ONPOINT
CONSULTING

JOB COST REPORTS

VIEWPOINT SPECTRUM

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Contents

Job Cost Reports

Spectrum Report Standards

- Common Spectrum Reports *Selections* that can be saved by operator in multiple versions include where applicable:
    - Jobs
    - Divisions
    - Key Job Roles
    - Customer
    - Cost Group
    - Cut-off or date ranges
    - Whether to include unposted accounts payable invoices and/or payroll timecards
    - Whether to include jobs based on Job Status
    -
- The Report Selections you choose are printed on the top of each report, so you know what was selected when looking back on saved report output
- Many of the reports include options to include unposted payroll and accounts payable invoices, allowing you to see costs whether they have affected cash flow or not. The importance of one, integrated system become clear in this scenario.

Job Cost Reports

Job Cost Analysis: This data comes from the Job Analysis Inquiry screen. The information for each job displays in sequence by Phase Code. Options include WTD, MTD, YTD, and date specific cut-off periods. You can also include Unposted Payroll and/or AP Invoices, break out or combine Sub-jobs, and summarize by Phase or at various levels of Phase sections.

The report has an option to work in conjunction with the Job Cost History Report and the AR Draw Request Cost Selection System to tie specific job cost history transactions with each draw request billing.

- **Formats:**
    - Detail - For each Phase and Cost Type you will see Open Commitments, YTD and JTD Actual Cost and Cost to Complete. Projected vs. Estimate Variance is shown as well as Percent Variance and Percent Complete at Cost Type and Phase and Phase Group Subtotals.
    - Summary – Used to see by Phase: Open Commitments, Actual YTD and JTD Cost, Cost to Complete columns will print. Provides Projected vs. Estimated Cost Variance and Percent, as well as Percent Complete
    - Project Labor Analysis - Each Phase and Cost Type includes Estimate and JTD Labor Hours, Percent Complete, Projected, and Hours Variance; Estimated and JTD Cost and Percent Complete as well as Projected Cost and Cost Variance; Estimated, JTD, and Projected $/Hr.

- **Personas at your company that would use the report:**
  - Project Managers, AR Billing
- **What the report is used for:**
  - Evaluating Job Performance vs Budget and Projected Cost at Phase and Cost Types. Going as deep as Labor Hours Estimate vs Actual and Dollars per Hour.
- **Where the information comes from:**
  - Project Budget and Projection. Updated costs throughout Spectrum. Unposted labor and AP invoices.

Job Cost History: This date specific report displays job cost history and may be printed either with or without estimates and can combine or break out sub-jobs. The information for each job prints in sequence by phase code (cost code).

A Distribute option will create a zip file on your computer, containing a Crystal Reports format of the report and the associated Document Imaging files. You can download and install the free SAP Crystal Reports Viewer.

Related Document Imaging files will be opened when clicking hyperlinks on transactions.

This is valuable to provide customers billing backup including Document Imaging files when you do not have the T&M module.

Confidential Payroll may show as "PR SUMMARY" depending on settings.

If you have Purchase Order and are accruing materials received but not yet invoiced on a PO/Job, the report will:

- Display the quantity and PO dollars received.
- When invoiced, the AP transaction will not display quantity or AP dollars
- The AP transaction will display a net true up between the PO and the AP Invoice if applicable.

The Job Cost History Report and the Job Cost Analysis Report provide an option to show those job cost history transactions that have been flagged for a specified billing period (customer and draw application #). The selection feature on the starting screens of this report works in conjunction with the A/R Draw Request Cost Selection system for use in tying specific job cost history transactions with each draw request billing.

- **Formats:**
  - Detail History With Recaps - Full detail is shown including Contract Labor Hours (if applicable), Quantity, and Amount. A recap by Phase/Cost Type is on the report footer.
  - Detail History Without Recaps - The same information as above, without the recap.
  - Summary history - Summary Hours, Quantity, and Amounts by Phase are shown with a recap by Phase/Cost Type.
  - Summary History With Drill-down - The report header shows a Contract Summary: Original Contract, Executed Changes, Approved Changes, Revised Contract, and Proposed Changes. A Cost Recap on the report header shows JTD, Committed, Total, Projected, Estimated, Variance and %, and Percent Complete. Phase Summary lines

show Contract Hours, Quantities, and Cost. The drill-down format below includes the ability to distribute a Crystal Report viewer, rpt version of the report, and Document Imaging files so that you can drill-down to detail and then click on hyper-links to relevant Document Imaging files.

- **Personas at your company that would use the report:**
  - Project Managers, Accounting, Auditors, Billing and Customers
- **What the report is used for:**
  - Detailed analysis of job costs and related documents, customer billing backup
- **Where the information comes from:**
  - Job Estimates and all cost modules

Profitability: Shows job-to-date profit margins with or without Projected Costs, Payroll in Progress and A/P in Progress. It displays in sequence by job number or project manager.

Jobs with billing or cost activity as of the report date will show on the report.

- **Formats:**
  - Non-Projected: Job information, Billed to Date, Percent Complete, JTD Cost, Estimate Cost, Gross Profit, GP %, Estimated Profit and Percent, and Profit Variance will show.
  - Projected: Job information, Contract, Percent Complete, JTD Cost, Projected Cost, Projected Profit, Percent Profit, Estimated Profit and Percent, and Variance will show.
- **Personas at your company that would use the report:**
  - Project Managers, Accounting.
- **What the report is used for:**
  - Quick view of list of jobs and profitability
- **Where the information comes from:**
  - All aspects of Spectrum's integrated system: Estimate, Projections, Changes, posted and unposted Costs.

Contract Status: Also called the WIP Report or Bonding Report, can be previewed with or without projected costs. The report sorts jobs by status: Active, then Inactive, then Complete. Job numbers are sorted within the status'.

Unposted PR and AP can be included, and sub-jobs can be combined or separated.

Unit price jobs can show projected contract amounts.

Non-active jobs can be shown in summary

Jobs created after the period-end date can be excluded.

The Projected Formats provide date sensitive information for projections and change amounts.

The non-Projected formats display the current revised estimated.

Loss position Jobs: The report follows GAAP, recognizing a loss in the first period when it is determined that a loss will be incurred. If a job has negative gross profit projected at completion, a second line that includes the provision for loss will display on the JTD contract status with YTD, MTD, and JTD contract status formats

If there is more than one job in a loss position, a recap section will list these jobs separately.

NOTE: Provision should be made for the entire loss on a contract in the period when the current estimates of total contract cost indicates a loss. The provision for loss amount is typically entered as a reversing journal entry, with the full job-to-date amount booked for each period the adjustment is made.

Important: Any provision for loss amounts are accounted for in the income statement as an additional cost rather than as a reduction of contract revenues. Provision for Loss = Gross Profit (Projected at Completion) less Gross Profit (Job-to-Date).

