



easyjob 3.0 Business Information Center

User Manual

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Introduction

The easyjob Business Information Center was developed to help you make more informed decisions about your rental business. A variety of reports in tabular and graphic formats provide you with important data at a glance.

Because the rental industry is so complex, we developed different data interpretation formulas that can be customized to fit the way you do business. These formulas were developed in cooperation with industry professionals and a select group of easyjob users.

A special interface enables you to further customize your BIC with additional reports.

The BIC analyzes data in real-time, it does not cache data in advance. Therefore it can take a few moments to generate the reports and diagrams.

Installation

Special runtime components are required to operate the easyjob Business Information Center.

Upon starting the Business Information Center for the first time, these components will automatically be downloaded from the Internet and installed.

To prevent multiple downloads, you can choose to manually download the necessary components from the following links:

Microsoft .NET Framework 2.0

<http://www.microsoft.com/downloads/details.aspx?FamilyID=0856eacb-4362-4b0d-8edd-aab15c5e04f5&DisplayLang=en>

Microsoft Report Controls

<http://www.microsoft.com/downloads/details.aspx?FamilyID=8a166cac-758d-45c8-b637-dd7726e61367&DisplayLang=en>

Activation

A separate user license is required to activate the Business Information Center.

Upon starting the Business Information Center for the first time, you must enter an activation code.

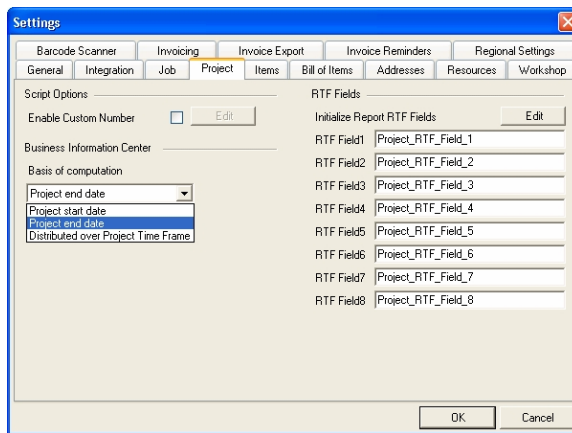
www.protonic-software.com/de/products/bic

Configuration

Basic Settings

The Business Information Center displays Sales by month.

To establish the formula for determining how projects spanning several months are calculated, select your preferred Basis of Computation in the easyjob settings.



The screenshot shows the 'Settings' dialog box with the 'Project' tab selected. The 'Basis of computation' dropdown is set to 'Project end date'. The 'RTF Fields' section shows a list of fields from 1 to 8, each with a corresponding 'Project_RTF_Field' value.

Here's an example of how a project spanning three months can be calculated.

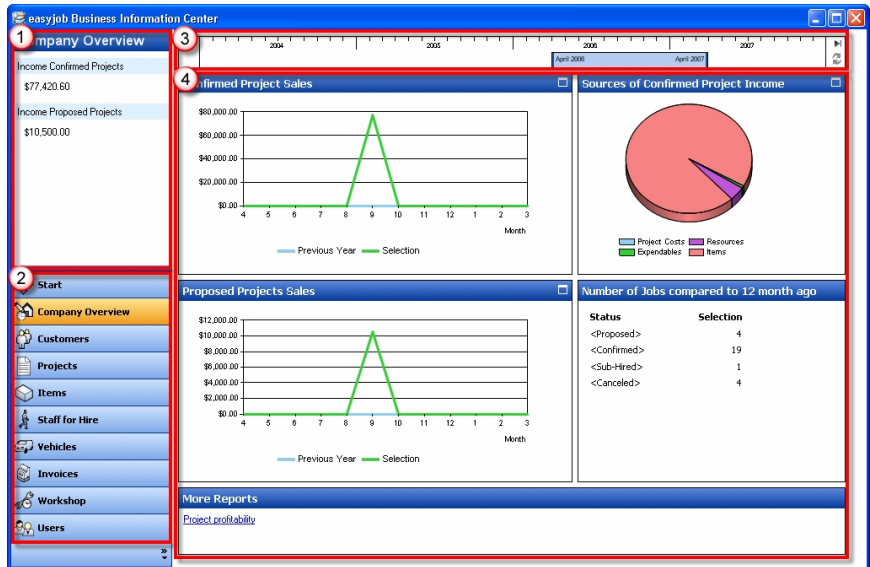
	Januar	February	March
	\$ 1,000.00 15 January bis 15 March		
	13 Days	28 Days	15 Days
Project start date	1,000.00		
Distributed over Project time frame	232.14	500.00	267.86
Project end date			1,000.00

User Rights

Specific user rights are required to start the Business Information Center.

Users must have the right to view statistics in order to start the Business Information Center.

Operation Basics

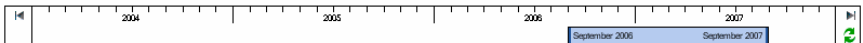


The Business Information Center is divided into four parts.

1. Category Overview
2. Report Categories
3. Sliding timeline - To select timeframe
4. Dashboard - Reports

To aid in Navigation, all Reports are sub-divided in a variety of categories.

Use the sliding timeline to determine the timeframe you wish you calculate.



