

Access these list-based Work reports by clicking on the Operations menu of the Work list and selecting either, Print Invoices, Print Single Records, Print Quotes, or Work Expanded Report (*please see a separate document on this report*).

Operations ▾

- Automatic Refresh
- Create Purchase Record
- Post Work
- Duplicate Work Across Division
- Duplicate Work
- Create Inventory
- Generate Work By Readings Exception
- Generate Letters
- Gen. Custom Work Ltrs
- Generate Emails
- Default Timestamps
- Check Out Records
- Check In Records

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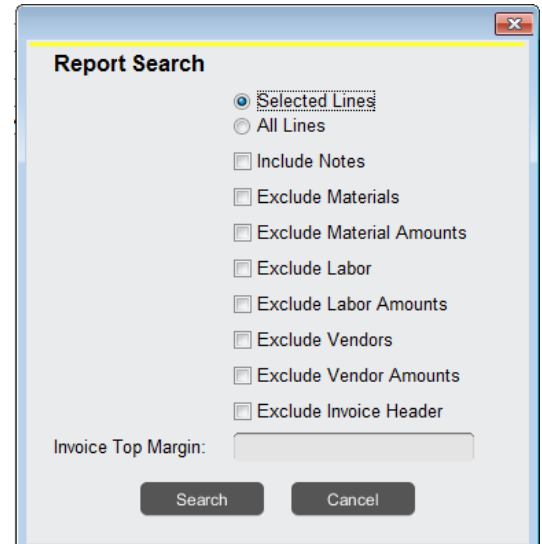
- 🔍 Completion Percentage Report
- 🔍 Response Times Report
- 🔍 Duration Report
- 🔍 Work By Tenant Report
- 🔍 Work Profitability Report
- 🔍 Repeat Work Report
- 🔍 Readings Report
- 🔍 Statement Report
- 🔍 Work Presentation Report
- 🔍 Tenant Work Presentation Report
- 🔍 Monthly Summary Report
- 🔍 Dual Range Report
- 🔍 Related Records Report

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- Print Invoices
- Print Single Records
- Print Quotes
- Material Summary Report
- Work Expanded Report

**Print Invoices**

This report will print Invoices based on either the “Selected Lines” or “All Lines” in the Work list. You are also given the option to “Include Notes” from the Work record as well as “Exclude Invoice Header” and then select your own “Invoice Top Margin,” to be used when printing on company letterhead.



**Example of Print Invoices Report:**



**Invoice**  
**DIG Property Group**  
 50 Congress Street  
 Boston, MA 02109

Division: 100BE  
 Phone: 617-542-8555

<b>Bill To:</b>	Action Adventures Bob Bungee - Executive Director 110 Beacon Street North Tower Boston, MA 02109 USA		<b>Invoice Number</b>
			0228
<b>Unit:</b>	100-N BEACON-220		<b>Date Completed:</b> January 15, 2009
<b>Property:</b>	100 Beacon Street North Tower (100-N BEAC)		<b>Department:</b> MAINT
<b>Address:</b>	100 Beacon Street Boston, MA 02109		<b>Client:</b> ACTADV
			<b>Alias:</b> ibsnumber
<b>Description:</b>	Electrical - blew fuse		

<u>Materials</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
ELEC-SOCKET #490    Electrical Socket #490	1.00	10.640	\$10.64
Misc supplies	1.00	154.000	\$154.00
		<b>Subtotal Materials:</b>	<b>\$164.64</b>

<u>Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
ELEC                            Electrical - blew fuse	1.00	60.000	\$60.00
		<b>Subtotal Labor:</b>	<b>\$60.00</b>

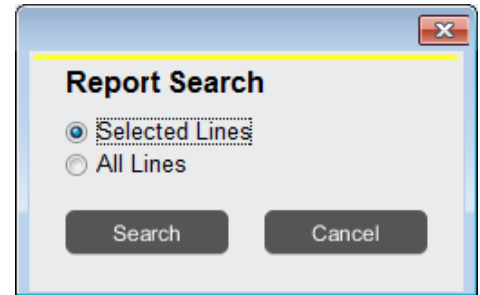
	<b>Tax:</b>	<b>\$8.23</b>
	<b>Admin Fee:</b>	<b>\$22.46</b>
	<b>Invoice Total</b>	<b>\$255.33</b>


Can add text from a Paragraph here  
(for example: remittance information).

**Print Single Records**

This report will print a single record report for each work record in the list. When this report is selected, you are given the option to print either "Selected Lines" or "All Lines" in your Work list.



**Example of Print Single Records Report:**



**Work Order**  
**DIG Property Group**  
50 Congress Street  
Boston, MA 02109  
Division: 100BE  
Phone: 617-542-8555

**Client:** Action Adventures (ACTADV)  
**Contact:** Bob Bungee  
**Address:** 110 Beacon Street North Tower  
Boston, MA 02109  
**Phone:** 617-645-9234

**Work Type:** ELEC Billable  
**Category:** ELEC

**Description:** Electrical - blew fuse  
**Notes:** I am still working on it

**Assigned To:** Joe Mack (MACK.JOE)  
**Priority:** 2-HIGH  
**Department:** Maintenance/Janitorial (MAINT)

**Property:** 100 Beacon Street North Tower (100-N BEAC)  
**Address:** 100 Beacon Street  
Boston, MA 02109

**Unit:** 100-N BEACON-220  
**Floor:** 02  
**Room:** 20  
**Vendor Charge:** \$0.00  
**Estimated Cost:** \$0.00

Work Number
0228

**Entered By:** DEMO

**Received:** Jan 15 09 @ 10:30  
**Printed:** Jun 2 10 @ 15:27  
**Status:** CLOSED

**Required:** Jan 15 09 @ 14:30  
**Scheduled:** Jan 15 09 @ 12:30  
**Started:** Jan 15 09 @ 07:00  
**Completed:** Jan 15 09 @ 08:00  
**Closed:** Nov 18 09 @ 11:40

**Labor:** \$60.00  
**Materials:** \$164.64  
**Vendor:** \$0.00  
**Additional Charge:** \$30.69  

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**\$255.33**

These details will only print when the Work Status Type is Closed.

