

# SUMMARY REPORTS FOR ALL (OR SEVERAL) JOBS

Task Menu
<a href="#">View CHS Setup Steps</a>
<a href="#">Job Budget, Bids, Costs (JB)</a>
<a href="#">Job Status, Scheduling (JS)</a>
<a href="#">Purchase Orders (PO)</a>
<a href="#">Change Orders (CO)</a>
<a href="#">Vendor Bills, Checks (RT)</a>

To open the window to select from different types of Summary Job Cost Reports, click on 'Job Budget, Bids...' in the Task Menus list on the Navigation/Home window. On the window that opens, click on '15-Summary Reports for All (or several) Jobs'. A 'Jobs Summary Reports Selections' window will open. This help document will describe the summary reports.

### Job Costs, POs, COs, Status, and Scheduling Menu

Select Job (Try F4 key)

CLICK on selections below, or enter a selection #->

Budget/Estimating and Bids	Job Cost and Variance Reports
<a href="#">01-Job Budget/Bids Worksheet</a>	<a href="#">13-Actual Job Costs-To-Date Reports</a>
<a href="#">02-Estimated Costs at Completion / Estimated Profit / Profit Transfers / Contract Balance Report</a>	<a href="#">14-Job Cost Variance Reports</a>
<a href="#">03-Print Form to Track Plans and Bids</a>	<a href="#">15-Summary Reports for All (or several) Jobs (Including Profit Status of Open Jobs)</a>
<a href="#">04-Specs Plan Sheet</a>	<a href="#">16-Subdivision Variance</a>
	<a href="#">16.1-Subdivision Summary</a>

Subdivision:

### JOBS SUMMARY REPORTS SELECTIONS

<a href="#">1 - Summary of All Jobs</a>	Open Basic Jobs Lists Window
<a href="#">2 - Summary of All Open Jobs</a>	Open Jobs Management Window
Enter Date for Buttons 3 and 4-> <input type="text" value="05/07/08"/>	
<a href="#">3-Summary of OPEN Jobs As of Selected Date</a>	
<a href="#">4-Summary of ALL Jobs As of Selected Date</a>	
Enter Year For Button 5-> <input type="text" value="2008"/>	
<a href="#">5-Summary for Jobs CLOSED During the Above Year</a>	
Begin Date <input type="text" value="01/01/99"/> End Date <input type="text" value="05/07/08"/>	
<a href="#">Percentage of Completion AND Profit Status of Open Jobs</a>	

<-For Percentage of Completion, use a range of dates for the period. For Profit Status of Open Jobs, be sure to leave today's date as the End Date.

# JOBS REVENUES AND COSTS SUMMARY

## JOBS SUMMARY REPORTS SELECTION

Print a simple summary of all jobs and their total Revenues and Costs to date.

Print a simple summary of all OPEN jobs and their total Revenues and Costs to date.

Enter a date, then print the same type of summary for OPEN jobs as of a Selected Date.

OR, print the same type of summary for ALL jobs as of a selected date.

OR, enter a year, then print the same type of summary for Jobs CLOSED during the year.

## JOBS REVENUES AND COSTS SUMMARY

JOB CODE	JOB ADDRESS AND BUYER LAST NAME	START DATE	CLOSED DATE	REVENUES TO DATE	COSTS TO DATE	REVENUES OVER (UNDER) COSTS	% OF REV.
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### CUSTOM

#### SOLD

H11RIVER	11 RIVER RUN-Brown	01-Dec-01		\$154,979.19	\$213,063.02	(\$58,083.83)	-37.48%
TEST1	2900 Gibson St.-Black	15-Jul-06		\$10,000.00	\$3,104.80	\$6,895.20	68.95%

\$164,979.19      \$216,167.82      (\$51,188.63)

### TOTALS CUSTOM

\$164,979.19      \$216,167.82      (\$51,188.63)

### GRAND TOTALS ALL JOBS

\$164,979.19      \$216,167.82      (\$51,188.63)

# PROFIT STATUS OF OPEN JOBS

Begin Date  End Date

<-For Percentage of Completion, use a range of dates for the period. For Profit Status of Open Jobs, be sure to leave today's date as the End Date.

To view a very informative report that lists open jobs and their current estimated profit status, leave today's date in the 'End Date' field, then use the button shown above.

On the window that opens, click the button labeled '**Step 1**'. The program will go through the jobs listed on the window and place check marks if there is enough data to include them on the report. The data it is looking for is explained on the window.

