Microsoft Dynamics™ GP

Project Accounting Sample Reports
Project Accounting Sample Reports

This document includes information about and instructions for creating the most common Project Accounting reports. Samples of each report also are included.

The following reports are explained:

- *Aged Work-In-Progress Report*
- *Fees List by Project Report*
- *Pre-Billing Worksheet - CP/FP*
- *Pre-Billing Worksheet – Fee (Billable)*
- *Pre-Billing Worksheet – T&M and Fee (Billable)*
- *Pre-Billing Worksheet – CP/FP and Fee (Billable)*
- *Billing List*
- *Timesheet History Report*
- *Projects In Progress - Customer List*
- *Projects in Progress - Fees List*
- *Projects in Progress - Cost Category/Transaction List*
- *Year To Date Employee Utilization List*
- *Project Cost Breakdown List*
- *Project Cost Breakdown – Periodic List*
- *Change Order*
- *PA Detailed Trial Balance*
Aaged Work-In-Progress Report

The Aaged Work-In-Progress Budget report displays information about work in progress across aging periods you have set up and the balances or unbilled work in progress per budget. Use this report to analyze billing activity by budget for time and materials projects.

To print an Aaged Work-In-Progress Report list:

1. Open the Billing Activity Reports window.
   (Reports >> Project >> Billing Activity)

2. Choose Aaged Work-In-Progress Budget from the Reports list and choose New to open the Billing Activity Report Options window.

3. Enter an option name and select the range and sorting method.

4. Choose the Destination button to open the Report Destination window.

5. In the Report Destination window, select a printing destination and choose OK to return to the Billing Activity Report Options window.

6. Choose Print.
### Aged Work-In-Progress Report

**System:** 6/5/2012 1:51:32 PM  
**Page:** 1  
**User Date:** 6/5/2012  
**User ID:** sa

**Fabrikam, Inc.**  
**Project Series**  
**Aged Work in Progress**  
**For Time and Materials Projects**

**Ranges:**  
Customer ID: ADVANCED0001 - ADVANCED0001  
Customer Name: First - Last

**Sorting:** by Project Number

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Project Name</th>
<th>Current</th>
<th>31 - 60 Days</th>
<th>61 - 90 Days</th>
<th>91 and Over</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TV Commercials</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>ADSTVCMM</td>
<td>Building</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>CASH</td>
<td>Cash</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>CLOTHING</td>
<td>Cloths</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$480.00</td>
<td>$480.00</td>
</tr>
<tr>
<td>CONSULTING</td>
<td>Consulting Fees</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,068.75</td>
<td>$1,068.75</td>
</tr>
<tr>
<td>DESIGN</td>
<td>Product Design</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>HARDWARE</td>
<td>Hardware Purchase</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>INSURANCE</td>
<td>Insurance</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>TELCOMM</td>
<td>Telephone Communication</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>VHARDWARE</td>
<td>Testing Non -IV Item - MU</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>ZHARDWARE</td>
<td>Testing Non-IV Item - None</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,548.75</td>
<td>$1,548.75</td>
</tr>
</tbody>
</table>

**FIRST**  
**First**

| CONSULTING     | Consulting Fees                       | $0.00   | $0.00       | $0.00       | $7,500.00   | $7,500.00 |
| DESIGN         | Product Design                        | $0.00   | $0.00       | $0.00       | $300,000.00 | $300,000.00|
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**SECOND**  
**Second**

| CASH           | Cash                                  | $0.00   | $0.00       | $0.00       | $0.00       | $0.00     |
| CONSULTING     | Consulting Fees                       | $0.00   | $0.00       | $0.00       | $7,500.00   | $7,500.00 |
| COPPER         | Copier Charges                        | $0.00   | $0.00       | $0.00       | $0.00       | $0.00     |
| DEMO           | Sales Demonstration                   | $0.00   | $0.00       | $0.00       | $0.00       | $0.00     |
| DESIGN         | Product Design                        | $0.00   | $0.00       | $0.00       | $15,000.00  | $15,000.00|
| DESIGNREVIEWS  | Design Reviews                        | $0.00   | $0.00       | $0.00       | $0.00       | $0.00     |
| SKILL          | Skill                                 | $0.00   | $0.00       | $0.00       | $0.00       | $0.00     |
| LAND           | Land                                  | $0.00   | $0.00       | $0.00       | $0.00       | $0.00     |
| MANAGEMENT     | Project Management                   | $0.00   | $0.00       | $0.00       | $0.00       | $0.00     |
| CASH           | Cash                                  | $0.00   | $0.00       | $0.00       | $0.00       | $0.00     |
| MACHINES       | Machine                               | $0.00   | $0.00       | $0.00       | $0.00       | $0.00     |
| SUPPLIES       | Supplies                              | $0.00   | $0.00       | $0.00       | $0.00       | $0.00     |
| TELCOMM        | Telephone Communication               | $0.00   | $0.00       | $0.00       | $0.00       | $0.00     |
| XHARDWARE      | Testing Non -IV Item - None           | $0.00   | $0.00       | $0.00       | $439,750.00 | $439,750.00|
| YHARDWARE      | Testing Non-IV Item - MU              | $0.00   | $0.00       | $0.00       | $432,500.00 | $432,500.00|
| ZHARDWARE      | Testing Non-IV Item - None            | $0.00   | $0.00       | $0.00       | $391,250.00 | $391,250.00|
|                |                                      | $0.00   | $0.00       | $0.00       | $1,286,000.00 | $1,286,000.00 |

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|                |                                      | $0.00   | $0.00       | $0.00       | $1,595,048.75 | $1,595,048.75 |
Fees List by Project Report

The Fees List by Project report displays a list of all the fees being used in all projects per customer. In addition to project information, the report shows the fee ID, fee name, fee type and the fee amount, percentage of baseline cost or percentage of baseline revenue.

**To print a fee list-project:**
1. Open the Billing Activity Reports window. (Reports >> Project >> Billing Activity)
2. Choose Aged Work-In-Progress from the Reports list and choose New to open the Billing Activity Report Options window.
3. Enter an option name and select the range and sorting method.
4. Choose the Destination button to open the Report Destination window.
5. In the Report Destination window, select a printing destination and choose OK to return to the Billing Activity Report Options window.
6. Choose Print.
## Fee List - Project

**System:** 9/22/07  1:02:43 AM  
**User Date:** 9/22/07  
**Page:** 1  
**User ID:** SA  
**Fabrikam, Inc.**  
**Project Series**  
**Fees List by Project**

**Range:**  
- **Customer ID:** First - Last  
- **Contract Number:** First - Last  
- **Project ID:** First - Last  
- **Project Class ID:** First - Last  
- **Project Manager ID:** First - Last  
- **Business Manager ID:** First - Last  
- **Department:** First - Last  
- **Contract Class ID:** First - Last  

**Sorting: by Customer ID**

<table>
<thead>
<tr>
<th>Project No.</th>
<th>Project Name</th>
<th>Project Class ID</th>
<th>Project ID</th>
<th>Contract Number</th>
<th>Customer ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Construction of Net Housing</td>
<td>CONST</td>
<td>FITZNTHAUS</td>
<td>AARONFIT0001</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AFITZRETAIN</td>
<td>Retentions</td>
<td>$58,136.75</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td>A. Fitz Requirements Analysis</td>
<td>REQUIREMENTS</td>
<td>FITZAUTO</td>
<td>AARONFIT0001</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CONTRACT_MGT</td>
<td>Retainer</td>
<td>$20,000.00</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

2 Projects
Pre-Billing Worksheet - CP/FP

The Pre-Billing Worksheet - CP/FP list displays a list of pre-billing worksheets for all cost plus or fixed-price projects.

