

**Microsoft®**  
**Business**  
**Solutions**



Microsoft® Business Solutions–Great Plains®  
**Project Accounting Sample Reports**  
Release 8.0

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# 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:

- [Purchase Order Status Report](#)
- [Purchasing Analysis Report](#)
- [Received/Not Invoiced Report](#)
- [Aged Work-In-Progress Budget](#)
- [Fee List - Project](#)
- [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](#)

# Purchase Order Status Report

---

## Report Writer name

PA PO Purchase Order Status  
Detailed

## Report table

PA Purchase Order Work  
PA Purchase Order Line  
PA Purchasing Receipt Line  
Quantities  
PA Purchasing Receipt Work  
PA Purchasing Receipt Line  
PA Purchasing Receipt History  
PA Purchasing Receipt Line  
History

## Ranges

PO Number  
Document Date  
Vendor ID  
Vendor Name  
PO Status  
Project Number  
Cost Category ID  
Origin  
Buyer ID

## Sorting options

PO Number  
Vendor ID  
Document Date

## Include

New  
Received  
Released  
Closed  
Changed Order  
Canceled  
PO's On Hold  
PO's On Hold Only

The Purchase Order Status Report displays the status for each outstanding purchase order. It includes the items that have been received, invoiced, canceled, or rejected, and whether there are more items to be received or invoiced for the purchase order. This report displays all purchase orders that you haven't moved to history. You can include purchase orders that have been placed on hold or you can print only purchase orders that are on hold.

## To print a Purchase Order Status Report:

1. Open the Purchasing Analysis Reports window.  
(Reports >> Project >> Purchasing Analysis)
2. Choose Purchase Order Status from the Reports list and choose New to open the Purchasing Analysis 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 Purchasing Analysis Report Options window.
6. Choose Print.

# Purchase Order Status Report

System: 10/17/2011 4:43:21 PM  
 User Date: 10/17/2011

Fabrikam, Inc.  
 PURCHASE ORDER STATUS REPORT  
 PA Purchase Order Processing

Page: 1  
 User ID: sa

<b>Ranges:</b>	<b>From:</b>	<b>To:</b>	<b>From:</b>	<b>To:</b>
Vendor ID	First	Last	PO Status	First
Name	First	Last	PO Number	First
Document Date	First	Last	Origin	First
Buyer ID	First	Last		
Project No.	First	Last		
Cost Category ID	First	Last		

Sorted By: PO Number Print Option: Detailed

Include PO Line Status: New, Released, Change Order, Received, Closed, Canceled

Include: Receipts, POs On Hold

# Non-Inventoried Item & On Hold

PO Number	Type	Document Date	Vendor ID	Name	PO Status	Buyer ID
Project Number	Cost Category	Item		Item Description	Vendor Item	Origin Line Status
Site ID	U Of M	Qty Ordered	Qty Canceled	Remaining to Ship	Remaining to Invoice	Unit Cost Remaining Ext. Cost
Receipt No.	Doc. Date	Site ID	U Of M	Qty Shipped	Qty Invoiced	Qty Rejected
ADD4PI	Standard	1/10/2008	ACETRAVE0001	A Travel Company	Closed	
ADSTVCOMM	HARDWARE	DROP CLOTH		Dropcloth-8' x 12'	DROP CLOTH	Manual Closed
RUGBY	Each	2.00	0.00	2.00	\$10.00	\$20.00
TEST4PI		1/12/2008	RUGBY	Each	2.00	0.00
PI0000000000000011		1/15/2008	RUGBY	Each	0.00	2.00
#SECOND	XHARDWARE	BALLPEN			BALLPEN	Manual Closed
RUGBY	Each	20.00	0.00	20.00	\$0.55	\$11.00
TEST4PI		1/12/2008	RUGBY	Each	20.00	0.00
PI0000000000000011		1/15/2008	RUGBY	Each	0.00	20.00
Original Subtotal:				\$31.00	Remaining Subtotal:	\$31.00
PO0000000000007000	Standard	1/5/2008	ACETRAVE0001	A Travel Company	Released	
ADSRADIO	BILLER	1 1/2" SASH BRSH		Brush 1 1/2" Sash	1 1/2" SASH BRSH	Manual Closed
RUGBY	Each	2.00	0.00	2.00	\$10.00	\$20.00
PI0000000000007000		1/15/2008	RUGBY	Each	2.00	0.00
PI0000000000000001		2/4/2008	RUGBY	Each	0.00	2.00
CONSBUILDING	PDK	PAINT ROLLER		Paint Roller	PAINT ROLLER	Manual Closed
RUGBY	Each	5.00	0.00	5.00	\$8.75	\$43.75
PI0000000000007003		1/1/2008	RUGBY	Each	5.00	0.00
ADSTVCOMM	HARDWARE	STAIN-CLR		Clear Stain	STAIN-CLR	Manual Released
RUGBY	Quart	5.2500	0.0000	5.2500	\$25.90000	\$135.98
PI0000000000000004		2/4/2008	RUGBY	Quart	0.0000	0.0000
CONSRoads	PSUSERS	DRYER		Dryer	DRYER	Manual Released
RUGBY	Each	10	0	10	\$315.50	\$3,155.00
CONSRoads	PURCHASER	1 1/2" SASH BRSH		Brush 1 1/2" Sash	1 1/2" SASH BRSH	Manual Received
RUGBY	Each	73.00	0.00	73.00	\$16.82	\$1,227.86
PI0000000000007000		1/15/2008	RUGBY	Each	50.00	0.00
PI0000000000007003		1/1/2008	RUGBY	Each	23.00	23.00
CONSRoads	TRACKER	1 1/2" SASH BRSH		Brush 1 1/2" Sash	1 1/2" SASH BRSH	Manual Released
RUGBY	Each	155.00	0.00	155.00	\$12.00	\$1,860.00
PI0000000000007004		1/1/2008	RUGBY	Each	20.00	0.00
CONSRoads	SOFTWARE	HOOD		Hood	HOOD	Manual Released
RUGBY	Each	4	0	4	\$88.65	\$354.60
Original Subtotal:				\$6,797.19	Remaining Subtotal:	\$6,797.19

# Purchasing Analysis Report

---

## Report Writer name

PA PO Purchase Order Invoice  
Cost Analysis by Item  
PA PO Purchase Order Invoice  
Cost Analysis by Vendor ID  
PA PO Purchase Order  
Shipment Date Analysis by  
Item  
PA PO Purchase Order  
Shipment Date Analysis by  
Vendor ID

## Report table

PO Analysis Tem

## Ranges

PO Date  
Vendor ID  
Item Number  
Buyer ID

## Sorting options

Vendor ID  
Item Number

## Include

New  
Received  
Released  
Closed  
Changed Order  
Canceled

The Purchasing Analysis Report displays a comparison between promised and actual receiving dates and purchase order and invoice costs. Use this report to analyze how well your vendors meet their shipping schedules and quoted prices.

