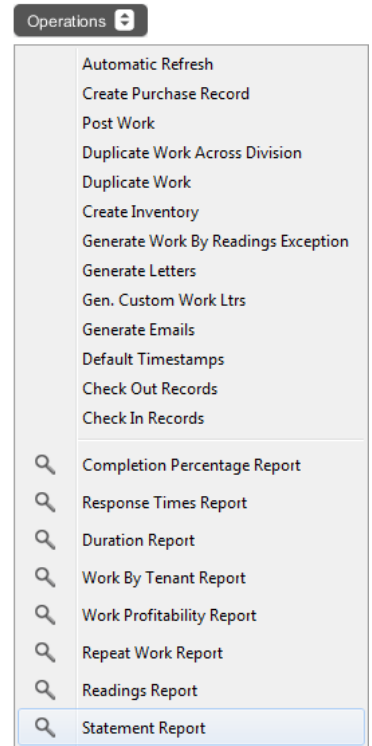


Statement Report

Access this report from either the Operations menu on the Work List and select Statement, or go to the Reports capsule (located on the Administration tab) and navigate to the list of Work reports to find the Statement Report.

To use this report:

Enter your desired search criteria. Then you can select from a number of checkboxes allowing you to both exclude and include information on your statement report. The custom number is the Tenant's Alias + Date Posted (formatted MMDDYY).



Search window:

Statement Search

Value: Billable Yes

Range: Work Status Type Open to Locked

Title: Statement


Exclude Additional Amounts With Zero Charges
 Include Detail
 Exclude Details With Zero Charges
 Include Notes
 Group By Property
 Include Work Person And Unit
 Include Custom Number
 Print Date
 Group By Date Posted
 Date Printed
 Exclude Tenant Details

Subtotal: None

Paragraph: ☰

Search
Cancel
Clear

Example of the Statement Report:

		Statement			
		DIG Property Group			
		50 Congress Street Boston, MA 02109			
Tom Slider		Alias:	ALLPRO01		
All-Pro Baseball Manufacturers		Client:	All-Pro Baseball Manufacturers (ALLPROBASEBALL)		
100 Beacon Street North Tower					
Boston, MA 02109					
Work	Department	Description Notes	Completed	Closed	
0684	MAINT	Need the freight elevator	Feb 3 10	Feb 3 10	
Materials:		Freight	2 each	150.0000	\$300.00
				Administrative Fee:	\$30.00
				MA Sales Tax:	\$18.75
				Total:	\$348.75
Subtotal for FREIGHT.100BE - Freight Elevator:					\$348.75
0561	MAINT	Overtime HVAC - Sunday October 4th	Oct 4 09	Oct 7 09	
Labor:	Oct 4 09	Jack Hammer	6 hrs	28.0000 / hr	\$168.00
Materials:		Overtime Air - 7 hours	7hour	/ hour	\$525.00
				Admin Fee:	\$69.30
				MA Sales Tax:	\$32.81
				Total:	\$795.11
Subtotal for HVAC-OT - :					\$795.11
0800	ENG	Replace Lights - right away	Mar 29 10	Mar 29 10	
Labor:	Mar 19 10	Joey Baggadonuts	3 hrs	40.0000 / hr	\$120.00
Materials:		90 Watt Bulb - J5-LL	5ea	/ ea	1.1155
				Administrative Fee:	\$12.56
				MA Sales Tax:	\$0.00
				Total:	\$138.14
Subtotal for LIGHTS - :					\$138.14
				Administrative Fee :	\$111.86
				MA Sales Tax :	\$51.56
Amount Due					
\$1,282.00					