- **Formats:**
  - Job to Date Contract Status With YTD - Shows Projected at Completion: Contract, Projected Costs, GP, GP%, and Percent Complete. JTD: Earned Revenue, Actual Cost, GP, GP%, Billed. Under/Over Billing. Through Prior Year-end: Earned Revenue, Actual Cost, GP. YTD: Earned Revenue, Actual Cost, GP, GP%
  - Job to Date Contract Status With MTD - Shows the same information as YTD above except shows MTD.
  - Job to Date Contract Status - This summary version shows Contract Amount, Percent Complete, JTD Earned, Billed to-date, Over/Under Billing, Actual Cost to-date, Projected Cost, Projected Profit, Cost to Complete, Prior Year Earned Revenue
  - WIP Schedule With Backlog - This traditional WIP report shows Original Contract: Contract, Estimate, Estimated Profit, Estimated GP %. Projected: Change Orders, Revised Contract, Total Cost, GP, GP%, Percent Complete. JTD: Earned Revenue, Actual Cost, GP, GP%, Billed. Over/Under Billing. Backlog: Revenue, GP, GP%
  - Revenue and Profit Forecast - Backlog is projected based on the Jobs Estimated Completion Date and is prorated over future months.
- **Personas at your company that would use the report:**
  - C-Level, Project Managers, Controller, Accounting
- **What the report is used for:**
  - Revenue recognition calculation and adjustments, forecasting, measuring ability to manage to the Job's Estimated Gross Profit Percentage, backlog
- **Where the information comes from:**
  - All aspects of Spectrum including the estimate, changes, projections, and costs in all apps.

Billing History: Shows history of billings for a specific job or range of jobs in sequence by invoice number.

- **Personas at your company that would use the report:**
    - Project Managers, Accounting.
- **What the report is used for:**
    - Quick view of billing history on a job or jobs
- **Where the information comes from:**
    - The AR billing history

Productivity: The Job Productivity Report can be previewed with or without projected costs. It can be run with or without payroll in progress and A/P in progress. Options include WTD, MTD, YTD, Date Specific cut-off periods. It can be calculated by hours per quantity or quantity per hour.

- **Projected vs. Standard:**
    - Projected - Shows Actual YTD and JTD: Cost, Hours, and Quantities, $/Hour, $/Qty, and Hours/Qty. Shows Units to Complete, and Projected Costs. Shows Estimate for all information and Variance, Percent Variance and Percent Complete.
    - Standard - Shows the same breakdown as Projected comparing Actual to Estimate.
- **Personas at your company that would use the report:**
    - Project Managers, Estimators
- **What the report is used for:**
    - Job Productivity, Estimated Cost at Completion, Estimating future Jobs
- **Where the information comes from:**
    - Job Estimates, Quantity Tracking, Payroll timecards

Summary Cost: The Job Summary Cost Report may be printed either with or without projected costs. You tell the report the Cost Types to include in the columns for Labor and Subcontract. On the Expanded format you define two additional columns.

The report can be set to include:

- All Phases
- A variance based on over or under, and based on a percentage or specific dollar amount allowing a PM to see only those Phases that are over or under budget without having to go through all Phases

One line per job can print so that you can see all jobs based on other selection criteria.

- **Formats:**
    - Summary - For Phases shows columns for Labor, Material, Subcontract, and Totals. YTD, JTD, and Estimated Cost are shown.
    - Expanded - Additional columns are shown allowing you to add specific Cost Types and save those selections

- **Personas at your company that would use the report:**
  - Project Managers, Accounting
- **What the report is used for:**
  - Quick visibility to Estimates, optional Projections, and Costs on all Jobs based on saved criteria
- **Where the information comes from:**
  - Job Estimates, Cost at Completion Projections, commitments, and posted and unposted costs throughout Spectrum.

Job Comparison: This report can display a comparison of the costs for up to five selected jobs. Actual figures for the Phases/Cost Types are displayed so that the user can see any correlation between similar jobs.

The Phase Selection is a Superselect field so that wildcard values allow for ease in selecting all phases in a group.

- **Formats:**
  - Detail - Shows actual costs for Phases and the Cost Types under the Phase
  - Phase Summary - Summarizes costs by Phase
- **Personas at your company that would use the report:**
  - Project Managers, Accounting
- **What the report is used for:**
  - Compare costs for similar jobs
- **Where the information comes from:**
  - Job History

Labor Analysis: The Labor Analysis Report shows budget vs actual on the job. This report displays estimated, projected and actual hours and dollars. It does not differentiate between regular, overtime and double time.

- **Formats:**
  - Standard - For Labor under each Phase shows Estimated, JTD, and Variance Hours and Cost. Also shows $/Hour Estimated, JTD, and Variance.
  - Expanded With Week-To-Date Detail - In addition to information on the Standard layout includes Quantity, Percent Complete, and Hr./Unit information WTD
  - Expanded With Month-To-Date Detail - In addition to information on the Standard layout includes Quantity, Percent Complete, and Hr./Unit information MTD
  - Expanded With Year-To-Date Detail - In addition to information on the Standard layout includes Quantity, Percent Complete, and Hr./Unit information YTD
- **Personas at your company that would use the report:**
  - Project Managers
- **What the report is used for:**
  - Analyzing labor vs estimate and projected hours, dollars, and quantity tracking

- **Where the information comes from:**
  - Estimates on the Job and payroll timecards.

Payroll Hours Analysis: Used to review and understand the composition of labor hours being charged to each job. It shows the employee and their pay rate as well as the number of hours of regular, overtime and double time by job + phase by employee.

Labor from and to dates are specified when running the report. Contract Labor can also be seen on this report.

The report can show Phase Detail with or without group subtotals, Phase Summary with or without group subtotals, and a Job Summary.

- **Formats:**
  - Standard - Hours and Earnings are shown by Regular, OT, and Total.
  - Expanded - Hours and Earnings by Employee are broken down to Regular, OT, DT, and Other. Totals are shown.
- **Personas at your company that would use the report:**
  - Project Managers
- **What the report is used for:**
  - Reviewing labor hours and dollars on jobs
- **Where the information comes from:**
  - Posted and unposted payroll

Job Unit Cost: The Job Unit Cost Report may be printed either with or without projected costs. The information for each job prints in sequence by Phase code.

The report provides for selections based on your configuration and quantity tracking, with saved selections defaulting when you run the report.

Week to date, MTD, YTD, Cut-off date, whether to use PO quantities received, PR in progress, and unposted AP Invoices are options that can be saved.

- **Formats:**
  - Standard - Shows Phases with Quantities: Estimated, JTD, and YTD as well as Variance and Percent Complete. Columns for each Cost Type under the Phase show Unit Costs: YTD, JTD and Estimate, and Totals Costs YTD, JTD and Estimate. Unit Cost is broken down as well. Unit and Total Cost Variance are shown.
  - Expanded - Estimated and JTD Quantities are shown by Phase. Columns for Cost Types on the report show Estimated and JTD Hours for Labor, Hours per Unit, Unit Cost, and Total Cost for Labor. Other Cost Types show Unit Cost and Total Cost Estimated and JTD.
- **Personas at your company that would use the report:**
  - Project Managers

- **What the report is used for:**
  - Evaluate productivity and per unit cost
- **Where the information comes from:**
  - Job Estimates, Purchase Order Quantity receiving (if applicable), AP Invoices, PR timecards.

