

Examples of how to Build Job Analysis Reports

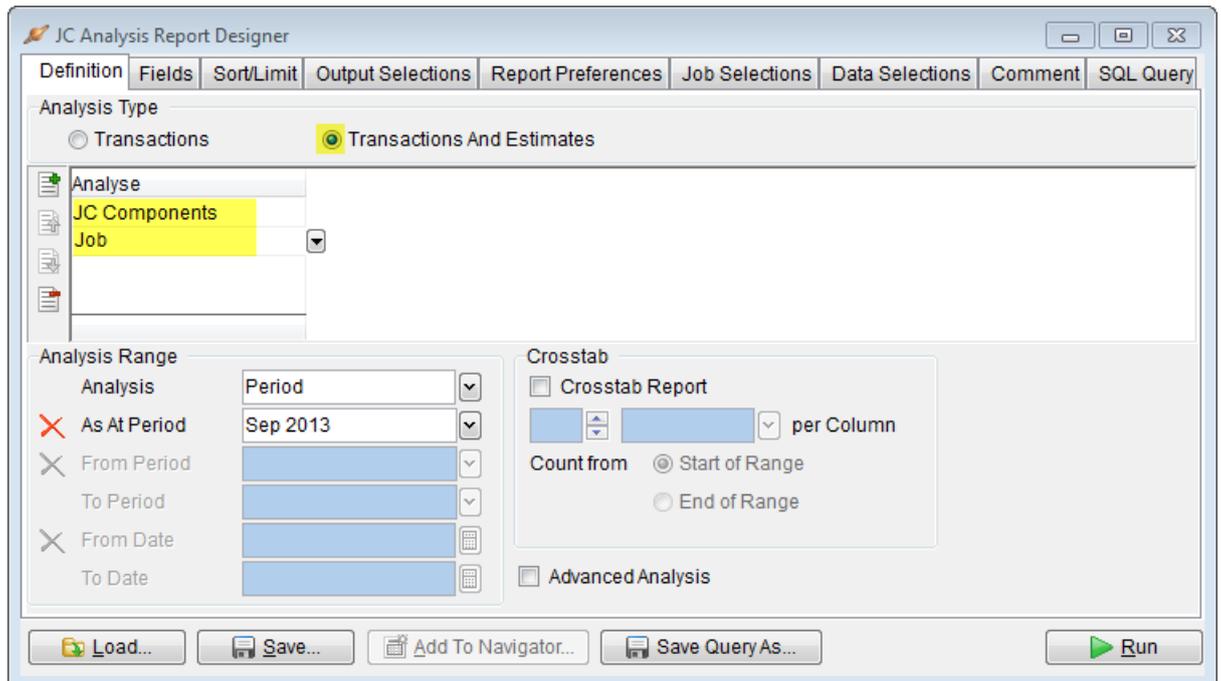
These examples explain how the sample Job Analysis Reports have been constructed and walks through the process of setting them up from scratch.

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

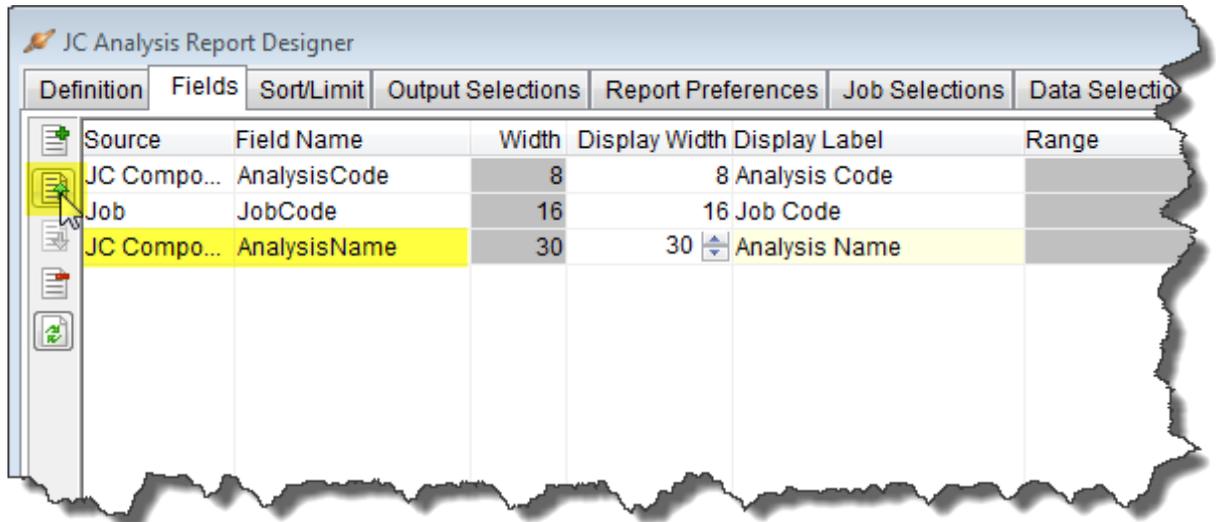
1. Select Transactions And Estimates as the Analysis Type. In the Analyse grid, select JC Components to analyse information relating to the Job Components, then select Job to analyse information relating to the Jobs.



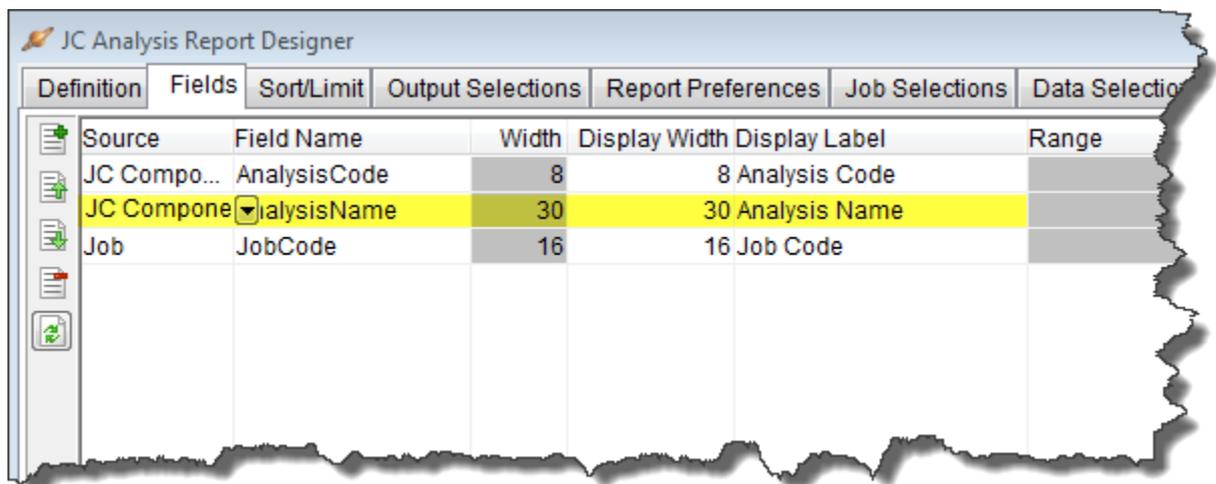
2. Click the Fields tab and you'll see that the first line is already populated with JC Components- Analysis Code and the second line with Job -Job Code. These are the primary keys for these Analysis Groups. Because the report has two levels of grouping, Accredo puts a 1 in the Group field for the first 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

Source	Field Name	Width	Display Width	Display Label	Range	Group To
JC Compo...	AnalysisCode	8	8	Analysis Code		1
Job	JobCode	16	16	Job Code		1
JC Compo...	AnalysisName	30	30	Analysis Name		1

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

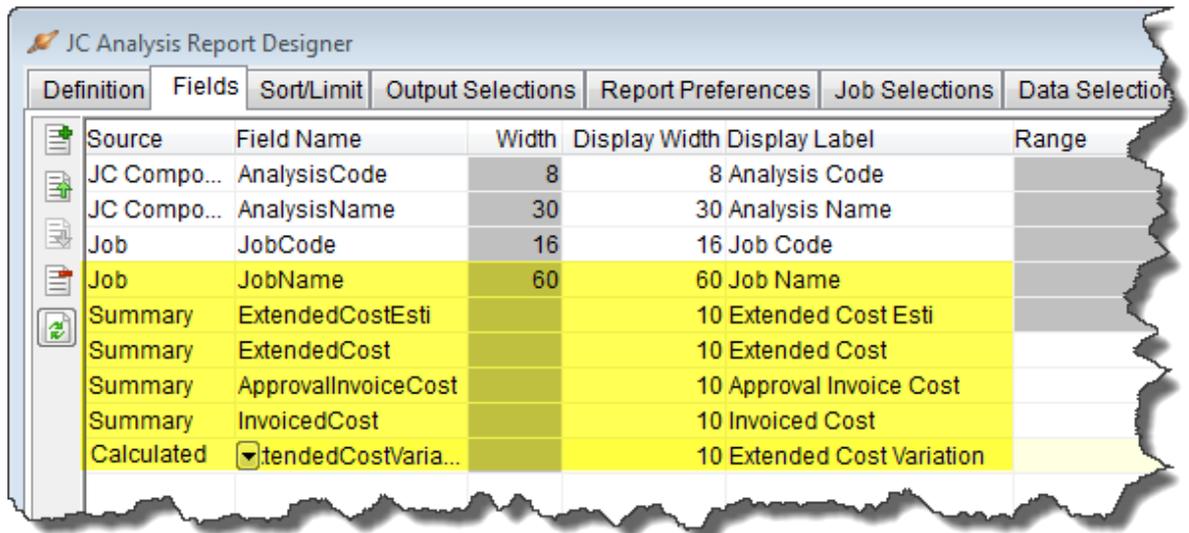


So that AnalysisName is underneath AnalysisCode (as shown below).



