Client List

PWR800.RPT

Overview

Purpose of the Report

The Client List allows you to review each client’s information entered in Client Properties.

When to Produce the Report

Produce this report when you want to review detail information about your clients.

Permissions Required to Access the Report

An employee must have ‘Client Access’ checked in the Employee’s Permissions to be able to produce this report.

Sort Options Available

You can determine the order that the clients appear on the report by choosing one or more of the following fields:

- Client-Engagement
- Client ID
- Client Engagement
- Billing Engagement
- Client Name
- Partner
- Manager
- Biller
- Billing Reviewer
- Accountant
- Group
- Office
- NAICS Code
- Entity
- Client Type1
- Client Type2

- Client Type1 1
- Client Type1 2
- Client Type1 3
- Client Type1 4
- Client Type1 5
- Client Type2 1
- Client Type2 2
- Client Type2 3
- Client Type2 4
- Client Type2 5

Note: The subtotal check box on the Sort tab is disabled for this report since there is no information available to produce a subtotal.

Select Options Available

You can determine which clients will appear on the report by entering a range or a list in one or more of the following fields:

- Client ID
- Client Engagement
- Billing Engagement
- Partner
- Manager
- Biller
- Billing Reviewer
- Accountant
- Group
- Office
- NAICS Code
- Entity
- Client Type1
- Client Type2
- Year End

Format Options

Presentation Options

You can choose which sections should appear on the report:

- Show Address - includes name, address, alternate address, and phone number of the client
- Show Assignments - includes employee, office, and group assignments for the client
- Show Miscellaneous - includes type of client, history retention settings, tax information, and date information about the client
- Show Billing Information - includes flat rate, discount, billing engagement, invoice format, and auto bill information for the client
- Show Amounts - includes last bill date and amount, last cash date and amount, WIP & A/R information for the client
- Show Billing Notes - includes internal billing note of the client

- Show Memos - includes invoice note of the client

Report Layout

Employee: (1) Page: 1

Billam and Smyle

Client List

For the Period Ending August 31, 1997

Client	Engage.	Client Engagement Name	Phone	Extension	FAX	Extension
{ Client Header Information }						
(2)	(3)	(4)	(5)	(6)	(7)	(8)

{ Address & Phone Information }

Address & Phone Information:

2nd Name:	(9)			Sort Name:	(18)		
Address:	(10)	(11)		Alt. Address:	(19)	(20)	
	(12)	(13)	(14)		(21)	(22)	(23)
	(15)				(24)		
Other Phn:	(16)	(17)		Email:	(25)		

{ Assignments }

Assignments:

Partner:	(26)	Office:	(31)		
Manager:	(27)	Group:	(32)		
Acct:	(28)	NAICS:	(33)		
Biller:	(29)	Entity:	(34)		
Reviewer:	(30)	Type 1:	(35)	Type 2:	(36)

{ Miscellaneous }

Miscellaneous:

Chargeable	(37)	History Retention		Federal ID:	(44)	Date Acquired:	(47)
Prospect:	(38)	WIP/AR:	(41)	State ID:	(45)	Last Change:	(48)
Statement:	(39)	Proj/Task:	(42)	Local ID:	(46)	Date Dropped:	(49)
Delinquent:	(40)	Referral:	(43)			Fiscal YE:	(50)

{ Billing Information }

Billing Information:

Flat Rate:	(51)	Bill Engage:	(55)	Auto Bill Frq:	(58)	Tax Rate 1:	(62)
Discount%:	(52)	Inv Format:	(56)	Auto Round:	(59)	Tax Rate 2:	(63)
FC After:	(53)	Language:	(57)	Auto Format:	(60)	Tax Rate 3:	(64)
Bill to Addr:	(54)			Auto Bill Par:	(61)		

{ Billing, Adjustments & Cash Receipt Amount and Dates }

Billing, Adjustment & Cash Receipt Amounts and Dates:

Bill Date:	(65)	Bill Amt:	(67)	WIP Bal.:	(70)	Cur. BB WIP:	(74)
		Adj Amt:	(68)	WIP Limit:	(71)	YTD BB WIP:	(75)
Cash Date:	(66)	Cash Amt:	(69)	A/R Bal.:	(72)	Cur. BB A/R:	(76)
				A/R Limit.:	(73)	YTD BB A/R:	(77)

{ Billing Notes }

Billing Notes:

(78)

Invoice Notes:

(79)

(1) Calculated field: Employee ID of Employee producing the report

{ Client Header Information }

(2) From: Client ID in Client Properties (General)
(3) From: Engagement ID in Client Properties (General)
(4) From: Client Name in Client Properties (General)
(5) From: Phone in Client Properties (General)
(6) From: Phone Extension in Client Properties (General)
(7) From: FAX in Client Properties (General)
(8) From: FAX Extension in Client Properties (General)

