to the customer for the project (or group of projects) as of the selected historical 'As Of Date', based on the snapshot data. This value is summed in the total rows.

Paid Amount

Shows the total amount paid by the customer for the project (or group of projects) as of the selected historical 'As Of Date', based on the snapshot data. This value is summed in the total rows.

Over Billing

Shows the calculated amount where the Invoiced Amount is greater than the Earned Revenue for the project (or group of projects) as of the selected historical 'As Of Date'. Represents amounts billed ahead of revenue recognition according to the snapshot. This value is summed in the total rows.

Under Billing

Shows the calculated amount where the Earned Revenue is greater than the Invoiced Amount for the project (or group of projects) as of the selected historical 'As Of Date'. Represents revenue recognized ahead of billing according to the snapshot. This value is summed in the total rows.

Backlog

Shows the remaining contract value yet to be earned or invoiced for the project (or group of projects) as of the selected historical 'As Of Date', based on the snapshot data. This value is summed in the total rows.

Project Start Date

Indicates the official start date recorded for the project in the Project information.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Summation Rows

The Project Delta report features the following colored summation rows:

- **Light Yellow**: Department Total - This row summarizes all numeric columns (Earned Values, Costs, GP, Hours, Invoiced, Paid, Billing Status, Backlog) for all projects listed within a specific Department, under a specific Branch.
- **Light Gray**: Branch Total - This row summarizes all numeric columns for all projects listed within a specific Branch, across all its Departments.
- **Blue**: Grand Total - This row summarizes all numeric columns for all projects included in the report, across all Branches and Departments.

Default Sorting

The Project Delta report is ordered by default in the following manner:

#	Column	Method
1	Branch	Ascending
2	Department	Ascending
3	Project No	Ascending

(Note: The sorting ensures that Department totals appear directly after the projects within that department, Branch totals appear after the departments within that branch, and the Grand Total appears at the end.)

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21. Report: Project Hours Summary

Path: Live Data > NO CATEGORY
Report No: Q0286

Purpose

The purpose of the **Project Hours Summary** report is to provide a consolidated view of project hours effort. The report aggregates key data, including sold hours, scheduled hours, assigned hours, unscheduled hours, unassigned hours, and earned hours, while also calculating critical percentages. This comprehensive snapshot enables project managers and stakeholders to monitor and verify project planning and performance.

Benefits

- Offers a unified view of all key project hour metrics.
- Facilitates proactive monitoring of comprehensive scheduling and assignment.
- Helps identify discrepancies between sold and delivered hours.
- Supports timely decision-making through clear percentage breakdowns.
- Enables drilldown into project details for deeper analysis.

Report Filters

Caption	Description	Type	Values	Default
Branch	Filters the report to include only projects associated with the selected branch(es).	List	List of branches	ALL
Entity No.	Filters the report to include only projects associated with the selected company entity(ies).	List	List of companies	ALL
P.M.	Filters the report to include only projects led by the selected project manager(s).	List		ALL
Project Type	Filters the report to include only projects of the selected type(s).	List	General Code: UNIFIDTYP	ALL

Inclusions/Exclusions

Type	Description
Exclusion	Excludes admin and template projects.
Inclusion	Includes only projects with statuses categorized as “PRE” or “ACTIVE”, ensuring that only currently relevant projects are reported.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Output

The **Project Hours Summary** report outputs a detailed breakdown of project hours along with percentage metrics that assess performance efficiency. It aggregates data from various sources, including project orders, scheduling records, and time billing entries, to present a full picture of the hours sold versus those scheduled, assigned, and earned.
The report displays both raw hour figures and calculated percentages (such as Scheduled %, Assigned %, and Earned %) that help determine how effectively project resources are being managed. In addition, key project attributes such as branch, company name, department, project leader, project number, project type, and important project dates (start, end, and install dates) are included to support comprehensive project monitoring and analysis.

Report Columns

The **Project Hours Summary** report is made up of the following columns (in default display order):

Project No.

Displays the unique identifier for the project. Clicking on the project number provides a drilldown view for more detailed project information.

Branch

Indicates the branch associated with the project.

Department

Indicates the department associated with the project.

Type

Indicates the project type.

Company

Indicates the customer associated with the project.

Project Leader

Indicates the project manager or leader overseeing the project.

Scheduled %

Displays the percentage of sold hours that have been scheduled, calculated as (Scheduled Hours / Sold Hours) × 100.

Scheduled Hours

Shows the total hours scheduled for project tasks that are NOT in status of 'CANCELLED' or 'CANCELED'.

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Sold Hours

Indicates the total number of hours sold or contracted for the project, aggregated from related order data.

- Only includes orders whose status is **NOT** 'DATAENTRY' or 'CANCELED'
- Only sums quantities for L-type order items

Assigned %

Displays the percentage of sold hours that have been assigned, calculated as (Assigned Hours / Sold Hours) × 100.

Assigned Hours

Shows the total hours that have been assigned to project tasks, derived from scheduling records.

Un-Scheduled Hours

Calculated as the difference between sold hours and scheduled hours, representing the hours that have not been scheduled for project tasks.

Un-Assigned Hours

Calculated as the difference between sold hours and assigned hours, representing the hours that have not been allocated to any task through a task assignment.

Earned Hours

Indicates the total number of hours earned based on posted time billing entries, reflecting the actual work performed on the project.

Earned %

Displays the percentage of sold hours that have been earned, calculated as (Earned Hours / Sold Hours) × 100.

Start Date

Represents the date on which the project is scheduled to start.

End Date

Represents the date on which the project is scheduled to end or has concluded.

Install Date

Represents the date on which the project was installed or commenced.

Default Sorting

#	Column	Method
1	Project Leader	Ascending
2	Project No.	Ascending

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22. Report: Employee Assignee Detail Forecast

Path: Live Data > PROJECTS
Report No: Q0338

Purpose

The purpose of the Employee Assignee Detail Forecast report is to provide a detailed projection of an employee's scheduled work assignments for a specified future period. It consolidates both project tasks and service call schedules, offering insights into upcoming effort, associated projects or service calls, customer details, and the status of these assignments, thereby aiding resource management and workload planning.

Benefits

- Provides clear visibility into an employee's forecasted workload from project tasks and service calls.
- Aids in effective resource planning and allocation by showing future commitments.
- Helps identify potential overallocation or underutilization of an employee for a given period.
- Facilitates proactive management of deadlines and resource availability.
- Supports better decision-making for assigning new tasks or service calls.
- Offers a consolidated view of an employee's responsibilities across different labor types.

Report Filters

Caption	Description	Type	Values	Default
User ID	Select the User ID of the employee for whom to view the assignment forecast.	List	List of active users	
Start Date	The start date of the period for which to forecast assignments.	Date		Next Month's Start
End Date	The end date of the period for which to forecast assignments.	Date		Next Month's End
Include Pri. Res.	Specify whether to include assignments where the selected user is the primary resource on a project task but not explicitly assigned.	List	YES, NO	NO

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Tasks assigned to the selected user, where the task's active period overlaps with the report's date range, effort is greater than zero, and the task status (derived from CodeValue2 of TASKSTATUS General Code) is 'PRE', 'ACTIVE', or not set. Projects must be of type 'PROJECT' and their status (derived from CodeValue2 of PROJSTATUS General Code) must be 'PRE', 'ACTIVE', not set, or closed on/after the report's start date.
Inclusion	If 'Include Pri. Res.' is 'YES', project tasks where the selected user is the primary assignee (and not nominated as a task assignee) are included. These tasks must have effort greater than zero, an active period overlapping with the report's date range, a task status of 'PRE', 'ACTIVE', or not set, and must not be administrative projects. Project status criteria are the same as above.
Inclusion	Scheduled service call assignments for the selected user, where the assignment's active period overlaps with the report's date range, calculated effort is greater than zero, and the service call status (derived from CodeValue2 of CALLSTATUS General Code) is 'PRE', 'ACTIVE', or not set.
Exclusion	Any assignments (project tasks or service calls) that fall completely outside the specified Start Date and End Date.
Exclusion	Any assignments with zero recorded or calculated effort.
Exclusion	Project tasks or service calls whose statuses (based on CodeValue2 of their respective status codes) are not 'PRE', 'ACTIVE', or empty, indicating they are not in an open or pending state relevant for forecasting.

Report Output

The Employee Assignee Detail Forecast report outputs a list of an employee's scheduled assignments for a given timeframe, encompassing both project-related tasks and service call duties. Each row represents a distinct assignment, detailing the type of work (project task or service call), its start and end dates, and the forecasted effort in hours that falls within the selected reporting period. The report also presents the total effort allocated for the entire task or service call, a descriptive title for the assignment, the name of the associated customer company, and the status of the task or service call. Additionally, relevant identifiers such as Project Number or Service Call Number are provided for quick reference and drilldown capabilities. This allows for a comprehensive overview of an employee's projected workload and commitments.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Columns

The **Employee Assignee Detail Forecast** report is made up of the following columns (in default display order):

Zoom Drilldown

Provides a drilldown link to the source record. If the assignment is a project task, it links to the Task details. If it's a service call schedule, it links to the Service Call details.

User ID

Indicates the User ID of the employee for whom the forecast is generated. This corresponds to the "User ID" selected in the report filters.

Task Title

Displays the title of the project task or the problem description of the service call.

Assigned Effort

Shows the calculated effort (in hours) for the assignment that falls specifically within the selected report period (Start Date to End Date). If the assignment's scheduled start and end dates are the same, this column shows the total effort for that assignment. Otherwise, the total effort for the assignment is prorated based on the proportion of its duration that overlaps with the report's From and To dates.

Company

Indicates the customer company associated with the project or the service call. This information is sourced from the Customer information linked to the respective project or service call.

Task Status

Displays the status code of the project task or the service call.

Total Effort

Shows the total planned effort (in hours) for the entire project task or service call, irrespective of the selected report period. For project tasks, this reflects the task's overall effort. For service calls, it represents the total duration of the scheduled service window.

Task Start

Indicates the scheduled start date of the project task or service call assignment. Dates are presented based on the system's time zone settings.

Task End

Indicates the scheduled end date of the project task or service call assignment. Dates are presented based on the system's time zone settings.

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Link Type

Identifies the type of assignment. Possible values are 'TASK' for project tasks, or 'DISPATCHSCHEDULE' for service call schedules.

Project No.

Displays the project number if the assignment is a project task. This column will be blank for service call assignments.

Call No.

Displays the service call number if the assignment is a service call schedule. This column will be blank for project task assignments.

Default Sorting

The Employee Assignee Detail Forecast report is ordered by default in the following manner:

#	Column	Method
1	Task Start	Ascending
2	Link Type	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

23. Report: Project Labor Forecast

Path: Live Data > Accounting
Report No: Q0215

Purpose

The purpose of the Project Labor Forecast report is to provide a detailed, period-based view of scheduled and assigned labor hours for both Projects and Opportunities. Business stakeholders can analyze and plan future labor resource requirements effectively by reviewing forecasted hours, comparing them to assigned hours, and identifying resource shortfalls or capacity well in advance.

Benefits

- Improves planning accuracy by showing upcoming labor demand.
- Reduces project scheduling conflicts through proactive visibility of potential labor overlaps.
- Enables managers to assess the impact of including opportunities (with a minimum probability) in labor forecasts.
- Aligns labor resources with future project demand based on time units (months or weeks).
- Facilitates high-level overview of forecast vs. assigned hours in a single, consolidated report.

Report Filters

Caption	Description	Type	Values	Default
Company	Restricts report data to a single or all companies.	List	List of companies	ALL
Branch	Filters projects by one or multiple branches.	List	List of branches	ALL
Department	Filters projects by one or multiple departments.	List	any available department(s)	ALL
Project Category	Filters only projects of select category(ies).	List	project categories from General Code "PROJCAT"	ALL
Project Sub Cat	Filters only projects of select sub-category(ies).	List	project subcategories from General Code "PROJSUBCAT"	ALL
Project Status	Filters only projects of selected project status(es).	List	project statuses from General Code "PROJSTATUS"	ALL
Project Type	Filters only projects of selected project type(s).	List	project types from General Code "PROJTYPE"	ALL
Project Mgr	Filters only those projects led by selected project manager(s).	List	all “PROJECT MANAGER” job role users	ALL

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Caption	Description	Type	Values	Default
Deferred	Chooses which reports to see based on revenue deferral setting.	List	ALL, DEFERRED ONLY, T&M ONLY	ALL
Project No.	Filters on a specific project number if desired; otherwise all.	Text		
Include Opps	Includes or excludes opportunities (opp) in the forecast.	List	NO, YES	NO
Min Probability	For included opportunities, sets the minimum probability threshold to add them to the forecast.	Integer		
# of Periods	Number of consecutive time periods displayed (e.g., 6, 12, 18, 24) in the forecast.	List	6, 12, 18, 24	6
Time Unit	Chooses between monthly or weekly increments for the forecast.	List	MONTH, WEEK	MONTH
Time Bill Category	Filters forecast by time-billing category (labor classification).	List	TBCATEGORY items from General Code "TBCATEGORY"	ALL

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Exclusion	Tasks with zero scheduled effort do not contribute to the forecast.
Exclusion	Admin Projects are excluded.
Exclusion	Closed Projects are skipped unless their close date is still in the forecast window.
Inclusion	Only pre-active and active tasks are included to capture upcoming and ongoing labor.

Report Output

The Project Labor Forecast report displays a grid of forecasted labor hours, separated by time periods (in months or weeks), for Projects (and optionally Opportunities) across various branches and departments. It breaks down labor hours according to time-billing categories. Each row represents a Project or Opportunity, showing how many hours are scheduled and how many hours have been assigned. This allows Project Managers and planning teams to compare scheduled vs. assigned resources. If “Include Opps” is selected, the report will also show in-progress Opportunities (above a specified probability) as part of the labor forecast to help with resource capacity planning.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Columns

The **Project Labor Forecast** report is made up of the following columns (in default display order):

Zoom Drilldown

Provides the clickable link for navigating to the Project or Opportunity.

Branch

Indicates the branch under which the project or opportunity is managed. Derived directly from the project or opportunity record.

Department

Specifies the department responsible for the project or opportunity.

Project No.

Shows the project's unique identifier if it is a project row. For opportunity rows, this field is blank.

Oppor No.

Displays the opportunity's unique identifier for forecasted opportunity rows. For project rows, this field is blank.

Project/Opp Title

Shows the combined customer/project or customer/opportunity name for easy at-a-glance identification.

P.M.

Lists the assigned Project Manager.

TB Category

Indicates the time-billing category (e.g., different labor cost categories).

Labor Type

Displays derived information about the labor classification (as defined in general code TBCATEGORY).

Period Scheduled vs. Assigned Hours

Each pair of columns reflects:

- **Sched XX**: The forecasted hours scheduled for that period.
- **Assigned XX**: The portion of those hours already assigned to specific individuals.

All "Period XX..." calculations are based on dividing total forecasted hours across each chosen segment (weekly or monthly), multiplied by the number of days falling into that segment.

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Source of Scheduled Hours

Projects

- In Q360, each project can contain multiple tasks where you define the Scheduled Effort (in hours).
- The "scheduled" portion of those hours is determined by *when* the task is supposed to happen, i.e., the start date and end date entered on that task.
- The report spreads (or "distributes") that total planned effort across all the days from the start to the end date, then sums it up into the weekly or monthly periods you see in the forecast.

Opportunities

If you choose to include opportunities (by checking the "Include Opps" filter and setting the desired minimum probability), the report will look for labor hours planned on opportunities that haven't yet become projects.

- Typically, these hours originate from the labor items added in the **Quote** section of the opportunity. For instance, when building a quote for an opportunity, you might add an estimated number of labor hours as part of the estimate.
- The system takes those total estimated hours and, based on the potential opportunity close date, allocates them across the selected forecasted period(s).

Source of Assigned Hours

Projects

- "Assigned" hours represent how many hours have been booked to specific resources (people), rather than just scheduling them at a task level.
- In Q360, once a task is created with a scheduled total of, say, 40 hours, a Project Manager or Resource Coordinator can assign some or all of those hours to actual project team members.
- The forecast report then shows how many of the scheduled hours have been officially assigned. This is especially helpful to see any discrepancy: for instance, you might have 40 hours *scheduled* but only 10 hours *assigned.*

Opportunities

- By selecting the "Include Opps" filter and setting the desired minimum probability, the report incorporates Assigned Hours from opportunities that have not yet been converted into projects.
- These hours typically originate from the labor items specified in quotes related to the opportunity.
- When building a quote for an opportunity, users can assign estimated hours to various labor masters or as part of the quote estimate.
- The system takes the total estimated hours from the quote and allocates them across the selected forecasted periods. This allocation is based on the potential opportunity close date and the expected timeline for resource engagement.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Default Sorting

The Project Labor Forecast report is ordered by default in the following manner:

#	Column	Method
1	TB Category	Ascending
2	(Opportunity vs. Project)	Ascending (Opportunities appear after Projects)
3	Branch	Ascending
4	Department	Ascending
5	Title	Ascending
6	Project No	Ascending

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24. Report: Projected vs. Actual Hours

Path: Live Data > PROJECTS
Report No: Q0063

Purpose

The purpose of the Projected vs. Actual Hours report is to provide a comprehensive comparison of labor hours and their associated costs for a specific project. By aggregating data from the project's budget, change orders, and posted time bills, the report enables project managers to monitor performance, identify variances, and make informed decisions regarding project adjustments.

A project-specific version of this report offering convenient functionality to create quick ICO is accessible via Project form > Print button.

Benefits

- Enables detailed comparison between planned and executed labor hours.
- Highlights cost variances to support effective budget control.
- Improves transparency in labor and cost tracking.
- Facilitates proactive project management and resource allocation.
- Supports performance reviews and project audits.
- Assists in identifying opportunities for process improvement.

Report Filters

Caption	Description	Type	Values	Default
Project No.	Filters the report to include only data for a specific project identified by its unique project number.	Text		
Active Only	Determines whether to exclude closed projects; selecting "YES" restricts results to projects with active status.	List	NO, YES	
Company No.	Filters data to include only projects associated with the specified company.	List		List
Branch	Limits the report to projects from one or more branches.	List		ALL
Department	Limits the report data to projects associated with selected departments.	List		ALL
Project Type	Filters projects based on their type as defined in project classifications.	List		ALL
Project Leader	Filters the report to include only projects managed by a specific project leader.	List	List of active project managers	ALL

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Caption	Description	Type	Values	Default
Category	Limits projects based on their category as defined in project classifications.	List		ALL
Sub-Category	Filters the data to include projects within a specific sub-category.	List		ALL

Inclusions/Exclusions

Type	Description
Inclusion	Only projects with associated labor items (where the master record's Item Type is **L**) are included, ensuring relevance to labor cost tracking.
Inclusion	Only posted time bills are considered.
Exclusion	Orders with statuses **CANCELLED**, **CANCELED**, or **DATAENTRY** are excluded to focus on approved project data.
Exclusion	L-type order items with statuses **CANCELLED**, **CANCELED**, or **ICO** or **CCO** are excluded.

Report Output

The Projected vs. Actual Hours report aggregates key labor and cost metrics from multiple facets of project data. It consolidates budgeted figures with costs and hours from customer change orders (CCO) and internal change orders (ICO) while also incorporating actual time billing data. The report thereby computes cumulative values, such as total projected hours/costs and sold versus actual variances, to offer a clear financial and operational snapshot of a project.
By summarizing both scheduled and remaining hours alongside these cost metrics, the report supports detailed performance analysis for individual projects.

Report Columns

The **Projected vs. Actual Hours** report is made up of the following columns (in default display order):

Project No.

Identifies the project by its unique project number.

Title

Displays the project title.

Master No.

Identifies the master record number associated with the labor line.

Description

Labor line description.

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Budget Cost

Represents the total cost allocated in the project budget, derived from multiplying the budgeted hours by the respective unit costs.

Budget Hrs

Indicates the total hours budgeted for the project on orders of type SALE.

CCO Hrs

Indicates the extra hours recorded under customer change orders, supplementing the original budgeted hours.

CCO Cost

Shows the additional cost incurred through customer change orders, calculated from the change order cost figures.

Sold Hrs

Indicates the total hours from the budget and customer change orders, calculated as the sum of Budget Hrs and CCO Hrs.

Sold Cost

Represents the combined cost from both the original budget and customer change orders, calculated as the sum of Budget Cost and CCO Cost.

ICO Hrs

Displays the number of hours related to internal change orders, reflecting adjustments made to the initial project plan.

ICO Cost

Represents the cost associated with internal change orders, derived from revised budget figures following internal adjustments.

Projected Hours

Indicates the aggregate projected hours by combining Budget Hrs, CCO Hrs, and ICO Hrs, representing the overall planned labor input.

Projected Cost

Represents the total projected cost for the project by summing the Budget Cost, CCO Cost, and ICO Cost.

Actual Hours

Indicates the actual hours worked on the project, as recorded from the time billing data.

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Sold-Act Hrs

Indicates the variance between the sold hours and the actual hours worked, providing insight into performance gaps.

Sold-Act Cost

Shows the variance between the sold cost (combined budget and CCO cost) and the actual cost incurred, highlighting cost discrepancies.

Actual Cost

Displays the actual cost incurred on the project, derived from posted time bill entries and related financial transactions.

Variance Hours

Indicates the difference between the projected hours and the actual hours worked, summarizing the hour variance for the project.

Variance Cost

Shows the difference between the projected cost and the actual cost, summarizing the cost variance for the project.

Scheduled Hours

Shows the total effort scheduled on project tasks.
Note: for this to be valid, the task must have a time billing category/subcategory combination that matches a rule in company's Labor Rates.

Remaining Hours

Displays the difference between scheduled hours and actual time billed, indicating the outstanding hours yet to be worked on the project.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

25. Report: Labor Capacity Forecast Summary

Path: Live Data > Accounting
Report No: Q0256

Purpose

The purpose of the **Labor Capacity Forecast Summary** report is to give executives and resource-planners a forward-looking snapshot of how much labor capacity the organization has versus how much effort is already scheduled or expected from opportunities, across a user-defined number of future weeks or months. This enables proactive balancing of workloads, hiring decisions, and revenue projections.

Benefits

- Provides a single view of capacity, scheduled effort, and opportunity demand for quick gap analysis.
- Highlights labor shortfalls or surpluses early enough to adjust staffing plans.
- Lets managers model “what-if” scenarios by changing filters such as branch, department, or labor type.
- Incorporates active project tasks and weighted opportunities, giving a fuller forecast than project data alone.
- Supports KPI dashboards with concise, summary-level metrics.
- Improves cross-department coordination when planning large projects.
- Reduces the risk of project delays caused by over-allocation of key labor types.

Report Filters

Caption	Description	Type	Values	Default
Company	Limits results to a specific legal entity.	List	List of companies	ALL
Branch	Includes only branches chosen by the user.	Branch	List of branches	ALL
Department	Filters projects by their assigned department.	Department	List of departments	ALL
Project Category	Filters by high-level project category.	List	General Code **PROJCAT**	ALL
Project Sub Cat	Narrows results by project sub-category.	List	General Code **PROJSUBCAT**	ALL
Project Status	Limits to selected project life-cycle stages.	List	General Code **PROJSTATUS**	ALL
Project Type	Filters by delivery type (e.g., TASK).	List	General Code **PROJTYPE**	ALL

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Caption	Description	Type	Values	Default
Project Mgr	Shows projects led by selected managers.	List	List of users with job role "PROJECT MANAGER"	ALL
Deferred	Include only deferred projects, T&M projects, or both.	List	ALL, DEFERRED ONLY, T&M ONLY	ALL
Project No.	Restricts the forecast to a single project.	Text		
Labor Type	Shows only selected labor categories (e.g., Developer).	List	General Code **EMPLABTYPE**	ALL
Include Opps	Whether to fold sales opportunities into demand.	List	NO, YES	NO
Min Probability	Minimum probability (%) an opportunity must reach to be included.	Number		
Def Opp Duration (Months)	Months of effort assumed when an opportunity lacks an install date.	Number		
# of Periods	How many future periods to display.	List	6, 12, 18, 24	6
Time Unit	Size of each forecast period.	List	MONTH, WEEK	MONTH
Effort	Use scheduled hours or assigned hours from tasks.	List	SCHEDULED, ASSIGNED	SCHEDULED

Inclusions/Exclusions

Type	Description
Inclusion	Only tasks whose status is **Pre** or **Active** are counted; closed or canceled tasks are excluded.
Inclusion	Employee availability is limited to active employees.
Inclusion	When *Include Opps = YES*, only opportunities at or above the chosen probability are added.
Exclusion	Admin projects are always omitted to focus on revenue-generating work.
Exclusion	Sub-tasks (deprecated) are ignored; only main project tasks contribute effort.

Relevant System Configurations

DEFAULTOPPFORECASTLAG: Adds a system-wide lag (in days) to every opportunity close date when estimating its start in the forecast. Adjusting this value moves all opportunity demand forward or backward accordingly.

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Report Output

The report returns one row for each future period and labor type. For each row it shows:

- **Capacity Hours** – available hours calculated from employees' work schedule and days off (in Schedule tab), daily non available hours (in Details tab), and labor type.
- **Scheduled Hours** – hours already allocated on project tasks within the period.
- **Oppor Hours** – additional projected hours from sales opportunities that meet the user's probability threshold.
- **Delta Hours** – capacity minus scheduled and opportunity hours; a negative value indicates over-commitment, while a positive value signals unused capacity.

Report Columns

The **Labor Capacity Forecast Summary** report is made up of the following columns (display order):

Period

Indicates the week (YYYY-MM-DD) or month (YYYY-MM) the forecast figures relate to, beginning with the current week or month.

Labor Type

Shows the employee labor category (for example, Developer, Project Manager, Technician) the capacity values apply to.

Capacity Hours

Displays the total hours employees of the given labor type are available to work in the period, based on their work calendars and any department or branch filters applied.

Scheduled Hours

Shows the sum of hours already scheduled on active project tasks for the labor type within the period.

Oppor Hours

Shows the projected hours from open sales opportunities for the labor type within the period, adjusted by the opportunity probability and default duration settings.

Delta Hours

Calculated as **Capacity Hours – Scheduled Hours – Oppor Hours**. A negative delta highlights where demand exceeds capacity; a positive delta indicates available capacity.

Default Sorting

The report lists rows in ascending order by **Period**, then by **Labor Type**.

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26. Report: Labor Capacity Forecast

Path: Live Data > Accounting
Report No: Q0216

Purpose

The **Labor Capacity Forecast** report provides a forward-looking view of labor utilization by aggregating supply of hours (from resources) against the demand (from schedules) and plotting that across a series of forecasting periods.

Benefits

- **Proactive Resource Planning:** Enables management to identify potential labor shortages or surpluses before they impact project delivery.
- **Unified View:** Combines project task data with opportunity metrics for a comprehensive picture of current and future labor needs.

Report Filters

Caption	Description	Type	Values	Default
Company	Legal entity to analyze	List	List of active companies	ALL
Branch	Branch associated with projects and employees	List	List of branches	ALL
Proj. Department	Department associated with projects	List	List of departments	ALL
Emp. Department	Department associated with employees	List	List of departments	ALL
Project Category	Category classification of projects	List	General Code PROJCAT	ALL
Project Sub Cat	Sub-category classification of projects	List	General Code PROJSUBCAT	ALL
Project Status	Status of projects	List	General Code PROJSTATUS	ALL
Project Type	Type of project (e.g., Client, Internal)	List	General Code PROJTYPE	ALL
Project Mgr	Project manager overseeing the projects	List	Multi-select project managers	ALL
Deferred	Filter by revenue recognition type	List	ALL, DEFERRED ONLY, T&M ONLY (i.e., non-deferred)	ALL

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Caption	Description	Type	Values	Default
Labor Type	Employee labor classification (e.g., Tech, Foreman)	List	General Code EMPLABTYPE	ALL
Include Opps	Include hours from sales opportunities	List	NO, YES	NO
Min Probability	Minimum win probability % for opportunities to be included	Text		70
# of Periods	Number of future periods to forecast	List	6, 12, 18, 24	6
Time Unit	Period grouping method	List	MONTH, WEEK	MONTH
Def Opp Duration	Default duration (months) to forecast projects that are yet to be won on opportunities. This is used only in absence of estimated opportunity substantial completion date (i.e., Install Date.)	Text		6
Effort	For projects, specifies where to look for hours to forecast on tasks	List	SCHEDULED, ASSIGNED	SCHEDULED

Inclusions/Exclusions

This report is configured to always include or exclude data based on the following business rules:

Type	Description
Inclusion	Only active projects featuring tasks with non-zero effort (either scheduled or assigned, as selected in Effort filter) are included in the forecast calculations.
Exclusion	Admin projects or projects with status codes such as DATAENTRY, CLOSED, CANCELLED, or CANCELED are excluded from the forecast.
Exclusion	Opportunity data is incorporated only if the “Include Opps” filter is set to YES and the opportunity meets or exceeds the defined probability threshold.
Exclusion	If opportunities are to be included, the report looks at L-type line items from related quotes only if the quote(s) don’t have status of DATAENTRY, CLOSED, CANCELLED, or CANCELED. However, note that the report doesn’t exclude optional quotes or optional L-type quote line items.

Relevant System Configurations

DEFAULTOPPFORECASTLAG: This configuration value defines the forecast lag applied to opportunity close dates. It adjusts the start date for opportunity projections so that forecasted labor capacity reflects a realistic delay between opportunity closure and subsequent project initiation (i.e., mobilization period).

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Report Output

The **Labor Capacity Forecast** report outputs an aggregated summary of labor capacity across multiple time periods. It pulls data from project task schedules, employee availability, and optionally opportunity information to calculate:

- **Scheduled Hours:** The total labor hours allocated to tasks (or opportunities, when included) that are planned to occur within each forecast period.
- **Capacity Hours:** The available labor hours based on employee working schedule and availability.
- **Delta Hours:** The difference between Scheduled/Assigned Hours and Capacity, which helps indicate whether there is an excess or deficit of available labor (the latter is color coded red).

Report Columns

The **Labor Capacity Forecast** report is made up of the following columns (in default display order):

Entity No.

Indicates the company identifier associated with each record.

Branch

Identifies the branch to which the forecast data applies.

Labor Type

Specifies the type of labor being forecasted (e.g., Tech, Foreman), which drives the categorization of scheduled and capacity hours.

Period Columns

For each forecast period (up to the number specified in the "# of Periods" filter), three sets of columns are generated:

- Sched/Assign Hours
    - This column shows the forecasted labor hours that are committed for the period.
    - Calculation Options based on Effort filter selection:
        - SCHEDULED effort: The report calculates hours based directly on the planned or scheduled effort as defined in project tasks.
        - ASSIGNED effort: The calculation uses the hours that have been assigned to tasks.
    - Scheduled or assigned task effort is allocated proportionally to each period based on the overlap between the task's scheduled dates (or assigned dates) and the forecast period. The calculation divides the total effort by the total task duration and then multiplies it by the number of overlapping days in the period.
- Capacity Hours
    - This column reports the aggregated available labor capacity for each period.

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    - Capacity Hours are derived from employee availability data. The report sums the available hours for employees (filtered by labor type and other criteria) that fall within each period.
    - Employee's available hours are determined using information from Employee Schedule tab, subtracting non available hours (Employee Details tab) and time off requests that show the employee as not working.
- Delta Hours
    - The Delta Hours value is computed as: Sched/Assign Hours - Capacity Hours.
    - A positive Delta indicates excess capacity (i.e., available hours exceed the forecasted demand). A negative Delta suggests a potential shortfall, where the forecasted demand may exceed available capacity.

Summation Rows

By default, the report groups forecasted numbers by labor type, showing aggregated period numbers for each labor type.

Default Sorting

The Labor Capacity Forecast report is ordered by default in the following manner:

#	Column	Method
1	Labor Type	Ascending
2	Company No.	Ascending
3	Branch	Ascending

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27. Report: Employee Capacity Forecast

Path: Live Data > Accounting
Report No: Q0336

Purpose

The purpose of the Employee Capacity Forecast report is to help you compare and balance each employee's available working hours (their "capacity") against the hours of work currently assigned to them (via scheduled tasks and calls). This comparison highlights whether team members can take on more work or are already overbooked and provides drill-down links to see the underlying tasks and calls.

Benefits

1. Ensures proper resource allocation by comparing assigned hours to available hours
2. Highlights potential scheduling conflicts and over-capacity situations
3. Speeds up decision-making on when to hire, shift workloads, or reassign tasks

Report Filters

The Employee Capacity Forecast accepts the following dynamic filters:

Caption	Description	Type	Values	Default
Company	Select which company (or "ALL") is included in the forecast.	List	List of companies	
Emp. Branch	Choose one or more branches whose employees should appear.	Branch	List of branches	ALL
Emp. Department	Choose one or more departments whose employees should appear.	Department	List of departments	ALL
Labor Type	Filter to one or multiple employee labor types, or "ALL."	List	Populated from General code "EMPLABTYPE"	ALL
# of Periods	Specify how many future time-segments to display (6, 12, 18, or 24).	List	6, 12, 18, 24	6
Time Unit	Determine if each forecast column represents a "MONTH" or "WEEK." And the time unit for the # of Periods filter.	List	MONTH, WEEK	MONTH
Include Pri. Res.	Decide whether to include "primary resource" tasks that do not have assignments.	List	YES, NO	NO

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Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Only employees who are marked “active” and have a defined labor type are included in the forecast.
Inclusion	Only assignments on tasks/projects with status in “PRE” or “ACTIVE” (or blank status code) are counted; closed or cancelled tasks do not appear.
Inclusion	Only calls with status “PRE” or “ACTIVE” are counted; closed/cancelled calls are excluded.
Inclusion	Projects themselves must not be fully closed. A project is considered if its close date is in the future or if the status remains “PRE” or “ACTIVE.”
Exclusion	Administrative-type projects (i.e., “admin” flagged) are omitted to focus on billable or operational capacity.

Relevant System Configurations

DEFAULTOPPFORECASTLAG: This system-wide setting is retrieved to determine how opportunity-related labor or forecast lag periods might be accounted for when building capacity forecasts.

Report Output

This report outputs each employee (within the chosen filters) along with columns showing how many hours they are scheduled to work in each forthcoming period (either by week or by month), how many hours of capacity they have in those same periods, and the difference (surplus or shortfall). It combines data from project tasks, scheduled calls, and the employee’s own HR schedule details. Users can expand the data to see which tasks are contributing to assigned hours and can adjust schedules to balance workloads.

Report Columns

The **Employee Capacity Forecast** report is made up of the following columns (in default display order):

Entity No.

Displays the numeric company or entity identifier tied to the employee.

Branch

Shows the home branch for the employee, as defined in the HR employee record.

Employee

Shows the employee’s full name (first and last).

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Labor Type

Indicates the labor type assigned to the employee (e.g., Technician, Project Manager).

Tot. Assign Hours (Forecasted Month/Week)

These hours come from the sum of all project task assignments (in status PRE or ACTIVE, and not flagged as admin or closed) plus any scheduled service calls (also in PRE or ACTIVE) that overlap the forecast period. If “Include Pri. Res.” is set to YES, tasks without assignments but having a primary resource are also included. The system breaks down a multi-day assignment proportionally across each day it spans. All such hours are then added together to generate the Tot. Assign Hours figure for each forecast period.

Capacity Hours (Forecasted Month/Week)

These hours represent how many hours an employee can work during the forecast period, based on details in HR → Employee → Schedule. The system looks at each employee’s default start/end times, subtracts “non-available hours,” and factors in any additional time off found in the schedule tabs. It then sums up these daily capacity hours to produce the Capacity Hours figure for each period.

Delta Hours (Forecasted Month/Week)

Delta is calculated by taking Capacity Hours minus Tot. Assign Hours for each forecast period. A positive Delta means there is spare capacity; a negative Delta indicates the assigned workload exceeds available hours in that period.
(These same three columns, Sched NN Hours, Assign NN Hours, and Delta NN Hours, repeat for each subsequent forecast period from **Period Current User's Company** through **Period 23**, governed by the chosen “# of Periods.” The numeric label (e.g., “,” “Current User's Company,” “02,” etc.) increments for each period. Each “Sched NN” is the assigned hours in that period, “Assign NN” is the capacity, and “Delta NN” is the difference.)

Default Sorting

The Employee Capacity Forecast report is ordered by default in the following manner:

#	Column	Method
1	Labor Type	Ascending
2	Employee Last Name	Ascending
3	Employee First Name	Ascending

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28. Report: Project Material Scheduling Summary

Path: Live Data > NO CATEGORY
Report No: Q0288

Purpose

The purpose of the Project Material Scheduling Summary report is to provide visibility into the scheduling, procurement, and delivery status of materials and subcontracts associated with active projects. It tracks financial commitments, fulfillment progress, and identifies potential bottlenecks to support proactive project management.

Benefits

- **Monitor project financial health:** Track sold vs. scheduled material/subcontract values to ensure alignment with budgets.
- **Improve profitability and cash flow visibility:** Compare shipped/fulfilled amounts against total sold values for accurate cost/revenue forecasting and recognition.
- **Identify procurement delays:** Highlight overdue materials and subcontracts to prevent project timeline disruptions.
- **Enhance accountability:** Assign ownership via Project Leader filtering to drive comprehensive forecasting and timely resolution of delays.

Report Filters

Caption	Description	Type	Values	Default
Entity No.	Limit the report to a selected company/entity.	List		ALL
Branch	Filter the results to projects belonging to the specified branch(es).	List		ALL
P.M.	Filter by the assigned project leader (PM).	List		ALL
Type	Filter by the project type	List		ALL

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Only projects that have a status code flagged as either “Pre” or “Active.”
Exclusion	Admin projects.

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Report Output

This report returns a row for each tracked project to display the total material and subcontractor costs across various scheduling statuses. It checks whether those are sold, shipped, scheduled for future dates, or currently overdue. It also calculates scheduling and shipping percentages for deeper insight into each project's readiness. Overall, the report helps keep critical project material planning and sub-contract tasks on track.

Report Columns

The **Project Material Scheduling Summary** report is made up of the following columns (in default display order):

Project No.

This is the unique project identifier. It zooms to the project form.

Branch

Indicates the branch associated with the project.

Department

Indicates the department associated with the project.

Type

Indicates the project's (sale) type.

Company Name

Displays the customer's company name.

Project Leader

Identifies the primary manager or lead (PM) responsible for the project.

Scheduled %

Calculated as [(Scheduled Material + Shipped Material) ÷ Sold Material] × 100.

Sold Material

Reflects the total cost of all material items sold for the project.

Sched. Material (Req)

Represents the total cost of material items that have a scheduled requested date.

Sched. Material (ETA)

Represents the total cost of material items scheduled based on a purchase order line item's ETA.

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Sched Material (Ship)

Represents the total cost of material items scheduled for shipping with a shipping release date.

Un-Scheduled Material

Displays the total cost of unscheduled material items with no assigned requested date, ETA, or ship release date.

Overdue Material

Shows the total cost of material items whose required or shipping date is in the past but are not yet fulfilled.

Shipped Material

Represents the total cost of shipped material items.

Shipped %

Calculated as [Shipped Material ÷ Sold Material] × 100. It indicates what portion of sold material is actually shipped.

Sold Subcontractor

The total cost of sub-contracts sold on the project.

Sched Subcontractor

The total cost of sub-contracts that are scheduled for the project.

Start Date

Indicates the official start date of the project.

End Date

Represents the planned completion date for the project.

Install Date

Shows when the actual installation activity is scheduled to begin or take place.

Default Sorting

The Project Material Scheduling Summary report is ordered by default in the following manner:

#	Column	Method
1	Project Leader	Ascending
2	Project No.	Ascending

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29. Report: Project Revenue/Cost Forecast

Path: Live Data > Accounting
Report No: Q0058

Purpose

The purpose of the Project Revenue/Cost Forecast report is to forecast revenue, cost, margin, and labor hours for projects, giving teams a forward-looking view of project financials and helping identify future resource demands and profitability.

Benefits

- Helps forecast project revenue and costs into future weeks/months.
- Aids in predicting labor and material usage for improved planning.
- Displays project backlog and earned values in one place.
- Forecasts potential opportunity revenue when included.

Report Filters

Caption	Description	Type	Values	Default
Company	Narrows data to one or more specific entities (or all).	List	Retrieved from: =ALL, plus list of companies	
Branch	Filters by one or more branches.	List	ALL (or specific branches)	ALL
Department	Filters by one or more departments.	List	ALL (or specific departments)	ALL
Labor Task Type	Specifies whether to include TASK or SUBTASK for labor forecasting.	List	TASK, SUBTASK	TASK
Project Category	Filters the report to only certain project category codes.	List	ALL (or options from general code PROJCAT)	ALL
Project Sub Cat	Further narrows projects by sub-category.	List	ALL (or options from general code PROJSUBCAT)	ALL
Project Status	Filters the report to only certain project status codes.	List	ALL (or options from general code PROJSTATUS)	ALL
Project Type	Filters the report to only certain project sale types.	List	ALL (or options from general code PROJTYPE)	ALL

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Caption	Description	Type	Values	Default
Time Bill Category	For tasks or subtasks (depending on Labor Task Type), this focuses on subset associated with chosen time-billing category (all).	List	ALL (or options from general code TBCATEGORY)	ALL
Summary Only	This filter is not used by the report at the moment.	List	NO, YES	NO
Project Mgr	Filters to specific project managers.	List	ALL, plus each valid project manager's User ID	ALL
Deferred	Includes T&M only, Deferred only, or All.	List	ALL, DEFERRED ONLY, T&M ONLY	ALL
Project No.	Direct entry of a specific project number, or ALL for multiple.	Text		
Include Opps	Indicates whether to include opportunities (pre-project) in the forecast.	List	NO, YES	NO
Min Probability	Number input that sets a lower threshold for included opportunities.	Number		
# of Periods	Selects how many monthly periods (6, 12, 18, 24) to project into.	List	6, 12, 18, 24	12
Format	Chooses the type of layout (DETAILED, HOURS SUMMARY, REVENUE SUMMARY).	List	DETAILED, HOURS SUMMARY, REVENUE SUMMARY	DETAILED

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Exclusion	Orders with statuses DATAENTRY, CONFIRMED, CANCELLED are excluded from the forecast portions of the report.
Exclusion	Order items with statuses SHIPPED, RETURNED, CANCELLED, ICO, CCO are excluded from the forecast portions of the report.
Exclusion	Tasks with no scheduled effort are excluded from labor forecasting.
Exclusion	Admin projects are excluded from labor forecasting.

Relevant System Configurations

- **PROJECTFORECASTMETHOD**: Specifies the default method of allocating forecast costs and revenues if not set per project; possible values include "STRAIGHTLINE" or "MATLABOR." This can be overridden on project-level.

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- **JOBCOSTMETHOD**: Controls how job costs are summarized (e.g., labor or material first, or combined), impacting how costs are earned and recognized.

Report Output

The report produces details of projects showing current and future projected revenues, costs, hours, and gross profit. It calculates earned revenue and costs to date, then spreads the remaining forecasts over a chosen number of monthly periods. It includes both material and labor components, along with an overall margin.
Where selected, it also pulls in opportunities above a specific probability threshold and spreads projected revenue/cost similarly across monthly intervals.
In addition to detailed monthly projections, the report calculates total backlog values, highlighting unrecognized revenue and unforecasted material costs per project. Summaries are grouped at multiple levels (branch and department) to aid managers in reviewing rolled-up figures alongside individual project details.

Report Columns

The **Project Revenue/Cost Forecast** report is made up of the following columns (in default display order). Note that some columns are inserted dynamically and may vary depending on the selected format and the number of forecast periods. In summary, columns show as per the following guideline:

Column Category	DETAILED	HOURS SUMMARY	REVENUE SUMMARY
Basic Information	✓	✓	✓
Financial Metrics	✓	✗	✓
Hours Metrics	✓	✓	✓
Period-Specific Data	✓	✓ (Rev & Hours)	✓
Opportunity Revenue	✗	✗	✗

Zoom Drilldown

Provides a clickable link to open the underlying project or opportunity record for more information.

Branch

Indicates the branch associated with the project (or, for opportunities, includes ":Opps" in the name to distinguish them).

Department

Indicates the department associated with the project.

Project No.

Indicates the assigned project number (or opportunity number if an opportunity is included).

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Type

Indicates the type of project (or opportunity interest).

Title

Shows the project (or opportunity) title.

Project Status

Indicates the status code of the project.

% Total Comp.

Indicates the overall percent completion for the project cost relative to estimated total cost.

% Labor Comp.

Indicates the percent of labor hours consumed vs. total projected labor hours.

P.M.

Displays the assigned project manager's User ID (or sales rep for opportunities).

Projected Rev.

Indicates the total projected revenue for the project (or opportunity value).

Earned Rev.

Indicates the portion of revenue already recognized based on the project's actual cost or progress.

Back Log

Indicates the portion of revenue that has not yet been recognized (i.e., projected revenue minus earned revenue).

GP Back Log

Indicates the unrecognized gross profit still in backlog (projected GP minus earned GP so far).

Project Start

Indicates the date the project was started (or the opportunity's close date if an opportunity).

Project End

Indicates the scheduled end date of the project (or the estimated install date for an opportunity). If no end date is set, the forecast method is marked "NO END Date" or "NO DURATION."

Forecast Method

Indicates the method of spreading projected costs and revenue across future periods. The method is chosen from the project if set. Otherwise, it's retrieved from system-wide config PROJECTFORECASTMETHOD where the

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possible values are STRAIGHTLINE or MATLABOR. See Forecasting Methods later in this page for more information about the differences.

Back Log Mat. Cost

Indicates the cost of materials not yet consumed or recognized in actuals.

Forecast Mat. Cost

Indicates the materials that are planned for future consumption over the forecasted periods.

Unforecast Mat. Cost

Indicates any difference between the backlog material cost and what has been assigned in the forecast (where relevant).

Sold Hours

Indicates the total hours that were sold or contracted for the project.

Remain Hours

Indicates the difference between sold hours and actual hours already consumed, showing how many hours remain.

Forecast Hours

Indicates the sum of future labor hours planned across the upcoming periods.

Period##Rev (e.g., Period00Rev, Period01Rev, ...)

Indicates the portion of revenue allocated to a specific monthly period, running from the start date selected up to the number of forecast periods (e.g., 6, 12, 18, or 24).

Period##MatCost

Indicates the forecasted material cost in that monthly period.

Period##LabCost

Indicates the forecasted labor cost in that monthly period (including any subcontractor labor flagged as labor in the system).

Period##GP

Indicates the gross profit in that monthly period (Period##Rev minus Period##MatCost minus Period##LabCost).

Period##GM

Indicates the gross margin percentage in that monthly period, computed as Gross Profit / Revenue * 100 for that month.

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Period##Hours

Indicates the planned or allocated labor hours in that monthly period.

Summation Rows

The Project Revenue/Cost Forecast report features the following colored summation rows:

- **Blue:** Grand Total row for all branches, departments, and projects.
- **Light Gray:** Department-level total row within each branch.
- **Light Yellow:** Project-level total row within each department.

Default Sorting

The Project Revenue/Cost Forecast report is ordered by default in the following manner:

#	Column	Method
1	Branch	Ascending
2	Department	Ascending
3	Project Start	Ascending

Summation rows (in blue, gray, or yellow) appear at the bottom of each grouping in the final output.

STRAIGHTLINE vs. MATLABOR Forecasting

1. STRAIGHTLINE Forecasting

STRAIGHTLINE forecasting evenly distributes project-related costs and efforts across all forecasted periods (e.g., weeks or months). Key Characteristics:

1. Even Distribution:
    - **Costs and Efforts:** Assumes that project expenses and labor efforts are spread uniformly over the entire forecast duration.
    - **Calculation:** Divides total projected costs and hours by the number of periods to allocate a consistent amount to each period.
2. Simplicity:
    - **Implementation:** Straightforward to implement due to its uniform approach.
    - **Maintenance:** Easy to maintain and understand, making it suitable for projects with predictable and steady workloads.
3. Assumptions:
    - **Consistent Progress:** Assumes that there are no significant fluctuations in project activities or expenses over time.
    - **Predictability:** Best suited for projects where tasks and costs are expected to proceed at a steady pace without major variations.
4. Cost Allocation:
    - Divides total material backlog cost and projected hours by the number of months to allocate them evenly across each period.

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2. MATLABOR Forecasting

MATLABOR forecasting (assuming it refers to a method based on actual dates or labor scheduling) allocates project costs and efforts based on specific dates, tasks, or labor requirements. Key Characteristics:

1. **Date-Based Distribution:** Assigns costs and hours to periods according to when tasks are planned or executed, allowing for variability
2. Flexibility:
    - **Adaptability:** Can accommodate changes in project scope, unexpected delays, or accelerated tasks by adjusting allocations accordingly.
    - **Detail-Oriented:** Provides a more granular and accurate reflection of project activities and associated costs.
3. Assumptions:
    - **Variable Progress:** Recognizes that project activities may not proceed uniformly, with peaks and troughs in workload and expenses.
    - **Realistic Planning:** Better suited for complex projects where tasks have varying durations and resource requirements.
4. Code Implementation Highlights:
    - **Task-Specific Allocation:** Assigns material and labor costs to periods based on delivery dates, shipment releases, or specific task completions, rather than distributing them evenly.

3. Comparative Overview

Aspect	STRAIGHTLINE Forecasting	MATLABOR Forecasting
Distribution Method	Evenly across all forecast periods	Based on specific dates, tasks, or labor schedules
Flexibility	Low – assumes consistent progress	High – accommodates variable project activities
Complexity	Simple and easy to implement	More complex due to date/task-based allocations
Accuracy	Less accurate for projects with fluctuating workloads	More accurate as it reflects actual project dynamics
Best Suited For	Projects with steady, predictable workloads and costs	Projects with varying tasks, milestones, and resource needs
Impact on Reporting	Provides a uniform view of costs and efforts	Offers a detailed and dynamic view aligned with project phases
Code Implementation	Divides total costs/hours by number of periods	Allocates costs/hours based on specific project data

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4. Business Implications

STRAIGHTLINE Forecasting:

- Pros:
    - **Simplicity:** Easy to understand and implement, reducing the risk of allocation errors.
    - **Consistency:** Provides a stable and predictable view of project finances, which is useful for budgeting and financial planning.
- Cons:
    - **Lack of Precision:** May not accurately reflect periods with higher or lower activities, leading to potential misalignments in financial reporting.
    - **Limited Flexibility:** Not ideal for projects with dynamic or unpredictable workflows.

MATLABOR Forecasting:

- Pros:
    - **Accuracy:** Aligns cost and effort allocations with actual project activities, enhancing the reliability of financial forecasts.
    - **Flexibility:** Can adapt to changes in project scope, timelines, and resource allocations, providing a more realistic financial overview.
- Cons:
    - **Complexity:** Requires detailed project data and more sophisticated implementation, which can increase the risk of errors if not managed properly.
    - **Maintenance:** May require ongoing adjustments as project dynamics change, demanding more resources for management.

5. Choosing the Right Method

When to Use STRAIGHTLINE Forecasting:

- **Predictable Projects:** Ideal for projects with a clear, steady progression without significant variations in workload or costs.
- **Simplified Reporting Needs:** Suitable when stakeholders require a straightforward financial overview without detailed breakdowns.

When to Use MATLABOR Forecasting:

- **Dynamic Projects:** Best for projects with fluctuating tasks, milestones, and resource allocations.
- **Detailed Financial Insights:** Necessary when accurate alignment between project activities and financial reporting is crucial for decision-making.

6. Conclusion

Understanding the distinction between **STRAIGHTLINE** and **MATLABOR** forecasting methods is essential for accurate financial planning and reporting in project management.

- **STRAIGHTLINE** offers simplicity and consistency, making it suitable for straightforward projects with uniform progress.

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- **MATLABOR** provides flexibility and accuracy, aligning financial forecasts with the actual dynamics of complex projects.

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30. Dashboard: Project Revenue/Cost Forecast Summary

Path: Live Data > ACCOUNTING
Report No: Q0278

Purpose

The purpose of the Project Revenue/Cost Forecast Summary report is to provide a high-level, forward-looking view of anticipated revenues, costs, gross profit, and labor hours for projects and, optionally, sales opportunities. It aggregates this financial forecast data into future monthly periods, offering insights into expected performance and resource utilization across different business segments. This specific version (Q0278) is tailored for dashboard display.

Benefits

- **Improved Financial Visibility**: Offers a clear summary of forecasted financial performance (revenue, cost, GP) over multiple future periods.
- **Enhanced Resource Planning**: Helps anticipate future labor hour requirements based on project and opportunity pipelines.
- **Proactive Performance Monitoring**: Enables early identification of trends in revenue, cost, and profitability on a periodic basis.
- **Strategic Decision Support**: Provides summarized data to support decisions regarding resource allocation, budget adjustments, and sales strategies.
- **Consolidated Overview**: Aggregates forecast data by company and branch, allowing for a quick assessment of financial outlook across different parts of the business.
- **Opportunity Insight**: When opportunities are included, it provides a glimpse into potential future work and its financial impact.

Used in Dashboard

Project Revenue/Cost Forecast Summary Dashboard: This report (Q0278) is specifically configured with Format = 'DASHBOARD' and is designed to power dashboard components. It typically feeds data into a grid display:

- Forecasted Revenue per Period
- Forecasted Gross Profit (GP) per Period
- Forecasted Total Cost per Period
- Forecasted Labor Hours per Period
  (All broken down by Company, Branch, and optionally including Opportunity data)

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Report Filters

The following parameters are used to define the scope of the Project Revenue/Cost Forecast Summary report:

Caption	Description	Type	Values	Default
Company	Filters the report for specific operating companies.	List	List of active companies, plus an 'ALL' option.	ALL
Branch	Filters data by specific branch(es).	List	List of branches, plus an 'ALL' option.	ALL
Department	Filters data by specific department(s).	List	List of system-defined departments, plus an 'ALL' option.	ALL
Labor Task Type	Intended to specify forecasting labor based on 'TASK' or 'SUBTASK' level. Note: System commentary indicates this parameter may no longer be actively used by the procedure.	List	TASK, SUBTASK	TASK
Project Category	Filters projects by their assigned category.	List	List of project categories (from General Code 'PROJCAT'), plus an 'ALL' option.	ALL
Project Sub Cat	Filters projects by their assigned sub-category.	List	List of project sub-categories (from General Code 'PROJSUBCAT'), plus an 'ALL' option.	ALL
Project Status	Filters projects by their status.	List	List of project statuses (from General Code 'PROJSTATUS'), plus an 'ALL' option.	ALL
Project Type	Filters projects by their assigned type.	List	List of project types (from General Code 'PROJTYPE'), plus an 'ALL' option.	ALL
Time Bill Category	Filters labor items by time billing category. This affects which labor items are included in calculations if a specific category is chosen.	List	List of time billing categories (from General Code 'TBCATEGORY'), plus an 'ALL' option.	ALL
Summary Only	This parameter is defined within the report's configuration but is not actively used by the underlying forecasting procedure for this 'DASHBOARD' format (Q0278).	List	NO, YES	NO
Project Mgr	Filters projects by the assigned Project Manager.	List	List of users designated with the 'PROJECT	ALL

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Caption	Description	Type	Values	Default
			MANAGER' job role, plus an 'ALL' option.	
Deferred	Filters projects based on their revenue deferral status.	List	ALL, DEFERRED ONLY, T&M ONLY	ALL
Project No.	Filters for a specific project number. In this Q0278 configuration, it's a placeholder (<<Project No.>>) and would typically be 'ALL' or a specific project if modified.	Text		
Include Opps	Determines whether to include sales opportunities in the forecast.	List	NO, YES	NO
Min Probability	If 'Include Opps' is 'YES', sets the minimum probability percentage for opportunities to be included. (Placeholder <<Min Probability>> in this Q0278 configuration).	Number		
# of Periods	Defines the number of future periods (months) for which the forecast will be generated.	List	6, 12, 18, 24	12

Inclusions/Exclusions

This report is configured to always include or exclude the following based on its 'DASHBOARD' format and underlying logic:

Type	Description
Inclusion	The report output is fixed to a 'DASHBOARD' format, providing a summarized, periodical view suitable for dashboard widgets.
Inclusion	Only records flagged as 'PROJECT' in the Projects information are considered for project-related forecasting.
Inclusion	For labor forecasting from project tasks, only tasks with an effort greater than zero are included.
Inclusion	The forecast considers project tasks whose status corresponds to states of 'PRE', 'ACTIVE', or an undefined (blank), as defined in task general code.
Exclusion	Admin projects are excluded from project task-based labor calculations.
Exclusion	When forecasting material costs from Orders, Order Items that are already 'SHIPPED', 'RETURNED', 'CANCELLED', or change ordered out via an 'ICO'/'CCO' are excluded.
Exclusion	Orders in 'DATAENTRY', 'CONFIRMED', or 'CANCELLED' status are excluded from contributing to material cost forecasts.
Inclusion	Projects are included in the forecast if their close date is in the future relative to the report's 'as of' date, or if their status is 'PRE', 'ACTIVE', or similar active phases.
Inclusion	If sales opportunities are included in the forecast, only those meeting or exceeding the 'Min Probability' filter value are factored in.

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Type	Description
Inclusion	When including opportunities, only those considered 'Active' (not yet Won or Lost, based on their Won/Lost General Code configuration) are included.
Exclusion	Quote Items from opportunities are excluded from cost/hour calculations if their parent Quote is in 'DATAENTRY', 'CLOSED', 'CANCELLED' status, or if the item is marked as optional.

Relevant System Configurations

The following system configurations can influence the data presented in this report:

- **JOBCOSTMETHOD**: This configuration setting dictates the method used by the system to calculate and recognize earned revenue for projects (e.g., percentage of completion based on costs, labor, or other factors). This directly impacts how forecasted revenue for projects is determined and spread across periods.
- **PROJECTFORECASTMETHOD**: This setting defines the default methodology (e.g., 'STRAIGHTLINE', 'MATLABOR' for material and labor actuals, 'REQUEST_Date' for using requested delivery dates) for forecasting project costs and labor hours if a project does not have a specific forecast method assigned to it. This affects how future costs and hours are distributed across the forecast periods.

Report Output

The Project Revenue/Cost Forecast Summary report, in its 'DASHBOARD' configuration (Q0278), delivers a summarized forecast of key financial and operational metrics. It aggregates data from active projects and, if selected, sales opportunities, projecting these figures into future monthly periods based on the chosen number of periods.
The output is structured by Company and Branch, and then chronologically by forecast Period (Month/Year). For each distinct combination, the report provides the total forecasted revenue, the portion of that revenue attributed to opportunities (if included), the calculated gross profit (GP), total forecasted costs (sum of material and labor), and total forecasted labor hours. This tabular summary is designed for easy consumption by dashboarding tools, offering a concise overview of expected financial trends and resource demands.

Report Columns

The **Project Revenue/Cost Forecast Summary** report is made up of the following columns, typically presented in a grid format:

Entity No.

Indicates the unique identifier of the company (financial entity) to which the forecasted figures pertain. Data is sourced from the company associated with each project or opportunity.

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Branch

Indicates the specific branch associated with the forecasted figures. For projects, this is the project's assigned branch. For opportunities, it reflects the opportunity's branch and is typically suffixed with ':Opps' to differentiate opportunity-derived forecasts.

Period

Shows the forecast period (formatted as YYYY-MM, e.g., "2024-08") for which the row's financial figures are projected.

Total Revenue

Displays the total amount of revenue forecasted to be recognized in this period for the given Entity No. and Branch. This includes revenue from both projects and, if the 'Include Opps' filter is 'YES', from sales opportunities. Project revenue forecasting depends on the JOBCOSTMETHOD system configuration and project progress, while opportunity revenue is generally spread over the expected duration of the opportunity.

Oppor Revenue

Shows the portion of the 'Total Revenue' for this period that is specifically forecasted from sales opportunities. This column will show zero if opportunities are not included via the report filters.

GP

Represents the forecasted Gross Profit for this period, calculated as the 'Total Revenue' for the period minus the 'Total Cost' for the same period.

Total Cost

Indicates the sum of all forecasted costs (material and labor) expected to be incurred in this period. For projects, costs are derived from unfulfilled Order Items (materials) and scheduled/remaining project tasks or labor line items (labor). For opportunities, costs are based on estimates from associated quotes. The distribution of these costs across periods is influenced by the project's or system's default PROJECTFORECASTMETHOD.

Hours

Displays the total number of labor hours forecasted for this period. This figure aggregates estimated hours from project tasks and, if opportunities are included, from labor components of opportunity quotes.

Default Sorting

The Project Revenue/Cost Forecast Summary report is ordered by default in the following manner:

#	Column	Method
1	Period	Ascending
2	Entity No.	Ascending
3	Branch	Ascending

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31. Report: Project Bookings / Revenue / Backlog

Path: Live Data > ACCOUNTING
Report No: Q0298

Purpose

The purpose of the *Project Bookings / Revenue / Backlog* report is to provide a consolidated view of project financial performance by period, including key metrics such as New Bookings, Previous Backlog, Total Backlog, Earned Revenue, and Gross Profit Backlog. By aggregating current and historical data, the report helps users analyze trends in project performance and understand how new projects and revenue recognition impact future backlogs.

Benefits

- Provides a comprehensive view of critical project financial metrics.
- Highlights trends in new bookings, revenue, and backlog across periods.
- Enables period-to-period comparisons for performance evaluation.
- Supports strategic planning with clear, aggregated financial data.
- Facilitates proactive management of deferred revenue recognition.
- Aids in identifying seasonal patterns in project performance.

Report Filters

Caption	Description	Type	Values	Default
Start Date	Sets the starting date for the period over which the report data is collected.	Time Period		
End Date	Sets the ending date for the period over which the report data is collected.	Time Period		
Entity	Filters the report data based on selected company or entity numbers.	List		ALL
Branch	Filters the report data based on selected branch values.	List		ALL

Inclusions/Exclusions

Type	Description
Inclusion	Only includes project records where the Deferred Revenue Flag is set to 'Y', ensuring that only projects recognized for deferred revenue are reported.

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Report Output

The report outputs a summarized view of project financial performance by period. It aggregates data for key metrics including New Bookings, Previous Backlog, Total Backlog, Earned Revenue, and Gross Profit Backlog, providing a clear snapshot of project performance over time.
When viewed in grid mode, the report displays detailed line items segmented by Branch and Department. This detailed view allows users to drill down into specific areas and identify performance variations across different business units.
The aggregation logic compares current period figures with historical data, demonstrating how the previous backlog, adjusted by new bookings and earned revenue, results in the current backlog. This clear presentation supports strategic planning, financial forecasting, and operational decision-making.

Report Columns

The **Project Bookings / Revenue / Backlog** report is made up of the following columns (in default display order):

As Of Date

Represents the reporting date for the data in the report. This column groups the financial metrics by the period over which the performance is analyzed.

Entity No.

Identifies the company or entity associated with the project.

Branch

Indicates the branch where the project activity is recorded.

Department

Indicates the profit center department responsible for the project.

New Bookings

Represents the net increase in the value of projects secured during the current reporting period. In practical terms, it reflects all the new orders (including adjustments made through change orders) that have altered the expected project value.

Previous Backlog

Represents the total value of projects that were pending at the end of the prior reporting period. This figure serves as a baseline and represents work that had not been completed or fully invoiced before the new period began. To verify this amount, refer to the previous period’s report or financial records where the ending backlog was documented.

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Total Backlog

Sums up the outstanding work or project value that remains at the end of the current reporting period. It is essentially a cumulative figure that adds the previous backlog to the new bookings and then adjusts for the revenue that has been earned.

Earned Revenue

Captures the portion of project revenue that has been recognized during the period. Rather than being a projection, this figure is based on actual progress made and goods or services delivered, making it an important indicator of performance.

G.P. Backlog

Stands for Gross Profit Backlog and represents the estimated profit from all outstanding projects. It is calculated by considering the projected revenue from these projects minus projected costs. This metric provides insight into the potential profitability of pending work.

Default Sorting

#	Column	Method
1	As Of Date	Descending
2	Entity No.	Ascending
3	Branch	Ascending
4	Department	Ascending

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32. Report: Variable Cost Forecast

Path: Live Data > ACCOUNTING
Report No: Q0283

Purpose

The purpose of the Variable Cost Forecast report is to provide a projection of future variable material costs associated with active projects. It helps in financial planning and resource allocation by showing expected costs spread across several upcoming periods, based on outstanding, non-labor order items.

Benefits

- Improved financial forecasting for project-related material costs.
- Enhanced budget management by anticipating future expenditures.
- Better visibility into cash flow requirements for upcoming material purchases.
- Informed decision-making for project timelines and procurement strategies.
- Proactive identification of potential cost fluctuations for materials.

Report Filters

Caption	Description	Type	Values	Default
Company	Specifies the company entity for which the forecast is generated.	List	List of Company Names	ALL
Branch	Filters the forecast by a specific branch.	List	List of Branches	ALL
Periods	Defines the number of future monthly periods for which the costs will be forecasted. The system defaults to 6 periods and allows a maximum of 12 periods.	Number		6
Base Currency	Selects the desired base currency for the report's financial context. Costs are primarily shown in their original transaction currency.	List	List of Currency Types	ALL

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Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Forecasts costs for Order Items that are not yet shipped, returned, or cancelled (statuses not in 'SHIPPED', 'RETURNED', 'CANCELLED', 'ICO', 'CCO').
Inclusion	Considers Orders that are approved and active (statuses not in 'DATAENTRY', 'CONFIRMED', 'CANCELLED').
Inclusion	Focuses on non-labor (e.g., material) costs by excluding items classified as 'Labor' (item type 'L') in master.
Inclusion	Cost forecast is based on the request date of the order items falling within the specified future periods.
Exclusion	Excludes order items that have already been shipped, returned, or cancelled via internal/customer change orders or direct cancellation.
Exclusion	Excludes Orders that are still in 'DATAENTRY' or 'CONFIRMED' status, or have been 'CANCELLED'.

Report Output

The report generates a forecast of variable costs, specifically material costs, for projects. It breaks down these anticipated costs over a user-defined number of future monthly periods. For each combination of company entity, branch, and project, the report lists the projected costs for each period. These costs are derived from outstanding Order Items (not yet shipped or cancelled, and not classified as labor) based on their scheduled delivery dates. The output provides a period-by-period view of expected material expenditures, aiding financial planning. Each period-specific cost column displays costs for a future month, with headers dynamically indicating the respective year and month.

Report Columns

The **Variable Cost Forecast** report is made up of the following columns (in default display order):

Entity

Indicates the company entity associated with the project for which costs are forecasted. This is derived from the project's company information.

Branch

Indicates the branch associated with the project.

Project No

Displays the project number. This column provides a drilldown capability to view more details about the project.

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Project Title

Indicates the title of the project, as sourced from project information.

Currency

Indicates the currency of the forecasted costs. This is intended to be derived from project or transaction currency information but may appear as an empty string in the current report version based on how data is aggregated.

Base Currency

Indicates the base currency intended for reference in the report. This column is defined in the report structure but is not populated with a value in the current version.

PeriodXX

Displays the forecasted variable material cost for the designated month. The column header dynamically updates at runtime (e.g., to 'YYYY-MM') to reflect the specific year and month for this period. Costs are aggregated from non-labor Order Items (linked to active, non-cancelled Orders) scheduled for delivery within this specific monthly period, excluding items that are already shipped, returned, or cancelled.

Default Sorting

The Variable Cost Forecast report is ordered by default in the following manner:

#	Column	Method
1	Entity	Ascending
2	Branch	Ascending
3	Project No	Ascending
4	Currency	Ascending

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33. Report: Variable Revenue Forecast

Path: Live Data > ACCOUNTING
Report No: Q0282

Purpose

The purpose of the Variable Revenue Forecast report is to project future variable revenue based on historical performance of specific General Ledger income accounts. It analyzes past revenue data over a defined number of periods, calculates an average, applies an optional adjustment factor, and presents this as a forecast.

Benefits

- Provides insight into potential future revenue streams from variable sources.
- Aids in financial planning and budgeting by offering a data-driven revenue projection.
- Helps identify trends in revenue for specific income accounts.
- Allows for scenario analysis by adjusting the variable factor percentage.
- Supports decision-making regarding resource allocation based on anticipated revenues.

Report Filters

Caption	Description	Type	Values	Default
Company	Specifies the company entity or entities for which the revenue forecast is generated.	List	List of companies	ALL
Variable Periods To Avg	Defines the number of past monthly periods (ranging from 1 to 24) of revenue data to be included in the calculation of the average revenue for the forecast.	Number		3
Base Currency	Selects the base currency for displaying the foreign exchange (FX) adjusted average revenue. If a base currency is chosen that differs from an account's transaction currency, an FX conversion is applied.	List	List of Currency Types	ALL
Variable Factor %	An adjustment percentage (e.g., 100 for 100%) applied to the calculated average historical revenue. This factor allows for manual adjustments to the forecast based on expected changes.	Number		100

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Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Revenue data is sourced from posted journal details for General Ledger accounts.
Inclusion	Includes GL accounts classified as 'INCOME' type.
Inclusion	Includes GL accounts specifically flagged for variable revenue reporting (where report13flag is 'Y' in the GL Account setup), regardless of their type.
Inclusion	Historical revenue data is aggregated from the number of past full months specified in the "Variable Periods To Avg" filter, up to the month preceding the current one.
Exclusion	Does not include revenue from GL accounts that are not of type 'INCOME' unless they are explicitly flagged for variable revenue reporting.

Report Output

The Variable Revenue Forecast report analyzes historical revenue data from selected General Ledger income accounts to project future performance. It gathers actual revenue figures for each specified account over a user-defined number of past months. For each account, the report then displays this historical monthly revenue data. Based on these historical figures, it calculates an average monthly revenue. This average is then multiplied by the "Variable Factor %" (inputted by the user) to produce an "Average Revenue" figure, which represents the forecasted monthly revenue. If a "Base Currency" is selected that differs from the transaction currency of the revenue, an "FX Average Revenue" is also calculated and displayed, showing the forecasted amount in the chosen base currency. The report lists each GL account, its historical performance over the selected periods, and the resulting calculated average/forecasted revenue.

Report Columns

The **Variable Revenue Forecast** report is made up of the following columns (in default display order):

Entity No.

Indicates the company entity associated with the General Ledger account.

Account No.

Displays the General Ledger account number. This column provides drilldown capability to view the GL account details.

Account Name

Indicates the name or description of the General Ledger account.

Currency

Indicates the original transaction currency of the revenue recorded for the General Ledger account.

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Base Currency

Displays the base currency selected in the report filters. This is used for the "FX Avg Revenue" calculation if it differs from the account's transaction currency.

Variable Revenue

Indicates if the General Ledger account is specifically flagged for variable revenue reporting ('Y') or if it's included due to being an 'INCOME' type account ('N'). Accounts where report13flag is 'Y' in their setup will show 'Y'.

Avg Revenue

Shows the calculated forecasted monthly revenue for the account. This is derived by taking the sum of revenues from the historical periods (Period00 to PeriodN, where N is based on the "Variable Periods To Avg" filter), dividing by the number of periods, and then multiplying by the "Variable Factor %".

FX Avg Revenue

Displays the "Avg Revenue" converted to the "Base Currency" selected in the report filters, using the system's defined exchange rates. If the account's currency is the same as the selected Base Currency, or if "ALL" is chosen for Base Currency, this will be the same as "Avg Revenue".

PeriodXX

Displays the actual historical revenue recorded for the General Ledger account in the designated month included in the averaging period. The column header dynamically updates at runtime (e.g., to 'YYYY-MM') to reflect the specific year and month.

Note: Columns from Period00 up to Period11 will be displayed based on the "Variable Periods To Avg" filter. For instance, if "3" is selected, only Period00, Period01, and Period02 will contain relevant historical data for averaging, though more period columns might be structurally present up to Period11.

Default Sorting

The Variable Revenue Forecast report is ordered by default in the following manner:

#	Column	Method
1	Variable Revenue	Descending
2	Entity No.	Ascending
3	Account No.	Ascending
4	Currency	Ascending

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34. Report: Project Backlog Projection

Path: Live Data > PROJECTS
Report No: Q0051

Purpose

The purpose of the Project Backlog Projection report is to provide a forward-looking view of anticipated revenue recognition from active projects. It calculates the current backlog for each project and distributes this amount over the upcoming 12 months based on project timelines, offering insights into future revenue streams.

Benefits

- **Improved Revenue Forecasting:** Predict future monthly revenue recognition based on the existing project backlog.
- **Enhanced Financial Planning:** Assists in budgeting and financial planning by visualizing expected income from projects.
- **Resource Allocation Insights:** Helps understand future workload and potential revenue generation by department and branch.
- **Project Health Monitoring:** Provides a snapshot of project financial status, including total projected revenue, earned revenue, and remaining backlog.
- **Cash Flow Visibility:** Offers an indication of future revenue inflow derived from ongoing project work.

Report Filters

Caption	Description	Type	Values	Default
As Of Date	Sets the reference date for calculating earned revenue, backlog, and the starting point for the 12-month projection.	Date		
Company	Filters the report to include projects associated with the selected company/legal entity.	List	List of companies (= ALL)	
Branch	Filters the report to include projects associated with the selected branch(es).	List	List of branches	ALL
Department	Filters the report by the project's assigned department.	List	List of departments	ALL
Category	Filters the report by project category.	List	List of values from General Code table where code type is 'PROJCAT'	ALL

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Sub Cat	Filters the report by project sub-category.	List	List of values from General Code table where code type is 'PROJSUBCAT'	ALL
Type	Filters the report by project type.	List	List of values from General Code table where code type is 'PROJTYPE'	ALL
Summary Only	Determines if the report shows detailed project lines (NO) or only summary totals (YES).	List	NO, YES	
Project Mgr	Filters the report to include projects managed by the selected Project Manager(s).	List	List of active users with the 'PROJECT MANAGER' job role	ALL
Deferred	Filters projects based on their deferred revenue status (e.g., show only deferred, only T&M, or all).	List	ALL, DEFERRED ONLY, T&M ONLY	ALL

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Includes projects that are either **not yet closed** as of the "As Of Date" filter OR have a status considered **'ACTIVE'** based on the 'PROJSTATUS' General Code configuration.
Inclusion	All financial calculations (Earned Revenue, Backlog, etc.) are based on project recorded up to the selected **"As Of Date"**.

Report Output

This report provides a detailed or summarized projection of project backlog revenue spread over the 12 months following the selected "As Of Date". It begins by calculating key financial figures for each included project, such as total Projected Revenue (based on orders), Earned Revenue (revenue recognized up to the "As Of Date"), and the resulting Backlog (Projected Revenue - Earned Revenue).
The core function of the report is to distribute the calculated Backlog amount evenly across the months remaining between the "As Of Date" and the project's scheduled End Date. This distribution is displayed in 12 separate monthly columns. The report presents data grouped by Branch and then by Department, providing subtotals for each grouping and a grand total for all included projects.

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Report Columns

The **Project Backlog Projection** report is made up of the following columns (in default display order):

Zoom Drilldown

Provides a link to navigate directly to the project definition form for the corresponding project.

Branch

Indicates the branch associated with the project.

Department

Indicates the department associated with the project.

Project No

The unique identifier for the project.

Title

The title or name assigned to the project.

Project Mgr

Indicates the User ID of the project manager assigned to the project. Sourced from Project information.

Projected Revenue

The total expected revenue for the project, calculated primarily from the sum of associated order values as determined by the system's project profit calculation logic.

Earned Revenue

The portion of the project's revenue recognized as earned up to the 'As Of Date', based on the project's completion percentage or billing rules as determined by the system's project profit calculation logic.

Backlog

The remaining unrecognized revenue for the project as of the 'As Of Date'. Calculated as Projected Revenue minus Earned Revenue.

End Date

Indicates the planned or actual end date of the project. Sourced from Project information. This date is used to determine the period over which the backlog is projected.

Monthly Backlog Projections (Next 12 Months)

These 12 columns display the projected revenue recognition for the 12 months starting from the month specified in the 'As Of Date' filter. The total Backlog amount is distributed evenly across the remaining months between the 'As

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Of Date' and the project's End Date (or proportionally if the end date falls within the 12-month window). Each column header indicates the specific month and year (e.g., 'Oct 24', 'Nov 24', etc.). If the project ends before the 12 months are up, subsequent monthly columns for that project will show zero.

Summation Rows

The Project Backlog Projection report features the following colored summation rows:

- **Light Yellow**: Summarizes all data points (Projected Revenue, Earned Revenue, Backlog, and all 12 monthly projection columns) for all projects within a specific **Department** (within a Branch).
- **Light Gray**: Summarizes all data points for all projects and departments within a specific **Branch**.
- **Blue**: Displays the **Grand Total**, summarizing all data points for all included projects across all branches and departments.

Default Sorting

The Project Backlog Projection report is ordered by default in the following manner:

#	Column	Method
1	Branch	Ascending
2	Department	Ascending
3	Project No	Ascending

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35. Report: Project GP Backlog Projection

Path: Live Data > PROJECTS
Report No: Q0055

Purpose

The purpose of the Project GP Backlog Projection report is to provide a forward-looking view of anticipated Gross Profit (GP) from ongoing projects. It helps businesses understand the expected future earnings from their project backlog, breaking down the projected GP over twelve future periods based on the selected 'As Of Date'.

Benefits

- Provides improved financial forecasting for project-based revenue and profitability.
- Offers enhanced visibility into the anticipated stream of gross profit from existing projects.
- Assists in better resource allocation by understanding future workload profitability.
- Supports informed decision-making regarding project prioritization and the capacity for new projects.
- Enables early identification of potential trends or deviations in projected GP.
- Contributes to strategic planning by offering insights into the longer-term financial health of projects.

Report Filters

Caption	Description	Type	Values	Default
As Of Date	Specifies the reference date for calculating current project financials and serves as the starting point for the 12-month Gross Profit projection.	Date		Today
Branch	Filters the report to include projects associated with the selected branch(es).	List	List of available branches	
Company	Filters the report to include projects belonging to the selected company(ies).	List	List of companies, with an 'ALL' option (represented by '').	
Department	Filters the report to include projects associated with the selected department(s).	List	List of user departments	
Category	Filters the report to include projects belonging to the selected project category(ies).	List	List of project categories (defined by General Code 'PROJCAT')	
Sub Cat	Filters the report to include projects belonging to the selected project sub-category(ies).	List	List of project sub-categories (defined by General Code 'PROJSUBCAT')	

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Caption	Description	Type	Values	Default
Type	Filters the report to include projects of the selected project type(s).	List	List of project types (defined by General Code 'PROJTYPE')	
Summary Only	Indicates whether to display only summary totals (YES) or include detailed project information (NO). The report inherently generates summary rows; this filter may control the visibility of detail rows.	List	NO, YES	
Project Mgr	Filters the report to include projects managed by the selected Project Manager(s).	List	List of active users designated as 'PROJECT MANAGER' in their job roles.	
Deferred	Filters projects based on their revenue deferral status: 'ALL' (includes all projects), 'DEFERRED ONLY' (only projects with deferred revenue), or 'T&M ONLY' (only projects not deferring revenue).	List	ALL, DEFERRED ONLY, T&M ONLY	

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Projects must have an associated customer.
Inclusion	Projects must be linked to a valid company.
Inclusion	Projects must have a valid project status defined in the general codes for 'PROJSTATUS'.
Inclusion	Projects that are either not yet closed (close date is on or after the selected 'As Of Date') OR are considered active based on their status (where 'CodeValue2' for 'PROJSTATUS' is 'ACTIVE' or blank).
Exclusion	Projects that are closed prior to the selected 'As Of Date' AND are not considered active based on their status.