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

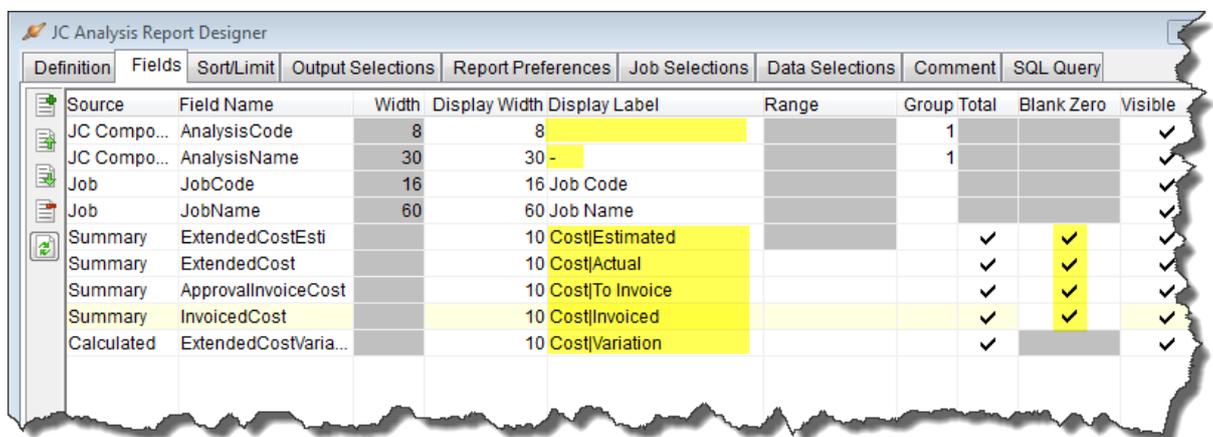
Source	Field Name
Job	JobName
Summary	ExtendedCostEsti
Summary	ExtendedCost
Summary	ApprovalInvoiceCost
Summary	InvoicedCost
Calculated	ExtendedCostVariation



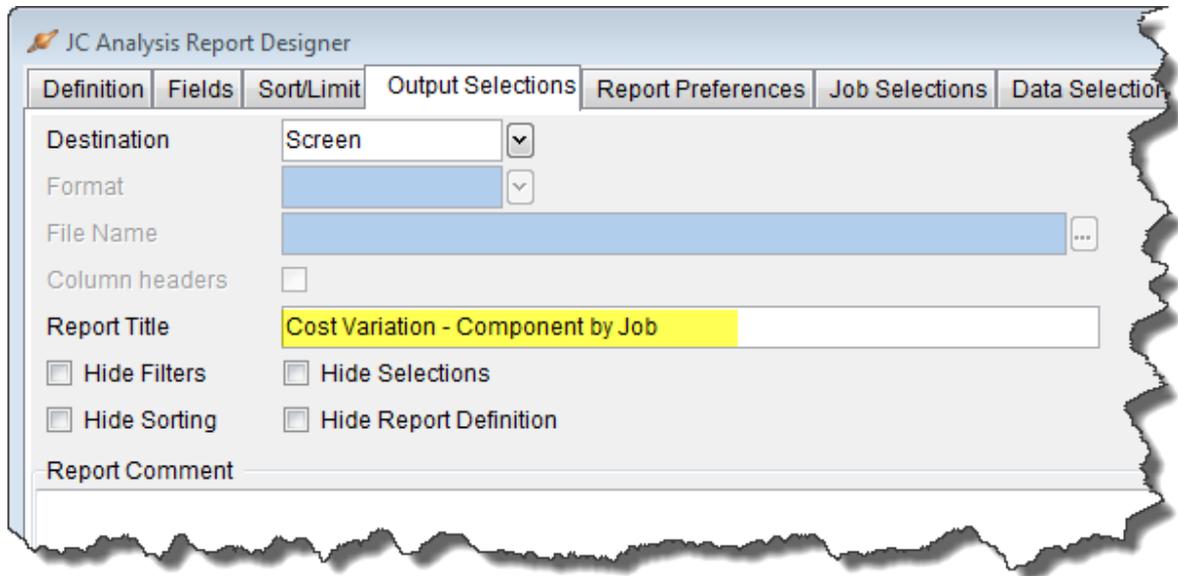
6. To make the report easier to read at the top level, remove the Display Label for Analysis Code and remove the Display Label for Analysis Name and replace it with a dash, this gives the code followed by a dash then the name printing at the top level.
7. Tick the Blank Zero column for each numeric field. 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.



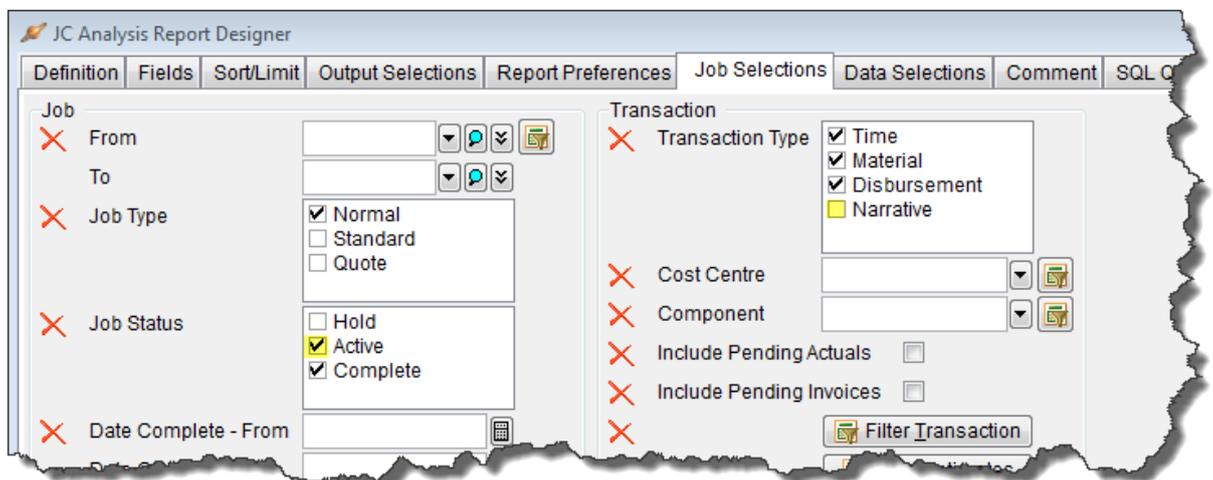
Display Label	Change to
Extended Cost Esti	Cost Estimated
Extended Cost	Cost Actual
Approval Invoice Cost	Cost To Invoice
Invoiced Cost	Cost Invoiced
Extended Cost Variation	Cost Variation



- 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.



