Position: Book	keeper	Manage	er: Owner	
Date Created	Last Update	Review Date	Department	Page #
August 12, 2021	Ist 12, 2021 December 3, 2024 12 Months from the last update		Accounting	1

Purpose:	Establish Completed Jobs with Pending Invoices Report in Service Titan to review all invoices in pending status
Frequency:	One Time
Process:	Month-End Close

- Log into your ServiceTitan account
 - o <u>https://go.servicetitan.com/</u>
- Navigate to <u>Reports</u>, Select <u>Create Report</u> (See Figure 1)

Figure 1

🗸 🏴 Follow Up 🕕 Reports	📢 Marketing	Pricebook	👜 POS	C	২	ę	\$ (3
					=	Create F	Report	J
nsumer Financing Fees	Accou	unts Receivable	Д					
lated 07/30/21	Legacy	/ Report						
plied Payments								

- From the report builder screen (See Figure 2)
 - o Choose report type select Accounting
 - o Select a report template Invoices
 - o Select Deselect All
 - o Select the following columns to display
 - Invoice #
 - Invoice Status
 - Customer Name
 - Invoice Date
 - Total
 - Job Type
 - Job Status
 - Completion Date



Completed Jobs with Pending Invoices © 2024 Business Development Resources, Inc



Position: Book	keeper	Manage	er: Owner	
Date Created	Last Update	Review Date	Department	Page #
August 12, 2021	December 3, 2024	12 Months from the last update	Accounting	2

Select <u>Next</u>

Choose report type	Select a report template		Columns to be displayed in the report		Q Search colur	mns
All fechnicians obs Business Units	All Payments Applied Payments Credit Card Transaction Invoice Items	6 6 0 0	Invoices selectED COLUMNS: a Deselect All Recommended columns BivOICE BASICS			
Accounting	Invoice Items by Technician	0		0	Invoice #	
ob Costing & Payroll	Jobs	0	Job ID	0	# dot #	0
Sales, Opportunities and Revenue	ProfitStars (Check) Transaction ProfitStars Settlement	on () ()	Prevailing Wage	Ū	Project Number	Q
Marketing Lead Generation	Project Job Costing	0	Invoice Business Unit ID	0	Invoice Business Unit	Q
1emberships	Purchasing Line Items	0	Sold By Business Unit	©	Sold By Trade	C

- Set Details (See Figure 3)
 - o Name: Completed Jobs with Pending Invoices
 - o Category: Accounting
 - o Description: Open invoices that have not been exported to accounting software reviewed at minimum monthly to verify all billing is complete for the prior month
 - o Select Sharing Options
 - o_Select Save





Position: Book	keeper	Manage	er: Owner	
Date Created	Last Update	Review Date	Department	Page #
August 12, 2021	December 3, 2024	12 Months from the last update	Accounting	3

Complet	ed Jobs with Pending I	nvoices
Category		
Account	ng	~
)escription		
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complet	oices that have not be - reviewed at minimu for the prior month	en exported to accounting m monthly to verify all billing is
open inv software complet	oices that have not be - reviewed at minimu for the prior month	en exported to accounting m monthly to verify all billing is
Open inv software complet	oices that have not be - reviewed at minimu for the prior month Invoices	en exported to accounting m monthly to verify all billing is
Open inv software complet	oices that have not be - reviewed at minimu for the prior month Invoices & Kasey Stanley BDR	en exported to accounting m monthly to verify all billing is

- In the Completed Jobs with Pending Invoices Report (See Figure 4)
 - *o* In the Filter By drop down select Invoice Date
 - *o* In the From To box select Last 365 Days

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	0-		_

Back to All re	eports	aha with D			Invelope i															
Open invoices	that h	ave not been expor	rted t	o acco	unting software - reviewed at minimur	n mont	hly to	verit	fy all k	oilling	is co	mplete	for th	e prio	r mor	ith				8
Filter by *					From - To*		Busin	ess U	Init											
Invoice D	ate		~		Dec 4, 2023 – Dec 3, 2024		All						Ŷ			Hide	\$0 in	voice	s from	n completed jobs Run Report
Export					This Week Week to Date Last 7 Days	Dec	ember	202	3 - Jan	uary 2	024						٢	TODA	¥ >	Save Changes Edit Col
Drag a colum	n heade	er and drop it here to g	group	by tha	Last 14 Days Last 30 Days	SU	MO	то	WE	TH	FR 1	SA 2	SU	MO	ти 2	3	тн	FR 5	SA 6	
					Month to Date	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
Invoice #	T	Invoice Status	T	Cus	Last Month	10	11	12	13	14	15	16	14	15	16	17	18	19	20	late T
75709298		Pending		Abt Har	This Quarter	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
78291390		Pending		For Ser	Quarter to Date Year to Date	31	25	20	27	20	25	30	20	25	30	21				
78390326		Pending		Coa Cor	Last 365 Days															





Position: Bool	keeper	Manage	er: Owner	
Date Created	Last Update	Review Date	Department	Page #
August 12, 2021	December 3, 2024	12 Months from the last update	Accounting	4

- *o* Select the filter icon next to Invoice Status (See Figure 5)
- o Change filter to "Is not one of"
 - Add "Exported"
- o Select <u>Filter</u>

Invoice #	Invoice Status	Customer Name	T	Invoice Date
75709298	Pending	Filter Is not one of	~	12/3/2024
78291390	Pending	Exported x And v	×	12/3/2024
78390326	Pending	Contains	~	11/29/2024
78647778	Pending	Clear		12/3/2024

- *o* Select the filter icon next to Job Status (See Figure 6)
- o Change filter to "Is one of"
 - Add "Completed"
- o Select Filter





Position: Book	keeper	Manage	er: <u>Owner</u>	
Date Created	Last Update	Review Date	Department	Page #
August 12, 2021	December 3, 2024	12 Months from the last update	Accounting	5

Figure 6



- o___Select Save Changes
- o Select <u>Run Report</u> (See Figure 7)

ompleted J	obs with F	Pendi	ng Invoices :										ê	
en invoices that h	ave not been exp	orted to	accounting software -	reviewed at minimu	um moi	nthly to verify all bil	lling is complete fo	r the	orior month					
Filter by* Invoice Date ~		From - To*			Business Unit			☐ Hide \$0 invoices from completed jobs						
		Dec 4, 2023 – Dec 3, 2024		roices from completed jobs						Run Report				
Export												Save Changes	Edit Co	olumi
Drag a column heade	er and <mark>d</mark> rop it here t	o group b	y that column.											
nvoice #	Invoice Status	T	Customer Name	Invoice Date	T	Total T	Job Type	Ţ	ob Status	r	Completion Date			
			Abby McGillivray &				PM - Residential							





Position: Bookk	keeper	Manage	er: <u>Owner</u>	
Date Created	Last Update	Review Date	Department	Page #
August 12, 2021	December 3, 2024	12 Months from the last update	Accounting	6

Verification of Procedure Review



Employee Name	Signature	Date





Position: Bookkeeper					Manager	: Owner		
Date Cre	ated	Last Upda	te	Review	Date	Departmen	t	Page #
August 12	, 2021	December 3,	2024	12 Months last up	from the date	Accounting)	7
		-		-			-	



