

End-Of-Month Work Ticket Variance in Aspire

Managing work ticket variances at the end of the month is crucial for maintaining accurate financial records and ensuring proper cost tracking in Aspire. This job aid provides a step-by-step guide on accessing and reviewing work ticket details for accounts receivable purposes.

One key aspect of this process is reviewing estimated subcontractor costs versus actual subcontractor costs. Identifying work tickets with significant cost variances—either over or under \$2,000 (any amount)—helps ensure accurate reporting and prevents misleading profitability figures. Proper review and adjustments will ensure that financial records reflect true expenses and maintain compliance with accounting best practices.

By following these instructions, you can efficiently locate necessary information for follow-ups, reporting, and variance resolution.

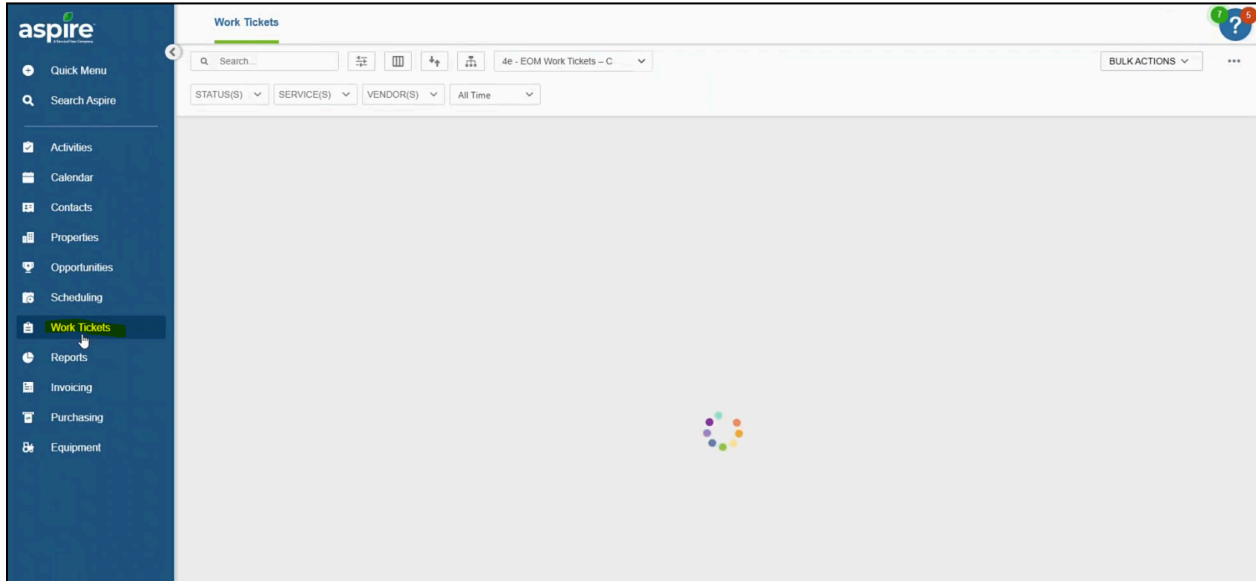
Steps to Review End-Of-Month Work Ticket Variance in Aspire

1. Access Aspire Dashboard

- Open your web browser and navigate to Aspire.
- Log in with your credentials.

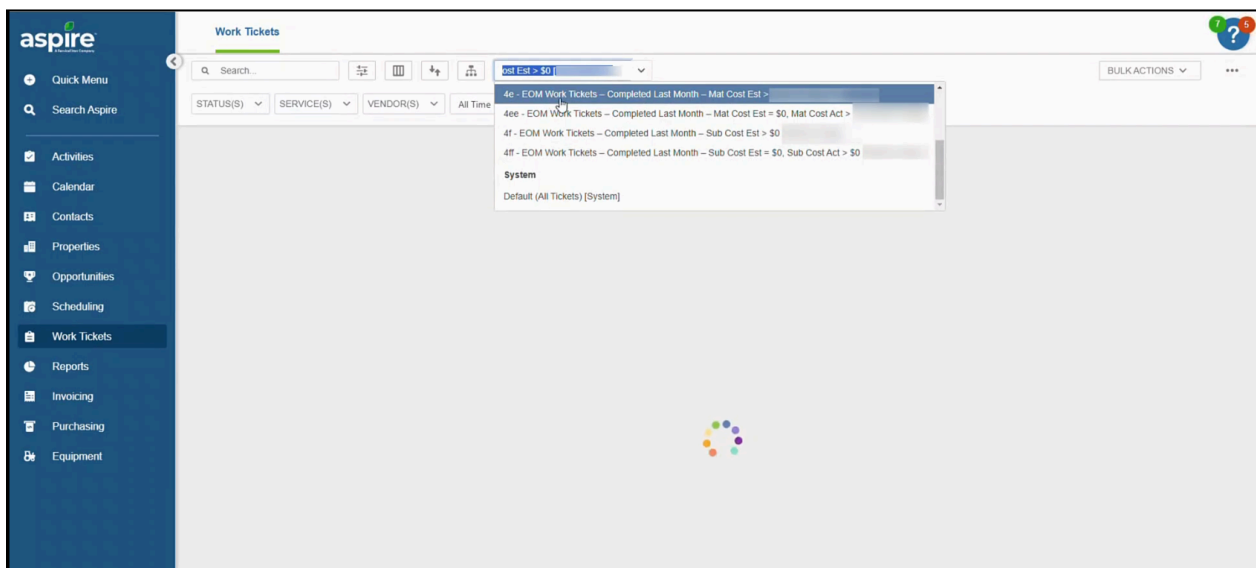
2. Navigate to Work Tickets

- Locate the menu on the left-hand side of the dashboard.
- Click on the “Work Tickets” option.