## To print a Purchasing Analysis Report:

1. Open the Purchasing Analysis Reports window.  
(Reports >> Project >> Purchasing Analysis)
2. Choose Purchase Order Analysis from the Reports list and choose New to open the Purchasing Analysis 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 Purchasing Analysis Report Options window.
6. Choose Print.

# Purchasing Analysis Report

System: 10/17/2011 5:06:50 PM  
 User Date: 10/17/2011

Fabrikam, Inc.  
 PURCHASE ORDER ANALYSIS REPORT  
 PA Purchase Order Processing

Page: 1  
 User ID: sa

Ranges: From: To:  
 Item Number First Last  
 Vendor ID First Last  
 Purchase Order Date First Last  
 Buyer ID First Last

Sorted By: Item Number  
 Include PO Line Status: New, Released, Change Order, Received, Closed, Canceled Compare: Promised/Actual Shipments  
 & On Hold

Item Number	Description	PO Number	PO Date	Buyer ID	PO Qty Ordered	Vendor ID	Vendor Name	Line Status
1	1/2"SASH BRSH							
	Brush 1 1/2" Sash							
		PO000000000007000	1/5/2008		2.00	ACETRAVE0001	A Travel Company	Closed
		PI000000000007000		2.00	0.00	1/1/2008	1/15/2008	14
		PO000000000007000	1/5/2008		73.00	ACETRAVE0001	A Travel Company	Received
		PI000000000007000		50.00	0.00	1/1/2008	1/15/2008	14
		PI000000000007003		23.00	0.00	1/1/2008	1/1/2008	0
		PO000000000007000	1/5/2008		155.00	ACETRAVE0001	A Travel Company	Released
		PI000000000007004		20.00	0.00	1/1/2008	1/1/2008	0
2	"VARNISH BRUSH							
	Brush 2" Varnish							
		PO000000000007004	1/9/2008		266.00	AMERICAN0001	AmericaCharge	Received
		PI000000000007002		266.00	0.00	1/1/2008	1/31/2008	30
	SOLVENT							
	Cleaning Solvent							
		PO000000000007003	1/8/2008		14.000	ACETRAVE0001	A Travel Company	Released
4	"VARNISH BRUSH							
	Brush 4" Varnish							
		PO000000000007002	1/7/2008		2.00	INTERNAT0002	International TeleCom Assoc	Released
		PI000000000007005		2.00	0.00	1/1/2008	1/1/2008	0
	HOOD							
	Hood							
		PO000000000007000	1/5/2008		4	ACETRAVE0001	A Travel Company	Released
	RANGE							
	Amana Range							
		PO000000000007003	1/8/2008		63	ACETRAVE0001	A Travel Company	Released
		PI000000000007000		5	0	1/1/2008	1/15/2008	14
		PI000000000007000		3	0	1/1/2008	1/15/2008	14
	BALLPEN							
	ADD4PI		1/10/2008		20.00	ACETRAVE0001	A Travel Company	Closed
	TEST4PI			20.00	0.00	1/1/2008	1/12/2008	11
		PO000000000007005	1/9/2008		50.00	ASSOCIAT0001	Associated Insurance Inc.	Released
		PI000000000007001		20.00	0.00	1/1/2008	1/1/2008	0
		PI000000000007001		10.00	0.00	1/1/2008	1/1/2008	0
		PI000000000007006		10.00	0.00	1/1/2008	1/31/2008	30

# Received/Not Invoiced Report

---

## Report Writer name

PA PO MC POP Received/Not  
Invoiced  
PA PO MC POP Received/Not  
Invoiced by Vendor

## Report tables

PA Purchasing Received Not  
Invoiced Temp

## Ranges

PO Number  
Receipt Date  
Vendor ID

## Sorting options

PO Number  
Vendor ID

## Include

Functional Currency

The Received/Not Invoiced Report displays the quantity and total cost of items that were received against but not invoiced by the vendors. This report will detail the amount in the accrued purchases account in General Ledger. The accrued purchases account shows expected liability for the value of goods received, but not yet invoiced.

## To print a Received/Not Received Report:

1. Open the Purchasing Analysis Reports window.  
(Reports >> Project >> Purchasing Analysis)
2. Choose Received/Not Received from the Reports list and choose New to open the Purchasing Analysis 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 Purchasing Analysis Report Options window.
6. Choose Print.



# Received/Not Invoiced Report

System: 12/20/2011 5:03:26 PM  
 User Date: 12/20/2011

Fabrikam, Inc.  
 RECEIVED/NOT INVOICED REPORT  
 PA Purchase Order Processing  
 Multicurrency Management

Page: 1  
 User ID: sa

Ranges: From: To:  
 PO Number First Last  
 Receipt Date First Last  
 Vendor ID First Last

Sorted By: PO Number  
 Include: Functional Currency  
 \*\*\*\*\* Received without a Purchase Order

PO Number	Currency ID	Document Date	Vendor ID	Vendor Name	Qty Ordered	U of M	Functional / Originating PO Unit Cost	
*****	USA		ACETRAVE0001	A Travel Company				
HOOD		Hood			0		\$0.00	
PI000000000007000		1/15/2008	RUGBY	Each	4		\$86.50	\$346.00
BALLPEN					0.00		\$0.00	
PI000000000007000		1/15/2008	RUGBY	Each	0.08	0.06	\$14.00	\$0.28
DOUBLE PIN					0.00		\$0.00	
PI000000000007003		1/1/2008	RUGBY	Each	15.00	10.00	\$2.50	\$12.50
FOLDER					0.00		\$0.00	
PI000000000007003		1/1/2008	RUGBY	Each	13.00	10.00	\$6.50	\$19.50
PI000000000007003		1/1/2008	RUGBY	Each	23.00	20.00	\$6.00	\$18.00
*****	USA		AMERICAN0001	AmericaCharge				
RANGE		Range			0		\$0.00	
PI000000000007002		1/31/2008	MINOT	Each	10	5	\$265.00	\$1,325.00
*****	USA		ASSOCIAT0001	Associated Insurance Inc.				
RANGE		Range			0		\$0.00	
PI000000000007001		1/1/2008	BOZEMAN	Each	10	0	\$250.00	\$2,500.00
PENCIL					0.00		\$0.00	
PI000000000007001		1/1/2008	BOZEMAN	Each	20.00	0.00	\$10.00	\$200.00
							Functional Amount Not Invoiced:	\$4,421.28
PO000000000007000	USA	1/5/2008	ACETRAVE0001	A Travel Company				
1 1/2" SASH BRSH		Brush 1 1/2"	Sash		73.00	Each	\$16.82	
PI000000000007000		1/15/2008	RUGBY	Each	50.00	0.00	\$16.82	\$841.00

