



Microsoft Dynamics™ GP
Project Accounting Sample Reports

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Publication date

May 2007

Project Accounting Sample Reports

This document includes information about and instructions for creating the most common Project Accounting reports. Samples of each report also are included.

The following reports are explained:

- [*Aged Work-In-Progress Report*](#)
- [*Fees List by Project Report*](#)
- [*Pre-Billing Worksheet - CP/FP*](#)
- [*Pre-Billing Worksheet – Fee \(Billable\)*](#)
- [*Pre-Billing Worksheet – T&M and Fee \(Billable\)*](#)
- [*Pre-Billing Worksheet – CP/FP and Fee \(Billable\)*](#)
- [*Billing List*](#)
- [*Timesheet History Report*](#)
- [*Projects In Progress - Customer List*](#)
- [*Projects in Progress - Fees List*](#)
- [*Projects in Progress - Cost Category/Transaction List*](#)
- [*Year To Date Employee Utilization List*](#)
- [*Project Cost Breakdown List*](#)
- [*Project Cost Breakdown – Periodic List*](#)
- [*Change Order*](#)
- [*PA Detailed Trial Balance*](#)

Aged Work-In-Progress Report

Report Writer name

PA Aged Work-In-Progress
Budget

Report tables

PA Budget MSTR WIP SUM
PA Project Master File
RM Customer MSTR
PA Cost Category Master File

Ranges

Customer Name
Customer ID

Sorting options

Budget Name
Budget ID

The Aged Work-In-Progress Budget report displays information about work in progress across aging periods you have set up and the balances or unbilled work in progress per budget. Use this report to analyze billing activity by budget for time and materials projects.

To print an Aged Work-In-Progress Report list:

1. Open the Billing Activity Reports window.
(Reports >> Project >> Billing Activity)
2. Choose Aged Work-In-Progress Budget from the Reports list and choose New to open the Billing Activity Report Options window.
3. Enter an option name and select the range and sorting method.
4. Choose the Destination button to open the Report Destination window.
5. In the Report Destination window, select a printing destination and choose OK to return to the Billing Activity Report Options window.
6. Choose Print.

Aged Work-In-Progress Report

System: 6/5/2012 1:51:32 PM
Page: 1

User Date: 6/5/2012
User ID: sa

Fabrikam, Inc.
Project Series

Aged Work in Progress
For Time and Materials Projects

Ranges:

Customer ID: ADVANCED0001 - ADVANCED0001
Customer Name: First - Last

Sorting: by Project Number

Project Number	Project Name	Current	31 - 60 Days	61 - 90 Days	91 and Over	Total
ADSTVCOMM	TV Commercials					
BUILDING	Building	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CASH	Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CLOTHING	Clothing	\$0.00	\$0.00	\$0.00	\$480.00	\$480.00
CONSULTING	Consulting Fees	\$0.00	\$0.00	\$0.00	\$1,068.75	\$1,068.75
DESIGN	Product Design	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
HARDWARE	Hardware Purchase	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
INSURANCE	Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TELCOMM	Telephone Communication	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
XHARDWARE	Testing Non -IV Item	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
YHARDWARE	Testing Non-IV Item - MU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ZHARDWARE	Testing Non-IV Item - None	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		-----	-----	-----	-----	-----
		\$0.00	\$0.00	\$0.00	\$1,548.75	\$1,548.75
FIRST	First					
CONSULTING	Consulting Fees	\$0.00	\$0.00	\$0.00	\$7,500.00	\$7,500.00
DESIGN	Product Design	\$0.00	\$0.00	\$0.00	\$300,000.00	\$300,000.00
INSURANCE	Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MANAGEMENT	Project Management	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TELCOMM	Telephone Communication	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TRACKER	Tracker Module	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		-----	-----	-----	-----	-----
		\$0.00	\$0.00	\$0.00	\$307,500.00	\$307,500.00
SECOND	Second					
CASH	Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CONSULTING	Consulting Fees	\$0.00	\$0.00	\$0.00	\$7,500.00	\$7,500.00
COPIER	Copier Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DEMO	Sales Demonstration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DESIGN	Product Design	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00
DESIGNREVIEWS	Design Reviews	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EBILL	Ebill	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LAND	Land	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MANAGEMENT	Project Management	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SUPPLIES	Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TELCOMM	Telephone Communication	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
XHARDWARE	Testing Non -IV Item	\$0.00	\$0.00	\$0.00	\$439,750.00	\$439,750.00
YHARDWARE	Testing Non-IV Item - MU	\$0.00	\$0.00	\$0.00	\$432,500.00	\$432,500.00
ZHARDWARE	Testing Non-IV Item - None	\$0.00	\$0.00	\$0.00	\$391,250.00	\$391,250.00
		-----	-----	-----	-----	-----
		\$0.00	\$0.00	\$0.00	\$1,286,000.00	\$1,286,000.00
		=====	=====	=====	=====	=====
		\$0.00	\$0.00	\$0.00	\$1,595,048.75	\$1,595,048.75

Fees List by Project Report

Report Writer name

PA Fees List - by Project

Report table

PA Project Master File
RM Customer MSTR
PA Contract Master File
Pa Project Fee Master File
PA Fee Master File

Ranges

Customer ID
Contract Number
Project ID
Project Number
Project Class ID
Project Manager ID
Business Manager ID
Department
Contract Class ID

Sorting options

Customer ID
Contract Number
Project ID
Project Number
Project Class ID
Project Manager ID
Business Manager ID
Department

The Fees List by Project report displays a list of all the fees being used in all projects per customer. In addition to project information, the report shows the fee ID, fee name, fee type and the fee amount, percentage of baseline cost or percentage of baseline revenue.

To print a fee list-project:

1. Open the Billing Activity Reports window.
(Reports >> Project >> Billing Activity)
2. Choose Aged Work-In-Progress from the Reports list and choose New to open the Billing Activity Report Options window.
3. Enter an option name and select the range and sorting method.
4. Choose the Destination button to open the Report Destination window.
5. In the Report Destination window, select a printing destination and choose OK to return to the Billing Activity Report Options window.
6. Choose Print.

Fee List - Project

System: 9/22/07 1:02:43 AM
Page: 1

User Date: 9/22/07
User ID: SA

Fabrikam, Inc.
Project Series
Fees List by Project

Range:

Customer ID: First - Last
Contract Number: First - Last
Project ID: First - Last
Project Number: First - Last
Project Class ID: First - Last
Project Manager ID: First - Last
Business Manager ID: First - Last
Department: First - Last
Contract Class ID: First - Last

Sorting: by Customer ID

Project No.	Project Name	Project Class ID	Project ID	Contract Number	Customer ID
Project Manager ID	Business Manager ID	Department			
Fee ID	Fee Name	Fee Type	Fee Amount	% of Baseline Cost	% of Baseline Revenue
AFITZCONST BARR0001	Construction of Net Housing	ENG			
	AFITZRETAIN	AFITZ Retainage	Retentions	\$58,136.75	0.00%
AFREQ BARR0001	A. Fitz Requirements Analysis	ENG			
	CONTR_MGT	Contract Mgmt	Retainer	\$20,000.00	0.00%
	2 Projects				

Pre-Billing Worksheet - CP/FP

Report Writer name

PA Pre-Billing Worksheet - CP/
FP

Report table

PA Pre Billing Worksheet
TEMP
PA Billing Sub-Detail WORK
TM
PA Billing Sub-Detail TM
Temp2
PA Billing Sub-Detail WORK
FF
PA Billing Sub-Detail WORK
FF Temp
PA Billing Sub-Detail WORK
Fee
PA Billing Sub-Detail WORK
Fee Temp
PA Billing Subline Tax Detail
PA Billing Subline Tax Detail
Temp
PA Billing Header WORK
RM Customer Master
PA Billing Detail WORK
PA Project Master File
PA Billing Notes Master
PA Contract Master File

Ranges

Customer ID
Contract Number
Project ID
Project Number
Project Class ID
Project Manager ID
Business Manager ID
Department
Contract Class ID

Sorting options

Customer ID
Contract Number
Project ID
Project Number
Project Class ID
Project Manager ID
Business Manager ID
Department

Include

In Process
Billable
Cutoff Date

The Pre-Billing Worksheet - CP/FP list displays a list of pre-billing worksheets for all cost plus or fixed-price projects.