You can print two types of pre-billing worksheets.

**In process** Includes billable transactions that are in the billing entry work file.

**Billable** Includes all billable transactions that are in the transaction history files.

Print this report to verify billing activity, tax amounts, total amounts and earnings for each project. This report also shows fee information, such as the fee ID, type, amount due, tax amount, and billable fee amount.

**To print a pre-billing worksheet - CP/FP:**

1. Open the Billing Activity Reports window. (Reports >> Project >> Billing Activity)

2. Choose Pre-Billing Worksheet - CP/FP from the Reports list and choose New to open the Billing Activity Report Options window.

3. Enter an option name and select the range and sorting method.

4. Choose the Destination button to open the Report Destination window.

5. In the Report Destination window, select a printing destination and choose OK to return to the Billing Activity Report Options window.

6. Choose Print.
### Pre-Billing Worksheet - CP/FP


#### Fabrikam, Inc.

**Project Series**

**Pre-Billing Worksheet - CP/FP (Billable)**

**Range:**
- Customer ID: First - Last
- Contract Number: First - Last
- Project ID: First - Last
- Project Number: ADSBILL - ADSBILL
- Project Class ID: First - Last
- Project Manager ID: First - Last
- Business Manager ID: First - Last
- Department: First - Last
- Contract Class ID: First - Last
- Customer Billing Cycle ID: First - Last
- Contract Billing Cycle ID: First - Last
- Project Billing Cycle ID: First - Last

**Sorting:** by Customer ID

**Cutoff Date:** 2/26/2013

### Project Number  Type  Project Name  Project PO Number

<table>
<thead>
<tr>
<th>Cost Category ID</th>
<th>% Comp</th>
<th>Amount Earned</th>
<th>Previously Billed</th>
<th>Earned This Period</th>
<th>Billing Amount</th>
<th>Retention Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADSBILL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Timesheet</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DESIGN</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Transaction Usage Totals: $0.00

| Equipment Log     |        |               |                   |                    |               |                 |
| FEEREVENUE        | 0.00%  | $0.00         | $0.00             | $0.00              | $0.00         | $0.00           |

Transaction Usage Totals: $0.00

| Miscellaneous Log |        |               |                   |                    |               |                 |
| COPIER            | 1.17%  | $6,787.76     | $0.00             | $6,787.76          | $0.00         | $6,787.76       |

Transaction Usage Totals: $0.00

| Purchasing Invoice |        |               |                   |                    |               |                 |
| OFFICE SUPPLIES   | 0.48%  | $2,419.37     | $0.00             | $2,419.37          | $0.00         | $2,419.37       |
| XHARDWARE         | 1.12%  | $0.00         | $0.00             | $0.00              | $0.00         | $0.00           |

Transaction Usage Totals: $0.00

| Employee Expense |        |               |                   |                    |               |                 |
| CABFARE          | 0.00%  | $0.00         | $0.00             | $0.00              | $0.00         | $0.00           |

Transaction Usage Totals: $0.00

**Project Totals:**

- $0.00
- $9,207.13


#### Fabrikam, Inc.

**Project Series**

**Pre-Billing Worksheet - CP/FP (Billable)**

<table>
<thead>
<tr>
<th>Cost Category ID</th>
<th>% Comp</th>
<th>Amount Earned</th>
<th>Previously Billed</th>
<th>Earned This Period</th>
<th>Billing Amount</th>
<th>Retention Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Report Totals:

- $0.00
- $9,207.13
The Pre-Billing Worksheet – Fee (Billable) displays the billable amount for fees for a particular project.

**To print a Pre-Billing Worksheet – Fee (Billable):**

1. Open the Billing Activity Reports window. (Reports >> Project >> Billing Activity)

2. Choose Pre-Billing Worksheet - T&M or Pre-Billing Worksheet - CP/FP from the Reports list and choose New to open the Billing Activity Report Options window.

3. Enter an option name and select the range and sorting method.

4. Mark the Billable option to include billable fee amounts. Do not mark the Single Billable Report option.

5. Choose the Destination button to open the Report Destination window.

6. In the Report Destination window, select a printing destination and choose OK to return to the Billing Activity Report Options window.

7. Choose Print.
### Pre-Billing Worksheet – Fee (Billable)

**System:** 2/26/2013  1:22:47 PM  
**User Date:** 2/26/2013  
**Page:** 1  
**User ID:** sa

**Fabrikam, Inc.**  
**Project Series**

**Pre-Billing Worksheet – Fee (Billable)**

**Range:**
- Customer ID: First - Last
- Contract Number: First - Last
- Project ID: First - Last
- Project Number: ADSBILL - ADSBILL
- Project Class ID: First - Last
- Project Manager ID: First - Last
- Business Manager ID: First - Last
- Department: First - Last
- Contract Class ID: First - Last
- Customer Billing Cycle ID: First - Last
- Contract Billing Cycle ID: First - Last
- Project Billing Cycle ID: First - Last

**Sorting:** by Customer ID

**Cutoff Date:** 2/26/2013

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Type</th>
<th>Project Name</th>
<th>Project PO Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADSBILL</td>
<td>Cost Plus</td>
<td>Billboard Ads</td>
<td></td>
</tr>
<tr>
<td>PROF FEE</td>
<td>Retainer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SALES INCOME</td>
<td>Project Fee</td>
<td>$10,000.00</td>
<td>$4,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Billing Amount</th>
<th>Fee ID</th>
<th>Fee Name</th>
<th>Fee Type</th>
<th>Amount Due</th>
<th>Previously Billed</th>
<th>Trade Amount</th>
<th>Retention Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADSBILL</td>
<td>PROF FEE</td>
<td>Retainer</td>
<td>$2,000.00</td>
<td>$600.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,400.00</td>
</tr>
<tr>
<td>SALES INCOME</td>
<td>Project Fee</td>
<td>$10,000.00</td>
<td>$4,000.00</td>
<td>$0.00</td>
<td>$600.00</td>
<td>$6,000.00</td>
<td></td>
</tr>
</tbody>
</table>

**Project Totals:**
- $0.00
- $600.00
- $7,400.00

**Report Totals:**
- $0.00
- $600.00
- $7,400.00
Pre-Billing Worksheet – T&M and Fee (Billable)

The Pre-Billing Worksheet - T&M and Fee list displays a list of pre-billing worksheets for all time and material projects and the fees attached. You can print pre-billing worksheets that contain all billable transactions that are in the transaction history files. You can print the billable amount for the specified cutoff date.

To print a pre-billing worksheet - T&M and Fee (billable):

1. Open the Billing Activity Reports window.
   (Reports >> Project >> Billing Activity)

2. Choose Pre-Billing Worksheet - T&M from the Reports list and choose New to open the Billing Activity Report Options window.

3. Enter an option name and select the range and sorting method.

4. Mark the Billable option to include billable fee amounts.

5. Mark the Print Single Billable Report option to print a single report that contains both transactions and fees.

6. Choose the Destination button to open the Report Destination window.

7. In the Report Destination window, select a printing destination and choose OK to return to the Billing Activity Report Options window.

