



# Process

# Documentation

*Department:*

Customer Support

*Last Updated:*

10/6/2025 9:46 AM

**NAME OF PROCESS**

## Generating the Earned not Billed Report

**Use Case / Objectives**

The process document will walk you through how to generate the Earned Not Billed Report. The Earned Not Billed (ENB) report displays the value of contract work that has been completed but not yet invoiced. Each contract is assessed at the time the report is generated to determine its current value, as if the contract were terminated on that date.

**Configuration, Training, and Reporting**

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

**Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.**

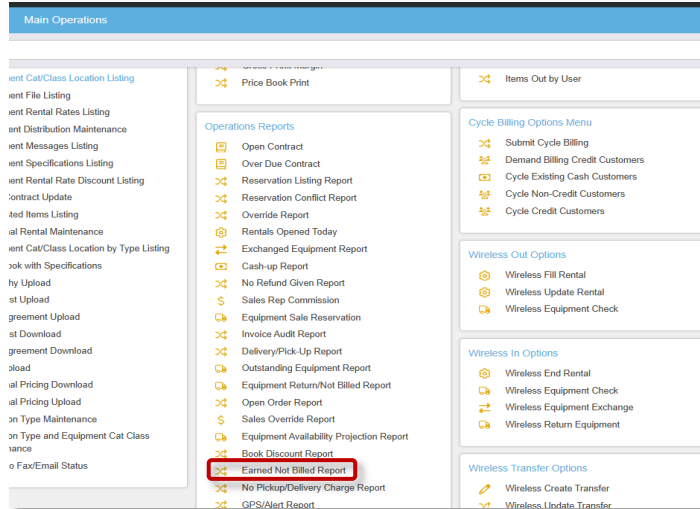
Menu options to access:

Main Operations => Operations Reports => Earned Not Billed Report

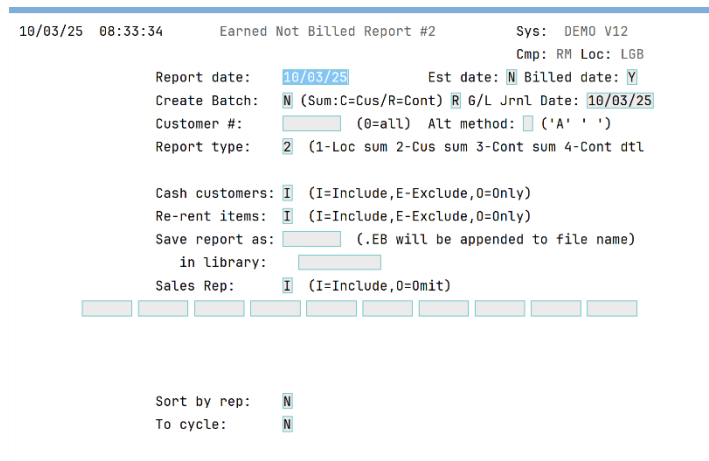
# Generate the Earned Not Billed Report

## Process Steps

1. Log into the [Roleplay Environment](#) using your credentials.
2. Select the **Main Operations** menu from the left toolbar.
3. In the **Operations Reports** section, click on the **Earned Not Billed Report** option.



- a. The **Earned Not Billed Report** screen opens.

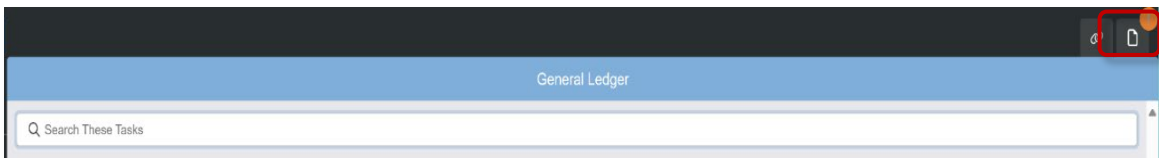


4. The **Report date** field defaults to the current day; however, it can be updated if desired.
5. If you want to create an accounts receivable batch, type Y in the **Create Batch** field.
6. If you want to run the report for a specific customer only, type in the customer's number in the **Customer #** field.
7. In the **Report Type** field, type in how you would like the output on the report to display (1 = sum by location, 2 = sum by customer, 3 = sum by contracts or 4 = display contract details).

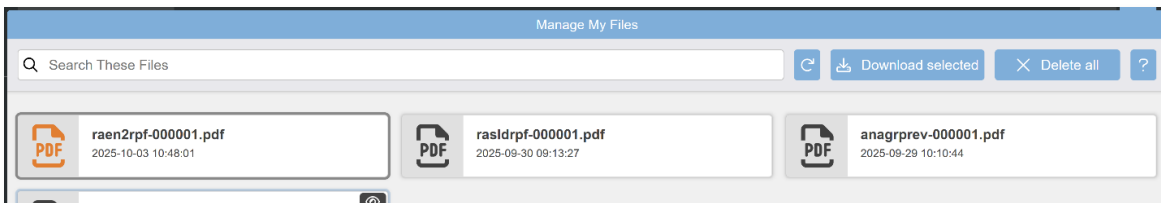
8. In the *Cash Customers* and *Re-rent items* fields, indicate whether to include (I), exclude (E) or only (O) show those options on the report.
9. If you want to save your report as a DB/2 file, type in the *Save report as* and *in library* fields.
10. In the *Sales Rep* field, if you want the report to run for ALL sales representatives, leave fields BLANK. If you want to include (I) or omit (O) specific ones, type in their sales rep numbers in the fields.
11. If you want to sort the report by sales representative, type Y in the *Sort by rep* field.
12. If you want to generate a cycle bill, type Y in the *To cycle* field.
13. Once you have updated all the desired fields, press Enter twice to run the report.
  - a. The **Print Job** screen opens.