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



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

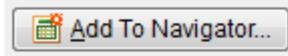
Job Analysis - Cost Variation - Component by Job
 ABC Holdings Limited

Analysis : Period
 Period : Sep 2013
 Document Types : Normal
 Post Status : Active, Complete
 Lines Types : Time, Material, Disbursement
 Sorted By: JCComponents_AnalysisCode, Job_JobCode

<u>Job Code</u>	<u>Job Name</u>	<u>Cost Estimated</u>	<u>Cost Actual</u>	<u>Cost To Invoice</u>	<u>Cost Invoiced</u>	<u>Cost Variation</u>
DOW - Dowling						
1005	1.8m Wardrobe		\$49.00			\$49.00
			\$49.00			\$49.00
FIT - Fittings						
1001	4 Drawer Dresser - 5462	\$12.00	\$12.00		\$12.00	
1002	1.8m Wardrobe - 5463	\$37.00	\$30.37		\$30.37	-\$6.63
1003	1.8m Wardrobe	\$37.00	\$37.00			
1004	4 Drawer Dresser - 5466	\$12.00	\$12.00			
1005	1.8m Wardrobe	\$37.00	\$16.24			-\$20.76
1006	4 Drawer Dresser	\$12.00				-\$12.00
1007	4 Drawer Dresser - 5469	\$12.00				-\$12.00
1008	1.8m Wardrobe	\$37.00				-\$37.00
1010	1.8m Wardrobe - 5463	\$37.00				-\$37.00
C2001	Kowhai Grove Hotel	\$370.00	\$37.00			-\$333.00
		\$603.00	\$144.61		\$42.37	-\$458.39
LAB - Labour						
1001	4 Drawer Dresser - 5462	\$116.00	\$72.00		\$72.00	-\$44.00
1002	1.8m Wardrobe - 5463	\$94.00	\$71.50		\$71.50	-\$22.50
1003	1.8m Wardrobe	\$94.00	\$94.00			
1004	4 Drawer Dresser - 5466	\$116.00	\$66.50			-\$49.50
1005	1.8m Wardrobe	\$94.00	\$72.00			-\$22.00
1006	4 Drawer Dresser	\$116.00	\$50.00			-\$66.00

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



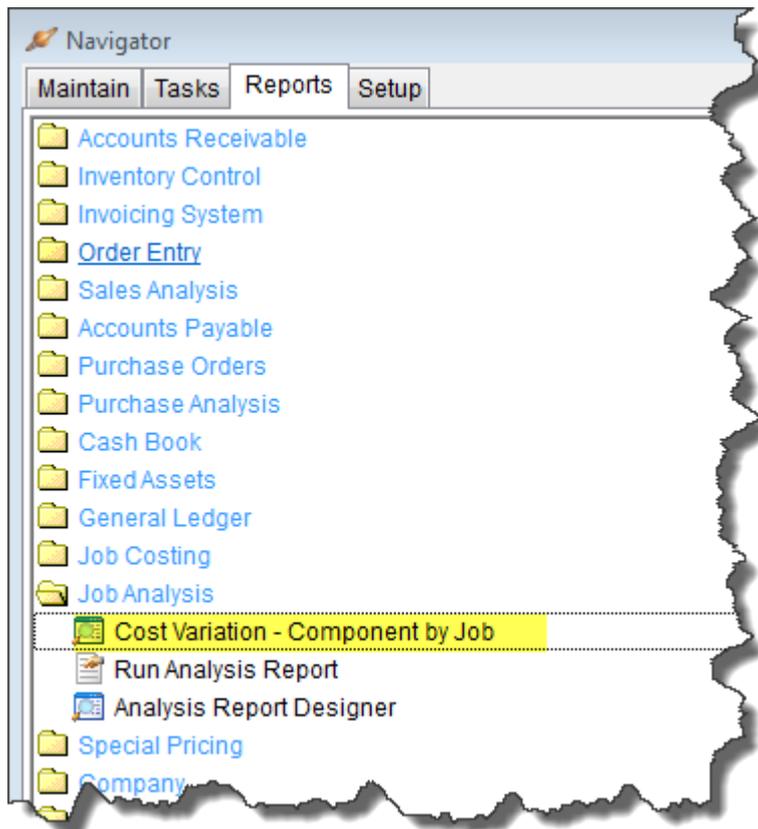
This brings up the Script Shortcut Editor, showing the Shortcut Type, Report Name and where in the Navigator the report will show.

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.

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

A screenshot of the "Script Shortcut Editor" dialog box. The window title is "Script Shortcut Editor" with standard minimize, maximize, and close buttons. The form contains several fields: "Shortcut Type" is a dropdown menu set to "JC Report"; "Report Name" is a text box containing "Cost Variation - Component by Job.pfn" with a browse button (...); "User Code" is a dropdown menu; "Shortcut Key" is an empty text box; "Glyph" is a button with a small icon. Below these are two sections: "Available on Toolbar" (unchecked) with sub-fields for "Button Order" (a spinner box) and "Button Hint" (a text box); and "Available in Navigator" (checked) with sub-fields for "Tab Name" (dropdown set to "Reports"), "Tab Order" (spinner box set to "0"), "Action Name" (text box containing "Job Analysis\Cost Variation - Component by Job"), and "Navigator Order" (spinner box set to "10"). At the bottom are "Save" and "Cancel" buttons.

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



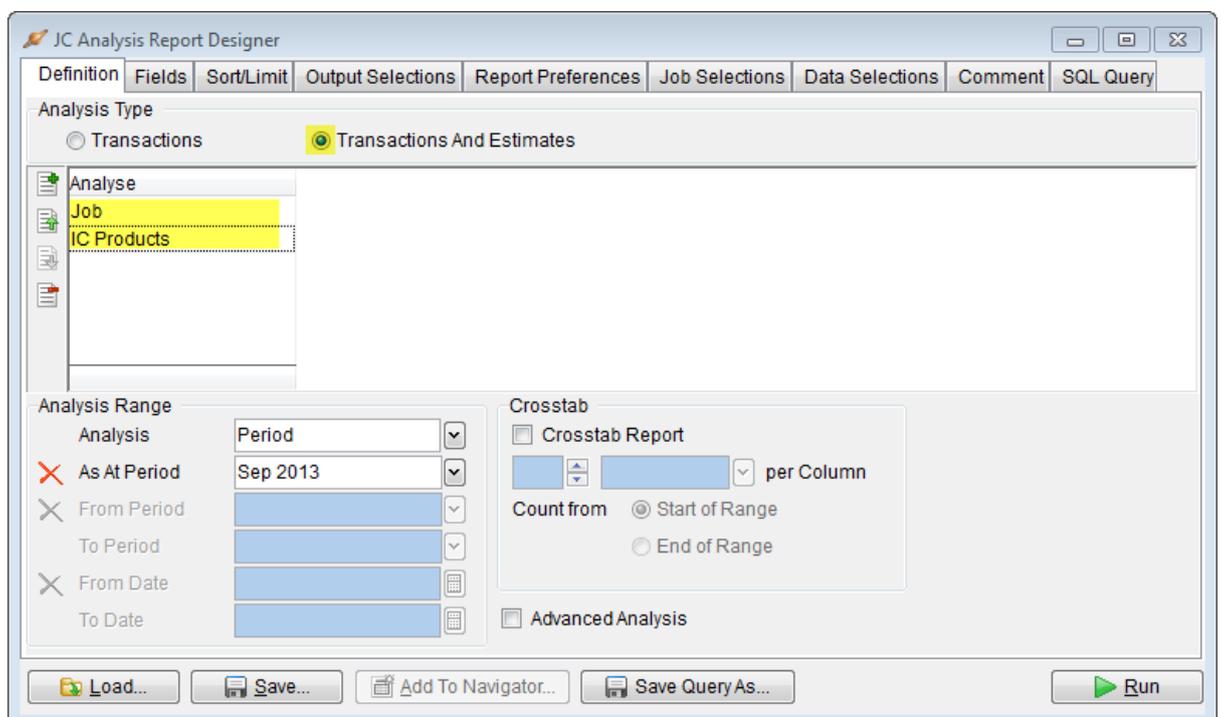
Product Qty Variation per Job

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.

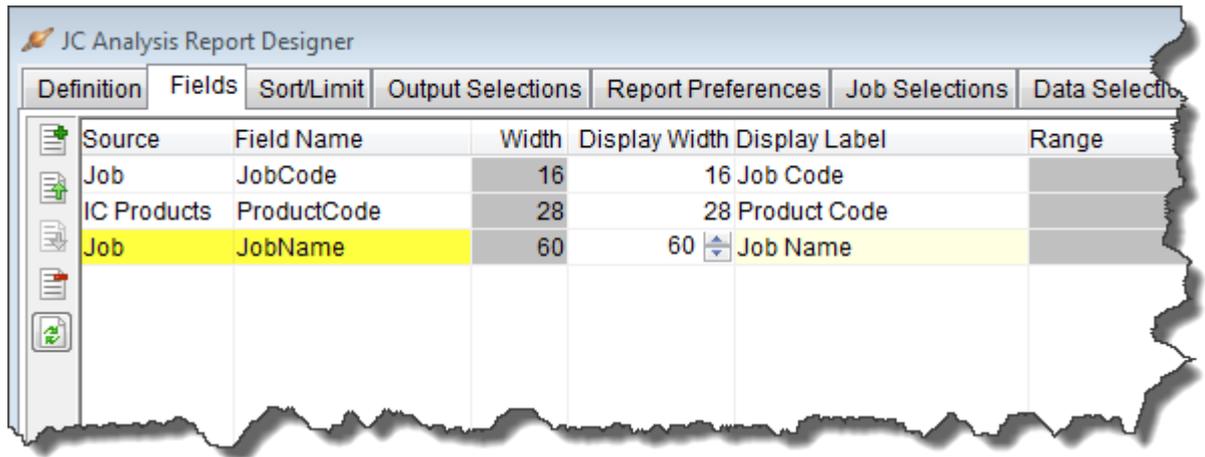
Navigator > Reports > Job Analysis > Analysis Report Designer

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.

