

Complete Ledger

PWR105.RPT

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Overview

Purpose of the Report

The Complete Ledger report provides you with a comprehensive analysis of each client's open WIP, open A/R, and history. This report can be used for detailed billing decisions or to determine who is paying promptly and who is historically slow paying. This report can also be used to perform a detail historical analysis of each client. Note: This report is a date based report.

When to Produce the Report

Produce the Complete Ledger with WIP detail before billing to make detail billing decisions. The WIP Ledger can be used instead of the Complete Ledger to make detail billing decisions. You would choose the WIP Ledger over the Complete Ledger if you did not want or need the A/R detail or the additional period comparison reports it provides. Produce the Complete Ledger with A/R detail before applying payments to make application decisions. The A/R Ledger can be used instead of the Complete Ledger to make application decisions. You would choose the A/R Ledger over the Complete Ledger if you did not want or need the WIP detail or the additional period comparison reports it provides.

Permissions Required to Access the Report

An employee must have 'Billing' and 'Payments' checked in the Employee's Permissions to be able to produce this report

Comparing Reports

Because the Complete Ledger is a date based report it may not match period based reports such as WIP Reconciliation, A/R Reconciliation, Employee Time Analysis, Period Comparison or General Ledger.

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

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

Format Options

Presentation Options - General Options Tab

You can select the items you want included on your report:

- Show WIP - prints the WIP detail for the client.
- Show A/R - prints the A/R detail for the client.
- Show Description - prints the Invoice Description for the WIP transaction, the Memo for the AR transaction and the Description for the CASH transaction.
- Show Notes - prints the Internal Notes for the WIP transaction and the Internal Notes for the CASH transaction.
- Show WIP Reconciliation - prints the PTD and YTD WIP Reconciliation for the client engagement.
- Show Project Summary - prints a summary of the time and expense WIP detail subtotaled by project.
- Show Category Summary - prints a summary of the time and expense WIP detail subtotaled by category.
- Show Employee Summary - prints a summary of the time WIP detail subtotaled by employee.
- Show Billing Notes - prints the Internal Billing Notes for the client billing engagement from Client Properties.
- Show Invoice Text - prints blank lines on the report so you can manually enter text and amounts for billing paragraphs for invoices.

You can choose the format of the report:

- Aging - if 90 Day is selected then the A/R detail, A/R totals and the aging after the WIP total will be aged into Current, 30 - 59 Days, 60 - 89 Days and 90/Over. If 120 Day is selected then the amounts will be aged into Current, 30 - 59 Days, 60 - 89 Days, 90 - 119 Days and 120/Over.
- Type of Aging - Invoice Date aging will cause the unapplied Payments and Adjustments to be aged by the transaction. Invoice Bank aging will first calculate the aging for the client engagement without the unapplied Payments and Adjustments, then apply the total of the unapplied Payments and Adjustments to the oldest balances first.

Sort Options Available for WIP Detail - WIP Options Tab

- Engagement
- Project
- Task
- Category
- SubCategory
- Work Code
- Employee
- Date
- Amount

Sort Options Available for A/R Detail - A/R Options

- Engagement
- Invoice #

- Project
- Check #
- Date
- Amount

Period Comparison Options Tab

- Period Ending Date - this allows you to select the ending date for the period comparison report. You may select the Current Period, the Fiscal Year End or any period end date set up in Period Setup.
- Period Comparison - if 12 Period Comparison is selected then 12 periods of information will be printed, otherwise 24 periods of information will be printed.
- Show Amounts By Type - prints 12 or 24 period summary of amounts by transaction type for the client.
- Show Amounts By Work Code - prints 12 or 24 period summary of amounts by work code for the client.
- Show Amounts By Employee - prints 12 or 24 period summary of amounts by employee for the client.
- Show Amounts By Category - prints 12 or 24 period summary of amounts by category for the client.
- Show Hours By Work Code - prints 12 or 24 period summary of hours by work code for the client.
- Show Hours By Employee - prints 12 or 24 period summary of hours by employee for the client.
- Show Hours By Category - prints 12 or 24 period summary of hours by category for the client.

Report Layout

Employee: (1)

Page: 1

Billam and Smyle Complete Ledger For the Period Ending August 31, 1997

{ Client Header Information }

(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
			Partner:	Last Bill	On		Manager:	Last Paid	On
		(12)	Accountant:	YTD Mark Up/Down	(14)		Bill:	A/R Total	(17)
		(15)							
		(18)	(19)	(20)	(21)				

Work In Progress

Project	Task	Date	Work Code	T	EmpID	Name	Invoice #	Hours	Rate	Amount	Bill At	
<i>{ WIP Detail Section }</i>												
(22)	(23)	(24)	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)	_____
	(34)						(35)					

{ WIP Detail Totals }

Total Client: (2)

