

## Analyzing Your 30 Day Budget In Aspire

*This document will explain how to use various reports in Aspire to better understand your revenue and expense position. We will review estimating expenses, estimating what is and will be available to be invoiced, new sales expectations, and some other helpful concepts for building a smarter budget.*

**Expenses** – A simple work ticket pivot can be used to speculate monthly expenses based on estimated ticket activity. See the screenshot below for recommended display fields and grouping.

“Work Ticket Status” should be filtered to only show Open, Complete, Scheduled, and Pending Approval

“Scheduled Date Year” should be filtered to only show 2020.

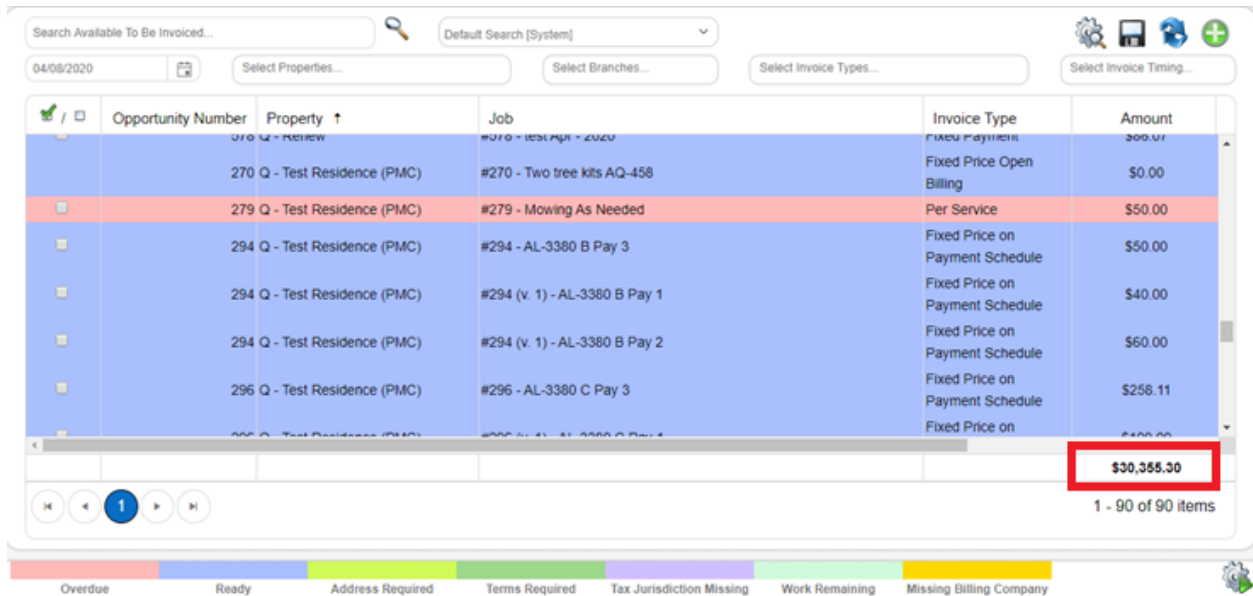
Work Ticket Status		Scheduled Date Year		Invoice Type															
Gross Margin (Estimated)		Revenue		Total Cost Est		Total Cost Act		Hours Est		Labor Cost Est		Material Cost Est		Sub Cost Est		Equipment Cost Est		Other Cost Est	
Scheduled Date Month	Division	Service Type	Property	Gross Margin (Estimated)	Revenue	Total Cost Est	Total Cost Act	Hours Est	Labor Cost Est	Material Cost Est	Sub Cost Est	Equipment Cost Est	Other Cost Est						
1				58.22%	\$841,649.82	\$351,616.79	\$499,301.21	1,468.47	\$27,649.83	\$33,327.83	\$290,639.13	\$0.00	\$0.00						
2				55.94%	\$230,507.82	\$101,550.93	\$137,915.00	768.77	\$12,857.72	\$9,660.31	\$79,032.90	\$0.00	\$0.00						
3				53.47%	\$236,648.87	\$110,113.65	\$125,978.87	2,593.25	\$40,203.92	\$36,453.73	\$32,156.00	\$1,300.00	\$0.00						
4				54.17%	\$188,958.08	\$86,603.41	\$97,942.41	3,794.59	\$59,910.59	\$24,432.82	\$1,270.00	\$990.00	\$0.00						
5				53.10%	\$262,756.51	\$123,238.81	\$143,404.29	4,464.76	\$71,009.74	\$45,639.07	\$6,520.00	\$70.00	\$0.00						
6				45.64%	\$280,431.66	\$152,456.60	\$171,814.68	4,019.88	\$63,189.24	\$86,147.36	\$3,120.00	\$0.00	\$0.00						
7				67.12%	\$281,497.82	\$92,564.15	\$148,846.75	4,217.76	\$65,992.97	\$22,926.58	\$2,894.60	\$750.00	\$0.00						
8				52.14%	\$137,051.43	\$65,588.33	\$79,189.38	2,759.47	\$42,854.15	\$13,214.18	\$9,120.00	\$400.00	\$0.00						
9				57.85%	\$118,316.65	\$49,872.89	\$56,891.13	2,471.60	\$38,794.15	\$11,078.74	\$0.00	\$0.00	\$0.00						
10				60.19%	\$192,451.89	\$76,613.64	\$83,631.46	2,748.70	\$42,938.91	\$32,185.78	\$1,136.00	\$352.95	\$0.00						
11				56.13%	\$188,501.54	\$82,690.17	\$93,785.34	2,304.13	\$36,567.43	\$24,852.35	\$20,796.38	\$474.01	\$0.00						
12				58.72%	\$157,259.02	\$64,919.75	\$81,214.27	1,345.90	\$21,759.03	\$16,372.72	\$26,788.00	\$0.00	\$0.00						
<b>Grand Total</b>				56.42%	\$3,116,031.11	\$1,357,829.12	\$1,719,914.79	32,957.28	\$523,727.68	\$356,291.47	\$473,473.01	\$4,336.96	\$0.00						