You can print two types of pre-billing worksheets.

In process Includes billable transactions that are in the billing entry work file.

Billable Includes all billable transactions that are in the transaction history files.

Print this report to verify billing activity, tax amounts, total amounts and earnings for each project. This report also shows fee information, such as the fee ID, type, amount due, tax amount, and billable fee amount.

To print a pre-billing worksheet - CP/FP:

1. Open the Billing Activity Reports window.
(Reports >> Project >> Billing Activity)
2. Choose Pre-Billing Worksheet - CP/FP from the Reports list and choose New to open the Billing Activity Report Options window.
3. Enter an option name and select the range and sorting method.
4. Choose the Destination button to open the Report Destination window.
5. In the Report Destination window, select a printing destination and choose OK to return to the Billing Activity Report Options window.
6. Choose Print.

Pre-Billing Worksheet - CP/FP

System: 2/26/2007 1:21:42 PM
Page: 1

User Date: 2/26/2007
User ID: sa

Fabrikam, Inc.
Project Series

Pre-Billing Worksheet - CP/FP (Billable)

Range:

Customer ID: First - Last
 Contract Number: First - Last
 Project ID: First - Last
 Project Number: ADSBILL - ADSBILL
 Project Class ID: First - Last
 Project Manager ID: First - Last
 Business Manager ID: First - Last
 Department: First - Last
 Contract Class ID: First - Last
 Customer Billing Cycle ID: First - Last
 Contract Billing Cycle ID: First - Last
 Project Billing Cycle ID: First - Last

Sorting: by Customer ID

Cutoff Date: 2/26/2013

Project Number	Type	Project Name	Project PO Number				
Cost Category ID	% Comp	Amount Earned	Previously Billed	Earned This Period	Retention Amount	Billing Amount	
ADSBILL	Cost Plus	Billboard Ads					
Timesheet							
DESIGN	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					Transaction Usage Totals:	\$0.00	\$0.00
Equipment Log							
FEEREVENUE	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					Transaction Usage Totals:	\$0.00	\$0.00
Miscellaneous Log							
COPIER	1.17%	\$6,787.76	\$0.00	\$6,787.76	\$0.00	\$6,787.76	\$6,787.76
					Transaction Usage Totals:	\$0.00	\$6,787.76
Purchasing Invoice							
OFFICE SUPPLIES	0.48%	\$2,419.37	\$0.00	\$2,419.37	\$0.00	\$2,419.37	\$2,419.37
XHARDWARE	1.12%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					Transaction Usage Totals:	\$0.00	\$2,419.37
Employee Expense							
CABFARE	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					Transaction Usage Totals:	\$0.00	\$0.00
					Project Totals:	\$0.00	\$9,207.13

System: 2/26/2007 1:21:42 PM
Page: 2

User Date: 2/26/2007
User ID: sa

Fabrikam, Inc.
Project Series

Pre-Billing Worksheet - CP/FP (Billable)

Project Number	Type	Project Name	Project PO Number				
Cost Category ID	% Comp	Amount Earned	Previously Billed	Earned This Period	Billing Amount	Retention Amount	
					Report Totals:	\$0.00	\$9,207.13

Pre-Billing Worksheet – Fee (Billable)

Report Writer Name

PA PBW Fee

The Pre-Billing Worksheet – Fee (Billable) displays the billable amount for fees for a particular project.

Tables

PA Reports Project TEMP
PA Project Master File
PA Billing Sub-Detail WORK
Fee Temp

Ranges

Customer ID
Contract Number
Project ID
Project Number
Project Class ID
Project Manager ID
Business Manager ID
Department
Contract Class ID

Sorting

Customer ID
Contract Number
Project ID
Project Number
Project Class ID
Project Manager ID
Business Manager ID
Department

To print a Pre-Billing Worksheet – Fee (Billable):

1. Open the Billing Activity Reports window.
(Reports >> Project >> Billing Activity)
2. Choose Pre-Billing Worksheet - T&M or Pre-Billing Worksheet - CP/FP from the Reports list and choose New to open the Billing Activity Report Options window.
3. Enter an option name and select the range and sorting method.
4. Mark the Billable option to include billable fee amounts. Do not mark the Single Billable Report option.
5. Choose the Destination button to open the Report Destination window.
6. In the Report Destination window, select a printing destination and choose OK to return to the Billing Activity Report Options window.
7. Choose Print.

Pre-Billing Worksheet – Fee (Billable)

System: 2/26/2013 1:22:47 PM
 User Date: 2/26/2013
 Page: 1
 User ID: sa

Fabrikam, Inc.
 Project Series

Pre-Billing Worksheet - Fee (Billable)

Range:

Customer ID: First - Last
 Contract Number: First - Last
 Project ID: First - Last
 Project Number: ADSBILL - ADSBILL
 Project Class ID: First - Last
 Project Manager ID: First - Last
 Business Manager ID: First - Last
 Department: First - Last
 Contract Class ID: First - Last
 Customer Billing Cycle ID: First - Last
 Contract Billing Cycle ID: First - Last
 Project Billing Cycle ID: First - Last

Sorting: by Customer ID

Cutoff Date: 2/26/2013

Project Number	Type	Project Name	Project PO Number			
Fee ID	Fee Name	Fee Type	Amount Due	Previously Billed	Trade Amount	Retention Amount
ADSBILL	Cost Plus	Billboard Ads				
PROF FEE		Retainer	\$2,000.00	\$600.00	\$0.00	\$0.00
SALES INCOME		Project Fee	\$10,000.00	\$4,000.00	\$0.00	\$600.00
		Project Totals:			\$0.00	\$600.00
		Report Totals:			\$0.00	\$600.00
						\$7,400.00

Pre-Billing Worksheet – T&M and Fee (Billable)

Report Writer Name

PA PBW - T&M and Fee

Tables

PA Pre Billing Worksheet
TEMP
PA Billing Sub-Detail TM
Temp2
PA Billing Sub-Detail WORK
FF Temp
PA Billing Sub-Detail WORK
Fee Temp
PA Billing Notes Master
PA Billing Detail TEMP
PA Project Master File
PA Contract Master File

Ranges

Customer ID
Contract Number
Project ID
Project Number
Project Class ID
Project Manager ID
Business Manager ID
Department
Contract Class ID

Sorting

Customer ID
Contract Number
Project ID
Project Number
Project Class ID
Project Manager ID
Business Manager ID
Department

The Pre-Billing Worksheet - T&M and Fee list displays a list of pre-billing worksheets for all time and material projects and the fees attached. You can print pre-billing worksheets that contain all billable transactions that are in the transaction history files. You can print the billable amount for the specified cutoff date.

To print a pre-billing worksheet - T&M and Fee (billable):

1. Open the Billing Activity Reports window.
(Reports >> Project >> Billing Activity)
2. Choose Pre-Billing Worksheet - T&M from the Reports list and choose New to open the Billing Activity Report Options window.
3. Enter an option name and select the range and sorting method.
4. Mark the Billable option to include billable fee amounts.
5. Mark the Print Single Billable Report option to print a single report that contains both transactions and fees.
6. Choose the Destination button to open the Report Destination window.
7. In the Report Destination window, select a printing destination and choose OK to return to the Billing Activity Report Options window.
8. Choose Print.