Adjust the timeframe month to month by moving the slider from left to right. Right-click the slider to automatically select a timeframe.

Last Year

One year ago Today

Current Year

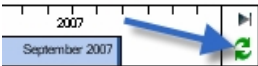
6 months ago/from now

One Year from Today

Next Year

Many reports compare the selected timeframe with data from the same timeframe in the previous year. Therefore, the maximum timeframe you can select is 12 months.

Upon selecting a new timeframe, click the Refresh button to recalculate the Reports using the new parameters.



The dashboard will display data from your timeframe selection in lists and diagrams.

Due to space constraints, the numerical values are not displayed in the diagrams. Use the Maximize button ☐ to enlarge a diagram and view the numerical values in a tabular format.

At the bottom of the dashboard, you can access additional reports in each category.

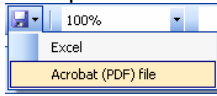
More Reports

[Project profitability](#)

Use the Collapse and Expand buttons to choose the level of detail you wish to see.

Date/Number	Project	Item Sales
<input type="checkbox"/> 2006		\$73,700.60
<input type="checkbox"/> September		\$73,700.60
05-0001	IKEA - Video	\$0.00
05-0003	Mercedes Product Presentation	(\$430.00)
05-0005	CATS Revue	\$2,500.00
05-0006	Tri-State Athletic Conference	\$0.00
05-0007	Downtown Art Exhibition	\$0.00
05-0008	Downtown Art Exhibition	\$0.00
05-0015	Candler Hall	\$3,000.00
05-0016	CPH - Cameras	\$6,942.00
05-0017	Siemens Staging	\$0.00
05-0018	Theater Days	\$5,000.00
05-0009	City Hall Supersonic Sounding	\$4,367.00
05-0010	Thomsen Sound	\$16,908.00
05-0012	MA Events AKG	\$14,589.00
05-0014	GE Product Presentation	\$5,235.20
05-0023	Nestle Concert Series	\$3,250.00
05-0024	Cibbank Project	\$0.00
05-0025	Cultural Arena Benefit	\$0,000.00
05-0022	Comedy Hall Fall Line-Up	\$4,439.40
Total		\$73,700.60

The reports can be exported into different formats.



Data Analysis

Basic Terminology

The following terms are used to explain individual statistics. The formula used for each term is documented below.

Basis of Computation factor

Using the basis of computation (see figure), each project is assigned a factor. This factor determines how the project will be divided up within its timeframe for computation purposes. The factor will be less than one when distributed over a project timeframe.

Job Income

Sum of Job Total * Basis of Computation factor

Income from Resources

Total of all Resource Income: Quantity x (Days x Daily Flat Rate + Hours x Hourly Rate + Distance x Km or mileage rate) x Basis of Computation factor

Resource Expenses

Total of all Resource Expenses: Quantity x (Days x Actual Daily Flat Rate Costs + Hours x Actual Hourly Flat Rate Costs + Distance x Actual Km or mileage rate costs) x Basis of Computation factor

Income from expendable items

Total Sales from all booked expendable items: Quantity * Sales Price * Basis of Computation factor

Expendable Item Costs

Total Expenses: Quantity * Purchase Price * Basis of Computation factor

Income from Project Costs billed to the customer

Total of Project Costs billed to Customers x Basis of Computation factor

Project Cost Expenses

Total of actual Project Costs x Basis of Computation factor

Equipment and Supply expenses

Total of subhired Jobs x Basis of Computation factor

Company Overview

The company overview provides a brief summary of important statistics, such as current sales volume compared to the same period of time last year.

Category Overview

Confirmed Project Sales	Income from confirmed Jobs + Income from Project Costs for the selected timeframe.
Proposed Project Sales	Income from proposed Jobs + Income from Project Costs for the selected timeframe.

Confirmed Project Sales

Confirmed project sales trends for the selected timeframe. Sales trends for the same timeframe in the previous year are also displayed. This data can help determine your liquidity for the upcoming month or quarter.

Sorting order Year, Month

<i>Fields</i>	
Income	Income from confirmed Jobs + Income from Project Costs for the selected timeframe.
Previous Year	Values for the selected timeframe - 12 months
Date	Values for the selected timeframe

Sources of Confirmed Project Income

This chart displays how sales are distributed by income type. It's interesting to note how much rentals actually contribute to total income.

Sorting order None

<i>Fields</i>	
Items	Income from confirmed Jobs - Income from Resources - Income from expendable items
Resources	Income from Resources

Expendables	Income from expendable items
Project Costs	Income from Project Costs billed to the customer

Proposed Project Sales

Proposed Project sales trends for the selected timeframe. The previous year's trends are also displayed. This data can help with forecasting income for the upcoming month or quarter.

Sorting order Year, Month

Fields

Income	Income from proposed Jobs + Income from Project Costs
Previous Year	Values for the selected timeframe - 12 months
Date	Values for the selected timeframe

Number of Jobs compared to 12 months ago

All Jobs in which the Check-out Date falls within the selected timeframe compared to the same time frame 12 months ago. The Jobs are divided up by status. This data can be used to forecast growth in the upcoming months.

