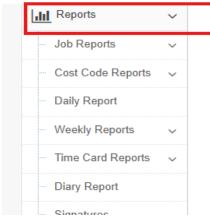


Export Acceptable report from HeavyJob and JDE

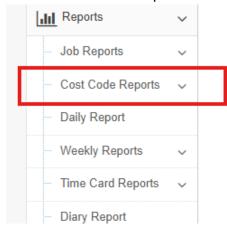
These are the steps taken to ensure reports export correctly and are acceptable by the webapp.

HeavyJob:

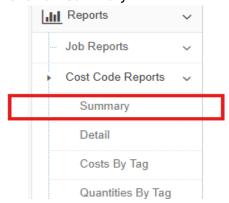
1. Access to HeavyJob and click on 'Reports':



2. Click on 'Cost Code Reports':

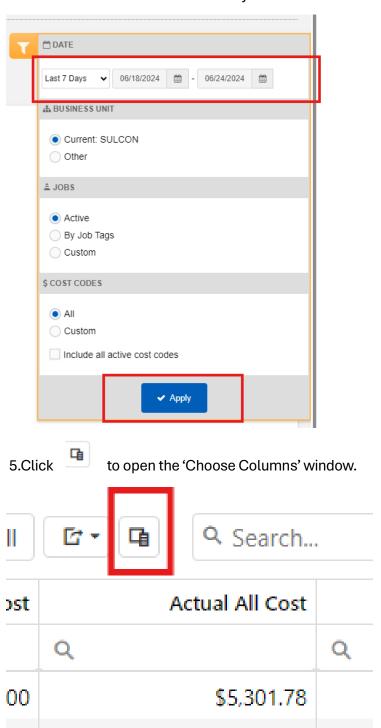


3. Click on 'Summary':



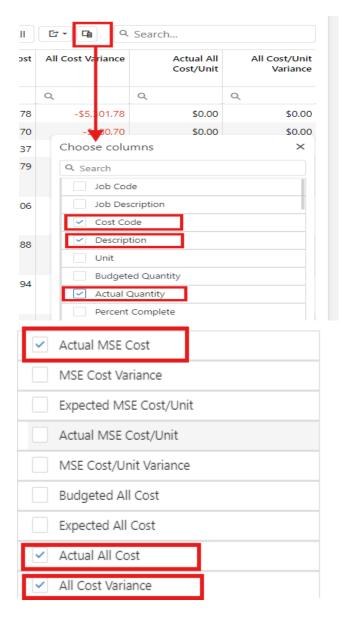


4. Select the date period you want to consider for your report and click 'Apply'. This period must be the same as the one you choose in JDE.





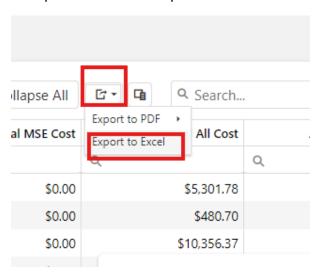
6. Make sure you select the following columns at a minimum: Cost Code, Description, Actual Quantity, Actual Labor Cost, Actual Equipment Cost, Actual MSE Cost, Actual All Cost, All Cost Variance.



~	Actual Labor Cost
	Labor Cost Variance
	Expected Labor Cost/Unit
	Actual Labor Cost/Unit
	Labor Cost/Unit Variance
	Budgeted Equipment Cost
	Expected Equipment Cost
~	Actual Equipment Cost
	Equipment Cost Variance



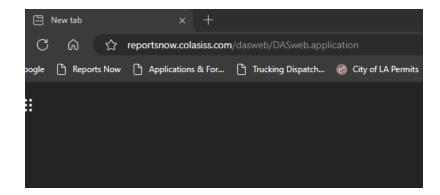
7.Click on export and choose 'Export to Excel'.



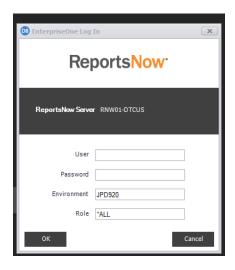


JDE:

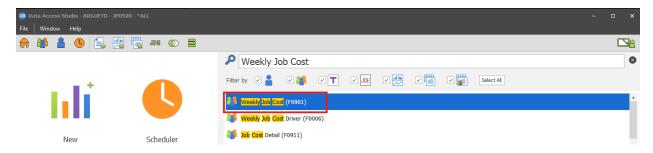
1. Navigate to Reports Now. It is recommended to save this as a favorite: reportsnow.colasiss.com/dasweb/DASweb.application



2.Log in using your JDE login credentials.

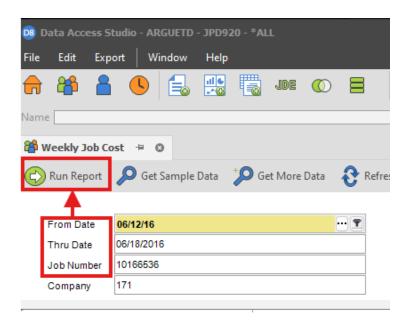


2. Select 'Weekly Job Cost (F0901)'.





3. Input your desired date range and job number and click 'Run Report'.



4.Once the report is run, export the report to Excel by clicking on green X.

