

BillQuick

Time Billing and Business Management Software

*Built With **Your** Industry Knowledge*

BillQuick 2012 Report Book



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Introduction

Welcome to **BillQuick® Report Book!**

BillQuick contains more than 400 reports and 150 invoice templates. Many reports are accessed directly from the Reports menu or BillQuick screens, while all BillQuick reports – including any reports you customize or create with Crystal Reports – can be accessed from the Report Center screen (Reports menu). The Report Center filters the report list automatically based on the industry you choose. BillQuick also allows you to memorize reports or tag them as your favorites.

Most reports contain multiple filter options. That allows you to focus management information to specifically what you want to review. For example, you might restrict the *Project Profitability–Summary* report to one project manager. With several profit reports side by side, you can compare managers' profit performance. Similarly, you might filter *Budget Comparisons* or *Earned Value* by project manager or a custom project field. In short, filters allow you to view information from a global level down to one that is finely tuned.

You can use the [Agent Workflow Automation](#) module to schedule delivery of a daily, weekly, monthly or any other report.

To top it all, BillQuick reports feature a consistent color coding: **tangerine** for Client ID, **magenta** for Employee ID, **purple** for Project ID and **grass green** for Project Manager.

This BillQuick Report Book contains many sample reports for preview. Individual report pages break down information into:

- Purpose
- Description
- Key Filters
- How to Run the Report

Many report pages include a list of related reports with brief descriptions and calculations.



BillQuick reports have been explained in this Report Book on the basis of new categorization in the Report Center (not according to the Legacy View). You can also check out our free BillQuick eBooks for [project managers](#), [billing managers](#), [principals & partners](#) and [office managers & accountants](#).



Please send any comments or suggestions about the Report Book, BillQuick and other products and services to BQ-Ideas@bqe.com. For other information, contact us at 310-602-4010 or sales@bqe.com.

BillQuick Reports

Accounting

Vendor Bills

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Vendor Bills

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Activity ID	Description	Project ID	Cost	Units/Hrs	Amount
Bill No. (1007)	Payee ID: Geo Engineering				
Outside Cons:	Outside Consultant Fees	10-Hillard:3-CD	\$3,200.00	1.00	\$3,200.00
Outside Cons:	Outside Consultant Fees	10-Harbor:	\$8,200.00	1.00	\$8,200.00
Plans:	Plans/Drawings/Sketches	10 Municipal Offices - 3:	\$850.00	6.00	\$5,100.00
Outside Cons:	Outside Consultant Fees	10-Crystal Blue Water:	\$575.00	1.00	\$575.00
Photos:	Photographs	10-Hillard:1-SD	\$5,000.00	25.00	\$125,000.00
Outside Cons:	Outside Consultant Fees	10-Redondo Library:	\$3,750.00	1.00	\$3,750.00
				35.00	\$145,825.00

Purpose

To provide managers and accounting staff with information regarding all the purchases made from a specific vendor.

Description

Organized by Vendor Bill Number, the report gives details about the items that have been purchased for a specific project from a particular vendor. The report gives you detailed information about the number of items received, their corresponding cost rates and amounts due.

Key Filters

Filters include Time Expense Date. On the Report Center screen, you can also filter by Time Expense Project ID, Time Expense Employee ID, Time Expense Billable, Time Expense Bill Status, Time Expense is Vendor, Time Expense Item and more.

How to Run the Report

From the Reports menu, select Report Center screen. Select Vendor Bills report from the Accounting category. Choose one or more filters or accept the defaults; then click Print or Preview. You can also run the most common purchase order and vendor bill reports from the Reports menu, Payments.

More Accounting Reports

- *Purchase Order – Time & Expense Detailed*: Provides details about time and expenses associated with purchase orders. Organized by PO number, the report lists the expense units or service hours ordered from vendors along with their projects, units, rates, etc.
- *Purchase Order History*: Provides historical information about items that have been ordered from vendors. Organized by PO number and vendor, the report displays the details about expense units or service hours ordered, received and billed.
- *Purchase Order List*: Provides a list of items ordered from vendors. Organized by PO number, the report displays the expense units or service hours ordered along with their projects, units, rates, etc.
- *Purchase Order Status - Received, Not Invoiced*: The report provides information about the items that have been received from a specific vendor but have yet to be billed to the client.
- *Purchase Orders - Open*: Displays the details of open purchase orders. The report lists those purchase orders for which items have yet to be received.
- *Purchase Orders - Unbilled*: Provides information about unbilled items on purchase orders. The report displays details such as vendor, associated client, receipt date and order status.
- *Purchase Orders by Vendor*: Provides a list of items that have been ordered from vendors for projects. Organized by Vendor ID, the report displays information about expense units or service hours ordered and received against a purchase order.
- *Purchase Orders Received – Detail*: Provides a list of items that have been ordered from vendors for projects. Organized by purchase order number, the report displays information about expense units or service hours ordered, received and items remaining.
- *Vendor Bills Status*: Provides managers with information regarding all the purchases made from vendors. The report displays details about the vendor bills including item purchased, amount and billed/paid status.
- *Vendor Bills Status by Project*: Provides managers with information regarding all the purchases made from vendors. Organized by vendor, the report displays details about the vendor bills including item purchased, amount and billed/paid status.
- *Vendor Bills Status Summary*: Provides managers with information regarding all the purchases made from vendors. Organized by vendor, the report displays summary of vendor bills including amount and billed/paid status.

- *Vendor Bills Status Summary by Project*: Provides managers with information regarding all the purchases made from vendors. Organized by project, the report displays summary of vendor bills including amount and billed/paid status.
- *Vendor Bills – Unbilled (Detail)*: Provides detailed information about all the unbilled vendor bills. The report lists the vendors, bill numbers, dates, bill amount, billed status, etc. along with the totals.

Accounting Integration

QuickBooks Sync

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QuickBooks Sync - Projects

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Project (Name)	Client Company Name	Manager
Unlinked		
09-PV Country Club: (PV Country Club)	Allied Technology	JA
10-Municipal Offices - 3: (Municipal Offices Technical Support)	County Municipal Offices	JA
10-BQE General: (BQES General Office)	BQE Software Inc.	MK
10-CBS New System: (Crystal Blue Waters New System Evaluation)	County Municipal Offices	WB
10-CBS Support: (Crystal Blue Waters Ongoing Support)	County Municipal Offices	WB
10-City Health Dept: (City Health Department)	City Services Dept.	JA
10-Crystal Blue Water: (Crystal Blue Waters New System Installation)	County Municipal Offices	WB
10-Dept Of City Services: (Dept. of City Services)	City Services Dept.	JA
10-DWP: (Dept. of Water & Power)	Dept. Water & Power	JA
10-Fun Foods: (Fun Foods 2.0 Upgrade)	Factor Foundation	WB
10-Green Thumb: (Green Thumb Starter System)	Global Technology	JA
10-Harbor Bldg 1: (Long Beach Harbor Terminal Bldg. 42)	County Municipal Offices	JA
10-Harbor Terminal Bldg 1: (Long Beach Harbor Terminal Bldg. 61)	County Municipal Offices	JA
10-Harbor: (Long Beach Harbor)	County Municipal Offices	JA
10-Hillard Resd: (Hilliard Residence)	Hilliard New Residence	CJ
10-Hillard:1-SD (Hilliard Residence-Schematic Design)	Hilliard New Residence	CJ
10-Hillard:2-DD (Hilliard Residence Design Development)	Hilliard New Residence	CJ
10-Hillard:3-CD (Hilliard Residence-CD)	Hilliard New Residence	CJ
10-Hillard:4-CA (Hilliard Residence-CA)	Hilliard New Residence	CJ
10-HUD Add Services: (Housing and Urban Development - Add Servic	Housing and Urban Development	WB
10-HUD Aspen: (Housing and Urban Development - Aspen, Colorado	Housing and Urban Development	JA
10-HUD Monte Carlo: (Housing and Urban Development - Monte Car	Housing and Urban Development	WB
10-HUD NY: (Housing and Urban Development - New York City)	Housing and Urban Development	JA
10-HUD Queens: (Housing and Urban Development - Queens)	Housing and Urban Development	JA
10-HUD Richmond: (Housing and Urban Development - Richmond, V	Housing and Urban Development	JA
10-Long Beach Harbor: (Long Beach Harbor - Recurring)	County Municipal Offices	WB
10-Main: (Housing & Urban Development)	Housing and Urban Development	JA
10-MAIN:1-SD (HUD - Schematic Design)	Housing and Urban Development	JA
10-MAIN:2-CD (HUD - Construction Documents)	Housing and Urban Development	JA
10-MAIN:3-CA (HUD - Construction Administration)	Housing and Urban Development	JA
10-Municipal Offices: (Municipal Offices Feasibility)	County Municipal Offices	JA
10-Municipal Offices-2: (Municipal Offices Development)	County Municipal Offices	JA
10-Overheads: (Company Overhead)	BQE Software Inc.	MK
10-Party Planners: (Party Planners, Inc. System Upgrade)	Holiday Inn	WB
10-Party Planners-2: (Party Planners, Inc. Tech Center)	Holiday Inn	WB
10-Professional: (Professional Organizations)	BQE Software Inc.	JA
10-Redondo Library: (Redondo Beach Library)	City Services Dept.	BD
10-Staple Center: (Staples Center)	Allied Technology	AM
10-Torrance Airport: (Torrance Airport Upgrade)	Lancome LLC	WB
10-WW New Systems: (Weed Wackers New System/Upgrade)	Widgets Inc	WB

BillQuick Standard Report Copyright © 2011 BQE Software, Inc.

Purpose

To provide a scannable list of BillQuick project records that are synchronized (linked) or not synchronized (unlinked) with QuickBooks.

Description

Organized into linked and unlinked sections, the report lists the project ID, project name, client name and project manager. Linked projects are ones that have a matching record in QuickBooks. Unlinked projects are ones in which a record exists in BillQuick or QuickBooks but not the other application.

Key Filters

Filters include Project Start Date, Project ID, Client ID and Project Manager. On the Report Center screen, you can also filter by Project Manager, Contract Type, Project Status, project and client custom fields and more.

How to Run the Report

From the Report Center screen, select the Accounting Integration category, QuickBooks Sync - Projects. Choose one or more filters or accept the defaults; then click Print or Preview. You can also run all the sync reports from the Integration menu, QuickBooks, QuickBooks Sync Reports.

More Synchronization Reports

- *QuickBooks Sync - Chart of Accounts*: Provides a scannable list of BillQuick chart of accounts that are synced (linked) or not synced (unlinked) with QuickBooks.
- *QuickBooks Sync – Clients*: Provides a scannable list of BillQuick client records that are synced (linked) or not synced (unlinked) with QuickBooks. Organized into linked and unlinked sections, the report displays the main client information.
- *QuickBooks Sync – Employees*: Provides a scannable list of BillQuick employee records that are synced (linked) or not synced (unlinked) with QuickBooks. Organized into linked and unlinked sections, the report displays the main employee information.
- *QuickBooks Sync – Expense Entries*: Provides a scannable list of BillQuick expense entries that are synced (linked) or not synced (unlinked) with QuickBooks. Organized into linked and unlinked sections, the report displays the expense records.
- *QuickBooks Sync - Expense Items*: Provides a scannable list of BillQuick expense items that are synced or not synced with QuickBooks. Organized into linked and unlinked sections, the report displays the BillQuick expense codes and other charge/inventory/non-inventory items in QuickBooks.
- *QuickBooks Sync – Invoices*: Provides a scannable list of BillQuick invoices that are synced (linked) or not synced (unlinked) with QuickBooks. Organized into linked and unlinked sections, the report displays information about the invoices.
- *QuickBooks Sync – Payments*: Provides a scannable list of BillQuick payments that are synced (linked) or not synced (unlinked) with QuickBooks. Organized into linked and unlinked sections, the report displays information about the payments made by clients.

- *QuickBooks Sync - Service Items*: Provides a scannable list of BillQuick activity records that are synced (linked) or not synced (unlinked) with QuickBooks. Organized into linked and unlinked sections, the report displays the activity codes in BillQuick and service items in QuickBooks.
- *QuickBooks Sync - Time Entries*: Provides a scannable list of BillQuick time entries that are synced (linked) or not synced (unlinked) with QuickBooks. Organized into linked and unlinked sections, the report displays the time records.
- *QuickBooks Sync - Vendor Bills*: Provides a scannable list of BillQuick vendor bills that are synced (linked) or not synced (unlinked) with QuickBooks. Organized into linked and unlinked sections, the report displays the vendor bill records.
- *QuickBooks Sync – Vendors*: Provides a scannable list of BillQuick vendors that are synced (linked) or not synced (unlinked) with QuickBooks. Organized into linked and unlinked sections, the report displays the main vendor or consultant information.
- *QuickBooks Sync Settings*: Provides information about the sync settings specified for data integration between BillQuick and QuickBooks. The report lists the settings for sending and getting data and also indicates when the last data transfer occurred.
- *Tracker – QB Payments (Payment QB Link Tracker)*: Provides information that helps you determine whether payment records and associated transactions have synced with QuickBooks or not. This report displays payment details such as pay date and amount, client, project, invoice number and QBLinkID status (**Y** for Yes or **N** for No).

Accounts Payable

AP Aging – 90 Days

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AP Aging - 90 Days

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Accrual Basis

Geo Engineering

Bill No	Date	Bill Amt	Paid	Current	31 To 60	61 To 90	>>90	Balance
1007	2/15/2012	\$145,825.00	\$15,000.00	\$130,825.00	--	--	--	\$130,825.00
1006	3/11/2011	\$123.50	--	--	--	--	\$123.50	\$123.50
1003	9/24/2011	\$830.00	--	--	--	--	\$830.00	\$830.00
Vendor (Geo Engineering) Balance:				\$130,825.00	\$0.00	\$0.00	\$953.50	\$131,778.50

JD Consulting

Bill No	Date	Bill Amt	Paid	Current	31 To 60	61 To 90	>>90	Balance
1005	3/2/2011	\$280.14	--	--	--	--	\$280.14	\$280.14
1004	3/11/2011	\$3,425.00	\$1,500.00	--	--	--	\$1,925.00	\$1,925.00
Vendor (JD Consulting) Balance:				\$0.00	\$0.00	\$0.00	\$2,205.14	\$2,205.14
Grand Total:				\$130,825.00	\$0.00	\$0.00	\$3,158.64	\$133,983.64

Purpose

To provide managers and accounting staff with aged amounts due on bills to assist with prioritizing payments to vendors or consultants.

For year-end inspection, the aging reports are very useful. You should run them twice – first, as of December 31, 2011 and then, again as of December 31, 2012. You can compare the A/P totals and aging between the two reports by client and company. Be sure to take into account seasonality factors (if they apply) and the impact of any recession. Analyze your business and determine how you might improve it for 2012.

Description

Organized by vendor, the report provides details about unpaid bills in accounts payable, grouped by when the bill was due (aging period). Information includes total amount billed, total applied receipts and the aged balance due. Aging periods are Current (30 days or less), 31 To 60 days, 61 To 90 days and more than 90 days.

For each vendor to whom your company owes money, the report shows how much your company owes for the current and previous billing periods, and it shows the total amount. The report also shows the total amount owed to all vendors.

Key Filters

Filters include Vendor Bill Date, Time & Expense Date, Vendor ID, Vendor Bill Number, Vendor Group, etc. Also, you can restrict data to other time and expense attributes or fields.

How to Run the Report

From the Report Center screen, select the Accounts Payable category, AP Aging - 90 Days. Choose filters or accept the defaults; then click Print or Preview. You can also access the most common aging reports from the Reports menu, Accounts Payable.

More A/P Reports

- *AP Aging – Summarized*: Summarizes the status of unpaid bills in accounts payable. Organized by vendor, the report lists to whom your company owes money, how much it owes for the current and previous billing periods, and shows the balance. It also displays the total amount owed to all vendors.
- *Balance Sheet – Accrual*: Displays a list of assets, liabilities and equity using accrual basis of accounting.
- *Balance Sheet - Cash*: Displays a list of assets, liabilities and equity using accrual basis of accounting.
- *Check Detail*: Displays detailed information about all the checks you have written in BillQuick. The report lists the check number, date, accounts (generally expense) affected by each check, original amount distributed among the accounts, paid amount and more.
- *Credit Register – Detailed*: Provides details about credit or advance received from vendors on various projects. Organized by vendor, the report displays the vendor credit transaction details such as associated project, date of credit, bank or other account involved and credit amount available.
- *Credit Register – Summarized*: Provides a summary about credit or advance received from vendors on various projects. Organized by vendor, the report lists the vendor credit transactions including associated project, date of credit, bank or other account involved, and credit amount provided, used and remaining.
- *Deposits Detail*: Displays details about deposits made in BillQuick. Organized by type of deposit, the report lists details such as date of deposit, depositor whose payments were included, payment amount, account deposited to, etc.
- *General Ledger*: Displays your account activity over a period of time. Organized by type of account in your chart of accounts, the report lists all the transactions for that account, providing details about date, bill number, account involved, debit or credit amount, and balance.
- *General Ledger (as of)*: Displays your account activity over a period of time and allows you to see a balance forward of all your accounts. It prompts you to set the 'As Of' date for the ledger. Organized by type of account in your chart of accounts, the report lists all the related transactions, providing details about date, bill number, account involved, debit or credit amount, and balance.

