## Tracking Month-Over-Month Earned Revenue Percentage in Aspire

Managing earned revenue in Aspire helps track financial performance over time. By updating the earned revenue percentage for work tickets, accounts receivable teams can gain insights into revenue generated each month. This guide provides step-by-step instructions to modify and analyze earned revenue in Aspire.

### **Process Flow**

### 1. Open Aspire Tab and Go to Work Tickets

- Log in to Aspire and navigate to the main dashboard.
- Go to the "Work Tickets" section to search for the relevant work ticket using the assigned Opportunity Number or Contract Number.

	Dashboard				25°C Total Contraction Contrac
<b>e</b>	To Do List			No Metrics	:
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### 2. Enter Your Work Ticket Number

• Use the search bar to enter the work ticket number and find the specific job-related ticket.

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88) (19)			10159 Wayzota Bird	Weekly Maintenance	973	368	10/08/19	10/01/19	100 %	Complete	2.75	23	\$3.89	
8			10159 Wayzata Bird	Weekly Maintenance	972	368	10/03/19	10/01/19	100 %	Complete	2.75	22	\$3.89	
<b>P</b>			10139 Waytata Bhd	Weekly Maintenance	956	368	06/12/19	06/01/19	100 %	Complete	2.75	б	\$3.89	
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ê			10159 Wayzata Bird	Weekly Maintenance	954	368	05/29/19	05/01/19	100 %	Complete	2.75	4	\$3.89	
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-			10150 Wayzota Blied	Weekly Maintenance	952	368	05/14/19	05/01/19	100 %	Complete	2.75	2	\$3.89	
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0												2,500 re:	sults Page 1 of	5 > >>

### 3. Click on the Work Ticket and Access Options

• Once the correct work ticket is located, open it and access additional options by selecting the three dots next to the "Save" button.

	Work Tickets						٩?			
• ?	<b>#782310</b> Irrigation System Se	rvice Call (1 of 1)					🛱 SAVE			
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2 =	Job #75728 - Irrigation Work Order Test	Scheduled Date * 3/12/2025	Scheduled Date * 3/12/2025		ATE CREATED BY	COMMENT	Print View Gantt Chart Cancel			
69 18	Status Open	Visits 0 Future Scheduled /	0 Total				Complete P&L Report			
9 10 10	Crew Leader Select One	Crew Leader Issues Select One V 0 Open / 0 Total O			Job Repr No Rows To Show Create R					
ê	Attachments		Ø VIEW ALL (0)							
	C									
6	Hours	•	lost	e	€ ADD Rev	venue				
•	Estimated	0.00	Material	Estimated <b>\$0.00</b>	Actual Est	timated	\$500.00			

# 4. Edit Earned Revenue Option and Add Revenue Month and Amount One by One

- From the dropdown menu, choose "Edit Earned Revenue" to update the revenue details.
- Enter the revenue details by adding the month and corresponding revenue amount.
- Click "Save" to apply changes.

	Work Tickets						<b>??</b>
•	<b>#782310</b> Irrigation System Se	ervice Call (1 of <sup>-</sup>	1)				🛱 SAVE •••
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ı⊞	Open	0 Future Sche	04/2025	\$10.00			
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	Hours	0	Cost		⊕ ADD	Revenue	
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	Actual	0.00	Wateria	ŞU.UU	\$0.00	T&M Calc	\$97.00

### 5. Click Save to Save the Work Ticket

• Ensure all updates are stored by clicking "Save" on the work ticket.

	Work Tickets								4 ? <sup>2</sup>		
•	<b>#782310</b> Irrigation System S	ervice Call (1 of 1	)				E		•••		
۹	Property	Invoice		Visit Notes	Ticket Notes	Operations Notes					
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	Actual	0.00	Material	\$0.00	\$0.00	T&M Calc		\$97.00			

### 6. Reopen the Same Work Ticket, Go to Edit Earned Revenue, and Then Edit and Increase Revenue Amount

• Reopen the work ticket, navigate back to the "Edit Earned Revenue" option, and adjust the revenue amount as needed.

	Work Tickets								<b>?</b>		
•	#782310 Irrigation System Service Call (1 of 1)										
۹	Property	Invoice			Visit Notes	Ticket N	lotes Operations Notes				
_	test 1	T&M on Compl	Earned Rever	nue		×					
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### 7. Click Save and Save the Work Ticket

• After making the necessary changes, click "Save" again and confirm the updates by saving the work ticket.

### 8. Review Revenue Percentage Updates

• The updated revenue amount will reflect in the earned revenue percentage, showing the increase compared to the previous month.

	Work T	ïckets											<b>4??</b>
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=	Totals							(har)		3.89		\$0.00	
Ħ		Methodal Hospital Campus	tor Check	10128	1004	12/16/18	12/12/19	100.5	Complete	1.00			
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By following these steps, users can efficiently track and update earned revenue in Aspire. This process ensures accurate financial insights, allowing accounts receivable teams to monitor month-over-month revenue changes and make informed decisions.