Expense Report

Overview

The Expense Report allows the user the opportunity to review the expense transactions entered. An administrator can use this report to verify that the information entered by each employee is correct and complete. A timekeeper can use this report to check their work or as a record of the time entered.

Data Files Used

CLIENT	The *Name1* field is used to print the client name on each transaction.
FIRM	The *FirmName* field is used to print the firm name on each page.
STAFF	The *FirstName, MiddleName* and *LastName* fields are used to print the employee name.
TIME	This file contains the Expense transactions entered by the timekeeper.
WORKCODE	The *Name* field is used to print the Work Code description on each transaction.

Options

This report can be accessed from the Time Entry window off the Entry menu by selecting “Expense Report…” or by clicking the speed button. This form allows the user to select the information to include on the report. From the Select groupbox, the user can select by Employee, by Reviewer or by Date. If the user only has rights to view own then the Employees range is filled in and disabled. From the Options groupbox, the user can select the status of the transactions to print or show project info. If Use Projects is not checked in the Firm Properties, then Show Project Info is unchecked and disabled. If Show Project Info is checked, then a second page header line will print for Project, Description and Task. In the detail a second line will print under the time transaction with the Project ID, Description and Task ID. From the Printers groupbox the user can choose the printer to print the report on. If the user selects Preview then the form in Figure 2 will be shown.