- *Journal*: Provides useful information for accountants practicing double-entry of bookkeeping. The report displays a breakdown of every transaction into debits and credits besides providing details about the type of transaction, project, client or vendor involved, accounts debited or credited, and so on.
- *Profit & Loss – Accrual*: Provides a profit or loss summary for your company following accrual basis of accounting. The report summarizes your income and expenses for the selected period, including subtotals for each account in your chart of accounts. The last line shows your net income (or loss) for the specified period. It involves the following calculations:

$$\text{Net Income} = (\text{Total Income} - \text{Cost of Goods Sold}) - \text{Total Expense} + (\text{Total Other Income} - \text{Total Other Expense})$$

- *Profit & Loss – Accrual Prev Year Comparison*: Provides a profit or loss summary for your company following accrual basis of accounting. The report compares your income and expenses for the current year and previous year, including subtotals for each account in your chart of accounts. The last line shows your net income (or loss) for the two years.
- *Profit & Loss – Accrual YTD Comparison*: Provides a profit or loss summary for your company following accrual basis of accounting. The report compares your income and expenses for the current year-to-date and previous year-to-date, including subtotals for each account in your chart of accounts. The last line shows your net income (or loss) for the two years-to-date.
- *Profit & Loss – Cash*: Provides a profit or loss summary for your company following cash basis of accounting. The report summarizes your income and expenses for the selected period, including subtotals for each account in your chart of accounts. The last line shows your net income (or loss) for the specified period. It involves the following calculations:

$$\text{Net Income} = (\text{Total Income} - \text{Cost of Goods Sold}) - \text{Total Expense} + (\text{Total Other Income} - \text{Total Other Expense})$$

- *AP Reconciliation Detail*: Provides reconciliation details of your bank accounts for a previous reconciliation period. The report lists the beginning and ending balances along with the account details like name, type, balance amount, etc.
- *Reconciliation Discrepancies*: Provides details of your bank account showing how you reconciled an account for a previous reconciliation period. This can help you track down discrepancies with your bank statement. The report lists the totals along with the account details like name, type, reconciled amount, type and effect of change, etc.
- *Statement of Cash Flows*: Provides information about cash generated and used during the specified time interval. The report lists the activities done, net income generated and net cash flow for a specific time period.
- *Transaction Detail – Account*: Provides management and accounting staff with details about various accounts and related transactions. Organized by type of account, the report shows transaction dates, memos, debit/credit amounts and balances. It lists individual transactions subtotaled by each account on your chart of accounts.
- *Transaction List – Date*: Provides a chronological listing of all the transactions made in your company. Organized by date, the report displays details such as type of transactions, payees, accounts involved, and debit/credit amounts.
- *Transaction List – Vendor*: Provides a listing of all the vendor-related transactions made in your company. Organized by vendor, the report displays details such as type of transactions, dates, payees, accounts involved, amounts, etc.

- *Transferred Funds*: Provides information about funds transferred between various accounts. The report displays details such as date of transfer, memo, accounts involved and amount transferred.
- *Trial Balance –Account*: Displays a trial balance of your chart of accounts. The report lists all the accounts and their debit/credit balances on accrual basis of accounting.
- *Vendor Balance – Detailed*: Provides information about all the transactions related to vendors. Organized by vendor, the report displays bill numbers, amount billed, paid and unpaid balances. The report also displays the totals for each.
- *Vendor Balance – Summarized*: Provides summary about all the transactions related to vendors. Organized by vendor, the report displays amount billed, paid and unpaid balances. The report also displays the grand totals for each.
- *Vendor Bills – Paid*: Provides information regarding payments made against vendor bills. The report displays details about the payments including bill number, date, vendor ID, memo, account involved, paid amount and balance.
- *Vendor Bills - Unpaid*: Provides information about all the unpaid vendor bills. The report lists the vendors, bill numbers, bill and paid amount, etc.
- *Vendor Expenses – Detailed*: Provides detailed information about vendor related expenses. Organized by vendor, the report lists expense and credit transactions with your vendors, showing date, bill number, accounts involved, amount and balances. It displays the totals (net expenses) for each vendor as well as the grand totals.
- *Vendor Expenses – Summarized*: Provides summary about vendor related expenses. Organized by vendor, the report lists the net expense and credit amounts. It displays the grand total for all vendors.

Accounts Receivable

AR Aging

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AR Aging - 90 Days

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Allied Technology (Allied Tech) - Lynn Tracey @ 606-555-1212

PV Country Club (09-PV Country Club:) - Managed by (JA)

Invoice Num	Date	Bill Amt	Paid	Current	31 To 60	61 To 90	>> 90	Balance
1042	1/7/2011	\$4,980.00	\$4,817.73	--	\$162.27	--	--	\$162.27
LF-1042	4/1/2011	\$2.27	--	\$2.27	--	--	--	\$2.27
Project (09-PV Country Club:) Balance				\$2.27	\$162.27	\$0.00	\$0.00	\$164.54
Client (Allied Tech) Balance				\$2.27	\$162.27	\$0.00	\$0.00	\$164.54

City Services Dept. (City Services) - Carolyn Summer @ 310-555-2233

City Health Department (10-City Health Dept:) - Managed by (JA)

Invoice Num	Date	Bill Amt	Paid	Current	31 To 60	61 To 90	>> 90	Balance
1112	1/31/2012	\$17.33	--	\$17.33	--	--	--	\$17.33
Project (10-City Health Dept:) Balance				\$17.33	\$0.00	\$0.00	\$0.00	\$17.33

Redondo Beach Library (10-Redondo Library:) - Managed by (BD)

Invoice Num	Date	Bill Amt	Paid	Current	31 To 60	61 To 90	>> 90	Balance
1052	1/29/2011	\$370.92	\$333.87	\$37.05	--	--	--	\$37.05
1056	3/2/2011	\$243.42	\$210.00	\$33.42	--	--	--	\$33.42
Project (10-Redondo Library:) Balance				\$70.47	\$0.00	\$0.00	\$0.00	\$70.47
Client (City Services) Balance				\$87.80	\$0.00	\$0.00	\$0.00	\$87.80

County Municipal Offices (County) - Tracy Hunter @ 310-555-3322

Municipal Offices Technical Support (10-Municipal Offices - 3:) - Managed by (JA)

Invoice Num	Date	Bill Amt	Paid	Current	31 To 60	61 To 90	>> 90	Balance
1080	9/29/2011	\$17.50	--	\$17.50	--	--	--	\$17.50
1098	10/31/2011	\$35.00	--	\$35.00	--	--	--	\$35.00
1116	2/28/2012	\$1,170.00	--	\$1,170.00	--	--	--	\$1,170.00
Project (10-Municipal Offices - 3:) Balance				\$1,222.50	\$0.00	\$0.00	\$0.00	\$1,222.50

Crystal Blue Waters New System Evaluation (10-CBS New System:) - Managed by (WB)

Invoice Num	Date	Bill Amt	Paid	Current	31 To 60	61 To 90	>> 90	Balance
1093	10/31/2011	\$2,000.00	--	\$2,000.00	--	--	--	\$2,000.00
Project (10-CBS New System:) Balance				\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00

Crystal Blue Waters Ongoing Support (10-CBS Support:) - Managed by (WB)

Invoice Num	Date	Bill Amt	Paid	Current	31 To 60	61 To 90	>> 90	Balance
1078	9/29/2011	\$1,810.00	\$1,485.31	\$324.69	--	--	--	\$324.69
Project (10-CBS Support:) Balance				\$324.69	\$0.00	\$0.00	\$0.00	\$324.69

Crystal Blue Waters New System Installation (10-Crystal Blue Water:) - Managed by (WB)

Invoice Num	Date	Bill Amt	Paid	Current	31 To 60	61 To 90	>> 90	Balance
1094	10/31/2011	\$2,175.00	--	\$2,175.00	--	--	--	\$2,175.00
Project (10-Crystal Blue Water:) Balance				\$2,175.00	\$0.00	\$0.00	\$0.00	\$2,175.00

Long Beach Harbor Terminal Bldg. 42 (10-Harbor Bldg 1:) - Managed by (JA)

Invoice Num	Date	Bill Amt	Paid	Current	31 To 60	61 To 90	>> 90	Balance
1108	11/29/2011	\$296.59	--	\$296.59	--	--	--	\$296.59
1113	1/31/2012	\$1,266.25	--	\$1,266.25	--	--	--	\$1,266.25
Project (10-Harbor Bldg 1:) Balance				\$1,562.84	\$0.00	\$0.00	\$0.00	\$1,562.84

Purpose

To provide managers and accounting staff with aged amounts due and payment history to assist with prioritizing collection calls and determining whether to extend further credit to a client.

For year-end inspection, the aging reports are very useful. You should run them twice – first, as of December 31, 2011 and then, again as of December 31, 2012. To get a good measurement of collection efforts, compare the A/R totals and aging between the two reports by project, client and company. Be sure to take into account seasonality factors (if they apply) and the impact of any recession. Also, think about the collections policies and procedures you installed in the past two years. These are probably very good procedures, even if the recession might have hindered their success. Analyze your procedures and determine how you might improve them for 2012.



You should make sure to run the aging reports at year-end for current and last year, as of a certain date. Also, aging should be compared and evaluated against your billing revenue. The acceptable range for aging is about 8-18% of gross billing.

Description

Organized by client, the report provides details about invoices and client contact information. Information includes total amount billed, total applied receipts and the aged balance due. Aging periods are Current (30 days or less), 31 To 60 days, 61 To 90 days and more than 90 days. Subtotals display by project and client for aged amounts and balance due. Grand totals display at the end of the report.

Key Filters

Filters include Invoice Date, Transaction Date (time stamp when the invoice was created), Client ID and Project ID. Also, you can restrict data to only active or inactive clients. On the Report Center screen, you can also filter by Project Start Date, Client ID, Client Zip Code, Project ID, Contract Type, Project Manager, Project Status, Invoice Number, project and client custom fields and more.

How to Run the Report

From the Report Center screen, select the Accounts Receivable category, AR Aging - 90 Days. Choose filters or accept the defaults; then click Print or Preview. You can also access the most common aging reports from the Reports menu, Aging.



If desired, you can change the standard 30-day aging period in the Global Settings screen.



If you integrate with QuickBooks and transfer Credit Memos from QuickBooks, you should run the 'Aging with Overpayments' report rather than the standard Aging report. QuickBooks represents credit memos as negative invoices. Negative invoices are **not** included in the standard aging reports.

AR Aging Days Receivables Outstanding

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AR Aging - Days Outstanding

Printed on: 2/22/2011

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Filters Used:

- Project ID: 09-PV Country Club: to 10-Main:

Project ID	Project Name	Invoice #	Balance	Days Outstanding
10-DWP:	Dept. of Water & Power	1041	\$262.50	85
09-PV Country Club:	PV Country Club	1042	\$162.27	46
10-Fun Foods:	Fun Foods 2.0 Upgrade	1045	\$380.00	46
09-PV Country Club:	PV Country Club	LF-1042	\$2.27	-38
10-DWP:	Dept. of Water & Power	LF-1041	\$9.65	-38
10-Fun Foods:	Fun Foods 2.0 Upgrade	LF-1045	\$5.32	-38
10 Municipal Offices - 3:	Municipal Offices Technical Support	1080	\$17.50	-219
10-CBS Support:	Crystal Blue Waters Ongoing Support	1078	\$324.69	-219
10 Municipal Offices - 3:	Municipal Offices Technical Support	1098	\$35.00	-251
10-CBS New System:	Crystal Blue Waters New System Evaluation	1093	\$2,000.00	-251
10-Crystal Blue Water:	Crystal Blue Waters New System Installation	1094	\$2,175.00	-251
10-DWP:	Dept. of Water & Power	1090	\$17.50	-251
10-Green Thumb:	Green Thumb Starter System	1092	\$1,249.02	-251
10-HUD Monte Carlo:	Housing and Urban Development - Monte Carlo	1100	\$2,597.50	-251
10-HUD NY:	Housing and Urban Development - New York City	1101	\$3,757.50	-251
10-HUD Richmond:	Housing and Urban Development - Richmond, VA	1103	\$1,167.50	-251
10-HUD Add Services:	Housing and Urban Development - Add Services	1106	\$795.00	-252
10-HUD Aspen:	Housing and Urban Development - Aspen, Colorado	1106	\$2,852.50	-252
10-Harbor Bldg 1:	Long Beach Harbor Terminal Bldg. 42	1108	\$296.59	-280
10-HUD Monte Carlo:	Housing and Urban Development - Monte Carlo	1110	\$814.00	-314
10-HUD NY:	Housing and Urban Development - New York City	1110	\$1,201.54	-314
10-HUD Queens:	Housing and Urban Development - Queens	1110	\$480.00	-314
10-City Health Dept:	City Health Department	1112	\$17.33	-343
10-Harbor Bldg 1:	Long Beach Harbor Terminal Bldg. 42	1113	\$1,266.25	-343
10 Municipal Offices - 3:	Municipal Offices Technical Support	1116	\$1,170.00	-371
10-HUD Richmond:	Housing and Urban Development - Richmond, VA	1117	\$375.00	-371
			\$23,431.43	

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Purpose

To enable management, bookkeepers and administrative staff to review and prioritize collections efforts based on the age of invoices.

Days Receivables Outstanding helps you manage and analyze receivables collections. It is like a spotlight for collections. Knowing the age (in days) of each invoice highlights the risk to your investment in clients and the profits locked inside the receivables. The longer a receivable is outstanding, greater the probability of it not being paid in full (or at all) and the loss of company profits. What is the normal age for an invoice depends on your industry and clients.

Information on this report may lead to changes, such as more frequent conversations with clients about amount due, charging late fees, raising fees, or requiring up-front or scheduled payments for work.

If you want project managers (or executives) to be accountable for profits (including profit locked in receivables), put the right information in front of them on a regular basis.

Description

The report lists open invoices by projects, providing information about balance due and the number of days outstanding.

Key Filters

Filters include Invoice Date, Project Start Date, Transaction Date (time stamp when the invoice was created), Client ID, Project ID, Project Manager, Contract Type, Project Status, project and client custom fields and more. If project managers are responsible for collections, filter the report by Project Manager and then analyze the situations.

How to Run the Report

From the Reports menu, select Report Center, Accounts Receivable category, AR Aging - Days Receivables Outstanding. Choose one or more filters or accept the defaults; then click Print or Preview.

AR Client Details

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AR Client Details by Project with Payments Detail

Printed on: 7/30/2012

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Filters Used:

- Project ID: Selected Items (2)

County - County Municipal Offices

Invoice Date	Pay Date	Invoice Number	Billed	Paid	Pay Method	Retainer Applied
10-Crystal Blue Water: - Crystal Blue Waters New System Installation						
8/31/2011		1061	\$2,175.00			\$825.00
	9/22/2011	1061		\$2,175.00	Check	
9/29/2011		1077	\$2,175.00			\$825.00
	10/26/2011	1077		\$2,175.00	Check	
	10/7/2011	Retainer		\$5,000.00	Check	
10/31/2011		1094	\$2,175.00			\$825.00
	3/31/2011	1094		\$2,175.00	EFT	
4/16/2012		1165	\$3,150.00			\$850.00
6/15/2012		1143	\$2,175.00			\$825.00
6/20/2012		1153	\$2,175.00			\$825.00
10-Crystal Blue Water: Total:			\$14,025.00	\$6,525.00	<== (Retainer excluded)	\$4,975.00
10-Crystal Blue Water: Balance Due:			\$ 7,500.00			
10-Municipal Offices-2: - Municipal Offices Development						
8/31/2011		1063	\$24,500.00			\$500.00
	9/22/2011	1063		\$14,177.81	Check	
	10/26/2011	1063		\$10,322.19	Check	
9/29/2011		1079	\$20,750.00			\$500.00
	3/31/2011	1079		\$20,750.00	EFT	
	10/7/2011	Retainer		\$5,000.00	Check	
10/31/2011		1097	\$24,500.00			\$500.00
	3/31/2011	1097		\$24,500.00	EFT	
2/15/2012		1144	\$5,305.00			
2/28/2012		1115	\$24,562.43			\$500.00
	4/20/2011	1115		\$24,562.43	EFT	
4/16/2012		1129	\$20,000.00			
	4/20/2011	1129		\$20,000.00	EFT	
5/15/2012		1137	\$19,500.00			\$500.00
	4/20/2011	1137		\$19,500.00	EFT	
6/15/2012		1181	\$2,680.00			
7/13/2012		1193	\$306.93			
10-Municipal Offices-2: Total:			\$142,104.36	\$133,812.43	<== (Retainer excluded)	\$2,500.00
10-Municipal Offices-2: Balance Due:			\$ 8,291.93			
County Total:			\$156,129.36	\$140,337.43	<== (Retainer excluded)	\$7,475.00
County Balance Due:			\$ 15,791.93			

Purpose

To provide management and accounting staff with details about project billing and payment activities. Also, provides clients with a detailed accounting history of a project.

Description

Organized by client, the report shows client retainers received, invoices and payments by project with dates, invoice numbers, billed amount, payments, payment method, retainer applied and late fee paid. Subtotals display for billed, payment, retainer, late fee amounts and balance due for projects and clients.

Key Filters

Filters include Transaction Date, Invoice Date, Invoice Number, Project ID Client ID and Payment Method.

How to Run the Report

From the Report Center screen, select Accounts Receivable category, AR Client Details by Project with Payments Detail (Account Transaction). Choose one or more filters or accept the defaults; then click Print or Preview. You can also run this report from the Reports menu, Project, Account Transaction Details.

More Aging Reports

- *Aging As Of – 90 Days*: Displays aged amounts due and payment history to assist you with prioritizing collection calls and determining whether to extend further credit to a client. This report provides a reliable way of knowing what your A/R balance was *as of* a specific date. Organized by client and project, the report includes outstanding amounts through the cutoff date for current, 31-60, 61- 90 and >90 aging periods. You can view selective information on this report by applying the relevant filters to it such as the *As Of* date. You can also apply the additional Invoice/Payment Date combo filter with the desired *As Of* date. On the other hand, the regular aging reports are not designed for date filtering. When you run those reports, you get the current aging and NOT the aging as of a certain date.
- *AR Aging – 120 Days*: Displays aged amounts due and payment history to assist you with prioritizing collection calls and determining whether to extend further credit to clients. Organized by client and project, the report includes outstanding amounts for more than 120 days.
- *AR Aging – 210 Days*: Displays aged amount due and payment history to assist you with prioritizing collection calls and determining whether to extend further credit to clients. Organized by client and project, the report includes outstanding amounts for more than 210 days.
- *AR Aging – Negative Balances*: Displays accounts receivable information for clients with a credit (negative) balance. The report allows you to view the outstanding amount on an invoice for current, 31-60, 61- 90, >90 aging periods.
- *AR Aging – Over Payments*: Displays the aged amounts due and payment history associated with a client. Organized by client and project, the report includes outstanding amounts

for more than 90 days and negative invoice amounts not included in the standard aging reports.

