

Over/Under Revenue Reporting in Aspire

This job aid provides a step-by-step guide for generating and adjusting Over/Under Revenue reports in Aspire's accounts receivable module. It ensures invoiced amounts align with earned revenue. Use this guide to streamline your reporting tasks and maintain accurate financial records.

Steps to Generate and Adjust Over/Under Revenue Reports

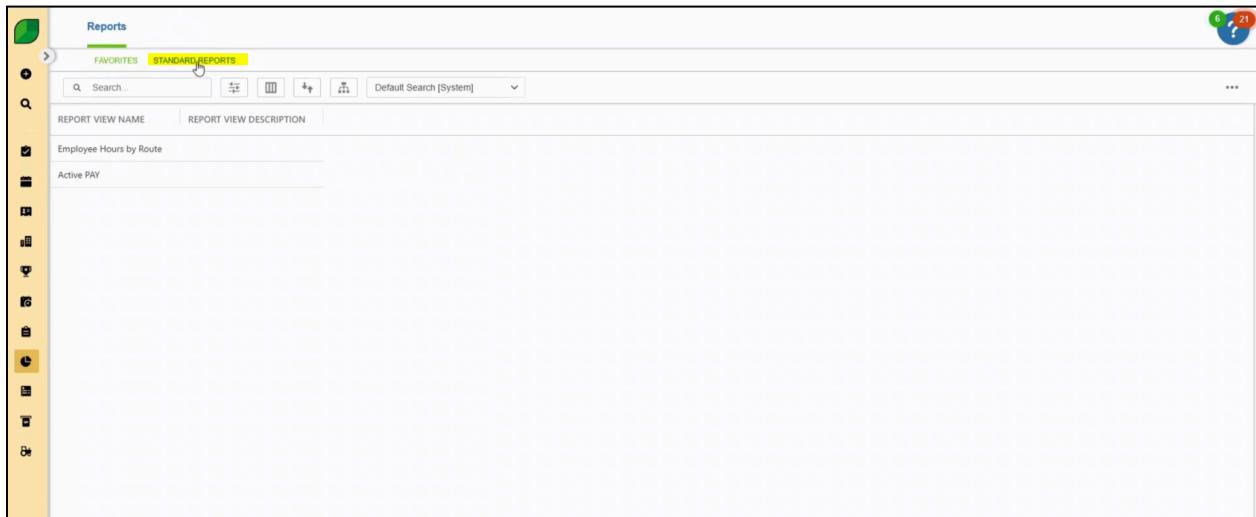
1. Click on Reports

- Navigate to the "Reports" section from the main menu.

The screenshot shows the Aspire dashboard interface. On the left, a vertical sidebar contains a 'Quick Menu' and a search bar. Below these are several menu items: 'Activities', 'Calendar', 'Contacts', 'Properties', 'Opportunities', 'Scheduling', 'Work Tickets', 'Reports' (highlighted in yellow), 'Invoicing', 'Purchasing', and 'Equipment'. The main content area is titled 'Dashboard' and includes a 'To Do List' section with an 'Overdue' filter and a 'New' button. Below this is a 'Recent Activity' table with columns for 'DATE', 'SUBJECT', and 'REGARDING'. The table lists several entries from 12/26/24 and 10/30/24, including 'Property', 'Issue', 'Equipment', 'Contact', 'Invoice Batch', 'Ticket', 'Opportunity', and 'Property'. To the right of the table are several circular gauges representing different metrics: 'Purchases To Receive' (1,104), 'Purchases Waiting for Invoice' (49), 'Purchases To Approve' (186), 'Enhancements to INV' (1,641), 'New Properties' (48), 'Open Tkts > 7d' (9,850), 'Sched Tkt w/ Hr > 7d' (551), 'Sched Tkt w/o Hr > 2d' (2,908), and 'Est Rev Not Equal To Earn Rev'. Each gauge has a scale and a central value. The top right corner of the dashboard shows the current location as 'Mumbai, Maharashtra' and the temperature as '29°C'.

2. Select Standard Reports

- From the list of available reports, choose "Standard Reports."



3. Select the Date Range to All Time

- Adjust the date range filter to "All Time" to include all records.

The screenshot shows a detailed report titled 'Report End of Month'. The 'Date Range' filter is set to 'All Time'. The report is categorized by 'Revenue' and shows a list of accounts with their respective debit and credit amounts. The 'Debit' column is highlighted in light blue.

Account	Debit	Credit
Branch "22P Villages" Revenue		
A/R		
Invoices		
Lawncare	\$0.00	
Golf Recuring	\$0.00	
Golf F&P Recuring	\$0.00	
Golf Irrigation Recuring	\$0.00	
Golf Enhancement	\$0.00	
Golf Renovation	\$0.00	
Golf Warranty	\$0.00	
Construction Warranty	\$0.00	
Lawncare Recuring	\$295,953.68	
Lawncare F&P Recuring	\$25,943.90	
Lawncare Irrigation Recuring	\$27,822.77	
4501 Construction	\$0.00	
Lawncare Enhancement	\$52,135.48	
4206 Lawncare Irrigation Enhancement	\$2,895.16	
Lawncare Warranty	\$0.00	
Golf	\$0.00	
4219 Arbor	\$0.00	
Retailage		
Misc Invoices		\$844.03
Credits		\$0.00
Sales Tax		\$0.00
Revenue		\$0.00
Lawncare		\$0.00

4. Scroll Down to the Bottom and Select the Over/Under of the Last Report Revenue

- Locate the "Over/Under" section at the bottom of the report page and select the relevant report.

The screenshot shows a financial report interface with a list of revenue items. The 'Over/Under' section is highlighted in yellow at the bottom of the list.

