Examples of how to Build Job Analysis Reports

These examples explain how the sample Job Analysis Reports have been constructed and walks through the process of setting them up from scratch.

Cost Variation - Component by Job

In this example, design a report showing the Estimated Costs, Actual Costs and the Cost Variation as well as the Costs approved to Invoice and Costs that are invoiced for each Job grouped by Job Component.

Navigator > Reports > Job Analysis > Analysis Report Designer

1. Select Transactions And Estimates as the Analysis Type. In the Analyse grid, select JC Components to analyse information relating to the Job Components, then select Job to analyse information relating to the Jobs.

JC 💐	Analysis Report	Designer								
Defir	nition Fields	Sort/Limit	Output Selections	Report Preferences	Job Selections	Data Selections	Comment SQL Query			
Anal	ysis Type									
C	Transactions Transactions And Estimates									
	nalyse									
	JC Component	s								
	Job		-							
Anal	vsis Range			Crosstah						
, and	Analysis	Period		Crosstab Re	eport					
×	As At Period	Sep 201	13			Column				
\times	From Period			Count from) Start of Range					
	To Period		✓		End of Range					
\times	From Date									
	To Date			Advanced Ana	llysis					
	<u>L</u> oad	🔒 <u>S</u> ave	. 📄 📑 <u>A</u> dd To I	Navigator 🛛 🗐 S	ave Query As		▶ <u>R</u> un			
						,				

- 2. Click the Fields tab and you'll see that the first line is already populated with JC Components-Analysis Code and the second line with Job -Job Code. These are the primary keys for these Analysis Groups. Because the report has two levels of grouping, Accredo puts a 1 in the Group field for the first group. 1 is the outer most level and means this report will be grouped by Component Code.
- 3. Insert a new line and select JC Components in the Source and AnalysisName in the Field Name

💉 J	C Analysis Rep	ort Designer						
Def	finition Fields	Sort/Limit Output	Selections	Report Pref	erences	Job Selections	Data Selections	Comm
	Source	Field Name	Width D	Display Width	Display L	abel	Range	Group To
	JC Compo	AnalysisCode	8	8	Analysis	Code		1)
	Job	JobCode	16	16	Job Cod	e		
코	JC Compo	AnalysisName	30	30 🌲	Analysis	Name		- 1
)
								- 2
								1
							-	
	and the second second							*

4. Select the AnalysisName line you added and click the Up arrow.

ø JC	JC Analysis Report Designer									
Defi	inition Fields	Sort/Limit Output	Selections	Report Preferences	Job Selections	Data Selectio				
2	Source	Field Name	Width E	Display Width Display	Label	Range				
R	JC Compo	AnalysisCode	8	8 Analysis	Code					
	Job	JobCode	16	16 Job Coo	le					
3	JC Compo	AnalysisName	30	30 ≑ Analysis	Name					
~										

So that AnalysisName is underneath AnalysisCode (as shown below).

,	🖉 JC Analysis Report Designer									
	Defi	nition Fields	Sort/Limit Output	Selections	Report Preferences	Job Selections	Data Selectio			
	3	Source	Field Name	Width [Display Width Display l	abel	Range			
		JC Compo	AnalysisCode	8	8 Analysis	Code	2			
		JC Compone	lalysisName	30	30 Analysis	Name				
	3	Job	JobCode	16	16 Job Cod	e	2			
	2									
	2						- <i>i</i>			
							- 2			
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5. Under Source and Field Name, make the following selections.

Source	Field Name
Job	JobName
Summary	ExtendedCostEsti
Summary	ExtendedCost
Summary	ApprovalInvoiceCost
Summary	InvoicedCost
Calculated	ExtendedCostVariation

)ef	inition Fields	Sort/Limit Output	Selections	Report Preferences	Job Selections	Data Selecti
ł	Source	Field Name	Width D	Display Width Display l	abel	Range 🧹
A	JC Compo	AnalysisCode	8	8 Analysis	Code	~
	JC Compo	AnalysisName	30	30 Analysis	Name	
	Job	JobCode	16	16 Job Cod	e	
Ì	Job	JobName	60	60 Job Nan	ne	1
ล	Summary	ExtendedCostEsti		10 Extended	d Cost Esti	X
2	Summary	ExtendedCost		10 Extended	d Cost	
	Summary	ApprovalInvoiceCost		10 Approval	Invoice Cost	4
	Summary	InvoicedCost		10 Invoiced	Cost	
	Calculated	tendedCostVaria		10 Extended	d Cost Variation	1