- *AR Aging by Parent Project – 90 Days (Aging by Client Master Project)*: Provides managers and accounting staff with aged amount balances and payment history to assist in prioritizing collection calls and determining whether to extend further credit to a client. The report lists regular and late fee invoices, their bill/paid/balance amounts, along with current, 31-60, 61- 90, >90 day aging organized by client and project.
- *AR Aging by Master Project Summary – 90 Days (Aging by Master Project Summary)*: Provides managers with aged balances and payment history to assist in prioritizing collection calls and determining whether to begin work for lagging clients. The report lists the aged amounts and total balances, along with current, 31-60, 61- 90, >90 day aging periods organized and summarized by master project.
- *AR Aging by Master Project – 90 Days (Aging by Master Project)*: Provides managers with aged balances and payment history to assist in prioritizing collection calls and determining whether to begin work for lagging clients. The report lists regular and late fee invoices, their bill/paid/balance amounts, along with aged amounts and total balances for the current, 31-60, 61- 90, >90 day aging periods organized by master project.
- *AR Aging Detail with Retainage*: Displays the aged amount due and retainage to assist you with prioritizing collection calls and determining whether to extend further credit to clients. Organized by client and project, the report includes outstanding amounts for more than 90 days.
- *AR Aging Summary*: Displays a one-line summary of total amount due from a client. Organized by client, the report includes outstanding amounts for current, 31-60, 61- 90, >90 aging periods. You can drill down into details.
- *AR Aging Summary with Retainage*: Displays the aged amounts due and retainage to assist you with prioritizing collection calls and determining whether to extend further credit to clients. Organized by client, the report includes aging summary for more than 90 days.
- *AR Aging Summary with Retainers & Negative Invoices*: Displays a one-line summary of total amount due from a client, including associated credit amount. Organized by client, the report includes outstanding amounts for current, 31-60, 61- 90, >90 aging periods.
- *Retainer Aging*: Displays a summary of total retainer due from clients. Organized by client, the report includes outstanding amounts on projects for current, 31-60, 61- 90, >90 aging periods. You can drill down into details.
- *WIP (incl. Drafts) Summary with Aging by Project (Work in Progress + Drafts dd)*: Provides managers with a work-in-progress summary to gauge the amount invested in the projects in the form of unbilled time and expenses, and receivables. Organized by project, the report displays the totals for billable hours, cost amount and bill value for services and expenses along with a 30-60-90 day aging of outstanding invoices. You can even drill down into the details.

Cash Receipts

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Cash Receipts Detail

Printed on: 2/22/2011

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Trans Date	Pay Date	Inv Num	Client	Project ID	Method	Amount
10/7/2011	11/8/2010	1011	City Services	10-Dept Of City Services:	Check	\$1,500.00
Day Total for 11/8/2010						\$1,500.00
Week ending Nov 8, 2010						\$1,500.00
Month of November 2010						\$1,500.00
10/7/2011	1/3/2011	1041	LA DWP	10-DWP:	Check	\$700.00
Day Total for 1/3/2011						\$700.00
Week ending Jan 3, 2011						\$700.00
Month of January 2011						\$700.00
10/7/2011	2/2/2011	1045	Factor Foundation	10-Fun Foods:	Check	\$5,000.00
Day Total for 2/2/2011						\$5,000.00
Week ending Feb 2, 2011						\$5,000.00
10/7/2011	2/9/2011	1052	City Services	10-Redondo Library:	Check	\$233.87
10/7/2011	2/9/2011	1046	City Services	10-Redondo Library:	Check	\$266.13
Day Total for 2/9/2011						\$500.00
Week ending Feb 9, 2011						\$500.00
10/7/2011	2/20/2011	1042	Allied Tech	09-PV Country Club:	Check	\$3,550.00
Day Total for 2/20/2011						\$3,550.00
10/7/2011	2/21/2011	1044	City Services	10-Dept Of City Services:	Check	\$1,889.48
10/7/2011	2/21/2011	1046	City Services	10-Redondo Library:	Check	\$110.52
Day Total for 2/21/2011						\$2,000.00
Week ending Feb 21, 2011						\$5,550.00
Month of February 2011						\$11,050.00
10/7/2011	3/23/2011	1054	County	10-Harbor Terminal Bldg 1:	Check	\$308.86
10/7/2011	3/23/2011	1057	County	10-Harbor:	Check	\$34.66
10/7/2011	3/23/2011	1058	County	10-Harbor Terminal Bldg 1:	Check	\$156.48
Day Total for 3/23/2011						\$500.00
Week ending Mar 23, 2011						\$500.00
Month of March 2011						\$500.00
7/27/1906	7/27/2011	Retainer	Allied Tech	{CLIENT RETAINER}	Check	\$3,525.00
Day Total for 7/27/2011						\$3,525.00
Week ending Jul 27, 2011						\$3,525.00
Month of July 2011						\$3,525.00
10/7/2011	9/20/2011	1032	Holiday Inn	10-Party Planners:	Check	\$955.00
10/7/2011	9/20/2011	1024	Holiday Inn	10-Party Planners:	Check	\$672.50
10/7/2011	9/20/2011	1071	Holiday Inn	10-Party Planners-2:	Check	\$572.50
Day Total for 9/20/2011						\$2,200.00
10/7/2011	9/21/2011	1016	Lancome	10-Torrance Airport:	Check	\$3,500.00
Day Total for 9/21/2011						\$3,500.00

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Purpose

To provide the accounting staff with a list of payments made on invoices and retainers. This report should be used to compare the earnings for two years and the difference should be positive. Typically, you should aim for 8% or more growth in terms of earnings per year.

Description

Organized and subtotaled by day, week and month, the report lists the original transaction date (e.g. invoice), payment recording date, invoice number, project billed, payment method and the applied amount. Items are sorted by transaction date (date the invoice was generated) and payment date. Write-offs and credits show as zero amounts because they do not count toward the total deposit amount.

Key Filters

Filters include Payment Date, Project ID and Client ID. On the Report Center screen, you can also filter by Project Start Date, Transaction Date (time stamp when the invoice was created), Invoice Date, Invoice Number, Project Manager, Contract Type, Project Status, project custom fields and more.

How to Run the Report

From the Report Center screen, select Accounts Receivable category, Cash Receipts Detail. Choose one or more filters or accept the defaults; then click Print or Preview. You can also run the most common cash receipts reports from the Reports menu, Payment.

More Cash Receipts Reports

- *Cash Receipts Detail by Master Project (Cash Receipt Journal by Master Project Pay Ref & Memo)*: Provides you with details about cash receipts on invoices and retainers. Organized and subtotaled by day, week and month, the report lists the payment details such as dates, invoice number, project phases billed, payment method and the applied amount.
- *Cash Receipts Detail By Client*: Provides you with details about cash receipts on invoices and retainers. Subtotaled by day, week and month, the report lists the payment details such as dates, invoice number, project billed, payment method and the applied amount, organized by client.
- *Cash Receipts Detail by Pay Method*: Provides you with details about cash receipts on invoices and retainers. Subtotaled by day, week and month, the report lists the payment details such as dates, invoice number, project billed, applied amount, organized by payment method.
- *Cash Receipts Detail by Project*: Provides you with details about cash receipts on invoices and retainers. Subtotaled by day, week and month, the report lists the payment details such as dates, invoice number, project billed, payment method and the applied amount, organized by project.
- *Cash Receipts Detail by Project Group*: Provides you with details about cash receipts on invoices and retainers. Subtotaled by day, week and month, the report lists the payment details such as dates, invoice number, payment method and applied amount, organized by pre- defined projects groups.

- *Cash Receipts Detail with Pay Reference & Memo*: Provides accounting staff with details about cash receipts on invoices and retainers along with reference number and memo. Subtotaled by day, week and month, the report lists the payment details such as dates, invoice number, project and client billed, amount, etc.
- *Cash Receipts Summary - Current Year & Last Year Comparison*: Provides information about cash receipts or collections that helps managers in analyzing the financial status of the company. The report lists receipts for the previous and current year to-date, along with the difference. Run this report from the Reports menu, Analysis.

Client Snapshot with AR Aging

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Client Snapshot with AR Aging

Printed on: 2/22/2011

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Client ID	Company	Phone	First Name	Last Name		
Allied Tech	Allied Technology	606-555-1212	Lynn	Tracey		
		<u>Current</u>	<u>31 to 60</u>	<u>61 to 90</u>	<u>>> 90</u>	<u>Balance</u>
Client Balance:		\$2.27	\$162.27	\$0.00	\$0.00	\$164.54
Total Amount Billed	Retainer Applied	Total Amount Paid	Total Amount Owed			
\$32,273.87	\$0.00	\$32,109.33	\$164.54			
Service Amount	Expense Amount	MainServiceTaxAmt	MainExpenseTaxAmt			
\$31,708.75	\$562.85	\$0.00	\$0.00			

Client ID	Company	Phone	First Name	Last Name		
City Services	City Services Dept.	310-555-2233	Carolyn	Summer		
		<u>Current</u>	<u>31 to 60</u>	<u>61 to 90</u>	<u>>> 90</u>	<u>Balance</u>
Client Balance:		\$87.80	\$0.00	\$0.00	\$0.00	\$87.80
Total Amount Billed	Retainer Applied	Total Amount Paid	Total Amount Owed			
\$24,850.30	\$0.00	\$24,762.50	\$87.80			
Service Amount	Expense Amount	MainServiceTaxAmt	MainExpenseTaxAmt			
\$24,091.25	\$759.05	\$0.00	\$0.00			

Client ID	Company	Phone	First Name	Last Name		
County	County Municipal Offices	310-555-3322	Tracy	Hunter		
		<u>Current</u>	<u>31 to 60</u>	<u>61 to 90</u>	<u>>> 90</u>	<u>Balance</u>
Client Balance:		\$79,025.95	\$0.00	\$0.00	\$0.00	\$79,025.95
Total Amount Billed	Retainer Applied	Total Amount Paid	Total Amount Owed			
\$120,925.95	\$4,475.00	\$41,900.00	\$79,025.95			
Service Amount	Expense Amount	MainServiceTaxAmt	MainExpenseTaxAmt			
\$127,851.25	\$1,299.70	\$0.00	\$0.00			

Client ID	Company	Phone	First Name	Last Name		
Factor Foundation	Factor Foundation	333-616-2222	Rhonda	Marie		
		<u>Current</u>	<u>31 to 60</u>	<u>61 to 90</u>	<u>>> 90</u>	<u>Balance</u>
Client Balance:		\$5.32	\$380.00	\$0.00	\$0.00	\$385.32
Total Amount Billed	Retainer Applied	Total Amount Paid	Total Amount Owed			
\$15,385.32	\$0.00	\$15,000.00	\$385.32			
Service Amount	Expense Amount	MainServiceTaxAmt	MainExpenseTaxAmt			
\$15,380.00	\$0.00	\$0.00	\$0.00			

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Purpose

To provide management and accounting staff with a client account summary.

Description

The report shows basic contact information for each client, plus Current-30-60-90 aging information. Client accounts are broken down to show the total amount billed, retainer applied, total amount paid and total amount owed. The total amount billed is further broken down into service and expense amounts and main service and expense tax amounts.

Key Filters

Filters include Client ID and Transaction Date. Also, you can restrict data to only active or inactive clients and only active or inactive projects. On the Report Center screen, you can also filter by Project Start Date, Transaction Date (time stamp when the invoice was created), Invoice Date, Project ID, Project Manager, Contract Type, Project Status, project and client custom fields and more.

How to Run the Report

On the Report Center screen, select Accounts Receivable category, Client Snapshot with AR Aging. Choose one or more filters or accept the defaults; then click Print or Preview. You can also access the most common client account reports from the Reports menu, Client.

Collection Letters

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Printed on: 2/22/2011

Ms. Frank Markin
Lancome LLC
88 Luxury Way
Brentwood CA 90200

**RE: Project NO. 10-Torrance Airport
OUTSTANDING INVOICE**

Ms. Frank Markin

Your account with us is past due. A summary of your past due invoices is shown below. Please pay this amount as soon as possible to avoid late fee and penalties.

If you have already sent payment for this invoice, please disregard this letter and accept our thanks for your payment. We appreciate doing business with you and look forward to doing so in the future.

Sincerely,

Accounts Receivable

Torrance Airport Upgrade

Inv Num	Date	Bill Amt	Paid	Balance	Age(days)
1043	1/7/2011	\$2,250.00	\$0.00	\$2,250.00	46
1049	1/7/2011	\$480.00	\$0.00	\$480.00	46
Total Balance:				\$2,730.00	

Purpose

To inform clients of past due or outstanding payment amount.

Description

Depending on the age of the past due invoice, BillQuick uses the appropriate template: First Notice, Second Notice, or Final Notice.

The document is a Microsoft Word template with variables (mail merge elements) that pull information from the BillQuick database. The content of the letter can be edited according to your need.

Key Filters

Filters include Client ID. You can also restrict data to only active or inactive clients and active or inactive projects.

How to Run the Report

From the Report Center screen, select Accounts Receivables, Collection Letters by Project. Choose one or more filters or accept the defaults; then click Print or Preview. You can also run this report from the Reports menu, Company.

Credit Memo

BQE Professional Services 1200 Maple Boulevard Torrance, CA 90505 Tel: 310-555-4000 Fax: 310-555-4496 sales@bqe.com www.bqe.com	Credit Memo Printed on: 5/20/2009 Page 1 of 1
Mr. Allen Abbernathy Abby Abbernathy 81056 Whites Egan aabbernathy@abbyabernath.net Van Nuys CA 90211	Abby: Abby Abbernathy
Description	Amount
Missapplied time by staff working on multiple projects . Informed the client of this adjustment .	\$100.00
	Total : \$100.00

Credit Memo

Purpose

To provide clients a printed record of a credit applied to their account.

Description

The document informs a client of the credit amount granted, the project it is applied to, and a description of the credit.

Key Filters

No filters apply when the document is generated from the Credit Memo screen or Payment screen.

When printing a cumulative credit memo report from the Report Center screen, filters include Invoice Date, Transaction Date (time stamp when the invoice was created), Project Start Date, Payment Date, Client ID, Project ID, Project Manager, Project Status, Contract Type, Invoice Number, project and client custom fields and more.

How to Run the Report

To print a cumulative credit memo report, select Report Center, Accounts Receivable category, Credit Memo. Choose one or more filters or accept the defaults; then click Print or Preview. Also, BillQuick automatically prompts you to print a credit memo from the Credit Memo or Payment screen.

Invoice List

Hendricks Consulting LLC

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 admin@hendricks_consulting.com
 www.hendricks_consulting.com

Invoice List by Date with Gross/Net Bill Amount

Printed on: 2/22/2011

Page 1 of 1

Filters Used:

- Invoice Date: 1/1/2011 to 2/22/2011

Inv Date	Inv Num	Contact - Company	Project Name	Gross Bill Amt	Net Bill Amt
1/7/2011	1042	Lynn Tracey - Allied Technology	PV Country Club	\$4,980.00	\$4,980.00
1/7/2011	1043	Frank Markin - Lancome LLC	Torrance Airport Upgrade	\$2,250.00	\$2,250.00
1/7/2011	1044	Carolyn Summer - City Services Dept.	Dept. of City Services	\$3,980.00	\$3,980.00
1/7/2011	1045	Rhonda Marie - Factor Foundation	Fun Foods 2.0 Upgrade	\$5,380.00	\$5,380.00
1/7/2011	1046	Carolyn Summer - City Services Dept.	Redondo Beach Library	\$376.65	\$376.65
1/7/2011	1047	Tracy Hunter - County Municipal Offices	Long Beach Harbor	\$1,241.00	\$1,241.00
1/7/2011	1048	Tracy Hunter - County Municipal Offices	Long Beach Harbor Terminal Bldg. 61	\$909.26	\$909.26
1/7/2011	1049	Frank Markin - Lancome LLC	Torrance Airport Upgrade	\$480.00	\$480.00
1/7/2011	1050	Tracy Hunter - County Municipal Offices	Long Beach Harbor	\$15.39	\$15.39
1/29/2011	1051	Frank Markin - Lancome LLC	Torrance Airport Upgrade	\$2,130.00	\$2,130.00
1/29/2011	1052	Carolyn Summer - City Services Dept.	Redondo Beach Library	\$370.92	\$370.92
1/29/2011	1053	Tracy Hunter - County Municipal Offices	Long Beach Harbor	\$131.04	\$131.04
1/29/2011	1054	Tracy Hunter - County Municipal Offices	Long Beach Harbor Terminal Bldg. 61	\$583.37	\$583.37
2/22/2011	1118	Mark Summer - Housing and Urban Development	HUD - Schematic Design	\$1,717.00	\$1,717.00
2/22/2011	1118	Mark Summer - Housing and Urban Development	HUD - Construction Documents	\$1,150.00	\$1,150.00
2/22/2011	1118	Mark Summer - Housing and Urban Development	HUD - Construction Administration	\$675.00	\$675.00
Total:				\$26,369.63	\$26,369.63

Summary

Services Billed	Expenses Billed	Gross Bill Amount	Net Bill Amount
\$23,345.00	\$3,024.63	\$26,369.63	\$26,369.63

Purpose

To provide executives, project managers and accounting staff with an invoice list for quick, easy scanning.

Description

Organized by invoice date, the report lists paid and open invoices. It includes invoice dates, invoice numbers, contact and company names, project names, and gross and net bill amounts. Grand totals display for gross and net amounts.

Calculations

If the contract type is Hourly, Hourly Not to Exceed, Fixed or Percentage,
Gross Bill Amount = Billing Hours x Bill Rate.

If the contract type is Recurring, Recurring with Cap or Recurring + Expenses,
Gross Bill Amount = Recurring Amount.

If you assign a billing schedule to a project,
Gross Bill Amount = Bill Amount (from the schedule)
Net Bill Amount = Gross Bill Amount - Retainer Amount Applied (not shown)

Key Filters

Filters include Invoice Date, Project ID and Client ID. You can also restrict data to only active or inactive clients and active or inactive projects. On the Report Center screen, you can also filter by Project Start Date, Transaction Date (time stamp when the invoice was created), Project Manager, Contract Type, project and client custom fields and more.

How to Run the Report

From the Report Center screen, select the Accounts Receivable category, Invoice List by Date with Gross/Net Bill Amount. Choose one or more filters or accept the defaults; then click Print or Preview. You can also run the most common invoice list reports from the Reports menu, Billing.

More Invoice Lists

- *Draft Invoice List by Date (Invoice Register draft invoices only):* Provides managers with an invoice register for quick and easy scanning. The report lists the draft invoices and their details including gross billed and net bill amount. Gross Billed value represents the service and expense amount without taxes and discounts. As with all the invoice registers, this report features an expanded reconciliation summary.
- *Invoice List – Void:* Displays a list of invoices that are void. The report includes invoice details such as date, project, bill amount and main taxes.
- *Invoice List by Client & Date:* Provides managers with an invoice list for quick and easy scanning. Organized by client, the report lists paid and open invoices along with the invoice details.
- *Invoice List by Client & Project with Due Date:* Provides managers with information about

the due date of project invoices. Organized by client, the report lists the invoices and their details including the due dates.

