Report Summaries in Navusoft

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Customer Details Account Analysis Reports

Customer Service Screen (Accounts) > [click-on] Customer Analysis & Reports icon

Analysis – Revenue By Period

This site-level report provides a summary of billed revenue by AR period which includes the period it was billed in, or earned period, and the period the billing is for. Each reported output amount is available as a hyperlink to further review its revenue details for the period.

Analysis – LEED Details

This report provides a detailed view of LEED-related disposal data at the account level, including material-specific diversion information captured from disposal tickets. It is accessible from both the Customer Service screen and Customer Portal, and allows users to view data across multiple sites using the Site/Service Location drop down.

AR Analysis Report

(Multiple Report Types Available)

Reports > Analysis > AR Analysis

Analysis – AR Analysis

The AR Analysis Report provides a detailed breakdown of a division's AR activity for a selected fiscal year with reported output that includes: the beginning balance, imported AR, manual charges, work order charges, recurring services, surcharges (including non-revenue), taxes, payments, adjustments, payment transfers, and total.

Analysis – Period Billing Analysis by Account

This report is part of the AR Analysis report group and provides a way to report on the AR data for each account in the selected division and period.

Analysis – Period Billing Analysis by Bill Group

This report is part of the AR Analysis report group and provides a way to report on the AR data by each bill group in the selected division and period.

Analysis – Period Billing Analysis by LOB

This report is part of the AR Analysis report group and provides a way to report on the AR data by each line of business in the selected division and period.

Customer Analysis Report

(Multiple report types available)

Reports > Analysis > Customer

Analysis – Revenue

This report is part of the Customer Analysis report group and provides a summary of billed revenue generated by each account.

Analysis – Earned Revenue

This report is part of the Customer Analysis report group and provides a summary of earned revenue generated by each account. This report includes forecasted earned revenue for recurring services in future periods and billed revenue for previous periods that have closed.

Analysis – Revenue by Work Type

This report provides a summary of billed revenue by work type on work orders for each period within a specified year. Each summarized total includes a hyperlink to view the underlying details.

Revenue Analysis Report

(Multiple Report Types Available)

Reports > Analysis > Revenue Analysis

Analysis – Count by Code

Reports all service codes and charge codes for the selected Year, Division, and Service Region, along with the number of times each code was invoiced for.

Analysis – Count by Material

Reports all material types billed for in the selected Year, Division, and Service Region, along with the number of times that type was invoiced for.

Analysis – Count by Sales Rep

Reports all sales reps for the selected Year, Division, and Service Region, and the total monthly count of codes that have been invoiced for, NOT count of invoices.

Analysis – Disposal to Revenue %

This report shows the relationship between disposal costs and billed revenue for a given period, expressed as a percentage—calculated by comparing total disposal cost (Y) against total billed revenue (X).

Analysis – Earned by Code

Reports the forecasted revenue broken down by service and charge codes for future billing periods and what was earned in prior closed out periods. Taxes are excluded from the reported amount.

Analysis – Earned by Division

Reports the forecasted earned revenue broken down by division for future billing periods and what was earned in prior closed out periods. Taxes are excluded from the reported amount.

Analysis – Earned by LOB

Reports the forecasted earned revenue broken down by the line of business for future billing periods and what was earned in prior closed out periods. Taxes are excluded from the reported amount.

Analysis – Earned by Service Region

Reports the forecasted earned revenue broken down by the service region for future billing periods and what was earned in prior closed out periods. Taxes are excluded from the reported amount.

Analysis – Work Date by LOB

Reports invoiced amounts broken down by the line of business and the completed work order date. This does not look at the date the account was invoiced for the service or charge. Taxes are excluded from the reported amount.

Analysis – Billed by Account Class

Reports invoiced amounts, broken down by account class and month. This report can be filtered on Year, Division, and Service Region. Taxes are excluded from the reported amount.

Analysis – Billed by Bill Group

Reports invoiced amounts, broken down by bill group and month. This report can be filtered on Year, Division, and Service Region. Taxes are excluded from the reported
amount.

Analysis – Billed by Code

Reports invoiced amounts, broken down by charge codes and service codes. This report can be filtered on Year, Division, and Service Region. Taxes are excluded from the reported amount.

Analysis – Billed by Division

Reports invoiced amounts, broken down by the division and month. This report can be filtered on Year, Division, and Service Region. Taxes are excluded from the reported amount.

Analysis – Billed by LOB

Reports invoiced amounts, broken down by account class and month. This report can be filtered on Year, Division, and Service Region. Taxes are excluded from the reported amount.

Analysis – Billed by Salesrep

Reports invoiced amounts, broken down by the sales rep assigned to the site. This report can be filtered on Year, Division, and Service Region. Taxes are excluded from the reported amount.

Analysis – Billed by Source

Reports invoiced amounts, broken down by how the account originiated (call in, referral, acquisition, etc.). This report can be filtered on Year, Division, and Service Region.Taxes are excluded from the reported amount.

