



Super 4 Weekly Reports

Be Proactive in Closing Jobs Your System

Overview

Use these Reporting tools to maintain smooth Closing operations in your system



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Setup Process

Running these reports, in this order, once a week will create a manageable, **Proactive** worklist. Ensuring that these reports are given priority will result in a clean system and minimize Month End / Year End closing times. It will enable you to run a Mass Closing Jobs routine, so you don't have to touch each job by hand to close them.

Process Procedures

1. Materials

Reports > Job Progress > Job Progress Custom > What is Not Delivered (year to date)

Begin with your current month; then last month, etc to get "chewable" chunks of information going back as far as desired. The goal is to clean up history so that from now on, you can let this report default to "year to date". It is expected that the only jobs listed on this report are truly Work In Progress or just haven't started at all.

NOTE: By running this report weekly (and always BEFORE any cycle count / Inventory count), you will have a short, concise list of materials to count for inventory, and you won't be trying to make inventory adjustments on stuff that should have been allocated/delivered to a job. This report has a significant impact on a clean Inventory count, Inventory Financial Value, and accurate Cost of Goods Sold.

This lights up the blue status buttons for [Ordered](#), [Received](#), and [Delivered](#).

2. Labor

a) **Reports > Job Progress > Job Progress Custom >**

What is Delivered =Complete but Work Orders = Not Complete

We are searching for jobs where all the material has left the warehouse, but we still have labor lines on the job that didn't get transferred to a Work Order. The success of this report depends on the first report being completed in a timely manner.

This lights up the blue status buttons for [Work Order](#)

b) **Reports > Job Progress > Job Progress Custom >**

What is Delivered =Complete but Work Orders Accepted = Not Accepted

Now we are finding all the jobs that material has left the warehouse, all the labor lines have been pushed to a WO, but some WO's may still be Unaccepted. It is expected that items in this found set are truly Work Orders that are open and probably up next for payment processing.

This lights up the blue status buttons for [Verified \(the labor portion\)](#).

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3. Invoicing

Reports > Job Progress > Job Progress Custom > What is Delivered =Complete but Not Invoiced? (year to date)

Again, work up to “year to date” (current month; last month; etc to get “chewable” chunks). The success of this report depends on the first two reports being completed in a timely manner. This will close the gap between material leaving the warehouse and generating revenue. (Final billings especially)

**Before invoicing, always ensure that all other blue status lights are lit up (with the possible exception of the Verified button). This lights up the blue status button for [Invoiced](#).

4. Cost Verifying Materials

What Inventory has been received but still remains Unverified? **Navigator > Inventory > Find > Set Received Date** range: mm/dd/yy...mm/dd/yy and **Verified = unverified**

Once again, work up to “year to date” (current month; last month; etc to get “chewable” chunks). NOTE: Always exclude your most recent two weeks so that you aren’t looking for vendor bills that have yet to arrive (unless it is end-of-month/year and you are pushing the vendors to get your bills on the books.) This process achieves wonderfully clean (financially) inventory records. Remember, one inventory record could affect multiple jobs. Cost verifying that one record could light up the Verified button on all those jobs at once! It also has a significant impact on the Projected columns and GPM of your jobs.

This lights up the blue status button for [Verified \(the material portion\)](#).

End Result Summary

Running these four “do-or-die” reports, and then following the Accounting End of Month/Year Checklist will give you smooth Closing operations and a low-maintenance system.

Additional Education

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