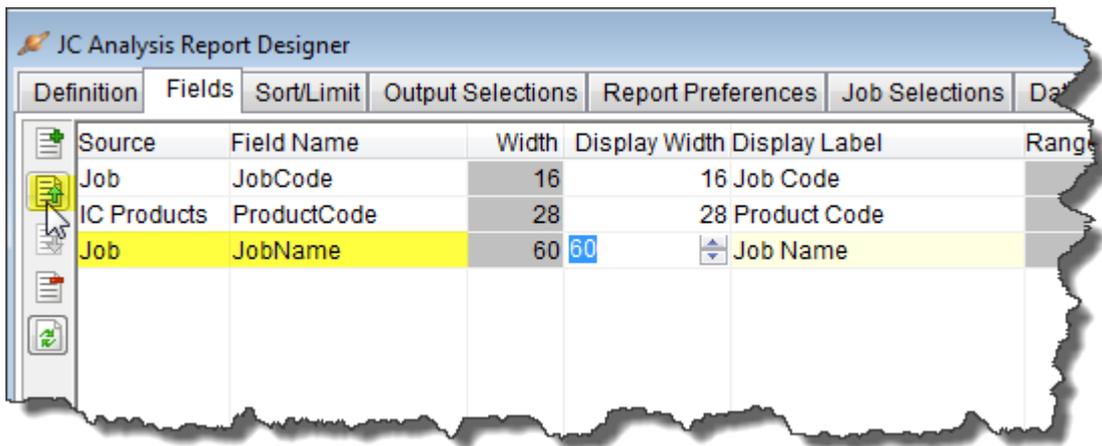
Note: You can tick 'Advanced Analysis' to make other fields available to select on the Fields tab for IC Products, such as Quantity In Stock and Quantity Available, but be aware that these are 'as at now' figures, not figures based off your Analysis Range.



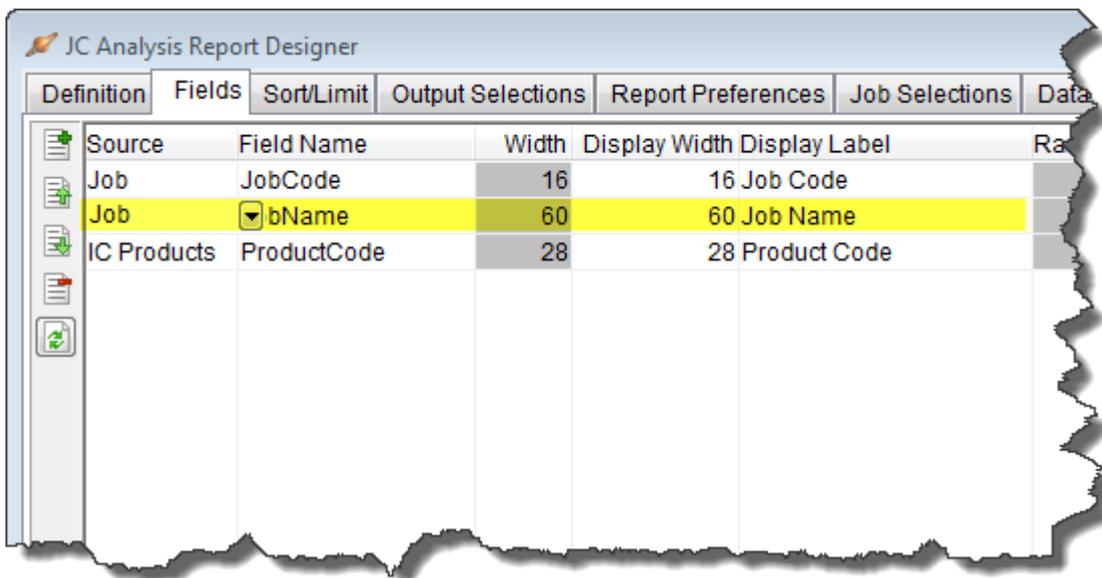
- Click the Fields tab and you'll see that the first line is already populated with Job-Job Code, and the second line with IC Products -ProductCode. These are the primary keys for these Analysis Groups. Because the report has two levels of grouping, Accredo puts a 1 in the Group field for the first group.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



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

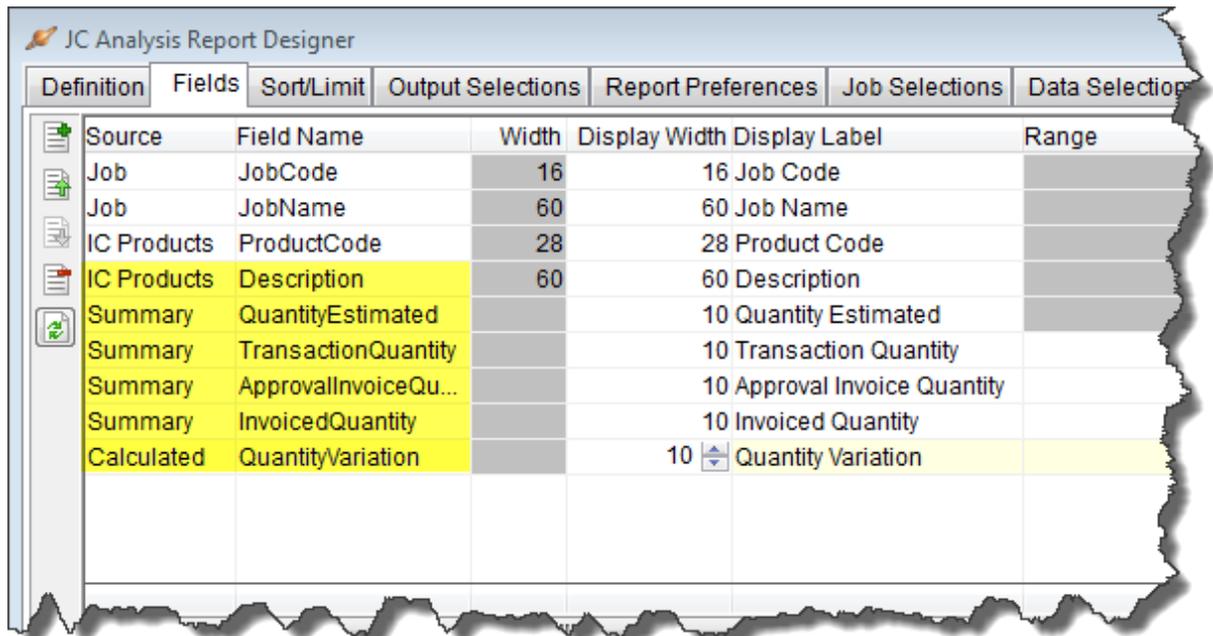


So that JobName is underneath JobCode (as shown below).



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



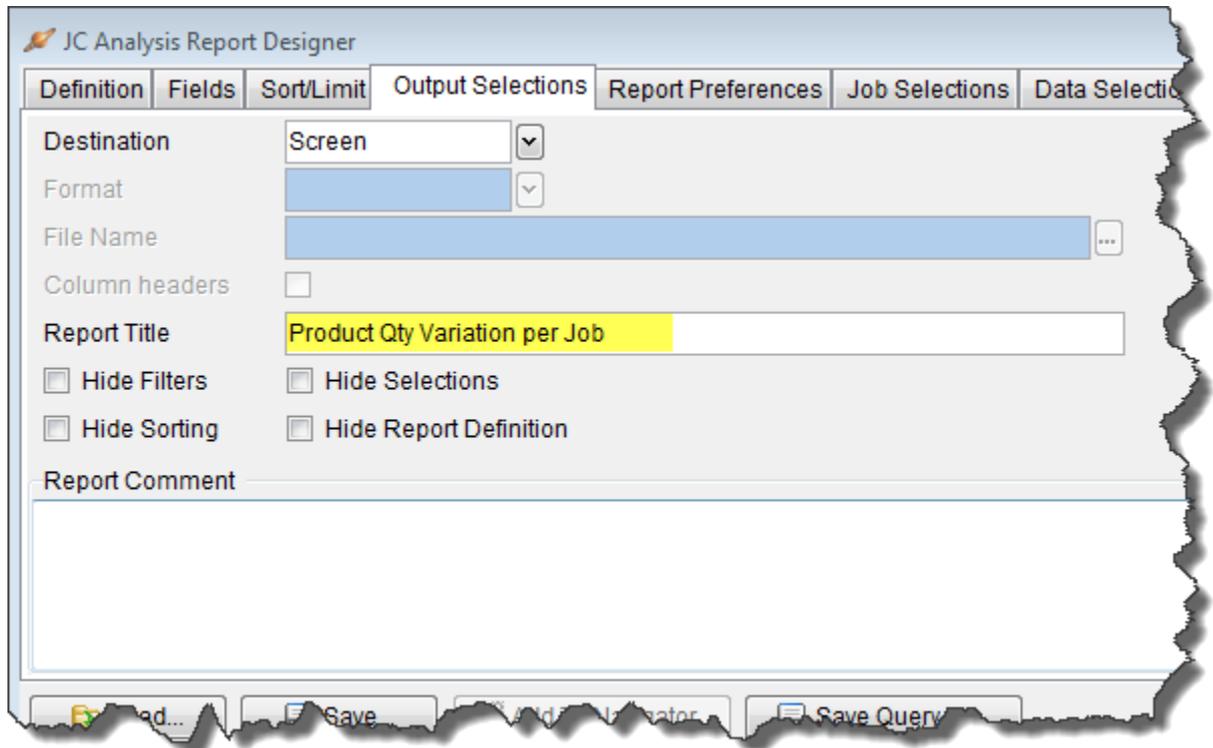
6. To make the report easier to read at the top level, remove the Display Label for Job Code and remove the Display Label for Job Name and replace it with a dash, this gives the code followed by a dash then the name printing at the top level.
7. Tick the Blank Zero column for each numeric field. This 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.