8. Choose Print.

### Report Writer Name
PA PBW - T&M and Fee

### Tables
- PA Pre Billing Worksheet TEMP
- PA Billing Sub-Detail TM Temp2
- PA Billing Sub-Detail WORK FF Temp
- PA Billing Sub-Detail WORK Fee Temp
- PA Billing Notes Master
- PA Billing Detail TEMP
- PA Project Master File
- PA Contract Master File

### Ranges
- Customer ID
- Contract Number
- Project ID
- Project Number
- Project Class ID
- Project Manager ID
- Business Manager ID
- Department
- Contract Class ID

### Sorting
- Customer ID
- Contract Number
- Project ID
- Project Number
- Project Class ID
- Project Manager ID
- Business Manager ID
- Department
Pre-Billing Worksheet – T&M and Fee (Billable)

Ranges:
- Customer ID: First - Last
- Contract Number: First - Last
- Project ID: First - Last
- Project Class ID: First - Last
- Project Manager ID: First - Last
- Business Manager ID: First - Last
- Department: First - Last
- Contract Class ID: First - Last
- Project Billing Cycle ID: First - Last
- Contract Billing Cycle ID: First - Last
- Project Cycle ID: First - Last

Sorting: by Customer ID

Cutoff Date: 2/26/2008

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Type</th>
<th>Project Name</th>
<th>Project PO Number</th>
<th>Billings</th>
<th>Fees</th>
<th>Trade Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADSTVCOMM</td>
<td>Time and Materials</td>
<td>TV Commercials</td>
<td></td>
<td>$1,098.75</td>
<td>$30.00</td>
<td>$56.44</td>
</tr>
</tbody>
</table>

T&M Billings:

<table>
<thead>
<tr>
<th>Date</th>
<th>Cost Owner</th>
<th>Cost Owner Name</th>
<th>Cost Category ID</th>
<th>Billing Rate</th>
<th>Markup%</th>
<th>Total Cost</th>
<th>Qty</th>
<th>Trade Amount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/9/2008</td>
<td>COMPUTER0001</td>
<td>Computer Training Systems</td>
<td>CONSULTING</td>
<td>$75.00</td>
<td>0.00%</td>
<td>$165.53</td>
<td>8.25</td>
<td>$30.93</td>
<td>$618.75</td>
</tr>
<tr>
<td>1/9/2008</td>
<td>GARDNERS0001</td>
<td>Gardner Services</td>
<td>DESIGN</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$106.26</td>
<td>6.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Fees:

<table>
<thead>
<tr>
<th>Fee ID</th>
<th>Type</th>
<th>Amount Due</th>
<th>Prev. Billed</th>
<th>Trade Amount</th>
<th>Retention Amount</th>
<th>Billing Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEGAL FEES</td>
<td>Service</td>
<td>$30.00</td>
<td>$0.00</td>
<td>$1.50</td>
<td>$0.00</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

Total Billings: $1,098.75
Total Fees: $30.00
Total Trade Discount: $56.44
The Pre-Billing Worksheet - CP/FP and Fee list displays a list of pre-billing worksheets for all cost plus or fixed-price projects and the fees attached. You can print pre-billing worksheets that contain all billable transactions that are in the transaction history files. You can print the billable amount for the specified cutoff date.

**To print a pre-billing worksheet - CP/FP:**

1. Open the Billing Activity Reports window. 
   (Reports >> Project >> Billing Activity)

2. Choose Pre-Billing Worksheet - CP/FP from the Reports list and choose New to open the Billing Activity Report Options window.

3. Enter an option name and select the range and sorting method.

4. Mark the Billable option to include billable fee amounts.

5. Mark the Print Single Billable Report option to print a single report that contains both transactions and fees.

6. Choose the Destination button to open the Report Destination window.

7. In the Report Destination window, select a printing destination and choose OK to return to the Billing Activity Report Options window.

8. Choose Print.
### Pre-Billing Worksheet – CP/FP and Fee (Billable)

**Ranges:**
- Customer ID: First - Last
- Contract Number: First - Last
- Project ID: First - Last
- Project Number: ADSBILL - ADSBILL
- Project Class ID: First - Last
- Project Manager ID: First - Last
- Business Manager ID: First - Last
- Department: First - Last
- Contract Class ID: First - Last
- Customer Billing Cycle ID: First - Last
- Contract Billing Cycle ID: First - Last
- Project Billing Cycle ID: First - Last

**Sorting:** by Customer ID

**Cutoff Date:** 2/26/2013

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Project Name</th>
<th>Billings</th>
<th>Fees</th>
<th>Trade</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADSBILL</td>
<td>Billboard Ads</td>
<td>$9,207.13</td>
<td>$7,400.00</td>
<td>$830.36</td>
</tr>
</tbody>
</table>

### CP/FP Billings:

<table>
<thead>
<tr>
<th>Cost Category ID</th>
<th>% Comp</th>
<th>Amount Earned</th>
<th>Previously Billed</th>
<th>Earned This Period</th>
<th>Retention Amount</th>
<th>Billing Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CABFARE</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>COPIER</td>
<td>1.17%</td>
<td>$6,787.76</td>
<td>$0.00</td>
<td>$6,787.76</td>
<td>$0.00</td>
<td>$6,787.76</td>
</tr>
<tr>
<td>DESIGN</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>FEEREVENUE</td>
<td>0.00%</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>OFFICE SUPPLIES</td>
<td>0.48%</td>
<td>$2,419.37</td>
<td>$0.00</td>
<td>$2,419.37</td>
<td>$0.00</td>
<td>$2,419.37</td>
</tr>
<tr>
<td>XHARDWARE</td>
<td>1.12%</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Total Billings:** $9,207.13

### Fees:

<table>
<thead>
<tr>
<th>Fee ID</th>
<th>Type</th>
<th>Amount Due</th>
<th>Prev. Billed</th>
<th>Trade Amount</th>
<th>Retention Amount</th>
<th>Billing Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROF FEE</td>
<td>Retainer</td>
<td>$3,000.00</td>
<td>$600.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,400.00</td>
</tr>
<tr>
<td>SALES INCOME</td>
<td>Project Fee</td>
<td>$10,000.00</td>
<td>$4,000.00</td>
<td>$0.00</td>
<td>$600.00</td>
<td>$6,000.00</td>
</tr>
</tbody>
</table>

**Total Fees:** $7,400.00

**Total Trade Discount:** $830.36
Billing List displays information for each transaction entered in the billing entry window and posted. The report shows billing information like cost owner, cost category ID, quantity, amount, rate, markup percentage, writeup or writedown amount or percentage and account distributions.

**To print a billing list:**

1. Open the Posting Journal Reports window.  
   (Reports >> Project >> Posting Journal)

2. Choose Billing from the Reports list and choose New to open the Posting Journal Report Options window.

   You can display information on posted revenue recognition and project closing by selecting Revenue Recognition and Project Closing Lists from the dropdown list.

3. Enter an option name and select other options you want to include in your report.

4. Choose the Destination button to open the Report Destination window.

5. In the Report Destination window, select a printing destination and choose OK to return to the Posting Journal Report Options window.

