

# ODBC Reporting Suite Guide

## Part 3: Workshop Reporting Suite



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This guide is part of the ODBC Reporting Suite Guide Series, which explains how to access and use the reports available within the ODBC Reporting Suite.

The series includes:

- Part 1 – Accounts Reporting Suite
- Part 2 – Parts Reporting Suite
- Part 3 – Workshop Reporting Suite
- Part 4 – Sales Reporting Suite

# 1. WORKSHOP REPORTING SUITE

The Workshop Reporting Suite provides a set of operational reporting tools designed to support workshop management, technician productivity monitoring and warranty administration.

These reports help organisations track upcoming service requirements, validate technician time entries, monitor outstanding warranty claims, and review active workshop jobs. By providing clear operational visibility, the suite helps teams improve planning, maintain compliance and ensure workshop activities are managed efficiently.

The Workshop Reporting Suite includes the following reports:

- ✓ Next Service Check
- ✓ Time Sheet Check
- ✓ Warranty Outstanding Check
- ✓ Warranty Recovery Reporting
- ✓ Workshop WIP – Group/Depot

## 1.1 Next Service Check

The Next Service Check report provides a clear and intuitive method for identifying machines or assets that are approaching their next scheduled service.

1. Review visual indicators showing the number of days remaining until a service is due to prioritise upcoming work and plan workshop activity.
2. Use filtering options to refine the dataset by **Make, Group or Status**.
3. **Refresh Data** or **Reset Filters** as needed to ensure the information remains accurate and up to date.
4. Use the report to support forward planning and help avoid missed service intervals.

Make	Group	Wipd Number	Model Code	Model	Serial	Reg-No	Date Sold	Next-Service	Days Left	Cust#	Customer	
CA	NTRA	10000453	7220	MAGNUM		HG14234	24/01/2018	01/01/2026	11	1207	Pete Smith	
	NTRA	10000582	CS150	TRACTOR			04/02/2024		11	1006	R J SMITH	
	NTRA	10000684	CS150	TRACTOR			25/02/2025		1200	1200	Mr A L Barlow	
	NTRA	10000640	MX320	MAGNUM TRACTOR			30/01/2020		1200	1200	Mr A L Barlow	
	NTRA	10000778	MX320	MAGNUM TRACTOR	CAK0979827	HG21HGD	12/01/2021	28/12/2025	11	1209	Mr F. Franks	
	NTRA	10000820	CS200	TRACTOR			04/02/2024		1200	1200	Jones	
	NCUR	10000553	C2136A	4M TAN AIR 13.6 M			14/09/2016	12/12/2019	2158	1200	Mr A L Barlow	
	NEXC	10000757	9021	Excavator	JIE62362562	GF20 HHH	02/04/2020		1212	1212	Mr. S. J. Kelly	
	NEXC	10000758	9021	Excavator	4565433	SF20SRF	02/04/2020	01/03/2026	72	1212	Mr. S. J. Kelly	
	NEXC	10000759	9021	ExcavatorXXXX	18426		02/04/2020		1200	1200	Mr A L Barlow	
	NEXC	10000764	9021	Excavator	JIM6267862		02/04/2020		1200	1200	Booms Tractor Services	
	NEXC	10000784	9021	Excavator	CA56106514	HG22EXC	25/09/2023	15/01/2026	77	1211	Mr T.Hogg	
	UEXC	10000785	9021	Excavator	CA65165165	HG22CAS	31/12/2022		1218	1218	Foley Brothers (Warehousing) Ltd	
	UEXC	10000822	CASE 580 S	Excavator	CSE140YS80		20/12/2024		1224	1224	Jones Finance	
	JC	NTRA	10000797	FASTRAC 42	4220 Field Pro	FA57RAC	14/09/2022	05/01/2026	11	1200	Mr Gale	
		NEQU	10000779	S42-70 AGR	S42-70 Telehandler	JC234HEDGR	HD71ERT	22/09/2021	02/06/2026	165	1200	Mr A L Barlow
		NEXC	10000798	220X	Tracked Excavator	HJ23JCB		01/03/2023		8004	Mr F Smith	
	JD	NTRA	10000523	6800	TRACTOR	HD179KP	12/09/2018	22/12/2025	11	5007	McCabe Transport And Plant	
		NTRA	10000697	6110M		1106110MK	JD22DT	15/10/2017		1200	Mr A L Barlow	
		NTRA	10000701	6510	TRACTOR	1106195MEG		12/09/2018		5007	McCabe Transport And Plant	
		NTRA	10000706	6800	TRACTOR			01/04/2020		1209	Mr F. Franks	

## 1.2 Time Sheet Check

The Time Sheet Check report provides visibility of technician time entries across both weekly and monthly views.