Item	Amount
Lawncare F&P Recurring	\$102,100.00
Lawncare Irrigation Recurring	\$10,400.00
4501 Construction	\$60,000.00
Lawncare Enhancement	\$64,000.00
4206 Lawncare Irrigation Enhancement	\$17,700.00
Lawncare Warranty	\$300,700.00
Golf	\$0.00
4219 Arbor	\$60,000.00
Sales Tax	\$24,447.00
Credit Memo - Golf Enhancement	\$507,000.00
Credit Memo - Golf Recurring	\$410,000.00
Credit Memo - Lawncare Enhancement	\$0,000.00
Credit Memo - Lawncare Warranty	\$10,400.00
Credit Memo - Lawncare Recurring	\$507,000.00
Credit Memo - Golf Irrigation Recurring	\$0.00
Credit Memo - Lawncare F&P Recurring	\$5,000.00
Credit Memo - Lawncare Irrigation Recurring	\$0,000.00
Credit Memo - 4501 Construction	\$200,000.00
Credit Memo - Lawncare	\$140,000.00
Credit Memo - 4206 Lawncare Irrigation Enhancement	\$10,000.00
Misc. Invoices	\$1,000,000.00
Invoice Adjustments	\$0,000.00
Revenue Variance	\$0.00
Over/Under	\$0,000.00
Totals	\$401,070,700.00

5. Click on the Display Icon Right Side of Filter

- Use the display icon to open the report customization options.

6. Delete the Field Names

- Remove any existing field names to prepare for customization.

The screenshot shows a 'Display' dialog box with a table of report fields. The 'Property' field name is being deleted.

ORDER #	FIELD NAME	DISPLAY	ALIGN	FORMAT	TOTAL	FREEZE
1	Property	Property	Left		None	<input type="checkbox"/>
2	Opportunity Number	Opportunity Ni	Right		None	<input type="checkbox"/>
3	Opportunity Type	Opportunity Ty	Left		None	<input type="checkbox"/>
4	Branch	Branch	Left		None	<input type="checkbox"/>
5	Division	Division	Left		None	<input type="checkbox"/>
6	Invoice Revenue	Invoice Reven	Right	c2	Sum	<input type="checkbox"/>
7	Earned Revenue	Earned Reven	Right	c2	Sum	<input type="checkbox"/>
8	Revenue Variance	Revenue Vari	Right	c2	Sum	<input type="checkbox"/>
9	Invoice Adjustments	Invoice Adjust	Right	c2	Sum	<input type="checkbox"/>
10	Over Under Amount	Over Under Am	Right	c2	Sum	<input type="checkbox"/>
11	Retainage	Retainage	Right	c2	Sum	<input type="checkbox"/>

7. Click on Select, Add Field Names Such As Job Type, Start Date, End Date, Adjust Over and Under, Then Click Apply

- Select and add the following field names:
 - Job Type
 - Start Date
 - End Date
 - Adjust Over and Under
- Click "Apply" to save the changes.

The screenshot shows a software interface with a 'Revenue Over Under' report. A 'Display' dialog box is open, allowing users to configure the display of various fields. The dialog box has a table with columns: ORDER #, FIELD NAME, DISPLAY, ALIGN, FORMAT, TOTAL, and FREEZE. The fields listed are: Property, Opportunity Number, Opportunity Type, Job Status, Start Date, End Date, Adjust Over Under, and Over Under Amount. The 'Apply' button is highlighted in green.

ORDER #	FIELD NAME	DISPLAY	ALIGN	FORMAT	TOTAL	FREEZE
1	Property	Property	Left		None	<input type="checkbox"/>
2	Opportunity Number	Opportunity Ni	Right		None	<input type="checkbox"/>
3	Opportunity Type	Opportunity Ty	Left		None	<input type="checkbox"/>
4	Job Status	Job Status	Left		None	<input type="checkbox"/>
5	Start Date	Start Date	Center	MM/dd/yyyy	None	<input type="checkbox"/>
6	End Date	End Date	Center	MM/dd/yyyy	None	<input type="checkbox"/>
7	Adjust Over Under	Adjust Over U	Left		None	<input type="checkbox"/>
8	Over Under Amount	Over Under Ar	Right	c2	Sum	<input type="checkbox"/>

Buttons: CLEAR ALL, CANCEL, APPLY

8. Click on Sorting Icon and Sort as Per Opportunity Number in Ascending Order

- Open the sorting menu using the up and down arrow icon.
- Arrange the report data by "Opportunity Number" in ascending order.

The screenshot displays a software interface for a 'Revenue Over Under' report. A 'Sorting' dialog box is open, allowing the user to select a field and sort direction. The 'FIELD NAME' is set to 'Opportunity Number' and the 'SORT DIRECTION' is set to 'Ascending'. The background shows a table with columns: PROPERTY, OPPORTUNITY NUMBER, OPPORTUNITY TYPE, JOB STATUS, START DATE, END DATE, and OVER UNDER AMOUNT. The table contains multiple rows of contract data.

9. Again Click on Sort Icon and Select End Date in Ascending Order and Click Apply

- Perform a second sort by "End Date" in ascending order. Click "Apply" to finalize.

This screenshot shows the same 'Revenue Over Under' report interface. The 'Sorting' dialog box now shows two sort criteria: 'Opportunity Number' (Order # 1) and 'End Date' (Order # 2), both set to 'Ascending' order. The 'APPLY' button is highlighted, indicating the user is about to finalize the sorting. The background table remains the same as in the previous screenshot.

Following these steps ensures your Over/Under Revenue reports are accurate and customized for effective analysis. Properly adjusted reports provide clarity on earned and invoiced revenue, enabling better financial decision-making.