# Aged Work-In-Progress Budget

---

## Report Writer name

PA Aged Work-In-Progress  
Budget

## Report tables

PA Budget MSTR WIP SUM  
PA Project Master File  
RM Customer MSTR  
PA Cost Category Master File

## Ranges

Customer Name  
Customer ID

## Sorting options

Budget Name  
Budget ID

The Aged 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 Aged Work-In-Progress Budget list:

1. Open the Billing Activity Reports window.  
(Reports >> Project >> Billing Activity)
2. Choose Aged 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 Budget

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

Project Number	Project Name	Current	31 - 60 Days	61 - 90 Days	91 and Over	Total
ADSTVCOMM	TV Commercials					
BUILDING	Building	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CASH	Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CLOTHING	Clothing	\$0.00	\$0.00	\$0.00	\$480.00	\$480.00
CONSULTING	Consulting Fees	\$0.00	\$0.00	\$0.00	\$1,068.75	\$1,068.75
DESIGN	Product Design	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
HARDWARE	Hardware Purchase	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
INSURANCE	Insurance	\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
YHARDWARE	Testing Non-IV Item - MU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ZHARDWARE	Testing Non-IV Item - None	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		-----	-----	-----	-----	-----
		\$0.00	\$0.00	\$0.00	\$1,548.75	\$1,548.75
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
INSURANCE	Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MANAGEMENT	Project Management	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TELCOMM	Telephone Communication	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TRACKER	Tracker Module	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		-----	-----	-----	-----	-----
		\$0.00	\$0.00	\$0.00	\$307,500.00	\$307,500.00
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
COPIER	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
EBILL	Ebill	\$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
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	\$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
		=====	=====	=====	=====	=====
		\$0.00	\$0.00	\$0.00	\$1,595,048.75	\$1,595,048.75

# Fee List - Project

---

## Report Writer name

PA Fees List - by Project

## Report table

PA Project Master File  
RM Customer MSTR  
PA Contract Master File  
Pa Project Fee Master File  
PA Fee 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 options

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

The Fee List-Project list 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: 9/22/00 1:02:43 PM  
Page: 1

User Date: 9/22/00  
User ID: DYNSA

Fabrikam, Inc.  
Project Series  
Fees List by Project

Range:

Customer ID: First - Last  
Contract Number: First - Last  
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

Sorting: by Customer ID

Project No.	Project Name	Project Class ID	Project ID	Contract Number	Customer ID
Project Manager ID	Business Manager ID	Department			
Fee ID	Fee Name	Fee Type	Fee Amount	% of Baseline Cost	% of Baseline Revenue
AFITZCONST BARR0001	Construction of Net Housing	ENG			
			CONST	FITZNTHAUS	AARONFIT0001
AFITZRETAIN	AFITZ Retainage	Retentions	\$58,136.75	0.00%	0.00%
AFREQ BARR0001	A. Fitz Requirements Analysis	ENG			
			REQUIREMENTS	AFITZAUTO	AARONFIT0001
	CONTR_MGT	Contract Mgmt	\$20,000.00	0.00%	0.00%
	2 Project(s)				

# Pre-Billing Worksheet - CP/FP

---

## Report Writer name

PA Pre-Billing Worksheet - CP/  
FP

## Report table

PA Pre Billing Worksheet  
TEMP  
PA Billing Sub-Detail WORK  
TM  
PA Billing Sub-Detail TM  
Temp2  
PA Billing Sub-Detail WORK  
FF  
PA Billing Sub-Detail WORK  
FF Temp  
PA Billing Sub-Detail WORK  
Fee  
PA Billing Sub-Detail WORK  
Fee Temp  
PA Billing Subline Tax Detail  
PA Billing Subline Tax Detail  
Temp  
PA Billing Header WORK  
RM Customer Master  
PA Billing Detail WORK  
PA Project Master File  
PA Billing Notes Master  
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 options

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

## Include

In Process  
Billable  
Cutoff Date

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

System: 2/26/2013 1:21:42 PM  
Page: 1

User Date: 2/26/2013  
User ID: sa

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			
----						
Cost Category ID	% Comp	Amount Earned	Previously Billed	Earned This Period	Retention Amount	Billing Amount
----						
ADSBILL	Cost Plus	Billboard Ads				
Timesheet						
DESIGN	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					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

System: 2/26/2013 1:21:42 PM  
Page: 2

User Date: 2/26/2013  
User ID: sa

Fabrikam, Inc.  
Project Series

Pre-Billing Worksheet - CP/FP (Billable)

Project Number	Type	Project Name	Project PO Number			
----						
Cost Category ID	% Comp	Amount Earned	Previously Billed	Earned This Period	Billing Amount	Retention Amount
----						
					Report Totals:	\$0.00
						\$9,207.13

# Pre-Billing Worksheet – Fee (Billable)

---

## Report Writer Name

PA PBW Fee

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

## Tables

PA Reports Project TEMP  
PA Project Master File  
PA Billing Sub-Detail WORK  
Fee Temp

## 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

## 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

Project Number	Type	Project Name	Project PO Number			
Fee ID	Fee Name	Fee Type	Amount Due	Previously Billed	Trade Amount	Retention
Amount	Billing Amount					
ADSBILL	Cost Plus	Billboard Ads				
PROF FEE		Retainer	\$2,000.00	\$600.00	\$0.00	
\$0.00	\$1,400.00					
SALES INCOME		Project Fee	\$10,000.00	\$4,000.00	\$0.00	
\$600.00	\$6,000.00					
			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)

---

## 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

The Pre-Billing Worksheet - T&M and Fee list displays a single list of pre-billing worksheet 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.