1. Review colour-coded indicators to quickly identify missing or incomplete time entries and ensure accurate recording.

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
16 9	0.00	0.00	0.00	8.00	8.00	0.00	7.50
17 2	0.00	0.00	9.00	9.00	11.50	9.00	9.00
18 2	0.00	0.00	8.00	8.00	8.00	8.00	7.00
22 2	0.00	0.00	18.00	9.00	10.50	9.00	7.50
29 3	0.00	0.00	8.64	8.31	8.66	8.15	4.15
31 3	0.00	0.00	20.25	9.00	10.00	8.00	7.50
32 3	0.00	0.00	8.00	8.00	8.75	8.00	7.00
35 4	0.00	0.00	0.00	8.50	0.00	0.00	0.00
39 5	0.00	0.00	8.00	8.00	8.00	8.00	8.00
54 7	0.00	0.00	8.00	0.00	8.00	8.00	8.00
55 7	0.00	0.00	8.00	8.00	8.00	8.00	8.00
56 7	0.00	0.00	8.00	8.00	8.00	8.00	8.00
57 7	0.00	0.00	8.25	8.00	8.50	8.00	8.50

	Tuesday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
18 2	0.00	7.00	0.00	0.00	8.00	8.00	8.00	8.00
19 2	0.00	7.00	0.00	0.00	8.00	8.00	8.00	8.00
20 5	8.00	7.00	0.00	0.00	8.00	8.00	8.00	8.00
35 5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42 7	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52 7	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00
54 7	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00

2. Analyse workshop performance using pivot-based views to review labour rates, productivity trends, technician utilisation and compare performance across teams or individuals.

3. Use the report to support workforce management and ensure labour activity is correctly recorded and monitored.

Eng_DC	Name	Lab_type	LR	Hours
2	XXXXXX	Normal	1	86.50
			2	54.00
			12	0.00
		Normal Total		140.50
	XXXXXX Total			140.50
2 Total				140.50
3	XXXXXX	Normal	1	0.00
			12	0.00
			4	37.91
			3	94.50
		Normal Total		132.41
	XXXXXX Total			132.41
3 Total				132.41
4	XXXXXX	Normal	1	8.50
			12	0.00
		Normal Total		8.50
	XXXXXX Total			8.50
4 Total				8.50
5	XXXXXX	Normal	1	40.00
			12	0.00
		Normal Total		40.00
	XXXXXX Total			40.00
5 Total				40.00

### 1.3 Warranty Outstanding Check

The Warranty Outstanding Check report allows warranty administrators to monitor all outstanding warranty claims within a clear and structured reporting environment.

1. Review colour-coded ageing indicators to prioritise claims that require urgent attention or follow-up.
2. Use filtering options to refine the dataset by Depot, Age of claim, Supplier or Status.

No of Claims			285
Claimed	Received	Outstanding	
Parts	83,434.48	87.02	83,327.46
Labour	70,760.27	0.00	70,760.27
Mileage	0.00	0.00	0.00
Goodwill	0.00	0.00	0.00
<b>Total</b>	<b>154,194.75</b>	<b>87.02</b>	<b>154,027.73</b>

3. Check additional worksheets such as **Std Warr Expiring** to track warranty end dates and monitor warranties approaching expiry using visual indicators.