6. Choose Print.

---

**Report Writer name**

PA Billing Posting Journal
OPEN Reprint

**Report table**

PA Pre Billing Worksheet TEMPF
PA Billing Sub-Detail OPEN TM
PA Billing Sub-Detail OPEN Temp2
PA Billing Sub-Detail OPEN FF
PA Billing Sub-Detail WORK FF Temp
PA Billing Sub-Detail OPEN Fee
PA Billing Sub-Detail WORK Fee Temp
PA Billing Subline Tax Detail
PA Billing Subline Tax Detail Temp
PA Billing Header OPEN
RM Customer MSTR
Posting Definitions Master
PA Billing Detail OPEN
PA Project Master File
PA Billing Notes Master

**Ranges**

Audit Trail Code
Batch ID
Post Date

**Sorting options**

Audit Trail Code
Batch ID
Post Date

**Include**

Posting Journal
History
Open
### Billing List

**System:** 10/23/2010 6:47:02 PM  
**User Date:** 10/23/2010  
**Page:** 1  
**User ID:** sa

**Ranges:**  
Audit Trail Code: PABL00000001 - PABL00000001  
Batch ID: First - Last  
Post Date: First - Last  
Sorting: by Audit Trail Code

---

**Document No.:** TM001  
**Document Date:** 01/10/2008  
**Customer ID:** ADVANCED0001  
**Customer Name:** Advanced Paper Co.  
**Comment:**  
**Cutoff Date:** 01/10/2008  
**Batch ID:**  
**Post Date:** 01/10/19

---

**Project Number:** ADSTTVCOMM  
**Project Name:** TV Commercials  
**Project PO Number:**  
**Fees:** $0.00  
**Trade Discount:** $22.50

---

<table>
<thead>
<tr>
<th>Date</th>
<th>Cost Owner</th>
<th>Cost Cat ID</th>
<th>Tax Amount</th>
<th>Billing Rate</th>
<th>Markup %</th>
<th>Qty</th>
<th>Amount</th>
<th>Type</th>
<th>Writedown</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/08/19</td>
<td>BARR0001</td>
<td>CONSULTING</td>
<td>$29.93</td>
<td>$75.00</td>
<td>0.00%</td>
<td>6.00</td>
<td>$450.00</td>
<td>STD</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

---

**Client Consulting**  
**Fees:**

<table>
<thead>
<tr>
<th>Fee ID</th>
<th>Type</th>
<th>Amount Due</th>
<th>Prev. Billed</th>
<th>Billing Amount</th>
<th>Tax Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEGAL FEES</td>
<td>Service</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

---

**Project Number:** FIRST  
**Billings:** $5,000.25  
**Trade Discount:** $250.01
# Timesheet History Report

**Report Writer name**  
PA History Timesheet

**Report table**  
<table>
<thead>
<tr>
<th>PA Timesheet Detail History</th>
<th>File</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA Timesheet Header History</td>
<td>File</td>
</tr>
</tbody>
</table>

**Ranges**  
- Employee ID
- Project Number
- Cost Category ID
- Batch ID
- Document Date
- Document Number
- Date Incurred
- Transaction Type

**Sorting options**  
- Employee ID
- Project Number
- Cost Category ID
- Batch ID
- Document Date
- Document Number
- Date Incurred

**Include**  
- Billable
- In Process
- Closed
- Non Billable
- Fixed Fee Transactions

Print the Timesheet History Report to display posting activity of timesheet transactions. Timesheets track the labor cost and amount of time expended on a project. A timesheet transaction can involve various projects, cost categories, pay codes, pay rates, positions, and dates.

**To print timesheet history reports:**

1. Open the History Reports window.  
   (Reports >> Project >> History)

2. Choose Timesheet from the Reports list and choose New to open the History Report Options window.

   To display information on other posted transactions by selecting Employee Expenses, Equipment Log, Miscellaneous Logs, Inventory Transfer, Purchase Order, Receivings, and Purchasing Invoice from the drop-down list.

3. Enter an option name and select the range and sorting method.

4. Choose the Destination button to open the Report Destination window.

5. In the Report Destination window, select a printing destination and choose OK to return to the History Report Options window.

6. Choose Print.
## Timesheet History Report

### Ranges:
- Employee ID: First - Last
- Project Number: First - Last
- Cost Category ID: First - Last
- Batch ID: First - Last
- Document Date: First - Last
- Document No.: First - Last
- Date Incurred: First - Last
- TRX Type: First - Last
- Exclude: Billable: No    In Process: No    Closed: No    Non-Billable: No    Fixed Fee Trx: No

### Sorting:
- by Employee ID

### Doc Date    Doc No.    Batch ID    Employee ID    Date Incurred    Project No.    Cost Category ID    Time Begin    Time End    Qty    Billing Status

<table>
<thead>
<tr>
<th>Doc Date</th>
<th>Doc No.</th>
<th>Batch ID</th>
<th>Employee ID</th>
<th>Date Incurred</th>
<th>Project No.</th>
<th>Cost Category ID</th>
<th>Time Begin</th>
<th>Time End</th>
<th>Qty</th>
<th>Billing Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/21/00</td>
<td>TS0000000000000001 DYNHA</td>
<td>DIAZ0001</td>
<td>9/16/05</td>
<td>HOTELEDGER</td>
<td>CONSULTING</td>
<td>12:00 AM</td>
<td>12:00 AM</td>
<td>10.00</td>
<td>Closed</td>
<td></td>
</tr>
<tr>
<td>Hour</td>
<td>$43.27</td>
<td>SALY</td>
<td>ENG</td>
<td>MGR1</td>
<td>$432.70</td>
<td>10.00</td>
<td>$1,600.00</td>
<td>0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>9/21/00</td>
<td>TS0000000000000002 DYNHA</td>
<td>DIAZ0001</td>
<td>9/16/05</td>
<td>HOTELEDGER</td>
<td>CONSULTING</td>
<td>12:00 AM</td>
<td>12:00 AM</td>
<td>1.00</td>
<td>Billable</td>
<td></td>
</tr>
<tr>
<td>Hour</td>
<td>$43.27</td>
<td>SALY</td>
<td>ENG</td>
<td>MGR1</td>
<td>$43.27</td>
<td>0.00</td>
<td>$0.00</td>
<td>0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>9/21/00</td>
<td>TS0000000000000003 DYNHA</td>
<td>DIAZ0001</td>
<td>9/16/05</td>
<td>HOTELEDGER</td>
<td>DESIGN</td>
<td>12:00 AM</td>
<td>12:00 AM</td>
<td>3.00</td>
<td>Billable</td>
<td></td>
</tr>
<tr>
<td>Hour</td>
<td>$27.10</td>
<td>SALY</td>
<td>ENG</td>
<td>MGR1</td>
<td>$228.81</td>
<td>0.00</td>
<td>$0.00</td>
<td>0.00</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

### Report Totals:
- Total Cost

$704.78
**Projects In Progress - Customer List**

**Report Writer name**
- PA Projects in Progress Master File

**Report table**
- PA Project Periodic Totals TEMP
- PA Project Periodic Totals TEMP2
- PA Project Periodic Totals TEMP3
- RM Customer Master
- PA Contract Master File

**Ranges**
- Customer ID
- Contract Number
- Project ID
- Project Number
- Project Class ID
- Project Manager ID
- Business Manager ID
- Department

**Sorting options**
- Customer ID
- Contract Number
- Project ID
- Project Number
- Project Class ID
- Project Manager ID
- Business Manager ID
- Department

**Include**
- Year
- Period

The Projects In Progress - Customer list displays the estimated revenues and profits, revenues earned, total cost incurred, cost of revenues, gross profit or loss, amount billed to date, recognized revenues, and estimate cost to complete to each project.