- 6. To make the report easier to read at the top level, remove the Display Label for Analysis Code and remove the Display Label for Analysis Name and replace it with a dash, this gives the code followed by a dash then the name printing at the top level.
- 7. Tick the Blank Zero column for each numeric field. This stops zeros printing if the field has no value and makes the report easier to read.
- 8. Change the Display Labels as shown below to make them clearer and use the Pipe Character between words so they are word wrapped. The pipe character (|) is found on your keyboard.



Display Label	Change to
Extended Cost Esti	Cost Estimated
Extended Cost	Cost Actual
Approval Invoice	Cost To
Cost	Invoice
Invoiced Cost	Cost Invoiced
Extended Cost Variation	Cost Variation

)efiniti	on Fields	Sort/Limit Output	Selections	s Report Prefe	erences	Job Selections	Data Selections	Com	ment	SQL Que	ry
Sol	urce	Field Name	Width	Display Width I	Display I	Label	Range	Group	Total	Blank Ze	ro Visible
JC	Compo	AnalysisCode	8	8				1			
	Compo	AnalysisName	30	30 <mark>-</mark>	-			1			Ý
🗄 🛛 Jol	b	JobCode	16	16	Job Cod	e					
🖹 Jol	b	JobName	60	60 .	Job Nan	ne					
ຼ ລາ Su	mmary	ExtendedCostEsti		10	Cost Est	timated			~		
🕙 Su	mmary	ExtendedCost		10	Cost Act	ual			~		 ✓
Su	mmary	ApprovalInvoiceCost		10	Cost To	Invoice			~		~
Su	mmary	InvoicedCost		10	Costlinv	oiced			~	~	 ✓
Ca	lculated	ExtendedCostVaria		10	Cost Var	iation			~		V

9. Click the Output Selections tab and enter a Report Title to be displayed on the report. You may select the checkboxes to hide the filters and selections etc. if you don't want them included at the top of your report.

Definition Fields	Sort/Limit	Output Selections	Report Preferer	Ices Job Selections	Data Selection
Destination	Screen	~			1
Format		~			1
File Name					
Column headers					
Report Title	Cost Vari	iation - Component	t by Job		
Hide Filters	Hide :	Selections			
Hide Sorting	📃 Hide I	Report Definition			1
Report Comment					

- 10. Click the Job Selections tab and select Job Status 'Active' so that both Active and Complete jobs will be included in the report.
- 11. Unselect Transaction Type 'Narrative' so that narratives will not be included.

🔎 JC /	Analysis Report Designer ition Fields Sort/Limit	Output Selections F	Report Pref	ferenc	es Job Selection	Data Selections	Comment	SQL Q
-Job X	From To		2 🚮 2	Tran	saction Transaction Type	 ✓ Time ✓ Material ✓ Disbursement 		
×	Job Type	✓ Normal ☐ Standard ☐ Quote		×	Cost Centre			
×	Job Status	 ☐ Hold ✓ Active ✓ Complete 		× × ×	Component Include Pending A Include Pending Ir	ctuals 🔲 woices 🗖		
×	Date Complete - From			×		Filter <u>T</u> ransact	ion	J