Relevant System Configurations

POSUSPRECG: This configuration likely influences how Purchase Order suspense amounts are recognized and factored into the project profit calculations performed by an internal sub-procedure. This, in turn, affects the gross profit and backlog figures presented in the report.

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Report Output

The Project GP Backlog Projection report provides a detailed and summarized view of projected financial performance for selected projects. It lists individual projects, along with their key Gross Profit (GP) metrics: total Projected GP, Earned GP to date (as of the 'As Of Date'), and the remaining Backlog GP.
A core feature of this report is its 12-month forward-looking projection. The Backlog GP for each project is distributed across twelve subsequent months, starting from the month immediately following the 'As Of Date'. This allows users to visualize when the remaining GP is expected to be recognized.
The report is structured with rollup summaries. It provides subtotals for each Department (within a Branch), for each Branch (across its Departments), and a Grand Total for all projects included in the report, offering different levels of aggregation for analysis.

Report Columns

The **Project GP Backlog Projection** report is made up of the following columns (in default display order):

Zoom Drilldown

Provides a drilldown link to the Project definition form for the project in this row, allowing for quick access to detailed project information.

Branch

Indicates the branch associated with the project. For summary rows, this column displays identifiers like "[Branch Name] Total" for branch-level summaries or "Grand Total " for the overall report summary.

Department

Indicates the department associated with the project. For department-level summary rows, this column displays "[Department Name] Total". For higher-level summaries (Branch or Grand Total), this column is typically blank.

Project No

The unique identifier for the project. This column is blank on summary rows for Branch and Grand Totals.

Title

The descriptive title of the project. This column is blank on summary rows for Branch and Grand Totals.

Project Mgr

Indicates the Project Manager assigned to the project. This information is populated from the project details. This column is blank on summary rows.

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Projected GP

Shows the total anticipated Gross Profit for the project. This is calculated as the total project orders minus the sum of projected labor costs and projected Cost of Goods Sold (COGS), as determined by an internal profit calculation procedure. For summary rows, this shows the sum of Projected GP for the grouped projects.

Earned GP

Shows the Gross Profit earned on the project as of the 'As Of Date'. This is calculated as the earned revenue minus the actual total costs incurred up to the 'As Of Date', as determined by an internal profit calculation procedure. For summary rows, this shows the sum of Earned GP for the grouped projects.

Backlog GP

Shows the remaining Gross Profit expected from the project after the 'As Of Date'. This is calculated as the Total Projected GP minus the Earned GP. For summary rows, this shows the sum of Backlog GP for the grouped projects.

End Date

Indicates the planned or actual end date of the project. This information is populated from the project details. This column is blank on summary rows.

Projected GP - Month 1

The header for this column is dynamically generated based on the 'As Of Date' (e.g., if the 'As Of Date' results in May 2024 as the first projection month, the header will be 'May 24'). It displays the portion of the project's Backlog GP that is projected to be recognized in this first future month. The total Backlog GP is distributed across the 12 projection months, generally based on the project's remaining duration up to its end date. If the remaining backlog is less than the calculated portion for a month, the remaining backlog amount is shown. For summary rows, this shows the sum for the grouped projects.

Projected GP - Month X

The header for this column is dynamically generated (e.g., 'Jun 24'). It displays the portion of the project's Backlog GP projected for recognition in this future month, following the same calculation logic as Month 1. For summary rows, this shows the sum for the grouped projects.

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Summation Rows

The Project GP Backlog Projection report features the following colored summation rows:

Light Yellow: Appears for Department totals.

- The Branch column displays the specific Branch name.
- The Department column displays "[Department Name] Total".
- Summarizes: ProjectedGP, EarnedGP, Backlog GP, and the 12 monthly projected GP amounts for all projects within that specific Department and Branch.

Light Gray: Appears for Branch totals.

- The Branch column displays "[Branch Name] Total".
- The Department column is blank.
- Summarizes: ProjectedGP, EarnedGP, Backlog GP, and the 12 monthly projected GP amounts for all projects within that specific Branch (across all its departments).

Blue: Appears for the Grand Total.

- The Branch column displays "Grand Total ".
- The Department column is blank.
- Summarizes: ProjectedGP, EarnedGP, Backlog GP, and the 12 monthly projected GP amounts for all selected projects.

Default Sorting

The Project GP Backlog Projection report is ordered by default in the following manner, which includes the interspersion of summary rows:

#	Column	Method
1	Branch	Ascending
2	Department	Ascending
3	Project No	Ascending
4	Title	Ascending

Summary rows are integrated within this sort order according to their hierarchical level (Department totals, then Branch totals, then Grand Total).

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36. Report: Project Gross Profit Change

Path: Live Data > PROJECTS
Report No: Q0056

Purpose

The purpose of the Project Gross Profit Change report is to provide a comparative analysis of project financial performance between two user-defined dates. It tracks changes in earned revenue, costs, and gross profit, allowing users to monitor trends and identify significant shifts in project profitability over a specific period.

Benefits

- **Track Financial Performance Over Time**: Enables monitoring of how project profitability evolves between two distinct points in time.
- **Identify Profitability Trends**: Helps in recognizing patterns of increasing or decreasing gross profit for individual projects or groups of projects.
- **Support Project Review Meetings**: Provides key financial data to assess project health and make informed decisions during project reviews.
- **Aid in Financial Forecasting**: Offers insights into profit trajectories, assisting in more accurate financial planning and forecasting.
- **Facilitate Variance Analysis**: Allows for comparison of financial metrics at two dates, highlighting variances that may require investigation.
- **Improve Cost Management Awareness**: By showing changes in costs alongside revenue, it can highlight areas where cost control measures might be needed.
- **Evaluate Impact of Changes**: Helps assess the financial impact of specific events or changes that occurred between the two selected dates.

Report Filters

Caption	Description	Type	Values	Default
Company No	Filters the report data based on the selected operating company. '' represents all companies.	List	List of companies.	
Branch	Filters data based on the selected branch. 'ALL' represents all branches.	List	List of branches	
Department	Filters data based on the selected project department.	List	List of departments.	
Category	Filters data based on the selected project category. 'ALL' represents all categories.	List	List of project categories (defined in General Codes under 'PROJCAT'). 'ALL' represents all.	

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Caption	Description	Type	Values	Default
Type	Filters data based on the selected project type. 'ALL' represents all types.	List	List of project types (defined in General Codes under 'PROJTYPE'). 'ALL' represents all.	
Summary Flag	Determines if the report displays summary totals only (YES) or detailed project information (NO).	List	NO, YES	
Project Mgr.	Filters data for projects managed by the selected Project Manager. 'ALL' selects all Project Managers.	List	List of active users assigned the 'PROJECT MANAGER' job role.	
Start Date	The beginning date of the period for the first gross profit calculation. This date establishes the baseline for comparing profit changes.	Date		Today
End Date	The end date of the period for the second gross profit calculation. The report compares profit values as of this date against the "Start Date".	Date		Today

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Projects are included if their close date is on or after the report's "End Date" filter, OR if their project status is 'ACTIVE' (based on 'PROJSTATUS' general code configuration).
Inclusion	The financial calculations for earned revenue and costs are derived from the system's standard real-time project profit calculation logic (Calc_ProjectProfit).

Relevant System Configurations

POSUSPRECG: This configuration (found in ConfigData table with ConfigItem = 'POSUSPRECG') specifies the General Ledger account used for Purchase Order Suspense. Its setting influences how project costs related to purchase orders are captured and reflected in the gross profit calculations performed by the report.

Report Output

The Project Gross Profit Change report details the financial performance of projects by comparing key metrics at two specified dates: a "Start Date" and an "End Date". For each project meeting the filter criteria, the report presents its earned revenue, actual costs, gross profit, and gross profit percentage as of the "Start Date". It then shows the same set of metrics as of the "End Date".
Following these two snapshots, the report calculates and displays the changes between these dates: the change in earned revenue, the change in actual costs, and the resultant change in gross profit (both as an amount and as a

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percentage of the revenue change). This allows users to see not just the current state but also the financial trajectory of projects over the selected period.
The report can be viewed in a detailed per-project format or as a summary. When not in summary-only mode, it provides drilldown capabilities to the project definition. The output includes summation rows for totals by Department, Branch, and a Grand Total for all selected projects.

Report Columns

The **Project Gross Profit Change** report is made up of the following columns (in default display order):

Zoom Drilldown

Provides a drilldown link to the project definition form for the specific project. This column is displayed if the "Summary Flag" filter is set to "NO", allowing users to navigate directly to the project's detailed information. For summary rows, this column is not applicable.

Branch

Indicates the branch associated with the project or the summary row. For individual project rows, it displays the project's designated branch. For Department total rows, it shows the parent branch. For Branch total rows, it displays "[Branch Name] Total". For the Grand Total row, it displays "Grand Total".

Department

Indicates the department associated with the project or the summary row. For individual project rows, it displays the project's department. For Department total rows, it displays "[Department Name] Total". This column is blank for Branch total and Grand Total rows.

Project No.

The unique identifier for the project. This column is blank for Department total, Branch total, and Grand Total rows.

Title

The title or description of the project. This column is blank for Department total, Branch total, and Grand Total rows.

Project Mgr

Indicates the Project Manager assigned to the project, derived from project information. This column is blank for Department total, Branch total, and Grand Total rows.

Earned (Start Date)

Shows the total earned revenue for the project as of the specified "Start Date". This value is determined by the system's standard project profit calculation logic. For summary rows, this column displays the sum of this metric for the grouped projects.

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Cost (Start Date)

Shows the total actual costs (including material, labor, and other direct costs) incurred for the project as of the specified "Start Date". This value is determined by the system's standard project profit calculation logic. For summary rows, this column displays the sum of this metric for the grouped projects.

Gross Profit (Start Date)

Represents the project's gross profit as of the "Start Date", calculated as "Earned (Start Date)" minus "Cost (Start Date)". For summary rows, this column displays the sum of this metric for the grouped projects.

GP % (Start Date)

The gross profit percentage as of the "Start Date". It is calculated as ("Gross Profit (Start Date)" / "Earned (Start Date)") * 100. If "Earned (Start Date)" is zero, this value will be 0. For summary rows, this represents the aggregated percentage for the group.

Earned (End Date)

Shows the total earned revenue for the project as of the specified "End Date". This value is determined by the system's standard project profit calculation logic. For summary rows, this column displays the sum of this metric for the grouped projects.

Cost (End Date)

Shows the total actual costs incurred for the project as of the specified "End Date". This value is determined by the system's standard project profit calculation logic. For summary rows, this column displays the sum of this metric for the grouped projects.

Gross Profit (End Date)

Represents the project's gross profit as of the "End Date", calculated as "Earned (End Date)" minus "Cost (End Date)". For summary rows, this column displays the sum of this metric for the grouped projects.

GP % (End Date)

The gross profit percentage as of the "End Date". It is calculated as ("Gross Profit (End Date)" / "Earned (End Date)") * 100. If "Earned (End Date)" is zero, this value will be 0. For summary rows, this represents the aggregated percentage for the group.

Earned Revenue Change

The change in earned revenue between the "Start Date" and "End Date", calculated as "Earned (End Date)" minus "Earned (Start Date)". For summary rows, this column displays the sum of this metric for the grouped projects.

Cost Change

The change in actual cost between the "Start Date" and "End Date", calculated as "Cost (End Date)" minus "Cost (Start Date)". For summary rows, this column displays the sum of this metric for the grouped projects.

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Gross Profit Change

The change in gross profit between the "Start Date" and "End Date", calculated as "Gross Profit (End Date)" minus "Gross Profit (Start Date)". For summary rows, this column displays the sum of this metric for the grouped projects.

Gross Profit % of Revenue Change

Represents the gross profit margin on the change in revenue. It is calculated as ("Gross Profit Change" / "Earned Revenue Change") * 100. If "Earned Revenue Change" is zero, this value will be 0. For summary rows, this represents the aggregated percentage for the group.

Summation Rows

The Project Gross Profit Change report features the following colored summation rows:

Light Yellow: Summarizes all projects within a specific Department (under a Branch).

- The row displays totals for all financial columns: Earned (Start Date), Cost (Start Date), Gross Profit (Start Date), GP % (Start Date), Earned (End Date), Cost (End Date), Gross Profit (End Date), GP % (End Date), Earned Revenue Change, Cost Change, Gross Profit Change, and Gross Profit % of Revenue Change.
- The "Branch" column indicates the parent branch, and the "Department" column shows "[Department Name] Total".
- Project-specific details (Project No., Title, Project Mgr) are blank.

Light Gray: Summarizes all projects within a specific Branch (across all its departments).

- The row displays totals for all financial columns, similar to the Department total.
- The "Branch" column shows "[Branch Name] Total".
- Department and project-specific columns (Department, Project No., Title, Project Mgr) are blank.

Blue: Represents the Grand Total for all projects included in the report, across all selected Branches and Departments.

- The row displays overall totals for all financial columns.
- The "Branch" column shows "Grand Total".
- Other identifying columns (Department, Project No., Title, Project Mgr) are blank.

Default Sorting

The Project Gross Profit Change report is ordered by default in the following manner:

#	Column	Method
1	Branch	Ascending
2	Department	Ascending
3	Project No.	Ascending
4	Title	Ascending

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37. Report: Project Forecast Snapshot Analysis

Path: Live Data > BI Data
Report No: Q0304

Purpose

The purpose of the Project Forecast Snapshot Analysis report is to provide a comparative view of project financial and labor hour metrics between a selected historical forecast snapshot and the current actual project data. This allows users to analyze variances and assess forecast accuracy over time for specific projects or groups of projects.

Benefits

- **Variance Analysis:** Quickly identify differences between forecasted and actual revenue and hours for projects.
- **Forecast Accuracy:** Evaluate how well past project forecasts aligned with actual performance.
- **Performance Monitoring:** Track project financial health and resource utilization trends against historical benchmarks.
- **Decision Support:** Inform future forecasting and project management decisions based on historical performance analysis.
- **Targeted Review:** Focus on projects with significant variances between snapshot forecast and actual results.

Report Filters

Caption	Description	Type	Values	Default
Snap Shot	Select the specific historical snapshot name to compare against current actuals.	List	List of available Snapshot Names	
Entity	Select one or more Q360 financial entities (companies) to include in the report.	List	List of companies	User's Entity
Branch	Select one or more branches to filter the projects included in the analysis.	List	List of Branches	ALL
Project Type	Select one or more project types (defined in General Codes with type UNIFIEDTYP) to filter the report.	List	List of active Project Types	ALL

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Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Only includes snapshot data specifically linked to 'Project' records within the snapshot information (OneDashBoardSnapShot).
Inclusion	Compares snapshot data to the corresponding actual project data found in the BI Data Project Delta information (BIDATAProjectDelta), matching by project and month.
Exclusion	Excludes Admin projects.

Report Output

This report presents a detailed comparison between key project metrics captured in a selected historical snapshot and the corresponding actual metrics recorded up to the present (sourced from BI Data Project Delta information). For each project matching the filter criteria, it displays the snapshot date, forecast period, project details (branch, PM, number, type, customer), and then juxtaposes the forecasted revenue and hours from the snapshot with the actual earned revenue and hours. It calculates and displays the delta (difference) between snapshot and actual values for both revenue and hours, as well as the percentage variance for revenue. This allows for a clear analysis of how project performance has deviated from the historical forecast.

Report Columns

The **Project Forecast Snapshot Analysis** report is made up of the following columns (in default display order):

Snapshot Date

Indicates the date when the historical project forecast snapshot was taken.

Forecast Period

Indicates the specific month (formatted as YYYY-MM) the snapshot data pertains to. This column is used for grouping the report data.

Branch

Indicates the branch associated with the project.

P.M.

Indicates the Project Leader (Project Manager) assigned to the project.

Project No.

Displays the unique identifier for the project. This field includes a zoom drilldown capability to navigate directly to the Project screen.

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Type

Indicates the type assigned to the project, typically classifying the nature or category of the work (e.g., Installation, Service).

Customer Name

Displays the name of the customer associated with the project. This field includes a zoom drilldown capability to navigate directly to the Customer screen.

Snapshot Rev

Shows the total revenue amount forecasted for the project in the selected historical snapshot for the specified period.

Actual Rev

Shows the actual earned revenue recorded for the project corresponding to the snapshot's period, sourced from the BI Data Project Delta information.

Rev %

Calculates and displays the percentage difference between the Actual Revenue and the Snapshot Revenue. The calculation is: (Actual Rev / Snapshot Rev) * 100. Note: Division by zero is handled gracefully.

Delta Revenue

Calculates the difference between the Actual Revenue and the Snapshot Revenue (Actual Rev - Snapshot Rev). This highlights the monetary variance from the forecast.

Snapshot Hours

Shows the total labor hours forecasted for the project in the selected historical snapshot for the specified period.

Actual Hours

Shows the actual earned labor hours recorded for the project corresponding to the snapshot's period, sourced from the BI Data Project Delta information.

Delta Hours

Calculates the difference between the Actual Hours and the Snapshot Hours (Actual Hours - Snapshot Hours). This highlights the variance in labor hours from the forecast.

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Summation Rows

The Project Forecast Snapshot Analysis features the following summation rows:
Grand Total: A final row summarizing key numeric columns across all projects displayed in the report.

- Totals are provided for: Snapshot Rev, Actual Rev, Delta Revenue, Snapshot Hours, Actual Hours, Delta Hours.
- An overall calculated expression is provided for: Rev %.

Default Sorting

The **Project Forecast Snapshot Analysis** report is ordered by default in the following manner:

#	Column	Method
1	Snapshot Date	Ascending
2	Forecast Period	Ascending
3	Customer Name	Ascending

Creating Forecast Snapshots

The data analyzed by the **Project Forecast Snapshot Analysis** report originates from snapshots created periodically. These snapshots capture project forecast information (revenue, costs, hours) at a specific point in time. Creating these snapshots is typically managed through Q360's Background Job functionality.

How Snapshots are Created

1. **Background Job Setup:** A scheduled Background Job is configured with(accessible via *Maintenance* > *Background Jobs*).
2. **Job Purpose:** The primary purpose of this job is to execute a specific system process (the dbo.ProjectRevenueCostForecast_List procedure) that calculates the project forecasts based on current project data and settings.
3. **Snapshot Naming:** Within the job's SQL configuration, a unique name is typically generated for each snapshot run, often incorporating the date and time (e.g., "Project Forecast 2025-04-30 14:54"). This ensures each snapshot is distinct.
4. **Execution:** The job runs the dbo.ProjectRevenueCostForecast_List process, passing it the generated snapshot name. Other parameters can also be configured in the job's SQL to define the scope of the forecast, such as:
    - **Company/Entity:** Specify which Q360 company data to include.
    - **Branch:** Filter by specific branches.
    - **Number of Periods:** Define how many future periods (months or weeks) the forecast should cover.
    - **Time Unit:** Set whether the forecast periods are Months or Weeks.
    - **Format:** Typically set to 'Detail' to capture the necessary granularity.

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5. **Data Storage:** The process calculates the forecast details (revenue, material cost, labor cost, labor hours, etc.) for the specified scope and saves this data into the snapshot storage (OneDashboardSnapShot) using the unique name generated in step 3.
6. **Report Availability:** Once the background job completes successfully, the newly created snapshot (identified by its unique name) becomes available for selection in the "Snap Shot" filter of the **Project Forecast Snapshot Analysis** report.

By scheduling this background job (e.g., daily, weekly, or monthly), businesses can consistently capture forecast data, enabling historical comparison and variance analysis using this report. Consult your Q360 System Administrator for assistance in setting up or modifying the snapshot generation background job.

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38. Report: Profitability - Completed Projects

Path: Live Data > PROJECTS
Report No: Q0050

Purpose

The purpose of the Profitability - Completed Projects report is to provide a detailed analysis of the financial performance of projects that have been officially closed within a selected date range. It compares budgeted, projected, and actual financial figures, including revenue, cost, gross profit, and gross profit percentage, to help evaluate project success and identify trends.

Benefits

- Evaluate the final financial success of completed projects against their initial budgets.
- Analyze actual revenue, costs, and gross profit margins achieved.
- Identify trends in profitability across different project types, categories, departments, or branches.
- Assess the performance of project managers and sales representatives based on completed project outcomes.
- Inform future project quoting and budgeting processes with historical performance data.
- Support financial analysis and reporting by providing consolidated profitability figures for closed projects.
- Gain insights into the accuracy of project estimation and cost control measures.

Report Filters

Caption	Description	Type	Values	Default
Closed On/After	Filters projects based on their close date, including this date and later.	Date		Today
Closed On/Before	Filters projects based on their close date, including this date and earlier.	Date		Today
Company	Selects the company associated with the projects.	List	List of companies	Current User's Company
Branch	Selects the operational branch associated with the projects.	List	List of Branches	Current Branch
Department	Selects the department assigned to the projects.	List	List of Departments	ALL
Category	Selects the category code assigned to the projects.	List	List of Project Categories (PROJCAT)	ALL
Type	Selects the type code assigned to the projects.	List	List of Project Types (PROJTYPE)	ALL

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Caption	Description	Type	Values	Default
Summary Only	If 'YES', shows only total summary rows; if 'NO', shows individual project details.	List	NO, YES	NO
Project Mgr	Selects the Project Manager assigned to the projects.	List	List of active users with the 'PROJECT MANAGER' job role	ALL
Sales Rep	Selects the Sales Representative assigned to the projects.	List	List of active users with the 'SALES' job role	ALL

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Only includes projects whose status (defined in General Codes for 'PROJSTATUS') is configured as 'POST' state.
Exclusion	Excludes projects that have not reached a 'POST' state, typically meaning they are not fully closed/completed.

Report Output

This report provides a financial summary of completed projects within the specified date range and criteria. It presents key performance indicators comparing budgeted, projected (forecasted final), and earned (actual) financial results for each project. Key metrics include revenue, cost, gross profit (GP), and gross profit percentage (GPP), alongside estimated and actual hours. The report can optionally display only summary totals by Branch and Department or include details for each individual project, controlled by the "Summary Only" filter. Data is aggregated using roll-up calculations to provide totals at the Department, Branch, and Grand Total levels, indicated by specific summation row colors.

Report Columns

The Profitability - Completed Projects report is made up of the following columns (in default display order):

Zoom Drilldown

Provides a link to drill down into the specific Project definition form for the corresponding project row.

Branch

Indicates the operational branch associated with the project.

Department

Indicates the department associated with the project.

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Project No

The unique identifier for the project.

Company

Indicates the name of the customer associated with the project, derived from Customer information.

Title

Indicates the title or name of the project.

Type

Indicates the type code associated with the project.

Category

Indicates the category code associated with the project.

Sub Category

Indicates the sub-category code associated with the project.

Project Mgr

Indicates the User ID of the Project Manager assigned to the project.

Sales Rep

Indicates the User ID of the Sales Representative associated with the project.

Budgeted Revenue

Shows the total budgeted revenue amount for the project as defined in the project budget information.

Budgeted Cost

Shows the total budgeted cost for the project, calculated from the project budget information as the sum of budgeted expenses, budgeted labor cost (hours * rate), budgeted miscellaneous costs, and budgeted subcontractor costs.

Budgeted Gross Profit

Shows the budgeted gross profit, calculated as Budgeted Revenue minus Budgeted Cost.

Budgeted Gross Profit %

Shows the budgeted gross profit percentage, calculated as (Budgeted Gross Profit / Budgeted Revenue) * 100.

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Projected Revenue

Shows the total projected revenue for the project, typically representing the sum of approved order values related to the project as calculated by the system's project profit calculation logic.

Projected Cost

Shows the total projected cost to complete the project, calculated by the system's project profit calculation logic as the sum of purchase order commitments, projected cost of goods sold, and projected labor costs.

Projected Gross Profit

Shows the projected gross profit, calculated as Projected Revenue minus Projected Cost.

Projected Gross Profit %

Shows the projected gross profit percentage, calculated as (Projected Gross Profit / Projected Revenue) * 100.

Earned Revenue

Shows the revenue recognized or earned for the project based on the system's revenue recognition rules (often tied to percent complete or billing), as calculated by the project profit calculation logic.

Earned Cost

Shows the actual incurred cost for the project up to the report's 'End Date', calculated by the system's project profit calculation logic as the sum of actual cost of goods sold, vendor invoice costs, and actual logged labor costs.

Earned Gross Profit

Shows the earned (actual) gross profit, calculated as Earned Revenue minus Earned Cost.

Earned Gross Profit %

Shows the earned (actual) gross profit percentage, calculated as (Earned Gross Profit / Earned Revenue) * 100.

Estimated Hours

Shows the total projected or estimated labor hours required to complete the project, as calculated by the system's project profit calculation logic.

Actual Hours

Shows the actual labor hours logged against the project up to the report's 'End Date', as calculated by the system's project profit calculation logic.

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Summation Rows

The Profitability - Completed Projects report features the following colored summation rows:

- **Light Yellow**: Summarizes all financial and hour metrics for projects within a specific Department within a Branch.
- **Light Gray**: Summarizes all financial and hour metrics for projects within a specific Branch.
- **Blue**: Provides a grand total summary for all financial and hour metrics across all included projects.

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39. Report: Closed Project WIP

Path: Live Data > BI Data
Report No: Q0018

Purpose

The purpose of the Closed Project WIP report is to provide a detailed financial and operational snapshot of projects that were closed within a specified date range. It utilizes historical Work-In-Progress (WIP) data to analyze projected versus earned performance metrics like revenue, costs, gross profit, and labor hours as recorded at the time the projects were active within the selected timeframe.

Benefits

- Provides insights into the final financial performance of completed projects.
- Allows comparison of projected profitability (revenue, costs, GP, GM%, GPHR) against actual earned results based on historical WIP data.
- Helps analyze backlog, invoicing status (over/under billed), and cash flow (paid amounts) for closed projects based on their status within the specified period.
- Facilitates performance reviews by Branch, Department, Project Manager, or Sales Rep for closed projects.
- Supports financial closing processes by providing historical WIP values for projects closed in a specific period.
- Identifies trends in project profitability and execution efficiency over time by analyzing cohorts of closed projects.

Report Filters

Caption	Description	Type	Values	Default
Entity No.	Filters the report to include projects associated with the selected legal financial entity (Company).	List	List of active Companies	
Branch	Filters the report to include projects associated with the selected branch(es).	List	List of active Branches	
Department	Filters the report to include projects associated with the selected department(s).	List	List of active Departments	
Start Date	Specifies the start date for the range in which projects must have been closed to be included.	Date		Today
End Date	Specifies the end date for the range in which projects must have been closed, and also the 'as of' date for the WIP data.	Date		Today

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Caption	Description	Type	Values	Default
Type	Filters the report to include projects matching the selected project type.	List	List of active Project Types (PROJTYPE)	
Category	Filters the report to include projects matching the selected project category.	List	List of active Project Categories (PROJCAT)	
Summary	Select 'YES' to display only summary total rows (Department, Branch, Grand Total); 'NO' to include project details.	List	NO, YES	
Project Mgr	Filters the report to include projects managed by the selected project manager.	List	List of active users with 'PROJECT MANAGER' role	
Sales Rep	Filters the report to include projects associated with the selected sales representative.	List	List of active Users	
Project No.	Filters the report for a single, specific project number.	Text		
Deferred Only	Select 'YES' to include only projects flagged for deferred revenue; 'NO' to include all projects.	List	NO, YES	

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Includes only projects whose Close Date falls within the selected Start Date and End Date range.
Inclusion	Utilizes data from historical WIP snapshots (BIDATAPROJECTWIP information) where the snapshot's As Of Date is within the selected Start Date and End Date range.
Inclusion	For each included project, the report uses the data from the *single latest* WIP snapshot available within the specified Start Date / End Date period (As Of Date).
Inclusion	If the Deferred Only filter is set to 'YES', the report only includes projects that were flagged for deferred revenue in the selected WIP snapshot. Otherwise (if 'NO'), this flag status is ignored.

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Report Output

This report provides a summarized view of key financial and operational metrics for projects that were closed within the specified date range. For each closed project matching the filter criteria, it retrieves the latest available Work-In-Progress (WIP) data snapshot recorded within that same date range.
The output presents both projected figures (revenue, material cost, labor cost, sub-contractor cost, miscellaneous cost, gross profit, gross margin percentage, labor hours, and gross profit per hour) and the corresponding earned figures based on the selected WIP snapshot. Additionally, it shows the total amount invoiced, total amount paid, calculated over/under billing amounts, and the remaining revenue and gross profit backlog derived from that snapshot.
The report aggregates this data, providing subtotals for each Department and Branch, and concludes with a Grand Total for all included projects. Users can choose to view only these summary rows or include the detailed data for each individual project.

Report Columns

The **Closed Project WIP** report is made up of the following columns (in default display order):

Zoom Drilldown

Allows drilling down to the specific Project form for the corresponding project row.

Branch

Indicates the branch associated with the project.

Department

Indicates the department associated with the project.

Project No

The unique identifier for the project. Allows drilling down to the Project form.

Title

The title or name assigned to the project.

Proj Leader

Indicates the User ID of the assigned Project Manager for the project.

Sales Rep

Indicates the User ID of the assigned Sales Representative for the project.

Proj Rev

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Shows the total projected revenue for the project, derived from the latest relevant WIP snapshot (BIDATAPROJECTWIP information).

Proj Mat

Shows the total projected material cost for the project, derived from the latest relevant WIP snapshot.

Proj Lab

Shows the total projected labor cost for the project, derived from the latest relevant WIP snapshot.

Proj Sub

Shows the total projected sub-contractor cost for the project, derived from the latest relevant WIP snapshot.

Proj Misc.

Shows the total projected miscellaneous cost for the project, derived from the latest relevant WIP snapshot.

Proj GM

Displays the calculated projected Gross Margin percentage for the project, based on the latest relevant WIP snapshot. This is calculated as (Proj GP / Proj Rev) * 100. The calculation is performed only if Proj Rev is not zero.

Proj GP

Shows the total projected Gross Profit for the project (Proj Rev - Proj Mat - Proj Lab - Proj Sub - Proj Misc.), derived from the latest relevant WIP snapshot.

Proj Hrs

Shows the total projected labor hours for the project, derived from the latest relevant WIP snapshot.

Proj GPHR

Displays the calculated projected Gross Profit Per Hour for the project, based on the latest relevant WIP snapshot. This is calculated as (Proj GP / Proj Hrs). The calculation is performed only if Proj Hrs is not zero.

Earn Rev

Shows the total earned revenue recognized for the project as of the latest relevant WIP snapshot date.

Earn Mat

Shows the total earned material cost recognized for the project as of the latest relevant WIP snapshot date.

Earn Lab

Shows the total earned labor cost recognized for the project as of the latest relevant WIP snapshot date.

Earn Sub

Shows the total earned sub-contractor cost recognized for the project as of the latest relevant WIP snapshot date.

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Earn Misc.

Shows the total earned miscellaneous cost recognized for the project as of the latest relevant WIP snapshot date.

Earn GM

Displays the calculated earned Gross Margin percentage for the project, as of the latest relevant WIP snapshot date. This is calculated as (Earn GP / Earn Rev) * 100. The calculation is performed only if Earn Rev is not zero.

Earn GP

Shows the total earned Gross Profit for the project (Earn Rev - Earn Mat - Earn Lab - Earn Sub - Earn Misc.), as of the latest relevant WIP snapshot date.

Earn Hrs

Shows the total earned labor hours recorded for the project as of the latest relevant WIP snapshot date.

Earn GPHR

Displays the calculated earned Gross Profit Per Hour for the project, as of the latest relevant WIP snapshot date. This is calculated as (Earn GP / Earn Hrs). The calculation is performed only if Earn Hrs is not zero.

Invoiced

Shows the total amount invoiced to the customer for the project, as of the latest relevant WIP snapshot date.

Paid

Shows the total amount paid by the customer against invoices for the project, as of the latest relevant WIP snapshot date.

Over Bill

Shows the calculated over-billing amount (Invoiced - Earn Rev), if positive, indicating the extent to which invoicing is ahead of recognized revenue as of the latest WIP snapshot date.

Under Bill

Shows the calculated under-billing amount (Earn Rev - Invoiced), if positive, indicating the extent to which recognized revenue is ahead of invoicing as of the latest WIP snapshot date.

Back Log

Shows the remaining revenue backlog (Proj Rev - Earn Rev) for the project, based on the latest relevant WIP snapshot.

GM Back Log

Shows the remaining Gross Profit backlog (Proj GP - Earn GP) for the project, based on the latest relevant WIP snapshot.

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Start Date

Indicates the official start date recorded for the project in Project information.

Close Date

Indicates the date the project was officially closed, recorded in Project information.

Summation Rows

The Closed Project WIP report features the following colored summation rows:

- **Light Yellow**: Represents a Department Total row. It summarizes all numeric columns (Projected/Earned Revenue, Costs, GP, GM, Hours, GPHR, Invoiced, Paid, Billing Status, Backlog) for all projects listed within that specific Department (and Branch).
- **Light Gray**: Represents a Branch Total row. It summarizes all numeric columns for all projects listed within that specific Branch.
- **Blue**: Represents the Grand Total row. It summarizes all numeric columns for all projects included in the report based on the selected filters.

Default Group / Sorting

The report uses grouping with rollup calculation to generate summary rows. The output is implicitly ordered by the structure generated by the rollup: individual project rows appear first, followed by their Department totals, then Branch totals, and finally the Grand Total row. Within each level, the exact order of projects, departments, or branches might vary based on internal database processing unless explicitly sorted by other columns (which is not the default here).

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40. Quick View: Call Profit

Path: Service > Quick Views

Purpose

The purpose of the Call Profit quick view is to provide a comprehensive financial analysis of individual service calls. It allows users to review the profitability of each call by comparing total revenues against the associated material, labor, and other miscellaneous costs. This view is essential for financial oversight and performance management within the service department.

Benefits

- **Analyze Profitability:** Quickly assess the financial performance of each service call to identify profitable and unprofitable work.
- **Cost Control:** Monitor detailed cost components such as materials, labor, and vouchered expenses to identify areas for cost reduction.
- **Informed Decision-Making:** Use detailed financial data to make strategic decisions regarding service pricing, resource allocation, and operational efficiency.
- **Performance Tracking:** Filter and sort calls by technician, department, or call type to track performance and identify trends.
- **Enhanced Financial Oversight:** Gain a clear and consolidated view of the financial health of the service operations.

Filters

Caption	Description	Type	Default
Company No.	Filters service calls for one or more specific companies.	List	ALL
Branch	Filters service calls associated with a specific branch or all branches.	List	ALL
Department	Filters service calls associated with a specific department or all departments.	List	ALL
Call Type	Filters service calls by their type (e.g., T&M, Warranty).	List	ALL
CSR/Tech	Filters service calls assigned to a specific Customer Service Representative (CSR) or technician.	List	ALL
Status	Filters service calls by their status (e.g., OPEN, COMPLETE, CLOSED).	List	ALL
Time Period	Filters service calls based on their creation date falling within a selected time frame (e.g., Today, Yesterday, Prior 60 Days).	List	Today

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Output

The Call Profit quick view displays a detailed grid of service calls, with each row representing a single call and its associated financial data. The output is generated by calculating the revenue from invoices and subtracting all related costs, including materials, labor, vouchered expenses, and miscellaneous costs. This provides a clear picture of the profitability for each service call, including the profit amount and margin percentage. The grid also includes operational details such as the assigned technicians and total hours logged, offering a complete overview for analysis.

Quick View Columns

The Call Profit quick view is made up of the following columns (in default display order):

Column Name	Description
Call #	The unique identifier for the service call.
Date	The creation date and time of the service call.
Company	The name of the customer company for whom the service call was created.
Site	The specific customer site location where the service was performed.
CSR	The Customer Service Representative assigned to manage the service call.
Problem Code	The code that categorizes the primary issue or reason for the service call.
Call Type	The classification of the service call, such as Time & Materials (T&M) or Warranty.
Branch	The internal branch responsible for executing the service call.
Department	The internal department responsible for the service call.
Status	The current operational status of the service call (e.g., OPEN, COMPLETE, CLOSED).
Model	The model of the product or equipment associated with the service call.
Type	The type or category of the product or equipment being serviced.
Invoice	The total revenue generated from invoices billed to the customer for this service call.
Material Cost	The total cost of goods (materials and parts) consumed on the service call.
Labor Cost	The total cost of all labor hours logged by technicians on the service call.
Vouchered	The total cost from vendor invoices (vouchers) that are directly associated with the service call.
Total Cost	The calculated sum of all costs incurred for the service call, including Material Cost, Labor Cost, Vouchered costs, and miscellaneous expenses.
Profit	The net profit calculated for the service call (Invoice - Total Cost).
Margin	The profit margin percentage, calculated as (Profit / Invoice) * 100.
Actual Hours	The total number of hours logged by all technicians on the service call.
Tech 1	The primary technician assigned to the service call.
Tech 2	The secondary technician assigned to the service call, if applicable.

Default Sorting

The Call Profit quick view is ordered by default in the following manner:

#	Column	Method
1	Date	Ascending

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41. Report: Call WIP

Path: Live Data > BI Data
Report No: Q0016

Purpose

The purpose of the Call WIP report is to provide a detailed financial overview of Service Call Work-In-Progress (WIP) as of a user-selected date. It summarizes key performance indicators such as earned revenue, various cost components (material, labor, subcontractor, miscellaneous), gross profit, gross margin, invoiced amounts, and paid amounts. This enables comprehensive tracking of financial health and performance for ongoing and recently closed service operations, facilitating informed decision-making and financial analysis.

Benefits

- **Monitor Financial Health**: Track the financial status of ongoing Service Calls to ensure profitability and identify potential issues early.
- **Profitability Analysis**: Analyze Gross Profit (GP) and Gross Margin (GM) for individual Service Calls, departments, and branches.
- **Revenue Recognition**: Understand earned revenue and how it compares to invoiced and paid amounts for Service Calls.
- **Cost Management**: Gain insights into cost accumulation across different categories (material, labor, subcontractor, miscellaneous) for better cost control.
- **Period-over-Period Analysis**: Observe changes in WIP values (delta values) to understand trends and the financial impact of activities within a reporting period.
- **Informed Decision-Making**: Provides crucial data to support operational decisions related to service management, resource allocation, and customer engagement.
- **Data-Driven Performance Review**: Evaluate the performance of CSRs, Sales Reps, departments, and branches based on Service Call financials.
- **Improved Financial Forecasting**: Assists in forecasting service-related revenue and costs by providing a clear view of current WIP.

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Report Filters

Caption	Description	Type	Values	Default
As Of Date	Specifies the cut-off date for which the WIP data is calculated and reported. All financial figures will reflect the status "as of" this date.	Date		
Company No	Filters the report for Service Calls belonging to a specific company.	List	List of companies	ALL
Branch	Filters the report for Service Calls associated with a specific branch.	List	List of branches	ALL
Department	Filters the report for Service Calls assigned to a specific department.	List	List of user departments from General Codes (USERDEPT)	ALL
Call Type	Filters the report by the type of Service Call (e.g., Break/Fix, Install).	List	List of call types from General Codes (CALLTYPE)	ALL
Category	Filters the report by the Service Call category.	List	List of dispatch categories from General Codes (DISPCAT)	ALL
CSR	Filters the report for Service Calls where the specified user is the Customer Service Representative (CSR).	List	List of users with a CSR role	ALL
Sales Rep	Filters the report for Service Calls associated with the specified Sales Representative.	List	List of users with a Sales Rep role	ALL
Call No	Filters the report for a specific Service Call number.	Text		
Closed Flag	Filters Service Calls. If "NO" (or if left blank), the report includes calls that are either still open or were closed outside the calendar month of the "As Of Date". If "YES", it includes calls closed within that calendar month.	List	NO, YES	
Format	Determines the layout and level of detail. "DETAIL" provides a comprehensive view. "SUMMARY" offers a condensed view. "SUBTOTALS" is similar to "DETAIL" but with specific roll-up row styling.	List	DETAIL, SUMMARY, SUBTOTALS	

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Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	The report exclusively presents financial Work-In-Progress data derived from Service Call information and related financial transactions.
Inclusion	All financial metrics are calculated based on recorded up to the user-selected "As Of Date".
Inclusion	Service Calls must have a creation date (Date field on the Service Call) on or before the selected "As Of Date" to be included.
Exclusion	The primary data source for this report (BIDATACALLWIP) is populated by a background process (Update_BIData). This process typically includes Service Calls that are active or were closed during or after the data update period, potentially excluding older closed calls.
Exclusion	Transactions or financial changes occurring after the selected "As Of Date" are not reflected in the report.

Relevant System Configurations

FOREIGNEXCHANGE: If this system configuration is 'ON', foreign exchange rates are applied when calculating projected costs for items linked to Service Calls through orders, if those items involve currencies different from the company's base currency. This impacts the projected cost figures in the underlying BIDATACALLWIP data. If 'OFF' or not set, a rate of 1.0 is assumed for such calculations.

Report Output

The Call WIP report furnishes a financial snapshot of Service Call Work-In-Progress, current as of the selected "As Of Date". It aggregates various financial data points, including recognized (earned) revenue and detailed cost components such as materials, labor, subcontractor fees, and miscellaneous expenses associated with each Service Call.

Key metrics presented encompass Earned Revenue, breakdowns of Earned Costs, Earned Gross Profit (GP), Earned Gross Margin (GM as a percentage), total Earned Hours, and Earned GP per Hour. Furthermore, the report displays the total amounts Invoiced to customers and the corresponding amounts Paid for these Service Calls. The report also shows "Delta" values (e.g., Delta Revenue, Delta Cost, Delta GP, Delta GM), which reflect the financial changes that occurred during the period leading up to the "As Of Date" (typically daily changes if the underlying BIDATACallDelta information is populated daily).

The structure and granularity of the output are governed by the "Format" filter:

- **DETAIL**: Offers a comprehensive view, displaying individual earned cost components (Material, Labor, Subcontractor, Misc.) and individual delta cost components. It also includes additional descriptive columns about the Service Call.

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- **SUMMARY**: Presents a condensed view, consolidating individual earned costs into a single "Earned Total Cost" figure and individual delta costs into a "Delta Total Cost" figure. Some descriptive columns present in the "DETAIL" format are omitted.
- **SUBTOTALS**: Provides an output similar to the "DETAIL" format but is primarily used to show summarized values at the Branch and Grand Total levels, with specific color coding for these summation rows.

The report includes color-coded summation rows for subtotals by Department (in Detail/Summary formats), Branch, and a Grand Total, facilitating easier analysis of aggregated figures.

Report Columns

The Call WIP report's columns vary based on the 'Format' filter selected by the user. Columns defined in the report's standard configuration are listed first, followed by additional columns that appear in specific formats. The display order below follows the standard configuration.

Zoom Drilldown

(Represented by a clickable icon) Provides a drilldown link to the Service Call form for the corresponding Service Call record. This column is available if the row represents an individual Service Call.

Branch

Indicates the branch associated with the Service Call. For summation rows, this column displays the Branch total label or "Grand Total".

Department

Indicates the department associated with the Service Call. For summation rows, this column displays the Department total label.

Call No

Displays the unique identifier for the Service Call.

Customer

Shows the name of the customer associated with the Service Call.

Type

Indicates the type of the Service Call, as (e.g., "Break-Fix", "Installation"). This is derived from the Service Call's CallType.

Status

Displays the status of the Service Call (e.g., "OPEN", "CLOSED", "SCHEDULED"). This is derived from the Service Call's StatusCode.

Earned Revenue

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Shows the total revenue recognized for the Service Call as of the "As Of Date". This is derived from posted financial transactions (Journal information) with a 'REVENUE' job cost type linked to the Service Call.

Earned Cost

Indicates the total earned cost for the Service Call as of the "As Of Date". This is the sum of all direct costs (material, labor, subcontractor, and miscellaneous).
Note: This consolidated column is shown when the 'Format' filter is 'SUMMARY'. When 'Format' is 'DETAIL' or 'SUBTOTALS', this column is replaced by individual cost component columns (listed in the "Additional Columns" section below).

Earned Gross Margin %

Displays the earned gross margin percentage for the Service Call, calculated as (Earned Gross Profit / Earned Revenue) * 100. This is shown if Earned Revenue is not zero.

Earned Gross Profit

Shows the earned gross profit for the Service Call, calculated as Earned Revenue minus the sum of all earned costs (Material, Labor, Subcontractor, Miscellaneous).

Earned Hours

Indicates the total labor hours logged and recognized as an expense against the Service Call as of the "As Of Date". This is sourced from posted Timebill entries.

Earned GP Per Hour

Displays the earned gross profit generated per earned labor hour, calculated as Earned Gross Profit / Earned Hours. This is shown if Earned Hours are not zero.

Invoiced Amount

Shows the total amount invoiced to the customer for the Service Call as of the "As Of Date". This is sourced from Invoice information.

Paid Amount

Indicates the total amount paid by the customer against invoices related to the Service Call as of the "As Of Date". This is sourced from cash receipt applications to AR (Accounts Receivable) transactions.

Delta Revenue

Shows the change in recognized revenue for the Service Call during the reporting period ending on the "As Of Date" (typically daily change). This data comes from the BIDATACallDelta information.

Delta Total Cost

Indicates the change in total earned costs for the Service Call during the reporting period ending on the "As Of Date".
Note: This consolidated column is shown when the 'Format' filter is 'SUMMARY'. When 'Format' is 'DETAIL' or

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'SUBTOTALS', this column is replaced by individual delta cost component columns (listed in the "Additional Columns" section below).

Delta Gross Profit

Shows the change in earned gross profit for the Service Call during the reporting period ending on the "As Of Date". Calculated as Delta Revenue minus Delta Total Cost.

Delta Gross Margin %

Displays the change in gross margin percentage based on delta values for the Service Call during the reporting period ending on the "As Of Date". Calculated as (Delta Gross Profit / Delta Revenue) * 100, if Delta Revenue is not zero.

Call Date

Indicates the date the Service Call was created.

CSR

Displays the Customer Service Representative assigned to the Service Call.

Sales Rep

Shows the primary Sales Representative associated with the Service Call.

Additional Columns Displayed in 'DETAIL' and 'SUBTOTALS' Format

When the 'Format' filter is set to 'DETAIL' or 'SUBTOTALS', the report includes the following additional columns, often providing a breakdown of summarized figures:

Service Call Title

Displays the problem description or title of the Service Call.

Earned Material Cost

Shows the total cost of materials consumed and recognized for the Service Call as of the "As Of Date". Sourced from posted financial transactions (Journal information) with a 'COGS' (Cost of Goods Sold) job cost type.

Earned Labor Cost

Indicates the total labor cost (including burden, if applicable) recognized for the Service Call as of the "As Of Date". Sourced from posted financial transactions (Journal information) with 'LABOR' or 'BURDEN' job cost types.

Earned Subcontractor Cost

Displays the total cost of subcontractor services recognized for the Service Call as of the "As Of Date". Sourced from posted financial transactions (Journal information) with a 'SUBCONTRACTOR' job cost type.

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Earned Miscellaneous Cost

Shows any other miscellaneous costs recognized for the Service Call as of the "As Of Date". Sourced from posted financial transactions (Journal information) with a 'MISC.' job cost type.

Delta Material Cost

Shows the change in recognized material costs for the Service Call during the reporting period ending on the "As Of Date".

Delta Labor Cost

Indicates the change in recognized labor costs for the Service Call during the reporting period ending on the "As Of Date".

Delta Miscellaneous Cost

Shows the change in recognized miscellaneous costs for the Service Call during the reporting period ending on the "As Of Date".

Delta Subcontractor Cost

Displays the change in recognized subcontractor costs for the Service Call during the reporting period ending on the "As Of Date".

Close Date

Indicates the date the Service Call was closed. This column will be blank if the call is not yet closed.

Technician

Shows the primary technician assigned to the Service Call.

Sales Rep 2

Displays the secondary Sales Representative associated with the Service Call, if any.

Category

Indicates the category assigned to the Service Call.

Sub Category

Shows the sub-category assigned to the Service Call, if any.

Customer PO No

Displays the Purchase Order number provided by the customer for this Service Call, if applicable.

Site Name

Indicates the name of the customer's site where the service is being performed.

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Invoice To Site

Shows the name of the site to which invoices for this Service Call are addressed.

Summation Rows

The Call WIP report features the following colored summation rows when the 'Format' is 'DETAIL' or 'SUMMARY':

- **Light Yellow:** Summarizes totals for each Department within a Branch. The 'Department' column displays "[Department Name] Total". The 'Branch' column shows the actual Branch name.
    - All numerical columns (Earned Revenue, Costs, GP, GM, Hours, Invoiced, Paid, and their Delta counterparts) are summed up for the department.
- **Light Gray:** Summarizes totals for each Branch. The 'Branch' column displays "[Branch Name] Total".
    - All numerical columns are summed up for the branch.
- **Blue:** Represents the grand total for all data included in the report based on the selected filters. The 'Branch' column displays "Grand Total".
    - All numerical columns are summed up for the entire report dataset.

Note: When 'Format' is 'SUBTOTALS', only the Light Gray (Branch Total) and Blue (Grand Total) summation rows are distinctly colored. Department totals are still calculated but do not receive special coloring.

Default Sorting

The Call WIP report is ordered by default in the following manner:

#	Column	Method
1	Branch	Ascending
2	Department	Ascending
3	Call No	Ascending
4	Service Call Title (Problem)	Ascending

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Explanation of How BIDataCallWIP Is Populated/Purged on Daily Basis

The Update BIData process manages the BIDataCallWIP information, which stores historical snapshots of Service Calls Work-In-Progress. Here's how data is typically added and removed when this process runs (often daily) for a specific date (let's call it the 'processing date'):

1. **Cleanup:** Before adding new data, the process removes certain existing records from BIDataCallWIP:
    - It deletes any record that already exists for the *exact same processing date*. This prevents duplicate entries for the same day.
    - It also deletes older records (those with a date before the current processing date) *unless* they are marked as representing the end of a fiscal period. This ensures that historical data is primarily retained only for official period ends, plus the single most recent daily snapshot.
2. **Calculation & Insertion:** The process then calculates the current financial WIP figures (revenue, costs, GP, hours, projected values, etc.) for all relevant Service Calls. This includes calls that are currently open or were closed recently relative to the processing date.
3. **New Snapshot:** These newly calculated financial snapshots are inserted into the BIDataCallWIP table, with the 'As Of Date' field set to the processing date.

Essentially, the process replaces the snapshot for the current processing date if it exists, calculates the latest figures, inserts them as the new snapshot for that date, and cleans up older daily (non-period-end) snapshots to keep the table concise while preserving historical period-end data.

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42. Quick View: Call History

Path: Service > Quick Views

Purpose

The purpose of the Call History quick view is to provide a comprehensive and searchable log of all service calls recorded in the system. It allows users to efficiently locate and review past service activities by filtering through various criteria such as product, caller, date, and status, offering a detailed overview of historical service engagements.

Benefits

- **Efficient Record Retrieval**: Quickly locate specific service calls using a variety of powerful search filters.
- **Historical Analysis**: Analyze service trends for specific products, sites, or customers to identify recurring issues.
- **Improved Customer Support**: Access detailed histories of past service calls to provide faster and more informed customer support.
- **Operational Insight**: Monitor technician assignments and the status progression of service calls over time.
- **Enhanced Troubleshooting**: Facilitate problem-solving by reviewing how similar issues were handled in the past.

Filters

Caption	Description	Type	Default
Product ID	Filters the list to show service calls associated with a specific Product ID. The search looks for a partial match.	Text	
Call No	Filters for a single, specific service call number.	Text	
Caller	Filters the list to show service calls initiated by a specific caller. The search looks for a partial match.	Text	
Start Date	Filters to show service calls created on or after the selected date.	Date	
Problem Desc.	Filters the list based on keywords found in the problem description (Detail) of the service call. The search looks for a partial match.	Text	
Status Code	Filters service calls by their status (e.g., CLOSED, ACCEPTED). The search looks for a partial match.	List	Any

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Output

This quick view displays a detailed grid of historical service calls that match the applied filter criteria. Each row represents a unique service call, presenting key information such as the call number, priority, date, problem description, and status. The output also includes details about the associated product, the customer site where the service was performed, and the technician assigned to the call, providing a complete summary for review and analysis.

Quick View Columns

The Call History report is made up of the following columns (in default display order):

Column Name	Description
Zoom Drilldown	An icon that allows the user to drill down into the Service Call form for the selected record.
Call	The unique number assigned to the service call.
Priority	The priority level assigned to the service call, indicating its urgency.
Date	The date on which the service call was created.
Problem	The description of the issue or problem as reported for the service call.
Product ID	The identifier for the product associated with the service call.
Product Description	The description of the product associated with the service call.
Site	The name of the customer site where the service was required.
City	The city where the service site is located.
State	The state or province where the service site is located.
Technician	The User ID of the technician assigned to the service call.
Status Code	The status of the service call (e.g., COMPLETE, CLOSED).

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43. Report: Service Contract List

Path: Service > Reports
Report No: Q0180

Purpose

The purpose of the **Service Contract List** report is to give service and operations teams a quick, searchable view of every active or historical service contract, showing where each contract is installed, what it covers, and its key commercial terms. This snapshot supports proactive renewal management, billing accuracy, and field-service planning by bringing together contract, customer, site, and equipment details in one place.

Benefits

- Provides one-stop visibility into all service contracts, eliminating the need to open each contract individually.
- Lets users filter by branch and department, making it easy to focus on their own region or cost center.
- Offers drill-through links to contract, customer, site, and product records for rapid troubleshooting.
- Distinguishes contracts by coverage type (e.g., full coverage vs. time-and-materials) to guide service levels.

Report Filters

Caption	Description	Type	Values	Default
Customer No	Limits results to contracts for the specified customer; leave blank for all customers.	Customer Lookup		
Contract Type	Narrows the list to a specific contract coverage type.	List	General Code SCTYPE	ALL
Contract Status	Filters by current contract lifecycle status.	List	General Code SCSTATUS	ALL
Branch	Shows contracts belonging to a particular operating branch.	List	List of branches	ALL
Department	Filters by the internal department responsible for the contract.	List	List of departments	ALL
Summary Flag	When checked, collapses product-level details into one summary row per contract.	Checkbox	On / Off	

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Report Output

The report returns one row for every service contract or, when the **Summary Flag** is selected, one row summarizing each contract. Each row displays the customer company, contract number, site information, covered equipment details, contract dates, coverage type, and financial amount. Zoom links let users drill directly into the underlying customer, contract, site, or product records, supporting quick validation or update without leaving the report. When run without filters, the output provides a comprehensive inventory of all service agreements across the organization, sortable and exportable for further analysis.

Report Columns

The **Service Contract List** report is made up of the following columns (in default display order):

Company

Indicates the customer company associated with the service contract. Selecting the link opens the customer record for additional account information.

Contract No

The unique identifier of the service contract. Click to open the full contract record and view terms, attachments, and billing setup.

Site Name

Shows the name of the customer site where the covered equipment is installed. The value links to the site record for address and contact details.

Address

Displays the first line of the site's street address.

City

Indicates the city in which the service site is located.

State

Shows the two-letter (or country-specific) state or province code for the site.

Zip

Lists the postal or ZIP code for the service address.

Product ID

Shows the product ID that is associated with the service contract line item. The link opens the product record for full service history.

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Model

Indicates the manufacturer model of the covered equipment.

Title

Provides the descriptive title given to the contract, helping users recognize its purpose at a glance.

Start Date

The date on which the contract coverage begins.

End Date

The date on which the contract coverage ends.

Coverage

Indicates the contract type (for example, PM, Warranty, Time & Materials) so users know the scope of service included.

Amount

Shows the total contract value or, when the **Summary Flag** is off, the contract item amount associated with each product.

Department

Indicates the internal department responsible for managing or delivering the contract.

Sale Type

Identifies the sales classification of the contract (such as new sale, renewal, or upgrade), aiding revenue analysis.

Default Sorting

The **Service Contract List** report is ordered by default in the following manner:

#	Column	Method
1	Company	Ascending
2	Contract No	Ascending
3	Site Name	Ascending
4	Address	Ascending
5	Product ID	Ascending

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44. Report: Chronic Problem Product

Path: Service > Reports
Report No: Q0169

Purpose

The purpose of the **Chronic Problem Product** report is to highlight product parts that generate an unusually high volume of service tickets over a user-defined period, enabling service managers to identify and address recurring product issues early.

Benefits

- Quickly spots parts that drive repeat service visits.
- Helps technicians prepare by understanding the typical problem and solution history for the part.
- Guides purchasing or engineering teams toward redesign, replacement, or supplier discussions.
- Improves customer satisfaction by proactively resolving chronic issues.
- Reduces warranty and labor costs tied to repeat failures.
- Supports data-driven decisions on stocking critical spares.
- Enables trend analysis of incident volume by part over time.

Report Filters

Caption	Description	Type	Values	Default
# of Incidents	Minimum number of service tickets a part must have within the selected date range to appear.	Number		5
Start Date	Includes incidents occurring on or after this date.	Date		Today
End Date	Includes incidents occurring on or before this date.	Date		Today

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	All service tickets linked to a product part that meet the chosen date range and incident-count threshold are included regardless of ticket status.

Report Output

The report returns one line for every service ticket related to parts that exceed the specified incident threshold. For each ticket it shows the part identifier and description, the ticket reference, the customer-reported problem, and the technician's resolution. Ahead of every group of tickets for a part, the report inserts a highlighted summary row indicating the total number of incidents for that part. Together, these details give service teams a consolidated view of chronic product problems and how they have been resolved over time.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Columns

The **Chronic Problem Product** report is made up of the following columns (in default display order):

Part

Clickable identifier of the product part. Selecting the value opens the full part record for additional details.

Part Description

Descriptive name of the part, formed by combining the terminal model and type (for example, “CP-7000/Display”).

Ticket

Clickable ticket reference that opens the underlying service call so users can review the complete work history.

Problem

Indicates the customer-reported issue recorded against the ticket.

Resolution

Shows the technician’s documented fix or workaround applied to resolve the problem.

Summation Rows

The Chronic Problem Product report features the following colored summation rows:

Light Yellow:

- Inserts one row before each part’s ticket list.
- Displays the text **“Incidents: *X*”** in the Resolution column, where *X* equals the total ticket count for the part.
- Helps users see, at a glance, which parts exceed the incident threshold and by how much.

Default Sorting

The Chronic Problem Product report is ordered by default in the following manner:

#	Column	Method
1	Incident Count (per part)	Descending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

45. Report: Products With No Calls

Path: Service > Reports
Report No: Q0181

Purpose

The purpose of the Products With No Calls report is to identify products (equipment or assets) associated with a specific customer that have not had any service calls logged against them within a selected date range. This helps in proactively managing customer assets and identifying potential service opportunities or issues.

Benefits

- **Service Opportunity Detection**: Discover potential opportunities for new service calls, preventative maintenance, or inspections.
- **Improved Asset Management**: Gain insights into the service history (or lack thereof) of customer-owned products.
- **Enhanced Customer Retention**: Demonstrating proactive attention to a customer's assets can improve loyalty.
- **Data Accuracy Check**: May help identify discrepancies in product or service call logging.

Report Filters

Caption	Description	Type	Values	Default
Start Date	The beginning date of the period to check for service calls. The report will identify products with no service calls on or after this date.	Date		Today
End Date	The ending date of the period to check for service calls. The report will identify products with no service calls on or before this date.	Date		Today
Customer No	Specifies the customer for whom to list products that have had no service calls within the defined date range.	Customer Lookup		

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Only products (assets/equipment) associated with the selected Customer No are considered.
Inclusion	Products must be linked to a valid site.
Exclusion	Products that have one or more service calls logged against them within the specified 'Start Date' and 'End Date' for the selected customer are excluded from the report.
Exclusion	Service calls that are not linked to a specific product (i.e., where Product No is not recorded on the service call) are not considered when determining if a product has had service activity.

Report Output

The report outputs a list of products for the specified customer that have not had any service calls logged against them within the selected 'Start Date' and 'End Date'. For each such product, the report displays its unique system identifier (Product No), its specific model or type identifier (Product ID), and the name of the site where it is located.
The primary criterion for a product appearing on this report is the absence of any service call records in the Service Call information linked to that specific product within the defined timeframe and for the chosen customer. This allows users to focus on equipment that may require attention or follow-up.

Report Columns

The **Products With No Calls** report is made up of the following columns (in default display order):

Product ID

Shows the Product ID as seen on the Product form.

Default Sorting

The Products With No Calls report is ordered by default in the following manner:

#	Column	Method
1	Product ID	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

46. Report: Chronic Problem Sites

Path: Service > Reports
Report No: Q0170

Purpose

The purpose of the Chronic Problem Sites report is to analyze and highlight sites that have experienced recurring incidents within a specified date range. By identifying sites that exceed a defined minimum number of incidents, the report aids management in pinpointing chronic problem areas for further investigation and proactive resolution.

Benefits

- Enhances proactive maintenance and service planning.
- Improves customer satisfaction by flagging chronic problems.
- Supports data-driven decision making.
- Aids in prioritizing sites for targeted interventions.
- Facilitates trend analysis over specified periods.
- Optimizes resource allocation for site improvements.

Report Filters

Caption	Description	Type	Values	Default
# of Incidents	Sets the minimum number of dispatch records (incidents) a site must have to be included in the report.	Number		5
Start Date	Defines the beginning of the date range for filtering incident records.	Date		Today
End Date	Defines the end of the date range for filtering incident records.	Date		Today

Inclusions/Exclusions

Type	Description
Inclusion	Includes only sites that record a number of incidents equal to or greater than the specified minimum value.
Exclusion	Excludes incident records that fall outside the user-defined date range.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Output

The Chronic Problem Sites report outputs a detailed list of sites that have recorded a significant number of incidents within a specified period. The report aggregates incident data by counting dispatch records per site and then filters the results based on the minimum incident threshold defined by the user.
For each qualifying site, the report presents key details including the ticket number, a description of the reported problem, the site's identifying information, and resolution or follow-up actions. Additionally, the report includes a summary row for each site that highlights the total number of incidents, enabling users to quickly identify areas with chronic issues that may require immediate attention.

Report Columns

The **Chronic Problem Sites** report is made up of the following columns (in default display order):

Site#

Indicates the unique identifier number assigned to each site within the ERP system. This identifier is used across the system to reference the site consistently.

Site Name

Indicates the name of the site where the incident occurred. It helps users quickly identify the location or customer associated with the reported problem.

Ticket

Displays the call number associated with each incident. This value is sourced directly from incident records and is enhanced with drill-down functionality to access further details when needed.

Problem

Describes the specific issue reported for the site. This field captures the problem description as entered by the user, providing insight into the nature of the incident.

Resolution

This field represents the solution description entered on the call.

Summation Rows

- **Light Yellow**: Summarizes the total number of dispatch records (incidents) for each site and provides a consolidated view that highlights sites with chronic issues by displaying an aggregated incident count.

Default Sorting

#	Column	Method
1	Total Incidents	Descending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

47. Report: Dispatcher Performance Detail

Path: Service > Reports
Report No: Q0178

Purpose

The purpose of the Dispatcher Performance Detail report is to provide a comprehensive, granular view of dispatcher performance over a selected period. It details individual call records, covering call identifiers, dates, sites, and call types, allowing users to analyze response times and outcomes at the micro level. This detailed breakdown supports operational analysis and drives improvements in call handling and resource management.

Benefits

- Supports targeted performance reviews and training initiatives.
- Enhances operational decision-making with granular data.
- Aggregates detailed records alongside summary metrics.
- Optimizes resource allocation based on call performance trends.

Report Filters

Caption	Description	Type	Values	Default
Start Date	Specifies the beginning of the period for which call data is retrieved.	Date		Start of Current Month
End Date	Specifies the end of the period for which call data is retrieved.	Date		Today
User ID	Filters the report to display records for a specific dispatcher; defaults to all.	User ID		ALL

Inclusions/Exclusions

Type	Description
Inclusion	Only events of types 'DISPATCHED', 'CLOSED', or 'NEWCALL' are included in the report data.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Output

The Dispatcher Performance Detail report outputs a detailed list of individual call records managed by dispatchers. Each record displays essential information, including the unique call number, date, site, product, call type, and the dispatcher responsible. The report features drilldown functionality (enabled on the Call No. column) that lets quickly access the call. In addition, summation rows are included to aggregate key metrics (total, new, dispatched, and closed calls) for each dispatcher, thereby offering both detailed and summarized views of performance.

Report Columns

The **Dispatcher Performance Detail** report is made up of the following columns (in default display order):

Date

Indicates the date on which the call was made, helping users track the timing of call activities.

Product

Indicates the terminal used in the call, representing the product or service point involved in the interaction.

Call No.

Identifies the unique call number associated with each performance record and provides drilldown capability for further details.

Site

Indicates the site associated with each call record, showing where the call originated.

Type

Displays the type of call, specifying whether the record pertains to a new, dispatched, or closed call.

Summation Rows

Light Blue: Aggregates the following data points:

- **Total Calls**: Total number of unique calls per dispatcher.
- **New Calls**: Count of new calls initiated.
- **Dispatched Calls**: Count of calls that were dispatched.
- **Closed Calls**: Count of calls that were closed.

These summation rows provide a quick, aggregated insight into key performance metrics for each dispatcher.

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48. Report: Dispatcher Performance Summary

Path: Service > Reports
Report No: Q0177

Purpose

The purpose of the Dispatcher Performance Summary report is to present an aggregated view of dispatcher performance over a selected period. By consolidating call data into key performance indicators, such as totals and daily averages for new, dispatched, and closed calls, this summary report enables managers to quickly assess overall operational efficiency and dispatcher effectiveness.

Benefits

- Provides a consolidated overview of dispatcher performance.
- Simplifies analysis by summarizing total and average call metrics.
- Enables benchmarking and comparison of dispatcher outcomes.

Report Filters

Caption	Description	Type	Values	Default
Start Date	Specifies the beginning of the period for which performance data is aggregated.	Date		Month Start
End Date	Specifies the end of the period for which performance data is aggregated.	Date		Today

Inclusions/Exclusions

Type	Description
Inclusion	Only call events of types of 'DISPATCHED', 'CLOSED', or 'NEWCALL' are included in the aggregation.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Output

The Dispatcher Performance Summary report outputs aggregated performance metrics for each dispatcher over the specified period. It consolidates key data points, total calls, new calls, dispatched calls, and closed calls, while also calculating average daily figures for each metric. This high-level summary provides managers with a clear view of operational trends and dispatcher effectiveness, enabling quick identification of strengths and areas requiring attention without delving into individual call details.

Report Columns

The **Dispatcher Performance Summary** report is made up of the following columns (in default display order):

Dispatcher

Identifies the dispatcher associated with the summarized performance data.

Total Calls

Shows the overall total number of calls recorded during the selected period.

New Calls

Indicates the total number of new calls recorded during the selected period.

Dispatched Calls

Indicates the total number of dispatched calls recorded during the selected period.

Closed Calls

Indicates the total number of closed calls recorded during the selected period.

Avg. New Calls /day

Displays the average number of new calls per day, calculated by dividing the total new calls by the number of days in the selected period.

Avg. Closed Calls /day

Displays the average number of closed calls per day, calculated by dividing the total closed calls by the number of days in the selected period.

Avg. Dispatched Calls /day

Displays the average number of dispatched calls per day, calculated by dividing the total dispatched calls by the number of days in the selected period.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

49. Report: Technician Performance Summary

Path: Service > Reports
Report No: Q0175

Purpose

The Technician Performance Summary report aggregates key performance metrics for technicians over a specified period. It compiles average response times, average call durations, and total call counts to provide a concise overview of technician performance across service calls.

Benefits

- Summarizes overall technician performance in one view.
- Facilitates quick comparison across technicians.
- Enables trend analysis and performance benchmarking.

Report Filters

Caption	Description	Type	Values	Default
Start Date	Specifies the beginning date for filtering report data.	Date		Month Start
End Date	Specifies the ending date for filtering report data.	Date		Today
Tech	Filters the summary to include records for a specific technician.	User ID		ALL

Inclusions/Exclusions

Type	Description
Inclusion	Only service calls with a status of 'CLOSED' are considered in the summary to ensure that only finalized records are aggregated.
Exclusion	Records without a valid technician assignment are excluded to maintain accurate performance summaries.

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Report Output

This summary report aggregates performance metrics across service calls for each technician. It calculates average call durations and response times, along with the total number of closed service calls handled during the selected period. By presenting these key metrics in a consolidated view, the report supports high-level decision making and enables benchmarking of technician efficiency.

Report Columns

The **Technician Performance Summary** report is made up of the following columns (in default display order):

Technician

Identifies the technician whose performance metrics are being summarized.

Avg Response Time (min)

Similarly, the Average Response Time is derived by summing all response times recorded for a technician's closed calls and then dividing by the total call count. This metric offers an overall average of how quickly a technician responds to service calls.
Response Time: It measures the time it takes for a technician to respond to the call and start recording time. It is calculated as the time between the first dispatch event and the start of the first timebilling entry, taking into account service coverage hours.

Avg Duration (min)

In the summary report, the Average Duration is calculated by totaling the durations of all closed service calls for a technician and dividing that sum by the number of calls. This gives an average call duration per technician, providing a clear performance indicator over the selected period.
Duration Time: It is the total time spent on the call, including breaks or pauses. It is calculated as the time between the start and end of the timebilling entries on the call.

Total Calls

Indicates the total number of closed service calls handled by the technician during the selected period.

Default Sorting

#	Column	Method
1	Technician	Ascending

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Report: Technician Scheduled vs. Actual

Path: Live Data > SERVICE
Report No: Q0084

Purpose

The purpose of the Technician Scheduled vs. Actual report is to provide a clear comparison between the scheduled start times and the actual start times of service calls. This analysis enables managers and supervisors to evaluate technician performance by identifying discrepancies in dispatch timing, thereby supporting improved operational efficiency and timely service delivery.

Benefits

- Enhances visibility into technician performance through a direct comparison of scheduled versus actual start times on scheduled days.
- Identifies delays or early completions in service calls.
- Provides actionable insights for optimizing scheduling processes.
- Assists in continuous improvement and benchmarking initiatives.

Report Filters

Caption	Description	Type	Values	Default
Start Date	Specifies the starting date to filter dispatch records based on scheduled start times.	Date		Today
End Date	Specifies the ending date to filter dispatch records based on scheduled end times.	Date		Today
Branch	Filters the report to include records for a specific branch or all branches when set to ALL.	List		

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Report Output

The Technician Scheduled vs. Actual report outputs a detailed list of service call records by consolidating information from dispatch, scheduling, and site data. It displays key details such as call numbers, technician assignments, scheduled start times, and actual start times. The report highlights any discrepancies between planned and executed start times, enabling managers to assess performance and identify areas for operational improvement. Additionally, it incorporates an interactive drill-down feature, allowing users to access further details on individual dispatch records for in-depth analysis.

Report Columns

The **Technician Scheduled vs. Actual** report is made up of the following columns (in default display order):

Zoom Drilldown

Provides an interactive link that enables users to drill down into the associated call.

Call No

Identifies the call number assigned to the service request.

Technician

Indicates the technician assigned to the service call, supporting performance tracking and resource management.

Sched Start

Displays the scheduled start date/time for the service call as specified in the dispatch schedule.

Actual Start

Displays the actual start time of the service call by retrieving a matching time bill record that aligns with the scheduled start date. If no corresponding record exists, the field remains blank.

Status Code

Displays the status code reflecting the current processing state of the dispatch event.

CSR

Identifies the customer service representative associated with the dispatch event.

Site Name

Shows the name of the site where the service call is executed.

Address

Indicates the site address where the service call is performed.

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City

Indicates the city where the service call is located.

State

Indicates the state in which the service call is located.

Zip

Shows the ZIP code corresponding to the site location.

Dispatch No.

Shows the dispatch number associated with the service call, providing a unique reference for each record.

Default Sorting

#	Column	Method
1	Technician	Ascending
2	Sched Start	Ascending

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50. Report: Technician Performance Detail

Path: Service > Reports
Report No: Q0176

Purpose

The Technician Performance Detail report provides an in-depth view of individual service calls handled by technicians. It details each call's dispatch information, problem and solution descriptions, and key performance metrics, enabling organizations to monitor service execution and technician responsiveness.

Benefits

- Highlights individual technician assignments and performance.
- Tracks response times and call durations to assess service efficiency.
- Enhances accountability by displaying detailed problem and solution information.
- Supports data-driven decisions for performance improvement.
- Identifies trends in service call handling for proactive management.

Report Filters

Caption	Description	Type	Values	Default
Start Date	Specifies the beginning date for filtering report data.	Date		Month Start
End Date	Specifies the ending date for filtering report data.	Date		Today
Tech	Filters records for a specific technician.	List		ALL

Inclusions/Exclusions

Type	Description
Inclusion	Only calls with a status of 'CLOSED' are included, ensuring that only finalized service calls are reported.
Exclusion	Calls without a technician assignment are excluded to maintain accurate and relevant performance data.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Output

This report delivers detailed performance metrics at the individual call level. The report displays key information such as technician assignment, call dates, and dispatch details, alongside problem and solution specifics based on constant display flags. In doing so, it supports thorough analysis of service efficiency and technician responsiveness.

Report Columns

The **Technician Performance Detail** report is made up of the following columns (in default display order):

Call No.

Represents the unique identifier for the service call and provides drill-down capabilities for quick call access.

DispatchNo

Indicates the dispatch record identifier associated with each service call.

TechAssigned

Identifies the technician assigned to handle the service call.

Open Date

Shows the date when the service call was initiated.

Product

Identifies the terminal or product associated with the service call.

Site

Specifies the location or site where the service call was executed.

Problem Code

Categorizes the type of problem reported using a predefined code.

Problem Desc

Summarizes the nature of the problem encountered during the service call.

Problem Detail

Provides a detailed description of the problem reported during the service call, displayed when the 'Show Problem' flag is active.

Solution Desc

Provides a summary description of the solution applied to address the problem.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Solution Detail

Offers a detailed account of the solution provided to resolve the reported problem when the 'Show Solution' flag is active.

Response Time

The Response Time column shows the time it took for a technician to begin addressing the service call after it was logged. It is retrieved from the dispatch records, offering a per-call measurement of initial technician responsiveness.

Response Time: It measures the time it takes for a technician to respond to the call and start recording time. It is calculated as the time between the first dispatch event and the start of the first timebilling entry, taking into account service coverage hours.

Duration

For each service call, the Duration column directly displays the total time recorded from when the call started until its completion. This value is taken as-is from the dispatch records information, representing the call's overall length in minutes.

Duration Time: It is the total time spent on the call, including breaks or pauses. It is calculated as the time between the start and end of the timebilling entries on the call.

Default Sorting

#	Column	Method
1	Tech Assigned	Ascending
2	Open Date	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

51. Report: Technicians with Work Orders

Path: Service > Reports
Report No: Q0174

Purpose

The purpose of the Technicians with Work Orders report is to present a detailed view of technician performance by listing work orders alongside associated call, dispatch, and customer information. This report enables managers to assess service efficiency and monitor the operational performance of their technicians.

Benefits

- Enhances visibility into technician performance and work order processing.
- Facilitates timely review of service activity by clearly displaying dates and statuses.
- Assists in identifying potential service bottlenecks and operational delays.
- Improves decision-making by aggregating key service metrics.
- Streamlines performance tracking across multiple service transactions.

Report Filters

Caption	Description	Type	Values	Default
Start Date	Specifies the start of the reporting period used to filter work orders.	Date		Month Start
End Date	Specifies the end of the reporting period used to filter work orders.	Date		Today
Tech	Filters the report to display data for a specific technician; selecting "ALL" shows all technicians.	User ID		ALL

Inclusions/Exclusions

Type	Description
Inclusion	Includes only work orders and sale orders based on the contract type filter, ensuring the report focuses on service-related transactions.

Report Output

The Technicians with Work Orders report outputs a detailed list of service transactions that combine dispatch records, contract information, and customer data. Key details such as call numbers, dispatch dates, order dates, and statuses are presented alongside technician identifiers, enabling a comprehensive view of each work order. By integrating drilldown capabilities on critical fields like Call No. and Work Order No., the report empowers users to quickly access in-depth details, supporting effective monitoring and management of service operations.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Columns

Dispatch Date

Indicates the date when the dispatch was scheduled. This column provides context regarding the timing of technician assignments and service calls.

Call No.

Displays the unique call identifier assigned to each dispatch record. This interactive field supports drilldown functionality, allowing users to view further details about the call.

Call Status

Shows the status of the call, reflecting its progression through the dispatch process.

Dispatcher

Displays the identifier of the dispatcher responsible for managing the call, linking operational oversight to each service transaction.

Technician

Identifies the technician assigned to the work order. This field is critical for evaluating individual technician performance and workload distribution.

Order Date

Represents the date on which the work order was created or processed. This helps in tracking the timeline and progress of service orders.

Work Order No.

Displays the unique identifier for the work order. This field is interactive and supports drilldown, enabling users to access detailed order information.

Customer

Indicates the customer associated with the work order. The information is derived from the customer records linked through call data.

Order Status

Indicates the status of the work order, offering insights into its processing stage within the service cycle.

Default Sorting

#	Column	Method
1	Dispatch Date	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

52. Report: Service Contract Profitability

Path: Live Data > Accounting
Report No: Q0070

Purpose

The purpose of the Service Contract Profitability report is to show how profitable each service contract is by combining financial activity from multiple sources, service calls, orders, and any direct postings against the service contract, over a specified time range. This comprehensive view helps business users quickly identify where revenue is earned and where costs are incurred, driving more informed decisions about contract pricing, renewals, and resource allocation.

Benefits

- Integrates data from service calls, orders, and the service contract itself into one report.
- Highlights whether each contract is delivering acceptable profit margins (revenue vs. costs).
- Shows labor, materials, subcontractors, and miscellaneous expenses, giving full visibility into total cost.

Report Filters

Caption	Description	Type	Values	Default
Start Date	Defines the start date used for looking up revenue/cost transactions.	Date		Today
End Date	Defines the end date (inclusive) used for looking up revenue/cost transactions.	Date		Today
Company No	Limits results to a specific entity. “” means include all companies.	List		
Branch	Restricts results to a single branch; ALL means no restriction.	List		ALL
Department	Restricts results to one department; ALL means no restriction.	List		ALL
Type	Filters for one or more service contract “types” (e.g., T&M, PM).	List	General Code SCTYPE	ALL
Customer Group	Shows only those service contracts belonging to a given customer group; ALL means no restriction.	List	General Code CUSTGROUP	ALL
Customer No.	When entered, displays only contracts that belong to a specific customer number.	Text		
Serv Cont. No	Limits to one specific service contract if known.	Text		

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Caption	Description	Type	Values	Default
Summary	If **NO**, the report displays every line (calls, orders, direct postings). If **YES** or **TOTALS**, it hides the detail lines and shows totals.	List	NO, YES, TOTALS	NO
Exclude Billable	If checked, any line that has actual revenue is removed, leaving only cost lines.	Checkbox		N

Report Output

This report assembles data from three primary sources tied to service contracts:

1. **Orders** that reference the same service contract.
2. **Service Calls** (Dispatch records) that reference the same service contract.
3. **Direct postings** or transactions on the service contract itself.

