

DJC Reports

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Report List

00. Overview of Costs and Expenses on a Job

Job Costing> Reports> Reports List

This report can be run by selecting a Job Number range, a Debtor range or a Date range as the selection criteria working in conjunction with the Job Status options available in the Job Status drop down.

Please Note : When a Job Number range is selected the Date range is disabled.

Job Overview Report

From Job:

From Debtor:

From Date:

2023-04-01

Job Status:

Started And Not Started

Division:

All

P:

Include Branch:

Order A >> Z:

Include Internal Jobs:

Show Wip:

Show Financial:

Show Excl QT:

Show Last Active:

None

Status / Position:

All

To Job:

To Debtor:

To Date:

2023-04-30

Sort By:

Start Date

Region:

All

P:

Assembly:

All

P:

Job Manager:

All

Show % Est Cost:

Show Invoiced Cost:

Show Invoiced Month:

Show Jobs Invoiced:

Generate

Export

Close

Power BI Export

Report Request

From Job / To Job	
From Debtor / To Debtor	
From Date / To Date	
Job Status	

Division	Division, region and assembly have options to filter by these cost centres. a. There is a P next to each with a tick box which stands for Print – Show as a column on the report to display the relevant cost centre
Include Branch	display branch as a column on the report
Include Internal Jobs	This is a flag on the job, by default we exclude internal jobs on report. Put tick on to include them in report
Show Wip	Future Managed Costs on Job – This displays areas in the system that has a job linked to it that has not yet been added to job. a. It looks at documents that are in process or in preparation
Show Financial	Shows columns related to sales figures on the job
Show Excl QT	This is a flag on the quotes which flags that the quote values for sell and cost should not be part of the calculation for budget. a.If ticked it means you want to include these quotes as part of your report
Show Last Active	
Status / Position	
Sort By	
Region	Division, region and assembly have options to filter by these cost centres. a. There is a P next to each with a tick box which stands for Print – Show as a column on the report to display the relevant cost centre
Assembly	Division, Region and Assembly have options to filter by these cost centres. a. There is a P next to each with a tick box which stands for Print – Show as a column on the report to display the relevant cost centre
Job Manager	
Show % Est Cost	Shows the percentage cost figures from percentage invoices as columns on the report
Show Invoiced Cost	displays new columns on the report to show invoiced costs
Show Invoiced Month	
Show Jobs Invoiced	

1. Start date – the start date of the job
2. Est Start Date – Estimated start date which is used to work out the task activities
3. Comp Date – Completion date – the date you want the job to finish – lets say Friday because on Monday to delivery
4. Del Date – Delivery date – the date you want to the job to be delivered

5. Days – the outstanding days from today to completion date
 6. Project Manager – the project manager assigned to the job
 7. Debtor code – the customer code
 8. Debtor name – the customer name
 9. Job No – The job number – click on this number to open up the manage job screen
 10. Description – the short description of the job
 11. Job status – the status of the job – Non Started, Started, Completed, cancelled or closed
 13. % Complete – the percentage of completion of the job – Budget versus managed
 14. Order No – The customer order number
 15. Quote No – The original quote number
2. Order value - This is the quote sell value of all quotes (excluding quotes flagged as excluded)
 2. Planned cost - This is the quote cost value of all quotes (excluding quotes flagged as excluded)
 3. Planned Profit - This is the profit of the quote = Order value - Planned cost
 4. Managed – Total managed on job – actual managed items
 5. Total – The total managed WIP = Future WIP + Total managed
 6. Incurred Costs – Displays values of cashbooks and creditors journals linked to the job
 7. Job del note – the value of cost in Job delivery note before Job invoice
 - a. once the delivery note is processed to invoice, value is taken out of this column
 8. Job Invoice – the cost of job invoices via Usage job invoice or Percentage job invoice
 - a. If job is usage – total usage value on invoices processed
 - b. If job is percentage – the estimated percentage cost value entered by the user
 9. Debtor invoice – the cost of the customer invoice done linked to the job
 10. Credit note – the cost value of the credit note linked to the job.
1. Job Invoice – the sell value of job invoices via Usage job invoice or Percentage job invoice
 - a. If job is usage – total usage value on invoices processed
 - b. If job is percentage – the estimated percentage cost value entered by the user
 2. Debtor invoice – the sell value of the customer invoice done linked to the job
 3. Credit note – the sell value of the credit note linked to the job
 4. Total Sales = Job Invoice sell + Debtors Invoice sell - Credit Note sell
 5. Outstanding T/O = Order sell Value - Invoiced sell value (if negative will not show)
 6. Future Costs = Quote cost - WIP (if positive will not show)
 - a. If negative, shows as a positive figure to indicate that you are creating more costs than estimated - warning
 - b. If positive, this indicates that your estimated cost has not exceeded actual cost
 7. Future profit = Quote cost - WIP (if negative will not show)
 - a. If positive, shows as a positive figure to indicate that you are under your estimated cost to actual managed and therefore will see more profit
 - b. If negative, this indicates that your estimated cost has exceeded actual cost (will not show here but in Future costs)
 8. Invoiced Cost = Job Invoice cost + Debtor Invoice cost - Credit Note cost
 9. Invoiced Profit = Total invoiced sales sell – Total invoiced cost
 10. Closed job costs – shows the value of costs of the closed job items
 11. Job Profit = Invoiced cost - Planned quote cost – Total managed

12. Profit variance = Job Profit – Planned quote cost

13. Last memo note on job

A	Order Value	Selling Value of the quote.
B	Planned Cost	Costs as per the quote.
C	Profit	Difference between the Order Value and the Planned Cost.
D	Stock Requests	All cost values of Stock Requests with the status Requested or Authorised.
E	Outstanding Purchase Orders	All cost values of Purchase Orders with the status Created or Authorised.
F	GRV To Job	All cost values of GRVs with the status Preparation or Posted.
G	Del. Note To Job	All cost values of Delivery Notes with the status Created.
H	BOM	All cost values of a BOM item with the status Created, Pending or Active.
I	Picking Slips	All cost values of items on Picking Slips that have not been managed.
J	Time Sheet WIP	All cost values of items on Job Capture that have not been processed.
K	Managed	All cost values of items on a Job that have been managed.
L	TOTAL	Sum of A, B, C, D, E, F, G, H, I, J and K
M	Incurred Costs	All GL Cash Books and Creditor Journals that have been posted linked to the job.
N	Job Delivery Note	All cost values of items on a Job Delivery Note.
O	Job Invoice	All cost values of items on a Job Invoice.
P	Debtor Invoice	All cost values of items on a Debtor Invoice with the status Posted.
Q	Credit Note	All cost values of items on a Debtor Credit Note with the status Posted
R	Outstanding Turn Over	$A - (O + P - Q)$
S	Future Costs	$B - L$

T	Future Profit	B – K
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01. Job Quote Summary Report

Job Costing> Reports> Reports List

This report shows quotes in various status levels with cost, selling and profits to be made.

It gives an indication of the estimated profit on a quote
It takes the cost values at the time of creating the quote and fixes them when moving to the job.
costs might vary when managing the actual job.