12. Press Eun to run the report to screen to see what it looks like. You can optionally save your report at this time.

	Analysis : Period Period : Sep 2013 Document Types : Normal Post Status : Active, Complete Lines Types : Time, Material, Disbursement Sorted By: JCComponents_AnalysisCode, Job_JobCode								
Job Code	Job Name	Cost Estimated	Cost Cos Actual To Invoice	t Cost	Cost <u>Variation</u>				
DOW - Dowlin 1005	ng 1.8m Wardrobe		\$49.00 \$49.00		\$49.00 \$49.00				
FIT - Fittings 1001 1002 1003 1004 1005 1006	4 Drawer Dresser - 5462 1.8m Wardrobe - 5463 1.8m Wardrobe 4 Drawer Dresser - 5466 1.8m Wardrobe 4 Drawer Dresser	\$12.00 \$37.00 \$12.00 \$37.00 \$12.00 \$37.00	\$12.00 \$30.37 \$37.00 \$12.00 \$16.24	\$12.00 \$30.37	-\$6.63 -\$20.76 -\$12.00				
1007 1008 1010 C2001	4 Drawer Dresser - 5469 1.8m Wardrobe 1.8m Wardrobe - 5463 Kowhai Grove Hotel	\$12.00 \$37.00 \$37.00 \$370.00 \$603.00	\$37.00 \$144.61	\$42.37	-\$12.00 -\$37.00 -\$37.00 -\$333.00 -\$458.39				
LAB - Labour 1001 1002 1003 1004	4 Drawer Dresser - 5462 1.8m Wardrobe - 5463 1.8m Wardrobe 4 Drawer Dresser - 5466	\$116.00 \$94.00 \$94.00 \$116.00	\$72.00 \$71.50 \$94.00 \$66.50	\$72.00 \$71.50	-\$44.00 -\$22.50 -\$49.50				

13. If you are happy with the way the report displays, press the Escape key on the keyboard and then save the definition file or make further changes as required.

14. After the report has been saved, you can click



This brings up the Script Shortcut Editor, showing the Shortcut Type, Report Name and where in the Navigator the report will show.

You may also want to select a User Code so the report only displays in the Navigator for the selected User. If you leave it blank it is available to all Users with at least read access to Job Analysis reports.

🔎 Script Shortcut Editor - • × Shortcut Type JC Report ~ Report Name Cost Variation - Component by Job.pfn ... User Code -Shortcut Key Glyph 03 Available on Toolbar Button details * Button Order Button Hint Available in Navigator Navigator details • Tab Name Reports Tab Order 0 🌲 Action Name Job Analysis\Cost Variation - Component by Job Navigator Order 10 ᆃ Save 🗙 Cancel

See the help for more details on the Script Shortcut Editor.

15. Press Save and the report will show in the Navigator

💉 Navigat	tor					
Maintain	Tasks	Reports	Setup			
Accou	nts Rec	eivable				
💼 Invent	ory Cont	rol				
🗋 Invoici	ing Syste	em				>
Order	Entry					<u>-</u>
💼 Sales	Analysis	3				
🗋 Accou	nts Paya	able				è
Durch	ase Ord	ers				
Purch	ase Ana	lysis				- 5
Cash	Book					1
Fixed	Assets					- T
Gener	ral Ledg	er				
Job C	osting					
Job Ar	nalysis					
	st Variat	ion - Com	ponent t	y Job		
Ru 🖉 Ru	in Analys	sis Report				- 5
An 🔁 An	alysis R	eport Desi	gner			<u> </u>
Special Special	ai Pricin	g				
	any				-	المن

Product Qty Variation per Job

In this example, design a report showing the Estimated Quantities, Actual Quantities and the Variation, as well as the Quantity to invoice and Quantity Invoiced for each Product grouped by Job.

Navigator > Reports > Job Analysis > Analysis Report Designer

1. Select Transactions And Estimates as the Analysis Type. In the Analyse grid, select Job to analyse information relating to the Jobs, then select IC Products to analyse information relating to the Products.

Note: You can tick 'Advanced Analysis' to make other fields available to select on the Fields tab for IC Products, such as Quantity In Stock and Quantity Available, but be aware that these are 'as at now' figures, not figures based off your Analysis Range.

🖉 JC	Analysis	s Report	Designer						• 🔀
Defi	inition F	Fields	Sort/Limit	Output Selections	Report Preferences	Job Selections	Data Selections	Comment SQL C	uery
Ana	lysis Typ	e							
(Trans	actions		Transactions A	nd Estimates				
	Analyse								
	Job								
	IC Produ	lcts							
Ana	lysis Ra	nge			Crosstab				
	Analysi	s	Period	~	Crosstab Re	eport			
\mathbf{X}	As At Pe	eriod	Sep 20	13 💌	▲ ▼	🖂 per	Column		
\times	From P	eriod		✓	Count from) Start of Range			
	To Peri	od		▼		End of Range			
\times	From D	ate							
	To Date	9			Advanced Ana	alysis			
	<u>b L</u> oad		🗐 <u>S</u> ave	<u>A</u> dd To	Navigator 🛛 🗐 S	ave Query As			Run