**To print a Project In Progress - Customer list:**
1. Open the Performance Reports window.
   (Reports >> Project >> Performance)
2. Choose Projs. in Progress-Customer from the Reports list and choose New to open the Performance Report Options window.
3. Enter an option name and select the range and sorting method.
4. Choose the Destination button to open the Report Destination window.
5. In the Report Destination window, select a printing destination and choose OK to return to the Performance Report Options window.
6. Choose Print.
### Project in Progress - Customer List

**Fabrikam, Inc.**  
*Project Series*  
*Projects in Progress - Customer*  
*As of 1/31/2007*

**Ranges:**  
- Customer ID: First - Last  
- Contract Number: ADS - ADS  
- Project ID: First - Last  
- Project Number: First - Last  
- Project Class ID: First - Last  
- Project Manager ID: First - Last  
- Business Manager ID: First - Last  
- Department: First - Last  
- Contract Class ID: First - Last  
- Exclude: Posted: No  
  Unposted: No  
  Sorting: by Customer ID

**Customer Name**  
- Customer Number: 

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Project Name</th>
<th>Estimated Revenues</th>
<th>Estimated Profits</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Inception</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>to 1/31/2007</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Revenues Recognized</th>
<th>Total Cost</th>
<th>Committed</th>
<th>Cost of Gross Profit</th>
<th>Billed to Estimate Cost</th>
<th>Billings in Excess of Earnings</th>
<th>Earned Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognized Earned</td>
<td>Incurred</td>
<td>Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue</td>
<td>Costs &amp; Est.</td>
<td>(Loss)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADVANCED0001</th>
<th>Advanced Paper Co.</th>
<th>$2,025,693.09</th>
<th>$73,126.09</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00</td>
<td>$0.00</td>
<td>$3,469,52</td>
<td>$44,199.13</td>
</tr>
<tr>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>$3,022.04</td>
<td>$3,022.04</td>
<td>$29,310.00</td>
<td>$262.04</td>
</tr>
<tr>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>$3,072,152.24</td>
<td>$3,072,152.24</td>
<td>$2,760.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>$115,650.00</td>
<td>$115,650.00</td>
<td>$9,637.50</td>
<td>$0.00</td>
</tr>
<tr>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>$2,083,433.01</td>
<td>$2,083,433.01</td>
<td>$18,541.53</td>
<td>$0.00</td>
</tr>
<tr>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>$5,620,412.50</td>
<td>$5,620,412.50</td>
<td>$10,498.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>$4,309,601.55</td>
<td>$4,309,601.55</td>
<td>$18,697.97</td>
<td>$0.00</td>
</tr>
<tr>
<td>$450.00</td>
<td>$450.00</td>
<td>$3,927,639.15</td>
<td>$18,697.97</td>
</tr>
<tr>
<td>$0.00</td>
<td>$0.00</td>
<td>$18,541.53</td>
<td>$0.00</td>
</tr>
<tr>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**ADVANCED0001 Total Estimated Revenues:** $17,226,942.39  
**ADVANCED0001 Total Estimated Profits:** $421,385.02
Projects in Progress - Fees List

The Projects In Progress - Fees list displays the estimated revenues and profits, revenues earned, total cost incurred, cost of revenues, gross profit or loss, amount billed to date and estimate cost to complete to each project.

To print a Project In Progress - Fees list:
1. Open the Performance Reports window.
   (Reports >> Project >> Performance)
2. Choose Projs. in Progress-Customer from the Reports list and choose New to open the Performance Report Options window.
3. Enter an option name and select the range and sorting method.
4. Choose the Destination button to open the Report Destination window.
5. In the Report Destination window, select a printing destination and choose OK to return to the Performance Report Options window.
6. Choose Print.
### Projects in Progress - Fees List

**From Inception to 1/31/2006**  |  **At 1/31/2007**  |  **For the year ended 12/31/2006**
--- | --- | ---
**Revenues**  |  **Recognized**  |  **Cost of Gross Profit**  |  **Billed to**  |  **Cost & Est. Billings in**  |  **Billings in Excess of**  |  **Earnings in Excess of**  |  **Costs & Est.**  |  **Earnings**  |  **Revenues**  |  **Cost of Gross Profit**  |  **(Loss)**
**Earned**  |  **Revenue**  |  **Revenues**  |  **(Loss)**  |  **Date**  |  **Earnings in Excess of**  |  **Costs & Est.**  |  **Earnings**  |  **Revenues**  |  **Cost of Gross Profit**  |  **(Loss)**

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Project Name</th>
<th>Fee ID</th>
<th>Fee Name</th>
<th>Estimated Revenues</th>
<th>Estimated Profits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECOND</td>
<td>Second</td>
<td>LEGAL FEES</td>
<td>Legal Fees</td>
<td>$30.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>$5.02</td>
<td>$5.02</td>
<td>$0.00</td>
<td>$5.02</td>
<td>$30.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>$5.02</td>
<td>$5.02</td>
<td>$0.00</td>
<td>$5.02</td>
<td>$30.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Total Estimated Revenues:** $30.00  
**Total Estimated Profit:** $30.00
Projects in Progress - Cost Category/Transaction List

Report Writer Name:
PA Projects in Progress - Cost Category/Transaction

Tables:
PA Reports Project TEMP
PA Project Master File
PA Budget Master File
PA Budget Periodic Totals TEMP1
PA Budget Periodic Totals TEMP2
PA Budget Periodic Totals TEMP3
PA Cost Trx Line TEMP

Ranges:
Customer ID
Contract Number
Project ID
Project Number
Project Class ID
Project Manager ID
Business Manager ID
Department
Contract Class ID

Exclude:
Posted
Unposted

Sorting:
by Customer ID
by Contract Number
by Project ID
by Project Number
by Project Class ID
by Project Manager ID
by Business Manager ID
by Department

The Project in Progress - Cost Category/Transaction report displays the cost transactions for the budget and the date range will include the selected fiscal year.

To print a Projects in Progress - Cost Category/Transaction list:
1. Open the Performance Reports window. (Reports >> Project >> Performance)
2. Choose Projs. in Progress-Cost Cat from the Reports list and choose New to open the Performance Report Options window.
3. Enter an option name and select the range and sorting method. Mark the Include Cost Transactions checkbox.
   If the Include Cost Transactions checkbox is not marked, the original PA Projects in Progress - Cost Category report will be printed.
4. Choose the Destination button to open the Report Destination window.
5. In the Report Destination window, select a printing destination and choose OK to return to the Performance Report Options window.
6. Choose Print.
### PA Projects in Progress - Cost Category/Transaction List

Ranges:
- Customer ID: First - Last
- Contract Number: First - Last
- Project ID: First - Last
- Project Number: ADSBILL - ADSBILL
- Project Class ID: First - Last
- Project Manager ID: First - Last
- Business Manager ID: First - Last
- Department: First - Last
- Contract Class ID: First - Last
- Exclude: Posted: No Unposted: No
- Sorting: by Customer ID

#### As of 1/31/2007

<table>
<thead>
<tr>
<th>Cost Category ID</th>
<th>Cost Category Name</th>
<th>Estimated Revenues</th>
<th>Estimated Profits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>At 1/31/2007</td>
<td></td>
</tr>
</tbody>
</table>