Job Overview: Shows job financial information with options to display with or without projected costs, by cost type, by phase, and variance by cost variance or hours variance.

The report header includes: Job and key contacts; Job Status and key dates; Customer information; Job Progress: Percent Complete, Percent Billed, Billed to Date, Earned to Date, Over/Under Billed; AR Balance and Retention Due; Total Billed and Applied; Amount Currently Due; Original Contract, Approved Changes, Executed Changes, Revised Contract, Proposed Changes

Format options include Projected or Estimated comparisons.

- **Formats:**
  - Job Overview - Summarized by Cost Type. Hours columns include: Current Month, JTD, Estimate, and Percent Complete. Cost-to-Date includes: Current Month, JTD, Estimate, Variance, Percent Complete, and Open Commitments
  - Detail Overview by Cost Type - Displays the same information as the JTD Overview, with Phase breakdown provided under each Cost Type.
  - Detail Overview by Phase - Provides the same information as Job Overview, with Cost Type breakdown provided under each Phase
  - Detail JTD cost variance by Cost Type Group - For each Phase below a Cost Type displays Estimated Hours and Cost, Percent Complete, Actual Hours and Cost, Hours and Cost Variance, and Cost to Complete
  - Detail JTD Hours Variance by Cost Type Group - Displays Estimated, Actual, Variance, and Percent Complete Hours
- **Personas at your company that would use the report:**
  - Project Managers
- **What the report is used for:**
  - Compare percent complete: job billing, total job, hours, and by phase. Visibility to cost to complete by phase
- **Where the information comes from:**
  - All parts of the Spectrum system: AR Contracts and Billings, Job Estimates and actual costs, payroll timecard entries

Billing Item Analysis: This report shows contract cost and revenue by billing item on contracts. This is particularly useful for the Unit Price Jobs.

The report allows for a cut-off date, as well as summary or cost detail by phase at print time.

Unposted payroll time and AP invoices may be included in the report, allowing you to identify issues before they affect cash flow. Unposted billings and pre-billing quantity entries may also be included, allowing you to see a pro-forma profitability extension based on quantities entered, not yet billed.

- **Formats:**
  - Standard With Projected Cost - Shows Billing Items with Contract quantities, Price and Amounts. JTD Quantity Revenue, Cost and Gain (Loss) is shown, and Projected Revenue, Cost, and Gain (Loss) is shown.
  - Expanded With Projected Cost - The Standard format is expanded to include the current month
  - Standard Non-Projected - Includes Contract quantity, price and amount, Current Period Quantity, Revenue, Cost, and Gain (Loss), and JTD Quantity, Revenue, Cost and Gain (Loss)
- **Personas at your company that would use the report:**
  - Project Managers, Controllers
- **What the report is used for:**
  - Evaluate profitability and over/under billing on Billing Items
- **Where the information comes from:**
  - Revenue is from the AR Contracts and Billing files. Costs are from the Phase Estimate and across Spectrum modules as costs are entered into the system

Crew Productivity: Prints a report detailing crew productivity.

- **Formats:**
  - Detail - Includes the Crew Number, Job, and Phase, Hours, Quantity, Productivity, and Cost if selected
  - Summary - Summary by Crew for selected criteria
- **Personas at your company that would use the report:**
  - Superintendents, Project Managers
- **What the report is used for:**
  - Evaluate crew productivity
- **Where the information comes from:**
  - Payroll timecards

Job Directory: Displays a list of job contacts by last name or organization.

Sort by last name or by Organization name.

Report includes Name, Organization, Type, Title, and Phone Number.

- **Personas at your company that would use the report:**
  - Project Managers and assistants.
- **What the report is used for:**
  - At-a-glance view of job contacts.

- **Where the information comes from:**
  - Job setup

Job Listing:
The listing you choose to print can be limited to a range of job numbers or a specific Job status by specifying this information in the Job field and Job status section.

- **Formats:**
  - Standard - Lists Job and Sub-job information, Job address, Phone, PM, Estimator, whether Certified, and Job status.
  - Complete - Includes information on the Standard format plus Customer information, the Phase Mask and Overhead setup, and PR Burden setup.
  - Contract Amounts - Includes Key Job Contacts, Original Contract Amount, Sum of Change Orders, and Revised Contract
- **Personas at your company that would use the report:**
  - Project Managers
- **What the report is used for:**
  - Job listings with core setup and status information, as well as contract values.
- **Where the information comes from:**
  - Job setup and Accounts Receivable Contract and Change totals.

Phase Listing:
Phase descriptions, current estimated quantities, hours, and costs, and other relevant Phase setup information is printed.

The report can sort by Phase Code or by linked Customer Billing Item. Phase comments and/or Wage Codes (union setups, billing codes, etc.) can be included.

- **Personas at your company that would use the report:**
  - Project Managers, PM Assistants, Accounting
- **What the report is used for:**
  - Verify Phases, Phase setup, and Estimate on a Job.
- **Where the information comes from:**
  - Phase setup

Job Cost Inquiries:

Job Dashboard:
View charts and graphs showing current job progress.

Open commitments as well as unposted AP and PR can be included.

Job Apps that can be shown include:

- Progress: Graph showing Billed to date and Cost to date comparing percentage and dollars
- Gain/Fade: Line graph of Revised Contract by period as compared to Project Cost by Period.
- Shift: Shows shift in Revised vs Original Contract and Variance vs. Revised Profit, Original Profit and Variance.

- <u>Open Project Documents</u>: Bar Chart with Number of Current and Overdue Project Documents by Document Type. When you click on the bar you are taken to the document log to work on the item
- <u>Equipment Hours</u>: Shows Projected, Actual, and Percent Complete and Remaining Equipment Hours

- **Personas at your company that would use the Inquiry:**
  - Project Managers
- **What the report is used for:**
  - Quick glance around health of project and project log status
- **Where the information comes from:**
  - All aspects of Spectrum integrated system including Estimate, Projected, and actual costs

Job Analysis: View current summary contract and cost information for the selected job, based on preferences settings.

The views can include committed costs and unposted AP and PR. Contract Labor can be included where applicable.