Labor:	Date	Contact	Time Type	Start Time	End Time	Total Time	Rate	Amount
	Jan 15 09	MACK.JOE	Regular T...	07:00	08:00	1	60.00	\$60.00
								Subtotal:
								<b>\$60.00</b>

Materials:	Code	Description	Quantity	Price	Amount
	ELEC-SOCKET #490	Electrical Socket #490	1	\$10.64	\$10.64
		Misc supplies	1	\$154.00	\$154.00
					Subtotal:
					<b>\$164.64</b>

**Additional Amounts:**

**Description**

**Tax** \$8.23  
**Admin Fee** \$22.46

Subtotal:

**\$30.69**

Total:

**\$255.33**



**Work Order**  
**DIG Property Group**  
 50 Congress Street  
 Boston, Massachusetts 02109  
 Division: 100BE  
 Phone: 617-542-8555 Fax: 617-542-8860



Work Number
0231

Tenant: **Diggemup Construction (DIGGEMUP)**  
 Contact: **Frank Dividemo**  
 Address: **100 Beacon Street**  
           **Suite 2090**  
           **Boston, MA 02109**  
 Phone: **617-888-4646**

Entered By:  
 Received: **Jan 23 09 @ 12:18**  
 Printed: **Jan 27 12 @ 16:26**  
 Status: **PENDING**

Work Type: **LIGHTS**                      Billable  
 Category: **ELEC**

Required: **Jan 23 09 @ 16:18**  
 Scheduled: **Jan 23 09 @ 14:18**  
 Started: **Jan 23 09 @ 14:18**  
 Completed: **Jan 23 09 @ 14:40**

Description: **Replace lights**

Assigned To: **Joe Mack (MACK.JOE)**  
 Priority: **2-HIGH**  
 Department: **Security (SEC)**  
 Project: **New Game (NEW GAME)**

Property: **100 Beacon Street South Tower (100-S BEAC)**  
 Address: **100 Beacon Street**  
           **Boston, MA 02190**

Unit: **Suite 360 (100-S BEAC-0360)**  
 Floor: **03**  
 Room: **60**  
 work custom: **0**  
 Vendor Charge: **\$0.00**  
 Custom Field Cu... **\$0.00**  
 Custom Field Ch... **No Y**  
 Custom Field Nu... **0**  
 Boolean Test: **No NO**  
 Custom Field Nu... **0**  
 Custom Field Nu... **0**

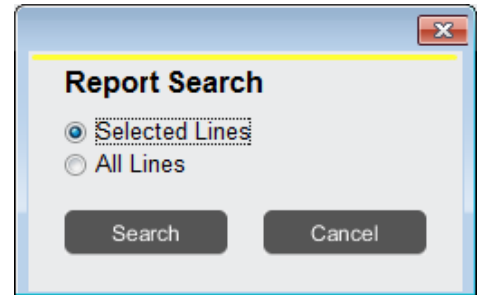
Labor:	Date	Contact	Time Type	Start Time	End Time	Total Time	Rate
	Jan 23 09	MACK.JOE	Overtime	14:18	14:40	0.367	60.00

Timestamps:	Code	Title	Date	Time	Notes
	LEVEL 1-C	Level 1-C	Jan 27 12	16:25	The work is currently pending at Level 1-C.


When values are added to the Timestamps tab, they will display here on the print single records report

**Print Quotes**

This report will print a quote based on each work record. When this report is selected, you are given the option to print either "Selected Lines" or "All Lines" in your Work list.



**Example of Print Quotes Report:**



**Quote**  
**DIG Property Group**  
 50 Congress Street  
 Boston, MA 02109

Division: 100BE  
 Phone: 617-542-8555

**Quote Number**  
0228

Date: January 15, 2009  
 Department: MAINT  
 Client: ACTADV

*Bill To:* Bob Bungee - Executive Director  
 110 Beacon Street North Tower  
 Boston, MA 02109  
 USA

*Unit:* 100-N BEACON-220  
*Property:* 100 Beacon Street North Tower (100-N BEAC)  
*Address:* 100 Beacon Street  
 Boston, MA 02109

*Description:* Electrical - blew fuse

These details will print, even if there is an Open Work Status Type.

<u>Materials</u>		<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
ELEC-SOCKET #490	Electrical Socket #490	1.00	10.640	\$10.64
	Misc supplies	1.00	154.000	\$154.00
<b>Subtotal Materials:</b>				<b>\$164.64</b>
<u>Labor</u>		<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
ELEC	Electrical - blew fuse	1.00	60.000	\$60.00
<b>Subtotal Labor:</b>				<b>\$60.00</b>
<b>Tax:</b>				<b>\$8.23</b>
<b>Admin Fee:</b>				<b>\$22.46</b>

**Quote Total**  
\$255.33

You have the ability to add a Paragraph here for "terms."