- 2. Click the Fields tab and you'll see that the first line is already populated with Job-Job Code, and the second line with IC Products -ProductCode. These are the primary keys for these Analysis Groups. Because the report has two levels of grouping, Accredo puts a 1 in the Group field for the first group. 1 is the outer most level and means this report will be grouped by Job Code.
- 3. Insert a new line and select Job in the Source and JobName in the Field Name

ار 💋	C Analysis Rep	ort Designer				
Def	inition Field	Sort/Limit Output	Selections	Report Preferences	Job Selections	Data Selectio
	Source	Field Name	Width I	Display Width Display l	abel	Range
	Job	JobCode	16	16 Job Cod	e	(
	IC Products	ProductCode	28	28 Product	Code	
	Job	JobName	60	60 🚖 <mark>Job Nam</mark>	ne	
			_			
	hanne (

4. Select the JobName line you added and click the Up arrow.

💉 J0	C Analysis Rep	ort Designer				
Def	inition Field	Sort/Limit Outpu	It Selections	Report Preferences	Job Selections D	Z
	Source	Field Name	Width [Display Width Display La	bel Ra	ang
	Job	JobCode	16	16 Job Code		
	IC Products	ProductCode	28	28 Product Co	ode	~
3	Job	JobName	60 6	i0 🗦 🔁 🔁		ð
		Automa and				

So that JobName is underneath JobCode (as shown below).

JC Analy	sis Repor	t Designer						
Definition	Fields	Sort/Limit	Output	Selections	Report Pref	erences	Job Selections	Data
Source	e F	ield Name		Width	Display Width	Display L	abel	Ra
🔜 Job	J	lobCode		16	16	Job Cod	e	
Job		 bName 		60	60	Job Nam	ne	Į.
IC Pro	ducts F	ProductCode	•	28	28	Product	Code	2
							•	

5. Under Source and Field Name, make the following selections.

Source	Field Name
IC Products	Description
Summary	QuantityEstimated
Summary	TransactionQuantity
Summary	ApprovalInvoiceQuantity
Summary	InvoicedQuantity
Calculated	QuantityVariation

🖉 JC	C Analysis Rep	ort Designer				
Def	inition Field	Sort/Limit Output	Selections	Report Preferer	nces Job Selections	Data Selection
2	Source	Field Name	Width I	Display Width Dis	play Label	Range
	Job	JobCode	16	16 Job	Code	
	Job	JobName	60	60 Job	Name	
코	IC Products	ProductCode	28	28 Pro	duct Code	5
	IC Products	Description	60	60 Des	scription	
A	Summary	QuantityEstimated		10 Qua	antity Estimated	1
Ľ	Summary	TransactionQuantity		10 Tra	nsaction Quantity	
	Summary	ApprovalInvoiceQu		10 App	proval Invoice Quantity	3
	Summary	InvoicedQuantity		10 Invo	oiced Quantity	
	Calculated	QuantityVariation		10 🚖 <mark>Qu</mark> a	antity Variation	1
						<u>.</u> .
						>
Δ.						had had

- 6. To make the report easier to read at the top level, remove the Display Label for Job Code and remove the Display Label for Job Name and replace it with a dash, this gives the code followed by a dash then the name printing at the top level.
- 7. Tick the Blank Zero column for each numeric field. This stops zeros printing if the field has no value and makes the report easier to read.
- 8. Change the Display Labels as shown below to make them clearer and use the Pipe Character () between words so they are word wrapped. The pipe character is found on your keyboard.



Display Label	Change to
Quantity Estimated	Quantity Estimated
Transaction Quantity	Quantity Actual
Approval Invoice	Quantity To
Quantity	Invoice
Invoiced Quantity	Quantity Invoiced
Quantity Variation	Quantity Variation

efinition Field	ds Sort/Limit Output	Selections	Report Preferenc	es Job Selections	Data Selections	Comment	SQL Query	
Source	Field Name	Width	Display Width Displ	ay Label	Range	Group Total	Blank Zero	Visibl
Job	JobCode	16	16			1		•
Job	JobName	60	60 <mark>-</mark>			1		•
IC Products	ProductCode	28	28 Produ	uct Code				•
IC Products	Description	60	60 Desc	ription				•
Summary	QuantityEstimated		10 Quan	tity Estimated		~		
Summary	TransactionQuantity		10 Quan	tity Actual		~		
Summary	ApprovalInvoiceQu		10 Quan	tity To Invoice		~		
Summary	InvoicedQuantity		10 Quan	tity Invoiced		~		
Calculated	QuantityVariation		10 Quar	tity/Variation		~		. N

9. Click the Output Selections tab and enter a Report Title to be displayed on the report. You may select the checkboxes to hide the filters and selections etc. if you don't want them included at the top of your report.