3. Open Work Ticket List

- Click on the dropdown menu to view available work tickets.
- Select the relevant work ticket for review.



4. Review Estimated Sub Costs vs. Actual Sub Costs

- Identify work tickets with subcontractor costs.
- Review the following categories:
 - **Work Tickets with Sub Costs**
 - **Work Tickets with Sub Costs and No Estimated Sub Costs**

Work Tickets

4e - EOM Work Tickets - C

BULK ACTIONS SAVE

STATUS(S) SERVICE(S) VENDOR(S) All Time

GROUP	OPPORTUNIT...	PROPERTY	SERVICE ... 1 ↑	TICKET #	DIVISION	INVOICE TYPE	MATERIAL COST EST	MATERIAL COST ACT	MATERIAL COST VAR... 2 ↓	EST. REVENUE
Totals							\$151,192.94	\$99,891.69	\$51,301	\$390...
Checks (923)							\$23,021.62	\$15,795.26	\$7,226	\$70.0...
<input type="checkbox"/>	20562		Checks	339868	Snow	Fixed Payment	\$138.50	\$0.00	\$139	\$...
<input type="checkbox"/>	20920		Checks	348303	Snow	Fixed Payment	\$138.50	\$0.00	\$139	\$...
<input type="checkbox"/>	20920		Checks	348305	Snow	Fixed Payment	\$138.50	\$0.00	\$139	\$...
<input type="checkbox"/>	20920		Checks	348296	Snow	Fixed Payment	\$138.50	\$1.15	\$137	\$...
<input type="checkbox"/>	20562		Checks	339866	Snow	Fixed Payment	\$138.50	\$5.73	\$133	\$...
<input type="checkbox"/>	20562		Checks	339864	Snow	Fixed Payment	\$138.50	\$11.45	\$127	\$...
<input type="checkbox"/>	18586		Checks	334228	Snow	Fixed Payment	\$109.00	\$0.00	\$109	\$...
<input type="checkbox"/>	18586		Checks	334230	Snow	Fixed Payment	\$109.00	\$0.00	\$109	\$...
<input type="checkbox"/>	18586		Checks	334232	Snow	Fixed Payment	\$109.00	\$0.00	\$109	\$...
<input type="checkbox"/>	18586		Checks	334233	Snow	Fixed Payment	\$109.00	\$0.00	\$109	\$...
<input type="checkbox"/>	18586		Checks	334236	Snow	Fixed Payment	\$109.00	\$0.00	\$109	\$...
<input type="checkbox"/>	18586		Checks	334225	Snow	Fixed Payment	\$109.00	\$5.73	\$103	\$...
<input type="checkbox"/>	20920		Checks	348300	Snow	Fixed Payment	\$138.50	\$37.79	\$101	\$...

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5. Export Work Ticket Data

- Click on the three-dot menu in the upper-right corner of the work ticket window.
- Select "Export Excel (Current View)."
- The file will begin downloading to your device.

The screenshot shows the 'Work Tickets' application interface. At the top, there is a search bar and a filter menu with options for STATUS(S), SERVICE(S), and VENDOR(S). Below this is a table with columns: GROUP, OPPORTUNIT..., PROPERTY, SERVICE, TICKET #, DIVISION, INVOICE TYPE, MATERIAL COST EST, MATERIAL COST ACT, and MATEI. A summary row shows 'Totals' with values \$151,192.94 and \$99,891.60. A list of tickets follows, including columns for Opportunity, Property, Service, Ticket #, Division, Invoice Type, Material Cost Est, Material Cost Act, and MATEI. A dropdown menu is open in the top right corner, showing options like 'Save As', 'My Default', 'Delete List', 'Remove Me', 'Reset Advanced Search', 'Print Screen', 'Export to Excel (Current View)', and 'Export to Excel (All Fields)'. The 'Export to Excel (Current View)' option is highlighted.

6. Open and Analyze the Excel Sheet

- Locate the downloaded Excel file on your computer.
- Open the file using Microsoft Excel or a compatible spreadsheet application.

The screenshot shows a Microsoft Excel spreadsheet with the following columns: Opportunity, Property, Service, Ticket #, Division, Invoice Type, Material Cost Est, Material Cost Act, Material Cost Vari, Est. Reven, Earned Reven, Estimated Gross Marg, and Gross Marg. The data is organized into rows, with the first row being a header and subsequent rows containing individual ticket records. The spreadsheet includes various formulas and calculations, such as 'Material Cost Vari' and 'Estimated Gross Marg'. The interface shows the Excel ribbon with tabs like 'Formulas', 'Data', and 'Home'.

7. Review Variance Details

- Identify work tickets with an over or under variance of \$2,000.
- Ensure accuracy—if a work ticket is completed with no sub cost, it may appear more profitable than it actually is.
- Verify entries—if a work ticket is completed with no estimate but booked sub costs, it can cause concerns, especially for maintenance or construction-fixed projects.
- All work tickets with variances are compiled into a single report, detailing their specific costs, and sent to the accounts team to resolve any discrepancies.

Group	Opportunity #	Property	Ticket #	Est. Cost	Actual Cost	Material Variance	Comments from Ops
Magic Salt	20385		340545	\$2,354.50	\$85.98	\$2,268.52	
Magic Salt	20385		340550	\$2,354.50	\$4,351.00	(\$1,996.50)	
Material Sales	22592		352024	\$240.50	\$2,232.75	(\$1,992.25)	

Reviewing end-of-month work ticket variances in Aspire is essential for accurate financial reporting and cost management. By ensuring that estimated and actual subcontractor costs align, you can prevent discrepancies that may impact profitability analysis. Regular monitoring and adjustments will help maintain financial integrity and improve decision-making for future projects.