# FIELD WORK ORDER

Number 1373-03 | Add New FWO | Customize FWO

multipliers for internal purposes only

Date **2**
Field

freight: 0.02
material: 0
labour: 0
other: 0

Customer **1** ▼ | last company chosen

Location **4**
To Repair
Equip. Code 1
Equip. Code 2

Customer PO No. **3**
Acct. Code 1
Acct. Code 2

overtime: 1.5
vehicle: 0
sequence: A

approved ☐

**MATERIALS** | DESCRIPTION | OTHER | LABOUR | VEHICLE

| Item | Inventory Code<br>Special Order | Description | Qty<br>Cost | Amount<br>last date purchased |
|---|---|---|---|---|
| ▶1 | FI/0B042209012 ▼ | 620 REGULATOR SEAT RING | 1<br>$8.62 | $11.43  11.43<br>☐ PST |
| | ▼ | | | |
| 2 | FI/0B042009012 ▼ | 627 REGULATOR SEAT RING | 1<br>$7.66 | $10.16  10.16<br>☐ PST |
| | ▼ | | | |
| 3 | fi/1A936709012 ▼ | Seat ring. | 1<br>$0.00 | $11.14  11.14<br>☐ PST |
| | ▼ | | | |

32.73

Record: |◄ ◄ [ 1 ] ► ►| ►* of 3   ◄ □ ►

cost price
$16.28

| | | |
|---|---|---|
| Total Materials | $32.73 | |
| Materials Discount | $0.00 | $0.00 |
| Total Labour | $0.00 | |
| Labour Discount | $0.00 | |
| Total Vehicle | $0.00 | |
| Vehicle Discount | $0.00 | |
| Total Other | $0.00 | |
| Other Discount | $0.00 | |
| GST | $2.29 | |
| PST | $0.00 | |
| FWO Total | $35.02 | |

Calculate Totals

☐ Invoiced

Customer Approval

Goto Invoice Screen | Close

# MATERIALS DETAIL OF THE FIELD WORK ORDER

| | | MATERIALS | DESCRIPTION | OTHER | LABOUR | VEHICLE |

| Item | Inventory Code / Special Order | Description | Qty / Cost | Amount / last date purchased | |
|---|---|---|---|---|---|
| ▶ 1 | FI/0B042209012 ▾ ▾ | 620 REGULATOR SEAT RING | 1 / $8.62 | $11.43 / 11.43 | ☐ PST |
| 2 | FI/0B042009012 ▾ ▾ | 627 REGULATOR SEAT RING | 1 / $7.66 | $10.16 / 10.16 | ☐ PST |
| 3 | fi/1A936709012 ▾ ▾ | Seat ring. | 1 / $0.00 | $11.14 / 11.14 | ☐ PST |

32.73

Record: ◄◄ ◄ | 1 | ► ►► ►* of 3

# DESCRIPTION TAB OF THE FIELD WORK ORDER

| MATERIALS | DESCRIPTION | OTHER | LABOUR | VEHICLE |

| Note | Note Description |
|---|---|
| ▶ 1 | SHOP WORK ORDER |
| 2 | Worked on callot system for ‽‽‽‽ Successfully called shop, cell, and ‽‽‽ s cell by initiating a faulted input. |
| * 0 | |

Record: ◄◄ ◄ | 1 | ► ►► ►* of 2

# OTHER TAB OF THE FIELD WORK ORDER

| | No. | Code | | Description | Qty | Price |
|---|---|---|---|---|---|---|
| ▶ | 1 | *LF | ▼ | 9 meters @ $36/meter | 1 | $324.00 |
| | | | | | | ☐ PST |
| | 2 | *Ml | ▼ | 95 km @ 50 cents/km | 1 | $47.50 |
| | | | | | | ☐ PST |
| * | 0 | | ▼ | | 0 | $0.00 |
| | | | | | | ☐ PST |

Record: |◀ ◀ [ 1 ] ▶ ▶| ▶* of 2     ◀ [ ] ▶

# LABOUR CHARGES OF THE FIELD WORK ORDER

| | No. | | | hours | rate |
|---|---|---|---|---|---|
| ▶ | 1 | | ▼ | | |
| | | Regular Hours | | 3 | $40.00 |
| | | Overtime Hours | | 0 | $38.00 |
| * | 0 | | ▼ | | |
| | | Regular Hours | | 0 | $0.00 |
| | | Overtime Hours | | 0 | $0.00 |

