Period Comparisons

PWR280.RPT

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Overview

Purpose of the Report

The Period Comparisons report provides a comprehensive analysis of the activity in the firm for the past 12 or 24 months. The Period Comparisons can be configured to produce several different types of reports. This report can be used to compare the two year history of any client, partner, manager, employee, etc. This report can be used to compare the billing, payment, time or any other history. For example, this report can be used to compare this year to last year by period for billing and/or production amount for each client; to analyze an employee's work load by client or by work code for the year; or to analyze the mix and the monthly contribution of each employee to a client. Note: This report is a period based report.

When to Produce the Report

Produce the Period Comparisons whenever you need to analyze the historical activity in the firm.

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 Period Comparisons 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 Period Comparisons reflects the current state of the data, it may not match other period based reports that reflect what happened during the period or year such as WIP Reconciliation or A/R Reconciliation.

Sort Options Available

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

- 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

Note: The subtotal check box on the Sort tab is checked and disabled for this report since this report only prints subtotals.

Select Options Available

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

- Client ID
- 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 the format of the report:

- 12 Period Comparison - prints a 12 period summary report.
- 24 Period Comparison - prints a 24 period summary report.
- Hours - prints the hours for the time transactions.
- Amounts - prints the amounts of the items selected in Options.
- Period Ending Date - determines the ending period for the report.
- Show Time - includes time transactions from the WIP file.
- Show Expense - includes expense transactions from the WIP file.
- Show Markups/Downs - includes the markup on the invoice transactions from the AR file.
- Show Invoices - includes the invoice transactions from the AR file.
- Show Finance Charges - includes the finance charge transactions from the AR file.
- Show Tax - includes the tax on the invoice transactions from the AR file and any adjustments to tax from the CASH file.
- Show Payments - includes the payments transactions from the CASH file.
- Show Adjustments - includes the adjustment transactions from the CASH file that are not applied to tax.

Report Layout

24 Period Comparison - Amounts

Employee: (1) Page: 1

Billam and Smyle

24 Period Comparison - Amounts

For the Period Ending August 31, 1997

(2)	(3) {	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
	(4) {	1/31/96	2/29/96	3/31/96	4/30/96	5/31/96	6/30/96	7/31/96	8/31/96	9/30/96	10/31/96	11/30/96	12/31/96}	
(5)	(6) { 12 rounded amount fields												}	(7)
	(8) { 12 rounded amount fields												}	(9)
														(10)

12 Period Comparison - Hours

Employee: (1) Page: 1

Billam and Smyle

12 Period Comparison - Hours

For the Period Ending August 31, 1997

(2)	(3) {	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
(5)	(11){	12 summary hour fields											}	(12)

(1) Calculated field: Employee ID of Employee producing the report.
(2) Calculated field: The text for the lowest sort chosen on the Sort/Subtotal tab.
(3) 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.
(4) Calculated fields: The end of period dates for the 13 - 24 periods prior to and including the PeriodNum equal to the Period End Date selected at runtime.
(5) Calculated field: The sort field selected at report runtime on the Sort/Subtotal tab.
(6) Calculated fields: If Time is checked, 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 in (3).
If Expense is checked, 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 in (3).
If Markups/Downs is checked, 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 in (3).
If Invoices is checked, 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 in (3).
If Finance Charges is checked, 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 in (3).
If Tax is checked, 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 in (3).
If Payments is checked, 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.
If Adjustments is checked, 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 in (3).
(7) Calculated fields: If Time is checked, 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 in (3) and less than or equal to the period number that matches the last period end date displayed in (3).
If Expense is checked, 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 in (3) and less than or equal to the period number that matches the last period end date displayed in (3).
If Markups/Downs is checked, 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 in (3) and less than or equal to the period number that matches the last period end date displayed in (3).
If Invoices is checked, 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 in (3) and less than or equal to the period number that matches the last period end date displayed in (3).
If Finance Charges is checked, 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 in (3) and less than or equal to the period number that matches the last period end date displayed in (3).
If Tax is checked, 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 in (3) and less than or equal to the period number that matches the last period end date displayed in (3).
If Payments is checked, 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 in (3) and less than or equal to the period number that matches the last period end date displayed in (3).
If Adjustments is checked, 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 in (3) and less than or equal to the period number that matches the last period end date displayed in (3).
(8) Calculated fields: If Time is checked, 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 in (4).
If Expense is checked, 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 in (4).
If Markups/Downs is checked, 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 in (4).
If Invoices is checked, 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 in (4).
If Finance Charges is checked, 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 in (4).
If Tax is checked, 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 in (4).
If Payments is checked, 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.
If Adjustments is checked, 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 in (4).
(9) Calculated fields: If Time is checked, 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 in (4) and less than or equal to the period number that matches the last period end date displayed in (4).

If Expense is checked, 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 in (4) and less than or equal to the period number that matches the last period end date displayed in (4).
If Markups/Downs is checked, 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 in (4) and less than or equal to the period number that matches the last period end date displayed in (4).
If Invoices is checked, 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 in (4) and less than or equal to the period number that matches the last period end date displayed in (4).
If Finance Charges is checked, 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 in (4) and less than or equal to the period number that matches the last period end date displayed in (4).
If Tax is checked, 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 in (4) and less than or equal to the period number that matches the last period end date displayed in (4).
If Payments is checked, 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 in (4) and less than or equal to the period number that matches the last period end date displayed in (4).
If Adjustments is checked, 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 in (4) and less than or equal to the period number that matches the last period end date displayed in (4).

(10) Calculated fields: If Time is checked, 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 in (4) and less than or equal to the period number that matches the last period end date displayed in (3).
If Expense is checked, 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 in (4) and less than or equal to the period number that matches the last period end date displayed in (3).
If Markups/Downs is checked, 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 in (4) and less than or equal to the period number that matches the last period end date displayed in (3).
If Invoices is checked, 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 in (4) and less than or equal to the period number that matches the last period end date displayed in (3).
If Finance Charges is checked, 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 in (4) and less than or equal to the period number that matches the last period end date displayed in (3).
If Tax is checked, 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 in (4) and less than or equal to the period number that matches the last period end date displayed in (3).
If Payments is checked, 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 in (4) and less than or equal to the period number that matches the last period end date displayed in (3).
If Adjustments is checked, 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 in (4) and less than or equal to the period number that matches the last period end date displayed in (3).

(11) Calculated fields: The sum of Hours field divided by 100 from the WIP records with Type ‘T’ and PeriodNum equal to the period number that matches the period end date displayed above the amount in (3).

(12) Calculated fields: The sum of Hours field divided by 100 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 in (3) and less than or equal to the period number that matches the last period end date displayed in (3).

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.