🖋 JC Analysis Report	Designer				
Definition Fields	Sort/Limit	Output Selections	Report Preferences	Job Selections	Data Selectio
Destination	Screen	~			
Format		~			1
File Name					
Column headers					
Report Title	Product	Qty Variation per Jol	b		
Hide Filters	Hide	Selections			
Hide Sorting	Hide	Report Definition			1
Report Comment					
					5
	-				
	Gave		Vz vator	ave Querv	

- 10. Click the Job Selections tab and click the key beside From so that a green tick appears, this means the Job selections will be available when the report is run.
- 11. Select Job Status 'Active' and unselect 'Complete' so only Active Jobs will be included in the report.
- 12. Click the keyside Consolidate Related Jobs so that a green tick appears, this means Consolidate Related Jobs selection will be available when the report is run.
- 13. Unselect Transaction Type 'Narrative' so that narratives will not be included.

Defin	ition Fields Sort/Limi	Output Selections	Report Preferences	s Job Selections	Data Selections	Comm
×	From To Job Type Job Status	Normal Standard Quote Hold Active Complete	× □ × □	action Fransaction Type Cost Centre Component nclude Pending Act	 ✓ Time ✓ Material ✓ Disbursement Narrative 	
× × ×	Date Complete - From Date Complete - To Branch Department			nclude Pending Inv ((Filter Transact	ion es js
\times \times \times \times	Job Category JC Category 2 Job Group Related Job			(륡 Filter Repor	₽¶
×	Consolidate Related Jo Currency	obs 📃				5
			Naviastor	Source Outport Ap	1.	

14. Click the Data Selections tab and click the beside 'From' (under Product) so that a green tick appears, this means the Product selections will be available when the report is run.

💋 JC Analy	sis Repor	t Designer				5
Definition	Fields	Sort/Limit	Output Selections	Report P	references	Job Selection
Custome	r —			Pro	duct	
× From	n		▾₽ຌຏ	7	From	
То			◄₽≈		То	
🗙 Sale	s Group		•×[Stock Grou	up
🗙 Sale	s Perso	n	•×[Style	
🗙 Buyi	ng Group	o			Range	
X AR C	Category	2			Location	
Creditor				_		
× From	n		_ _ > > (i	}		
	-	hanne and		<u>_</u>		And and a second second

15. Press to run the report to screen to see what it looks like. You can

optionally save your report at this time.

RBC Holdings Lin	_imited Analysis : Period Period : Sep 2013 Document Types : Normal Post Status : Active Lines Types : Time, Material, Disbursement Sorted By: Job_JobCode, ICProducts_ProductCode					
Product Code	Description	Quantity Estimated	Quantity Quantity Actual To Invoice	Quantity Invoiced	Qı Vai	
002 - 1.8m Wardrobe - 5463						
ASSEMBLY	Workshop Overhead	1.00				
3RASS52LOCK	Brass 52 Lock & Key	1.00	1.00	1.00		
ABOUR	Labour Charge	3.00	3.25	3.25		
[180MMR	180mm x 18mm Rimu		3.00	3.00		
T180MMTR	180mm x 48mm Rimu	2.80				
T1MLR	1M so Laminated Rimu	5.60	5.60	5.60		
C25MMRF	15mm Rimu Facing	5.00	4.00	4.00		
T470MMLR	470mm Laminated Rimu	2.00	2.00	2.00		
T70SQR	70mm x 70mm Rimu	7.00	7.00	7.00		
/IC32BRASS55	Victorian 32 Brass Handle 55mm		1.00	1.00		
/IC38BRASSK	Victorian 38mm Brass Doorknob	1.00				
		28.40	26.85	26.85		
003 - 1.8m Wardrohe					1	
ASSEMBLY	Workshop Overhead	1.00	1.00			
SRASS52LOCK	Brass 52 Lock & Key	1.00	1.00			
ABOUR	Labour Charge	3.00	3.00			
180MMTR	180mm x 48mm Rimu	2.80	2.80			
TIMLR	1M sq Laminated Rimu	5.60	6.00			
25MMRF	15mm Rimu Facing	5.00	5.00			
470MMLR	470mm Laminated Rimu	2.00	2.00			
T70SOR	70mm x 70mm Rimu	7.00	6.00		3	
· · · · · · · · · · · · · · · · · · ·	Wintering 20mm Dans Danstant	1.00	1.00			
/IC38BR ASSK	Victorian astmm Brass Lloorknop					

16. If you are happy with the way the report displays, press the Escape key on the keyboard and then save the definition file or make further changes as required.