Quote Criteria

Job No:

Date From:

2023-04-01

Date To:

2023-04-30

Status:

Preparation

Sort By:

Date

Sales Rep:

All

Quote Type:

All

Division:

Job Status:

All

Print Memo:

Show Excl QT:

Quote Date

Customer Approval

Job

Delivery

Generate

Close

Job No.	
Date From / To	
Status	
Sort By	
Sales Rep	
Quote Type	
Division	

Job Status	
Print Memo	
Show Excl QT	
Quote	

02. Job Quote Detail Report

Job Costing>Reports>Reports List

This report shows quote details in various status levels with costs and selling values.

Job Quote Detail Report

Job No:

Quote No:

Sales Rep:

Date From:

Date To:

Status:

Quote Type:

Sort By:

Include Branch:

Show Excl QT:

Include Margin:

All

2023-04-01

2023-04-30

Preparation

All

Quote No

☐

☐

☐

Continue

Close

Job No.	
Quote No	
Sales Rep	
Date From and To	
Status	
Quote Type	
Sort By	
Include Branch	
Include Margin	
Show Excl QT	

03. Quote and Job Status Report

Job Costing>Reports>Reports List

Report displaying Job related data based on quote selection criteria

Quote and Job Status Report

Quote Date

Job Open Date

Customer Approval Date

Date From:2023-04-01

Date To:2023-04-30

Job Number:

Debtor:

Quote Status:All

Job Status:All

Division:All

Region:All

Include Branch:

More Information:

Not Promoted:

Reopened Jobs:

Show Excl QT:

Generate

Close

Quote Date	
Job Open Date	
Customer Approval Date	
Date From and To	
Job Number	
Quote Status	
Division	
Include Branch	
Not Promoted	
Show Excl QT	
Debtor	
Job Status	

Region	
More Information	
Reopened Jobs	

10. Job Grouping Report

Job Costing>Reports>Reports List

Job grouping report allows a selection to view quantity, cost or selling of jobs and compares quote, usage and invoiced values with balance.
To run the report, select the customer, job number or the date.

Job Grouping Report

Job Number:

Customer:

Started Date From:

2023-04-01

Started Date To:

2023-04-30

Type:

Quantity

Cost

Selling

Sort By:

Related To

Include Branch:

Show Excl QT:

Generate

Close

Job Number	
Customer	
Started Date From and To	
Type	Select the type of the report. (Quantity, Cost or Selling)
Sort By	Sort the report by selecting any from the drop down arrow.
Include Branch	
Show Excl QT	

11. Projected Values

Job Costing>Reports>Reports List

Projected Values

Job No:

Debtor:

Status:

Started

Type:

Budget

Date From:

2023-04-01

Date To:

2023-04-30

Selection:

Cost

Selling

Job Type:

All

Include Internal Jobs:

Sort By:

Customer

Show Excl QT:

Generate

Close

Job No	
Status	
Date From and To	
Selection	Select either Cost or Selling
Include Internal Jobs	
Show Excl QT	
Debtor	
Type	
Job Type	
Sort By	

12. Projected Values

Job Costing>Reports>Reports List

This report is the same as the above report except that this compares different types example. Also gives a percentage completion. Excellent to view from quote to Actual completed.

a.	Budget vs Actual
b.	Budget vs Invoiced
c.	Actual vs Invoiced

Projected Values

Job No:

Status:

Started

Date From:

2023-04-01

☒ Cost

☐ Selling

☐ Both

☐ Incomplete

☐ Completed

☒ All

Include Internal Jobs:

☐

Debtor:

Type:

Budget vs Actual

Date To:

2023-04-30

Job Type:

All

Sort By:

Customer

Show Excl QT:

☐

Show Jobs invoiced only:

☐

Generate

Export

Cancel

Same as projected values report with completion percentage.
To run the report, select from the following fields:

Job No	select the job number or leave it blank
Status	select the status from the drop down arrow
Date From and To	select the date from and the date to
Select from the following:	Select either Cost or Selling or Both Select to run Incomplete or Complete or All reports the reports
Include Internal Jobs	
Debtor	select the debtor or leave it blank
Type	select the type from the drop down arrow
Job Type	

Sort By	sort the report by selecting a customer, date, description, job number or quote number from the drop down arrow.
Show Excl QT	
Show Jobs invoiced only	

Job on hand value will give you the value based on either cost or selling on the job
It gives you the comparison with

a.	Budget - Quote
b.	Actual - WIP – quantity that was used on the Job
c.	Invoiced - Amounts invoiced on the job

Job On Hand Value Report

?

Debtor From:

Debtor To:

Date From:

2023-04-01

-

Date To:

2023-04-30

+

Type:

☒ Cost

☐ Selling

Job Status:

Sort By:

Job Number

Job Type:

Division:

All

P:

☐

Region:

P:

☐

Show Job Manager:

☐

Include Branch:

☐

Show Site:

☐

Include Internal Jobs:

☐

Show Long Desc:

☐

Exclude Zero:

☐

Show Excl QT:

☐

Generate

Close

Action		Conditions
Exclude Zero	1.	Job Not started and value is Zero.
	2.	Job started and Budgeted value is Zero and Invoiced value is Zero.
	3.	Job started and Budgeted value is equal to Invoiced value.

This report allows the user to view the summary of Job value either by cost or selling for budget, Actual and invoiced in a list of all jobs

Debtor From and To	Select the debtor from and debtor to, for a quick or specific report.
Date From and To	Select the date from and the date to for a quick or specific report.
Type	Select the type of the report , either cost or selling.
Sort By	Sort the report by selecting from the drop down arrow.
Division	
Show Job Manager	
Show Site	
Show Long Desc.	
Show Excl QT	
Job Status	Select the status from the drop down arrow
Job Type	
Region	
Include Branch	
Include Internal Job	
Exclude Zero	

15. Job Managed Costs Report

Job Costing>Reports>Reports List

×

Job Managed Costs

Job No:

▼

Quote No:

▼

Customer:

▼

Sales Rep:

All

▼

Date From:

2023-04-01

-

Date To:

2023-04-30

+

Job Status:

Started And Not Started

▼

Sort By:

Quote No

▼

Item Sort:

Code

▼

Job Type:

All

▼

Show Excl QT:

☐

Include Internal Jobs:

☐

Line Date From:

-

Line Date To:

+

Generate

Export

Close

Report Request

Job No	
Customer	
Date From and To	
Job Status	
Item Sort	
Show Excl QT	
Line Date From and To	
Quote No	
Sales Rep	
Sort By	
Job Type	
Include Internal Jobs	

18. WIP Managed Value

Job Costing>Reports>Reports List

WIP Managed Value

Customer From:

Customer To:

Date To:

2023-04-30

Job Number:

Type:

Logged Cost

Cost

Selling

Output:

Summary

Sort By:

Job Number

Division:

All

P:

Region:

All

P:

Invoice Group:

All

P:

Project:

All

P:

Filter By:

Unassigned

Assembly

Charge up

Prepriced

Include Internal Jobs:

Show job manager:

Exclude Zero:

Show Site:

Generate

Export

Close

Customer From and To	
Date To	
Job Number	
Output	
Division	
Invoice Group	
Filter By	Select Unassigned, Assembly, Charge up, Prepriced
Include Internal Jobs	
Exclude Zero	
Type	Select Logged Cost, Cost or Selling
Sort By	
Region	
Project	
Show Job Manager	

Show Site	
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20. WIP Summary

Job Costing>Reports>Reports List

WIP Summary will give you the value or quantity on the job and compares this to the Budgeted (Quote) to Actual (WIP) that has been completed on the Job.