- *Invoice List by Client, Master Project with AR Days (Invoice Register by Client-Master Project)*: Provides managers with an expanded reconciliation summary for quick and easy scanning. Organized by client and then master projects, the report lists the invoices and their details including services and expenses billed (pretax), net bill amount, and days outstanding based on invoice date and payment term (aging). Items highlighted in green are paid invoices and in red are unpaid invoices.
- *Invoice List by Date with Gross/Net Bill Amount & Discount & Retainer Applied*: Provides managers with an invoice list for quick and easy scanning. The report lists invoice details including retainer applied, discount applied and gross/net bill amount.
- *Invoice List by Date with Gross/Net Bill Amount & Taxes*: Provides managers with an invoice list for quick and easy scanning. The report lists all the invoices with details such as gross/net bill amount and GST on services and expenses.
- *Invoice List by Department*: Provides managers with an invoice list for quick and easy scanning. The report lists paid and open invoices with details such as dates, invoice numbers, company names, projects and bill amounts, organized by department.
- *Invoice List by Master Projects (Invoice Register by Master Project)*: Provides managers with an invoice register for quick and easy scanning. The report lists the invoices for phased projects only. As with all the invoice registers, this report features an expanded reconciliation summary.
- *Invoice List by Project*: Provides managers with an invoice register for quick and easy scanning. The report lists the invoices, organized by project. As with all the invoice registers, this report features an expanded reconciliation summary.
- *Late Fee Invoice List by Project*: Provides information about late fee billed to the client against project invoices. The report lists the bill amount and late fee charged to the client till date.
- *Past Due Invoices*: Lists the number of days that invoices are overdue or outstanding.

Statement

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Statement - Details

Printed on: 2/22/2011
 Page 1 of 1

Ms. Lisa Lee
 Holiday Inn
 1212 Christmas Street
 Celebration, CA 96300

Inv Num	Inv Date	Bill Amt	Pay Date	Amt Paid	Inv Balance
Holiday Inn					
Project 10-Party Planners-2: (Party Planners, Inc. Tech Center)					
1071	8/31/2011	\$2,820.00			
		\$0.00	9/20/2011	\$572.50	
<u>1071</u>		<u>\$2,820.00</u>		<u>\$572.50</u>	<u>\$2,247.50</u>
1087	9/29/2011	\$1,296.69			
<u>1087</u>		<u>\$1,296.69</u>		<u>\$0.00</u>	<u>\$1,296.69</u>
1111	11/29/2011	\$876.69			
<u>1111</u>		<u>\$876.69</u>		<u>\$0.00</u>	<u>\$876.69</u>
Project (10-Party Planners-2:) Balance:					\$4,420.88
Client Balance:					\$4,420.88

Purpose

To provide clients with a periodic reminder of unpaid invoices as well as paid invoices, payments and adjustments.

Description

The report breaks down information by invoice, showing the bill, payment dates and amounts applied. Subtotals by invoice and project, and grand totals show balance due and late fees assessed and paid. An overall balance due by the client is also displayed. Statements are addressed to the main client contact.

Key Filters

Filters include Invoice Date, Project ID and Client ID. You can also restrict data to only active or inactive clients and active or inactive projects. On the Report Center screen, you can also filter by Payment Date, Project Start Date, Transaction Date (time stamp when the invoice was created), Contract Type, Project Manager, Project Status, Invoice Number, client and project custom fields, Payment Method and more.

How to Run the Report

From the Report Center screen, select the Accounts Receivables category, Statement – Details. Choose one or more filters or accept the defaults; then click Print or Preview. You can also run the most common client statements from the Reports menu, Billing.

More Statements

- *Statement – Unpaid – Phased collapsed (Statement by Master Project Collapsed):* Provides billing information to managers and clients. Organized by master project, the statement lists all the invoices and their dates, bill amount, payments applied and balance.
- *Statement – Unpaid – Phased detail (Statement by Master Project):* Provides billing information to managers and clients. Organized by client and then master project, the statement displays the invoice details, including their dates, bill amount, payments applied and balances.
- *Statement - All Invoices by Project with Summary Payments:* Provides managers with details about billed and unbilled time and expenses charged to projects. The statement displays invoices, retainers received and payments applied for a project.
- *Statement - All Invoices with Payments by Client:* Provides clients with a periodic reminder of the unpaid or outstanding invoices. The statement also displays details about the payments and adjustments made on the invoices, organized by client and project.
- *Statement - All Invoices with Payments by Client Group & Project:* Provides clients with a periodic reminder of the unpaid or outstanding invoices. The statement also displays details about the payments made on the invoices, organized by client group and project.
- *Statement - All Invoices with Payments by Project Group:* Provides clients with a periodic reminder of the unpaid or outstanding invoices. The statement also displays details about the payments made on the invoices, organized by project group and project.
- *Statement - Unpaid Invoices by Project with Summary Payments:* Provides managers with details about billed and unbilled time and expenses charged to projects. The statement displays invoices, retainers received and payments applied for a project, summarized in one line per invoice.
- *Statement - Unpaid Invoices for Phased Projects:* Provides managers with details about unpaid invoices for phased projects. The statement displays invoice and payment amounts for project phases, organized by parent project.
- *Statement - Unpaid Invoices with Payments & AR Aging:* Provides clients with a periodic reminder of unpaid or outstanding invoices. The statement displays a one-line summary of payments and adjustments made on the invoices. It also includes aged balances and a tear-off section for clients to remit payments.
- *Statement - Unpaid Invoices with Payments by Client & Project:* Provides main client contacts with a periodic reminder of unpaid or outstanding invoices. The statement also displays information about payments, adjustments and late fee on the invoices, subtotaled by invoice and project.

More A/R Reports

- *AR Balances by Client:* Displays client list and the balances due from them. You can drill down into the transaction details for each client.

- *AR Client Details by Project & Invoice with Payments Summary*: Provides detailed accounting history of a client, including billing and payment activities. The report displays transaction details, organized by client and project.
- *AR Client History by Project & Invoice with Retainage*: Displays the billing and payment history of clients. Organized by client and project, the report includes client account details such as payments, retainers and retainage held/paid.
- *AR Reconciliation Detail by Client with Payments Summary*: Provides billing managers with detailed accounting history of clients in a landscape layout. The report displays accounts receivable information including billing, payment, aging and work-in-progress.
- *AR Reconciliation Summary by Project*: Provides billing managers with summarized accounting history of projects in a landscape layout. The report displays accounts receivable information including billing, payment, aging and work-in-progress.
- *Billed & Paid Summary by Client, Invoice & Month (Monthly Billing Summary)*: Organized by client and month, the report lists the invoices billed to the clients. It includes details such as the projects billed, amount billed, paid and owed to-date. This report is geared around the invoice and payment date rather than transaction date; hence you can easily see what your billings and income look like on a month-by-month basis. You can also drill down to the details.
- *Billed, Paid & Owed Summary by Client*: Displays a one-line summary of the amount billed to the clients. It lists the total amount billed, paid and balance due from clients.
- *Billing Reconciliation Summary by Client*: Provides detailed accounting history of a client, including billing and payment activities in a landscape layout. The report displays transaction details including balance due, organized by client and project.
- *Client Account Summary*: Provides a snapshot of the client accounts. The report lists the account information displayed on the Account tab of the Client screen.
- *Collection Letters by Client & Project*: Informs clients of past due or outstanding payment amounts for projects. Depending on the age of the invoices, BillQuick uses the appropriate Word template with variables (mail merge) that pull information from the database. This letter is editable.
- *Credit Memo with Memo*: Provides clients with a printed record of the credit applied to their account. The document displays the credit amount granted on a project along with the memo.
- *Payment Details*: Provides information about payments made on invoices. Organized by client and project, the report displays payment details such as payment method, date, amount, invoice number and late fees.
- *Payment Details by Date*: Provides information about payments made on invoices. Organized by payment date, the report displays details such as client, project, invoice number and date, payment method, reference memo and amount.
- *Payments by Month*: Provides you with a monthly cash flow statement. The report displays all the payments made by a client on a monthly basis.
- *Refund List*: The report lists the amount refundable to the client against the contract amount for a particular project.
- *Void Payments*: The report displays the details of void payments including clients, projects, invoices, payment amount and late fee.
- *Void Payments by Client*: Organized by client and project, the report displays the details of void payments including payment method, amount and late fee.

Analysis

BillQuick offers numerous analysis reports that are used by principals, partners and other executives for decision-making.

Billing Analysis

Hendricks Consulting LLC						Billing Analysis by Client	
2601 Airport Drive, Suite 380 Los Angeles, CA 90505 Tel: (310) 555-1212 Fax: (310) 555-2121 admin@hendricks_consulting.com www.hendricks_consulting.com						Printed on: 2/22/2011 Page 1 of 2	
Filters Used:							
- Transaction Date: 1/1/2011 to 12/31/2011							
- Project ID: 09-PV Country Club: to 10-Fun Foods:							
Trans Date	Project ID	Inv Num	Credit	WriteOff	Paid	Billed	
Client ID: Allied Tech							
1/29/2011	09-PV Country Club:	LF-1042	--	--	--	\$2.27	
10/7/2011	09-PV Country Club:	1033	--	--	\$1,950.00	--	
10/7/2011	09-PV Country Club:	1042	--	--	--	\$4,980.00	
10/7/2011	09-PV Country Club:	1015	--	--	--	\$7,283.75	
10/7/2011	09-PV Country Club:	1017	--	--	\$3,500.00	--	
10/7/2011	09-PV Country Club:	1033	--	--	--	\$1,950.00	
10/7/2011	09-PV Country Club:	1017	--	--	--	\$4,191.25	
10/7/2011	09-PV Country Club:	1015	--	--	\$2,283.75	--	
10/7/2011	09-PV Country Club:	1025	--	--	--	\$6,263.75	
10/7/2011	09-PV Country Club:	1088	--	--	\$49.45	--	
10/7/2011	09-PV Country Club:	1042	--	--	\$950.55	--	
10/7/2011	09-PV Country Club:	1015	--	--	\$5,000.00	--	
10/7/2011	09-PV Country Club:	1088	--	--	--	\$49.45	
10/7/2011	09-PV Country Club:	1042	--	--	\$3,550.00	--	
10/7/2011	09-PV Country Club:	1025	--	--	\$6,263.75	--	
10/7/2011	09-PV Country Club:	1042	--	--	\$317.18	--	
10/7/2011	09-PV Country Club:	1017	--	--	\$691.25	--	
Total For: Allied Tech			\$0.00	\$0.00	\$24,555.93	\$24,720.47	
Client ID: City Services							
10/7/2011	10-City Health Dept:	1075	--	--	\$8.75	--	
10/7/2011	10-City Health Dept:	1075	--	--	--	\$8.75	
10/7/2011	10-City Health Dept:	1112	--	--	--	\$17.33	
10/7/2011	10-Dept Of City Services:	1035	--	--	\$2,725.00	--	
10/7/2011	10-Dept Of City Services:	1044	--	--	\$1,889.48	--	
10/7/2011	10-Dept Of City Services:	1011	--	--	--	\$2,455.00	
10/7/2011	10-Dept Of City Services:	1026	--	--	\$542.50	--	
10/7/2011	10-Dept Of City Services:	1035	--	--	--	\$2,725.00	
10/7/2011	10-Dept Of City Services:	1019	--	--	--	\$7,802.50	
10/7/2011	10-Dept Of City Services:	1026	--	--	--	\$3,542.50	
10/7/2011	10-Dept Of City Services:	1026	--	--	\$3,000.00	--	
10/7/2011	10-Dept Of City Services:	1011	--	--	\$1,500.00	--	
10/7/2011	10-Dept Of City Services:	1011	--	--	\$955.00	--	
10/7/2011	10-Dept Of City Services:	1019	--	--	\$2,802.50	--	
10/7/2011	10-Dept Of City Services:	1089	--	--	\$31.25	--	
10/7/2011	10-Dept Of City Services:	1019	--	--	\$5,000.00	--	
10/7/2011	10-Dept Of City Services:	1044	--	--	\$2,090.52	--	
10/7/2011	10-Dept Of City Services:	1044	--	--	--	\$3,980.00	
10/7/2011	10-Dept Of City Services:	1089	--	--	--	\$31.25	
Total For: City Services			\$0.00	\$0.00	\$20,545.00	\$20,562.33	
Client ID: County							
10/7/2011	10 Municipal Offices - 3:	1064	--	--	--	\$17.50	
BillQuick Standard Report Copyright © 2011 BQE Software, Inc.							

Purpose

To enable management to review a breakdown of invoice, payment and related transactions with clients. This report provides important information highlighting the difference between your billings and payments. During analysis, the key indicator to check is the difference between the total billings and total collections. Typically, a 10-20% difference between the billed and paid amounts is acceptable. However, a red flag should go up when the difference is greater than 20% of billings. Be sure to adjust your analysis for normal collection cycles and seasonal billing factors.

Description

The report lists invoice and payment transactions grouped by client. Transactions are sorted by project ID and transaction date. The report shows the amount of invoice or payment, credit and write-off. Client totals and grand totals display for invoices, payments, credits and write-offs.

Key Filters

Filters include a defined period (week, month, quarter, etc.) or range of dates, employee ID and Project ID in transaction entries. Also, you can restrict data to only active or inactive projects.

How to Run the Report

From the Reports menu, select Report Center, Analysis category, Billing Analysis by Client. Choose one or more filters or accept the defaults; then click Print or Preview. You can also run this report from the Reports menu, Client. You can find the most common billing and analysis reports in the Reports menu.

Investment Summary

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Investment Summary by Client & Project

Printed on: 2/22/2011

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Project ID	Project Name	Contract	Cont Amt	WIP	AR	WIP+AR
Allied Tech						
09-PV Country Club:	PV Country Club	HNTE	\$80,000.00	\$2,116.25	\$164.54	\$2,280.79
10-Staple Center:	Staples Center	Fixed	\$250,000.00	\$0.00	\$0.00	\$0.00
Total for Allied Tech				\$2,116.25	\$164.54	\$2,280.79
City Services						
10-City Health Dept:	City Health Department	HNTE	\$75,000.00	\$53,727.61	\$17.33	\$53,744.94
10-Dept Of City Services:	Dept. of City Services	Hourly	\$0.00	\$17.50	\$0.00	\$17.50
10-Redondo Library:	Redondo Beach Library	HNTE	\$75,000.00	\$0.00	\$70.47	\$70.47
Total for City Services				\$53,745.11	\$87.80	\$53,832.91
County						
10 Municipal Offices - 3:	Municipal Offices Technical Support	Hourly	\$0.00	\$6,883.00	\$1,222.50	\$8,105.50
10-CBS New System:	Crystal Blue Waters New System Evaluation	Fixed	\$1,500.00	\$0.00	\$2,000.00	\$2,000.00
10-CBS Support:	Crystal Blue Waters Ongoing Support	Hourly	\$1,500.00	\$10,550.00	\$324.69	\$10,874.69
10-Crystal Blue Water:	Crystal Blue Waters New System Installation	Fixed	\$10,000.00	\$0.00	\$2,175.00	\$2,175.00
10-Harbor Bldg 1:	Long Beach Harbor Terminal Bldg. 42	HNTE	\$75,000.00	\$2,955.26	\$1,562.84	\$4,518.10
10-Harbor Terminal Bldg 1:	Long Beach Harbor Terminal Bldg. 61	Percentage	\$157,000.00	\$0.00	\$0.00	\$0.00
10-Harbor:	Long Beach Harbor	Hourly	\$0.00	\$0.00	\$0.00	\$0.00
10-Long Beach Harbor:	Long Beach Harbor - Recurring	Recurring	\$0.00	\$0.00	\$0.00	\$0.00
10-Municipal Offices:	Municipal Offices Feasibility	Fixed	\$2,200.00	\$105.00	\$1,928.49	\$2,033.49
10-Municipal Offices-2:	Municipal Offices Development	Fixed	\$65,000.00	\$7,002.50	\$69,812.43	\$76,814.93
Total for County				\$27,495.76	\$79,025.95	\$106,521.71
Factor Foundation						
10-Fun Foods:	Fun Foods 2.0 Upgrade	Fixed	\$15,000.00	\$0.00	\$385.32	\$385.32
Total for Factor Foundation				\$0.00	\$385.32	\$385.32
Global Tech						
10-Green Thumb:	Green Thumb Starter System	Fixed	\$10,500.00	\$5,858.75	\$1,249.02	\$7,107.77
Total for Global Tech				\$5,858.75	\$1,249.02	\$7,107.77
HILLARD						
10-Hillard Resd:	Hilliard Residence	Fixed	\$100,000.00	\$0.00	\$0.00	\$0.00
10-Hillard:1-SD	Hilliard Residence-Schematic Design	Fixed	\$15,000.00	\$0.00	\$0.00	\$0.00
10-Hillard:2-DD	Hilliard Residence Design Development	Fixed	\$10,000.00	\$10,275.00	\$0.00	\$10,275.00
10-Hillard:3-CD	Hilliard Residence-CD	Fixed	\$50,000.00	\$9,084.00	\$0.00	\$9,084.00
10-Hillard:4-CA	Hilliard Residence-CA	Fixed	\$21,000.00	\$7,117.00	\$0.00	\$7,117.00

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Purpose

To provide executives, project managers and other managers with the amount invested (work-in-progress and receivables) in projects for clients. You should schedule this report to be in the hands of the managers on a weekly or biweekly basis.

You can use this report to gauge profit-realization and cash flow risks. In other words, it is critical to know how much you have invested in clients and projects. Profit is locked both in your work-in-progress and your receivables. Also, there is a carrying cost for unbilled and uncollected work. If the investment in your client is 40% or more, it's a **red** signal indicating that you should stop work on his/her projects.

Description

Organized by client, the report lists a one-line summary per project of the invested amounts. It shows contract type, contract amount, total work-in-progress (unbilled time and expenses), total receivable balance due and the total amount invested (WIP + AR). Client totals and a grand total display.

Key Filters

Filters include Project Start Date, Time Expense Date, Project ID, Client ID, Project Manager, Project Status, Contract Type, custom project fields and more. However, you should run this report without filters.

How to Run the Report

From the Reports menu, select Report Center, Analysis category, Investment Summary by Client & Project. Choose one or more filters or accept the defaults; then click Print or Preview. You can run the most common client analysis reports from the Reports menu, Client.

More Billing Analysis Reports

- *A/B Hours by Client (Graph)*: Organized by client, the bar charts present a summary of work done for the clients. The report displays the actual hours worked, billable hours recorded and amount spent on the clients. The report includes information for the top 20 clients only.
- *A/B Hours Comparison by Project*: Provides information about project productivity. The report presents a comparison between the actual hours and billable hours charged to projects, and displays the difference in the associated amounts.
- *A/B-Hours & Amount Comparison by Employee*: Provides a comparison of the actual and billable hours worked by employees. The report displays the actual and billable hours along with the associated amounts.
- *A/B-Hours & Amount Comparison by Employee - Current & YTD*: Provides information for analysis of actual and billable hours worked by employees. The report displays the difference in amounts for the actual hours and billable hours.
- *B-Hours & Activity by Project (Graph)*: Provides a graphical representation of billable time entries recorded against projects. Organized by project, the bar charts present a summary breakdown of top 20 billable activities logged against each project.