# Pre-Billing Worksheet – T&M and Fee (Billable)

System: 2/26/2013 1:11:56 PM  
 User Date: 2/26/2013  
 Page: 1  
 User ID: sa

Fabrikam, Inc.  
 Project Series

Pre-Billing Worksheet - T&M (Billable)

Ranges:

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  
 Customer Billing Cycle ID: First - Last  
 Contract Billing Cycle ID: First - Last  
 Project Cycle ID: First - Last

Sorting: by Customer ID

Cutoff Date: 2/26/2013

Project Number	Type	Project Name	Project PO Number	Billings	Fees	Trade
-----						
ADSTVCOMM	Time and Materials	TV Commercials		\$1,098.75	\$30.00	
-----						
\$56.44						

T&M Billings:

Date	Cost Owner	Cost Owner Name	Cost Category ID	Billing Rate	Markup%	Total Cost
Qty	Trade Amount	Amount				
-----						
1/9/2008	COMPUTER0001	Computer Training Systems	CONSULTING	\$75.00	0.00%	\$165.53
8.25	\$30.93	\$618.75				
Client Consulting						
1/9/2008	GARDNERS0001	Gardner Services	DESIGN	\$0.00	0.00%	\$106.26
6.00	\$0.00	\$0.00				
Research design and specification of new products and projects.						
1/27/2008	ADVER	Advertising Expense	INSURANCE	\$0.00	0.00%	\$9,032.46
11.28	\$0.00	\$0.00				
1/20/2008 FINANCE Finance Charge Expenses TELCOMM						
20.00	\$0.00	\$0.00		\$0.00	0.00%	\$2,015.00
1/20/2008 GKCLEANI0001 G & K Cleaning CLOTHING						
4.00	\$24.00	\$480.00		\$120.00	0.00%	\$2,000.00
-----						
49.53	\$54.93	\$1,098.75				\$13,319.25

Fees:

Fee ID	Type	Amount Due	Prev. Billed	Trade Amount	Retention Amount	Billing Amount
-----						
LEGAL FEES	Service	\$30.00	\$0.00	\$1.50	\$0.00	\$30.00
				-----	-----	-----
				\$1.50	\$0.00	\$30.00

Total Billings: \$1,098.75

Total Fees: \$30.00

Total Trade Discount: \$56.44

# Pre-Billing Worksheet – CP/FP and Fee (Billable)

---

## Report Writer Name

PA PBW - CP/FP 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

The Pre-Billing Worksheet - CP/FP and Fee list displays a single 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)

System: 2/26/2013 1:23:10 PM  
 User Date: 2/26/2013  
 Page: 1  
 User ID: sa

Fabrikam, Inc.  
 Project Series

Pre-Billing Worksheet - CP/FP (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

Project Number	Project Name	Billings	Fees	Trade
<b>Discount</b>				
ADSBILL	Cost Plus	Billboard Ads	\$9,207.13	\$7,400.00
\$830.36				

**CP/FP Billings:**

Cost Category ID	% Comp	Amount Earned	Previously Billed	Earned This Period	Retention Amount	Billing Amount
CABFARE	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
COPIER	1.17%	\$6,787.76	\$0.00	\$6,787.76	\$0.00	\$6,787.76
DESIGN	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FEREVENUE	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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
					\$0.00	\$9,207.13

**Fees:**

Fee ID	Type	Amount Due	Prev. Billed	Trade Amount	Retention Amount	Billing Amount
PROF FEE	Retainer	\$2,000.00	\$600.00	\$0.00	\$0.00	\$1,400.00
SALES INCOME	Project Fee	\$10,000.00	\$4,000.00	\$0.00	\$600.00	\$6,000.00
				\$0.00	\$600.00	\$7,400.00

Total Billings: \$9,207.13  
 Total Fees: \$7,400.00  
 Total Trade Discount: \$830.36

# Billing List

---

## Report Writer name

PA Billing Posting Journal  
OPEN Reprint

## Report table

PA Pre Billing Worksheet  
TEMP  
PA Billing Sub-Detail OPEN  
TM  
PA Billing Sub-Detail TM  
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 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.
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.



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

# Billing List

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

Fabrikam, Inc.  
 Project Series  
 Billing Entry Posting Journal Open Reprint

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.  
 Customer PO Number:  
 Comment:  
 Cutoff Date: 01/10/2008  
 Batch ID:  
 Post Date: 01/10/19  
 Audit Trail Code: PABL00000001

Project Number: ADSTVCOMM Billings: \$450.00  
 Project Name: TV Commercials Fees: \$0.00  
 Project PO Number: Trade Discount: \$22.50  
 T&M Billings:

Current

Invoice

										Writeup/	
Date	Cost Owner	Cost Cat ID	Tax Amount	Billing Rate	Markup %	Qty	Amount	Type	Writedown		
Amount	Writedown %	Billing Rate	Markup %	Qty	Amount						
01/08/19	BARR0001	CONSULTING	\$29.93	\$75.00	0.00%	6.00	\$450.00	STD	\$0.00		
0.00%	\$75.00	0.00%	6.00	\$450.00							
Client Consulting											

6.00 \$450.00

Fees:

Fee ID	Type	Amount Due	Prev. Billed	Billing Amount	Tax Amount
LEGAL FEES	Service	\$0.00	\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00

Project Number: FIRST Billings: \$5,000.25  
 Project Name: First Fees: \$0.00  
 Project PO Number: Trade Discount: \$250.01

# Timesheet History Report

---

## Report Writer name

PA History Timesheet

## Report table

PA Timesheet Detail History  
File

PA Timesheet Header History  
File

## 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 different 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.
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.



*You can display information on other posted transactions by selecting Employee Expenses, Equipment Log, Miscellaneous Logs, Inventory Transfer, Purchase Order, Receivings, and Purchasing Invoice from the dropdown list.*



# Timesheet History Report

System: 9/22/00 1:11:19 PM  
 User Date: 9/22/00  
 Page: 1

User ID: SA

Fabrikam, Inc.  
 Project Series  
 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

Document Date Document No. Batch ID Employee ID Date Project Number Cost Category ID Time Begin Time End  
 Quantity Billing Status

U of M	Unit Cost	Pay Code	Department	Position	Total Cost	Billed Quantity	Billed Amount	Approved
Quantity	Approved	Bill	Amount					