Allows one to view a single job either by quantity or value per item of what has been budgeted versus the actual and the balance difference.

×

WIP Summary Criteria

⚙️?

Job Number:

▼

Description:

Quantity

▼

Order By:

Item

▼

Decimal Places:

0

▲▼

Show Excl QT:

☐

Generate

Close

This report allows one to view a single job either by quantity or value per item of what has been budgeted versus the actual and the balance difference

Job Number	
Description	
Order By	
Decimal Places	
Show Excl QT	

21. Job Stock Managed

Job Costing>Reports>Reports List

This report shows what stock is on hand, how much stock is in WIP and how much stock has been used on the report

Reports only on stock items which shows the amount of stock in WIP and how much has been managed. Reports only per job.

×

Job Stock Managed

⚙️ ?

Job No:

▼

Sort By:

Item Code

▼

Stock From:

▼

Stock To:

▼

Only Negative:

☐

Generate

Close

Reports only on stock items which shows the amount of stock in WIP and how much has been managed.

Job No	to select the Job number
Sort By	Sort the report by selecting one from the drop down arrow
Stock From and To	select stock from and the Stock To or leave blank to pull all the stock for the report.
Only Negative	to include negative jobs

22. Stock Values in Managed Jobs

Job Costing>Reports>Reports List

The report shows all stock items that have been used on the job.
What has been invoiced and what was in Reserved quantity
If the invoiced quantity equals the Reserved quantity it means that the stock has been removed from the WIP section.

Shows all stock items that have being managed on jobs between specified dates. It will give the quantity multiplied by the cost to give the total value that is currently being managed on Jobs.

×

Stock Value Criteria

⚙️

?

Job No. From:

▼

Job No. To:

▼

Stock Item From:

▼

Stock Item To:

▼

Date From:

2023-04-01

📅

−

Date To:

2023-04-30

📅

+

Job Status:

Started

▼

Sort Order:

Date

▼

Decimal Places:

0

▲

▼

Type:

All

▼

Summary:

☐

Generate

Export

Close

Job No. From and To	
Stock Item From and To	
Date From and To	
Job Status	
Sort Order	
Decimal Places	
Type	
Summary	

23. Time Log / Service Hours by Employee

Job Costing>Reports>Reports List

This will show the hours done by an employee on a job comparing the Budgeted (Quote) hours done to the Actual Hours done

Gives a report on employee hours worked on a list of different jobs. Shows the budgeted versus actual hours and balance done.

Time Log / Service Hours By Employee

Select:

☒ Time Logs

☐ Time Sheets

Customer:

Job Number:

Job Status:

All

Employee:

Date From:

2023-04-01

-

Date To:

2023-04-30

+

Sort By:

All

Show Detail:

☒

Sum by Job:

☐

Show Costs:

☐

Generate

Close

Select	Select Time Logs or Time Sheets
Customer	
Job Number	
Job Status	
Employee	

Date From and To	
Sort By	
Show Detail	
Sum by Job	
Show Costs	

24. PO Report

Job Costing>Reports>Reports List

This report will show you stock which is sitting in Purchase Order which is relevant to a Job.
In the Job Number section enter the Job number
You can run this report

a.	Summary
b.	Detail

Job Costing PO Report

Job No:

Date From:

2023-04-01

Date To:

2023-04-30

Type:

Summary

Order By:

Date

PO:

☒

GRV:

☐

Generate

Close

Shows the report on Purchase Orders waiting to go to a specific job. Report is group by Job Number and shows various POs against that job number.

Job No	select the job number for the report
Date From and To	Select the Date From and the Date To
Type	Select the type from the drop down arrow
Order By	Select the Order By from the drop down arrow
PO	Include the PO by ticking the box
GRV	Include the GRV by ticking the box

25. Job Journals

Job Costing>Reports>Reports List

This report shows transactions processed to ledger accounts via

a.	Creditors transactions / Journals
b.	General Ledger Journals
c.	General Ledger Cashbooks

This report shows the additional value of expenses that is added to each job from other documents like GL Cashbooks.

Job Journal Report

Job:

Entry Type:

All

Order By:

Date

Use Date Criteria:

☒ Include Branch:

☐

Date From:

2023-04-01

Date To:

2023-04-30

Generate

Close

This report shows the additional value of expenses that is added to each job from other documents like GL Cashbooks.

Job	
Entry Type	
Order By	
Use Date Criteria	Use Date Criteria option allows the user to select the date or make it visible, if not selected, the date will be greyed out.
Include Branch	
Date From and To	

26. Invoiced Job Values

Job Costing>Reports>Reports List

This report shows all invoices done over a period of months and gives you links to open the invoices right down to the detail of the invoice

Shows the total value of Jobs invoiced per period in a table format with totals.

Invoiced Job Values

From Year:

Year 4

To Year:

Year 4

Date From:

2023-04-01

Date To:

2023-04-30

Sort By:

Job Number

Job Type:

All

Select:

☒ Cost

☐ Selling

Invoice Type:

All

Show Job Division:

☐

Include Jobs not Invoiced:

☐

Show Job Region:

☐

Include Branch:

☐

Show Job Invoice Group:

☐

Include Internal Jobs:

☐

Show Excl QT:

☐

Generate

Close

From Year and To Year	
Date From and To	
Sort By	
Select	
Show Job Division	
Show Job Region	
Show Job Invoice Group	
Show Excl QT	
Job Type	
Invoice Type	
Include Jobs not Invoiced	
Include Branch	

Include Internal Jobs	
------------------------------	--

27. Job Delivery Note Report

Job Costing>Reports>Reports List

Shows all delivery notes against a job

Shows Job Delivery Notes.

Job Delivery Note Report

Job Number:

Debtor:

Date From:

2023-04-01

-

Date To:

2023-04-30

+

Order By:

Customer

Status:

All

Type:

☒ Summary

☐ Detail

Show Value:

☐ Show Delivery Address:

☐

Generate

Close

Job Number	
Debtor	
Date From and To	
Order By	
Status	
Type	
Show Value	
Show Delivery Address	

28. Job Capture Report

Job Costing>Reports>Reports List

This gives you a report on all Job captured items against a job
List of Jobs Captured

Job Capture Report

?

Job Number:

Employee:

All

Date From:

2023-04-01

-

Date To:

2023-04-30

+

Sort By:

Date

Status:

Include Branch:

☐

Decimal Places:

0

Generate

Cancel

Job Number	
Employee	
Date From and To	
Sort By	
Status	
Include Branch	
Decimal Places	

This report looks at the dates of the line items of stock items for different due dates
Job Costing Dates Report - Order Date, Required Date or Reminder Date And Filtered By Payment
Method

×

Job Costing Dates Report

⚙️ ↺ ?

