

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										ACTIONS	SAV	E
Totals	\$120.00											
🗃 🛛 IIII PROPERTY OPPORTUNITY GROUP 🛞												
GROUP		SERVICE	INVOICE TYPE	BRANCH	VENDOR	ITEM	FEE TYPE	AMOUNT 1 ↑	PROPERTY OPPORT			
		Pruning	Per Service	Main				\$0.00 Waterways Park - Maintenance				
		Spring Clean up	Per Service	Main				\$0.00 Waterways Park - M				
		Fall Fertilization	Per Service	Main				\$0.00	Waterways Park - Main			
•		Spring Fertilization	Per Service	Main				\$0.00	Waterways Park - Main	ntenance		
		Summer Fertilization	Per Service	Main				\$0.00	Waterways Park - Main	ntenance		
		Winter Fertilization	Per Service	Main				\$0.00	Waterways Park - Main	ntenance		
 Watney, Mark Residence - Irrigation Repair T&M - #101 (1) 								\$0.00				
		Irrigation Repair	T&M on Completion	Main				\$0.00	Watney, Mark Residen	ce - Irrig		
 4131 Virginia Avenue - Snow Contract Test RENEWAL - #251 (3) 								\$60.00				
		Misc-1 Maintenance Service	T&M	Main				\$0.00	4131 Virginia Avenue	- Snow C		
		Snow Services T&M	T&M	Main	Johnny Ro		Hourly	\$30.00	4131 Virginia Avenue	Snow C	Im	
		Bulk Salt T&M	T&M	Main	Johnny Ro		Hourly	\$30.00	4131 Virginia Avenue	- Snow C	Edit Expense	
 4131 Virginia Avenue - Snow Contract Test - #250 (2) 								\$60.00			Delete Expense	
		Snow Services T&M	T&M	Main	Johnny Ro		Hourly	\$30.00	4131 Virginia Avenue	Snow C	:	
		Bulk Salt T&M	T&M	Main	Johnny Ro	E	Hourly	\$30.00	4131 Virginia Avenue	- Snow C	:	?

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*[‡] 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	Allows the user to select multiple opportunity services to be affected when selecting options from							
Box	the Bulk Actions menu.							
Edit Expense 🧪	Available in the More menu, Edit Expense option is only available for opportunity services that have							
option	already had one or more vendor auto-expenses defined. Selecting Edit Expense displays the							
	Subcontractor Expense screen (see article, Subcontractor Auto Expenses). 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	Available in the More menu, Delete Expense option is	Confirm 🛛 😒						
option	only available for opportunity services that have already	Are you gure you want to delete 1						
	had one or more vendor auto-expenses defined.	expense item?						
	Selecting Delete Expense displays the confirmation							
	dialog shown to the right. If the user clicks the Confirm							
	button, the selected auto-expense is deleted. It the user							
	clicks the <i>Cancel</i> button, the deletion is canceled.	CANCEL CONFIRM						
Add Auto Expense	Available in the <i>Bulk Actions</i> menu. This option affects all line items whose checkbox is checked.							
option	Selecting this option displays the Subcontractor Expense screen (see article, Subcontractor Auto							
	Expenses). 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	Confirm 3						
	affects line items whose checkbox is checked. Selecting	Are you sure you want to delete 2						
	this item displays the confirmation dialog shown to the	expense items?						
	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.	CANCEL CONFIRM						
	If some of the selected opportunity services do not have auto Confirm							
	expense defined, Aspire adds a warning notification to the	Warning: There is 1 service that will						
	confirmation dialog.	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*