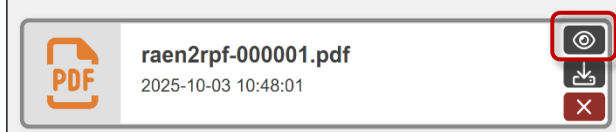
14. On this screen, you can choose to run the report by Location (L), District (D), or Region (R), whether to Include (I) or Omit (O) the locations noted and enter locations.
15. Update the details as desired and press Enter to run the report.
  - a. The **Submit Job** screen closes, and the **Main Operations** menu screen displays. **NOTE:** The report is complete when the orange indicator displays by the **Manage My Files** icon.



16. Click the **Manage My Files** icon.
  - a. The **Manage My Files** screen opens displaying your files.



17. Click the **Open** icon or double click on the desired file.



18. The **Earned Not Billed Report** opens showing the value of the contracts that have been earned but not yet billed. **NOTE:** The screenshot below is only a sample of the **Earned Not Billed Report**.

Sls Rep	Loc	Customer	# Cntrcts	Days	Rental amt	Sales amt	Other amt	Tax amt	Del/Pu amt	D/W amt	Total amt	Cur
2241	DMO	IRVINE	6	456	22501.42	8.00	183.60	1170.09	100.00	2689.38	26652.49	USD
2242		ABC COMPANY	1		10.00			.45			10.45	USD
2236		BIG D CONSTRUCTION/TIERED	1	11	630.00			55.13			685.13	USD
2242		CASE BUILDERS, INC.	2	4	600.00		8.64	30.63		72.00	711.27	USD
631		TREA	1	1	308.00		6.16	27.69		43.12	384.97	USD
2241		CASILLIO CONCRETE	1	1	275.00		7.20	14.19		33.00	329.39	USD
2237		ROCK BREAKERS CONST CO	2	9	1539.99		29.99	122.10		5.60	1697.68	USD
777		Garrett Construction	3	22	1341.00		57.42	125.23		178.74	1702.39	USD
2236		BEST CONSTRUCTION	1	11	137.88			11.38			149.26	EUR
2236		STILWAGNER CONSTRUCTION	1	16	1200.00		60.00	138.00		120.00	1518.00	USD
2236		503 AVIEJO CONSTRUCTION	3	43	21315.00		9.20	1432.21	100.00	2165.10	25021.51	USD
2236		324 TEDDY RENTALS	1		100.00		20.00	16.20	150.00	5.00	291.20	USD
2236		528 WYNDHAM HOPEL	1	6	60.00			7.18		8.40	75.58	USD
2237		540 HARRY TURNER	2	4	120.00			10.66		9.20	139.86	USD
2237		548 Detwiler Construction	2	19	810.00			71.57		113.40	994.97	USD
2237		676 Aaaa	1	3	30.00			2.78			32.78	USD
2237		690 Hopp Inc	1	3	30.00					4.20	34.20	USD
9		701 T	2	9	2100.00		43.00	182.05		286.00	2531.05	USD
2237		706 Community Healthplex	1	10	150.00			13.26		21.00	184.26	USD
2237		711 Gatsby Pub	2	24	6140.00		107.80	531.79		614.00	7393.59	USD
9		712 AMCE EQUIPMENT COMPANY	1	17	4450.00		31.00	381.77		445.00	5307.77	USD
2237		743 Bob's construction	2	15	510.00			45.13	125.00		680.13	USD
2237		745 SHORING TEST COMPANY										USD

## Reference Glossary

### Field Definitions for Tasks

#### Earned Not Billed Report

- *Report Date* - Enter or accept the date the report is generated.
- *Est Date* - Indicates whether to display the estimated earn date on the report (Y= yes, N = no).
- *Billed Date* - Indicates whether to display the date a contract is billed on the report (Y= yes, N = no).
- *Create Batch* - Indicates whether to create an accounts receivable batch when the report is generated (Y= yes, N = no).
- *G/L Journal Date* - Enter or accept the date the earnings display on the general ledger.
- *Customer #* - Enter a single customer number if you want the report to only display their earned contracts or 0 to display all customer earned not billed contracts.
- *Report Type* - Indicates how the report details will display
  - 1 - by location
  - 2 - by customer
  - 3 - by contract
  - 4 - by contract detail
- *Cash customers* - Indicates whether to include (I), exclude (E) or only display (O) cash customers on the report.
- *Re-rent items* - Indicates whether to include (I), exclude (E) or only display (O) cash items rented from a vendor that are rented to your customer on the report.
- *Save report as* - If you would like to save the report to a DB/2 file, enter the name of the report.
- *In library* - Indicates where you want to save the report.
- *Sales Rep* - Indicates whether to include (I) or omit (O) specific sales representatives.
- *Sales Rep #* - Enter the sales representative(s) to include or omit on the report. **NOTE:** To run the report for all sales representatives, leave the fields blank.
- *Sort by rep* - Indicates whether to sort the report by sales representatives (Y= yes, N = no).
- *To cycle* - Indicates whether to generate the bill for this cycle.