Sorting order Job Status

Fields

Status	Job Status
Previous Year	Number of Jobs by status for the selected timeframe - 12 months
Date	Number of Jobs by status for the selected timeframe

Project profitability

The Project Profitability report displays project income versus expenses for the selected timeframe. The total profit for the month is an important figure for use in liquidity planning. Additionally, the report shows which Projects contributed the most to total profit and which projects, from an accounting standpoint, were not profitable.

Sorting order Project Start Date

Fields

Timeframe/Number	Project Number
Name	Project description
Item Sales	Income from confirmed Jobs - Income from Resources - Income from expendable items

Items - Expenses	Item Expenses
Other Income	Income from Project Costs + Income from Resources + Income from expendable items
Other Expenses	Expenses from Project Costs + Expenses from Resources + Expenses from expendable items
Total Income	Income from confirmed Jobs + Income from Project Costs
Profit	Total Income - (Equipment Expenses + Other Expenses)
Percentage	$100 * \text{Profit} / \text{Profit from the selected timeframe}$

Customers

The Customer category provides data about different customer types as well as relationships between individual customers and distribution of sales volume and usage statistics by customer.

Category Overview

Total Customers	Number of Active Customers
Number of New Customers	Number of customers who placed an order and were added to the address book during the selected timeframe
Number of Active Customers	Number of Customers who have contributed to sales

Top 10 Customers by Sales Volume

Top 10 revenue-producing customers for the selected timeframe.

Sorting order Income

Fields

Customer	Company Name from the Address Book
Name	Customer Name from the Address Book
Sales	Income from confirmed Jobs + Income from Project Costs

Top 10 Customers by Sales Volume

Top 10 revenue-producing customers for the selected timeframe.

Sorting order Sales

Fields

Customer	Company Name from the Address Book
Sales	Income from confirmed Jobs + Income from Project Costs

Inactive Customers

Customers with no sales activity for the selected timeframe. This report can be used for targeted marketing campaigns or to purge your Address book.

Sorting order Last sale

Fields

Customer	Company Name from the Address Book
Name	Customer Name from the Address Book
Last sale	End date of last Project
Income	Income from confirmed Jobs + Income from Project Costs

New Customer Share of Total Sales

The top 10 newly-acquired customers in the selected timeframe who contributed the highest amount of sales and their respective percentage of total sales. Comparing this data with that of the previous year can help you determine if new customer sales are increasing and which new customer relationships are the most financially viable.

Sorting order Income

Fields

Customer	Company Name from the Address Book
Income	Income from confirmed Jobs + Income from Project Costs

New Customer by Sales Volume

Sales from customers newly-acquired in the selected timeframe. This data shows by percentage, which new customers are contributing the most to total sales and whether or not your new customers are meeting your sales projections.

Sorting order Date

Fields

Customer	Company Name from the Address Book
Name	Customer Name from the Address Book
Date	Customer acquisition date
Income	Income from confirmed Jobs + Income from Project Costs

Number of Customers by Sales Volume

Customers divided into sales volume classifications for the selected timeframe. This report shows which customer segments contribute to the bulk of your business. At the sales volume low-end, for example, is an individual customer who picks up a few items for a private party, on the high-end could be a large agency or event production company.

Sorting order Sales volume classifications

Fields

Income	Income from confirmed Jobs + Income from Project Costs
Quantity	Number of customers in this sales volume classification

Project Profitability by Customer

This report displays the profit earned on each customer during the selected time frame. Click the Collapse/Expand (+/-) button to drill-down the customer-based profit by year, month and individual project. The individual Project can be opened to reveal a breakdown of income and expenses.

This data can be used as a basis for negotiating with customers.

Sorting order Customer, Year, Month

Fields

Confirmed Income	Income from confirmed Jobs + Income from Project Costs
Confirmed Expenses	Project Cost Expenses + Resource Expenses + Expendable Item Costs + Equipment and Supply Expenses
Profit	Confirmed Income - Confirmed Expenses

Rentals

This report displays the items each customer rented and in what quantity. This report can be used to establish or customize special price lists and if applicable, to show the customer the value of investing in certain item purchases.

Sorting order Number of Rentals

Fields

Customer	Customer's Company
Name	Name of Customer
Item	Item Number + Item Name

Rentals	Quantity x Days Charged x Basis of Computation factor
Percentage	Displays the Item's contribution, in percent, to the total number of items rented by this customer in the selected timeframe.

Projects

The Project category analyzes data compiled from Projects and Jobs in easyjob. This information can help determine which projects are profitable, which ones contributed most to monthly income and the which proposed Projects hold the greatest potential.

Category Overview

Number of Confirmed Projects	Number of Confirmed Projects in the selected timeframe
Number of Proposed Projects	Number of Proposed Projects in the selected timeframe
Confirmed Project Income	Sales from Confirmed Projects in the selected timeframe
Proposed Project Income	Sales from Proposed Projects in the selected timeframe

Top 10 Projects based on Sales

Top 10 revenue-producing projects for the selected timeframe.

Sorting order Sales

Fields

Project	Number + Project Name
Sales	Job Sales + Project Sales
Start	Project Start Date
End	Project End Date

Status of Projects

Number of Jobs by status with a check-out date within the selected timeframe. This data can help in determining sales potential of proposed Jobs.