Record: |◀ ◀ [ 1 ] ▶ ▶| ▶* of 1

# VEHICLE CHARGES OF THE FIELD WORK ORDER

| | No. | | hours | rate | kilometers |
|---|---|---|---|---|---|
| ▶ | 1 | Unit 1060 ▾ | 2 | $17.00 | 50 |
| ＊ | 0 | ▾ | 0 | $0.00 | 0 |

Record: ◀◀ ◀ [　　　　1] ▶ ▶▶ ▶＊ of 1

# TOTALS SECTION OF THE FIELD WORK ORDER

| | | cost price |
|---|---|---|
| Total Materials | $441.42 | $0.00 |
| Materials Discount | $0.00 | |
| Total Labour | $320.00 | $320.00 |
| Labour Discount | $0.00 | |
| Total Vehicle | $0.00 | |
| Vehicle Discount | $0.00 | |
| Total Other | $0.00 | **Calculate Totals** |
| Other Discount | $0.00 | |
| GST | $53.30 | |
| PST | $0.00 | |
| FWO Total | $814.72 | |

# CUSTOMIZE FWO SCREEN

| | |
|---|---|
| Number | [ ] Add New FWO |
| | Date [ 2 ] |
| Customer ---> [ ▼ ] last company chosen | Field [ ] |
| Location [ 4 ] | Customer PO No. | <--- Customer PO.No. |
| To Repair [ ] | Acct. Code 1 | <--- Acct. Code 1 |
| Equip. Code 1 | <--- Equip. Code 1 | Acct. Code 2 | <--- Acct. Code 2 |
| Equip. Code 2 | <--- Equip. Code 2 | | |

**Type in the captions you would like to see for your specified Customer to customize the FWO Entry screen.**

Save    Close

# PURCHASE ORDER

| | |
|---|---|
| PO Number [ ] Add new PO | PO Date [ ] Issued By [▼][ ] |
| PO_By [ ▼ ] | Quote referenece [ ] Vendor [▼][ ] |
| | Customer PO No. [ ] Ship To [▼][ ] |
| date_req [ ] date_promised [ ] Notes [ ] | |

| item | Inv. Code Special Order | Description | Qty | Amount | GST | PST | |
|---|---|---|---|---|---|---|---|
| ▶ 0 | [ ▼ ] | [ ] | 1 | $0.00 | $0.00 | $0.00 | [ ] |
| | [ ] | [ ] | Stock [ ▼ ] | | | | |

Payment Terms:
Net 30 days

Delivery Point:
[ ]

Shipping Terms:
[ ]

Ship Via
[ ]

Record: |◄ ◄ [ 1 ] ► ►| ►* of 1     ◄ [ ] ►

Currency $CDN [▼]    Preview Report

| Total | [ $0.00 ] | Calculate total | GST Calculation Method |
|---|---|---|---|
| Total includes the following tax: | | | ⦿ Calculate on Total |
| GST [ $0.00 ] PST [ $0.00 ] | | | ○ Calculate by item |

☐ ordered
☐ approved for payment
☐ issued to head office

packing slip info or other
[ ]
[ ]

# PURCHASE ORDER DETAILS

| item | Inv. Code<br>Special Order | Description | Qty | Amount | GST | PST | |
|------|------|------|------|------|------|------|------|
| ► 1 | FT/SS-600-1-6 ▼ | MALE CONN 3/8T X<br>3/8NPT | 20 | $10.42 | $0.73 | $0.00 | $223.00 |
| | | Stock ▼ | | | | | |
| 2 | FT/SS-810-1-4 ▼ | MALE CONN 1/2T X<br>1/4NPT | 20 | $13.38 | $0.94 | $0.00 | $286.40 |
| | | Stock ▼ | | | | | |
| 3 | FT/SS-600-3TTF ▼ | FEMALE BRANCH<br>TEE | 10 | $31.78 | $2.22 | $0.00 | $340.00 |
| | | Stock ▼ | | | | | |

Record: |◄ ◄ [ 1 ] ► ►| ►* of 10

# PURCHASING NEW INVENTORY ITEMS FOR THE FIRST TIME

**Inventory**

part_number

description

vendor ▼

cost_price

min [ 0 ]  max [ 1 ]