Current: Hours	(36)	Time	(37)	Expense	(38)	**Client Total**	<u> </u>	<u> </u>	<u> </u>	<u> </u>	_____
YTD:	(41)		(42)		(43)		<u> </u>	<u> </u>	<u> </u>	<u> </u>	_____
Account Aging					(44)		(45)	(46)	(47)	(48)	

{ WIP Reconciliation }

WIP Reconciliation	Opening WIP	Time	Expense	Billings	MarkUp/Dn	Transfers	Closing WIP
PTD	(49)	(50)	(51)	(52)	(53)	(54) (55)	(56) (57)
YTD	(58)	(59)	(60)	(61)	(62)	(63) (64)	(65) (66)

{ Project Summary }

<u>Project Summary Totals</u>	<u>Hours</u>	<u>Amount</u>	<u>Cost</u>	<u>Difference</u>	<u>Ratio</u>	<u>Bill Amt</u>
(67)	(68)	(69)	(70)	(71)	(72)	_____
****Totals	(73)	(74)	(75)	(76)	(77)	_____

{ Category Summary }

<u>Category Summary Totals</u>	<u>Hours</u>	<u>Amount</u>	<u>Cost</u>	<u>Difference</u>	<u>Ratio</u>	<u>Bill Amt</u>
(78)	(79)	(80)	(81)	(82)	(83)	_____
****Totals	(84)	(85)	(86)	(87)	(88)	_____

{ Employee Summary }

<u>Employee Summary Totals</u>	<u>Hours</u>	<u>Amount</u>	<u>Cost</u>	<u>Difference</u>	<u>Ratio</u>
(89)	(90)	(91)	(92)	(93)	(94)
****Totals	(95)	(96)	(97)	(98)	(99)

{ Billing Notes }

Billing Notes:
(100)

Invoice Text

	Code	Amount	Date	Code	Amount	Date	Code	Amount	Date
Bill Codes									
Free Form									

Accounts Receivable

T	Date	Invoice #	Project/Check #	Total	Current	30 - 59	60 - 89	90 - 119	120/Over
{ A/R Detail Section }									
(101)	(102)	(103)	(104)	(105)	(106)	(107)	(108)	(109)	(110)
	(111)				(112)				

{ A/R Detail Totals }

Total Client: (2) (3)

<u>(113)</u>	<u>(114)</u>	<u>(115)</u>	<u>(116)</u>	<u>(117)</u>	<u>(118)</u>
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{ Period Comparison Amount by Type }

Amount By Type:	(119)	{1/31/97	2/28/97	3/31/97	4/30/97	5/31/97	6/30/97	7/31/97	8/31/97	9/30/97	10/31/97	11/30/97	12/31/97}	Total
{Adjustment}(120)	(121)	{ 12 rounded amount fields											(122)	
{Billing}(123)	(124)	{ 12 rounded amount fields											(125)	
{Expense}(126)	(127)	{ 12 rounded amount fields											(128)	
{Finance Charge}(129)	(130)	{ 12 rounded amount fields											(131)	
{Markups/Downs}(132)	(133)	{ 12 rounded amount fields											(134)	
{Payment}(135)	(136)	{ 12 rounded amount fields											(137)	
{Tax}(138)	(139)	{ 12 rounded amount fields											(140)	
{Time}(141)	(142)	{ 12 rounded amount fields											(143)	
Total	(144)	{ 12 rounded amount fields											(145)	

{ Period Comparison Amount by Work Code }

Amount By Work Code:	(119)	{1/31/97	2/28/97	3/31/97	4/30/97	5/31/97	6/30/97	7/31/97	8/31/97	9/30/97	10/31/97	11/30/97	12/31/97}	Total
(146)	(147)	{ 12 rounded amount fields												(148)
Total	(149)	{ 12 rounded amount fields												(150)

{ Period Comparison Amount by Employee }

Amount By Employee:	(119)	<u>{1/31/97 2/28/97 3/31/97 4/30/97 5/31/97 6/30/97 7/31/97 8/31/97 9/30/97 10/31/97 11/30/97 12/31/97}</u>	<u>Total</u>
(151)	(152)	{ 12 rounded amount fields	(153)
Total	(154)	{ 12 rounded amount fields	(155)

{ Period Comparison Amount by Category }

Amount By Category:	(119)	<u>{1/31/97 2/28/97 3/31/97 4/30/97 5/31/97 6/30/97 7/31/97 8/31/97 9/30/97 10/31/97 11/30/97 12/31/97}</u>	<u>Total</u>
(156)	(157)	{ 12 rounded amount fields	(158)
Total	(159)	{ 12 rounded amount fields	(160)

{ Period Comparison Hours by Work Code }

Hours By Work Code:	(119)	<u>{1/31/97 2/28/97 3/31/97 4/30/97 5/31/97 6/30/97 7/31/97 8/31/97 9/30/97 10/31/97 11/30/97 12/31/97}</u>	<u>Total</u>
(161)	(162)	{ 12 rounded amount fields	(163)
Total	(164)	{ 12 rounded amount fields	(165)