17. After the report has been saved, you can click



This brings up the Script Shortcut Editor, showing the Shortcut Type, Report Name and where in the Navigator the report will show.

You may also want to select a User Code so the report only displays in the Navigator for the selected User. If you leave it blank it is available to all Users with at least read access to Job Analysis reports.

🖉 Script Shortcut	Editor 🗖 🖾
Shortcut Type	JC Report
Report Name	Product Qty Variation per Job.pfn
User Code	
Shortcut Key	
Glyph	
Available on Television	polbar
Button details Button Order Button Hint	
🔽 Available in Na	avigator
Navigator det Tab Name	ails Reports
Tab Order	
Action Name	Job Analysis\Product Qty Variation per Job
Navigator Ord	er 10 🚔
	Save X Cancel

See the help for more details on the Script Shortcut Editor.

18. Press Save and the report will show in the Navigator



Product Cost Variation per Job

In this example, design a report showing the Estimated Costs, Actual Costs and the Cost Variation as well as the Costs approved to Invoice and Costs that are invoiced for each Product grouped by Job.

Navigator > Reports > Job Analysis > Analysis Report Designer

1. Select Transactions And Estimates as the Analysis Type. In the Analyse grid, select Job to analyse information relating to the Jobs, then select IC Products to analyse information relating to the Products.

Note: You can tick 'Advanced Analysis' to make other fields available to select on the Fields tab for IC Products, such as Quantity In Stock and Quantity Available, but be aware that these are 'as at now' figures, not figures based off your Analysis Range.

💉 Jo	C Analy	sis Repor	t Designer			
De	finition	Fields	Sort/Limit	Output Selections	Report Preference	es Job Selections
Ana	alysis T	ype				
	Trans	sactions	6	Transactions A	nd Estimates	
	Analys	е				
	Job					
	IC Pro	ducts				
Ana	, alysis R	ange			Crosstab	
	Analy	sis	Period	~	Crosstab	Report
$ \times$	As At I	Period	Sep 20	13 💌	×	🖂 per Columi
\times	From	Period		~	Count from	Start of Range
	To Pe	riod		~		End of Range
\times	From	Date				
	To Da	te			Advanced A	nalysis
	Loa	d	Save	📑 <u>A</u> dd To	Navigator	Save Query As

2. Click the Fields tab and you'll see that the first line is already populated with Job-Job Code, and the second line with IC Products-ProductCode. These are the primary keys for these Analysis Groups. Because the report has two levels of grouping, Accredo puts a 1 in the Group field for the first group. 1 is the outer most level and means this report will be grouped by Job Code.

3. Insert a new line and select Job in the Source and JobName in the Field	Name
--	------

ر 🖉	C Analysis Rep	ort Designer				
Def	inition Fields	Sort/Limit Output	Selections	Report Preferences	Job Selections	Data Selectio
	Source	Field Name	Width [Display Width Display L	abel	Range
	Job	JobCode	16	16 Job Cod	e	
	IC Products	ProductCode	28	28 Product	Code	
	Job	JobName	60	60 🚖 Job Nam	ne	
			_			
	hanne (

4. Select the JobName line you added and click the Up arrow.

💉 Jo	C Analysis Rep	ort Designer				
Def	inition Field	IS Sort/Limit Ou	utput Selections	Report Preferences	Job Selections	De
	Source	Field Name	Width I	Display Width Display La	abel	Rang
	Job	JobCode	16	16 Job Code	ł.	
	IC Products	ProductCode	28	28 Product C	ode	~
3	Job	JobName	60 🖸	0 🚖 Job Name	е	

So that JobName is underneath JobCode (as shown below).