Sorting order Quantity

Fields

Status	Job Status
Quantity	Number of Jobs

Project Type

Number of Projects by Project type. This report is helpful in determining what types of projects (Tours, Agencies, Dry-Hire, etc.) make up the bulk of your business.

Sorting order Quantity

Fields

Project Type	Description of Project Type
Quantity	Number of Projects

Source of Income

This diagram displays how sales are distributed by service type.

Sorting order None

Fields

Maintenance	Income Type
Schedule	
Income	Income from Resources

Percentage of Expenses

This diagram shows what percentage of total sales is actually profit vs. expenses.

Sorting order None

Fields

Type	Income or Expenses
Value	The percentage displayed as a monetary value

Project Costs by Cost Type

The distribution of Project Costs billed to the Customer by Cost Type (Lodging, catering, fees, etc.)

Sorting order Cost

Fields

Cost Type	Project Cost Type
Cost	Total costs for the respective type

Projects by Time Frame

A listing of all Projects with their respective income and expenses for the selected timeframe. Income and expenses for confirmed and proposed Projects are displayed in separate columns. Proposed Jobs within Confirmed Projects are regarded as confirmed.

Sorting order Project Start Date

Fields

Confirmed Income	Income from proposed and confirmed Jobs + Income from Project Costs
Confirmed Expenses	Project Cost Expenses + Resource Expenses + Expendable Item Costs + Equipment and Supply Expenses for confirmed Projects
Proposed Income	Income from confirmed Jobs + Income from Project Costs
Proposed Expenses	Project Cost Expenses + Resource Expenses + Expendable Item Costs + Equipment and Supply Expenses for Proposed Projects
Project Profit	Sales - Subtotal expenses
Sub-total	

Items

This category provides data that is helpful in making rental equipment purchasing decisions. A variety of reports show which Items are profitable, which Items should be purchased rather than sub-hired, and which are the most popular with customers.

Category Overview

Items listed in database	All Items entered in Master Data
Items with 1 or more Units	Items with 1 or more Units
Total Units	Total Item Inventory
Current Purchase Price of all Items	Purchase Price x Inventory
Current Sales Price of all Items	Total Sales Price * Inventory
Weight	Total Weight x Inventory
Volume	Total volume * Inventory
Items without	Quantity of Items - Quantity of Items with Income for the selected

Income	timeframe.
Warehouse	Total Items in Confirmed Jobs within the selected timeframe * 2
Check-out/ins	

Average Item Usage

The warehouse usage history for the selected timeframe. This usage data shows the months in which warehouse activity increases.

In addition, usage can be narrowed down by category and item using the expand buttons. This report quickly shows which Items are popular and which ones are not. This information is helpful in making rental equipment purchasing decisions.

<i>Sorting order</i>	Year, Month
----------------------	-------------

Fields

Category/Number	Item Number
Item	Item Name
Usage	Booked Quantity of Items in Confirmed Jobs * Actual Days per Month - Quantity of items booked in Sub-hired Jobs * Actual Days per Month / Total Inventory * Actual days per Month

Duration of Rental Classifications

The duration of rental classifications help determine if the bulk of your business revolves around short or long-term rentals. This data is useful in customizing your rental pricing curves and rental fees.

<i>Sorting order</i>	Days
----------------------	------

Fields

Days	Duration of Rental
Quantity	Number of Items

Top 10 Profit Factor

The top 10 items with the best income-to-expenses ratio. This scoring method quickly illustrates which rental Items are the most profitable.

<i>Sorting order</i>	Profit factor
----------------------	---------------

Fields

Items	Name of Item
-------	--------------

Profit factor	$\frac{\text{Total Confirmed Jobs from (Quantity * Rental Price * Discount * Days Charged * Job Discount)}}{\text{Total Sub-hired Jobs (Quantity * Rental Price x Discount x Days Charged x Job Discount + Workshop Costs)}}$
---------------	---

By Project Type

Number of rentals for each Project Type in the selected timeframe.

This report displays the types of projects (Tours, Agencies, Dry-Hire, etc.) that generate the most rental activity.

<i>Sorting order</i>	Units Rented
----------------------	--------------

Fields

Project Type	Project Type
Rentals	Quantity x Duration of Rental

Percentage Sub-Hired

Percentage of total rentals that were sub-hired in the selected timeframe. This data can be compared with other timeframes to view fluctuations in the ratio.

<i>Sorting order</i>	None
----------------------	------

Fields

Type	Sub-hires or In-house equipment
Rentals	Quantity x Duration of Rental

Top 10 Usage

This report displays the top 10 items with the highest usage rate, i.e. which items are booked the most in relation to the quantity you have in stock.

<i>Sorting order</i>	Usage
----------------------	-------

Fields

Item	Item Name
Usage	$\frac{\text{Quantity of items booked in confirmed Jobs * Actual Days per month}}{\text{Quantity of items booked in Sub-hired Jobs * Actual Days per month}}$
	Total Inventory * Days of the month

Top 10 Most Profitable

The top 10 most profitable Items for the selected timeframe.