{ Period Comparison Hours by Employee }

Hours By Employee:	(119)	<u>{1/31/97 2/28/97 3/31/97 4/30/97 5/31/97 6/30/97 7/31/97 8/31/97 9/30/97 10/31/97 11/30/97 12/31/97}</u>	<u>Total</u>
(166)	(167)	{ 12 rounded amount fields	(168)
Total	(169)	{ 12 rounded amount fields	(170)

{ Period Comparison Amount by Category }

Hours By Category:	(119)	<u>{1/31/97 2/28/97 3/31/97 4/30/97 5/31/97 6/30/97 7/31/97 8/31/97 9/30/97 10/31/97 11/30/97 12/31/97}</u>	<u>Total</u>
(171)	(172)	{ 12 rounded amount fields	(173)
Total	(174)	{ 12 rounded amount fields	(175)

- (1) Calculated field: Employee ID of Employee producing the report
- { Client Header Information }**
- (2) From: Client ID in Client Properties
- (3) From: Engagement ID in Client Properties
- (4) From: Client Name in Client Properties
- (5) From: Partner in Client Properties
- (6) From: LastBillAmount in the Client file
- (7) From: LastBillDate in the Client file
- (8) From: The second Client Name in Client Properties
- (9) From: Manager in Client Properties
- (10) From: LastCashAmount in the Client file
- (11) From: LastCashDate in the Client file
- (12) From: The first Address line in Client Properties
- (13) From: Accountant in Client Properties
- (14) Calculated field: The sum of the Markup field in AR records with TranType 'I' and Status 'P' and PeriodNum is greater than last year's period end number and less than or equal to the current period number.
- (15) From: The second Address line in Client Properties
- (16) From: Biller in Client Properties
- (17) From: ARBalance in the Client file
- (18) From: City in Client Properties
- (19) From: State in Client Properties
- (20) From: ZIP in Client Properties
- (21) From: Phone in Client Properties

{ WIP Detail Section }

- (22) From: Project field in the WIP file.
- (23) From: TaskID field in the WIP file.
- (24) From: TranDate field in the WIP file.
- (25) From: WorkCode field in the WIP file.
- (26) From: Name field in Work Code Properties.
- (27) From: TranType field in the WIP file.
- (28) From: EmpID field in the WIP file.
- (29) Calculated field: If the Last Name from Employee Properties is not blank then it prints the Last Name with a ',' followed by the First Name.
- (30) From: InterimInvoiceNumber field in the WIP file.
- (31) Calculated field: The Hours field from the WIP file divided by 100.
- (32) From: AdjRate field in the WIP file.
- (33) From: AdjAmount field in the WIP file.
- (34) From: Description field in the WIP file.
- (35) From: Notes field in the WIP file.

{ WIP Detail Totals }

- (36) Calculated field: The sum of Hours field divided by 100 in WIP records with TranType 'T' and with a TranDate greater than the current end of period date less 30 days.
- (37) Calculated field: The sum of AdjAmount field in WIP records with TranType 'T' and with a TranDate greater than the current end of period date less 30 days.
- (38) Calculated field: The sum of AdjAmount field in WIP records with TranType 'E' and with a TranDate greater than the current end of period date less 30 days.
- (39) Calculated field: The sum of Hours field divided by 100 in WIP records with History 'F' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T'.
- (40) Calculated field: The sum of AdjAmount field in WIP records with History 'F' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T'.
- (41) Calculated field: The sum of Hours field divided by 100 in WIP records with TranType 'T' and with a TranDate greater than the prior year end and less than or equal to the current year end.
- (42) Calculated field: The sum of AdjAmount field in WIP records with TranType 'T' and with a TranDate greater than the prior year end and less than or equal to the current year end.
- (43) Calculated field: The sum of AdjAmount field in WIP records with TranType 'E' and with a TranDate greater than the prior year end and less than or equal to the current year end.
- (44) Calculated field: The sum of AdjAmount field in WIP records with History 'F' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T' and with a TranDate greater than the current end of period date less 30 days.
- (45) Calculated field: The sum of AdjAmount field in WIP records with History 'F' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T' and with a TranDate greater than the current end of period date less 60 days and less than or equal to the current end of period date less 30 days.
- (46) Calculated field: The sum of AdjAmount field in WIP records with History 'F' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T' and with a TranDate greater than the current end of period date less 90 days and less than or equal to the current end of period date less 60 days.
- (47) Calculated field: The sum of AdjAmount field in WIP records with History 'F' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T' and with a TranDate greater than the current end of period date less 120 days and less than or equal to the current end of period date less 90 days.

(48) Calculated field: The sum of AdjAmount field in WIP records with History 'F' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T' and with a TranDate less than or equal to the current end of period date less 120 days.