The Job Analysis is made up of 5 primary sections, with a maximum of 2 click access to virtually anything you want to know about the job by way of the **Info-Bar** on the side. Information is real-time being updated as information is processed in your Spectrum system:

- Job Status
  - Revised Contract, Gross Profit and GP%
  - Committed Cost
  - Earned Revenue on the Job
  - Over Under Billing
  - Cost to Complete
  - Percent Complete
- Cash Flow
  - Cash In, Out, and Net Cash Flow on the Job
- Job Receivables
  - Billed to date with drill down to invoices/draws
  - Applied and AR Balance
  - Retention due
  - Current due
  - Last date billed and paid
- Owner Contract
  - Original Contract
  - Executed Changes with drill down
  - Approved Changes with drill down
  - Revised Contract
  - Proposed Changes with drill down

- Cost and Hours Detail
  - Job to Date Actual
  - Projected with drill down to Projections and Notes
  - Estimates with drill down to changes
  - Variance and Percentage
  - Drill down to Detail: Hours, Dollars, and Quantity Estimate and Actual, Document Imaging backup, and much more detail with ability to summarize and save multiple selections

- **Personas at your company that would use the report:**
  - C-Level, Project Managers, Controller, Accounting
- **What the report is used for:**
  - For many, the initial screen to evaluate a job then with minimal clicks to get to where you need to go to work on a job
- **Where the information comes from:**
  - Calculations are based on actual historical information from cost history, billing history, projected cost history, and actual approval and executed date of change orders and change requests.

Contract Status: A great view to evaluate your ability to control the financial aspect of the project. One of Three C's of obtaining Bonding Capacity!

Shows period-by-period contract status, from the beginning of the job. The grid shows one row for each fiscal period with the ability to sort on virtually any column.

The report shows much of the information of a WIP report with historical data by period: Period, Revised Contract, Projected Cost, Gross Profit, GP%, Earned Revenue, Over/Under Billed, Percent Complete, JTD Cost, Cost to Complete, Executed Changes, Approved Changes, JTD Billed, Net Earned.

- **Personas at your company that would use the report:**
  - C-Level, Project Managers, Accounting
- **What the report is used for:**
  - Evaluate financial trends in project performance
- **Where the information comes from:**
  - All aspects of Spectrum: Estimate, AR Contract, Changes, Projections, Cost, Billing

Cost Activity: Displays cost-to-date, hours-to-date, projections, estimates and related analysis information. Many viewing options are available. Columns can be re-ordered.

Commitments, unposted AP and PR, and contract labor hours can be included. The view can be date specific and include quantities.

Phase cost variances by cost or percentages can limit what is on the screen so that the PM's don't have to look at every Phase.

TreeGrid technology provides for adding and removing columns and saving those selections, clean export to MS Excel, and printing the log.

- **Personas at your company that would use the report:**
  - Project Managers
- **What the report is used for:**
  - Exception Analysis of Jobs, Detail analysis of Phases.
- **Where the information comes from:**
  - All aspects of Spectrum including Estimate, Changes, Projections, and Cost.

Cost History:
Displays cost transactions for the selected job. Columns can be re-ordered and grouped by any field on the grid.

From and to dates can be specified as well as including unposted AP and PR. You can also choose to limit costs from Application of Origin.

Document Imaging files can be accessed from the cost transaction.

TreeGrid technology provides for adding and removing columns and saving those selections, clean export to MS Excel, and printing the log.

- **Personas at your company that would use the report:**
  - Project Managers
- **What the report is used for:**
  - Detail Job analysis of cost transactions
- **Where the information comes from:**
  - Job Cost History and unposted PR and AP when elected.

Job Materials:
Lists materials from Purchase Orders and requisitioned from Inventory. This screen offers the ability to conveniently view materials across phases and delivery status to the job.

You can filter your view by inventory items or item categories, cost types, vendors and warehouses. Orders and delivery dates can be date specific. Both PO's and requisitions can be filtered to all or current only (exclude closed)

Fields including Item and Description, Phase, PO or Requisition Number and Status, Quantity and Amount Ordered, Received and Due. Unit Cost, Tax, and Instructions are also shown.

Users can create new Purchase Orders and Material Requisitions from Inventory from this screen as well.

- **Personas at your company that would use the report:**
  - Project Managers, Purchasing Agents, Warehouse Managers
- **What the Inquiry is used for:**
  - Full material history on a job
  - Initiate a new Purchase Order or Material Requisition from a Warehouse

- **Where the information comes from:**
  - Jobs, Purchasing, Inventory

Billing History:
Displays invoice information for the selected job. The records in this window can be sorted on any field on the view.

Drill down to make internal collection notes or to see payments to the invoice. You can also jump to the customer or job for relevant information.

- **Personas at your company that would use the report:**
  - Project Managers, Billing, Collections.
- **What the report is used for:**
  - Billing History, Collection calls and documentation.
- **Where the information comes from:**
  - Job, AR Contract, and Billing files.

Billing Item Analysis:
Displays contract cost and revenue by billing item on contracts. This is particularly useful for unit price jobs.

There are options to include unposted AP, PR, and AR invoices.

Information displayed includes the Billing Item and Description, Contract Quantity, Price, and Amount, JTD Quantity and Revenue, JTD Cost, JTD Gain/Loss, Projected Quantity, Projected Revenue, Projected Cost and Projected Gain/Loss.

Drill down to Billings supporting amounts on any Billing Item as well as costs by Phase and Cost Types for Phases linked to Billing Items.

- **Personas at your company that would use the report:**
  - Project Managers, Billing
- **What the report is used for:**
  - To determine that Billing Items are not Under Billed
- **Where the information comes from:**
  - All aspects of Spectrum: AR Contracts, Billing, Cost Apps, Projections

Job Related Reports in Accounts Payable

Vendor Listing: This information is available in five different formats, in effect making four different reports. It can be sorted by vendor code, alpha reference or vendor type.

Vendors can be specified by fields designating trade and location. Allowing you to pull a list for instance of plumbing contractors in Grapevine, TX.

- **Formats:**
  - Name and Address - Lists Vendor Code, Name and Address, Vendor Type, Contact and Telephone, Default G/L account, Hold status, 1099 status
  - Balances and Terms - Includes vendor's MTD and YTD Invoice amounts, Last Invoice and Last Payment, Balance and Retention, if Pay when paid, Discounts, and Payments.
  - Name and Address - Short Format - In one line per vendor, lists Vendor Code, Name, Address, Phone, Vendor Type.
  - Vendor Locations - Includes Address and Phone number information for additional vendor locations.
  - Insurance Expiration Listing - Lists Vendor, Contact, Phone, and Insurance Expiration.
- **Personas at your company that would use the report:**
  - Project Managers, Accounts Payable
- **What the report is used for:**
  - Locate trades in certain regions, Manage AP Vendors and records.
- **Where the information comes from:**
  - Accounts Payable

Vendor Lien Releases: Use this screen to produce lien release documents based on job-specific payments made within a selected date range. You can also specify whether to print for 'subcontract' recipients, 'other job payees' or 'all' job payments.

Check date ranges and whether to create lien release log records for tracking are selected at print time.

- **Types:**
  - Conditional on Progress Payment - Waiver of lien/bond rights upon receipt of progress payment.
  - Conditional on Final Payment - Waiver of lien/bond rights upon receipt of final payment.
  - Unconditional on Progress Payment - Unconditionally waives lien/bond rights upon signature through a specified date.
  - Unconditional on Final Payment - Unconditionally waives lien/bond rights for job.
- **Personas at your company that would use the report:**
  - Project Managers, Accounts Payable, Contract Administrators.
- **What the report is used for:**
  - Generate Lien Waivers.
- **Where the information comes from:**
  - Jobs, Accounts Payable.