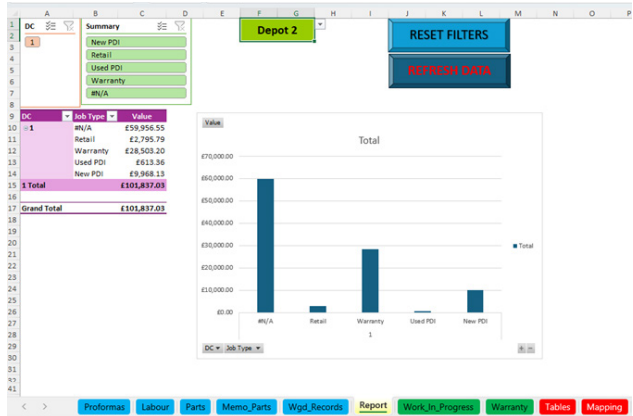
Make	Group	Warr Number	Model Code	Model	Serial	Reg. No	Date Sold	Warr Reg Date	Warr End Date	Days Left	Reg. Warr Status	Custs	Customer	
BRK	3RAK	-70124369	KU ACCS	Kubota Accessories			30/01/2025	10/02/2025	09/02/2026	4	Less Than 30 Days Left	703129	Royal Borough Of Greenwich	
BRK	3RAK	-70124372	KU ACCS	Kubota Accessories			30/01/2025	10/02/2025	09/02/2026	4	Less Than 30 Days Left	703129	Royal Borough Of Greenwich	
BRK	3RAK	-70124378	KU ACCS	Kubota Accessories			30/01/2025	11/02/2025	10/02/2026	5	Less Than 30 Days Left	703129	Royal Borough Of Greenwich	
BRK	3RAK	-70124379	KU DECK	Kubota RCK60R	11435		30/01/2025	11/02/2025	10/02/2026	5	Less Than 30 Days Left	703129	Royal Borough Of Greenwich	
BRK	3RAK	-70124381	KU ACCS	Kubota Accessories			30/01/2025	11/02/2025	10/02/2026	5	Less Than 30 Days Left	703129	Royal Borough Of Greenwich	
BRK	3RAK	-70124404	KU ACCS	Kubota Accessories			30/01/2025	11/02/2025	10/02/2026	5	Less Than 30 Days Left	703129	Royal Borough Of Greenwich	
BRK	3RAK	-70124407	KU ACCS	Kubota Accessories			30/01/2025	10/02/2025	09/02/2026	4	Less Than 30 Days Left	703129	Royal Borough Of Greenwich	
BRK	3RAK	-70124412	KU ACCS	Kubota Accessories			30/01/2025	10/02/2025	09/02/2026	4	Less Than 30 Days Left	703129	Royal Borough Of Greenwich	
BRK	3RAK	-70124439	KU ACCS	Kubota Accessories			30/01/2025	11/02/2025	10/02/2026	5	Less Than 30 Days Left	703129	Royal Borough Of Greenwich	
BRK	3RAK	-70124442	KU ACCS	Kubota Accessories			30/01/2025	11/02/2025	10/02/2026	5	Less Than 30 Days Left	703129	Royal Borough Of Greenwich	
BRK	3RAK	-70124445	KU ACCS	Kubota Accessories			30/01/2025	11/02/2025	10/02/2026	5	Less Than 30 Days Left	703129	Royal Borough Of Greenwich	
BRK	3RAK	-70124459	KU MULCH W	Kubota Mulch W			13/02/2025	14/02/2025	13/02/2026	0	Less Than 30 Days Left	703069	Nicholas R Johnson	
BRK	3RAK	-70124249	KU ACCS	Kubota Accessories			04/02/2025	07/02/2025	06/02/2026	1	Less Than 30 Days Left	716572	SHERNESS GOLF CLUB	
BRK	3RAK	-70124256	KU ACCS	Kubota Accessories			04/02/2025	07/02/2025	06/02/2026	1	Less Than 30 Days Left	716572	SHERNESS GOLF CLUB	
BRK	3CAK	-50119221	KUH425EC	Kubota LAS25C	80585		19/02/2024	04/03/2024	03/03/2026	26	Less Than 30 Days Left	500894	Pall Mall And Woodkote Park	
BRK	3CAK	-70124036	KU ACCS	Kubota Accessories			16/12/2024	07/03/2025	06/03/2026	28	Less Than 30 Days Left	710025	Twig Trading Ltd	
BRK	-20112626	KUG211LD	KUBOTA G21E LD		50432		29/02/2024	26/02/2024	25/02/2026	26	Less Than 30 Days Left	300169	Abbey Football Club	
BRK	-20112654	KUGR1600D	KUBOTA GR1600D		50635		26/02/2024	29/02/2024	28/02/2026	23	Less Than 30 Days Left	703033	KJ Garden Machinery Ltd	
BRK	-20116141	KUF 391	Kubota F391		11394		31/01/2024	01/03/2024	28/02/2026	23	Less Than 30 Days Left	301725	South Gloucestershire Council	
BRK	-20116145	KUF 391	Kubota F391		11398		R73 ZHH	21/02/2024	25/02/2026	26	Less Than 30 Days Left	K2352	John Lewis Plc	
BRK	-20118049	KUF 251	Kubota F251		10822		R73 AWG	13/02/2024	14/02/2024	13/02/2026	0	Less Than 30 Days Left	2910	Gavin Jones Limited
BRK	-20111884	KU202111	Kubota ZD2111		40316		07/02/2024	04/03/2024	03/03/2026	26	Less Than 30 Days Left	702716	Motorsport Vision Ltd	

4. Use the report to improve visibility of warranty timelines and ensure claims are submitted within the appropriate periods.



4. Check the dedicated **Warranty** worksheet for additional visibility into warranty-related jobs, using colour-coded indicators to monitor progress.

5. Use the report to maintain visibility of active jobs, support effective workload planning and ensure smooth workshop operations.



## 2. USEFUL INFORMATION



**Support Number:**  
+44 (0) 1202 714200  
Press Option 1



**Support Email:**  
admin@ibcos.co.uk



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