Cancel        Save

# CONSIGNMENT PURCHASE ORDER SCREEN

| BVALVE ▼ | <--- New for selected vendor | PO Date | | | Issued By ▼ | |
|---|---|---|---|---|---|---|
| PO Number | CR01-0001-03-BVALVE | Quote referenece | | | Vendor ▼ | |
| PO_By ▼ | | Customer PO No. | | | Ship To ▼ | |

| date_req | | date_promised | | Notes | |
|---|---|---|---|---|---|

| item | Inventory Code Special Order | Description | Qty | Amount | GST | PST | |
|---|---|---|---|---|---|---|---|
| 1 | FT/SS-400-1-2 ▼ | MALE CONN 1/4T X 1/8NPT | 0 | $6.44 | $0.45 | $0.58 | $0.00 |
| | | Consignment - Swagelok ▼ | | | | | |
| 2 | FT/SS-400-1-4 ▼ | MALE CONN 1/4T X 1/4NPT | 0 | $6.53 | $0.46 | $0.59 | $0.00 |
| | | Consignment - Swagelok ▼ | | | | | |
| 3 | FT/SS-400-1-6 ▼ | MALE CONN 1/4T X 3/8NPT | 0 | $8.60 | $0.60 | $0.77 | $0.00 |
| | | Consignment - Swagelok ▼ | | | | | |

Record: |◄ ◄ [ 1 ] ► ►| ►* of 62

Payment Terms: Net 30 days

Delivery Point:

Shipping Terms:

Ship Via

Currency $CDN ▼        Preview Report

| Total | $0.00 | Calculate total |
|---|---|---|
| Total includes the following tax: | | |
| GST | $0.00 | PST | $0.00 |

GST Calculation Method
○ Calculate on Total
○ Calculate by item

☐ ordered
☐ approved for payment
☐ issued to head office

packing slip info or other

# PURCHASE ORDER LOG SCREEN

| PO Number | Vendor | PO Date | Job Number | Ordered | approved | issued | info | currency | Log No |
|---|---|---|---|---|---|---|---|---|---|
| R01-0002-03 | | | | ✔ | ✔ | ☐ | | $CDN | LR01-0003-03 |
| R01-0003-03 | | | | ✔ | ✔ | ✔ | | $CDN | LR01-0011-03 |
| R01-0004-03 | | | | ✔ | ✔ | ☐ | | $CDN | LR01-0005-03 |
| R01-0005-03 | | | | ✔ | ✔ | ✔ | | $CDN | LR01-0011-03 |

| Preview Issued to Head Office Log | Preview Approved PO Log | | Head Office | Close |
|---|---|---|---|---|

# PO ISSUE TO HEAD OFFICE SCREEN

| PO Log Number | **LR01-0009-03** | Po Log Date | 1/26/01 |
|---|---|---|---|

| | PO Number | PO Date | Vendor | packingslip | Total |
|---|---|---|---|---|---|
| ▶ | R01-0006-03 | | | | |
| | R01-0007-03 | | | | |

Record: ◄◄ ◄ 1 ► ►► ►✳ of 2

**CONSIGNMENT PO**

| | PO Number | PO Date | Vendor | packingslip | Total |
|---|---|---|---|---|---|
| | | | | | |

Record: ◄◄ ◄ ► ►► ►✳

| Issue PO Log Number for Head Office | Preview Report | PO Log | Close |
|---|---|---|---|

# PUT PO ITEMS INTO INVENTORY

| PO Number | PO item | Inventory Code | | Quantity | Type | Choose to move |
|---|---|---|---|---|---|---|
| 00-0009-03 ▾ | 1 | FT/SS-600-1-6 | | 20 | Stock | ☐ |
| 00-0009-03 ▾ | 2 | FT/SS-810-1-4 | | 20 | Stock | ☐ |
| 00-0009-03 ▾ | 3 | FT/SS-600-3TTF | | 10 | Stock | ☐ |
| 00-0009-03 ▾ | 4 | FT/SS-810-1-16 | | 2 | Stock | ☐ |

**Transfer to Inventory**

Close

# DRAFT INVOICES

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Issue Date | | Customer | | | | | |