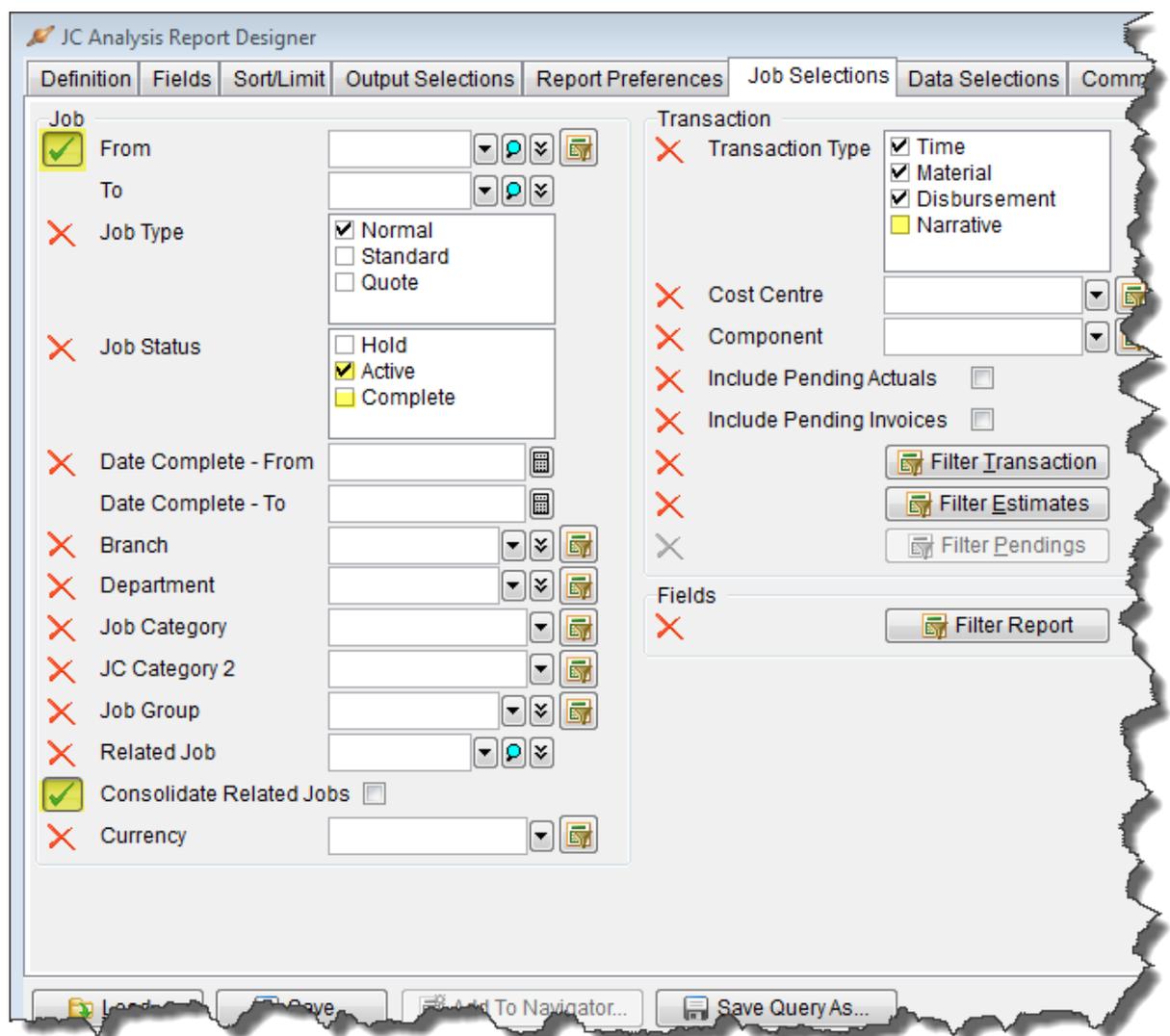
Display Label	Change to
Quantity Estimated	Quantity Estimated
Transaction Quantity	Quantity Actual
Approval Invoice Quantity	Quantity To Invoice
Invoiced Quantity	Quantity Invoiced
Quantity Variation	Quantity Variation

Source	Field Name	Width	Display Width	Display Label	Range	Group Total	Blank Zero	Visible
Job	JobCode	16	16			1		✓
Job	JobName	60	60	-		1		✓
IC Products	ProductCode	28	28	Product Code				✓
IC Products	Description	60	60	Description				✓
Summary	QuantityEstimated		10	Quantity Estimated		✓	✓	✓
Summary	TransactionQuantity		10	Quantity Actual		✓	✓	✓
Summary	ApprovalInvoiceQu...		10	Quantity To Invoice		✓	✓	✓
Summary	InvoicedQuantity		10	Quantity Invoiced		✓	✓	✓
Calculated	QuantityVariation		10	Quantity Variation		✓		✓

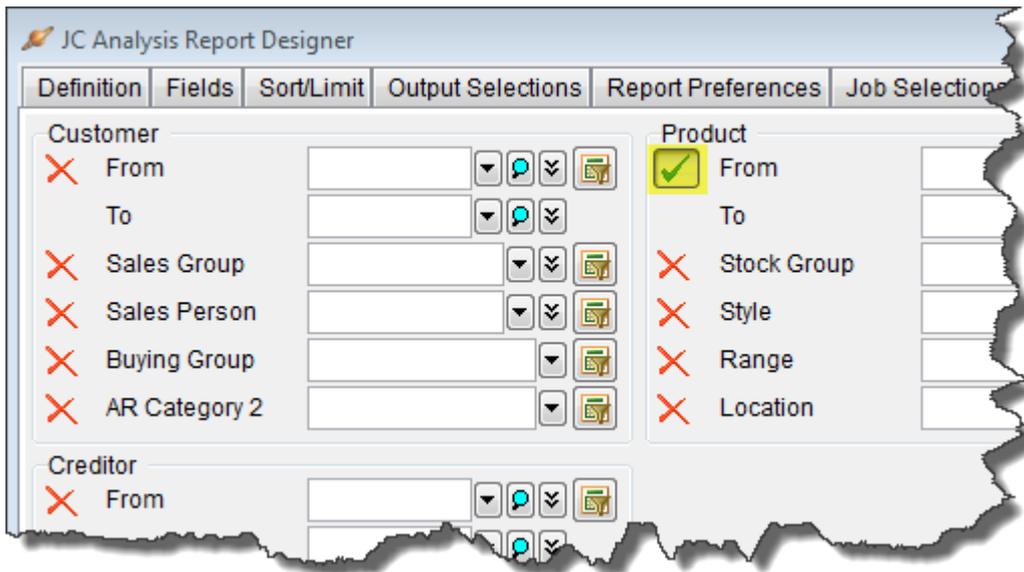
9. Click the Output Selections tab and enter a Report Title to be displayed on the report. You may select the checkboxes to hide the filters and selections etc. if you don't want them included at the top of your report.



10. Click the Job Selections tab and click the  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  beside 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.



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.



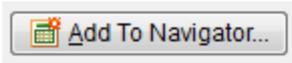
15. Press  to run the report to screen to see what it looks like. You can optionally save your report at this time.