Costs are grouped into labor, materials, subcontractors, and miscellaneous. Revenue is summed separately. The report calculates total cost, profit (revenue minus total cost), and margin (profit as a percentage of revenue).

Depending on the “Summary” filter:

- **NO**: The report lists each item (each call, order, and direct posting) as individual lines.
- **YES or TOTALS**: The report displays only subtotal or total lines (e.g., contract total, grand total), hiding the detail lines.

Report Columns

The **Service Contract Profitability** report includes the following columns (in default display order):

Zoom Drilldown

Allows drilling down on each line item:

- **Order** lines open the Order form.
- **Call** lines open the Service Call form.
- **Service Contract** lines open the Service Contract form.

Company

Indicates the customer for the displayed contract, call, or order.

Site

Indicates the site (location) associated with that contract, call, or order.

Serv Cont

Displays the service contract reference number if applicable.

Department

Indicates the department responsible for the given contract, order, or call.

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Type

Indicates whether the line refers to an **Order**, **Call**, or the **Service Contract** itself.

Number

If the line is an order, shows its order number; if a call, shows the dispatch number; if a direct contract line, displays the contract number.

Title

For Orders, shows the order title. For Calls, shows the problem description entered. For direct Service Contract lines, shows the contract type.

Revenue

Shows total revenue recognized from that line item over the period.

Material Cost

Shows the cost of materials for that item (order, call, contract entry).

Labor Cost

Shows the cost of labor or burden associated with providing the service.

Subcontractor Cost

Shows any expenses paid to external subcontractors.

Misc. Cost

Shows any other miscellaneous costs, such as travel or overhead charges.

Total Cost

Displays the sum of all cost components (material + labor + subcontractor + misc.).

Profit

Calculates as Revenue – Total Cost.

Margin

Calculates as **(Profit ÷ Revenue) × 100**. Set to zero if no revenue is present.

TechAssigned1

Indicates the primary technician assigned to a service call (blank for orders/direct contract lines).

TechAssigned2

Indicates a secondary technician on a service call if applicable.

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SalesPerson

Displays the primary salesperson for the order or call.

SalesPerson2

Displays a secondary salesperson for the order or call.

Contract Type

Shows the service contract's type classification (e.g., T&M, PM, etc.).

Summation Rows

The Service Contract Profitability report features colored summation rows:

- **Light Yellow**: Subtotals by "Type" (all Calls or all Orders for that contract).
- **Light Gray**: Total for each individual service contract.
- **Blue**: Grand total across all service contracts returned.

These summation rows appear when the report is grouped or summarized (for example, when Summary = YES or TOTALS).

Default Sorting

By default, results are grouped in a hierarchical order by service contract and type, and each row is assigned a sequence number. The final output is **ordered by this sequence** so that:

1. Individual line items appear together.
2. Subtotal rows for Type or Service Contract appear immediately after the associated details.
3. Grand total appears last.

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53. Report: Service Contract Invoicing Projection

Path: Live Data > ACCOUNTING
Report No: Q0069

Purpose

The purpose of the Service Contract Invoicing Projection report is to provide a forward-looking forecast of upcoming invoice for active service contracts. It calculates projected billing amounts and schedules based on contract terms, renewal types, and billing frequencies.

Benefits

- Enhances forecasting accuracy for future service contract invoices.
- Supports proactive cash flow planning.
- Enables early detection of potential billing issues.
- Assists in aligning contract renewals with invoicing schedules.
- Facilitates comprehensive financial planning through period-based projections.

Report Filters

Caption	Description	Type	Values	Default
Start Date	Specifies the starting date of the reporting period.	Date		
End Date	Specifies the ending date of the reporting period.	Date		
Company No.	Filters service contracts by company identifier to limit the projection to a specific company; selecting “” includes all companies.	List		
Branch	Filters the report based on branch selection; selecting "ALL" includes all branches.	List	List of branches	ALL

Inclusions/Exclusions

Type	Description
Inclusion	Only includes service contracts that are active, as determined by the status code marked "ACTIVE" in the service contract status general code configuration.
Inclusion	Includes service contract items with an end date later than today's date or with a service contract renewal type set to "AUTO", ensuring future billings are captured.
Exclusion	Excludes service contract items where the billing amount is zero.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Output

The *Service Contract Invoicing Projection* report outputs a detailed forecast of future invoice items based on active service contracts. It aggregates billing data across multiple periods, up to a maximum of 24 billing intervals, calculating projected amounts using contract terms such as billing frequency and renewal type.
Key output details include contract identifiers, customer numbers, billing dates, and calculated revenue amounts for each billing period. The report also features summary rows that consolidate totals at both the company level and across all companies, offering a clear overview of expected revenue. Additionally, drilldown capabilities are provided so that users can navigate directly from a summarized contract line to detailed service contract information.

Report Columns

The **Service Contract Invoicing Projection** report is made up of the following columns (in default display order):

Zoom Drilldown

Provides a drilldown link to view detailed service contract information when a contract number is available.

Customer Number

Indicates the customer number associated with the service contract.

Company

Indicates the customer's company name.

Contract Number

Indicates the unique identifier for the service contract.

Contract Type

Indicates the service contract's type.

Billing Frequency

Indicates the billing frequency (e.g., monthly, quarterly) derived from the contract, which determines how often invoices are projected.

Invoice Number

Indicates the invoice number for the projected invoice; a placeholder value ("TBD") is used for future invoices.

Start Date

Indicates the start date for the projected invoicing period.

End Date

Indicates the end date for the projected invoicing period.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Department

Indicates the department associated with the service contract, providing insight into which profit center is responsible for the contract.

Forecast Period Columns

Each of these dynamically generated columns represents the projected billing amount for a specific period within the overall report timeframe, calculated based on the service contract's billing cycle and terms. Multiple lines per contract will serve to show projected amount at different periods.

Summation Rows

- **Light Yellow**: Summarizes subtotals for individual customers, providing consolidated billing projections for each customer.
- **Blue**: Summarizes the grand totals for all invoice projections.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

54. Report: Service Project Revenue Forecast

Path: Live Data > Accounting
Report No: Q0071

Purpose

The purpose of the **Service Project revenue Forecast** report is to project and display future revenue recognition amounts for active or automatically renewing service contract items over user-selected monthly periods. It helps finance and accounting teams assess how much revenue is recognized (or is yet to be recognized) from service agreements within the chosen date range, with the ability to drill down into the Service Project revenue Forecast Detail report on a specific customer.

Benefits

- Helps forecast revenue recognition across multiple months for service contracts
- Provides visibility into unbilled or deferred revenue portions of each contract
- Improves financial planning and cash flow analysis
- Assists in validating that service contracts are properly recognized over their lifespans

Report Filters

Caption	Description	Type	Values	Default
Start Date	Restricts the report to service contract coverage starting on or after this date.	Date		Calendar Year Start
End Date	Restricts the report to service contract coverage through this date.	Date		Calendar Year End
Company No.	Selects which entity or entities (e.g., “” = all) will be included.	List		ALL
Branch	Selects which branch or branches are included. “ALL” includes every branch.	List	List of branches	ALL
Type	Filters service contract type. “ALL” includes every service contract type.	List	General Code SCTYPE	ALL
Incl. UnBilled	Indicates whether to include service contract items that have not yet been invoiced.	List	YES, NO	YES
Invoiced Before	Allows specifying a cut-off date, so only items invoiced before that date (plus 1 day) are shown in recognized amounts.	Date		

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Only includes service contracts where the contract status state is considered is PRE or ACTIVE
Inclusion	Only includes items that have a nonzero contract price (qty * price ≠ 0) and either the contract has not ended or it automatically renews.
Inclusion	Considers lines tied to each company's or master record's deferred revenue account, only lines mapped to the correct deferral accounting.
Exclusion	Excludes service contract items billed completely beyond the chosen end date.

Report Output

This report calculates and displays recognized or projected revenue for each month in the chosen time window (up to 24 months). It starts from a user-specified "Start Date" and increments monthly to the "End Date." For each service contract line item that meets the inclusion criteria, the report calculates how much revenue is recognized in each monthly period and the remaining balance (if any) after these allocations.
The final results let you quickly see monthly recognized revenue amounts, starting and ending balances, and total recognized revenue for each line or grouping.

Report Columns

The **Service Project revenue Forecast** report is made up of the following columns (in default display order):

Zoom Drilldown

Provides the ability to the Service Project revenue Forecast Detail report filtered to the specific customer.

Customer No.

Indicates the unique number of the customer associated with the service contract.

Company

Indicates the name of the company or, in the case of summary rows, shows "Grand Total."

Ext. Price

Either InvoiceItem.qtyshipped * price (for real invoices) or a projected contract line's price (for unbilled items).

Starting Balance

Indicates the amount of deferred or unrecognized revenue carried into the first displayed period.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Period Columns (Period01, Period02, etc.)

Each period column shows the recognized revenue amount for that specific monthly period, spanning from the user-defined “Start Date” to “End Date,” up to a maximum of 24 months. These columns appear in chronological order of the months in the selected range.

End Balance

Shows the remaining deferred revenue balance for the line or grouping after the final period in the selected range.

Summation Rows

- **Blue**: Displays the “Grand Total” row across all included customers and lines, summing recognized revenue and balances across the entire report.

Default Sorting

The **Service Project revenue Forecast** report is ordered by default in the following manner:

#	Column	Method
1	Company	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

55. Report: Service Project Revenue Forecast Detail

Path: Live Data > Accounting
Report No: Q0275

Purpose

The purpose of the **Service Project revenue Forecast Detail** report is to show *line-by-line* revenue recognition for service contracts, including each invoice (if billed) or a placeholder ("TBD") for future unbilled items. It lets financial and operational users see exactly which contract lines contribute to monthly recognized revenue, rather than only sub-totaling by customer.

Benefits

- Presents a **granular, invoice-level** view of recognized revenue over time.
- Facilitates more detailed analysis of revenue recognition on each contract item.

Report Filters

Caption	Description	Type	Values	Default
Start Date	Restricts the report to service contract coverage starting on or after this date.	Date		Calendar Year Start
End Date	Restricts the report to service contract coverage through this date.	Date		Calendar Year End
Company No.	Selects which entity or entities (e.g., "" = all) will be included.	List		**ALL**
Branch	Selects which branch or branches are included. "ALL" includes every branch.	List	List of branches	ALL
Type	Filters service contract type. "ALL" includes every service contract type.	List	General Code SCTYPE	ALL
Incl. UnBilled	Indicates whether to include contract items that have not yet been invoiced.	List	YES, NO	YES
Invoiced Before	Allows specifying a cut-off date, so only items invoiced before that date (plus 1 day) are included.	Date		
Customer No.	Lets you optionally enter a specific customer to see only that customer's line-by-line details.	Text		

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Output

This report **does not** produce sub-total or grand total rows by default. Instead, it returns each service contract line item that meets the filter criteria, showing:

- **Invoice number** (or “TBD” if unbilled).
- **Contract** info, start/end dates, recognized amounts in each monthly period, etc.
- **Branch** and **Department** data to help you see where these lines originate.

As a result, you can pinpoint individual line contributions to recognized revenue across the monthly columns, along with any carryover balances. If you supply a **Customer No.** filter, the output restricts to that single customer’s contract lines. The Customer No. filter is auto applied if you zoom into the Service Project revenue Forecast Report on a specific customer.

Report Columns

The **Service Project revenue Forecast Detail** report is made up of the following columns (in default display order):

Zoom Drilldown

Provides the ability to open related records, such as:

- **Invoice** screen (if Invoice No. is not “TBD”)
- **Customer** screen
- **Service Contract** screen

Customer No.

Indicates the unique customer associated with the contract line item.

Company

Indicates the company name from the invoice header or service contract.

Contract No.

Shows the specific service contract reference for the item.

Contract Type

Identifies the contract type.

Invoice Date

If billed, indicates the invoice date from the Invoice. If unbilled, remains blank.

Invoice No.

Shows the actual invoice number if it is a billed item; otherwise “TBD” for unbilled lines.

Start Date

The start date of the service coverage for this contract line.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

End Date

The coverage end date for the contract line.

Branch

Indicates which branch is responsible for the contract line, based on either the service contract or invoice.

Department

Indicates the department associated with the contract line.

Ext. Price

Either the **actual invoice line total** (QtyShipped * Price) if billed, or the contract line's **projected price** if it is unbilled.

Starting Balance

The deferred revenue amount carried into the first displayed period for this line.

Period Columns (Period01, Period02, etc.)

Each column represents recognized revenue in that month for the line item, from the user-defined "Start Date" to "End Date." Up to 24 monthly columns may appear.

End Balance

Shows remaining unrecognized/deferred revenue after the final displayed period.

Summation Rows

Light Yellow: Displays the "Total" row for an individual customer. Summarizes recognized amounts in each monthly column for that customer.

Default Sorting

#	Column	Method
1	Company	Ascending
2	Contract No.	Ascending (when present)
3	Invoice No.	Ascending (when present)

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

56. Report: Block Amount Summary

Path: Live Data > ACCOUNTING
Report No: Q0300

Purpose

The purpose of the Block Amount Summary report is to provide an aggregated view of block amount transactions across service contracts. It summarizes the total block amounts sold and used for each contract and calculates the resulting block balance. This overview helps management quickly identify accounts with outstanding block balances for efficient financial reconciliation.

Benefits

- Simplifies monitoring of outstanding block balances.
- Enables quick identification of contracts with significant usage or discrepancies.
- Offers drilldown capability to access detailed transaction information for a specific contract.

Report Filters

Caption	Description	Type	Values	Default
Company No	Limits the report to a specific company. When not specified, defaults to the current company.	List		
Customer No	Filters the data by customer. Selecting “ALL” includes every customer record.	Customer Lookup		ALL
End Date	Filters transactions to include only those occurring before the specified end date.	Date		Today
Inc. Zero Balances	When checked, contracts with a zero balance are shown; when unchecked they are hidden.	Checkbox		Unchecked

Inclusions/Exclusions

Type	Description
Inclusion	Includes only service contracts with a valid contract number and transactions occurring before the specified end date.
Exclusion	Excludes services contracts with a zero block balance unless the “Inc. Zero Balances” option is selected.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Output

The Block Amount Summary report outputs an aggregated list of service contracts along with their corresponding block balance. For each contract, it summarizes the total block amounts sold (recorded from block purchases) and the total block amounts used (recorded as block usage). The resulting block balance, calculated as the difference between sold and used amounts, is presented alongside additional identifying information such as company number, customer name, site name, and a descriptive title. Furthermore, a drilldown option is provided so users can click the Zoom Drilldown link to view a detailed breakdown of transactions in the Block Amount Detail report.

Report Columns

The **Block Amount Summary** report is made up of the following columns (in default display order):

Zoom Drilldown

Provides a clickable link to access the Block Amount Detail report (Q0301). This drilldown displays a detailed breakdown of block amount transactions for the associated service contract.

Company No

Indicates the company number linked to the service contract, helping to identify the legal financial entity involved.

Service Contract No

Displays the service contract number and provides drilldown capability. Selecting this field allows users to view additional details about the specific contract.

Customer

Displays the customer name associated with the service contract as recorded in the related customer information.

Site Name

Displays the name of the site associated with the service contract, offering further context about the location of the activity.

Title

Provides the title or descriptive information for the service contract, clarifying the nature or purpose of the contract.

BlockBalance

Indicates the remaining block balance calculated as the difference between the total block amounts sold and the total block amounts used.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Default Sorting

#	Column	Method
1	Sequence*	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

57. Report: Block Amount Detail

Path: Live Data > ACCOUNTING
Report No: Q0301

Purpose

The purpose of the Block Amount Detail report is to present a comprehensive breakdown of block amount transactions for a specific service contract. It details each individual transaction, including beginning balance, block usage, block purchased entries, and the calculated ending balance, within a selected date range to assist in accurate financial tracking and auditing. This report provides drilldown capability to its parent report Block Amount Summary (Q0300).

Benefits

- Provides a detailed view of every block amount transaction for targeted service contracts.
- Enables reconciliation of block balances through a clear breakdown of usage versus purchases.
- Enhances audit capabilities by listing transaction-level details.
- Supports decision-making by revealing the composition of a service contract's block balance.

Report Filters

Caption	Description	Type	Values	Default
Service Contract No	Filters the report to show details for a specific service contract.	Text		
Start Date	Limits the data to transactions occurring on or after the specified start date.	Date		Today
End Date	Limits the data to transactions occurring before the specified end date.	Date		Today

Inclusions/Exclusions

Type	Description
Inclusion	Includes only transactions linked to the designated block time suspense account to ensure accurate block amount tracking.

Report Output

The Block Amount Detail report outputs a detailed list of individual block amount transactions for a selected service contract within a specified date range. The report is organized into several sections that include the beginning balance, block usage transactions, block purchased transactions, and the ending balance. Data is retrieved by aggregating journal details and correlating them with invoices, service calls, and contract information. This comprehensive detail enables users to audit and reconcile block amount data at a granular level.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Columns

The **Block Amount Detail** report is made up of the following columns (in default display order):

Date

Indicates the date on which the transaction occurred, ensuring users can place each entry in its proper time context.

Invoice No

Displays the invoice number tied to the transaction and offers a drilldown link so users can review detailed invoice information when needed.

Call No

Provides the call number associated with the transaction. This field offers drilldown functionality to view additional details from the service call perspective.

Description

Describes the nature of the transaction (for example, “Block Usage”, “Beginning Balance”, “Block Purchased”, or “Ending Balance”) to clarify its role in the overall calculation.

Comment

Displays any remarks or comments that explain aspects of the block amount transaction.

Amount

Indicates the transaction amount. Block amounts are recorded as negative values to represent usage or adjustments in the contract’s balance.

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58. Report: Block Amount Summary Ext

Path: Live Data > ACCOUNTING
Report No: Q0302

Purpose

The **Block Amount Summary Ext** report is presented in the External Customer Portal so that customers can quickly review the prepaid Block Balance on each of their service contracts. By selecting an end date, they see an up-to-the-minute snapshot of how much value has been purchased, how much has been consumed, and what remains available.

Benefits

- Eliminates the need to email or phone an account manager for balance inquiries
- Improves transparency and strengthens trust through self-service access
- Helps customers manage budgets by tracking usage against prepaid blocks

Report Filters

Caption	Description	Type	Values	Default
End Date	Shows balances for activity dated up to and including the chosen day	Date		Today
Inc. Zero Balances	When checked, contracts with a zero balance are shown; when unchecked they are hidden	Checkbox		Unchecked

Inclusions/Exclusions

Type	Description
Inclusion	Includes data for **all operating companies** by default, ensuring a group-wide view
Inclusion	**External portal security** – when a customer logs in through the portal, the report engine automatically limits results to service contracts that belong to the customer (and any of its sites) linked to the user's login, so customers see only their own data
Inclusion	Includes only service contracts that are classified as "block amount" contracts
Inclusion	Includes financial activity dated **prior to the selected End Date**
Exclusion	Excludes any contract where both sold and used amounts net to zero unless "Inc. Zero Balances" is selected
Exclusion	Excludes journal lines marked "FE" (finance fees) from the amount sold calculation

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Report Output

The grid returns one line per service contract and displays the customer, contract, site, descriptive title, and the current block balance. The balance is calculated by subtracting the total value consumed (amount used) from the total block amount sold, up to the specified end date.

Report Columns

The **Block Amount Summary Ext** report is made up of the following columns (in default display order):

Company No

Indicates the operating company responsible for the contract, enabling multi-entity reporting.

Service Contract No

Shows the unique identifier of the block amount service contract and acts as a hyperlink to the contract record for additional context.

Customer

Displays the customer's name associated with the service contract so users can easily identify the account.

Site Name

Shows the physical site tied to the contract, helping customers understand where services are delivered.

Title

Provides the descriptive title of the service contract for quick reference.

Block Balance

Calculated as **Amount Sold – Amount Used**; represents the remaining dollar value of prepaid labor available on the contract as of the selected end date.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

59. Report: Recurring Dispatch – Next Call Date

Path: Live Data > SERVICE
Report No: Q0342

Purpose

The purpose of the Recurring Dispatch – Next Call Date report is to provide users with a comprehensive view of recurring dispatch records by calculating and displaying the next scheduled call dates. This report supports service management by integrating key dispatch, billing, and scheduling information so that users can effectively track upcoming service engagements and ensure timely follow-up actions.

Benefits

- Enables proactive maintenance through timely identification of next call dates.
- Enhances resource planning with clear technician assignments.
- Facilitates better customer service by ensuring follow-ups occur on schedule.
- Streamlines management of recurring dispatches.

Report Filters

Caption	Description	Type	Values	Default
Company No.	Specifies the company identifier to filter recurring dispatch records; a value of "" selects all companies.	List		ALL
By Date	Specifies the bill date used to determine service eligibility and next call scheduling based on billing and service criteria.	Date		Today
Branch	Filters recurring dispatch records by branch location.	List		Current User's Branch
Department	Filters recurring dispatch records by department.	List		Current User's Department

Inclusions/Exclusions

Type	Description
Inclusion	Recurring dispatch records are included if they either lack a billed-through date and their start date (adjusted by the billing advance period) is on or before the specified bill date, or if their calculated next call date (adjusted by the billing advance period) is on or before the bill date.
Inclusion	Only records that are still active (with an end date later than the specified bill date) or are set for auto-renewal are included, ensuring that the report focuses solely on current and actionable service engagements.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Output

The Recurring Dispatch – Next Call Date report outputs a detailed list of recurring dispatch records along with essential service, billing, and scheduling information. The report combines data from dispatch records, product information, and customer and site details to provide a clear overview of each recurring service engagement.
A calculated next call date is provided for each record using custom business logic that factors in billing dates, billing advance days, and service renewal settings. This calculation ensures that users see the most accurate scheduling information to manage follow-ups effectively.
Additionally, the report incorporates drilldown functionality, enabling users to click through to a detailed view of any dispatch record. This interactive element supports deeper analysis and facilitates prompt decision-making regarding service operations.

Report Columns

The **Recurring Dispatch – Next Call Date** report is made up of the following columns (in default display order):

Zoom Drilldown

Provides interactive drilldown access to detailed recurring dispatch information, allowing users to navigate to a comprehensive view of the selected dispatch record.

Company

Indicates the company associated with the recurring dispatch record by displaying the customer name linked to the service call.

Site

Indicates the site or location where the recurring dispatch service is scheduled to be performed.

Product

Indicates the product or product involved in the service call, helping users identify the equipment that requires attention.

Last Call

Displays the last call date for the recurring dispatch, representing the most recent service engagement for the record.

Next Call

Displays the next scheduled call date for the recurring dispatch record, calculated based on billing criteria and service intervals.

Problem Code

Indicates the specific code assigned to the identified problem, aiding the categorization of service issues.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Problem

Provides a brief description of the problem encountered.

Problem Description

Provides a detailed description of the issue prompting the recurring dispatch.

Frequency

Indicates the frequency at which the recurring dispatch is scheduled, reflecting the service interval defined within the record.

Auto Dispatch

Indicates whether the call is set to auto-dispatch upon creation.

Tech

Indicates the technician pre-assigned to the recurring dispatch service.

Branch

Indicates the branch location responsible for the recurring dispatch, helping to localize service operations.

Department

Indicates the department associated with the dispatch record.

Bill Type

Indicates the billing type applied to the recurring dispatch.

Bill Amount

Displays the billing amount associated with the recurring dispatch service.

Est Fix time

Displays the estimated fix time, representing the anticipated duration required to resolve the identified issue.

Category

Indicates the category classification for the recurring dispatch record, which is used to group similar service calls.

Subcat

Indicates the sub-category classification, providing additional detail to further refine the categorization of the dispatch record.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Default Sorting

The **Recurring Dispatch – Next Call Date** report is ordered by default in the following manner:

#	Column	Method
1	Next Call	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

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60. Report: Manufacturer Sales Forecast

Path: Live Data > SALES
Report No: Q0034

Purpose

The purpose of the Manufacturer Sales Forecast report is to provide a projection of potential sales revenue, based on outstanding customer quotes and their associated opportunities. It helps businesses anticipate future demand for products from specific manufacturers, broken down into key future time periods.
Benefits

- **Improved Demand Planning:** Enables better forecasting of product demand from specific manufacturers, aiding inventory and procurement strategies.
- **Enhanced Sales Forecasting:** Provides a clear view of potential future revenue based on the likelihood and estimated close dates of open opportunities.
- **Focused Sales Efforts:** Helps sales teams identify and prioritize opportunities based on their probability and expected close timeframe.
- **Manufacturer Relationship Management:** Offers data-driven insights for discussions with manufacturers regarding upcoming demand.
- **Resource Allocation:** Assists in planning resources by understanding which products and opportunities are likely to convert soon.
- **Financial Projections:** Supports more accurate short-term to medium-term financial planning by projecting item costs from potential sales.

Report Filters

Caption	Description	Type	Values	Default
As Of Date	The date from which the forecast periods are calculated. The report will consider opportunities closing on or after this date.	Date		Today
Branch	Filters the report data to a specific company branch or includes all branches.	List	List of branches	
Manufacturer	Filters the report for a specific manufacturer.	Text		
Probability	Filters opportunities based on their likelihood of closing (e.g., 20 for 20%). Only opportunities with a probability greater than or equal to this value are included.	Number		
Format	Determines the level of detail in the report output.	List	DETAILED, SUMMARY	
Company No.	Filters the report data to a specific company or includes all companies.	List	List of companies, including an 'ALL' option	

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Only considers items from Quotes that are linked to an Opportunity.
Inclusion	Only includes items that have a corresponding master.
Inclusion	Opportunities considered must have an estimated close date on or after the selected "As Of Date".
Inclusion	Opportunities considered must have a probability percentage greater than or equal to the specified "Probability" filter.
Inclusion	Only includes Quotes that are not in 'CONVERTED', 'CANCELED', 'CANCELLED', or 'CLOSED' statuses.

Report Output

The Manufacturer Sales Forecast report provides a projection of future sales, itemizing products from active quotes linked to sales opportunities. It calculates the total quantity and total cost of these items, distributing the forecasted cost across four future time periods based on the opportunity's estimated close date: 0-30 days, 31-60 days, 61-90 days, and beyond 90 days from the selected "As Of Date".
The report offers two distinct output formats selectable via the "Format" filter:

- **DETAILED:** This format provides an itemized breakdown, listing each product along with comprehensive details from the opportunity and quote, such as opportunity number, quote number, quote status, sales representative, and more.
- **SUMMARY:** This format offers a more aggregated view, summarizing the forecasted quantities and costs by manufacturer, item, estimated close date, probability, interest, and branch.

Both formats aim to give a clear perspective on potential future sales revenue originating from quoted items, aiding planning and decision-making.

DETAILED Format Columns

The **Manufacturer Sales Forecast** columns vary based on the "Format" filter selected:
The following columns are displayed when "DETAILED" is selected for the "Format" filter:

Zoom Drilldown

Provides a drilldown link to the originating Opportunity.

Manufacturer

Indicates the manufacturer associated with the item, sourced from Master.

Quantity

Shows the total quantity of the item as specified on the associated Quote Item.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Master Item No

Indicates the unique identifier for the item from the Master.

Item Description

Shows the description of the item, sourced from the Quote Item information.

Est. Close Date

Indicates the expected date the associated Opportunity is anticipated to close.

Probability %

Shows the likelihood (as a percentage) that the associated Opportunity will be won.

Forecasted Cost (0-30 Days)

The total forecasted cost (Quantity * Unit Cost from Quote Item) for items in opportunities expected to close within 0 to 30 days from the "As Of Date".

Forecasted Cost (31-60 Days)

The total forecasted cost (Quantity * Unit Cost from Quote Item) for items in opportunities expected to close between 31 and 60 days from the "As Of Date".

Forecasted Cost (61-90 Days)

The total forecasted cost (Quantity * Unit Cost from Quote Item) for items in opportunities expected to close between 61 and 90 days from the "As Of Date".

Forecasted Cost (>90 Days)

The total forecasted cost (Quantity * Unit Cost from Quote Item) for items in opportunities expected to close more than 90 days from the "As Of Date".

Interest

Indicates the level of customer interest or category assigned to the Opportunity.

Opportunity No

Shows the unique identifier of the sales Opportunity.

Quote No

Shows the unique identifier of the Quote linked to the Opportunity.

Quote Status

Indicates the status of the Quote (e.g., 'DATAENTRY', 'CONFIRMED').

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Branch

Indicates the company branch associated with the Quote.

Sales Rep

Shows the sales representative assigned to the Opportunity.

Company

Indicates the company name associated with the Quote.

Quote Title

Shows the title or descriptive name of the Quote.

SUMMARY Format Columns

The following columns are displayed when "SUMMARY" is selected for the "Format" filter:

Zoom Drilldown

Provides a drilldown link to the Master.

Manufacturer

Indicates the manufacturer associated with the item, sourced from Master.

Total Quantity

Shows the aggregated total quantity of the item from all relevant Quote Items contributing to this summary line.

Master Item No

Indicates the unique identifier for the item from the Master.

Item Description

Shows the description of the item, typically from the Master Item or Quote Item information.

Est. Close Date

Indicates the expected date the associated Opportunity is anticipated to close. This row summarizes items for this specific close date.

Probability %

Shows the likelihood (as a percentage) that the associated Opportunity will be won. This row summarizes items for this specific probability.

Forecasted Cost (0-30 Days)

The aggregated total forecasted cost (Quantity * Unit Cost from Quote Item) for items in opportunities expected to close within 0 to 30 days from the "As Of Date".

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Forecasted Cost (31-60 Days)

The aggregated total forecasted cost (Quantity * Unit Cost from Quote Item) for items in opportunities expected to close between 31 and 60 days from the "As Of Date".

Forecasted Cost (61-90 Days)

The aggregated total forecasted cost (Quantity * Unit Cost from Quote Item) for items in opportunities expected to close between 61 and 90 days from the "As Of Date".

Forecasted Cost (>90 Days)

The aggregated total forecasted cost (Quantity * Unit Cost from Quote Item) for items in opportunities expected to close more than 90 days from the "As Of Date".

Interest

Indicates the level of customer interest or category assigned to the Opportunity. This row summarizes items for this specific interest level.

Branch

Indicates the company branch associated with the Quote. This row summarizes items for this specific branch.

Default Sorting

The **Manufacturer Sales Forecast** is ordered by default based on the selected "Format":
For DETAILED Format:

#	Column	Method
1	Manufacturer	Ascending
2	Master Item No	Ascending
3	Est. Close Date	Ascending
4	Sales Rep	Ascending

For SUMMARY Format:

#	Column	Method
1	Manufacturer	Ascending
2	Master Item No	Ascending
3	Est. Close Date	Ascending
4	Branch	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

61. Report: Purchases by Master No.

Path: Live Data > ACCOUNTING
Report No: Q0010

Purpose

The purpose of the Purchases by Master No. report is to provide a focused view of purchase transactions by Master No., allowing organizations to quickly see how much they have spent (quantity, total purchase costs) on specific items or groups of items over a defined date range.

Benefits

- Helps identify which items or categories incur the highest purchasing costs.
- Provides clarity on vendor purchases tied to particular Master No. items.
- Allows filtering by various parameters (such as date range, vendor, branch) to produce targeted purchase detail reports.
- Improves financial oversight by highlighting total spend and percentages.
- Aids strategic sourcing decisions by exposing aggregated purchasing data.

Report Filters

Caption	Description	Type	Values	Default
Company No	Restricts results to a specific company; if blank or , includes all.	List		List
Branch	Filters results to purchases made through the specified branch.	Branch		ALL
Price List	Filters items by price list; if blank or ALL, includes all.	List		ALL
Category	Filters to only those masters falling under the chosen category.	List		ALL
Sub Category	Filters to only those masters of the chosen sub category.	List		ALL
Vendor	Shows purchases from selected vendor only.	Company Lookup		
Manufacturer	Filters items by manufacturer (dynamic list populated from the system).	List		
Start Date	Lower bound of the purchase invoice date range.	Date		Today
End Date	Upper bound (non-inclusive) of the purchase invoice date range.	Date		Today
Master No	Filters purchases to the specified Master No. (blank or ALL includes all).	Text		ALL

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Only vendor invoices are included and must be posted.

Report Output

This report returns summarized records of purchasing activity by Master No. It calculates the total quantity purchased (Qty), displays the description and manufacturer for each Master item, and shows the overall dollar amount spent (Total). The report also calculates the percentage each Master No. represents of the total purchase amount within the selected filters. Each row displays the aggregated data for that Master No.

Report Columns

The **Purchases by Master No.** report is made up of the following columns (in default display order):

Description

Shows the item's descriptive details as.

Total

Represents the total purchase amount for the item, calculated by summing (quantity received × price) for each item.

Manufacturer

Shows the manufacturer name associated with the item.

Master No.

Indicates the master number identifier (clickable to drill into more detail).

Percentage

Displays the item's percentage of overall purchases, calculated as (Total ÷ Sum of all item totals) × 100.

Qty

Shows the total quantity received for each Master No. (sum of all relevant transactions).

Default Sorting

The Purchases by Master No. report is ordered by default in the following manner:

#	Column	Method
1	Total	Descending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

62. Report: Order Bookings by Master No.

Path: Live Data > Accounting
Report No: Q0009

Purpose

The purpose of the Order Bookings by Master No. report is to provide a summarized view of booked order revenue, grouped by the Master Item number. It allows users to analyze the quantity and calculated monetary value of items ordered within a specific timeframe and based on various organizational and item-specific filters.

Benefits

- Identifies top-performing products or services based on booked revenue contribution.
- Analyzes revenue contribution patterns by item category or sub-category.
- Tracks booking volume trends over specified periods for individual masters.
- Supports inventory management and purchasing strategies by highlighting high-demand items based on bookings.
- Assesses the effectiveness of different price lists by filtering the report accordingly.
- Monitors and compares sales booking performance across different company entities or branches.

Report Filters

Caption	Description	Type	Values	Default
Company	Filters the report based on the company associated with the Orders.	List		Current User's Company
Branch	Filters the report based on the branch associated with the Orders.	List		ALL
Price List	Filters the report based on the Price List assigned to the masters.	List	List of Price Lists	ALL
Category	Filters the report based on the Category assigned to the masters.	List	List of Master Categories	ALL
Sub Category	Filters the report based on the Sub-Category (Class) assigned to the masters.	List	List of Master Sub-Categories	ALL
Start Date	Specifies the starting date (inclusive) for filtering Orders based on their booking date (order date).	Date		Today
End Date	Specifies the ending date (exclusive) for filtering Orders based on their booking date (order date).	Date		Today

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Exclusion	Orders with a status of 'DATAENTRY', 'CANCELLED', or 'CANCELED' are excluded from the report calculations.
Exclusion	Order Items with a status of 'DATAENTRY', 'CANCELLED', or 'CANCELED' are excluded from the report calculations.
Inclusion	The calculation for the 'Total' column considers currency conversion rates (posting rate from currency information) if the Order has a specified currency type with a rate greater than zero.

Report Output

This report provides a summarized list of masters based on booked Orders within the selected date range and filters. For each Master Item, it displays the total quantity ordered and the total calculated revenue generated from its associated Order Items. The data is grouped by Master Item number and description, allowing for easy identification of item performance. Additionally, the report calculates and shows the percentage contribution of each Master Item's revenue relative to the total revenue of all items listed in the report, providing insight into relative performance.

Report Columns

The **Order Bookings by Master No.** report is made up of the following columns (in default display order):

Qty

Shows the total quantity of the Master Item booked across all relevant Orders within the specified filters. This value is derived by summing the quantities from the associated Order Item information. Order Items are excluded if their status or the status of their parent Order is 'DATAENTRY', 'CANCELLED', or 'CANCELED'.

Master No.

Indicates the unique identifier for the Master Item, retrieved from Master. This column includes a drilldown link allowing navigation to the detailed Master Item record.

Description

Indicates the description associated with the Master Item number, retrieved from Master.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Total

Shows the calculated total booked revenue for the Master Item. This is derived by summing the product of quantity and price for each relevant Order Item. If the associated Order utilizes a specific currency type and a posting rate is available in the currency information, the calculated amount is converted using that rate. Otherwise, the original calculated amount (Quantity * Price) is used. Order Items are excluded if their status or the status of their parent Order is 'DATAENTRY', 'CANCELLED', or 'CANCELED'.

%

Shows the percentage contribution of this Master Item's total booked revenue (shown in the 'Total' column) to the grand total revenue of all masters displayed in the report. It is calculated as: (Total column value / Grand Total Revenue for the report) * 100.

Grand Totals

The report includes a grand total summation for the **Total** column, summarizing the overall calculated booked revenue for all masters listed based on the applied filters.

Default Sorting

The **Order Bookings by Master No.** report is ordered by default in the following manner:

#	Column	Method
1	Total	Descending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

63. Report: Expense by Vendor

Path: Accounting > Accounts Payable > Quick Views
Report No: Q0005

Purpose

The purpose of the **Expense By Vendor** report is to provide a detailed view of expenses incurred from vendors, categorized by the vendor associated with each expense. This report helps users track and analyze vendor-related costs over a specified date range, which aids in budgeting, cost management, and vendor relationship management.

Benefits

- Gain visibility into expenses by vendor association.
- Track vendor expenditures over a specific period.
- Support financial reporting and budget analysis.
- Enhance vendor management through detailed expense tracking.
- Help identify opportunities for cost savings and vendor negotiation.

Report Filters

The **Expense By Vendor** report accepts the following filters:

Caption	Description	Type	Values	Default
Company	Filters the data by company number. It enables users to view expenses by specific companies.	List	List of companies	Current User's Company
Branch	Filters the data based on the selected branch. It allows users to focus on specific branches.	List	List of branches	ALL
Start Date	Filters the data based on the start date of the expense period.	Date		Today
End Date	Filters the data based on the end date of the expense period.	Date		Today

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Includes only vendor invoices that are not of the type 'DEPOSIT'.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Output

The **Expense By Vendor** report provides a breakdown of expenses by vendor, including the total voucher amounts and the percentage of each vendor's contribution to the total. The report aggregates voucher data by vendor and displays the vendor number, company name, total voucher amounts, and percentage share of the total expense. This is particularly useful for financial tracking and vendor relationship management.

Report Columns

The **Expense By Vendor** report is made up of the following columns (in default display order):

Column Name	Description
Zoom Drilldown	Allows users to click on a vendor number to zoom into detailed information about that vendor’s payments.
Customer No.	Displays the unique identifier for each vendor.
Company	Vendor’s company name
Total	Shows the total expense amount for the vendor in the specified period. This is calculated by summing the vouchered amounts for each vendor.
%	Shows the percentage of the total vendor payments relative to the overall total. This percentage is calculated using the formula: **(SUM of Vendor Payments / Total) * 100**.

Default Sorting

The **Expense By Vendor** report is ordered by default in the following manner:

#	Column	Method
1	Total	Descending
2	Company	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

64. Report: Subcontractor InsTypes About to Expire

Path: Live Data > NO CATEGORY
Report No: Q0072

Purpose

The purpose of the Subcontractor InsTypes About to Expire report is to identify and list subcontractor insurance policies that are nearing their expiration date within a user-defined timeframe. This enables proactive management of subcontractor compliance and mitigation of risks associated with expired insurance.

Benefits

- Proactively manage subcontractor compliance by identifying insurance policies nearing expiration.
- Mitigate risks associated with engaging subcontractors with lapsed insurance coverage.
- Ensure business continuity by facilitating timely renewal or replacement of expiring insurance.
- Improve vendor relationship management by providing timely reminders or initiating discussions about insurance renewals.
- Streamline the administrative process of tracking and following up on subcontractor insurance expirations.
- Support decision-making regarding subcontractor engagement based on their insurance status.

Report Filters

Caption	Description	Type	Values	Default
Enter Start Days	Specifies the start of the date range, in days relative to the current date, for checking insurance expiration dates (e.g., -30 for 30 days ago).	Number		-30
Enter End Days	Specifies the end of the date range, in days relative to the current date, for checking insurance expiration dates (e.g., 0 for today).	Number		
Branch	Filters the report by the subcontractor's branch. 'ALL' can be used to include all branches.	List	List of branches	
Status	Filters by the status of the subcontractor insurance type. 'ALL' can be used to include all statuses.	List	General Code: INSTYPSTAT	

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Only includes vendors that are flagged as subcontractors.
Inclusion	Only considers subcontractor insurance policies that have a recorded expiration date.
Inclusion	Last contact information (date, contacted person, activity type, and title) is derived from 'MESSAGE TO WEB', 'PHONE CALL', or 'EMAIL' activity types.

Report Output

This report provides a detailed list of subcontractor insurance policies that are due to expire within the date range specified by the "Enter Start Days" and "Enter End Days" filters. For each expiring insurance policy, the report displays key information about the subcontractor, including their company name, contact details (primary contact, phone, fax, email), and associated branch. It also details the specifics of the insurance policy, such as its type, subtype, descriptive name, status, actual expiration date, and its category/sub-category.
Furthermore, the report includes information regarding the last communication logged in the system concerning the insurance policy or the subcontractor. This includes the date of the last contact, the person contacted, and the type and title of the communication activity. A calculated field, "Days Expire," shows the number of days remaining until the policy expires or indicates how many days overdue it is if already expired.

Report Columns

The **Subcontractor InsTypes About to Expire** report is made up of the following columns (in default display order):

Zoom Drilldown

Provides a drilldown link to the Customer form for the associated subcontractor, allowing for quick access to their full details.

Customer No

Indicates the unique identifier for the subcontractor.

Company

Indicates the company name of the subcontractor.

Contact

Indicates the primary contact person at the subcontractor company.

Phone

Indicates the primary phone number of the subcontractor.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Fax

Indicates the fax number of the subcontractor.

Email

Indicates the email address of the primary contact at the subcontractor, sourced from the main Contact information linked to the subcontractor.

Branch

Indicates the branch associated with the subcontractor.

Type

Indicates the primary classification type of the subcontractor, as recorded in their Customer information.

Sub Type

Indicates the secondary classification sub-type of the subcontractor, as recorded in their Customer information.

Status

Indicates the status of the subcontractor's insurance policy (e.g., ACTIVE, EXPIRED), sourced from Subcontractor Insurance Type information.

Description

Indicates the descriptive name of the specific insurance type (e.g., "Commercial General Liability"), sourced from Insurance Type information.

Expire Date

Indicates the date when the subcontractor's insurance policy is set to expire.

Category

Indicates the general category of the insurance type (e.g., "Liability," "Auto"), sourced from Insurance Type information.

Sub Category

Indicates the specific sub-category of the insurance type, sourced from Insurance Type information.

Last Contact Date

Shows the date of the most recent communication activity ('MESSAGE TO WEB', 'PHONE CALL', or 'EMAIL') logged for this specific insurance type or generally for the subcontractor.

Contacted

Indicates the contact person noted in the last recorded communication activity.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Activity Type

Indicates the type of the last recorded communication activity (e.g., PHONE CALL, EMAIL).

Activity Title

Indicates the title or subject of the last recorded communication activity.

Days Expire

Calculates and displays the number of days remaining until the insurance policy expires, based on the current date. A negative number indicates the policy has already expired and by how many days.

Default Sorting

The **Subcontractor InsTypes About to Expire** report is ordered by default in the following manner:

#	Column	Method
1	Expire Date	Descending
2	Customer No	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

65. Report: Subcontractor LicenseTypes About to Expire

Path: Live Data > NO CATEGORY
Report No: Q0073

Purpose

The purpose of the Subcontractor LicenseTypes About to Expire report is to identify and list subcontractor licenses that are nearing their expiration date or have recently expired. This is determined based on a user-defined timeframe, enabling proactive management of subcontractor compliance.

Benefits

- **Proactive Compliance Management**: Helps avoid penalties or work stoppages due to expired subcontractor licenses by providing timely alerts.
- **Risk Mitigation**: Ensures that subcontractors remain qualified and legally able to perform work, reducing potential liabilities.
- **Improved Vendor Management**: Facilitates maintaining up-to-date records of essential subcontractor credentials and documentation.
- **Operational Continuity**: Prevents delays in projects or services that rely on currently licensed subcontractors.
- **Informed Decision-Making**: Allows for quick identification of subcontractors who require license renewals, aiding resource planning and communication.

Report Filters

Caption	Description	Type	Values	Default
Day Check Start	The starting number of days from the current date to begin checking for license expirations. For example, '0' means today, a negative number means days in the past.	Number		
Day Check End	The ending number of days from the current date to end checking for license expirations. For example, '30' means licenses expiring up to 30 days from the current date.	Number		
Branch	Filters the report to a specific branch associated with the subcontractor. Leaving this field blank or entering 'ALL' will include subcontractors from all branches.	Text		
Status	Filters licenses by their status (e.g., 'ACTIVE'). If multiple statuses need to be checked, they can be entered as a list. Leaving this field blank includes all statuses.	Text		

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Only includes records that are flagged as Subcontractors in vendor information.
Inclusion	Only includes subcontractor licenses that have a defined expiration date.

Report Output

The Subcontractor LicenseTypes About to Expire report provides a detailed listing of subcontractor licenses that are due to expire within, or have already expired by, a user-specified number of days from the current date. For each identified license, the report displays comprehensive information about the subcontractor, including their company name, customer number, primary contact details (phone, fax, email), and associated branch. It also presents specifics of the license, such as its type, descriptive details, category, sub-category, status, and its expiration date. Crucially, the report calculates and shows the number of days remaining until expiry (or days past expiry). Additionally, it includes information on the last communication activity logged for the subcontractor or their license, such as the date, the person contacted, and the type and title of the activity. This data is compiled from Vendor, Subcontractor License Type, License Type, Contact, and Activity information.

Report Columns

The **Subcontractor LicenseTypes About to Expire** report is made up of the following columns (in default display order):

Zoom Drilldown

Provides a drilldown link. Clicking this opens the subcontractor details corresponding to the Customer No. in the row.

Customer No

Indicates the unique identifier for the subcontractor, sourced from Vendor information.

Company

Indicates the company name of the subcontractor, sourced from Vendor information.

Note

Displays comments or notes associated with the license type, sourced from License Type information.

Contact

Indicates the primary contact person for the subcontractor, sourced from Vendor information.

Phone

Indicates the primary phone number of the subcontractor, sourced from Vendor information.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Fax

Indicates the fax number of the subcontractor, sourced from Vendor information.

Email

Indicates the email address of the subcontractor's primary contact, sourced from Contact information. If the primary contact does not have an email address specified, this field will be blank.

Branch

Indicates the branch associated with the subcontractor, sourced from Vendor information. This is filtered by the 'Branch' report filter.

Subcontractor Type

Indicates the type classification of the subcontractor, sourced from the 'Type' field in Vendor information.

Subcontractor Sub Type

Indicates the sub-type classification of the subcontractor, sourced from the 'SubType' field in Vendor information.

License Status

Indicates the status of the subcontractor's license (e.g., 'ACTIVE', 'EXPIRED'), sourced from Subcontractor License Type information. This is filtered by the 'Status' report filter.

License Description

Provides a description of the license type, sourced from License Type information.

Expiration Date

Shows the date when the subcontractor's license is set to expire, sourced from Subcontractor License Type information. The report includes licenses whose expiration date falls within the user-defined 'Day Check Start' and 'Day Check End' period.

License Category

Indicates the category of the license type, sourced from License Type information.

License Sub Category

Indicates the sub-category of the license type, sourced from License Type information.

Last Contact Date

Shows the date of the most recent communication activity (specifically, 'MESSAGE TO WEB', 'PHONE CALL', or 'EMAIL' types) logged. This activity is linked either to the specific subcontractor license type or to the general subcontractor record. Data is sourced from Activity information.

Contacted Person/System

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Indicates the contact name or system user associated with the last recorded communication activity, sourced from Activity information.

Last Activity Type

Shows the type of the last recorded communication activity (e.g., 'PHONE CALL', 'EMAIL'), sourced from Activity information.

Last Activity Title

Displays the title or subject line of the last recorded communication activity, sourced from Activity information.

Days to Expiry

Calculated value indicating the number of days from the current date until the license's expiration date (calculated as Expiration Date minus Today). A positive number means days remaining, a negative number means days past expiry, and zero means expiring today.

Default Sorting

The Subcontractor LicenseTypes About to Expire report is ordered by default in the following manner:

#	Column	Method
1	Expiration Date	Descending
2	Customer No	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

66. Report: Subcontractor Prospects

Path: Live Data > NO CATEGORY
Report No: Q0074

Purpose

The purpose of the Subcontractor Prospects report is to list entities within the Q360 system that are identified as potential subcontractors and are currently in the 'PROSPECT' stage. This report provides key contact details and information about the last communication with these prospects, enabling users to effectively manage, track, and follow up with potential subcontracting partners.

Benefits

- Efficiently identifies potential subcontractors for upcoming projects or service needs.
- Centralizes tracking of communication history with subcontractor prospects.
- Provides quick and easy access to essential contact information for prospects.
- Aids in streamlining the subcontractor vetting and onboarding process.
- Supports better resource allocation and planning by offering visibility into the available pool of potential subcontractors.
- Facilitates targeted outreach and relationship building with future partners.

Report Filters

Caption	Description	Type	Values	Default
Branch	Filters the report to display prospects associated with a specific branch or all branches.	List	List of Branches	ALL

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Only entities that are flagged as 'Subcontractor' in their profile are included.
Inclusion	Only entities that have a 'Type' of 'PROSPECT' are included, focusing on potential future partners.
Inclusion	When determining 'Last Contact' details, the report considers only communication activities of type 'MESSAGE TO WEB', 'PHONE CALL', or 'EMAIL'.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Output

The Subcontractor Prospects report generates a comprehensive list of potential subcontractors. For each prospect, it presents identifying information such as their unique system number, company name, and the primary contact person. The report includes vital contact details like phone number, fax, and email address. It also specifies the prospect's associated branch, their classification type (which, due to report design, is always 'PROSPECT'), and any designated subtype. A key feature is the inclusion of details regarding the last recorded contact with the prospect, covering the date of this contact, the individual contacted, and both the type and title of the communication activity. This allows for an organized overview of engagement with each potential subcontractor.

Report Columns

The **Subcontractor Prospects** report is made up of the following columns (in default display order):

Zoom Drilldown

Provides a drilldown link to navigate directly to the full vendor record for the subcontractor prospect within Q360.

Customer No

Indicates the unique identifier assigned to the subcontractor prospect in the system.

Company

Indicates the company name of the subcontractor prospect.

Contact

Indicates the name of the primary contact person at the subcontractor prospect's company.

Phone

Indicates the primary phone number for the subcontractor prospect.

Fax

Indicates the fax number for the subcontractor prospect.

Email

Indicates the email address of the primary contact for the subcontractor prospect, sourced from the associated Contact information.

Branch

Indicates the branch associated with the subcontractor prospect.

Type

Indicates the classification type of the customer record. For this report, this value will consistently be 'PROSPECT'.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Sub Type

Indicates the subtype classification assigned to the subcontractor prospect, providing more granular categorization.

Last Contact Date

Shows the date of the most recent communication activity (specifically 'MESSAGE TO WEB', 'PHONE CALL', or 'EMAIL') logged with the subcontractor prospect.

Contacted

Shows the name of the individual who was contacted during the last recorded communication activity with the subcontractor prospect.

Activity Type

Indicates the type of the last communication activity (e.g., 'MESSAGE TO WEB', 'PHONE CALL', 'EMAIL') recorded with the subcontractor prospect.

Activity Title

Shows the title or subject line of the last communication activity logged with the subcontractor prospect.

Default Sorting

The Subcontractor Prospects report is ordered by default in the following manner:

#	Column	Method
1	Customer No	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

67. Report: Subcontractor Rates About to Expire

Path: Live Data > NO CATEGORY
Report No: Q0075

Purpose

The purpose of the Subcontractor Rates About to Expire report is to identify and list subcontractors whose service rates are scheduled to expire within a specified upcoming period. This allows for proactive management of subcontractor agreements, ensuring timely renewals or renegotiations.

Benefits

- Facilitates proactive management of subcontractor rate expirations.
- Enables timely renewal or renegotiation of subcontractor agreements to avoid service disruptions.
- Helps maintain accurate and up-to-date subcontractor pricing information.
- Supports better vendor relationship management by anticipating agreement milestones.
- Aids in budget forecasting by highlighting rates that may change.

Report Filters

Caption	Description	Type	Values	Default
Day Check Start	The starting number of days from the current date to begin checking for expiring subcontractor rates (e.g., 0 for today).	Number		
Day Check End	The ending number of days from the current date to end checking for expiring subcontractor rates (e.g., 30 for rates expiring in the next 30 days).	Number		
Branch	Filters the report for subcontractors associated with a specific operational branch. Leave blank or select "ALL" for all branches.	List	List of branches	
Status	Filters the report by the status of the subcontractor rates. Multiple statuses can be entered, separated by commas.	Text		

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Only records from vendor information that are flagged as subcontractors are included.
Inclusion	Only subcontractor rates that have a defined expiration date are considered.
Inclusion	Details of the last communication (date, contacted person, activity type, title) are sourced only from activities of type 'MESSAGE TO WEB', 'PHONE CALL', or 'EMAIL'.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Output

The Subcontractor Rates About to Expire report provides a detailed list of subcontractors whose service rates are approaching their expiration date, based on a user-defined window (number of days from the current date). For each expiring rate, the report displays key information about the subcontractor, such as their customer number, company name, primary contact details (name, phone, fax, email), and associated branch. It also presents specifics of the rate itself, including its description, category, sub-category, status, and the actual expiration date. A crucial calculated column shows the number of days remaining until the rate expires. Furthermore, to aid in follow-up actions, the report includes details of the last logged communication with the subcontractor or related to the specific rate. This communication information is limited to activities like 'MESSAGE TO WEB', 'PHONE CALL', or 'EMAIL' and includes the date of contact, the person contacted, the type of activity, and its title. Data is primarily sourced from Customer, Subcontractor Rate, Rate, Contact, and Activity information.

Report Columns

The **Subcontractor Rates About to Expire** report is made up of the following columns (in default display order):

Zoom Drilldown

Provides a clickable link to navigate directly to the subcontractor's record.

Customer No

Indicates the unique identifier for the subcontractor from Vendor information.

Company

Indicates the company name of the subcontractor from Vendor information.

Note

Displays any comments or notes associated with the specific rate definition, sourced from Rate information.

Contact

Indicates the primary contact person for the subcontractor from Vendor information.

Phone

Indicates the primary phone number for the subcontractor from Vendor information.

Fax

Indicates the fax number for the subcontractor from Vendor information.

Email

Indicates the email address of the primary contact for the subcontractor. This is retrieved from Contact information, matching the subcontractor and their primary contact person. If no email is found for the specific contact, it shows blank.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Branch

Indicates the operational branch associated with the subcontractor from Vendor information.

Type

Indicates the classification type of the subcontractor (e.g., VENDOR) from Vendor information.

Sub Type

Indicates the further classification sub-type of the subcontractor from Vendor information.

Status

Indicates the status of the subcontractor rate (e.g., ACTIVE) from Subcontractor Rate information. This status is typically defined in General Codes under type 'SUBCRASTAT'.

Description

Provides the description of the service or item associated with the subcontractor rate, from Rate information.

Expiration Date

Shows the date when the subcontractor rate is scheduled to expire, from Subcontractor Rate information.

Category

Indicates the category classification of the subcontractor rate, from Rate information.

Sub Category

Indicates the sub-category classification of the subcontractor rate, from Rate information.

Last Contact Date

Shows the date of the most recent communication (specifically 'MESSAGE TO WEB', 'PHONE CALL', or 'EMAIL') logged for this subcontractor rate or the subcontractor. This is derived from Activity information.

Contacted Person

Indicates the person who was contacted during the last communication activity ('MESSAGE TO WEB', 'PHONE CALL', or 'EMAIL') logged for this subcontractor rate or the subcontractor. This is derived from Activity information.

Activity Type

Shows the type of the last communication activity (e.g., 'PHONE CALL', 'EMAIL') logged for this subcontractor rate or the subcontractor. This is derived from Activity information and is limited to 'MESSAGE TO WEB', 'PHONE CALL', or 'EMAIL'.

Activity Title

Displays the title or subject of the last communication activity ('MESSAGE TO WEB', 'PHONE CALL', or 'EMAIL') logged for this subcontractor rate or the subcontractor. This is derived from Activity information.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Days to Expiration

Calculated number of days remaining until the subcontractor rate expires, based on the current system date and the rate's expiration date. A negative number indicates the rate has already expired.

Default Sorting

The Subcontractor Rates About to Expire report is ordered by default in the following manner:

#	Column	Method
1	Expiration Date	Descending
2	Customer No	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

68. Report: Subcontractor WorkTypes About to Expire

Path: Live Data > NO CATEGORY
Report No: Q0076

Purpose

The purpose of the Subcontractor WorkTypes About to Expire report is to identify subcontractor labor types that are due to expire within a specified timeframe. This allows for proactive management of subcontractor certifications and qualifications, ensuring service continuity and compliance.

Benefits

- Proactively manage subcontractor work type expirations to prevent service disruptions.
- Ensure subcontractors maintain necessary qualifications and certifications as per business and contractual requirements.
- Mitigate risks associated with utilizing subcontractors with expired or invalid work credentials.
- Streamline the process of identifying and contacting subcontractors regarding upcoming expirations.
- Improve vendor relationship management through timely communication and follow-up.
- Support compliance efforts by maintaining up-to-date records of subcontractor qualifications.

Report Filters

Caption	Description	Type	Values	Default
Enter Start Days	Specifies the lower bound of the expiration window, in days from the current date. For example, 0 means expiring from today onwards.	Number		0
Enter End Days	Specifies the upper bound of the expiration window, in days from the current date. For example, 30 means expiring up to 30 days from today.	Number		30
Enter Branch	Filters the report for subcontractors associated with a specific branch.	List	List of branches	ALL
Enter Status	Filters the report by the status of the subcontractor work type.	List	General Code 'SUBCWTSTAT'.	ALL

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	The report only includes vendors that are flagged as subcontractors.
Inclusion	The report only includes subcontractor labor types that have a defined expiration date.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Output

The Subcontractor WorkTypes About to Expire report provides a detailed listing of subcontractor labor types that are scheduled to expire within a user-defined period, specified in days from the current date. For each expiring work type, the report presents comprehensive information about the subcontractor, including their vendor number, company name, primary contact details (name, phone, fax, email), and associated branch. It also details the specifics of the work type, such as its description, assigned category and sub-category, type, subtype, status, and the exact expiration date. Crucially, the report calculates and displays the number of days remaining until expiration. To facilitate timely follow-up, the report also includes details of the last communication activity logged for the subcontractor or their work type, such as the date of contact, the person contacted, and the type and title of the activity. This enables users to proactively manage renewals and ensure uninterrupted subcontractor service.

Report Columns

The **Subcontractor WorkTypes About to Expire** report is made up of the following columns (in default display order):

Vendor No

Indicates the unique identifier of the subcontractor. Data is sourced from Vendor information.

Company

Indicates the company name of the subcontractor. Data is sourced from Vendor information.

Contact

Indicates the primary contact person at the subcontractor company. Data is sourced from Vendor information.

Phone

Indicates the phone number of the subcontractor. Data is sourced from Vendor information.

Fax

Indicates the fax number of the subcontractor. Data is sourced from Vendor information.

Email

Indicates the email address of the subcontractor's primary contact. Data is sourced from Contact information, linked to the Vendor. If no email is found for the primary contact, this field will be blank.

Branch

Indicates the branch associated with the subcontractor. Data is sourced from Vendor information.

Type

Indicates the primary type classification of the subcontractor. Data is sourced from Vendor information.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Sub Type

Indicates the secondary type classification of the subcontractor. Data is sourced from Vendor information.

Status

Indicates the status of the subcontractor work type (e.g., ACTIVE). Data is sourced from Subcontractor Work Type information.

Description

Provides a description of the work type. Data is sourced from Work Type information. The report may also provide additional comments from the Work Type record as a cell note for this field.

Expiration Date

Indicates the date when the subcontractor's work type is set to expire. Data is sourced from Subcontractor Work Type information.

Category

Indicates the category of the work type. Data is sourced from Work Type information.

Sub Category

Indicates the sub-category of the work type. Data is sourced from Work Type information.

Last Contact Date

Shows the date of the most recent communication activity (Message to Web, Phone Call, or Email) logged for the subcontractor or their specific work type. Data is derived from Activity information.

Contacted

Shows the contact person noted in the last communication activity for the subcontractor or their work type. Data is derived from Activity information.

Activity Type

Shows the type of the last communication activity (e.g., PHONE CALL, EMAIL) logged for the subcontractor or their work type. Data is derived from Activity information.

Activity Title

Shows the title or subject of the last communication activity logged for the subcontractor or their work type. Data is derived from Activity information.

Days to Expiration

Calculated number of days from the current date until the work type expires. A negative number indicates the work type has already expired. This is calculated as the difference between the work type's expiration date and the current system date.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Default Sorting

The Subcontractor WorkTypes About to Expire report is ordered by default in the following manner:

#	Column	Method
1	Expiration Date	Descending
2	Vendor No	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

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69. Report: Master Valuation By Date

Path: Inventory > Reports
Report No: Q0002

Purpose

The purpose of the Master Valuation By Date report is to provide a detailed snapshot of inventory value as of a specified date. It calculates the quantity on hand and the associated cost for each item within specific branches and companies, based on historical inventory transactions, helping users understand the financial value of their inventory assets at a particular point in time.

Benefits

- Provides accurate inventory valuation for financial reporting.
- Helps identify the value of stock held in different branches.
- Supports inventory control and reconciliation processes.
- Enables analysis of inventory value trends over time.
- Aids in auditing inventory records.

Report Filters

Caption	Description	Type	Values	Default
Master No	Filters the report for a specific Master Item Number. Leave blank to include all applicable items.	Text		
End Date	Specifies the cut-off date for the valuation. The report includes transactions up to the end of this date.	Date		Today
Company No.	Filters data for a specific company entity.	List	List of company entities	User's Company
Branch	Filters data for a specific branch or all branches.	List	List of branches	User's Branch
Category	Filters items based on their assigned Master Category.	List	List of Master Categories	ALL
Sub-Category	Filters items based on their assigned Master Subcategory.	List	List of Master Sub Categories	ALL

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Only includes masters designated as 'Q' (Quantity) or 'A' (Asset) type.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Type	Description
Inclusion	Only processes masters that have recorded transaction history affecting quantity in the Master Journal information.
Exclusion	By default, items with a calculated quantity on hand of zero as of the specified End Date are excluded from the report.

Report Output

This report presents a valuation of selected inventory masters based on their quantity and cost history up to a specified date. For each Master Item meeting the filter criteria, it calculates the quantity on hand and the average cost per unit derived from transactions recorded in the Master Journal information. The report then displays the total inventory value (Quantity on Hand * Average Cost) for each item. It aggregates data per item, per branch, providing a clear view of inventory value distribution. The output serves as a crucial tool for financial accounting and inventory management, reflecting the historical cost-based value of stock assets.

Report Columns

The **Master Valuation By Date** report is made up of the following columns (in default display order):

Zoom Drilldown

Provides a link to drill down to the Master Item record for more details.

Master No

The unique identifier for the Master.

Item Type

Indicates the type of the Master Item (e.g., 'Q' for Quantity, 'A' for Asset).

Description

The description of the Master Item, as recorded in the Master.

Qty

Shows the calculated quantity on hand for the item in the specified branch as of the selected End Date. This quantity is derived from historical inventory transactions (master journal).

Standard Cost

The standard cost defined for the Master.

Avg. Cost

The calculated average cost per unit for the item as of the specified End Date. For A type, this cost is the actual book value cost of the asset. For Q type, this cost is derived by dividing the total calculated average value by the quantity on hand, based on historical transactions recorded in the Master Journal information.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Avg. Value

The total calculated inventory value for the item in the specified branch as of the End Date. This is calculated as the Quantity on Hand multiplied by the calculated Average Cost. This column is summed to provide a grand total in the report footer.

Manufacturer

The manufacturer associated with the Master.

Branch

The branch associated with the inventory valuation record, derived from the Master Journal information. If you select ALL for Branch filter, this may include technicians (users with Technician job role) that have on-hand quantity associated with them.

Default Sorting

The Master Valuation By Date report is ordered by default in the following manner:

#	Column	Method
1	Master No	Ascending
2	Branch	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

70. Report: Inventory Master Valuation Report

Path: Live Data > INVENTORY
Report No: Q0030

Purpose

The purpose of the Inventory Master Valuation Report is to provide a detailed valuation of inventory items, including both stocked products and assets, based on their quantity on hand and calculated average cost as of a specified date. It helps businesses understand the financial value of their inventory holdings at different organizational levels such as branch and company.

Benefits

- Provides accurate inventory valuation for financial reporting and period-end closing.
- Offers detailed insight into quantity on hand, average costs, and total value for each item, broken down by company and branch.
- Helps identify the value of inventory committed to future orders.
- Supports reconciliation efforts between the inventory sub-ledger and the General Ledger inventory accounts.
- Aids in inventory management by highlighting stock levels and values.
- Facilitates better decision-making regarding procurement, stock rotation, and obsolescence provisions.
- Enhances visibility into asset valuation for items tracked as assets.

Report Filters

Caption	Description	Type	Values	Default
As Of Date	The date for which the inventory valuation will be calculated. The report considers all transactions up to and including this date.	Date		Today
Company No	Filters the report for a specific company. Select "ALL" to include all companies.	List	List of companies	
Branch	Filters the report for a specific branch. Select "ALL" to include all branches.	List	List of branches	

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Only inventory items classified as ‘Quantity’ (Q) or 'Asset' (A) in the master information are included.
Inclusion	Inventory transactions occurring up to and including the selected 'As Of Date' are considered for calculating quantities and values.
Exclusion	Items with a calculated zero quantity on hand as of the 'As Of Date' are excluded from the report.
Inclusion	When calculating 'Qty Commit' and 'Commit Value', the report considers Order Items that are not yet shipped, where the allocation date is on or before the 'As Of Date', and (if purchased) items have been received by the 'As Of Date'. Order Items with 'CANCELLED', 'CANCELED', 'ICO', or 'CCO' statuses are excluded from this calculation.

Report Output

The Inventory Master Valuation Report provides a comprehensive snapshot of inventory value as of a specific date. It lists inventory items (both stocked products and assets) along with their quantities on hand, average costs, and calculated total values. This information is presented for each relevant branch and company, allowing for detailed analysis at different organizational levels. The report also details committed quantities and their corresponding values, offering insight into future inventory movements tied to orders. Additionally, it includes figures for General Ledger reconciliation, such as a specific GL account balance and the difference between this balance and the report's total inventory value. The report features summation rows for branches, companies, and a grand total, providing aggregated valuation figures.

Report Columns

The **Inventory Master Valuation Report** report is made up of the following columns (in default display order):

Branch

Indicates the branch for which the inventory is valued. For summary rows, this field will display a descriptive total label such as "[Branch Name] Total", "[Company Name] Total", or "Grand Total" to denote the level of aggregation.

Master No

This column provides a link to navigate directly to the detailed Master for the displayed item. For summary rows (totals), this column will be blank as it pertains to a specific item. (Note: The user-facing caption is "Master No", and it functions as a zoom drilldown.)

Item Type

Indicates the type of the inventory item, sourced from the master information (e.g., 'Q' for Quantity items, 'A' for Asset items).

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Qty On Hand

Shows the calculated quantity of the item on hand in the specified branch as of the 'As Of Date'. This is determined by summing all relevant inventory transactions (from Master Journal information) for the item in that branch up to the specified date.

Qty Available

Shows the quantity of the item currently available for new commitments. This is calculated as the 'Qty On Hand' for the item in the branch minus its 'Qty Allocated' in that branch.

Avg Cost

Displays the calculated average cost of the item in the specified branch as of the 'As Of Date'. For ‘Quantity’ (Q) items, this is derived from the latest average cost recorded in the Master Journal information prior to or on the 'As Of Date'. For 'Asset' (A) items, the value is derived from the sum of costs associated with relevant asset transactions recorded in the Master Journal information. If quantity on hand is zero, this may show zero or the last known average cost depending on calculations.

Total Value

Represents the total inventory value for the specific item in that row, calculated as 'Qty On Hand' multiplied by 'Avg Cost'. For summary rows, this shows the aggregated total value for the corresponding group (Branch, Company, or Grand Total). (Note: This column corresponds to the TOTVALUE field in the XML.)

Qty Commit

Shows the total quantity of this item that is committed on active Order Items. These are items not yet shipped, with an allocation date on or before the 'As Of Date', and, if the item on the order is linked to a Purchase Item, the Purchase Item must have been received by the 'As Of Date'. This calculation excludes Order Items with 'CANCELLED', 'CANCELED', 'ICO' (Internal Change Order), or 'CCO' (Customer Change Order) statuses.

Commit Value

Displays the total value of the 'Qty Commit', calculated as 'Qty Commit' multiplied by the item's 'Avg Cost'. For summary rows, this shows the aggregated committed value for the corresponding group.

Description

Indicates the description of the inventory item, sourced from the master information.

Part No.

Indicates the part number of the inventory item, sourced from the master information.

M/Qty

Shows the current total quantity on hand for this item across all branches and companies, as recorded directly in the master information. This value reflects the overall system quantity and is not filtered by the report's 'As Of Date' or specific branch/company on the line.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

M/Avg Cost

Shows the current overall average cost for this item across all branches and companies, as recorded directly in the master information. This value reflects the overall system average cost and is not filtered by the report's 'As Of Date' or specific branch/company on the line.

Standard Cost

Indicates the standard cost of the inventory item, sourced from the master information.

Qty Picked

Shows the quantity of this item that is currently recorded as picked for Orders within the specified branch. This data is sourced from the Master By Branch information.

Qty Allocated

Shows the quantity of this item that is currently recorded as allocated to Orders within the specified branch. This data is sourced from the Master By Branch information.

Location

Indicates the primary stocking location of the item. This is sourced from the Master By Branch information for the specific branch if a location is defined there; otherwise, it's taken from the default stocking location in the general Master information.

As Of Date

Displays the 'As Of Date' selected by the user when running the report, indicating the point in time for which the inventory valuation is performed.

Manufacturer

Indicates the manufacturer of the inventory item, sourced from the master information.

Category

Indicates the master group (often referred to as category) of the inventory item, sourced from the master information.

Sub Cat

Indicates the class (often referred to as sub-category) of the inventory item, sourced from the master information.

Price List

Indicates the price list associated with the inventory item, sourced from the master information.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Journal Bal

Shows the General Ledger balance for account '1310' (typically an inventory control account) specifically for company 'Current User's Company', as of the selected 'As Of Date'. This value is intended for reconciliation purposes and is the same on every row of the report.

Total Value

Displays the grand total inventory value for all items included in the report, calculated based on the selected filters. This value is repeated on each row for reference and represents the sum of 'Total Value' (item-level) for all reported items. (Note: This column corresponds to the TOTALVALUE field in the XML.)

Diff

Shows the difference calculated as 'Journal Bal' (for company 'Current User's Company', account '1310') minus the 'Total Value' (report grand total). This helps in identifying potential discrepancies between the GL inventory account balance and the sum of inventory valuation from this report.

Summation Rows

The Inventory Master Valuation Report features the following colored summation rows:

- **Light Yellow**: Summarizes inventory valuation for each Branch. The 'Branch' column will display "[Branch Name] Total". This row shows:
    - The sum of 'Total Value' for all items within that branch.
    - The sum of 'Commit Value' for all items within that branch.
- **Light Blue**: Summarizes inventory valuation for each Company. The 'Branch' column will display "[Company Name] Total". This row shows:
    - The sum of 'Total Value' for all items and branches within that company.
    - The sum of 'Commit Value' for all items and branches within that company.
- **Light Green**: Provides the grand total inventory valuation for the entire report. The 'Branch' column will display "Grand Total". This row shows:
    - The sum of 'Total Value' for all items, branches, and companies included in the report.
    - The sum of 'Commit Value' for all items, branches, and companies included in the report.

Default Sorting

The Inventory Master Valuation Report report is ordered by default in the following manner:
The report data is first grouped by Company (ascending), then by Branch (ascending). Within each Branch, the individual inventory items are sorted. Subtotal rows for Branch totals, Company totals, and the Grand total are interspersed at the end of their respective groups.
The sorting for detail lines within each branch is:

#	Column	Method
1	Master No	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

71. Report: Project Inventory Detail

Path: Live Data > PROJECTS
Report No: Q0057

Purpose

The purpose of the Project Inventory Detail report is to provide a comprehensive, line-item breakdown of all inventory items (materials and products) associated with a specific project. It details their journey from the initial Order, through procurement via Purchase Orders and Vendor Invoices, to their inclusion in Customer Invoices, along with associated costs and statuses at each stage.

Benefits

- **Enhanced Project Cost Management:** Provides detailed visibility into the actual costs of materials and products allocated to a project, including purchase costs and Cost of Goods Sold (COGS).
- **Improved Inventory Tracking for Projects:** Allows project managers and procurement teams to track the status and lifecycle of each inventory item linked to a project.
- **Streamlined Procurement Oversight:** Offers a consolidated view of items ordered, purchased, received, and invoiced by vendors for a project.
- **Accurate Financial Reconciliation:** Facilitates the reconciliation of project-related inventory costs with financial records.
- **Informed Decision-Making:** Enables better decisions regarding project material management, supplier performance, and cost control.

Report Filters

Caption	Description	Type	Values	Default
Project No.	Specifies the project number for which to retrieve inventory details.	Text		

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Displays Order Items from the specified project that are designated with an item type of 'Q' (Quantity), 'A' (Asset), 'M' (Misc.), or not specified.
Exclusion	Omits Order Items that are used for formatting or structural purposes, such as 'SUBHEAD', 'SUBTOTAL', 'BLANK', 'COMMENT', or 'SECTION'.
Inclusion	For COGS calculation, only considers financial transactions (AR Journal entries) specifically marked as 'COGS' type that are linked to 'EXPENSE' type General Ledger accounts.
Exclusion	Items flagged as def-revenue are excluded from the Cost of Goods Sold (COGS) calculation.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Output

The Project Inventory Detail report provides a comprehensive line-item view of all materials and products associated with a specified project. For each item, the report details its origin from an Order, including quantity, product identifier (Master No.), description, type, status, pricing, and costs. It further tracks the procurement lifecycle by displaying linked Purchase Order information such as PO number, costs, estimated arrival, status, and received date. If the item has been invoiced by a vendor, respective Vendor Invoice details (number and cost) are also presented. A key aspect of the report is the inclusion of the calculated Cost of Goods Sold (COGS) amount for items billed to the customer, alongside the item's average cost from the product master. Finally, it provides details of the Customer Invoice, such as invoice number and date, on which the item was included.

Report Columns

The **Project Inventory Detail** report is made up of the following columns (in default display order):

Zoom Drilldown

Provides a link to navigate directly to the originating Order screen within Q360, allowing for quick access to more detailed information about the Order.

Order No.

Indicates the unique identifier of the Order (from Contract information) to which the inventory item belongs.

Quantity

Shows the quantity of the specific item as recorded on the Order Item (from Contract Item information).

Master No.

Displays the unique product identifier or part number from the Master Product information, corresponding to the Order Item.

Item Type

Indicates the classification of the master item (e.g., 'Q' for Quantity, 'A' for Asset, 'M' for Misc., or blank if not specified) as defined in the Master Product information.

Description

Provides the textual description of the item as it appears on the Order Item (from Contract Item information).

Order Status

Shows the current fulfillment status of the Order Item (e.g., DATAENTRY, PICKED, SHIPPED), as recorded in the Contract Item information.

Price

Displays the unit selling price of the item as specified on the Order Item (from Contract Item information).

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Order Cost

Shows the unit cost of the item as recorded on the Order Item (from Contract Item information).

Ship Date

Indicates the scheduled or actual shipment date for the Order Item (from Contract Item information).

PO Cost

Displays the unit cost of the item as specified on the associated Purchase Item, if the item was procured via a Purchase Order.

PO ETA

Shows the Estimated Time of Arrival (ETA) for the item as indicated on the associated Purchase Item.

PO Status

Indicates the status of the associated Purchase Item (e.g., DATAENTRY, RECEIVED).

PO Received Date

Displays the date on which the item was recorded as received against the associated Purchase Item.

PO No.

Shows the unique identifier of the Purchase Order linked to this Order Item, if the item was procured externally.

Vendor Invoice Cost

Displays the cost of the item as it appears on the Vendor Invoice Item, if the item has been invoiced by the supplier. This is sourced from Vendor Invoice Item information.

Vendor Invoice No.

Shows the unique identifier of the Vendor Invoice associated with the purchased item. This is sourced from Vendor Invoice Item information.

COGS Amount

Shows the calculated Cost of Goods Sold amount for the item at the point where it was invoiced to the customer. This amount is derived from posted, non-voided Customer Invoices, specifically considering 'COGS' type financial transactions linked to 'EXPENSE' type General Ledger accounts and excludes any warranty items.

Average Cost

Displays the average cost of the item as maintained in the Master Product information.

Invoice No.

Shows the unique identifier of the Customer Invoice on which this item was billed to the customer (from Invoice Item information).

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Invoice Date

Indicates the date of the Customer Invoice on which this item was billed to the customer (from Invoice information).

Default Sorting

The Project Inventory Detail report is ordered by default in the following manner:

#	Column	Method
1	Master No.	Ascending
2	Ship Date	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

72. Report: Inventory Value By Location

Path: Live Data > ACCOUNTING
Report No: Q0032

Purpose

The purpose of the Inventory Value By Location report is to provide a detailed breakdown of inventory value across different physical and logical locations within the company. It calculates the quantity and value of inventory items held in general stock, allocated to specific projects, assigned to service calls, or picked for sales orders, as of a specified date.

Benefits

- Provides accurate inventory valuation totals essential for financial reporting and balance sheet accuracy.
- Offers clear visibility into where inventory value resides, distinguishing between available stock and inventory committed to specific jobs or orders.
- Supports inventory management by highlighting the value tied up in different locations (branches, projects, calls, orders).
- Aids in auditing processes and physical inventory reconciliation by showing expected quantities and values by location.
- Helps track the cost of goods allocated but not yet shipped or consumed for specific projects, service calls, or sales orders.