From this work ticket pivot report, compare the costs that have already been incurred vs what is remaining. Subtract the total cost actual from the total cost estimated to determine the estimated remaining expenses for the month if all the anticipated work were performed. Note that larger work tickets spanning multiple months may inflate the estimated monthly expenses. These anticipated expenses should be analyzed and modified to create accurate assumptions.

Revenue – Aspire can provide an idea of how much revenue will be invoiced in a specific period. There are two basic reports required to pull this data together.

Invoicing Assistant Amount Total + Work Ticket Pivot Estimated Revenue

Invoicing Assistant will show all services completed through the selected date and all fixed payment contract installments for that month.



Opportunity Number	Property	Job	Invoice Type	Amount
270 Q - Test Residence (PMC)	#270 - Test Resi - 2020	Fixed Payment	\$60.00	
270 Q - Test Residence (PMC)	#270 - Test Resi - 2020	Fixed Price Open Billing	\$0.00	
279 Q - Test Residence (PMC)	#279 - Mowing As Needed	Per Service	\$50.00	
294 Q - Test Residence (PMC)	#294 - AL-3380 B Pay 3	Fixed Price on Payment Schedule	\$50.00	
294 Q - Test Residence (PMC)	#294 (v. 1) - AL-3380 B Pay 1	Fixed Price on Payment Schedule	\$40.00	
294 Q - Test Residence (PMC)	#294 (v. 1) - AL-3380 B Pay 2	Fixed Price on Payment Schedule	\$60.00	
296 Q - Test Residence (PMC)	#296 - AL-3380 C Pay 3	Fixed Price on Payment Schedule	\$258.11	
				<b>\$30,355.30</b>

1 - 90 of 90 items

Overdue Ready Address Required Terms Required Tax Jurisdiction Missing Work Remaining Missing Billing Company

The work ticket pivots will provide what work will be performed and completed this month that is not already in Invoicing Assistant. The same work ticket pivot from before can be used to gather this information.

There are two changes necessary.

“Work Ticket Status” should be filtered to only show Open, Scheduled, and Pending Approval.

Add “Invoice Type” and filter to display all invoice types except fixed payment.

Data Headers			Grand Total										
Scheduled Date Month	Division	Service Type	Property	Gross Margin (Estimated)	Revenue	Total Cost Est	Total Cost Act	Hours Est	Labor Cost Est	Material Cost Est	Sub Cost Est	Equipment Cost Est	Other Cost Est
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April Invoicing Assistant = \$30,355.30

April Work Ticket Pivot Estimated Revenue = \$188,958.08

April Estimated Invoicing = \$219,313.38

The overall idea is that Invoicing Assistant shows what has been completed up through now, and the work ticket pivot shows what will be completed. It is important to understand that the revenue column from the work ticket pivots is based on earned revenue. Aspire cannot predict when the work will truly be completed and invoiced. Also, larger work tickets spanning multiple months may inflate monthly revenues. These anticipated revenues should be analyzed and modified to create accurate assumptions.

### New Sales Pipeline

An opportunity sales pipeline can be created to estimate your anticipate sales to be closed. To lean out the sales pipeline, assign a probability of 100%, 50%, or 0% to all opportunities. Only allow 10% of all opportunities to be placed with a 50% probability.

Build the following list in opportunities. Filter using the following:

- Field Name | Status      Name Filter Type | In  
Value | Approved, Bidding, Delivered, New, Pending Approval
- Field Name | Antic. Close Date      Filter Type | This Month

### Filter ✕

Condition (optional)  
  
Example: 1 AND (2 or 3)

ORDER #	FIELD NAME	FILTER TYPE	VALUE	
1	Status Name	In	Approved, Bidding, Delivered, New, Pe...	
2	Antic. Close Date	This Month		
<input style="width: 100px;" type="text" value="Select One"/>				

CLEAR ALL
CANCEL
APPLY

#### Opportunities

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Default (All Opps) | System \* ▾

BULK ACTIONS

Status Name: Approved, Bidd... Antic. Close Date: This Month

Totals		\$410,548	51 %	\$146,178
GROUP	STATUS	ESTIMATED	ESTIMATED GM %	PROJ \$
> Approved	(6)	\$34,656	45 %	\$3,544
> Bidding	(16)	\$134,472	76 %	\$48,538
> Delivered	(19)	\$220,555	33 %	\$85,880
> New	(1)	\$12,000	100 %	\$6,000
> Pending Approval	(1)	\$8,865	65 %	\$2,216

## Helpful Concepts

- Accurate work ticket pivots require proper work ticket management
  - Change the anticipated start dates of services that have been postponed
  - Cancel work tickets that will no longer be performed per the original contract

- Drill into service types, services, and properties to ensure accuracy of the work ticket pivot ticket statuses and dates
- When analyzing invoicing in work ticket pivots, additional calculations should be considered for large tickets spanning multiple months
- Fixed Price Open Billing and Fixed Price on Payment Schedule can be invoiced at any ticket status