- *B-Hours by Employee (Graph)*: Displays a graphical representation of billable services provided by employees and vendors. Organized by employee, the report displays the actual hours worked, billable hours recorded and amount spent on the clients. The report includes information for the top 20 employees only.
- *Bill Rates by Employees & Consultants (Graph)*: Displays a graphical representation of the bill rates of employees and vendors. The report includes only the top 25 employees and consultants.
- *Billed & Unbilled by Project (Graph)*: Provides a graphical representation of billed and unbilled amounts for projects. The report displays a bar chart depicting relative size of total billed and unbilled time and expenses.
- *Billed Services by Project & Activity with Write-Up/Down*: Provides billing details of projects, organized by project and activity code. The report displays activities charged to projects by employees along with date, billable hours, bill rate, invoice amount and number.
- *Billed, Paid & Owed by Master Project & Month (Yearly Billing Cross-Tab by Master Project)*: Provides monthly billing information for master projects in a cross-tab layout; phases are rolled-up under them. The report lists the total amount billed, paid and owed for projects on a year-to-date basis.
- *Billed, Paid & Owed by Project & Month*: Provides monthly billing information for projects in a cross-tab layout. The report lists the total amount billed, paid and owed for projects on a year-to-date basis.
- *Billing Analysis*: Provides managers with information for analysis of total billings and total collections. The report displays a list of invoices and associated payments, credits, write-offs, etc.
- *Billing Analysis - Phased Projects*: Provides information for analysis of total billings and total collections on project phases. The report displays the breakdown of invoices, payments and related transactions, organized by phased project.
- *Billing Analysis by Client Group*: Enables managers to review a breakdown of invoices, payments and related transactions with a client. The report lists the transaction details such as project, date, credit/write-off/invoice and payment amounts, organized by pre-defined client groups.
- *Billing Analysis by Project Group*: Provides information for analysis of total billings and total collections on projects. The report displays the breakdown of invoices, payments and related transactions, organized by pre-defined project groups.
- *Billing Analysis by Project Manager*: Provides managers with information for analysis of total billings and total collections. The report displays a breakdown of invoices, payments and related transactions, organized by project manager.

During analysis, the key indicator to check is the difference between the total billings and total collections. Typically, a 10-20% difference between the billed and paid amounts is acceptable. However, a red flag should go up when the difference is greater than 20% of billings. Be sure to adjust your analysis for normal collection cycles and seasonal billing factors.

- *Billing Analysis by Project Manager (Expanded)*: Provides managers with information for analysis of total billings and total collections in a landscape layout. The report displays a breakdown of invoices, payments and related transactions, organized by project manager.
- *Billing Analysis by Project Manager summary (Project Manager Billing Analysis summary)*: Provides managers with a summary of revenue and collections made by the company.

Organized by project manager, the report displays the pre-retainer net billings, credits and write-offs applied, collections excluding retainers and ratio of billed/paid contribution.

During analysis, the key indicator to check is the difference between the total billings and total collections. Typically, a 10-20% difference between the billed and paid amounts is acceptable. However, a red flag should go up when the difference is greater than 20% of billings. Be sure to adjust your analysis for normal collection cycles and seasonal billing factors.

- *Cash Flow vs. Revenue*: Provides information about the earnings of the company as of a specified date. Organized by month, the report compares the current and previous year-to-date income and revenue values. The listed income represents the cash receipts excluding credit, debit, non-sufficient funds, write-offs and retainer payments while the revenue represents your pre-retainer net billings. The report also displays the ratio of cash flow to revenue (Revenue / Cash Income) to show how much you are billing versus getting paid.
- *Investment Summary Aged by Master Project (Aged WIP + AR by Master Project Summary)*: Provides managers and executives with information as to how much is invested in the projects, whether additional projects can be taken or more resources are needed. This report displays a breakdown of your investment (WIP + AR) for Current, 31-60, 61-90, >90 days aging period for master top-level projects; phases are rolled up under them.
- *Investment Summary by Client*: Provides managers with information to gauge profit-realization and cash flow risks. The report lists a one-line summary of the work-in-progress, receivables and total amount invested in clients.
- *Investment Summary by Master Project (WIP + AR by Master Project)*: Provides managers and executives with information as to how much is invested in the projects, whether additional projects can be taken or more resources are needed. This report displays a breakdown of investment (WIP + AR) for master projects; phases are rolled-up under them.
- *Investment Summary by Project*: Provides managers with a list of projects that have work waiting to be started or completed. This report tells executives how much is invested in the projects, whether additional projects can be taken or more resource are needed.

Activity

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Activity Hours & Amount - Billable & Non-Billable

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ActivityID	Description	A-Hrs	B-Hrs	Cost	Amount
Accounting:	Accounting	24.00	24.00	\$1,320.00	\$2,640.00
BD Liaison:	BUILDING DEPARTMENT LIAISON	8.00	8.00	\$440.00	\$440.00
Blue Printing:	BLUE PRINTING	4.00	4.00	\$110.00	\$280.00
Cad Plot:	CAD PLOTTING	14.00	14.00	\$421.01	\$1,315.00
CAD:	COMPUTER AIDED DRAFTING	20.00	20.00	\$830.00	\$830.00
Calcs:	DESIGN CALCULATIONS	18.00	18.00	\$441.00	\$1,539.00
Client Conf:	Client Conference/Meeting	359.50	359.50	\$17,058.51	\$35,195.50
CMR:	Computer Maintenance/Repair	26.25	26.25	\$1,017.50	\$2,121.25
Comp Ins:	Computer Installation	342.00	342.00	\$13,786.48	\$27,607.52
Conf Call:	Telephone Call/Conference	1,059.75	1,059.75	\$41,739.07	\$83,631.02
Conf Client:	CONFERENCE WITH CONTRACTOR	10.50	10.50	\$367.50	\$1,575.00
Const Insp:	CONSTRUCTION INSPECTION	7.00	7.00	\$245.00	\$490.00
Coordination:	Consultant Coordination	31.50	31.50	\$1,265.00	\$2,530.00
Copying:	Copy/Reproduction Services	3.00	3.00	\$110.00	\$220.00
Cost Est:	Preliminary Cost Estimate	124.50	124.50	\$4,412.00	\$10,825.50
Data Entry:	DataBase Entry/Assistance	301.00	301.00	\$10,948.00	\$21,920.00
Field Insp:	FIELD INSPECTION	10.00	10.00	\$245.00	\$855.00
Gen Office:	General Office/Clerical	3,092.00	3,092.00	\$46,539.27	\$109,373.75
GEN:HOL	Holiday	831.00	831.00	\$29,640.00	\$60,320.00
GEN:SICK	Sick	26.25	26.25	\$830.00	\$1,740.00
GEN:VAC	Vacation	329.25	329.25	\$12,215.00	\$24,870.00
Inspection:	CONSTRUCTION INSPECTION	10.00	10.00	\$350.00	\$1,500.00
Liaison:	Liaison/Coordination	138.75	138.75	\$5,369.00	\$11,310.00
Marketing:	Marketing/Sales	339.50	339.50	\$18,517.50	\$37,035.00
Measurement:	Site Measurement	171.50	171.50	\$6,295.00	\$13,255.00
Meeting Client:	CLIENT MEETING	4.00	4.00	\$86.00	\$240.00
Plan Review:	Plan Review	109.00	109.00	\$4,075.50	\$9,749.50
Prelim Design:	Preliminary Design	1,554.00	1,554.00	\$58,937.64	\$120,475.50
Preparation:	Meeting Preparation	50.00	50.00	\$1,700.00	\$3,541.00
Report:	Report/Letter	197.50	197.50	\$7,210.01	\$14,817.50
Research:	Research	272.00	272.00	\$10,420.25	\$20,842.50
Review:	Review	14.00	14.00	\$466.76	\$1,303.00
Site Insp:	Site Inspection	257.50	257.50	\$10,470.50	\$21,087.00
Site Super:	Site Supervision	199.50	199.50	\$6,915.50	\$14,679.50
Supervise:	FIELD SUPERVISION	12.00	12.00	\$837.00	\$2,100.00
Survey:	FIELD SURVEYING	4.00	4.00	\$160.00	\$440.00
Sys Upgrade:	Computer System Upgrades	37.50	37.50	\$1,335.00	\$2,670.00
System Ins:	Computer System Installation	70.00	70.00	\$2,800.00	\$5,600.00
Tech Sup:	Technical Support	289.00	289.00	\$11,230.00	\$22,460.00
Web Serv:	Web Services	205.75	205.75	\$8,050.00	\$16,220.00
Grand Totals:		10,577.00	10,577.00	\$339,206.00	\$709,644.04

Purpose

To enable project managers and others to review the dollar value and associated cost of activities charged to projects (billed and unbilled activity). The report provides analysis of how much was spent per activity and its cost.

Description

The report includes a one-line summary per activity that shows the value of all time charged to projects (billed and unbilled) and the cost amount. Grand totals for cost and billed amounts display at the end of the report.

Key Filters

Filters include Employee ID, Project ID and Date for time entries.

How to Run the Report

From the Reports menu, select Report Center, Analysis category, Activity Hours & Amount – Billable & Non-Billable. Enter the 'As of' date and other filters. Choose one or more filters or accept the defaults; then click Print or Preview. You can also run the most common activity analysis reports from the Reports menu, Activity.

More Activity Reports

- *Top Ten Activities*: Displays a list of top ten activities on the basis of hours worked on them and total value in amount. It can help you in analyzing the top services offered by your company. It can help you in forecasting and focusing your efforts toward profitable activities.
- *Activity Summary by Employee*: Displays employee's time card summary in a compact timesheet format. Organized by employee, it lists each activity description along with hours worked.

More Project Analysis Reports

- *Allocation Revenue Earned – Forecast*: Displays the allocated and actual revenue earned, organized by project. The report lists an employee's allocated amount and amount used, along with the expected amount (forecast) based on existing data or trend.
- *Allocation Revenue Earned - Forecast by Employee*: Displays the allocated and actual revenue earned, organized by employee. The report lists an employee's allocated amount and amount used, along with the expected amount (forecast) based on existing data or trend for each project.
- *Project Contract Spent Summary - Phased Project*: Provides a summary of contract information for phased projects. The report draws a comparison between the contract amount and services billed to the client along with the remaining amount for project phases.

- *Project Cost Multiplier*: Lists all the projects and related information including contract type and amount, cost and bill amount, and multiplier (ratio of bill amount to cost amount). You should run this report every month or quarter.
- *Project Expense Cost by Expense Code (Graph)*: Provides a graphical representation of the expenses incurred on projects. Organized by project, the report displays a bar chart depicting the total costs for the top 20 expense item.
- *Projected Income – Half-Year*: Provides project managers with a forecast of the income on their projects on a half-yearly basis. Organized by manager and project, the report displays projected income against a timeline based on the assumption that work days of the current month are billed at the end of the month, and invoices go out and get paid by the end of the next month. Hence, work done and billed in the current month becomes income for the next month.

The projects must have a Start Date and Due Date assigned to them. To run the report, specify an *As Of* date to accumulate all the contractual billings up to and including *that date*. BillQuick uses the work days left on the project (as per the contract or Due Date) to split the remaining contract amount or balance into the month you expect to receive the income (usually following the work completed).

Projected Monthly Income = Remaining Contract Amount / Remaining Work Days

- *Projected Income –Year*: Provides project managers with a forecast of the income on their projects on a yearly basis. Organized by manager and project, the report displays projected income against a timeline based on the assumption that work days of the current month are billed at the end of the month, and invoices go out and get paid by the end of the next month. Hence, work done and billed in the current month becomes income for the next month.

The projects must have a Start Date and Due Date assigned to them. To run the report, specify an *As Of* date to accumulate all the contractual billings up to and including *that date*. BillQuick uses the work days left on the project (as per the contract or Due Date) to split the remaining contract amount or balance into the month you expect to receive the income (usually following the work completed).

Projected Monthly Income = Remaining Contract Amount / Remaining Work Days

- *Top Ten Projects*: Displays a list of top ten projects on the basis of amount billed to the clients for each project.

More Client Analysis Reports

- *Client Balances (Graph)*: Displays a pie chart showing the relative size of balances due from clients. You can drill down into the details behind a client's pie slice.
- *Client Billings - Top Ten*: Displays a list of top ten clients on the basis of amount billed to them. You should run this report on a yearly basis to draw comparisons. It can help you in forecasting and focusing your efforts toward profitable clients.
- *Services Summary by Client*: Provides a summary of services offered to the clients. The report lists the total bill value of services charged to the clients.

More Company Analysis Reports

- *Company Balance Sheet*: Displays the balance sheet of the company. The report summarizes the company's assets, liabilities and equity till date.
- *Company Profit and Loss*: Provides the profit or loss summary for the company. The report displays the profitability of the company based on all the time and expense entries recorded till date in the database.
- *Company YTD Comparison*: Provides a powerful and useful snapshot of your company's performance. The report compares your billing, payments, costs and spent amounts along with % change for the current year-to-date and previous year-to-date periods.
- *Monthly Revenue by Project (Graph)*: Presents a graphic depicting the revenue earned for projects on a monthly basis.
- *Work Flow Details*: Provides managers with details to track all submission and approval events in BillQuick. The report displays workflow details including event date and type, employee, project and activity involved, action taken, and so on.
- *Work Flow Details with Memos*: Provides managers with details to track all submission and approval events in BillQuick. The report displays workflow details including event date and type, employee, project and activity involved, action taken, memos added, and so on.

Employee Utilization

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Employee Utilization

Printed on: 2/22/2011

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Employee	Billable	Non-Bill	Marketing	Overhead	Vacation	Sick	Holiday	Hours
Allen Marcello <i>System Administrator</i>	712.00 86.80%	6.00 0.73%	0.00 0.00%	0.00 0.00%	18.00 2.19%	12.25 1.49%	72.00 8.78%	820.25
Bob Duncan <i>Draftsman</i>	439.25 84.76%	0.00 0.00%	5.00 0.96%	0.00 0.00%	24.00 4.63%	0.00 0.00%	50.00 9.65%	518.25
Bert Woolmer <i>Director</i>	692.00 89.72%	0.25 0.03%	0.00 0.00%	0.00 0.00%	18.00 2.33%	0.00 0.00%	61.00 7.91%	771.25
Curtis James <i>Senior Engineer</i>	575.75 88.07%	4.50 0.69%	0.00 0.00%	0.00 0.00%	15.50 2.37%	0.00 0.00%	58.00 8.87%	653.75
Greg Wang	20.00 100.00%	0.00 0.00%	0.00 0.00%	0.00 0.00%	0.00 0.00%	0.00 0.00%	0.00 0.00%	20.00
Jennifer Arlington <i>Administrative Assistant</i>	310.00 44.22%	6.50 0.93%	230.50 32.88%	18.00 2.57%	57.00 8.13%	0.00 0.00%	79.00 11.27%	701.00
John Ramsey	33.50 100.00%	0.00 0.00%	0.00 0.00%	0.00 0.00%	0.00 0.00%	0.00 0.00%	0.00 0.00%	33.50
Mark Kerns <i>Jr. Architect</i>	85.00 4.69%	0.00 0.00%	0.00 0.00%	1,605.75 88.68%	40.00 2.21%	0.00 0.00%	80.00 4.42%	1,810.75
Richard Curtis <i>Senior Engineer</i>	664.00 88.77%	0.00 0.00%	0.00 0.00%	0.00 0.00%	16.00 2.14%	0.00 0.00%	68.00 9.09%	748.00
Riley Thomas <i>Sr. Architect</i>	517.50 86.90%	0.00 0.00%	0.00 0.00%	0.00 0.00%	18.00 3.02%	0.00 0.00%	60.00 10.08%	595.50
Sarah Beth <i>Jr. Consultant</i>	892.00 92.15%	0.00 0.00%	0.00 0.00%	0.00 0.00%	18.00 1.86%	0.00 0.00%	58.00 5.99%	968.00
Rose Annbach <i>Office Manager</i>	382.50 77.70%	0.00 0.00%	0.00 0.00%	0.00 0.00%	26.75 5.43%	6.00 1.22%	77.00 15.64%	492.25
Sally Lawrence <i>Jr. Architect</i>	144.75 8.23%	0.25 0.01%	0.00 0.00%	1,469.00 83.56%	40.00 2.28%	8.00 0.46%	96.00 5.46%	1,758.00
Walter Birch <i>General Manager</i>	458.50 66.79%	2.75 0.40%	85.50 12.45%	29.75 4.33%	38.00 5.54%	0.00 0.00%	72.00 10.49%	686.50
Grand Total:	5,926.75 56.03%	20.25 0.19%	321.00 3.03%	3,122.50 29.52%	329.25 3.11%	26.25 0.25%	831.00 7.86%	10,577.00

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Purpose

To provide management and staff a utilization summary of employee time, including billable and non-billable hours, and a breakout of marketing, overhead (administrative), vacation, holiday and sick time. The utilization rate gives a measure of the usefulness, efficiency and overall performance of an employee. It draws a comparison between the billable and non-billable value of time entries logged by an employee. Typically, an acceptable range for the utilization rate is about 70-90%. It is calculated as:

Utilization % = Billable Hours / Total Hours x 100.

Some decision-makers may see the billable versus non-billable rates, effective earnings, and realization per hour as indicators of who should be laid off. If capital reserves are tight, this may be the tough decision to take. But layoffs should be the last resort. You know what it took to hire and develop your people. Instead, if possible, invest in your people. While they may not generate as many billable hours as you want, you should make sure they are productive. Use available hours for training and skill development. This report should be run every quarter.

Description

The report lists employees and the total hours by category: Billable, Non-Billable, Marketing, Overhead, Vacation, Sick and Holiday. Also included are Total Actual Hours and Total Billing Hours. Along with grand totals, the report includes the percent of hours in each category. A related report, Employee Performance (dd), includes drill-down to detail behind the summary numbers.

Key Filters

Filters include Time Entry Date and Employee ID. You can also restrict data to only active or inactive projects, and billed or unbilled time. On the Report Center screen, you can also filter by Employee Start Date, Project Start Date, Project Manager, Contract Type, Project Status, project and employee custom fields and more.