Date Type:	Order Date	▼	Job Number:		▼
From Debtor:		▼	To Debtor:		▼
From Date:	2023-04-01	-	To Date:	2023-04-30	+
Group By:	Job Number	▼	Payment Method:	All	▼
Include Branch:	☐		Ignore Activate Dates:	☐	

Generate

Close

Date Type	
Job Number	
From Debtor and To	
Date From and To	
Group By	
Payment Method	
Include Branch	
Ignore Activate Dates	

30. Job Reserved Inventory Items

Job Costing>Reports>Reports List

This shows what items are sitting in the WIP account.
It means that items have been reserved against a job but not yet invoiced.
This is also different from what is actually been used on the job
In the example we have here, we have actually used 2 items on this job.
2 items moved into WIP but then 1 got invoiced. When it was invoiced it was taken out of the WIP account and out of the system.
Report displays all inventory items reserved against Jobs

×

Job Reserved Inventory Items

?

Debtor:

▼

Job Number From:

▼

Job Number To:

▼

Job Status:

All

▼

Job Type:

All

▼

Include Internal Jobs:

☐

Decimal Places:

0

▲▼

Generate

Close

Debtor	
Job Number From and To	
Job Status	
Job Type	
Include Internal Jobs	
Decimal Places	

31. Order No. in use in Other Jobs

Job Costing>Reports>Reports List

Search and report on order numbers in use in various jobs.

Order Numbers in use in Jobs

Order Number:

PO Details

Job Details

Page 0 of 0

Remove Paging: ☐

No data to display

#	Order No.	Job No.	Quote No.	Client Name	Job Status
---	-----------	---------	-----------	-------------	------------

Close

Order Number	Enter the order number to search on, then click on search button.
--------------	---

Search and report on order numbers in use in various job.
PO Details tab shows all the Po details for that order number
Job Details tab has two tabs:
Job lines tab – Job lines for a selected PO

Quotes tab - quotes lines for the same selected PO

Close button closes the form

Reports cost selling and profit per job

This can be viewed in different categories.

a.	Quote
b.	Managed
c.	Invoiced
d.	Quote vs Invoiced.

×

Job Analysis

Select:

☒ Job Date

☐ Invoice Date

Job No:

Customer:

Date From:

Date To:

Job Status:

Report Type:

Sort By:

Category:

Show Open Items:

☐

Job Type:

Include Internal Jobs:

☐

Show Excl QT:

☐

Generate

Close

Select	
Job No	
Date From and To	
Job Status	
Sort By	

Show Open Items	
Include Internal Jobs	
Show Excl QT	
Customer	
Report Type	
Category	
Job Type	

33. Job Picked Shortage Report

Job Costing>Reports>Reports List

Job Picked Shortage Report

Group Report By:

Job Numbers

Inventory Items

Job Status:

Started

Date From:

2023-04-01

-

Date To:

2023-04-30

+

Job No From:

Job No To:

Item From:

Item To:

Decimal Places:

0

Generate

Cancel

Group Report By	
Job Status	
Date From and To	
Job No From and To	
Item From and To	
Decimal Places	

34. Report on Reopened Jobs

Job Costing>Reports>Reports List

Report on Reopened Jobs that are still open.

All reopened Jobs option allows the user to view all the jobs reopened if selected and the date options disappear.

Reopened Jobs Still Open

All Reopened Jobs:

☒

Date From:

2023-04-01

-

Date To:

2023-04-30

+

Sort By:

Date

Suppress Multiple Jobs Entries:

☒

Include Branch:

☐

Generate

Close

All Reopened Jobs	
Date From and To	
Sort By	Sort the report by selecting any option from the drop-down arrow.
Suppress Multiple Jobs Entries	Suppress Multiple Jobs Entries option include the jobs that were opened several if unselected.
Include Branch	

40. Time Log to Job Checks

Job Costing>Reports>Reports List

This report checks time logs to jobs for exceptions for Time logs onto Jobs.
If you are not able to see this report, please add to your security for report role permissions.
Found under System Configuration Security Module

If the same time log exists in the same job, then I want to see the time logs
If the same time log exists in manage job but in separate jobs, we will accept that the duplicate is OK and I don't need to see that on the report

Time Log to Job Check

Type of Report:

Missing T/L

Duplicate T/L

Job Number:

Customer:

T/L Date From:

2023-06-01

-

T/L Date To:

2023-06-29

+

Sort By:

T/L No

Within Job:

Generate

Close

Type of Report	There are two options to check for missing time logs not on a job and duplicate time logs on a job <u>Missing Time logs</u> Checks the Time Log table and then checks the Manage job lines to see if the time log is on any job Date range is specific to the date of the time log <u>Duplicate Time logs</u> Checks the Manage job lines history table and checks for duplicates or more for any time logs added to a job. Date range is specific to the date of the log entry onto the job
-----------------------	---

Job Number	So the query is similar to duplicate T/L if we selected a job number. However it just runs across all jobs and checks duplicates within each job and gives result set
T/L Date From	
Sort By	
Customer	
T/L Date To	
Within Job	

50. Delivery Note to Credit Note Audit Trail

Job Costing>Reports>Reports List

Shows the audit trial of a delivery note and document numbers linked to that delivery note.

This report shows all delivery notes and documents which proceeded the delivery note and the status of this

Delivery Note To Credit Note Audit

Delivery Note:

Date From:

2023-04-01

Date To:

2023-04-30

Generate

Close

Delivery Note	
Date From and To	

51. All Documents Associated with a Job

Job Costing>Reports>Reports List

This report shows all documents associated with a job
Jobs can have multiple

a.	Quotes
b.	Delivery Notes
c.	Invoices

Jobs with Associated Documents

Job From:

Job No To:

Debtor From:

Debtor To:

Date From:

2023-04-01

-

Date To:

2023-04-30

+

Job Status:

All

Document Types:

All

Include Branch:

☐

Generate

Close

Job From	
Job No To	
Debtor From and To	

Date From and To	
Job Status	
Document Types	
Include Branch	

52. Job Days Completion Report

Job Costing>Reports>Reports List

This report shows how many days a job has to completion as well as the percentage complete based on either

a.	Cost
b.	Selling
c.	Quantity

Job days completion

Job No:

Date From:

2023-04-01

Date To:

2023-04-30

Job Status:

All

Completion Date:

All

Days More:

Completion Percentage:

Cost

Include Branch:

☐

Generate

Close

Job No	
Date From and To	
Job Status	
Completion Date	
Days More	
Completion Percentage	
Include Branch	

55. Job Delivery Address Report

Job Costing>Reports>Reports List

This report shows the delivery address for the selected Jobs

Job Delivery Address Report

Job:

Debtor:

Date From:

2023-04-01

-

Date To:

2023-04-30

+

Order By:

Job Number

Job Status:

Completed

Use date range:

☒

Generate

Close

Job	This is there if you want to print the delivery address for a specific job number
Debtor	Select the customer related to the jobs if applicable
Date From and To	Select the date range for the information that should be displayed.
Order By	Choose in which order the data should be displayed
Job Status	Is the job started, cancelled, completed, etc.
Use date range	Use the dates specified by the date from and date to

60. Purchase Order Forecast

Job Costing>Reports>Reports List

It is a report that shows a forecast of purchase orders broken into number of days.