JC Analys	is Repor	t Designer						
Definition	Fields	Sort/Limit	Output 9	Selections	Report Pref	erences	Job Selections	Data
Source	F	ield Name		Width	Display Width	Display l	_abel	Ra
🔜 Job	J	JobCode		16	16	Job Cod	e	
Job	6	 bName 		60	60	Job Nan	ne	Į.
🗏 IC Proc	ducts F	ProductCode		28	28	Product	Code	2
				·				

5. Under Source and Field Name, make the following selections.

Source	Field Name
IC Products	Description
Summary	ExtendedCostEsti
Summary	ExtendedCost
Summary	ApprovalInvoiceCost
Summary	InvoicedCost
Calculated	ExtendedCostVariation

ر 🖉	C Analysis Rep	ort Designer				
Def	finition Field	Sort/Limit Output	Selections	Report Preferences	Job Selections	Data Selection
	Source	Field Name	Width E	Display Width Display I	abel	Range
	Job	JobCode	16	16 Job Cod	e	<
	Job	JobName	60	60 Job Nan	ne	2
코	IC Products	ProductCode	28	28 Product	Code	
	IC Products	Description	60	60 Descript	ion	
	Summary	ExtendedCostEsti		10 Extende	d Cost Esti	
	Summary	ExtendedCost		10 Extende	d Cost	2
	Summary	ApprovalInvoiceCost		10 Approva	Invoice Cost	T
	Summary	InvoicedCost		10 Invoiced	Cost	
	Calculated	ExtendedCostVaria		10 Extende	d Cost Variation	
						7
		a strand and and and and and and and and and		h and	have a second	

- 6. To make the report easier to read at the top level, remove the Display Label for Job Code and remove the Display Label for Job Name and replace it with a dash, this gives the code followed by a dash then the name printing at the top level.
- 7. Tick the Blank Zero column for each numeric field. This stops zeros printing if the field has no value and makes the report easier to read.
- 8. Change the Display Labels as shown below to make them clearer and use the Pipe Character () between words so they are word wrapped. The pipe character is found on your keyboard.



Display Label	Change to
Extended Cost Esti	Cost Estimated
Extended Cost	Cost Actual
Approval Invoice	Cost To
Cost	Invoice
Invoiced Cost	Cost Invoiced
Extended Cost Variation	Cost Variation

efinition Field	ds Sort/Limit Output	Selection	s Report Prefe	rences J	b Selections	Data Selections	Com	ment	SQL	Query	
Source	Field Name	Width	Display Width D	Display Lab	el	Range	Group	Total	Blar	nk Zero	Visible
Job	JobCode	16	16				1				- v
Job	JobName	60	60 <mark>-</mark>				1				- v
IC Products	ProductCode	28	28 F	Product Co	de						- v
IC Products	Description	60	60 [Description							- v
Summary	ExtendedCostEsti		10 (Cost Estimation	ated			~		×	~
Summary	ExtendedCost		10 (Cost Actual				~		~	~
Summary	ApprovalInvoiceCost		10 (Cost To Inv	bice			~		× .	~
Summary	InvoicedCost		10 (Cost Invoice	ed			~		× .	~
Calculated	ExtendedCostVaria		10 (Cost Variati	on			~			- v

9. Click the Output Selections tab and enter a Report Title to be displayed on the report. You may select the checkboxes to hide the filters and selections etc. if you don't want them included at the top of your report.

💋 JC Analysis Repor	t Designer			
Definition Fields	Sort/Limit	Output Selections	Report Preferences	Job Selections
Destination	Screen			
Format		~		
File Name				
Column headers				
Report Title	Product	Cost Variation per J	ob	
Hide Filters	Hide	Selections		
Hide Sorting	Hide	Report Definition		
Report Comment)
				-

- 10. Click the Job Selections tab and click the key beside From so that a green tick appears, this means the Job selections will be available when the report is run.
- 11. Select Job Status 'Active' and unselect 'Complete' so only Active Jobs will be included in the report.
- 12. Click the keyside Consolidate Related Jobs so that a green tick appears, this means Consolidate Related Jobs selection will be available when the report is run.
- 13. Unselect Transaction Type 'Narrative' so that narratives will not be included.