You can also apply year-to-date date filters on this report.

How to Run the Report

From the Reports menu, select Report Center, Analysis category, Employee Utilization. Choose one or more filters or accept the defaults; then click Print or Preview. You can also access this report from the Reports menu, Company. You can find the most common employee analysis reports in the Reports menu, Employee.

More Employee Analysis Reports

- *Employee Performance Summary*: Provides managers with a snapshot of staff performance as displayed on the Employee-Performance screen. It helps in performance reviews. Organized by employee, the report displays information about utilization, realization, earnings and profitability.
- *Employee Realization - Gap Analysis*: Lists the realization rate per employee using their actual hours and billable hours worked. The report also displays the actual versus billed gap in amount and percentage.

- *Employee Realization Rate*: Provides managers with analytical information regarding development of skill improvement plans for staff or making personnel changes. Realization rate provides information about total time logged by an employee and that billed to the client. It is calculated as:

$$\text{Realization Rate} = \text{Billed Amount} / \text{Total Hours}$$

$$\text{Realization \%} = \text{Billed Amount} / \text{Billable Amount (of billed entries)} \times 100$$
- *Staff Workload*: Provides useful information about allocation of service hours and expenses units to the staff. The report compares the allocated, spent and remaining units (or hours), organized by employee.
- *Top Ten Employees by Bill Amount*: Displays a list of top ten employees on the basis of total hours worked by each and amount billed.

More Time & Expense Analysis Reports

- *Expense Charges Summary*: Provides a summary of expense codes. This report lists all the expense codes, along with their description, cost, markups and charge amounts.
- *Time Entry Delay Analysis*: Displays the submission pattern of employee time card. The report lists the total time spent by employees on various projects and the average delay in submitting those entries for approval.
- *Top Ten Expenses*: Displays a list of top ten expenses on the basis of total amount incurred on them.

More Utilization Reports

- *Utilization - Billable Time (Graph)*: Provides a graphical representation of billable time or utilization of employees working in a company. The report displays a pie chart depicting percentage of billable time recorded by the top 25 employees (and vendors).
- *Utilization - Non-Billable Time (Graph)*: Provides a graphical representation of non-billable time or utilization of employees working in a company. The report displays a pie chart depicting percentage of non-billable time recorded by the top 25 employees (and vendors).
- *Utilization by Department*: Provides managers with a utilization summary of employee time. The report lists total actual hours worked by employees, categorized by overtime, regular, vacation, sick and holiday hours, organized by department.
- *Utilization by Employee & Master Project (Staff Performance by Employee-Master Project)*: Provides managers with information on staff utilization and performance. Organized by employee and then master project, the report lists a breakdown of time (actual hours worked) into billable and non-billable hours, as well as percent of billable and non-billable time.
- *Utilization by Employee & Project*: Provides managers with staff utilization and performance information. Organized by employee, the report lists a breakdown of time (actual hours worked) into billable and non-billable hours, and percent of billable versus non-billable time for each project.
- *Utilization by Employee Group*: Provides managers with a utilization summary of employee time. The report lists total actual hours worked by employees, categorized by overtime, regular, vacation, sick and holiday hours, organized by pre-defined employee groups.

- *Utilization by Master Project & Employee (Staff Performance by Master Project- Employee):* Provides managers with information on staff utilization and performance. Organized by master project and then employee, the report lists a breakdown of time (actual hours worked) into billable and non-billable hours, as well as percent of billable and non-billable time.
- *Utilization by Project & Employee:* Provides managers with staff utilization and performance information. Organized by project, the report lists a breakdown of time (actual hours worked) into billable and non-billable hours, and percent of billable versus non-billable time for each employee.
- *Utilization by Title:* Provides managers with a utilization summary of employee time. The report lists total actual hours worked by employees, categorized by overtime, regular, vacation, sick and holiday hours, organized by title assigned to an employee.
- *Utilization by Year & Employee:* Provides managers with staff utilization and performance information. Organized by project, the report lists a one-line summary of billable and non-billable hours, total hours worked, value of hours billed and effective bill rate for each employee.
- *Utilization by Year, Employee & Project:* Provides managers with staff utilization and performance information. Organized by employee and year, the report lists a breakdown of time into billable and non-billable hours, and percent of billable versus non-billable time for each project.
- *Vendor Account Snapshot:* Provides managers with a quick snapshot of vendor accounts. Organized by vendor, the report displays the account summary including total/average billed time and expense amounts. Billed amounts are available for different aging periods.

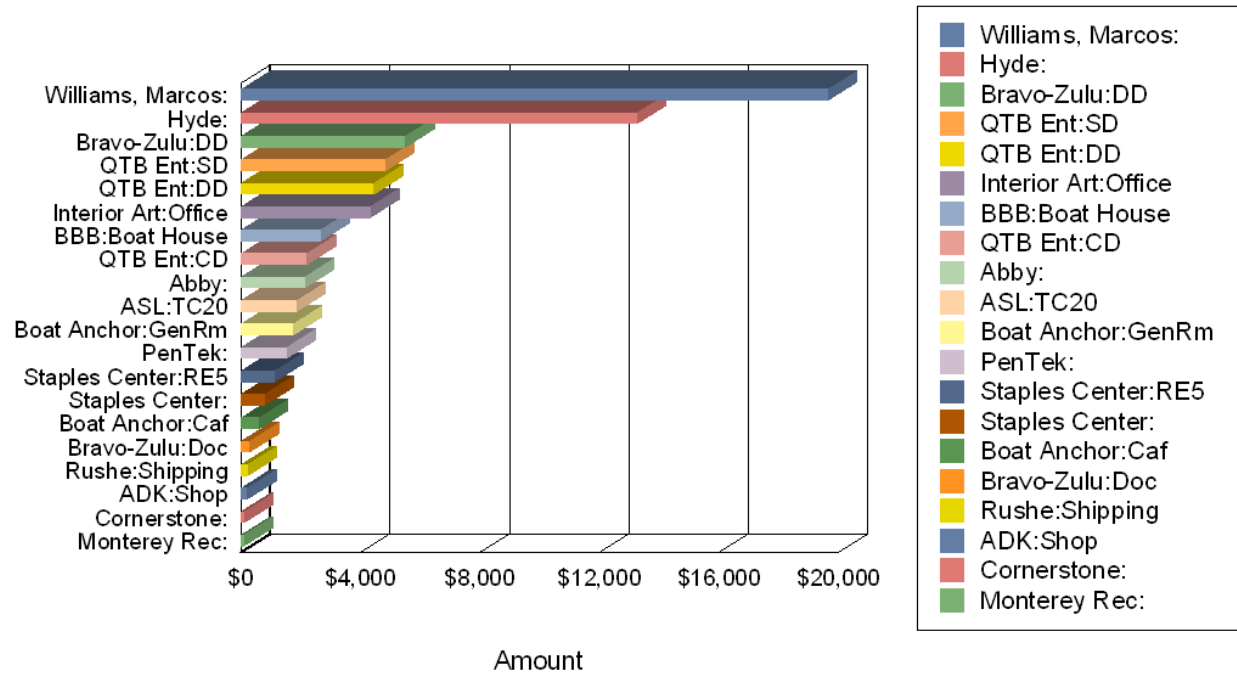
Work-in-Progress

BQE Professional Services

Work in Progress (Graph)

Printed on : 5/20/2009

Work in Progress (Top 20)



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Purpose

To provide executives and project managers with a graphic comparison of unbilled and approved time and expenses (work-in-progress) for the top 20 projects.

Description

The bar chart lists projects and the dollar value of work-in-progress waiting to be billed.

Key Filters

Filters include Project Start Date, Time Expense Date, Project ID, Client ID, Contract Type, Project Manager, Project Status, custom project fields and more.

How to Run the Report

From the Reports menu, select Report Center, Analysis category, WIP by Project – Top 20 (Graph). Choose one or more filters or accept the defaults; then click Print or Preview.

More WIP Reports

- *WIP Reconciliation Summary*: Provides a summary of work-in-progress for projects. The report lists the opening WIP, time and expenses, write up/down adjustments and closing WIP for projects for a specific date range.

Work-in-Hand

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Work in Hand by Project

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Filters Used:

- Project ID: 09-PV Country Club: to 10-Green Thumb:

Project ID	Project Name	Type	Contract	Serv Amt	Exp Amt	Amt Billed	Paid	Un-Paid	WIP	Un-Billed
09-PV Country Club:	PV Country Club	HNTE	\$80,000.00	\$24,668.75	\$49.45	\$24,720.47	\$24,555.93	\$164.54	\$2,116.25	\$55,331.25
10 Municipal Offices - 3:	Municipal Offices Technical Support	Hourly	\$0.00	\$1,240.00	\$0.00	\$1,240.00	\$17.50	\$1,222.50	\$6,883.00	N/A
10-CBS New System:	Crystal Blue Waters New System Evaluation	Fixed	\$1,500.00	\$2,500.00	\$0.00	\$2,500.00	\$500.00	\$2,000.00	\$0.00	OVER
10-CBS Support:	Crystal Blue Waters Ongoing Support	Hourly	\$1,500.00	\$5,225.00	\$0.00	\$5,225.00	\$4,900.31	\$324.69	\$10,550.00	OVER
10-City Health Dept:	City Health Department	HNTE	\$75,000.00	\$8.75	\$17.33	\$26.08	\$8.75	\$17.33	\$53,727.61	\$74,991.25
10-Crystal Blue Water:	Crystal Blue Waters New System Installation	Fixed	\$10,000.00	\$9,000.00	\$0.00	\$9,000.00	\$6,825.00	\$2,175.00	\$0.00	\$1,000.00
10-Dept Of City Services:	Dept. of City Services	Hourly	\$0.00	\$20,522.50	\$13.75	\$20,536.25	\$20,536.25	\$0.00	\$17.50	N/A
10-DWP:	Dept. of Water & Power	HNTE	\$46,000.00	\$13,827.50	\$0.00	\$13,837.15	\$13,547.50	\$289.65	\$0.00	\$32,172.50
10-Fun Foods:	Fun Foods 2.0 Upgrade	Fixed	\$15,000.00	\$15,380.00	\$0.00	\$15,385.32	\$15,000.00	\$385.32	\$0.00	OVER
10-Green Thumb:	Green Thumb Starter System	Fixed	\$10,500.00	\$5,000.00	\$249.02	\$5,249.02	\$4,000.00	\$1,249.02	\$5,858.75	\$5,500.00
Grand Total:			\$239,500.00	\$97,372.50	\$329.55	\$97,719.29	\$89,891.24	\$7,828.05	\$79,153.11	\$168,995.00

Purpose

To provide management with a list of projects that have work waiting to be started or completed. Knowing how much work is in your hands is very useful. This report helps executives determine whether additional projects can be taken or more resources are needed. Hence, it provides the key performance indicators that business owners need as it aids in making billing decisions.

In addition, you can use the Work-in-Hand report along with other reports in project status meetings. For example, you know the project is only 20% done but 27% of the contract has been spent already. Using the information at your fingertips, including notes kept in BillQuick's Project Journal, you can explain the unexpected issues and know they will demand more time to keep under control. Stepping up and discussing these with your boss shows that you are thinking about the potential impact on client relationships and the company's reputation. This may also lead to shifting of one or more of your projects to another manager. You should run this report every month or quarter.

To gauge how many months of work are in the pipeline, divide the unbilled contracts by your typical monthly billing amount. As a general rule of thumb, you should have at least 6 months of work-in-hand.

$$\text{Work Load in Months (Work-in-Hand)} = \text{Unbilled Amount} / \text{Average Monthly Billing}$$

Description

The report lists the contract type, contract amount, total services and expenses billed to a project, total billed amount, total payments applied, balance due (A/R) and how much of the contract is left. Work-in-Hand shows unbilled contract amounts that helps in forecasting (and whether you are over-contract). A drill-down (dd) version is available.

To get the best information from this report, it is recommended that you enter a contract amount for *all projects whatever the contract type*. This includes Hourly projects.

Key Filters

Filters include Project ID. You can also restrict data to only active or inactive projects. On the Report Center screen, you can also filter by Project Start Date, Transaction Date (time stamp when the invoice was created), Project Manager, Contract Type, project custom fields and more.

How to Run the Report

From the Report Center screen, select the Analysis category, Work-in-Hand by Project. Choose one or more filters or accept the defaults; then click Print or Preview. You can also run this report from the Reports menu, Company.

More Work-in-Hand Reports

- *Work-in-Hand - Phased*: Provides managers with a list of phased projects that have work waiting to be started or completed. Organized by project, the report displays contract details along with unbilled and unpaid (A/R) amounts for each phase.

- *Work-in-Hand - Phased Projects*: Provides managers with a list of projects that have work waiting to be started or completed. The report displays details about the contract and billed/paid/remaining amounts for phased projects only.
- *Work-in-Hand by Client & Project*: Provides managers with information to gauge profit-realization and cash flow risks. The report displays amount invested in the projects in the form of work-in-progress and receivables, organized by client.
- *Work-in-Hand by Project Manager*: Provides managers with a list of projects that have work waiting to be started or completed. Organized by project manager, this report tells executives how much work is in hand, whether additional projects can be taken or more resource are needed.

Write-Up/Write-Down

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Write Up/Down

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Period From	Period To	Project ID	Project Name	Amount Billed	Write Up	(%)	Write Down	(%)
1/1/1900	1/1/2099	City of	City of Malibu	\$16,000.00				
1/1/1900	1/1/2099	Malibu:Bridge						
1/1/1900	1/1/2099	Cornerstone:	Cornerstone Bookstore	\$500.00				
1/31/2007	1/31/2009	ADK:Shop	ADK Industries	\$100.44				
10/1/2007	10/30/2007	Staples Center:RE1	Design Drafting	\$562.75			\$2,269.50	(80.66%)
10/1/2007	10/30/2007	Staples Center:RE2	Construction Documents	\$8,621.95	\$8,336.00	5082.93%		
10/1/2007	10/30/2007	Staples Center:RE3	Administrative	\$1,700.00				
10/1/2007	10/30/2007	Staples Center:RE4	Engineering	\$19,125.00				
10/1/2007	10/31/2007	Staples Center:	Staples Center, Beverage Stand	\$3,331.30	\$1,536.00	56.60%		
10/1/2007	10/31/2007	ASL:TC20	Aperture Science - Test Chamber 20	\$1,762.30				
11/1/2007	11/30/2007	Staples Center:RE1	Design Drafting	\$272.00				
11/1/2007	11/30/2007	BBB:Boat House	BayerBaldwin Boathouse	\$286.25				
11/1/2007	11/30/2007	Boat Anchor:GenRm	Boat Anchor - General Room	\$312.45				
11/15/2007	12/14/2007	BBB:Boat House	BayerBaldwin Boathouse	\$2,155.86			\$67.32	(2.46%)
11/15/2007	12/14/2007	Boat Anchor:Caf	Boat Anchor - Cafeteria	\$4,219.00			\$253.00	(7.37%)
12/3/2007	12/31/2007	Staples Center:RE1	Design Drafting	\$5,984.00				
12/3/2007	12/31/2007	ASL:TC20	Aperture Science - Test Chamber 20	\$150.00				
1/1/2008	1/31/2008	Staples Center:RE4	Engineering	\$6,375.00				
1/1/2008	1/31/2008	Staples Center:RE5	Construction	\$10,625.00				
1/1/2008	1/31/2008	ASL:TC20	Aperture Science - Test Chamber 20	\$2,085.00			\$430.00	(17.10%)
1/1/2008	1/31/2008	ASL:TC21	Aperture Science - Test Chamber 21	\$8,000.00	\$199.20	2.59%		
1/1/2008	1/31/2008	Baker Jon Avril:	Baker, Jon & Avril Associates	\$420.00				
1/1/2008	1/31/2008	Cornerstone:	Cornerstone Bookstore	\$500.00				
1/1/2008	1/31/2008	J.D. Wood:	J.D. Wood & Associates	\$1,500.00				
1/1/2008	1/31/2008	Pacific:Remod	Pacific Solutions	\$800.00				
1/1/2008	2/29/2008	Baker Jon Avril:	Baker, Jon & Avril Associates	\$2,695.13				
1/15/2008	2/15/2008	Rushe:Shipping	Rushe Shipping	\$4,443.75			\$1,397.50	(26.66%)
2/1/2008	2/29/2008	Staples Center:	Staples Center, Beverage Stand	\$4,500.00	\$3,485.00	343.35%		
2/1/2008	2/29/2008	PenTek:	PenTek Ltd.	\$2,682.50				
2/1/2008	2/29/2008	QTB Ent:CD	Construction Documents	\$1,530.00				
2/1/2008	2/29/2008	QTB Ent:CD	Construction Documents	\$531.85			\$448.75	(52.87%)
2/1/2008	2/29/2008	QTB Ent:DD	Design Documents	\$573.75				
2/1/2008	2/29/2008	QTB Ent:DD	Design Documents	\$1,795.00				
2/1/2008	2/29/2008	QTB Ent:Per	QTB Enterprises Permits	\$113.40				
2/1/2008	2/29/2008	QTB Ent:SD	Schematic Design	\$2,730.00				
2/1/2008	2/29/2008	QTB Ent:SD	Schematic Design	\$2,553.75			\$140.00	(5.20%)

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Purpose

To provide executives and project managers with information about write-ups and write-downs (adjustments) on invoices. Through comparison, management can determine whether some services or clients may benefit from adjustments more than others and how that affects billed value and profitability.

Description

The report includes a one-line summary per project for each billing period that shows the amount billed, and the amount and percent increase or decrease in value. Computed bill value can be adjusted by writing up or writing down individual time entries or changing the net bill amount on the Billing Review screen.

Calculations

Bill Value for Fixed Fee, Hourly, Hourly Not To Exceed and Percentage Contract Types
Net Bill Amount = Billing Hours x Bill Rate + Billable Expenses

Bill Value for Recurring Contract Types = Amount entered for the project

Write-Up/Down Amount = Computed Bill Value - Net (Adjusted) Bill Value + Retainer Applied + Discount.

Write-Up/Down % = Write-Up/Down Amount / Computed Billed Value
Negative numbers represent a write-down.

Key Filters

Filters include Project Start Date, Transaction Date, Invoice Date, Project ID, Client ID, Contract Type, Project Manager, Project Status, Invoice Number, project custom fields and more.

How to Run the Report

From the Report Center screen, select the Analysis category, Write-Up/Write-Down Detail by Billing Period. Choose one or more filters or accept the defaults; then click Print or Preview. You can access the most common write up/down reports from the Reports menu, Billing.