Pre-Billing Worksheet – T&M and Fee (Billable)

System: 2/26/2008 1:11:56 PM
 User Date: 2/26/2008
 Page: 1
 User ID: sa

Fabrikam, Inc.
 Project Series

Pre-Billing Worksheet - T&M (Billable)

Ranges:

Customer ID: First - Last
 Contract Number: First - Last
 Project ID: First - Last
 Project Number: ADSTVCOMM - ADSTVCOMM
 Project Class ID: First - Last
 Project Manager ID: First - Last
 Business Manager ID: First - Last
 Department: First - Last
 Contract Class ID: First - Last
 Customer Billing Cycle ID: First - Last
 Contract Billing Cycle ID: First - Last
 Project Cycle ID: First - Last

Sorting: by Customer ID

Cutoff Date: 2/26/2008

Project Number	Type	Project Name	Project PO Number	Billings	Fees	Trade Discount
ADSTVCOMM	Time and Materials	TV Commercials		\$1,098.75	\$30.00	\$56.44

T&M Billings:

Date	Cost Owner	Cost Owner Name	Cost Category ID	Billing Rate	Markup%	Total Cost	Qty	Trade Amount	Amount
1/9/2008	COMPUTER0001	Computer Training Systems	CONSULTING	\$75.00	0.00%	\$165.53	8.25	\$30.93	\$618.75
Client Consulting									
1/9/2008	GARDNERS0001	Gardner Services	DESIGN	\$0.00	0.00%	\$106.26	6.00	\$0.00	\$0.00
Research design and specification of new products and projects									
1/27/2008	ADVER	Advertising Expense	INSURANCE	\$0.00	0.00%	\$9,032.46	11.28	\$0.00	\$0.00
1/20/2008	FINANCE	Finance Charge Expenses	TELCOMM	\$0.00	0.00%	\$2,015.00	20.00	\$0.00	\$0.00
1/20/2008	GKCLEANI0001	G & K Cleaning	CLOTHING	\$120.00	0.00%	\$2,000.00	4.00	\$24.00	\$480.00
						\$13,319.25	49.53	\$54.93	\$1,098.75

Fees:

Fee ID	Type	Amount Due	Prev. Billed	Trade Amount	Retention Amount	Billing Amount
LEGAL FEES	Service	\$30.00	\$0.00	\$1.50	\$0.00	\$30.00
				\$1.50	\$0.00	\$30.00

Total Billings: \$1,098.75

Total Fees: \$30.00

Total Trade Discount: \$56.44

Pre-Billing Worksheet – CP/FP and Fee (Billable)

Report Writer Name

PA PBW - CP/FP and Fee

Tables

PA Pre Billing Worksheet
TEMP
PA Billing Sub-Detail TM
Temp2
PA Billing Sub-Detail WORK
FF Temp
PA Billing Sub-Detail WORK
Fee Temp
PA Billing Notes Master
PA Billing Detail TEMP
PA Project Master File
PA Contract Master File

Ranges

Customer ID
Contract Number
Project ID
Project Number
Project Class ID
Project Manager ID
Business Manager ID
Department
Contract Class ID

Sorting

Customer ID
Contract Number
Project ID
Project Number
Project Class ID
Project Manager ID
Business Manager ID
Department

The Pre-Billing Worksheet - CP/FP and Fee list displays a list of pre-billing worksheets for all cost plus or fixed-price projects and the fees attached. You can print pre-billing worksheets that contain all billable transactions that are in the transaction history files. You can print the billable amount for the specified cutoff date.

To print a pre-billing worksheet - CP/FP:

1. Open the Billing Activity Reports window.
(Reports >> Project >> Billing Activity)
2. Choose Pre-Billing Worksheet - CP/FP from the Reports list and choose New to open the Billing Activity Report Options window.
3. Enter an option name and select the range and sorting method.
4. Mark the Billable option to include billable fee amounts.
5. Mark the Print Single Billable Report option to print a single report that contains both transactions and fees.
6. Choose the Destination button to open the Report Destination window.
7. In the Report Destination window, select a printing destination and choose OK to return to the Billing Activity Report Options window.
8. Choose Print.

Pre-Billing Worksheet – CP/FP and Fee (Billable)

System: 2/26/2013 1:23:10 PM
 User Date: 2/26/2013
 Page: 1
 User ID: sa

Fabrikam, Inc.
 Project Series

Pre-Billing Worksheet - CP/FP (Billable)

Ranges:

Customer ID: First - Last
 Contract Number: First - Last
 Project ID: First - Last
 Project Number: ADSBILL - ADSBILL
 Project Class ID: First - Last
 Project Manager ID: First - Last
 Business Manager ID: First - Last
 Department: First - Last
 Contract Class ID: First - Last
 Customer Billing Cycle ID: First - Last
 Contract Billing Cycle ID: First - Last
 Project Billing Cycle ID: First - Last

Sorting: by Customer ID

Cutoff Date: 2/26/2013

Project Number	Project Name	Billings	Fees	Trade
Discount				
-----	-----	-----	-----	-----
ADSBILL	Cost Plus	Billboard Ads		
\$830.36			\$9,207.13	\$7,400.00

CP/FP Billings:

Cost Category ID	% Comp	Amount Earned	Previously Billed	Earned This Period	Retention Amount	Billing Amount
CABFARE	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
COPIER	1.17%	\$6,787.76	\$0.00	\$6,787.76	\$0.00	\$6,787.76
DESIGN	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FEREVENUE	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OFFICE SUPPLIES	0.48%	\$2,419.37	\$0.00	\$2,419.37	\$0.00	\$2,419.37
XHARDWARE	1.12%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					-----	-----
					\$0.00	\$9,207.13

Fees:

Fee ID	Type	Amount Due	Prev. Billed	Trade Amount	Retention Amount	Billing Amount
PROF FEE	Retainer	\$2,000.00	\$600.00	\$0.00	\$0.00	\$1,400.00
SALES INCOME	Project Fee	\$10,000.00	\$4,000.00	\$0.00	\$600.00	\$6,000.00
				-----	-----	-----
				\$0.00	\$600.00	\$7,400.00

Total Billings: \$9,207.13
 Total Fees: \$7,400.00
 Total Trade Discount: \$830.36

Billing List

Report Writer name

PA Billing Posting Journal
OPEN Reprint

Report table

PA Pre Billing Worksheet
TEMP
PA Billing Sub-Detail OPEN
TM
PA Billing Sub-Detail TM
Temp2
PA Billing Sub-Detail OPEN FF
PA Billing Sub-Detail WORK
FF Temp
PA Billing Sub-Detail OPEN
Fee
PA Billing Sub-Detail WORK
Fee Temp
PA Billing Subline Tax Detail
PA Billing Subline Tax Detail
Temp
PA Billing Header OPEN
RM Customer MSTR
Posting Definitions Master
PA Billing Detail OPEN
PA Project Master File
PA Billing Notes Master

Ranges

Audit Trail Code
Batch ID
Post Date

Sorting options

Audit Trail Code
Batch ID
Post Date

Include

Posting Journal
History
Open

Billing List displays information for each transaction entered in the billing entry window and posted. The report shows billing information like cost owner, cost category ID, quantity, amount, rate, markup percentage, writeup or writedown amount or percentage and account distributions.

To print a billing list:

1. Open the Posting Journal Reports window.
(Reports >> Project >> Posting Journal)
2. Choose Billing from the Reports list and choose New to open the Posting Journal Report Options window.
3. Enter an option name and select other options you want to include in your report.
4. Choose the Destination button to open the Report Destination window.
5. In the Report Destination window, select a printing destination and choose OK to return to the Posting Journal Report Options window.
6. Choose Print.