Job Analysis - Product Qty Variation per Job
ABC Holdings Limited

Analysis : Period
Period : Sep 2013
Document Types : Normal
Post Status : Active
Lines Types : Time, Material, Disbursement
Sorted By: Job_JobCode, ICProducts_ProductCode

<u>Product Code</u>	<u>Description</u>	<u>Quantity Estimated</u>	<u>Quantity Actual</u>	<u>Quantity To Invoice</u>	<u>Quantity Invoiced</u>	<u>Quantity Variance</u>
1002 - 1.8m Wardrobe - 5463						
ASSEMBLY	Workshop Overhead	1.00				
BRASS52LOCK	Brass 52 Lock & Key	1.00	1.00		1.00	
LABOUR	Labour Charge	3.00	3.25		3.25	
T180MMR	180mm x 18mm Rimu		3.00		3.00	
T180MMTR	180mm x 48mm Rimu	2.80				
T1MLR	1M sq Laminated Rimu	5.60	5.60		5.60	
T25MMRF	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	
VIC32BRASS55	Victorian 32 Brass Handle 55mm		1.00		1.00	
VIC38BRASSK	Victorian 38mm Brass Doorknob	1.00				
		28.40	26.85		26.85	
1003 - 1.8m Wardrobe						
ASSEMBLY	Workshop Overhead	1.00	1.00			
BRASS52LOCK	Brass 52 Lock & Key	1.00	1.00			
LABOUR	Labour Charge	3.00	3.00			
T180MMTR	180mm x 48mm Rimu	2.80	2.80			
T1MLR	1M sq Laminated Rimu	5.60	6.00			
T25MMRF	15mm Rimu Facing	5.00	5.00			
T470MMLR	470mm Laminated Rimu	2.00	2.00			
T70SQR	70mm x 70mm Rimu	7.00	6.00			
VIC38BRASSK	Victorian 38mm Brass Doorknob	1.00	1.00			
		28.40	27.80			

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.

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

Script Shortcut Editor

Shortcut Type: JC Report

Report Name: Product Qty 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

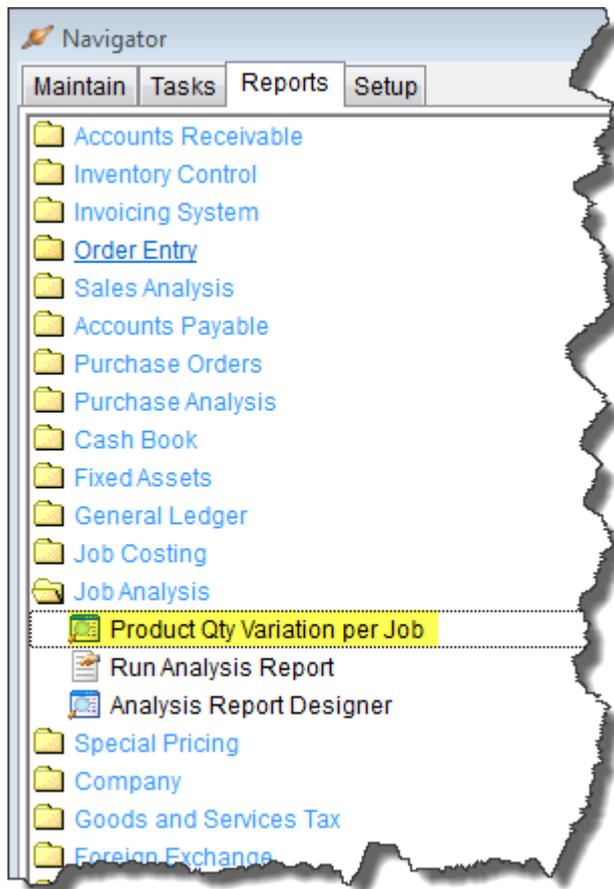
Tab Order: 0

Action Name: Job Analysis\Product Qty Variation per Job

Navigator Order: 10

Save Cancel

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.

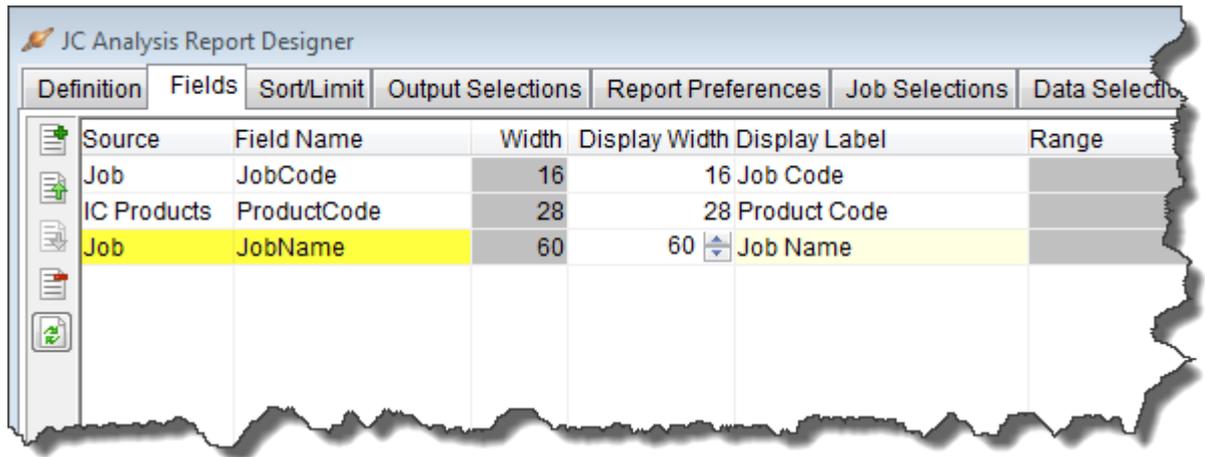
Navigator > Reports > Job Analysis > Analysis Report Designer

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.

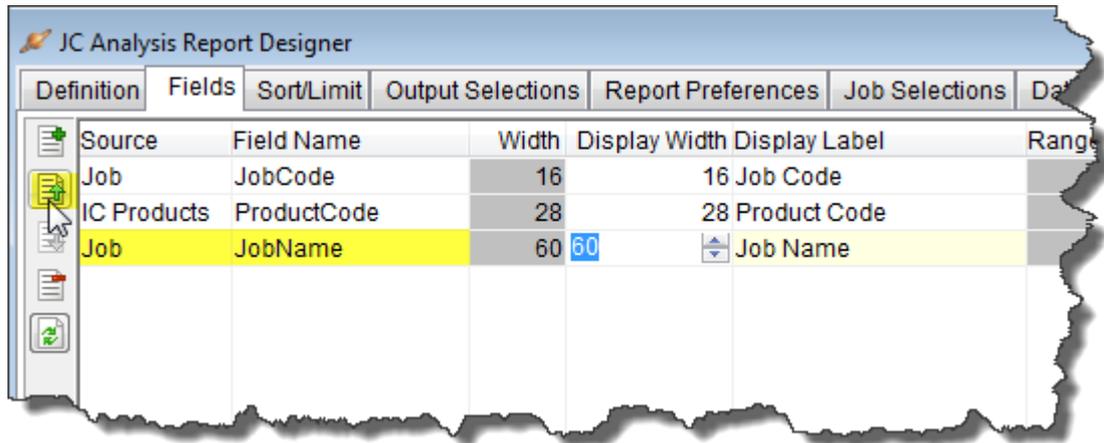
Note: You can tick 'Advanced Analysis' to make other fields available to select on the Fields tab for IC Products, such as Quantity In Stock and Quantity Available, but be aware that these are 'as at now' figures, not figures based off your Analysis Range.

The screenshot shows the 'JC Analysis Report Designer' interface. The 'Definition' tab is selected, showing the 'Analysis Type' set to 'Transactions And Estimates'. The 'Analyse' grid lists 'Job' and 'IC Products'. The 'Analysis Range' section shows 'Analysis' set to 'Period' and 'As At Period' set to 'Sep 2013'. The 'Crosstab' section has 'Crosstab Report' unchecked and 'Count from' set to 'Start of Range'. The 'Advanced Analysis' checkbox is also unchecked. The bottom of the window contains buttons for 'Load...', 'Save...', 'Add To Navigator...', and 'Save Query As... Run'.