More WUD Reports

- *Write-Up/Write-Down Detail by Employee & Invoice*: Provides managers with information about write-up/down adjustments on invoices. The report lists the invoice details and their write-up/down percentages, allocated to employees by the proportion of value of time relieved on an invoice.
- *Write-Up/Write-Down Detail by Project, Invoice & Employee*: Provides managers with details about write-up/down adjustments on invoices. Organized by project, the report breaks down the information by invoice and employee, listing the hours, standard amount (Bill Amount/Value = Billing Hours x Bill Rate), actual amount, bill rate and write-up/down percentages.

- *Write-Up/Write-Down Details*: Provides managers with information about write-up/down adjustments on invoices. Organized by employee, the report lists the invoice details, and adjusted hours and amount.
- *Write-Up/Write-Down Summary by Employee*: Provides managers with a summary of write-up/down adjustments on invoices. The report displays a one-line summary of employee, billed hours, standard amount ($\text{Bill Amount/Value} = \text{Billing Hours} \times \text{Bill Rate}$), actual amount, bill rate, and write-up/down percentages.
- *Write-Up/Write-Down Summary by Invoice Date*: Provides managers with a summary of write-up/down adjustments on invoices. The report displays a one-line summary of invoices, projects, billed amount and write-up/down percentages.
- *Write-Up/Write-Down Summary by Project*: Provides managers with a summary of write-up/down adjustments on invoices. The report displays a one-line summary of projects, billed hours, standard/actual amount and bill rate, and write-up/down percentages.

Billing

Billing Review with Memos

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Billing Review with Memos

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Filters Used:
 - Time & ExpenseLog Date: 9/1/2011 to 10/31/2011

Period From	Period To
9/1/2011	10/31/2011

Date	Emp ID	Description	B-Hrs/Units	Cost Amt	Amount	
Project: (09-PV Country Club:) Name: PV Country Club						
Services:						
9/24/2011	JD Consulting	BUILDING DEPARTMENT LIAISON	8.00	\$440.00	\$440.00	NP
9/24/2011	Geo Engineering	COMPUTER AIDED DRAFTING	14.00	\$560.00	\$560.00	NP
10/25/2011	CJ	Client Conference/Meeting	1.25	\$43.75	\$187.50	
10/26/2011	BW	Meeting with sub-contractors and board members regarding North Building extension. FIELD SURVEYING Survey - land fill east tower foundation.	2.00	\$80.00	\$220.00	
Expenses:						
9/24/2011	JD Consulting	MILEAGE	25.00	\$12.50	\$12.50	NP
10/27/2011	CJ	MILEAGE Site inspection mileage expense. 10% markup applied.	25.00	\$12.50	\$13.75	NP

Account Information							
Services Billed	Exp Billed	Billed	Paid	Owed	Ref Paid	Ref Avail	
\$ 24,668.75	\$ 49.45	\$ 24,720.47	\$ 24,555.93	\$ 164.54	\$ 0.00	\$ 0.00	
Contract Amt	Contract Type	Fixed Fee	Contract Balance	% Complete	Hrs x CR	Proj Mgr	Client ID
\$ 80,000.00	HNTE	\$ 0.00	\$ 55,279.53	0.00%	\$ 0.00	JA	Allied Tec

	Hrs / Units	Cost Amt	Billable Amt
Total Labor Amount for Project ID 09-PV Country Club:	25.25	\$1,123.75	\$1,407.50
Total Expenses for Project ID 09-PV Country Club:	50.00	\$25.00	\$26.25
Total Billable Amount:		\$1,148.75	\$1,433.75

Send Statement YES / NO Bill YES / NO Bill Amount: \$ _____

Notes: Project Complete.

Purpose

To provide billing managers with information to aid in making billing decisions, including what to bill, how much to bill, memos to include and more. This report enables you to base your current billing decisions on prior invoice billings.

Description

The report lists unbilled time and expenses (work-in-progress) for a project. Details include time or expense date, timekeeper who recorded it, activity or expense charged to the project, billing hours or units, cost amount and bill value. Adjustments (write-ups/downs) to the Net Bill Amount or specific time entries show as a percentage (Write-Up/Down factor). You can choose which items to exclude from the invoice, what to write-off (mark as billed) and so on. Service and expense summaries include billing hours, units, cost amounts and billable amounts. Reference information includes billed services and expenses, payments, balance due, retainer paid and available, contract amount/type/balance, fixed fee, percent complete, project manager and client ID. You can indicate whether or not to bill the project or to send a statement. A warning displays when charges exceed the project contract (for Fixed, Hourly Not to Exceed or Recurring with Cap types). You can add instructions for an assistant.

Key Filters

Filters are the parameters chosen on the Billing Review screen when you generate billing records. After choosing by which item you want to view billing records (Client ID, Project ID, Client Manager, Project Manager, Client Group, Project Group and Contract Type), select a range and the period from which you want to include unbilled, approved time and expenses (work-in-progress).

How to Run the Report

From the Reports menu, select Report Center, Billing category, Billing Review with Memos. You can also run this report directly from the Billing Review screen. Choose one or more filters or accept the defaults, then click Print or Preview.

WIP Detail

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WIP Detail by Project

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Project Name (ID): Torrance Airport Upgrade (10-Torrance Airport)
Contract Amount: \$100,000.00
Contract Type: Cost + Fixed Fee

Date	Employee ID	Description	Hours	Cost Rate	Cost	B-Hrs	Bill Rate	Amount
Services:								
4/6/2011	JD Consulting	Computer Installation	3.75	\$49.55	\$185.81	3.75	\$100.25	\$375.94
4/11/2011	JD Consulting	Computer Installation	3.75	\$49.55	\$185.81	3.75	\$100.25	\$375.94
4/16/2011	JD Consulting	Computer Installation	3.75	\$49.55	\$185.81	3.75	\$100.25	\$375.94
4/21/2011	JD Consulting	Computer Installation	3.75	\$49.55	\$185.81	3.75	\$100.25	\$375.94
5/1/2011	JD Consulting	Computer Installation	3.75	\$49.55	\$185.81	3.75	\$100.25	\$375.94
5/16/2011	JD Consulting	Computer Installation	3.75	\$49.55	\$185.81	3.75	\$100.25	\$375.94
6/7/2011	MK	Report/Letter	0.25	\$17.00	\$4.25	0.25	\$35.00	\$8.75
6/12/2011	MK	Report/Letter	0.25	\$17.00	\$4.25	0.25	\$35.00	\$8.75
6/17/2011	MK	Report/Letter	0.25	\$17.00	\$4.25	0.25	\$35.00	\$8.75
6/22/2011	MK	Report/Letter	0.25	\$17.00	\$4.25	0.25	\$35.00	\$8.75
6/27/2011	MK	Report/Letter	0.25	\$17.00	\$4.25	0.25	\$35.00	\$8.75
7/2/2011	MK	Report/Letter	0.25	\$17.00	\$4.25	0.25	\$35.00	\$8.75
7/17/2011	MK	Report/Letter	0.25	\$17.00	\$4.25	0.25	\$35.00	\$8.75
7/27/2011	MK	Report/Letter	0.25	\$17.00	\$4.25	0.25	\$35.00	\$8.75
9/24/2011	Geo Engineering	COMPUTER AIDED DRAFTING	6.00	\$45.00	\$270.00	6.00	\$45.00	\$270.00
Total of Services for Project 10-Torrance Airport:			<u>30.50</u>		<u>\$1,418.86</u>	<u>30.50</u>		<u>\$2,595.63</u>
Project Total:			<u>30.50</u>		<u>\$1,418.86</u>			<u>\$2,595.63</u>

Account Information							
Services Billed	Exp Billed	Billed	Paid	Owed	Ret Paid	Ret Avail	
\$ 18,808.75	\$ 0.00	\$ 18,857.13	\$ 13,500.00	\$ 5,357.13	\$ 0.00	\$ 0.00	
Contract Amt	Contract Type	Fixed Fee	Contract Balance	% Complete	Hrs x CR	Proj Mgr	Client ID
\$ 100,000.00	Cost + Fixed Fee	\$ 10,000.00	\$ 81,142.87	0.00%	\$ 0.00	WB	Lancome

	Hrs / Units	Cost Amt	Billable Amt
Total Labor Amount for Project ID 10-Torrance Airport:	0.00	\$0.00	\$0.00
Total Expenses for Project ID 10-Torrance Airport:	0.00	\$0.00	\$0.00
Total Billable Amount:		<u>\$0.00</u>	<u>\$0.00</u>

Send Statement YES / NO

Bill YES / NO

Bill Amount: \$ _____

Notes:

Purpose

To provide managers and administrative staff details about unbilled and approved time and expenses charged to projects, engagements or matters to gauge investment in clients and to aid in billing clients.

Description

The report lists time and expenses in separate sections. Time information includes date the work was done, who did the work, task charged to the project, actual hours, cost rate, cost amount, billing hours, bill rate and bill value. Non-billable entries are marked. Subtotals and grand totals display for services and expenses.

Calculations

Cost Amount = Actual Hours x Cost Rate.

Bill Amount = Billing Hours x Billing Rate.

Key Filters

Filters include Project ID. You can also restrict data to only active or inactive projects, and billable or non-billable time and expenses. On the Report Center screen, you can also filter by Project Start Date, Project Manager, Contract Type, Project Status, project custom fields and more.

How to Run the Report

From the Report Center screen, select Billing category, WIP Detail by Project. Choose one or more filters or accept the defaults; then click Print or Preview. You can also run this report from the Reports menu, Billing.

More Billing Reports

- *Billing Review for Phased Projects*: Provides managers with detailed billing information about phased projects. Organized by project phase, the report displays the billed/unbilled services and expenses, retainer summary and accounts receivable associated with projects.
- *Billing Review for Phased Projects–Summary*: Provides managers with summarized billing information about phased projects. Organized by project phase, the report displays the billed/unbilled services and expenses, and accounts receivable associated with projects.
- *Billings & Receipts Summary by Month (Graph)*: Provides a graphical representation of monthly cash flow. The report displays a graph depicting the amount billed versus the payment received for a monthly period.
- *Billings Summary by Month*: Provides you with a monthly billing summary. Displays the amount billed and payment received on invoices for a monthly period.
- *Contract Services – Percentage Billed*: Displays the percentage of project contract amount that has been billed.

When project managers also have billing responsibilities, knowing how much of the contract has been billed is useful. In some cases, you will compare the amount billed to your appraisal of the project's progress (percent complete). In other situations, you may use this in combination with the Billing Review report and the Work-in-Hand report when making billing decisions.

- *Contract Billing by Master Project - % Billed (Percentage Billed Master)*: Provides information about the project's progress and how much of the contract amount has been billed. The report rolls up the phase information under the master project itself and displays contract type, amount/percentage of contract billed to the client for both services and expenses, etc. Items in blue represent contracted billings to projects that don't have a contract amount yet.
- *Expense Detail by Project with Approval Status*: Provides managers with a complete list of expenses charged to the projects. The report lists the expense entries and their details including current submission-approval status.

This report, like other project time and expense reports, displays additional columns that may be marked with different symbols, depending upon whether the entry is invoiced, marked as billed, non-billable (red question mark in a yield sign) or marked as extra (x). If the entry has been invoiced, you can mouse-over the invoice symbol to see the invoice number.

- *Firm Reconciliation*: Provides reconciliation details of your company for a previous reconciliation period. The report displays the beginning and ending A/R balances along with retainer balance, billed amount and late fee charges.
- *Invoice Reconciliation*: Provides billing managers with detailed accounting history of your invoices for the specified reconciliation period. Organized by invoice numbers, the report lists the service and expense items along with their details like hours, rate and amount.
- *Retainage Held & Paid by Client*: Provides a summary of client retainage. Organized by client, the report displays the retainage amount held and paid by the client, along with the balance due. You can drill down into the details.
- *Retainer Invoice List*: Displays the retainer invoice register. This report lists the projects, client/company and the associated retainer invoice amount. As with all the invoice registers, this report features an expanded reconciliation summary.
- *Project Time & Expense Detail – Approved*: Provides a comprehensive record of work done and expenses charged to projects. The report lists approved time and expenses, displaying information including project manager, hours and units charged, bill amount and memo.

This report, like other project time and expense reports, displays additional columns that may be marked with different symbols, depending upon whether the entry is invoiced, marked as billed, non-billable (red question mark in a yield sign) or marked as extra (x). If the entry has been invoiced, you can mouse-over the invoice symbol to see the invoice number.

- *Project Time & Expenses – Unapproved*: Provides a summary of work done and expenses charged to projects. The report lists un-approved time and expenses, displaying information including project manager, employee, hours and units charged, bill and cost amount.

This report, like other project time and expense reports, displays additional columns that may be marked with different symbols, depending upon whether the entry is invoiced, marked as billed, non-billable (red question mark in a yield sign) or marked as extra (x). If the entry has been invoiced, you can mouse-over the invoice symbol to see the invoice

number.

- *Projected Labor – Forecast*: Enables the project managers to forecast the billings as of a specified date. Organized by employee and project, the report provides details about projected billings against a timeline.
- *Sales by Item, Client, Employee top 10 (Revenue by Item, Client, Employee top 10)*: Provides information about the total revenue or sales made by the company for the specified period. Organized by employee, item and client, the report lists the revenue or net billings based on a Start and End Date range. Total Revenue represents pre-retainer net bill amounts; Employee and Item revenue is pre-tax but post mark-up/down, Client revenue is untaxed service and expense amount minus discounts. If discount is greater than the untaxed amounts, then only the portion that covers those amounts is used for calculation.
- *Time & Expense Counts by Employee – Un-Approved*: Provides managers with a count of unapproved time and expense entries awaiting approval. The report displays a one-line summary of unapproved time and expenses by employee along with the date range.
- *Time & Expense Detail by Project – Approved*: Lists the approved time and expense entries with their cost rate, bill rate and amount for a project.
- *Time & Expense Detail by Project & Year – Billed*: Provides a comprehensive record of work done and expenses charged to projects on a yearly basis. The report lists time and expenses for a year, displaying information about contract amount, hours and units charged, and bill amount.
- *Time Detail with Approval Status by Project*: Lists time entry details and their current approval status - whether submitted, approved or rejected.
- *WIP Detail – Phased Projects*: Provides managers with work-in-progress information to gauge investment in clients and help in billing decisions. The report displays details about unbilled and approved time and expenses charged to phased projects only.
- *WIP Detail by Client & Project*: Provides managers with work-in-progress information to gauge investment in clients and help in billing decisions. Organized by client, the report displays details about unbilled and approved time and expenses charged to projects.
- *WIP Summary & WIP Aging by Project*: Displays the work-in-progress summary for projects. Organized by project, the report lists totals for actual hours, billing hours, cost amount and bill value for services and expenses along with a 30-60-90 day aging of outstanding invoices.
- *WIP Summary with AR Aging by Project*: Displays the work-in-progress summary. Organized by project, the report lists totals for billing hours, cost amount and bill value for services and expenses along with a 30-60-90 day aging of outstanding invoices. You can even drill down into the details.
- *WIP Aged Summary by Master Project (Aged WIP by Master Project Summary)*: Displays the work-in-progress summary for managers. Organized by master project, the report lists one-line totals of the WIP for 30-60-90 day aging periods.
- *WIP Summary & WIP Aging by Master Project (WIP by Master Project dd)*: Displays the work-in-progress summary for projects. Organized by master projects, the report lists the totals for billing hours, cost amount and bill value for services and expenses along with a 30-60-90 day aging of outstanding invoices. You can drill-down to the details in this report.

Budgets and Estimates

Budget Detail

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Budget Detail

Printed on: 2/22/2011
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Budget ID: 04-165-SC

Name: Final Budget 04-165-SC

Author: CJ

Emp/EG ID	Act/AG ID	Description	Markup	Hours/Units	Rate	Tax	Amount
Service Budget:							
ALL	Client Conf:	Client Conference/Meeting		10.00	\$90.00	\$0.00	\$900.00
ALL	Conf Call:	Telephone Call/Conference		15.00	\$90.00	\$0.00	\$1,350.00
ALL	Coordination:	Consultant Coordination		20.00	\$100.00	\$0.00	\$2,000.00
ALL	Liaison:	Liaison/Coordination		9.00	\$70.00	\$0.00	\$630.00
ALL	Marketing:	Marketing/Sales		20.00	\$0.00	\$0.00	\$0.00
ALL	Measurement:	Site Measurement		40.00	\$70.00	\$0.00	\$2,800.00
ALL	PRSV	Professional Services		30.00	\$100.00	\$0.00	\$3,000.00
ALL	Report:	Report/Letter		5.00	\$35.00	\$0.00	\$175.00
ALL	Research:	Research		40.00	\$75.00	\$0.00	\$3,000.00
ALL	Review:	Review		10.00	\$100.00	\$0.00	\$1,000.00
ALL	Site Insp:	Site Inspection		50.00	\$70.00	\$0.00	\$3,500.00
Total Services:							\$18,355.00

Expense Budget:

Copy:	COPY SERVICES	10.00%	1,500.00	\$0.10	\$0.00	\$165.00
Mileage:	MILEAGE	0.00%	400.00	\$0.50	\$0.00	\$200.00
Photos:	PHOTOGRAPHS	10.00%	40.00	\$1.00	\$0.00	\$44.00
DEL:	SPECIAL DELIVERY/COURIER	10.00%	10.00	\$30.00	\$0.00	\$330.00
Total Expenses:						\$739.00

Total Services:	\$18,355.00
Total Expenses:	\$739.00
Misc:	\$0.00

Grand Total: **\$19,094.00**

Purpose

To provide project managers and others with the project budget details. The report also provides a hardcopy record for your files.

Description

The report lists the service and expense details of budgets. Each budget line item shows an employee, vendor or group, activity or activity group they will work on, projected hours for the tasks, budgeted bill rate and budget amount for the item. For expenses, any item or group of items can be marked up. If desired, a miscellaneous amount can be added to or subtracted from the total budget.

Calculations

Service Line Item Amount = Hours x Bill Rate

Expense Line Item Amount = Units x Expense Cost x Markup % x Tax Rates

Key Filters

Filters include Project Start Date, Budget ID, Project ID, Client ID, Contract Type, Project Manager, Project Status, project custom fields and more.

How to Run the Report

From the Report Center screen, select Budgets and Estimates category, Budget Detail. Choose one or more filters or accept the defaults; then click Print or Preview. You can run the most common budget reports from the Reports menu, Project.

