

Establish “Completed Jobs with Pending Invoices” Report in ServiceTitan

12/3/2024
3:17:29 PM
Page 1 of 7

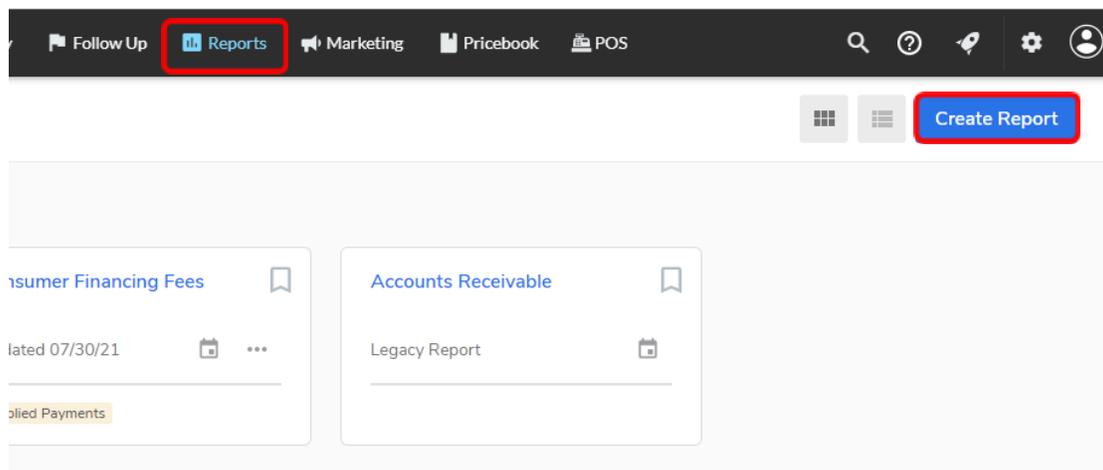
Position: Bookkeeper Manager: Owner

Date Created	Last Update	Review Date	Department	Page #
August 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
 - <https://go.servicetitan.com/>
- Navigate to Reports, Select Create Report (See **Figure 1**)

Figure 1



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

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12/3/2024
3:17:29 PM
Page 2 of 7

Position: Bookkeeper Manager: Owner

Date Created	Last Update	Review Date	Department	Page #
August 12, 2021	December 3, 2024	12 Months from the last update	Accounting	2

- Select Next

Figure 2

The screenshot shows the 'New Report' configuration interface. On the left, under 'Choose report type', 'Accounting' is selected. Under 'Select a report template', 'Invoices' is chosen. The main area, 'Columns to be displayed in the report', shows a search bar and a list of columns. Under 'Recommended columns', 'Invoice #', 'Job #', 'Project Number', 'Invoice Business Unit', 'Sold By Business Unit', 'Sold By Trade', and 'Job Type' are listed with checkboxes. 'Invoice #', 'Job Type', and 'Job #' are checked. At the bottom right, there are 'Cancel' and 'Next' buttons.

- Set Details (See **Figure 3**)
 - Name: Completed Jobs with Pending Invoices
 - Category: Accounting
 - 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
 - Select Sharing Options
 - Select Save

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Date Created	Last Update	Review Date	Department	Page #
August 12, 2021	December 3, 2024	12 Months from the last update	Accounting	3

Figure 3

Name
Completed Jobs with Pending Invoices

Category
Accounting

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

Template Invoices

Created by Kasey Stanley BDR

Cancel Save Report

- 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

Figure 4

Back to All reports

Completed Jobs with Pending Invoices

Open invoices that have not been exported to accounting software - reviewed at minimum monthly to verify all billing is complete for the prior month

Filter by* Invoice Date

From - To* Dec 4, 2023 – Dec 3, 2024

Business Unit All

Hide \$0 invoices from completed jobs

Run Report

Export

Drag a column header and drop it here to group by this

Invoice #	Invoice Status	Cus
75709298	Pending	Abt Har
78291390	Pending	For Ser
78390326	Pending	Coa Cor

This Week
 Week to Date
 Last 7 Days
 Last 14 Days
 Last 30 Days
 Month to Date
 Last Month
 Last 90 Days
 This Quarter
 Last Quarter
 Quarter to Date
 Year to Date
Last 365 Days
 Last Year