When the program finishes looking for jobs to include on the report, use the button labeled '**Profit Status of Open Jobs Report**'. See next page for an example of that report.

**Percentage of Completion Worksheet AND Profit Status of Open Jobs**

It is **IMPORTANT** to review and made any corrections to the Estimated Costs at Completion before processing these reports.

BEGINNING DATE  ENDING DATE  These dates are entered on the previous window.

**STEP 1** STEP 1: Click the "Step 1" button. Then WAIT while jobs are selected for the reports. This process will check whether Budgets have been set up for the job, AND if a Sales Price has been entered on the Budget, AND if any Actual Costs have been posted. If any of these are missing, or are zero, Percentage of Completion cannot be calculated, and they will not be included on the reports. This process will also calculate the Estimated Costs at Completion for each job.

STEP 2: Print desired reports->

The Jobs shown are Jobs with an UNPOSTED "Closing Posted?" status OR Jobs with a "Job Closed Date" that is after the beginning date selected. See Job Setup windows.			CLOSING POSTED?	JOB CLOSED DATE	
<input checked="" type="checkbox"/>	3811VISTAV	3811 Vista View-Small	UNPOSTED		Docs
<input checked="" type="checkbox"/>	DemoJob	12345 Demo St.-King	UNPOSTED		Docs
<input checked="" type="checkbox"/>	H11RIVER	11 RIVER RUN-Brown	UNPOSTED		Docs
<input checked="" type="checkbox"/>	TEST1	2900 Gibson St.-Black	UNPOSTED		Docs
<input type="checkbox"/>	TEST2	1000 Test Job-	UNPOSTED		Docs
<input checked="" type="checkbox"/>	PLAN A	5800 Vista View-Smith	UNPOSTED		Docs

STEP 3: Prepare Percentage of Completion Entries (if desired).-->

Record: 1 of 6

# PROFIT STATUS OF OPEN JOBS - REPORT

To print this report, use the Page Setup button on the toolbar at the top of the reports window. Set the Page to Landscape, and the paper to Legal.

## Revenues/Costs/Profit Status of Open Jobs As Of: 11/15/2006

NOTE: Please review the Estimated Costs at Completion worksheet for each job on this report. Check the detail supplied on that worksheet for data entry errors!

JOB CODE	JOB NAME	ORIGINAL SALES PRICE	ORIGINAL BUDGETED COSTS	ORIGINAL BUDGETED PROFIT	*CURRENT CONTRACT (Price + CO's +/- Allowance Adjustment)	EST. COSTS AT COMPLETION (Revised Costs)	REVISED ESTIMATED PROFIT	VARIANCE FROM BUDGETED PROFIT	REVENUES RECEIVED (to date)	*REMAINING REVENUES TO RECEIVE
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### CUSTOM

H11RIVER	11 RIVER RUN-B	\$424,640	\$339,712	\$84,928	\$434,425	\$347,951	\$86,474	\$1,546	\$154,979	\$279,446
TEST1	2900 Gibson St.-B	\$250,000	\$37,111	\$212,889	\$250,000	\$37,861	\$212,139	(\$750)	\$10,000	\$240,000
<b>CUSTOM</b>		\$674,640	\$376,822	\$297,817	\$684,425	\$385,812	\$298,613	\$796	\$164,979	\$519,446
<b>GRAND TOTALS</b>		\$674,640	\$376,822	\$297,817	\$684,425	\$385,812	\$298,613	\$796	\$164,979	\$519,446

Rest of Report!

Rest of Report!

UES ED (to )	*REMAINING REVENUES TO RECEIVE	COSTS POSTED (Paid and Unpaid)	PAYABLES Unpaid Posted Costs	PAID COSTS (Posted Costs Less Payables)	REMAINING COSTS TO PAY (Est Costs Less Paid)	Revenues to Receive less Remaining Costs
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1,979	\$279,446	\$213,063	\$37,875	\$175,188	\$172,763	\$106,683
0,000	\$240,000	\$3,105	\$3,105	\$0	\$37,861	\$202,139

4,979	\$519,446	\$216,168	\$40,980	\$175,188	\$210,624	\$308,822
4,979	\$519,446	\$216,168	\$40,980	\$175,188	\$210,624	\$308,822

<b>Other Current Payables</b>			\$59,534	<b>Other Current Payables</b>		(\$59,534)
<b>Total Current Accounts Payable</b>			\$100,514			\$249,287