Document Tracking: This report is used to track documents pertaining to exceptions, liens, or checks. These reports are conditionally provided during the 'Print Checks' step of A/P payment processing when any included vendor or subcontractor has applicable Document Tracking setup. Reports can be generated by exception date or by the check distribution date; and can include items triggered by expiration date, completion status or every payment.

The report allows you to select by vendor, subcontract, specify the kind of document tracking items and exceptions to include as well as chose exceptions or a distribution report. Completed document tracking items, all open, or all document tracking items can be listed.

- **Formats:**
    - Exceptions - Can be generated by completed documents, open documents, or all documents. Includes Tracking Item, Description, Trigger, Expiration Date, Completion Flag, Enter Date and Comments.
    - Check Distribution Action - Includes Check Number and Date, Tracking Item, Description, Trigger, Expiration Date and Completion Flag.
- **Personas at your company that would use the report:**
    - Project Managers, Contract Administrators, Accounts Payable
- **What the report is used for:**
    - Monitor documents outstanding as information is processed on Vendors and on Subcontracts
- **Where the information comes from:**
    - Accounts Payable, Jobs, Invoices, AP Checks.

Vendor Activity Details: Use this report to review all available vendor data, including Address, Phone number, Last Payment, Balance, Retention and Current Due. Information includes Open Items, Payment History, and Notes, with the option to sort by newest to oldest or oldest to newest.

- **Personas at your company that would use the report:**
    - Project Managers, Contract Administrators, Accounting, Accounts Payable
- **What the report is used for:**
    - One-stop view of Vendor activity
- **Where the information comes from:**
    - Accounts Payable files

Subcontract Activity Details: This report can include open invoices, change order details, payment history, and remarks for a particular subcontract.

By selecting open items, all open invoices will display with the total invoice balance and the amount of retention. If change orders are requested, the individual change orders which have been recorded for this subcontract will display along with the change order date, number, and description. If history for a subcontract is requested; information displayed will show all checks written to this vendor, including retention, for invoices assigned to the specified subcontract.

- **Personas at your company that would use the report:**
    - Project Managers, Contract Administrators, Accounting, Accounts Payable

- **What the report is used for:**
  - One stop source for Subcontract activity history
- **Where the information comes from:**
  - Accounts Payable files.

Subcontract Detail Payments: This report prints detail information from the open invoice file, the change order file, and the payment history file. It can be created by vendor or by job. It includes a summary of the subcontract information, including Original Contract, Change Order Amounts, Revised Contract, Billed, Paid, Discounts, Balance and Retention.

- **Formats:**
  - Open Invoices Only - Includes Open Invoices for each subcontract with the Invoice Number, Date, Amount, Amount paid, Discounts, Balance, Retention and Current Due.
  - Payment History Only - Includes Payments listing with Invoice Number, Check Date, Check Number, Progress and Retention Amounts.
  - Both Open Invoices And Payment History - Includes information from both the Open Invoices Report and Payment History Report.
  - All Subcontracts - Includes subcontract information for all subcontracts even ones that have no open items or payment history on file.
- **Personas at your company that would use the report:**
  - Project Managers, Contract Administrators, Accounting, Accounts Payable
- **What the report is used for:**
  - View Subcontract payments
- **Where the information comes from:**
  - Accounts Payable files

Subcontract Analysis: Prints summary information from the subcontract file, including the Vendor, Contract Amount, To Be Billed, Total Billed, Paid, Discounts, Total Balance and Retention Balance. It can be sorted by vendor or by job.

- **Personas at your company that would use the report:**
  - Project Managers, Contract Administrators, Accounting, Accounts Payable
- **What the report is used for:**
  - At-a-glance review of Subcontract information and balances
- **Where the information comes from:**
  - Accounts Payable files

Subcontract Status: Prints summary information from the subcontract file, including the Job Description, Original Contract, Total Change Orders, Revised Contract Amount, To Be Billed, Billed, Balance and Retention amounts. It can be sorted by Vendor, Job/Vendor, Job/Phase detail.

- **Personas at your company that would use the report:**
  - Project Managers, Contract Administrators, Accounting, Accounts Payable
- **What the report is used for:**

- View Subcontract Lists with break out of Contract, Billed, Unbilled and Balance/Retention
- **Where the information comes from:**
  - Accounts Payable files

Subcontract Change Request Log:
Lists change requests with Subcontractor Name, Subcontract Number, Date Sent, Date Issued, Original Contract, Change Orders, Revised Contract and Proposed Changes Amount.

Options include status of Executed, Projected, Rejected, Assigned to Subcontract Change Orders and Not Assigned to COs.

- **Personas at your company that would use the report:**
  - Project Managers, Contract Administrators, Accounting, Accounts Payable
- **What the report is used for:**
  - View Subcontract Changes as they relate to Change Orders with and without details
- **Where the information comes from:**
  - Accounts Payable files

Subcontract Change Order Log:
Lists change orders with Subcontractor Name, Subcontract Number, Date Sent, Date Issued, Original Contract, Change Orders, Revised Contract and Proposed Changes Amount. Options include status of Executed, Projected and Rejected. Change request detail can also be included.

- **Personas at your company that would use the report:**
  - Project Managers, Contract Administrators, Accounting, Accounts Payable
- **What the report is used for:**
  - View a Job's Subcontract Change Log
- **Where the information comes from:**
  - Accounts Payable files

Subcontract Listing:
This provides a listing of all subcontracts for a specific job, or all subcontracts with a specific vendor. It can be run to include vendors with an insurance certificate, without an insurance certificate or all.

- **Formats:**
  - <u>Summary</u> - Includes Vendor Code, Name, Date Issued, Insurance Received, Contract Type, Pay When Paid, Subcontract Number, Original Contract, Change Orders, Revised Contract.
  - <u>Detail</u> - Includes Vendor Information with Phase Code, Billing Item, Unit, Unit Price, Quantity and Amount for The Original, Change Order and Revised Contract Amounts as well as the Totals by Job.
- **Personas at your company that would use the report:**
  - Project Managers, Contract Administrators, Accounting, Accounts Payable

- **What the report is used for:**
    - Visibility to a Vendor and the active Subcontracts currently assigned.
    - Full visibility to Subcontracts, detail and status by Vendor and by Job
- **Where the information comes from:**
    - Job and Accounts Payable files

Subcontract Form: Generates the Subcontract Form with information for the selected Subcontract(s), including the Subcontractor, Owner, Project Information with the Billing Code, Description, Quantity, Units, Unit Price and Amounts detailed.

A list of the email addresses is compiled for all active vendor contacts who are assigned to the subcontract job. From the form preview, you can click Email to open a 'Send Email' window and automatically attach a PDF of the Form.

