Project/Task Budget

PWR203.RPT

Overview 1
Purpose of the Report 1
When to Produce the Report 1
Permissions Required to Access the Report 1
Sort Options Available 1
Select Options Available 2
Format Options 3
Presentation Options 3
Report Layout 4
Project Budget Detail 4
Project Budget Summary 5
Project/Task Budget Detail 6
Project/Task Budget Summary 7
Glossary 9

Overview

Purpose of the Report

The Project/Task Budget report helps you determine how close each project came to its budget goal. The Project/Task Budget has four main formats: Project Budget Detail, Project Budget Summary, Project/Task Budget Detail and Project/Task Budget Summary. The Project Budget Detail is used to analyze each project's budget versus actual variance. The Project Budget Summary is used to analyze how well a group of projects met the budget requirements, i.e. by team leader, client, partner, etc. The Project/Task Budget Detail is used to analyze each task's budget versus actual variance. The Project/Task Budget Summary is used to analyze how well a group of tasks met the budget requirements, i.e. by team leader, client, partner, etc. Note: This report is a date based report.

When to Produce the Report

Produce the Project/Task Budget after the projects have been completed.

Permissions Required to Access the Report

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

Sort Options Available

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

- Project ID
- Project Name
- In Charge
- Team Leader

- Project Start Date
- Project Finish Date
- Project Budget Hours
- Project Budget Amount
- Project Actual Hours
- Project Actual Amount
- Task ID
- Task Name
- Task Employee
- Task Work Code
- Task Start Date
- Task Finish Date
- Task Budget Hours
- Task Budget Amount
- Task Actual Hours
- Task Actual Amount
- Client-Engagement
- Client ID
- Engagement
- Billing Engagement
- Client Name
- Partner
- Manager
- Biller
- Accountant
- Group
- Office
- NAICS Code
- Entity

Select Options Available

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

- Project ID
- In Charge
- Team Leader
- Project Start Date
- Project Finish Date
- Task ID
- Task Employee
- Task Work Code
- Task Start Date
- Task Finish Date
- Client ID
- Client Engagement
- Billing Engagement

- Partner
- Manager
- Biller
- Accountant
- Group
- Office
- NAICS Code
- Entity

Format Options

Presentation Options

You can choose which report to print:

- Project Budget Detail - prints a report that gives you project detail including project, name, employees assigned as the leader and in charge, start and finish dates.
- Project Budget Summary - prints a report that only includes grand totals for the items you choose on the Sort/Subtotal window.
- Project/Task Budget Detail - prints a report that gives you detailed task information for projects, including task ID and name, employee ID, work code, and start and finish dates.
- Project/Task Budget Summary - prints a report that only includes grand totals for the items you choose on the Sort/Subtotal window.

You can choose what information prints:

- Show Hours - lists actual and budgeted hours for the project or task.
- Show Amounts - prints actual and budgeted amounts for the project or task.
- Show Project Subtotals - If you are generating a Project/Task Budget Detail report or a Project/Task Budget Summary report, you can check the Show Project Subtotals box to include subtotals for each project on the report.
- Show Project Memo - prints any memos entered for each project on the report.
- Show Task Memo - prints any memos entered for each task on the report.

Report Layout

Project Budget Detail

Employee: (1) Page: 1

Billam and Smyle
Project Budget Detail
For the Period Ending August 31, 1997

Project	Name	Leader	In Charge	Start	Finish	Budget Hrs	Actual Hrs	Var	Budget Amt	Actual Amt	Var
(2) (3)											
(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
(16)											
Total Client: (17)						(18)	(19)	(20)	(21)	(22)	(23)
(24)						(25)	(26)	(27)	(28)	(29)	(30)

Project Budget Summary

Employee: (1)

Billam and Smyle

Project Budget Summary

For the Period Ending August 31, 1997

Project	Name	Leader	In Charge	Start	Finish	Budget Hrs	Actual Hrs	Var	Budget Amt	Actual Amt	Var
(24)						(25)	(26)	(27)	(28)	(29)	(30)

Project/Task Budget Detail

Employee: (1) Page: 1

Billam and Smyle
Project/Task Budget Detail
For the Period Ending August 31, 1997

TaskID	Name			EmpID	WKC	Start	Finish	Budget Hrs	Actual Hrs	Var	Budget Amt	Actual Amt	Var
(2)	(3)												
Client: (31)		(32)	(33)										
Project: (34)		(35)											
(36)	(37)			(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)
(48)													
Total Project: (49)					***Task Totals***			(50)	(51)	(52)	(53)	(54)	(55)
					Project Totals			(10)	(11)	(12)	(13)	(14)	(15)
Total Client: (17)					***Task Totals***			(56)	(57)	(58)	(59)	(60)	(61)
					Project Totals			(18)	(19)	(20)	(21)	(22)	(23)
(24)					***Task Totals***			(62)	(63)	(64)	(65)	(66)	(67)
					Project Totals			(25)	(26)	(27)	(28)	(29)	(30)