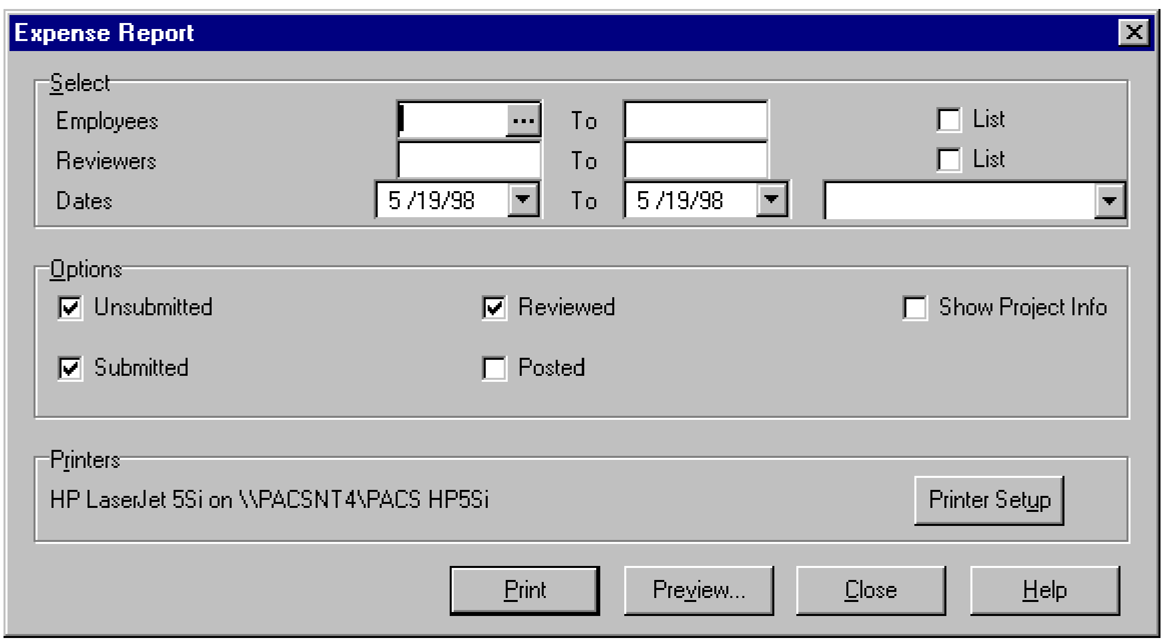
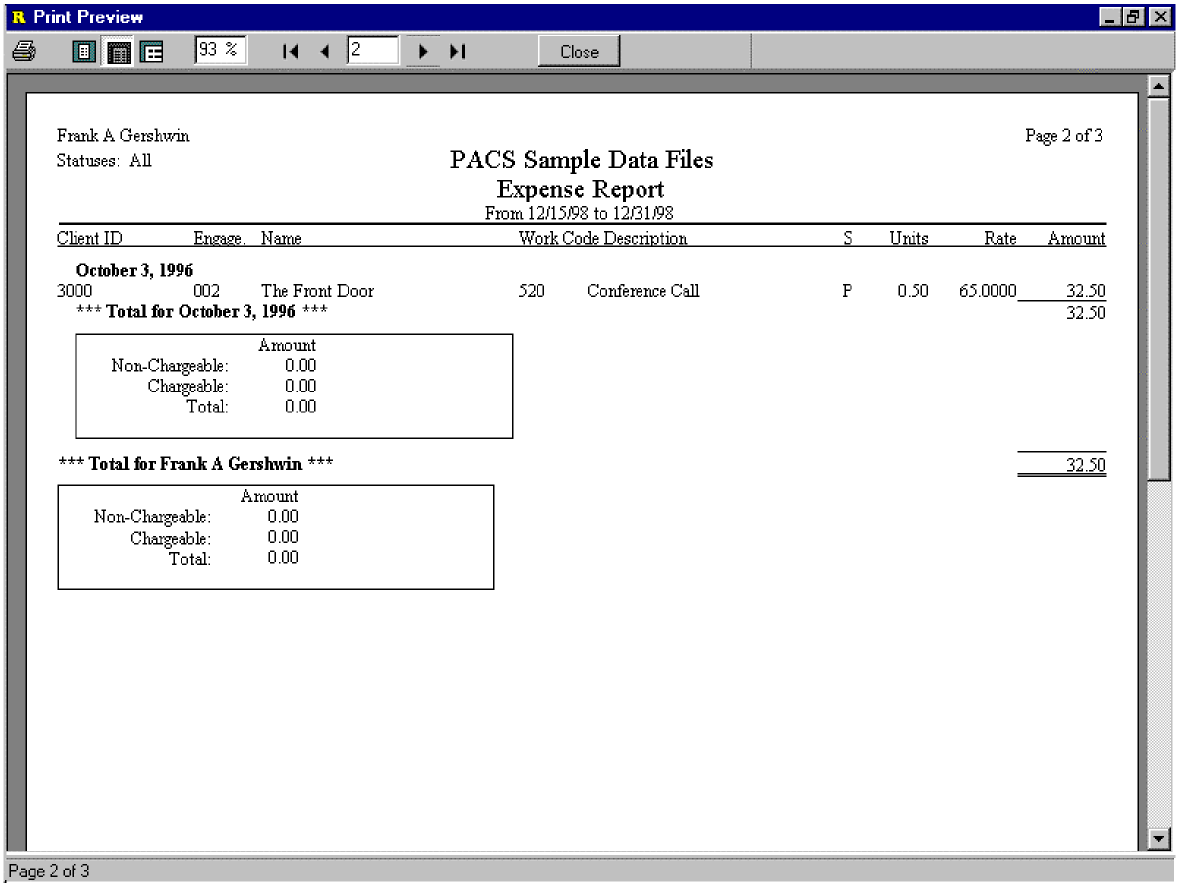


Figure 1

Layout

This form allows the user to preview the report before printing.



Print Preview

93 %   2   Close

Frank A Gershwin
Statuses: All

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PACS Sample Data Files
Expense Report
From 12/15/98 to 12/31/98

Client ID	Engage.	Name	Work Code	Description	S	Units	Rate	Amount
October 3, 1996								
3000	002	The Front Door	520	Conference Call	P	0.50	65.0000	32.50
***** Total for October 3, 1996 *****								32.50

	Amount
Non-Chargeable:	0.00
Chargeable:	0.00
Total:	0.00

***** Total for Frank A Gershwin ***** 32.50

	Amount
Non-Chargeable:	0.00
Chargeable:	0.00
Total:	0.00

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Figure 2

Refer to Figure 2 for an example of the report layout. The transactions are forced to be sorted by employee ID, then by date. There are subtotals of amounts on each sort level. On the date and employee ID subtotals there is a summary of the chargeable and non-chargeable expenses. The report prints grand totals of amounts with a summary, if more than one employee is selected.