- **Personas at your company that would use the report:**
    - Project Managers, Contract Administrators
- **What the report is used for:**
    - Generate the Subcontract Form that is mapped to Job, Subcontract, Vendor, and other Spectrum data. Typically, standard legalese will be attached to this form.
- **Where the information comes from:**
    - Job, Subcontract, and Accounts Payable files

Unapproved Invoices: Use this listing screen to review information pertaining to unapproved invoices, including who the current reviewer is.

It can be sorted by the vendor code or time of entry. Dates can be selected by the invoice date or the entry date, with options to include the G/L and job phase crosstab tables.

- **Formats:**
    - Summary Edit Listing - Includes Vendor Code, Name, Invoice #, Current Reviewer, Invoice Date, Due Date, PO Number, Subcontract, Amount, Discount and Retention.
    - Detail Edit Listing - Includes summary information plus contact information for the Vendor, G/L Account, Job Number, Invoice Line Type, Phase/Cost Type, Debit and Credit Amounts, Routing Code, Originating Operator and Remarks.
    - Edit Listing - Includes Vendor, Invoice Number, Amount, Due Date, Discount Date, Discount Amount, Current Reviewer, G/L Account and Description, Job Number, Invoice Line Type, Invoice Date, Phase/Cost Type, Debit and Credit Amounts.
- **Personas at your company that would use the report:**
    - Project Managers, Accounting, Accounts Payable
- **What the report is used for:**
    - Locate Current Review of AP Invoices in the review process
- **Where the information comes from:**
    - Accounts Payable files

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Approval Performance: Displays the performance of unapproved invoices and can be run according to reviewer or job. This report lists all invoices and their corresponding Date of Entry, Total Amounts, and Routing History. An invoice can show up in multiple reviewers' lists.

- **Formats:**
  - Detail - Lists Job, Project Manager, Approval Status, Vendor Code, Vendor Name, Invoice Number, Entry Date, Reviewer 1, Reviewer 2...5, Days Out, Invoice Amount.
  - Summary - Lists the Job, Project Manager, Total Unconfirmed Invoices for the Job, Average Days Outstanding and Invoice Totals.
- **Personas at your company that would use the report:**
  - Controller, Accounts Payable
- **What the report is used for:**
  - Visibility to Days Out for approval for AP Invoices
- **Where the information comes from:**
  - Accounts Payable files

Job Related Accounts Payable Inquiries:

Vendors: Use this screen to maintain vendor information, and to review the current balance along with month-to-date and year-to-date data as well as vendor contact information.

From here, the Vendor **Info Bar** provides links to vendor information. You can access other vendor-related screens such as Subcontracts, Purchase Orders, Document Tracking, Recurring Invoices, Rejected Invoices, Payment and Discount Terms, and more.

- **Personas at your company that would use the inquiries:**
  - Project Managers, Contract Administrators, Controller, Accounts Payable
- **What the inquiries are used for:**
  - Quick response to vendor inquiries around invoices or subcontract applications for payment
  - Subcontract or Purchase Order Information
  - Vendor payment information around an invoice, subcontract payment or PO payment.
- **Where the information comes from:**
  - Accounts Payable files

Subcontracts: This screen provides a list of subcontracts for a selected or all vendors with the Job, Vendor, Subcontract, Revised Contract, Total Billed, Unpaid Balance, Issue Date, Retention Rate, and other details. Double-click one of the records to display a window with more detailed subcontract information. The highlighted subcontract's summary totals for revised contract, total billed and open commitment amounts will display in the upper right-hand corner of this screen.

The Subcontract, Vendor and Job **Info Bars** are available to link to additional information.

- **Personas at your company that would use the report:**
  - Project Managers, Contract Administrators, Accounts Payable, Controller

- **What the inquiries are used for:**
  - Complete information around Subcontracts
- **Where the information comes from:**
  - Accounts Payable files.

Subcontracts by Job: This inquiry displays all subcontracts for the selected job either by phase or vendor. The table displays the Job, Vendor, Subcontract Number, Revised Contract, Total Billed, Unpaid Balance, Issue Date, Retention Rate, and other details.

The Job, Vendor and Subcontract **Info Bars** are available to link to additional information.

- **Personas at your company that would use the inquiry:**
  - Project Managers, Contract Administrators, Accounts Payable, Controller
- **What the inquiry is used for:**
  - Complete information around Subcontracts for a Job
- **Where the information comes from:**
  - Accounts Payable files

Subcontract Change Orders: Subcontract change orders are displayed by vendor and subcontract. The grid displays the Status, Sub CO, Change Request Number, Change Order Number, Description, Amount, Sub CO Date, Proposal Date, Sent Date, Due Date, Signed Date, Phase and Description, Bill Item and Job Customer.

From this screen, project managers can edit subcontract changes directly in connection with change request processing for the job. Because all subcontract costs are associated with a change request, costs and quantity are automatically shown in the Subcontract Change Orders, and this screen allows the subcontractor's change order numbers to be assigned.

The Subcontract, Vendor and Job **Info Bars** are available to link to additional information.

- **Personas at your company that would use the report:**
  - Project Managers, Contract Administrators
- **What the Inquiry is used for:**
  - View and process Subcontract Change Orders
- **Where the information comes from:**
  - Accounts Receivable Change Requests and Accounts Payable files

Payment History: This screen displays a list of payments made to the vendor. The table displays Check #, Check Date, Invoice Number, Invoice Date, Paid Amount, Job, PO #, Discount Taken, Retention Paid, Invoice Total, Bank Account and Payment Method. Transactions display in check date sequence (newest to oldest), but you can easily customize this view by resorting or moving the columns.

The Vendor **Info Bar** provides links to vendor information.

- **Personas at your company that would use the inquiry:**
  - Project Managers, Contract Administrator, Accounts Payable

- **What the inquiry is used for:**
  - Payment to Vendor details
- **Where the information comes from:**
  - Accounts Payable files

Job Related Accounts Receivable Reports

Aged Open Items: Provides a listing of the balance due from customers, with an option to include Job Totals.

Options are to include paid invoices, include job totals, include customer totals.

- **Formats:**
  - Detail - Includes Customer, Project, Contact and Phone Number, Invoice/Check Number, Date, Payment Terms, Invoice Due Date, Original Amount Open Balance (Total, Retention, Non-Retention), Days Past Due (Current, 1-30, 31-60, 61-90, over 90).
  - Summary - Includes Customer, Job Number/Description, Open Balance (Total, Retention, Non-Retention), Days Past Due (Current, 1-30, 31-60, 61-90, over 90). Report totals are included as well as percentage breakdown by aging. Subtotals by customer or job are included.
- **Personas at your company that would use the report:**
  - Project Manager, Controller, Accounting
- **What the report is used for:**
  - View Unpaid Customer Invoices on Job
- **Where the information comes from:**
  - Accounts Receivable and Billing files

Customer Activity Details: Use this screen to look up and print A/R information for a specific customer and job. The report shows Customer Contact Information, Balance, Retention, Current Due as well as lists Invoice Numbers, Date, Amount, Balance.