**Print Report**  **Batch Reporting**

**Preview Report**  **Void Invoice**

**Create Actual Invoice**

Invoice Number D118    Payment Terms Net 30 Days    Extra Note

Draft    Currency $CDN

| Invoice_Group | Date | Company | Approved_By | PO_Number | Location | Acct_Code_ |
|---|---|---|---|---|---|---|
| D118 | | | | WO0176221 | | 5020 |

# ACTUAL INVOICES

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Issue Date | | Customer | | | | | |

**Print Report**  **Batch Reporting**

**Preview Report**  **Void Invoice**

Invoice Number I00-0006-03    Payment Terms Net 30 Days    Extra Note

Actual    Currency $CDN    ☐ Invoiced

| Invoice_Group | Date | Company | Approved_By | PO_Number | Location | Acct_Code_ |
|---|---|---|---|---|---|---|
| I00-0006-03 | | | | | | |
| I00-0006-03 | | | | | | |
| I00-0006-03 | | | | AFED199976 | | 1210 |

# VOID INVOICES

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Issue Date | | Customer | | | | | |

**Print Report**  **Batch Reporting**

Invoice Number 00-0004-03    Payment Terms Net 30 Days    Extra Note

Void    Currency $CDN

| Invoice_Group | Date | Company | Approved_By | PO_Number | Location | Acct_Code_ |
|---|---|---|---|---|---|---|

# INVOICE PILES SCREEN (SORTING AND INVOICING)

| QUICK FILTER LISTING | QUICK FIND SORTING ORDER | FIELD WORK ORDERS NOT YET INVOICED TO THE CUSTOMER |
|---|---|---|

**QUICK FILTER LISTING**

**DATE**

**COMPANY**

**QUICK FIND SORTING ORDER**
- Company
- Approved_By
- PO_Number
- Location
- Acct_Code_1
- Acct_Code_2

Apply

**FIELD WORK ORDERS NOT YET INVOICED TO THE CUSTOMER**

| FWO_invoice | Field Work Orde | Client Name | Service Order N | Location | Date |
|---|---|---|---|---|---|
|  | 6679-03 |  |  |  |  |
|  | 5992-03 |  |  |  |  |
|  | 2222-03 |  |  |  |  |
| D276 | 9000-03 |  |  |  |  |
|  | 1451-03 |  |  |  |  |
|  | 6702-03 |  |  |  |  |
|  | 1409-03 |  |  |  |  |
|  | 6707-03 |  |  |  | 1/19/01 |

Put the above selected work orders into the pile below

**EXISTING WORK ORDER PILES WAITING FOR MORE WORK ORDERS OR NEEDING TO BE INVOICED**

| Invoice Number | Client Name | Issue Date |
|---|---|---|
| D95 |  |  |
| D96 |  |  |
| D97 |  |  |
| D98 |  |  |
| D99 |  |  |
| I01-0006-03 |  |  |
| I01-0011-03 |  |  |
| I01-0012-03 |  |  |
| D72 |  |  |

Remove Blank Invoice Piles | Goto Invoice | Add New

**SPECIFIC WORK ORDER PILE**

D99

Remove the below selected work orders from the pile

| Field Work Order | Service Order No | Location | Date | Serviced By |
|---|---|---|---|---|
| 6636-03 |  |  |  | 5020-166/167 |
| 6725-03 |  |  |  | 5020-166/167 |

Goto Invoice | Goto Field Work Order | Close

# INVOICE LOG (BATCH REPORTING) SCREEN

| Invoice Number | Issue Date | Sold To | status | batch |
|---|---|---|---|---|
| Payment Terms |  | Extra Note |  | Invoiced |
| I00-0011-03 |  |  | Actual | 3 |
| Net 30 Days |  |  |  | ☐ |
| I00-0012-03 |  |  | Actual | 3 |
| Net 30 Days |  |  |  | ☑ |
| I00-0013-03 |  |  | Actual | 3 |
| Net 30 Days |  |  |  | ☐ |

Preview Selected Invoice | 00-0002-03 | | Print Selected Batch

Print Selected Invoice | Close

Record: |◄ ◄ | 1 | ► ►| ►* | of 22

# ADMINISTRATION SCREEN
# TECHNICIAN

| Technician | Unit | Company | Customer | Customer Discounts | Markups | Consignment | Suppliers | Default Settings |
|---|---|---|---|---|---|---|---|---|

| ID | Last Name | First Name | Classification | Regular Hourly Charge Rate |
|---|---|---|---|---|