You can display information on posted revenue recognition and project closing by selecting Revenue Recognition and Project Closing Lists from the dropdown list.

Billing List

System: 10/23/2010 6:47:02 PM
 User Date: 10/23/2010
 Page: 1
 User ID: sa

Fabrikam, Inc.
 Project Series
 Billing Entry Posting Journal Open Reprint

Ranges:
 Audit Trail Code: PABL00000001 - PABL00000001
 Batch ID: First - Last
 Post Date: First - Last
 Sorting: by Audit Trail Code

Document No.: TM001
 Document Date: 01/10/2008
 Customer ID: ADVANCED0001
 Customer Name: Advanced Paper Co.
 Customer PO Number:
 Comment:
 Cutoff Date: 01/10/2008
 Batch ID:
 Post Date: 01/10/19
 Audit Trail Code: PABL00000001

Project Number: ADSTVCOMM Billings: \$450.00
 Project Name: TV Commercials Fees: \$0.00
 Project PO Number: Trade Discount: \$22.50
 T&M Billings:

Current

Invoice

Writeup/

Writeup/ Date	Cost Owner	Cost Cat ID	Tax Amount	Billing Rate	Markup %	Qty	Amount	Type	Writedown
01/08/19	BARR0001	CONSULTING	\$29.93	\$75.00	0.00%	6.00	\$450.00	STD	\$0.00
Amount	Writedown %	Billing Rate	Markup %	Qty	Amount				
\$0.00	0.00%	\$75.00	0.00%	6.00	\$450.00				

Client Consulting

6.00 \$450.00

Fees:

Fee ID	Type	Amount Due	Prev. Billed	Billing Amount	Tax Amount
LEGAL FEES	Service	\$0.00	\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00

Project Number: FIRST Billings: \$5,000.25
 Project Name: First Fees: \$0.00
 Project PO Number: Trade Discount: \$250.01

Timesheet History Report

Report Writer name

PA History Timesheet

Report table

PA Timesheet Detail History
File
PA Timesheet Header History
File

Ranges

Employee ID
Project Number
Cost Category ID
Batch ID
Document Date
Document Number
Date Incurred
Transaction Type

Sorting options


Employee ID
Project Number
Cost Category ID
Batch ID
Document Date
Document Number
Date Incurred

Include

Billable
In Process
Closed
Non Billable
Fixed Fee Transactions

Print the Timesheet History Report to display posting activity of timesheet transactions. Timesheets track the labor cost and amount of time expended on a project. A timesheet transaction can involve various projects, cost categories, pay codes, pay rates, positions, and dates.

To print timesheet history reports:

1. Open the History Reports window.
(Reports >> Project >> History)
2. Choose Timesheet from the Reports list and choose New to open the History Report Options window.
 *To display information on other posted transactions by selecting Employee Expenses, Equipment Log, Miscellaneous Logs, Inventory Transfer, Purchase Order, Receivings, and Purchasing Invoice from the drop-down list.*
3. Enter an option name and select the range and sorting method.
4. Choose the Destination button to open the Report Destination window.
5. In the Report Destination window, select a printing destination and choose OK to return to the History Report Options window.
6. Choose Print.

Timesheet History Report

System: 9/22/07 1:11:19 PM
 User Date: 9/22/07
 Page: 1

User ID: SA

Fabrikam, Inc.
 Project Series
 Timesheet History Report

Ranges:

Employee ID: First - Last
 Project Number: First - Last
 Cost Category ID: First - Last
 Batch ID: First - Last
 Document Date: First - Last
 Document No.: First - Last
 Date Incurred: First - Last
 TRX Type: First - Last

Exclude: Billable: No In Process: No Closed: No Non-Billable: No Fixed Fee Trx: No
 Sorting: by Employee ID

Doc Date	Doc No.	Batch ID	Employee ID	Date	Project No.	Cost Category ID	Time Begin	Time End	Qty	Billing Status
U of M	Unit Cost	Pay Code	Department	Position	Total Cost	Billed Qty	Billed Amt	Approved Quantity	Approved Bill Amt	
9/21/00	TS0000000000000001	DYN SA	DIAZ0001	9/16/05	HOTELEDGER	CONSULTING	12:00 AM	12:00 AM	10.00	Closed
Hour	\$43.27	SALY	ENG	MGR1	\$432.70	10.00	\$1,600.00	0.00	\$0.00	
9/21/00	TS0000000000000002	DYN SA	DIAZ0001	9/16/05	HOTELEDGER	CONSULTING	12:00 AM	12:00 AM	1.00	Billable
Hour	\$43.27	SALY	ENG	MGR1	\$43.27	0.00	\$0.00	0.00	\$0.00	
9/21/00	TS0000000000000003	DYN SA	DIAZ0001	9/16/05	HOTELEDGER	DESIGN	12:00 AM	12:00 AM	3.00	Billable
Hour	\$17.10	SALY	ENG	MGR1	\$228.81	0.00	\$0.00	0.00	\$0.00	

Report Totals:

Total Cost

 \$704.78

Projects In Progress - Customer List

Report Writer name

PA Projects in Progress
Master File

Report table

PA Project Periodic Totals
TEMP
PA Project Periodic Totals
TEMP2
PA Project Periodic Totals
TEMP3
RM Customer Master
PA Contract Master File

Ranges

Customer ID
Contract Number
Project ID
Project Number
Project Class ID
Project Manager ID
Business Manager ID
Department

Sorting options

Customer ID
Contract Number
Project ID
Project Number
Project Class ID
Project Manager ID
Business Manager ID
Department

Include

Year
Period

The Projects In Progress - Customer list displays the estimated revenues and profits, revenues earned, total cost incurred, cost of revenues, gross profit or loss, amount billed to date, recognized revenues, and estimate cost to complete to each project.

To print a Project In Progress - Customer list:

1. Open the Performance Reports window.
(Reports >> Project >> Performance)
2. Choose Projs. in Progress-Customer from the Reports list and choose New to open the Performance Report Options window.
3. Enter an option name and select the range and sorting method.
4. Choose the Destination button to open the Report Destination window.
5. In the Report Destination window, select a printing destination and choose OK to return to the Performance Report Options window.
6. Choose Print.

Project in Progress - Customer List

System:2/26/2007 12:58:30 PM
 User Date: 2/26/2007
 Page: 1
 User ID: sa

Fabrikam, Inc.
 Project Series
 Projects in Progress - Customer
 As of 1/31/2007

Ranges:

Customer ID: First - Last
 Contract Number: ADS - ADS
 Project ID: First - Last
 Project Number: First - Last
 Project Class ID: First - Last
 Project Manager ID: First - Last
 Business Manager ID: First - Last
 Department: First - Last
 Contract Class ID: First - Last

Exclude: Posted: No Unposted: No
 Sorting: by Customer ID
 Customer Number Customer Name