<i>Sorting order</i>	Profitability, Income
<i>Fields</i>	
Items	Item Name
Income	Total Confirmed Job Sales from (Quantity * Rental Price * Discount * Days Charged * Job Discount)
Purchase Price	Item Purchase Price
Expenses	Total Sub-hired Jobs from (Quantity * Rental Price * Discount * Days Charged * Job Discount)
Profitability	Income / (Expenses + Workshop Costs + Inventory * Purchase Price)

Income

Item income for the selected timeframe. Use the expand and collapse buttons to view this data by category or Item.

This list displays each Item's contribution to total sales. Additionally, this list assists in making rental equipment purchasing decisions, as it also shows expenses such as workshop costs and sub-hires.

<i>Sorting order</i>	Category / Sub Category / Item Name
<i>Fields</i>	
Category/Item	Category / Sub Category / Item Number + Name
Units Rented	Quantity x Duration of Rental for Confirmed Jobs
Income	Total Confirmed Jobs from (Quantity * Rental Price * Discount * Days Charged * Job Discount)
Average daily sales per Item and Day	Total Confirmed Jobs from (Quantity * Rental Price * Discount * Days Charged * Job Discount / (Selected Day x Inventory)
Real Discount per Day	The mean of (Days Charged / Rental period in Days * [Rental price including discount / rental price] * Job Discount) of the Item in total i.e. not just during the timeframe.
Discount	100 * (Quantity * Rental Price * Discount * Days Charged * Job Discount) / Total confirmed Jobs from (Quantity * Rental Price * Days Used)
Units Sub-Hired	Quantity x Duration of Rental for Sub-Hired Jobs
Sub-Hire Costs	Total of Sub-hired Jobs * Sub-hire Price * Discount * Days Charged * Job Discount
Workshop Costs	Total costs for Items and Devices
Profit factor	Income / Sub-hire Costs + Workshop Costs

Usage

The warehouse usage history for the selected timeframe. From Category usage, you can navigate to Item usage. This report quickly shows which Items are popular and which ones are not. This information is helpful in making purchasing decisions.

Sorting order Category, Subcategory, Item Name

Fields

Number	Category/Number
Item Name	Item Descriptor
Usage	Usage in percent for the selected timeframe

Recommended Purchase

This report displays Items with the highest return-on-investment potential. There are many different parameters you can use to generate these figures and even the slightest change can greatly affect the results.

In the future we will release reports with alternative calculation methods.

This list displays all inventoried items booked in confirmed and proposed Jobs.

This report is sorted by highest return-on-investment (ROI) potential.

Sorting order Purchase ROI potential

Fields

Item	Item Name
Total Income	Total of Overbookings x Rental Price x Actual discount per Day
Real Discount per Day	The mean of (Days Charged / Rental period in Days * [Rental price including discount / rental price] * Job Discount) of the Item in total * 1
Total Subhire Price	Total Overbookings * Subhire price * (mean of Days Charged / Total Rental Period in Days * 1)
Profit	Total Income - Total Subhire Price
Days Overbooked	Days overbooked in timeframe
Max. quantity overbooked per day	Highest number overbooked in timeframe
Average quantity overbooked	Total Overbookings / Days Overbooked in Timeframe
Purchase Price	Maximum Quantity x Purchase Price
Capital investment depreciation factor	100 x Total Sales / Maximum Quantity x Purchase Price

* 1 The average real discount / day of the item determination is independent of the selected timeframe

Rentals

Number of rentals for each Item in the selected timeframe. This data can be divided by category, Item and Customer using the Expand and Collapse buttons.
This report displays which items are rented the most by which customers.

Sorting order Rentals

Fields

Customer	Item Number / Company
Item/Name	Item Name / Customer Name
Rentals	Total from (Quantity * Days Charged * Basis of Computation factor per Customer)
Percentage	$100 * (\text{Rent} / \text{Total from Quantity} * \text{Days Charged} * \text{Basis of Computation factor in the selected timeframe})$

Sub-Hired Items by Supplier

This report displays all suppliers used for sub-hiring and the respective sub-hired items for the selected timeframe.
This data is useful in negotiating with suppliers and managing item sub-hires.

Sorting order Supplier, Discount

Fields

Category/Item/Supplier	Item Number / Supplier's Address
Name	Item Name
Sub-Hire Costs without Discount	Total Quantity x Sub-hire Price x Days Used
Sub-Hire Costs	Total Quantity x Sub-hired Price x Discount x Days Charged x Job Discount
Discount	$100 \times \text{Sub-Hire Costs} / \text{Sub-Hire Costs without Discount}$

Supplier by Sub-Hired Item

This report displays all Sub-hired Items with their respective suppliers for the selected timeframe.
This data is useful in negotiating with suppliers and managing item sub-hires.

Sorting order Category, Subcategory, Item Name, Discount

Fields

Name	Item Name
Supplier	Company from the Job's sub-hired address
Sub-Hire Costs without Discount	Total Quantity x Sub-hire Price x Days Used
Sub-Hire Costs Discount	Total Quantity x Sub-hired Price x Discount x Days Charged x Job Discount 100 x Sub-Hire Costs / Sub-Hire Costs without Discount

Missing Items

This report displays all items in the selected timeframe that were recorded as lost in their respective inventory entries. This data can help determine which Items require additional security measures

Sorting order Value, Item Name

Fields

Number	Item Number
Description	Item Name
Quantity	Total Quantity
Value	Total Quantity x Purchase Price

Return on Investment

This report provides a detailed view of what percentage you've earned back on the item purchase price during the selected timeframe. When making purchasing decisions, this list can be used to help select the most profitable products.