Purchase Order Forecast

Job From:

Job To:

Date From:

2023-04-01

-

Date To:

2023-04-30

+

Day Interval:

7

Generate

Close

Job From and To	
Date From and To	
Day Interval	

62. Job Purchasing Report

Job Costing>Reports>Reports List

×

Job Purchasing Report

⚙

?

Job From:

▼

Job To:

▼

Date From:

2023-04-01

📅

-

Date To:

2023-04-30

📅

+

Report Type:

Group by Job

▼

Status:

Completed

▼

Generate

Close

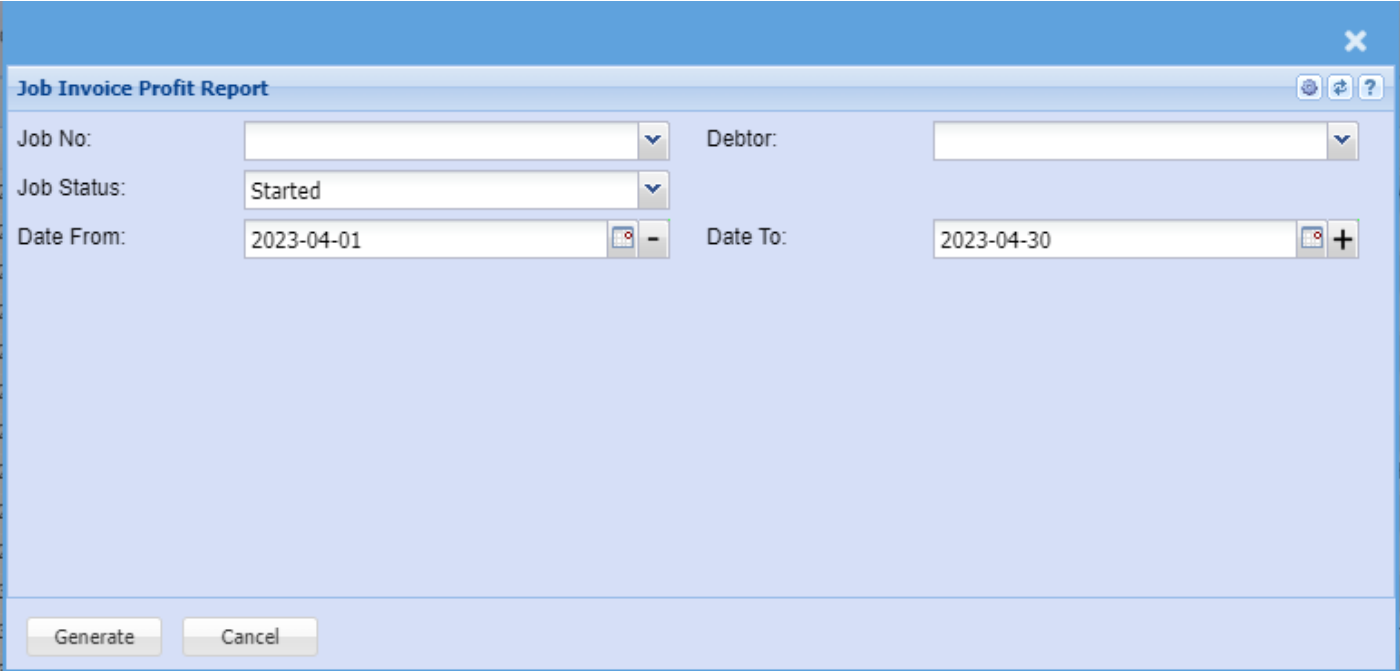
Job From and To	
Date From and To	
Report Type	
Status	

70. Job Invoice Profit

Job Costing>Reports>Reports List

Use this report to workout how much you've invoiced to date and how much the job has accumulated in costs.
It shows the net profit between the two and allows you to workout whether you are under invoicing a job.

You can filter this report by job number, customer or job status.
If you leave the field blank for the job number and the customer it will search on all.

A screenshot of a software window titled "Job Invoice Profit Report". The window has a blue header bar with a close button (X) on the right. Below the header, there are several input fields: "Job No:" with a text box and a dropdown arrow; "Job Status:" with a dropdown menu showing "Started"; "Date From:" with a date picker showing "2023-04-01"; "Debtor:" with a text box and a dropdown arrow; "Date To:" with a date picker showing "2023-04-30". At the bottom of the window, there are two buttons: "Generate" and "Cancel".

The net profit he's worked out as follows
Invoice preparation plus invoices less managed costs on job equals net profit.

Invoice values are represented based on the selling price of invoices processed.
It has worked out as follows.
Debtors invoices plus job usage invoices plus job percentage invoices less credit notes.

M-Cost is defined as managed or usage on a managed job

The report will also show the last date and invoice number that was processed on the job.

Print

Email

Export

Copy

Report Date: 2022-03-25 23:12:11

Date From: 2020-11-01

Costing Type: 155

Results:

Status: Status

Date To: 2022-03-28

Type:

Note:

M-Cost = Managed Cost from Job

Inv Prep = Invoice in Preparation

L-Date = Last invoiced date

Invoice = Debtors invoice + Job Usage Invoice + Job Percentage less Credit notes Sell value