9/21/00	TS0000000000000001	DYN	DIAZ0001	9/16/00	HOTELEDGER	CONSULTING	12:00:00 AM	12:00:00 AM
10.00	Closed							
	Hour	\$43.27	SALY	ENG	MGR1	\$432.70	10.00	\$1,600.00
0.00		\$0.00						
9/21/00	TS0000000000000002	DYN	DIAZ0001	9/16/00	HOTELEDGER	CONSULTING	12:00:00 AM	12:00:00 AM
1.00	Billable							
	Hour	\$43.27	SALY	ENG	MGR1	\$43.27	0.00	\$0.00
0.00		\$0.00						
9/21/00	TS0000000000000003	DYN	DIAZ0001	9/16/00	HOTELEDGER	DESIGN	12:00:00 AM	12:00:00 AM
3.00	Billable							
	Hour	\$17.10	SALY	ENG	MGR1	\$228.81	0.00	\$0.00
0.00		\$0.00						

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

System:2/26/2013 12:58:30 PM  
 User Date: 2/26/2013  
 Page: 1  
 User ID: sa

Fabrikam, Inc.  
 Project Series  
 Projects in Progress - Customer  
 As of 1/31/2011

**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 Number Customer Name

Project Number	Project Name	Estimated Revenues	Estimated Profits
		From Inception to 1/31/2011	
1/31/2011		For the year ended 12/31/2011	
		At	

Est.	Revenues Billings in Excess of	Recognized Revenues Earned	Total Costs Incurred Revenue	Committed Costs Revenues	Cost of Gross Profit Revenues (Loss)	Gross Profit (Loss)	Billed to Date	Estimate Cost to Complete	Cost & Earnings Excess Billings
------	--------------------------------	----------------------------	------------------------------	--------------------------	--------------------------------------	---------------------	----------------	---------------------------	---------------------------------

ADVANCED0001	Advanced Paper Co.								
ADSBILL	Billboard Ads								
\$0.00	\$0.00	\$0.00	\$34,699.52	\$44,199.13	\$0.00	\$73,126.09	\$0.00	\$10,000.00	\$1,917,867.48
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ADSNEWS	Newspaper Ad								
\$0.00	\$3,022.04	\$3,022.04	\$29,310.00	\$0.00	\$2,760.00	(\$438,247.76)	\$0.00	\$3,481,090.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ADSPRODUCTION	Production								
\$0.00	\$0.00	\$0.00	\$18,541.53	\$0.00	\$0.00	\$9,637.50	\$0.00	\$2,650.00	\$87,470.97
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ADSRADIO	Radio Commercials								
\$0.00	\$0.00	\$0.00	\$7,367,336.43	\$0.00	\$0.00	\$381,310.24	\$0.00	\$6,200.00	(\$5,665,213.66)
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ADSTALENTS	Artists								
\$0.00	\$0.00	\$0.00	\$10,498.00	\$0.00	\$0.00	\$380,037.50	\$0.00	\$0.00	\$5,229,877.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ADSTVCOMM	TV Commercials								
\$0.00	\$450.00	\$0.00	\$3,927,639.15	\$18,697.97	\$1,181.93	(\$731.93)	\$480.00	\$366,440.95	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$3,472.04	\$3,022.04	\$11,388,024.63	\$62,897.10	\$3,941.93	(\$469.89)	\$19,330.00	\$5,417,532.74
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

ADVANCED0001 Total Estimated Revenues: \$17,226,942.39  
 ADVANCED0001 Total Estimated Profits: \$421,385.02

# Projects in Progress - Fees 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 - 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

System: 2/26/2013 1:00:44 PM  
 User Date: 2/26/2013  
 Page: 1  
 User ID: sa

Fabrikam, Inc.  
 Project Series  
 Projects in Progress - Fees  
 As of 1/31/2011

Ranges:  
 Customer ID: First - Last  
 Contract Number: First - Last  
 Project ID: First - Last  
 Project Number: SECOND - SECOND  
 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  
 Project Number Project Name

Fee ID	Fee Name	Estimated Revenues	Estimated Profits					
		From Inception to 1/31/2011	At 1/31/2011	For				
the year ended 12/31/2011								
Revenues	Recognized	Cost of	Gross Profit	Billed to	Cost & Est.	Billings in	Revenues	
Recognized	Cost of	Gross Profit		Date	Earnings in	Excess of	Earned	
Revenue	Revenue	Revenues	(Loss)		Excess of	Costs & Est.		
		(Loss)			Billings	Earnings		
SECOND	Second							
LEGAL FEES	Legal Fees		\$30.00		\$30.00			
\$0.00	\$5.02	\$5.02	\$0.00	\$5.02	\$30.00	\$0.00	\$0.00	
	\$0.00	\$0.00						
	\$5.02	\$5.02	\$0.00	\$5.02	\$30.00	\$0.00	\$0.00	
\$0.00	\$0.00	\$0.00					\$0.00	
Estimated Revenues:							SECOND	Total
Estimated Profit:							SECOND	Total
=====								
\$0.00	\$5.02	\$5.02	\$0.00	\$5.02	\$30.00	\$0.00	\$0.00	
\$0.00	\$0.00	\$0.00						
Estimated Revenues:								Total
Estimated Profit:								Total

# Projects in Progress - Cost Category/Transaction List

---

## Report Writer Name:

PA Projects in Progress - Cost  
Category/Transaction

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.

## 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

## 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.

## Ranges:

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



*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.

## 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

# PA Projects in Progress - Cost Category/Transaction List

System: 2/26/2013 1:01:49 PM  
 User Date: 2/26/2013  
 Page: 1  
 User ID: sa

Fabrikam, Inc.  
 Project Series  
 Projects in Progress - Cost Category  
 As of 1/31/2011

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  
 Project Number Project Name

Cost Category ID	Cost Category Name	Estimated Revenues	Estimated Profits			At			
		From Inception to 1/31/2011							
1/31/2011		For the year ended 12/31/2011							
Est.	Revenues Billings in Excess of	Recognized Revenues Revenue Earned	Total Costs Incurred Revenue	Committed Costs Revenues	Cost of Gross Profit Revenues (Loss)	Gross Profit (Loss)	Billed to Date	Estimate Cost to Complete	Cost & Earnings Excess Billings
ADSBILL	Billboard Ads								
CABFARE	Taxi Cab Fares	\$0.00	\$307.05	\$0.00	\$26,811.00	\$200.00	\$0.00	\$26,303.95	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,303.95	\$0.00
COPIER	Copier Charges	\$0.00	\$12,000.00	\$0.00	\$580,150.00	\$26,650.00	\$0.00	\$541,500.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$541,500.00	\$0.00
DESIGN	Product Design	\$0.00	\$44.20	\$0.00	\$15,397.48	\$189.98	\$0.00	\$15,163.30	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,163.30	\$0.00
FEEREVENUE	Consulting Fixed Fee Revenues	\$0.00	\$19,687.50	\$0.00	\$889,300.00	\$1,000.00	\$0.00	\$868,612.50	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$868,612.50	\$0.00
OFFICE SUPPLIES	Office Supplies	\$0.00	\$2,436.57	\$44,193.25	\$504,034.61	\$55,086.11	\$0.00	\$446,511.93	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$446,511.93	\$0.00
XHARDWARE	Testing Non -IV Item	\$0.00	\$224.20	\$5.88	\$0.00	(\$20,000.00)	\$0.00	\$19,775.80	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,775.80	\$0.00
\$0.00	\$0.00	\$0.00	\$34,699.52	\$44,199.13	\$0.00	\$0.00	\$0.00	\$1,917,867.48	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,917,867.48	\$0.00
ADSBILL	Total Estimated Revenues:		\$2,015,693.09						
ADSBILL	Total Estimated Profits:		\$63,126.09						