Sorting order Category / Sub Category / Item Name

Fields

Name/Category	Category / Sub Category / Item Number + Name
Income	Total Confirmed Jobs from (Quantity * Sub-hired Price * Discount * Days Charged * Job Discount)
Expenses	Sub-hire Costs + Workshop Costs
Profit	Income - Expenses
Purchase Price	Purchase Price x Inventory
Return on Investment (ROI)	100 x Profit / (Purchase Price x Inventory)

Staff for Hire

The staff-for-hire category displays data about your staff scheduling. Detailed reports show which person is booked the most and in which timeframe as well as which person or Resource Type is especially profitable.

Category Overview

In-House Staff for Hire	Total number of staff members entered as users in easyjob who are booked in this timeframe
Staff Income	Income generated by staff in the selected timeframe.
Staff expenses	Resource Expenses in the selected timeframe.
Staff Sick Days	Number of Booked Resource Status Days with the Status "Sick Leave" (This will only be displayed if the "Sick Leave" resource status exists in your database.
Staff Vacation Days	Number of Booked Resource Status Days with the Status "Vacation" (This will only be displayed if the "Vacation" resource status exists in your database.

Staff for Hire Income and Expenses

This diagram shows all staff income and expenses on a monthly basis. This data provides an helpful overview of confirmed Job development over several months.

Sorting order None

Fields

Timeframe	Year / Month
Income	Income from Resources
Expenses	Resource Expenses

Staff Resource Types

Distribution of days booked by Resource Type for the selected timeframe.

Sorting order Days Hired

Fields

Resource Type	Resource Type Description
Days Hired	Total Quantity x Days + Total Quantity x Hours / 8

Booking Rate of In-House Staff for Hire

This diagram displays the booking rate of all in-house staff members for the selected timeframe. All staff members entered as users in easyjob who are booked in this timeframe will be taken into account. This data should only be used for recognizing trends, since not all holidays and work times are recorded in easyjob.

This data is helpful in making scheduling decisions. For example you can determine the months in which it is possible for employees to take time off.

Sorting order None

Fields

Month Month

Usage $\text{Total (Days + Hours / 8) - ((Days + Hours / 8) / \text{monthly portion of the Booking timeframe}) * 100 (Number of in-house staff * (Days of the Month * 2/3))}$

Resource Status $100 * \text{Resource Status Days / (Number of in-house staff * Number of Days in the Month * 2/3 (since there are ca. 20 workdays per month))}$

Resource Status Types

This diagram shows the distribution of Resource Status Types such as Vacation or Sick Days in the selected timeframe.

Sorting order Days

Fields

Status Resource Status

Days Number of Days

Booking Rate by Name

This diagram displays the booking rate of all in-house staff members for the selected timeframe. All staff members who are entered as users in easyjob and booked in this timeframe will be taken into account. This data should only be used for recognizing trends, since not all holidays and work times are recorded in easyjob.

This data is helpful in making scheduling decisions. For example you can determine the months in which it is possible for employees to take time off.

Sorting order Booking Rate

Fields

Name Staff member's name

Booking Rate $\text{Total (Days + Hours / 8) - ((Days + Hours / 8) / \text{monthly portion of the}}$

Resource Status	$\text{Booking timeframe} \times 100 / (\text{Days of the Month} \times 2/3)$
Days Booked	$100 \times \text{Resource Status Days} / \text{Number of Days in the Month} \times 2/3$ (since there are ca. 20 work days per month)
Jobs	$\text{Days} + (\text{Hours} / 8)$
	Number of Jobs

Staff for Hire Profitability

This report lists all income, expenses and profit by Resource Type. Using the expand button you can sub-divide this report by in-house and freelance staff or by an individual's name. This data suggests which Resource Types are the most profitable.

Sorting order Resource Type, In-house staff, staff for hire

Fields

Name	Resource Type / Employee
Income	Income from Resources
Expenses	Resource Expenses
Profit	Income - Expenses

Vehicles

This category provides information about your transportation fleet. The individual reports display which vehicle types are being used the most and operating in a profitable manner. In addition the reports can be used to assist in making capital investments.

Category Overview

No. of Vehicles	The total amount of vehicles with a license plate number
Vehicle Income	Income generated by all vehicles in the selected timeframe.
Vehicle Expenses	Vehicle Expenses in the selected timeframe.

Vehicle Income and Expenses

This diagram displays monthly vehicle income and expenses for the selected timeframe. This historical data provides an overview confirmed Job development over several months.

Sorting order Year, Month

Fields

Timeframe	Year / Month
Income	Income from Resources

Expenses Resource Expenses

Staff Resource Types

Distribution of days booked by Resource Type for the selected timeframe.

Sorting order Days Hired

Fields

Resource Type Resource Type Description

Days Hired Total Quantity x Days + Total Quantity x Hours / 8

Total Vehicle Usage

This diagram shows usage for all vehicles in the selected timeframe. All vehicles with a booking within the timeframe and a license plate number are taken into account

This data can be used as a basis for making vehicle purchase decisions and viewing sub-hire trends.