Actice District allows for employees in this district to appear at the top of pick lists

| 02 | | | | |
|---|---|---|---|---|
| District | | Active District ☐ | | |

| 03 | | | | |
|---|---|---|---|---|
| District | | Active District ☐ | | |

| 04 | | | | |
|---|---|---|---|---|
| District | | Active District ☐ | | |

| 05 | | | | |
|---|---|---|---|---|

Record: ⏮ ◀ [ 1 ] ▶ ⏭ ▶* of 93

# ADMINISTRATION SCREEN
# UNIT

| Technician | Unit | Company | Customer | Customer Discounts | Markups | Consignment | Suppliers | Default Settings |
|---|---|---|---|---|---|---|---|---|

| Unit Name | Unit 1013 | Lease No. | |
|---|---|---|---|
| Unit Type | T1 | Year | |
| District | | Make | Chev |
| Technician | | License | |
| Serial No. | | kilometres | 163600 |
| | | BaseRate | $18.00 |
| | | Activedistrict ☑ | |

Actice District allows for vehicles in this district to appear at the top of pick lists

Record: ⏮ ◀ [ 18 ] ▶ ⏭ ▶* of 70

# ADMINISTRATION SCREEN - COMPANY

| Technician | Unit | Company | Customer | Customer Discounts | Markups | Consignment | Suppliers | Default Settings |

**Area Number** 00    **Company Name**    **Location** Administration

**Mail Address**
**Street Address**
**Street Address**
**Street Address**
**City**
**Province**
**Postal Code**
**Country**

**Phone Number**
**Fax Number**

Record: |◄ ◄  1  ► ►| ►* of 13

# ADMINISTRATION SCREEN - CUSTOMER

| Technician | Unit | Company | Customer | Customer Discounts | Markups | Consignment | Suppliers | Default Settings |

**Client Number**                          **Markup Sequence** A

**Client Name**                            **Apply Freight Markup** ☑ 0.0200

**Additional name**                        **Overtime Multiplier** 1.50

**Mail Address**                           **Material Discount Code** A

**Street Address**                         **Labour Discount Code** A

**Client Address**                         **Vehicle Discount Code** A

**Client Address**                         **Other Discount Code** A

**City**

**Province**

**Postal_Zip**

**Country**

**Phone Number**

**Fax Number**

**Attention**

Record: |◄ ◄  13  ► ►| ►* of 542

# ADMINISTRATION SCREEN
# CUSTOMER DISCOUNTS

| Technician | Unit | Company | Customer | Customer Discounts | Markups | Consignment | Suppliers | Default Settings |

## LABOUR DISCOUNT CHART

| | LabourCode | LabourDiscount |
|---|---|---|
| ▶ | A | 0.0000 |
| | B | -0.0200 |
| | C | -0.0500 |
| ✳ | | 0.0000 |

Record: ◀◀ ◀ 1 ▶ ▶▶ ▶✳ of 3

## MATERIAL DISCOUNT CHART

| | DiscountCode | Discount |
|---|---|---|
| | A | 0.0000 |
| | B | -0.0200 |
| | C | -0.0500 |
| ▶ | | 0.0000 |

Record: ◀◀ ◀ 4 ▶ ▶▶ ▶✳ of 4

## VEHICLE DISCOUNT CHART

| | VehicleCode | VehicleDiscount |
|---|---|---|
| ▶ | A | 0.0000 |
| | B | -0.0200 |
| | C | -0.0500 |
| ✳ | | 0.0000 |

Record: ◀◀ ◀ 1 ▶ ▶▶ ▶✳ of 3

## OTHER DISCOUNT CHART

| | OtherCode | OtherDiscount |
|---|---|---|
| ▶ | A | 0.0000 |
| | B | -0.0200 |
| | C | -0.0500 |
| ✳ | | 0.0000 |

Record: ◀◀ ◀ 1 ▶ ▶▶ ▶✳ of 3

# ADMINISTRATION SCREEN
# MARKUP CHART

| Technician | Unit | Company | Customer | Customer Discounts | Markups | Consignment | Suppliers | Default Settings |