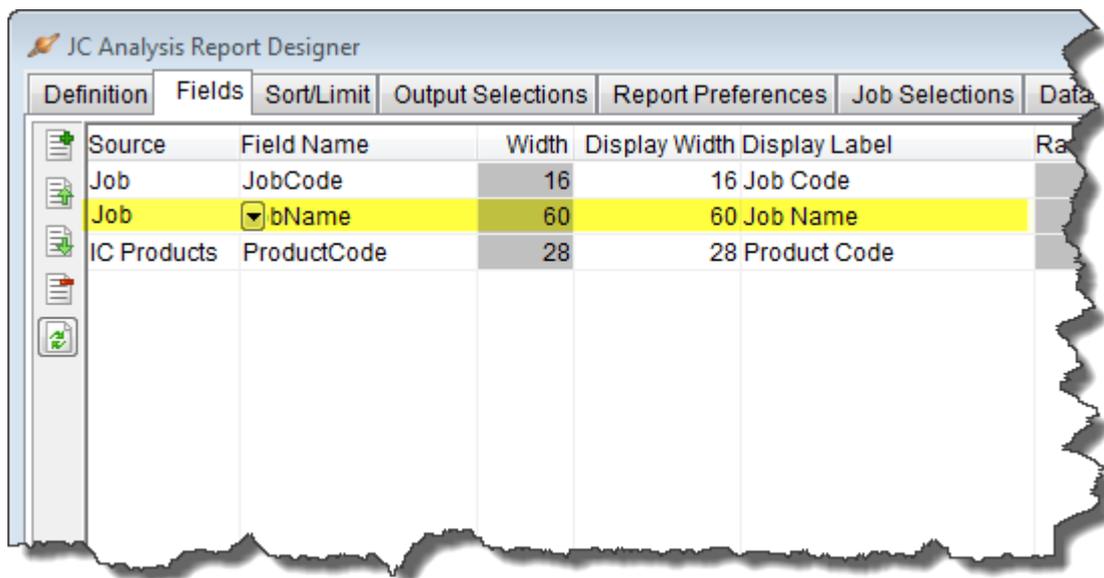
2. Click the Fields tab and you'll see that the first line is already populated with Job-Job Code, and the second line with IC Products-ProductCode. These are the primary keys for these Analysis Groups. Because the report has two levels of grouping, Accredo puts a 1 in the Group field for the first group.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



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



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



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

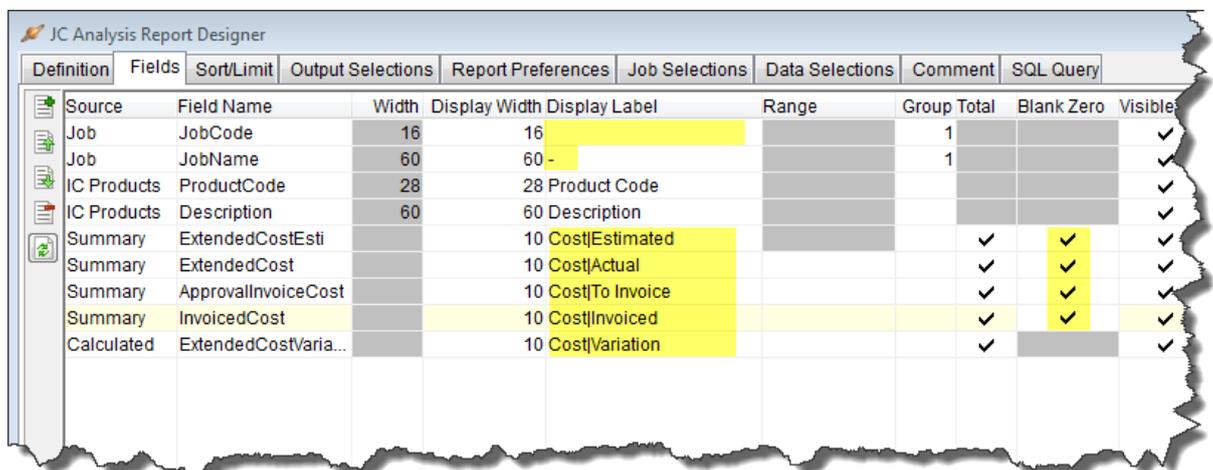
The screenshot shows the 'Fields' tab in the 'JC Analysis Report Designer' application. The table below represents the data shown in the screenshot, with the selected fields highlighted in yellow.

Source	Field Name	Width	Display Width	Display Label	Range
Job	JobCode	16	16	Job Code	
Job	JobName	60	60	Job Name	
IC Products	ProductCode	28	28	Product Code	
IC Products	Description	60	60	Description	
Summary	ExtendedCostEsti		10	Extended Cost Esti	
Summary	ExtendedCost		10	Extended Cost	
Summary	ApprovalInvoiceCost		10	Approval Invoice Cost	
Summary	InvoicedCost		10	Invoiced Cost	
Calculated	ExtendedCostVaria...		10	Extended Cost Variation	

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	Cost To Invoice
Invoiced Cost	Cost Invoiced
Extended Cost Variation	Cost Variation

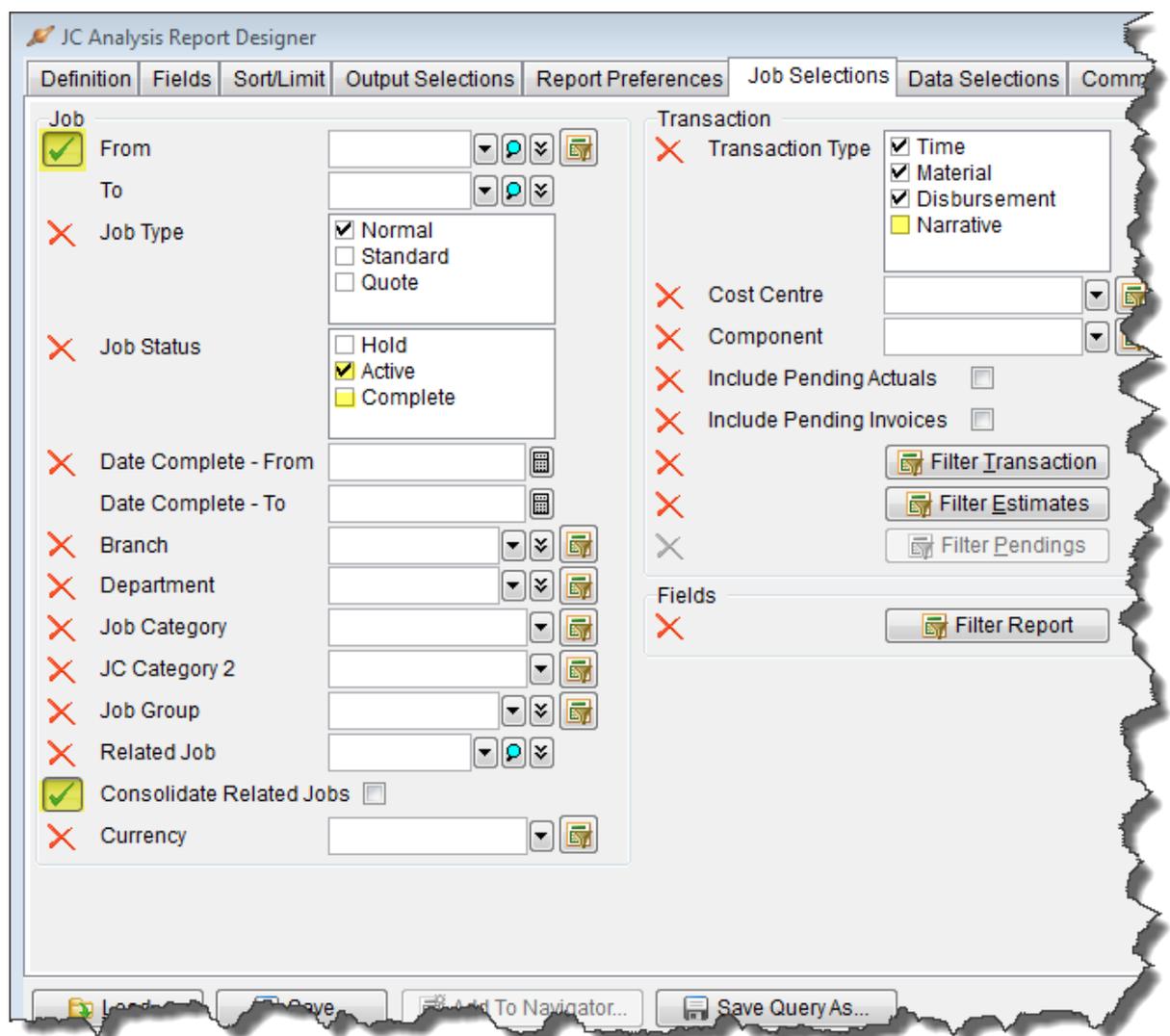


9. Click the Output Selections tab and enter a Report Title to be displayed on the report. You may select the checkboxes to hide the filters and selections etc. if you don't want them included at the top of your report.

