

The Margin Leak Checklist: where margin slips between site and close

Margin rarely disappears all at once. It leaks one line item at a time, and most of it only shows up at month-end, once it's too late to do anything about it.

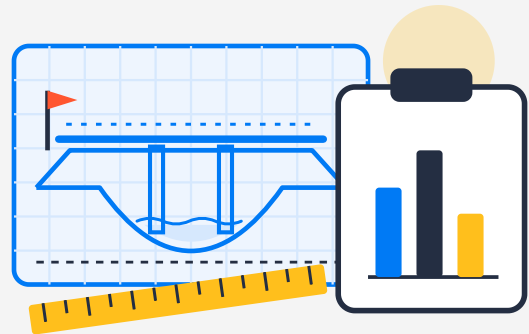
How to use it: pick a live job and work through the 16 checks. For each one, ask a single question: **could you answer this today, or only at month-end?** Tick **Today** only if you could see it this week without waiting for close. Every "Month-end" tick is a place margin can leak unnoticed.

- ☐ **Today:** I can see this now
- ☐ **Month-end:** I find out at close, or later

01

Before the job starts

Is the budget set up so leaks are visible?



TODAY MONTH-END

1 The budget mirrors how the field logs work

Cost codes in the budget match the ones crews pick on site, so actuals land where you can compare them.

☐
☐

2 Rates are loaded before day one

Rate-based and time-and-materials work is priced from the start, not rebuilt at billing time.

☐
☐

3 Extra work has a capture process

Everyone on site knows how extra work gets recorded and who signs it off.

☐
☐

02

On site, day to day

Is it captured when it happens?



TODAY MONTH-END

4 Quantities are checked against budget daily

You know when placed quantities pass the budget on the day it happens, not when the job closes out.

☐☐

5 Standby time is recorded with a reason

Wait time is logged, explained, and flagged when it's chargeable to the client.

☐☐

6 Extra work is signed off the same day

Written up, with sign-off, before the crew leaves site.

☐☐

7 Hours go to the right job and cost code

Coded correctly at the point of entry, not corrected at month-end.

☐☐

8 Equipment and materials are logged against the job

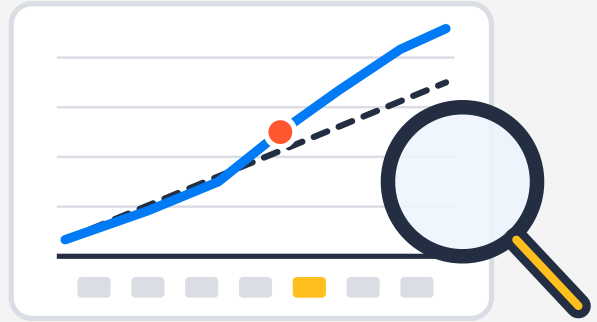
Equipment hours, and materials delivered versus used, are tied to the job they belong to.

☐☐

03

Every week

Can you see it drifting?



	TODAY	MONTH-END
9 Actuals against budget, job by job This week's numbers, for every live job, not last month's.	☐	☐
10 Percent complete versus percent of budget spent You can see when cost is running ahead of progress.	☐	☐
11 A running list of unbilled work Work that's done but not yet invoiced, visible on any given day.	☐	☐
12 Overtime and allowances against what was bid You spot the creep before it compounds across the job.	☐	☐
13 Supplier invoices matched to POs and jobs Checked before they're paid, not reconciled after.	☐	☐

04

At billing and close

Does it all get collected?



TODAY MONTH-END

14 Every approved change is on an invoice

Nothing agreed on site is left off the bill.

☐☐

15 Progress claims match actual percent complete

What you bill lines up with what's been done in the field.

☐☐

16 Variances are explained before close

The field's explanation is in hand before the numbers are final, not chased afterwards.

☐☐

YOUR SCORE

Count your **Today** ticks.

____ / 16

13-16

You're seeing it live.

Margin problems surface while someone can still fix them.

8-12

You're catching some of it late.

The gaps are usually between what's logged on site and what reaches finance.

0-7

Your ERP is telling you what already happened.

By the time the variance shows up, the job has moved on.

TURN MONTH-END TICKS INTO TODAY

See what live margin looks like

Assignar sits between the field and finance. What happens on site flows into live job costing: **actuals against budget, job by job, as the work happens.** Your ERP stays the system of record.

WATCH THE 45-SEC VIDEO

assignar.com/lps/live-margin

Or book 15 minutes:
assignar.com/schedule-demo