# 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											<b>?</b>
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	Totals								\$151,192.94	\$99,891.69	\$51,301	\$390, Ĵ
	<ul> <li>Checks (923)</li> </ul>								\$23,021.62	\$15,795.26	\$7,226	\$70,0
59			20562		Checks	339868	Snow	Fixed Payment	\$138.50	\$0.00	\$139	s,
-			20920		Checks	348303	Snow	Fixed Payment	\$138.50	\$0.00	\$139	s.
ž			20920		Checks	348305	Snow	Fixed Payment	\$138.50	\$0.00	\$139	s.
			20920		Checks	348296	Snow	Fixed Payment	\$138.50	\$1.15	\$137	۶.
•			20562		Checks	339866	Snow	Fixed Payment	\$138.50	\$5.73	\$133	s,
			20562		Checks	339864	Snow	Fixed Payment	\$138.50	\$11.45	\$127	s,
5			18586		Checks	334228	Snow	Fixed Payment	\$109.00	\$0.00	\$109	\$:
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			20920		Checks	348300	Snow	Fixed Payment	\$138.50	\$37.79	\$101	s.*
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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.

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			20920		Checks	348300	Snow	Fixed Payment	\$138.50	\$37.79	\$101	s. *
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# 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.

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3	20562			Checks	339	868 Snow		Fixed Payment		138.5	5 0		138.5	406	406	0.46812807	3
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5	20920			Checks	348	305 Snow		Fixed Payment		138.5	5	0	138.5	166.88	166.88	-0.07526366	3
6	20920			Checks	348	296 Snow		Fixed Payment		138.5	5 1.1	5	137.35	166.88	166.88	-0.075263665	3 0.09965244
7	20562			Checks	339	866 Snow		Fixed Payment		138.5	5 5.7	3	132.77	406	406	0.46812807	0.74366995
8	20562			Checks	339	864 Snow		Fixed Payment		138.5	5 11.4	5	127.05	406	406	0.46812807	0.70620689
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15	20920			Checks	348	300 Snow		Fixed Payment		138.5	37.7	9	100.71	166.88	166.88	-0.07526366	0.35965963
16	20562			Checks	339	870 Snow		Fixed Payment		138.5	5 51.5	3	86.97	406	406	0.46812807	0.52145320
17	22628			Checks	352	358 Snow		Fixed Payment		85.88	3	0	85.88	156.27	156.27	0.38881423	2
18	22628			Checks	352	362 Snow		Fixed Payment		85.88	3 (	5	85.88	156.27	156.27	0.38881423	2
19	22628			Checks	352	366 Snow		Fixed Payment		85.88	3	0	85.88	156.27	156.27	0.38881423	2
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21	22628			Checks	352	356 Snow		Fixed Payment		85.88	11.4	5	74.43	156.27	156.27	0.38881423	2 0.80431304
22	21366			Checks	342	557 Snow		Fixed Payment		69.25	5 0	5	69.25	144.9	144.9	0.3011042	1
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24	21366			Checks	342	555 Snow		Fixed Payment		69.25	5 11.4	5	57.8	144.9	144.9	0.3011042	0.76218081
25	22628			Checks	352	360 Snow		Fixed Payment		85.88	28.6	3	57.25	156.27	156.27	0.38881423	2 0.76873360
26	20920			Checks	348	299 Snow		Fixed Payment		138.5	5 85.8	8	52.62	166.88	166.88	-0.07526366	3 -0.01234419
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28	22628			Checks	352	359 Snow		Fixed Payment		85.88	34.3	5	51.53	156.27	156.27	0.38881423	0.68989569
29	17229			Checks	348	858 Snow		Fixed Payment		50.5	5	5	50.5	155	155	0.54251612	a
30	17229			Checks	348	860 Snow		Fixed Payment		50.5	5		50.5	155	155	0.54251612	
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33	17229			Checks	348	864 Snow		Fixed Payment		50.5	5		50.5	155	155	0.54251612	÷
34	17229			Checks	348	866 Snow		Fixed Payment		50.5	5 (		50.5	155	155	0.54251612	9
35	22628			Checks	352	355 Snow		Fixed Payment		85.88	40.0	3	45.8	156.27	156.27	0.38881423	2 0.64766109
36	20236			Checks	343	457 Snow		Fixed Payment		45.71			45,71	106.21	106.21	0.43357499	3
37	20236			Checks	343	460 Snow		Fixed Payment		45.71			45.71	106.21	106.21	0.43357499	3 0.98192260
20	20075			Checks	342	279 5000		Fixed Payment		45 71			45 71	106.21	106.21	0.44129554	7

## 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.

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4	Group	Opportunity #	Property	Ticket #	Est. Cost	Actual Cost	Material Variance	Comments from Ops													
5	Magic Salt	20385	No. of Concession, Name of Street, or other	340545	\$2,354.50	\$85.88	\$2,268.62														
7	Magic Salt	20385		340550	\$2,354.50	\$4,351.00	(\$1,996.50)														
8	Material Sales	22592	Contractor Street Westman and	352824	\$240.50	\$2,232.75	(\$1,992.25)														
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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.