Report Filters

Caption	Description	Type	Values	Default
Master no	Enter a specific Master No to filter the report, or leave blank to include all items.	Text		

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Only includes inventory items designated as Quantity ('Q') or Asset ('A') types in the Master.
Inclusion	Includes inventory quantities allocated to Projects if the corresponding Order Item status is 'PICKED'. This applies if the item was purchased specifically for the project and received before the 'As Of Date', or if it was picked directly from stock for the project order.
Inclusion	Includes inventory quantities allocated to Service Calls if the corresponding Order Item status is 'DATAENTRY' or 'PICKED'. This applies if the item was purchased specifically for the call (and not linked to a project via the Purchase Order) and received before the 'As Of Date', or if it was picked directly from stock for the service call order.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Type	Description
Inclusion	Includes inventory quantities allocated to standard Sales Orders (not linked to Projects or Service Calls) if the corresponding Order Item status is 'PICKED'. This applies if the item was picked from stock or if purchased specifically and received before the 'As Of Date'.
Inclusion	Includes available stock quantity (calculated as Quantity On Hand minus Quantity Picked) for Quantity ('Q') items based on inventory records for each branch.
Inclusion	Includes available serialized Assets ('A' items) with a status of 'AVAILABLE' located within stock.
Exclusion	Excludes inventory items not classified as Quantity ('Q') or Asset ('A') types.
Exclusion	Excludes inventory quantities associated with Purchase Items that have not been received by the specified 'As Of Date'.
Exclusion	Excludes serialized Assets ('A' items) that do not have a status of 'AVAILABLE' when considering stock quantities.

Report Output

This report presents a summary of inventory quantities and their calculated values, organized by location as of the selected 'As Of Date'. It breaks down inventory into four main location types: 'Stock' (items available in warehouses/branches), 'Project' (items allocated to specific projects), 'Call' (items allocated to specific service calls), and 'Order' (items allocated to standard sales orders).
The report aggregates data first by Branch, then by these Location Types, showing the specific Location Number (Branch for Stock, Project No, Call No, Order No) and the corresponding Master Item Number.
Valuation is primarily based on the item's average cost, determined from the most recent inventory journal transaction prior to the 'As Of Date'. However, for serialized items (Assets), the report uses the specific cost recorded on the asset record when available (typically for allocated assets and stock assets), otherwise it uses the calculated average cost.
The output includes subtotals for each location type within a branch, totals for each branch, and a grand total for all included inventory.

Report Columns

The **Inventory Value By Location** report is made up of the following columns (in default display order):

Zoom Drilldown

Provides a link to drill down into the source record (Master Item, Order, Project, or Service Call) associated with the inventory location detail line.

Branch

Indicates the branch associated with the inventory's location (e.g., the stock branch, the branch on the order, project, or service call).

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Department

Shows the department associated with the source document (Order, Project, or Service Call) for allocated inventory. This column is blank for stock inventory lines.

Sale Type

Shows the type associated with the source document (Order Sale Type, Project Type, or Service Call Type) for allocated inventory. This column is blank for stock inventory lines.

Location Type

Specifies the type of location where the inventory resides. Possible values include 'Stock', 'Project-<ProjectNo>', 'Call-<DispatchNo>', 'Order-<ContractNo>'. Total rows will indicate the level of summarization (e.g., 'Stock Total', 'Branch Total').

Location No

Identifies the specific location number corresponding to the Location Type. For 'Stock', this is the Branch. For others, it's the Project No, Service Call No, or Order No.

Last Ship Date

Displays the most recent date the inventory item was shipped, based on order item information. This is specifically shown for items listed under the 'Stock' location type.

Title

Shows the title of the project if the inventory location type is 'Project'. This column is blank for other location types.

Master No

The unique identifier for the inventory item.

Price List

Indicates the price list associated with the inventory item master record.

Description

Provides the description of the inventory item from the master record.

QTY

The total quantity of the item at this specific location (or summarized level for total rows) as of the report's 'As Of Date'.

Value

The calculated total value of the item quantity at this location (or summarized level for total rows) as of the 'As Of Date'. Valuation uses average cost for Quantity items and allocated Assets without specific cost information, or the asset's specific cost for Assets where available.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Summation Rows

The Inventory Value By Location report features the following colored summation rows:

- **Light Yellow**: Summarizes the total Quantity and Value for a specific Location Type (e.g., 'Stock Total', 'Project Total') within a particular Branch.
- **Light Gray**: Summarizes the total Quantity and Value for all location types within a specific Branch (e.g., 'Branch Total').
- **Blue**: Represents the Grand Total row, summarizing the total Quantity and Value across all branches and locations included in the report.

Default Sorting

The report data is grouped and subtotaled, determining the default display order. Data is presented first by Branch, then by Location Type (Stock, Project, Call, Order), then by Location Number, and finally by Master Number. Subtotal rows for Location Type and Branch, along with the Grand Total row, appear immediately following the data they summarize, adhering to this grouping structure.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

73. Report: Shipments

Path: Live Data > ACCOUNTING
Report No: Q0156

Purpose

The purpose of the Shipments report is to provide a detailed list of shipped Order Items within a user-specified date range, company, branch, and department. This report allows users to track shipment activity, view item details, quantities, values, and associated Order information, facilitating the monitoring of fulfillment and revenue related to shipped goods.

Benefits

- Monitor shipment volumes and total values over specific periods.
- Track the performance of salespersons based on shipped items.
- Identify which items are being shipped, in what quantities, and to which customers.
- Verify shipping dates and quantities for accurate order fulfillment tracking.
- Facilitate reconciliation of shipped goods with financial records.
- Improve inventory management by providing visibility into outbound stock movements.
- Enable analysis of shipment trends by customer company, branch, or department.
- Support sales and operational planning by providing data on shipment history.

Report Filters

Caption	Description	Type	Values	Default
Company	Filters the report to show shipments for the selected operating company.	List		User's current company
Branch	Filters the report to show shipments associated with the selected branch(es).	List		ALL
Department	Filters the report to show shipments associated with the selected department(s).	List		ALL
Start Date	Specifies the beginning of the date range (inclusive) for filtering shipments based on their ship date.	Date		Current date
End Date	Specifies the end of the date range (inclusive) for filtering shipments based on their ship date.	Date		Current date

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Output

The Shipments report provides a comprehensive list of individual Order Items that have been shipped. Each row in the report details a specific shipped item, including information such as the associated Order number, the customer's company name, the salesperson responsible for the Order, the specific item's master number and description, the quantity shipped, and the actual ship date. The report also calculates and displays the total monetary value for each shipped item line. Data is sourced primarily from Order Item and Order information and is filtered based on the ship date range, operating company, branch, and department selected by the user. All listed items are confirmed to have a 'SHIPPED' status.

Report Columns

The **Shipments** report is made up of the following columns (in default display order):

Order No.

Indicates the unique identifier of the Order to which the shipped Order Item belongs. This column allows drilldown to the Order details.

Company

Indicates the name of the customer associated with the Order. Data is sourced from Order information. This column allows drilldown to the Customer details.

Sales Rep

Indicates the salesperson assigned to the Order. Data is sourced from Order information.

Total

Shows the calculated total value for the shipped Order Item line, derived by multiplying the shipped quantity by the item's price. This represents the value of this specific shipped line. The report grid also provides a sum of this column for all displayed items.

Ship Date

Indicates the date on which the Order Item was shipped. Data is sourced from Order Item information.

Qty

Indicates the quantity of the Order Item that was shipped. Data is sourced from Order Item information.

Master No.

Indicates the inventory master number (product code) of the shipped Order Item. Data is sourced from Order Item information. This column allows drilldown to the Master Item details.

Description

Provides the description of the shipped Order Item. Data is sourced from Order Item information.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Default Sorting

The Shipments report is ordered by default in the following manner:

#	Column	Method
1	Ship Date	Ascending
2	Order No.	Ascending
3	Master No.	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

74. Report: Physical Inventory

Path: Inventory > Reports
Report No: Q0202

Purpose

The purpose of the Physical Inventory report is to provide a detailed listing of items and quantities recorded during a specific physical inventory count. This allows users to review and verify count data.
Benefits

- Enhanced inventory accuracy by providing a clear record of counted items.
- Facilitates reconciliation between system stock levels and actual physical counts.
- Supports informed decision-making for inventory adjustments and reordering.
- Improves warehouse management by identifying discrepancies and their locations.
- Aids in financial auditing by providing documented evidence of inventory status.

Report Filters

Caption	Description	Type	Values	Default
Count No.	Specifies the Physical Inventory Count number for which to display data.	List	List of Physical Inventory Counts	

Report Output

The report provides a detailed listing of items recorded within a selected physical inventory count. It presents information about each item, such as its identifier (Asset Number or Master Number), description, quantity counted, and its specific count location. Additionally, it includes overall details of the inventory count itself, like the count number, count date, operational status, the branch it pertains to, the user responsible, and the item's master stocking location. The data is sourced from physical inventory records, physical inventory item details, item master, and asset information.

Report Columns

The **Physical Inventory** report is made up of the following columns (in default display order):

Count No.

Indicates the unique identifier for the physical inventory count.

Count Date

Indicates the date associated with the physical inventory count, typically when it was conducted or finalized.

Asset

Indicates the Asset Number associated with the counted inventory item, if applicable.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Description

Indicates the description of the counted item, as recorded in the physical inventory item details.

Status

Indicates the status of the physical inventory count (e.g., Open, Closed, Posted).

Master No

Indicates the unique identifier from the Item Master for the product or part counted.

Qty Counted

Shows the quantity of the item that was physically counted.

Branch

Indicates the branch associated with the physical inventory count.

User

Indicates the User ID associated with conducting or managing the physical inventory count.

Master Location

Indicates the primary stocking location for the item. This is derived from the item's branch-specific stocking location as recorded in Master By Branch information, if defined; otherwise, it defaults to the item's general master stocking location from Master.

Count Location

Indicates the specific location where the item was physically counted during the inventory process.

Default Sorting

The Physical Inventory report is ordered by default in the following manner:

#	Column	Method
1	Asset	Ascending
2	Master No	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

75. Report: Physical Inventory Variance

Path: Live Data > INVENTORY
Report No: Q0166

Purpose

The purpose of the Physical Inventory Variance report is to provide a detailed comparison of physically counted inventory items against their recorded quantities in the Q360 system for a specific physical inventory count. This report helps identify and quantify discrepancies (variances), facilitating investigation and reconciliation of inventory records.

Benefits

- **Enhanced Inventory Accuracy**: By highlighting differences between physical counts and system records, businesses can take corrective actions to improve overall inventory accuracy.
- **Discrepancy Identification**: Quickly pinpoints items with variances, enabling investigation into potential causes such as data entry errors, theft, damage, or unrecorded transactions.
- **Improved Stock Valuation**: Provides average cost and value for variances, aiding accurate financial reporting of inventory adjustments.
- **Informed Decision-Making**: Offers insights into inventory management effectiveness, helping to refine processes for purchasing, receiving, and stock handling.
- **Streamlined Audit Support**: Serves as crucial documentation for internal and external audits related to inventory control and valuation.
- **Reduced Stock Discrepancies**: Regular use can lead to better cycle counting practices and a reduction in future stock discrepancies.

Report Filters

Caption	Description	Type	Values	Default
Count No.	Specifies the unique identifier for the Physical Inventory Count. The report will detail variances for the items included in this specific count and its defined period.	Text		

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	All inventory items (both asset-tracked and quantity-based) associated with the company, branch, and date range defined by the selected Physical Inventory Count.
Inclusion	Assets records are considered if their status is 'AVAILABLE', 'SHIPPED', 'SCANNED', or not specified.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Type	Description
Inclusion	Assets found in system records but not on the physical count sheets are included in the report if their system status is not 'SHIPPED'. Their counted quantity will be shown as zero.
Inclusion	Quantity-based items found in system records but not on the physical count sheets are included in the report if their system-recorded quantity on hand is not zero. Their counted quantity will be shown as zero.
Inclusion	Calculations for quantities shipped and received (to aid variance analysis) are based on transactions (shipments and receipts) recorded within the start and end dates of the selected Physical Inventory Count.
Inclusion	Average cost and average value information is derived from inventory transactions recorded up to the end date of the selected Physical Inventory Count.

Report Output

The Physical Inventory Variance report provides a comprehensive list of inventory items related to a chosen physical inventory count. For each item, it details its master number, asset number (if applicable), description, its designated location from the count, and the inventory category it belongs to.
The core of the report focuses on quantity discrepancies. It displays the quantity physically counted, the system's recorded quantity on hand, the calculated variance between these two, and any portion of that variance that has already been adjusted or "used" in the system. To provide context for these variances, the report also shows the total quantities of each item that were shipped and received during the official period of the physical count. Furthermore, the status of each item as per the count process (e.g., 'COUNTED', 'NOTINCOUNT') is displayed. To assist with the financial impact assessment of these variances, the report includes the average cost per unit and the total average value for the on-hand quantity of each item. The data is grouped by item category.

Report Columns

The **Physical Inventory Variance** report is made up of the following columns (in default display order):

Master No.

Indicates the unique identifier for the master inventory item record.

Asset No.

Indicates the unique identifier for the asset, if the item is an asset-tracked item. This column will be blank for quantity-based (non-asset) items.

Description

Indicates the description of the inventory item. This is derived from the physical inventory item information, or from asset or master item information if not directly available from the count.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Item Status

Indicates the status of the item within the physical inventory count process (e.g., 'COUNTED', 'RECOUNTED'). For items found in the system but not explicitly recorded on the count sheets for the selected Physical Inventory Count, this status will show as 'NOTINCOUNT'.

Location

Indicates the physical location where the item was counted, as recorded during the physical inventory process.

Qty Counted

Shows the quantity of the item that was physically counted during the inventory process. For items identified by the system but not found on the count sheets (status 'NOTINCOUNT'), this will be 0.

Variance

Indicates the difference between the quantity physically counted and the expected system quantity at the time the physical count item was processed and its variance recorded. A positive value means more items were counted than expected; a negative value means fewer items were counted. For items not on the count sheets, this is 0.

Var. Used

Shows the portion of the identified variance (from the 'Variance' column) that has already been accounted for or adjusted in the system through the physical inventory reconciliation process. For items not on the count sheets, this is 0.

Qty on Hand

Indicates the system-recorded quantity on hand for the item at the time the report is generated, specific to the item's company and branch. For asset-tracked items, this is 1 if the asset status is 'AVAILABLE' or 'SCANNED' (indicating it should be on hand), and 0 otherwise (e.g., if 'SHIPPED').

Qty Received

Shows the total quantity of the item recorded as received into inventory during the physical count's defined period (between its start and end dates). For asset-tracked items, this is 1 if the asset was recorded as purchased during this period, and 0 otherwise. This helps reconcile if an item was received while the count was in progress.

Qty Shipped

Shows the total quantity of the item recorded as shipped from inventory during the physical count's defined period (between its start and end dates). For asset-tracked items, this is 1 if the asset was recorded as sold (shipped) during this period, and 0 otherwise. This helps reconcile if an item was shipped while the count was in progress.

Avg. Cost

Indicates the average cost of the item. For quantity-based items, this is the latest average cost recorded in the inventory master journal information prior to or on the end date of the physical inventory count. For asset-tracked items, this represents the acquisition cost of the asset.

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Avg. Value

Indicates the total average value of the item's on-hand quantity. For quantity-based items, this is calculated as (Qty on Hand * Avg. Cost). For asset-tracked items, this represents their total acquisition value (cost).

Default Sorting

The **Physical Inventory Variance** report is ordered by default in the following manner:

#	Column	Method
1	Company No.	Ascending
2	Branch	Ascending
3	Category	Ascending
4	Master No.	Ascending
5	Asset No.	Ascending

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Accounting Reports

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76. Quick View: Trial Balance

Paths:

- Accounting > Quick View
- Accounting > Reports

Report No: Q0158

Purpose

The purpose of the Trial Balance report is to provide a comprehensive summary of all General Ledger (GL) account balances for a selected company or companies over a specified time period. It lists the opening balance, the total debit and credit movements (net change), and the closing balance for each GL account. This report is crucial for verifying the fundamental accounting equation (total debits equal total credits) and serves as a primary tool for financial reconciliation and the preparation of financial statements.

Benefits

- Verifies the mathematical accuracy of the general ledger by ensuring total debits equal total credits.
- Provides a consolidated view of all financial account balances in one place.
- Serves as a foundational document for preparing key financial statements, such as the Balance Sheet and Income Statement.
- Helps in identifying potential errors in journal entries or postings to GL accounts.
- Assists in financial analysis and decision-making by showing account activity and balances over a specific period.
- Facilitates efficient period-end and year-end closing processes.
- Offers insights into the financial health and performance of the company.

Report Filters

Caption	Description	Type	Values	Default
Company	Selects the company or companies for which the report will be generated.	List	List of companies	Current User's Company
Time Period	Defines the start and end dates for the reporting period. The report will include account balances as of the start date, transactions within this period, and closing balances as of the end date.	Date Range		Today
Inc. Zero Balances	Determines whether to include GL accounts that have a zero opening balance, zero transaction activity within the period, and consequently a zero closing balance. If 'Yes' (checked), these accounts are listed. If 'No'	Checkbox		Unchecked

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Caption	Description	Type	Values	Default
	(unchecked, default), accounts are only shown if they have an opening balance or activity in the period.			

Inclusions/Exclusions

This report is configured to always include or exclude the following based on its default setup:

Type	Description
Inclusion	GL accounts classified as 'BANK', 'ASSET', 'LIABILITY', 'EQUITY', 'INCOME', or 'EXPENSE' are processed.
Inclusion	Only detail GL accounts (where Heading Type is 'ACCOUNT') are considered for balance calculations. Header or summary accounts are legacy and are not directly included unless transactions are posted to them.
Inclusion	Account balances and transaction activities are derived from General Ledger (GL Journal), Accounts Receivable (AR Journal), and Accounts Payable (AP Journal) information.
Inclusion	Opening balances for Balance Sheet accounts incorporate data from GL Open Balance information for the relevant fiscal year.
Inclusion	The report includes GL accounts with a non-zero opening balance from GL Open Balance information, even if there is no transaction activity for these accounts within the specified period.

Relevant System Configurations

- **ACCOUNTLEN**: Defines the standard length of main GL account numbers. This configuration influences how account numbers are parsed and displayed, particularly in relation to account segments.
- **SEGMENTLEN**: Defines the standard length of GL account segments. While this report does not display segments by default, this configuration is relevant if the underlying procedure is used in a context where segments are shown.

Report Output

The Trial Balance report presents a financial summary of all GL accounts for the specified company(ies) and time period. For each GL account, it details:

1. The **opening balance** as of the start date of the selected period.
2. The net **debit or credit activity** (change in balance) that occurred within the selected period.
3. The **closing balance** as of the end date of the selected period.

Accounts are grouped by their type (e.g., ASSET, LIABILITY, EQUITY, INCOME, EXPENSE), with BANK and ASSET types consolidated under ASSET for reporting purposes. The report features summation rows for each account type, providing subtotals for these categories. It also calculates and displays "YTD Retained Earnings" based on the net activity of Income and Expense accounts. A special summary row for "Liability/Equity/Net Income" presents a consolidated financial position. Finally, a grand total ("Accounts Total") is provided to demonstrate the equality of

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total debits and credits across all accounts. The inclusion of accounts with zero balances is controlled by a user-selectable filter.

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Report Columns

The **Trial Balance** report is made up of the following columns (in default display order):

Zoom Drilldown

Provides a drilldown link to the "Account Detail" screen, allowing users to view the detailed transaction history for the specific GL Account within the selected date range and company.

Type

Indicates the classification of the GL Account (e.g., ASSET, LIABILITY, EQUITY, INCOME, EXPENSE). Accounts of type 'BANK' and 'ASSET' from the GL Account setup are grouped and displayed under the 'ASSET' type in this report.

Account

Displays the GL Account number. As the report defaults to not including segments, this column shows the main GL Account number.

Description

Shows the descriptive name of the GL Account, sourced from GL Account information. For summation rows, this column displays a descriptive label for the summarized group (e.g., "Total ASSET", "Total EQUITY", "YTD Retained Earnings", "Accounts Total").

Begin

Shows the account balance at the beginning of the specified time period. This balance is derived by summing historical transactions from GL Journal, AR Journal, and AP Journal information up to the report's start date, and incorporating opening balances from GL Open Balance information based on the relevant fiscal year. For Income and Expense accounts, this typically reflects the balance since the start of the fiscal year up to the report's start date. For Balance Sheet accounts, it includes cumulative balances from this opening balance date.

Debit/Credit

Shows the net change in the account balance (representing total debits less total credits, or vice-versa) that occurred during the specified time period. This value is calculated from transactions recorded in GL Journal, AR Journal, and AP Journal information within the report's selected date range.

End

Shows the account balance at the end of the specified time period. This is calculated as the Begin Balance plus the Debit/Credit activity for the period (Begin + Debit/Credit = End).

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Summation Rows

The Trial Balance report features the following colored summation rows:

- **Light Gray:**
  - Indicates totals for each GL Account Type (e.g., "Total ASSET", "Total LIABILITY"). This row sums the Begin Balance, Debit/Credit, and End Balance for all accounts within that specific type.
  - Used for the "YTD Retained Earnings" row, which displays the calculated year-to-date retained earnings. This is derived from the net sum of closing balances of all Income accounts minus the net sum of closing balances of all Expense accounts.
- **Blue:**
  - Represents the "Accounts Total" row, providing the grand total across all GL accounts for Begin Balance, Debit/Credit, and End Balance.
  - Used for the "Liability/Equity/Net Income" summary row. This row presents a calculated financial position by summing the closing balances of Liability and Equity accounts and adding the net income (calculated as the sum of closing balances for Income accounts less the sum of closing balances for Expense accounts), with the result typically inverted for display.

Default Sorting

The Trial Balance report is ordered by default in the following manner to present financial data in a standard accounting structure:

#	Column	Method
1	Special Summary / Account Type	Custom: Data is first grouped by standard Account Types (ASSET, LIABILITY, EQUITY, INCOME, EXPENSE in that order). Special summary rows (YTD Retained Earnings, Liability/Equity/Net Income, Accounts Total) are positioned logically within or after these groups.
2	GL Account Grouping	Ascending: This ensures that subtotals for Account Types appear after their respective detail accounts.
3	Account Number (Account)	Ascending: Within each Account Type and respecting the grouping levels, GL accounts are sorted by their account number.

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77. Quick View: Trial Balance with Sub-Accounts

Path: Accounting > Quick Views
Report No: Q0159

Purpose

The purpose of the Trial Balance with Sub-Accounts report is to provide a detailed financial summary of all General Ledger (GL) main accounts and their associated sub-accounts (segments). It displays balances for a selected company or companies over a specified time period, including the opening balance, total debit and credit movements, and the closing balance for each account and sub-account combination. This report is essential for detailed financial analysis, reconciliation at the sub-account level, and verifying the accuracy of the general ledger.

Benefits

- Provides a granular view of financial data by including sub-account (segment) details.
- Verifies the mathematical accuracy of the general ledger at both main account and sub-account levels.
- Aids in detailed financial analysis and tracking of funds or activities associated with specific segments.
- Serves as a foundational document for preparing detailed financial statements and management reports.
- Helps in identifying potential errors in journal entries or postings to specific GL accounts or sub-accounts.
- Facilitates efficient period-end and year-end closing processes with detailed breakdowns.
- Offers enhanced insights into the financial health and performance by department, project, or other defined segments.

Report Filters

Caption	Description	Type	Values	Default
Company	Selects the company or companies for which the report will be generated.	List	List of companies	Current User's Company
Segment	Filters the report to show data only for the specified GL account segment. If left blank, all segments for qualifying accounts will be included.	Text		
Start Date	Defines the beginning date of the reporting period.	Date		Today
End Date	Defines the ending date of the reporting period.	Date		Today
Inc. Zero Balances	Determines whether to include GL accounts and sub-accounts that have a zero opening balance, zero transaction activity within the period, and consequently a zero closing balance. If 'Yes' (checked), these are listed. If 'No' (unchecked, default), they are only shown if they have an opening balance or activity.	Checkbox		No

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Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	GL accounts classified as 'BANK', 'ASSET', 'LIABILITY', 'EQUITY', 'INCOME', or 'EXPENSE' are processed.
Inclusion	Only detail GL accounts (where Heading Type is 'ACCOUNT') are considered for balance calculations.
Inclusion	Account balances and transaction activities are derived from General Ledger (GL Journal), Accounts Receivable (AR Journal), and Accounts Payable (AP Journal) information.
Inclusion	Opening balances for Balance Sheet accounts incorporate data from GL Open Balance information for the relevant fiscal year.
Inclusion	GL Account segments (sub-accounts) are always included in the report detail. This provides a breakdown of balances by main account and segment.
Inclusion	The report includes GL accounts with a non-zero opening balance from GL Open Balance information, even if there is no transaction activity for these accounts within the specified period.

Relevant System Configurations

- **ACCOUNTLEN**: Defines the standard length of main GL account numbers. This configuration influences how account numbers are parsed and displayed, particularly in distinguishing the main account from the sub-account (segment).
- **SEGMENTLEN**: Defines the standard length of GL account segments. This is crucial for correctly parsing and displaying the sub-account portion of the full GL account string.

Report Output

The Trial Balance with Sub-Accounts report presents a detailed financial summary of General Ledger accounts, broken down by their main account and associated sub-accounts (segments), for the specified company(ies) and time period. For each main account and sub-account combination, it details:

1. The **opening balance** as of the start date of the selected period.
2. The net **debit or credit activity** (change in balance) that occurred within the selected period.
3. The **closing balance** as of the end date of the selected period.

Accounts are grouped by their primary type (e.g., ASSET, LIABILITY, EQUITY, INCOME, EXPENSE), with BANK and ASSET types consolidated under 'ASSET'. The report features summation rows for each account type and for each main account, providing subtotals. It also calculates and displays "YTD Retained Earnings" based on the net activity of Income and Expense accounts. A special summary row for "Liability/Equity/Net Income" presents a consolidated financial position. Finally, a grand total ("Accounts Total") demonstrates the equality of total debits and credits. The inclusion of accounts/sub-accounts with zero balances is controlled by a user-selectable filter. The report can be filtered to show data for a specific segment.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Columns

The **Trial Balance with Sub-Accounts** report is made up of the following columns (in default display order):

Type

Indicates the classification of the GL Account (e.g., ASSET, LIABILITY, EQUITY, INCOME, EXPENSE). Accounts of type 'BANK' and 'ASSET' from the GL Account setup are grouped and displayed under the 'ASSET' type in this report.

Account

Displays the full GL Account number, including the main account and its associated sub-account (segment), formatted as MainAccount-SubAccount. This column provides a drilldown link to the "Account Detail" screen, allowing users to view the detailed transaction history for the specific GL Account (including its segment) within the selected date range and company.

Description

Shows the descriptive name of the main GL Account, sourced from GL Account information. For summation rows, this column displays a descriptive label for the summarized group (e.g., "Total ASSET", "Total [Main Account Number]", "YTD Retained Earnings", "Accounts Total").

Begin

Shows the account balance (for the specific main account and sub-account combination) at the beginning of the specified time period. This balance is derived by summing historical transactions from GL Journal, AR Journal, and AP Journal information up to the report's start date, and incorporating opening balances from GL Open Balance information based on the relevant fiscal year. For Income and Expense accounts, this typically reflects the balance since the start of the fiscal year up to the report's start date. For Balance Sheet accounts, it includes cumulative balances from this opening balance date.

Debit/Credit

Shows the net change in the account balance (representing total debits less total credits, or vice-versa) for the specific main account and sub-account combination that occurred during the specified time period. This value is calculated from transactions recorded in GL Journal, AR Journal, and AP Journal information within the report's selected date range.

End

Shows the account balance (for the specific main account and sub-account combination) at the end of the specified time period. This is calculated as the Begin Balance plus the Debit/Credit activity for the period (Begin + Debit/Credit = End).

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Summation Rows

The Trial Balance with Sub-Accounts report features the following colored summation rows:

- **Light Yellow:**
  - Indicates totals for each Main GL Account. This row sums the Begin Balance, Debit/Credit, and End Balance for all sub-accounts (segments) belonging to that specific main account. The Description column will show "Total [Main Account Number]".
- **Light Gray:**
  - Indicates totals for each GL Account Type (e.g., "Total ASSET", "Total LIABILITY"). This row sums the Begin Balance, Debit/Credit, and End Balance for all main accounts and their sub-accounts within that specific type.
  - Used for the "YTD Retained Earnings" row, which displays the calculated year-to-date retained earnings. This is derived from the net sum of closing balances of all Income accounts minus the net sum of closing balances of all Expense accounts.
- **Blue:**
  - Represents the "Accounts Total" row, providing the grand total across all GL accounts (including all sub-accounts) for Begin Balance, Debit/Credit, and End Balance.
  - Used for the "Liability/Equity/Net Income" summary row. This row presents a calculated financial position by summing the closing balances of Liability and Equity accounts and adding the net income (calculated as the sum of closing balances for Income accounts less the sum of closing balances for Expense accounts), with the result typically inverted for display.

Default Sorting

The Trial Balance with Sub-Accounts report is ordered by default in the following manner to present financial data in a standard accounting structure:

#	Column	Method
1	Special Summary / Account Type	Custom: Data is first grouped by standard Account Types (ASSET, LIABILITY, EQUITY, INCOME, EXPENSE in that order). Special summary rows (YTD Retained Earnings, Liability/Equity/Net Income, Accounts Total) are positioned logically within or after these groups.
2	GL Account Grouping	Ascending: This ensures that subtotals for Main Accounts and Account Types appear after their respective detail accounts/sub-accounts.
3	Account Number (Account)	Ascending: Within each Account Type and Main Account grouping, GL accounts (including their sub-accounts) are sorted by their full account number.

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78. Quick View: Aged AR

Paths:

- Accounting > Accounts Receivable > Quick Views
- Accounting > Quick Views

Purpose

The purpose of the Aged AR quick view is to provide a detailed, real-time list of outstanding customer invoices, categorized by age. It is a primary tool for accounts receivable teams to manage collections, track overdue payments, and monitor the overall health of receivables. The view centralizes key invoice details, customer information, and related collection activities to facilitate an efficient and effective collections process.

Benefits

- **Improve Cash Flow:** Quickly identify and prioritize overdue invoices to accelerate collections and improve cash flow.
- **Streamline Collection Efforts:** Add collection activities and update promised payment dates directly from the grid, centralizing follow-up actions.
- **Enhance Financial Forecasting:** Gain better visibility into expected cash receipts by tracking promised payment dates from customers.
- **Increase AR Team Efficiency:** Provides a single screen to review outstanding balances, initiate collection actions, and view activity history, reducing the need to navigate between multiple forms.
- **Informed Customer Communication:** Access all relevant details for an outstanding invoice, including related project or service call information, before contacting a customer.

Filters

Caption	Description	Type	Default
Company	Filters invoices by the specified company number(s).	List	ALL
Branch	Filters invoices by the specified branch(es).	List	ALL
Department	Filters invoices by the specified department(s).	List	ALL
Currency	Filters invoices by the specified currency type(s).	List	ALL
SubType	Filters invoices based on the customer's assigned sub-type.	List	ALL
Aged By	Determines the date used for aging calculations. Options are 'Invoice Date' or 'Due Date'.	List	Invoice Date
As of Date	The date used as the reference point for aging all invoices. Invoices dated after this date are excluded.	Date	Today
Customer No	Filters the report for a specific customer.	List	ALL

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Inclusions/Exclusions

This quick view is configured to always include or exclude the following:

Type	Description
Inclusion	Only includes posted, non-voided invoices.
Inclusion	Includes both standard invoices with a non-zero balance and master invoices.
Exclusion	Excludes invoices with an invoice date (or due date, depending on the 'Aged By' filter) that falls on or after the specified 'As of Date'.

Output

The quick view presents a detailed grid of outstanding invoices, aged according to the selected criteria. Each row represents a single invoice and provides key information such as the customer, invoice date, due date, age in days, and the outstanding balance. For invoices linked to projects or service calls, relevant numbers and titles are also displayed. Invoices that have associated collection activities are highlighted in red for easy identification. The view is designed to be interactive, allowing users to drill down into invoice details, add collection notes, and update payment expectations.

Quick View Columns

The Aged Accounts Receivable report is made up of the following columns (in default display order):

Column Name	Description
Date	The date the invoice was created.
Invoice No	The unique identifier for the invoice. This field also serves as a drilldown to the full Invoice form.
Customer	The name of the customer who was invoiced.
Order No.	The sales order number associated with the invoice. In the case of service contract invoice, this references the service contract number.
Days	The age of the invoice in days, calculated from the 'As of Date' based on the 'Aged By' filter (either Invoice Date or Due Date).
Balance	The outstanding amount due on the invoice as of the selected 'As of Date'.
Invoice Total	The original total amount of the invoice, including tax.
Call No.	The service call number linked to the invoice, if applicable.
Proj No.	The project number linked to the invoice, if applicable.
Project Title	The title of the project linked to the invoice, if applicable.
Due Date	The date the invoice payment is due, as per the payment terms.
Expected Pay Date	The date the customer has promised to make the payment. This can be updated by the AR team.
Customer No	The unique identifier for the customer.
Paid Amount	The total amount that has been paid on the invoice as of the 'As of Date'.
PaidDate	The date the last payment was applied to the invoice.
Branch	The branch associated with the invoice.

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Column Name	Description
Department	The department associated with the invoice.
SalesPerson	The salesperson assigned to the invoice.
PONo	The customer's Purchase Order number referenced on the invoice.
BillContact	The name of the billing contact person designated on the invoice.
Company No	The internal company number (entity) that issued the invoice.
SubType	The sub-type classification assigned to the customer, retrieved from the customer's record.

Summation Rows

The Aged Accounts Receivable grid includes a summation footer that categorizes the total outstanding balance into aging buckets. Each bucket is a hyperlink that filters the grid to show only the invoices within that aging period.

- **Current (0-30 Days):** Displays the total balance of invoices aged 30 days or less.
- **31 to 60:** Displays the total balance of invoices aged between 31 and 60 days.
- **61 to 90:** Displays the total balance of invoices aged between 61 and 90 days.
- **91 Plus:** Displays the total balance of invoices aged 91 days or more.
- **Total:** Displays the grand total of all outstanding balances shown in the grid.

Default Sorting

The Aged Accounts Receivable report is ordered by default in the following manner:

#	Column	Method
1	Currency Type	Ascending
2	Customer No	Ascending
3	Customer	Ascending
4	Days	Descending

Additional Features

The Aged Accounts Receivable grid includes several interactive features to streamline collection activities:

- **Extended Menu Commands:** By selecting one or more invoices in the grid, users can access an extended menu to:
    - **Add Activity to Selected Invoices:** Opens a window to log a new collection activity (e.g., a collection phone call or email) against the selected invoices. This helps maintain a clear audit trail of collection efforts.
    - **Update Expected Payment Date for Selected:** Allows users to enter or update the date a customer has committed to paying, which improves cash flow forecasting.
- **Invoice Activity Sub-Grid:** Located below the main grid, this section displays a history of activities for the currently selected invoice. Users can filter these activities by type (e.g., COLLECTION) and status to quickly review past interactions.

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79. Quick View: AR By Customer

Path: Accounting > Quick Views

Purpose

The purpose of the AR By Customer quick view is to provide a summarized analysis of outstanding accounts receivable, grouped by customer. It calculates the total outstanding balance for each customer as of a specified date, helping to identify which customers carry the largest balances and the average age of their debt.

Benefits

- Quickly identify customers with the highest outstanding balances to prioritize collection efforts.
- Gain a clear overview of the company's total accounts receivable exposure.
- Analyze customer payment behavior by reviewing the average age of outstanding invoices.
- Improve cash flow management by understanding where cash is tied up in receivables.
- Streamline AR reporting by consolidating key customer balance information in one view.

Filters

Caption	Description	Type	Default
Company	Filters the report to show data for a specific company entity.	List	
Branch	Filters the report for a specific branch or all branches.	List	All
End Date	The cut-off date for the analysis. The report will show outstanding balances as of this date.	Date	Today

Inclusions/Exclusions

This quick view is configured to always include or exclude the following:

Type	Description
Inclusion	Only includes posted, non-voided invoices.
Inclusion	Balances are calculated as of the selected **End Date**. Payments made after this date are factored in to accurately reflect the balance on that day.
Exclusion	Customers with a zero balance as of the **End Date** are not displayed.

Output

The quick view displays a grid summarizing accounts receivable information for each customer. Each row represents a single customer and shows their unique identifier, company name, and their total outstanding invoice balance. The output also includes analytical columns that calculate each customer's share of the total accounts receivable as a percentage and the weighted average age of their outstanding invoices. This provides a clear, at-a-glance perspective on AR distribution and aging across the customer base.

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Quick View Columns

The AR By Customer report is made up of the following columns (in default display order):

Column Name	Description
Zoom Drilldown	A drilldown icon that opens the corresponding customer's main record.
Customer No.	The unique identifier for the customer.
Company	The name of the customer's company.
Total	The sum of all outstanding invoice balances for the customer as of the selected **End Date**.
%	The customer's total outstanding balance shown as a percentage of the total accounts receivable for all customers in the view.
Avg	The weighted average age in days of the customer's outstanding invoices. This is calculated based on the invoice amounts and their age relative to the **End Date**.

Summation Rows

The AR By Customer features the following summation row:

- **Total Row (Light Gray)**: A summary row at the bottom of the grid that displays the grand total of the **Total** column, representing the entire accounts receivable balance for all customers shown.

Default Sorting

The AR By Customer report is ordered by default in the following manner:

#	Column	Method
1	Total	Descending
2	Company	Ascending

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80. Report: AR By Customer Analysis

Path: Live Data > Accounting
Report No: Q0221

Purpose

The purpose of the AR By Customer Analysis report is to provide a detailed breakdown of outstanding Accounts Receivable balances, grouped by customer. It displays the aging of these balances across standard time buckets and calculates key metrics like weighted average days to pay and balance percentages, offering insights into customer payment performance and overall AR health as of a specific date.

Benefits

- Gain clear visibility into outstanding customer balances and overall cash flow position.
- Quickly identify customers with significantly overdue payments requiring attention.
- Analyze historical payment trends by comparing current average payment days with previous periods.
- Prioritize collection activities based on balance amount and age.
- Assess the overall health and risk associated with the company's accounts receivable portfolio.
- Support more accurate financial forecasting related to cash receipts.

Report Filters

Caption	Description	Type	Values	Default
Entity No	Filters the report by the selected legal financial entity.	List		ALL
Branch	Filters the report by the selected operational branch.	List		ALL
As Of Date	Sets the cutoff date for calculating AR balances and aging. Invoices dated after this date are excluded, and payments/credits applied after this date are reversed for balance calculation.	Date		Today

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Includes only posted invoices. Aging is calculated based on the Invoice Date (not the Due Date).
Exclusion	Excludes voided invoices or ones with zero balance as of the selected 'As Of Date'.
Inclusion	Invoice balances are adjusted to reflect their value as of the 'As Of Date' by backing out payments/credits applied after this date.

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Report Output

This report provides a customer-centric analysis of Accounts Receivable balances outstanding as of the selected 'As Of Date'. For each customer with a non-zero balance, it aggregates all posted, non-voided invoice amounts, adjusting for payments made after the 'As Of Date' to accurately reflect the balance on that specific day.
The report details the total outstanding balance for each customer and calculates what percentage this balance represents of the total AR across all customers shown. It further breaks down each customer's balance into standard aging periods: Current (0-30 days), 31-60 days, 61-90 days, 91-120 days, and Over 120 days, based on the original invoice date. To provide trend analysis, it calculates the weighted average days outstanding for the current period and compares it to the averages from the two immediately preceding periods (typically months).
The report groups and subtotals financial data by currency type.

Report Columns

The AR By Customer Analysis report is made up of the following columns (in default display order):

Customer No

Indicates the unique identifier associated with the customer.

Company

Indicates the name associated with the customer. Clicking this field provides a drilldown to the Aged AR quick view for this specific customer, filtered by the report's parameters (Entity, Branch, As Of Date).

Balance

Shows the total outstanding Accounts Receivable balance for the customer as of the selected 'As Of Date'. This is calculated by summing the balances of all posted, non-voided invoices for the customer, adjusted for any payments or credits applied after the 'As Of Date'. Invoices with a resulting zero balance are excluded.

% Total AR

Shows the customer's outstanding 'Balance' as a percentage of the total Accounts Receivable across all customers included in the report. Calculated as (Balance / Total AR for all customers) * 100.

Wt Avg Days

Shows the weighted average number of days invoices have been outstanding for this customer as of the 'As Of Date'. It's calculated by summing the result of (Days Outstanding * Invoice Balance) for each applicable invoice and then dividing by the total Balance for the customer. Days Outstanding is determined from the Invoice Date to the 'As Of Date'.

Prev Avg Days

Shows the weighted average days outstanding calculated using the same method as 'Wt Avg Days', but as of the end of the previous period (typically one month before the selected 'As Of Date').

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Prev 2 Avg Days

Shows the weighted average days outstanding calculated using the same method as 'Wt Avg Days', but as of the end of the period two months prior (typically two months before the selected 'As Of Date').

Current

Shows the portion of the customer's total Balance from invoices aged less than 31 days past their Invoice Date, calculated as of the 'As Of Date'.

31-60

Shows the portion of the customer's total Balance from invoices aged between 31 and 60 days past their Invoice Date, calculated as of the 'As Of Date'.

61-90

Shows the portion of the customer's total Balance from invoices aged between 61 and 90 days past their Invoice Date, calculated as of the 'As Of Date'.

91-120

Shows the portion of the customer's total Balance from invoices aged between 91 and 120 days past their Invoice Date, calculated as of the 'As Of Date'.

Over 120

Shows the portion of the customer's total Balance from invoices aged 121 days or more past their Invoice Date, calculated as of the 'As Of Date'.

Exp. Pay Date

Shows the sum of balances from invoices belonging to this customer that have an 'Expected Payment Date' recorded in the system.

% Current

Shows the 'Current' amount as a percentage of the customer's total Balance. Calculated as (Current / Balance) * 100.

% 31-60

Shows the '31-60' amount as a percentage of the customer's total Balance. Calculated as (31-60 / Balance) * 100.

% 61-90

Shows the '61-90' amount as a percentage of the customer's total Balance. Calculated as (61-90 / Balance) * 100.

% 91-120

Shows the '91-120' amount as a percentage of the customer's total Balance. Calculated as (91-120 / Balance) * 100.

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% Over 120

Shows the 'Over 120' amount as a percentage of the customer's total Balance. Calculated as (Over 120 / Balance) * 100.

Currency Type

Indicates the currency associated with the customer's transactions and balances shown on this row. The report groups and provides subtotals based on this currency.

Default Sorting

The AR By Customer Analysis report is ordered by default in the following manner:

#	Column	Method
1	% Total AR	Descending
2	Company	Ascending

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81. Report: Aged Receivables Multi Currency

Path: Accounting > Reports
Report No: Q0186

Purpose

The purpose of the Aged Receivables Multi Currency report is to provide a detailed breakdown of outstanding customer invoice balances, categorized by currency. It ages these balances into time-based buckets (e.g., 0-30 days, 31-60 days) based on either the invoice date or due date relative to a specified 'As of Date', helping users track and manage overdue receivables across different currencies.

Benefits

- **Improved Cash Flow Management:** Identifies overdue invoices promptly, facilitating targeted collection efforts across various currencies.
- **Enhanced Multi-Currency Visibility:** Clearly shows outstanding amounts owed in each specific currency, aiding foreign exchange exposure management.
- **Accurate Aging Analysis:** Provides flexible aging based on either invoice date or due date for precise analysis of receivables turnover.
- **Customer Debt Monitoring:** Highlights customers with significant or aging outstanding balances across different currencies.
- **Streamlined Collections:** Offers organized data, including customer contact information (implicit via Customer No.), to support the collections process.
- **Financial Reporting Support:** Supplies key data for financial statements related to accounts receivable balances, including multi-currency considerations.

Report Filters

Caption	Description	Type	Values	Default
Company	Select the company to filter the report results.	List	List of companies	Current User's Company
Branch	Select the branch(es) to include in the report.	List	List of branches	ALL
Department	Select the department(s) to include in the report.	List	List of departments	ALL
Currency	Select the specific transaction currency or currencies to display.	List	List of distinct currency types with descriptions	ALL
SubType	Select the customer subtype(s) to filter the invoices included in the report.	List	List of customer subtypes (General Codes)	ALL

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Caption	Description	Type	Values	Default
Aged By	Choose whether to calculate the aging based on the 'Invoice Date' or the 'Due Date' of the invoices.	List	Invoice Date, Due Date	Invoice Date
As of Date	Enter the date for which the aging calculation should be performed. Balances are shown as of this date.	Date		Today

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Only includes posted Invoices.
Inclusion	Includes Invoices whose Invoice Date or Due Date (based on the 'Aged By' filter) falls on or before the selected 'As of Date'.
Exclusion	Excludes voided Invoices.
Exclusion	Excludes Invoices that have a zero balance as of the selected 'As of Date'. This applies to both regular and Master Invoices.
Exclusion	Excludes individual sub-invoices when they are linked to a Master Invoice. The amounts from sub-invoices are rolled up into the Master Invoice line item.
Inclusion	Report data is implicitly filtered based on the user's security permissions for accessing Company and Branch information.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Output

This report presents a detailed listing of customer invoices with outstanding balances as of the specified 'As of Date'. The core function is to age these outstanding balances across different time periods (0-30 days, 31-60 days, 61-90 days, and 91+ days overdue) based on the user's selection of aging by 'Invoice Date' or 'Due Date'.
Data is grouped first by Currency Type, and then by Customer. Within each customer grouping, individual invoices are listed. The report calculates and displays the portion of the total outstanding balance that falls into each aging bucket. Summation rows provide totals for each customer (across their invoices within a specific currency) and for each currency (across all customers).

Report Columns

The **Aged Receivables Multi Currency** report is made up of the following columns (in default display order):

Date

Indicates the date the invoice was generated.

Currency

Indicates the transaction currency of the invoice. Total rows for a currency will display the currency code followed by a period (e.g., "USD.").

Customer No.

Indicates the unique identifier for the customer associated with the invoice. On customer total rows, this column displays the Customer Number.

Company

Indicates the name of the customer associated with the invoice. On customer total rows, this column displays the customer name followed by " TOTAL:" (e.g., "Customer ABC TOTAL:").

Invoice No.

Indicates the unique identifier for the invoice. This is blank on total rows.

Balance

Shows the outstanding amount due for the invoice as of the selected 'As of Date'. This value is derived from the invoice's current balance adjusted for any payments recorded in the system *after* the report's 'As of Date'. For Master Invoices, this balance represents the sum of the adjusted outstanding balances of its linked sub-invoices. On total rows, it shows the sum of outstanding balances for the customer or currency.

0 to 30

Shows the portion of the outstanding balance that is aged between 0 and 30 days past the Invoice Date or Due Date (depending on the 'Aged By' filter selection) as of the selected 'As of Date'. if the invoice balance does not fall into this aging bucket. Appears on individual invoice lines and summation rows.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

31 to 60

Shows the portion of the outstanding balance that is aged between 31 and 60 days past the Invoice Date or Due Date (depending on the 'Aged By' filter selection) as of the selected 'As of Date'. if the invoice balance does not fall into this aging bucket. Appears on individual invoice lines and summation rows.

61 to 90

Shows the portion of the outstanding balance that is aged between 61 and 90 days past the Invoice Date or Due Date (depending on the 'Aged By' filter selection) as of the selected 'As of Date'. if the invoice balance does not fall into this aging bucket. Appears on individual invoice lines and summation rows.

91+

Shows the portion of the outstanding balance that is aged 91 days or more past the Invoice Date or Due Date (depending on the 'Aged By' filter selection) as of the selected 'As of Date'. if the invoice balance does not fall into this aging bucket. Appears on individual invoice lines and summation rows.

Note

Displays any notes associated with the invoice record.

Summation Rows

The Aged Receivables Multi Currency report features the following colored summation rows:

- **Light Blue**: Appears after the last invoice for a specific customer within a currency group.
    - Summarizes the total outstanding Balance for that customer within that currency.
    - Summarizes the total amounts falling into each aging bucket (0 to 30, 31 to 60, 61 to 90, 91+) for that customer within that currency.
- **Blue**: Appears after the last customer total (Light Blue row) for a specific currency group.
    - Summarizes the total outstanding Balance for all customers within that currency.
    - Summarizes the total amounts falling into each aging bucket (0 to 30, 31 to 60, 61 to 90, 91+) for all customers within that currency.

Default Sorting

The Aged Receivables Multi Currency report is ordered by default in the following manner:

#	Column	Method
1	Currency Type	Ascending
2	Customer No	Ascending
3	Company (Customer Name)	Ascending
4	Invoice Age	Descending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

82. Report: Total Invoicing

Paths: Accounting > Accounts Receivable > Quick Views
Report No: Q0157

Purpose

The purpose of the **Total Invoicing** report is to provide a comprehensive view of all invoices issued within a specified date range. It allows users to monitor and analyze invoice data by company, branch, department, and currency type. This report also provides information on the amounts invoiced, tax amounts, paid amounts, due dates, and invoice status.

Benefits

- Provides a detailed view of all invoices in the system.
- Enables tracking of invoicing trends over time.
- Allows users to view both the original invoice amounts and the corresponding tax amounts.
- Supports financial forecasting by showing expected payment dates.
- Assists with monitoring outstanding balances and overdue invoices.
- Provides insight into the invoicing activity by branch, department, and company.
- Helps in analyzing the impact of currency rates on invoicing amounts.
- Allows users to filter by project, sales rep, or other key variables.
- Facilitates audit and reconciliation of invoicing data.
- Simplifies the process of monitoring sub-invoices through a toggle filter.

Report Filters

Caption	Description	Type	Values	Default
Company	Filters the report by company number.	List	List of companies	Current User's Company
Branch	Filters the report by branch.	List	List of branches	ALL
Department	Filters the report by department.	List	List of departments	ALL
Currency Type	Filters the report by the type of currency used for the invoicing.	List	List of currency types	ALL
Start Date	Filters the report by the invoice start date.	Date		Today
End Date	Filters the report by the invoice end date.	Date		Today
Show Sub Invoices	Option to include or exclude sub-invoices from the report.	Checkbox		Unchecked

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Only includes posted invoices
Exclusion	Excludes invoices with type "CREDIT", "OPENCREDIT", "PAYMENT", or "PROJ_COGS", "VOID".
Exclusion	Invoices linked to master invoices are excluded unless the "Show Sub Invoices" filter is enabled.

Report Output

The **Total Invoicing** report aggregates and displays data about invoices that have been issued within the specified date range. The report includes key invoice details, including invoice number, company, sales rep, currency type, and amounts for both the invoice and tax. Additionally, it shows the expected payment date and allows users to see both the subtotals and the final balance due. The report includes a toggle for viewing linked invoices based on the filter "Show Sub Invoices."
The data is retrieved from the **Invoice**, **Customer**, **Company**, and **Dispatch** information, with filtering applied based on parameters like company, branch, department, currency type, and date range.

Report Columns

The **Total Invoicing** report is made up of the following columns (in default display order):

Column Name	Description
Invoice No.	Displays the unique invoice number. This column has drill-down functionality, allowing users to view detailed invoice information.
Date	Shows the date the invoice was created.
Type	Indicates the type of invoice (e.g., MASTER, CREDIT, etc.).
Company	Indicates the company associated with the invoice.
Ship Company	Displays the company associated with the shipping address.
Ship Address	Shows the shipping address associated with the invoice.
Order No.	Indicates the contract or order number related to the invoice.
Sale Type	Indicates the type of sale related to the invoice.
Sales Rep	Shows the sales representative associated with the invoice.
Currency	Shows the currency type used for the invoice.
Amount	Displays the total invoice amount, including taxes.
FX Amount	Displays the foreign exchange-adjusted invoice amount, if applicable.
Tax Amount	Shows the total tax amount associated with the invoice.
Paid Amount	Shows the total paid amount associated with the invoice.
Balance	Shows the remaining balance due on the invoice.
Due Date	Displays the date the invoice is due for payment.
Exp. Pay Date	Indicates the expected date for payment of the invoice.
Company No.	Displays the company number linked to the invoice.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Column Name	Description
Branch	Indicates the branch associated with the invoice.
Call No.	Shows the service call number related to the invoice.
CSR	Shows the customer service representative associated with the invoice.
Project No.	Indicates the project number related to the invoice.
PM	Shows the project manager associated with the project related to the invoice.

Default Sorting

The **Total Invoicing** report is ordered by default in the following manner:

#	Column	Method
1	Invoice No.	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

83. Report: Invoice Register

Path: Accounting > Accounts Receivable > Reports
Report No: Q0006

Purpose

The purpose of the Invoice Register report is to present a clear listing of all posted invoices within a specified date range, allowing users to view key invoice information, such as invoice numbers, dates, amounts, and associated sales representatives. This helps organizations track and analyze their accounts receivable performance accurately.

Benefits

- Simplifies tracking of invoiced amounts over a selected period.
- Aids in reconciling posted invoices and monitoring outstanding balances.
- Improves visibility into sales performance by sales representative.
- Facilitates timely follow-up on unpaid invoices.
- Enhances cash flow forecasting and financial planning.

Report Filters

Caption	Description	Type	Values	Default
Company	Restricts the report to a particular company or all companies.	List		Current User's Company
Start Date	Specifies the initial date (inclusive) for invoice retrieval.	Date		Month Start
End Date	Specifies the final date (inclusive) for invoice retrieval.	Date		Today
Customer No	Filters the report data by a specific customer or all customers.	Customer Lookup		
Report Type	Selects whether to see all invoice details (Standard) or summarized subtotals.	List	STANDARD, SUBTOTAL	STANDARD

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Only invoices that are posted.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Relevant System Configurations

DefaultCurrency: Determines the default currency used if no specific currency is assigned to an invoice record. This ensures that all invoice amounts display in a consistent currency if the field is blank.

Report Output

This report outputs a list of posted invoices and, depending on the selected Report Type (Standard or Subtotal), either displays each invoice as a discrete line item or groups them by currency, customer, and salesperson. In **Standard** mode, it shows descriptive details for each invoice record including date, customer, company, and amount. In **Subtotal** mode, it groups invoice totals under color-coded summation rows to clarify invoice amounts aggregated by salesperson, then by currency, and finally a grand total.

Report Columns

The **Invoice Register** report is made up of the following columns (in default display order):

Invoice No.

Shows the unique invoice number. Users can drill down to the invoice details by clicking this value.

Date

Shows the invoice date used for tracking when the invoice was generated.

Customer No.

Displays the customer responsible for the invoice. Clicking this value drills down into the customer record.

Company

Indicates the name of the company associated with the invoice.

Sales Rep

Shows the salesperson responsible for or associated with the invoice.

Amount

Represents the total invoiced amount. This field is also summed in the group mode, allowing for subtotals and grand totals.

Currency

Indicates the assigned or defaulted currency for each invoice record.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Summation Rows

The Invoice Register report features the following colored summation rows (seen only if **Report Type** is set to Subtotal):

- **Light Yellow**: Subtotal of invoice amounts by salesperson.
- **Light Blue**: Subtotal of all invoice amounts by currency.
- **Blue**: Grand total of all invoice amounts across the entire listing.

Default Sorting

The Invoice Register report is ordered by default in the following manner:

#	Column	Method
1	Currency	Ascending
2	Company	Ascending
3	Customer No.	Ascending
4	Sales Rep	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

84. Report: UnInvoiced Orders

Path: Accounting > Reports
Report No: Q0168

Purpose

The purpose of the UnInvoiced Orders report is to identify and list customer orders that contain items yet to be invoiced within a specific date range and according to selected criteria like company, branch, department, and order status. This helps track outstanding billable items and manage the invoicing process.

Benefits

- **Accelerate Cash Flow:** Quickly identify orders ready for invoicing to speed up the billing cycle.
- **Prevent Revenue Loss:** Ensure all shippable or completed order items are invoiced, minimizing missed revenue opportunities.
- **Improve Billing Accuracy:** Provides a clear list of uninvoiced items and their values, supporting accurate invoice creation.
- **Enhance Operational Visibility:** Offers insight into the volume and value of uninvoiced orders, helping to identify potential bottlenecks in the order-to-cash process.
- **Support Financial Reporting:** Assists in accurately assessing unbilled revenue for financial statement preparation.

Report Filters

Caption	Description	Type	Values	Default
Company No.	Filters the report by the selected operating company.	List	List companies	Current User's Company
Branch	Filters orders based on the assigned branch.	List	List branches	ALL
Department	Filters orders based on the assigned department.	List	List departments	ALL
Status	Filters orders based on their status.	List	ALL, APPROVED, CONFIRMED, DATAENTRY, PARTSHIP, REVIEWQ, SHIPQ, PARTSPICKQ	ALL
Start Date	Specifies the start date for the order's contract date range.	Date		Today
End Date	Specifies the end date for the order's contract date range.	Date		Today

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Orders with a Contract Date falling within the selected From and End Date range.
Inclusion	Order items that have not yet been associated with an invoice.
Exclusion	Order items that have a status of 'CANCELLED' or 'CANCELED'.
Exclusion	Orders with a Contract Type of 'RECURRING'.
Exclusion	When the 'ALL' status filter is selected, orders with an overall status of 'CANCELLED' or 'CANCELED' are excluded.
Exclusion	Orders associated with projects where *any* invoice has already been generated for that project (regardless of whether it covered items from this specific order).
Exclusion	Orders linked to projects that have been marked with a Close Date.

Report Output

This report provides a detailed listing of customer orders that contain items awaiting invoicing. It focuses on orders created within the specified date range and matching the filter criteria for company, branch, department, and status. For each qualifying order, the report calculates and displays the total monetary value of the uninvoiced items, helping users prioritize and manage their billing activities. The report specifically excludes recurring orders, cancelled items, and orders tied to projects that are either closed or have already had some invoicing activity.

Report Columns

The **UnInvoiced Orders** report is made up of the following columns (in default display order):

Company

The name of the customer associated with the order. Provides a drilldown link to the customer details.

Contract Number

The unique identifier for the order. Provides a drilldown link to the order details.

Status

Indicates the status of the order (e.g., APPROVED, CONFIRMED, PARTSHIP).

Contract Date

The date the order was created or officially recorded in the system.

Total

The total monetary value of the entire order, encompassing all items (both invoiced and uninvoiced) plus any applicable taxes.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Contract Type

Indicates the classification of the order, such as SALE (standard sale), CCO (customer change order), or WORKORDER (originating from a service call).

Company No

The identifier for the internal operating company division associated with the order transaction.

Branch

Indicates the specific branch assigned to manage or fulfill the order.

Department

Indicates the specific department assigned responsibility for the order.

Sale Type

Specifies the sales type category assigned to the order, used for reporting and classification purposes.

Call No.

If the order originated directly from a service call activity, this column displays the unique number of that service call. Provides a drilldown link to the service call details.

Project No.

If the order is associated with a specific project, this column displays the unique project number. Provides a drilldown link to the project details.

UnInvoiced Amount

The calculated total monetary value of items on this specific order that have not yet been invoiced. This value is derived by summing the price multiplied by quantity, plus any applicable Tax1, Tax2, Tax3, and Use Tax amounts for each uninvoiced item. Only items not in a 'CANCELLED' or 'CANCELED' status contribute to this total.

Default Sorting

The UnInvoiced Orders report is ordered by default in the following manner:

#	Column	Method
1	Order Date	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

85. Report: Invoice Record Analysis

Path: Live Data > COMMISSIONS
Report No: Q0312

Purpose

The purpose of the Invoice Record Analysis report is to provide a comprehensive financial overview of invoicing transactions. It aggregates key data, including invoice amounts, subtotals, tax, payments, and outstanding balances, as well as profitability metrics such as actual, budgeted, and projected gross profit. By correlating records from various sources (projects, calls, orders, and contracts), the report enables users to assess financial performance and cost management in a unified view. It also provides a solid backbone for manual commissions calculation.

Benefits

- Enhances financial oversight by detailing key invoice metrics.
- Provides clear visibility into actual, budgeted, and projected profitability.
- Supports informed decision-making through comprehensive cost and revenue analysis.
- Facilitates monitoring of sales representative performance and commission splits.
- Enables drill-down capabilities for detailed inspection of invoice, order, and project records.

Report Filters

Caption	Description	Type	Values	Default
Start Date	Specifies the starting date for filtering invoice records.	Date		First of month
End Date	Specifies the ending date for filtering invoice records.	Date		Today
Date Filter	Determines which invoice date field is used for filtering (Invoice Date, Paid Date, or Post Date).	List	INVOICE, PAID, POSTED	INVOICE
Company No	Filters invoice records by company number.	List		ALL
Branch	Filters invoice records by branch.	List		ALL
Department	Filters invoice records by department.	List		ALL
Incl. Payment Only	When selected, includes only invoices that have payment amounts.	Checkbox		Unchecked
Incl. No Balance Only	When selected, only invoices with no balance are included.	Checkbox		Unchecked
Rec Type	Filters invoices by record type to distinguish between project, call, order, or service contract records.	List	PROJECT, CALL, CONTRACT, ORDER	ALL

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Caption	Description	Type	Values	Default
Rec Link No	Filters invoices based on a specific record link number (e.g. project, call, order, or service contract).	Text		
Sales Rep	Filters invoices by sales representative.	List	List of users with SALES job role	ALL

Inclusions/Exclusions

Type	Description
Inclusion	Only posted invoices are included in the report.
Exclusion	Voided invoices or ones of type 'PROJ_COGS' are excluded from the report.

Relevant System Configurations

- **POSUSPRECG**: Influences whether PO Suspense amounts are recognized in dispatch profit calculations, thereby affecting overall profitability figures.
- **PROJECTUSEJOBCOST**: Determines if project cost adjustments based on job cost configurations are applied, which in turn influences projected profit calculations.

Report Outputs

The Invoice Record Analysis report delivers a detailed financial summary of invoice transactions. It consolidates core financial data such as invoice amounts, subtotals, taxes, and payment details alongside performance measures like gross profit, total cost, and margin percentages. Data from diverse sources, including projects, calls, orders, and contracts, is integrated to provide a complete picture of financial performance.
In addition, the report embeds drill-down functionality via Zoom forms, enabling users to click through to more granular details on invoice, order, or record-level data. This interactive capability supports deep-dive analysis and facilitates prompt corrective actions where variances between actual and budgeted figures are identified.

Report Columns

The **Invoice Record Analysis** report is made up of the following columns (in default display order):

Column	Description
Invoice No	Identifies the unique invoice number associated with the record.
Post Date	Displays the date when the invoice was posted to the accounting system.
Invoice Date	Indicates the date when the invoice was issued.
Customer No	Identifies the customer number associated with the invoice.
Company No	Identifies the company number associated with the invoice.
Branch	Indicates the branch where the invoice was processed.
Subtotal	Represents the subtotal amount before taxes and additional charges.
Inv Amount	Displays the total invoice amount.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Column	Description
Tax Amount	Displays the tax amount applied to the invoice.
Paid Amount	Shows the amount paid towards the invoice.
Paid Date	Indicates the date when the payment was received.
Balance	Represents the outstanding balance remaining on the invoice.
Invoice Type	Indicates the category of invoice, such as manual, project, or service.
Freight Amount	Displays the freight charge amount applied to the invoice.
Sales Rep	Displays the primary sales representative for the invoice.
Sales Rep Split %	Shows the commission split percentage for the primary sales representative.
Sales Rep 2	Displays the secondary sales representative, if applicable.
Sales Rep 2 Split %	Shows the commission split percentage for the secondary sales representative.
Sales Rep 3	Displays the tertiary sales representative, if applicable.
Sales Rep 3 Split %	Shows the commission split percentage for the tertiary sales representative.
Rec Type	Indicates the type of record (e.g., PROJECT, CALL, ORDER, CONTRACT) associated with the invoice.
Rec Title	Provides the title or description of the associated record.
Rec Sale Type	Displays a unified sale type for the record based on its source.
Rec Status	Indicates the status of the record (e.g., active, cancelled).
Rec Link No	Indicates the record link number used to correlate the invoice with a project, call, order, or contract.
Order No	Identifies the order number associated with the invoice.
SC Bill Freq.	Indicates the billing frequency for service contracts.
Record Sales Rep	Displays the primary sales representative associated with the record.
Record Rep Split %	Shows the commission split percentage for the primary sales representative associated with the record.
Record Sales Rep 2	Displays the secondary sales representative for the record, if applicable.
Record Rep 2 Split %	Shows the commission split percentage for the secondary sales representative associated with the record.
Record Sales Rep 3	Displays the tertiary sales representative for the record, if applicable.
Record Rep 3 Split %	Shows the commission split percentage for the tertiary sales representative associated with the record.
Proj Tot Rev/Sale Price	Represents the total projected revenue or sale price for project records.
Proj Tot Cost/Sale Cost	Represents the total projected cost or sale cost for project records.
Proj Warr	Displays the projected warranty amount for project records.
Proj GM	Indicates the projected gross margin percentage for project records.
Proj GP	Shows the projected gross profit amount for project records.
Earn Tot Rev	Displays the earned total revenue based on recognized amounts.
Earn Tot Cost	Displays the earned total cost incurred.
Earn GM	Indicates the earned gross margin percentage.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Column	Description
Earn GP	Shows the earned gross profit amount.
Bud Tot Rev	Represents the total budgeted revenue for the record.
Bud Tot Cost	Represents the total budgeted cost for the invoice or record.
Bud GM	Indicates the budgeted gross margin percentage for the record.
Bud GP	Shows the budgeted gross profit amount in monetary terms.
Actual Tot Rev (Calls)	Displays the total revenue generated from call records.
Actual Tot Cost (Calls)	Displays the total cost incurred for call records, aggregating various expense components.
Actual GP (Calls)	Shows the actual gross profit amount for call records in monetary terms.
Actual GM (Calls)	Indicates the actual gross margin percentage for call records, calculated based on revenue and cost metrics.
Project Percent Complete	Indicates the percentage completion of the project.
Open AR	Shows the current open accounts receivable balance for the invoice.
Inv Bud GP	Displays the budgeted gross profit per invoice based on budget calculations.
Inv Earn GP	Displays the earned gross profit per invoice calculated from actual figures.
Inv Proj GP	Displays the projected gross profit per invoice based on estimations.
Inv Actual GP (Calls)	Shows the actual gross profit for call records on a per-invoice basis.
Department	Displays the department associated with the invoice.

Default Sorting

#	Column	Method
1	Ordering	Ascending
2	Invoice No	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

86. Report: Cash Receipts Detail

Path: Accounting > Accounts Receivable > Reports
Report No: Q0001

Purpose

The purpose of the Cash Receipts Detail report is to provide a detailed view of incoming cash receipt transactions, enabling accounts receivable teams to review and reconcile payments by date, account, customer, invoice references, and other important information. This helps ensure accurate and timely recording of cash inflows for financial reporting and decision-making.

Benefits

- Improves visibility into daily and periodic cash receipts.
- Speeds up reconciliation of payments against accounts and invoices.
- Helps prevent errors by providing a centralized place to review all cash entries.
- Offers clear insights into which customers are remitting payments.
- Simplifies the tracking process for accounting and finance teams.

Report Filters

Caption	Description	Type	Values	Default
Start Date	Includes transactions posted on or after this date.	Date		Today
End Date	Includes transactions posted up to (but not including) the following day.	Date		Today
Company No.	Narrows the data to a specific company or includes all if set to "".	Text		List
Batch No.	Identifies which batch of cash receipts to include.	Text		
Account No	Filters by one or multiple specific accounts.	List	List of bank-flagged, active GL accounts	ALL

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Only AR Journal entries whose AR Type is one of RECEIPT, UNPAY, REVENUE, CREDIT, or CCRECEIPT.
Inclusion	Only bank-flagged accounts are included.
Exclusion	All other AR Journal rows, AR Types, or non-bank accounts are excluded.

Relevant System Configurations

ACCOUNTLEN: Determines how many characters of the GL Account number are used to match and display relevant bank accounts. If not set, a default length of 4 is used.

Report Output

This report returns one row per transaction drawn from the AR Journal along with related customer, invoice, account, and currency details. It pulls information such as the date of the receipt, the amount received, the customer, the associated invoice (if any), and the posting account. The output is presented in chronological order, then organized by account, customer, and batch, allowing more efficient tracking and reconciliation of received payments.

Report Columns

The **Cash Receipts Detail** report is made up of the following columns (in default display order):

Date

Shows the date on which the cash receipt was posted. It comes directly from AR Journal and is truncated to remove the time portion for clear grouping by day.

Account No.

Displays the GL account number into which the cash was posted. It is limited according to the configured account length (ACCOUNTLEN) and filtered to show only bank-type accounts.

Account

Provides a more descriptive name tied to the account number. The report looks up and returns the bank account's short description for clarity.

Customer

Shows the name of the customer making the payment. It pulls from the Customer file using the customer number stored in the AR Journal record. Zoom drilldown is enabled so you can open the Customer form for more details.

Comment

Includes any remark or note associated with the cash receipt entry (e.g., a reference reason or additional text).

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Amount

Displays the monetary amount received in this transaction for the specified date and account.

Invoice No.

Shows the invoice to which the payment is linked. If applicable, a zoom drilldown is available to view the invoice details.

Ref. No.

Captures any reference number specified on the transaction to help identify or track the payment source (e.g., check number).

Batch No.

Indicates the batch in which the transaction was grouped and posted. This can help in quickly filtering or locating specific deposit or posting runs.

Default Sorting

The Cash Receipts Detail report is ordered by default in the following manner:

#	Column	Method
1	Date	Ascending
2	Account No.	Ascending
3	Customer	Ascending
4	Batch No.	Ascending

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87. Quick View: Aged AP

Paths:

- Accounting > Accounts Payable > Quick Views
- Accounting > Quick Views

Purpose

The purpose of the Aged AP quick view is to provide a comprehensive and detailed listing of all outstanding vendor invoices (vouchers). It helps accounts payable staff and managers track money owed to vendors, manage cash flow, and prioritize payments. The view ages each payable based on either the invoice date or the due date, allowing users to see how long each invoice has been outstanding.

Benefits

- **Improved Cash Flow Management**: Gain clear visibility into upcoming payment obligations to better forecast and manage cash outflows.
- **Prioritized Vendor Payments**: Easily identify overdue and upcoming payments to manage vendor relationships effectively and take advantage of early payment discounts.
- **Enhanced Financial Accuracy**: Ensure financial statements accurately reflect liabilities by providing a real-time, adjustable view of accounts payable.
- **Streamlined Collections Follow-up**: Centralizes all outstanding vendor invoices, making it easier to track payment statuses and expected payment dates.
- **Efficient Dispute Resolution**: Quickly identify invoices that may have issues or require follow-up, helping to resolve discrepancies with vendors promptly.

Filters

Caption	Description	Type	Default
Company	Filters the report for one or more specific legal entities.	List	ALL
Branch	Filters vouchers for one or more specific branches.	List	ALL
Department	Filters vouchers for one or more specific departments.	List	ALL
Currency	Filters the report to show vouchers in a specific currency.	List	ALL
SubType	Filters vendors based on their assigned sub-type.	List	ALL
As of Date	The date used to calculate the aging of the invoices. The report will show the status of payables as of this date.	Date	Today
Aged By	Determines the date used for aging calculations. Options are 'Invoice Date' or 'Due Date'.	List	Invoice Date

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Inclusions/Exclusions

This quick view is configured to always include or exclude the following:

Type	Description
Inclusion	Only includes vendor invoices that have been posted.
Exclusion	Excludes any vendor invoices that have been marked as 'VOID'

Output

The Aged AP quick view displays a grid of outstanding vendor invoices, commonly referred to as vouchers in Q360. Each row represents a single payable item, providing key details such as the vendor, invoice number, outstanding balance, and the number of days it has been aged. The balance for each invoice is calculated as of the "As of Date" specified in the filters, considering any payments or credits applied after that date to provide a historically accurate snapshot. The grid is designed to help users quickly assess the company's current liabilities, identify which invoices are overdue, and plan payments accordingly.

Quick View Columns

The Aged AP quick view is made up of the following columns (in default display order):

Column Name	Description
Zoom Drilldown	Allows clicking to open the full vendor invoice (voucher) form.
Date	The voucher's date.
Vendor Invoice No	The invoice number provided by the vendor for reference.
Vendor	The name of the vendor to whom the payment is due.
Days	The number of days the invoice has been outstanding, calculated from the 'As of Date' filter and based on the 'Aged By' selection (either Invoice Date or Due Date).
Amount	The remaining outstanding balance due on the vendor invoice as of the selected 'As of Date'.
Expected Pay Date	Displays the expected payment date if one has been set for the invoice.
Order Reference No	Vendor Order Reference number cited on the voucher (if any).
Contract No.	The customer order number associated with the PO, if available.
Project No.	The project number associated with the vendor invoice, if available.

Summation Rows

The Aged AP quick view features the following colored summation rows at the bottom of the grid, which provide a summary of total outstanding balances grouped by aging period:

- **Current**: The total balance of all invoices aged between 0 and 30 days.
- **31 to 60**: The total balance of all invoices aged between 31 and 60 days.
- **61 to 90**: The total balance of all invoices aged between 61 and 90 days.
- **91 Plus**: The total balance of all invoices aged 91 days or more.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Default Sorting

The Aged AP quick view is ordered by default in the following manner:

#	Column	Method
1	Currency Type	Ascending
2	Company	Ascending
3	Vendor (CustomerNo)	Ascending
4	Days	Descending

Additional Features

The Aged AP grid includes extended menu command to **Update Expected Payment Date for Selected,** which allows users to enter or update the date the company's has committed to paying the vendor, which improves cash flow forecasting.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

88. Quick View: Check Register

Path: Accounting > Accounts Payable > Quick Views

Purpose

The purpose of the Check Register quick view is to provide a detailed listing of payments made by the company. It allows users to review check payments, direct payments (ACH), and voided payments within a specified date range and for selected company and bank accounts. This view helps in tracking payment history, verifying payment details, and managing cash outflows.

Benefits

- **Enhanced Financial Oversight**: Provides a clear view of all disbursements, aiding cash flow management and financial control.
- **Improved Payment Tracking**: Allows users to easily track specific payments by check number, payee, or date.
- **Efficient Vendor Payment Review**: Facilitates the review of payments made to specific vendors.
- **Streamlined Audit Support**: Offers a consolidated record of payments, which is valuable for internal and external audits.
- **Flexible Data Filtering**: Enables users to narrow down payment information based on various criteria for targeted analysis.
- **Identification of Voided Transactions**: Clearly distinguishes voided payments, ensuring accurate financial records.

Filters

Caption	Description	Type	Default
Time Period	Predefined time ranges (e.g., Today, Yesterday, This Week). Selecting a Time Period will auto-populate Start Date and End Date.	List	Today
Start Date	Filters payments to include those with a payment date on or after this date.	Date	
End Date	Filters payments to include those with a payment date on or before this date.	Date	
Company No	Filters payments for the specified company number(s). Multiple company numbers can be selected.	List	
Bank Account	Filters payments made from the specified bank account number(s). 'ALL' can be selected to include all bank accounts.	List	
Vendor	Filters payments made to a specific vendor. User can look up and select a vendor.	List	

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Caption	Description	Type	Default
Incl. Direct Payments	If checked, the register will include payments made via ACH and Direct Pay methods. If unchecked, these are excluded unless they are voided and void payments are included.	Checkbox	Unchecked
Incl. VOID Payments	If checked, the register will include payments that have been voided (identified by comments containing "VOID").	Checkbox	Unchecked

Inclusions/Exclusions

This quick view is configured to always include or exclude the following:

Type	Description
Inclusion	When the 'Bank Account' filter is set to 'ALL' or left blank, only bank accounts marked as such in the General Ledger Account information (GL Account Bank Flag = 'Y') are considered for displaying payments.
Exclusion	If 'Incl. VOID Payments' is not checked, payments that have a comment indicating they are 'VOID' are excluded from the results.

Output

The Check Register quick view displays a grid of payments matching the selected filter criteria. Each row represents a payment transaction, showing key details such as the payment date, payee, amount, and check number. The information is sourced primarily from the check register and vendor invoice details. The grid includes information about the payment type (e.g., Check, ACH, Direct Pay, VOID) and whether a payment has been voided. It also provides context for vendor remittance advice, such as the default report to be used and contact details if available. The net amount paid is also displayed, reflecting actual disbursements recorded in the AP Journal. Overall, information in this view is sourced from the Check Register table.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Quick View Columns

The Check Register report is made up of the following columns (in default display order):

Column Name	Description
Zoom Key	Provides a drilldown link to view the detailed record of the payment.
Date	Indicates the date of the payment.
Type	Displays the type of payment, such as 'CHECK', 'VOID', 'ACH', or 'DIRECTPAY'.
Check No.	The reference number for the payment, typically the check number.
Payee	The name of the individual or company to whom the payment was made. This is derived from the payee name on the vendor invoice, or the company name from customer information if the payee name is not specified on the invoice.
Amount	The gross amount of the payment as recorded in the Check Register.
Net	The net amount paid for the transaction, summed from the AP Journal entries linked to the voucher and reference number.
Comment	Any comments or notes associated with the payment entry in the Check Register.
Company No.	The company number that issued the payment.
Created Date	Indicates the date when the check register entry was created.

Summation Rows

The Check Register quick view displays summation totals at the bottom of the grid for the following columns:

- **Amount**: Total of the 'Amount' column for all displayed payments.
- **Net**: Total of the 'Net' column for all displayed payments.

Default Sorting

The Check Register report is ordered by default in the following manner:

#	Column	Method
1	Bank Account	Ascending
2	Date	Ascending
3	Check No.	Ascending

Additional Features

1. The Check Register grid includes print button that allows emailing a remittance advice for a single vendor at a time, or initiating batch email of advices for multiple vendors.
2. When drilling down to single payment reference number, an extended menu command is available to void the payment.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

89. Report: Unvouchered AP

Path: Accounting > Accounts Payable > Reports
Report No: Q0004

Purpose

The purpose of the Unvouchered AP report is to identify purchase order items that have been recorded as received in the system but have not yet been matched to a corresponding posted vendor invoice (i.e., vouchered) as of a specific date. This helps track accrued liabilities for goods or services received but not yet invoiced by the vendor.

Benefits

- **Improved Liability Tracking:** Accurately identifies accrued liabilities for received items pending vendor invoices, ensuring financial statements reflect true obligations.
- **Enhanced AP Accuracy:** Helps prevent duplicate payments or missed vendor invoices by highlighting items received but not yet processed through AP.
- **Better Cash Flow Visibility:** Provides insight into upcoming cash outflows related to received goods/services that will require payment once invoiced.
- **Streamlined Month-End Close:** Facilitates the reconciliation of the Goods Received Not Invoiced (GRNI) or Accrued Payables account.
- **Vendor Relations:** Allows proactive follow-up with vendors for missing invoices, maintaining good relationships.