Project Number	Project Name	Estimated Revenues		Estimated Profits		
From Inception to 1/31/2007		At 1/31/2011		For the year ended 12/31/2007		
Revenues Recognized	Total Cost Cost of Gross Profit	Committed	Cost of Gross Profit	Billed to Estimate Cost	Cost & Est. Billings in	Revenues
Earned Revenue Revenues (Loss)	Incurring Costs Excess of Costs & Est.	Revenues (Loss) Billings	Date to Complete Earnings	Earnings in Excess of	Earned Revenue	
ADVANCED001	Advanced Paper Co.					
ADSBILL	Billboard Ads		\$2,025,693.09	\$73,126.09		
\$0.00	\$0.00	\$34,699.52	\$44,199.13	\$0.00	\$0.00	\$10,000.00 \$1,917,867.48 \$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
ADSNEWS	Newspaper Ad		\$3,072,152.24	(\$438,247.76)		
\$3,022.04	\$3,022.04	\$29,310.00	\$0.00	\$2,760.00	\$262.04	\$0.00 \$3,481,090.00 \$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
ADSREVENUE	Production		\$115,650.00	\$9,637.50		
\$0.00	\$0.00	\$18,541.53	\$0.00	\$0.00	\$0.00	\$2,650.00 \$87,470.97 \$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
ADSRADIO	Radio Commercials		\$2,083,433.01	\$381,310.24		
\$0.00	\$0.00	\$7,367,336.43	\$0.00	\$0.00	\$0.00	\$6,200.00 (\$5,665,213.66) \$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
ADTALENTS	Artists		\$5,620,412.50	\$380,037.50		
\$0.00	\$0.00	\$10,498.00	\$0.00	\$0.00	\$0.00	\$0.00 \$5,229,877.00 \$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
ADSTVCOMM	TV Commercials		\$4,309,601.55	\$15,521.45		
\$450.00	\$0.00	\$3,927,639.15	\$18,697.97	\$1,181.93	(\$731.93)	\$480.00 \$366,440.95 \$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
\$3,472.04	\$3,022.04	\$11,388,024.63	\$62,897.10	\$3,941.93	(\$469.89)	\$19,330.00 \$5,417,532.74
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
ADVANCED001	Total Estimated Revenues:		\$17,226,942.39			
ADVANCED001	Total Estimated Profits:		\$421,385.02			

Projects in Progress - Fees List

Report Writer name

PA Projects in Progress
Master File

Report table

PA Project Periodic Totals
TEMP
PA Project Periodic Totals
TEMP2
PA Project Periodic Totals
TEMP3
RM Customer Master
PA Contract Master File

Ranges

Customer ID
Contract Number
Project ID
Project Number
Project Class ID
Project Manager ID
Business Manager ID
Department

Sorting options

Customer ID
Contract Number
Project ID
Project Number
Project Class ID
Project Manager ID
Business Manager ID
Department

Include

Year
Period

The Projects In Progress - Fees list displays the estimated revenues and profits, revenues earned, total cost incurred, cost of revenues, gross profit or loss, amount billed to date and estimate cost to complete to each project.

To print a Project In Progress - Fees list:

1. Open the Performance Reports window.
(Reports >> Project >> Performance)
2. Choose Projs. in Progress-Customer from the Reports list and choose New to open the Performance Report Options window.
3. Enter an option name and select the range and sorting method.
4. Choose the Destination button to open the Report Destination window.
5. In the Report Destination window, select a printing destination and choose OK to return to the Performance Report Options window.
6. Choose Print.

Projects in Progress - Fees List

System: 2/26/2006 1:00:44 PM
 User Date: 2/26/2006
 Page: 1
 User ID: sa

Fabrikam, Inc.
 Project Series
 Projects in Progress - Fees
 As of 1/31/2007

Ranges:
 Customer ID: First - Last
 Contract Number: First - Last
 Project ID: First - Last
 Project Number: SECOND - SECOND
 Project Class ID: First - Last
 Project Manager ID: First - Last
 Business Manager ID: First - Last
 Department: First - Last
 Contract Class ID: First - Last
 Exclude: Posted: No Unposted: No
 Sorting: by Customer ID
 Project Number Project Name

Fee ID		Fee Name		Estimated Revenues		Estimated Profits					
				From Inception to 1/31/2006		At 1/31/2007		For the year ended 12/31/2006			
Revenues Earned	Recognized Revenue	Cost of Revenues	Gross Profit (Loss)	Billed to Date	Cost & Est. Earnings in Excess of	Billings in Excess of	Revenues Earned Excess of Billings	Recognized Revenue Costs & Est. Earnings	Revenues	Cost of Gross Profit (Loss)	
SECOND	Second										
LEGAL FEES	Legal Fees			\$30.00		\$30.00					
\$5.02	\$5.02	\$0.00	\$5.02	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$5.02	\$5.02	\$0.00	\$5.02	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SECOND											
Total Estimated Revenues:			\$30.00								
SECOND											
Total Estimated Profit:			\$30.00								
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
\$5.02	\$5.02	\$0.00	\$5.02	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Estimated Revenues:			\$30.00								
Total Estimated Profit:			\$30.00								

Projects in Progress - Cost Category/Transaction List

Report Writer Name:

PA Projects in Progress - Cost
Category/Transaction

The Project in Progress - Cost Category/Transaction report displays the cost transactions for the budget and the date range will include the selected fiscal year.

Tables:

PA Reports Project TEMP
PA Project Master File
PA Budget Master File
PA Budget Periodic Totals
TEMP1
PA Budget Periodic Totals
TEMP2
PA Budget Periodic Totals
TEMP3
PA Cost Trx Line TEMP

To print a Projects in Progress - Cost Category/ Transaction list:

1. Open the Performance Reports window.
(Reports >> Project >> Performance)
2. Choose Projs. in Progress-Cost Cat from the Reports list and choose New to open the Performance Report Options window.
3. Enter an option name and select the range and sorting method. Mark the Include Cost Transactions checkbox.

Ranges:

Customer ID
Contract Number
Project ID
Project Number
Project Class ID
Project Manager ID
Business Manager ID
Department
Contract Class ID



If the Include Cost Transactions checkbox is not marked, the original PA Projects in Progress - Cost Category report will be printed.

4. Choose the Destination button to open the Report Destination window.
5. In the Report Destination window, select a printing destination and choose OK to return to the Performance Report Options window.
6. Choose Print.

Exclude:

Posted
Unposted

Sorting:

by Customer ID
by Contract Number
by Project ID
by Project Number
by Project Class ID
by Project Manager ID
by Business Manager ID
by Department

PA Projects in Progress - Cost Category/Transaction List

System: 2/26/2006 1:01:49 PM
 User Date: 2/26/2006
 Page: 1
 User ID: sa

Fabrikam, Inc.
 Project Series
 Projects in Progress - Cost Category
 As of 1/31/2007

Ranges:

Customer ID: First - Last
 Contract Number: First - Last
 Project ID: First - Last
 Project Number: ADSBILL - ADSBILL
 Project Class ID: First - Last
 Project Manager ID: First - Last
 Business Manager ID: First - Last
 Department: First - Last
 Contract Class ID: First - Last
 Exclude: Posted: No Unposted: No
 Sorting: by Customer ID
 Project Number Project Name

Est. in of	From Inception to 1/31/2007		At 1/31/2007		For the year ended 12/31/2006		Billed to Date	Estimate to Complete	Cost & Earnings Excess Billings
	Revenues	Recognized	Total Costs	Committed	Cost of	Gross Profit			
	Billings in Excess of	Revenues Earned	Recognized Revenue	Costs Incurred	Cost of Revenues	Gross Profit (Loss)			
ADSBILL		Billboard Ads							
CABFARE	\$0.00	Taxi Cab Fares	\$307.05	\$0.00	\$26,811.00	\$200.00	\$0.00	\$26,303.95	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,303.95	\$0.00
COPIER		Copier Charges			\$580,150.00	\$26,650.00	\$0.00	\$541,500.00	\$0.00
\$0.00	\$0.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$541,500.00	\$0.00
DESIGN		Product Design			\$15,397.48	\$189.98	\$0.00	\$15,163.30	\$0.00
\$0.00	\$0.00	\$0.00	\$44.20	\$0.00	\$0.00	\$0.00	\$0.00	\$15,163.30	\$0.00
FEEREVENUE		Consulting Fixed Fee Revenues			\$889,300.00	\$1,000.00	\$0.00	\$868,612.50	\$0.00
\$0.00	\$0.00	\$0.00	\$19,687.50	\$0.00	\$0.00	\$0.00	\$0.00	\$868,612.50	\$0.00
OFFICE SUPPLIES		Office Supplies			\$504,034.61	\$55,086.11	\$0.00	\$446,511.93	\$0.00
\$0.00	\$0.00	\$0.00	\$2,436.57	\$44,193.25	\$0.00	\$0.00	\$0.00	\$446,511.93	\$0.00
XHARDWARE		Testing Non -IV Item			\$0.00	(\$20,000.00)	\$0.00	\$19,775.80	\$0.00
\$0.00	\$0.00	\$0.00	\$224.20	\$5.88	\$0.00	\$0.00	\$0.00	\$19,775.80	\$0.00
\$0.00	\$0.00	\$34,699.52	\$44,199.13	\$0.00	\$0.00	\$0.00	\$1,917,867.48	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,917,867.48	\$0.00
ADSBILL		Total Estimated Revenues:			\$2,015,693.09				
ADSBILL		Total Estimated Profits:			\$63,126.09				