### Bird's Eye View

JOB CODE	JOB NAME	ORIGINAL SALES PRICE	ORIGINAL BUDGETED COSTS	ORIGINAL BUDGETED PROFIT	*CURRENT CONTRACT (Price + CO's +/- Allowance Adjustment)	EST. COSTS AT COMPLETION (Revised Costs)	REVISED ESTIMATED PROFIT	VARIANCE FROM BUDGETED PROFIT	REVENUES RECEIVED (to date)	*REMAINING REVENUES TO RECEIVE	COSTS POSTED (Paid and Unpaid)	PAYABLES Unpaid Posted Cost	PAID COSTS (Posted Cost Less Payables)	REMAINING COSTS TO PAY (Est Cost Less Paid)	Revenues to Receive less Remaining Cost
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### CUSTOM

H11RIVER	11 RIVER RUN-B	\$424,640	\$339,712	\$84,928	\$434,425	\$347,951	\$86,474	\$1,544	\$154,979	\$279,444	\$213,043	\$37,875	\$175,188	\$172,743	\$104,483
TEST1	2900 Gibson St.-B	\$250,000	\$37,111	\$212,889	\$250,000	\$37,841	\$212,139	(\$750)	\$10,000	\$240,000	\$3,105	\$3,105	\$0	\$37,841	\$202,139
<b>CUSTOM</b>		\$674,640	\$376,822	\$297,817	\$684,425	\$385,812	\$298,613	\$794	\$164,979	\$519,444	\$216,148	\$40,980	\$175,188	\$210,424	\$308,822
<b>GRAND TOTALS</b>		\$674,640	\$376,822	\$297,817	\$684,425	\$385,812	\$298,613	\$794	\$164,979	\$519,444	\$216,148	\$40,980	\$175,188	\$210,424	\$308,822
<b>Other Current Payables</b>					\$59,534	<b>Other Current Payables</b>				(\$59,534)					
<b>Total Current Accounts Payable</b>					\$100,514					\$249,287					

# PERCENTAGE OF COMPLETION REPORT

Begin Date  End Date

<-For Percentage of Completion, use a range of dates for the period. For Profit Status of Open Jobs, be sure to leave today's date as the End Date.

**Percentage of Completion AND Profit Status of Open Jobs**

To view a Percentage of Completion and Revenues Earned report, enter a range of dates (usually one month for percentage of completion), then use the button shown above.

On the window that opens, click the button labeled '**Step 1**'. The program will go through the jobs listed on the window and place check marks if there is enough data to include them on the report. The data it is looking for is explained on the window.

When the program finishes looking for jobs to include on the report, use the button labeled '**Print Percentage of Completion Report**'. See next page for an example of that report. NOTE: Posting Percentage of Completion accounting entries is explained on a Help document on this window.

**Percentage of Completion Worksheet AND Profit Status of Open Jobs**

**It is IMPORTANT to review and made any corrections to the Estimated Costs at Completion before processing these reports.**

BEGINNING DATE	01/01/02	These dates are entered on the previous window.
ENDING DATE	03/31/02	

**STEP 1** STEP 1: Click the "Step 1" button. Then WAIT while jobs are selected for the reports. This process will check whether Budgets have been set up for the job, AND if a Sales Price has been entered on the Budget, AND if any Actual Costs have been posted. If any of these are missing, or are zero, Percentage of Completion cannot be calculated, and they will not be included on the reports. This process will also calculate the Estimated Costs at Completion for each job.

STEP 2: Print desired reports->

<b>Print Percentage of Completion Report</b> (Page Setup->Landscape, Legal)	Profit Status of Open Jobs Report (Page Setup->Landscape, Legal)	Report of Jobs Not Included
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The Jobs shown are Jobs with an UNPOSTED "Closing Posted?" status OR Jobs with a "Job Closed Date" that is after the beginning date selected. See Job Setup windows.			CLOSING POSTED?	JOB CLOSED DATE	
<input type="checkbox"/>	3811VISTAV	3811 Vista View-Small	UNPOSTED		Docs
<input type="checkbox"/>	DemoJob	12345 Demo St.-King	UNPOSTED		Docs
<input checked="" type="checkbox"/>	H11RIVER	11 RIVER RUN-Brown	UNPOSTED		Docs
<input type="checkbox"/>	TEST1	2900 Gibson St.-Black	UNPOSTED		Docs
<input type="checkbox"/>	TEST2	1000 Test Job-	UNPOSTED		Docs
<input type="checkbox"/>	PLAN A	5800 Vista View-Smith	UNPOSTED		Docs