Report Filters

Caption	Description	Type	Values	Default
End Date	Specifies the cut-off date for the report. It includes items received or vouchered relative to this date.	Date		Today
Report Type	Filters the report data based on the purchase order type or specific item characteristics included in the results.	List	STANDARD, RECURRING, SUSPENSE	STANDARD

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Exclusion	Purchase order items created manually (not linked to a standard PO process) are excluded.
Exclusion	Purchase orders with a status of 'CANCELLED' are excluded.
Inclusion	Includes purchase order items marked as 'RECEIVED' or 'RETURNED'.
Inclusion	Includes items linked to a vendor invoice item, even if the PO item status hasn't been updated yet.
Inclusion	Focuses on items where the quantity received before the 'End Date' does **not** match the quantity vouchered (matched to a vendor invoice) before the 'End Date'.
Exclusion	Excludes items that were fully received **and** fully vouchered **before** the specified 'End Date', as they are no longer considered "unvouchered".
Inclusion	Based on the 'Report Type' filter, the report can be limited to standard POs, 'RECURRING' type POs, or POs containing suspense-related item types ('Q' or 'A').

Report Output

This report provides a detailed listing of purchase order items considered "unvouchered" as of the selected 'End Date'. It achieves this by comparing the receiving information (date and quantity) recorded on the purchase order item against the vouchering information (date and quantity) recorded on linked vendor invoice items. The report identifies discrepancies where items have been received but not yet fully matched by a posted vendor invoice prior to the 'End Date'. It displays key details for each unvouchered item, including vendor information, purchase order number, item details, received date, quantity received, and the calculated monetary value associated with the unvouchered portion. The 'Report Type' filter allows users to narrow the focus to standard transactions, recurring purchase orders, or items designated for suspense accounting.

Report Columns

The **Unvouchered AP** report is made up of the following columns (in default display order):

Vendor

Indicates the name of the vendor associated with the purchase order. Provides drilldown to Vendor information.

Currency

Indicates the currency associated with the purchase order.

PO No.

Indicates the purchase order number. Provides drilldown to Purchase Order information.

Master No.

Indicates the inventory master item number for the purchased item. Provides drilldown to Master.

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Asset No.

Indicates the asset number associated with the purchase item, if applicable. Provides drilldown to Asset information.

Description

Indicates the description of the purchase item.

Received Date

Shows the date the item was marked as 'RECEIVED' or 'RETURNED' in the purchase item information.

Qty Received

Indicates the quantity recorded as received for the purchase item line.

Total

Shows the calculated extended price for the received quantity on the purchase item. This value excludes Value Added Tax (VAT) amounts if the purchase order's tax district is configured for VAT.

Summation Rows

The Unvouchered AP features the following summation rows:
Grand Total: A summation row at the end of the report provides a total for the 'Total' column across all listed items. (Note: Grouping by Currency also occurs, implying potential subtotals per currency if multiple currencies exist in the results).

Default Sorting

The Unvouchered AP report is ordered by default in the following manner:

#	Column	Method
1	Currency	Ascending
2	Vendor	Ascending
3	PO No.	Ascending
4	Master No.	Ascending
5	Line No.	Ascending
6	Asset No.	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

90. Report: Tax Report

Path: Accounting > Reports > Taxes
Report No: Q0195

Purpose

The purpose of the Tax Report is to provide a comprehensive view of both sales and purchase-based tax amounts for each company. It calculates how much tax has been collected, paid, and credited over a given time period, enabling a business to accurately gauge its tax liabilities and obligations.

Benefits

- Offers a concise summary of tax collected versus tax paid.
- Distinguishes taxable and non-taxable sales for clear visibility.
- Consolidates sales and purchase transactions into one unified view.
- Helps pinpoint potential variances in tax remittances.
- Streamlines tax return preparation and reconciliations.

Report Filters

Caption	Description	Type	Values	Default
Company No	Shows data for a specific company code (e.g., “Current User's Company”)	List	List of companies	ALL
Tax App. Code	Filters by a specific Tax applicable code	List	List of tax applicable codes	ALL
Tax Group	Filters by a specific tax reporting group	List	List of tax groups	ALL
State	Narrows results by the state/province of the shipping address	List	List of states (make sure you select Country first)	ALL
Country	Narrows results by the country of the shipping address	List	List of countries	ALL
Start Date	Filters all transactions on or after this start date	Date		Today
End Date	Filters all transactions before this end date	Date		Today

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Only tax lines where the underlying record is assigned to tax entity #1 are included.
Exclusion	Cash receipts (where invoices are flagged with CASHRECPT = 'Y') are excluded from the report.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Output

This report outputs detailed tax figures by company, reporting group, and tax applicable code. It shows the amounts of tax collected, tax paid, tax credits, and breaks out taxable versus non-taxable sales. Purchases subject to tax are similarly captured to help determine total exposure. Subtotals and grand totals are automatically calculated for quick insight into net tax amounts owed or credited.
Where relevant, the report groups results by company, tax group, and distribution codes; each grouping level produces a summation row to highlight combined calculations for that level (e.g., grand total across all companies, per-company totals, and so on).

Report Columns

The **Tax Report** report is made up of the following columns (in the order they appear in the report definition):

Company

Identifies the company for which the tax amounts are reported. This can display individual company rows as well as subtotal rows (e.g., “Current User's Company Total”).

Entity Name

Shows the name of the entity (e.g., customer or vendor) associated with the tax transaction. Summation rows may show a higher-level label in this column (such as “TaxDist Total”), depending on the grouping.

Gross Purchases

Displays the total monetary value of all purchase transactions for the period before taxes are accounted for.

Gross Sales

Displays the total monetary value of all sales transactions for the period before taxes are accounted for.

Net Tax

Calculated by subtracting “Tax Paid” from “Tax Collected.” This column reflects the net tax liability or overpayment.

Non-Taxable Sales

Represents the portion of sales revenue that is not subject to tax based on applicable flags.

Tax Collected

Shows the total amount of tax charged to customers on sales invoices.

Tax Credit Amount

Represents any available tax credit that applies toward tax liability (e.g., from adjustments on purchases).

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Tax Paid

Shows the total amount of tax that has been paid out to the authorities or vendors.

Taxable Sales

Represents the portion of sales that are subject to tax, as determined by various flags on billed items.

Tax applicable code

Indicates the specific tax applicable code under which the tax is recorded (often referencing local/state/province tax codes).

Tax Report Group

Groups tax data for reporting purposes. It may correlate to jurisdictions or assigned categories in the business.

Use Tax

Reflects the total use tax liability on applicable transactions (e.g., purchases for which sales tax was not collected by the vendor but is owed by the buyer).

Summation Rows

The Tax Report features the following colored summation rows:

- **Blue:** Grand total across all companies.
- **Yellow**: Summation of all tax metrics at the overall company level (i.e., a roll-up of all tax applicable codes within a single company).
- **Green**: Further subtotals at the tax group or tax distribution level.
- **Light Gray:** Additional subtotal rows (for example, summarizing all detail lines for a given distribution code).

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

91. Report: Sales Tax Detail

Path: Live Data > ACCOUNTING
Report No: Q0067

Purpose

The purpose of the Sales Tax Detail report is to provide a comprehensive breakdown of sales tax calculations for posted invoices within a specified date range. It details taxable, non-taxable, and exempt amounts, along with specific tax component amounts, grouped by tax jurisdiction (Tax applicable code) to facilitate tax reporting and reconciliation.

Benefits

- Provides detailed invoice-level data required for accurate sales tax filing and compliance.
- Facilitates reconciliation between sales tax liabilities recorded and amounts remitted.
- Supports tax audits by presenting clear, itemized tax calculations per invoice.
- Allows analysis of tax collected and owed across different tax jurisdictions (TaxDist).
- Helps verify the correct application of tax exemptions on invoices.
- Offers flexibility by allowing reporting based on either Accrual (Invoice Date) or Cash (Paid Date) accounting methods.
- Breaks down taxable and non-taxable amounts by item type for deeper analysis.

Report Filters

Caption	Description	Type	Values	Default
Start Date	Filters invoices based on the start date of the selected range (either Invoice Date for Accrual or Paid Date for Cash).	Date		Today
End Date	Filters invoices based on the end date of the selected range (either Invoice Date for Accrual or Paid Date for Cash).	Date		Today
Company No	Filters invoices based on the selected trading company.	List	List of companies	
Ship State	Filters invoices based on the shipping state specified on the invoice.	List	List of states	
Method	Determines whether the report uses the Invoice Date (Accrual) or Paid Date (Cash) for filtering based on the selected date range. Accrual is recommended because Q360 is an accrual accounting software. Cash method is not supported and is considered legacy feature in Q360.	List	ACCRUAL, CASH	

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Only includes posted invoices.
Exclusion	Excludes invoices with an Invoice Type of 'VOID' or 'PAYMENT', or 'CONVERSION'

Report Output

This report generates a detailed listing of posted invoices relevant to sales tax calculations for the specified date range, company, and shipping state filters. Data is presented based on the selected accounting method (Accrual or Cash). Each invoice's tax details are shown, including the applied Tax applicable code, specific tax amounts (Tax 1, Tax 2, Tax 3, Use Tax), and breakdowns of the invoice total into Taxable, Non-Taxable, and Exempt amounts. The report further categorizes Taxable and Non-Taxable amounts based on the type of items involved. Subtotals are provided for each Tax applicable code, and a grand total summarizes all monetary values across the entire report dataset.

Report Columns

The **Sales Tax Detail** report is made up of the following columns (in default display order):

Zoom Drilldown

Allows drilling down to the specific Invoice form for the displayed row.

Tax Dist

Indicates the tax applicable code applied to the invoice, originating from the Invoice information. Rows are grouped and subtotaled by this code.

Company

Indicates the trading company associated with the invoice. Data originates from Invoice information.

Invoice No

Indicates the unique identifier for the invoice. Data originates from Invoice information.

Inv Date

Indicates the date the invoice was created. Data originates from Invoice information. This date is used for filtering when the 'ACCRUAL' method is selected.

Paid Date

Indicates the date the invoice was fully paid. Data originates from Invoice information. This date is used for filtering when the 'CASH' method is selected.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Inv Type

Indicates the type of the invoice (e.g., MANUAL, PROJECT, ORDER). This report excludes invoices of type 'VOID', 'PAYMENT', or 'CONVERSION'. Data originates from Invoice information.

Tax 1

Shows the aggregated amount for the first tax component calculated for the invoice items (Tax1Amount from Invoice Item information), multiplied by the invoice's currency rate if applicable.

Tax 2

Shows the aggregated amount for the second tax component calculated for the invoice items (Tax2Amount from Invoice Item information), multiplied by the invoice's currency rate if applicable.

Tax 3

Shows the aggregated amount for the third tax component calculated for the invoice items (Tax3Amount from Invoice Item information), multiplied by the invoice's currency rate if applicable.

Tax 4

Shows a value of zero. This column may be reserved for future tax calculations.

Tax 5

Shows a value of zero. This column may be reserved for future tax calculations.

Tax 6

Shows a value of zero. This column may be reserved for future tax calculations.

Taxable Amount

Shows the sum of amounts from invoice items (calculated as QtyShipped * Price * CurrencyRate) where the invoice's Tax applicable code is not 'EXEMPT' AND the item is flagged as taxable under Tax1, Tax2, or Tax3 rules. Aggregated per invoice.

Non Taxable Amount

Shows the sum of amounts from invoice items (calculated as QtyShipped * Price * CurrencyRate) where the invoice's Tax applicable code is not 'EXEMPT' AND the item is NOT flagged as taxable under Tax1, Tax2, or Tax3 rules. Aggregated per invoice.

Exempt Amount

Shows the sum of amounts from invoice items (calculated as QtyShipped * Price * CurrencyRate) where the invoice's Tax applicable code is 'EXEMPT'. Aggregated per invoice.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Sub Total

Shows the total sum of invoice item amounts (calculated as QtyShipped * Price * CurrencyRate) for the invoice, before tax application.

Retention

Shows the sum of amounts from invoice items (calculated as QtyShipped * Price * CurrencyRate) where the GL Account associated with the invoice item corresponds to the company's designated Retention Receivable account. Aggregated per invoice.

L Taxable

Shows the portion of the 'Taxable Amount' column that originates from invoice items classified with an Item Type of 'L' (Labor) in the master information. Aggregated per invoice.

M Taxable

Shows the portion of the 'Taxable Amount' column that originates from invoice items classified with an Item Type of 'M' (Misc.) in the master information, or items that do not have an associated Master item record. Aggregated per invoice.

QA Taxable

Shows the portion of the 'Taxable Amount' column that originates from invoice items classified with an Item Type of 'Q' (Quantity) or 'A' (Asset) in the master information. Aggregated per invoice.

L Non Taxable

Shows the portion of the 'Non Taxable Amount' column that originates from invoice items classified with an Item Type of 'L' (Labor) in the master information. Aggregated per invoice.

M Non Taxable

Shows the portion of the 'Non Taxable Amount' column that originates from invoice items classified with an Item Type of 'M' (Misc.) in the master information, or items that do not have an associated Master item record. Aggregated per invoice.

QA Non Taxable

Shows the portion of the 'Non Taxable Amount' column that originates from invoice items classified with an Item Type of 'Q' (Quantity) or 'A' (Asset) in the master information. Aggregated per invoice.

Use Tax

Shows the sum of any Use Tax amounts recorded specifically on the invoice items. Aggregated per invoice.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Summation Rows

The Sales Tax Detail report features the following colored summation rows:

- **Light Yellow**: This row appears after all detail rows for a specific Tax applicable code. It summarizes all monetary columns (Tax 1-6, Taxable Amount, Non Taxable Amount, Exempt Amount, Sub Total, Retention, Taxable L/M/Q/A, Non-Taxable L/M/Q/A, Use Tax) for that specific Tax applicable code. The 'TaxDist' column displays "[TaxDist Code] TOTAL".
- **Blue**: This row appears at the very end of the report. It provides a grand total summary for all monetary columns across all Tax applicable codes included in the report dataset. The 'TaxDist' column displays "GRAND TOTAL".

Default Sorting

The Sales Tax Detail report is ordered by default in the following manner:

#	Column	Method
1	Grouping Level (Internal)	Ascending
2	TaxDist	Ascending
3	Company	Ascending
4	InvoiceNo	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

92. Report: VAT Return History

Path: Live Data > NO CATEGORY
Report No: Q0269

Purpose

The purpose of the VAT Return History report is to provide a comprehensive historical record of Value Added Tax (VAT) returns. It details financial transactions, VAT amounts, and reconciliation statuses for a selected company within a specified date range, facilitating tax compliance and financial analysis.

Benefits

- **Ensures Tax Compliance**: Provides a clear audit trail of VAT submissions, aiding adherence to tax regulations.
- **Accurate Financial Reporting**: Facilitates precise reconciliation of VAT accounts and supports overall financial reporting.
- **Improved Cash Flow Management**: Enables businesses to track VAT paid and collected over time, assisting in better cash flow planning.
- **Supports Tax Planning**: Allows for analysis of historical VAT trends to support future tax planning and forecasting.
- **Simplified Verification**: Streamlines the process of preparing and verifying VAT returns by consolidating historical data.
- **Detailed VAT Breakdown**: Offers a granular view of VAT components, including standard sales/purchases and EC (European Community) sales/purchases.
- **Tracks Reconciliation Status**: Highlights reconciled and unreconciled transactions, helping to identify outstanding items.

Report Filters

Caption	Description	Type	Values	Default
Company No	Specifies the company for which the VAT return history is displayed.	List	List of companies	Current User's Company
Start Date	The start date of the reporting period for which VAT history records are to be retrieved.	Date		Month Start
End Date	The end date of the reporting period for which VAT history records are to be retrieved.	Date		Month End

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	If the Company No filter is not explicitly set, and the system default for the user's company resolves to an empty value, 'ALL', or '', the report runs for Company 'Current User's Company'.

Report Output

The VAT Return History report provides a detailed listing of historical VAT (Value Added Tax) submissions. Each row in the report corresponds to a specific VAT log entry, identified by a unique VAT Log Number. The report displays crucial information for each entry, including the period start and end dates, various monetary values such as total sales, total purchases, EC (European Community) sales and purchases, and the corresponding VAT amounts for each category.

Additionally, the report presents figures for total VAT and net VAT, offering a clear financial summary for each logged period. It also includes counts of reconciled transactions, unreconciled transactions within the period, and unreconciled transactions from prior periods, aiding tracking the reconciliation status. Information related to the submission process, such as the processing date, form bundle number, payment indicator, and charge reference number, is also provided to give a complete overview of each VAT return's history. Data is sourced from VAT Log information.

Report Columns

The **VAT Return History** report is made up of the following columns (in default display order):

Zoom Drilldown

Provides a drilldown link to the 'VAT Log Detail' (Q0270) report for the specific VAT Log Number, allowing users to view more granular details of the VAT entry.

VAT Log No

Indicates the unique identifier assigned to the VAT Log entry.

Start Date

Indicates the start date of the period covered by this VAT Log entry.

End Date

Indicates the end date of the period covered by this VAT Log entry.

Reconciled Transaction

Shows the count of transactions that have been reconciled for this VAT Log period.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Period Unreconciled Transaction

Shows the count of unreconciled transactions that fall within this specific VAT Log period.

Prior Period Unreconciled Transaction

Shows the count of unreconciled transactions from previous periods that are relevant to this VAT Log entry.

VAT EC Sales Amount

Displays the total VAT amount attributable to European Community (EC) sales recorded for this VAT Log period.

VAT Sales Amount

Displays the total VAT amount attributable to standard (non-EC) sales recorded for this VAT Log period.

VAT Purchase Amount

Displays the total VAT amount attributable to purchases recorded for this VAT Log period.

Total VAT

Shows the overall total VAT amount calculated for this VAT Log entry, typically representing the difference between VAT collected on sales and VAT paid on purchases.

Net VAT

Indicates the net VAT amount (payable or reclaimable) recorded for this VAT Log entry.

Total Sales

Displays the total net value of standard (non-EC) sales (excluding VAT) recorded for this VAT Log period.

Total Purchase

Displays the total net value of purchases (excluding VAT) recorded for this VAT Log period.

Total EC Sales

Displays the total net value of European Community (EC) sales (excluding VAT) recorded for this VAT Log period.

Total EC Purchase

Displays the total net value of European Community (EC) purchases (excluding VAT) recorded for this VAT Log period.

Processing Date

Indicates the date on which this VAT Log entry was processed or the VAT return was submitted.

Form Bundle No

Shows the form bundle number associated with the VAT submission, if applicable, for official record-keeping.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Payment Indicator

Indicates the payment status or type related to this VAT return (e.g., payment made, repayment due, nil return).

Charge Reference No

Displays the charge reference number provided by the tax authority or generated internally for the VAT payment or reclaim associated with this VAT Log entry.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

93. Report: VAT Log Detail

Path: Live Data > NO CATEGORY
Report No: Q0270

Purpose

The purpose of the VAT Log Detail report is to provide a comprehensive and itemized breakdown of all transactions recorded within a specific Value Added Tax (VAT) Log. This allows users to scrutinize individual entries, verify amounts, and understand the composition of the total VAT reported in the log.

Benefits

- **Enhanced VAT Accuracy**: Enables detailed verification of VAT calculations and amounts for each transaction, ensuring precision in VAT reporting.
- **Improved Auditability**: Offers a transparent and itemized trail of financial transactions linked to a specific VAT log, simplifying internal and external audit processes.
- **Detailed Financial Reconciliation**: Facilitates in-depth review and reconciliation of VAT-related transactions against general ledger accounts.
- **Compliance Support**: Helps maintain compliance with VAT regulations by providing clear, accessible, and detailed transaction data.
- **Efficient Error Resolution**: Allows users to quickly identify and investigate potential discrepancies or errors in VAT postings at a granular level.

Report Filters

Caption	Description	Type
VAT Log No	Specifies the unique identifier of the VAT Log for which to display detailed entries.	Text

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	The report exclusively displays detailed line items from VAT Log entries.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Output

The VAT Log Detail report presents a line-by-line listing of all financial transactions that constitute a selected VAT Log. For each transaction, the report displays key information including the transaction date, the type of originating document (e.g., Invoice, Vendor Invoice), the reference number of that source document, the applicable tax distribution code, and the financial breakdown into subtotal, tax amount, and total amount. This provides users with a clear and itemized view of all components contributing to the overall figures in the VAT Log.

Report Columns

The **VAT Log Detail** report is made up of the following columns (in default display order):

VAT Log Detail No

Indicates the unique identifier for the specific line item within the VAT log.

Date

Indicates the transaction date recorded for this VAT log detail line.

Link Type

Specifies the type of source document (e.g., Invoice, Vendor Invoice) from which this VAT log entry originates.

Link No

Displays the reference number of the source document (e.g., Invoice Number, Vendor Invoice Number) associated with this VAT log entry.

Tax Dist

Shows the tax distribution code applied to this transaction, which determines how VAT is categorized and reported.

Subtotal

Displays the net amount of the transaction line, before any VAT is applied.

Tax Amount

Displays the amount of VAT calculated for this transaction line.

Total

Displays the gross amount of the transaction line, including the subtotal and the VAT amount.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

94. Quick View: Income Statement

Path: Accounting > Quick Views
Report No: Q0028

Purpose

The purpose of the Income Statement report is to provide a detailed view of a company's financial performance over a specified period. It outlines revenues, costs, and expenses to calculate the net profit or loss, based on a selected standard financial statement format.

Benefits

- Provides clear visibility into company profitability for a specific period and year-to-date.
- Helps identify key revenue streams and significant expense categories.
- Supports financial analysis and comparison against budgets or previous periods.
- Assists in strategic decision-making regarding resource allocation and cost management.
- Facilitates financial reporting for internal management and external stakeholders.
- Allows filtering by specific sub-accounts or projects for more granular analysis.

Report Filters

Caption	Description	Type	Values	Default
Entity No	Filters the report to show financial data for the selected legal company entity.	List	List of companies	Current User's Company
Year	Specifies the fiscal year for which the financial data should be presented.	List	List of fiscal calendar years.	
Period	Selects the specific financial period within the chosen year (e.g., month, quarter, or full year) for which the 'Period Amount' column will display data.	List	Period 1, Period 2, Period 3, Q1, Period 4, Period 5, Period 6, Q2, Period 7, Period 8, Period 9, Q3, Period 10, Period 11, Period 12, Q4, Fiscal Year	
Format	Determines the structure, layout, and calculations used for the Income Statement, based on pre-defined formats.	List	List of available Income Statement formats.	
SubAccount	Narrows the results to include only financial data associated with the specified Sub-Account(s). Leave blank to include all applicable sub-accounts.	Text		

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Caption	Description	Type	Values	Default
Project No.	Filters the financial data to include only amounts linked to the specified Project Number. Leave blank or use '%' to include data regardless of project association.	Text		

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Includes financial data (revenues, costs, expenses) relevant to an Income Statement as defined by the selected 'Format'.
Inclusion	Data reflects transactions posted within the General Ledger for the specified 'Entity No', 'Year', and 'Period'.
Inclusion	If 'SubAccount' or 'Project No.' filters are used, only data matching those criteria will be included.
Exclusion	Balance sheet accounts (Assets, Liabilities, Equity) are generally excluded unless specifically incorporated into a custom Income Statement format for calculation purposes.
Exclusion	This specific report configuration always runs in a detailed mode (Summary Flag is implicitly set to 'No').

Report Output

This report generates a financial Income Statement according to the layout and calculations defined by the selected 'Format'. It presents financial activity categorized into standard sections like Revenue, Cost of Goods Sold, Gross Profit, Operating Expenses, and Net Income. For each line item defined in the format, the report displays two primary monetary values: the total amount for the specific 'Period' selected (e.g., a month or quarter) and the cumulative Year-to-Date (YTD) total from the beginning of the selected 'Year' up to the end of the selected 'Period'. The structure, including headers, specific line items, subtotals, and final net income calculation, is entirely driven by the chosen 'Format'.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Columns

The **Income Statement** report is made up of the following columns (in default display order):

Category

Indicates the major financial category or section heading within the Income Statement format (e.g., "Revenue", "Operating Expenses"). This column is populated only on rows representing a main category title as defined in the selected format.

Description

Displays the specific line item description within a category (e.g., "Product Sales", "Rent Expense") or a calculated total description (e.g., "Gross Profit", "Net Income") as defined in the selected Income Statement format. This column is typically blank on rows where the 'Category' column is populated.

Period Amount

Shows the net financial amount (debits less credits, or credits less debits, depending on the account type and format definition) for the corresponding line item, specifically for the selected 'Period'.

YTD

Shows the cumulative year-to-date net financial amount for the corresponding line item, calculated from the beginning of the selected 'Year' up to the end of the selected 'Period'.

Summation Rows

The Income Statement report features the following colored summation rows:

- **Light Gray**: These rows represent section headers or category titles (e.g., "Revenue", "Expenses") as defined in the selected Income Statement format. They structure the report visually but do not contain monetary values themselves.
- **Light Yellow**: These rows display calculated subtotals or totals (e.g., "Total Revenue", "Gross Profit", "Net Income") for both the 'Period Amount' and 'YTD' columns, based on the formulas embedded in the selected Income Statement format.
- **Blue**: These rows represent line items whose values are derived from calculations (based on other lines or formulas) defined within the Income Statement format, rather than directly summing GL account balances. They display the calculated results in the 'Period Amount' and 'YTD' columns.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

95. Quick View: Income Statement Comparison

Path: Accounting > Quick Views

Purpose

The purpose of the Income Statement Comparison quick view is to provide a dynamic, side-by-side comparison of income and expense account balances across multiple user-defined periods. It allows users to analyze financial performance trends, identify variances between periods, and gain insights into the financial health of specified companies or projects.

Benefits

- Facilitates trend analysis by displaying financial data across several consecutive periods.
- Enables quick identification of significant changes in revenue or expenses period over period.
- Supports detailed financial reviews by allowing comparisons for specific sub-accounts or sub-account groups.
- Allows for project-specific income statement comparisons to assess project financial performance over time.
- Improves financial oversight by presenting data in a clear, comparative grid format.
- Offers flexibility in analysis through customizable date ranges and period ordering.

Filters

Caption	Description	Type	Default
Company	Selects the company or companies for which to display the income statement data.	List	'Current User's Company'
Sub Account	Filters the data to a specific sub-account. Leave blank to include all sub-accounts not otherwise filtered by Sub Account Group.	Text	
Sub Account Group	Filters the data to a specific group of sub-accounts (e.g., List, List).	List	
Time Period	A dropdown that populates the Start Date and End Date. Common selections include Calendar Year, Fiscal Year, Quarter, Month.	List	
Start Date	The end date of the most recent (or oldest, if Ascending Periods is checked) period in the comparison range.	Date	Today
End Date	The start date of the oldest (or most recent, if Ascending Periods is checked) period in the comparison range.	Date	Today
Project No	Filters the income statement data for a specific project number.	List	

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Caption	Description	Type	Default
Include Change	Controls the visibility of the "Change" columns, which show the variance between consecutive periods.	Checkbox	Unchecked
Ascending Periods	If checked, periods are displayed from oldest to newest. If unchecked (default), periods are displayed from newest to oldest.	Checkbox	Unchecked

Inclusions/Exclusions

This quick view is configured to always include or exclude the following:

Type	Description
Inclusion	Includes only GL accounts classified as 'INCOME' or 'EXPENSE'.
Exclusion	Excludes accounts where all period values within the selected range are zero.

Output

The Income Statement Comparison quick view dynamically generates a grid displaying financial data for General Ledger accounts. It retrieves income and expense amounts for up to 25 user-selected consecutive monthly periods. For each account, the grid shows its type, account number, description, job cost classifications, and category/sub-category.

The core of the output consists of dynamically generated columns. The first period's (Period0) data is displayed, followed by a "Change" column showing the difference between Period0 and Period1, then Period1's data, and so on for the selected number of periods. A "Total" column sums the amounts for each account across all displayed periods. The column headers for each period dynamically display the month and year (e.g., "Current User's Company-2025").

Quick View Columns

The Income Statement Comparison report is made up of the following columns (in default display order):

Column Name	Description
Type	Indicates the type of the General Ledger account (e.g., 'INCOME', 'EXPENSE').
Account	The General Ledger account number.
Description	The description of the General Ledger account.
Job Cost Type	The job cost type associated with the General Ledger account, used for classifying costs in project accounting.
Job Cost Class	The job cost class associated with the General Ledger account, providing further classification for job costing.
Category	The category assigned to the General Ledger account.
Sub-Catg.	The sub-category assigned to the General Ledger account.
Total	The sum of the account's balances across all displayed periods.

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Column Name	Description
Period0	Displays the account balance for the first period in the selected date range. The column header dynamically shows the month and year (e.g., "MM-YYYY") for this period.
Change1	Displays the variance between Period0 and Period1 (Period0 Amount - Period1 Amount).
Period1	Displays the account balance for the second period. The column header dynamically shows the month and year for this period.
...	This pattern of "ChangeX" and "PeriodX" columns repeats for the number of periods selected by the user, up to a maximum of Period24 and Change24 (25 periods in total).
Period*N*	Displays the account balance for the *N*th period. The column header dynamically shows the month and year for this period.

Default Sorting

The Income Statement Comparison report is ordered by default in the following manner:

#	Column	Method
1	Account	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

96. Quick View: Income Statement w FX

Path: Accounting > Quick Views
Report No: Q0309

Purpose

The purpose of the Income Statement w FX report is to provide a detailed view of a company's financial performance (revenue, expenses, profit/loss) over a selected period and year-to-date, based on a predefined income statement format. It includes functionality to incorporate foreign exchange (FX) rates for multi-currency analysis.

Benefits

- Provides a clear view of profitability for specific periods and year-to-date.
- Allows analysis using different predefined income statement structures (Formats).
- Supports multi-currency analysis by optionally applying foreign exchange rates to a base currency.
- Enables filtering by specific entity, fiscal period, sub-account, and project for granular analysis.
- Facilitates comparison between period performance and year-to-date results.
- Helps identify key revenue streams and expense categories impacting the bottom line.
- Supports financial planning and budgeting by showing historical performance trends.

Report Filters

Caption	Description	Type	Values	Default
Entity No.	Select the specific company entity for which to run the report.	List	List of companies	
Year	Select the fiscal year for the report.	List	List of fiscal years's fiscal calendar.	
Period	Select the specific accounting period or quarter within the selected year.	List	Period 1, Period 2, Period 3, Q1, Period 4, Period 5, Period 6, Q2, Period 7, Period 8, Period 9, Q3, Period 10, Period 11, Period 12, Q4, Fiscal Year	
Format	Select the predefined Income Statement format to structure the report output.	List	List of available Income Statement formats.	
Project No.	Optionally filter the report to include financial data related only to a specific project.	Project Lookup		

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Caption	Description	Type	Values	Default
SubAccount	Optionally filter the report by a specific sub-account code.	Text		
Use FX	Check this box to apply foreign exchange rates to the financial figures.	Checkbox		Checked
Base Currency	If 'Use FX' is checked, select the target base currency for conversion.	List	List of currencies.	

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Financial data is structured according to the specific layout defined in the selected Income Statement Format.
Inclusion	By default, includes accounts with zero balances for the selected period/YTD, although this behavior might be adjusted internally.
Inclusion	All calculations and data retrieval are based on posted General Ledger transactions matching the filter criteria.
Inclusion	Foreign exchange calculations (if 'Use FX' is selected) are based on the rates's currency administration.

Report Output

This report generates a standard financial Income Statement (also known as a Profit and Loss statement). It displays revenues, costs, and expenses aggregated according to the selected Income Statement Format definition for a chosen fiscal period and the corresponding year-to-date (YTD).
The report structure, including categories (e.g., Total Revenue, Cost of Goods Sold, Gross Profit, Operating Expenses, Net Income), specific account roll-ups, subtotals, and calculations, is entirely driven by the selected 'Format'.

If the 'Use FX' option is selected, the monetary values are converted to the chosen 'Base Currency' using the applicable exchange rates stored within the system. The report presents both the Period and YTD amounts, along with their respective percentages relative to a base figure defined within the format (typically Total Income or Revenue).

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Columns

The **Income Statement w FX** report is made up of the following columns (in default display order):

Zoom Drilldown

Provides a link for certain rows or cells to drill down into more detailed transaction information. Clicking this opens a separate report (Q0259 - GL Transaction Detail) pre-filtered based on the context of the selected row (e.g., specific accounts, period, entity).

Account Description

Displays the name of the income statement line item, category, subcategory, or account grouping as defined in the selected Income Statement Format. This includes headers, detail lines, and calculated total lines (e.g., "Total Revenue", "Office Supplies", "Gross Profit").

Period Amount

Shows the total monetary value for the account description line for the selected fiscal 'Period'. The specific period (e.g., "Period 1", "Q2") is dynamically shown as the column header based on the filter selection. Values are displayed based on the 'Use FX' and 'Base Currency' filter selections. Header and some total rows may display null in this column.

Period %

Displays the 'Period Amount' as a percentage. The base value (100%) for this calculation is typically determined by a line item like 'Total Revenue' or 'Total Income' as defined within the selected Income Statement Format. Header and some total rows may display null in this column.

YTD Amount

Shows the cumulative year-to-date monetary value for the account description line, up to and including the selected fiscal 'Period'. Values are displayed based on the 'Use FX' and 'Base Currency' filter selections. Header and some total rows may display null in this column.

YTD %

Displays the 'YTD Amount' as a percentage. Similar to the 'Period %', the base value (100%) for this calculation is determined by the corresponding YTD total for a line item like 'Total Revenue' or 'Total Income' as defined within the selected Income Statement Format. Header and some total rows may display null in this column.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Summation Rows

The Income Statement w FX report features the following colored summation rows:

- **Light Gray**: Indicates header rows used for categorization and structure as defined in the Income Statement Format. These rows typically do not display monetary values.
- **Light Yellow**: Indicates rows representing calculated totals or subtotals (e.g., Gross Profit, Total Operating Expenses, Net Income) as defined in the Income Statement Format.
- **Blue**: Indicates rows derived from specific formulas defined within the Income Statement Format, often representing key calculated metrics or subtotals not strictly classified as standard 'TOTAL' lines.

Default Sorting

The Income Statement w FX report rows are sorted based on the sequence defined within the selected Income Statement Format ('Format' filter). This ensures the report adheres to the standard financial statement structure intended by the format designer.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

97. Quick View: 12 Period Income Statement w FX

Path: Accounting > Quick Views
Report No: Q0314

Purpose

The purpose of the 12 Period Income Statement w FX quick view/report is to provide a detailed view of the company's financial performance (revenue and expenses) over a selected 12-month period, broken down month-by-month, based on a chosen income statement format. It allows for analysis with foreign exchange (FX) considerations applied.

Benefits

- **Detailed Financial Performance:** Offers a granular month-by-month breakdown of income and expenses according to standard financial reporting structures.
- **Trend Analysis:** Facilitates the identification of financial trends, seasonality, and performance patterns over a full year cycle.
- **Budget Comparison:** Enables comparison of actual performance against budgeted figures (if applicable based on the format used).
- **FX Impact Assessment:** Allows users to understand the impact of foreign exchange rates on financial results when the FX option is enabled.
- **Profitability Insights:** Helps in analyzing profitability across different revenue and expense categories defined in the selected format.
- **Informed Decision-Making:** Supports strategic financial planning and decision-making by providing a clear view of periodic financial health.
- **Customizable Views:** Leverages pre-defined Income Statement formats for tailored financial reporting needs.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Filters

Caption	Description	Type	Values	Default
Entity No.	Select the specific company entity or 'ALL' entities for the report.	List	List of companies	ALL
Start Date	The starting date of the 12-month period for the income statement.	Date		Start of Calendar Year
End Date	The ending date of the 12-month period for the income statement.	Date		End of Calendar Year
Format	Choose the specific pre-defined Income Statement layout format to use.	List	List of user-permitted Income Statement formats	
Use FX	Check this box to apply foreign exchange rates based on the Base Currency.	Checkbox		Checked
Base Currency	Select the currency to use as the base for FX calculations if 'Use FX' is checked.	List	List of Currency Types with descriptions	
Project No.	Filter the financial data to include only entries linked to a specific project. Leave blank for all projects.	Text		
Show Percentage	Check this box to display additional columns showing percentage calculations relative to total revenues/expenses.	Checkbox		Unchecked

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Includes financial data derived from posted journal entries within the specified date range.
Inclusion	The specific accounts included, their grouping, and calculations are determined entirely by the definition of the selected Income Statement 'Format'.
Inclusion	If a 'Project No.' is specified, only journal entries linked to that specific project are included. Otherwise, entries for all projects (or those without a project link) are included based on the selected Income Statement Format's account definitions.
Inclusion	If 'Use FX' is selected, amounts are converted based on the report rate associated with the company's currency type compared to the selected 'Base Currency'. If not selected, amounts are shown in their original transaction currency or company's base currency as per the format definition.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Output

This report generates an Income Statement based on the selected format and date range. It presents financial data (revenues and expenses) structured into categories and sub-categories as defined by the chosen format. The core of the report displays financial figures across 12 columns, each representing one month within the selected period, alongside a 'Total' column summing these 12 months.
The report pulls data from journal entries, applying filters for the company entity and optionally for a specific project. If the 'Use FX' option is enabled, it converts amounts to the selected Base Currency using defined report rates. Optionally, if 'Show Percentage' is enabled, additional percentage columns are displayed for each month and the total, showing the line item's value as a percentage of total revenue for that period, aiding common-size analysis. Rows are styled with colors to differentiate headers, detail lines, calculated totals, and final summary totals. Each numeric cell offers a drill-down capability to view the underlying transaction details.

Report Columns

The **12 Period Income Statement w FX** report is made up of the following columns (in default display order):

Category

If this line item represents a primary category heading defined in the selected Income Statement format (and is the same as the Description), this column shows the category name. Otherwise, it remains blank.

Description

Indicates the name of the specific General Ledger account, sub-category, calculated total, or heading as defined in the selected Income Statement format.

Total

Shows the aggregated financial amount for the described line item across the entire 12-month period selected in the filters. For header rows, this might be blank.

% (Total)

This column only appears if the 'Show Percentage' filter is checked.
Calculates the 'Total' amount for this line item as a percentage of the overall Total Revenue reported for the 12-month period. This helps in understanding the relative contribution or consumption of each line item.

<Month X Label>

Shows the financial amount for the described line item for the first month of the selected period. The column header dynamically displays the specific month and year (e.g., "Jan 2023").

% (<Month X Label>)

This column only appears if the 'Show Percentage' filter is checked.
Calculates the amount in the '<Month 1 Label>' column as a percentage of the total Revenue reported for that specific month.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Summation Rows

The 12 Period Income Statement w FX report features the following colored summation rows:

- **Blue**: Indicates rows where the amounts are derived from a formula calculation defined within the selected Income Statement format (e.g., Gross Profit = Total Revenue - Total Cost of Goods Sold).
- **Light Gray**: Denotes header rows used for organizing sections within the Income Statement format (e.g., 'Revenue', 'Operating Expenses'). These rows typically do not contain financial totals.
- **Light Yellow**: Represents rows that display totals for a specific section or category as defined in the Income Statement format (e.g., 'Total Revenue', 'Total Expenses').

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

98. Report: Income Statement with Subaccounts

Path: Accounting > Reports
Report No: Q0172

Purpose

The purpose of the Income Statement with Subaccounts report is to provide a standard financial income statement, detailing revenues and expenses aggregated by General Ledger (GL) account for a specified period. It allows further refinement by filtering based on specific subaccounts or projects.

Benefits

- Provides a clear view of company profitability over a selected time frame.
- Allows detailed financial performance analysis by specific GL subaccounts.
- Enables tracking of revenue and expense contributions from particular projects.
- Supports essential financial reporting and informed decision-making by summarizing income and expense activities.
- Helps identify key revenue streams and significant cost centers within the business.

Report Filters

Caption	Description	Type	Values	Default
Company No	Filters the report data for a specific company.	List		Current user's company
Start Date	Specifies the start date for the financial period included in the report.	Date		Calendar year start
End Date	Specifies the end date for the financial period included in the report.	Date		Calendar year end
SubAccount	Filters the financial transactions included in the report calculations based on the subaccount segment assigned to them. You can enter: 1. A specific subaccount code (e.g., 0101). 2. Multiple specific subaccount codes separated by commas (e.g., 0102,0103,etc). 3. A pattern using wildcards (e.g., Current User's Company% to include all segments starting with Current User's Company). The default value % (or entering ALL) includes transactions from all subaccounts.	Text		%
Project No.	Filters financial transactions for a specific project number. Leave blank for all.	Text		

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Only includes GL accounts classified as 'INCOME' or 'EXPENSE' types in the GL Account setup.
Inclusion	Includes posted financial transactions from the Accounts Receivable (AR), Accounts Payable (AP), and General Ledger (GL) journal information.
Exclusion	Account detail rows (those directly representing a GL account) are excluded if their calculated net amount for the selected period is zero.

Report Output

This report generates a financial statement in the standard income statement format. It aggregates posted journal entries from Accounts Receivable, Accounts Payable, and the General Ledger that fall within the selected date range and match the specified company, subaccount, and project filters.

The report organizes and sums these financial amounts based on the structure defined in the company's Chart of Accounts. This includes presenting data under appropriate headings, subheadings, and calculating subtotals according to the GL account hierarchy. Revenue account balances are displayed as positive values, and expense account balances are also shown as positive values. Finally, it calculates and clearly displays the total revenue, total expenses, and the resulting net income or loss for the period.

Report Columns

The **Income Statement with Subaccounts** report is made up of the following columns (in default display order):

Account

Displays the GL Account number for detail rows representing specific income or expense accounts. For heading, subtotal, or total rows within the report structure, this column remains blank.

Description

Displays the GL Account name for detail rows. For summary rows, it shows the corresponding heading, subtotal, or total description (e.g., "TOTAL REVENUE", "TOTAL EXPENSES", "TOTAL REVENUE / (LOSS)") as configured in the Chart of Accounts setup.

Amount

Shows the net financial amount recognized for the specific account or summary line during the selected period. Revenue amounts are consistently displayed as positive values, and expense amounts are also presented as positive values. For summary rows (like subtotals and totals), this column reflects the aggregated amount calculated based on the defined Chart of Accounts structure.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Summation Rows

The Income Statement with Subaccounts report features the following colored summation rows:

- **Green**: Indicates main section headings within the income statement, such as "Revenue" or "Expenses", as defined in the Chart of Accounts.
- **Light Green**: Represents sub-section headings under the main sections, providing further categorization within the income statement structure.
- **Light Blue**: Denotes subtotal lines that summarize the financial amounts of the detail accounts listed directly above them, following the hierarchy set up in the Chart of Accounts.
- **Blue**: Highlights total lines that summarize major sections (e.g., "TOTAL REVENUE", "TOTAL EXPENSES") and presents the final calculated net income or loss ("TOTAL REVENUE / (LOSS)").

Default Sorting

The Income Statement with Subaccounts report is ordered by default in the following manner:

#	Column	Method
1	Account	Ascending

(Note: The report structure follows the GL Account hierarchy. Within each section/sub-section, accounts are listed in ascending order. The final "TOTAL REVENUE / (LOSS)" line appears at the very end of the report).

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99. Report: Combined Income Statement

Path: Accounting > Quick Views
Report No: Q0251

Purpose

The purpose of the Combined Income Statement report is to present a consolidated view of revenue and expense activity for the selected fiscal period, broken down by user-defined sub-account groups (e.g., branches or departments) and optionally year-to-date totals. Finance teams use it to analyze profitability, spot cost trends, and compare performance across business units or branches.

Benefits

- Delivers a single, side-by-side view of income and expenses by sub-account grouping
- Highlights period totals and optional YTD figures for rapid trend analysis
- Lets users focus on specific entities or view all entities in one statement
- Supports flexible date selection so month, quarter, or custom ranges can be compared
- Offers drill-down links that take users directly to the underlying transaction detail
- Provides color-coded headers and totals that make key figures stand out
- Uses real-time journal data, ensuring decisions are based on the latest postings

Report Filters

Caption	Description	Type	Values	Default
Entity No.	Limits the statement to a single legal entity or shows all entities when “ALL” is selected	List	List of companies	ALL
Start Date	First day of the financial period included in the statement	Date		Last month start
End Date	Last day of the financial period included in the statement	Date		Last month end
Format	Chooses the Income Statement design	List	List of user-permitted income statement designs defined	
Sub Acc. Group	Focuses the statement on one sub-account group or shows all groups when “ALL” is selected. (Note: ALL is not recommended). Sub Account Groups are defined in Accounting > Admin > GL Admin.	List	List of user-permitted sub-account groups (e.g., Branch, Department)	ALL
Include YTD	When checked, adds a separate YTD column for each sub-account group and an overall total YTD	Checkbox		Unchecked

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Inclusions/Exclusions

Type	Description
Inclusion	Always includes journal transactions classified as Income or Expense categories
Exclusion	Automatically omits Asset, Liability, and Equity transactions so the report remains an operating P&L

Report Output

The report produces an income statement grid where each row represents a predefined line in the chosen Income Statement format, such as Revenue, Cost of Goods Sold, or Net Profit. Columns represent sub-account groups (for example, Branch A, Branch B) plus overall period totals. If the user selects “Include YTD”, matching YTD columns appear to the right of the period totals. Every monetary amount is calculated from posted AR, AP, and GL journals within the chosen date range. Drill-down hyperlinks embedded in each value let users open Account Detail report filtered to that row, sub-account group, and date range.

Report Columns

The **Combined Income Statement** report is made up of the following columns (in default display order):

Category

Indicates the major heading (such as Revenue or Expenses) that groups related accounts, as defined in chosen income statement design.

Description

Displays the specific line title within the statement, for example “Sales Revenue” or “Office Supplies”.

Sub-Account Group Columns

For each sub-account group selected, a column shows the monetary total for that group for the selected period. The column caption is the sub-account group’s title (for example, “Toronto Branch”). Data is limited to journal entries tagged with the matching sub-account.

Total <Period>

Shows the combined amount for all displayed sub-account groups for the selected period.

Total YTD

Appears only when “Include YTD” is selected. Displays the year-to-date total from the start of the fiscal year up to the End Date filter for all displayed sub-account groups.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Summation Rows

The Combined Income Statement report features the following colored summation rows:

- **Light Gray**: Section headers that organize the statement into logical blocks such as “Revenue” and “Expenses”
- **Light Yellow**: Grand totals that summarize each major section and the overall Net Profit or Loss
- **Blue**: Calculated rows that derive subtotals or percentages (for example, Gross Profit)

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

100. Report: Combined Income Statement w FX

Path: Accounting > Quick Views
Report No: Q0308

Purpose

The purpose of the Combined Income Statement w FX report is to present a consolidated view of income and expense activity for the selected fiscal period, automatically converting every monetary value into a single base currency. Finance teams rely on it to analyze profitability, assess foreign-currency exposure, and compare performance across multi-currency entities, branches, or departments.

Benefits

- Consolidates period and optional YTD profit figures across multiple entities in different currencies
- Applies real-time exchange rates so results are displayed in one, easy-to-read base currency
- Lets users isolate a specific entity, project, or sub-account group, or view an all-in summary
- Supports flexible date selection so month, quarter, or custom ranges can be compared
- Provides drill-down links so users can jump straight to the journal detail that supports any amount
- Highlights key totals and headers with color coding for quick visual navigation
- Makes it simple to switch the base currency without changing company settings
- Removes non-income and non-expense accounts, keeping the statement focused on operating performance

Report Filters

Caption	Description	Type	Values	Default
Entity No.	Limits the statement to a single legal entity or shows all entities when “ALL” is selected	List	List of companies	ALL
Start Date	First day of the financial period included in the statement	Date		Last month start
End Date	Last day of the financial period included in the statement	Date		Last month end
Format	Chooses the Income Statement design	List	List of user-permitted income statement designs	
Sub Acc. Group	Focuses the statement on one sub-account group or shows all groups when “ALL” is selected	List	List of user-permitted sub-account groups (e.g., Branch, Department)	ALL
Project No.	Narrows the results to journal activity tied to a single project	Project Lookup		

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Caption	Description	Type	Values	Default
Use FX	When checked, converts all values to the chosen base currency using the latest report rate	Checkbox		Checked
Base Currency	Sets the target currency in which all amounts will be displayed	List	List of active currencies (for example, USD, CAD, EUR)	
Include YTD	When checked, adds a separate YTD column for each sub-account group and an overall YTD total	Checkbox		Unchecked

Inclusions/Exclusions

Type	Description
Inclusion	Always includes journal transactions classified as Income or Expense categories
Exclusion	Omits Asset, Liability, and Equity transactions so the report remains a true operating P&L

Report Output

The report produces an income statement grid that mirrors the chosen Income Statement design. Each row represents a predefined line such as Revenue, Cost of Goods Sold, or Net Profit. Columns represent each selected sub-account group plus overall period totals. If “Include YTD” is selected, matching YTD columns appear to the right of the period totals. When “Use FX” is enabled, every journal entry is converted to the selected Base Currency using the report exchange rate valid for its source currency. Drill-down hyperlinks behind each amount open the supporting Account Detail report filtered to that row, sub-account group, and date range.

Report Columns

The **Combined Income Statement w FX** report is made up of the following columns (in default display order):

Category

Indicates the major heading (such as Revenue or Expenses) that groups related accounts as defined in the chosen Income Statement design.

Description

Displays the specific line title within the statement, for example “Sales Revenue” or “Office Supplies”.

Sub-Account Group Columns

For each sub-account group selected, a column shows the monetary total for that group for the selected period, expressed in the chosen Base Currency. Data is limited to journal entries tagged with the matching sub-account.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Total <Period>

Shows the combined amount for all displayed sub-account groups for the selected period, converted to the Base Currency.

Total YTD

Appears only when “Include YTD” is selected. Displays the year-to-date total from the start of the fiscal year up to the End Date filter for all displayed sub-account groups, in the Base Currency.

Summation Rows

The Combined Income Statement w FX report features the following colored summation rows:

- **Light Gray**: Section headers that organize the statement into logical blocks such as “Revenue” and “Expenses”
- **Light Yellow**: Grand totals that summarize each major section and the overall Net Profit or Loss
- **Blue**: Calculated rows that derive subtotals or percentages such as Gross Profit

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

101. Report: Combined Balance Sheet w FX

Path: Accounting > Quick Views
Report No: Q0310

Purpose

The purpose of the Combined Balance Sheet w FX report is to present a consolidated view of the financial position (Assets, Liabilities, and Equity) for one or more selected companies as of two specific dates. It allows for comparison between these dates and supports foreign currency conversion to a single base currency, utilizing a user-selected balance sheet format structure.

Benefits

- Provides a consolidated financial snapshot across multiple company entities.
- Enables comparison of financial position between two distinct points in time.
- Facilitates accurate financial reporting in a chosen base currency through integrated foreign exchange (FX) conversion.
- Offers flexibility by allowing users to select different predefined balance sheet layout formats.
- Supports strategic financial analysis and decision-making for organizations operating with multiple companies or currencies.

Report Filters

Caption	Description	Type	Values	Default
Entity No.	Select one or more financial entities (companies) to include in the report.	List	List of companies	ALL
Start Date	The start date for the comparison period, representing the first balance sheet snapshot date.	Date		Calendar Year End Date Start
End Date	The end date for the primary reporting period, representing the second balance sheet snapshot date.	Date		Calendar Year End
Format	Select the predefined Balance Sheet format structure that dictates the layout and included accounts/categories for the report.	List	List of defined Balance Sheet formats	
Use FX	Check this box to apply foreign exchange conversions to the selected Base Currency. If unchecked, amounts are shown in their original company currency.	Checkbox		Checked

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Caption	Description	Type	Values	Default
Base Currency	Select the currency into which all company amounts should be converted if 'Use FX' is checked. This becomes the reporting currency.	List	List of configured currencies	

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Accounts defined within the selected Balance Sheet 'Format' are included, even if they have a zero balance for the selected dates.
Inclusion	Currency conversions, if 'Use FX' is enabled, are performed using the standard system exchange rates effective for the report dates.

Report Output

This report generates a comparative balance sheet based on the structure defined in the selected 'Format'. It displays financial data for the companies chosen in the 'Entity No.' filter.
The report presents two main snapshots of the balance sheet: one as of the 'Start Date' (Comparison Date) and another as of the 'End Date' (As of Date). For each date, the report dynamically creates columns: one column for each selected company showing its individual balance sheet figures (converted to the 'Base Currency' if 'Use FX' is checked), followed by a total column aggregating the figures across all selected companies for that date.
Finally, a 'Change' column is included, calculating the difference between the total balance sheet figures as of the 'End Date' and the 'Start Date' for each line item defined in the format. Rows in the report correspond to the financial categories (like Assets, Liabilities, Equity) and specific accounts as laid out in the chosen 'Format'.

Report Columns

The Combined Balance Sheet w FX report is made up of the following columns (in default display order):

Zoom Drilldown

Provides drill-down capabilities for applicable rows or columns.

Category

Indicates the main financial category (e.g., Current Assets, Long-Term Liabilities) as defined in the selected balance sheet format. Rows displaying only the category often serve as headers for that section.

Description

Indicates the specific account name or sub-category description within the balance sheet format structure.

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Total - <Comparison Date>

Shows the aggregated balance for the account or category line across all selected entities as of the 'Start Date' filter value, converted to the 'Base Currency' if 'Use FX' is enabled. The specific date used is appended to the column header.

<Company Name> - <Comparison Date>

(Dynamic Columns) Shows the balance for the account or category line specifically for the company indicated in the column header, as of the 'Start Date' filter value. Values are converted to the 'Base Currency' if 'Use FX' is enabled. A separate column is generated for each company selected in the 'Entity No.' filter. Includes Zoom Drilldown capabilities.

Total - <As of Date>

Shows the aggregated balance for the account or category line across all selected entities as of the 'End Date' filter value, converted to the 'Base Currency' if 'Use FX' is enabled. The specific date used is appended to the column header.

<Company Name> - <As of Date>

(Dynamic Columns) Shows the balance for the account or category line specifically for the company indicated in the column header, as of the 'End Date' filter value. Values are converted to the 'Base Currency' if 'Use FX' is enabled. A separate column is generated for each company selected in the 'Entity No.' filter. Includes Zoom Drilldown capabilities.

Change

Shows the calculated difference for the account or category line between the total balance as of the 'End Date' and the total balance as of the 'Start Date'. The calculation is: [Total - <As of Date>] - [Total - <Comparison Date>].

Summation Rows

The Combined Balance Sheet w FX report features the following colored summation rows:

- **Light Gray**: Indicates a header row for a major balance sheet category (e.g., Assets, Liabilities, Equity) as defined by the selected Format. These rows typically do not contain financial values themselves but group the accounts below them.
- **Light Yellow**: Indicates a total row. These rows display calculated sums for the accounts within a specific category or sub-section, according to the calculation rules defined in the selected balance sheet Format.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

102. Report: Income Projection

Path: Accounting > Accounts Receivable > Reports
Report No: Q0194

Purpose

The purpose of the Income Projection report is to forecast future revenue by simulating the creation of invoices for a specified period. It processes active recurring and one-time sale orders to generate a detailed list of projected invoice amounts and dates, providing a forward-looking view of anticipated income.

Benefits

- **Improved Cash Flow Forecasting**: Provides a clear projection of future income, enabling more accurate cash flow management.
- **Enhanced Financial Planning**: Supports better budgeting and financial planning by offering visibility into upcoming revenue streams.
- **Proactive Revenue Management**: Allows for early identification of revenue trends from both recurring and new sales.
- **Informed Decision-Making**: Equips management with data-driven insights into future financial performance.
- **Increased Visibility**: Offers a consolidated view of expected income from various types of customer orders.

Report Filters

Caption	Description	Type	List Values	Default
Start Date	The beginning of the date range for the income projection.	Date		Month Start
End Date	The end of the date range for the income projection.	Date		Month End
Company No	Filters the report for a specific legal company entity.	List	List of companies	Current User's Company
Order Type	Filters the report by the type of order, such as recurring or one-time sales.	List	General Code: UNIFIEDTYP	ALL

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Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Only includes Orders with a status of 'CONFIRMED', 'APPROVED', or 'SHIPPED'.
Inclusion	For recurring Orders, the report includes those that are active within the report's start date or are set to auto-renew.
Inclusion	For one-time sale Orders, the report includes those that start on or after the report's start date.
Exclusion	Excludes any Order that has a total value of zero.

Relevant System Configurations

ForeignExchange: When this configuration is set to 'ON', the report converts projected invoice amounts into the company's base currency using the appropriate exchange rates. If 'OFF', no currency conversion is applied.

Report Output

This report generates a detailed list of projected future invoices based on active customer orders within a selected date range. For recurring orders, it calculates a series of anticipated invoices according to the contract's billing frequency (e.g., weekly, monthly, quarterly). For standard one-time sale orders, it projects a single invoice based on the order's start date. The final output provides a line-by-line forecast of each expected invoice, including its projected date, amount, and the associated customer and order details.

Report Columns

The **Income Projection** report is made up of the following columns (in default display order):

Customer

Indicates the name of the customer associated with the order. The report data is grouped by this column.

Customer No

Indicates the unique identifier for the customer.

Order No

Indicates the unique identifier for the order.

Order Type

Indicates the type of the order, such as 'RECURRING' or 'SALE'.

Invoice Date

Shows the projected date for the future invoice. For recurring orders with the 'Bill In Advance' option enabled, this date is set 30 days prior to the start of the billing cycle.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Invoice Total

Shows the projected amount for the future invoice. If the 'ForeignExchange' system configuration is enabled, this amount is converted to the company's base currency. This column is totaled for each customer group.

Summation Rows

The **Income Projection** report features the following summation rows:
Customer Total: A summary row is displayed for each customer group, providing a total for the following column:

- **Invoice Total**: The sum of all projected invoice amounts for the customer.

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103. Report: Billing Projection

Path: Accounting > Reports
Report No: Q0162

Purpose

The purpose of the Billing Projection report is to forecast future revenue from recurring billing agreements. It provides a detailed projection of upcoming invoices from active service contracts and recurring sales orders, helping organizations anticipate cash flow and manage financial planning effectively.

Benefits

- **Improved Cash Flow Forecasting**: Provides a clear view of anticipated future revenue, enabling more accurate cash flow management.
- **Proactive Revenue Management**: Helps identify and track all recurring revenue streams, ensuring no billing opportunities are missed.
- **Enhanced Financial Planning**: Assists in creating more reliable financial budgets and plans based on projected income.
- **Increased Billing Accuracy**: Automates the projection of recurring charges, reducing the risk of manual calculation errors.
- **Strategic Decision Support**: Offers valuable insights into future income, supporting better strategic business decisions.

Report Filters

Caption	Description	Type	List Values	Default
Company No.	Filters the report to a specific legal company entity.	List	List of companies	Current User's Company
Start Date	The date from which to start projecting future billings. The report will include all billings scheduled on or after this date.	Date		Today's Date

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	**Active Service Contracts**: The report includes all service contracts with a status of 'ACTIVE' that are either ongoing or set to auto-renew.
Inclusion	**Approved Recurring Orders**: The report includes all recurring sales orders with a status of 'CONFIRMED', 'APPROVED', or 'SHIPPED' that are either ongoing or set to auto-renew.
Exclusion	**Inactive or Expired Contracts**: Service contracts that are not active or have ended (and are not set to auto-renew) are excluded from the projection.
Exclusion	**Non-Recurring Orders**: Standard sales orders that are not configured as 'RECURRING' are excluded.
Exclusion	**Orders with Other Statuses**: Recurring orders that are not in a 'CONFIRMED', 'APPROVED', or 'SHIPPED' status are excluded.

Report Output

This report generates a forward-looking statement of anticipated billings from two primary sources: active service contracts and recurring sales orders. For each recurring agreement, the report calculates the next scheduled billing amount and date based on its defined frequency (e.g., monthly, quarterly, annually).
The output is a detailed list of these projected invoices, organized by billing type and customer. This provides a clear and consolidated forecast of revenue that the business can expect to invoice, serving as a critical tool for financial forecasting and management.

Report Columns

The **Billing Projection** report is made up of the following columns (in default display order):

Company

Indicates the name of the customer associated with the projected billing.

Type

Specifies the source of the projected billing. This will be either 'SERVICE CONTRACTS' for billings from service contracts or 'SALES ORDERS' for billings from recurring orders.

Order No.

Shows the unique identifier for the service contract or the recurring order that the projected billing is based on.

Bill Frequency

Indicates how often the item is billed, such as 'WEEKLY', 'MONTHLY', 'QUARTERLY', or 'YEARLY'.

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Begin Date

Shows the start date of the billing period for this specific projected invoice.

End Date

Shows the end date of the billing period for this specific projected invoice.

Amount

The projected billing amount for the specified period.

Summation Rows

The Billing Projection report features the following colored summation rows:

- **Light Yellow**: Summarizes the total projected 'Amount' for each customer within a specific billing type.
- **Light Blue**: Summarizes the total projected 'Amount' for each billing type ('SERVICE CONTRACTS' and 'SALES ORDERS').
- **Blue**: Provides a grand total summation for the 'Amount' column across all projected billings in the report.

Default Sorting

The Billing Projection is ordered by default in the following manner:

#	Column	Method
1	Type	Ascending
2	Company	Ascending
3	Order No.	Ascending

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104. Report: Income Versus Budget

Path: Accounting > Reports
Report No: Q0191

Purpose

The purpose of the Income Versus Budget report is to provide a detailed comparison between actual income figures and budgeted amounts, enabling financial teams to assess performance against planned targets. By consolidating period-specific and year-to-date data, the report supports informed decision-making and enhances financial oversight.

Benefits

- **Improved Decision-Making**: Highlights variances that help identify areas of over- or under-performance.
- **Enhanced Financial Oversight**: Offers a clear comparison between actual income and budget allocations.
- **Time-Based Analysis**: Provides both period-specific and year-to-date summaries for comprehensive financial insight.
- **Budget Management**: Assists in managing and adjusting budgets through detailed variance analysis.

Report Filters

Caption	Description	Type	Values	Default
Income Statement	Filters the report based on selected income statement design.	List		
Budget	Filters the report by a specific pre-configured budget.	List		
Sub Accounts	Narrows the report results to specific sub-accounts, enabling focused financial analysis. Accepted values include comma-separated list of items. Each item can be specific segment (e.g., 1010) or a segment with wildcard * indicating any (e.g., 10*)	Text		
Budget Group	Filters the report to a specific budget group, allowing selection of a particular operational segment.	List		
Period	Filters the report data by the selected period, affecting both monthly and quarterly summaries.	List	Period 1, Period 2, Period 3, Q1, Period 4, Period 5, Period 6, Q2, Period 7, Period 8, Period 9, Q3, Period 10, Period 11, Period 12, Q4, Fiscal Year	Period 1

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Caption	Description	Type	Values	Default
Comment	Allows entry of a custom comment for filtering or annotating the report data.	Text		
Updt. Actuals	A checkbox option to update budget actual figures with the latest available data before running the report.	Checkbox		Unchecked

Inclusions/Exclusions

Type	Description
Inclusion	Only records matching the specified Income Statement Design and selected Budget are incorporated, guaranteeing relevant data is displayed.
Exclusion	Inactive GL accounts are excluded to ensure that only current and active financial information is presented.

Report Output

The Income Versus Budget report outputs a comprehensive financial summary that compares actual income figures against budgeted amounts. It presents detailed breakdowns at both the individual period level and cumulatively on a year-to-date basis, enabling monitoring of performance over time.
The report further incorporates calculated percentage metrics and variance figures, offering clear insights into the efficiency of budget allocations. In addition, company information is joined with the financial data to contextualize the results within the organizational framework.

Report Columns

The **Income Versus Budget** report is made up of the following columns (in default display order):

Budget Title

Indicates the title or name of the budget.

Category

Indicates the primary category grouping of budget items, which helps in organizing and segmenting financial data.

Description

Provides a brief description for each budget item, offering contextual details for the figures presented.

Sub Category

Offers a further breakdown within the main category, delivering additional granularity in the report data.

Period

Provides a label for the budget period (e.g., Mar/2025).

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Period Actual

Displays the actual income or financial performance for the selected period.

Period Actual Percentage

Calculated percentage reflecting the proportion of the period actual income against the total period income.

Period Budget

Displays the budgeted amount for the selected period, allowing users to compare planned financial figures with actual results.

Budget Amount Percentage

Calculated percentage representing the ratio of the period budget to the total period income, providing insight into budget allocation effectiveness.

Period Variance

Displays the variance between the period actual income and the period budget, highlighting discrepancies in performance.

YTD Caption

Displays the year-to-date label or caption, signifying the aggregation of data over the reporting period.

YTD Actual Total

Shows the aggregated year-to-date actual income, summarizing performance over the entire reporting period.

YTD Actual Total Percentage

Calculated percentage that indicates the ratio of year-to-date actual income to the overall year-to-date totals.

YTD Budget Total

Shows the aggregated year-to-date budget total, summarizing all budgeted amounts over the reporting period.

YTD Budget Total Percentage

Represents the percentage of the year-to-date budget relative to the overall year-to-date income, facilitating assessment of cumulative performance.

YTD Variance

Shows the variance between the year-to-date actual income and the year-to-date budget, indicating overall financial performance differences.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Summation Rows

- **Light Green**: Summarizes aggregated totals for each category, including period actuals, period budgets, year-to-date actuals, and year-to-date budget totals.
- **Light Blue**: Represents the final calculated summation rows that incorporate computed percentage metrics and variance figures, offering a consolidated view of financial performance.

Frequently Asked Questions

What does it mean to receive a warning that not all income statement accounts are added?
This is a cursory check by the report that notifies you when your chosen Income Statement format does not include all active INCOME-type accounts. You may ignore this error if you are certain that such omitted accounts are not in your budget either.

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105. Report: Budget to Actual 12 Periods

Path: Live Data > ACCOUNTING
Report No: Q0212

Purpose

The purpose of the Budget to Actual 12 Periods report is to provide a comparative view of financial performance against budgeted figures over a 12-month fiscal period. It leverages a selected Income Statement format and a specific Budget definition to display actual General Ledger amounts alongside budgeted amounts, highlighting variances for detailed financial analysis and performance tracking.

Benefits

- Provides a clear comparison of actual financial results against the planned budget for a full fiscal year.
- Helps identify significant variances between actuals and budget on a monthly and total basis.
- Supports financial performance analysis by income statement line item and category.
- Facilitates informed decision-making regarding budget adjustments and operational changes.
- Allows filtering by specific GL sub-accounts for more granular analysis.
- Offers flexible output formats to view data either by period variance or side-by-side actuals and budgets.

Report Filters

Caption	Description	Type	Values	Default
Budget	Select the specific Budget definition to compare against actuals.	List	List of Budgets by Title	
Inc. State	Select the Income Statement format structure used to organize and calculate the report lines.	List	List of permitted Income Statement formats	
Format	Choose the layout for presenting monthly data: compare budget, actual, and variance per month, or show all actuals followed by all budgets.	List	Bud/Act/Var By Period, Actual/Budget	
Refresh Actuals	Choose whether to update the actual amounts from the General Ledger within the selected budget before running.	List		
Sub Account(s)	Enter specific GL sub-account segment(s) to filter the report data. Use commas for multiple or %/_ for wildcards.	Text		
End Date	Specify the final date of the 12-month fiscal period covered by the report, based on the selected Budget's fiscal year start date.	Date		End of last month

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Data is sourced exclusively from General Ledger actuals and the selected Budget definition.
Inclusion	Only GL accounts mapped within the selected Income Statement format definition are included.
Inclusion	Calculations strictly follow the structure, formulas, factors, and contra settings defined in the selected Income Statement format.
Inclusion	Actual amounts reflect posted GL transactions falling within the 12 fiscal periods derived from the selected Budget's start date and the report's End Date parameter.
Exclusion	Data from GL accounts not included in the selected Income Statement format definition is excluded.
Exclusion	Transactions posted outside the 12 fiscal periods defined by the Budget are excluded.
Inclusion	By default, includes data for all GL sub-accounts associated with the included GL accounts.
Exclusion	If the 'Sub Account(s)' filter is populated, data associated with non-matching sub-accounts (based on the last segment of the GL Account number and system configuration) is excluded.

Relevant System Configurations

- **ACCOUNTLEN**: Defines the standard length of GL account numbers used when matching budget items to the Income Statement format.
- **SEGMENTLEN**: Defines the length of the sub-account segment used when applying the 'Sub Account(s)' filter to GL account numbers.

Report Output

This report presents a financial comparison based on a selected Income Statement format and Budget. It displays line items as defined in the Income Statement structure (e.g., Revenue, Cost of Goods Sold, specific expense accounts) grouped into categories.

For each line item and summary total, the report shows the total budgeted amount, the total actual amount pulled from the General Ledger, and the variance between these totals for the entire 12-month fiscal period covered.

Depending on the selected 'Format' filter, the report then breaks down the comparison month-by-month for the 12 fiscal periods:

1. **Bud/Act/Var By Period (Default)**: For each month, it shows the Budget amount, Actual amount, and the calculated Variance (Actual - Budget).
2. **Actual/Budget**: It first lists the Actual amounts for all 12 months side-by-side, followed by the Budget amounts for all 12 months side-by-side.

The report uses colored summation rows to distinguish between standard category totals and calculated totals (like Gross Profit or Net Income).

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Columns

The **Budget to Actual 12 Periods** report output varies based on the selected 'Format' filter. The columns are displayed in the order listed below for each format:

Format: Bud/Act/Var By Period (Default)

Category

For header rows, indicates the main Income Statement category (e.g., REVENUE, EXPENSE). For standard total rows, displays 'Total [Category Name]'. Detail rows are blank in this column.

Description

For detail rows, indicates the specific Income Statement line item description (e.g., Product Sales, Office Supplies). Header and total rows are blank in this column.

Total Budget

Indicates the sum of budgeted amounts for the line item or category across the entire 12-month fiscal period.

Total Actual

Indicates the sum of actual General Ledger amounts for the line item or category across the entire 12-month fiscal period.

Total Variance

Indicates the difference between the Total Actual and Total Budget (Total Actual - Total Budget) for the entire 12-month period.

Bud [Mon/YY 1]

Indicates the budgeted amount for the first month of the fiscal period. The column header (e.g., 'Bud Jan/23') dynamically reflects the actual month and year.

[Mon/YY 1]

Indicates the actual General Ledger amount for the first month of the fiscal period. The column header (e.g., 'Jan/23') dynamically reflects the actual month and year.

Var [Mon/YY 1]

Indicates the variance (Actual - Budget) for the first month of the fiscal period. The column header (e.g., 'Var Jan/23') dynamically reflects the actual month and year.
(The pattern of Budget, Actual, and Variance columns repeats for the subsequent 11 months of the fiscal period, dynamically labeled for Month 2 through Month 12).

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Format: Actual/Budget

Category

(Same as Bud/Act/Var By Period format)

Description

(Same as Bud/Act/Var By Period format)

Total Budget

(Same as Bud/Act/Var By Period format)

Total Actual

(Same as Bud/Act/Var By Period format)

Total Variance

(Same as Bud/Act/Var By Period format)

[Mon/YY 1]

Indicates the actual General Ledger amount for the first month of the fiscal period. The column header (e.g., 'Jan/23') dynamically reflects the actual month and year.

[Mon/YY 2]

Indicates the actual General Ledger amount for the second month of the fiscal period. The column header (e.g., 'Feb/23') dynamically reflects the actual month and year.
(The Actual amount columns repeat for the subsequent 10 months, dynamically labeled for Month 3 through Month 12).

Bud [Mon/YY 1]

Indicates the budgeted amount for the first month of the fiscal period. The column header (e.g., 'Bud Jan/23') dynamically reflects the actual month and year.

Bud [Mon/YY 2]

Indicates the budgeted amount for the second month of the fiscal period. The column header (e.g., 'Bud Feb/23') dynamically reflects the actual month and year.
(The Budget amount columns repeat for the subsequent 10 months, dynamically labeled for Month 3 through Month 12).

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Summation Rows

The Budget to Actual 12 Periods report features the following colored summation rows:

- **Light Yellow**: Represents standard category totals (e.g., Total Revenue, Total COGS). These rows summarize the detail lines within that Income Statement category across all displayed columns (Total Budget, Total Actual, Total Variance, and all monthly columns as per the selected format).
- **Light Blue**: Represents calculated totals (e.g., Gross Profit, Net Income). These totals are derived from formulas defined in the Income Statement format, which typically operate on other category totals (Light Yellow rows). They provide summary calculations across all displayed columns.

Default Sorting

The Budget to Actual 12 Periods report is ordered by default in the following manner:

#	Column	Method
1	(Category)	Ascending
2	(Line Item)	Ascending

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106. Report: Cash Flow Forecast Summary

Path: Live Data > Accounting
Report No: Q0231

Purpose

The purpose of the Cash Flow Forecast Summary report (and its Detail counterpart Q0222) is to provide projection of the company's cash position over a selected number of future periods (weeks or months). It aggregates expected cash inflows and outflows to help anticipate future bank balances and manage liquidity effectively.

Benefits

- **Improved Liquidity Management:** Anticipate potential cash shortfalls or surpluses to make informed decisions about borrowing or investment.
- **Enhanced Financial Planning:** Provides a forward-looking view of cash movements, supporting budgeting and strategic financial decisions.
- **Better AR/AP Management Insight:** Highlights expected collections from customers and payments to vendors over time.
- **Project & Service Contract Visibility:** Incorporates forecasted cash impacts from ongoing projects and service contracts.
- **Opportunity Impact Assessment:** Optionally includes potential cash flow effects from the sales pipeline.
- **Data-Driven Decision Support:** Offers a consolidated view of various cash flow components for strategic planning.

Report Filters

Caption	Description	Type	Values	Default
Company	Selects the company entity for the forecast.	List		ALL
Branch	Filters data by a specific branch or includes all branches.	List		ALL
# of Periods	Defines the number of future periods (weeks or months) to include in the forecast.	List	6; 12; 18; 24	6
Time Unit	Sets the duration of each forecast period.	List	MONTH, WEEK	MONTH
Incl. Proj. Invoices	Determines if forecasted revenue from scheduled project invoices (invoicing tasks of type Fixed, Percent, or Retention) should be included in the cash inflow calculation.	Checkbox		Checked
Incl. Proj. Cost	Determines if forecasted costs associated with active projects (materials, subcontractors, excluding labor and already vouchered items) should be included in the cash outflow.	Checkbox		Checked

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Caption	Description	Type	Values	Default
Incl. S.C. Invoices	Determines if forecasted revenue from scheduled service contract invoices should be included in the cash inflow calculation.	Checkbox		Checked
Base Currency	Specifies the currency for the report output. If 'ALL', amounts are shown in their original currency; otherwise, converts amounts to the selected currency using configured FX reporting rate.	List	List of currency types	ALL
Age By	Determines how the expected collection date for Accounts Receivable (AR) is calculated - either by the invoice due date or by the customer's average payment days statistic.	List	Due Date, AVG Pay Days	Due Date
Periods to Collect	Specifies the number of future periods over which *overdue* AR balances (outstanding before the forecast start) are spread for collection forecasting. Leave blank to not spread.	Number		
Fixed Periods to Avg	Defines the number of past periods (1-24) used to calculate the average fixed overhead costs for forecasting future periods.	Number		3
Fixed Adjustment %	An adjustment percentage applied to the calculated average fixed overhead costs before including them in the forecast.	Number		100
Include Opps	Determines whether to include potential revenue and non-labor costs from sales opportunities in the forecast.	List	NO, YES	NO
Opp Probability	If 'Include Opps' is 'YES', this sets the minimum probability percentage for sales opportunities to be included in the forecast calculation.	Number		70

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	**Report Format:** The output is always generated in a specific summary format suitable for dashboards, aggregating cash flow components by period.
Inclusion	**Posted AR/AP:** Only considers posted customer invoices (AR) and posted vendor invoices (AP) with a non-zero balance when calculating existing receivables and payables.
Exclusion	**Cancelled/Inactive Records:** Excludes data related to cancelled orders, inactive projects (based on status code configuration), or project tasks with 'POST' or 'CANCELED' status (based on configuration).

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Type	Description
Inclusion	**Active Service Contracts:** When including Service Contract invoices, considers only those associated with active contracts (based on status code configuration) that are ongoing or auto-renewing.
Exclusion	**Project Costs (Vouchered):** When including Project Costs, excludes costs for items that have already been included on a posted vendor invoice.
Exclusion	**Project Costs (Labor):** When including Project Costs, excludes costs associated with labor items. Labor costs are typically part of Overhead.
Exclusion	**Opportunity Costs (Labor):** When including Opportunity Costs, excludes estimated labor costs.
Inclusion	**Overhead Calculation:** Overhead forecast is based on historical actuals from GL accounts flagged as 'EXPENSE' type and marked for reporting (report10flag = 'Y').

Report Output

This report generates a summarized cash flow forecast, presenting projected cash movements period by period (either weekly or monthly) for a specified duration. It begins with the current actual bank balance and then, for each subsequent period, calculates the net change in cash (Delta) by summing expected inflows and subtracting expected outflows.

Expected inflows are aggregated from:

- Collections of overdue Accounts Receivable (spread over periods if configured).
- Collections of current Accounts Receivable (based on due dates or average pay days).
- Revenue from scheduled Project Invoices (if included).
- Revenue from scheduled Service Contract Invoices (if included).
- Revenue from qualifying Sales Opportunities (if included).

Expected outflows are aggregated from:

- Payments for Accounts Payable based on due dates.
- Costs associated with upcoming Project work (non-labor, non-vouchered, if included).
- Forecasted fixed Overhead costs (based on historical averages and adjustments).
- Costs associated with qualifying Sales Opportunities (non-labor, if included).

The report displays the starting bank balance for each period, the aggregated inflow/outflow components for that period, the net cash delta, and implicitly allows calculation of the ending bank balance (Start Bank + Delta).

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Columns

The **Cash Flow Forecast Summary** report is made up of the following columns (in default display order):

Period

Identifies the specific forecast period. The format is 'yyyy-MM' if 'Time Unit' is MONTH, or 'yyyy-MM-dd' (representing the week's start date) if 'Time Unit' is WEEK.

Bank Start

Shows the projected bank balance at the *beginning* of the period. For the very first period shown, this reflects the actual bank balance as of the report run date. For subsequent periods, it is the calculated ending balance from the prior period.

AR Overdue

Represents the aggregated Accounts Receivable collections expected within this period that originate from invoices already overdue *before* the forecast start date. The distribution depends on the 'Periods to Collect' filter setting.

AR Current

Represents the aggregated Accounts Receivable collections expected within this period from invoices due *within* the forecast horizon. The timing is determined by the 'Age By' filter (invoice due date or customer's average payment days).

Proj. Invoice

Shows the total forecasted cash inflow expected within this period from scheduled Project invoices (Fixed, Percent, Retention types). This amount is adjusted for project retention percentages and estimated based on customer payment terms. This column is populated only if 'Incl. Proj. Invoices' is checked.

Proj. Cost

Shows the total forecasted cash outflow expected within this period for non-labor Project costs (e.g., materials and/or subcontractor items that have Request Date) associated with active projects. Timing is based on expected delivery dates and vendor payment terms. It excludes costs already processed on vendor invoices. This column is populated only if 'Incl. Proj. Cost' is checked.