Project/Task Budget Summary

Employee: (1)

Page: 1

Billam and Smyle
Project/Task Budget Summary
For the Period Ending August 31, 1997

TaskID	Name	EmpID	WKC	Start	Finish	Budget Hrs	Actual Hrs	Var	Budget Amt	Actual Amt	Var
(24)			***Task Totals***			(62)	(63)	(64)	(65)	(66)	(67)
			Project Totals			(25)	(26)	(27)	(28)	(29)	(30)

(1) Calculated field: Employee ID of Employee producing the report
(2) Calculated field: The text of the sort field selected at report runtime on the Sort/Subtotal tab.
(3) Calculated field: The sort field selected at report runtime on the Sort/Subtotal tab.
(4) From: The Project field in PROJECT records.
(5) From: The Name field in PROJECT records.
(6) From: The TeamLeader field in PROJECT records.
(7) From: The InCharge field in PROJECT records.
(8) From: The StartDate field in PROJECT records.
(9) From: The FinishDate field in PROJECT records.
(10) Calculated field: The BudgetHours field divided by 100 in PROJECT records.
(11) Calculated field: The ActualHours field divided by 100 in PROJECT records.
(12) Calculated field: (11) less (10).
(13) From: The BudgetAmount field in PROJECT records.
(14) From: The ActualAmount field in PROJECT records.
(15) Calculated field: (14) less (13).
(16) From: The Memo field in PROJECT records.
(17) Calculated field: Prints the ClientID field and the Engagement field in PROJECT records.
(18) Calculated field: The sum of the BudgetHours field divided by 100 in PROJECT records.
(19) Calculated field: The sum of the AcutalHours field divided by 100 in PROJECT records.
(20) Calculated field: (19) less (18).
(21) Calculated field: The sum of the BudgetAmount field in PROJECT records.
(22) Calculated field: The sum of the ActualAmount field in PROJECT records.
(23) Calculated field: (22) less (21).
(24) Calculated field: If printing the lowest sort choice from the Sort/Subtotal tab, then (2) and (3) print, otherwise it prints '***Total' plus (2) and (3) followed by '***'.
(25) Calculated field: The sum of the BudgetHours field divided by 100 in PROJECT records.
(26) Calculated field: The sum of the AcutalHours field divided by 100 in PROJECT records.
(27) Calculated field: (26) less (25).
(28) Calculated field: The sum of the BudgetAmount field in PROJECT records.
(29) Calculated field: The sum of the ActualAmount field in PROJECT records.
(30) Calculated field: (29) less (28).
(31) From: The ClientID field in PROJECT records.
(32) From: The Engagement field in PROJECT records.
(33) From: The Name1 field in CLIENT records.
(34) From: The Project field in PROJECT records.
(35) From: The Name field in PROJECT records.
(36) From: The TaskID field in TASK records.
(37) From: The Name field in TASK records.
(38) From: The EmpID field in TASK records.
(39) From: The WorkCode field in TASK records.
(40) From: The StartDate field in TASK records.
(41) From: The FinishDate field in TASK records.
(42) Calculated field: The BudgetHours field divided by 100 in TASK records.
(43) Calculated field: The ActualHours field divided by 100 in TASK records.
(44) Calculated field: (43) less (42).
(45) From: The BudgetAmount field in TASK records.
(46) From: The ActualAmount field in TASK records.
(47) Calculated field: (46) less (45).
(48) From: The Memo field in TASK records.
(49) Calculated field: Prints the Project field and the Name in PROJECT records.
(50) Calculated field: The sum of the BudgetHours field divided by 100 in TASK records.
(51) Calculated field: The sum of the AcutalHours field divided by 100 in TASK records.
(52) Calculated field: (51) less (50).
(53) Calculated field: The sum of the BudgetAmount field in TASK records.
(54) Calculated field: The sum of the ActualAmount field in TASK records.
(55) Calculated field: (54) less (53).
(56) Calculated field: The sum of the BudgetHours field divided by 100 in TASK records.
(57) Calculated field: The sum of the AcutalHours field divided by 100 in TASK records.
(58) Calculated field: (57) less (56).
(59) Calculated field: The sum of the BudgetAmount field in TASK records.
(60) Calculated field: The sum of the ActualAmount field in TASK records.
(61) Calculated field: (60) less (59).
(62) Calculated field: The sum of the BudgetHours field divided by 100 in TASK records.
(63) Calculated field: The sum of the AcutalHours field divided by 100 in TASK records.
(64) Calculated field: (63) less (62).
(65) Calculated field: The sum of the BudgetAmount field in TASK records.

(66) Calculated field: The sum of the ActualAmount field in TASK records.
(67) Calculated field: (66) less (65).

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.