Year To Date Employee Utilization List

Report Writer name

PA YTD Utilization

Report table

PA Utilization Report TEMP

Ranges

Last Name

First Name

Employee ID

Sorting options

Employee ID

Include

Standard Hours Per Day

Report Ending Date

Print the Year to Date Employee Utilization List to get an overview of billing activities for labor expended in a given year to date. The report also displays the hours expended, non-billable hours, maximum billable hours, billable hours, percentage of utilization, standard rate, maximum billing, actual billings and percentage of realization for the year to date and period selected.

To print a year to date employee utilization list:

1. Open the Performance Reports window.
(Reports >> Project >> Employee Utilization)
2. Choose YTD Employee Utilization from the Reports list and choose New to open the Employee Utilization Report Options window.
3. Enter an option name and select the range and sorting method.
4. Choose the Destination button to open the Report Destination window.
5. In the Report Destination window, select a printing destination and choose OK to return to the Employee Utilization Report Options window.
6. Choose Print.

Year To Date Employee Utilization List

System: 9/11/06 12:18:06 PM
 User Date: 9/11/06
 Page: 1
 User ID: sa

Fabrikam, Inc.
 Project Series
 YTD Utilization Report By Employee

Range:
 Employee ID: First - Last

Year To Date

Period Ending 9/30/06

Employee	Hours	Non-Billable	Max Billable	Billable	%Utilization	Max Actual	%Realization	Actual	Max Billings	Actual Billings	Hours	In Non-Billable
Max Billable	Billable	%Utilization	Std	Hours	Hours	Hours	Hours	Hours	Billings	Billings	Period	Hours
Hours	Hours	Rate	Hours	Hours	Hours	Hours	Hours	Hours	Billings	Billings	Period	Hours
Pilar Ackerman	1,392.00	0.00	1,392.00	0.00	0.00	\$167,040.00	\$0.00	0.00	168.00	0.00	168.00	0.00
168.00	0.00	0.00	\$120.00	\$20,160.00	\$0.00	0.00						
Gregory Erickson	1,392.00	0.00	1,392.00	0.00	0.00	\$6,960.00	\$0.00	0.00	168.00	0.00	168.00	0.00
168.00	0.00	0.00	\$5.00	\$840.00	\$0.00	0.00						
Jenny Doyle	1,392.00	0.00	1,392.00	0.00	0.00	\$6,960.00	\$0.00	0.00	168.00	0.00	168.00	0.00
168.00	0.00	0.00	\$5.00	\$840.00	\$0.00	0.00						
Nancy Buchanan	1,392.00	0.00	1,392.00	0.00	0.00	\$6,960.00	\$0.00	0.00	168.00	0.00	168.00	0.00
168.00	0.00	0.00	\$5.00	\$840.00	\$0.00	0.00						
Adam Barr	1,392.00	0.00	1,392.00	0.00	0.00	\$167,040.00	\$0.00	0.00	168.00	0.00	168.00	0.00
168.00	0.00	0.00	\$120.00	\$20,160.00	\$0.00	0.00						
Jay Jamison	1,392.00	0.00	1,392.00	0.00	0.00	\$0.00	\$0.00	0.00	168.00	0.00	168.00	0.00
168.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00						
Kathie Flood	1,392.00	0.00	1,392.00	0.00	0.00	\$6,960.00	\$0.00	0.00	168.00	0.00	168.00	0.00
168.00	0.00	0.00	\$5.00	\$840.00	\$0.00	0.00						
Brenda Diaz	1,392.00	0.00	1,392.00	0.00	0.00	\$6,960.00	\$0.00	0.00	168.00	0.00	168.00	0.00
168.00	0.00	0.00	\$5.00	\$840.00	\$0.00	0.00						
Jane Clayton	1,392.00	0.00	1,392.00	0.00	0.00	\$6,960.00	\$0.00	0.00	168.00	0.00	168.00	0.00
168.00	0.00	0.00	\$5.00	\$840.00	\$0.00	0.00						
John Chen	1,392.00	0.00	1,392.00	0.00	0.00	\$6,960.00	\$0.00	0.00	168.00	0.00	168.00	0.00
168.00	0.00	0.00	\$5.00	\$840.00	\$0.00	0.00						
Paul West	1,392.00	0.00	1,392.00	0.00	0.00	\$0.00	\$0.00	0.00	168.00	0.00	168.00	0.00
168.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00						
Jim Stewart	1,392.00	0.00	1,392.00	0.00	0.00	\$0.00	\$0.00	0.00	168.00	0.00	168.00	0.00
168.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00						
Luis Bonifaz	1,392.00	0.00	1,392.00	0.00	0.00	\$167,040.00	\$0.00	0.00	168.00	0.00	168.00	0.00
168.00	0.00	0.00	\$120.00	\$20,160.00	\$0.00	0.00						
Roger Harui	1,392.00	0.00	1,392.00	0.00	0.00	\$0.00	\$0.00	0.00	168.00	0.00	168.00	0.00
168.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00						
	19,488.00	0.00	19,488.00	0.00	0.00	\$549,840.00	\$0.00	0.00	2,352.00	0.00	2,352.00	0.00
2,352.00	0.00	0.00	\$28.21	\$66,360.00	\$0.00	0.00						

Project Cost Breakdown List

Report Writer Name:

PA Project Cost Breakdown

Tables:

PA Cost Trx Line TEMP
PA Project Master File
PA Budget Master File
PA Cost Category Master File

Ranges:

Date
Customer ID
Contract Number
Project ID
Project Number
Project Class ID
Project Manager ID
Business Manager ID
Department
Contract Class ID

Sorting:

by Customer ID
by Contract Number
by Project ID
by Project Number
by Project Class ID
by Project Manager ID
by Business Manager ID
by Department

The Project Cost Breakdown List displays all the cost transactions within a specified date range. You can also restrict the projects that are to be displayed on the report by using the following ranges: Customer ID, Contract Number, Project ID, Project Number, Project Class ID, Project Manager ID, Business Manager ID, Department and Contract Class ID.

To print a Project Cost Breakdown list:

1. Open the Project Status Reports window.
(Reports >> Project >> Project Status)
2. Choose Project Cost Breakdown from the Reports list and choose New to open the Project Status Report Options window.
3. Enter an option name and select the range and sorting method.
4. Choose the Destination button to open the Report Destination window.
5. In the Report Destination window, select a printing destination and choose OK to return to the Project Status Report Options window. Choose Print.