S.C. Invoice

Shows the total forecasted cash inflow expected within this period from scheduled Service Contract invoices. Timing is based on the contract's billing schedule and estimated customer payment terms. This column is populated only if 'Incl. S.C. Invoices' is checked.

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A.P.

Represents the total forecasted cash outflow expected within this period for Accounts Payable payments. Timing is based on vendor invoice due dates or specified expected payment dates.

Oppor Revenue

Shows the total forecasted cash inflow expected within this period from Sales Opportunities that meet the 'Opp Probability' threshold. Timing is based on estimated close dates and values. This column is populated only if 'Include Opps' is set to 'YES'.

Oppor Cost

Shows the total forecasted cash outflow expected within this period for non-labor costs associated with Sales Opportunities meeting the 'Opp Probability' threshold. This column is populated only if 'Include Opps' is set to 'YES'.

Overhead

Represents the estimated fixed overhead cost allocated to this period. This value is calculated based on an average of historical actuals from expense-type GL accounts over the number of 'Fixed Periods to Avg', adjusted by the 'Fixed Adjustment %' factor.

Delta

Calculates the net cash flow change projected for this specific period. It is the sum of all forecasted inflows (AR Overdue, AR Current, Proj. Invoice, S.C. Invoice, Oppor Revenue) minus the sum of all forecasted outflows (Proj. Cost, A.P., Oppor Cost, Overhead) for the period.

Default Sorting

The **Cash Flow Forecast Summary** report is ordered by default in the following manner:

#	Column	Method
1	Period	Ascending

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107. Report: Break Even Forecast

Path: Live Data > ACCOUNTING
Report No: Q0280

Purpose

The purpose of the Break Even Forecast report is to provide a forward-looking financial projection, detailing various types of revenues and costs over a selected timeframe. It helps organizations understand their future profitability and determine the break-even point where total revenues equal total costs. The forecast consolidates data from active projects, service contracts, sales opportunities, and historical general ledger activity to create a comprehensive financial outlook.

Benefits

- Provides a clear, forward-looking view of financial performance, enabling proactive planning and strategy adjustments.
- Helps management identify potential profit shortfalls or surpluses in advance, allowing for timely intervention.
- Facilitates strategic decision-making by modeling the potential impact of revenue and cost adjustments.
- Improves resource allocation by forecasting revenue streams from different business activities like projects and services.
- Enhances cash flow management by projecting net profit over several months or weeks.
- Supports "what-if" analysis by allowing users to include potential revenue from sales opportunities in the forecast.

Report Filters

Caption	Description	Type	List Values	Default
Company	Select one or more companies to include in the report.	List	List of active companies	ALL
# of Forecast Periods	The number of future periods (months or weeks) to include in the forecast.	List	6, 12, 18, 24	12
# of Previous Periods	The number of past periods to display for historical comparison.	List	0, 1, 3, 6	0
Fixed Periods To Avg	The number of past months of historical data to average when calculating the forecast for Fixed Costs and Variable Revenue.	Text		3
Variable Revenue Adj %	A percentage used to adjust the forecasted Variable Revenue. For example, entering 110 increases the forecast by 10%, while 90 decreases it by 10%.	Text		100

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Caption	Description	Type	List Values	Default
Fixed Cost Adj %	A percentage used to adjust the forecasted Fixed Costs. For example, entering 110 increases the forecast by 10%, while 90 decreases it by 10%.	Text		100
Base Currency	Select a currency to serve as the base for converting all monetary values in the report.	List	List of active currencies	ALL
Time Units	The unit of time for each forecast period.	List	Month, Week	Month
Include Opps	Choose whether to include projected revenue and cost from active sales opportunities in the forecast.	List	YES, NO	NO
Min Probability	*This filter appears only when "Include Opps" is set to YES.* Specifies the minimum probability percentage for a sales opportunity to be included in the forecast.	Text		70

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	**Active & Pre-Start Projects:** The forecast includes projects that are currently active or in a pre-start status and are configured for deferred revenue recognition.
Inclusion	**Active Service Contracts:** The forecast includes revenue from service contracts that are currently active or are set to automatically renew within the forecast period.
Inclusion	**Fixed Costs:** The forecast includes costs from General Ledger expense accounts that have been specifically flagged as "Fixed Cost" in the system.
Inclusion	**Variable Revenue:** The forecast includes revenue from General Ledger income accounts that have been specifically flagged as "Variable Revenue" in the system.
Exclusion	**Admin Projects:** Internal administrative projects are always excluded from the forecast calculations.
Exclusion	**Closed/Canceled Items:** Any projects, orders, or service contracts that are in a closed or canceled status are excluded from the report.

Relevant System Configs

- **PROJECTFORECASTMETHOD**: This configuration determines how project revenue and costs are calculated and spread across the forecast periods. The method can be STRAIGHTLINE (evenly distributed over the project's duration) or MATLABOR (distributed based on the scheduled dates for materials and labor).
- **JOBCOSTMETHOD**: This setting influences the calculation of project gross profit, which is a key component of the overall revenue forecast.
- **DEFAULTOPPFORECASTLAG**: This configuration specifies a number of days to add to an opportunity's close date. This creates a time lag between the expected deal closure and the start of its financial impact in the forecast.

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Report Output

The report generates a time-based financial forecast, with each row representing a specific period (month or week) as selected in the filters. It provides a detailed breakdown of forecasted revenues and costs, categorized by their source: projects, recurring service contracts, variable revenue streams, and optionally, sales opportunities.
For each period, the report calculates the total revenue, total cost, and the resulting net profit or loss. This provides a clear projection of the company's financial trajectory and helps identify future break-even points. The output is structured to allow for analysis by company and branch, offering a granular view of financial health across the organization. Several columns also feature drill-down capabilities for deeper analysis of the underlying data.

Report Columns

The **Break Even Forecast** report is made up of the following columns (in default display order):

Period

Indicates the specific forecast period, displayed as a year-month (e.g., 2024-06) or a year-month-day (e.g., 2024-06-03) depending on the selected Time Unit.

Entity No.

Indicates the company entity associated with the financial data in the row.

Branch

Indicates the branch associated with the financial data in the row.

Currency

Indicates the original currency of the transactions before any conversion to the base currency.

Base Currency

Indicates the currency selected in the filters to which all monetary values have been converted for consistent reporting.

Project Revenue

This column shows the forecasted revenue from all active and pre-start projects. The system calculates the total remaining revenue for each project and distributes it across future periods based on the project's forecast method. To ensure this forecast is accurate, Project Managers must keep project end dates, task schedules, and material request dates current. **Zoom Drilldown**: Clicking this value opens the **Project Forecast Diagnostic** report (Q0347) to show the detailed project-level data that contributes to this total.

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Recurring Revenue

This column displays the forecasted earned revenue from all active service contracts, including those set to auto-renew. The forecast is built by projecting future billings based on each contract's billing frequency (e.g., monthly, quarterly) and then calculating the portion of that revenue that will be recognized in each period. Accurate contract end dates and billing terms are essential for this forecast. **Zoom Drilldown**: Clicking this value opens the **Service Contract Revenue Forecast** report (Q0071) for a detailed breakdown of the projected service contract revenue.

Variable Revenue

This column projects revenue from other consistent, non-project and non-service contract sources. The forecast is calculated by averaging the actual revenue from the past few months for all income accounts specifically designated as 'Variable Revenue' in the Chart of Accounts. This projection can be fine-tuned using the 'Variable Revenue Adj %' filter. **Zoom Drilldown**: Clicking this value opens the **Variable Revenue Forecast** report (Q0282) to show the specific GL accounts included in this forecast.

Opportunity Revenue

This column shows the potential revenue from your sales pipeline. It only appears if you select "YES" for the "Include Opps" filter. The forecast is based on active opportunities that meet the minimum probability you set. The system uses the associated quote to determine the potential revenue and spreads it over the opportunity's expected timeline (from close date to install date). The accuracy of this forecast depends on the sales team keeping opportunity data up-to-date.

Actual Revenue

For any past periods displayed, this column shows the total actual revenue that was officially posted to the General Ledger. It serves as a historical baseline for comparison against the forecasted figures. **Zoom Drilldown**: Clicking this value opens the **Income Statement Comparison** quick view for a detailed view of actual financial performance.

Fixed Cost

This column projects your company's regular, predictable overhead expenses, such as rent and administrative salaries. The forecast is calculated by averaging the actual costs from the last few months for all expense accounts designated as 'Fixed Cost' in your Chart of Accounts. This projection can be adjusted using the 'Fixed Cost Adj %' filter. **Zoom Drilldown**: Clicking this value opens the **Fixed Cost Forecast** report (Q0281) to show the specific GL accounts included in this forecast.

Variable Cost

This column represents the forecasted costs required to deliver the projects shown in the Project Revenue column. It includes all projected material, labor, and subcontractor expenses. The accuracy of this forecast is directly tied to the quality of project planning, including updated task schedules and material request dates. **Zoom Drilldown**: Clicking this value opens the **Variable Cost Forecast** report (Q0283) for a breakdown of the forecasted project costs.

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Opportunity Cost

This column shows the potential costs associated with winning and delivering the sales opportunities included in the forecast. It only appears if you select "YES" for the "Include Opps" filter. The cost is estimated from the opportunity's associated quote. The accuracy of this forecast depends on the quality of the initial estimate.

Total Revenue

This calculated column represents the total forecasted income for the period, providing a complete picture of all expected revenue streams.
Formula: Project Revenue + Recurring Revenue + Variable Revenue + Opportunity Revenue + Actual Revenue

Total Cost

This calculated column represents the total forecasted expenses for the period, combining both project-related costs and company overhead.
Formula: Fixed Cost + Variable Cost + Opportunity Cost

Net Profit

This calculated column shows the final projected profitability for the period, indicating whether the company is expected to operate at a profit or a loss.
Formula: Total Revenue - Total Cost

Default Sorting

The **Break Even Forecast** report is ordered by default in the following manner:

#	Column	Method
1	Period	Ascending
2	Entity No.	Ascending
3	Branch	Ascending

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108. Report: Project Forecast Diagnostic

Path: Live Data > ACCOUNTING
Report No: Q0347

Purpose

The purpose of the Project Forecast Diagnostic report is to provide a detailed breakdown of future project revenue and costs. It helps users understand the components of the financial forecast for active projects, including projected material, labor, and subcontractor costs over selected time periods. This tool is essential for validating forecast accuracy and identifying potential financial issues before they arise.

Benefits

- Provides detailed visibility into future project revenue and costs.
- Helps project managers and financial analysts identify potential issues in the forecast.
- Allows for drilling down into the components of the forecast (material, labor).
- Supports proactive decision-making to keep projects on track financially.
- Improves the accuracy of financial planning and resource allocation.

Report Filters

Caption	Description	Type	List Values	Default
Entity No.	Select one or more company entities to include in the report.	List	List of companies	ALL
Branch	Select one or more branches to filter the projects by.	List	List of branches	ALL
Type	Determines the level of detail in the report output. Detail shows the main forecast. MaterialList or LaborList show the underlying items that make up the forecast.	List	MaterialList, LaborList, Detail	Detail
# of Forecast Periods	The number of future periods (months or weeks) to include in the forecast.	List	1, 2, 3, 4	1
Project No.	Enter a specific project number to run the report for a single project.	Text		
Period End Date	Filters the report to show data for a specific forecast period.	Date		

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Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	The report only includes projects that are configured for deferred revenue.
Inclusion	Only includes records that are identified as a 'PROJECT'.
Inclusion	The report focuses on projects that are in a pre-active or active status.
Exclusion	When calculating the project backlog, order items that are 'SHIPPED', 'RETURNED', 'CANCELLED', or part of a change order ('ICO', 'CCO') are excluded.
Exclusion	When calculating the project backlog, orders that are in 'DATAENTRY', 'CONFIRMED', or 'CANCELLED' status are excluded.

Relevant System Configs

- **PROJECTFORECASTMETHOD**: This configuration determines the calculation logic for the forecast. It can be set to 'STRAIGHTLINE' (distributes costs and revenues evenly over the project's duration) or 'MATLABOR' (bases the forecast on the scheduled dates of materials and labor tasks). If not set, it defaults to 'STRAIGHTLINE'.
- **JOBCOSTMETHOD**: This configuration influences the formula used to calculate the forecasted revenue within the report's logic.

Report Output

This report provides a forward-looking financial forecast for active, deferred-revenue projects. It breaks down the projected revenue and costs for each project into distinct future periods (typically months). The costs are further categorized into Material, Subcontractor, and Labor, providing a granular view of where future expenses are expected to be incurred.
The report is a diagnostic tool, offering drill-down capabilities on the cost columns. Users can click on the forecasted material or labor cost for a specific period to see a detailed list of the individual material items or labor tasks that constitute that forecast amount. This allows for in-depth analysis and validation of the forecast data, helping to ensure financial accuracy and proactive project management.

Report Columns

The **Project Forecast Diagnostic** report is made up of the following columns (in default display order):

Link Type

Indicates the type of record being reported on, which is always 'PROJECT' for this report.

Project No

The unique identifier for the project. This column includes a drilldown to the Project form.

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Company No

Indicates the company entity associated with the project.

Branch

Indicates the branch associated with the project.

Customer No

Indicates the customer number for the project.

Project Title

The descriptive title of the project.

Project Type

Indicates the type assigned to the project (e.g., A/V, Security).

Project Leader

The name of the Project Manager assigned to the project.

Forecast Period

The future period (e.g., '2024-06' for June 2024) for which the financial data is forecasted.

Forecasted Revenue

The calculated amount of revenue projected to be earned for the project within the specified forecast period. The calculation method is determined by the PROJECTFORECASTMETHOD and JOBCOSTMETHOD system configurations.

Forecasted Material Cost

The total cost of materials forecasted for the project within the specified forecast period. This is based on the Request Date or the Purchase Order ETA date, whichever is later, for un-shipped order items. This column includes a drilldown that runs the report again to display the specific list of materials making up this total.

Forecasted Subcontractor Cost

The total cost of subcontractor services forecasted for the project within the specified forecast period. This is based on the Request Date for un-shipped subcontractor-type order items.

Forecasted Labor Cost

The total cost of labor forecasted for the project within the specified forecast period. This is derived from the scheduled effort and hourly cost of active project tasks that fall within the period. This column includes a drilldown that runs the report again to display the specific list of labor tasks making up this total.

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Forecasted Labor Hours

The total number of labor hours forecasted for the project within the specified forecast period, based on the scheduled effort of active project tasks.

Default Sorting

The **Project Forecast Diagnostic** report is ordered by default in the following manner:

#	Column	Method
1	Company No	Ascending
2	Branch	Ascending
3	Project No	Ascending
4	Forecast Period	Ascending

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109. Report: Customer Profitability

Path: Live Data > Accounting
Report No: Q0020

Purpose

The purpose of the **Customer Profitability** report is to give managers a clear, comparative view of how much revenue each customer generates and how much it costs to serve them over a chosen date range. By laying out revenue, cost and margin metrics side by side, the report highlights the customers, branches and transaction types that drive, or erode, overall profitability.

Benefits

- Pinpoints high-profit and low-profit customers for account strategy reviews
- Shows where material, labor, subcontract or miscellaneous costs are rising
- Lets finance verify margins by branch, department or transaction type without running multiple reports
- Helps sales and executives focus on the customer segments that contribute most to revenue
- Supports pricing decisions by revealing true cost-to-serve
- Provides finance with one place to reconcile profit against the general ledger for the period
- Reduces ad-hoc analysis time by offering summary and drill-down views in one report
- Aids cash-flow forecasting by exposing margin trends over time

Report Filters

Caption	Description	Type	Values	Default
Start Date	Start of the reporting period. Transactions dated **on or after** this date are evaluated.	Date		
End Date	End of the reporting period. Transactions dated **before** this date are evaluated.	Date		
Customer No.	Restricts the report to a single customer.	Text		
Company No.	Limits results to a legal entity.	List	List of companies	ALL
Branch	Limits results to a specific branch.	List	List of branches	ALL
Department	Filters by the department that owns the revenue or cost.	List	List of departments	ALL
Type	Chooses which transaction categories appear in the results.	List	PROJECTS, CALLS, ORDERS, SRV CONT, INVOICES	ALL
Cust Group	Filters to a defined customer group.	List	List of customer groups	ALL
SIC	Filters customers by industry.	List	List of SIC codes	ALL
Customer Sub Type	Filters customers by sub-type.	List	List of customer sub types	ALL

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Inclusions/Exclusions

Type	Description
Exclusion	Vendors and internal company entities are removed so that only external customers are evaluated.

Report Output

The report returns one row per customer (or per individual project, call, order and invoice when detail mode is used). For each row it aggregates every journal entry that falls inside the selected date window, allocating amounts to Revenue, Material Cost, Labor Cost, Subcontractor Cost and Miscellaneous Cost. It then calculates Total Cost, Profit (Revenue minus Total Cost) and Margin (Profit as a percentage of Revenue). Grand totals and intermediate subtotals are added automatically, giving users both high-level and granular profitability insight without additional manipulation.

Report Columns

The **Customer Profitability** report is made up of the following columns (in default display order):

Zoom Drilldown

Provides a clickable icon that opens the underlying record, project, call, order, invoice or service contract, for rapid investigation.

Customer No

Shows the unique customer code and offers a direct zoom to the customer record.

Company

Displays the trading name of the customer company associated with the row.

Revenue

Shows total invoiced revenue recognized for the customer during the period (income amounts converted to positive values).

Material Cost

Indicates the cost of materials consumed to earn the revenue.

Labor Cost

Indicates the internal labor and burden costs incurred.

Sub-Cont. Cost

Indicates costs paid to subcontractors for outsourced work.

Misc. Cost

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Indicates miscellaneous costs (for example travel or small tools) attributed to the customer.

Total Cost

Sum of Material Cost, Labor Cost, Sub-Cont. Cost and Misc. Cost, giving the full cost to serve the customer.

Profit

Revenue minus Total Cost, representing gross profit in currency terms.

Margin

Profit expressed as a percentage of Revenue , calculated as (Profit ÷ Revenue) × 100, rounded to two decimals.

Rev %

Each customer’s Revenue expressed as a percentage of the grand-total revenue for the selected period.

GP %

Each customer’s Profit expressed as a percentage of the grand-total profit for the selected period.

Summation Rows

The **Customer Profitability** report features the following colored summation rows:

- **Light Yellow**: Totals for each transaction **Type** (Projects, Calls, Orders, Service Contracts, Invoices) within every branch and customer.
- **Light Gray**: Totals for each **Branch** inside every customer.
- **Blue**: Customer-level totals and the overall **Grand Total** across all customers.

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110. Report: Cash Flow Forecast Detail

Path: Live Data > ACCOUNTING
Report No: Q0222

Purpose

The purpose of the Cash Flow Forecast Detail report is to provide a detailed projection of cash inflows and outflows over specified future periods. It enables businesses to anticipate liquidity needs, manage payment obligations, and optimize financial planning by forecasting cash positions based on receivables, payables, and project-related transactions.

Benefits

- Enhances visibility into future cash availability for informed decision-making.
- Supports proactive management of payment deadlines and receivables collection.
- Facilitates scenario analysis by adjusting time periods, currencies, and inclusion criteria.
- Improves accuracy of budget adherence and financial risk mitigation.
- Streamlines tracking of project-related cash flows (invoices and costs).
- Enables multi-currency cash flow analysis with exchange rate flexibility.

Report Filters

Caption	Description	Type	Values	Default
Company	Filters data by legal entity.	List	List of companies	ALL
Branch	Limits results to a specific branch.	List	List of branches	ALL
# of Periods	Number of future periods to forecast (e.g., 6, 12, 18, 24).	List	6, 12, 18, 24	6
Time Unit	Forecast intervals (months or weeks).	List	MONTH, WEEK	MONTH
Incl. Proj. Invoices	Includes invoices linked to projects.	Checkbox		Checked
Incl. Proj. Cost	Includes project-related costs.	Checkbox		Checked
Incl. S.C. Invoices	Includes service contract invoices.	Checkbox		Checked
Base Currency	Currency used for consolidated reporting.	List	List of active currency types.	ALL
Age By	Determines aging method for overdue amounts.	List	Due Date, AVG Pay Days	Due Date
Periods to Collect	Overdue periods to include in collection forecasts.	Number	User-defined integer.	0
Fixed Periods to Avg	Historical periods used to calculate average payment trends.	Number	User-defined integer.	3

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Caption	Description	Type	Values	Default
Fixed Adjustment %	Manual adjustment percentage applied to forecasts.	Number	User-defined percentage (0-100).	100

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Posted transactions only
Exclusion	Inactive customers/vendors

Report Output

The report provides a period-by-period breakdown of cash flow components, including:

- **Overdue Amounts**: Uncollected receivables and unpaid payables.
- **Forecasted Period Amounts**: The report projects cash inflows and outflows for up to 24 future periods, providing a detailed forecast for the organization's cash flow. These amounts are grouped by customer/vendor, currency, and transaction type, allowing for a granular analysis of cash flow components.
- **Dynamic Currency Conversion**: All amounts in the report are converted to the selected base currency using the configured exchange rates.
- **Drill-Down Capability**: The report includes a zoom drilldown feature, allowing users to access more detailed information about each forecasting component. For example, clicking on a customer or vendor number will provide access to their respective details, such as outstanding invoices or payment history.

Report Columns

The **Cash Flow Forecast Detail** report is made up of the following columns (in default display order):

Zoom Drilldown

Enables drill-down to view more details about the forecasting component.

Entity No.

Where applicable, specifies the legal entity associated with the forecasting component. If not applicable, “ALL” is used.

Branch

Where applicable, specifies the branch associated with the forecasting component. If not applicable, “ALL” is used.

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Type

Categorizes the forecasting component as one of the following. See below for explanation of each component.

- Bank
- AR w Overdue
- AR Current/Estimated
- UnInvoiced Project
- UnInvoiced Serv Cont
- AP
- Overhead

Cust/Vend No.

Identifies the customer or vendor number where applicable with hyperlink to allow drill down to the company's record.

Title

Displays a descriptive label for the forecasting component. If it relates to company, company's name is cited.

Currency Type

Currency of the forecasted record.

Overdue Amount

Shows unpaid amounts past their due date. Excludes voided or canceled transactions.

Period 0 Amount to Period 24 Amount

Forecasted cash flow for each period computed as follows for each distinct type of cashflow forecasting:

- **Bank**: The actual or predicted beginning balance for all bank-flagged GL accounts. This amount is calculated by starting with the beginning balance and then adding or subtracting the net cash flow from all other forecast components for each period.
- **AR w Overdue**: Shows the expected cash inflow from overdue receivables, adjusted based on the "Aged By" filter. If "Aged By" is set to "Due Date," the overdue amount is calculated using the due dates of invoices from the Invoice, where balances are due before the report start date. If "Aged By" is set to "AVG Pay Days," the overdue amount is calculated by adding the average payment days from the Customer information to the invoice date. The total overdue amount is then divided by the specified number of collection periods (Periods to Collect input filter), spreading the collection evenly across these periods. If invoice has expected payment date set, this is used in lieu of invoice due date or any calculation based on average payment days.
- **AR Current/Estimated**: Represents the anticipated cash inflow from receivables that are due within the forecast period, influenced by the "Aged By" filter. If "Aged By" is set to "Due Date," the amount is calculated using the due dates of invoices that fall within the forecast period. If "Aged By" is set to "AVG Pay Days," the due date is adjusted by adding the customer's historic average payment days to the invoice date. The report then sums up the balances of these invoices for each period, as defined by the report's

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forecasting unit (months or weeks). If invoice has expected payment date set, this is used in lieu of invoice due date or any calculation based on average payment days.

- **UnInvoiced Project**: Forecasts the cash inflow from projects. This amount is computed by looking for non-completed project tasks of Task Control = Invoice and Invoice Type = Percent, Fixed or Retention. With such records, the specified fixed amount or computed amount (in the case of percent and retention) is aggregated. The report then considers scheduled billing dates and applies customer's default payment terms *or* average payment days (depending on Age By report filter) to estimate when the cash will be received.
- **UnInvoiced Serv Cont**: Forecasts the cash inflow from service contracts that have not been invoiced. This amount is calculated by examining the billing schedules and contract terms from the service contract and their respective line items. The report considers the billing frequency, renewal type, and any advance billing days to estimate when the cash will be received.
- **AP**: Forecasts the expected cash outflow from AP. This amount is calculated by summing up the balances of vendor invoices due within each period. The data is retrieved from the vendor invoices, considering the due dates of vouchers that fall within the forecast period. If vendor invoice has expected payment date set, this is used in lieu of invoice due date or any calculation based on average payment days.
- **Overhead**: Forecasts estimated cash outflow due to fixed costs and expenses, aggregating historic costs from past journal entries that hit GL accounts flagged as fixed cost (REPORT10FLAG = 'Y'). Considering the timing of those journal entries, the report will survey the required number of past periods (months) to come up with an average. It will then apply any required fixed cost adjustment % from the report filters before arriving at the final estimated overhead cost for a given period.

Summation Rows

This report is grouped/rolled up by forecasting component and can be expanded or collapsed entirely or per forecasting component.

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111. Report: Fixed Cost Forecast

Path: Live Data > ACCOUNTING
Report No: Q0281

Purpose

The purpose of the Fixed Cost Forecast report is to provide an analysis of historical expense account costs over a user-defined number of past periods. It calculates an average monthly cost, allows for an adjustment factor, and can present these forecasted costs in a selected base currency, distinguishing between expenses flagged as fixed costs and other operational expenses.

Benefits

- Provides a clear view of historical spending patterns for various expense accounts.
- Aids in forecasting future operational costs based on past data and adjustable factors.
- Helps identify and differentiate between fixed and variable expense trends within the organization.
- Supports budgeting and financial planning by offering data-driven cost projections.
- Enables analysis of costs in different currencies, facilitating financial management for multi-currency operations.
- Improves decision-making regarding cost management and resource allocation.

Report Filters

Caption	Description	Type	Values	Default
Company	Filters the report data for specific operating entities or all entities.	List	List of companies	ALL
Fixed Periods To Avg	Specifies the number of past periods (months) of expense data to average for the cost calculation. The system accepts values between 1 and 24.	Text		3
Base Currency	Selects a currency for displaying the 'FX Avg Cost'. If 'ALL' is chosen, or if it matches the transaction currency, no conversion is applied to 'Avg Cost' for this field.	List	List of currencies	ALL
Fixed Factor %	An adjustment percentage applied to the calculated average historical cost to derive the 'Avg Cost'. For example, 100 means 100% (no change), 110 means a 10% increase.	Text		100

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Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	**Expense Accounts Only**: The report exclusively analyzes GL accounts designated with a 'TYPE' of 'EXPENSE'.
Inclusion	**Fixed Cost Categorization**: Expenses are categorized as 'Fixed Cost' (Y) or not (N) based on the GL Account's Fixed Cost flag ('Report10Flag').
Inclusion	**Historical Data Source**: Expense data is sourced from historical journal entries recorded in the Journal Detail information.
Exclusion	**Future-Dated Entries**: Only journal entries with a transaction date prior to the first day of the current month are considered for the historical cost calculation.

Report Output

The Fixed Cost Forecast report provides a detailed breakdown of expense GL accounts, listing each account's historical costs over a series of past months determined by the "Fixed Periods To Avg" filter. For each account, the report calculates an average monthly cost based on these historical figures, which is then adjusted by the "Fixed Factor %" filter. If a "Base Currency" is selected (and it differs from the account's original transaction currency), this average cost is also presented as converted to the specified base currency ("FX Avg Cost").
The output clearly identifies the company, GL account number and name, the transaction currency, and whether the account is flagged as a fixed cost. It then lists the individual costs for up to 12 historical monthly periods, alongside the calculated average and FX-adjusted average costs, allowing users to analyze trends and forecast future expenditures.

Report Columns

The **Fixed Cost Forecast** report is made up of the following columns (in default display order):

Entity No.

Indicates the company number associated with the expense GL account.

Account No.

The general ledger account number for the expense. Provides a drilldown link directly to the GL Accounts screen, pre-filtered for the corresponding Account No. in that row, allowing for quick access to the account's master record.

Account Name

Indicates the description of the GL Account, derived from GL Account information.

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Currency

The currency in which the transactions for this GL account were originally recorded. This is derived from the Company's currency settings associated with the GL account's entity.

Base Currency

Indicates the 'Base Currency' selected as a report filter. This currency is used for the 'FX Avg Cost' column calculation.

Fixed Cost

Indicates if the expense account is categorized as a fixed cost ('Y') or not ('N'). This is determined by the 'Report10Flag' setting in the GL Account information ('Y' signifies a fixed cost).

Avg Cost

The calculated average monthly cost for the GL account. This is derived by summing the costs from the historical periods (Period00Cost up to the number of periods specified in "Fixed Periods To Avg"), dividing by the number of specified periods, and then multiplying by the "Fixed Factor %".

FX Avg Cost

The 'Avg Cost' converted to the 'Base Currency' selected in the report filters. This conversion uses the report exchange rate sourced from Currency information. If the 'Base Currency' filter is set to 'ALL' or matches the transaction 'Currency', this value will be the same as 'Avg Cost'.

Period00

The total expense amount for the GL account in the earliest historical period included in the cost averaging calculation. For example, if "Fixed Periods To Avg" is set to 3, this column displays the costs from three months prior to the start of the current month. The actual month and year for this period (and subsequent period columns) are determined dynamically based on the report execution date and the "Fixed Periods To Avg" filter.

PeriodXX

The total expense amount for the GL account in the designated historical period included in the cost averaging. Continuing the example, if "Fixed Periods To Avg" is 3, this column displays costs from two months prior to the start of the current month.

Period11

The total expense amount for the GL account in the twelfth, and most recent, historical period included in the cost averaging analysis (if "Fixed Periods To Avg" is 12 or more). For instance, this would typically represent costs from one month prior to the start of the current month.

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Summation Rows

The Fixed Cost Forecast report features summation rows that provide totals for key financial columns. These totals are calculated and displayed as follows:

- **Group Total Row (per Fixed Cost flag)**: These rows appear for each distinct value of the 'Fixed Cost' flag ('Y' for Yes and 'N' for No). Summarizes the Avg Cost, FX Avg Cost, and all displayed Period00 through Period11 cost columns for all accounts within that specific 'Fixed Cost' category.
- **Grand Total Row**: This row is displayed at the very end of the report. Summarizes the Avg Cost, FX Avg Cost, and all displayed Period00 through Period11 cost columns for all records included in the report.

Default Sorting

The Fixed Cost Forecast report is ordered by default in the following manner:

#	Column	Method
1	Fixed Cost Flag	Descending
2	Entity No.	Ascending
3	Account No.	Ascending
4	Currency	Ascending

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112. Report: Cash Receipts Summary

Path: Live Data > Accounting
Report No: Q0179

Purpose

The purpose of the Cash Receipts Summary report is to provide a consolidated view of cash receipts transactions within a specified date range, allowing users to quickly identify and review daily or periodic incoming payments.

Benefits

- Presents a clear overview of cash inflows for timely financial insights
- Aids in verifying and reconciling bank account deposits
- Enhances financial control and visibility for accounts receivable processes
- Helps identify potential irregularities or missing transactions
- Streamlines reporting for accounting teams

Report Filters

Caption	Description	Type	Values	Default
Start Date	Used to specify the earliest date to include for the cash receipts reported	Date		Today
End Date	Used to specify the latest date to include for the cash receipts reported	Date		Today
Company No	Specifies which company's data to include. If set to "," the report includes all	List		
Account No	Allows selecting one or more GL accounts for narrowing down the results	List	List of bank-flagged, active GL accounts	ALL

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	All AR entries that have an AR Type in ("RECEIPT," "UNPAY," "REVENUE," "CREDIT," "CCRECEIPT") and are related to bank-flagged accounts.
Exclusion	AR entries outside the stated AR Types and non-bank accounts are automatically excluded.

Relevant System Configurations

ACCOUNTLEN: Determines how many characters of the GL account number are recognized. If set to 4, for example, only the first 4 characters are used in matching or grouping the account in the report.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Output

This report returns one row per unique combination of Batch No, Date, and Account, along with a summed cash receipt Amount for each group. It provides a concise summary of all relevant AR Journal entries that match the specified filters. The report focuses on cash-related transactions, such as checks, credit receipts, and other recognized payment types, to assist accounting teams in verifying daily or periodic cash inflows.

Report Columns

The **Cash Receipts Summary** report is made up of the following columns (in default display order):

Zoom Drilldown

This column provides a link (drilldown) for each Batch No record, enabling users to open related details in a Q360 screen or module for further investigation.

Batch No

Displays the identifier for each cash receipts batch. Taken directly from AR Journal's BatchNo field.

Date

Shows the transaction date (truncated to remove time). The report groups rows by this date to organize cash receipts on a per-day basis.

Account

Indicates the GL account to which the receipt is applied. The report references a system-wide account length configuration to match or partially match the account number.

Amount

Shows the total monetary sum of cash receipts for each record grouping, calculated by summing the AR Journal Amount field.

Comment

Displays any user-entered notes or references accompanying the transaction (from AR Journal's Comment field).

Default Sorting

The Cash Receipts Summary report is ordered by default in the following manner:

#	Column	Method
1	Date	Ascending
2	Account	Ascending
3	Batch No	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

113. Report: Revenue by Branch

Path: Live Data > Accounting
Report No: Q0014

Purpose

The purpose of the **Revenue by Branch** report is to show, for a selected date range and company, how much revenue each branch generated. It adds together all income posted through Accounts Receivable, Accounts Payable, and General Ledger journals in the period so finance and branch leaders can see which locations are driving top-line results.

Benefits

- Quickly isolates revenue by branch so branch managers can track performance to goal.
- Gives finance a single source of truth for branch-level revenue during month-end close.
- Highlights branches that need attention or celebration based on current-period results.
- Supports inter-company analysis when multiple legal entities share the same chart of accounts.
- Reduces manual spreadsheet work by summarizing journal data automatically.

Report Filters

Caption	Description	Type	Values	Default
Start Date	Includes revenue posted **on or after** this date.	Date		Today
End Date	Includes revenue posted **up to and including** this date.	Date		Today
Company	Limits results to the selected company.	List		ALL

Inclusions/Exclusions

Type	Description
Inclusion	Includes only journal lines linked to **income-type accounts** so the totals represent earned revenue.
Inclusion	Includes only branches that exist in Branch information, ensuring every branch number shown is valid.

Relevant System Configurations

- **ACCOUNTLEN**: Sets the overall length of a General Ledger account number. If it is less than four digits, the report assumes four. This value is used to calculate where the branch segment starts in each Sub-Account.
- **Segment# (where ConfigValue1 = “List”)**: Defines both the start position and the length of the branch segment within the Sub-Account portion of the GL account. These settings drive how the report extracts the branch number from each transaction.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Output

The report returns one row per branch and company combination within the requested dates. For each branch it shows:

- The branch identifier and description.
- The company that owns the revenue.
- The total revenue amount, calculated as the net of all income lines from Accounts Receivable, Accounts Payable, and General Ledger journals.

All currency values are shown at full precision with two decimal places. The Amount column is totaled at the bottom so users can verify that the branch detail matches the company's overall revenue for the period.

Report Columns

The **Revenue by Branch** report is made up of the following columns (in default display order):

Branch

Indicates the branch responsible for the revenue transactions.

Company

Indicates the company that earned the revenue.

Amount

Shows the total revenue for the branch and company in the selected period. It is calculated by summing journal amounts from Accounts Receivable, Accounts Payable, and General Ledger that post to income-type accounts, with credit values converted to positive numbers.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

114. Report: Revenue by State

Path: Live Data > Accounting
Report No: Q0013

Purpose

The purpose of the **Revenue By State** report is to provide a detailed breakdown of revenue generated, grouped by state, for a specified time period. This report helps businesses monitor regional revenue distribution and gain insights into performance by state, supporting better decision-making and strategic planning.

Benefits

- Provides a clear view of revenue by state, allowing for targeted regional analysis.
- Helps in identifying high-performing and underperforming states in terms of revenue generation.
- Assists in aligning resources and strategies with state-level revenue performance.
- Enables tracking of revenue trends over time for effective forecasting and budgeting.
- Supports decision-making on resource allocation and marketing efforts based on state-level performance.
- Simplifies the comparison of income across multiple states in a concise, aggregated format.
- Facilitates audit and compliance reviews by providing transparent revenue data.

Report Filters

Caption	Description	Type	Values	Default
Branch	Filters data based on the branch where the transactions occurred.	List	List of branches	ALL
Start Date	Filters data to include transactions that occurred after the specified start date.	Date		Today
End Date	Filters data to include transactions that occurred before the specified end date.	Date		Today
Company No	Filters data by the company number, enabling users to focus on a specific company.	List	List of companies	Current User's Company
Department	Filters the report data by department, allowing users to view revenue by specific departments.	List	List of departments	ALL

Inclusions/Exclusions

Type	Description
Inclusion	Always includes revenue data from both AR Journal and GL Journal transactions for valid income accounts.
Exclusion	Excludes revenue data for states where revenue is not recorded or data is unavailable.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Relevant System Configurations

ACCOUNTLEN: Defines the length of the account number used in the report. This is critical for ensuring that the correct GL account numbers are linked to the revenue data.

Report Output

The **Revenue By State** report aggregates revenue data from both AR Journal and GL Journal entries. It calculates total revenue by state for a given date range, segmented by both invoice and project-based transactions. Each record in the report corresponds to a particular state and includes the total revenue, as well as the percentage of total revenue represented by that state. This allows users to assess regional performance within a broader context of overall company performance.

Report Columns

The **Revenue By State** report is made up of the following columns (in default display order):

Zoom Drilldown

Provides a drill-down link to more detailed information on the revenue for each state.

State

Indicates the state associated with each revenue record. If available, the report shows the shipping state; otherwise, it defaults to the primary state field from the invoice or project information.

Total

Shows the total revenue amount for each state, aggregated across all relevant transactions, such as AR Journal and GL Journal entries.

Percentage

Displays the percentage of total revenue that is contributed by each state. This is calculated by dividing the state's total revenue by the overall revenue for the selected date range.

Default Sorting

The **Revenue By State** report is ordered by default in the following manner:

#	Column	Method
1	Total	Descending
2	State	Ascending

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115. Report: Revenue by Customer

Path: Live Data > Accounting
Report No: Q0011

Purpose

The purpose of the **Revenue By Customer** report is to provide a detailed analysis of revenue across different customers over a defined period. This report assists business users in understanding the total revenue generated from each customer, offering a high-level view of customer contributions to the organization's revenue.

Benefits

- Allows businesses to track and evaluate revenue performance by customer.
- Helps identify key customers based on total revenue.
- Facilitates decision-making for sales and account management teams by highlighting top-performing customers.
- Provides insights into revenue trends over a specified time period.
- Supports strategic planning for sales initiatives based on historical revenue data.
- Assists in identifying any gaps in customer revenue generation.

Report Filters

Caption	Description	Type	Values	Default
Branch	Filters the report based on the branch associated with each revenue entry.	List	List of branches	ALL
Start Date	Filters the report for data starting from this date.	Date		Month Start
End Date	Filters the report for data up to this date.	Date		Today
Company	Filters the report based on the company associated with each revenue entry.	List	List of companies	
Department	Filters the report based on the department associated with each revenue entry.	List	List of departments	ALL

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Includes revenue data for all income accounts.
Exclusion	Excludes revenue for inactive or canceled accounts.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Output

The **Revenue By Customer** report outputs a list of customers with the corresponding total revenue they have contributed during the selected period. The report also calculates the percentage of total revenue each customer represents, which helps in assessing each customer's significance in the overall revenue generation.
The total revenue across all customers is also displayed.
The report includes dynamic drill-down functionality, allowing users to click on a customer to see more detailed financial data related to that customer.

Report Columns

The **Revenue By Customer** report is made up of the following columns (in default display order):

Zoom Drilldown

Enables drilldown to more detailed information about each customer. Clicking this link will take the user to a detailed view of the customer's financial data.

Customer No

Shows the customer number, identifying each customer within the organization. This field links directly to customer-specific data.

Company

Indicates the company associated with the customer. This is pulled directly from the customer information and used to categorize the customer revenue.

Total

Displays the total revenue associated with each customer for the selected date range. The total is calculated by summing amounts from journal entries, factoring in all relevant income-related accounts.

%

Shows the percentage of the total revenue that each customer represents in relation to the overall revenue for the period. This is calculated as: **(Customer Revenue / Total Revenue) * 100**

Default Sorting

The **Revenue By Customer** report is ordered by default in the following manner:

#	Column	Method
1	Total	Descending
2	Company	Ascending

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116. Report: Revenue by Customer/Account

Path: Live Data > Accounting
Report No: Q0160

Purpose

The purpose of the **Revenue By Customer/Account** report is to provide a detailed view of revenue generated by each customer account over a specified time period. It aggregates financial data by customer and account, helping businesses monitor and analyze their income streams from customers, which is crucial for accounting and financial reporting.

Benefits

- Provides insight into total revenue generated per customer account.
- Enables tracking of revenue performance by account, department, and branch.
- Facilitates effective financial management and budgeting by highlighting trends.
- Assists in auditing and compliance by providing a breakdown of revenue per customer.
- Enhances decision-making for pricing strategies and customer account management.
- Helps identify potential issues or areas for improvement in customer revenue generation.

Report Filters

Caption	Description	Type	Values	Default
Company No	Filters the report by the company number.	List	List of companies	Current User's Company
Branch	Filters the report by the branch.	List	List of branches	ALL
Department	Filters the report by department.	List	List of departments	ALL
Start Date	Filters the report by the start date.	Date		Month Start
End Date	Filters the report by the end date.	Date		Month End
Customer No	Filters the report by specific customer.	List		ALL

Inclusions/Exclusions

Type	Description
Inclusion	Revenue from accounts linked to customer transactions.
Exclusion	Revenue data for inactive or unprocessed customer accounts.

Relevant System Configurations

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

ACCOUNTLEN: The report's revenue calculations depend on the account length configuration. If the account length is shorter than four characters, a default value of four is applied.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Output

The **Revenue By Customer/Account** report outputs revenue data, broken down by customer, account, and description. It shows the total amount of revenue for each account, as well as the percentage of total revenue for each customer account relative to the entire reporting period. This enables businesses to evaluate the financial contribution of each customer and account.

Report Columns

The **Revenue By Customer/Account** report is made up of the following columns (in default display order):

Zoom Drilldown

Enables drill-down capabilities for further exploration of customer-specific data.

Customer No.

Shows the customer number linked to the revenue entry.

Company

Displays the company name associated with the customer account.

Account No.

Indicates the GL account number associated with the transaction.

Account

Displays the account description associated with the revenue.

Total

Represents the total revenue amount for each customer account during the specified period.

%

Shows the percentage of total revenue contributed by each customer account, calculated as the ratio of the individual account revenue to the total revenue.

Default Sorting

The **Revenue By Customer/Account** report is ordered by default in the following manner:

#	Column	Method
1	Total	Descending
2	Account	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

117. Report: Revenue by Master

Path: Live Data > Accounting
Report No: Q0012

Purpose

The purpose of the **Revenue By MasterNo** report is to provide detailed revenue information for each master number within the specified date range and filters. This report aggregates invoice amounts, quantities, and percentages, helping users evaluate revenue performance at the master level.

Benefits

- Provides a comprehensive breakdown of revenue for each master number.
- Allows users to track revenue performance over a defined date range.
- Enables detailed insights into specific master records for accounting and sales teams.
- Facilitates the assessment of the percentage contribution of each master number to total revenue.
- Helps in managing and analyzing financial performance by master number.
- Supports decision-making regarding resource allocation and pricing adjustments.
- Customizable filters (e.g., branch, company, price list) for tailored reporting.
- Includes both total invoice amount and quantity shipped for clear financial insights.

Report Filters

Caption	Description	Type	Values	Default
Branch	Filters results by the branch.	List	List of branches	ALL
Start Date	Specifies the start date for the report's data range.	Date		Month Start
End Date	Specifies the end date for the report's data range.	Date		Month End
Company No	Filters by company number.	List	List of companies	Current User's Company
Price List	Filters by the price list for the master numbers.	List	List of Price Lists	ALL
Category	Filters by master's category.	List	General Code Master Category	ALL
Sub Category	Filters by the master's sub category.	List	General Code Master Sub Category	ALL

Inclusions/Exclusions

Type	Description

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Inclusion	Only includes posted invoices where type is not OPENCREDIT or VOID.

Report Output

The **Revenue By MasterNo** report aggregates and displays the total invoice amount, quantity shipped, and the percentage contribution of each master number to the total revenue within the selected date range. The report also includes a "Zoom" feature that allows drill-down into each master number for further details.
The report's output is grouped by master number and provides the following key metrics:

- **Master No.**: The unique identifier for each master record.
- **Total Revenue**: The total value of invoices associated with each master number.
- **Quantity Shipped (Qty)**: The total number of items shipped for each master number.
- **Percentage of Total Revenue (Percentage)**: The percentage contribution of each master number's revenue to the total revenue.

Report Columns

The **Revenue By MasterNo** report is made up of the following columns (in default display order):

Zoom Drilldown

Provides a drill-down option to view additional details about each master record. This is dynamically generated based on the report data.

Qty

Indicates the total quantity of items shipped for the given master number.

Master No.

Indicates the unique identifier associated with each master record.

Description

Indicates the description of the master record.

Total

Shows the total invoice amount for each master record. It is calculated as the sum of the invoice amounts for all items under each master number.

%

Represents the percentage of total revenue that is attributed to each master number. It is calculated as:
(Invoice Amount for MasterNo / Total Invoice Amount) * 100.

Default Sorting

The **Revenue By MasterNo** report is ordered by default in the following manner:

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

#	Column	Method
1	Total	Descending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

118. Report: Commission Accrual

Path: Live Data > PAYROLL
Report No: Q0205

Purpose

The purpose of the Commission Accrual report is to provide a detailed breakdown of sales commissions for representatives over a specified period. It tracks commission earnings, payments, adjustments, and outstanding balances, allowing for accurate accrual accounting and visibility into commission liabilities.

Benefits

- **Accurate Financial Reporting**: Helps in accurately accruing commission expenses, leading to more precise financial statements.
- **Improved Cash Flow Management**: Provides insight into upcoming commission payouts, aiding cash flow planning.
- **Sales Performance Monitoring**: Allows tracking of commissions earned by sales representatives, which can be an indicator of sales performance.
- **Payroll Accuracy**: Ensures sales representatives are paid the correct commission amounts, reducing errors and disputes.
- **Audit Trail**: Offers a detailed record of commission calculations, payments, and adjustments for auditing purposes.
- **Project Profitability Insights**: By associating commissions with projects, it can contribute to understanding true project profitability.

Report Filters

The report accepts the following filters to refine the data:

Caption	Description	Type	Values	Default
Entity No.	Filters the report for a specific legal financial entity (Company).	List	List of companies	ALL
Branch	Filters data by a specific branch or includes all branches.	List	List of branches	
Sales Rep	Filters data for a specific sales representative or includes all.	List	List of users from Commission Advice information	ALL
Project No.	Filters data for a specific project number.	Text		
Start Date	The starting date of the reporting period for commission activities.	Date		Today
As Of Date	The ending date (as of date) of the reporting period for commission activities.	Date		Today

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Only commission advice records that are marked as 'Approved' are included in the calculations.
Inclusion	Primarily includes commission advice records related to 'Booking' type transactions.
Inclusion	Also includes commission advice records not linked to a project, or those specifically marked as 'Project Closing' advice records.
Inclusion	For calculating 'Open AR', only Invoices that are 'Posted' and have an outstanding balance are considered.
Exclusion	Commission advice records where the total commission amount is zero are excluded.
Exclusion	Commission advice records that were fully paid or settled (outstanding commission is zero) before the selected 'Start Date' are excluded.

Report Output

The Commission Accrual report provides a comprehensive list of commission details for sales representatives, primarily sourced from approved commission advice and project information. For each relevant sales commission item (often linked to a project or specific sale), the report details the total commission, amounts paid historically, and amounts paid or adjusted within the selected reporting period. It calculates beginning and ending commission balances for the period, offering a clear view of accrued commission liabilities.
The report breaks down commissions by sales representative. If a project involves a commission split between a primary and secondary sales representative, the report will show their respective shares. Monetary values such as total commission, payments, and balances are adjusted according to these split percentages. The output typically includes project identifiers, titles, and types, alongside various commission-related financial figures.

Report Columns

The **Commission Accrual** report is made up of the following columns (in default display order):

Sales Rep

The sales representative associated with the commission. If a project has a secondary sales rep (Sales Rep 2) with a commission percentage, their share is reported as a separate line if the 'Sales Rep' filter is 'ALL' or if that specific secondary rep is selected.

Project No.

The project number associated with the commission. If the commission is not linked to a specific project, this may be blank. This column provides a drilldown capability to view the project's details.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Sale Type

Indicates the type of sale. For project-related commissions, this is generally the project's type. For invoice-specific commissions (not tied to a project), it reflects the invoice's sale type. For certain views filtered by a single primary sales rep, this column might appear blank.

Invoice Type

Indicates the type of invoice related to the commission. If the commission is tied to a project, this will show 'PROJECT'. For non-project commissions, it displays the type from the specific invoice. For certain views filtered by a single primary sales rep, this column might appear blank.

Project Title

The title of the project associated with the commission. If the commission is not project-related, this will be blank.

Comm Total

The total commission amount calculated for the sales representative on the project or sale. If a split percentage applies (for Sales Rep 1 or Sales Rep 2), this amount reflects their respective share of the total commission defined in Commission Advice information.

Split Percent

The percentage of the total commission allocated to this sales representative, displayed with a % suffix. This is derived from the project's commission settings for Sales Rep 1 and Sales Rep 2. Defaults to 100% if no specific split is defined for the rep on the project.

Total Paid

The cumulative commission amount paid to the sales representative for this item up to the 'End Date', including payments and adjustments made *before* the current reporting period specified by 'Start Date'. This is adjusted for the sales rep's split percentage.

Percent Paid

The percentage of the total commission that has been paid, displayed with a % suffix. Calculated as (Commission Paid from current advice record + Commission Paid before 'Start Date') divided by Total Commission. This percentage does not factor in manual adjustments that are part of the 'Total Paid' amount.

Beg Period

The outstanding commission balance at the beginning of the period specified by the 'Start Date'. If the commission was booked within the reporting period, this will be zero. This amount is adjusted for the sales rep's split percentage.

New Comm

The total commission amount from new commission advice records booked within the reporting period (from 'Start Date' to 'End Date'). This amount is adjusted for the sales rep's split percentage.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Comm Due

The total amount of commission payments made to the sales representative during the reporting period (from 'Start Date' to 'End Date'). This amount is adjusted for the sales rep's split percentage.

Manual Adj

The total amount of manual adjustments made to the commission during the reporting period (from 'Start Date' to 'End Date'). This value is taken directly from commission advice adjustments and is not modified by the sales rep's split percentage.

End Period

The outstanding commission balance at the end of the reporting period ('End Date'). This is calculated as: Total Commission - (Payments and Adjustments made before 'Start Date') - (Payments and Adjustments made during the reporting period). This amount is adjusted for the sales rep's split percentage.

Open AR

The total outstanding Accounts Receivable balance for the associated project. This value is derived from posted invoices that are not fully paid.

Company No

Indicates the company number associated with the commission advice record.

Branch

Indicates the branch associated with the project related to the commission. If the commission is not tied to a project, this column may be blank.

Summation Rows

The Commission Accrual report includes summary data. Q360 reports typically use colored rows to highlight these summaries. While specific colors for these rows are not detailed in the provided information, the report is expected to provide:

- Group Summaries (for each Sales Rep):
  - **Totals** for: Comm Total, Total Paid, Beg Period, New Comm, Comm Due, Manual Adj, End Period, and Open AR.
  - **Average** for: Percent Paid.
- Grand Totals (at the end of the report):
  - **Totals** for: Comm Total, Total Paid, Beg Period, New Comm, Comm Due, Manual Adj, End Period, and Open AR.
  - **Average** for: Percent Paid.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Default Sorting

The Commission Accrual report is ordered by default in the following manner:

#	Column	Method
1	Sale Type	Ascending
2	Project No.	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

119. Report: Commission Paid Report

Path: Live Data > NO CATEGORY
Report No: Q0203

Purpose

The purpose of the Commission Paid Report is to provide a detailed listing of commission advice records that are approved and released for payroll. It allows users to review commission amounts, adjustments, and net dues for sales representatives within a specified payroll period, helping to ensure accurate and timely commission payments.

Benefits

- **Accurate Commission Tracking:** Provides a clear view of all approved and payroll-released commission components, including original amounts, adjustments, and net due values.
- **Improved Financial Control:** Helps in managing and verifying commission expenses before they are paid out.
- **Enhanced Sales Performance Management:** Allows for tracking commissions earned by sales representatives, which can be used for performance analysis.
- **Timely Payroll Processing:** Facilitates the payroll process by consolidating commission data that is ready for payment.
- **Transparency in Payments:** Offers a detailed breakdown of how net commission dues are calculated for sales staff.
- **Audit Trail:** Serves as a record for commission transactions, supporting financial audits and compliance.

Report Filters

Caption	Description	Type	Values	Default
Company No	Filters the report for commission records associated with the selected company or companies.	List	List of companies	ALL
Branch	Filters the report for commission records associated with the selected branch or branches.	List	List of branches	ALL
Sales Rep	Filters the report for commission records associated with the selected sales representative(s).	List	List of sales representatives who have recorded activities.	ALL
Customer No.	Filters the report for commission records associated with the selected customer(s).	List	List of customers.	ALL

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Caption	Description	Type	Values	Default
Start Date	Specifies the start date for the Payroll Release date range used to filter commission records.	Date		Month to Date
End Date	Specifies the end date for the Payroll Release date range used to filter commission records.	Date		End of Month to Date

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Includes only commission advice records that are marked as approved (APPROVEDFLAG = 'Y').
Inclusion	Includes only commission advice records that are marked as released for payroll (PAYROLLRELEASEFLAG = 'Y').
Inclusion	Includes commission advice records where the commission amount, adjustment amount, or net due amount is not zero, ensuring financial relevance.

Report Output

The Commission Paid Report provides a comprehensive list of commission advice records that are due for payment. Each row details a specific commission transaction, including identifiers for the associated company, branch, sales representative, and customer. It links commissions to their sources, such as projects, orders, service calls, or invoices, and displays key financial figures like the total commission, specific commission amount for the period, any adjustments, and the final net amount due to the sales representative. The report also includes relevant dates like the 'as of' date, payroll release date, and invoice paid date.

Report Columns

The **Commission Paid Report** report is made up of the following columns (in default display order):

Company No

Indicates the company number associated with the commission advice record, sourced from Commission Advice information.

Branch

Indicates the branch associated with the commission. This is determined by looking at the related Project, then Service Call, then Service Contract, and finally the Sales Rep's employee record if not found in the preceding entities.

Sale Type

Indicates the sale type associated with the commission advice record (e.g., product, service), sourced from Commission Advice information.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Sales Rep

Indicates the sales representative associated with the commission advice record, sourced from Commission Advice information.

As of Date

Indicates the 'as of' date for the commission advice record, typically when the commission was calculated or recognized. This date is sourced from Commission Advice information.

Payroll Date

Indicates the date on which the commission is scheduled for payroll release. This date is sourced from Commission Advice information.

Customer No

Indicates the customer number associated with the transaction for which commission is being paid, sourced from Commission Advice information.

Project No

Indicates the project number related to the commission, if applicable. This column provides a zoom drilldown to the Project details. Data is sourced from Commission Advice information.

Title

Displays a descriptive title for the commission context. This is sourced from the commission advice's title if available; otherwise, it defaults to 'SMA ' followed by the service contract number if linked to a service contract, the project title if linked to a project, or 'Call ' followed by the call type if linked to a service call.

Project Type

Indicates the type of the project (e.g., Time and Materials, Fixed Price) if the commission is related to a project. Data is sourced from Project information.

Call No

Indicates the Service Call number related to the commission, if applicable. This column provides a zoom drilldown to the Service Call details. Data is sourced from Service Call (Dispatch) information.

Service Contract No

Indicates the service contract number related to the commission, if applicable. This column provides a zoom drilldown to the Service Contract details. Data is sourced from Commission Advice information.

Order No

Indicates the Order number related to the commission, if applicable. This column provides a zoom drilldown to the Order details. Data is sourced from Commission Advice information.

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Invoice No

Indicates the invoice number related to the commission, if applicable. This column provides a zoom drilldown to the Invoice details. Data is sourced from Commission Advice information.

Invoice Paid Date

Indicates the date the related invoice was paid by the customer, if applicable. Data is sourced from Invoice information.

Status Code

Indicates the status of the primary linked entity (Project, Service Call, Service Contract, or Order) for which the commission is being paid.

Commission Record Type

Indicates the type of the commission advice record (e.g., BOOKING, INVOICE, CALL, ICO, CCO). This is sourced from Commission Advice information.

Split %

Indicates the percentage of the commission allocated to the sales representative if there's a commission split. This is sourced from Commission Advice information.

Rate

Indicates the commission rate applied to calculate the commission. This is sourced from Commission Advice information.

Comm Total

Indicates the total commission value associated with this specific commission advice record. This is sourced from Commission Advice information.

Comm Amount

Indicates the actual commission amount for this specific advice record, potentially after splits or other calculations. This is sourced from Commission Advice information.

Adjustment Amount

Indicates any adjustment amount applied to the commission for this record. This is sourced from Commission Advice information.

Net Comm Due

Calculated as the sum of the 'Comm Amount' and 'Adjustment Amount' for this record, representing the net commission payable.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Comment

Displays any comments entered for the commission advice record. This is sourced from Commission Advice information.

Summation Rows

The Commission Paid Report features the following colored summation rows:

- **Light Green**: Highlights commission records where the Payroll Date is in the future (later than the current system date), indicating these commissions are scheduled for a future payroll run.

Default Sorting

The Commission Paid Report report is ordered by default in the following manner:

#	Column	Method
1	Company No	Ascending
2	Branch	Ascending
3	Sale Type	Ascending
4	Sales Rep	Ascending
5	As of Date	Ascending
6	Payroll Date	Ascending
7	Customer No	Ascending
8	Project No	Ascending
9	Title	Ascending
10	Project Type	Ascending
11	Call No	Ascending
12	Service Contract No	Ascending
13	Order No	Ascending
14	Invoice No	Ascending
15	Invoice Paid Date	Ascending
16	Status Code	Ascending
17	Commission Record Type	Ascending
18	Split %	Ascending
19	Rate	Ascending
20	Comm Total	Ascending
21	Comm Amount	Ascending
22	Adjustment Amount	Ascending
23	Net Comm Due	Ascending
24	Comment	Ascending

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120. Report: Financial Ratio

Path: Live Data > ACCOUNTING
Report No: Q0187

Purpose

The purpose of the Financial Ratio report is to provide a snapshot of a company's financial health by displaying key financial ratios. These ratios are calculated for a user-selected company and specified date range, offering insights into liquidity (ability to meet short-term obligations), profitability (efficiency in generating profits), leverage (use of debt), and operational efficiency (management of receivables).

Benefits

- Provides a quick assessment of the company's overall financial position.
- Helps evaluate the company's ability to meet short-term obligations.
- Measures the company's effectiveness in generating profits from its assets and equity.
- Indicates the extent to which the company is using debt to finance assets.
- Shows how efficiently the company is managing its accounts receivable and collecting payments.
- Supports informed financial analysis and strategic decision-making.
- Facilitates comparison of financial performance across different periods.

Report Filters

Caption	Description	Type	Values	Default
Company No.	Specifies the company for which the financial ratios are calculated.	List		Current User's Company
Start Date	The start date of the period for calculating the financial ratios.	Date		Month Start
End Date	The end date of the period for calculating the financial ratios.	Date		Today

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Balances for ratio calculations are generally taken as of the 'Start Date' specified in the filters, unless the ratio specifically requires an average over the period (Start Date to End Date) or activity within the period. For instance, 'Return on Assets', 'Return on Equity', and 'AR Turnover' use average balances or period activity for parts of their calculations. Balances from liability and equity accounts are typically treated as positive values in formulas.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Output

The Financial Ratio report presents a concise list of important financial indicators. Each row in the report details a specific financial ratio, displaying its recognized name alongside its calculated value. These values are dynamically computed by the system for the chosen company and date range, leveraging predefined financial formulas that draw upon balances from the General Ledger based on specific financial reporting flags associated with each account.

Report Columns

The Financial Ratio report is made up of the following columns (in default display order):

Name

Indicates the standard business name of the financial ratio being presented. This name is derived from a predefined list of supported financial ratios within the system. The possible names are: Current Ratio, Quick Ratio, Return On Assets, Return On Equity, Debt To Equity, AR Turnover, and Average Collection Period.

Ratio

Shows the calculated numerical value of the financial ratio for the specified company and period, rounded to two decimal places. The calculation for each specific ratio is as follows:

- **Current Ratio:**
    - Definition: Measures a company's ability to pay short-term obligations (due within one year) with its short-term assets.
    - Calculation: (Total balance of GL accounts flagged as 'Current Assets' as of the Start Date) / (Total balance of GL accounts flagged as 'Current Liabilities' as of the Start Date).
- **Quick Ratio (also known as Acid-Test Ratio):**
    - Definition: Measures a company's ability to meet its short-term obligations with its most liquid assets. It excludes less liquid assets like inventory.
    - Calculation: (Total balance of GL accounts flagged as 'Current Assets' as of the Start Date - Total balance of GL accounts flagged as 'Inventories' as of the Start Date) / (Total balance of GL accounts flagged as 'Current Liabilities' as of the Start Date).
- **Return On Assets (ROA):**
    - Definition: Indicates how profitable a company is in relation to its total assets. It shows how efficiently management is using its assets to generate earnings.
    - Calculation: (Net Income for the period starting from the Start Date) / (Average Total Assets over the period).
        - Net Income is derived from the sum of balances in GL accounts flagged for 'Net Income determination' as of the Start Date.
        - Average Total Assets is calculated as: ((Sum of 'Current Assets' and 'Long-Term Assets' GL account balances as of Start Date) + (Sum of 'Current Assets' and 'Long-Term Assets' GL account balances as of End Date)) / 2.

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- **Return On Equity (ROE):**
    - Definition: Measures the rate of return on the shareholders' equity. It indicates how effectively a company uses shareholder investments to generate profits.
    - Calculation: (Net Income for the period starting from the Start Date) / (Average Stockholder Equity over the period).
        - Net Income is derived from the sum of balances in GL accounts flagged for 'Net Income determination' as of the Start Date.
        - Average Stockholder Equity is calculated as: ((Sum of GL accounts flagged as 'Stockholder Equity' balances as of Start Date) + (Sum of GL accounts flagged as 'Stockholder Equity' balances as of End Date)) / 2.
- **Debt To Equity:**
    - Definition: Indicates the relative proportion of shareholders' equity and debt used to finance a company's assets. A high ratio suggests more leverage and potentially more risk.
    - Calculation: (Total Liabilities as of the Start Date) / (Total Stockholder Equity as of the Start Date).
        - Total Liabilities is the sum of balances from GL accounts flagged as 'Current Liabilities' and 'Long-Term Liabilities'.
        - Total Stockholder Equity is the sum of balances from GL accounts flagged as 'Stockholder Equity'.
- **AR Turnover (Accounts Receivable Turnover):**
    - Definition: Measures how efficiently a company uses its assets by quantifying its effectiveness in collecting its receivables.
    - Calculation: (Net Credit Sales for the period between Start Date and End Date) / (Average Accounts Receivable over the period).
        - Net Credit Sales is the difference in balances (End Date - Start Date) of GL accounts flagged for 'Net Income determination' that are not of 'EXPENSE' type.
        - Average Accounts Receivable is calculated as: ((Balance of the company's primary AR Account as of Start Date) + (Balance of the company's primary AR Account as of End Date)) / 2.
- **Average Collection Period:**
    - Definition: Represents the average number of days it takes for a company to collect payment after a sale has been made.
    - Calculation: 365 / (AR Turnover). The AR Turnover value used is the one calculated by this report as described above.

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121. Report: Sales Clearing Subledger

Path: Accounting > Month End
Report No: Q0173

Purpose

The purpose of the **Sales Clearing Subledger** report is to give accounting users a clear, drill-able listing of every debit and credit that has hit each company's Sales Clearing general-ledger account, tying every entry back to the originating order, invoice, project, and (when applicable) service call. Finance teams use it to confirm that revenue postings have cleared correctly before period close and to troubleshoot out-of-balance sales clearing balances.

Benefits

- Verifies that debits and credits to the Sales Clearing account net to zero for each order item.
- Flags unmatched amounts so month-end variances can be corrected quickly.
- Lets users drill directly to the source order, invoice, project, or master item for faster research.
- Supports branch and department segregation for multi-entity organizations.
- "As of Date" parameter provides a reliable audit snapshot at any historical point.
- Optional roll-up condenses multiple invoices per order into a single line, simplifying reconciliation.
- Checkbox to "Show All" reveals balancing lines that net to zero when full detail is required.
- Helps auditors trace revenue recognition by linking to AR journal entries.

Report Filters

Caption	Description	Type	Values	Default
Company No	Limits the report to transactions for a specific legal entity. If left blank or set to , all companies show.	List	List of companies	
Branch	Filters by branch assigned to the order. Use ALL to include every branch.	List	List of branches	ALL
Department	Filters by department assigned to the order. Use ALL to include every department.	List	List of departments	ALL
As of Date	Shows only journal entries dated on or before the selected date.	Date		Today
Roll Up	When checked, combines multiple invoice lines for the same order into one summarized row.	Checkbox		Unchecked
Show All	When checked, includes lines whose debit and credit offset to zero; otherwise such lines are hidden.	Checkbox		Unchecked

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Inclusions/Exclusions

Type	Description
Inclusion	Only journal entries classified as **Revenue** are considered.
Inclusion	Only entries posted to the company's **Sales Clearing account** are shown.
Exclusion	Transactions dated after the chosen **As of Date** are always excluded.

Report Output

For every contract (order) item that has generated activity in the Sales Clearing account, the report returns both the debit and credit postings drawn from the AR Journal. It pairs those amounts with key operational references including order number, invoice, project, and service call. If a user selects **Roll Up**, the report aggregates multiple invoice items that relate to the same order, presenting one net line per order; otherwise it shows line-level detail. When **Show All** is unchecked, fully balanced items (net 0) are hidden so users can focus on variances. The totals at the bottom of the Debit, Credit, and Total columns give an immediate view of whether the Sales Clearing account is in balance for the selected slice of data.

Report Columns

The **Sales Clearing Subledger** report is made up of the following columns (listed in default display order):

Date

Indicates the journal posting date of the debit or credit entry to the Sales Clearing account.

Order No.

Shows the order number that generated the entry and provides a drill-down link to the order record.

Invoice No.

Displays the invoice tied to the posting and allows zoom to the invoice document.

P

Indicates whether the invoice has been posted to the general ledger ("P" when posted).

Invoice Date

Shows the original invoice date associated with the transaction.

Company

Identifies the legal entity for which the revenue was recorded.

Project No.

Provides the related project number and offers a drill-down to the project definition.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Master No.

Identifies the inventory master item associated with the order line.

Description

Displays the description entered on the order line (typically the item or service sold).

Account

Shows the general-ledger account number that received the entry (should match the company's Sales Clearing account).

Call No

Displays the service call number linked to the order if the sale originated from a service ticket.

Call Status

Indicates the status of the related service call.

Order Det. Stat.

Shows the status of the order item (for example, PICKED, SHIPPED, or CANCELLED).

Project Status

Indicates the status of the associated project (for example, ACTIVE, HOLD, or COMPLETE).

Line No.

Indicates the order line number that produced the posting.

Link No.

Displays the AR batch number that ties the journal entry back to the invoice item.

Debit

Shows the total debit amount posted to the Sales Clearing account for the entry. Totals at the bottom sum all debit amounts.

Credit

Shows the total credit amount posted to the Sales Clearing account for the entry. Totals at the bottom sum all credit amounts.

Total

Calculated as **Debit + Credit**; highlights the net effect of the entry on the Sales Clearing account. Totals at the bottom show the overall net.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Default Sorting

The **Sales Clearing Subledger** report is ordered by default in the following manner:

#	Column	Method
1	Date	Descending
2	Order No.	Ascending

Transactions therefore appear with the most recent postings first, and within each date they are grouped alphabetically by order number.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

122. Report: Sales Clearing Reconciliation

Path: Live Data > MONTH END
Report No: Q0064

Purpose

The purpose of the Sales Clearing Reconciliation report is to provide a detailed listing of transactions recorded in the Sales Clearing Account up to a specified End Date. This helps in reconciling the balance of this account by showing all journal entries that make up its current total, ensuring financial accuracy and identifying any discrepancies.

Benefits

- Provides a clear view of all transactions impacting the Sales Clearing Account, facilitating easier reconciliation.
- Helps identify outstanding or mismatched entries that require investigation before month-end closing.
- Ensures the accuracy of financial statements by verifying the balance of a key suspense account.
- Supports financial audits by providing detailed transaction listings for the Sales Clearing Account.
- Aids in timely month-end closing processes by highlighting reconciliation items.

Report Filters

Caption	Description	Type	Values	Default
End Date	Specifies the cut-off date for transactions to be included in the report. All transactions up to and including this date will be considered.	Date		Today
Company No	Filters the report data for a specific company.	List	List of companies	

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	The report exclusively includes journal entries posted to the 'Sales Clearing Account' as configured for the selected company.
Inclusion	Only invoices that have a net non-zero total amount within the Sales Clearing Account for the period are included in the report.
Inclusion	Data is sourced from journal entry details, specifically focusing on transactions affecting the general ledger.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Relevant System Configurations

Sales Clearing Account: This system configuration defines the specific General Ledger account number that is designated as the "Sales Clearing Account" for each company. The report uses this configuration to fetch all transactions related to this account.

Report Output

The Sales Clearing Reconciliation report provides a summarized list of invoices and their corresponding net amounts that have affected the Sales Clearing Account up to the specified End Date. For each invoice, it shows the invoice date and the customer associated with it. The report aggregates all journal entries related to an invoice within the Sales Clearing Account to present a single net amount, helping to identify the balance attributable to each invoice in this suspense account.

Report Columns

The **Sales Clearing Reconciliation** report is made up of the following columns (in default display order):

Invoice No

Displays the unique identifier of the invoice. This column offers a drill-down capability, allowing users to navigate directly to the detailed Invoice form for further review. This is sourced from the Journal Detail information.

Date

Indicates the date the invoice was issued, as recorded in the Invoice information.

Customer

Shows the name of the customer associated with the invoice. This is sourced from the company name field in the Invoice information.

Amount

Represents the net total amount of journal entries for the respective invoice that have been posted to the Sales Clearing Account up to the selected End Date. This is a calculated sum from the Journal Detail information, reflecting the invoice's impact on the Sales Clearing Account balance.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

123. Report: Inventory Clearing Subledger

Path: Accounting > Month End
Report No: Q0189

Purpose

The purpose of the Inventory Clearing Subledger report is to provide users with a consolidated view of inventory clearing transactions, summarizing key details such as posting dates, order numbers, branch and company identifiers, and aggregated total amounts. This enables efficient tracking and reconciliation of inventory adjustments across the organization.

Benefits

- Enhances visibility into order, branch, and company-level clearing activities.
- Aggregates transaction totals for simplified financial reconciliation.
- Supports timely decision-making with up-to-date transaction data.
- Enables efficient tracking of inventory adjustments and discrepancies.
- Improves audit trails with clear, summarized financial data.
- Enhances operational efficiency through automated reporting.

Report Filters

Caption	Description	Type	Values	Default
Company No	Filters the report to display data for the selected company.	List	List of companies	Current User's Company
Branch	Filters the report to display data for the selected branch.	List	List of branches	Current User's Branch
Department	Filters the report to display data for the selected department.	List	List of departments	ALL
As of Date	Filters the report to show data as of the specified date.	Date		Today
Show All	Determines whether to display all inventory clearing records without additional restrictions.	Checkbox		Unchecked

Inclusions/Exclusions

Type	Description
Exclusion	Excludes inventory clearing entries where the aggregated Total equals zero, ensuring that only transactions with a non-zero clearing amount are displayed.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Output

The Inventory Clearing Subledger report outputs a comprehensive summary of inventory clearing transactions. It aggregates data based on key identifiers such as order number, branch, company, and project number, while also providing details like posting date, master number, and descriptive notes. The report consolidates totals from individual transactions to offer a clear financial overview.
Additionally, the report incorporates drilldown functionality through specific fields, enabling users to access detailed information on call records, orders, and projects. This feature supports deeper analysis when discrepancies or unusual entries are identified.
By excluding entries with a zero total, the report directs focus to significant transactions that impact inventory reconciliation and financial reporting, thus enhancing the overall decision-making process.

Report Columns

The **Inventory Clearing Subledger** report is made up of the following columns (in default display order):

Date

Indicates the date when the inventory clearing transaction was posted, showing the most recent posting date for grouped records.

Order No.

Represents the order number associated with the inventory clearing record, with drilldown functionality to access detailed order information.

Branch

Indicates the branch responsible for the inventory clearing transaction.

Company

Indicates the company associated with the clearing record.

Project No.

Displays the project number related to the inventory clearing transaction, with drilldown capability to access project details.

Call No.

Displays the call identifier associated with the inventory clearing record, with drilldown capability to view detailed call information.

Master No.

Shows the master number linked to the inventory clearing transaction.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Description

Provides a brief description of the inventory clearing entry.

Line No.

Displays the line number representing the individual sequence of the transaction within a clearing record.

Link No.

Indicates the reference link number used to associate related inventory clearing records.

Total

Displays the aggregated total amount for the inventory clearing transaction, summarizing the sum of individual line totals.

Default Sorting

#	Column	Method
1	Date	Descending
2	Order No.	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

124. Report: Inventory Clearing Reconciliation

Path: Live Data > MONTH END
Report No: Q0029

Purpose

The purpose of the Inventory Clearing Reconciliation report is to provide a detailed listing of transactions posted to the Inventory Clearing General Ledger account. This report helps users verify and reconcile these transactions, ensuring that amounts temporarily held in this account are correctly accounted for and moved to their final destinations, which is crucial for accurate financial statement preparation, particularly during month-end closing processes.

Benefits

- **Accurate Financials:** Ensures the Inventory Clearing account is properly reconciled, contributing to the accuracy of balance sheets and income statements.
- **Discrepancy Identification:** Helps quickly identify and investigate any discrepancies or outstanding balances in inventory-related transactions.
- **Month-End Support:** Streamlines the month-end closing process by providing a clear view of all movements within the Inventory Clearing account.
- **Improved Auditability:** Offers a detailed trail of transactions affecting inventory clearing, aiding internal and external audits.
- **Enhanced Transaction Visibility:** Provides clarity on how costs flow from orders, projects, or service calls through the inventory clearing mechanism.

Report Filters

Caption	Description	Type	Values	Default
Start Date	Filters the report to include journal entries posted on or after this date.	Date		Today
End Date	Filters the report to include journal entries posted up to this date.	Date		Today
Company No	Specifies the company for which to run the report. This determines the specific Inventory Clearing Account used for reconciliation.	List	List of companies	Current User's Company
Order No	Filters the report for a specific Order. If left blank or "ALL" is entered, the report includes transactions for all relevant Orders.	Text		

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Transactions posted to the specific General Ledger account designated as the 'Inventory Clearing Account' for the selected company.
Inclusion	Only Orders, Projects, or Service Calls where the net sum of related journal entry amounts in the Inventory Clearing Account is not zero.

Report Output

The Inventory Clearing Reconciliation report details financial transactions that have passed through the company's Inventory Clearing account within the specified date range.
If a specific Order Number is not provided in the filters, the report summarizes these transactions, displaying one line per unique combination of Order, its latest ship/receipt date, associated Project Number (if any), and associated Service Call Number (if any). For each such combination, it shows the total net amount that affected the Inventory Clearing account.

If a specific Order Number is filtered, the report provides a more detailed breakdown. It lists individual Order Items from that Order that have corresponding entries in the Inventory Clearing account, showing details like line number, quantity, item identifier (Master No), description, price, cost, ship date, and the specific amount reconciled from inventory suspense for that item.

The data is primarily sourced from journal entry information, linked to Orders, Order Items, Projects, and Service Calls. Users with appropriate permissions may be able to customize the grid to add or remove additional columns from the underlying Order information.

Report Columns

The **Inventory Clearing Reconciliation** report is made up of the following columns (in default display order):

Order No

Indicates the Order number associated with the inventory clearing transaction. This column provides a zoom drilldown capability, allowing users to navigate directly to the detailed Order record.

Ship Date

Indicates the latest shipment date associated with the items on the Order. If the transaction relates to a Returned Materials Authorization (RMA), this date represents the date the item was received back. This is derived from the shipment or receipt dates recorded on the Order Items.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Project No

Indicates the Project number linked to the inventory clearing transaction, if applicable. This column provides a zoom drilldown capability, allowing users to navigate directly to the detailed Project record.

Call No

Indicates the Service Call number linked to the inventory clearing transaction, if applicable.

Amount

Shows the total net sum of journal entry amounts posted to the Inventory Clearing Account for the associated Order (or Project/Service Call if not broken down by a specific Order filter) within the specified date range. This value is calculated by summing relevant amounts from the journal entry information.

Default Sorting

The Inventory Clearing Reconciliation report is ordered by default in the following manner:

#	Column	Method
1	Order No	Ascending

(When a specific Order No. is filtered, the results are sorted by Order Item Line No in Ascending order.)

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

125. Report: Subledger AR

Path: Live Data > NO CATEGORY
Report No: Q0192

Purpose

The purpose of the Subledger AR report is to reconcile the Accounts Receivable (AR) subledger balance with the corresponding General Ledger (GL) control account balance for a specified company and accounting period. This report helps users identify and investigate discrepancies between the detailed AR transactions and the GL summary, ensuring financial accuracy.

Benefits

- **Improved Financial Accuracy**: Ensures that the AR subledger and GL control account are in agreement, leading to more reliable financial statements.
- **Faster Period Closing**: Streamlines the AR reconciliation process, contributing to a quicker month-end or year-end close.
- **Enhanced Control Over Receivables**: Provides a detailed view of AR transactions and balances, helping to identify issues such as unrecorded payments or incorrect invoicing promptly.
- **Proactive Error Detection**: Highlights variances between the subledger and GL, enabling timely investigation and correction of posting errors or system issues.
- **Detailed Audit Trail**: Offers a clear breakdown of transactions affecting the AR balance, supporting internal and external audit requirements.
- **Informed Decision-Making**: Provides accurate AR data, which is crucial for cash flow forecasting and credit management decisions.