Sorting order None

Fields

Month Month

Booking Rate $\text{Total (Days + Hours / 8) - ((Days + Hours / 8) / monthly portion of the Booking timeframe) x 100 / Number of Vehicles}$

Vehicle Usage

This diagram shows usage for all company vehicles in the selected timeframe. All vehicles with a booking within the timeframe and a license plate number are taken into account

This data can be used as a basis for making vehicle purchase decisions and interpreting sub-hire trends.

Sorting order None

Fields

Name Manufacturer + Model + Description + License Plate Number

Usage $\text{Total (Days + Hours / 8) - ((Days + Hours / 8) / monthly portion of the Booking timeframe) x 100 / Days of the Month}$

Vehicle Profitability

This report displays each vehicle type's income, expenses and profit. Use the expand button to break down this data by individual license plate number. This report can help determine

which vehicles are the most profitable and which ones are worth investing in further.

Sorting order Resource Type

Fields

Vehicle Type	Manufacturer + Model + Description + License Plate Number
Income	Income from Resources
Expenses	Resource Expenses
Profit	Income - Expenses

Invoices

Invoiced projects that contributed most to total sales and customers who still have unpaid balances, are among the valuable reports and diagrams in this category.

Category Overview

Income	Sum of all Invoice Totals for the selected timeframe
Open Entries	Sum of all Invoice Totals - Payments Received from all unpaid Invoices in the timeframe
Number of Invoices	Number of Invoices in the selected timeframe

Sales based on Invoices

This report shows invoice-based sales trends for the selected timeframe and provides a month-by-month comparison view.

Sorting order Year, Month

Fields

Sales	Sum of all Invoice Totals
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By Revenue Account

This data shows how sales are distributed by Revenue Account for the selected timeframe. This is helpful in determining which areas of your business generate the most sales.

Sorting order Total

Fields

Revenue Account	Name of Revenue Account
Total	Sales

Distribution by Tax Type

The tax type distribution quickly displays the contribution of customers by tax rate, such as local, state, national, European Union (EU) or global, to total income.

Sorting order Sales

Fields

Tax Type	Value-Added Tax Type
Sales	Sum of all Invoice Totals

By Open Entries

This report shows open entries distributed by amount due.

Sorting order Amount due classification

Fields

Amount	Sum of all Invoice Totals - Payments Received
Quantity	Number of Open Entries

By Line Item Type

This report displays the contribution of line item types (rentals, staff for hire, vehicles, project costs and sales) to total sales.

Sorting order Sales

Fields

Type	Invoice Item Type
Sales	Total taken from Quantity * Price * Days Used * Discount

Invoices by Month

This report shows total sales divided by month, enabling you to see how income is distributed over the selected timeframe. Use the expand button to view this data by individual Project.

Sorting order Invoice Date

Fields

Month/Invoice	Invoice Number + Invoice Description
Customer	Name1 + Name2
Invoices	Invoice Total

Credits Total Credits

Open Entries

This report displays all open entries by customer, independent of the timeframe.

Sorting order Company, Last Name, Invoice Date

Fields

Customer	Company
Number	Invoice Number
Name	First Name + Last Name of Invoice Recipient
Number	Invoice Custom Number
Invoice Date	Invoice Date
Total	Invoice Total
Amount Due	Invoice Total - Any Payment Receipts for that Invoice

Workshop

This category displays reports and diagrams about your maintenance and repair activities. Using this data, you can determine how productive the workshop is, as well as which items are frequently in the workshop and cost the most to maintain.

Category Overview

Workshop Costs Workshop costs for all Items in the selected timeframe.

Items frequently in Workshop

The top 10 Items that spent the most time undergoing a Workshop Activity for the selected timeframe.

Sorting order Days in Workshop, Days in Workshop / Number of Units

Fields

Items	Item Name
Days in Workshop	Actual number of days in workshop
Days in Workshop/Item	Actual number of days in workshop / Inventory

Days in Workshop Classifications

Workshop activities are divided into time-based classifications. This data can be helpful in evaluating the productivity of the workshop.

<i>Sorting order</i>	Time Period Classifications
<i>Fields</i>	
Days	Number of Days
Quantity	Number of Workshop Activities

Top 10 Repair Expenses

The 10 Items with the highest repair expenses for the selected timeframe. This data is helpful in making buying decisions.

<i>Sorting order</i>	Costs
<i>Fields</i>	
Items	Item Name
Cost	Total costs per Item

Top Causes of Damage

This diagram displays causes of damage by percentage.

<i>Sorting order</i>	None
<i>Fields</i>	
Cause	Ursache
Quantity	Number of Workshop Activities

Costs Invoiced to Customer

Which portion of total workshop costs can be invoiced to the customer.

<i>Sorting order</i>	Cost
<i>Fields</i>	
Type	Invoiced to Customer or Our Costs
Cost	Total Costs

Workshop Costs

This report shows workshop expenses grouped by category for the selected timeframe. Use the expand button to view this data by sub-category or Item.