Project Cost Breakdown List

System: 2/26/2007 1:26:04 PM
 User Date: 2/26/2007
 Page: 1
 User ID: sa

Fabrikam, Inc.
 Project Series
 Project Cost Breakdown

Ranges:
 Date: 1/1/2006 - 12/31/2006
 Customer ID: First - Last
 Contract Number: First - Last
 Project ID: First - Last
 Project Number: ADSTVCOMM - ADSTVCOMM
 Project Class ID: First - Last
 Project Manager ID: First - Last
 Business Manager ID: First - Last
 Department: First - Last
 Contract Class ID: First - Last
 Sorting: by Customer ID

Project No.	Project Name		Forecast Unit Cost		Forecast Qty	Forecast Overhead	Forecast Total	
Cost Category ID	Cost Category Name	Forecast Profit %	Forecast Profit \$	Forecast Total Profit	Forecast Revenues	Baseline Overhead	Baseline Total	
Cost	Baseline Profit %	Baseline Profit \$	Baseline Total Profit	Baseline Unit Cost	Baseline Revenues	Baseline Qty	Baseline Total	
Date	Document No.	Cost Owner	Quantity	Total Cost	Total Overhead	Tax Amount	Accrued Revenues	Billed Qty
Billing Amount	Billing Tax Amount		Retention	Trade Amt				

ADSTVCOMM	TV Commercials							
CASH	Cash			\$100.00	400.00	\$2,000.00	\$42,000.00	
0.00%	\$0.00	(\$42,000.00)		\$100.00	400.00	\$2,000.00	\$42,000.00	
0.00%	\$0.00	(\$42,000.00)		\$100.00	400.00	\$2,000.00	\$42,000.00	
1/7/2008	EL0000000000003004	COMPUTERS	13.50	\$1,063.13	\$50.63	\$0.00	\$0.00	0.00
	\$0.00	\$0.00		\$0.00	\$0.00			

\$0.00	\$0.00	\$0.00		\$1,063.13	\$50.63	\$0.00	\$0.00	
CLOTHING	Clothing			\$500.00	509.00	\$0.00	\$254,500.00	
10.00%	\$0.00	\$25,450.00		\$279,950.00	509.00	\$0.00	\$254,500.00	
10.00%	\$0.00	\$25,450.00		\$500.00	509.00	\$0.00	\$254,500.00	
1/20/2008	EE0000000000006000	BANK0001	4.00	\$2,000.00	\$0.00	\$0.00	\$480.00	0.00
	\$0.00	\$0.00		\$0.00	\$0.00			

\$0.00	\$0.00	\$0.00		\$2,000.00	\$0.00	\$0.00	\$480.00	
CONSULTING	Consulting Fees			\$35.00	802.00	\$2,807.00	\$30,877.00	
0.00%	\$75.00	\$29,273.00		\$60,150.00	802.00	\$2,807.00	\$30,877.00	
0.00%	\$75.00	\$29,273.00		\$35.00	802.00	\$2,807.00	\$30,877.00	
1/8/2008	TS0000000000002001	BLAC0001	6.00	\$118.80	\$10.80	\$0.00	\$450.00	
0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$15.05	\$0.00	\$618.75
1/9/2008	TS0000000000002000	BANK0001	8.25	\$165.53	\$0.00	\$0.00	\$0.00	\$618.75
0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$618.75
1/10/2008	TM001	BLAC0001	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6.00	\$450.00	\$29.93		\$0.00	\$22.50			

\$450.00	\$29.93	\$0.00		\$284.33	\$25.85	\$0.00	\$1,068.75	
DESIGN	Product Design			\$22.50	185.00	\$647.50	\$7,122.50	
0.00%	\$75.00	\$6,752.50		\$13,875.00	185.00	\$647.50	\$7,122.50	
0.00%	\$75.00	\$6,752.50		\$35.00	185.00	\$647.50	\$7,122.50	
1/9/2008	TS0000000000002001	BLAC0001	6.00	\$106.26	\$9.66	\$0.00	\$0.00	\$0.00
0.00	\$0.00	\$0.00		\$0.00	\$0.00			

\$0.00	\$0.00	\$0.00		\$106.26	\$9.66	\$0.00	\$0.00	

Project Cost Breakdown – Periodic List

Report Writer Name:

PA Project Cost Breakdown
Periodic

The Project Cost Breakdown – Periodic List displays all the cost transactions within a specified date range at a periodic level. This report will display the periods of forecast values of the included date range.

Tables:

PA Cost Trx Line TEMP
PA Project Master File
PA Budget Master File
PA Cost Category Master File
PA Budget Periodic Totals
Master File

Ranges:

Date
Customer ID
Contract Number
Project ID
Project Number
Project Class ID
Project Manager ID
Business Manager ID
Department
Contract Class ID

Sorting:

by Customer ID
by Contract Number
by Project ID
by Project Number
by Project Class ID
by Project Manager ID
by Business Manager ID
by Department

To print a Project Cost Breakdown – Periodic List:

1. Open the Project Status Reports window.
(Reports >> Project >> Project Status)
2. Choose Project Cost Breakdown Periodic from the Reports list and choose New to open the Project Status Reports Options window.
3. Enter an option name and select the range and sorting method.
4. Choose the Destination button to open the Report Destination window.
5. In the Report Destination window, select a printing destination and choose OK to return to the Project Status Report Options window. Choose Print.

Project Cost Breakdown - Periodic List

System: 2/26/2007 1:28:53 PM
 User Date: 2/26/2007
 Page: 1
 User ID: sa

Fabrikam, Inc.
 Project Series
 Project Cost Breakdown-Periodic

Ranges:
 Date: 1/1/2007 - 1/31/2007
 Customer ID: First - Last
 Contract Number: First - Last
 Project ID: First - Last
 Project Number: ADSTVCOMM - ADSTVCOMM
 Project Class ID: First - Last
 Project Manager ID: First - Last
 Business Manager ID: First - Last
 Department: First - Last
 Contract Class ID: First - Last

Sorting: by Customer ID

Project No.	Project Name						
Cost Category ID	Cost Category Name						
Year	Period ID	Forecast Unit Cost	Forecast Qty	Forecast Overhead	Forecast Total Cost	Forecast Total Profit	
Forecast Revenues			Baseline Unit Cost	Baseline Qty	Baseline Overhead	Baseline Total Cost	Baseline Total Profit
Baseline Revenues							
Date	Document No.	Cost Owner	Quantity	Total Cost	Total Overhead	Tax Amount	Accrued
Revenues	Billed Qty	Billing Amount	Billing Tax Amount	Retention	Trade Amt		
ADSTVCOMM		TV Commercials					
CASH		Cash					
2007	Period 1	\$0.00	0.00	\$0.00	\$0.00	\$0.00	
\$0.00		\$0.00	0.00	\$0.00	\$0.00	\$0.00	
\$0.00	1/7/2007	EL000000000003004	COMPUTERS	13.50	\$1,063.13	\$50.63	\$0.00
\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Budget Totals:			\$1,063.13	\$50.63	\$0.00	\$0.00	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
CLOTHING		Clothing					
2007	Period 1	\$0.00	0.00	\$0.00	\$0.00	\$0.00	
\$0.00		\$0.00	0.00	\$0.00	\$0.00	\$0.00	
\$0.00	1/20/2007	EE000000000006000	BANK0001	4.00	\$2,000.00	\$0.00	\$0.00
\$480.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Budget Totals:			\$2,000.00	\$0.00	\$0.00	\$480.00	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$480.00	
CONSULTING		Consulting Fees					
2007	Period 1	\$0.00	0.00	\$0.00	\$0.00	\$0.00	
\$0.00		\$0.00	0.00	\$0.00	\$0.00	\$0.00	
\$0.00	1/8/2007	TS000000000002001	BLAC0001	6.00	\$118.80	\$10.80	\$0.00
\$450.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
\$618.75	1/9/2007	TS000000000002000	BANK0001	8.25	\$165.53	\$15.05	\$0.00
\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Change Order

Report Writer name

PA Change Order

Report tables

PA Change Order Edit List
TEMP

PA Change Order Header
WORK

PA Change Order Detail
WORK

PA Change Order Fee Detail
WORK

PA Contract Master File

PA Contract Change Order
Master

Ranges

Customer ID
Contract Number
Change Order Number

Sorting options

Customer ID
Contract Number

The Change Order report displays the total amount for all change orders with an Approved status. This is a formal statement of the change order that you can print and send to the customer. The report includes the original contract amount and total change order amount, based on modifications to budget and fees as a result of the change. Variance information for each project or the net change from the previous values are included for: quantity, profit, billings, and total cost.

