

2. Enter Your Work Ticket Number

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

	PROPERTY	SERVICE ABR	TICKET #	OPPORTUNIT...	SCHEDUL...	ANTICIPAL...	% OF EARNED R...	STATUS	EST HRS	OCCUR #	MATERIAL CO...	ACT
Totals									9,410.31		\$14,307.64	8,
<input type="checkbox"/>	12128 Wagon... Bld	Weekly Maintenance	957	368	06/19/19	06/01/19	100 %	Complete	2.75	7	\$3.89	
<input type="checkbox"/>	12128 Wagon... Bld	Weekly Maintenance	973	368	10/08/19	10/01/19	100 %	Complete	2.75	23	\$3.89	
<input type="checkbox"/>	12128 Wagon... Bld	Weekly Maintenance	972	368	10/03/19	10/01/19	100 %	Complete	2.75	22	\$3.89	
<input type="checkbox"/>	12128 Wagon... Bld	Weekly Maintenance	956	368	06/12/19	06/01/19	100 %	Complete	2.75	6	\$3.89	
<input type="checkbox"/>	12128 Wagon... Bld	Weekly Maintenance	955	368	06/05/19	06/01/19	100 %	Complete	2.75	5	\$3.89	
<input type="checkbox"/>	12128 Wagon... Bld	Weekly Maintenance	954	368	05/29/19	05/01/19	100 %	Complete	2.75	4	\$3.89	
<input type="checkbox"/>	12128 Wagon... Bld	Weekly Maintenance	953	368	05/22/19	05/01/19	100 %	Complete	2.75	3	\$3.89	
<input type="checkbox"/>	12128 Wagon... Bld	Weekly Maintenance	952	368	05/14/19	05/01/19	100 %	Complete	2.75	2	\$3.89	
<input type="checkbox"/>	12128 Wagon... Bld	Weekly Maintenance	951	368	05/08/19	05/01/19	100 %	Complete	2.75	1	\$3.89	
<input type="checkbox"/>	12128 Wagon... Bld	Weekly Maintenance	971	368	09/25/19	09/01/19	100 %	Complete	2.75	21	\$3.89	
<input type="checkbox"/>	12128 Wagon... Bld	Weekly Maintenance	970	368	09/18/19	09/01/19	100 %	Complete	2.75	20	\$3.89	

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.

#782310 Irrigation System Service Call (1 of 1)

Property: test 1
Job: #75728 - Irrigation Work Order Test
Status: Open
Crew Leader: Select One

Invoice: T&M on Completion
Scheduled Date: 3/12/2025
Visits: 0 Future Scheduled / 0 Total
Issues: 0 Open / 0 Total

Attachments: UPLOAD, Or Drop Files, VIEW ALL (0)

Hours: Estimated 0.00, Actual 0.00
Cost: Material, Estimated \$0.00, Actual \$0.00
Revenue: Estimated \$500.00, T&M Calc \$87.00