Job Invoice Profit

Dev HSOF & Co

Close

No	Job No	Date	Job Description	Status	Region	Division	Inv Prep	Invoice	M-Cost	Net Profit	L-Date	Inv no
1	JOB4638	2021-02-16	New Home QT	Started				5 305.00	965.00	4 340.00	2021-02-16	INV807859
2	JOB4641	2021-02-16	Building A	Started					1 871.00	(1 871.00)		
3	JOB4642	2021-02-16	House on Ridge	Started					49.84	(49.84)		
4	JOB4643	2021-02-16	House 15	Started	Pretoria	Roofing			9 444.45	(9 444.45)		
5	JOB4644	2021-02-22	The Farm House	Started	Pretoria	Manufacturing		35.00	2 106.63	(2 071.63)	2021-03-01	INV807893
6	JOB4645	2021-03-05	Roof - supply and install	Started	Pretoria	Roofing	1 000.00	21 000.00	7 842.50	14 157.50	2021-03-05	INV807913
7	JOB4646	2021-03-05	Roof - supply and install	Started			9 000.00	90 000.00	1 440.00	97 560.00	2021-03-05	INV807921
8	JOB4647	2021-02-22	Roof - install and supply	Started				11 000.00	7 708.00	3 292.00	2021-02-22	INV807869
9	JOB4648	2021-03-10	Wall Cladding - supply and install	Started				22 855.00	590.08	22 264.92	2021-03-10	INV807928
10	JOB4649	2021-02-16	Fascia and Spouting	Started					1 449.00	(1 449.00)		
11	JOB4651	2021-02-19		Started	Gauteng	Installation	75 000.00		10.00	74 990.00	2021-02-19	INV807867
12	JOB4652	2021-02-19	234234234	Started	Pretoria	Installation			210.00	(210.00)		
13	JOB4657	2021-02-23	test inv 4	Started			100.00	110.00	10.00	200.00	2021-02-23	INV807880
14	JOB4658	2021-02-23	Test percentage invoice	Started	Pretoria	Installation			170.00	(170.00)	2021-02-23	INV807881
15	JOB4659	2021-02-23	problem on % invoice	Started			300.00	400.00	300.00	400.00	2021-02-23	INV807882
16	JOB4660	2021-02-24	New job for lines to be copied	Started				569.25	1 012.50	(443.25)	2021-04-26	INV807952
17	JOB4661	2021-03-01	Testing of percentage	Started				10 440.00	3 625.85	6 814.14	2021-03-01	INV807892
18	JOB4663	2021-04-08	New job lines copied	Started					20.00	(20.00)		
19	JOB4664	2021-03-08	Line note with a new quote	Started			559.25	409.25	141.00	827.50	2021-03-08	INV807923
20	JOB4665	2021-03-08	New Client Install	Started	Pretoria	Manufacturing			411.00	(411.00)		
21	JOB4666	2021-03-10	PC Kit to job	Started				5 000.00	200.00	4 800.00	2021-03-10	INV807944
22	JOB4667	2021-04-15	Template task layout issue	Started			26 449.40	1 140.00	700.00	26 889.40	2021-04-15	INV807950
23	JOB4669	2021-03-17	2020 Ford Ranger Build	Started	Pretoria	Manufacturing	56 550.00		2 000.00	54 550.00		
24	JOB4671	2021-03-23	task	Started					185.00	(185.00)		
25	JOB4673	2021-03-29	New JBL Equipment	Started			55 500.00		4 000.00	51 500.00		
26	JOB4675	2021-04-08	Check task print out	Started			10 607.20		10.00	10 597.20		
27	JOB4676	2021-04-08	Check job and invoice	Started				336.25	655.00	(318.75)	2021-04-08	INV807946
28	JOB4678	2021-04-15	Go to Job Check doc processing	Started			103 256.10	74 160.40	3 385.00	174 031.50	2021-04-15	INV807949
29	JOB4679	2021-04-15	Check task to job to usage	Started			3 795.00		1 110.00	2 685.00		

Job Earnings Report

Job Costing> Reports> Reports List

×

Job Earnings Report

Date From:

2024-03-01

+

Date To:

2024-03-31

+

Customer From:

▼

Customer To:

▼

Job No:

▼

Include Internal:

☐

{IgnoreDiscount}:

☐

Export

Cancel

Date From and To	
Customer From and To	
Job No	
Include Internal	
IgnoreDiscount	

72. Invoiced Accounting WIP Cost Difference

Job Costing>Reports>Reports List

Difference of Costs Managed on Job to Estimated Invoice COS

Job No:

Customer:

Status:

Started & Completed

Invoice Date To:

2023-06-30

Region:

All

Invoice Group:

All

Division:

All

Job Manager:

Completed Jobs Between

Date From:

2023-06-01

Date To:

2023-06-30

Generate

Export

Cancel

Job No	
Status	
Region	
Division	
Completed Jobs Between	
Customer	
Invoice Date to	
Invoice group	
Job Manager	
Date From and To	

Job Lines to be Invoice

Job Costing>Reports>Reports List

×

Job Lines To Be Invoice

?

Job No:

▼

Debtor:

▼

Generate

Close

Job No	
Debtor	

Job Managed Dimension Report

Job Costing> Reports> Reports List

Job Manage Dimension Report

Date From:

2024-02-13

Date To:

2024-03-13

Generate

Cancel

74. Job Profit Status on Percentage Jobs

Job Costing>Reports>Reports List

Job profit status on percentage jobs

Job No:

Customer:

Status:

Started & Completed

Invoiced Date To:

2023-06-30

Region:

All

Invoice Group:

All

Division:

All

Job Manager:

Completed Jobs Between

Date From:

2023-06-01

Date To:

2023-06-30

Generate

Export

Cancel

Job No	
Status	
Region	
Division	
Completed Jobs Between	
Customer	
Invoice Date to	
Invoice group	
Job Manager	
Date From and To	

000. Job Overview Summary Report

Job Costing>Reports>Reports List

Job Overview Summary

From Job:

From Debtor:

From Date:

2023-04-01

Job Status:

Started And Not Started

To Job:

To Debtor:

To Date:

2023-04-30

Sort By:

Start Date

Generate

Export

Close

From Job and To	
From Debtor and To	
From Date and To	
Job Status	
Sort By	

Picking Slip Report

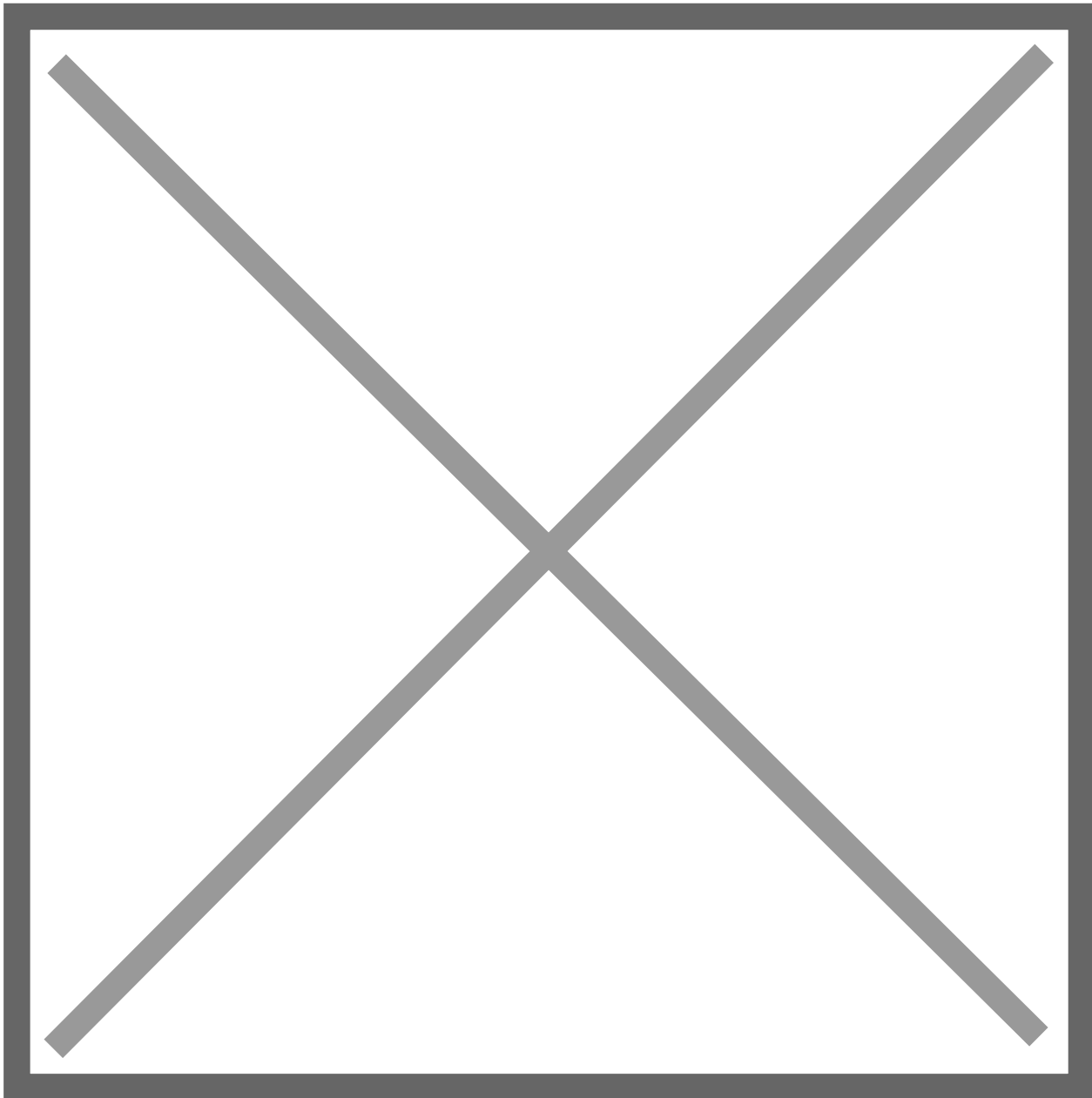
Picking Slip Report

Picking Slip

Job Costing>Reports>Picking Slip Report

View - Opens the currently selected Picking Slip to either view or change the information within.

Print - Prints the currently selected Picking Slip.

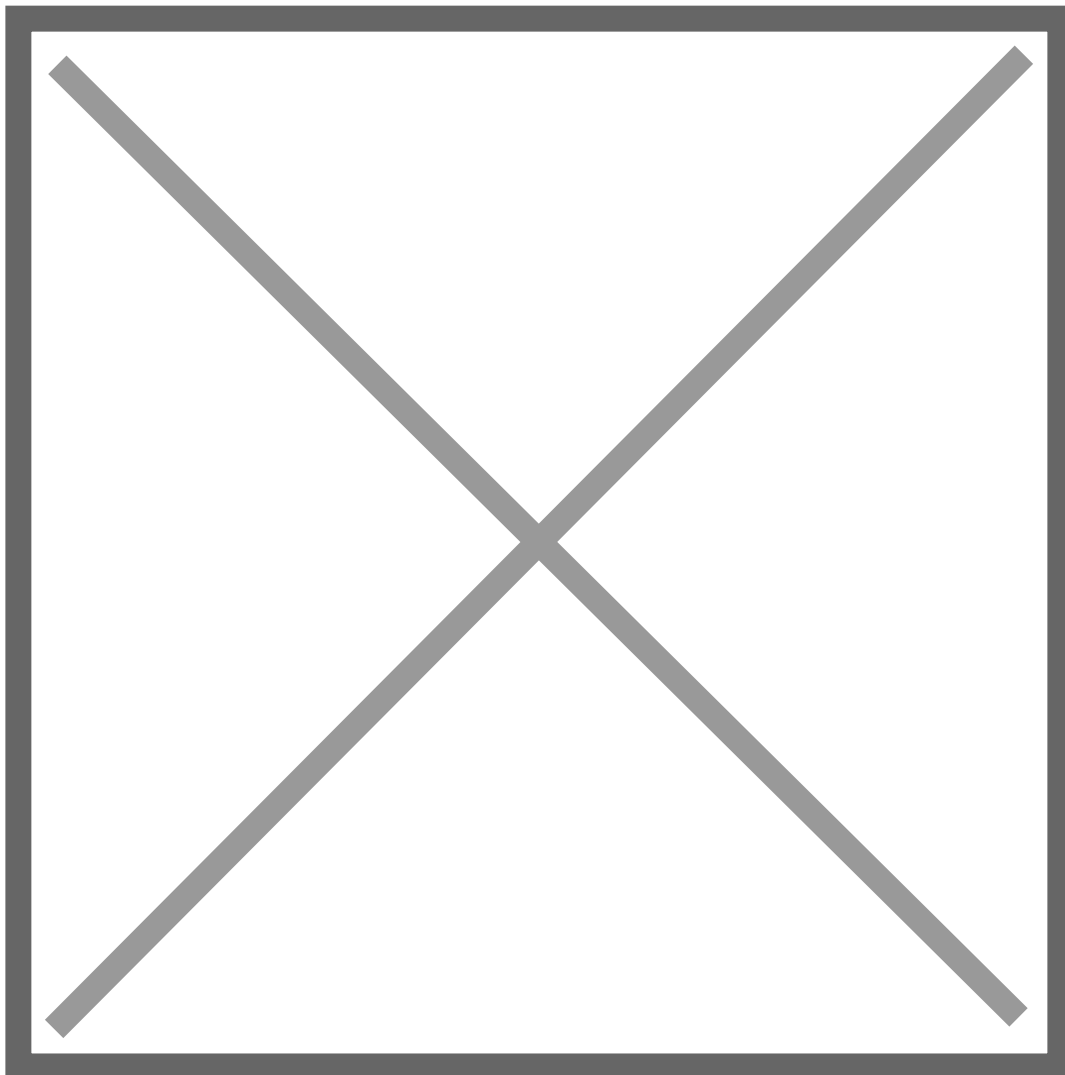


Job costing report differences between Job overview report and Job Invoiced values

The difference between the invoiced report and the Job overview report and the tick for show invoiced month.

It is because JOB6232 has backdated invoice on the 31 August 2022, but Job was started on the 01 September 2022.

This is creating a conflict between the values between the reports.



Explanation

Date from and Date to is based on job started date.

