

# TracTime™ TIPS & TRICKS



ISV Software Solutions



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## TIPS & TRICKS is Now On The Web!!!

### Communicate With Accounting

#### Accounting Reports

Operation managers look at construction schedules differently than the other departments in your company. In Operations, we generally look at the schedules in great detail, arranging the tasks in the order that the houses are built. It seems so very logical, doesn't it?

But, how would accounting prefer to view information from those same construction schedules?

#### Stack The Deck

Accounting is primarily interested in the activities that are completed so they can prepare to pay invoices. As a general rule, accounting is less interested in the performance of the project than the construction or sales departments. Accounting prefers to see how their cost codes are stacking-up!

### Give Them What They Want

The most popular report for accounting is a list of cost codes, activity descriptions and the ACTUAL date on which an activity was completed. In fact, if an ACTIVITY is not done, they would prefer not to see it at all. Finally, this list should be sorted in cost code order for an easy comparison to the financial ledgers.

#### TracTime Does It!

Let **TracTime™** produce this

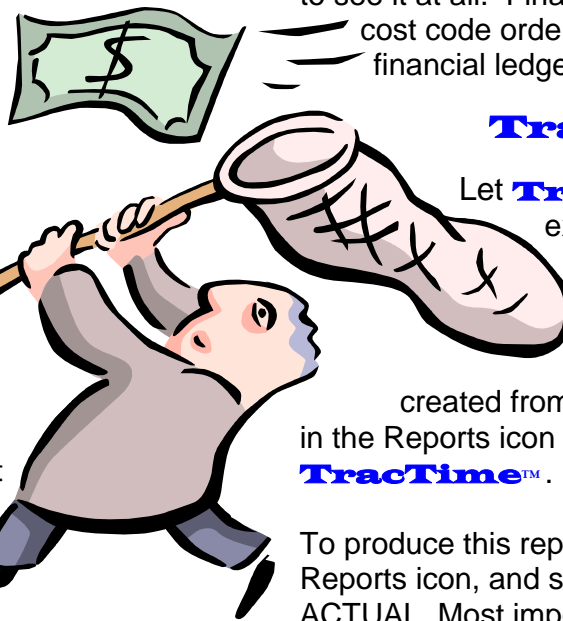
exact report for you! It is called an 'ACTUAL' report and is

created from the toolbar in the Reports icon of **TracTime™**.

To produce this report, click the Reports icon, and select ACTUAL. Most importantly, check **COST CODE SORT**. Click OK and print.

You now have the perfect report for accounting showing only **completed tasks sorted in Cost Code order.**

**Accounting will love you!**



### Keep Current

- Are You Remote Reporting From the Field?
- Are You and Your Staff TracTime Certified?
- Do You Use ChartBuilder?
- Are You Using TracTime to Interface With Your Accounting System?
- Is Your Support Contract Current?

National Schedule Masters

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