To print a Change Order report:

1. Open the Change Order Reports window:
(Reports >> Project >> Change Order)
2. Choose Change Order from the Reports list and choose New to open the Change Order Report Options window.
3. Enter an option name and select the range and sorting method.
4. Choose the Destination button to open the Report Destination window.
5. In the Report Destination window, select a printing destination and choose OK to return to the Change Order Report Options window.
6. Choose Print.

Change Order

System: 5/10/2007 3:31:51 PM
 Page: 1
 User Date: 5/10/2007
 User ID: sa

Fabrikam, Inc.
 Project Series
 CHANGE ORDER

Ranges:
 Customer ID: First - Last
 Contract Number: First - Last
 Change Order Number: First - Last

Sorting: by Customer ID

Customer ID: ADVANCED0001
 Contract Number: ADS
 Contract Name: Advertising
 Change Order Number: ADS0000001
 Change Order Date: 5/10/2007
 Track Changes To: Baseline

Approved By: DIAZ-BREND-001
 Position: Customer Service Supervisor
 Approval Date: 5/10/2007
 Begin Date: 1/1/2007
 End Date: 12/31/2007
 Revised By:
 Position:
 Reason for Revision:
 Last Revised Date: 5/10/2007

Description:
 Customer CO Number:
 Change Order Type: Internal
 Change Order Status: Approved
 Requested By:
 Estimated By:

Original Contract Amount	Revised Budget Total Amount	Revised Fee Total Amount	Change Order Total Amount	Margin
\$17,226,942.39	\$0.00	\$2,000.00	\$2,000.00	(\$585,884.50)
Change Order Total Cost	Change Order Total Billings	Total Variance Cost	Total Variance Billings	Total Variance Quantity
\$587,884.50	\$615,059.50	\$7,773.50	\$8,098.50	15.00

Project Number	Cost Category ID	Begin Date	End Date	Var. %	Markup %	Var. Unit Cost	Unit Cost	Profit Type	Billing Type
Var. Qty	Quantity	Var. Profit	Profit Amt.	Var. Total Cost	Total Cost	Var. Billings	Billings		
ADSBILL	CABFARE	1/1/2007	11/15/2007	0.00%	0.00%	\$0.00	\$102.35	Total Profit	STD
10.00	270.00	\$0.00	\$200.00	\$1,023.50	\$27,634.50	\$1,023.50	\$27,834.00		
ADSBILL	COPIER	1/1/2007	11/15/2007	0.00%	5.00%	\$0.00	\$1,300.00	% of Baseline	STD
5.00	415.00	\$0.00	\$0.00	\$6,750.00	\$560,250.00	\$7,075.00	\$587,225.00		
15.00	685.00	\$0.00	\$200.00	\$7,773.50	\$587,884.50	\$8,098.50	\$615,059.50		

Project Number	Fee Type	Variance %	Fee %	Variance Amount	Fee Amount
ADSBILL	Retainer	0.00%	0.00%	\$1,000.00	\$3,000.00
ADSBILL	Retentions	5.00%	15.00%	\$100,784.65	\$302,353.96
ADSBILL	Project Fee	0.00%	0.00%	\$2,000.00	\$12,000.00
				\$103,784.65	\$317,353.96

PA Detailed Trial Balance

Report Writer name

PA Detailed Trial Balance

Report tables

PA General Ledger Trial
Balance Temporary

Ranges

Document Date
Account Number

Include

Posting Accounts
Unit Accounts
Inactive Accounts
Zero Balance/No Trx

Subtotal By

Journal Entry

The PA Detailed Trial Balance lists General Ledger account balances and all transactions that affect each account for the period that you specified. This report also shows if the debits and credits are equal for the specified period. Print this report to review account activity for a specific range of accounts for an open or historical year.

To print a PA Trial Balance Detail report:

1. Open the PA General Ledger Reports window.
(Reports >> Project >> PA Detail Trial Bal.)
2. Enter the appropriate year to include in the report.
3. Select items to include.
4. Enter the start and end range dates.
5. Select or enter the start and ending account numbers to be included in the report.
6. Choose the Document Level option to print the report.
7. Choose Print.

PA Detailed Trial Balance

System: 6/6/2007 12:14:27 PM Fabrikam, Inc. Page: 1
 User date: 6/6/2007 General Ledger User ID: sa

Ranges: From: To:
 Date: 1/1/2007 12/31/2007
 Account: 7000-0001-0014-0000-0000 7000-0001-0015-0000-0000
 Account: 7000-0001-0014-0000-0000 Description: COGS/Expense - Specific Beginning Balance:
 \$0.00

Trx Date	Jrnl No.	Source Doc	Audit Code	Document Number	Owner ID	Debit	Credit
1/7/2008	26	PATS	GLTRX00000024	TS000000000002000	BANK0001	\$65.12	\$0.00
1/1/2008	27	PATS	GLTRX00000024	TS000000000002001	BLAC0001	\$6,502.76	\$0.00
1/15/2008	28	PATS	GLTRX00000024	TS000000000002004	BURN0001	\$74.00	\$0.00
1/10/2008	53	PABL	GLTRX00000026	TM001	ADVANCED0001	\$2,318.80	\$0.00

Net Change Ending Balance

Account: 7000-0001-0014-0000-0000 Totals: \$8,960.68 \$8,960.68 \$8,960.68 \$0.00
 Account: 7000-0001-0015-0000-0000 Description: COGS/Expense - Specific Beginning Balance:
 \$0.00

Trx Date	Jrnl No.	Source Doc	Audit Code	Document Number	Owner ID	Debit	Credit
1/15/2008	38	PARVG	GLTRX00000034	PI000000000007000		\$210.00	\$0.00
1/1/2008	39	PARVG	GLTRX00000034	PI000000000007001		\$228.08	\$0.00
1/1/2008	41	PARVG	GLTRX00000034	PI000000000007003		\$222.50	\$0.00
1/31/2008	45	PARVG	GLTRX00000035	PI000000000007006		\$2,232.86	\$0.00
1/12/2008	47	PARVG	GLTRX00000036	TEST4PI		\$111.00	\$0.00
1/15/2008	49	PARVG	GLTRX00000037	SAVE_PO		\$350.00	\$0.00
1/1/2008	50	PAIV	GLTRX00000030	IV000000000008000	BURN0001	\$74.06	\$0.00
1/2/2008	51	PAIV	GLTRX00000030	IV000000000008001		\$4.60	\$0.00
1/10/2008	52	PAIV	GLTRX00000030	IV000000000008002		\$48.85	\$0.00

Net Change Ending Balance

Account: 7000-0001-0015-0000-0000 Totals: \$3,481.95 \$3,481.95 \$3,481.95 \$0.00
 Accounts Beginning Balance Net Change Ending Balance Debit Credit

=====
 Grand Totals: 2 \$0.00 \$12,442.63 \$12,442.63 \$12,442.63 \$0.00