Analysis – Billed by Service Region

Reports invoiced amounts, broken down by each service region. This report can be filtered on Year and Division. Taxes are excluded from the reported amount.

Analysis – Billed by State

Reports invoiced amounts, broken down by the state the site is in. This report can be filtered on Year, Division, and Service Region. Taxes are excluded from the reported amount

Standard Account Reports

Reports > Standard Reports > Account

Standard – AR Account Activity

This report provides a detailed transaction history for all sites associated with an account. Each transaction entry includes key information to allow for a quick assessment of account activity. Additionally, an AR aging summary is featured at the top of the report, offering a snapshot of overall account health.

Standard – Service History

This report provides a comprehensive overview of all service activity for sites associated with an account. By specifying a time-frame, detailed work order data and site-specific totals are displayed. This layout allows for an easy comparison of service volume and costs across all locations linked to the account.

Standard AR Reports

Reports > Standard Reports > AR

Standard – Aging

This report provides a summary view of account balances as of a selected period, filtered by division, bill group, balance type (All, AR,AP), and account class. It includes key account information such as account ID, status, and name, along with balances distributed across aging buckets.

Standard – Aging Details

This report provides a detailed view of account aging as of a selected period, filtered by division and optionally by account ID, parent account ID, account class, and bill group. It includes key account and invoice information such as account ID, account name, invoice number, invoice date, site ID, due date, and balances distributed across aging buckets.

Standard – Aging Details to Date

This report provides a detailed, transaction-level view of accounts receivable as of a selected date, filtered by division. It includes key account information such as account ID, status, name, transaction type (Invoice, Unapplied, Voided), due date, payment terms, original amount, and bill group, along with balances distributed across aging buckets.

Standard – Aging Summary to a Date

This report provides a snapshot of accounts receivable aging as of a selected date, organized by division and account. It includes account identifiers, account status, and balances distributed across aging buckets. The report is designed to give a clear view of outstanding balances and how long they have been overdue.

Standard – Operations Report

This report offers a weekly breakdown of service codes and their corresponding revenue amounts. Upon generation, the report is divided into three sections to analyze the operations revenue in.

- The **Quantity** section of the Operations Report provides a break down of each service code and displays a weekly total and cumulative total of its use.
- The **Work Order Revenue** section of the Operations Report details the weekly revenue amount collected on each service code and the cumulative total of all weeks displayed.
- The **Revenue Per Unit** section of the Operations Report displays the per unit rate for each of the service codes and a cumulative total spanning across all the weeks.

Standard – Payment Batch Listing

This report provides a detailed view of payment batches for a selected period, with an optional filter for bank account. It includes key information such as payment batch ID, posting status, bank account name, deposit date, number of payments, total amount, created by, batch creation date, posted date, and notes. The report also includes a total summary grouped by division at the end.

Standard – Check Listing

This report provides a detail breakdown of the AP Check Batch process by division for a given time period including the check number, the batch number of when the check ran, the amount and date of the check and associated invoice number. It is a more detailed view by check of the Payment Batch Listing report.

Standard – Payment Reversals and Refunds

This report provides a detailed view of payment reversals and refunds, filtered by division and date. It includes key information such as date of reversal/refund, division, who it was processed by, account ID and name, type (reversal or refund), payment type (cash, check, credit card) amount, and notes (for example, transfer, split payment, reverse payment, or refund).

Standard – Payment Transfers

This report provides a summary of payment transfers for a selected period, with optional filters for From Division and To Division. It includes key information such as the transfer date, the division and account it was transferred from, the division and account it was transferred to, the amount and any notes.

Standard – Sales Tax

This report provides a breakdown of sales activity and associated tax amounts for a selected period, organized by tax region and division. It highlights total sales, taxable and non-taxable revenue, applicable tax rates, and the total taxes calculated.

Standard – Tax Details

This report provides a detailed, transaction-level view of taxable activity for a selected period, division, and tax region. It includes key information such as site and customer details, invoice numbers, posting periods, tax exemption status, taxable revenue, and calculated taxes.

Standard – Tax Summary

This report provides a high-level overview of taxes by division and tax type for a selected period. It summarizes total taxable revenue alongside the corresponding tax amounts calculated for each tax.

Standard – Unapplied AR

Reports any deposits and payments that exist on an account that have not been applied to an invoice by Division.

Standard – Work Order Payments

This report provides a detailed view of work orders associated with recorded payment transactions, filtered by the selected parameters. It includes key information such as account information, work order number, disposal ticket number, payment date and type, reference number, notes**, and** amount**. The report also** groups results by division and the user who created the work order**.**

Standard Operations Reports

Reports > Standard Reports > Operations

Standard – Disposal Detail

This report provides an itemized view of disposal activity for customers within a specified date range, filtered by the chosen parameters. It includes key information such as disposal ticket number, driver, material disposed, amount, rate, associated fees, and total cost. Depending on the filters applied, the report may return a high volume of detail.

Standard – Vehicle Inspection Results

This report provides the results of pre- and post-trip inspections for a specific vehicle within a selected date range, including any notes recorded by the driver.