December 2023 - January 2024

SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	31			
31													

Save Changes Edit Columns

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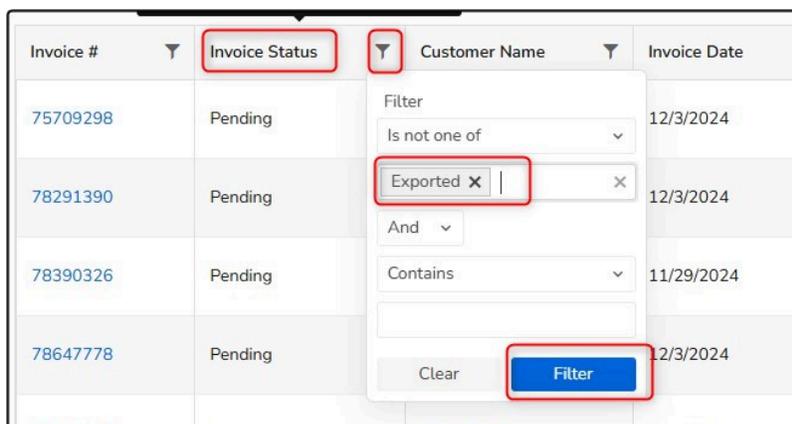
12/3/2024
3:17:29 PM
Page 4 of 7

Position: Bookkeeper Manager: 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 Filter

Figure 5



- o Select the filter icon next to Job Status (See [Figure 6](#))
- o Change filter to “Is one of”
 - Add “Completed”
- o Select Filter

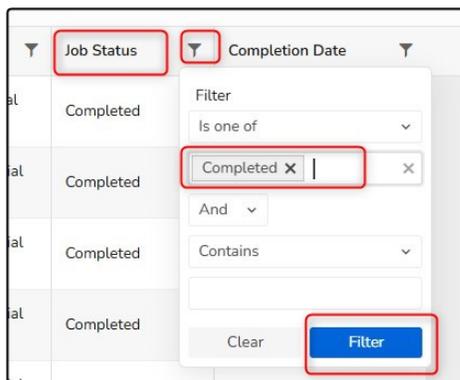
Establish “Completed Jobs with Pending Invoices” Report in ServiceTitan

12/3/2024
3:17:29 PM
Page 5 of 7

Position: Bookkeeper Manager: Owner

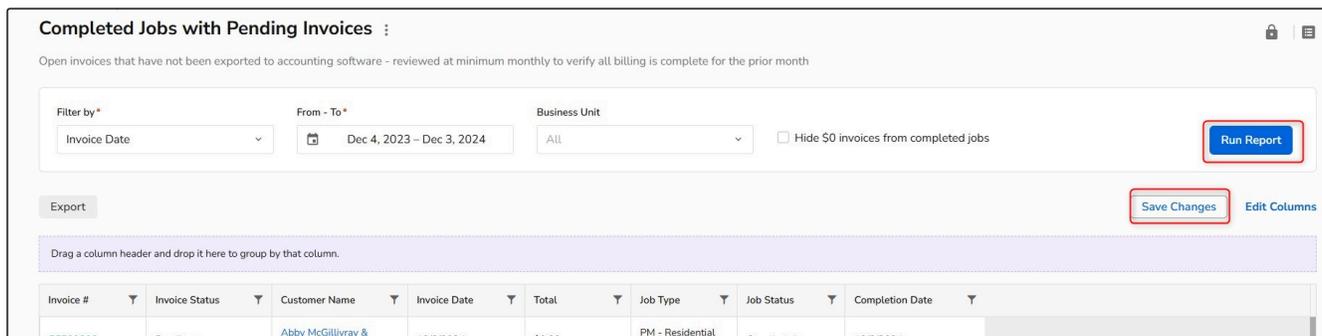
Date Created	Last Update	Review Date	Department	Page #
August 12, 2021	December 3, 2024	12 Months from the last update	Accounting	5

Figure 6



- o Select Save Changes
- o Select Run Report (See [Figure 7](#))

Figure 7



Establish "Completed Jobs with Pending Invoices" Report in ServiceTitan

12/3/2024
3:17:29 PM
Page 6 of 7

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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