Report Filters

Caption	Description	Type	Values	Default
Interval	Specifies the time interval (e.g., Day, Month) used to group and summarize AR transactions and balance changes within the selected period.	List	Day, Month, Quarter, Year	
Run Mode	Determines the level of detail and presentation format for the report output.	List	Summary, Verify, Detail, Silent, Documentation	
Company No	Identifies the specific company for which the AR subledger reconciliation will be performed.	Text	List of companies	
Start Date	The start date of the reporting period for which the AR reconciliation is to be performed. Defaults to the first day of the previous month if left blank.	Date		Today

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Caption	Description	Type	Values	Default
End Date	The end date of the reporting period for which the AR reconciliation is to be performed. Defaults to the last day of the Start Date's month if left blank.	Date		Today
Account No	The General Ledger account number for Accounts Receivable. If left blank, the report will use the default AR account configured for the selected Company.	Text		

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Only posted Invoices are considered when calculating the AR subledger balance.
Exclusion	Voided invoices are excluded from the AR subledger balance calculation.
Inclusion	Only General Ledger journal entries with a non-zero amount are considered when calculating changes to the GL AR account balance.
Inclusion	The report focuses exclusively on the AR activity related to the specified Company Number and the designated AR Account Number.
Exclusion	Intervals or transaction lines indicating "No Activity" (where no relevant GL transactions occurred) are generated during processing but are typically hidden from the final displayed report output.

Report Output

The Subledger AR report provides a comparative analysis of Accounts Receivable (AR) balances as recorded in the General Ledger (GL) versus the AR subledger. It presents this reconciliation over a user-defined date range, broken down by specified time intervals (e.g., Day, Month, Quarter, Year).
For each interval, the report displays:

- The opening balances for both the GL AR account and the AR subledger.
- The variance between these opening balances.
- The total credits and debits that affected the GL AR account during that interval.
- The closing balances for both the GL AR account and the AR subledger.
- The variance between these closing balances.

The level of detail shown depends on the selected "Run Mode":

- **Summary** and **Verify** modes provide one line per interval, summarizing the financial movements and balances.
- **Detail** mode expands on this by listing individual GL transactions (journal entries) that occurred within each interval, including their date, type, reference number (like Invoice number), and description.

The report uses color-coding to highlight intervals where the variance between the GL and subledger has changed, remained consistent, or if both systems are in balance. It also provides drill-down capabilities, allowing users to navigate to more granular time periods, view specific source documents, or access a data integrity validation report if significant discrepancies are detected.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Columns

The **Subledger AR** report is made up of the following columns (in default display order):

Account No

Indicates the General Ledger account number for Accounts Receivable that is being reconciled.

Account Desc

Indicates the description of the General Ledger AR account.

Open Date

Indicates the start date of the specific interval (e.g., day, month, quarter, year) being reported.

Close Date

Indicates the end date of the specific interval being reported.

Transaction Date

Indicates the date of the individual GL transaction. This column is primarily populated and relevant when the "Run Mode" is set to "Detail".

Open GL Bal

Shows the balance of the AR control account in the General Ledger at the beginning of the specified interval. This is derived from GL account balance information.

Open Sub Bal

Shows the total outstanding balance from the Accounts Receivable subledger (sum of posted, non-voided Invoice balances, adjusted for payments) at the beginning of the specified interval.

Open Variance

Shows the difference between the "Open GL Bal" and "Open Sub Bal" at the start of the interval. It is calculated as: Open GL Bal - Open Sub Bal.

Credits

Shows the sum of all credit amounts posted to the GL AR account during the interval. These are derived from GL journal entries where the amount is negative (representing decreases to AR).

Debits

Shows the sum of all debit amounts posted to the GL AR account during the interval. These are derived from GL journal entries where the amount is positive (representing increases to AR).

Close GL Bal

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Shows the balance of the AR control account in the General Ledger at the end of the specified interval. This is calculated by taking the "Open GL Bal" and adding "Debits" and subtracting "Credits" (or more precisely, by adding the net change from GL journal entries in the period).

Close Sub Bal

Shows the total outstanding balance from the Accounts Receivable subledger at the end of the specified interval. This is calculated by taking the "Open Sub Bal" and adjusting for new Invoices issued and payments/adjustments applied during the period.

Close Variance

Shows the difference between the "Close GL Bal" and "Close Sub Bal" at the end of the interval. It is calculated as: Close GL Bal - Close Sub Bal.

Link Type

Indicates the type of source document or transaction that generated the GL entry (e.g., "Invoice"). This is derived from GL journal information and is primarily populated and relevant when "Run Mode" is "Detail".

Link No

Indicates the reference number of the source document (e.g., Invoice number) associated with the GL transaction. This column allows users to drill down to view the source document or a more detailed report, depending on the "Run Mode" and interval settings. This is primarily populated and relevant when "Run Mode" is "Detail".

Link Desc

Provides a description for the GL transaction, typically combining the entry type and any comments from the GL journal information. This is primarily populated and relevant when "Run Mode" is "Detail".

Summation Rows

The Subledger AR report features the following colored summation rows to highlight the status of reconciliation for each interval:

- **Light Grey**: Indicates that the variance (difference) between the General Ledger balance and the Subledger balance has **not changed** from the beginning to the end of the interval. This means that while a discrepancy might exist, it remained constant throughout this specific period.
- **Light Yellow**: Indicates that the variance (difference) between the General Ledger balance and the Subledger balance **has changed** during the interval. This highlights periods where the discrepancy either increased or decreased, signaling potential new reconciliation issues or partial resolutions within that timeframe that require investigation.

(If a row has no specific color, it typically means the General Ledger and Subledger were in balance at both the start and end of the interval.)

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Default Sorting

The Subledger AR report is ordered by default in the following manner, depending on the selected "Run Mode":

For "Summary" and "Verify" Run Modes:

#	Column	Method
1	Account No	Ascending
2	Open Date	Ascending

For "Detail" Run Mode:

#	Column	Method
1	Account No	Ascending
2	Open Date	Ascending
3	Transaction Date	Ascending
4	Link Type	Ascending
5	Link No	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

126. Report: Subledger AP

Path: Live Data > NO CATEGORY
Report No: Q0193

Purpose

The purpose of the Subledger AP report is to provide a comprehensive reconciliation between the Accounts Payable (AP) subledger and the corresponding AP balance in the General Ledger (GL). It helps identify and analyze discrepancies for a specified company and AP account over a selected period.

Benefits

- Ensures accuracy of financial records by highlighting discrepancies between the AP subledger and GL.
- Facilitates timely month-end and year-end closing processes by providing a clear reconciliation path.
- Improves financial control by offering detailed visibility into AP account balances and transaction flows.
- Helps in identifying potential errors in Vendor Invoice posting or payment processing.
- Supports audit requirements by providing a traceable reconciliation between the subledger and general ledger.
- Aids in investigating variances with flexible interval and detail level reporting.

Report Filters

Caption	Description	Type	Values	Default
Interval	Determines the time period grouping (e.g., Day, Month, Quarter, Year) for summarizing and displaying the reconciliation data.	List	Day, Month, Quarter, Year	
Run Mode	Specifies the level of detail and output format. 'Summary' provides a high-level overview by interval. 'Verify' focuses on intervals with discrepancies. 'Detail' shows individual transaction details.	List	Summary, Verify, Detail, Silent, Documentation	
Company No	Specifies the company for which the AP subledger reconciliation is performed. This filters data to a specific legal financial entity.	Text	List of companies	
Start Date	Defines the starting date for the reconciliation period. Transactions on or after this date are included.	Date		Today
End Date	Defines the ending date for the reconciliation period. Transactions up to and including this date are included.	Date		Today
Account No	Specifies the AP General Ledger account number to be reconciled. If left blank, the report defaults to the primary AP account defined for the selected company.	Text		

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Only posted Vendor Invoices are considered for subledger balance calculations.
Exclusion	Voided vendor invoices are excluded from subledger balance calculations.
Exclusion	Journal entries with a zero amount (Amount = 0.) are excluded when detailing transaction activities.

Report Output

The Subledger AP report provides a detailed reconciliation between the Accounts Payable (AP) subledger and the General Ledger (GL) for a specified AP account and company, over a user-defined period. It begins by calculating and displaying the opening balances for both the GL and the AP subledger as of the report's start date.
The report then processes transactions within the selected period, broken down by the chosen interval (Day, Month, Quarter, or Year). For each interval, it shows the total credits and debits affecting the AP account. Based on these activities, it calculates the closing balances for both the GL and the AP subledger, and prominently displays any variance between the two.

The level of detail shown depends on the 'Run Mode' selected: 'Summary' and 'Verify' modes provide aggregated figures per interval, while 'Detail' mode lists individual transactions. This allows users to pinpoint when and where discrepancies occurred.

The report is designed to help users identify differences between the subledger and GL, facilitating investigation and correction of financial records. It highlights variances and, in certain modes, provides drill-down capabilities to the source transactions or related integrity checks.

Report Columns

The **Subledger AP** report is made up of the following columns (in default display order as per the report definition; actual visibility may depend on the 'Run Mode' selected):

Account No

Indicates the General Ledger account number being reconciled. This is based on the 'Account No' filter or the default AP account for the selected company.

Account Description

Indicates the description of the General Ledger account being reconciled, retrieved from GL Account information.

Open Date

Indicates the start date of the specific interval (e.g., day, month, quarter, year) being reported for reconciliation.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Close Date

Indicates the end date of the specific interval being reported for reconciliation.

Transaction Date

Indicates the date of the specific journal entry. This column is primarily displayed when 'Run Mode' is 'Detail'.

Open GL Balance

Shows the General Ledger balance for the AP account at the beginning of the reported interval. This column is primarily displayed in 'Summary' and 'Verify' modes.

Open Subledger Balance

Shows the Accounts Payable subledger balance for the AP account at the beginning of the reported interval. This is derived from outstanding Vendor Invoices posted prior to the interval's start date, adjusted for any payments made against them that fall after the interval's start date. This column is primarily displayed in 'Summary' and 'Verify' modes.

Open Variance

Calculated as (Open GL Balance - Open Subledger Balance), indicating the difference between the GL and subledger at the start of the interval. This column is primarily displayed in 'Summary' and 'Verify' modes.

Credits

Shows the total credit amount posted to the AP account within the interval. In 'Summary' and 'Verify' modes, this is an aggregate of all credit journal entries for the interval. In 'Detail' mode, this reflects individual credit transactions (where journal entry amount is less than zero).

Debits

Shows the total debit amount posted to the AP account within the interval. In 'Summary' and 'Verify' modes, this is an aggregate of all debit journal entries for the interval. In 'Detail' mode, this reflects individual debit transactions (where journal entry amount is greater than zero).

Close GL Balance

Shows the General Ledger balance for the AP account at the end of the reported interval. It is calculated as (Open GL Balance - sum of net journal entry amounts for the interval). This column is primarily displayed in 'Summary' and 'Verify' modes.

Close Subledger Balance

Shows the Accounts Payable subledger balance for the AP account at the end of the reported interval. This is calculated by taking the opening subledger balance, adding new Vendor Invoices posted during the interval (adjusted for future payments against them), and subtracting payments/adjustments made during the interval against older Vendor Invoices. This column is primarily displayed in 'Summary' and 'Verify' modes.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Close Variance

Calculated as (Close GL Balance - Close Subledger Balance), indicating the difference between the GL and subledger at the end of the interval. This column is primarily displayed in 'Summary' and 'Verify' modes.

Link Type

Indicates the type of document or transaction linked to the journal entry (e.g., 'VOUCHER' for Vendor Invoices). This column is primarily displayed when 'Run Mode' is 'Detail'.

Link No

Indicates the reference number of the document or transaction linked to the journal entry (e.g., a Vendor Invoice number). This column provides drilldown capability to the source Vendor Invoice. This column is primarily displayed when 'Run Mode' is 'Detail'.

Link Description

Provides a description for the journal entry, typically combining the entry type and any associated comments from the journal transaction. This column is primarily displayed when 'Run Mode' is 'Detail'.

Summation Rows

The Subledger AP report features the following row color indicators to highlight the reconciliation status for each interval:

- **Standard (No specific color)**: Indicates that for the given interval, the General Ledger balance and the Subledger balance were equal at both the beginning and the end of the interval (i.e., zero variance at open and close, and throughout if no transactions occurred).
- **Light Gray**: Indicates that for the given interval, the variance between the General Ledger balance and the Subledger balance remained constant from the beginning to the end of the interval, though a non-zero variance might still exist.
- **Light Yellow**: Indicates that for the given interval, the variance between the General Ledger balance and the Subledger balance changed from the beginning to the end of the interval. This typically warrants further investigation to identify the cause of the change in variance.

Default Sorting

The Subledger AP report is ordered by default in the following manner. Note that the applicability of sorting by columns 3-5 depends on the 'Run Mode' selected, being most relevant for 'Detail' mode.

#	Column	Method
1	Account No	Ascending
2	Open Date	Ascending
3	Transaction Date	Ascending
4	Link Type	Ascending
5	Link No	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

127. Report: Pre-Paid Expense Journal Entries

Path: Live Data > ACCOUNTING
Report No: Q0048

Purpose

The purpose of the Pre-Paid Expense Journal Entries report is to provide a detailed listing of accounting entries related to pre-paid expenses. This report helps users track and verify journal entries generated from Vendor Invoices that have been marked for pre-paid expense recognition within a specified date range, company, and branch.

Benefits

- Efficiently track the amortization of pre-paid expenses.
- Ensure accurate financial reporting for pre-paid assets.
- Verify journal entries against their source Vendor Invoices.
- Facilitate month-end closing processes related to pre-paid expenses.
- Provide a clear audit trail for all pre-paid expense transactions.
- Improve visibility into expense recognition schedules across different periods.

Report Filters

Caption	Description	Type	Values	Default
Company No	Filters the report by the specified Company.	List	List of companies	
Branch	Filters the report by the specified Branch.	List	List of branches	
Start Date	The beginning date of the range for which pre-paid expense entries will be included. The report includes entries on or after this date.	Date		Today
End Date	The ending date of the range for which pre-paid expense entries will be included. The report includes entries up to this date.	Date		Today

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Only includes journal entries specifically identified as 'PREEXPENSE' type from the Accounts Payable journal information.
Inclusion	Includes pre-paid expense entries that are linked to a Vendor Invoice Item, ensuring each entry is associated with a source Vendor Invoice.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Output

The report displays a detailed list of journal entries related to pre-paid expenses. Each row represents an individual accounting entry, showing information derived from Vendor Invoice Items and their corresponding Accounts Payable journal entries. The output includes key details such as the vendor invoice master number, item description, the date of the journal entry, the GL account, the transaction amount, any associated comments, and the company number. This allows for a clear view of how pre-paid expenses are being recognized over the specified period.

Report Columns

The **Pre-Paid Expense Journal Entries** report is made up of the following columns (in default display order):

Zoom Drilldown

Provides a drilldown link to the source AP Entry form for the journal entry.

Master No

Displays the Master Number (product/service identifier) of the item on the Vendor Invoice. This is sourced from the Vendor Invoice Item information.

Description

Indicates the description of the item from the Vendor Invoice Item. This is sourced from the Vendor Invoice Item information.

Date

Indicates the date of the pre-paid expense journal entry. This is sourced from the AP Journal information.

Account

Indicates the GL account number to which the pre-paid expense entry was posted. This is sourced from the AP Journal information.

Amount

Indicates the monetary amount of the pre-paid expense journal entry. This is sourced from the AP Journal information.

Comment

Indicates any comments associated with the pre-paid expense journal entry. This is sourced from the AP Journal information.

Company No.

Indicates the company number associated with the pre-paid expense journal entry. This is sourced from the AP Journal information.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Base Table Invoice No.

Displays the unique identifier of the source Vendor Invoice. This is directly sourced from the Vendor Invoice information.

Default Sorting

The Pre-Paid Expense Journal Entries report is ordered by default in the following manner:

#	Column	Method
1	Date	Ascending
2	Master No	Ascending
3	Account	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

128. Report: Vendor Deposit Subledger

Path: Live Data > MONTH END
Report No: Q0335

Purpose

The purpose of the Vendor Deposit Subledger report is to provide a detailed listing of vendor invoices that have an outstanding deposit balance. It is designed to help users track and reconcile vendor deposit liabilities by showing the status of these deposits, considering both the amounts recorded on the vendor invoices and subsequent adjustments from Accounts Payable journal entries that occur after a specified "As Of Date".

Benefits

- **Accurate Tracking of Liabilities:** Enables precise monitoring of outstanding vendor deposit amounts.
- **Improved Reconciliation:** Facilitates the reconciliation of the vendor deposit subledger with the general ledger vendor deposit control account(s).
- **Enhanced Financial Visibility:** Offers a clear view of deposit balances, including adjustments for activity posted after the reporting date, which can be useful for forecasting or accrual purposes.
- **Month-End Support:** Assists in month-end closing processes by providing a snapshot of vendor deposit liabilities.
- **Audit Support:** Provides detailed transaction history for vendor deposits, which can be valuable during financial audits.

Report Filters

Caption	Description	Type	Values	Default
Company No	Specifies the company for which the report will be run. The report will only include vendor deposit information associated with this selected company.	List	List of companies	Current User's Company
As Of Date	Defines the primary date reference for the report. Vendor Invoices posted on or before this date are included. This date also serves as a baseline for the 'AP Adjustment Amount' calculation.	Date		Today

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	The report includes Vendor Invoices that were posted on or before the selected "As Of Date".
Inclusion	Vendor Invoices are included if their recorded deposit balance is not zero, OR if their recorded deposit balance when combined with the calculated 'AP Adjustment Amount' is not zero.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Type	Description
Inclusion	The 'AP Adjustment Amount' calculation specifically considers Accounts Payable journal entries associated with the Vendor Deposit Account configured for the selected company in System Setup.
Exclusion	When calculating the 'AP Adjustment Amount' from Accounts Payable journal information, entries with an AP Type of 'FE' (Fee) or 'INVOICE' are excluded from the sum.

Relevant System Configurations

Vendor Deposit Account: This system configuration (found in Company Account Setup) defines the General Ledger account number used to track vendor deposits. The report uses this account to identify relevant transactions in Accounts Payable journal information when calculating the 'AP Adjustment Amount'.

Report Output

The Vendor Deposit Subledger report presents a detailed list of vendor invoices that have a deposit component. It focuses on invoices posted on or before the user-selected "As Of Date". For each relevant Vendor Invoice, the report displays its original deposit balance as recorded in the system. Crucially, it also calculates an "AP Adjustment Amount" by summing specific Accounts Payable journal entries (related to the system-defined 'Vendor Deposit Account') that were posted *after* the "As Of Date". The report then shows a "Net Deposit Balance", which is the sum of the invoice's original deposit balance and this AP Adjustment Amount. This provides a view of the deposit status when these subsequent financial activities are taken into account.

Report Columns

The **Vendor Deposit Subledger** report is made up of the following columns (in default display order):

Vendor No.

Displays the unique identifier of the vendor associated with the Vendor Invoice. Provides a drilldown to the vendor's detailed information.

Vendor Name

Displays the name of the vendor associated with the Vendor Invoice. This information is sourced from the Customer information, as vendors are also maintained there.

Purchase Order No.

Displays the Purchase Order number linked to the Vendor Invoice, if any. Provides a drilldown to the Purchase Order details.

PO Subtotal

Shows the subtotal amount from the associated Purchase Order, if a Purchase Order is linked to the Vendor Invoice.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Vendor Invoice No.

Displays the unique identifier for the Vendor Invoice. Provides a drilldown to the Vendor Invoice details.

Vendor Invoice Date

Shows the date recorded on the Vendor Invoice.

Vendor Invoice Tax Amount

Shows the tax amount specified on the Vendor Invoice.

Vendor Invoice Amount

Shows the total amount of the Vendor Invoice (sum of subtotal, tax, and other charges, less discounts).

Vendor Invoice Paid Amount

Shows the total amount that has been paid against the Vendor Invoice.

AP Adjustment Amount

Shows the net sum of Accounts Payable journal entries that adjust the deposit. These entries are posted *after* the report's 'As Of Date', are linked to the specific Vendor Invoice, and debit/credit the system-configured 'Vendor Deposit Account'. AP journal entries with an AP Type of 'FE' (Fee) or 'INVOICE' are excluded from this sum. A negative value typically indicates applications or refunds of the deposit occurring after the 'As Of Date', while a positive value would indicate increases to the deposit after that date.

Net Deposit Balance

Shows the calculated net deposit balance for the Vendor Invoice. This is computed as the original deposit balance recorded on the Vendor Invoice plus the 'AP Adjustment Amount'. A non-zero value indicates a remaining deposit liability or asset, considering the subsequent adjustments.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

129. Report: Credit Card Deposit SubLedger

Path: Live Data > NO CATEGORY
Report No: Q0348

Purpose

The purpose of the Credit Card Deposit SubLedger report is to provide a detailed listing of all credit card deposit transactions recorded in the General Ledger. It helps users track deposits associated with service calls, including transaction dates, amounts, related service call information, credit card details, and their invoicing status up to a specified date.

Benefits

- Improved tracking and visibility of credit card deposits made for Service Calls.
- Enhanced reconciliation of the Customer Deposits liability account against General Ledger entries.
- Clear identification of deposits that have been applied to invoices versus those still pending application.
- Supports financial auditing processes by providing a detailed trail of credit card deposit transactions.
- Aids in managing cash flow by offering insights into collected customer deposits.
- Facilitates review of credit card usage and associated Service Call activities.

Report Filters

Caption	Description	Type	Values	Default
As Of Date	Filters the report to show credit card deposit transactions recorded on or before this date.	Date		Today
Entity No	Filters the report for credit card deposits associated with the selected Q360 legal financial entity (or entities). This corresponds to the company that processed the deposit.	List	List of companies	Current User's Company

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Only includes General Ledger transactions specifically identified with a distribution type of 'CCDEPOSIT'.
Inclusion	Only includes General Ledger transactions posted to the company's designated Customer Deposits liability account, ensuring that only relevant deposit entries are shown.
Inclusion	When determining if a deposit has been invoiced, the report specifically considers Accounts Receivable journal entries of type 'CCDEPOSIT' linked to the Customer Deposits liability account and the original deposit transaction.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Relevant System Configurations

Customer Deposits Account: The report identifies credit card deposit transactions by looking at entries posted to the 'Customer Deposits Account'. This specific General Ledger account is configured for each Q360 legal financial entity in the Company Setup section of Q360. Correct configuration of this account is crucial for the report to accurately display deposit data.

Report Output

The Credit Card Deposit SubLedger report provides a detailed itemization of credit card deposits recorded within the Q360 system. Each line in the report corresponds to a specific deposit transaction linked to a service call. The output includes key details such as the transaction date, the deposit amount, the associated service call number, the Q360 legal entity and branch involved, information about the credit card used (name on card, masked card number, card type), and the GL account impacted. Crucially, the report also indicates whether each deposit has been subsequently applied to an invoice and, if so, provides the relevant invoice number. This allows for a clear audit trail from deposit collection to its application.

Report Columns

The **Credit Card Deposit SubLedger** report is made up of the following columns (in default display order):

Entry No

Indicates the unique General Ledger journal entry number for the deposit transaction.

Date

Indicates the date the credit card deposit was recorded in the General Ledger.

Amount

Shows the monetary value of the credit card deposit, displayed as a positive amount.

Call No

Indicates the Service Call number associated with this credit card deposit. This column provides a drilldown to the Service Call information.

Dispatch No

Indicates the unique identifier for the dispatch record related to the Service Call.

Call Type

Indicates the type classification of the associated Service Call (e.g., T&M, Warranty).

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Company No

Indicates the identifier of the Q360 legal financial entity that processed the service call and the deposit.

Branch

Indicates the branch associated with the service call for which the deposit was taken.

Card Name

Shows the name on the credit card used for the deposit, if available.

Card No

Displays the (typically masked) credit card number used for the deposit, if available.

Card Type

Indicates the type of credit card used (e.g., Visa, MasterCard), if available.

Dist Type

Shows the distribution type of the General Ledger transaction, which is always 'CCDEPOSIT' for records in this report.

Account

Indicates the General Ledger account number to which the deposit was posted. This is typically the Customer Deposits liability account configured for the entity.

Ref No

Shows the reference number associated with the GL journal entry. For credit card deposits, this often links to the specific credit card transaction identifier from the CreditCardTran information.

Invoiced

Indicates whether the credit card deposit has been applied to an invoice. 'Y' means it has been applied; 'N' means it has not. This status is determined by checking for a corresponding 'CCDEPOSIT' type entry in the Accounts Receivable journal information (AR Journal) linked to the deposit.

Invoice No

If the deposit has been applied to an invoice (i.e., 'Invoiced' column is 'Y'), this column shows the corresponding Invoice number. This column provides a drilldown to the Invoice information.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

130. Report: AP Journal

Path: Accounting > Reports
Report No: Q0165

Purpose

The purpose of the AP Journal report is to provide a detailed listing of Accounts Payable journal transactions within a specified date range for selected companies. This allows users to review financial postings related to vendor invoices, payments, and other AP activities, ensuring accuracy and control over payables.

Benefits

- Provides detailed visibility into all Accounts Payable journal entries.
- Facilitates the reconciliation of the Accounts Payable sub-ledger with the General Ledger.
- Aids in tracking payments and financial obligations to vendors.
- Supports internal and external financial auditing processes.
- Helps in monitoring and managing cash outflows related to vendor payables.
- Enables review of AP transaction accuracy by date, entry, and account.

Report Filters

Caption	Description	Type	Values	Default
Company No	Specifies the company or companies for which to retrieve AP journal entries. '' or 'ALL' includes all.	List	List of companies	Current User's Company
Start Date	Defines the start date of the reporting period for AP journal entries.	Date		Month Start
End Date	Defines the end date of the reporting period for AP journal entries.	Date		Today

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	All Accounts Payable journal entries from AP Journal information that match the selected filter criteria and date range.
Inclusion	Corresponding company names for the journal entries, retrieved from Company information.
Exclusion	Journal entries outside the specified 'Start Date' and 'End Date' range.
Exclusion	Journal entries for companies not matching the 'Company No' filter selection.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Output

The AP Journal report provides a comprehensive list of individual journal entries related to Accounts Payable. For each entry, it details the transaction date, entry number, the specific GL account affected, associated comments, reference numbers, and the corresponding debit or credit amounts. It also includes information about the fiscal period and year, who created the entry, and when it was created. The report sources data primarily from the AP Journal information, linking to Company information to display company names. Debit and Credit amounts are dynamically determined based on the transaction amount recorded in the AP Journal information.

Report Columns

The **AP Journal** report is made up of the following columns (in default display order):

Entry No

Indicates the unique identifier for the AP journal entry.

Comment

Displays any comments or notes recorded with the AP journal entry.

Account

Shows the General Ledger account number impacted by the AP journal entry.

Debit

Shows the debit amount for the journal line. This value is derived from the Amount field in the AP Journal information; if the Amount is positive, it is displayed here. Otherwise, this column shows zero.

Credit

Shows the credit amount for the journal line. This value is derived from the Amount field in the AP Journal information; if the Amount is negative, its absolute value is displayed here. Otherwise, this column shows zero.

Date

Indicates the transaction date of the AP journal entry.

Vendor Invoice No

Displays the vendor invoice number related to the AP journal entry. This column provides a drilldown capability to view the details of the corresponding Vendor Invoice.

Reference No.

Shows any additional reference number associated with the AP journal entry.

Period

Indicates the fiscal period (e.g., month number) to which the AP journal entry is posted.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Year

Indicates the fiscal year to which the AP journal entry is posted.

Added By

Indicates the User ID of the person who created the AP journal entry.

Add Date

Shows the date and time when the AP journal entry was created in the system.

Company

Displays the name of the company associated with the AP journal entry. Data is retrieved from Company information.

Default Sorting

The AP Journal report is ordered by default in the following manner:

#	Column	Method
1	Company No	Ascending
2	Date	Ascending
3	Entry No	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

131. Report: AR Journal

Path: Accounting > Reports
Report No: Q0199

Purpose

The purpose of the AR Journal report is to provide a detailed listing of Accounts Receivable journal transactions, offering insights into financial entries related to customer invoices, payments, and adjustments within a specified period for selected companies. This report helps users track and verify AR activities recorded in the system.

Benefits

- Provides a clear audit trail for all Accounts Receivable transactions.
- Facilitates reconciliation of the Accounts Receivable sub-ledger with the General Ledger.
- Enables detailed tracking of financial movements, including debits and credits to AR accounts.
- Supports financial analysis by offering a granular view of AR journal entries.
- Assists in period-end closing processes by ensuring AR data accuracy.
- Helps identify and investigate specific AR transactions quickly using various details like invoice number, reference number, and dates.

Report Filters

Caption	Description	Type	Values	Default
Company	Specifies the company number for which to display AR journal transactions. Enter a specific company number, or use '' or 'ALL' for all companies.	Text		
Start Date	The start date of the period for which AR journal transactions will be included in the report. Transactions on or after this date are selected.	Date		Today
End Date	The end date of the period for which AR journal transactions will be included in the report. Transactions up to and including this date are selected.	Date		Today

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Only Accounts Receivable journal entries associated with a valid, existing company in Company information are included.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Output

The AR Journal report provides a comprehensive list of individual Accounts Receivable journal transactions that fall within the selected company (or all companies) and specified date range. Each line item in the report corresponds to a distinct AR journal entry, detailing its financial impact (debit or credit), relevant dates, associated account numbers, and reference identifiers such as invoice numbers. The report sources this information directly from AR Journal records and links it with corresponding Company information for clarity. This allows for a detailed examination of AR activities for accounting, auditing, and reconciliation purposes.

Report Columns

The **AR Journal** report is made up of the following columns (in default display order):

Company No.

Indicates the unique identifier of the company associated with the AR journal entry.

Company

Indicates the name of the company associated with the AR journal entry, retrieved from Company information.

Entry No.

Indicates the entry number assigned to the AR journal transaction.

Comment

Indicates any comments or notes recorded for the AR journal entry.

Account

Indicates the General Ledger account number affected by the AR journal entry.

Debit

Shows the debit amount of the AR journal transaction. This value is derived from the transaction's 'Amount' field if it is positive; otherwise, it shows zero.

Credit

Shows the credit amount of the AR journal transaction. This value is derived from the transaction's 'Amount' field if it is negative (displayed as a positive value); otherwise, it shows zero.

Date

Indicates the date of the AR journal transaction.

Invoice No.

Indicates the invoice number related to the AR journal entry, if applicable.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Ref. No.

Indicates the reference number associated with the AR journal entry.

Per.

Indicates the General Ledger fiscal period to which the AR journal entry is posted.

Year

Indicates the General Ledger fiscal year to which the AR journal entry is posted.

Added By

Indicates the User ID of the person who added the AR journal entry.

Add Date

Indicates the date and time when the AR journal entry was added to the system.

Default Sorting

The AR Journal report is ordered by default in the following manner:

#	Column	Method
1	Date	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

132. Report: AR Journal Entries

Path: Accounting > Accounts Receivable > Reports
Report No: Q0008

Purpose

The purpose of the AR Journal Entries report is to provide a detailed, chronological listing of all Accounts Receivable (AR) journal entries recorded within the system. This report serves as a fundamental tool for financial auditing, reconciliation of the AR subledger to the General Ledger, and detailed analysis of customer-related financial transactions.

Benefits

- Provides a complete and detailed audit trail for all Accounts Receivable transactions.
- Aids in the reconciliation of the AR subledger with the General Ledger.
- Offers clear visibility into revenue, customer payments, credit memos, and other AR-related financial movements.
- Supports financial analysis and period-end closing procedures by detailing all entries within a specific timeframe.
- Helps accounting staff troubleshoot and resolve discrepancies in customer accounts.

Report Filters

Caption	Description	Type	Default
Company No	Filters the report to show journal entries for a specific legal company entity.	List	Current User's Company
Start Date	The beginning date for the range of journal entries to be included in the report.	Date	Month Start
End Date	The ending date for the range of journal entries to be included in the report.	Date	Today

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	The report includes all posted Accounts Receivable journal entries that fall within the selected date range and match the specified company.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Output

The report generates a comprehensive list of individual journal entry lines related to Accounts Receivable transactions. Each row in the report represents a single debit or credit entry in the AR journal. The output provides a clear, itemized view of all financial movements affecting AR, such as those generated from customer invoices, cash receipts, and credit memos. This detailed, transactional format is designed for in-depth review, auditing, and reconciliation purposes, presenting a clear financial history for the selected period.

Report Columns

The **AR Journal Entries** report is made up of the following columns (in default display order):

Entry No

Indicates the unique system-generated number for the journal entry.

Comment

Displays any comments or descriptions recorded with the journal entry, often providing context for the transaction.

Account

Shows the General Ledger (GL) account number associated with this specific line of the journal entry.

Debit

Shows the debit amount for the journal entry line. This column is populated only if the transaction amount is positive.

Credit

Shows the credit amount for the journal entry line. This column is populated only if the transaction amount is negative, and it displays the value as a positive number.

Date

Indicates the date the journal entry was posted.

Invoice No

Displays the invoice number associated with the journal entry. This column provides a drill-down link to view the full invoice details.

Ref. No.

Shows a reference number related to the transaction, such as a check number from a cash receipt.

Period

Indicates the fiscal period in which the journal entry was posted.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Year

Indicates the fiscal year in which the journal entry was posted.

Added By

Displays the User ID of the person who created the journal entry.

Add Date

Indicates the date and time when the journal entry was created in the system.

Company

Indicates the company associated with the journal entry. The report groups the results by this column.

Default Sorting

The **AR Journal Entries** report is ordered by default in the following manner:

#	Column	Method
1	Company	Ascending
2	Date	Ascending
3	Entry No	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

133. Report: Month End Inventory Integrity

Path: Live Data > DATA INTEGRITY
Report No: Q0036 (Primary). Drills down to **Q0276** and subsequently to **Q0213**.

Purpose

The purpose of the Month End Inventory Integrity report suite is to provide a comprehensive tool for reconciling inventory balances between the General Ledger (GL) and the inventory subledger. It allows users to identify, analyze, and investigate discrepancies on a daily basis over a specified period, ensuring the accuracy of inventory valuation for financial reporting and operational management.

Benefits

- **Enhanced Financial Accuracy:** Ensures that inventory values reported in the General Ledger align with detailed subledger records, leading to more reliable financial statements.
- **Improved Inventory Control:** Helps identify discrepancies early, allowing for timely investigation and correction of issues related to inventory transactions, costing, or data entry.
- **Streamlined Month-End Closing:** Facilitates a smoother and faster month-end closing process by providing tools to proactively address inventory reconciliation challenges.
- **Detailed Discrepancy Analysis:** Offers a multi-level drilldown capability, from a high-level daily summary to specific master item discrepancies, and finally to individual transaction details, aiding root cause analysis.
- **Proactive Issue Identification:** Daily tracking of differences and changes helps in spotting trends or recurring issues in inventory management processes.
- **Supports Audit Requirements:** Provides clear documentation and traceability for inventory valuation and reconciliation, which is valuable during financial audits.

Report Flow

This report suite consists of three interconnected reports designed for progressive drilldown to investigate inventory discrepancies:

1. **Month End Inventory Integrity (Q0036):** This initial report provides a daily high-level comparison of the designated inventory General Ledger account balance against the calculated total inventory subledger valuation for a selected company over a user-defined period. It highlights daily balances, changes, and the difference between GL and subledger.
2. **Month End Inventory Integrity Day Summary (Q0276):** Accessed by drilling down from the Q0036 report for a specific date, this summary report lists individual masters where the monetary change in the GL for that day does not match the change in the subledger valuation for that day. It pinpoints which items are contributing to the daily discrepancy.
3. **Month End Inventory Integrity Day Detail (Q0213):** Drilling down from the Q0276 report for a specific Master Item and date, this detail report provides an in-depth view of all Master Journal transactions

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(inventory movements and costing) and associated GL/AP/AR journal entries that affected the inventory account for that item on that day. This level is crucial for investigating the root cause of a specific item's discrepancy.

Report Filters

Month End Inventory Integrity (Q0036)

Caption	Description	Type	Values	Default
Start Date	The starting date of the period for which the inventory integrity check will be performed.	Date		Today
End Date	The ending date of the period for which the inventory integrity check will be performed.	Date		Today
Company No	The specific financial company for which the inventory reconciliation will be run.	List	List of companies	

Month End Inventory Integrity Day Summary (Q0276)

The Date and Company No. filters are typically pre-populated from the selection in the 'Month End Inventory Integrity (Q0036)' report.

Caption	Description
Date	The specific date for which the summary of item discrepancies is displayed.
Company No	The financial company for which the item discrepancies are displayed.
Master No	Allows filtering the summary to a specific Master Item number. Enter 'ALL' for all items.

Month End Inventory Integrity Day Detail (Q0213)

The Master No. and Date filters are typically pre-populated from the selection in the 'Month End Inventory Integrity Day Summary (Q0276)' report.

Caption	Description
Master No	The specific Master Item number for which detailed transactions will be displayed.
Date	The specific date for which the detailed transactions for the Master Item are shown.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Inclusions/Exclusions

This report suite is configured to always include or exclude the following, based on the specific report level:

Month End Inventory Integrity (Q0036)

Type	Description
Inclusion	Considers transactions related to the inventory General Ledger account designated as the 'Sale Asset Account' for the selected company.
Inclusion	Subledger valuation is based on masters with an 'Item Type' of 'A' (Asset) or 'Q' (Quantity).
Inclusion	Only includes masters that have had quantity movements recorded in the Master Journal information for the selected company.
Inclusion	Calculations are performed for each day within the selected 'Start Date' and 'End Date' range.

Month End Inventory Integrity Day Summary (Q0276)

Type	Description
Inclusion	Focuses on transactions and valuations for the selected 'Date' and 'Company No'.
Inclusion	Considers GL changes impacting the 'Sale Asset Account' for the selected company.
Inclusion	Subledger valuation changes are derived by comparing inventory valuations at the start and end of the selected 'Date'.
Exclusion	masters where the daily change in GL value perfectly matches the daily change in subledger valuation are excluded from the summary.

Month End Inventory Integrity Day Detail (Q0213)

Type	Description
Inclusion	Displays Master Journal transactions and financial journal entries (GL, AP, AR) specifically for the selected 'Master No' and 'Date'.
Inclusion	If a "Receive As" scenario is detected (where one item is received as another), details for the actual Master Item transacted in the Master Journal may be shown.
Inclusion	GL entries shown are those posted to the 'Sale Asset Account' and linked (directly or indirectly) to the selected Master Item for that day.

Relevant System Configurations

Sale Asset Account: This system configuration defines the primary General Ledger account used for tracking inventory assets within each company. All three reports in this suite utilize this configuration to identify the correct GL account for fetching balances, changes, and detailed journal entries for comparison against subledger valuations.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Output

Month End Inventory Integrity (Q0036) Output

This report generates a daily summarized comparison of inventory values for the selected period and company. Each row represents a single day and displays:

- The running balance of the inventory GL account.
- The net change (delta) in the inventory GL account for that day.
- The total calculated value of inventory in the subledger (based on 'A' and 'Q' type items).
- The net change (delta) in the total subledger inventory value compared to the previous day.
- The variance (Difference) between the GL Balance and the Subledger Balance.
- The change in this 'Difference' amount compared to the previous day.

The first column of each row provides a drilldown capability. Clicking the icon in this column navigates the user to the **Month End Inventory Integrity Day Summary (Q0276)** report, automatically passing the selected date and company number to show item-level discrepancies for that specific day.

Month End Inventory Integrity Day Summary (Q0276) Output

This report lists individual masters for which a discrepancy was found between the General Ledger change and the Subledger valuation change on the selected date and for the specified company. For each Master Item displayed, the report shows:

- The Master Item number as identified from GL journal entries.
- The Master Item number as identified from the inventory subledger.
- The Item Type of the Master Item.
- The total monetary change recorded in the GL for this item on this day.
- The total monetary change in the subledger valuation for this item on this day.
- The difference between these two change amounts.

A drilldown icon in the first column of each row allows navigation to the **Month End Inventory Integrity Day Detail (Q0213)** report. This passes the selected Master Item number and date to provide a granular view of transactions contributing to the discrepancy.

Month End Inventory Integrity Day Detail (Q0213) Output

This detailed report provides a comprehensive breakdown of transactions for a specific Master Item on a selected date. The output is structured into several informational blocks:

1. **Master Journal Transactions:** Lists all inventory movement transactions (e.g., receipts, shipments, adjustments) for the Master Item from the Master Journal information. Details include transaction numbers, dates, quantities (before, transaction, after), costs (unit, average before/after), action type, branch, and comments. A total calculated cost from these Master Journal transactions for the day is provided.
2. **Associated Journal Entries:** Displays all General Ledger (GL), Accounts Payable (AP), and Accounts Receivable (AR) journal entries that are linked to the inventory account ('Sale Asset Account') and associated with the selected Master Item for that day. It includes details like journal transaction/entry numbers, batch numbers, dates, accounts, amounts, distribution types, linked document types and

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numbers (e.g., Order Item, PO Item), and comments. A total amount from these journal entries is provided. Rows for journal entries that cannot be linked to a Master Journal transaction are highlighted (typically in Light Red).

3. **"Receive As" Notification:** If the system detects that the GL entries for the selected Master Item are linked to Master Journal transactions of a *different* Master Item (a "receive as" scenario), a notification row (typically in Light Yellow) is displayed indicating the Master Item number from the Master Journal.
4. **Asset Calculation Details (for Asset 'A' type items only):** If the selected Master Item is an 'A' (Asset) type, an additional section shows details from the Master Journal View information, including transaction numbers, item type, dates, quantities, and costs. Transactions with zero cost may be highlighted (typically in Red).

The report uses color-coding to highlight specific conditions (see Summation Rows section).

Month End Inventory Integrity (Q0036) Columns

The **Month End Inventory Integrity (Q0036)** report is made up of the following columns (in default display order):

Zoom Drilldown

Provides a drilldown link to the 'Month End Inventory Integrity Day Summary (Q0276)' report for the specific date and company shown in the row.

Date

Indicates the specific date for which the inventory integrity values are displayed.

GL Balance

Indicates the running total balance of the designated inventory General Ledger account as of this date. This balance is calculated by taking the GL balance at the 'Start Date' and accumulating the daily GL changes.

GL Delta

Indicates the net monetary change in the inventory General Ledger account balance for this specific date. This is derived from the sum of posted amounts in the Journal Detail View information for the inventory account on this date.

Subledger Balance

Indicates the total calculated value of inventory in the subledger as of this date. This valuation is based on 'A' (Asset) and 'Q' (Quantity) type items, considering their quantities and costs from Master Journal information.

Subledger Delta

Indicates the net change in the total subledger inventory value for this date compared to the subledger balance of the previous day.

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Difference

Indicates the monetary variance between the GL Balance and the Subledger Balance for this date. It is calculated as (GL Balance - Subledger Balance).

Change

Indicates the change in the 'Difference' amount for this date compared to the 'Difference' amount of the previous day.

Month End Inventory Integrity Day Summary (Q0276) Columns

The **Month End Inventory Integrity Day Summary (Q0276)** report is made up of the following columns (in default display order):

Zoom Drilldown

Provides a drilldown link to the 'Month End Inventory Integrity Day Detail (Q0213)' report for the selected Master Item and date shown in the row.

GL Master No.

Indicates the Master Item number identified from General Ledger journal entries associated with the inventory account for the selected date.

Subledger Master No.

Indicates the Master Item number identified from the inventory subledger valuation calculations for the selected date.

Item Type

Indicates the type of the Master Item (e.g., 'Q' for quantity-tracked, 'A' for asset), derived from the Master Item's information.

Change in GL

Indicates the net monetary change recorded in the General Ledger for this Master Item on the selected date that impacted the inventory account. This is derived from various journal sources (GL, AP, AR) linked to the Master Item.

Change in Subledger

Indicates the net change in the calculated valuation of this Master Item in the inventory subledger between the beginning and end of the selected date. This is based on inventory movement transactions.

Difference

Indicates the monetary variance between the 'Change in GL' and 'Change in Subledger' for this Master Item on the selected date.

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Month End Inventory Integrity Day Detail (Q0213) Columns

The **Month End Inventory Integrity Day Detail (Q0213)** report uses a flexible grid where generic column placeholders (COLUMN1, COLUMN2, etc., as defined in the report's XML structure) are populated dynamically. The actual headers and data displayed in these columns vary depending on the informational block and row context. For a comprehensive understanding of the data presented, please refer to the 'Report Output (Month End Inventory Integrity Day Detail (Q0213) Output)' section which describes the different blocks of information (Master Journal Transactions, Associated Journal Entries, etc.) and the types of data they contain. The report itself displays user-friendly headers for each data block.
Below are the generic column names as defined in the report structure:

COLUMN1

The content of this column is dynamic. It typically displays transaction identifiers (e.g., 'TRANNO' for Master Journal headers, actual Master Journal No for data rows; 'TRANNO' for GL entry headers, actual GL TranNo for data rows) or labels like 'TOTAL:'.

COLUMN2

The content of this column is dynamic. It can display headers (e.g., 'MASTERNO' for Master Journal, 'BATCHNO' for GL entries) or corresponding data values. For total rows, it often displays the calculated total amount.

COLUMN3

The content of this column is dynamic. It can display headers (e.g., 'TRANDATE' for Master Journal, 'Date' for GL entries) or corresponding data values. For "Receive As" notifications, it may show the actual Master Item number involved.

COLUMN4

The content of this column is dynamic. It can display headers (e.g., 'QTY BEFORE' for Master Journal, 'ENTRYNO' for GL entries) or corresponding data values.

COLUMN5

The content of this column is dynamic. It can display headers (e.g., 'QTY' for Master Journal, 'MAINACCOUNT' for GL entries) or corresponding data values.

COLUMN6

The content of this column is dynamic. It can display headers (e.g., 'QTY AFTER' for Master Journal, 'AMOUNT' for GL entries) or corresponding data values.

COLUMN7

The content of this column is dynamic. It can display headers (e.g., 'ACTION' for Master Journal, 'DISTTYPE' for GL entries) or corresponding data values.

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COLUMN8

The content of this column is dynamic. It can display headers (e.g., 'ITEM TYPE' for Master Journal, 'INVOICENO' for GL entries) or corresponding data values.

COLUMN9

The content of this column is dynamic. It can display headers (e.g., 'AVG COST BEFORE' for Master Journal, 'LINKTYPE' for GL entries) or corresponding data values depending on the row.

COLUMN10

The content of this column is dynamic. It can display headers (e.g., 'UNITCOST' for Master Journal, 'LINKNO' for GL entries) or corresponding data values depending on the row.

COLUMN11

The content of this column is dynamic. It can display headers (e.g., 'AVG COST AFTER' for Master Journal, 'PROJECTNO' for GL entries) or corresponding data values depending on the row.

COLUMN12

The content of this column is dynamic. It can display headers (e.g., 'List' for Master Journal, 'DISPATCHNO' for GL entries) or corresponding data values depending on the row.

COLUMN13

The content of this column is dynamic. It can display headers (e.g., 'BQ BEFORE' for Master Journal, 'MASTERNO' for GL entries) or corresponding data values depending on the row.

COLUMN14

The content of this column is dynamic. It can display headers (e.g., 'BQ AFTER' for Master Journal, 'SITENO' for GL entries) or corresponding data values depending on the row.

COLUMN15

The content of this column is dynamic. It can display headers (e.g., 'COMMENT' for Master Journal, 'Customer Lookup' for GL entries) or corresponding data values depending on the row.

COLUMN16

The content of this column is dynamic. It can display headers (e.g., 'JOURNAL' for GL entries) or corresponding data values depending on the row.

COLUMN17

The content of this column is dynamic. It can display headers (e.g., 'COMMENT' for GL entries) or corresponding data values depending on the row.

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COLUMN18

The content of this column is dynamic and typically holds data for the last described field in a particular data block, or may be blank.

Summation Rows

The **Month End Inventory Integrity Day Detail (Q0213)** report features the following colored summation and informational rows:

- **Light Green**: Used for summation rows to display totals.
    - For Master Journal transactions: Appears after the list of transactions, displaying "TOTAL:" in one column and the sum of calculated costs from these transactions in another.
    - For Associated Journal Entries: Appears after the list of journal entries, displaying "TOTAL:" in one column and the sum of the journal entry amounts in another.
- **Light Blue**: Used for header rows within the report to label the columns for different data sections (e.g., Master Journal Transactions, Associated Journal Entries, Asset Calculation Details).
- **Light Yellow**: Highlights a notification row if a "Receive As" scenario is detected. This indicates that the General Ledger entries for the Master Item selected for the report might be linked to Master Journal transactions of a *different* Master Item. The notification will typically state "Receive As Detected" and show the Master Item number involved in the Master Journal.
- **Light Red**: Highlights rows in the "Associated Journal Entries" section where a financial journal entry (GL, AP, AR) related to the inventory account and Master Item could not be linked to a corresponding Master Journal transaction. This may indicate orphaned postings or potential data integrity issues needing investigation.
- **Red**: In the "Asset Calculation Details" section (which appears only for 'A' type masters), this color highlights Master Journal View transactions where the associated cost is zero. This could indicate missing cost information or an issue with asset valuation.

The Month End Inventory Integrity (Q0036) and Month End Inventory Integrity Day Summary (Q0276) reports do not feature specific colored summation or informational rows beyond standard grid formatting.

Default Sorting

The reports in this suite are ordered by default as follows:

Month End Inventory Integrity (Q0036)

#	Column	Method
1	Date	Ascending

Month End Inventory Integrity Day Summary (Q0276)

#	Column	Method
1	Difference	Descending (by the absolute value of Difference)

Month End Inventory Integrity Day Detail (Q0213)

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The report output is presented in a predefined logical sequence of data blocks and rows, determined by an internal sequencing mechanism within the report procedure. This ensures that related information is grouped and presented coherently (e.g., Master Journal transactions followed by their total, then GL entries followed by their total).

#	Column	Method
1	Internal Sequence (defines data block ordering)	Ascending

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134. Report: Month End Inventory Suspense Integrity

Path: Live Data > NO CATEGORY
Report No: Q0198

Purpose

The purpose of the Month End Inventory Suspense Integrity report is to identify and highlight potential discrepancies, procedural errors, and integrity issues within the Inventory Suspense general ledger account. It achieves this by comparing GL entries against Accounts Payable subledger details (related to Purchase Orders and Vendor Invoices) up to a specified End Date for a selected company. This report helps ensure the Inventory Suspense account is accurate, which is critical for reliable financial reporting, particularly during the month-end closing process.

Benefits

- Ensures the accuracy and integrity of the Inventory Suspense account balance.
- Facilitates the identification and correction of discrepancies between the General Ledger and the Accounts Payable subledger concerning inventory transactions.
- Aids in a smoother and more efficient month-end financial closing process.
- Helps pinpoint orphaned transactions or items incorrectly linked within the inventory purchasing cycle.
- Highlights manual journal entries made to the Inventory Suspense account that may warrant further investigation.
- Detects potential duplicate Vendor Invoice entries related to Purchase Order Items.
- Improves overall data integrity for inventory valuation and accounts payable records.
- Provides actionable insights for finance and accounting teams to maintain a clean and reconciled Inventory Suspense account.

Report Filters

Caption	Description	Type	Values	Default
End Date	Specifies the cut-off date for transactions to be included in the integrity check. The report will analyze data up to and including this date.	Date		Today
Company No	The identifier for the company whose Inventory Suspense account is being analyzed.	Text		

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Analyzes all transactions recorded in the designated 'Inventory Suspense' General Ledger account for the selected company.
Inclusion	Considers General Ledger journal entries with a transaction date *before* the day immediately following the specified "End Date" parameter.
Inclusion	Focuses on Accounts Payable journal entries (both related to Purchase Order Items and Vendor Invoice Items) that have a non-zero net balance for the specific item.
Inclusion	Investigates Purchase Order Items regardless of their status, including those in 'DATAENTRY' status if they have associated AP journal entries with non-zero balances.
Exclusion	Does not analyze data beyond the specified "End Date".
Exclusion	Journal entries to the Inventory Suspense account that perfectly net out to zero for a given Purchase Order Item or Vendor Invoice Item are generally considered balanced and not flagged unless they are part of other identified issues (e.g., duplicates).

Report Output

The Month End Inventory Suspense Integrity report provides a detailed listing of transactions and items that indicate potential problems within the Inventory Suspense account. Each row in the report outlines a specific issue, such as an outstanding balance in an incorrect journal (e.g., Accounts Receivable or General Ledger journals posting to Inventory Suspense), Accounts Payable entries that are linked to missing or incorrectly statused Purchase Order Items or Vendor Invoice Items, manual AP entries that bypass standard purchasing workflows, or suspected duplicate Vendor Invoice entries for the same Purchase Order Item. For each identified problem, the report displays key details including the type of record, relevant transaction numbers, journal information, GL account, monetary amount, and transaction date, enabling users to efficiently investigate and resolve these exceptions to maintain the accuracy of their financial records.

Report Columns

The **Month End Inventory Suspense Integrity** report is made up of the following columns (in default display order):

Zoom Drilldown

Provides a hyperlink, typically displaying the entry number, that allows users to drill down directly to the source transaction screen (e.g., AP Entry, GL Entry) for the item detailed in the row.

Problem

Describes the specific integrity issue or discrepancy identified for the transaction or item. Examples include: "Outstanding balance in AR journal for [amount]", "AP Entry is linked to a missing PO Item", "AP Balance is not zero for PO Item in DATAENTRY status", or "Duplicate voucher entry detected. Original voucher entry found on Voucher [X] Line [Y]".

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Rec Type

Indicates the type of record or source associated with the problematic transaction. This can include 'PURCHASE' (for issues related to Purchase Order Items), 'VENDINVOICE' (for issues related to Vendor Invoice Items), or the journal type like 'AR' or 'GL' if the problem pertains to a balance in those specific journals within the Inventory Suspense account.

Entry No

Displays the unique system identifier for the journal entry (e.g., AP entry number, GL entry number) that is flagged with an integrity issue. This column also supports drilldown functionality to view the entry details.

Journal

Specifies the accounting journal where the problematic entry was recorded (e.g., AP for Accounts Payable, AR for Accounts Receivable, GL for General Journal).

Entry Type

Indicates the specific classification or type of the journal entry, such as 'INVOICE', 'CREDIT', or other system-defined types, providing more context on the nature of the transaction.

Account

Shows the General Ledger account number involved in the transaction. This is typically the company's Inventory Suspense account that is under review.

Amount

Displays the monetary value of the specific journal entry line or transaction component that is contributing to the identified problem or discrepancy.

Date

Indicates the transaction date of the journal entry or item being flagged by the report.

Default Sorting

The **Month End Inventory Suspense Integrity** report is ordered by default in the following manner:

#	Column	Method
1	Journal	Ascending
2	Problem	Ascending

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135. Report: Month End Inventory Suspense Subledger

Path: Live Data > MONTH END
Report No: Q0042

Purpose

The purpose of the Month End Inventory Suspense Subledger report is to provide a detailed listing of purchase items that contribute to the balance in the Inventory Suspense general ledger account. It helps identify discrepancies between the value of received goods posted to suspense and the amounts subsequently vouchered through vendor invoices, highlighting items that require reconciliation as of a specified date.

Benefits

- **Improved Financial Accuracy:** Enables precise reconciliation of the Inventory Suspense account, leading to more accurate financial statements.
- **Enhanced Month-End Closing:** Streamlines the month-end closing process by providing a clear audit trail for inventory suspense balances.
- **Better Procure-to-Pay Visibility:** Highlights potential issues in the purchasing and accounts payable cycle, such as unvouchered receipts or vouchering errors.
- **Reduced Financial Risk:** Helps identify and investigate aged items in suspense, mitigating risks of misstated inventory or liabilities.
- **Supports Audit Compliance:** Provides detailed transaction support for auditors reviewing inventory and payables processes.

Report Filters

Caption	Description	Type	Values	Default
As of Date	Filters the report to include transactions affecting the Inventory Suspense account up to and including this date.	Date		Today
Company No	Restricts the report data to the selected company. The Inventory Suspense account used is specific to this company's configuration.	List	List of companies	

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Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Focuses exclusively on transactions related to the designated 'Inventory Suspense' General Ledger account for the selected company.
Inclusion	Only includes Purchase Items that are not in 'DATAENTRY' status.
Inclusion	For amounts related to Vendor Invoices, only includes entries that have a non-zero financial impact on the Inventory Suspense account.
Inclusion	The report output is specifically filtered to display only those Purchase Items where there is a calculated difference between the suspense postings and vouchered amounts.

Report Output

The Month End Inventory Suspense Subledger report provides a detailed list of individual purchase items that have outstanding balances in the Inventory Suspense account as of the selected "As of Date" for the specified company. For each item, the report details the original purchase information (like Purchase Order number, item master, quantity received, and costs), the amount initially debited to the Inventory Suspense account upon receipt, and the corresponding amount credited to the Inventory Suspense account when a vendor invoice was processed. Crucially, it calculates and displays the difference between these amounts, thereby pinpointing items that have not been fully cleared from suspense. Only items with such a non-zero difference are included, making it a targeted tool for reconciliation.

Report Columns

The **Month End Inventory Suspense Subledger** report is made up of the following columns (in default display order):

Purchase No

Identifier of the Purchase Order associated with the item. This column allows drilling down to the detailed Purchase Order form for more context.

Master No

Indicates the inventory Master Item number for the purchased item, as recorded in the item master.

Line No

Indicates the line number of the item as it appears on the Purchase Order.

Qty Received

Shows the quantity of the item that has been recorded as received from the Purchase Item information.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Unit Cost

Indicates the cost per unit for the received item, sourced from the Purchase Item information.

Ext Cost

Calculated as 'Qty Received' multiplied by 'Unit Cost', representing the total cost of the received quantity for the Purchase Item.

Description

Indicates the description of the purchased item, as sourced from the Purchase Item information.

Status

Indicates the status of the Purchase Item (e.g., 'RECEIVED'). The report includes items whose status is not 'DATAENTRY'.

Suspense Amt

Represents the total amount posted to the Inventory Suspense account from Purchase Order receipt transactions for this item, up to the specified 'As of Date'. This value is derived from accounting journal entries linked to purchase receipts.

Vouchered Amt

Represents the total amount cleared from the Inventory Suspense account through Vendor Invoice processing for this item, up to the specified 'As of Date'. This value is derived from accounting journal entries linked to vendor invoices and only includes entries with a non-zero impact on the suspense account.

Voucher No

Indicates a Vendor Invoice number associated with the 'Vouchered Amt' for the item. This is sourced from Vendor Invoice Item information.

Diff

Calculated by summing the 'Suspense Amt' (amounts added to suspense, typically debits) and the 'Vouchered Amt' (amounts removed from suspense, typically credits reflected as negative values in journals). A non-zero 'Diff' indicates an outstanding balance for the item in the Inventory Suspense account. The report exclusively lists items where this difference is not zero.

Receive Date

Indicates the date of the earliest accounting transaction (usually the goods receipt) that impacted the Inventory Suspense account for this purchase item, occurring prior to the 'As of Date'.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Default Sorting

The **Month End Inventory Suspense Subledger** report is ordered by default in the following manner:

#	Column	Method
1	Purchase No	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

136. Report: Month End Fixed Asset Subledger

Path: Live Data > INVENTORY
Report No: Q0040

Purpose

The purpose of the Month End Fixed Asset Subledger report is to provide a detailed listing of fixed assets, their original costs, current depreciation status, and book values as of a specified month-end date. This report serves as a crucial subledger for accurate financial accounting and reporting of fixed assets.

Benefits

- Provides accurate and detailed financial data for fixed asset accounts on the balance sheet.
- Facilitates tracking of asset depreciation for accounting, tax, and asset management purposes.
- Supports internal audits and financial statement preparation by offering a clear view of asset values.
- Aids in asset lifecycle management by showing current book values and depreciation progress.
- Helps ensure compliance with accounting standards regarding fixed asset valuation and depreciation.
- Assists in budgeting and forecasting for capital expenditures and depreciation expense.

Report Filters

Caption	Description	Type	Values	Default
End Date	Specifies the 'as of' date for calculating asset values and depreciation. All asset information will be reported up to this date.	Date		Today
Branch	Filters the report to show fixed assets associated with the selected branch(es).	Branch	List of branches	ALL
Company No	Filters the report for fixed assets belonging to the specified company number. This also determines the fiscal calendar used for year-to-date depreciation calculations.	Company	List of companies	Current User's Company

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Assets must have a book depreciation method defined (DepMth1 field in Asset information) to be included.
Inclusion	The report includes assets that were active (depreciation started and not yet fully disposed/ended) as of the specified "End Date".

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Type	Description
Inclusion	Calculations for "Month Posted Depr." and "Fiscal YTD" depreciation specifically sum amounts from General Ledger journal entries that are linked to assets, posted to 'EXPENSE' type accounts, and have a 'DEPREC' distribution type.

Report Output

The Month End Fixed Asset Subledger report provides a comprehensive list of fixed assets and their financial valuation as of a selected "End Date". For each asset, the report details its original acquisition cost, the calculated book value, total accumulated depreciation, depreciation expense posted to the General Ledger for the month of the "End Date", and the fiscal year-to-date depreciation expense.
Furthermore, the report displays key depreciation parameters such as the depreciation method, the total expected depreciation period (in months), the number of months already depreciated, and the depreciation start and end dates. Additional identifying information like serial number, associated master item number, and branch are also included. The report concludes with a summation row that aggregates the primary financial columns (Cost, Book Value, Accumulated Depreciation, etc.) for all listed assets.

Report Columns

The **Month End Fixed Asset Subledger** report is made up of the following columns (in default display order):

Asset No

Unique identifier for the fixed asset. This column allows drilldown to the Asset details screen.

Description

Indicates the description of the fixed asset.

Cost

Indicates the original acquisition cost or starting amount of the fixed asset, sourced from the asset's FAStartAmount.

Book Value

Calculated book value of the asset as of the report's End Date. This is derived by subtracting the calculated total depreciation from the asset's original Cost. The total depreciation portion is calculated using the depreciation rate (from the Depreciation Grid information based on the asset's depreciation method and elapsed periods) multiplied by the original Cost. If no depreciation has occurred by the End Date (i.e., the End Date is before or in the same month as the asset's depreciation start date), the Book Value equals the Cost.

Accumulated Depr.

Calculated total depreciation for the asset from its depreciation start date up to the report's End Date, typically shown as a negative value. This is derived using the cumulative depreciation rate (from the Depreciation Grid information) applied to the asset's original Cost. If no depreciation has occurred by the End Date, this value is zero.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Month Posted Depr.

Indicates the total depreciation amount posted to the General Ledger for the asset specifically within the calendar month of the report's End Date. This is sourced from GL Journal transactions linked to the asset, classified under expense accounts with a 'DEPREC' distribution type.

Fiscal YTD

Indicates the cumulative depreciation amount posted to the General Ledger for the asset from the start of the current fiscal year up to the report's End Date. The fiscal year is determined based on the End Date and the selected Company No's fiscal calendar. This sum is sourced from GL Journal transactions linked to the asset, classified under expense accounts with a 'DEPREC' distribution type.

Depr. Percent

Indicates the cumulative depreciation percentage applied to the asset as of the report's End Date, derived from the asset's depreciation schedule (Depreciation Grid information based on method and elapsed periods). If no depreciation has occurred by the End Date, this is 0.

Book Method

Indicates the depreciation method (e.g., Straight Line, Declining Balance) used for the asset's book valuation, as defined in the asset information (DepMth1).

Current Depr. Period

Indicates the total number of periods (typically months) over which the asset is scheduled to be depreciated according to its book depreciation method, as defined in the asset information (DepLen1).

Expected Depr. Period

Indicates the number of depreciation periods (months) that have elapsed from the asset's depreciation start date up to the report's End Date. This is calculated as the difference in months between these two dates.

Depr. Start Date

Indicates the date when the depreciation for the asset commenced, sourced from the asset information (FAStart Date).

Depr. End Date

Indicates the date when the asset is expected to be fully depreciated or was disposed of, sourced from the asset information (FAEnd Date).

Serial

Indicates the serial number associated with the fixed asset, if applicable.

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Master No

Indicates the Master Item number (inventory part number) associated with the fixed asset, if applicable. This column allows drilldown to the Master Item details screen.

Branch

Indicates the branch to which the fixed asset is assigned.

Import

Indicates the book value of the asset at the time it was imported or initially set up in the system (ImportBookvalue from asset information), if applicable.

Summation Rows

The Month End Fixed Asset Subledger report features the following colored summation rows:

Light Blue: This row appears at the end of the report and provides grand totals for the following columns across all listed assets:

- Cost
- Book Value
- Accumulated Depr.
- Month Posted Depr.
- Fiscal YTD
- Import

Default Sorting

The Month End Fixed Asset Subledger report is ordered by default in the following manner:
(Note: The "Totals" summation row will appear at the beginning of the report due to its blank 'Asset No' value in sorting.)

#	Column	Method
1	Asset No	Ascending

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137. Report: Month End Project Suspense Integrity

Path: Live Data > NO CATEGORY
Report No: Q0197

Purpose

The purpose of the Month End Project Suspense Integrity report is to identify and highlight discrepancies between the project suspense account balances recorded in the General Ledger and the calculated suspense amounts derived from project revenue and invoicing activities. This financial reconciliation tool helps ensure the accuracy of project-related accounting, particularly for projects utilizing deferred revenue recognition, by pinpointing specific projects or unlinked suspense amounts that require investigation.

Benefits

- **Enhanced Financial Accuracy**: Ensures project suspense account balances accurately reflect project financial activities, leading to more reliable financial statements.
- **Improved Month-End Closing**: Streamlines the month-end closing process by quickly identifying projects with suspense account reconciliation issues.
- **Better Control Over Revenue Recognition**: Provides visibility into deferred revenue processes, helping to ensure compliance with accounting standards for project revenue.
- **Targeted Investigations**: Pinpoints specific projects or unlinked suspense entries that have discrepancies, allowing for focused and efficient investigation and correction.
- **Reduced Risk of Errors**: Proactively identifies potential accounting errors related to project invoicing and revenue posting to suspense accounts.

Report Filters

Caption	Description	Type	Values	Default
Company No	Specifies the company for which the report is generated. If left unspecified, the report may run for all companies or a default company based on system configuration.	List	List of companies	
As Of Date	The cut-off date for financial data included in the report. All calculations and balances are considered up to the end of this date. If not specified, it defaults to the current system date.	Date		Today

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Only projects that are flagged for deferred revenue recognition are included in the analysis.
Inclusion	For calculating 'Actual Invoiced' amounts, only invoices that have been posted are considered.
Inclusion	When determining 'Earned Revenue', the report considers only General Ledger journal entries classified as 'INCOME' related to the projects.
Inclusion	The 'Journal Balance' is derived from entries posted specifically to the system-configured 'Project Suspense Account' for the respective company.
Inclusion	Only projects or unlinked suspense items that have a non-zero balance in the 'Project Suspense Account' in the General Ledger are evaluated.
Inclusion	The final report output exclusively displays projects and unlinked suspense items where the 'Journal Balance' does not match the calculated 'Over / Under' amount, thereby highlighting discrepancies.
Exclusion	Invoices with a status of 'VOID' are excluded from all calculations.
Exclusion	Invoice items associated with retention accounts are excluded when calculating the 'Actual Invoiced' amounts for projects.

Relevant System Configurations

- **FOREIGNEXCHANGE**: This system configuration determines if foreign exchange rate conversions are applied to invoice amounts. If set to 'ON', amounts from invoices in foreign currencies are converted to the company's default currency using applicable exchange rates. If 'OFF', or if an invoice is already in the default currency, no conversion is applied (exchange rate is treated as 1.0).
- **PROJECTSUSPENSEACCOUNT** (per company): Defines the specific General Ledger account number designated as the Project Suspense Account for each company. The report uses this account to retrieve the 'Journal Balance' from the General Ledger.
- **DEFAULTCURRENCY** (per company): Specifies the default functional currency for each company. This is used in conjunction with the FOREIGNEXCHANGE setting to determine the target currency for conversions.
- **ACCOUNTLEN**: Defines the standard length of General Ledger account numbers. This configuration is used by the report, for example, to accurately identify and exclude invoice items linked to retention accounts by comparing account segments.

Report Output

The Month End Project Suspense Integrity report provides a detailed listing of projects, as well as any suspense amounts not linked to a specific project, where there is a financial discrepancy in the project suspense account as of the specified 'As Of Date'. For each identified item, the report presents the project's key details, the balance of its suspense account as per the General Ledger ('Journal Balance'), and a calculated suspense amount ('Over / Under') based on earned revenue less actual invoiced amounts.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

The core of the report is the 'Difference' column, which quantifies the variance between the 'Journal Balance' and the 'Over / Under' amount. Only items with a non-zero 'Difference' are displayed, focusing user attention on areas requiring reconciliation. Projects with deferred revenue recognition are the primary focus. Suspense amounts found in the General Ledger that cannot be tied to a specific project are grouped under an 'UNLINKED' identifier and are highlighted in Light Red for easy identification.
The report also includes a 'Total' summation row, highlighted in Light Green, which aggregates the 'Journal Balance', 'Over / Under', and 'Difference' amounts for all listed items, providing a consolidated overview of the total suspense discrepancy.

Report Columns

The **Month End Project Suspense Integrity** report is made up of the following columns (in default display order):

Project No

Indicates the unique identifier for the project. This column provides a drilldown capability to access more detailed project information. For suspense amounts found in the General Ledger that are not linked to a specific project, this column will display 'UNLINKED'. The summation row will display 'Total' in this column.

Start Date

Indicates the official start date recorded for the project. This column is blank for the 'UNLINKED' entries and the 'Total' summation row.

Close Date

Indicates the date when the project was officially closed. This column will be blank for active projects, 'UNLINKED' entries, and the 'Total' summation row.

Status Code

Indicates the current operational status of the project (e.g., ACTIVE, CLOSED) as recorded in project information. This column is blank for 'UNLINKED' entries and the 'Total' summation row.

Journal Balance

Shows the total balance from the General Ledger for the project (or for unlinked amounts), specifically from the company's configured Project Suspense Account, as of the selected 'As Of Date'. This value represents the net sum of debit and credit entries posted to the suspense account for that project or for unlinked items.

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Over / Under

Represents the calculated net suspense amount for the project. This is computed as: (Total Earned Revenue) - (Total Actual Invoiced Amount) as of the 'As Of Date'.

- **Total Earned Revenue** is derived from posted 'INCOME' type journal entries linked to projects with deferred revenue recognition.
- **Total Actual Invoiced Amount** is derived from posted, non-voided invoice items (excluding retention-related items) for projects with deferred revenue recognition. If applicable, foreign currency invoice amounts are converted to the company's default currency based on the 'FOREIGNEXCHANGE' system configuration and recorded exchange rates.
  For 'UNLINKED' items, this value would typically be zero if no corresponding revenue or invoicing activity can be attributed.

Difference

Calculated as the 'Journal Balance' minus the 'Over / Under' amount. A non-zero value in this column signifies a discrepancy between the project's suspense account balance in the General Ledger and the calculated suspense amount based on its revenue and invoicing activity. This is the key indicator of a potential reconciliation issue.

Summation Rows

The Month End Project Suspense Integrity report features the following colored summation rows:

- **Light Green**: This row, labeled 'Total' in the 'Project No' column, provides a grand total summary for all items listed in the report (projects and unlinked entries that have discrepancies).
  - **Journal Balance**: Sum of all 'Journal Balance' amounts from the detail rows.
  - **Over / Under**: Sum of all 'Over / Under' amounts from the detail rows.
  - **Difference**: Sum of all 'Difference' amounts from the detail rows. This also equals the total 'Journal Balance' minus the total 'Over / Under' for the report.

Default Sorting

The Month End Project Suspense Integrity report is ordered by default in the following manner:

#	Column	Method
1	Internal Row Type (Detail rows then Total)	Ascending
2	Project No (within Detail rows)	Ascending

Description: The report first lists all detail rows (individual projects and 'UNLINKED' items). Within these detail rows, items are sorted by 'Project No' in ascending order. The 'Total' summation row is always displayed at the very end of the report.

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138. Report: Month End Project Suspense Subledger

Path: Live Data > MONTH END
Report No: Q0044

Purpose

The purpose of the Month End Project Suspense Subledger report is to provide a detailed breakdown of project-related financial suspense accounts as of a specified date. It focuses on projects where revenue deferral is active, comparing actual invoiced amounts against earned revenue to calculate the outstanding suspense amount for each project. This report is crucial for financial teams to reconcile project suspense accounts, ensuring accuracy in financial statements, particularly at month-end.

Benefits

- Provides clarity on project-related suspense balances for accurate financial reporting.
- Assists in the month-end reconciliation process for project accounting.
- Helps identify discrepancies between invoiced amounts and recognized revenue for projects with deferred revenue.
- Supports accurate revenue recognition by tracking earned versus billed amounts.
- Offers a consolidated view of project financial status concerning suspense accounts, aiding financial health checks.
- Facilitates compliance by ensuring project financials are correctly represented.

Report Filters

Caption	Description	Type	Values	Default
Company No	Specifies the company for which to run the report. If '' is selected or no specific company is chosen, the report may run for all applicable companies based on system setup.	List	List of companies	
As Of Date	Specifies the cut-off date for the financial data to be included in the report. All transactions on or before this date are considered.	Date		Today
Total Flag	If checked, the report will output only a single total sum of all project suspense amounts. If unchecked, it will list detailed information for each project.	Checkbox		

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Only invoices that have been posted.
Inclusion	Primarily projects that are flagged for deferred revenue.
Inclusion	Only journal entries classified as 'INCOME' type are considered when calculating earned revenue for projects.
Exclusion	Voided invoices.
Exclusion	Invoice items that are linked to company retention accounts are not included in the 'Actual Invoiced' calculation.
Exclusion	Projects with a 'COMPLETED' status and a zero suspense amount are excluded if their close date falls outside the calendar month of the selected 'As Of Date'. Those closed within the month remain.

Relevant System Configurations

FOREIGNEXCHANGE: This configuration setting determines if foreign exchange conversion logic is applied to invoice amounts.

- If set to 'ON', invoice amounts in foreign currencies are converted to the company's default currency. The conversion uses the exchange rate specified on the invoice if available; otherwise, it uses the exchange rate effective on the invoice date.
- If set to 'OFF' (or any value other than 'ON'), a currency rate of 1. is assumed, meaning no foreign exchange conversion is applied to the amounts.

Report Output

If the "Total Flag" filter is checked, the report outputs a single monetary value. This value represents the grand total of all project suspense amounts, calculated based on the selected "Company No" and up to the "As Of Date".
If the "Total Flag" filter is unchecked, the report provides a detailed listing. Each row corresponds to a project that meets the reporting criteria, especially those with deferred revenue. The report displays identifying information for each project (such as Project Number, Customer Name, Project Type, and Status Code) along with key financial figures. These figures include the total amount invoiced to the customer for the project, the total revenue earned by the project, and the resulting suspense amount, which is the difference between earned revenue and actual invoiced amounts. This detailed breakdown helps in understanding the composition of the project suspense general ledger account as of the specified "As Of Date".

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Columns

The **Month End Project Suspense Subledger** report is made up of the following columns (in default display order when "Total Flag" is not checked):

Project No

The unique identifier for the project. This column allows drilldown to the project definition form for more details.

Customer No

Indicates the unique identifier of the customer associated with the project, as recorded in Customer information.

Customer

Indicates the name of the customer associated with the project, retrieved from Customer information.

Type

Indicates the type category assigned to the project (e.g., 'Fixed Price', 'Time & Material') from Project information.

Defer Revenue

Indicates if the project is configured to defer revenue. A 'Y' signifies that revenue deferral is active for this project, while an 'N' signifies it is not. The report primarily focuses on projects where this flag is 'Y'.

Status Code

Indicates the current operational status of the project (e.g., 'ACTIVE', 'COMPLETED', 'PENDING') from Project information.

Close Date

Indicates the date on which the project was formally closed. This field might be blank if the project is not yet closed.

Actual Invoiced

Shows the total sum of invoiced amounts for the project up to the "As Of Date". This value is derived from posted, non-void invoice items associated with the project, excluding any amounts related to retention accounts. If the 'FOREIGNEXCHANGE' system configuration is 'ON', amounts from invoices in foreign currencies are converted to the company's default currency.

Earned Revenue

Shows the total revenue recognized (earned) for the project up to the "As Of Date". This is calculated by summing amounts from journal entries classified as 'INCOME' type that are linked to the project.

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Suspense Amount

Displays the calculated financial suspense for the project. This value is the result of "Earned Revenue" minus "Actual Invoiced". A positive amount typically indicates revenue earned but not yet invoiced, while a negative amount can indicate billings in excess of earned revenue.

Default Sorting

The **Month End Project Suspense Subledger** report is ordered by default in the following manner when the "Total Flag" is not checked:

#	Column	Method
1	Status Code	Ascending

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139. Report: Month End Project Retention Subledger

Path: Live Data > MONTH END
Report No: Q0046

Purpose

The purpose of the Month End Project Retention Subledger report is to provide a detailed listing of outstanding project retention balances as of a specified date. It helps users track and manage retention amounts receivable from customers for various projects within selected companies.

Benefits

- **Accurate Financial Reconciliation**: Facilitates the reconciliation of project retention accounts during month-end or period-end financial closing processes.
- **Improved Cash Flow Visibility**: Offers clear insight into retention amounts due from customers, aiding cash flow forecasting and management.
- **Enhanced Project Financial Tracking**: Allows for precise monitoring of retention balances for individual projects, contributing to better overall project financial control.
- **Supports Collections Efforts**: Identifies specific projects and customers with outstanding retention, enabling targeted follow-up by collections teams.
- **Streamlined Audit Support**: Provides a clear subledger that can be used to support financial audits related to project revenues and receivables.
- **Informed Decision-Making**: Furnishes project managers and financial analysts with data to make informed decisions regarding project billing and closure.

Report Filters

Caption	Description	Type	Values	Default
Company No	Specifies the company or companies for which to display project retention balances. If not specified, it may default based on system settings or require a selection.	List	List of companies	
As Of Date	The cut-off date for transactions. The report includes all relevant journal entries with a transaction date on or before this specified 'As Of Date'.	Date		Today

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Journal entries are included only if they are posted to the General Ledger account designated as the 'Retention Account' within the system's company-specific financial account configurations.
Exclusion	Projects are excluded if their calculated total retention balance as of the specified 'As Of Date' is zero.

Report Output

The Month End Project Retention Subledger report provides a detailed list of projects that have a non-zero retention balance as of the selected 'As Of Date' and for the specified company(ies). For each project meeting these criteria, the report itemizes the project identifier, the associated customer's identifier and name, the project's status, and the calculated retention balance.

The retention balance itself is determined by summing the monetary amounts from all journal entries linked to a specific project. These journal entries must be posted to the system-configured 'Retention Account' for the relevant company and must have a transaction date on or before the 'As Of Date'. This output offers a clear and focused subledger view, essential for tracking and managing funds retained on projects.

Report Columns

The **Month End Project Retention Subledger** report is made up of the following columns (in default display order):

Project No

Indicates the unique identifier for the project. This column offers a drilldown to the project details.

Customer No

Indicates the unique identifier for the customer associated with the project. This column offers a drilldown to the customer details.

Customer

Indicates the name of the customer associated with the project, derived from Customer information.

