

# General Ledger

PWR285.RPT

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## Overview

### *Purpose of the Report*

The General Ledger report is used to enter amounts into a GL program. Note: This report is a period based report.

### *When to Produce the Report*

At a minimum you should produce the PTD report before the period end and the YTD report before the year end.

### *Permissions Required to Access the Report*

An employee must have 'Administration' checked in the Employee's Permissions to be able to produce this report.

### *Comparing Reports*

Because the General Ledger is a period based report it may not match date based reports such as A/R Ledger, WIP Ledger, Super WIP Ledger, Complete Ledger, Employee Budget, TimeSheet, or Billing Realization. Because the General Ledger reflects the current state of the data, it may not match other period based reports that reflect what happened during the period or year (point in time), such as WIP Reconciliation or A/R Reconciliation.

## Sort Options Available

You can determine the order and which subtotals appear on the report by choosing one or more of the following fields:

- Client-Engagement
- Client ID
- Engagement

- Billing Engagement
- Client Name
- Partner
- Manager
- Biller
- Billing Reviewer
- Accountant
- Client Office
- Project
- Task
- Work Code
- Category
- SubCategory
- Employee
- Employee Office
- Employee Department
- Employee Manager
- Team ID
- Group
- 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
- Engagement
- Client Engagement
- Billing Engagement
- Partner
- Manager
- Biller
- Billing Reviewer
- Accountant

- Client Office
- Project
- Task
- Work Code
- Category
- SubCategory
- Employee
- Employee Office
- Employee Department
- Employee Manager
- Team ID
- Group
- NAICS Code
- Entity
- Client Type1
- Client Type2

## **Format Options**

### ***Presentation Options***

You can choose which report to print:

- PTD General Ledger - includes summary of work in progress and summary of accounts receivable for the current period.
- YTD General Ledger - includes summary of work in progress and summary of accounts receivable for the current year.
- PTD/YTD General Ledger - includes summary of work in progress and summary of accounts receivable for the current period and the current year.

You can choose the format of the report:

- Separate Chargeable and Non-Chargeable - allows the user to break out the Time and Expense columns into Chargeable, Non-Chargeable and Non-Chargeable to Chargeable.
- Exclude Non-Chargeable clients - allows the user to limit the report to chargeable clients.

## Report Layout

### *PTD/YTD General Ledger - with Separate Chargeable and Non-Chargeable checked*

Employee: (1)

Page: 1

**Billam and Smyle**  
**PTD/YTD General Ledger**  
 For the Period Ending August 31, 1997

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(2)

*{ Summary of Work In Progress }*

Summary of Work In Progress:

Period-To-Date	Time	Expense	Total Production	Markups	Markdowns	Billings	Net Adjustments	WIP Total
Chargeable:	(3)	(4)	(5)					
Non-Chargeable:	(6)	(7)	(8)					
Non-Chargeable to Chargeable:	(9)	(10)	(11)					
	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)
Year-To-Date								
Chargeable:	(20)	(21)	(22)					
Non-Chargeable:	(23)	(24)	(25)					
Non-Chargeable to Chargeable:	(26)	(27)	(28)					
	(29)	(30)	(31)	(32)	(33)	(34)	(35)	(36)

*{ Summary of Accounts Receivable }*

Summary of Accounts Receivable:

Period-To-Date	Invoices	Tax	Finance Charges	Debits	Payments	Adjustments	Credits	A/R Total
	(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)
Year-To-Date								
	(45)	(46)	(47)	(48)	(49)	(50)	(51)	(52)

**PTD/YTD General Ledger - with Separate Chargeable and Non-Chargeable unchecked**

Employee: (1)

Page: 1

**Billam and Smyle**  
**PTD/YTD General Ledger**  
 For the Period Ending August 31, 1997

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(2)

*{ Summary of Work In Progress }*

Summary of Work In Progress:

Period-To-Date	Time	Expense	Total Production	Markups	Markdowns	Billings	Net Adjustments	WIP Total
	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)
Year-To-Date	(29)	(30)	(31)	(32)	(33)	(34)	(35)	(36)

*{ Summary of Accounts Receivable }*

Summary of Accounts Receivable:

Period-To-Date	Invoices	Tax	Finance Charges	Debits	Payments	Adjustments	Credits	A/R Total
	(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)
Year-To-Date	(45)	(46)	(47)	(48)	(49)	(50)	(51)	(52)

- (1) Calculated field: Employee ID of Employee producing the report
- (2) Calculated field: The sort field selected at report runtime