<i>Sorting order</i>	Category, Subcategory, Item Name
<i>Fields</i>	
Category	Category
Number	Item Number
Item	Item Name
Workshop Activities	All Workshop Activities for the selected time frame.
Days	Total duration of out-of-service timeframe
Costs	Total in-house costs
Invoiced Costs	Total of Costs invoiced to Customer

Users

This category displays reports and diagrams about your project managers or easyjob users. Which users are responsible for which projects or which users contributed to which portion of total bookings. This data is for informational purposes only.

Category Overview

Number of Users	The number of users in the easyjob database
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Top Users by Number of Item Bookings

Overview of the number of Item bookings per easyjob user for the selected timeframe. This is for informational purposes only; users with the most item bookings are not necessarily the most productive.

<i>Sorting order</i>	Item Bookings
<i>Fields</i>	
User	First Name + Last Name
Item Bookings	Total Items booked into the Bill of Items

Confirmed Projects by User

The number of confirmed Projects by individual User with Start Dates that fall within the selected timeframe.

<i>Sorting order</i>	Quantity
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Fields

User	First Name + Last Name
Quantity	Number of Confirmed Projects

Top Users by Project Sales

This report displays Project sales and profit by user for the selected timeframe.

Sorting order Profit

Fields

User	First Name + Last Name
Sales	Income from confirmed Jobs + Income from Project Costs
Expenses	Project Cost Expenses + Resource Expenses + Expendable Item Costs + Equipment and Supply Expenses
Profit	Income - Expenses

New Projects by User

This diagram displays the number of newly created Projects by User for the selected timeframe.

Sorting order Quantity

Fields

User	First Name + Last Name
Quantity	Number of projects created within the selected timeframe

Status of Users' Projects

This Report displays the number of Confirmed, Proposed and Canceled Projects by User for the selected timeframe.

Sorting order Confirmed

Fields

User	First Name + Last Name
Confirmed	Number of Confirmed Projects
Proposed	Number of Proposed Projects
Canceled	Number of Canceled Projects

Projects

A listing of easyjob project managers/users and their respective Projects for the selected timeframe. The expand button shows individual Project Names.

Sorting order Last Name, Start Date

Fields

Manager/Number	Project Number
Project	Project Name
Income	Income from confirmed Jobs + Income from Project Costs
Discount	$100 - (100 \times \text{Income from confirmed Jobs} - \text{Income from Resources} - \text{Income from expendable items}) / \text{Total Quantity} \times \text{Days Charged} \times \text{Rental Price}$
Expenses	Project Cost Expenses + Resource Expenses + Expendable Item Costs + Equipment and Supply Expenses
Profit	Income - Expenses
Expenses %	$100 \times \text{Expenses} / \text{Income}$
Profit %	$100 \times \text{Profit} / \text{Income}$

Additional Information

BIC and the Minimum Rental Price Assistant

Together with the Minimum Rental Price Assistant, the Business Information Center delivers an important foundation for analyzing data.

The screenshot shows a Windows-style dialog box titled "Minimum Rental Price Wizard". It has a blue title bar with standard window controls. The main area is titled "Price Calculation Parameters" and contains a sub-header: "In the next steps the parameters will be used to calculate the minimum rental price and profitability." Below this, there are several input fields with labels and units, each with a left and right spinner control. The fields are: "Rental activities / year" (value 3.50), "Workshop activities / year" (value \$0.00), "Item handling / Year" (value \$0.00), "Storage expenses / year" (value \$0.00), "Purchase Price" (value \$69.00), and "Additional expenses / year" (value \$0.00). To the right of the "Item handling" and "Storage expenses" fields, there are unit labels: "\$0.00 / Activity" and "\$0.00 / m²" respectively. At the bottom of the dialog, there are five buttons: "Help", "< Back", "Next >", "OK", and "Cancel".

Parameter	Value	Unit
Rental activities / year	3.50	
Workshop activities / year	\$0.00	
Item handling / Year	\$0.00	\$0.00 / Activity
Storage expenses / year	\$0.00	\$0.00 / m²
Purchase Price	\$69.00	
Additional expenses / year	\$0.00	

The minimum rental price assistant takes check in/out expenses into account when determining inventory costs.

The Business Information Center displays the complete volume of all warehoused Items as well as the total quantity of check in and out activities.

Average inventory costs can be determined by dividing total inventory costs (rental expenses, etc.) by inventory volume. In addition, average check-in/out costs can be adjusted according to changes in personnel costs and check-in/out volume.

These values are saved in the easyjob program settings.

Settings

Barcode Scanner Invoicing Invoice Export Invoice Reminders Regional Settings

General Integration Job Project **Items** Bill of Items Addresses Resources Workshop

Custom Fields Item

Field1	Item_Field_1	Text
Field2	Item_Field_2	Text
Field3	Item_Field_3	Text
Field4	Item_Field_4	Number
Field5	Item_Field_5	Number

Custom Fields Device

Field1	Device_Field_1	Text
Field2	Device_Field_2	Text

Script Options

Enable Custom Number ☐

Expenses

Average warehousing expenses per m² per year 1 \$0.00

Check-in/out expenses 2 \$0.00

The averaged numbers allow room for interpretation. For example, checking out multiple Items at once is less expensive per Item than checking out a single Item.

Upon entering these expenses, the minimum rental price assistant will have a realistic basis for establishing the price.