Client List

Purpose of this Report

The Client List report includes client information from the client profile as well as assignment and billing detail.

Permissions Required to Access this Report

For the security group the user is assigned to they must have **View Permissions** for these areas:

Firm under Functional Rights-Reports-Firm Library

Client Profile under Functional Rights-Administration Manager-Client

Reports in Foundation that are Comparable

In Practice Management, the comparable report is Client Listing.
In Practice Advantage, the comparable report is Client List.

Report Specifications

The following report options and data selections are available to determine the report contents.

Options and Settings:

Include Active client status	Yes/No	Shows or hides clients with a status of active.
Include Inactive clients	Yes/No	Shows or hides clients with a status of inactive.
Include On hold clients	Yes/No	Shows or hides clients with a status of on hold.
Include On litigation hold	Yes/No	Shows or hides clients with a status of on litigation hold.
Include Terminated	Yes/No	Shows or hides clients with a status of terminated.
Include Prospect	Yes/No	Shows or hides clients with a status of prospect.
Include Provisional	Yes/No	Shows or hides clients with a status of provisional.
Include Client Addresses	Yes/No	Shows or hides the client address.
Include Staff assignments	Yes/No	Shows or hides the client staff assignments, such as Partner or Manager.
Include miscellaneous information	Yes/No	Shows or hides the client's federal ID and misc. information.
Include Billing defaults	Yes/No	Shows or hides the billing defaults for the client.
Include WIP and AR amounts	Yes/No	Shows or hides the WIP and AR amounts.
Include Business Affiliates With…	List	Shows or hides the Business affiliates information for the client. The options are: Basic(name, phone)/Basic, all addresses/ phones/ Basic, all addresses/phones(with email/IM)
Include Referrals With…	List	Shows or hides the Referrals information for the client. The options are: Basic(name, phone)/Basic, all addresses/ phones/ Basic, all addresses/phones(with email/IM)
Include Client Contacts With…	List	Shows or hides the Client Contacts information for the client. The options are: Basic(name, phone)/Basic, all addresses/ phones/ Basic, all addresses/phones(with email/IM)
Include Associate Contacts With…	List	Shows or hides the Associate Contacts information for the client. The options are: Basic(name, phone)/Basic, all addresses/ phones/ Basic, all addresses/phones(with email/IM)
Include Deleted Clients	Yes/No	Shows or hides deleted client's information.

Default Data Selections:

There are no default data selections for this report.

Optional Data Selections:

A/R Balance	Client Phone	Line of Business
A/R Limit	Client Primary Service Type	Local ID
Beg Bal A/R	Client Sub ID	Manager
Beg Bal WIP	Client Type	Office
Billable	Date Acquired	Phone Ext
Billing Address	Discount %	Primary Address
Billing Group	Fax Ext	Primary Client
Business Code	Federal ID	Primary Email Address
Business Unit	Finance Charge	Primary Partner
Class	Financial Reporting Client Group	Print Statement
Client	Fiscal Year End	Region
Client - Principal	Flat Rate	Reviewer Note
Client Bill Manager	Internal Billing Note	Shareable
Client DOB	Invoice Template	State ID
Client Fax	Language	Surcharge
Client Group	Last Bill Amount	Tax Type
Client ID	Last Bill Date	Web Address
Client ID.Sub ID	Last Payment Amount	WIP Balance
Client Name	Last Payment Date	WIP Limit
Client Office	Last Write Up/Down Amount	
Note: Manager and Primary Partner are the default Client Responsible Staff. Any other Client Responsible Staff that are created will show up in the grouping list as well.		

Grouping:

Business Code	Client Name	Line of Business
Client	Client Office	Manager
Client - Principal	Client Primary Service Type	Primary Partner
Client Bill Manager	Client Sub ID	Return Group
Client ID	Client Type	Tax Type
Client ID.Sub ID	Financial Reporting Client Group	
Note: Manager and Primary Partner are the default Client Responsible Staff. Any other Client Responsible Staff that are created will show up in the grouping list as well.		

Sorting:

Client ID.Sub ID	Client Name	

Fields that are displayed on this report:

Client ID.Sub-ID	Displays the client ID and sub-ID
Client Name	Displays the client name
Client Phone	Displays the client phone number
Phone Ext	Displays the phone extension
Client Fax	Displays the client fax number
Fax Ext	Displays the fax extension
Address & Phone Information	
Name Line 2	Displays the name entered as the client name line 2 in the client profile
Address	Displays the client address
Client DOB	Displays the client date of birth (for Individual clients)
Sort Name	Displays the client sort name
Additional Addresses	Displays other addresses
Additional Phones	Displays other phone numbers
Email	Displays the client email addresses
Web Address	Displays client Web addresses
IM addresses	Displays all client IM addresses
Provider	Displays the client IM provider
Staff Assignments	
Client Responsible Staff	Displays the client responsible staff that is assigned to the client
Client Group	Displays the client group
Office	Displays the client office
Shareable	Indicates whether or not a client is shared among various offices
Business Code	Displays the business code
Region	Displays the client region
Client Type	Displays the client type
Business Unit	Displays the client business unit
Return Group	Displays the client return group
Department	Displays the client department
Miscellaneous Information	
Date Acquired	Displays the date the client was acquired
Fiscal Year End	Displays the client fiscal year end
Class	Displays the client class
Primary Client	Indicates whether the client is primary for billing decisions
Status	Indicates the current status of the client
Billing Information	
Billable	Indicates whether or not a client is billable
Flat Rate	Displays the client flat rate
Discount %	Displays the client discount percentage
Finance Charge	Displays the client finance charge
Billing Address	Displays the address that is marked as the billing address