{ WIP Reconciliation }

- (49) Calculated field: The sum of the OpeningCurrentWIPBalance from the Client record.
- (50) Calculated field: The sum of the AdjAmount field in WIP records with TranType 'T' and PeriodNum equal to the current period.
- (51) Calculated field: The sum of the AdjAmount field in WIP records with TranType 'E' and PeriodNum equal to the current period.
- (52) Calculated field: The sum of the BilledAmount field in WIP records with TranType 'T' or 'E' and BilledPeriodNum equal to the current period plus the sum of the AdjAmount field in WIP records with TranType 'B' and Status 'P' and PeriodNum equal to the current period.
- (53) Calculated field: The sum of the MarkupAmount field in WIP records with TranType 'T' or 'E' and BilledPeriodNum equal to the current period.
- (54) Calculated field: The sum of the AdjAmount field in WIP records with TransferStatus 'T' or 'R' and PeriodNum equal to the current period plus the WIPCurrentCorrection from the Client record if the CorrectionPeriodDate is in the current period.
- (55) Calculated field: Prints a '#' if the WIPCurrentCorrection is included in the Transfers column.
- (56) Calculated field: The sum of the current period Opening WIP, Time, Expenses, Billings, MarkUps, MarkDowns, and Transfers columns.
- (57) Calculated field: Prints an '*' if the Closing WIP is not equal to the sum of the WIPBalance from the Client record less any future dated WIP activity.
- (58) Calculated field: The sum of the OpeningYTDWIPBalance from the Client record.
- (59) Calculated field: The sum of the AdjAmount field in WIP records with TranType 'T' and PeriodNum is greater than last year's period end number and less than or equal to the current period number.
- (60) Calculated field: The sum of the AdjAmount field in WIP records with TranType 'E' and PeriodNum is greater than last year's period end number and less than or equal to the current period number.
- (61) Calculated field: The sum of the BilledAmount field in WIP records with TranType 'T' or 'E' and BilledPeriodNum is greater than last year's period end number and less than or equal to the current period number plus the sum of the AdjAmount field in WIP records with TranType 'B' and Status 'P' and PeriodNum is greater than last year's period end number and less than or equal to the current period number.
- (62) Calculated field: The sum of the MarkupAmount field in WIP records with TranType 'T' or 'E' and BilledPeriodNum is greater than last year's period end number and less than or equal to the current period number.
- (63) Calculated field: The sum of the AdjAmount field in WIP records with TransferStatus 'T' or 'R' and PeriodNum is greater than last year's period end number and less than or equal to the current period number plus the WIPYTDCorrection from the Client record if the CorrectionPeriodDate is greater than last year's period end number and less than or equal to the current period number.
- (64) Calculated field: Prints a '#' if the WIPYTDCorrection is included in the Transfers column.
- (65) Calculated field: The sum of the current year Opening WIP, Time, Expenses, Billings, MarkUps, MarkDowns, and Transfers columns.
- (66) Calculated field: Prints an '*' if the Closing WIP is not equal to the sum of the WIPBalance from the Client record less any future dated WIP activity.

{ Project Summary }

- (67) Calculated field: If the Project Name is blank but Project ID is not then it prints 'Deleted Project ({Project ID})'. If the Project ID is blank then it prints 'Blank Project'. Otherwise it prints the Project Name.
- (68) Calculated field: The sum of the Hours field divided by 100 from WIP Records with History 'F' and TranType 'T' or 'E' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T' and Project equal to the Project Name printing on the same line.
- (69) Calculated field: The sum of AdjAmount field in WIP records with History 'F' and TranType 'T' or 'E' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T' and Project equal to the Project Name printing on the same line.
- (70) Calculated field: The sum of Cost field in WIP records with History 'F' and TranType 'T' or 'E' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T' and Project equal to the Project Name printing on the same line.
- (71) Calculated field: The sum of AdjAmount field less Cost field in WIP records with History 'F' and TranType 'T' or 'E' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T' and Project equal to the Project Name printing on the same line.
- (72) Calculated field: The sum of AdjAmount field divided by the sum of Cost field in WIP records with History 'F' and TranType 'T' or 'E' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T' and Project equal to the Project Name printing on the same line.
- (73) Calculated field: The sum of the Hours field divided by 100 from WIP Records with History 'F' and TranType 'T' or 'E' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T'.
- (74) Calculated field: The sum of AdjAmount field in WIP records with History 'F' and TranType 'T' or 'E' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T'.
- (75) Calculated field: The sum of Cost field in WIP records with History 'F' and TranType 'T' or 'E' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T'.
- (76) Calculated field: The sum of AdjAmount field less Cost field in WIP records with History 'F' and TranType 'T' or 'E' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T'.
- (77) Calculated field: The sum of AdjAmount field divided by the sum of Cost field in WIP records with History 'F' and TranType 'T' or 'E' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T'.

{ Category Summary }

- (78) Calculated field: If the Category Name is blank but Category Code is not then it prints 'Deleted Category ({Category Code})'. If the Category Code is blank then it prints 'Blank Category'. Otherwise it prints the Category Name.
- (79) Calculated field: The sum of the Hours field divided by 100 from WIP Records with History 'F' and TranType 'T' or 'E' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T' and Category equal to the Category Name printing on the same line.

- (80) Calculated field: The sum of AdjAmount field in WIP records with History 'F' and TranType 'T' or 'E' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T' and Category equal to the Category Name printing on the same line.
- (81) Calculated field: The sum of Cost field in WIP records with History 'F' and TranType 'T' or 'E' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T' and Category equal to the Category Name printing on the same line.
- (82) Calculated field: The sum of AdjAmount field less Cost field in WIP records with History 'F' and TranType 'T' or 'E' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T' and Category equal to the Category Name printing on the same line.
- (83) Calculated field: The sum of AdjAmount field divided by the sum of Cost field in WIP records with History 'F' and TranType 'T' or 'E' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T' and Category equal to the Category Name printing on the same line.
- (84) Calculated field: The sum of the Hours field divided by 100 from WIP Records with History 'F' and TranType 'T' or 'E' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T'.
- (85) Calculated field: The sum of AdjAmount field in WIP records with History 'F' and TranType 'T' or 'E' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T'.
- (86) Calculated field: The sum of Cost field in WIP records with History 'F' and TranType 'T' or 'E' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T'.
- (87) Calculated field: The sum of AdjAmount field less Cost field in WIP records with History 'F' and TranType 'T' or 'E' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T'.
- (88) Calculated field: The sum of AdjAmount field divided by the sum of Cost field in WIP records with History 'F' and TranType 'T' or 'E' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T'.

{ Employee Summary }

- (89) Calculated field: If the Employee Name is blank but Employee ID is not then it prints 'Deleted Employee ({Employee ID})'. If the Employee ID is blank then it prints 'Blank Employee'. Otherwise it prints the Employee Name.
- (90) Calculated field: The sum of the Hours field divided by 100 from WIP Records with History 'F' and TranType 'T' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T' and Employee equal to the Employee Name printing on the same line.
- (91) Calculated field: The sum of AdjAmount field in WIP records with History 'F' and TranType 'T' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T' and Employee equal to the Employee Name printing on the same line.
- (92) Calculated field: The sum of Cost field in WIP records with History 'F' and TranType 'T' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T' and Employee equal to the Employee Name printing on the same line.
- (93) Calculated field: The sum of AdjAmount field less Cost field in WIP records with History 'F' and TranType 'T' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T' and Employee equal to the Employee Name printing on the same line.
- (94) Calculated field: The sum of AdjAmount field divided by the sum of Cost field in WIP records with History 'F' and TranType 'T' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T' and Employee equal to the Employee Name printing on the same line.
- (95) Calculated field: The sum of the Hours field divided by 100 from WIP Records with History 'F' and TranType 'T' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T'.
- (96) Calculated field: The sum of AdjAmount field in WIP records with History 'F' and TranType 'T' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T'.
- (97) Calculated field: The sum of Cost field in WIP records with History 'F' and TranType 'T' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T'.
- (98) Calculated field: The sum of AdjAmount field less Cost field in WIP records with History 'F' and TranType 'T' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T'.
- (99) Calculated field: The sum of AdjAmount field divided by the sum of Cost field in WIP records with History 'F' and TranType 'T' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T'.

{ Billing Notes }

- (100) From: Internal Billing Notes in Client Properties.

{ A/R Detail Section }

- (101) Calculated Field: If an invoice or finance change, then from Type field in the AR file. If an adjustment or payment, then from Type field in the CASH file.
- (102) Calculated Field: If an invoice or finance change, then from InvoiceDate field in the AR file. If an adjustment or payment, then from DateReceived field in the CASH file.
- (103) Calculated Field: If an invoice or finance change, then from InvoiceNumber field in the AR file. If an adjustment or payment, then from InvoiceNumber field in the CASH file.
- (104) Calculated Field: If an invoice or finance change, then from Project field in the AR file. If an adjustment or payment, then from CheckNumber field in the CASH file.
- (105) Calculated Field: If an invoice, then the sum of FinalBillAmt plus Tax1 plus Tax2 plus Tax3 in the AR file with History 'F'. If a finance change, then from Final Bill Amount field in the AR file with History 'F'. If an adjustment or payment with History 'F', then from Amount field in the CASH file. If an adjustment or payment with History 'F' and with ARReference linked to an AR record with History 'F', then from Amount field in the CASH file.
- (106) Calculated Field: The sum of the amount from (105) with an age date greater than the current end of period date less 30 days.
- (107) Calculated Field: The sum of the amount from (105) with an age date greater than the current end of period date less 60 days and less than or equal to the current end of period date less 30 days.
- (108) Calculated Field: The sum of the amount from (105) with an age date greater than the current end of period date less 90 days and less than or equal to the current end of period date less 60 days.
- (109) Calculated Field: The sum of the amount from (105) with an age date greater than the current end of period date less 120 days and less than or equal to the current end of period date less 90 days.
- (110) Calculated Field: The sum of the amount from (105) with an age date less than or equal to the current end of period date less 120 days.

- (111) Calculated Field: If the transaction is from the AR file, then this is from the Memo field in the AR file. If the transaction is from the CASH file, then this is from the Description field in the CASH file.
- (112) Calculated Field: If the transaction is from the AR file, then this is blank. If the transaction is from the CASH file, then this is from the InternalMemo field in the CASH file.

{ A/R Detail Totals }

- (113) Calculated field: The sum of the amount from (105).
- (114) Calculated field: If Invoice Date is selected, then this field is the sum of the amount from (105) with an age date greater than the current end of period date less 30 days.
 If Invoice Bank is selected and the sum of the amounts for (106), (107), (108) and (109) is zero, then this field is the sum of the amount from (105) for invoices, finance charges, payments and adjustments.
 If Invoice Bank is selected and the sum of the amounts for (106), (107), (108) and (109) is greater than or equal to zero, then this field is the sum of the amount from (105) for invoice, finance charges, applied payments and applied adjustments with an age date greater than the current end of period date less 30 days.
- (115) Calculated field: If Invoice Date is selected, then this field is the sum of the amount from (105) with an age date greater than the current end of period date less 60 days and less than or equal to the current end of period date less 30 days.
 If Invoice Bank is selected and the sum of the amounts for (107), (108) and (109) is zero, then this field is the greater of zero or the sum of the amount from (105) for invoices, finance charges, applied payments and applied adjustments age date greater than the current end of period date less 30 days plus the sum of the amount from (105) for unapplied payments and unapplied adjustments.
 If Invoice Bank is selected and the sum of the amounts for (107), (108) and (109) is greater than or equal to zero, then this field is the sum of the amount from (105) for invoice, finance charges, applied payments and applied adjustments with an age date greater than the current end of period date less 60 days and less than or equal to the current end of period date less 30 days.
- (116) Calculated field: If Invoice Date is selected, then this field is the sum of the amount from (105) with an age date greater than the current end of period date less 90 days and less than or equal to the current end of period date less 60 days.
 If Invoice Bank is selected and the sum of the amounts for (108) and (109) is zero, then this field is the greater of zero or the sum of the amount from (105) for invoices, finance charges, applied payments and applied adjustments age date greater than the current end of period date less 60 days plus the sum of the amount from (105) for unapplied payments and unapplied adjustments.
 If Invoice Bank is selected and the sum of the amounts for (108) and (109) is greater than or equal to zero, then this field is the sum of the amount from (105) for invoice, finance charges, applied payments and applied adjustments with an age date greater than the current end of period date less 90 days and less than or equal to the current end of period date less 60 days.
- (117) Calculated field: If Invoice Date is selected, then this field is the sum of the amount from (105) with an age date greater than the current end of period date less 120 days and less than or equal to the current end of period date less 90 days.
 If Invoice Bank is selected and the sum of the amounts for (109) is zero, then this field is the greater of zero or the sum of the amount from (105) for invoices, finance charges, applied payments and applied adjustments age date greater than the current end of period date less 90 days plus the sum of the amount from (105) for unapplied payments and unapplied adjustments.
 If Invoice Bank is selected and the sum of the amounts for (109) is greater than or equal to zero, then this field is the sum of the amount from (105) for invoice, finance charges, applied payments and applied adjustments with an age date greater than the current end of period date less 120 days and less than or equal to the current end of period date less 90 days.
- (118) Calculated field: If Invoice Date is selected, then this field is the sum of the amount from (105) with an age date greater than the current end of period date less than or equal to the current end of period date less 120 days.
 If Invoice Bank is selected, then this field is the greater of zero or the sum of the amount from (105) for invoices, finance charges, applied payments and applied adjustments age date greater than the current end of period date less 120 days plus the sum of the amount from (105) for unapplied payments and unapplied adjustments.

{ Period Comparison Amount By Type }

- (119) Calculated fields: The end of period dates for the 12 periods prior to and including the PeriodNum equal to the Period End Date selected at runtime.
- (120) Calculated field: Prints the text of 'Adjustment' if the client has CASH records with Type 'A', Status 'P' and SubType 'S' in the periods displayed in (119).
- (121) Calculated fields: The sum of Amount field in CASH records with TranType 'A', Status 'P', SubType 'S' and PeriodNum equal to the period number that matches the period end date displayed above the amount.
- (122) Calculated field: The sum of Amount field in CASH records with TranType 'A', Status 'P', SubType 'S' and PeriodNum greater than or equal to the period number that matches the first period end date displayed and less than or equal to the period number that matches the last period end date displayed.
- (123) Calculated field: Prints the text 'Billing' if the client has AR records with Type 'I' and Status 'P' in the periods displayed in (119).
- (124) Calculated fields: The sum of FinalBillAmt field from the AR records with Type 'I', Status 'P' and PeriodNum equal to the period number that matches the period end date displayed above the amount.
- (125) Calculated field: The sum of FinalBillAmt field from the AR records with Type 'I', Status 'P' and PeriodNum greater than or equal to the period number that matches the first period end date displayed and less than or equal to the period number that matches the last period end date displayed.
- (126) Calculated field: Prints the text 'Expense' if the client has WIP records with Type 'E' in the periods displayed in (119).
- (127) Calculated fields: The sum of AdjAmount field from the WIP records with Type 'E' and PeriodNum equal to the period number that matches the period end date displayed above the amount.
- (128) Calculated field: The sum of AdjAmount field from the WIP records with Type 'E' and PeriodNum greater than or equal to the period number that matches the first period end date displayed and less than or equal to the period number that matches the last period end date displayed.

- (129) Calculated field: Prints the text 'Finance Charge' if the client has AR records with Type 'F' and Status 'P' in the periods displayed in (119).
- (130) Calculated fields: The sum of FinalBillAmt field from the AR records with Type 'F', Status 'P' and PeriodNum equal to the period number that matches the period end date displayed above the amount.
- (131) Calculated field: The sum of FinalBillAmt field from the AR records with Type 'F', Status 'P' and PeriodNum greater than or equal to the period number that matches the first period end date displayed and less than or equal to the period number that matches the last period end date displayed.
- (132) Calculated field: Prints the text 'Markups/Downs' if the client has AR records with Type 'I' and Status 'P' in the periods displayed in (119).
- (133) Calculated fields: The sum of Markup field from the AR records with Type 'I' and Status 'P' and PeriodNum equal to the period number that matches the period end date displayed above the amount.
- (134) Calculated field: The sum of Markup field from the AR records with Type 'I' and Status 'P' and PeriodNum greater than or equal to the period number that matches the first period end date displayed and less than or equal to the period number that matches the last period end date displayed.
- (135) Calculated field: Prints the text 'Payments' if the client has CASH records with Type 'P' and Status 'P' in the periods displayed in (119).
- (136) Calculated fields: The sum of Amount field from the CASH records with Type 'P' and Status 'P' and PeriodNum equal to the period number that matches the period end date displayed above the amount.
- (137) Calculated field: The sum of Amount field from the CASH records with Type 'P' and Status 'P' and PeriodNum greater than or equal to the period number that matches the first period end date displayed and less than or equal to the period number that matches the last period end date displayed.
- (138) Calculated field: Prints the text 'Tax' if the client has AR records with Type 'I' and Status 'P' in the periods displayed in (119).
- (139) Calculated fields: The sum of Tax1, Tax2 and Tax3 fields from the AR records with Type 'I' and Status 'P' and PeriodNum equal to the period number that matches the period end date displayed above the amount.
- (140) Calculated field: The sum of Tax1, Tax2 and Tax3 fields from the AR records with Type 'I' and Status 'P' and PeriodNum greater than or equal to the period number that matches the first period end date displayed and less than or equal to the period number that matches the last period end date displayed.
- (141) Calculated field: Prints the text 'Time' if the client has WIP records with Type 'T' in the periods displayed in (119).
- (142) Calculated fields: The sum of AdjAmount field from the WIP records with Type 'T' and PeriodNum equal to the period number that matches the period end date displayed above the amount.
- (143) Calculated field: The sum of AdjAmount field from the WIP records with Type 'T' and PeriodNum greater than or equal to the period number that matches the first period end date displayed and less than or equal to the period number that matches the last period end date displayed.
- (144) Calculated fields: The sum of (121), (124), (127), (130), (133), (136), (139), and (142).
- (145) Calculated field: The sum of (122), (125), (128), (131), (134), (137), (140), and (143).
- { Period Comparison Amount By Work Code }***
- (146) Calculated field: Prints Name field in Work Code Properties, if the name is blank or the work code is deleted then 'Deleted Work Code (?????)' prints where ????? is from WorkCode field in the WIP file.
- (147) Calculated fields: The sum of AdjAmount field in WIP records with TranType 'T' or 'E', and PeriodNum equal to the period number that matches the period end date displayed above the amount.
- (148) Calculated field: The sum of AdjAmount field in WIP records with TranType 'T' or 'E', and PeriodNum greater than or equal to the period number that matches the first period end date displayed and less than or equal to the period number that matches the last period end date displayed.
- (149) Calculated fields: The sum of (147).
- (150) Calculated field: The sum of (148).
- { Period Comparison Amount By Employee }***
- (151) Calculated field: If the employee is not deleted and Last Name from Employee Properties is not blank then it prints the Last Name with a ',' followed by the First Name, otherwise 'Deleted Employee (?????)' prints where ????? is from EmpID field in the WIP file.
- (152) Calculated fields: The sum of AdjAmount field in WIP records with TranType 'T', and PeriodNum equal to the period number that matches the period end date displayed above the amount.
- (153) Calculated field: The sum of AdjAmount field in WIP records with TranType 'T', and PeriodNum greater than or equal to the period number that matches the first period end date displayed and less than or equal to the period number that matches the last period end date displayed.
- (154) Calculated fields: The sum of (152).
- (155) Calculated field: The sum of (153).
- { Period Comparison Amount By Category }***
- (156) Calculated field: If the category is not deleted and Name from Category Properties is not blank then it prints the Name, otherwise 'Deleted Category (?????)' prints where ????? is from CategoryID field in the WORKCODE file.
- (157) Calculated fields: The sum of AdjAmount field in WIP records with TranType 'T' or 'E', and PeriodNum equal to the period number that matches the period end date displayed above the amount.
- (158) Calculated field: The sum of AdjAmount field in WIP records with TranType 'T' or 'E', and PeriodNum greater than or equal to the period number that matches the first period end date displayed and less than or equal to the period number that matches the last period end date displayed.
- (159) Calculated fields: The sum of (157).
- (160) Calculated field: The sum of (158).
- { Period Comparison Hours By Work Code }***

- (161) Calculated field: Prints Name field in Work Code Properties, if the name is blank or the work code is deleted then 'Deleted Work Code (?????)' prints where ????? is from WorkCode field in the WIP file.
- (162) Calculated fields: The sum of Hours field divided by 100 in WIP records with TranType 'T' and PeriodNum equal to the period number that matches the period end date displayed above the amount.
- (163) Calculated field: The sum of Hours field divided by 100 in WIP records with TranType 'T' and PeriodNum greater than or equal to the period number that matches the first period end date displayed and less than or equal to the period number that matches the last period end date displayed.
- (164) Calculated fields: The sum of (162).
- (165) Calculated field: The sum of (163).

{ Period Comparison Hours By Employee }

- (166) Calculated field: If the employee is not deleted and Last Name from Employee Properties is not blank then it prints the Last Name with a ',' followed by the First Name., otherwise 'Deleted Employee (?????)' prints where ????? is from EmpID field in the WIP file.
- (167) Calculated fields: The sum of Hours field divided by 100 in WIP records with TranType 'T' and PeriodNum equal to the period number that matches the period end date displayed above the amount.
- (168) Calculated field: The sum of Hours field divided by 100 in WIP records with TranType 'T' and PeriodNum greater than or equal to the period number that matches the first period end date displayed and less than or equal to the period number that matches the last period end date displayed.
- (169) Calculated fields: The sum of (167).
- (170) Calculated field: The sum of (168).

{ Period Comparison Hours By Category }

- (171) Calculated field: If the category is not deleted and Name from Category Properties is not blank then it prints the Name, otherwise 'Deleted Category (?????)' prints where ????? is from CategoryID field in the WORKCODE file.
- (172) Calculated fields: The sum of Hours field divided by 100 in WIP records with TranType 'T' and PeriodNum equal to the period number that matches the period end date displayed above the amount.
- (173) Calculated field: The sum of Hours field divided by 100 in WIP records with TranType 'T' and PeriodNum greater than or equal to the period number that matches the first period end date displayed and less than or equal to the period number that matches the last period end date displayed.
- (174) Calculated fields: The sum of (172).
- (175) Calculated field: The sum of (173).

Glossary

Current state report - a report that reflects the data as it is now, without regard to what happened during the period or year. See also Point in time report.

Date based report - a report that filters transactions or accumulates amounts based on the date of the transaction rather than when the transaction was posted. For example, if a transaction dated in January was not posted until after January had been closed, a date based report would report as if the transaction was entered in January. See also Period based report.

Future dated WIP activity - any WIP activity with a PeriodNum or BilledPeriodNum greater than the current period.

Period based report - a report that filters transactions or accumulates amounts based on when the transaction was posted rather than the date of the transaction. For example, if a transaction dated in January was not posted until after January had been closed and the current period was February, a period based report would report as if the transaction was entered in February. See also Date based report.

Point in time report - a report that reflects the data as it was posted during a period of time, without regard to the current state of the data. For example, the PTD WIP Reconciliation shows how much time was posted to an account during the current period, not how much is left in the account when the report is printed. See also Current state report.

PTD - Period-to-date.

WIP activity - consists of Time, Expenses, Billings, MarkUps, MarkDowns, and Transfers in WIP.

YTD - Year-to-date.