STEP 3: Prepare Percentage of Completion Entries (if desired).->

**Open window to Post Percentage of Completion Accounting Entries (AFTER doing Step 1)**

Record:       of 6

# PERCENTAGE OF COMPLETION REPORT

To print this report, use the Page Setup button on the toolbar at the top of the reports window. Set the Page to Landscape, and the paper to Legal. NOTE: We just have one active job for the selected month in our demo books. This report will list all jobs that are appropriate for the report.

**BUILDER 20 MEMBERS! Think how handy it is to click a couple of buttons to print this report!**

## Percentage of Completion Worksheet Current Period From:

NOTE: Please review the Estimated Costs at Completion worksheet for each job on this report. Check the detail supplied on that worksheet for data entry errors!

JOB CODE	JOB NAME	START DATE	CLOSED DATE	*CURRENT CONTRACT (Price + CO's +/- Allowance Adjustment)	TOTAL EST COSTS AT COMPLETE	TOTAL EST. PROFIT	EST. PROFIT %	CURRENT PERIOD COSTS	PRIOR PD COSTS INCURRED	JOB TO DATE COSTS INCURRED	% COMPLETE	PRIOR PD REVENUE EARNED
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**CUSTOM**

H11RIVER	11 RIVER RUN-Bx	12/1/2001		\$434,425	\$347,951	\$86,474	19.9%	\$15,203	\$7,859	\$23,062	6.6%	\$9,812
	<b>CUSTOM</b>			\$434,425	\$347,951	\$86,474		\$15,203	\$7,859	\$23,062	6.6%	\$9,812
	<b>GRAND TOTALS</b>			\$434,425	\$347,951	\$86,474		\$15,203	\$7,859	\$23,062	6.6%	\$9,812

**Rest of Report!**

**Rest of Report!**

	PRIOR PD REVENUE EARNED	CURR PD REVENUE EARNED	JOB TO DATE REVENUE EARNED	TO DATE REV REC'D (DEPOSITS)	OVER (UNDER) REV REC'D	CURRENT PD. GROSS PROFIT	CURR PD GROSS PROFIT%
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%	\$9,812	\$18,982	\$28,793	\$6,625	(\$22,168)	\$3,778	19.9%
%	\$9,812	\$18,982	\$28,793	\$6,625	(\$22,168)	\$3,778	
%	\$9,812	\$18,982	\$28,793	\$6,625	(\$22,168)	\$3,778	

**Bird's Eye View**

## Percentage of Completion Worksheet Current Period From: 01-Jan-02 To: 31-Jan-02

NOTE: Please review the Estimated Costs at Completion worksheet for each job on this report. Check the detail supplied on that worksheet for data entry errors!

JOB CODE	JOB NAME	START DATE	CLOSED DATE	*CURRENT CONTRACT (Price + CO's +/- Allowance Adjustment)	TOTAL EST COSTS AT COMPLETE	TOTAL EST. PROFIT	EST. PROFIT %	CURRENT PERIOD COSTS	PRIOR PD COSTS INCURRED	JOB TO DATE COSTS INCURRED	% COMPLETE	PRIOR PD REVENUE EARNED	CURR PD REVENUE EARNED	JOB TO DATE REVENUE EARNED	TODAY REV REC'D (DEPOSITS)	OVER (UNDER) REV REC'D	CURRENT PD GROSS PROFIT	CURR PD GROSS PROFIT%
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**CUSTOM**

H11RIVER	11 RIVER RUN-Bx	12/1/2001		\$434,425	\$347,951	\$86,474	19.9%	\$15,203	\$7,859	\$23,062	6.6%	\$9,812	\$18,982	\$28,793	\$4,425	(\$22,148)	\$3,778	19.9%
	<b>CUSTOM</b>			\$434,425	\$347,951	\$86,474		\$15,203	\$7,859	\$23,062	6.6%	\$9,812	\$18,982	\$28,793	\$4,425	(\$22,148)	\$3,778	
	<b>GRAND TOTALS</b>			\$434,425	\$347,951	\$86,474		\$15,203	\$7,859	\$23,062	6.6%	\$9,812	\$18,982	\$28,793	\$4,425	(\$22,148)	\$3,778	