***{ Summary of Work In Progress }***

- (3) Calculated field: The sum of the AdjAmount field in WIP records with TranType 'T' and PeriodNum equal to the current period and with WorkCode field linked to the WORKCODE file with Chargeable field 'C'.
- (4) Calculated field: The sum of the AdjAmount field in WIP records with TranType 'E' and PeriodNum equal to the current period and with WorkCode field linked to the WORKCODE file with Chargeable field 'C'.
- (5) Calculated field: The sum of (3) and (4).
- (6) Calculated field: The sum of the AdjAmount field in WIP records with TranType 'T' and PeriodNum equal to the current period and with WorkCode field linked to the WORKCODE file with Chargeable field 'N'.
- (7) Calculated field: The sum of the AdjAmount field in WIP records with TranType 'E' and PeriodNum equal to the current period and with WorkCode field linked to the WORKCODE file with Chargeable field 'N'.
- (8) Calculated field: The sum of (6) and (7).
- (9) Calculated field: The sum of the AdjAmount field in WIP records with TranType 'T' and PeriodNum equal to the current period and with WorkCode field linked to the WORKCODE file with Chargeable field 'B'.
- (10) Calculated field: The sum of the AdjAmount field in WIP records with TranType 'E' and PeriodNum equal to the current period and with WorkCode field linked to the WORKCODE file with Chargeable field 'B'.
- (11) Calculated field: The sum of (9) and (10).
- (12) Calculated field: The sum of (3), (6) and (9).
- (13) Calculated field: The sum of (4), (7) and (10).
- (14) Calculated field: The sum of (12) and (13).
- (15) Calculated field: The sum of the Markup field of AR transactions with Type 'I', Status 'P', PeriodNum equal to the current period and positive amounts.
- (16) Calculated field: The sum of the Markup field of AR transactions with Type 'I', Status 'P', PeriodNum equal to the current period and negative amounts.
- (17) Calculated field: The -1 times the sum of the FinalBillAmt field of AR transactions with Type 'I', Status 'P', Origin not equal to 'N' and PeriodNum equal to the current period.
- (18) Calculated field: The sum of (15), (16) and (17).
- (19) Calculated field: The sum of (14) and (18).
- (20) 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 and with WorkCode field linked to the WORKCODE file with Chargeable field 'C'.
- (21) 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 and with WorkCode field linked to the WORKCODE file with Chargeable field 'C'.
- (22) Calculated field: The sum of (20) and (21).
- (23) 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 and with WorkCode field linked to the WORKCODE file with Chargeable field 'N'.
- (24) 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 and with WorkCode field linked to the WORKCODE file with Chargeable field 'N'.
- (25) Calculated field: The sum of (23) and (24).
- (26) 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 and with WorkCode field linked to the WORKCODE file with Chargeable field 'B'.
- (27) 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 and with WorkCode field linked to the WORKCODE file with Chargeable field 'B'.
- (28) Calculated field: The sum of (26) and (27).
- (29) Calculated field: The sum of (20), (23) and (26).
- (30) Calculated field: The sum of (21), (24) and (27).
- (31) Calculated field: The sum of (29) and (30).
- (32) Calculated field: The sum of the Markup field of AR transactions with Type 'I', Status 'P', PeriodNum is greater than last year's period end number and less than or equal to the current period number and positive amounts.
- (33) Calculated field: The sum of the Markup field of AR transactions with Type 'I', Status 'P', PeriodNum is greater than last year's period end number and less than or equal to the current period number and negative amounts.
- (34) Calculated field: The -1 times the sum of the FinalBillAmt field of AR transactions with Type 'I', Status 'P' and PeriodNum is greater than last year's period end number and less than or equal to the current period number.
- (35) Calculated field: The sum of (32), (33) and (34).
- (36) Calculated field: The sum of (31) and (35).

***{ Summary of Accounts Receivable }***

- (37) Calculated field: The sum of the FinalBillAmt field of AR transactions with Type 'I', Status 'P' and PeriodNum equal to the current period.
- (38) Calculated field: The sum of the Tax1, Tax2 and Tax3 fields of AR transactions with Type 'I', Status 'P' and PeriodNum equal to the current period. Plus the sum of the Amount field of CASH transactions with Type 'A', Status 'P', SubType not equal to 'S' and PeriodNum equal to the current period.

- (39) Calculated field: The sum of the FinalBillAmt field of AR transactions with Type 'F', Status 'P' and PeriodNum equal to the current period.
- (40) Calculated field: The sum of (37), (38) and (39).
- (41) Calculated field: The sum of the Amount field of CASH transactions with Type 'P', Status 'P' and PeriodNum equal to the current period.
- (42) Calculated field: The sum of the Amount field of CASH transactions with Type 'A', Status 'P', SubType 'S' and PeriodNum equal to the current period.
- (43) Calculated field: The sum of (41) and (42).
- (44) Calculated field: The sum of (40) and (43).
- (45) Calculated field: The sum of the FinalBillAmt field of AR transactions with Type 'I', Status 'P' and PeriodNum is greater than last year's period end number and less than or equal to the current period number.
- (46) Calculated field: The sum of the Tax1, Tax2 and Tax3 fields of AR transactions with Type 'I', Status 'P' and PeriodNum is greater than last year's period end number and less than or equal to the current period number. Plus the sum of the Amount field of CASH transactions with Type 'A', Status 'P', SubType not equal to 'S' and PeriodNum is greater than last year's period end number and less than or equal to the current period number.
- (47) Calculated field: The sum of the FinalBillAmt field of AR transactions with Type 'F', Status 'P' and PeriodNum is greater than last year's period end number and less than or equal to the current period number.
- (48) Calculated field: The sum of (45), (46) and (47).
- (49) Calculated field: The sum of the Amount field of CASH transactions with Type 'P', Status 'P' and PeriodNum is greater than last year's period end number and less than or equal to the current period number.
- (50) Calculated field: The sum of the Amount field of CASH transactions with Type 'A', Status 'P', SubType 'S' and PeriodNum is greater than last year's period end number and less than or equal to the current period number.
- (51) Calculated field: The sum of (49) and (50).
- (52) Calculated field: The sum of (48) and (51).

## **Glossary**

A/R activity - consists of Invoices, Tax, Finance Charges, Payments, and Adjustments.

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 A/R activity - any A/R activity with a PeriodNum greater than the current period.

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.