# Year To Date Employee Utilization List

---

**Report Writer name**

PA YTD Utilization

**Report table**

PA Utilization Report TEMP

**Ranges**

Last Name

First Name

Employee ID

**Sorting options**

Employee ID

**Include**

Standard Hours Per Day

Report Ending Date

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: 9/11/00 12:18:06 PM  
 User Date: 9/11/00  
 Page: 1  
 User ID: sa

Fabrikam, Inc.  
 Project Series  
 YTD Utilization Report By Employee

Range:  
 Employee ID: First - Last

Year To Date

Period Ending 9/30/00

Employee	Hours	Non-Billable	Max Billable	Billable	%Utili-	Actual	Max	Actual	%Reali-	Hours	In Non-
Billable	Max	Billable	Std	Max	zation	%Reali-	Billings	Billings	zation	Period	Period
Hours	Hours	Hours	Rate	Hours	zation	Billings	zation	Billings	zation	Period	Period
Pilar Ackerman	1,392.00	0.00	1,392.00	0.00	0.00	\$167,040.00	0.00	\$0.00	0.00	168.00	
0.00	168.00	0.00	\$120.00	\$20,160.00	0.00	0.00	0.00	\$0.00	0.00		
Gregory Erickson	1,392.00	0.00	1,392.00	0.00	0.00	\$6,960.00	0.00	\$0.00	0.00	168.00	
0.00	168.00	0.00	\$5.00	\$840.00	0.00	0.00	0.00	\$0.00	0.00		
Jenny Doyle	1,392.00	0.00	1,392.00	0.00	0.00	\$6,960.00	0.00	\$0.00	0.00	168.00	
0.00	168.00	0.00	\$5.00	\$840.00	0.00	0.00	0.00	\$0.00	0.00		
Nancy Buchanan	1,392.00	0.00	1,392.00	0.00	0.00	\$6,960.00	0.00	\$0.00	0.00	168.00	
0.00	168.00	0.00	\$5.00	\$840.00	0.00	0.00	0.00	\$0.00	0.00		
Adam Barr	1,392.00	0.00	1,392.00	0.00	0.00	\$167,040.00	0.00	\$0.00	0.00	168.00	
0.00	168.00	0.00	\$120.00	\$20,160.00	0.00	0.00	0.00	\$0.00	0.00		
Jay Jamison	1,392.00	0.00	1,392.00	0.00	0.00	\$0.00	0.00	\$0.00	0.00	168.00	
0.00	168.00	0.00	\$0.00	\$0.00	0.00	0.00	0.00	\$0.00	0.00		
Kathie Flood	1,392.00	0.00	1,392.00	0.00	0.00	\$6,960.00	0.00	\$0.00	0.00	168.00	
0.00	168.00	0.00	\$5.00	\$840.00	0.00	0.00	0.00	\$0.00	0.00		
Brenda Diaz	1,392.00	0.00	1,392.00	0.00	0.00	\$6,960.00	0.00	\$0.00	0.00	168.00	
0.00	168.00	0.00	\$5.00	\$840.00	0.00	0.00	0.00	\$0.00	0.00		
Jane Clayton	1,392.00	0.00	1,392.00	0.00	0.00	\$6,960.00	0.00	\$0.00	0.00	168.00	
0.00	168.00	0.00	\$5.00	\$840.00	0.00	0.00	0.00	\$0.00	0.00		
John Chen	1,392.00	0.00	1,392.00	0.00	0.00	\$6,960.00	0.00	\$0.00	0.00	168.00	
0.00	168.00	0.00	\$5.00	\$840.00	0.00	0.00	0.00	\$0.00	0.00		
Paul West	1,392.00	0.00	1,392.00	0.00	0.00	\$0.00	0.00	\$0.00	0.00	168.00	
0.00	168.00	0.00	\$0.00	\$0.00	0.00	0.00	0.00	\$0.00	0.00		
Jim Stewart	1,392.00	0.00	1,392.00	0.00	0.00	\$0.00	0.00	\$0.00	0.00	168.00	
0.00	168.00	0.00	\$0.00	\$0.00	0.00	0.00	0.00	\$0.00	0.00		
Luis Bonifaz	1,392.00	0.00	1,392.00	0.00	0.00	\$167,040.00	0.00	\$0.00	0.00	168.00	
0.00	168.00	0.00	\$120.00	\$20,160.00	0.00	0.00	0.00	\$0.00	0.00		
Roger Harui	1,392.00	0.00	1,392.00	0.00	0.00	\$0.00	0.00	\$0.00	0.00	168.00	
0.00	168.00	0.00	\$0.00	\$0.00	0.00	0.00	0.00	\$0.00	0.00		
-----											
0.00	2,352.00	19,488.00	0.00	19,488.00	0.00	0.00	\$549,840.00	\$0.00	0.00	2,352.00	
-----											
0.00 2,352.00 0.00 0.00 \$28.21 \$66,360.00 \$0.00 0.00											

# Project Cost Breakdown List

---

**Report Writer Name:**

PA Project Cost Breakdown

**Tables:**

PA Cost Trx Line TEMP  
PA Project Master File  
PA Budget Master File  
PA Cost Category Master File

**Ranges:**

Date  
Customer ID  
Contract Number  
Project ID  
Project Number  
Project Class ID  
Project Manager ID  
Business Manager ID  
Department  
Contract Class ID

**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 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: 2/26/2013 1:26:04 PM  
 User Date: 2/26/2013  
 Page: 1  
 User ID: sa