Status Code

Indicates the status of the project (e.g., ACTIVE, CLOSED), as recorded in Project information.

Balance

Shows the calculated retention balance for the project as of the specified 'As Of Date'. This value is the sum of all journal entry amounts that are posted to the company's designated 'Retention Account' for the project and have a transaction date on or before the selected 'As Of Date'.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Default Sorting

The Month End Project Retention Subledger report is ordered by default in the following manner:

#	Column	Method
1	Status Code	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

140. Report: Project Deferred Revenue Reconciliation

Path: Live Data > MONTH END
Report No: Q0053

Purpose

The purpose of the Project Deferred Revenue Reconciliation report is to reconcile the Work-In-Progress (WIP) deferred revenue amounts for projects with the corresponding General Ledger (GL) balances for the project suspense account as of a specified date. This report helps ensure that deferred revenue recognized in project accounting aligns with the financial records in the GL, highlighting any discrepancies for investigation.

Benefits

- Ensures accuracy in financial reporting by comparing project-level deferred revenue with GL balances.
- Helps identify and quantify discrepancies between project accounting and the general ledger for timely correction.
- Supports month-end closing processes by providing a clear reconciliation of deferred revenue.
- Improves financial controls over revenue recognition practices for projects.
- Provides visibility into specific projects where deferred revenue figures require attention.

Report Filters

Caption	Description	Type	Values	Default
As Of Date	Specifies the cut-off date for the reconciliation. The report will consider project and General Ledger data up to and including this date.	Date		Today

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	The report is typically configured to run for a primary operating company (e.g., Company 'Current User's Company').
Inclusion	Only projects that are flagged to defer revenue (i.e., the defer revenue flag is set to 'Y') are included in the WIP calculation.
Inclusion	Projects considered for WIP calculation are those that are either not yet closed as of the "As Of Date" OR are in a status considered 'ACTIVE' (based on system general codes for project status).
Inclusion	General Ledger amounts are sourced specifically from the 'Project Suspense Account' configured for the company in the system settings.
Inclusion	General Ledger transactions contributing to the GL Amount are included from the company's financial start date up to and including the specified "As Of Date".

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Type	Description
Inclusion	Adjustments to the General Ledger amount for reconciliation purposes account for 'CONVERSION' type invoices and 'INCOME' type General Ledger transactions linked to projects that occurred prior to the company's Q360 system start date.
Exclusion	Projects not flagged for deferred revenue are excluded from the WIP deferred revenue calculation.
Exclusion	Projects that were closed before the "As Of Date" and are not in an 'ACTIVE' status are excluded from the WIP deferred revenue calculation.
Exclusion	General Ledger transactions unrelated to the designated 'Project Suspense Account' or outside the specified date range are excluded from the primary GL amount calculation.

Relevant System Configurations

Project Suspense Account: Defines the General Ledger account number used to track deferred revenue for projects. The report uses this configuration to fetch GL balances from the Journal Detail View information for reconciliation against project WIP deferred amounts.

Report Output

The Project Deferred Revenue Reconciliation report provides a detailed comparison for projects where revenue deferral is active. For each relevant project, it calculates two key figures: the Work-In-Progress (WIP) deferred amount, derived from the project's over/under billing status, and the corresponding General Ledger (GL) balance from the company's designated 'Project Suspense Account'. The GL balance is carefully adjusted to account for historical conversion invoices and pre-system GL conversion revenue entries to ensure an accurate comparison. The report then presents these WIP and GL amounts side-by-side for each project, clearly highlighting the monetary difference between them. This allows users to quickly identify projects with discrepancies between their operational deferred revenue calculations and the financial records in the General Ledger. Projects are listed in descending order based on the absolute size of this difference, focusing attention on the most significant variances first.

Report Columns

The **Project Deferred Revenue Reconciliation** report is made up of the following columns (in default display order):

Zoom Drilldown

Provides a drilldown link to the Project definition form for the associated project number, allowing for quick navigation to project details.

WIP Amount

Shows the calculated Work-In-Progress (WIP) deferred revenue amount for the project as of the "As Of Date". This value is derived by the Get_ProjectOverUnder system calculation, specifically for projects flagged to defer revenue and active or not yet closed by the "As Of Date".

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GL Amount

Shows the total net amount posted to the company's configured 'Project Suspense Account' in the General Ledger for this project. This figure includes all relevant GL transactions from the company's start date up to and including the "As Of Date", and is adjusted for 'CONVERSION' type invoices and pre-system start date 'INCOME' type GL transactions related to the project.

Diff

Displays the calculated difference between the GL Amount and the WIP Amount (calculated as GL Amount - WIP Amount). A non-zero value in this column indicates a variance between the project's deferred revenue calculation and the General Ledger, requiring investigation.

Project No

Indicates the unique identifier of the project for which the deferred revenue is being reconciled.

tSort

This column contains a calculated value representing the absolute difference between the GL Amount and the WIP Amount. It is used internally by the report to sort the results, ensuring that projects with the largest discrepancies (regardless of whether positive or negative) appear at the top of the report.

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141. Report: Service Deferred Revenue

Path: Accounting > Reports
Report No: Q0164

Purpose

The purpose of the Service Deferred Revenue report is to provide detailed insights into deferred revenue associated with service invoices. It consolidates invoice information, calculates recognized revenue to date, and reconciles invoice totals with general ledger balances to support accurate financial reporting.

Benefits

- Provides a detailed breakdown of deferred revenue by invoice.
- Facilitates accurate financial reconciliation.
- Improves visibility into departmental revenue performance.
- Supports audit and compliance with transparent financial reporting.

Report Filters

Caption	Description	Type	Values	Default
Company	Filters invoices by company, ensuring data is specific to the selected legal entity.	List	List of companies	Current User's Company
Branch	Filters invoices based on the branch where the transaction occurred.	List	List of branches	ALL
Department	Filters invoices based on the department where the transaction occurred.	List	List of departments	ALL
Account No.	Filters data to include only invoices related to a specified revenue account.	List	List of GL accounts	
End Date	Filters invoices by the end date; only invoices with dates on or before this date are included.	Date		Today

Inclusions/Exclusions

Type	Description
Inclusion	Includes only posted invoices to ensure that only finalized and recorded transactions are reported.
Exclusion	Excludes invoices with an invoice type of 'VOID' to eliminate canceled or invalid transactions.
Inclusion	Includes only transactions where the account matches the revenue suspense account, ensuring relevance to revenue deferral.

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Report Output

The Service Deferred Revenue report outputs a detailed list of invoices with key revenue deferral metrics. Each invoice entry displays essential financial information such as the total invoiced amount, the deferred revenue balance, and the revenue recognized to date. The report aggregates these figures to provide a comprehensive view of deferred revenue across the organization.
By combining invoice details with period-specific data (including period start and end dates), the report enables users to assess revenue deferral over time. It also reconciles invoice totals with the corresponding general ledger balances, highlighting any differences that may require further investigation.

Report Columns

The **Service Deferred Revenue** report is made up of the following columns (in default display order):

Company

Indicates the customer company associated with the invoice.

Contract No.

Indicates the order number associated with the invoice, linking the transaction to its corresponding contract or order record.

Contract Type

Indicates contract type that is set on the associated service contract. List selection is determined by general codes Service Contract Type.

Invoice No.

Indicates the invoice number and provides drilldown capabilities, allowing users to access detailed invoice information directly from the report.

Invoice Date

Indicates the date when the invoice was issued, serving as a key temporal reference for the transaction.

Invoice Amount

Indicates the total amount invoiced, derived from aggregating the values of individual invoice items.

Period Start

Indicates the beginning date of the revenue reporting period, marking the start of the timeframe over which deferred revenue is calculated.

Period End

Indicates the end date of the revenue period for the invoice, marking the conclusion of the timeframe over which revenue is deferred.

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Period No.

Indicates the deferred revenue period calculated as the number of months between the invoice's start date and the adjusted reporting date, defining the period in which deferral is applied.

Revenue to Date

Calculated as the difference between the total invoice amount and the sum of deferred and paid revenue balances, this column represents the revenue that has been recognized to date.

Customer No.

Indicates the customer associated with the invoice, linking the transaction to the relevant client or customer record.

Deferred Balance

Shows the total deferred revenue balance computed from invoice line items, reflecting the revenue amounts that are deferred for future recognition.

GL Balance

Indicates the general ledger balance for the revenue account, retrieved via a dedicated account balance function and presented as a negative figure to offset deferred revenue.

Difference

Calculated as the sum of the General Ledger Balance and the Deferred Revenue Balance, this column represents the reconciliation difference between recorded revenue figures.

Summation Rows

Light Blue: This summation row includes:

- The total General Ledger Balance, providing a consolidated view of the revenue account balance.
- The overall Difference, calculated as the sum of the General Ledger Balance and the Deferred Revenue Balance, which aids in reconciling financial data.

Default Sorting

The Service Deferred Revenue report is ordered by default in the following manner:

#	Column	Method
1	Company	Ascending
2	Customer No.	Ascending
3	Invoice No.	Ascending

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142. Report: Data Integrity – Reconcile Deferred Revenue

Path: Live Data > DATA INTEGRITY
Report No: Q0305

Purpose

The **Data Integrity - Reconcile Deferred Revenue** report verifies that deferred-revenue activity on posted customer invoices is internally consistent. It cross-checks invoice item totals, deferred-revenue balances, revenue-recognition journal entries, and suspense-account usage to highlight discrepancies that could misstate revenue and liabilities.

Benefits

- Protects the general ledger from revenue-recognition errors that affect financial statements.
- Flags invoices whose deferred-revenue balance no longer reconciles to journal postings.
- Identifies invoice items that are missing required begin or end dates, preventing future recognition issues.
- Confirms that liability accounts on invoices and journal entries match company or project suspense settings.
- Supplies drill-through links that take users directly to the underlying invoice for rapid correction.

Report Filters

Caption	Description	Type	List Values	Default
Problem	Narrows the scan to a specific integrity message (use % for all).	Char		%
Run Mode	Determines the level of detail returned (*SUMMARY*, *DETAIL*, *DOCUMENTATION*, *GRANDSUMMARY*, *SILENT*).	Char	SUMMARY, DETAIL, DOCUMENTATION, GRANDSUMMARY, SILENT	SUMMARY
Company No	Restricts results to a single financial entity.	Text		
From Date	First invoice date to include.	Date		Today
To Date	Last invoice date to include.	Date		Today
Invoice No	Limits the analysis to one invoice number (use % for all).	Text		%

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Inclusions/Exclusions

Type	Description
Inclusion	Considers only posted invoices.
Exclusion	Ignores invoices of type VOID, ensuring cancelled documents are not evaluated.
Inclusion	Requires the invoice or its project to have a defined deferred-revenue suspense account.
Inclusion	Includes only invoices whose Begin Date is populated so that recognition schedules exist.
Inclusion	Evaluates only invoice items coded to the suspense account prefix defined for the invoice or project.

Report Output

The report returns one record for every data-integrity exception it detects while reconciling deferred-revenue transactions. Each record describes the specific problem, the table in which it occurs, the primary key or invoice number involved, the incorrect value, and a suggested resolution. Severity values (1 = critical to 5 = warning) help users prioritize fixes. When run in **Detail** mode, each row includes a drill-down link that opens the corresponding invoice in Q360's invoice form. In **Summary** modes, the report aggregates counts by problem type to provide an at-a-glance view of outstanding issues.

Report Columns

The **Data Integrity - Reconcile Deferred Revenue** report is made up of the following columns (display order may vary slightly with run mode):

Zoom Drilldown

Provides a clickable link that opens the affected invoice directly in the Q360 invoice form for immediate review and correction.

Problem

Describes the specific deferred-revenue inconsistency detected, such as "Invoice deferred revenue total not equal posted total."

ProblemTable

Indicates the information area where the issue originates (for example, Invoice, Invoice Item, or AR Journal).

Problem PK

Shows the primary identifier (invoice number or item number) of the record that contains the problem.

Problem Data

Displays the data value that is at fault (for example, the posted balance that does not match the invoice balance).

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Identifier

Provides a human-readable reference, such as the original invoice total or account number, that helps users locate the record quickly.

Solution

Offers a concise recommendation on how to resolve the discrepancy, guiding users toward corrective action.

Severity

Ranks the problem on a scale of 1 (highest) to 5 (lowest) so that finance staff can address the most impactful errors first.

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143. Report: Month End Serv Cont Def Rev Balance Difference

Path: Live Data > NO CATEGORY
Report No: Q0196

Purpose

The purpose of the Month End Serv Cont Def Rev Balance Difference report is to identify and highlight discrepancies between the deferred revenue balances recorded in the service contract deferred revenue subledger (derived from Invoice Items) and the corresponding General Ledger account balances as of a specified month-end date. This reconciliation report helps ensure financial accuracy for deferred revenue by pinpointing specific items or entries that cause imbalances.

Benefits

- **Enhanced Financial Accuracy**: Ensures that deferred revenue recognized in the General Ledger aligns with the detailed subledger records from service contracts.
- **Streamlined Month-End Closing**: Facilitates a smoother and quicker month-end financial closing process by proactively identifying and explaining reconciliation variances.
- **Improved Compliance**: Supports adherence to accounting standards (e.g., ASC 606/IFRS 15) regarding accurate revenue recognition and deferred revenue liabilities.
- **Error Detection**: Provides clear visibility into potential errors stemming from incorrect G/L account usage on invoice items, misconfigured master items, or unlinked manual G/L entries.
- **Data Integrity**: Helps maintain the integrity of both subledger and General Ledger data related to service contract revenue.
- **Actionable Insights**: Offers specific details on discrepancies, including potential causes, enabling finance teams to investigate and resolve issues efficiently.

Report Filters

Caption	Description	Type	Values	Default
Company	Specifies the company for which the report is run. This filters financial data and retrieves company-specific configurations, such as the deferred revenue GL account.	List	List of companies	Current User's Company
As Of Date	Defines the cut-off date for the report. All calculations and comparisons of deferred revenue balances will be performed as of this date, typically a month-end.	Date		

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	The report focuses exclusively on financial transactions related to the specific General Ledger account designated as the Deferred Revenue Account for the selected company. This account is retrieved from system configuration.
Inclusion	Only posted Invoices are included when calculating the subledger deferred revenue balance from Invoice Items.
Inclusion	Only Invoice Items associated with the company's configured 'Deferred Revenue Account ' (or its sub-accounts) are considered in the subledger calculations.
Exclusion	Voided Invoices are excluded from all calculations.
Inclusion	The report specifically analyzes General Ledger entries posted to the main 'Deferred Revenue Account ' specified in the company's financial setup.

Relevant System Configurations

Company Deferred Revenue Account: The report's analysis is centered around a specific General Ledger account as the 'Deferred Revenue Account' for the selected company. All comparisons between subledger balances and General Ledger amounts are performed against this configured account, which is retrieved via the company's financial settings.

Report Output

The report outputs a detailed list of service contract invoice items and certain General Ledger entries where a difference exists between the calculated deferred revenue balance (derived from the subledger) and the actual posted General Ledger balance for the company's designated deferred revenue account, as of the specified 'As Of Date'.
For each identified discrepancy, the report provides transactional details such as the associated Invoice number, invoice line number, product/service master number, and item description. Crucially, it presents the 'GL Amount' (actual balance in the General Ledger for that item/batch), the 'Item Def. Rev. Balance' (expected balance from the subledger adjusted to the 'As Of Date'), and the calculated 'Difference' between these two amounts. To aid in troubleshooting, a 'Cause' column suggests potential reasons for the variance, distinguishing between issues related to invoice item configurations and those stemming from manual or unlinked General Ledger entries. For the latter, GL journal and entry numbers are also provided. The report is designed to assist users in investigating and reconciling these differences to ensure the accuracy of deferred revenue reporting.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Columns

The **Month End Serv Cont Def Rev Balance Difference** report is made up of the following columns (in default display order):

Zoom Drilldown

A utility column that enables drill-down functionality on the report. It typically manifests as a clickable icon or link on rows, allowing navigation to detailed Invoice information, as configured for the row.

Batch No.

Displays the unique identifier of the service contract Invoice Item (InvItemNo), which is often used as the batch number linking it to related General Ledger transactions.

Invoice No.

Indicates the unique identifier for the Invoice associated with the deferred revenue item. This column allows drill-down to view the complete Invoice details.

Line No.

Shows the specific line number of the item on the Invoice.

Master No.

Displays the identifier of the product or service (master item) detailed on the Invoice line.

Description

Provides the textual description of the product or service on the Invoice line item.

Line Item Account

Shows the General Ledger account assigned to this specific Invoice line item. This account is compared against the company's configured Deferred Revenue Account to identify potential miscodings.

GL Amount

Represents the net total amount posted to the company's configured Deferred Revenue General Ledger account that is associated with this Invoice Item or batch, for transactions dated on or before the 'As Of Date'. This value is sourced from Journal Detail information.

Item Def. Rev. Balance

Shows the calculated deferred revenue balance for the Invoice Item as of the 'As Of Date'. This is determined by taking the current deferred revenue balance recorded on the Invoice Item (from Invoice Item information) and adjusting it by any General Ledger transactions related to this item that are dated *after* the 'As Of Date', effectively rolling back future recognitions to arrive at the 'As Of Date' balance.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Difference

Calculates and displays the variance between the 'Item Def. Rev. Balance' (expected subledger balance) and the 'GL Amount' (actual general ledger balance). A non-zero value here signifies a discrepancy requiring investigation. The calculation is: 'Item Def. Rev. Balance' - 'GL Amount'.

Journal

Indicates the General Ledger journal code (e.g., SJ for Sales Journal, GJ for General Journal) associated with General Ledger entries that are not directly linked to an Invoice Item but affect the Deferred Revenue GL account balance. This is typically populated when the 'Cause' column indicates a 'Manual or unlinked Entry'.

Entry No.

Displays the General Ledger entry number for transactions, particularly for manual or unlinked GL entries that contribute to a discrepancy. This column allows drill-down to view the specific GL Entry details and is most relevant when the 'Cause' is 'Manual or unlinked Entry'.

Cause

Provides a system-generated explanation for the identified discrepancy. Potential causes include: the Invoice Item's associated master product/service not being configured with the correct Deferred Revenue Account; the Invoice Item itself having a deferred revenue balance but not using the designated Deferred Revenue Account; the item's current deferred balance not matching expectations after GL adjustments; or the discrepancy being due to a 'Manual or unlinked Entry' in the General Ledger.

Default Sorting

The <Report Title> report is ordered by default in the following manner:

#	Column	Method
1	Discrepancy Category	Ascending

Description: The report first lists discrepancies related to specific service contract Invoice Items, followed by discrepancies arising from manual or unlinked General Ledger entries.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

144. Report: Month End Pre-Paid Expense Subledger

Path: Live Data > ACCOUNTING
Report No: Q0043

Purpose

The purpose of the Month End Pre-Paid Expense Subledger report is to provide a detailed breakdown of vendor invoice items that are classified as prepaid expenses. It tracks the amortization of these expenses over a specified range of periods (months), showing the initial value, periodic expense recognition, and remaining balances. This report is crucial for accurate month-end financial closing and ensuring prepaid expenses are correctly accounted for over their useful life.

Benefits

- **Accurate Financial Reporting**: Ensures precise tracking and amortization of prepaid expenses, leading to more accurate financial statements.
- **Streamlined Month-End Closing**: Facilitates the month-end closing process by providing a clear and detailed subledger for prepaid expense reconciliation.
- **Improved Expense Management**: Offers visibility into how prepaid expenses are recognized over time, aiding better expense management and control.
- **Audit Support**: Provides detailed documentation and calculations for prepaid expenses, which is valuable during financial audits.
- **Enhanced Budgeting and Forecasting**: By understanding the schedule of expense recognition, businesses can better forecast future expenses.
- **Compliance**: Helps in adhering to accounting principles that require matching expenses to the periods in which they are incurred.

Report Filters

Caption	Description	Type	Values	Default
Start Date	The beginning date of the period for which to report prepaid expense activity.	Date		Today
End Date	The ending date of the period for which to report prepaid expense activity.	Date		Today
Company No	Filters the report for a specific operating company.	List	List of companies	
Branch	Filters the report for a specific branch. 'ALL' can be selected to include all branches.	List	List of branches	
Include Unbilled	When checked, the report is expected to include items that might not yet be formally billed but are part of the prepaid expense schedule.	Checkbox		Unchecked

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Only Vendor Invoice Items from posted Vendor Invoices are included.
Inclusion	Vendor Invoice Items with a non-zero calculated extended price (quantity received multiplied by price) are included.
Inclusion	Vendor Invoice Items whose defined prepaid expense period (Prepaid Begin Date to Prepaid End Date) overlaps with the selected report date range are included.
Inclusion	Vendor Invoice Items with a remaining prepaid balance but no defined prepaid period are also included if their posting date is before the end of the report's selected period.
Exclusion	Voided vendor invoices are excluded.
Constraint	The selected date range for the report must fall entirely within a single fiscal year.
Constraint	The report can process a maximum of 24 monthly periods within the selected date range.

Report Output

The Month End Pre-Paid Expense Subledger report provides a comprehensive listing of vendor invoice items that are treated as prepaid expenses. For each item, it details the vendor, item specifics, original invoice information, and the department. The report then presents the financial journey of each prepaid item across the selected timeframe.
It begins by showing the total value of the prepaid item (Extended Price) and its outstanding balance at the start of the reporting period (Start Balance). The core of the report dynamically generates columns for each month within the user-defined date range (up to 24 months). Each monthly column quantifies the portion of the expense recognized (amortized) in that specific month, based on journal entries. Finally, the report displays the End Balance, which is the remaining prepaid amount after all recognized expenses up to the report's "End Date".
The report also features summation rows, providing totals per company and a grand total for all financial figures, facilitating reconciliation and overview.

Report Columns

The **Month End Pre-Paid Expense Subledger** report is made up of the following columns (in default display order):

Vendor No

Indicates the identifier for the vendor associated with the prepaid expense invoice. This column offers a drilldown capability to view detailed vendor information.

Company

Indicates the name of the vendor company associated with the invoice. This is sourced from the vendor's record in Customer information.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Item No

Indicates the item number for the prepaid good or service as recorded on the vendor invoice item. This is typically sourced from the Master for the item.

Description

Indicates the description of the prepaid item, taken from the vendor invoice item.

Cogs Account

Indicates the Cost of Goods Sold (COGS) or expense account to which the amortized amount is typically expensed. This account is sourced from the disposal account specified in the item's master.

Invoice No

The vendor invoice number related to the prepaid item. This column offers a drilldown capability to view the detailed vendor invoice.

Post Date

Indicates the date when the original vendor invoice was posted to the general ledger.

Start Date

Indicates the commencement date for the prepaid expense recognition period, as defined on the vendor invoice item.

End Date

Indicates the conclusion date for the prepaid expense recognition period, as defined on the vendor invoice item.

Department

Indicates the department associated with the vendor invoice.

Ext Price

The total initial amount of the prepaid expense item, calculated as quantity received multiplied by the price from the vendor invoice item.

Start Balance

The outstanding balance of the prepaid expense at the beginning of the reporting period (report's Start Date). This is calculated as the End Balance (as of the report's End Date) plus all periodic amortization amounts recognized within the report's selected date range.

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[Dynamic Month-Year Columns (e.g., Jan-24, Feb-24 ...)]

The report dynamically generates a series of columns, one for each month within the selected "Start Date" and "End Date" range (up to a maximum of 24 periods). Each column is headed with the specific month and year (e.g., Sep-24). The value in each of these columns represents the amount of the prepaid expense that was recognized (amortized) and posted to the general ledger via a 'PREEXPENSE' type journal entry during that particular month for the specific item.

End Balance

The remaining, unamortized balance of the prepaid expense as of the report's "End Date". This is calculated as the original Extended Price less the sum of all expense amounts recognized and posted via 'PREEXPENSE' journal entries from the prepaid begin date up to the report's "End Date".

Summation Rows

The Month End Pre-Paid Expense Subledger report features the following colored summation rows:

- **Light Yellow**: This row appears for each company included in the report. It summarizes totals for that specific company, displaying the sum of:
    - Ext Price
    - Start Balance
    - Each dynamic [Month-Year] amortized amount column
    - End Balance
- **Blue**: This row appears at the very end of the report and provides a grand total across all companies and items. It displays the sum of:
    - Ext Price
    - Start Balance
    - Each dynamic [Month-Year] amortized amount column
    - End Balance

Default Sorting

The Month End Pre-Paid Expense Subledger report is ordered by default in the following manner:

#	Column	Method
1	Company	Ascending
2	Item No	Ascending (within each Company, based on internal processing order of vendor invoice items)

Summary rows for each company appear after the detail rows for that company, and the grand total summary row appears at the end of the report. This order is maintained by an internal sequence generated during report processing.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

145. Report: Trial Balance Check

Path: Live Data > MONTH END
Report No: Q0086

Purpose

The purpose of the Trial Balance Check report is to identify and list potential data integrity issues or discrepancies in Accounts Receivable (AR), Accounts Payable (AP), and General Ledger (GL) journal entries. This is achieved by scanning records within a specified date range and for a selected company, helping to ensure the accuracy and reliability of financial data prior to period-end closing or other financial analysis.

Benefits

- Ensures greater accuracy of financial records, particularly for month-end or year-end closing processes.
- Proactively identifies various types of data entry errors or inconsistencies in AR, AP, and GL journals.
- Assists in maintaining a balanced trial balance by highlighting unbalanced transactions.
- Facilitates quicker financial reconciliation by pinpointing specific problematic entries.
- Improves overall financial data integrity, leading to more reliable financial reporting and decision-making.
- Helps detect incorrect GL account usage or formatting issues.

Report Filters

Caption	Description	Type	Values	Default
End Date	Specifies the end date (inclusive) for the period to be analyzed. Journal entries on or before this date will be included in the check.	Date		Today
Start Date	Specifies the start date (inclusive) for the period to be analyzed. Journal entries on or after this date will be included in the check.	Date		Today
Company No	Selects the company for which to check journal entries. If left blank or '' is selected, the report defaults to company 'Current User's Company'.	List	List of companies	

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	The report analyzes data from Accounts Receivable journal (AR Journal), Accounts Payable journal (AP Journal), and General Ledger journal (GL Journal) information.
Inclusion	Only journal entries with a transaction date on or after the selected Start Date and on or before the selected End Date are processed.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Relevant System Configurations

- **ACCOUNTLEN**: Defines the standard length of the main GL account number. The report uses this configuration to validate the account number format in journal entries (e.g., checking total length) and to correctly parse account numbers for consistency checks, such as verifying if the account part exists in GL Account information.
- **SEGMENTLEN**: Defines the standard length of the GL account segment (sub-account). This configuration, along with ACCOUNTLEN, is used by the report to validate the overall GL account string format in journal entries against the expected total length (account + separator + segment).

Report Output

The Trial Balance Check report outputs a detailed list of various potential data integrity issues found within Accounts Receivable, Accounts Payable, and General Ledger journal entries, filtered by the specified date range and company. Each row in the report represents a specific problem identified. These problems can include, but are not limited to, invalid GL account numbers or formats, use of incorrect GL account heading types (e.g., posting to a header account), journal entries associated with an incorrect company number, unbalanced transactions (such as invoices or vendor invoices where total debits do not equal total credits), rounding errors in transaction amounts, or the use of invalid sub-account (segment) codes.
For each identified issue, the report provides contextual information. This includes a description of the problem, the type of record involved (e.g., Invoice, Vendor Invoice), relevant document or entry numbers, the journal source (AR, AP, or GL), specific entry types, the GL account number in question, the associated monetary amount, and the transaction date. This detailed output enables users to efficiently investigate and rectify these discrepancies, thereby enhancing the accuracy and reliability of the company's financial data.

Report Columns

The **Trial Balance Check** report is made up of the following columns (in default display order):

Problem

A description of the specific data integrity issue identified by the report (e.g., 'AR Invalid Account', 'Unbalanced AR Invoices', 'GL Invalid company no.'). This value is derived from the specific validation check that failed within the report's logic. See later in this section for all possible errors.

Rec Type

Indicates the type of record associated with the identified problem, such as 'Invoice' for customer invoices, or 'Voucher' for vendor invoices. This field can be blank if the issue is related to a general GL entry that is not tied to a specific sub-ledger document.

Rec No

Displays the reference number of the primary record associated with the problem. This is typically an Invoice number if the issue is in Accounts Receivable, or a Vendor Invoice number if the issue is in Accounts Payable.

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Entry No

Shows the specific journal entry number related to the identified issue. This field may be blank if the problem is summarized at a higher document level (e.g., an unbalanced invoice as a whole rather than a specific line).

Journal

Indicates the accounting journal source of the problematic transaction. Possible values are 'AR' for Accounts Receivable, 'AP' for Accounts Payable, or 'GL' for General Ledger.

Entry Type

Specifies the detailed transaction type as recorded in the respective journal. This could be an ARType from the AR Journal, an APType from the AP Journal, or a DistType from the GL Journal. This field might be blank for certain summary-level problems.

Account

The General Ledger account number, potentially including a segment or sub-account, that is associated with the problematic journal line or transaction.

Amount

The monetary value related to the specific journal line in question, or the out-of-balance amount if the problem pertains to a balancing discrepancy. Values are formatted as text in the report.

Date

The transaction date of the journal entry or record where the problem was detected. For some summarized problems, this date might represent the overall document date or could be blank if the issue spans multiple dates or is identified at a summary level without a single date context.

Possible Errors Detected by this Report

Problem Description	Underlying Logic Cause (within the specified date range and company)	Journal Source(s)
AR Invalid Account	The length of the Account field in AR Journal does not match the expected total length (ACCOUNTLEN + SEGMENTLEN + 1) or is blank.	AR Journal
AR Invalid Heading Type	The AccountNo (first part of AR Journal.Account) links to a GLAccount where Heading Type is not 'ACCOUNT'.	AR Journal, GLAccount
AP Invalid Account	The length of the Account field in AP Journal does not match the expected total length (ACCOUNTLEN + SEGMENTLEN + 1) or is blank.	AP Journal
AP Invalid Heading Type	The AccountNo (first part of AP Journal.Account) links to a GLAccount where Heading Type is not 'ACCOUNT'.	AP Journal, GLAccount
GL Invalid Account	The length of the Account field in GL Journal does not match the expected total length (ACCOUNTLEN + SEGMENTLEN + 1) or is blank.	GL Journal

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Problem Description	Underlying Logic Cause (within the specified date range and company)	Journal Source(s)
GL Invalid Heading Type	The AccountNo (first part of GL Journal.Account) links to a GLAccount where Heading Type is not 'ACCOUNT'.	GL Journal, GLAccount
AR Invalid company no.	The Company No in AR Journal does not match the selected ps_Company No filter.	AR Journal
AP Invalid company no.	The Company No in AP Journal does not match the selected ps_Company No filter.	AP Journal
GL Invalid company no.	The Company No in GL Journal is not 'Current User's Company' or '99' (when ps_Company No is 'Current User's Company' by default or explicitly).	GL Journal
Unbalanced AR Invoices	The sum of Amount in AR Journal for a given InvoiceNo and Date does not equal zero.	AR Journal
Unbalanced vouchers	The sum of Amount in AP Journal for a given InvoiceNo and Date does not equal zero.	AP Journal
Unbalanced GL Entries	The sum of Amount in GL Journal for a given EntryNo and Date does not equal zero.	GL Journal
Unbalanced AP Entries	The sum of Amount in AP Journal for a given EntryNo does not equal zero (checking balance by EntryNo, ignoring date grouping).	AP Journal
AR Invalid Account lookup	The AccountNo (first part of AR Journal.Account) does not exist in the GLAccount table.	AR Journal, GLAccount
AP Invalid Account lookup	The AccountNo (first part of AP Journal.Account) does not exist in the GLAccount table.	AP Journal, GLAccount
GL Invalid Account lookup	The AccountNo (first part of GL Journal.Account) does not exist in the GLAccount table.	GL Journal, GLAccount
AP Post Date after journal Date	The PostDate on a VendInvoice is later than the Date of its corresponding AP Journal entries.	AP Journal, VendInvoice
AP Journal vouchers not balancing	The sum of Amount in AP Journal for a given InvoiceNo (across all its journal entries) does not equal zero.	AP Journal
Rounding error AR Journal	The Amount in AR Journal is not equal to the Amount rounded to 2 decimal places.	AR Journal
Rounding error AP Journal	The Amount in AP Journal is not equal to the Amount rounded to 2 decimal places.	AP Journal
Rounding error GL Journal	The Amount in GL Journal is not equal to the Amount rounded to 2 decimal places.	GL Journal
Invalid AR SubAccount	The SubAccount (segment) in AR Journal does not exist in the GLSegment table.	AR Journal, GLSegment
Invalid AP SubAccount	The SubAccount (segment) in AP Journal does not exist in the GLSegment table.	AP Journal, GLSegment

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Problem Description	Underlying Logic Cause (within the specified date range and company)	Journal Source(s)
Invalid GL SubAccount	The SubAccount (segment) in GL Journal does not exist in the GLSegment table.	GL Journal, GLSegment

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

146. Report: Service Call Journal Entries

Path: Live Data > Accounting
Report No: Q0068

Purpose

The purpose of the **Service Call Journal Entries** report is to give accounting and service teams a clear, transaction-level view of every general ledger posting that originated from a specific service call within a selected date range. This visibility lets users confirm that costs and revenues were recorded to the correct accounts and detect posting issues before month-end close.

Benefits

- Reconciles service call activity with the general ledger in real time
- Speeds investigation of posting errors by linking directly to the source entry
- Confirms that billable costs for a call have been recognized and invoiced
- Helps project and service managers track financial impact without running separate GL queries
- Supports compliance by highlighting entries coded to suspense or miscellaneous accounts

Report Filters

Caption	Description	Type	Values	Default
Dispatch No	Limits the report to journal entries linked to the specified service call Dispatch No.	Text		

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
	The procedure contains no constant inclusions or exclusions beyond the user-supplied filters.

Report Output

The report lists every journal entry generated from the selected service call, showing the posting date, main and sub account segments, account descriptions, amount, and any comments recorded with the entry. It also displays the originating transaction type and number, enabling users to trace each GL posting back to the related invoice, voucher, or manual entry. A drill-down icon opens the appropriate AR, AP, or GL form for instant review of the detailed source document.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Columns

The **Service Call Journal Entries** report is made up of the following columns (in default display order):

Zoom Drilldown

Provides a one-click link that opens the underlying AR, AP, or GL entry form for the highlighted journal entry, depending on the journal source.

Date

Shows the transaction date on which the journal entry was posted.

Main Account

Indicates the main general ledger account number to which the entry was posted.

Account Name

Displays the description of the main general ledger account.

Sub Account

Shows the sub account segment (if used) that further classifies the entry.

Sub Name

Displays the description of the sub account segment.

Amount

Shows the monetary value of the journal entry. Positive values represent debits, and negative values represent credits.

Comment

Displays any note or comment recorded with the journal entry.

Link Type

Indicates the originating transaction type, such as Invoice (AR), Voucher (AP), or GL.

Link No

Provides the originating transaction number tied to the journal entry.

Default Sorting

The **Service Call Journal Entries** report is ordered by default in the following manner:

#	Column	Method
1	Date	Ascending
2	Link Type	Ascending

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#	Column	Method
3	Link No	Ascending
4	Main Account	Ascending
5	Sub Account	Ascending

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147. Quick View: Time Billing Summary

Paths:

- Projects > Quick Views
- HR > Quick Views

Purpose

The purpose of the Timebilling Summary quick view is to provide a comprehensive overview of employee time allocation over a specified period. It aggregates time entries, categorizing them into billable, pre-sales, and administrative hours. This allows managers to analyze employee productivity, utilization rates, and the distribution of work across different types of activities and customers.

Benefits

- **Monitor Employee Utilization**: Compare total booked hours against available hours to gauge employee productivity.
- **Analyze Work Distribution**: Understand how time is split between revenue-generating (billable), business development (pre-sales), and internal (admin) activities.
- **Track Customer-Specific Effort**: Identify which customers are consuming the most employee time.
- **Support Performance Reviews**: Use objective data on time allocation and billable percentages to support employee performance discussions.
- **Enhance Resource Planning**: Make informed decisions about resource allocation and burden rates based on historical timebilling patterns.
- **Improve Financial Oversight**: Gain insights into the billable efficiency of your team to support financial forecasting and profitability analysis.

Filters

Caption	Description	Type	Default
Company	Filters the summary to show time billed for employees of the selected company/entity.	List	Current User's Company
Branch	Filters the summary to show time billed for employees associated with the selected branch(es).	List	ALL
Department	Filters the summary to show time billed for employees within the selected department(s).	List	ALL
Time Period	Defines the date range for which to display timebilling records.	Date Range	Today
User ID	Filters the summary to show time billed for a specific user or a list of users.	List	ALL

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Inclusions/Exclusions

This quick view is configured to always include or exclude the following:

Type	Description
Inclusion	Time billed against sales opportunities is categorized as Pre Sales.
Inclusion	Time billed to projects designated as administrative (in UNIFIEDTYP general code) is categorized as Admin.
Inclusion	Time billed to projects not classified as administrative is categorized as Billable.
Inclusion	Timebills automatically generated for Paid Time Off (PTO) are included in the summary by default.

Output

The Timebilling Summary quick view presents a grid that details how employees have logged their time. The data is grouped by employee, with individual rows for each customer they have worked for within the selected period. For each employee, a highlighted summary row provides their total available hours, total booked hours, and key utilization percentages. This structure allows for a clear, at-a-glance analysis of individual and team productivity, showing the breakdown of hours into billable, pre-sales, and administrative work.

Quick View Columns

The Timebilling Summary report is made up of the following columns (in default display order):

Column Name	Description
Drilldown	A zoom function to access more detailed information about the user.
User ID	The unique identifier for the employee.
User Name	The full name of the employee.
Company	The name of the customer the time was billed against. For summary rows, this column displays "Total:" followed by the User ID.
Avail	The total available work hours for the employee within the selected period, based on their standard schedule. This value is only displayed on the employee's summary row.
Total Book	The total hours booked by the employee, calculated as the sum of Billable, Pre Sales, and Admin hours.
Book %	The percentage of an employee's available hours that have been booked (Total Book ÷ Avail). This value is only displayed on the employee's summary row.
Billable	The total hours logged against customer-facing, non-administrative projects.
Bill %	The percentage of total booked hours that are classified as billable (Billable ÷ Total Book).
Pre Sales	The total hours logged against sales opportunities.
Admin	The total hours logged against internal or administrative projects.
TB Req	Indicates whether the employee is required to submit timebills ('Y' for Yes, 'N' for No), based on their employee profile settings.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Summation Rows

The Timebilling Summary report features the following colored summation rows:

Light Yellow: A summary row is provided for each employee, identified by "Total: [UserID]" in the Company column. This row aggregates the following data points for the employee across all their activities in the selected period:

- Total Available Hours (Avail)
- Total Booked Hours (Total Book)
- Overall Booking Percentage (Book %)
- Total Billable Hours (Billable)
- Total Pre-Sales Hours (Pre Sales)
- Total Admin Hours (Admin)

Default Sorting

The Timebilling Summary report is ordered by default in the following manner:

#	Column	Method
1	Company	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

148. Quick View: Time Billing Detail

Paths:

- Projects > Quick Views
- HR > Quick Views

Purpose

The Timebill Detail quick view provides a comprehensive and itemized list of all timebill entries recorded by employees. It allows managers and administrators to review work logs, categorize hours into billable, pre-sales, and administrative time, and analyze time allocation across various projects, service calls, and customers for specific time periods.

Benefits

- **Enhanced Visibility**: Gain a clear and detailed view of how employee time is being utilized across different tasks and projects.
- **Accurate Job Costing**: Ensure precise allocation of labor costs to projects and service calls, improving profitability analysis.
- **Streamlined Payroll**: Facilitates the verification of hours worked for accurate payroll processing.
- **Improved Resource Management**: Analyze time distribution to optimize resource allocation and identify areas of high administrative or pre-sales effort.
- **Informed Decision-Making**: Use detailed time data to make better decisions regarding project quoting, resource planning, and operational efficiency.

Filters

Caption	Description	Type	Default
Company	Filters timebills for a specific company (entity).	List	ALL
Branch	Filters timebills for employees belonging to a specific branch.	List	ALL
Department	Filters timebills for employees within a specific department.	List	ALL
User ID	Filters timebills for one or more specific users.	List	ALL
Time Period	Defines the date range for the timebills to be included. Options like "Today", "Prior 60 Days", etc., set the Start and End Dates.	Date Range	Today

Inclusions/Exclusions

This quick view is configured to always include or exclude the following:

Type	Description
Inclusion	By default, the view includes timebills automatically generated from approved HR time off requests (e.g., PTO), providing a complete picture of an employee's time.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Output

The quick view displays a detailed grid of timebill records, grouped by employee. Each employee's time entries are listed chronologically, showing the start and end times, associated customer and project, and a description of the work performed. The hours for each entry are automatically categorized into Billable, Pre-Sales, or Admin columns, with a Tot Billed column summing these up. A single timebill's hours are categorized exclusively as either Billable, Pre-Sales, or Admin. The hours are not double-counted across these categories. Each row is a drillable record that opens the corresponding Timebill form for more detailed review or editing.

Quick View Columns

The Timebill Detail report is made up of the following columns (in default display order):

Column Name	Description
User ID	The unique identifier for the employee who logged the timebill.
User Name	The full name of the employee.
Call No.	The service call number associated with the timebill, if applicable.
Start Time	The date and time when the timebill entry began.
End Time	The date and time when the timebill entry concluded.
Customer	The name of the customer associated with the timebill.
Description	The notes or description of the work performed, as entered on the timebill.
Billable	The total hours for timebills that are not related to sales opportunities and are not for administrative-type projects.
Pre-Sales	The total hours for timebills logged against a sales opportunity.
Admin	The total hours for timebills logged against projects designated as administrative (internal) work.
Tot Billed	The sum of Billable, Pre-Sales, and Admin hours for the timebill entry.
Proj No.	The project number associated with the timebill, if applicable.
Project	The title of the project associated with the timebill.
Category	The primary category assigned to the timebill (e.g., DESIGN, INSTALLATION).

Summation Rows

The Timebill Detail report features the following colored summation rows:
Light Yellow: A summary row appears for each employee, providing totals for their time within the filtered period.

- This row displays the sum of hours across the Billable, Pre-Sales, Admin, and Tot Billed columns for that specific user.
- The Call No. column for this row will display "Total: [UserID]".

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Default Sorting

The Timebill Detail report is ordered by default in the following manner:

#	Column	Method
1	User ID	Ascending
2	Start Time	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

149. Report: Employee Utilization By Labor Type

Path: Live Data > BI Data
Report No: Q0025

Purpose

The purpose of the *Employee Utilization By Labor Type* report is to provide insights into how employee working hours are allocated across different sources of labor. By aggregating time billing and employee scheduling data, the report delivers a clear picture of available hours versus hours billed (both customer-related and administrative). This information supports effective decision-making around staffing, resource allocation, and operational efficiency.

Benefits

- Enhances visibility into employee labor utilization.
- Identifies under- or over-utilized labor resources.
- Supports strategic staffing and resource management decisions.
- Aggregates time billing and scheduling data for comprehensive analysis.
- Improves forecasting accuracy for project and departmental planning.
- Enables drilldown to detailed employee performance data.

Report Filters

Caption	Description	Type	Values	Default
Start Date	Specifies the beginning date for filtering report data.	Date		Today
End Date	Specifies the ending date for filtering report data.	Date		Today
Company No	Specifies the company identifier for filtering the report data.	List		Current User's Company
Branch	Specifies the branch location to filter the report data by location.	List		ALL
Department	Filters the report data based on the user's department.	List	List of departments	ALL
Type	Filters the report data based on the employee labor type.	List	List of employee labor types	ALL
Format	Determines the report output format; selecting between detailed and summary views.	List	DETAIL, SUMMARY	DETAIL

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Output

The Employee Utilization By Labor Type report outputs a comprehensive analysis of employee time utilization by aggregating time billing records with employee scheduling data. It presents key metrics such as available hours, total billed hours, billable hours, non-billable hours, and administrative hours for each employee, segmented by labor type.
Calculated percentages, such as the proportion of billed hours relative to available hours and the share of billable hours within total billed hours, offer insights into operational efficiency.

NOTE: Ensure Chargeable is checked on Labor Type General Code for this report to return data.

Report Columns

The **Employee Utilization By Labor Type** report is made up of the following columns (in default display order):

Zoom Drilldown

Provides a drilldown capability allowing users to view detailed employee information.

Labor Type

Indicates the labor type of the employee.

User ID

Identifies the employee's User ID.

Title

Displays the employee's job title or designation.

Available

Represents the total number of working hours an employee is scheduled to be available during the reporting period. The value is determined from Employee record, by retrieving an employee's default working hours, and subtracting non-available hours (Employee > Details tab) as well as time off requests where the employee is unavailable.

Book Percent

Represents the percentage of total billed hours relative to available hours, calculated as (Total Billed / Available) × 100.

Total Billed

Aggregates all time billed hours recorded for the employee.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Bill Percent

Represents the percentage of billable hours relative to total billed hours, calculated as (Billable / Total Billed) × 100.

Billable

Shows the total billable hours related to customer work. Billable is considered any time bill related to a project or call carrying a non-admin (non-internal) sale type.

Non-Billable

Shows the total hours worked related to opportunities.

Admin

Displays the admin hours logged by the employee, providing insight into non-customer facing time. Admin hours are ones logged to a project or call that carries a sale type flagged as internal (admin).

Summation Rows

- **Blue**: Summation row representing the Grand Total. It summarizes overall available hours, total billed hours, billable hours, non-billable hours, and administrative hours **across all employees**.
- **Light Gray**: Summation row representing totals per labor type. It aggregates the key metrics for available, total billed, billable, non-billable, and administrative hours **for each labor category**.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

150. Report: Prevailing Wage Rate Timesheet

Path: Live Data > ACCOUNTING
Report No: Q0299

Purpose

The purpose of the Prevailing Wage Rate Timesheet report is to provide a detailed listing of time bill entries, specifically focusing on labor associated with prevailing wage rates. It groups these time entries by the respective prevailing wage rate codes to facilitate review of hours, costs, and compliance related to prevailing wage work.

Benefits

- Provides accurate tracking of labor hours and costs subject to prevailing wage requirements.
- Helps ensure compliance with prevailing wage laws by detailing rates, fringes, and labor classifications for time entries.
- Facilitates accurate payroll processing for employees working under various prevailing wage mandates.
- Improves job costing by correctly allocating detailed labor costs for projects with prevailing wage labor.
- Aids in auditing processes by offering a clear breakdown of prevailing wage labor charges.
- Offers insights into labor expenses, allowing for better management and forecasting on projects involving prevailing wages.

Report Filters

Caption	Description	Type	Values	Default
Company	Filters the report to show time bills for the selected company or companies.	List	List of companies	Current User's Company
Start Date	Sets the beginning of the date range (inclusive) for time bill entries to be included in the report.	Date		Month Start
End Date	Sets the end of the date range (inclusive) for time bill entries to be included in the report.	Date		Month End
Rate Code	Allows selection of one or more Prevailing Wage Rate Codes. Time bills associated with the selected codes will be included.	List	List of Prevailing Wage Rate Codes	ALL
Project No.	Filters time bills to a specific project. Selecting 'ALL' includes time bills regardless of project association or for any project.	Project	List of Projects	ALL

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Caption	Description	Type	Values	Default
HR Approved	Filters time bills based on their HR approval status for payroll. Options are 'ALL', 'Yes' (approved or not 'N'), and 'No' (status 'N').	List	ALL, Yes, No	ALL
Posted	Filters time bills based on their posting status. Options are 'ALL', 'Posted' (status 'P'), and 'Not Posted' (status is not 'P').	List	ALL, Posted, Not Posted	ALL
Wage Type	Allows selection of one or more wage types (e.g., Regular, Overtime) to filter the time bills.	List	List of Wage Types (from General Codes with type 'WAGETYPE')	ALL

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Time bill cost (TB Cost column) is derived from the sum of related General Ledger journal amounts where the journal is linked to the time bill (link type 'TIMEBILL') and its comment starts with "Timebill:". Only journal entries where the sign of the amount (positive/negative) matches the sign of the 'Time Billed' value are included.
Inclusion	Time bill burden (TB Burden column) is derived from the sum of related General Ledger journal amounts where the journal is linked to the time bill (link type 'TIMEBILL') and its comment does *not* start with "Timebill:". Only journal entries where the sign of the amount (positive/negative) matches the sign of the 'Time Billed' value are included.

Report Output

This report provides a comprehensive list of time bill entries, with a specific focus on work performed under prevailing wage rate requirements. Each row typically represents an individual time bill, detailing information such as the prevailing wage rate number, code, and title, along with the specific rate and fringe amounts applied. It also shows the associated customer, project number and title (if applicable), service call number (if applicable), the user who logged the time, their full name, the hours billed, and the date of the time entry.
Furthermore, the report displays financial details including the calculated time bill cost (TB Cost) and time bill burden (TB Burden), which are derived from associated General Ledger entries. Columns for wage type, time bill category, and subcategory provide additional classification. The data is primarily sourced from Time Bill information, enriched with details from Prevailing Wage Rate, Customer, Project, Service Call, User, and General Ledger information. Users can filter this data extensively to focus on specific companies, date ranges, rate codes, projects, approval statuses, posting statuses, and wage types. The report is designed to group entries by Prevailing Wage Rate Code by default.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Columns

The **Prevailing Wage Rate Timesheet** report is made up of the following columns (in default display order):

Rate No.

Indicates the unique identifier for the Prevailing Wage Rate master record. This column provides a drilldown capability to the Prevailing Wage Rate definition screen. Data is sourced from the Prevailing Wage Rate information linked to the time bill.

Rate Code

Indicates the code for the Prevailing Wage Rate associated with the time bill. Data is sourced from the Prevailing Wage Rate information. The report is primarily grouped by this column.

Rate Title

Indicates the descriptive title of the Prevailing Wage Rate. Data is sourced from the Prevailing Wage Rate information.

Time Bill No.

Indicates the unique identifier for the time bill record. This column provides a drilldown capability to the detailed Time Bill screen. Data is sourced from Time Bill information.

Customer

Indicates the name of the customer associated with the time bill, if applicable. This column provides a drilldown capability to the Customer screen. Data is sourced from Customer information linked to the time bill.

Project No.

Indicates the project number if the time bill is related to a specific project. This column provides a drilldown capability to the Project screen. Data is sourced from Project information linked to the time bill.

Project Title

Indicates the title of the project if the time bill is related to a project. Data is sourced from Project information.

Call No.

Indicates the service call number if the time bill is related to a service call. This column provides a drilldown capability to the Service Call screen. Data is sourced from Service Call information linked to the time bill.

User ID

Indicates the User ID of the employee or resource who recorded the time. Data is sourced from Time Bill information.

User Full Name

Indicates the full name of the employee or resource who recorded the time. Data is sourced from User information.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Timebilled

Indicates the number of hours recorded on the time bill. Data is sourced from Time Bill information.

Rate

Indicates the hourly rate for the specific Prevailing Wage Rate labor classification applicable to the time bill. Data is sourced from the Prevailing Wage Rate Detail information.

Fringe

Indicates the fringe benefit amount per hour for the specific Prevailing Wage Rate labor classification applicable to the time bill. Data is sourced from the Prevailing Wage Rate Detail information.

Labor Class

Indicates the labor classification under the Prevailing Wage Rate (e.g., Journeyman, Apprentice) applicable to the time bill. Data is sourced from the Prevailing Wage Rate Detail information.

Wage Type

Indicates the type of wage for the time billed (e.g., Regular, Overtime, Doubletime). Data is sourced from Time Bill information.

Category

Indicates the category assigned to the time bill for classification purposes. Data is sourced from Time Bill information.

Subcategory

Indicates the subcategory assigned to the time bill for further classification. Data is sourced from Time Bill information.

TB Cost

Shows the calculated direct labor cost associated with the time bill. This value is derived from the sum of specific General Ledger journal entries linked to this time bill (where link type is 'TIMEBILL' and the journal comment starts with "Timebill:", ensuring the sign of the journal amount matches the sign of the time billed).

TB Burden

Shows the calculated labor burden cost associated with the time bill. This value is derived from the sum of specific General Ledger journal entries linked to this time bill (where link type is 'TIMEBILL' and the journal comment does not start with "Timebill:", ensuring the sign of the journal amount matches the sign of the time billed).

Date

Indicates the date on which the work was performed or the time was logged for the time bill. Data is sourced from Time Bill information.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Default Sorting

The Prevailing Wage Rate Timesheet report is ordered by default in the following manner:

#	Column	Method
1	Rate Code	Ascending
2	User ID	Ascending
3	Date	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

151. Report: HR PTO Submittals Not Approved

Path: Live Data > NO CATEGORY
Report No: Q0316

Purpose

The purpose of the HR PTO Submittals Not Approved report is to provide a clear overview of all Paid Time Off (PTO) requests submitted by employees that are currently awaiting approval or further action. This allows managers and HR personnel to efficiently track and manage outstanding PTO requests.

Benefits

- Provides visibility into pending PTO requests requiring manager or HR attention.
- Helps ensure timely processing of employee time-off requests, improving employee satisfaction.
- Assists HR and managers in monitoring PTO approval workflows and identifying potential bottlenecks.
- Aids in resource planning by highlighting upcoming employee absences that are pending approval.
- Reduces delays in communicating PTO request outcomes back to employees.
- Facilitates compliance with company policies regarding PTO request timelines.

Report Filters

Caption	Description	Type	Values	Default
Company No.	Filters the report for PTO requests associated with specific company numbers.	List	List of companies	ALL
Branch	Filters the report for PTO requests associated with specific branches.	List	List of branches	ALL
Department	Filters the report for PTO requests associated with specific employee departments.	List	List of departments	ALL

Inclusions/Exclusions

This report is configured to always include or exclude the following:

Type	Description
Inclusion	Includes only PTO requests where the status contains "SUBMIT" (e.g., requests that have been submitted by employees and are awaiting approval).

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Output

The HR PTO Submittals Not Approved report lists details of employee Paid Time Off (PTO) requests that are currently in a submitted state and awaiting further action, such as approval. For each pending PTO request, the report provides key employee information including their full name, who they report to, their department, branch, and company. It also details the specifics of the PTO request: the start and end dates, the type of PTO (e.g., vacation, sick), its status (which will generally be a "submitted" status), and the date the request was originally entered into the system. All data is sourced from employee scheduling and Human Resources information within Q360.

Report Columns

The **HR PTO Submittals Not Approved** report is made up of the following columns (in default display order):

Full Name

Indicates the full name of the employee who submitted the PTO request. Data is sourced from the User information, linked to the Employee record associated with the PTO request. This column allows drilling down to the employee's HR PTO request details or employee record.

Start Date

Indicates the start date of the requested PTO. Data is sourced from the Global Schedule information, which tracks employee scheduled time off.

End Date

Indicates the end date of the requested PTO. Data is sourced from the Global Schedule information.

Status Code

Shows the status of the PTO request (e.g., "SUBMITTED", "PENDING APPROVAL"). Data is sourced from the Global Schedule information. For this report, it will only show statuses containing "submit".

Type

Indicates the type of PTO requested (e.g., Vacation, Sick Leave, Personal Day). Data is sourced from the Global Schedule information.

Reports To

Shows the User ID of the employee's manager, as recorded in the employee's profile. This is derived by looking up the ReportsTo field on the employee's record and then finding the corresponding User ID for that manager from Employee information. If the employee does not have a manager specified or the manager does not have a User ID, this field may be blank.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Department

Indicates the department associated with the employee who submitted the PTO request. Data is sourced from the Employee information.

Date Added

Shows the date when the PTO request was originally added to the system by the employee or on their behalf. Data is sourced from the Global Schedule information.

Company No.

Indicates the company number associated with the employee who submitted the PTO request. Data is sourced from the Employee information.

Branch

Indicates the branch associated with the employee who submitted the PTO request. Data is sourced from the Employee information.

Employee No.

Indicates the unique identifier for the employee who submitted the PTO request. Data is sourced from the Employee information. This column allows drilling down to the employee's record.

Default Sorting

The HR PTO Submittals Not Approved report is ordered by default in the following manner:

#	Column	Method
1	Full Name	Ascending
2	Start Date	Ascending
3	End Date	Ascending
4	Status Code	Ascending
5	Type	Ascending
6	Reports To	Ascending
7	Department	Ascending
8	Date Added	Ascending
9	Company No.	Ascending
10	Branch	Ascending
11	Employee No.	Ascending

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152. Report: Departmental Time Bill Summary

Path: Live Data > TIME BILLING
Report No: Q0292

Purpose

The purpose of the Departmental Time Bill Summary report is to provide a detailed overview of time billed by employees within selected departments over a specified period. It allows for analysis of billable versus administrative time, associated costs, and helps in tracking time utilization against projects and customers.

Benefits

- **Improved Time Tracking:** Gain clear visibility into how time is spent across different projects and activities within specific departments.
- **Enhanced Resource Management:** Identify how employee time is allocated, helping to optimize resource deployment and departmental efficiency.
- **Accurate Cost Analysis:** Understand the labor costs associated with time entries, aiding project profitability assessment and budgeting.
- **Better Billing Accuracy:** Differentiate between billable and non-billable (admin) hours, ensuring accurate client invoicing and internal cost allocation.
- **Departmental Performance Insights:** Analyze time utilization patterns at the department level to identify trends, inefficiencies, or areas for improvement.
- **Data-Driven Decision Making:** Provides summarized time data to support decisions related to project management, staffing, and operational adjustments.

Report Filters

Caption	Description	Type	Values	Default
Department	Select one or more employee departments to include in the report.	List	List of departments	ALL
Start Date	Enter the start date for the time period for which to retrieve time bill entries.	Date		Month Start
End Date	Enter the end date for the time period for which to retrieve time bill entries.	Date		End of Month

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Output

The Departmental Time Bill Summary report provides a comprehensive listing of time bill entries. It details time logged by users, associating it with specific customers and projects. The report breaks down the total time billed into administrative time and billable time, and also presents the labor cost (TB Cost) associated with these entries. Data is presented for the selected departments and date range, allowing users to analyze time allocation and costs effectively. The report is typically grouped by project, offering summarized totals for key time and cost metrics for each project.

Report Columns

The **Departmental Time Bill Summary** report is made up of the following columns (in default display order):

Entity No.

Indicates the entity number (financial company) associated with the time bill record, from Time Billing information.

Customer No.

Indicates the customer number associated with the time bill record, from Time Billing information.

Company

Indicates the name of the customer associated with the time bill record, retrieved from Customer information. This column allows for drill-down to the customer record.

Time Billed

Shows the total hours recorded on the time bill entry, from Time Billing information.

Admin Time

Shows the portion of 'Time Billed' classified as administrative time. This is determined if the linked project's type (from General Code information, influenced by the 'UNIFIEDTYPE' system configuration) is marked as administrative (where its attribute codevalue3 is 'Y'). Otherwise, this is zero.

Billable Time

Shows the portion of 'Time Billed' classified as billable time. This applies if the linked project's type (from General Code information, influenced by the 'UNIFIEDTYPE' system configuration) is NOT marked as administrative (its attribute codevalue3 is not 'Y') AND the time is not associated with an opportunity. Otherwise, this is zero.

TB Cost

Shows the sum of cost amounts from General Ledger journal entries linked to the time bill, where the journal comment starts with 'Timebill:'. Only journal entries with amounts having the same sign (positive/negative) as the 'Time Billed' hours are included in this sum. Data in this column is only visible to users with the 'HREMPSAL_VIEW' permission.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Start

Indicates the start date and time of the time bill entry, from Time Billing information.

End

Indicates the end date and time of the time bill entry, from Time Billing information.

Project No.

Indicates the project number associated with the time bill entry, from Time Billing information. This column allows for drill-down to the project record.

Project Title

Indicates the title of the project associated with the time bill entry, retrieved from Project information. This column allows for drill-down to the project record.

User ID

Indicates the User ID of the employee who recorded the time bill entry, from Time Billing information.

Employee Department

Indicates the department of the employee who recorded the time bill entry, retrieved from Employee information.

Summation Rows

For each 'Project Title', the report provides totals for the following columns:

- Admin Time
- Billable Time
- TB Cost
- Time Billed

Default Sorting

The Departmental Time Bill Summary report is ordered by default in the following manner:

#	Column	Method
1	Project Title	Ascending
2	User ID	Ascending

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153. Report: Active User List

Path: Live Data > NO CATEGORY
Report No: Q0184

Purpose

The purpose of the Active User List report is to provide a real-time snapshot of current user sessions within the ERP system. It displays essential details about each logged-in user, enabling administrators to monitor license utilization and overall system activity effectively.

Benefits

- Ensures compliance with licensing restrictions
- Enhances system security by tracking active sessions
- Provides insight into system usage trends

Relevant System Configurations

- **LICENSE**: Determines the maximum number of licensed users. The report uses this value to display active user counts relative to the allowed license limit.
- **CONCURRENT_LICENSE**: Influences the active user count calculation by validating the concurrent license setting. If not configured, the report defaults the licensed count to zero.

Report Output

The Active User List report outputs a two-part grid. The first part is a header row that summarizes the total number of active users against the licensed limit, highlighted with a distinctive color. The second part lists detailed information for each active session, including user identification, full name, title, branch, host name, and login date. This comprehensive output helps administrators effectively monitor system usage and manage user licenses.

Report Columns

The **Active User List** report is made up of the following columns (in default display order):

User ID

Indicates the unique identifier for the user. In the header row, this field displays the active user count versus the licensed limit, while in detail rows it shows each individual user's login ID.

Full Name

Indicates the full name of the user as recorded in the system, ensuring clear and complete identification.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Title

Indicates the user's job title or role within the organization, providing context regarding their position.

Branch

Indicates the branch or division associated with the user, reflecting their organizational location.

Host Name

Indicates the name of the computer or terminal from which the user is logged in, useful for tracking the access point.

Login Date

Indicates the date and time when the user logged into the system, allowing administrators to monitor session duration and activity patterns.

Summation Rows

- **Light Yellow**: Summarizes the active user license usage by displaying the total number of active users alongside the licensed user limit.

Default Sorting

#	Column	Method
1	Sequence	Ascending
2	User ID	Ascending

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

154. Report: Active User Sessions

Path: Live Data > NO CATEGORY
Report No: Q0315

Purpose

The purpose of the Active User Sessions report is to provide an overview of user session activity by displaying key details such as user identifiers, login times, last access moments, and associated contact and employee information. This report enables administrators and managers to monitor system usage, quickly identify active sessions, and support troubleshooting and performance analysis.

Benefits

- Enhances visibility into user session activity.
- Supports identification of active versus inactive sessions.
- Aids in troubleshooting access or performance issues.
- Supports compliance and governance initiatives.

Report Output

The Active User Sessions report outputs a detailed listing of user sessions, presenting essential information such as user identification, login dates, last access times, and associated contact and employee details. Data is retrieved by joining the web session information with related user, contact, and employee records, ensuring a comprehensive view of each session.
This report is designed to support administrative oversight by highlighting session trends and pinpointing key timestamps for user activity. By presenting the data in a clear, chronological order, it assists in both performance monitoring and security auditing, helping stakeholders ensure that system access remains efficient and secure.

Report Columns

User ID

Indicates the unique identifier for the user associated with the session.

Full Name

Indicates the full name of the user who initiated the session, as recorded in the system.

Login Date

Indicates the date and time when the user logged in, serving as a primary timestamp for the session. This column is used to sort the sessions in ascending order.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Last Access

Indicates the timestamp when the user last interacted with the system during the session.

Employee No

Indicates the employee number linked to the user session, associating the session with internal employee records.

Contact No

Indicates the contact number associated with the user session, providing a direct reference to the user's contact details as stored in the system.

Default Sorting

#	Column	Method
1	Login Date	Ascending

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155. Report: Data Dictionary

Path: Live Data > NO CATEGORY
Report No: Q0185

Purpose

The purpose of the Data Dictionary report is to provide a comprehensive overview of the definitions and properties of system data fields. This report serves as a central reference for understanding the structure, usage, and configuration of the data elements within the Q360 ERP system, thereby supporting effective data governance and system management.

Benefits

- Enhances understanding of the system's data architecture.
- Provides a comprehensive reference for field definitions.
- Supports effective system configuration and maintenance.
- Streamlines troubleshooting and report adjustments.
- Identifies mandatory versus optional data elements.

Report Output

The Data Dictionary report outputs a detailed listing of the system's data dictionary entries. It retrieves and displays key attributes for each data field, such as the internal field name, data type, length, and descriptive details. The report organizes the data based on the originating information group and orders the fields by Table Name and Text Name, providing users with a clear and structured view of the data architecture.
This output supports users in understanding how data is defined and managed within the system. It highlights essential attributes, such as whether a field is mandatory and how it relates to other data elements, which aids in system configuration, auditing, and data quality assurance.

Report Columns

The **Data Dictionary** report is made up of the following columns (in default display order):

Table Name

Identifies the source information group to which the field belongs, providing context on where the data is stored or derived from.

Text Name

Represents the internal name assigned to the field within the system's data architecture.

Text Type

Specifies the type of data the field is designed to hold, such as textual or numeric information.

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Text Length

Specifies the defined length of the field, outlining the maximum number of characters or digits allowed.

Text Description

Indicates the descriptive text that explains the purpose or content of the field as defined in the data dictionary.

Text_TITLE

Provides the formal title for the field as it is presented in business reports, enhancing clarity and comprehension.

Text_WEB_TITLE

Defines the web-friendly title for the field, used in online or dashboard displays for improved readability.

MANDATORYFLAG

Indicates whether the field is required, ensuring that essential data is always captured within the system.

RelatedTo

Specifies the relationship or linkage of the field to other data elements or entities within the system.

RelatedToAlias

Provides an alternative reference name for the related data, facilitating easier cross-referencing and understanding.

View Level

Indicates the level of access or visibility assigned to the field, which may determine who can view or modify it.

Edit Level

Specifies the level of editing permissions for the field, controlling the extent to which it can be altered by users.

Default Sorting

#	Column	Method
1	Table Name	Ascending
2	Text Name	Ascending

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156. Report: Licensed User List

Path: Live Data > NO CATEGORY
Report No: Q0333

Purpose

The purpose of the Licensed User List report is to provide an overview of licensed user accounts within the Q360 ERP system. It enables administrators to review key user details, such as user identifier, full name, login status, active status, and user type, and to understand the corresponding license classification. This clarity supports effective user management and ensures compliance with licensing agreements.

Benefits

- Supports compliance with licensing requirements.
- Assists in timely reviews of user licenses.
- Improves operational decision-making in user management.
- Promotes efficient system administration.

Report Filters

Caption	Description	Type	Values	Default
Login Flag	Filters the report to include only records with the specified login status.	Checkbox		Checked

Inclusions/Exclusions

Type	Description
Inclusion	Includes only user accounts where the user type is ADMIN, TECH, FLEX, USER, or MOBILETECH.
Exclusion	Excludes the support user account as defined by system configuration, ensuring that system support accounts are not displayed.

Report Output

The Licensed User List report outputs a comprehensive list of user accounts that have been assigned a license within the Q360 ERP system. It retrieves data from the system's user information view, presenting essential details such as the user identifier, full name, login flag, active flag, user type, and a calculated license type.
The report dynamically categorizes the license type based on the user type. For instance, users classified as ADMIN or USER are designated as "FULL NAMED USER," while those identified as TECH or MOBILETECH are labeled as "TECH USER," and FLEX users are marked as "Flex USER." By filtering based on a selectable login flag and a predefined set of user types, and by excluding support accounts, the report ensures that only pertinent records are presented.

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This output supports administrative oversight by offering clear insights into licensed user distributions, which is essential for licensing compliance, auditing, and overall system management.

Report Columns

The **Licensed User List** report is made up of the following columns (in default display order):

User ID

Displays the unique identifier assigned to each user account.

Full Name

Displays the complete name of the user, facilitating easy identification.

Login Flag

Shows the login flag status, determining if the user account is enabled for system access.

Active Flag

Indicates whether the user account is active within the system.

User Type

Indicates the category of the user account, such as administrative or technical, based on predefined classifications.

License Type

Shows the type of license assigned to the user. This field is calculated based on the user type as follows:

- If the user type is ADMIN or USER, the license is classified as **FULL NAMED USER**.
- If the user type is TECH or MOBILETECH, the license is classified as **TECH USER**.
- If the user type is FLEX, the license is classified as **Flex USER**.

Summation Rows

The Licensed User List report features the following colored summation rows:

Light Yellow:

- Summarizes the total count of user accounts within each license category group.
- Provides a quick reference for the number of users classified as FULL NAMED USER, TECH USER, and Flex USER.
- Enhances data analysis by clearly highlighting the aggregated totals beneath the corresponding grouped records.

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Default Sorting

#	Column	Method
1	User ID	Ascending
2	Full Name	Ascending
3	Login Flag	Ascending
4	Active Flag	Ascending
5	User Type	Ascending
6	License Type	Ascending

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157. Report: User List

Path: Live Data > NO CATEGORY
Report No: Q0211

Purpose

The purpose of the User List report is to provide a comprehensive listing of user information from Q360. It enables administrators and business users to review critical details, such as user identifiers, names, branch assignments, contact information, and login status, to support efficient user management and operational oversight.

Benefits

- Centralizes user information for streamlined management.
- Enhances oversight of user roles and system access.
- Aids in aligning user roles with the organization's structure.
- Enables efficient filtering of user data by branch and type.

Report Filters

Caption	Description	Type	Values
Active Flag	Filters users based on whether their account is active.	List	ALL, N, Y
Branch	Filters the user list based on the branch to which the user is assigned.	List	List of branches
User Type	Filters users by their role or function, such as ADMIN or GROUP.	List	ADMIN, GROUP, Q360API, SUBCON, System, TECH, FLEX, USER

Report Output

The User List report retrieves a detailed set of user information from the Q360 system. It gathers key data points including user identifiers, full names, branch assignments, contact details, and status flags. The report dynamically filters the data based on the user-specified criteria for branch, user type, and active status, ensuring that the output is tailored to the user's operational requirements.
By providing this comprehensive view, the report supports administrative tasks such as system access management, HR oversight, and internal communications. The drilldown functionality in key columns further enhances the report's utility by allowing users to navigate quickly to more detailed records when needed.

Portions of this documentation were co-authored by Solutions360 staff and AI tools. Please review this content carefully before integrating it with other processes.

Report Columns

The **User List** report is made up of the following columns (in default display order):

User ID

Serves as the unique identifier for the user within the system, as established on the User ID form.

Full Name

Displays the complete name of the user, as provided on the User ID form.

Initials

Represents the abbreviated initials of the user's name, as maintained on the User ID form.

Zone 1

Indicates the first zone or operational area associated with the user, as set on the User ID form.

Zone 2

Indicates the second zone or operational area associated with the user, as set on the User ID form.

Zone 3

Indicates the third zone or operational area associated with the user, as set on the User ID form.

Branch

Identifies the branch to which the user is assigned as defined on the User ID form.

Current User's Company

Indicates the company associated with the user, reflecting their organizational affiliation determined by the Company information linked to the User ID form.

User Type

Classifies the user according to their role or function within the organization (for example, ADMIN, GROUP, TECH, etc.), as defined on the User ID form.

Contact

Provides the contact name with drilldown functionality for further contact details, linked via the Contact number on the User ID form.

Contact No.

Shows the contact number for the user, as set on the User ID form.

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Employee No

Displays the employee number with drilldown capability to access additional employee details, sourced through the Employee table linked to the User ID form.

Active Flag

Indicates whether the user account is active, showing if the user is enabled or disabled as set on the User ID form.

Default Sorting

#	Column	Method
1	User ID	Ascending
2	Full Name	Ascending
3	Initials	Ascending
4	Zone 1	Ascending
5	Zone 2	Ascending
6	Zone 3	Ascending
7	Branch	Ascending
8	User Type	Ascending
9	Contact	Ascending
10	Employee No	Ascending
11	Active Flag	Ascending

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158. Report: Q360 Activity By User ID

Path: Live Data > ADMIN
Report No: Q0277

Purpose

The purpose of the Q360 Activity By User ID report is to provide a comprehensive overview of individual user activities over a selected date range. It aggregates key performance metrics from various business operations so that administrators can monitor user engagement and overall productivity.

Benefits

- Tracks user engagement across diverse business functions.
- Identifies trends in user performance over time.
- Enhances transparency and accountability in user operations.
- Simplifies monitoring of critical business transactions.

Report Filters

Caption	Description	Type	Values	Default
User ID	Filters the report to display records for the specified user based on their unique identifier.	List		Current User
Branch	Filters the report to include data for the specified branch; selecting ALL returns data for all branches.	List		ALL
Start Date	Specifies the start date for filtering report data to include records on or after the selected date.	Date		Yesterday
End Date	Specifies the end date for filtering report data to include records before the day after the selected date.	Date		Today

Inclusions/Exclusions

Type	Description
Exclusion	Excludes users with type 'GROUP' to ensure that only individual user records are included in the report.
Exclusion	Excludes the user 'Q360SUPPORT' from the report results.

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Report Output

The Q360 Activity By User ID report outputs a comprehensive grid where each row represents an individual user. The report aggregates data across multiple business processes including login history, customer and site creation, activities, opportunities, quotes, orders, calls, call events, projects, tasks, time bills, invoices, purchase orders, and vouchers.
This consolidated view enables administrators to assess overall user performance, identify trends across different operational areas, and make informed decisions to drive efficiency and productivity.

Report Columns

The **Q360 Activity By User ID** report is made up of the following columns (in default display order):

User ID

Displays the unique identifier for the user.

Name

Displays the full name of the user as recorded in the system.

Branch

Indicates the branch with which the user is associated.

Logins

Indicates the total number of login sessions recorded for the user within the selected date range.

Activties

Indicates the total count of activity records recorded for the user during the selected period, derived from the activity information.

Calls

Indicates the total number of call records for the user within the selected date range.

Call Events

Shows the total count of call event records for the user, based on the call events information during the specified period.

Customers

Indicates the count of customer records created by the user within the specified period.

Invoices

Indicates the count of invoice records generated by the user during the reporting period.

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Oppors

Indicates the total count of opportunity records (derived from the opportunity information) created by the user during the period.

Orders

Indicates the total count of order records generated by the user, representing customer orders, during the specified period.

POs

Indicates the count of purchase order records initiated by the user within the defined date range.

Projects

Indicates the total number of projects initiated by the user during the reporting period.

Quotes

Indicates the count of quote records entered by the user in the selected period.

Sites

Indicates the total count of site records created by the user within the specified date range.

Tasks

Indicates the number of scheduled tasks (project tasks) assigned to the user during the period.

TimeBills

Indicates the count of time billing records entered by the user within the specified date range.

Vouchers

Indicates the total count of voucher records (vendor invoice records) generated by the user during the period.

Default Sorting

#	Column	Method
1	Branch	Ascending
2	User ID	Ascending

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159. Report: User Permissions

Path: Live Data > ADMIN
Report No: Q0274

Purpose

The purpose of the User Permissions report is to provide an organized, consolidated view of all user and group access rights within the system. By aggregating permission records from individual user entries as well as group access and user group associations, the report enables administrators to quickly assess and manage access privileges.

Benefits

- Provides a comprehensive view of both individual and group permissions.
- Facilitates efficient auditing of access rights and potential permission gaps.
- Supports informed decision-making for user access and security management.
- Simplifies the identification of misconfigurations in permissions.

Report Filters

Caption	Description	Type	Values	Default
Entity No.	Filters the permissions data by the company or entity number.	List	List of companies	ALL
Branch	Filters the permissions data by branch location.	List	List of branches	ALL
Department	Filters the permissions data by department.	List	List of departments	ALL
User ID	Filters the permissions data by the user identifier.	List	List of users	ALL
Permission	Filters the permissions data by permission name.	List	List of available permission names	ALL
Active Flag	Filters the report to display only users marked as active.	Checkbox		Checked
Login Flag	Filters the report to display only users with login privileges.	Checkbox		Checked

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Inclusions/Exclusions

Type	Description
Exclusion	Excludes individual user records where the user type is 'GROUP' to clearly differentiate between actual users and groups.
Inclusion	Includes permission records from both individual users and group access/user group associations to provide a full scope of rights.

Report Output

The User Permissions report outputs a detailed listing of permission records. It displays key information such as the permission name, a brief description, and the specific action allowed (e.g., create, update). The report also identifies the user (or group) associated with each permission record and includes supplementary details like the full name, title, entity number, branch, and department. In addition, the report shows status flags indicating whether the permission is active and if the record carries login privileges. Overall, the report consolidates permission data from several underlying sources, ensuring a complete overview of access settings within the system.

Report Columns

The **User Permissions** report is made up of the following columns (in default display order):

User ID

The User ID to which the row and permission is assigned to. With Zoom in capabilities to allow for in-depth review and management.

Perm Name

Displays the permission name associated with the record, as defined in the permissions setup.

Description

Indicates a brief description of the permission, offering clarity on its intended purpose.

Action

Indicates the specific action or operation allowed by the permission record.

Group Name

Identifies the group associated with the permission record when applicable.

User Group

Specifies the user group classification that the record belongs to.

Source

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Specifies the origin of the permission record, indicating whether it comes from individual user permissions, group access, or user group associations.

Entity No.

Identifies the entity or company number associated with the record, providing context on the business unit.

Branch

Indicates the branch location linked to the permission record.

Department

Specifies the department associated with the permission record.

Full Name

Displays the full name of the user associated with the permission record.

Title

Indicates the user's title or position within the organization.

Active Flag

Shows whether the permission record is active, ensuring that only current and valid permissions are highlighted.

Login Flag

Shows whether the record grants login privileges, helping to verify access levels.

Default Sorting

The User Permissions report is ordered by default in the following manner:

#	Column	Method
1	Zoom Drilldown	Ascending
2	Perm Name	Ascending
3	Action	Ascending
4	Source	Ascending

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160. Report: ConfigData Listing

Path: Live Data > ADMIN
Report No: Q0019

Purpose

The purpose of the ConfigData Listing report is to provide administrators with a comprehensive view of the system's configuration settings, enabling them to quickly review and manage the parameters that govern system behavior and performance.

Benefits

- Provides a clear overview of system configuration settings.
- Supports efficient system maintenance and adjustments.
- Improves transparency in managing system settings.

Report Output

The ConfigData Listing report outputs a detailed list of configuration records maintained by the system. It displays each configuration item along with up to six associated configuration values, offering administrators an organized snapshot of the system's key settings. The report consolidates core configuration information with additional grid view details, ensuring that all pertinent data is available in one view. Data is sorted by configuration item name, facilitating quick reference and management of system parameters.

Report Columns

The **ConfigData Listing** report is made up of the following columns (in default display order):

Config Item

Indicates the name or identifier of the configuration item being displayed.

Config Value 1-6

Shows the first configuration value associated with the configuration item.

Config Data PK

Displays the unique primary key identifier for the configuration record.

Default Sorting

#	Column	Method
1	Config Item	Ascending

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