Visit Notes, Ticket Notes, Operations Notes

CREATED DATE, CREATED BY, COMMENT

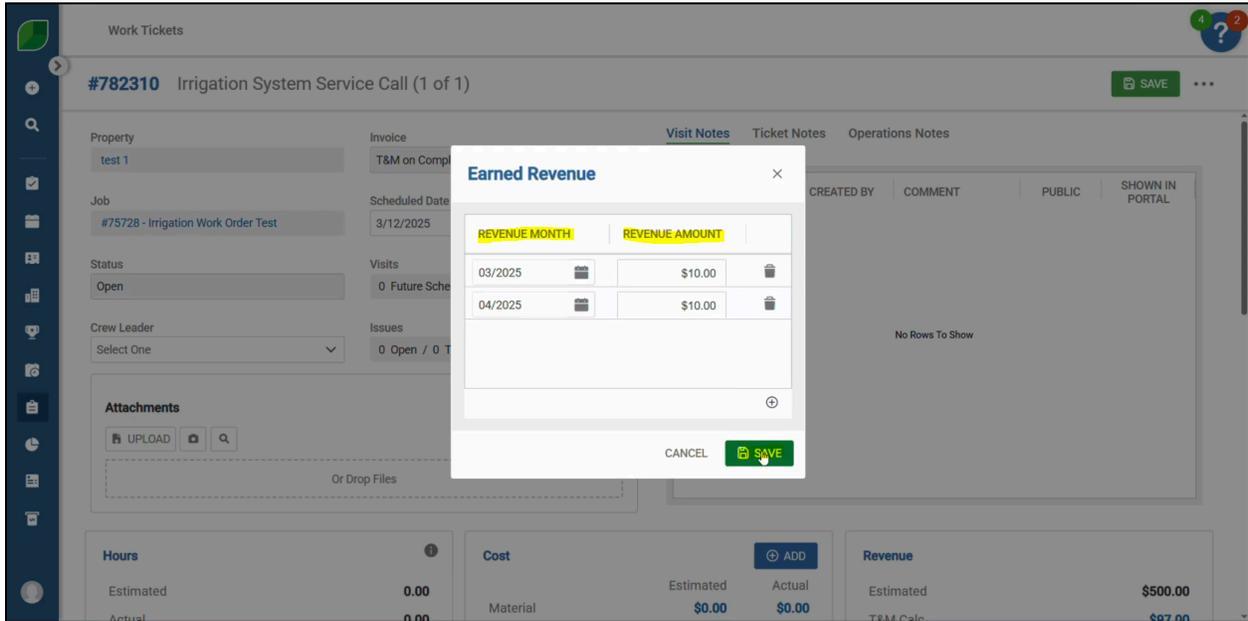
No Rows To Show

SAVE

- Edit Earned Revenue
- Edit Budgeted Hours and Revenue
- Print
- View Gantt Chart
- Cancel
- Complete
- P&L Report
- Job Report
- Create Receipt

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.



The screenshot displays a software interface for managing work tickets. A modal window titled "Earned Revenue" is open, showing a table with two columns: "REVENUE MONTH" and "REVENUE AMOUNT". The table contains two rows of data:

REVENUE MONTH	REVENUE AMOUNT
03/2025	\$10.00
04/2025	\$10.00

Below the table, there are "CANCEL" and "SAVE" buttons. The background interface shows a ticket for "#782310 Irrigation System Service Call (1 of 1)" with various fields for property, job, status, and crew leader. At the bottom, there are sections for "Hours", "Cost", and "Revenue" with numerical values.

5. Click Save to Save the Work Ticket

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

The screenshot shows the 'Work Tickets' interface for ticket #782310, 'Irrigation System Service Call (1 of 1)'. The ticket is currently 'Open' and has a scheduled date of 3/12/2025. The 'Save' button is highlighted in green. The interface includes sections for Property, Invoice, Job, Status, Crew Leader, Attachments, Hours, Cost, and Revenue.

Property	Invoice
test 1	T&M on Completion

Job	Scheduled Date *
#75728 - Irrigation Work Order Test	3/12/2025

Status	Visits
Open	0 Future Scheduled / 0 Total

Crew Leader	Issues
Select One	0 Open / 0 Total

Hours	Cost	Revenue
Estimated: 0.00	Material: \$0.00	Estimated: \$500.00
Actual: 0.00		T&M Calc: \$67.00

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.

The screenshot shows the 'Work Tickets' interface for ticket #782310, 'Irrigation System Service Call (1 of 1)'. The 'Earned Revenue' dialog box is open, showing a table with columns for 'REVENUE MONTH' and 'REVENUE AMOUNT'. The 'Save' button is highlighted in green. The background interface is dimmed.

REVENUE MONTH	REVENUE AMOUNT
03/2025	\$20.00
04/2025	\$20.00

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.

	PROPERTY ↑	SERVICE ABR	TICKET #	OPPORTUNIT...	SCHEDUL...	ANTICIPAL...	% OF EARNED R...	STATUS	EST HRS	OCCUR #	MATERIAL CO...	ACT
Totals									3.89		\$0.00	
<input type="checkbox"/>	Park Services Interpretive Programs Campus	See Check	75728	7528	12/16/19	12/16/19	100%	Complete	3.89	20	\$0.00	
<input type="checkbox"/>	test 1	Service Call	782310	75728	03/12/25	03/12/25	8%	Open	0.00	1	\$0.00	

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.