#### From Inception to 1/31/2007

<table>
<thead>
<tr>
<th>Est. Billings in Excess of Costs &amp; Est. Billings</th>
<th>Revenues Earned</th>
<th>Revenue Recognized</th>
<th>Total Costs Incurred</th>
<th>Committed Costs</th>
<th>Cost of Revenues</th>
<th>Gross Profit (Loss)</th>
<th>Billed to Date to Complete Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADSBILL Billboard Ads</td>
<td>$26,811.00</td>
<td>$0.00</td>
<td>$307.05</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$26,303.95 $0.00</td>
</tr>
<tr>
<td>CABFARE Taxi Cab Fares</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>COPIER Copier Charges</td>
<td>$580,150.00</td>
<td>$26,650.00</td>
<td>$12,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$541,500.00 $0.00</td>
</tr>
<tr>
<td>DESIGN Product Design</td>
<td>$15,397.48</td>
<td>$189.98</td>
<td>$44.20</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$15,163.30 $0.00</td>
</tr>
<tr>
<td>FEEREVENUE Consulting Fixed Fee Revenues</td>
<td>$889,300.00</td>
<td>$1,000.00</td>
<td>$19,687.50</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$868,612.50 $0.00</td>
</tr>
<tr>
<td>OFFICE SUPPLIES Office Supplies</td>
<td>$504,034.61</td>
<td>$55,086.11</td>
<td>$2,436.57</td>
<td>$44,193.25</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$446,511.93 $0.00</td>
</tr>
<tr>
<td>XHARDWARE Testing Non-IV Item</td>
<td>$0.00</td>
<td>$5.88</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$19,775.80 $0.00</td>
</tr>
<tr>
<td></td>
<td>$34,699.52 $44,199.13</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,917,867.48</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$2,015,693.09 $0.00</td>
</tr>
</tbody>
</table>

**TOTAL**

- Total Estimated Revenues: $2,015,693.09
- Total Estimated Profits: $63,126.09
Y e a r T o D a t e E m p l o y e e U t i l i z a t i o n L i s t

Print the Year to Date Employee Utilization List to get an overview of billing activities for labor expended in a given year to date. The report also displays the hours expended, non-billable hours, maximum billable hours, billable hours, percentage of utilization, standard rate, maximum billing, actual billings and percentage of realization for the year to date and period selected.

To print a year to date employee utilization list:

1. Open the Performance Reports window.
   (Reports >> Project >> Employee Utilization)

2. Choose YTD Employee Utilization from the Reports list and choose New to open the Employee Utilization Report Options window.

3. Enter an option name and select the range and sorting method.

4. Choose the Destination button to open the Report Destination window.

5. In the Report Destination window, select a printing destination and choose OK to return to the Employee Utilization Report Options window.

6. Choose Print.
**Year To Date Employee Utilization List**

System: 9/11/06 12:18:06 PM  
User Date: 9/11/06  
Page: 1  
User ID: sa

---

**Fabrikam, Inc.**  
Project Series  
YTD Utilization Report By Employee

**Range:**  
Employee ID: First - Last  
Year To Date

**Period Ending:** 9/30/06

<table>
<thead>
<tr>
<th>Employee</th>
<th>Hours</th>
<th>Billable</th>
<th>Utilization</th>
<th>Max Billable</th>
<th>Billable</th>
<th>%Utilization</th>
<th>Actual %Realization</th>
<th>Hours In Non-Billable</th>
<th>Period</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pilar Ackerman</td>
<td>1,392.00</td>
<td>0.00</td>
<td>1,392.00</td>
<td>0.00</td>
<td>0.00</td>
<td>167,040.00</td>
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<td>168.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Gregory Erickson</td>
<td>1,392.00</td>
<td>0.00</td>
<td>1,392.00</td>
<td>0.00</td>
<td>0.00</td>
<td>6,960.00</td>
<td>0.00</td>
<td>168.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Jenny Doyle</td>
<td>1,392.00</td>
<td>0.00</td>
<td>1,392.00</td>
<td>0.00</td>
<td>0.00</td>
<td>6,960.00</td>
<td>0.00</td>
<td>168.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
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<td>Nancy Buchanan</td>
<td>1,392.00</td>
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<td>1,392.00</td>
<td>0.00</td>
<td>0.00</td>
<td>6,960.00</td>
<td>0.00</td>
<td>168.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Adam Barr</td>
<td>1,392.00</td>
<td>0.00</td>
<td>1,392.00</td>
<td>0.00</td>
<td>0.00</td>
<td>6,960.00</td>
<td>0.00</td>
<td>168.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Jay Jamison</td>
<td>1,392.00</td>
<td>0.00</td>
<td>1,392.00</td>
<td>0.00</td>
<td>0.00</td>
<td>6,960.00</td>
<td>0.00</td>
<td>168.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Kathie Flood</td>
<td>1,392.00</td>
<td>0.00</td>
<td>1,392.00</td>
<td>0.00</td>
<td>0.00</td>
<td>6,960.00</td>
<td>0.00</td>
<td>168.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Brenda Diaz</td>
<td>1,392.00</td>
<td>0.00</td>
<td>1,392.00</td>
<td>0.00</td>
<td>0.00</td>
<td>6,960.00</td>
<td>0.00</td>
<td>168.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Jane Clayton</td>
<td>1,392.00</td>
<td>0.00</td>
<td>1,392.00</td>
<td>0.00</td>
<td>0.00</td>
<td>6,960.00</td>
<td>0.00</td>
<td>168.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>John Chen</td>
<td>1,392.00</td>
<td>0.00</td>
<td>1,392.00</td>
<td>0.00</td>
<td>0.00</td>
<td>6,960.00</td>
<td>0.00</td>
<td>168.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Paul West</td>
<td>1,392.00</td>
<td>0.00</td>
<td>1,392.00</td>
<td>0.00</td>
<td>0.00</td>
<td>6,960.00</td>
<td>0.00</td>
<td>168.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Jim Stewart</td>
<td>1,392.00</td>
<td>0.00</td>
<td>1,392.00</td>
<td>0.00</td>
<td>0.00</td>
<td>6,960.00</td>
<td>0.00</td>
<td>168.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Luis Bonifaz</td>
<td>1,392.00</td>
<td>0.00</td>
<td>1,392.00</td>
<td>0.00</td>
<td>0.00</td>
<td>167,040.00</td>
<td>0.00</td>
<td>168.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Roger Harui</td>
<td>1,392.00</td>
<td>0.00</td>
<td>1,392.00</td>
<td>0.00</td>
<td>0.00</td>
<td>66,360.00</td>
<td>0.00</td>
<td>168.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

---

**Total:**  
19,488.00 0.00 19,488.00 0.00 19,488.00 0.00 0.00 167,040.00 0.00 167,040.00 0.00 2,352.00 0.00 0.00 2,352.00 0.00

---

**Notes:**  
- Hours are in 1-hour increments.  
- Billable hours are those charged to projects.  
- Non-billable hours are those not charged to projects.  
- Actual %Realization is the percentage of actual hours billed.  
- Hours in Non-Billable are the total non-billable hours worked.

---

**Footer:**  
Project Accounting Sample Reports
The Project Cost Breakdown List displays all the cost transactions within a specified date range. You can also restrict the projects that are to be displayed on the report by using the following ranges: Customer ID, Contract Number, Project ID, Project Number, Project Class ID, Project Manager ID, Business Manager ID, Department and Contract Class ID.

