Aspire Reports – Snow

This article shares the lists that are critical for good ticket management for snow. It is comprised of two sections:

1. **Summary Lists** – Provides a concise list of the reports supporting snow management
2. **Snow List Definitions** – Provides information about the purpose for the list and explanation for creating each list in Aspire.

Summary of Snow Lists

Business Area	#	Report	Reports Sources	Where in Aspire	Role
Production					
	1	T&M Pending Approval	List	Work Ticket Icon	Production Manager
	2	Fixed Payment Contract Ticket Review (for revenue adjustments and to check for completed tickets)	List	Work Ticket Icon	Branch or Operations Manager/Executive
	3	Per Service Occurrence Pricing Pending Approval	List	Work Ticket Icon	Production Manager
	4	Open or Scheduled Tickets w/Zero Costs and Revenue (For cleanup of unused as needed tickets)	List	Work Ticket Icon	Production Manager
	5	Completed Snow Tickets by Date (To Analyze Completed Events)	List	Work Ticket Icon	Production Manager
	6	Open or Scheduled Tickets with Costs and Revenue	List	Work Ticket Icon	Production Manager
	7	Range Billing Switch List Pending Approval	List	Work Ticket Icon	Production Manager
	8	Open Snow Issues	List	Home Screen Activity Icon	Branch or Operations Manager/Executive
	9	Event Sub Expense	List	Purchasing Assistant Icon	Purchaser
	10	Fixed Payment Snow Subs	List	Purchasing Assistant Icon	Purchaser

Snow List Definitions

Report # 1 T&M Pending Approval

Report Name	T&M Pending Approval
Location in Aspire	Work Ticket Icon
Filter Fields	Invoice Type – T&M & T&M on Completion, Work Ticket Status Code – Pending Approval, Division - Snow
List Display Fields	Property Name, Work Ticket Number, Service Look Up, Act Hrs, Material Cost Actual, Sub Cost Actual, Earned Revenue, Completed Date
Sort Fields	None
Group Fields	Service Name Look Up, Completed Date

Report # 2 Fixed Payment Contract Ticket Review

Report Name	Fixed Payment Contract Ticket Review
Location in Aspire	Work Ticket Icon
Filter Fields	Invoice Type – Fixed Payment, Opportunity Type – Contract, Division – Snow
List Display Fields	Property Name, Work Ticket Number, Service Look Up, Act Hrs, Material Cost Actual, Sub Cost Actual, Revenue, Earned Revenue , Gross Margin, Status
Sort Fields	None
Group Fields	Property Name

Report # 3 Per Service Occurrence Pricing Pending Approval

Report Name	Per Service Occurrence Pricing Pending Approval
Location in Aspire	Work Ticket Icon
Filter Fields	Invoice Type – Per Service, Work Ticket Status Code – Pending Approval, Division - Snow
List Display Fields	Property Name, Work Ticket Number, Service Look Up, Act Hrs, Material Cost Actual, Sub Cost Actual, Revenue, Earned Revenue, Completed Date
Sort Fields	None
Group Fields	Service Name Look Up, Completed Date

Report # 4 Open or Scheduled Tickets w/Zero Costs and Revenue

Report Name	Open or Scheduled Tickets w/Zero Costs and Revenue
Location in Aspire	Work Ticket Icon
Filter Fields	Invoice Type – T&M & Per Service, Status – Open & Scheduled, Division – Snow, Total Cost Actual – Equals – 0, OR Earned Revenue – Equals – 0 (You will need to write a condition for this list)
List Display Fields	Property Name, Work Ticket Number, Service Look Up, Act Hrs, Material Cost Actual, Sub Cost Actual, Earned Revenue
Sort Fields	None
Group Fields	None

Report #5 Completed Snow Tickets by Date

Report Name	Completed Snow Tickets by Date
Location in Aspire	Work Ticket Icon
Filter Fields	Status – Complete, Division – Snow (May Choose to add a completed date to the filter)
List Display Fields	Property Name, Work Ticket Number, Service Look Up, Est Hrs, Act Hrs, Material Cost Estimated, Material Cost Actual, Sub Cost Estimated, Sub Cost Actual, Revenue, Earned Revenue , Gross Margin
Sort Fields	None
Group Fields	Completed Date

Report # 6 Open or Scheduled Tickets with Costs and Revenue

Report Name	Open or Scheduled Tickets with Costs and Revenue
Location in Aspire	Work Ticket Icon
Filter Fields	Invoice Type – T&M & Per Service, Status – Open & Scheduled, Division – Snow, Total Cost Actual – Greater Than – 0, OR Earned Revenue – Greater Than – 0 (You will need to write a condition for this list)
List Display Fields	Property Name, Work Ticket Number, Service Look Up, Act Hrs, Material Cost Actual, Sub Cost Actual, Earned Revenue
Sort Fields	None
Group Fields	None

Report #7 Range Billing Switch List Pending Approval

Report Name	Range Billing Switch List Pending Approval
Location in Aspire	Work Ticket Icon
Filter Fields	Division – Snow, Invoice Type – Per Service, Status – Pending Approval
List Display Fields	Property Name, Work Ticket Number, Service Look Up, Act Hrs, Material Cost Actual, Sub Cost Actual, Revenue, Earned Revenue
Sort Fields	None
Group Fields	Service Name Lookup

Report #8 Open Snow Issues

Report Name	Open Snow Issues
Location in Aspire	Home Screen Activities Icon
Filter Fields	Activity Type – Issue, Status – Open, Start Date – This Month
List Display Fields	Start Date, Subject, Regarding, Activity Category, Priority, Property Name, Created by User
Sort Fields	None
Group Fields	None

Report #9 Event Sub Expense

Report Name	Event Sub Expense
Location in Aspire	Purchasing Assistant
Filter Fields	Item Type – Sub, Scheduled Start date – Through Today, Division – Snow, Item Quantity >0
List Display Fields	Property Name, Item Name, Estimated Item Unit Cost, Unit Type, Estimated Qty to order, Quantity to order
Sort Fields	None
Group Fields	Property Name

Report #10 Fixed Payment Snow Subs

Report Name	Fixed Payment Snow Subs
Location in Aspire	Purchasing Assistant
Filter Fields	Category Name – Sub, Division – Snow, Item Quantity Remaining >0
List Display Fields	Property Name, Item Name, Estimated Item Unit Cost, Unit Type, Estimated Qty to order, Quantity to order
Sort Fields	None
Group Fields	Property Name