Fabrikam, Inc.  
 Project Series  
 Project Cost Breakdown

Ranges:  
 Date: 1/1/2007 - 12/31/2011  
 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

Project No.	Project Name		Forecast Unit Cost		Forecast Qty	Forecast Overhead	Forecast Total	
Cost Category ID	Cost Category Name	Forecast Profit %	Forecast Profit \$	Forecast Total Profit	Forecast Revenues	Baseline Overhead	Baseline Total	
Cost	Baseline Profit %	Baseline Profit \$	Baseline Total Profit	Baseline Unit Cost	Baseline Revenues	Baseline Qty	Baseline Total	
	Date	Document No.	Cost Owner	Quantity	Total Cost	Total Overhead	Tax Amount	Accrued
	Revenues	Billed Qty	Billing Amount	Billing Tax Amount	Retention	Trade Amt		
ADSTVCOMM	TV Commercials							
CASH	Cash			\$100.00	400.00	\$2,000.00	\$42,000.00	
0.00%	\$0.00		(\$42,000.00)	\$0.00				
0.00%	\$0.00		(\$42,000.00)	\$100.00	400.00	\$2,000.00	\$42,000.00	
1/7/2008	EL0000000000003004	COMPUTERS		13.50	\$1,063.13	\$50.63	\$0.00	
\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
				\$1,063.13	\$50.63	\$0.00	\$0.00	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
CLOTHING	Clothing			\$500.00	509.00	\$0.00	\$254,500.00	
10.00%	\$0.00	\$25,450.00		\$279,950.00				
10.00%	\$0.00	\$25,450.00		\$500.00	509.00	\$0.00	\$254,500.00	
1/20/2008	EE0000000000006000	BANK0001		4.00	\$2,000.00	\$0.00	\$0.00	
\$480.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
				\$2,000.00	\$0.00	\$0.00	\$480.00	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
CONSULTING	Consulting Fees			\$35.00	802.00	\$2,807.00	\$30,877.00	
0.00%	\$75.00	\$29,273.00		\$60,150.00				
0.00%	\$75.00	\$29,273.00		\$35.00	802.00	\$2,807.00	\$30,877.00	
1/8/2008	TS000000000002001	BLAC0001		6.00	\$118.80	\$10.80	\$0.00	\$450.00
0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
1/9/2008	TS000000000002000	BANK0001		8.25	\$165.53	\$15.05	\$0.00	\$618.75
0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
1/10/2008	TM001	BLAC0001		0.00	\$0.00	\$0.00	\$0.00	\$0.00
6.00	\$450.00	\$29.93	\$0.00	\$0.00	\$22.50	\$0.00	\$0.00	
				\$284.33	\$25.85	\$0.00	\$1,068.75	
\$450.00	\$29.93	\$0.00	\$0.00	\$22.50				
DESIGN	Product Design			\$35.00	185.00	\$647.50	\$7,122.50	
0.00%	\$75.00	\$6,752.50		\$13,875.00				
0.00%	\$75.00	\$6,752.50		\$35.00	185.00	\$647.50	\$7,122.50	
1/9/2008	TS000000000002001	BLAC0001		6.00	\$106.26	\$9.66	\$0.00	\$0.00
0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
				\$106.26	\$9.66	\$0.00	\$0.00	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				

# Project Cost Breakdown – Periodic List

---

**Report Writer Name:**

PA Project Cost Breakdown  
Periodic

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.

**Tables:**

PA Cost Trx Line TEMP  
PA Project Master File  
PA Budget Master File  
PA Cost Category Master File  
PA Budget Periodic Totals  
Master File

**Ranges:**

Date  
Customer ID  
Contract Number  
Project ID  
Project Number  
Project Class ID  
Project Manager ID  
Business Manager ID  
Department  
Contract Class ID

**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

**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

System: 2/26/2013 1:28:53 PM  
 User Date: 2/26/2013  
 Page: 1  
 User ID: sa

Fabrikam, Inc.  
 Project Series  
 Project Cost Breakdown-Periodic

Ranges:  
 Date: 1/1/2008 - 1/31/2008  
 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

Project No.	Project Name						
Cost Category ID	Cost Category Name						
Year	Period ID	Forecast Unit Cost	Forecast Qty	Forecast Overhead	Forecast Total Cost	Forecast Total Profit	
Forecast Revenues		Baseline Unit Cost	Baseline Qty	Baseline Overhead	Baseline Total Cost	Baseline Total Profit	
Baseline Revenues							
Date	Document No.	Cost Owner	Quantity	Total Cost	Total Overhead	Tax Amount	Accrued
Revenues	Billed Qty	Billing Amount	Billing Tax Amount	Retention	Trade Amt		
ADSTVCOMM	TV Commercials						
CASH	Cash						
2008	Period 1	\$0.00	0.00	\$0.00	\$0.00	\$0.00	
\$0.00		\$0.00	0.00	\$0.00	\$0.00	\$0.00	
\$0.00							
1/7/2008	EL0000000000003004	COMPUTERS	13.50	\$1,063.13	\$50.63	\$0.00	
\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
			\$1,063.13	\$50.63	\$0.00	\$0.00	
\$0.00	\$0.00	\$0.00	\$0.00				
Budget Totals:			\$1,063.13	\$50.63	\$0.00	\$0.00	
\$0.00	\$0.00	\$0.00	\$0.00				
CLOTHING	Clothing						
2008	Period 1	\$0.00	0.00	\$0.00	\$0.00	\$0.00	
\$0.00		\$0.00	0.00	\$0.00	\$0.00	\$0.00	
\$0.00							
1/20/2008	EE0000000000006000	BANK0001	4.00	\$2,000.00	\$0.00	\$0.00	
\$480.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
			\$2,000.00	\$0.00	\$0.00	\$480.00	
\$0.00	\$0.00	\$0.00	\$0.00				
Budget Totals:			\$2,000.00	\$0.00	\$0.00	\$480.00	
\$0.00	\$0.00	\$0.00	\$0.00				
CONSULTING	Consulting Fees						
2008	Period 1	\$0.00	0.00	\$0.00	\$0.00	\$0.00	
\$0.00		\$0.00	0.00	\$0.00	\$0.00	\$0.00	
\$0.00							
1/8/2008	TS0000000000002001	BLAC0001	6.00	\$118.80	\$10.80	\$0.00	
\$450.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
1/9/2008	TS0000000000002000	BANK0001	8.25	\$165.53	\$15.05	\$0.00	
\$618.75	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