**To print a Project Cost Breakdown list:**

1. Open the Project Status Reports window.
   (Reports >> Project >> Project Status)

2. Choose Project Cost Breakdown from the Reports list and choose New to open the Project Status Report Options window.

3. Enter an option name and select the range and sorting method.

4. Choose the Destination button to open the Report Destination window.

5. In the Report Destination window, select a printing destination and choose OK to return to the Project Status Report Options window. Choose Print.
### Project Cost Breakdown List

**System:** 2/26/2007 1:26:04 PM  
**User Date:** 2/26/2007  
**User ID:** *sa*  
**Page:** 1  
**User Date:** 2/26/2007  
**System:** 2/26/2007 1:26:04 PM  
**User ID:** *sa*  
**Page:** 1

#### Ranges:
- **Date:** 1/1/2006 - 12/31/2006
- **Customer ID:** First - Last
- **Contract Number:** First - Last
- **Project ID:** First - Last
- **Project Manager:** First - Last
- **Business Manager:** First - Last
- **Department:** First - Last
- **Contract Class ID:** First - Last

**Sorting:** by Customer ID

### Project No.  Project Name

<table>
<thead>
<tr>
<th>Billing Amount</th>
<th>Billing Tax Amount</th>
<th>Retention</th>
<th>Trade Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADSTVCOMM</strong></td>
<td><strong>TV Commercials</strong></td>
<td><strong>$100.00</strong></td>
<td><strong>$0.00</strong></td>
</tr>
<tr>
<td><strong>CASH</strong></td>
<td><strong>Cash</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$42,000.00</strong></td>
</tr>
<tr>
<td><strong>$1,063.13</strong></td>
<td><strong>$50.63</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>

| **CLOTHING** | **Clothing** | **$500.00** | **$254,500.00** |
| **10.00%** | **$0.00** | **$25,450.00** | **$2,000.00** |
| **$1,063.13** | **$50.63** | **$0.00** | **$0.00** |

| **CONSULTING** | **Consulting Fees** | **$35.00** | **$802.00** |
| **1/8/2008 TS0000000000020001 BLAC0001** | **$69,150.00** | **$69,150.00** |
| **$2,000.00** | **$0.00** | **$0.00** | **$480.00** |

| **CASH** | **Cash** | **$100.00** | **$400.00** |
| **$2,000.00** | **$0.00** | **$0.00** | **$480.00** |

| **CONSULTING** | **Consulting Fees** | **$35.00** | **$802.00** |
| **1/9/2008 TS0000000000020001 BLAC0001** | **$69,150.00** | **$69,150.00** |
| **$2,000.00** | **$0.00** | **$0.00** | **$480.00** |

**Project Cost Breakdown List**

**Fabrikam, Inc.**

**Project Series**

**Project Cost Breakdown**

---

**Ranges:**
- **Date:** 1/1/2006 - 12/31/2006
- **Customer ID:** First - Last
- **Contract Number:** First - Last
- **Project ID:** First - Last
- **Project Manager:** First - Last
- **Business Manager:** First - Last
- **Department:** First - Last
- **Contract Class ID:** First - Last

**Sorting:** by Customer ID

<table>
<thead>
<tr>
<th>Billing Amount</th>
<th>Billing Tax Amount</th>
<th>Retention</th>
<th>Trade Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADSTVCOMM</strong></td>
<td><strong>TV Commercials</strong></td>
<td><strong>$100.00</strong></td>
<td><strong>$0.00</strong></td>
</tr>
<tr>
<td><strong>CASH</strong></td>
<td><strong>Cash</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$42,000.00</strong></td>
</tr>
<tr>
<td><strong>$1,063.13</strong></td>
<td><strong>$50.63</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>

| **CLOTHING** | **Clothing** | **$500.00** | **$254,500.00** |
| **10.00%** | **$0.00** | **$25,450.00** | **$2,000.00** |
| **$1,063.13** | **$50.63** | **$0.00** | **$0.00** |

| **CONSULTING** | **Consulting Fees** | **$35.00** | **$802.00** |
| **1/8/2008 TS0000000000020001 BLAC0001** | **$69,150.00** | **$69,150.00** |
| **$2,000.00** | **$0.00** | **$0.00** | **$480.00** |

| **CASH** | **Cash** | **$100.00** | **$400.00** |
| **$2,000.00** | **$0.00** | **$0.00** | **$480.00** |

---

**Fabrikam, Inc.**

**Project Series**

**Project Cost Breakdown**
The Project Cost Breakdown – Periodic List displays all the cost transactions within a specified date range at a periodic level. This report will display the periods of forecast values of the included date range.

**To print a Project Cost Breakdown – Periodic List:**

1. Open the Project Status Reports window. (Reports >> Project >> Project Status)

2. Choose Project Cost Breakdown Periodic from the Reports list and choose New to open the Project Status Reports Options window.

3. Enter an option name and select the range and sorting method.

4. Choose the Destination button to open the Report Destination window.

5. In the Report Destination window, select a printing destination and choose OK to return to the Project Status Report Options window. Choose Print.
## Project Cost Breakdown – Periodic List

### Ranges:
- **Date:** 1/1/2007 - 1/31/2007
- **Customer ID:** First - Last
- **Contract Number:** First - Last
- **Project ID:** First - Last
- **Project Number:** ADSTVCOMM - ADSTVCOMM
- **Project Class ID:** First - Last
- **Project Manager ID:** First - Last
- **Business Manager ID:** First - Last
- **Department:** First - Last
- **Contract Class ID:** First - Last

### Sorting:
- by Customer ID

<table>
<thead>
<tr>
<th>Project No.</th>
<th>Project Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Period ID</th>
<th>Forecast Revenues</th>
<th>Baseline Revenues</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Baseline Unit Cost</td>
<td>Baseline Qty</td>
<td>Baseline Overhead</td>
</tr>
</tbody>
</table>

### Forecast Revenues

<table>
<thead>
<tr>
<th>Date</th>
<th>Document No.</th>
<th>Cost Owner</th>
<th>Quantity</th>
<th>Total Cost</th>
<th>Total Overhead</th>
<th>Retention</th>
<th>Trade Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Period 1</th>
<th>Revenues</th>
<th>Billed Qty</th>
<th>Billing Amount</th>
<th>Billing Tax Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007</td>
<td></td>
<td>ADSTVCOMM</td>
<td>TV Commercials</td>
<td>CASH</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Baseline Revenues

<table>
<thead>
<tr>
<th>Date</th>
<th>Document No.</th>
<th>Cost Owner</th>
<th>Quantity</th>
<th>Total Cost</th>
<th>Total Overhead</th>
<th>Retention</th>
<th>Trade Amt</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Period 1</th>
<th>Revenues</th>
<th>Billed Qty</th>
<th>Billing Amount</th>
<th>Billing Tax Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007</td>
<td></td>
<td>CLOTHING</td>
<td>Clothing</td>
<td>CASH</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td>$0.00</td>
<td>0.00</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Budget Totals:

<table>
<thead>
<tr>
<th>Revenues</th>
<th>Total Cost</th>
<th>Total Overhead</th>
<th>Total Profit</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007</td>
<td>$1,063.13</td>
<td>$50.63</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Period 1</th>
<th>Revenues</th>
<th>Billed Qty</th>
<th>Billing Amount</th>
<th>Billing Tax Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007</td>
<td></td>
<td>CONSULTING</td>
<td>Consulting Fees</td>
<td>CASH</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Budget Totals:

<table>
<thead>
<tr>
<th>Revenues</th>
<th>Total Cost</th>
<th>Total Overhead</th>
<th>Total Profit</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007</td>
<td>$2,000.00</td>
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<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$480.00</td>
</tr>
</tbody>
</table>
Change Order

The Change Order report displays the total amount for all change orders with an Approved status. This is a formal statement of the change order that you can print and send to the customer. The report includes the original contract amount and total change order amount, based on modifications to budget and fees as a result of the change. Variance information for each project or the net change from the previous values are included for: quantity, profit, billings, and total cost.

To print a Change Order report:
1. Open the Change Order Reports window:
   (Reports >> Project >> Change Order)

2. Choose Change Order from the Reports list and choose New to open the Change Order Report Options window.

3. Enter an option name and select the range and sorting method.

4. Choose the Destination button to open the Report Destination window.

5. In the Report Destination window, select a printing destination and choose OK to return to the Change Order Report Options window.

