

Payments and Adjustments

PWR030.RPT

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Overview

Purpose of the Report

The Payments and Adjustments Edit allows you to review the payment and adjustment transactions entered by employees before posting. An administrator can use this report to verify that the information entered by each employee is correct and complete. A clerk can use this report to check their work or as a record of the payments entered. This report can also be used to designate which transactions have errors. Note: This report is a date based report.

When to Produce the Report

Produce this report before posting payments and adjustments.

Permissions Required to Access the Report

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

Sort Options Available

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

- As Entered
- Type
- Client-Engagement
- Client ID
- Engagement
- Client Name
- Date
- Check #
- Invoice #
- Amount
- Partner
- Manager
- Biller

- Reviewer
- Accountant
- 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 transactions will appear on the report by entering a range or a list in one or more of the following fields:

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

Format Options

Presentation Options

You can choose which report to print:

- Payments Report - to print a report that only includes payments.
- Adjustments Report - to generate a report that lists adjustments only.
- Payments and Adjustments Report - to generate a report that contains both payments and adjustments data.

You can choose which columns to print hash totals for:

- Client - prints the total of all numeric client IDs.
- Engagement - prints the total of all numeric engagement IDs.
- Check Number - prints the total of all numeric check numbers.
- Invoice Number - prints the total of all numeric invoice numbers.

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

- 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 Description - includes the description associated with the transaction.
- Show Notes - prints out any notes entered for the transaction.

Report Layout

Employee: (1)

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Billam and Smyle
Payments and Adjustments Edit
For the Period Ending August 31, 1997

T	Client ID	Engmnt.	Date	Check #	Invoice #	Amount	Record #
(2)	(3)						
(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	(12)						
(13)					(14)		
Total (2): (3)							
(16)		(17)		(18)	(19)	(15)	

- (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: Type field in the CASH file.
- (5) From: ClientID field in the CASH file.
- (6) From: Engagement field in the CASH file.
- (7) From: DateRecieved field in the CASH file.
- (8) From: CheckNumber field in the CASH file.
- (9) From: InvoiceNumber field in the CASH file.
- (10) Calculated field: The Amount field in the CASH file times -1.
- (11) From: ReferenceNumber field in the CASH file.
- (12) From: Name1 field from the CLIENT record with the ClientID field equal to the ClientID field in the CASH file.
- (13) From: Description field in the CASH file.
- (14) From: InternalMemo field in the CASH file.
- (15) Calculated field: The sum of (10).
- (16) Calculated field: The sum of all ClientID fields in the CASH file that are numeric.
- (17) Calculated field: The sum of all Engagement fields in the CASH file that are numeric.
- (18) Calculated field: The sum of all CheckNumber fields in the CASH file that are numeric.
- (19) Calculated field: The sum of all InvoiceNumber fields in the CASH file that are numeric.