Definition Fields Sort/Limit	Output Selections	Report Prefere	ences	Job Selections	Data Selections	Comm
Definition Fields Sort/Limit Job From To To Job Type Job Job Type Job Status Job Date Complete - From Date Complete - To Branch Department Job Category Job Category 2	Output Selections	Report Prefere	ransac ransac Tra Co Co Co Co Co Co Co Co Co Co	Job Selections tion ansaction Type ost Centre omponent clude Pending Ac clude Pending In (Data Selections Time Material Disbursement Narrative tuals Filter <u>Transac</u> Filter <u>Estimat</u> Filter <u>Repo</u>	Comment Commen
 Job Group Related Job Consolidate Related Job Consolidate Related Job 	v p bs					5
		Navigator	. S	ave Query As		

14. Click the Data Selections tab and click the beside 'From' (under Product) so that a green tick appears, this means the Product selections will be available when the report is run.



15. Press **Run** to run the report to screen to see what it looks like. You can optionally save your report at this time.

Analysis : Period Period : Sep 2013 Document Types : Normal Post Status : Active Lines Types : Time, Material, Disbursement Sorted By: Job_JobCode, ICProducts_ProductCode						
Product Code	Description	Cost <u>Estimated</u>	Cost <u>Actual</u>	Cost <u>To Invoice</u>	Cost Invoiced	Cos <u>Variatio</u>
1002 - 1.8m Wardrobe - 5463						
ASSEMBLY	Workshop Overhead	\$28.00				-\$28.0
BRASS52LOCK	Brass 52 Lock & Key	\$26.00	\$26.00		\$26.00	\$0.0
ABOUR	Labour Charge	\$66.00	\$71.50		\$71.50	\$5.5
180MMR	180mm x 18mm Rimu		\$24.00		\$24.00	\$24.0
180MMTR	180mm x 48mm Rimu	\$30.80				-\$30.8
TIMLR	1M sq Laminated Rimu	\$324.80	\$324.80		\$324.80	\$0.0
C25MMRF	15mm Rimu Facing	\$5.00	\$4.00		\$4.00	-\$1.0
T470MMLR	470mm Laminated Rimu	\$68.00	\$68.00		\$68.00	\$0.0
T70SQR	70mm x 70mm Rimu	\$49.00	\$49.00		\$49.00	\$0.0
VIC32BRASS55	Victorian 32 Brass Handle 55mm		\$4.37		\$4.37	\$4.3
/IC38BRASSK	Victorian 38mm Brass Doorknob	\$11.00				-\$11.0
		\$608.60	\$571.67		\$571.67	-\$36.9
003 - 1.8m Wardrobe						
ASSEMBLY	Workshop Overhead	\$28.00	\$28.00			\$0.0
BRASS52LOCK	Brass 52 Lock & Key	\$26.00	\$26.00			\$0.0
ABOUR	Labour Charge	\$66.00	\$66.00			\$0.0
F180MMTR	180mm x 48mm Rimu	\$30.80	\$30.80			\$0.0
L1WLR	1M sq Laminated Rimu	\$324.80	\$348.00			\$23.2
F25MMRF	15mm Rimu Facing	\$5.00	\$5.00			\$0.0
F470MMLR	470mm Laminated Rimu	\$68.00	\$68.00			\$0.0
F70SQR	70mm x 70mm Rimu	\$49.00	\$42.00			-\$7.0
VIC38BRASSK	Victorian 38mm Brass Doorknob	\$11.00	\$11.00			\$0.0
		0.000.00	6724.00			617.3

If you are happy with the way the report displays, press the Escape key on the keyboard and then save the definition file or make further changes as required.

16. After the report has been saved, you can click



This brings up the Script Shortcut Editor, showing the Shortcut Type, Report Name and where in the Navigator the report will show.

You may also want to select a User Code so the report only displays in the Navigator for the selected User. If you leave it blank it is available to all Users with at least read access to Job Analysis reports.

See the help for more details on the Script Shortcut Editor.

🖋 Script Shortcut Editor 💿 💿 🔀						
Shortcut Type	JC Report					
Report Name	Product Cost Variation per Job.pfn					
User Code						
Shortcut Key						
Glyph						
 Available on Toolbar Button details Button Order Button Hint Available in Navigator Navigator details Tab Name Reports Tab Order 						
Action Name	Job Analysis\Product Cost Variation per Job					
Navigator Ord	er 10 💂					
	Save X Cancel					

17. Press Save and the report will show in the Navigator

