

ShopKey5 Management Top 25 Reports Defined

You asked for it and here they are: definitions of the most popular 25 manager reports.

- ✍ **Accounts Receivable Aging Detail** – *Accounting Report*
Provides a detailed listing of all invoices with outstanding balances including any applied payments. Broken out by 30, 60 & 60+ day increments. Sorted and totaled by customer.

- ✍ **Accounts Receivable Aging Summary** – *Accounting Report*
Provides a listing of all outstanding balances sorted and totaled by customer without the invoice and customer details provided in the Aging Detail report. Broken out by 30, 60 & 60+ day increments. Able to sort by Name, Company, Customer ID or All.

- ✍ **Balance Due Statements** – *Accounting Report*
Provides an itemization of unpaid invoices, with subtotals for Parts and Labor for each customer. Also provided is a summary of Past Due and Total Due. Suitable for customer mailings.

- ✍ **Balance Due** – *Accounting Report*
Provides the Balance Due, Year to Date purchases, and Life Total purchases for each customer. Typically used as a tool to determine who owes you money at any given time.

- ✍ **Posted Orders** – *Accounting Report*
Provides detailed information on the components of cost (Parts, Labor, Tax, etc.) on orders that were posted during a specified time frame. Note that any Sublet figures will be included in Labor and the Charge Sales figure is a historical item indicating amount charged at time of posting.

- ✍ **Sales/Receipts Summary** – *Accounting Report*
A summary of payments whether taken On Invoice, On Account or On Deposit. Report includes Posted Order Sales of Parts, Cores, Labor, Sublet Items, Shop Supplies, Hazardous Materials and taxable items. Note that the Totals are based on all invoices posted during selected time range and is NOT an overall summary of your shop's outstanding balances due.

- ✍ **Cash Receipt** – *Accounting Report*
Describes "cash" (cash, check, or bank card charge) payments during a specified time period. Receipts are totaled by Invoice, Account, and Deposit.

- ✍ **Cash Receipt By Payment Type – Accounting Report**
Provides the same information as the Cash Receipt report with payments broken down by category or payment method.

- ✍ **Business Summary Report – Management Report**
Provides a single, concise report of key performance indicators for your shop including Gross Sales, Average \$ per R.O., Total R.O.'s, Parts & Labor Sales, Parts/Labor Ratio and Technicians Labor to Gross Sales Ratio. This report is often used to determine the efficiency of a shop's service technicians. Are they billing accurately. Also a nice report to quickly see the dollars being billed out versus being taken in over a specified time period.

- ✍ **Revenue By GL Code – Accounting Report**
Provides a detailed breakdown of all sales revenue by assigned account classes and GL Codes. Note that account classes and GL Codes are part of shop setup. If not setup most figures will be displayed as "Unassigned".

- ✍ **Shop Data Report – Management Report**
Provides a listing of the current shop setup profile.

- ✍ **Tax Paid on PO's – Accounting Report**
Provides an itemized listing of taxable Purchase Orders. Including P.O. Number, P.O. Date, Vendor, Order Amount, Tax Amount and Total are included.

- ✍ **Tech Commission – Accounting Report**
Provides a listing of all commission details with totals for one or all technicians. Report includes invoice detail.

- ✍ **Tech Commission w/Billed Hours – Accounting Report**
A report used to calculate technician's commissions based on an hourly rate. Note that this requires percentages be set to hours in Technician's Setup. This will cause all other Labor calculating reports to be inaccurate.

- ✍ **Tech Commission w/YMM – Accounting Report**
Provides a listing of all commission details with totals for one or all technicians including the vehicle information. Report includes invoice detail.

- ✍ **Tech Commission Summary – Accounting Report**
Commission Totals for One or All Technicians (Invoice Detail NOT Included, Parts & Labor Only)

- ✍ **Tech Productivity – Accounting Report**
A comparison of Charged hours vs. Actual and Paid hours to compute Productivity and Efficiency percentages.

- ✍ **Tech Rates – Accounting Report**
A listing of Technician labor rates and commissions on parts, labor, and sublets.
- ✍ **Invoice Profit Summary – Accounting Report**
Total profitability of business based on invoices. Note the commission figures are included in the Cost.

- ✍ **Current Inventory – Inventory Report**
Provides a listing of all active and inactive parts in your inventory. Report includes On Hand Qty, Cost and Pricing figures.

- ✍ **On Hand Inventory Value – Inventory Report**
Provides a listing of On-Hand inventory broken down by Category with Sub-Totals. Also provides a Total Value of all current On-Hand inventory.

- ✍ **Incomplete Inventory Items – Inventory Report**
Provides a listing of all missing inventory items broken down by Category, Vendor or other data. Missing inventory items are those that do not have a Primary Vendor, Account Class or a Category assigned to it.

- ✍ **Materials Used Summary – Management Report**
Provides the quantity and profitability of each Part List item used whether an inventory or non-inventory item.

- ✍ **Discount Summary – Accounting Report**
Provides a listing of all discounts that have been applied to orders with coupons or manually from the Options menu.

- ✍ **Late Fee Assessment – Accounting Report**
Provides a listing of all Late Fees assessed during a selected time frame.