Billing Group	Displays the name of the client billing group
Invoice Template	Displays the invoice template ID assigned to the client
Language	Displays the client language
Surcharge	Indicates whether the client is billed a surcharge
Sales Tax Rate	Displays the sales tax rate for the client
Billing and Payment Dates	
Last Bill Date	Displays the date of the most recent invoice for the client
Last Bill Amount	Displays the amount of the most recent invoice for the client
Last Write Up/Down Amount	Displays the amount of the most recent write up/down for the client
Last Payment Date	Displays the date of the most recent payment received from the client
Last Payment Amount	Displays the amount of the most recent payment received from the client
WIP Balance	Displays the current balance of WIP for the client
WIP Limit	Displays the WIP limit for the client
A/R Balance	Displays the current balance of AR for the client
A/R Limit	Displays the AR limit for the client
Beg Bal WIP	Displays the beginning balance in WIP for the client
Beg Bal A/R	Displays the beginning balance in AR for the client
Print Statement	Indicates whether the client is marked to have statements printed
Reviewer Note	Displays the reviewer note for the client

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Client List

Client ID/Sub-ID	Client Name	Client Phone	Phone Ext	Client Fax	Fax Ext
Client ID/Sub-ID : 1000.001					
1000.001	ABC Inc	316-555-8879		316-555-9968	

Address & Phone Information:

Name Line 2:		Client DOB:	
Address:	Business: Suite 100,546 Drive Lane Wichita, KS 67444 United States	Sort Name:	ABC Inc
Phones:	Business Fax: 316-555-9968		
Emails:	Business: abcinc@email.com		
Web Address:	www.abcinc.com		
IM Addresses:	Business: abcinc@email.com		
Provider:	Windows Live Messenger (MSN)		

Client Contacts:

Name:	John Smith	Phones:	Business: 316-897-4562 Business Fax: 316-235-6498	Category:	Primary
Address:	Business: 5643 Canyon Wichita, KS 65432 United States Business 2: PO Box 56923XX Wichita, KS 65389 United States			Emails:	Business: email@email.com Business 2: email2@email.com
				Web Address:	
				IM Addresses:	Business: email.email.com
				Provider:	Business: Google Talk

Business Affiliates:

Name:	**Karen Smith**	Job Title:		Type:			
Address:	Business: 3265 Corner St Wichita, KS 65498 United States			Status:	No	Emails:	Business: email@email.com
Phones:	**Business: 613-897-6431**			Staff Associated:		Web Address:	
						IM Addresses:	Business: email@email.com

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				Provider:	Business: Windows Live Messenger (MSN)

Referrals:

Name:	**Mike Smith**	Job Title:		Type:			
Address:	Business: 4568 Street Rd Wichita, KS 65498 United States			Status:	No	Emails:	Business: email@email.com
Phones:	**Business: 316-761-7346**			Staff Associated:		Web Address:	
						IM Addresses:	Business: email@email.com
						Provider:	Business: Yahoo! Messenger

Staff Assignments:

Manager:Doe, John M

Primary Partner:Doe, Jane F

Client Group:		Office:	Main Office	Shareable:	Yes
Business Code:	Logging	Region:			
Client Type:	Corporation	Business Unit:	Main		
Return Group :		Department:			

Miscellaneous Information:

Date Acquired:	1/1/2000	Status:	Status Date:	
Fiscal Year End:	12/31/2012	Active	9/14/2012	
Class:	Approved			
Primary Client:	Yes			

Billing Information:

Billable:	Yes	Billing Address:	Billing Group:		Sales Tax Rate:
Flat Rate:		Business:Suite 100,546 Drive Lane Wichita, KS 67444 United States	Invoice Template:	Detail - no subtotal - date sort	
Discount %:			Language:	English (U.S.)	
Finance Charge:	5P After 30 Days		Surcharge:	Yes	

Billing and Payment Dates:

Last Bill Date:	WIP Balance:	300.00	Beg. Bal. WIP:	0.00
Last Bill Amount:	WIP Limit:	200,000.00	Beg. Bal. AR:	0.00

Last Write Up/Down Amount:		A/R Balance:	(500.00)	Print Statement:	Yes
Last Payment Date:	9/14/2012	A/R Limit:	100,000.00		
Last Payment Amount:	500.00				

Reviewer Note: