

## **Auto Expense Report**

Aspire provides a feature that allows work tickets for subcontracted services to automatically generate expense items when the associated work ticket is completed. This feature is described in the article, <u>Subcontractor Auto Expenses</u>. Aspire provides the Auto Expenses Report available from the Reports screen allowing users to summarize or edit existing auto-expenses or to massadd new auto-expenses to existing opportunity services.

## **Report Usage**

Report Auto Expense												
Q Search 🛱 🔟 🖣 Efault	t Search [System	n]* 🗸							BULK ACTION	4s 🗸	SAVE	
Totals					\$120.00							
E PROPERTY OPPORTUNITY GROUP												
GROUP	SERV	/ICE	INVOICE TYPE	BRANCH	VENDOR	ITEM	FEE TYPE	AMOUNT 1 ↑	PROPERTY OPPORT 2 ↑			
	Prunir	ing	Per Service	Main				\$0.00	Waterways Park - Maintenanc			
	Spring	ig Clean up	Per Service	Main				\$0.00	Waterways Park - Maintenanc			
×	Fall F	Fertilization	Per Service	Main				\$0.00	Waterways Park - Maintenanc			
•	Spring	g Fertilization	Per Service	Main				\$0.00	Waterways Park - Maintenanc			
	Sumn	mer Fertilization	Per Service	Main				\$0.00	Waterways Park - Maintenanc			
	Winte	er Fertilization	Per Service	Main				\$0.00	Waterways Park - Maintenanc			
<ul> <li>Watney, Mark Residence - Irrigation Repair T&amp;M - #101 (1)</li> </ul>								\$0.00				
	Irrigat	ition Repair	T&M on Completion	Main				\$0.00	Watney, Mark Residence - Irrig			
<ul> <li>4131 Virginia Avenue - Snow Contract Test RENEWAL - #251 (3)</li> </ul>								\$60.00				
	Misc-	-1 Maintenance Service	Т8М	Main				\$0.00	4131 Virginia Avenue - Snow 0			
	Snow	v Services T&M	Т8М	Main	Johnny Ros		Hourly	\$30.00	4131 Virginia Avenue - Snow O	P		
	Bulk S	Salt T&M	Т8М	Main	Johnny Ros		Hourly	\$30.00	4131 Virginia Avenue - Snow O	Edit Exp	ense	
<ul> <li>4131 Virginia Avenue - Snow Contract Test - #250 (2)</li> </ul>								\$60.00		Delete E	xpense	
	Snow	v Services T&M	Т8М	Main	Johnny Ros		Hourly	\$30.00	4131 Virginia Avenue - Snow O	:	_	
	Bulk S	Salt T&M	T8M	Main	Johnny Ros		Hourly	\$30.00	4131 Virginia Avenue - Snow 0	:	9	?'

The following image shows the default system view for this search list...

Note that the system default view (*Default Search [System*]) groups opportunity services by opportunity.

The search list includes all opportunity services for contract opportunities for which the invoice type is per service or T&M, or the associated service is multi-visit. Any opportunity services that already have vendor auto-expense defined will show the vendor, item, fee type, amount and have a *More*<sup>‡</sup> button and *Delete* available with options to *Edit Expense* and *Delete Expense* as depicted above. If an opportunity service has multiple auto-expenses defined, that opportunity service will have one line for each auto-expense.

The following table summarizes unique elements of the *Auto Expense Report* screen compared to other search lists.



Screen Element	Description						
Selection Check Box	Allows the user to select multiple opportunity services to be affected when selecting options from the <i>Bulk Actions</i> menu.						
Edit Expense 🥖 option	Available in the <i>More</i> menu, <i>Edit Expense</i> option is only available for opportunity services that have already had one or more vendor auto-expenses defined. Selecting <i>Edit Expense</i> displays the <i>Subcontractor Expense</i> screen (see article, <u>Subcontractor Auto Expenses</u> ). This screen will allow the user to edit the selected auto-expense, or to create other auto-expenses for the same opportunity service.						
Delete Expense option	Available in the <i>More</i> menu, <i>Delete Expense</i> option is only available for opportunity services that have already had one or more vendor auto-expenses defined. Selecting <i>Delete Expense</i> displays the confirmation dialog shown to the right. If the user clicks the <i>Confirm</i> button, the selected auto-expense is deleted. It the user clicks the <i>Cancel</i> button, the deletion is canceled.	Confirm Solution Confirm Confi					
Add Auto Expense option	Available in the <i>Bulk Actions</i> menu. This option affects all line items whose checkbox is checked. Selecting this option displays the <i>Subcontractor Expense</i> screen (see article, <u>Subcontractor Auto</u> <u>Expenses</u> ). This screen will allow the user to add one or more auto-expenses simultaneously to the selected opportunity services.						
Delete option	Available in the <i>Bulk Actions</i> menu. This option only affects line items whose checkbox is checked. Selecting this item displays the confirmation dialog shown to the right. If the user clicks the Confirm button, the selected auto-expense items are deleted. If the user clicks the <i>Cancel</i> button, the deletion is canceled.	Confirm S Are you sure you want to delete 2 expense items? CANCEL CONFIRM					
	If some of the selected opportunity services do not have au expense defined, Aspire adds a warning notification to the confirmation dialog.	to Confirm Warning: There is 1 service that will be skipped, because it is not tied to an expense item. Are you sure you want to delete the other 2 expense items?					

## **Available Search List Fields**

The following fields are available for display in this search list. (\* indicates field included in system default view):

- 1. Account Owner Name
- 2. Amount\*
- 3. As Needed
- 4. Billing Contact Name
- 5. Branch Name\*
- 6. Delete Expense\*
- 7. Division Name (from Opportunity Service)
- 8. Edit Expense\*
- 9. Fee Type\*
- 10. Green or White
- 11. Invoice Type\*
- 12. Item Name\*
- 13. Job Status Name
- 14. Occur



- 15. Operations Manager Name
- 16. Opportunity #
- 17. Opportunity End Date
- 18. Opportunity Name
- 19. Opportunity Start Date
- 20. Opportunity Status
- 21. Primary Contact Name
- 22. Property Name
- 23. Property Opportunity Group Name\* (Combines property name, opportunity name, and opportunity number)
- 24. Service Name\*
- 25. Sub Cost
- 26. Vendor Name\*