6. Choose Print.
### Change Order

**System:** 5/10/2007 3:31:51 PM  
**Page:** 1  
**User Date:** 5/10/2007  
**User ID:** sa

**Fabrikam, Inc.**  
**Project Series**  
**CHANGE ORDER**

**Ranges:**  
- Customer ID: First - Last  
- Contract Number: First - Last  
- Change Order Number: First - Last

**Sorting:** by Customer ID

<table>
<thead>
<tr>
<th>Customer ID</th>
<th>Contract Number</th>
<th>Contract Name</th>
<th>Change Order Number</th>
<th>Change Order Date</th>
<th>Track Changes To</th>
<th>Approved By</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADVANCED0001</td>
<td>ADS</td>
<td>Advertising</td>
<td>ADS0000001</td>
<td>5/10/2007</td>
<td>Baseline</td>
<td>DIAZ-BREN-001</td>
<td>Customer Service Supervisor</td>
</tr>
</tbody>
</table>

**Description:**  
- Approval Date: 5/10/2007  
- Customer CO Number:  
- Change Order Type: Internal  
- Change Order Status: Approved  
- Requested By:  
- Estimated By:  
- Approval Date: 5/10/2007  
- Position:  
- Position:  
- Position:  
- Last Revised Date: 5/10/2007

**Original Contract Amount**  
**Revised Budget Total Amount**  
**Revised Fee Total Amount**  
**Change Order Total Amount**  
**Margin**

| $17,226,942.39 | $0.00 | $2,000.00 | $2,000.00 | ($585,884.50) |

**Change Order Total Cost**  
**Change Order Total Billings**  
**Total Variance Cost**  
**Total Variance Billings**  
**Total Variance Quantity**

| $587,884.50 | $615,059.50 | $7,773.50 | $8,098.50 | 15.00 |

**Project Number**  
**Cost Category ID**  
**Begin Date**  
**End Date**  
**Var. % Markup %**  
**Var. Unit Cost**  
**Unit Cost**  
**Profit Type**  
**Billing Type**

<table>
<thead>
<tr>
<th>ADSBILL</th>
<th>CABFARE</th>
<th>1/1/2007</th>
<th>11/15/2007</th>
<th>0.00%</th>
<th>0.00%</th>
<th>$0.00</th>
<th>$200.00</th>
<th>$1,023.50</th>
<th>$27,634.50</th>
<th>$1,023.50</th>
<th>$27,834.50</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADSBILL</td>
<td>COPIER</td>
<td>1/1/2007</td>
<td>11/15/2007</td>
<td>0.00%</td>
<td>5.00%</td>
<td>$0.00</td>
<td>$1,300.00</td>
<td>$6,750.00</td>
<td>$560,250.00</td>
<td>$7,075.00</td>
<td>$587,225.00</td>
</tr>
</tbody>
</table>

**Project Number**  
**Fee Type**  
**Variance %**  
**Fee %**  
**Variance Amount**  
**Fee Amount**

<table>
<thead>
<tr>
<th>ADSBILL</th>
<th>Retainer</th>
<th>0.00%</th>
<th>0.00%</th>
<th>$1,000.00</th>
<th>$3,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADSBILL</td>
<td>Retentions</td>
<td>5.00%</td>
<td>15.00%</td>
<td>$100,784.65</td>
<td>$302,353.96</td>
</tr>
<tr>
<td>ADSBILL</td>
<td>Project Fee</td>
<td>0.00%</td>
<td>0.00%</td>
<td>$2,000.00</td>
<td>$12,000.00</td>
</tr>
</tbody>
</table>

**Project Number**  
**Fee Type**  
**Variance %**  
**Fee %**  
**Variance Amount**  
**Fee Amount**

| ADSBILL | Retainer | 0.00% | 0.00% | $1,000.00 | $3,000.00 | $103,784.65 | $317,353.96 |
PA Detailed Trial Balance

The PA Detailed Trial Balance lists General Ledger account balances and all transactions that affect each account for the period that you specified. This report also shows if the debits and credits are equal for the specified period. Print this report to review account activity for a specific range of accounts for an open or historical year.

To print a PA Trial Balance Detail report:
1. Open the PA General Ledger Reports window. (Reports >> Project >> PA Detail Trial Bal.)
2. Enter the appropriate year to include in the report.
3. Select items to include.
4. Enter the start and end range dates.
5. Select or enter the start and ending account numbers to be included in the report.
6. Choose the Document Level option to print the report.
7. Choose Print.
### PA Detailed Trial Balance

#### Account: 7000-0001-0014-0000-0000
**Description:** COGS/Expense - Specific
**Beginning Balance:** $0.00

<table>
<thead>
<tr>
<th>Trx Date</th>
<th>Jnl No.</th>
<th>Source Doc</th>
<th>Audit Code</th>
<th>Document Number</th>
<th>Owner ID</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/7/2008</td>
<td>26</td>
<td>PATS</td>
<td>GLTRX000000024</td>
<td>TS000000000002000</td>
<td>BANK0001</td>
<td>$65.12</td>
<td>$0.00</td>
</tr>
<tr>
<td>1/15/2008</td>
<td>28</td>
<td>PATS</td>
<td>GLTRX000000024</td>
<td>TS000000000002004</td>
<td>BURN0001</td>
<td>$74.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>1/10/2008</td>
<td>53</td>
<td>PABL</td>
<td>GLTRX000000026</td>
<td>TM001</td>
<td>ADVANCED0001</td>
<td>$2,318.80</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Net Change**

| Ending Balance: | $8,960.68 | $8,960.68 | $0.00 |

#### Account: 7000-0001-0015-0000-0000
**Description:** COGS/Expense - Specific
**Beginning Balance:** $0.00

<table>
<thead>
<tr>
<th>Trx Date</th>
<th>Jnl No.</th>
<th>Source Doc</th>
<th>Audit Code</th>
<th>Document Number</th>
<th>Owner ID</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/15/2008</td>
<td>38</td>
<td>PARVG</td>
<td>GLTRX000000034</td>
<td>P2000000000007000</td>
<td>$210.00</td>
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</tr>
<tr>
<td>1/1/2008</td>
<td>39</td>
<td>PARVG</td>
<td>GLTRX000000034</td>
<td>P2000000000007001</td>
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<td>P2000000000007006</td>
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<td>1/12/2008</td>
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<td>PARVG</td>
<td>GLTRX000000036</td>
<td>TEST4PV2</td>
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<tr>
<td>1/1/2008</td>
<td>49</td>
<td>PARVG</td>
<td>GLTRX000000037</td>
<td>SAVE.PO</td>
<td>$350.00</td>
<td>$0.00</td>
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</tr>
<tr>
<td>1/2/2008</td>
<td>50</td>
<td>PAIV</td>
<td>GLTRX000000030</td>
<td>IV000000000008000</td>
<td>BURN0001</td>
<td>$74.06</td>
<td>$0.00</td>
</tr>
<tr>
<td>1/10/2008</td>
<td>52</td>
<td>PAIV</td>
<td>GLTRX000000030</td>
<td>IV000000000008001</td>
<td>$4.60</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

**Net Change**

| Ending Balance: | $3,481.95 | $3,481.95 | $0.00 |

**Grand Totals:**

<table>
<thead>
<tr>
<th>Accounts</th>
<th>Beginning Balance</th>
<th>Net Change</th>
<th>Ending Balance</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.00</td>
<td>$12,442.63</td>
<td>$12,442.63</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>