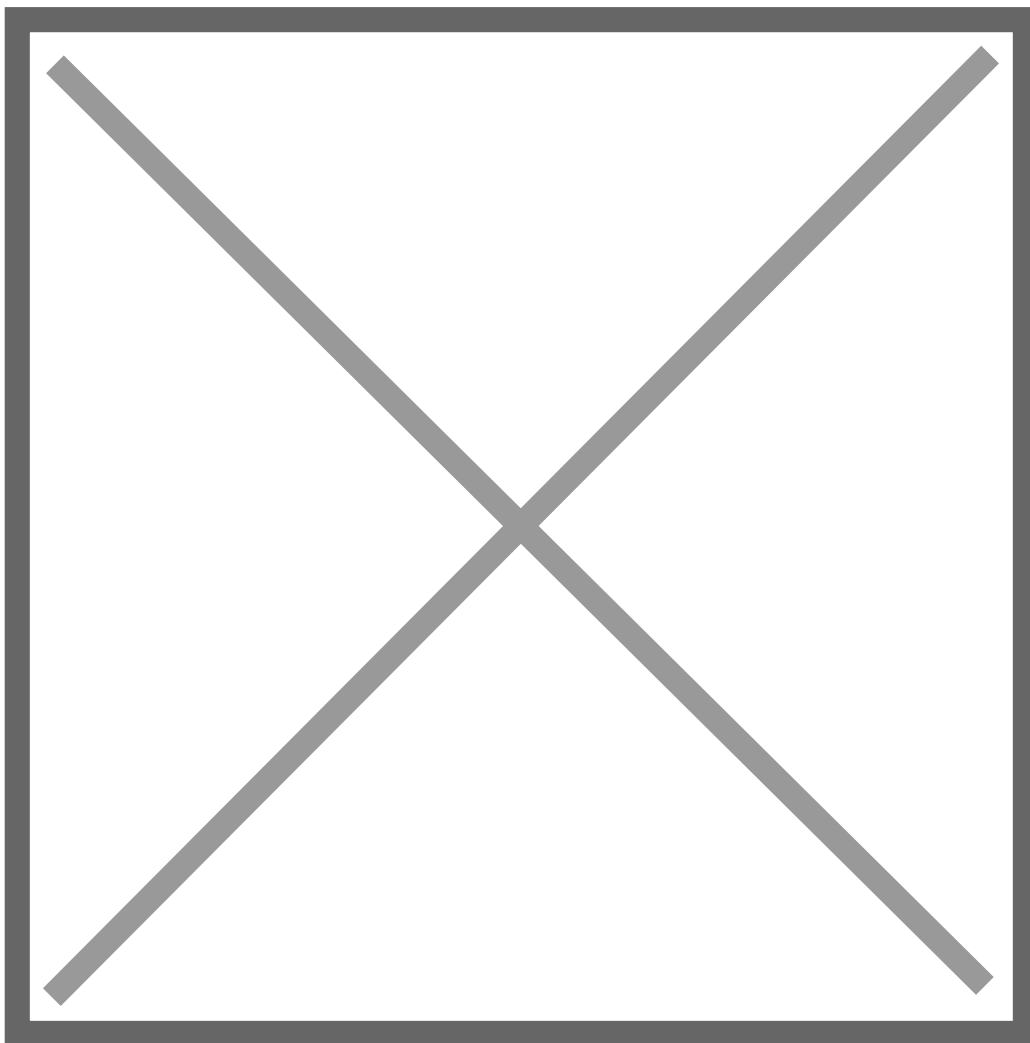
In the above criteria, we are looking for all jobs from 2000 to end of August 2022 that are started within that period.

This is first criteria that brings jobs to the report

Then it looks at the Show invoiced month tick which will look at the Date to.

This takes the jobs filtered and adds the invoiced values of invoices done in that month.

Because the job started on 01 September 2022 it is not included in the report.



The report 26. For Invoiced Job values for the month of August.

This ignores the dates the jobs are started or type of status.

It looks at jobs invoiced in that month and shows the jobs for that month.

This why the job appears on this report and not the other

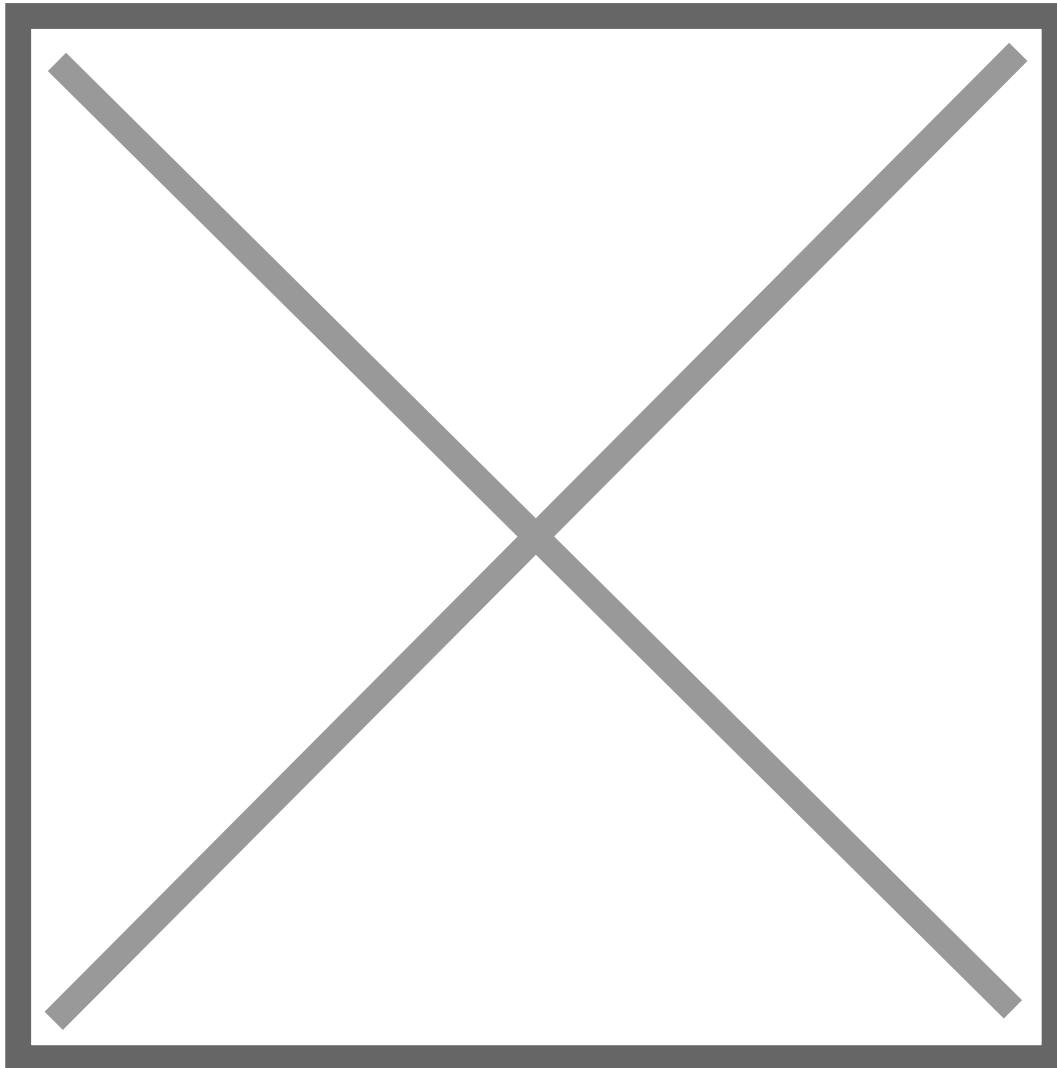
The new tick on the report

This tick runs the same logic as report 26. Invoiced Job values

It ignores the start date of the jobs and looks at jobs that are invoiced in the Date to Month.

This is why there is a difference in the value, because now it picks up the job that was back dated with an invoice on 31 August 2022.

If the invoice was not back dated to before the job start date, there would not have been a difference in the reports.



To eliminate the problem of a job start date, you can force a back dated start date.

You can only do this if the job is in a non-started status.

As soon as something is managed on a job, it will take the current date as the job started date.

Once this occurs you cannot change the started date.