

# Time and Expense

PWR010.RPT

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## Overview

### *Purpose of the Report*

The Time and Expense Edit allows you to review the time and expense 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 timekeeper can use this report to check their work or as a record of the time 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 submitting, reviewing or posting time or expenses.

### *Permissions Required to Access the Report*

An employee must have 'Time Entry' 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
- Date
- Client ID
- Engagement
- Employee ID
- Employee Name
- Entered By
- Reviewer
- Work Code
- Project
- Task
- Type
- Hours

- Amount
- Charge Type

## 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:

- Date
- Client ID
- Engagement
- Employee
- Entered By
- Reviewer
- Work Code
- Project
- Task

## Format Options

### *Presentation Options*

You can choose which report to print:

- Time Report - to print a report that only includes time.
- Expense Report - to generate a report that lists expenses only.
- Time and Expense Report - to generate a report that contains both time and expense data.

You can choose which columns to print hash totals for:

- Employee - prints the total of all numeric employee IDs.
- Client - prints the total of all numeric client IDs.
- Engagement - prints the total of all numeric engagement IDs.
- Project - prints the total of all numeric project IDs.
- Task - prints the total of all numeric task IDs.
- Work Code - prints the total of the numeric work codes.

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

- Show Signature Line - generate a sign-off line for a signature on the report.
- Show Approval Line - generate a sign-off line for an approval on the report.
- Show Record Number - includes the transaction record number.

# Report Layout

Employee: (1)

Page: 1

**Billam and Smyle**  
**Time and Expense Edit**  
For the Period Ending August 31, 1997

T Emp.	Date	Client	Engmnt.	Project	TaskID	Work Code	Hours	Rate	Amount	Record #	
(2)(3)											
(4)(5)	(6)	(7) (16)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	
	(17)					(18)					
<b>***Hash Totals***</b>											
(19)		(20)	(21)	(22)	(23)	(24)					
<b>***Total (2): (3)***</b>							(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: TranType field in the TIME file.
- (5) From: EmpID field in the TIME file.
- (6) From: TranDate field in the TIME file.
- (7) From: ClientID field in the TIME file.
- (8) From: Engagement field in the TIME file.
- (9) From: Project field in the TIME file.
- (10) From: TaskID field in the TIME file.
- (11) From: WorkCode field in the TIME file.
- (12) Calculated field: The Hours field in the TIME file divided by 100.
- (13) From: AdjRate field in the TIME file.
- (14) From: AdjAmount field in the TIME file.
- (15) From: ReferenceNumber field in the TIME file.
- (16) From: Name1 field from the CLIENT record with the ClientID field equal to the ClientID field in the TIME file.
- (17) From: Description field in the TIME file.
- (18) From: Notes field in the TIME file.
- (19) Calculated field: The sum of all EmpID fields in the TIME file that are numeric.
- (20) Calculated field: The sum of all ClientID fields in the TIME file that are numeric.
- (21) Calculated field: The sum of all Engagement fields in the TIME file that are numeric.
- (22) Calculated field: The sum of all Project fields in the TIME file that are numeric.
- (23) Calculated field: The sum of all TaskID fields in the TIME file that are numeric.
- (24) Calculated field: The sum of all WorkCode fields in the TIME file that are numeric.
- (25) Calculated field: The sum of (12).
- (26) Calculated field: The sum of (14).