{ Address & Phone Information }

(9) From: 2^{nd} Name in Client Properties (General)
(10) From: Address line 1 in Client Properties (General)
(11) From: Address line 2 in Client Properties (General)
(12) From: City in Client Properties (General)
(13) From: State in Client Properties (General)
(14) From: Zip Code in Client Properties (General)
(15) From: Country in Client Properties (General)
(16) From: Other Phone in Client Properties (General)
(17) From: Other Phone Extension in Client Properties (General)
(18) From: Sort Name in Client Properties (General)
(19) From: Alternate Address line 1 in Client Properties (General)
(20) From: Alternate Address line 2 in Client Properties (General)
(21) From: Alternate City in Client Properties (General)
(22) From: Alternate State in Client Properties (General)
(23) From: Alternate Zip Code in Client Properties (General)
(24) From: Alternate Country in Client Properties (General)
(25) From: E-Mail in Client Properties (General)

{ Assignments }

(26) From: Partner in Client Properties (Administrative)
(27) From: Manager in Client Properties (Administrative)
(28) From: Accountant in Client Properties (Administrative)
(29) From: Biller in Client Properties (Billing/Assign.)
(30) From: Billing Reviewer in Client Properties (Billing/Assign.)
(31) From: Office in Client Properties (Administrative)
(32) From: Group in Client Properties (Administrative)
(33) From: NAICS in Client Properties (Administrative)
(34) From: Entity in Client Properties (Administrative)
(35) From: Client Type 1 in Client Properties (Administrative)
(36) From: Client Type 2 in Client Properties (Administrative)

{ Miscellaneous }

(37) From: Non-Chargeable in Client Properties (Administrative)
(38) From: Prospect in Client Properties (Administrative)
(39) From: Send Statement in Client Properties (Billing)
(40) From: Delinquent in Client Properties (Administrative)
(41) From: WIP & A/R Retention Months in Client Properties (Administrative)
(42) From: Project Retention Months in Client Properties (Administrative)
(43) From: Referral in Client Properties (Administrative)
(44) From: Federal Tax ID in Client Properties (Administrative)
(45) From: State Tax ID in Client Properties (Administrative)
(46) From: Local Tax ID in Client Properties (Administrative)
(47) From: Date Acquired in Client Properties (Administrative)
(48) From: Date Changed in Client Properties (Administrative)
(49) From: Date Dropped in Client Properties (Administrative)
(50) From: Year End in Client Properties (Administrative)

{Billing Information }

(51) From: Flat Rate in Client Properties (Billing)
(52) From: Discount % in Client Properties (Billing)
(53) From: Finance Charge After in Client Properties (Billing)
(54) Calculated field: If Bill to Address is checked, then “Alternate Address” will appear. If Bill to Address is NOT checked, then “Primary Address” will appear.
(55) From: Billing Engagement in Client Properties (Billing)
(56) From: Invoice Format in Client Properties (Billing)
(57) From: Language in Client Properties (Billing)
(58) Calculated field: Frequency in Client Properties (Billing/Automatic Billing). Recurrence of automatic bills; 'N' = none (do not auto bill); 'E' = each billing session (WIP at Standard) (prints At Standard); 'W' = weekly; 'S' = semi-monthly; 'M' = monthly; 'Q'

= quarterly; 'I' = semi-annually;(prints Semi-Annual) 'A' = annually (prints Annual); '1' = custom 1; '2' = custom 2; '3' = custom 3.

(59) Calculated field: Rounding in Client Properties (Billing/Automatic Billing). Type of rounding to be used by Automatic Billing when billing 'WIP at Standard'; 'D' = round down (prints Down); 'S' = scientific (50% rule) (prints 50%); 'U' = round up (prints Up).
(60) From: Automatic Invoice Format in Client Properties (Billing/Automatic Billing)
(61) From: Automatic Billing Paragraph in Client Properties (Billing/Automatic Billing)
(62) From: Tax Rate 1 in Client Properties (Billing/Tax Information)
(63) From: Tax Rate 2 in Client Properties (Billing/Tax Information)
(64) From: Tax Rate 3 in Client Properties (Billing/Tax Information)

{ Billing, Adjustments & Cash Receipt Amount and Dates }

(65) From: LastBillDate in the Client file
(66) From: LastCashDate in the Client file
(67) From: LastBillAmount in the Client file
(68) From: LastMarkUpDownAmount in the Client file
(69) From: LastCashAmount in the Client file
(70) From: WIPBalance in the Client file
(71) From: WIP Limit in Client Properties (Administrative)
(72) From: ARBalance in the Client file
(73) From: A/R Limit in Client Properties (Administrative)
(74) From: OpeningCurrentWIPBalance in the Client file
(75) From: OpeningYTDWIPBalance in the Client file
(76) From: OpeningCurrentARBalance in the Client file
(77) From: OpeningYTDARBalance in the Client file

{ Billing Notes }

(78) From: Internal Billing Notes in Client Properties (Notes)
(79) From: Invoice Notes in Client Properties (Notes)