704: Activity Report

700: Pest Prevention · https://milo.masseyservices.com/docs/704-activity-report/

Section: Pest Prevention

Subject: Activity Report

Approved by: David Armstrong

Effective Date: 1 March 1990

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Policy Owner:

Policy

Reports Needed to Complete the Accounts Receivable Summary Report:

- Transaction Analysis
- Final Not Serviced Report by Route
- Final Branch Sales Recap
- Final Payroll Recap
- Final DOR
- Final Monthly Termite Cancel Report

NOTE: ALL PRODUCTION, DEPOSITS, SALES, SKIPS, AND CANCELLATIONS MUST BE BALANCED TO THE DOR AND ALL LOGS PRIOR TO FILLING OUT THE ACTIVITY REPORT.

Pest Control

- Route # - Number of routes broken out by residential and commercial.
- Service # - Number of services performed by residential and commercial. Can be found on the transaction analysis, under type -0- and 1. Don't forget to subtract the number of "No Charge - Code Z" services from the type total number of accounts serviced.

- Average per Route # - Divide the number of services by the number of routes = Average
- Route Charges $ - The dollar amount of services performed by residential and commercial. Can be found on the transaction analysis, under type -0- for residential and 1 for commercial.
- Per Route $ - Divide the $ amount of services performed by the number of routes = Averages.
- Skips # - From the Not Serviced Report for all routes, except 98, #99 broken down residential or commercial.
- Skips $ - Same as above.
- Skips % - Add the number of services, number of skips and the number of cancels on Line 1 residential/Line 2 commercial/Line 3 total for the total number of services available. Divide the number of skips by the total number of services available to get the percent. "ie 1.9 or 2.0)
- One-time Services # - Number of one-time services performed. The total of one-time services is on the transaction analysis. Enter on the residential line. Remember, only accounts that show on transaction analysis are counted on this report.
- One-time Services $ - Same as above.
- Initial Charge on Yearly Contract - From column Type 5 of the transaction analysis, the number of accounts is the count for the PC/IS only. Residential Line "B", Commercial Line "D", and the dollar amount is the combined totals of EIS and IS, Residential Line A & B, Commercial Line C & D.
- New Monthly Charge - From column type 5 of the transaction analysis, pick up only the # and $ amounts of PC/IS for residential Line "B",and commercial Line "D". The number count is the same as initial charge #.
- Cancelled Services - From the Growth/Loss Report, by PC route use net # & $ (cancel - minus - uncancel). Total residential routes and enter on Line 1, total commercial routes and enter on Line 2. The total should equal the # and $ listed on the Manual Cancellation Log. (Except Route 98 and 99)
- Pest Control $_____: = The total of route charges, plus one-time services, plus initial charges on yearly contracts.

Lawn

- Same as Pest Control except column (type) changes. (IE)
- Route # - same

- Service # - same except use type-2
- Average per route # - same
- Route charges $ - same except use type-2
- Per route - same
- Skips # - same except do not count route #98
- Skips $ - same Skips % - same
- One time services # - type-8
- One time services $ - type-8
- Initial charge on yearly contracts - same except use type-7
- New monthly charge - same except use type-7
- Cancelled services - same
- Lawn $_____ - same

Termite

- # & $ Fumigation - From the transaction analysis, column type 4, account types C & D.
- # & $ Subterranean - From the transaction analysis, column type 4, account types A & B.
- # & $ Pretreats - From the transaction analysis, column type 4, account R.
- # & $ RE Clearance - From the transaction analysis, column type 4, account type S.
- # & $ Vault Fume - From the transaction analysis, column type 4, account type T.
- TOTAL - From the transaction analysis, the total number and dollar value of column type 4.
- Renewals - From the transaction analysis, the total number and dollar value of column type 3.
- # & $ Cancelled Services - Use # & $ from monthly termite cancel printout, should equal your manual cancellation log for termite renewals.
- # & $ Reinspections Made - From the final DOR. TERMITE CONTROL $_____: Total of completions and renewal collections

Of Employees on Payroll At Month-End

$ of Employees on Payroll at Month-end - From the final Payroll Recap.

Leads

Leads - From the final Branch Sales Recap.

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