# Change Order

---

## Report Writer name

PA Change Order

## Report tables

PA Change Order Edit List  
TEMP

PA Change Order Header  
WORK

PA Change Order Detail  
WORK

PA Change Order Fee Detail  
WORK

PA Contract Master File

PA Contract Change Order  
Master

## Ranges

Customer ID  
Contract Number  
Change Order Number

## Sorting options

Customer ID  
Contract Number

The Change Order report displays the total amount for all change orders with the status of Approved. 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: 5/10/2012 3:31:51 PM  
 Page: 1  
 User Date: 5/10/2012  
 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

Customer ID: ADVANCED0001  
 Contract Number: ADS  
 Contract Name: Advertising  
 Change Order Number: ADS0000001  
 Change Order Date: 5/10/2012  
 Track Changes To: Baseline

Approved By: DIAZ-BREND-001  
 Position: Customer Service Supervisor  
 Approval Date: 5/10/2012  
 Begin Date: 1/1/2008  
 End Date: 12/31/2008  
 Revised By:  
 Position:  
 Reason for Revision:  
 Last Revised Date: 5/10/2012

Description:  
 Customer CO Number:  
 Change Order Type: Internal  
 Change Order Status: Approved  
 Requested By:  
 Estimated By:

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						

Variance Billings	Var. Qty	Quantity	Var. Profit	Profit Amt.	Var. Total Cost	Total Cost	
ADSBILL	CABFARE	1/1/2008	11/15/2008	0.00%	0.00%	\$0.00	\$102.35 Total
Profit	STD	10.00	270.00	\$0.00	\$200.00	\$1,023.50	\$27,634.50
\$1,023.50		\$27,834.50					
ADSBILL	COPIER	1/1/2008	11/15/2008	0.00%	5.00%	\$0.00	\$1,300.00 % of
Baseline	STD	5.00	415.00	\$0.00	\$0.00	\$6,750.00	\$560,250.00
\$7,075.00		\$587,225.00					
		15.00	685.00	\$0.00	\$200.00	\$7,773.50	\$587,884.50
\$8,098.50		\$615,059.50					

Project Number	Fee Type	Variance %	Fee %	Variance Amount	Fee Amount
ADSBILL	Retainer	0.00%	0.00%	\$1,000.00	\$3,000.00
ADSBILL	Retentions	5.00%	15.00%	\$100,784.65	\$302,353.96
ADSBILL	Project Fee	0.00%	0.00%	\$2,000.00	\$12,000.00
				\$103,784.65	\$317,353.96

# PA Detailed Trial Balance

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**Report Writer name**

PA Detailed Trial Balance

**Report tables**

PA General Ledger Trial  
Balance Temporary

**Ranges**

Document Date  
Account Number

**Include**

Posting Accounts  
Unit Accounts  
Inactive Accounts  
Zero Balance/No Trx

**Subtotal By**

Journal Entry

The PA Detailed Trial Balance report lists General Ledger account balances and all transactions that affect each account for the range of period 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 Trial Balance Detail

System: 6/6/2012 12:14:27 PM  
 User date: 6/6/2012

Fabrikam, Inc.  
 General Ledger

Page: 1  
 User ID: sa

Ranges: From: To:  
 Date: 1/1/2008 12/31/2008  
 Account: 7000-0001-0014-0000-0000 7000-0001-0015-0000-0000  
 Account: 7000-0001-0014-0000-0000 Description: COGS/Expense - Specific  
 \$0.00

Beginning Balance:

Trx Date	Jrnl No.	Source Doc	Audit Code	Document Number	Owner ID	Debit	Credit
1/7/2008	26	PATS	GLTRX00000024	TS000000000002000	BANK0001	\$65.12	\$0.00
1/1/2008	27	PATS	GLTRX00000024	TS000000000002001	BLAC0001	\$6,502.76	\$0.00
1/15/2008	28	PATS	GLTRX00000024	TS000000000002004	BURN0001	\$74.00	\$0.00
1/10/2008	53	PABL	GLTRX00000026	TM001	ADVANCED0001	\$2,318.80	\$0.00

Net Change Ending Balance

Account: 7000-0001-0014-0000-0000 Totals: \$8,960.68 \$8,960.68 \$8,960.68 \$0.00  
 Account: 7000-0001-0015-0000-0000 Description: COGS/Expense - Specific Beginning Balance:  
 \$0.00

Trx Date	Jrnl No.	Source Doc	Audit Code	Document Number	Owner ID	Debit	Credit
1/15/2008	38	PARVG	GLTRX00000034	PI000000000007000		\$210.00	\$0.00
1/1/2008	39	PARVG	GLTRX00000034	PI000000000007001		\$228.08	\$0.00
1/1/2008	41	PARVG	GLTRX00000034	PI000000000007003		\$222.50	\$0.00
1/31/2008	45	PARVG	GLTRX00000035	PI000000000007006		\$2,232.86	\$0.00
1/12/2008	47	PARVG	GLTRX00000036	TEST4PI		\$111.00	\$0.00
1/15/2008	49	PARVG	GLTRX00000037	SAVE_PO		\$350.00	\$0.00
1/1/2008	50	PAIV	GLTRX00000030	IV000000000008000	BURN0001	\$74.06	\$0.00
1/2/2008	51	PAIV	GLTRX00000030	IV000000000008001		\$4.60	\$0.00
1/10/2008	52	PAIV	GLTRX00000030	IV000000000008002		\$48.85	\$0.00

Net Change Ending Balance

Account: 7000-0001-0015-0000-0000 Totals: \$3,481.95 \$3,481.95 \$3,481.95 \$0.00  
 Accounts Beginning Balance Net Change Ending Balance Debit Credit

Grand Totals: 2 \$0.00 \$12,442.63 \$12,442.63 \$12,442.63 \$0.00



# Documentation Comment Form

## Microsoft Project Accounting Sample Reports

June 2004

We welcome your comments and suggestions regarding the quality and usefulness of this manual. Your comments help us improve the documentation to better meet your needs.

- Did you find any errors?
- Is the information clearly presented?
- Are the examples correct? Do you need more examples?
- What features do you like most (and least) about the manual?

If you find errors or have specific suggestions, please note the topic, chapter and page number.

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Send your comments using any of the following methods:

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Fax	425-936-7329. (On the cover sheet, specify that the fax should be routed to the bizdoc@microsoft.com e-mail address.)
Conventional mail	Documentation Manager Microsoft Business Solutions One Lone Tree Road Fargo, ND 58104-3911

Thank you for taking the time to help us improve our documentation.