

Billing Review

PWR020.RPT

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Overview

Purpose of the Report

The Billing Review allows you to review the invoices entered in billing before posting. This report is mainly a pre-post billing report used to verify that the biller billed as much as he planned to. Note: This report is a date based report.

When to Produce the Report

Produce this report before submitting, reviewing or posting invoices.

Permissions Required to Access the Report

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

Sort Options Available

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

- Date
- Invoice #
- Client-Engagement
- Client ID
- Engagement
- Client Name
- Partner
- Manager
- Biller
- Reviewer
- Accountant
- Project
- Journal
- Amount
- Group

- Office
- NAICS
- 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 invoices will appear on the report by entering a range or a list in one or more of the following fields:

- Date
- Invoice #
- Client ID
- Engagement
- Partner
- Manager
- Biller
- Reviewer
- Accountant
- Project
- Group
- Office
- NAICS
- Entity
- Client Type1
- Client Type2

Format Options

Presentation Options

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

- Show Unsubmitted - includes unsubmitted transactions.
- Show Submitted - includes submitted transactions.
- Show Reviewed - includes reviewed transactions.
- Show Warnings - indicates transactions that are not in the current period, or are after a client's dropped date. The dates of future period transactions are underlined with a dotted line, and the dates of prior period transactions are underlined with a dashed line. The

client ID of transactions dated beyond the client's dropped date are underlined with a dotted line.

- Show Only Warnings - includes only those transactions that are out of the current period (both future and prior transactions) and transactions for dropped clients.
- Show Client Name - prints the client name.
- Show Memo - includes the review notes associated with the transaction.

Report Layout

Employee: (1)

Page: 1

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

| Date | Client ID | Engmnt. | Project | Invoice # | WIP Relieved | MarkUp | Billed | Tax | % Real |
|---------------------|-----------|---------|---------|-----------|--------------|--------|--------|------|--------|
| (2) (3) | | | | | | | | | |
| (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (13) |
| | (17) | | | Interim | | (14) | (15) | (16) | |
| (18) | | | | | | | | | |
| ***Total (2) (3)*** | | | | Interim | (19) | (20) | (21) | (22) | (23) |
| | | | | | | (24) | (25) | (26) | |

- (1) Calculated field: Employee ID of Employee producing the report
- (2) Calculated Field: The text for the sort chosen on the Sort/Subtotal tab with a subtotal.
- (3) Calculated Field: The value of the sort field selected at report runtime
- (4) From: InvoiceDate field in the AR file.
- (5) From: ClientID field in the AR file.
- (6) From: Engagement field in the AR file.
- (7) From: Project field in the AR file.
- (8) From: UserInvNum field in the AR file.
- (9) Calculated field: The FinalBillAmt field less the MarkUp field less the InterimBillAmt field in the AR file.
- (10) From: MarkUp field in the AR file.
- (11) From: FinalBillAmt field in the AR file.
- (12) Calculated field: The sum of the Tax1, Tax2 and Tax3 fields in the AR file.
- (13) Calculated field: If (9) is not equal to 0.00 then (11) divided by (9) times 100 else 0.00.
- (14) From: InterimMarkUp field in the AR file.
- (15) From: InterimBillAmt field in the AR file.
- (16) Calculated field: The sum of the InterimTax1, InterimTax2 and InterimTax3 fields in the AR file.
- (17) From: Name1 field from the CLIENT record with the ClientID field equal to the ClientID field in the AR file.
- (18) From: Memo field in the AR file.
- (19) Calculated field: The sum of (9).
- (20) Calculated field: The sum of (10).
- (21) Calculated field: The sum of (11).
- (22) Calculated field: The sum of (12).
- (23) Calculated field: If (19) is not equal to 0.00 then (21) divided by (19) times 100 else 0.00.
- (24) Calculated field: The sum of (14).
- (25) Calculated field: The sum of (15).
- (26) Calculated field: The sum of (16).