An aging table and MTD, YTD, JTD sales, payment and discount summary table are also displayed. Options are to include open items, include history, include notes, include analysis, and can be sorted by newest to oldest or oldest to newest.

- **Personas at your company that would use the report:**
  - Project Manager, Controller, Accounting
- **What the report is used for:**
  - View Customer Activity
- **Where the information comes from:**
  - Accounts Receivable and Billing files.

Statements: Used to print customer statements with choices to include only open invoices, invoices with a minimum balance and sorted by customer or job.

An aging breakdown is included at the bottom of the statement.

- **Formats:**
    - Standard - Includes Customer Information, Period End Date, Invoice Date, Job, Invoice Number Original Amount, Applied Amount, Retention Amount and Total Due.
    - Past Due - Includes Customer Information, Period End Date, Invoice Date, Invoice Number, Job, Original Amount, Previously Paid, Retention, Amount Due, Due Date and Status.
- **Personas at your company that would use the report:**
    - Project Manager, Accounts Receivable
- **What the report is used for:**
    - Notifying customer of account balance.
- **Where the information comes from:**
    - Accounts Receivable and Billing files.

Billing Quantity History: Prints the billing history by billing item. It can be run for the engineering quantity and amount, actual quantity and amount, or both. The differences are shown at the billing item subtotals.

From/to dates apply to application dates and quantity dates. Batch codes and application numbers are selection criteria as well

You can filter for all billing items or only those with current activity.

Updated, unposted, or all quantity entries can be reported, as well as actual quantities, engineering, or all.

- **Formats:**
    - Billing Quantity - For each Billing Item, the report lists the Billing Item, Description, Contract Quantity, Unit Price, and Contract Amount. Then for each pay app the Pay App Number, Pay App Date, Period Date, Actual Period Quantity, and Period Amount.
    - Pre-Billing Quantity - List the Billing Item and Description, the Contract Quantity, Unit Price and Contract Amount. For the application it lists the Application Number, Application Date, and Period Date, along with the Quantity and Amount, Specifying Actual or Engineering Quantity.
    - Summary Quantity Comparison - For each Billing Item, it lists the Billing Item, Description, Contract Quantity, Unit, Unit Price, Amount, Actual JTD Quantity, Engineer JTD Quantity, Difference in Actual and Engineering Quantities (quantity and amount).
    - Detail Quantity Comparison - Compares actual quantities to engineering quantities along with differences for each Billing Item.
- **Personas at your company that would use the report:**
    - Project Managers, Contract Administrators, Accounts Receivable Billing

- **What the report is used for:**
  - Billing unit-based projects and comparing engineering quantities to actual quantities
- **Where the information comes from:**
  - Accounts Receivable pre-billing quantities and draw entry

Contract Activity Details: Prints contract details with options including open items, history, notes, aging and summary analysis information, invoice-specific notes, open items with a zero balance. Header shows Customer, Job, Original Contract Amount, Executed Changes, Approved Changes, Revised Contract Amount, Billed, Tax, Applied, Balance, Retention, Current Due.

Includes an aging table with average days to pay and a summary table showing billed amount, tax, amount paid and discount MTD/YTD/JTD.

- **Personas at your company that would use the report:**
  - Project Manager, Accounting
- **What the report is used for:**
  - View contract billing summary
- **Where the information comes from:**
  - Accounts Receivable files

Contract Details: Prints out detailed contract information with all open invoice amounts for each contract and/or all the payments received against each contract. Header information includes Job Number, Original Contract, Executed Changes, Approved Changes, Revised Contract, Proposed Changes, Billed, Tax, Applied, Balance, Retention, Current Due.

- **Personas at your company that would use the report:**
  - Project Manager, Accounting, Controller, CFO
- **What the report is used for:**
  - Show detailed contract payment information
- **Where the information comes from:**
  - Accounts Receivable files.

Contract Summary: Prints a complete listing of all the contracts by customer. It can be printed for all customers or for a specific customer. It can include active jobs, completed jobs or all jobs. The listing includes Job Number and Name, Original Contract, Executed Changes, Approved Changes, Revised Contract Amount, Proposed Changes, Billed, Tax, Balance and Retention.

- **Personas at your company that would use the report:**
  - Project Manager, Accounting, Controller, CFO
- **What the report is used for:**
  - View a customer’s contract history.
- **Where the information comes from:**
  - Accounts Receivable files

Contract Listing:
Print a list of customer contracts with or without billing item detail. Listing includes Customer, Job, if Unit Based, Salesperson, Architect, if Taxable and Tax Code, G/L Sales Account, Retention, Original Contract Amount, Executed Changes, Approved Changes, Revised Contract, Proposed Changes, Contract Date, Last Bill Date, Last Paid Date.

Selection can be made by Customer, Job, Customer type or Salesperson.

- **Formats:**
    - Customer Summary – Shows contract information for each customer.
    - Detail – Includes Billing Item breakdown: Billing Group/Item, Tax, Unit, Contract and JTD quantity, original contract, change order, revised contract, projected, JTD billed.
    - By Salesperson – Shows contract information sorted or filtered for each salesperson (summary or detail).
- **Personas at your company that would use the report:**
    - Project Manager, Accounting, Controller, CFO
- **What the report is used for:**
    - View contract details by customer or salesperson
- **Where the information comes from:**
    - Accounts Receivable files

Change Request Log:
Prints a list of change requests that can be sorted in change request number (CR) order or owner change number order.

You can print both CR's attached to an owner CO and not attached, only those CR's attached to an owner CO, or only CR's NOT attached to an owner CO.

You can also print CR's attached to a specific owner CO.

Additionally, both chargeable and nonchargeable CR can be printed or you can choose to print one or the other.

A variety of date range ranges are available around CR Origination dates, notice to proceed dates, etc.

- **Formats:**
    - Change Request Log - The report header shows key date information and a Contract recap. CR are sorted by Status, with a CR breakout section showing the CR Number, Description, key dates and the amount, and subtotals by CR Status.
    - Change Request Price Summary - The report header shows key date information and a Contract recap. CR are sorted by Status, with a CR breakout summarized by Cost Type and Total. There are subtotals by CR Status.
    - Change Status Reconciliation - The report header shows key date information and a Contract recap. CR are sorted by Status, with CR breakout showing key dates and Owner CO where applicable and amounts. Subtotals by Status print.
- **Personas at your company that would use the report:**
    - Project Managers and Contract Administrators

- **What the report is used for:**
  - View a Change Request Log and easily see the Rough Order of Magnitude amounts
- **Where the information comes from:**
  - Accounts Receivable Change Request

Change Request Pricing / Profit:

Prints pricing information related to a specific job. The report shows detailed revenue, contractor, and subcontractor pricing information, along with estimated profit and percentages for each change request. There are a variety of selection criteria including contractor pricing, sub pricing, change request notes, from/to origination dates, from/to notice to proceed dates, etc.

