



Work Instruction

Exporting Job Expense – Bill Details

Export Information to Excel

Some *Job History Quick Menu* items enable users to export the job details to Excel for further analysis. The Job History Quick Menu can be used to export:

- **Job Expenses** – displays job expense details.
- **Job Billing** – displays billing summary information.

To **export job expenses** and/or **job billing details**, complete the following steps:

1. From the Quick Menu, select the required financial option.

(**Note:** The selected details box will be displayed).

2. Select the Export to Excel button.

(**Note:** A “Do you want to open or save <excel file name> from <location>” will be displayed).

3. Select the Open button to open the file now or the Save button to save the file now.

(**Note:** The file can now be opened, modified and re-saved as an Excel file).

4. Click the button to exit.

Job Expense Details

Job: 77328239 ATT: WAYNE HARRIS. REMOVE DANGEROUS TREES AS IDENTIFIED

Sts	Claim	Adj	Priority	Work Type	Billed	Callout	Labour	Material	Equip	Consum	Agreed	Quoted	Travel Amt	Mileage Amt	Ac
✓	100				8850.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	

Job Billing Details

Job: 77328239 ATT: WAYNE HARRIS. REMOVE DANGEROUS TREES AS IDENTIFIED

Job Ident	Claim	Adj	Billing Status	Billed Amount	AR Invoice No	Invoice Date	Export Date	Cust No	Creation Date	Acceptance Date	Acce
77328239	100		Billing Completed	8850	07FM0009791	24/10/2007 7:02:00 PM	11/12/2007 7:04:00 PM	DEC0000	24/10/2007 7:03:00 PM	22/11/2007 12:13:00 PM	aldga

OK Export To Excel



Other Available Information from the Quick Menu

Other Job History Quick Menu items display various expense and billing summaries for each completed job.

Use the Job History Quick Menu to view and/or print:

- **Expense Summary** – Displays details of job expenses.
- **Billing Summary** – Displays details of job billings.
- **Account Summary** – Displays an overall account summary.

The image shows three overlapping screenshots of a software interface, each with its title circled in red:

- Billing Summary:** Shows fields for Asset (EDUC.00210), Name (ALDGATE PRIMARY SCHOOL), Job (77328239), Agency Ref, General Ref, Customer (DEC0000 - DEPT EDUCATION & CHILD), Account Code (RPB), Local Id (0210), Agency Code (P21), Job Type (MINOR WORKS), Last Claim No. (100), Estimated cost (\$8,850.00), Fixed Price, Creation Date (30/08/2007 7:00:00 PM), Start Date, Project Id, Ext Rech Code, Description (ATT. WAYNE HARRIS. REMOVE DANGEROUS TREES AS IDENTIFIED IN TREE AUDIT), Previously Billed (\$8,850.00), Inv No (07FM0009791), New Claims (\$0.00), Approved Claims (\$0.00), Disputed Claims (\$0.00), Cost To Date (\$8,850.00), and Status (CO). An OK button is at the bottom right.
- Job Expense Summary:** Shows similar fields to the Billing Summary, but includes Claim No. (100) and Inv No (07FM0009791). It also shows Labour Hours (0.00), Apportioned (N), and Creation Date (24/10/2007 7:03:00 PM). An OK button is at the bottom left.
- Job Account Summary:** Shows a table for Construction and Variations. The Construction table has columns for No., Job, Description, Estimated, Fixed, Agreed, Status, and Work Description. It shows a row for MINOR WORKS with Total Estimated \$8,850.00, Total Fixed \$8,850.00, and Agreement Date 30/08/2007 9:51:00 A. The Variations table is empty. At the bottom, there is a Claims table with columns for No., Adj., Job, Claimed, Amount, Approved, Status, Paid, and Invoice No. It shows a row for job 328239 with Claimed date 24/10/2007 7:02:00 PM, Amount \$8,850.00, Approved date 23/11/2007 7:01:00 PM, Status Paid, and Invoice No. 07FM0009791. Summary fields at the bottom show Total Fixed \$8,850.00, Total Claims \$8,850.00, and Balance \$0.00. OK and Print buttons are at the bottom.