WIP Ledger

PWR103.RPT

Overview

Purpose of the Report

The WIP Ledger has four main formats: WIP Detail, WIP Summary, Billing Worksheet, and Billing Worksheet Summary. The WIP Detail and Billing Worksheet Reports are useful billing tools for making detailed billing decisions. The Billing Worksheet Summary is best used when a biller is only interested in the total WIP and A/R. The WIP Summary can be used for billing decisions, but it can also be used to determine the relative age of WIP for a client, biller, partner, office, etc. Note: Because this report is used to provide real time information to bill clients, it is a current state, date based report.

When to Produce the Report

Produce the WIP Detail or the Billing Worksheet before billing to make line item billing decisions. Both the Super WIP Ledger and the Complete Ledger can be used instead of the WIP Ledger to make line item billing decisions. You would choose the WIP Ledger over the Super WIP Ledger if you did not want the historical information provided by the period comparison, the WIP Reconciliation or the current and year-to-date time and expense hours and amount totals. 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 Billing Worksheet Summary before billing to make billing decisions solely based on the total WIP and A/R. Produce the WIP Summary before billing to determine which clients need immediate billing attention and after posting the bills to determine any outstanding WIP that may still need billing. The WIP Summary should be printed monthly, by partner, before the Period Close to determine the partner billing performance.

Permissions Required to Access the Report

An employee must have ‘Billing’ checked in the Employee’s Permissions to be able to produce this report

Comparing Reports

Because the WIP Ledger is a date based report, it may not match period based reports such as WIP 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
- Employees
- Work Codes
- Dates

Format Options

Presentation Options - General Options

You can choose the format of the report:

- Work In Progress Detail - prints all of the unbilled WIP transactions for the client, allows you to include - Client Name 2, Client Address, Last Bill, Last Paid, YTD WriteUps/Downs, A/R Total, WIP Description, WIP Notes, Project Summary, Category Summary, Employee Summary, and Billing Notes.
- Billing WorkSheet - this report does everything that the Work In Progress Detail does and adds a column on the right hand side of the page for writing in the amount to bill the WIP detail at. It also allows the printing of the Invoice Text section.
- Billing WorkSheet Summary - prints a one line summary of the WIP with the total A/R, last bill amount, last markup/down amount and space to write how to bill the client. This report allows you to include - Client Name 2, Client Address, Last Bill, Last Paid, YTD WriteUps/Downs, Project Summary, Category Summary, Employee Summary, Billing Notes and Invoice Text.
- WIP Summary Aging - this reports print a one line aging of the WIP. The aging is either 90 Day or 120 Day. If 'Show Client Detail' is unchecked, then it will only print a line for each subtotal level defined on the Sort/Subtotal tab. This allows the printing of a one line per partner WIP aging style report. If 'Show Client Detail' is checked, then at least one line per client will be printed no matter what choices are made on the Sort/Subtotal tab. Checking 'Show Client Detail' allows the printing of Client Name 2, Client Address, Last Bill, Last Paid, YTD WriteUps/Downs, A/R Total, Project Summary, Category Summary, Employee Summary, Billing Notes and Invoice Text. This allows the printing of the PACS Practice Management style WIP aging report.
- Aging - if 90 days is selected then the aging after the WIP total will be aged into Current, 30 - 59 Days, 60 - 89 Days and 90/Over. If 120 days is selected then the aging after the WIP total will be aged into Current, 30 - 59 Days, 60 - 89 Days, 90 - 119 and 120/Over. Note: The Aging radio group is disabled if Billing WorkSheet Summary is selected.

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

- Show Client Name 2 - prints the second name field from Client Properties.
- Show Client Address - prints the address for the client.
- Show Last Bill - prints the date and amount for the invoice posted for the client with the latest date.
- Show Last Paid - prints the date and amount for the payment posted for the client with the latest date.
- Show YTD WriteUps/Downs - prints the total writeups and downs for the year for the client.
- Show A/R Total - print the A/R balance for the client.
- Show Description - prints the Invoice Description for the WIP transaction.

- Show Notes - prints the Internal Notes for the WIP 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.
- Show Client Detail - only available on the WIP Summary Aging report. If ‘Show Client Detail’ is unchecked, then it will only print a line for each subtotal level defined on the Sort/Subtotal tab. This allows the printing of a one line per partner WIP aging style report. If ‘Show Client Detail’ is checked, then at least one line per client will be printed no matter what choices are made on the Sort/Subtotal tab. Checking ‘Show Client Detail’ allows the printing of Client Name 2, Client Address, Last Bill, Last Paid, YTD WriteUps/Downs, A/R Total, Project Summary, Category Summary, Employee Summary, Billing Notes and Invoice Text. This allows the printing of the PACS Practice Management style WIP aging report.

Sort Options Available for WIP Detail - WIP Options

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

Report Layouts

Work In Progress & Billing WorkSheet

Employee: (1) Page: 1

Billam and Smyle
Billing WorkSheet
For the Period Ending August 31, 1997

Project	Task	Date	Work Code	T	EmpID	Invoice #	Hours	Rate	Amount	Bill At
{ Client Header Information }										
(2)	(3)	(4)						(5) / (6) / (7) / (8)		
		(9)						Last Bill (10)	On	(11)
		(12)						Last Paid (13)	On	(14)
		(15)						YTD Mark Up/Down		(16)
		(17)	(18)		(19)			A/R Total	(20)	
		(21)								
{ WIP Detail Section }										
(22)	(23)	(24)	(25)	(26)	(27)	(28)	(29)	(30)	(31)	|_______|
(32)					(33)					
{ WIP Detail Totals }										
******Total Client: (2) (3)******							(34)		(35)	|_______|
Account Aging		(36)	(37)		(38)	(39)	(40)		(35)	

{ Project Summary }

Project Summary Totals	Hours	Amount	Cost	Difference	Ratio	Bill Amt
(41)	(42)	(43)	(44)	(45)	(46)	________
******Totals**	(47)	(48)	(49)	(50)	(51)	________

{ Category Summary }

Category Summary Totals	Hours	Amount	Cost	Difference	Ratio	Bill Amt
(52)	(53)	(54)	(55)	(56)	(57)	________
******Totals**	(58)	(59)	(60)	(61)	(62)	________

{ Employee Summary }

Employee Summary Totals	Hours	Amount	Cost	Difference	Ratio
(63)	(64)	(65)	(66)	(67)	(68)
******Totals**	(69)	(70)	(71)	(72)	(73)

{ Billing Notes }
Billing Notes:
(74)

Invoice Text

	Code	Amount	Date	Code	Amount	Date	Code	Amount	Date
Bill Codes	|____|	|____|	|____|	|____|	|____|	|____|	|____|	|____|	|____|

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Billing WorkSheet Summary

Employee: (1) Page: 1

Billam and Smyle
Billing WorkSheet Summary
For the Period Ending August 31, 1997

Standard	Adj(Disc)		Bill	Balance	Pre-Bill A/R	Post A/R	%Adj	Last Bill	Last Mkup
{ Client Header Information }									
(2)	(3)	(4)					(5) / (6) / (7) / (8)		
		(9)					Last Bill (10)	On	(11)
		(12)					Last Paid (13)	On	(14)
		(15)					YTD Mark Up/Down		(16)
		(17)	(18)	(19)					
		(21)							

{ Billing WorkSheet Summary }

(35) |________________| |________________| |________________| (20) |________________| |________________|(10) (13)

{ Project Summary }

Project Summary Totals	Hours	Amount	Cost	Difference	Ratio	Bill Amt
(41)	(42)	(43)	(44)	(45)	(46)	________________
******Totals**	(47)	(48)	(49)	(50)	(51)	________________

{ Category Summary }

Category Summary Totals	Hours	Amount	Cost	Difference	Ratio	Bill Amt
(52)	(53)	(54)	(55)	(56)	(57)	________________
******Totals**	(58)	(59)	(60)	(61)	(62)	________________

{ Employee Summary }

Employee Summary Totals	Hours	Amount	Cost	Difference	Ratio
(63)	(64)	(65)	(66)	(67)	(68)
******Totals**	(69)	(70)	(71)	(72)	(73)

{ Billing Notes }
Billing Notes:
(74)

Invoice Text

	Code	Amount	Date	Code	Amount	Date	Code	Amount	Date
Bill Codes	|____________|	|____________|	|________|	|__________|	|____________|	|________|	|__________|	|____________|	|________|

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WIP SummaryAging (120) - with Show Client Detail checked

Employee: (1) Page: 1

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WIP Summary Aging (120)

For the Period Ending August 31, 1997

			Current	30 - 59 Days	60 - 89 Days	90 - 119 Days	120/Over		Total
{ Client Header Information }									
(2)	(3)	(4)					(5) / (6) / (7) / (8)		
		(9)					Last Bill (10)	On	(11)
		(12)					Last Paid (13)	On	(14)
		(15)					YTD Mark Up/Down		(16)
		(17)	(18)	(19)			A/R Total	(20)	
		(21)							

{ WIP Summary Aging }

	Current	30 - 59 Days	60 - 89 Days	90 - 119 Days	120/Over	Total
Account Aging	(36)	(37)	(38)	(39)	(40)	(35)

{ Project Summary }

Project Summary Totals	Hours	Amount	Cost	Difference	Ratio	Bill Amt
(41)	(42)	(43)	(44)	(45)	(46)	________________
******Totals**	(47)	(48)	(49)	(50)	(51)	________________

{ Category Summary }

Category Summary Totals	Hours	Amount	Cost	Difference	Ratio	Bill Amt
(52)	(53)	(54)	(55)	(56)	(57)	________________
******Totals**	(58)	(59)	(60)	(61)	(62)	________________

{ Employee Summary }

Employee Summary Totals	Hours	Amount	Cost	Difference	Ratio
(63)	(64)	(65)	(66)	(67)	(68)
******Totals**	(69)	(70)	(71)	(72)	(73)

{ Billing Notes }

Billing Notes:

(74)

Invoice Text

	Code	Amount	Date	Code	Amount	Date	Code	Amount	Date
Bill Codes	|______|	|______|	|______|	|______|	|______|	|______|	|______|	|______|	|______|

Free Form |____|

|____|

|____|

WIP SummaryAging (120) - with Show Client Detail unchecked

Employee: (1) Page: 1

Billam and Smyle

WIP Summary Aging (120)

For the Period Ending August 31, 1997

(75)	Current	30 - 59 Days	60 - 89 Days	90 - 119 Days	120/Over	Total
{ WIP Summary Aging }						
(76)	(36)	(37)	(38)	(39)	(40)	(35)

(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: Manager in Client Properties
(7) From: Accountant in Client Properties
(8) From: Biller in Client Properties
(9) From: The second Client Name in Client Properties
(10) From: LastBillAmount in the Client file
(11) From: LastBillDate in the Client file
(12) From: The first Address line in Client Properties
(13) From: LastCashAmount in the Client file
(14) From: LastCashDate in the Client file
(15) From: The second Address line in Client Properties
(16) 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.
(17) From: City in Client Properties
(18) From: State in Client Properties
(19) From: ZIP in Client Properties
(20) From: ARBalance in the Client file
(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: TranType field in the WIP file.
(27) From: EmpID field in the WIP file.
(28) From: InterimInvoiceNumber field in the WIP file.
(29) Calculated field: The Hours field from the WIP file divided by 100.
(30) From: AdjRate field in the WIP file.
(31) From: AdjAmount field in the WIP file.
(32) From: Description field in the WIP file.
(33) From: Notes field in the WIP file.

{ WIP Detail Totals }

(34) 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'.
(35) Calculated field: The sum of AdjAmount field in WIP records with History 'F' and BillingStatus 'U' or 'I' and TransferStatus blank or 'T'.
(36) 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.
(37) 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.
(38) 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.
(39) 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.
(40) 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.

{ Project Summary }

(41) 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.
(42) 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.
(43) 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.
(44) 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.
(45) 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.
(46) 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.

(47) 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'.
(48) 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'.
(49) 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'.
(50) 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'.
(51) 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 }

(52) 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.
(53) 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.
(54) 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.
(55) 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.
(56) 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.
(57) 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.
(58) 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'.
(59) 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'.
(60) 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'.
(61) 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'.
(62) 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 }

(63) 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.
(64) 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.
(65) 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.
(66) 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.
(67) 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.
(68) 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.
(69) 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'.
(70) 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'.
(71) 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'.
(72) 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'.
(73) 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 }

(74) From: Internal Billing Notes in Client Properties.

{ WIP SummaryAging (120) - with Show Client Detail unchecked }

(75) Calculated Field: The text for the lowest sort chosen on the Sort/Subtotal tab with a subtotal.
(76) Calculated Field: The value of the sort field selected at report runtime

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.