- **Formats:**
  - Pricing Detail - Shows Job and key dates on header, with Original Contract, Executed Changes, Approved Changes, Revised Contract, and Proposed Changes recap below header. The Change Request shows the CR No, Descriptions, key dates and Approved Amount. Contractor Pricing shows the Phase and Cost Type, Quantity and amount with the total price for the CR.
  - Profit Detail - Shows Job and key dates on header, with Original Contract, Executed Changes, Approved Changes, Revised Contract, and Proposed Changes recap below header. Change Requests show CR Number, Description, Status, Owner CO No, and Estimates for Labor, Material, Sub, Eq, and other with Total Cost, Revenue and Profit and Profit %. The CR Billing Item shows the tie into the CO and the revenue amount.
  - Profit Summary - Shows Job and key dates on header, with Original Contract, Executed Changes, Approved Changes, Revised Contract, and Proposed Changes recap below header. Change Requests are sorted by Status, with columns for Labor, Material, EQ, Sub, Hauling, and Other Estimate and Total.
- **Personas at your company that would use the report:**
  - Project Managers, Contract Admin, Accounting
- **What the report is used for:**
  - Show Change Request Revenue, Estimated Costs, and Profitability
- **Where the information comes from:**
  - Accounts Receivable Change Requests

Change Order Form:

Prints Contract Change Order Forms. This screen is modeled after the standard American Institute of Architects (AIA) change order form.

- **Formats:**
  - Standard - Shows Change Order header information, scope, and a contract summary on the footer of the form with signatures by the Architect, Contractor, and Owner.
  - Unit price - Has the same information as the Standard form including Billing Items, Descriptions, Quantity, UOM, Unit Price, Amounts, and Total
- **Personas at your company that would use the form:**
  - Project Manager, PM Assistant, Contract Administrator, Accounting

- **What the form is used for:**
  - Print a Change Order form for the project owner.
- **Where the information comes from:**
  - Change Order files.

Change Order Log: Prints a list of change orders; it includes options to print remarks for the change order and to include a list of change requests associated with each change order.

Selections include Job, Customer, Change Order, and Change Order Status.

Origination and Approval date ranges as well as Job Status selections are available

- **Personas at your company that would use the report:**
  - Project Manager, PM Assistant, Contract Administrator, Accounting
- **What the report is used for:**
  - View a projects Change Order Log
- **Where the information comes from:**
  - AR Change Order files

Change Order Profit: Prints profit information for a specific change order. The Detail report format shows the total cost of each change order broken out by up to five cost types, as well as total revenue and estimated profit.

- **Formats:**
  - Detail - Shows contract summary including Original, Executed Changes, Approved Changes, and Revised Contract. Shows Proposed Changes. Details include Status, Cost by Labor, Material, Sub, Equipment and Other. Total Cost and Revenue. Profit and Profit %. Change Requests list Revenue totals. Sub pricing is listed. Contractor pricing is listed. The CO total prices are shown.
  - Summary - Shows the same Contract recap as the Detail format. Change Orders are listed showing Status, Total Cost by Labor, Material, Sub, Equipment, and Other. Total Cost, Revenue, Profit, and Profit %. All columns are totaled for the job and report.
- **Personas at your company that would use the report:**
  - Project Managers, Contract Administrators, Controller
- **What the report is used for:**
  - View a Change Order Log showing profit
- **Where the information comes from:**
  - AR Change Order and Change Request files.

Job Related Accounts Receivable Inquiries:

Contracts: This inquiry provides a list of contracts for a selected or all customers. The Contract, Customer, and Job **Info Bars** are available to link to additional information.

From this inquiry you can edit an existing Contract, create a new Contract, or click on an applicable item on the Contract/Customer/or Job sections of the **Info Bar**.

- **Personas at your company that would use the report:**
  - Project Manager, PM Assistant, Contract Administrator, Controller
- **What the inquiry is used for:**
  - Work on a Contract
- **Where the information comes from:**
  - Accounts Receivable Contract files

Change Request Log: Contract change requests are displayed per job and customer. The Contract, Customer and Job **Info Bars** are available to link to additional information. Use the Subcontracts button to view subcontract changes.

Users can edit, print proposal forms, revise status, create new CO, and do CO entries from the log.

- **Personas at your company that would use the inquiry:**
  - Project Manager, PM Assistant, Contract Administrator
- **What the inquiry is used for:**
  - Viewing items in the CR Log
- **Where the information comes from:**
  - Job and Accounts Receivable Change Request files

Change Order Log: Contract change orders are displayed per job and customer. The Contract, Customer and Job **Info Bars** are available to link to additional information.

Within the Log you can edit, print a CO Form, or update the CO Status

- **Personas at your company that would use the report:**
  - Project Manager, PM Assistant, Contract Administrator
- **What the inquiry is used for:**
  - Viewing and processing items in the CO Log
- **Where the information comes from:**
  - Job and Accounts Receivable Change Order files

Job Related Payroll Reports:

Certified Payroll: Computes the regular and overtime hours (on a day-by-day basis) by employee for any certified job. Employee earnings, taxes, union deductions, and other deductions are also listed per the certification reporting requirements.

The Certified Report cover page, fringes paid to a plan, and fringes paid in cash are options on the report, setup and processing

- **Formats:**
  - Standard - Standard Certified Report Employee information, Exemptions, Partially Masked SSN, and Work Class are printed. Hours by day print with Totals, Rate, Total Gross, Taxes, Deductions, Benefits, and Net Check and Check Number.
  - Expanded - Standard format information prints with Other Job Pay broken down along with Deduction Detail.
  - Expanded, With Employer Union Fringe - Expanded format information prints along with Fringe details
  - File Format - eCPR - The California eCPR XML format generates. The Spectrum help files include a pdf guide.
  - File Format - AASHTOWare - The AASHTOWare XML file generates. The Spectrum help files include a pdf guide.
  - File Format - LCPtracker - A file that can be opened in Excel and saved as an XLS file is generated. The Spectrum help files include a pdf guide.
- **Personas at your company that would use the report:**
  - The person responsible for filing Certified Payroll Information
- **What the report is used for:**
  - Generating Certified Payroll reports
- **Where the information comes from:**
  - Job and Payroll files

Timecard History: Prints timecard information, including specific Jobs, Check Dates, Employees, Departments, and Pay Types as requested.

- **Formats:**
  - Summary - Shows employee Code and Name, Pay Type, Regular, OT, and Other Hours, Rate and Amount.
  - Detail - Shows Check Number, Pay Type, WC Code, Work Date, Union, Hours, Rate, Amount, Department, Job, Phase, and Cost type.
  - Retro Pay - Shows Original and new Check No, Original and New Type, Union, Hours, Rate, Amount, Department, Job, Phase, Cost Type, and Retro Amount.
- **Personas at your company that would use the report:**
  - Project Managers, Payroll
- **What the report is used for:**
  - View timecard history
- **Where the information comes from:**
  - Payroll history