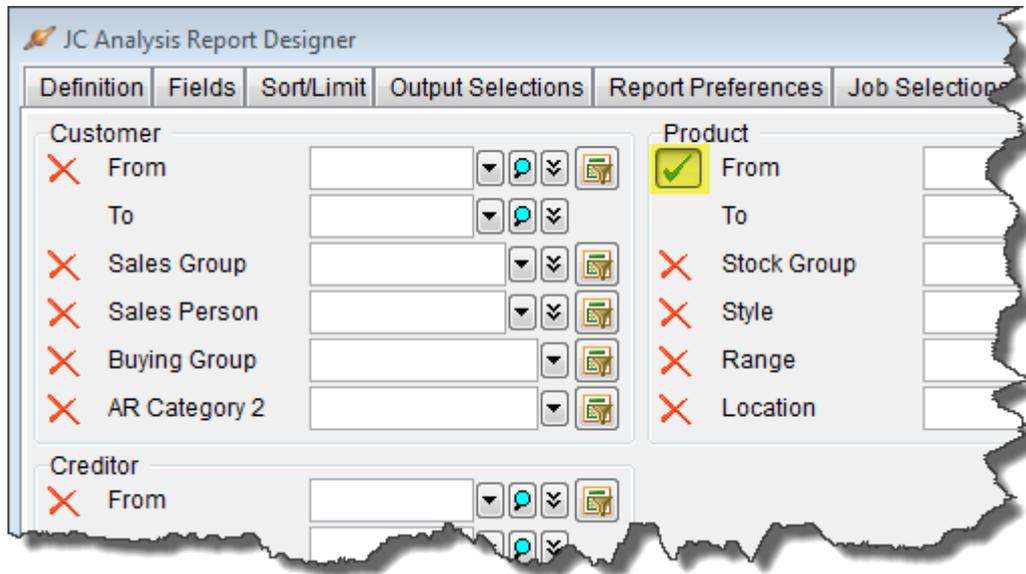
The screenshot shows the 'JC Analysis Report Designer' application window. The 'Output Selections' tab is active. The 'Report Title' field is highlighted in yellow and contains the text 'Product Cost Variation per Job'. Other fields include 'Destination' (Screen), 'Format', 'File Name', 'Column headers', 'Hide Filters', 'Hide Selections', 'Hide Sorting', and 'Hide Report Definition'.

Field	Value
Destination	Screen
Format	
File Name	
Column headers	<input type="checkbox"/>
Report Title	Product Cost Variation per Job
Hide Filters	<input type="checkbox"/>
Hide Selections	<input type="checkbox"/>
Hide Sorting	<input type="checkbox"/>
Hide Report Definition	<input type="checkbox"/>
Report Comment	

10. Click the Job Selections tab and click the  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  beside 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.



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

30/09/12
Page

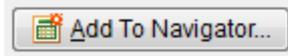
Job Analysis - Product Cost Variation per Job
ABC Holdings Limited

Analysis : Period
Period : Sep 2013
Document Types : Normal
Post Status : Active
Lines Types : Time, Material, Disbursement
Sorted By: Job_JobCode, ICProducts_ProductCode

<u>Product Code</u>	<u>Description</u>	<u>Cost Estimated</u>	<u>Cost Actual</u>	<u>Cost To Invoice</u>	<u>Cost Invoiced</u>	<u>Cost Variation</u>
1002 - 1.8m Wardrobe - 5463						
ASSEMBLY	Workshop Overhead	\$28.00				-\$28.00
BRASS52LOCK	Brass 52 Lock & Key	\$26.00	\$26.00		\$26.00	\$0.00
LABOUR	Labour Charge	\$66.00	\$71.50		\$71.50	\$5.50
T180MMR	180mm x 18mm Rimu		\$24.00		\$24.00	\$24.00
T180MMTR	180mm x 48mm Rimu	\$30.80				-\$30.80
T1MLR	1M sq Laminated Rimu	\$324.80	\$324.80		\$324.80	\$0.00
T25MMRF	15mm Rimu Facing	\$5.00	\$4.00		\$4.00	-\$1.00
T470MMLR	470mm Laminated Rimu	\$68.00	\$68.00		\$68.00	\$0.00
T70SQR	70mm x 70mm Rimu	\$49.00	\$49.00		\$49.00	\$0.00
VIC32BRASS55	Victorian 32 Brass Handle 55mm		\$4.37		\$4.37	\$4.37
VIC38BRASSK	Victorian 38mm Brass Doorknob	\$11.00				-\$11.00
		<u>\$608.60</u>	<u>\$571.67</u>		<u>\$571.67</u>	<u>-\$36.93</u>
1003 - 1.8m Wardrobe						
ASSEMBLY	Workshop Overhead	\$28.00	\$28.00			\$0.00
BRASS52LOCK	Brass 52 Lock & Key	\$26.00	\$26.00			\$0.00
LABOUR	Labour Charge	\$66.00	\$66.00			\$0.00
T180MMTR	180mm x 48mm Rimu	\$30.80	\$30.80			\$0.00
T1MLR	1M sq Laminated Rimu	\$324.80	\$348.00			\$23.20
T25MMRF	15mm Rimu Facing	\$5.00	\$5.00			\$0.00
T470MMLR	470mm Laminated Rimu	\$68.00	\$68.00			\$0.00
T70SQR	70mm x 70mm Rimu	\$49.00	\$42.00			-\$7.00
VIC38BRASSK	Victorian 38mm Brass Doorknob	\$11.00	\$11.00			\$0.00
		<u>\$608.60</u>	<u>\$624.80</u>			<u>\$16.20</u>
1004 - 4 Drawer Dresser - 5466						
ASSEMBLY	Workshop Overhead	\$28.00	\$28.00			\$0.00

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.

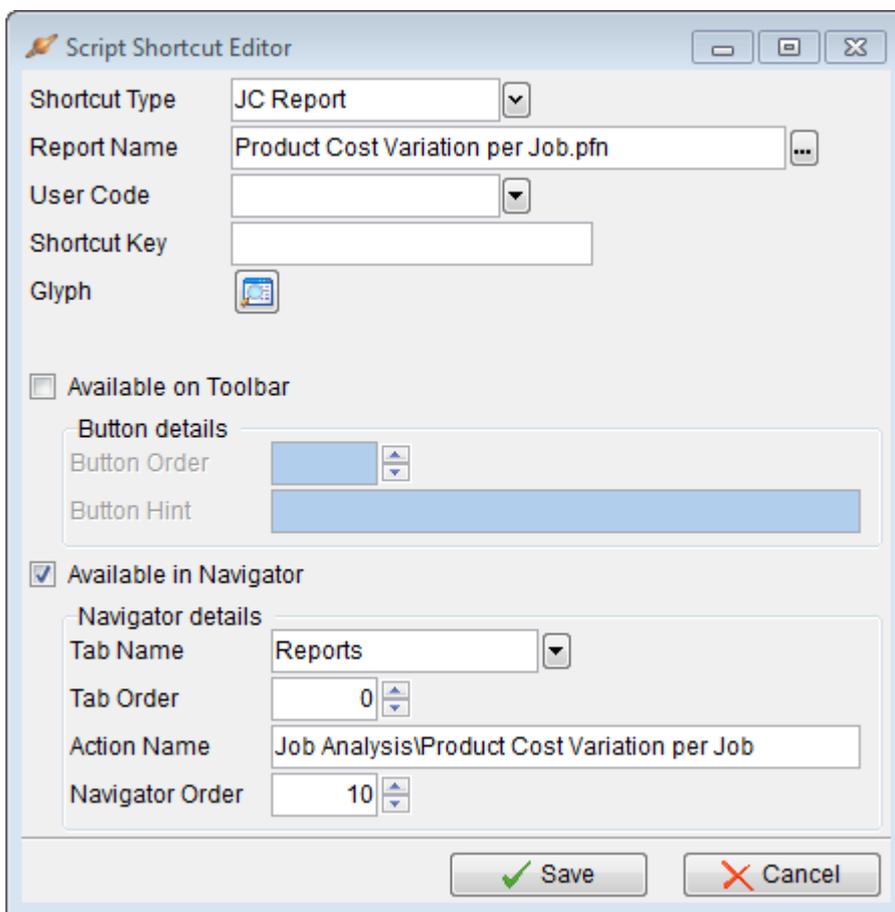
16. After the report has been saved, you can click



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.

A screenshot of the "Script Shortcut Editor" dialog box. The window title is "Script Shortcut Editor" and it has standard minimize, maximize, and close buttons. The form contains several fields: "Shortcut Type" is a dropdown menu set to "JC Report"; "Report Name" is a text field containing "Product Cost Variation per Job.pfn" with a browse button (...); "User Code" is a dropdown menu; "Shortcut Key" is an empty text field; "Glyph" is a button with a small icon. Below these are two sections: "Available on Toolbar" (unchecked) with sub-fields for "Button Order" (a spinner) and "Button Hint" (a text field); and "Available in Navigator" (checked) with sub-fields for "Tab Name" (dropdown set to "Reports"), "Tab Order" (spinner set to 0), "Action Name" (text field containing "Job Analysis\Product Cost Variation per Job"), and "Navigator Order" (spinner set to 10). At the bottom are "Save" and "Cancel" buttons.

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