## MARKUP CHART

**Freight Markup** 0.0200

| | MarkupCode | MarkupLevel | MarkupAmount |
|---|---|---|---|
| ▶ | A | 0.00 | 0.3000 |
| | A | 301.00 | 0.2000 |
| | A | 1001.00 | 0.1300 |
| | ، | 0.00 | 0.1500 |
| | ، | 0.00 | 0.3860 |
| | | 301.00 | 0.2810 |
| | ، | 1001.00 | 0.2285 |
| ✳ | | 0.00 | 0.0000 |

# ADMINISTRATION SCREEN
# CONSIGNMENT VENDOR LIST

| Technician | Unit | Company | Customer | Customer Discounts | Markups | Consignment | Suppliers | Default Settings |

**Vendor Number  Vendor Name**

| BVALVE ▾ | l |
| | Consignment - Swagelok ▾ |
| ▾ | |
| | ▾ |

Record: ◄◄ ◄ [ 2 ] ► ►► ►* of 2     ◄ ► ►

| | num | type |
|---|---|---|
| ► | 1 | Stock |
| | 2 | Special Order |
| | 3 | Consignment - Swagelok |
| | 4 | Customer Stock |
| * | 0 | |

Record: ◄◄ ◄ [ 1 ] ► ►► ►* of 4

# ADMINISTRATION SCREEN
# SUPPLIERS SETTINGS

| Technician | Unit | Company | Customer | Customer Discounts | Markups | Consignment | Suppliers | Default Settings |

| Client Number | A | Phone Number | |
| Client Name | | Fax Number | |
| Additional name | | Attention | |
| Mail Address | l | | |
| Street Address | | | |
| Client Address | | | |
| Client Address | | | |
| City | | | |
| Province | | | |
| Postal_Zip | | | |
| Country | | | |

Record: ◄◄ ◄ [ 104 ] ► ►► ►* of 1174

# ADMINISTRATION SCREEN
# DEFAULT SETTINGS

| Technician | Unit | Company | Customer | Customer Discounts | Markups | Consignment | Suppliers | Default Settings |
|---|---|---|---|---|---|---|---|---|

| | |
|---|---|
| District Number | 03 |
| District Name | |
| Default GST Rate | 0.0700 |
| Default PST Rate | 0.0000 |

**Synchronize Active District for Technicians and Units**

| | |
|---|---|
| Invoice Number | 11 |
| PO Number | 184 |
| Ship Via | |
| Freight Markup | 0.0200 |
| PO Log Number | 1.0000 |
| draft Number | 11.0000 |

Record: |◄ ◄ 1 ► ►| ►* of 1

# INVENTORY ADMINISTRATION SCREEN

| part_number | description | district | cost_price | Qty | min | max | last sold |
|---|---|---|---|---|---|---|---|
| *SS | SHOP SUPPLIES | 03 | $0.00 | 999424.5 | 499712 | 999424 | |
| *SUB | SUBSISTENCE | 03 | $0.00 | 999999 | 499999 | 999999 | |
| *TT | TRUCK & TOOLS | 03 | $0.00 | 991484.5 | 495742 | 991484 | |
| AM/10221 | 2400M WINDOWS | 03 | $5.70 | 0 | 5 | 10 | |
| AM/10403X002 | 2400M REPAIR KIT VITON SEALS | 03 | $21.92 | 0 | 4 | 8 | |
| AM/10429X001 | 4418 AMOT CONTROL VLV SERVICE KIT | 03 | $123.17 | 0 | 1 | 3 | |
| AM/1486L011 | 1672 PR VALVE | 03 | $7.98 | 0 | 0 | 1 | |
| AM/1981X175 | 2230 TEMP ELEMENT | 03 | $67.66 | 0 | 0 | 1 | |
| AM/2185L011 | 2185 ORIFICE 1/4NPT KANIGEN PL .014 D | 03 | $54.90 | 0 | 3 | 7 | |

# VARIOUS REPORTS AND ISSUED DOCUMENTS

Draft Invoices
Actual Invoices
Trade Revenue - Invoices Issued (By District)
Purchase Orders
PO Approved For Payment Report (By District)
PO Approved For Payment (By District)
Daily Manager's Report (By District)
    includes the following:
        Daily Labour Report
        Daily Vehicle Report
        Daily Sales Volume
        PO With Items Outstanding - Stock
        PO With Items Outstanding - Special Order
        Special Order items Recieved But Not Used
        Field Work Orders Not Invoiced
        Inventory Balance
        Inventory To Order (By Vendor)