

Work Code List

PWR820.RPT

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Overview

Purpose of the Report

The Work Code List allows you to review each Work Code’s information entered in Work Code Properties.

When to Produce the Report

Produce this report when you want to review detail or summary information about your work codes.

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 that the work codes appear on the report by choosing one or more of the following fields:

- Work Code
- Name
- Category
- SubCategory

Note: The subtotal check box on the Sort tab is disabled for this report since there is no information available to produce a subtotal.

Select Options Available

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

- Work Code
- Category
- SubCategory

Format Options

Presentation Options

You can choose which sections should appear on the report:

- Show Category - to include the category the work codes are assigned to on the report.
- Show Memo - to print any invoice notes associated with the work codes on the report.
- Show Work Code Detail - shows detailed information for each work code on the report. This includes type, whether the work code is chargeable or non-chargeable, GL credit or debit account, units, rate level, flat rate, flat amount, CPE, and tax numbers for the work code.

Report Layout

Employee: (1)

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Billam and Smyle Work Code List

For the Period Ending August 31, 1997

Category	Work Code	Cat. Assigned	Name	Long Descriptions
(2)	(3)			
	(4)	(5)	(6)	
	(7)			Units: (8)
	(10)			Rate Level: (11)
	GL Credit: (13)			CPE: (14)
	GL Debit: (15)			Tax 1: (16)
				Tax 2: (17)
				Flat Rate: (9)
				Flat Amount: (12)
				Tax 3: (18)
			(19)	
			(20)	
			(21)	

- (1) Calculated field: Employee ID of Employee producing the report
- (2) From: CategoryID field in the WORKCODE record.
- (3) From: Name field in the CATEGORY record where the Category field is the same as the CategoryID field in the WORKCODE record.
- (4) From: Work Code in Work Code Properties (General).
- (5) From: Category in Work Code Properties (General).
- (6) From: Name in Work Code Properties (General).
- (7) Calculated field: If TranType field in the WORKCODE record is set to 'T' then it prints 'Time' else 'Expense'.
- (8) From: Unit Name in Work Code Properties (General).
- (9) From: Flat Rate in Work Code Properties (General).
- (10) Calculate field: If the Chargeable field in the WORKCODE record is set to 'B' then it prints 'NC to Chargeable Client' else if the Chargeable field is set to 'C' then it prints 'Chargeable' else it prints 'Non Chargeable'.
- (11) From: Rate Level in Work Code Properties (General).
- (12) From: Flat Amount in Work Code Properties (General).
- (13) From: General Ledger Accounts Credit in Work Code Properties (Invoice Notes).
- (14) Calculate field: If the CPE field in the WORKCODE record is set to True then it prints 'Yes' else it prints 'No'.
- (15) From: General Ledger Accounts Debit in Work Code Properties (Invoice Notes).
- (16) Calculate field: If the ApplyTax1 field in the WORKCODE record is set to True then it prints 'Yes' else it prints 'No'.
- (17) Calculate field: If the ApplyTax2 field in the WORKCODE record is set to True then it prints 'Yes' else it prints 'No'.
- (18) Calculate field: If the ApplyTax3 field in the WORKCODE record is set to True then it prints 'Yes' else it prints 'No'.
- (19) From: English in Work Code Properties (Invoice Notes).
- (20) From: French in Work Code Properties (Invoice Notes).
- (21) From: Spanish in Work Code Properties (Invoice Notes).