Estimate Detail

Hendricks Consulting LLC 2601 Airport Drive, Suite 380 Los Angeles, CA 90505 Tel: (310) 555-1212 Fax: (310) 555-2121 admin@hendricks_consulting.com www.hendricks_consulting.com			Estimate Detail		
Estimate ID: 05-MAIN:A Estimate Name: Phase A Estimate			Printed on: 2/22/2011 Page 1 of 1		
Estimate					
Act/AG ID	Description	Hours	Rate	Amount	
Service Estimate:					
Client Conf:	Client Conference/Meeting	5.00	\$75.00	\$375.00	
CMR:	Computer Maintenance/Repair	25.00	\$150.00	\$3,750.00	
Site Insp:	Site Inspection	12.00	\$110.00	\$1,320.00	
				Total Services:	\$5,445.00
Expense Estimate					
Expense/EGID	Description	MarkUp	Units	Cost	Amount
Airfare:	AIRFARE	10.00%	1.00	\$350.00	\$385.00
Copy:	COPY SERVICES	10.00%	100.00	\$0.10	\$11.00
Mileage:	MILEAGE	0.00%	1.00	\$0.50	\$0.50
				Total Services:	\$5,445.00
				Total Expenses:	\$396.50
				Grand Total:	\$5,841.50

Purpose

To provide project, sales and other managers with the estimate details that can be reviewed and sent to the clients.

Description

Addressed to the client, the estimate includes activities to be done and expenses expected to be incurred to complete a scope of work. Service items include estimated hours, bill rate and amount. Expense items include markup, units, cost rate and cost amount. Subtotals display for services and expenses along with a grand total.

Key Filters

Filters include Budget ID and Activity ID.

How to Run the Report

From the Reports menu, select All Report, Budgets and Estimates category, Estimate Detail. Choose one or more filters or accept the defaults; then click Print or Preview.

Company Licenses

- *Company Details*: Displays the company related information including Employer ID, license key, main service tax, main expense tax, etc.
- *Product Licenses*: Provides information about the company licenses. This report displays the details such as product code, license key and the number of licensed users for the software.

Envelopes & Labels

- *Client Envelopes with No Return Address*: Displays the client address at the top, to be used on envelopes.
- *Client Envelopes with Return Address*: Displays the return address of the company at the top and client address at the bottom, to be used on envelopes.
- *Client Mailing Labels*: Lists the client names and addresses in a label layout. This report is formatted to fit the most popular label printouts available like the shipping labels (3x6, 3x10 and 2x10 labels per page).
- *Employee Envelopes with No Return Address*: Displays the employee address at the top, to be used on envelopes.
- *Employee Envelopes with Return Address*: Displays the company address at the top and employee address at the bottom, to be used on envelopes.
- *Employee Mailing Labels*: Lists the employee names and addresses in a label layout. This report is formatted to fit the most popular label printouts available like the shipping labels (3x6, 3x10 and 2x10 labels per page).
- *Project Mailing Labels*: Lists the project names and addresses in a label layout. This report is formatted to fit the most popular label printouts available like the shipping labels (3x6, 3x10 and 2x10 labels per page).
- *Vendor Mailing Labels*: Lists the vendor names and addresses in a label layout. This report is formatted to fit the most popular label printouts available like the shipping labels (3x6, 3x10 and 2x10 labels per page).

Master Information Lists

Activity Code List

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Activity Code List

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Activity ID	Description	Cost Rate	Bill Rate	Min Hrs	Billable	Tax %	Inactive
Accounting:	Accounting	\$0.00	\$0.00	8.00	N	9.00	<input checked="" type="checkbox"/>
Act:BQ	Default Activity - BillQuick	\$1.00	\$1.00		Y	9.00	<input checked="" type="checkbox"/>
AR:DC	Design Calculations	\$0.00	\$0.00		Y	9.00	<input checked="" type="checkbox"/>
BD Liaison:	Building Department Liaison	\$0.00	\$0.00		Y	9.00	<input checked="" type="checkbox"/>
Blue Printing:	Blue Printing	\$0.00	\$0.00		Y	9.00	<input checked="" type="checkbox"/>
Cabinets:	Cabinet Installation	\$35.00	\$35.00		Y	9.00	<input checked="" type="checkbox"/>
CAD:	Computer Aided Design	\$0.00	\$0.00	8.00	Y	0.00	<input checked="" type="checkbox"/>
Cad Plot:	Cad Plotting	\$0.00	\$0.00		Y	9.00	<input checked="" type="checkbox"/>
Calcs:	Design Calculations	\$0.00	\$0.00	6.00	Y	0.00	<input checked="" type="checkbox"/>
Carpentry	Carpentry	\$35.00	\$35.00		Y	0.00	<input checked="" type="checkbox"/>
Client Conf:	Client Conference/Meeting	\$0.00	\$0.00		Y	0.00	<input checked="" type="checkbox"/>
CMR:	Computer Maintenance/Repair	\$0.00	\$0.00		Y	0.00	<input checked="" type="checkbox"/>
Comp Ins:	Computer Installation	\$0.00	\$0.00	8.00	Y	9.00	<input checked="" type="checkbox"/>
Conf Call:	Telephone Call/Conference	\$0.00	\$0.00		Y	0.00	<input checked="" type="checkbox"/>
Conf Client:	Conference with Client	\$0.00	\$0.00		Y	0.00	<input checked="" type="checkbox"/>
Const Insp:	Construction Inspection	\$0.00	\$0.00		Y	0.00	<input checked="" type="checkbox"/>
Coordination:	Consultant Coordination	\$0.00	\$0.00		Y	0.00	<input checked="" type="checkbox"/>
Copying:	Copy/Reproduction Services	\$0.00	\$0.00		Y	0.00	<input checked="" type="checkbox"/>
Cost Est:	Preliminary Cost Estimate	\$0.00	\$0.00		Y	0.00	<input checked="" type="checkbox"/>
Countertops	Countertop Installation	\$35.00	\$35.00		Y	0.00	<input checked="" type="checkbox"/>
Data Entry:	Database Entry/Assistance	\$0.00	\$0.00		Y	0.00	<input checked="" type="checkbox"/>
Drywall	Drywall Installation	\$25.00	\$25.00		Y	9.00	<input checked="" type="checkbox"/>
Electrical	Electrical Installation	\$35.00	\$35.00		Y	0.00	<input checked="" type="checkbox"/>
Field Insp:	Field Inspection	\$0.00	\$0.00		Y	0.00	<input checked="" type="checkbox"/>
Flooring	Flooring Installation	\$35.00	\$35.00		Y	9.00	<input checked="" type="checkbox"/>
GEN:COMP	Compensation Time	\$0.00	\$0.00		N	0.00	<input checked="" type="checkbox"/>
GEN:HOL	Holiday	\$0.00	\$0.00		N	0.00	<input checked="" type="checkbox"/>
GEN:SICK	Sick	\$0.00	\$0.00		N	0.00	<input checked="" type="checkbox"/>
GEN:VAC	Vacation	\$0.00	\$0.00		N	0.00	<input checked="" type="checkbox"/>
Gen Office:	General Office/Clerical	\$0.00	\$0.00		N	0.00	<input checked="" type="checkbox"/>
Inspection:	Site Inspection	\$0.00	\$0.00		Y	0.00	<input checked="" type="checkbox"/>
Insulation	Insulation Installation	\$30.00	\$30.00		Y	9.00	<input checked="" type="checkbox"/>
Liaison:	Liaison/Coordination	\$0.00	\$0.00		Y	0.00	<input checked="" type="checkbox"/>
Marketing:	Marketing/Sales	\$0.00	\$0.00		N	0.00	<input checked="" type="checkbox"/>
Measurement:	Site Measurement	\$0.00	\$0.00		Y	0.00	<input checked="" type="checkbox"/>
Meeting Client:	Client Meeting	\$0.00	\$0.00		Y	0.00	<input checked="" type="checkbox"/>
Painting	Painting	\$25.00	\$25.00		Y	9.00	<input checked="" type="checkbox"/>
Plan Review:	Plan Review	\$0.00	\$0.00		Y	0.00	<input checked="" type="checkbox"/>
Prelim Design:	Preliminary Design	\$0.00	\$0.00		Y	0.00	<input checked="" type="checkbox"/>
Preparation:	Meeting Preparation	\$0.00	\$0.00		Y	0.00	<input checked="" type="checkbox"/>
Report:	Report/Letter	\$0.00	\$0.00		Y	0.00	<input checked="" type="checkbox"/>
Research:	Research	\$0.00	\$0.00		Y	0.00	<input checked="" type="checkbox"/>
Review:	Review	\$0.00	\$0.00		Y	0.00	<input checked="" type="checkbox"/>
Site Insp:	Site Inspection	\$0.00	\$0.00		Y	0.00	<input checked="" type="checkbox"/>
Site Super:	Site Supervision	\$0.00	\$0.00		Y	0.00	<input checked="" type="checkbox"/>
Sub Div:	Subdivision Depl. Process	\$0.00	\$0.00		Y	0.00	<input checked="" type="checkbox"/>
Supervise:	Field Supervision	\$0.00	\$0.00		Y	0.00	<input checked="" type="checkbox"/>
Survey:	Field Surveying	\$0.00	\$0.00		Y	0.00	<input checked="" type="checkbox"/>
Sys Upgrade:	Computer System Upgrades	\$0.00	\$0.00		Y	0.00	<input checked="" type="checkbox"/>

BillQuick Standard Report Copyright © 2012 BQE Software, Inc.

Purpose

To provide managers and staff with information that helps them to review activities (tasks or service codes) that can be charged to projects.

Description

The report lists billable and non-billable activity codes, including Activity ID, Description, Cost Rate, Bill Rate, Minimum Hours, Billable/Non-Billable (blank) status, Tax Percentage (sum of up to 3 tax rates) and Inactive/Active (blank) status.



BillQuick considers the Bill Rate and Cost Rate for an activity code when charging time to a project **only** if you turn the feature on in the Project-Detail screen and when there is no Service Fee Schedule assigned to the project.

Key Filters

Filter the report based on a range of Activity ID.

How to Run the Report

From the Report Center screen, select Master Information Lists category, Activity Code List. Select your filter range or accept the default (all activities); then click Preview or Print. You can also run the most common activity reports from the Reports menu, Activity.

More Activity Reports

- *Activity Code List by Group*: Provides information that helps you to review activity codes that can be charged to projects, organized by their groups. The report lists the defined subsets of activity codes (groups).
- *Activity Code List with GL Accounts*: Provides information that helps you to review activity or service codes that can be charged to projects. The report lists the activity codes along with their general ledger accounts.

Client List

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Client List

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Client ID	Contact Name	Company	Phone	Fax	Email
Allied Tech	Lynn Tracey	Allied Technology	(606)-555-1212	(606)-555-2121	lynnt@at.com
Bldg Department	John Kelly	Building Department	(213)-555-1212	(213)-555-121	
BQES	Rhonda McKinley	BQE Software Inc.	(888)-245-5669	(310)-530-0184	kinley@bqe.com
City Services	Carolyn Summer	City Services Dept.	(310)-555-2233	(310)-555-3322	summer@cst.com
County	Tracy Hunter	County Municipal Offices	(310)-555-3322	(310)-555-2233	
Factor Foundation	Rhonda Marie	Factor Foundation	(333)-616-2222	(333)-616-2211	marie@facfoundation.com
Global Tech	Tom Hanks	Global Technology	(575)-444-5656	(575)-444-6565	
HILLARD	Bob Hillard	Hillard New Residence	(123)-145-6456	(456)-444-6456	
Holiday Inn	Lisa Lee	Holiday Inn	(222)-555-6161	(222)-555-1616	
HUD	Mark Summer	Housing and Urban Development	(213)-555-9966	(213)-555-6699	
LA DWP	Monica Winter	Dept. Water & Power	(310)-555-1212	(310)-555-2121	
Lancome	Frank Markin	Lancome LLC	(310)-565-6655	(310)-565-5566	
Widgets Inc	Fredrick Fields	Widgets Inc	(515)-333-2121	(515)-333-1212	

Purpose

To provide managers and staff with a list of clients and contact information for review.

Description

The report lists clients sorted by client ID. It includes company name, main contact name, phone number, fax number and email address.

Key Filters

Filters include Client Since Date and Client ID. You can also restrict the list to active or inactive clients. On the Report Center screen, you can also filter it by Client Zip Code and client custom fields.

How to Run the Report

From the Report Center screen, select Master Information Lists category, Client List. Choose one or more filters or accept the defaults; then click Print or Preview. You can also run the most common client reports from the Reports menu, Client.

More Client Reports

- *Client Address & Phone Details*: Displays a list of clients and associated details such as company name, contact, address, phone number, email address, web site address and notes.
- *Client Address & Phone Details by Group*: Organized by pre-defined client groups, the report lists clients, main contacts, phone, fax and email address.
- *Client Contacts*: Lists the main contacts for the clients. The report provides contact information including phone number, fax number and email address.
- *Client List by Group*: Provides managers and staff with a list of clients and their contact information for review. The report displays the client information including ID, company name, main contact name, phone number, fax number and email address, organized by pre-defined client groups.
- *Client List with Custom Fields*: Provides managers and staff with a list of clients and their contact information for review. The report displays the client information including ID, company name, main contact name and custom fields.
- *Client Records - Linked Files*: Provides you with a list of files linked to the client records. The report also displays the description and location of the linked files.

Employee Details

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Employee Address & Phone Details

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Employee ID	Employee Name & Address	Contact Information
AM	Name: Allen Marcello Addr: 2211 Engineer Avenue Torrance CA 90500 Phone: 310-555-2233 Mobile Phone: Fax: 310-555-3322 Email:	Name: Rhonda Graham Relation: Advisor Phone: 310-333-9876
BD	Name: Bob Duncan Addr: 123 Shady Acres Lane Harbor City CA 90200 Phone: 310-555-6611 Mobile Phone: Fax: 310-555-1166 Email:	Name: James Duncan Relation: Father Phone: 310-456-2344
BW	Name: Bert Woolmer Addr: 444 Free Spirit Street Carson CA 90200 Phone: 310-555-4444 Mobile Phone: Fax: 310-555-8888 Email:	Name: Heidi Woolmer Relation: Spouse Phone: 424-567-4333
CJ	Name: Curtis James Addr: 1414 Luxury Lane Torrance CA 90500 Phone: 310-555-1717 Mobile Phone: Fax: 310-555-7171 Email:	Name: Relation: Phone:
JA	Name: Jennifer Arlington Addr: 5555 Shady Lane Torrance CA 90500 Phone: 310-555-1212 Mobile Phone: Fax: 310-555-1414 Email:	Name: Daisy Pasterneck Relation: Mentor Phone: 320-456-5232
MK	Name: Mark Kerns Addr: 23 Dogwood Avenue Lomita CA 90700 Phone: 310-555-9966 Mobile Phone: Fax: 310-555-6699 Email:	Name: Relation: Phone:

Purpose

To enable managers and administrative staff to review employee contact and emergency contact information.

Description

The report lists Employee Name, Address, Phone number, Fax Number and Email address for employees. Also included is the emergency contact's name, relationship and phone number.

Key Filters

Filters include Employee ID. On the Report Center screen, additional filters include Employee Date Hired, Title, Department and employee custom fields.

How to Run the Report

From the Report Center screen, select Master Information Lists category, Employee Address & Phone Details. Choose one or more filters or accept the defaults; then click Print or Preview. You can also run the most common employee reports from the Reports menu, Employee.

More Employee Reports

- *Employee Address & Phone Details by City:* Enables managers to review contact and emergency contact information of the employees. The report lists the contact details of the employees including name, address, email, phone and fax number, organized by home city.
- *Employee Address & Phone Details by Classification:* Lists employees and their contact details based on a classification specified through project control.
- *Employee List by Cost Rate:* Enables managers to review contact and emergency contact information of the employees. The report lists the contact details of the employees including name, address, email, phone and fax number, organized by cost rate.
- *Employee List by Department:* Enables managers to review contact and emergency contact information of the employees. The report lists the contact details of the employees including name, address, email, phone and fax number, organized by department.
- *Employee List by Department with Default Bill Rates:* Lists employees and related information. The report displays the employee title, department and default bill rate, organized by department.
- *Employee List by Group:* Enables managers to review contact and emergency contact information of the employees. The report lists the contact details of the employees including name, address, email, phone and fax number, organized by pre-defined employee groups.
- *Employee List by Group with Default Bill Rates:* Lists employees and related information. The report displays the employee title, department and default bill rate, organized by pre-defined employee groups.
- *Employee List by Role:* Lists employees and their contact details, organized by the role assigned to them.

- *Employee List by Title*: Enables managers to review contact and emergency contact information of the employees. The report lists the contact details of the employees including name, address, email, phone and fax number, organized by title.
- *Employee List by Title with Default Bill Rates*: Lists employees and related information. The report displays the employee name, department and default bill rate, organized by employee title.
- *Employee List by User Selection*: Enables managers to review contact and emergency contact information of the employees. The report lists the contact details of the employees based on a user-selected parameter such as Employee ID, Rate, Department, Group, etc.
- *Employee List with Default Bill Rates*: Lists employees and related information including their title, department and default bill rate.
- *Employee Records - Linked Files*: Provides a list of all files linked to the employee records. The report also displays the description and location of the linked files.

Project Detail

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Project Detail

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Project ID	Client Information	Project Information
------------	--------------------	---------------------

09-PV Country Club: - PV Country Club

1616 Adventure Way Sunnyside CA 95000 % Complete: 0.00	Name: Lynn Tracey Comp: Allied Technology Addr: 1616 Adventure Way Sunnyside CA Zip: 95000 Work: 606-555-1212 Fax: 606-555-2121 Email: lynnt@at.com Contact ID: PO #:	Manager: JA Start: 10/28/2009 Status: Active Type: HNTE Fee: \$ 80,000.00 Retainer: \$ 250.00 Serv FS: Exp FS: Budget ID: 9165
---	--	---

10 Municipal Offices - 3: - Municipal Offices Technical Support

78 Reflection Drive Serene CA 98700 % Complete: 0.00	Name: Tracy Hunter Comp: County Municipal Offices Addr: 78 Reflection Drive Serene CA Zip: 98700 Work: 310-555-3322 Fax: 310-555-2233 Email: Contact ID: PO #:	Manager: JA Start: 3/15/2010 Status: Active Type: Hourly Fee: \$ 0.00 Retainer: \$ 500.00 Serv FS: Exp FS: Budget ID:
---	---	--

10-BQE General: - BQES General Office

1852 Lomita Blvd., Suite 208 Lomita CA 90717 % Complete: 0.00	Name: Rhonda McKinley Comp: BQE Software Inc. Addr: 1852 Lomita Blvd., Suite 208 Lomita CA Zip: 90717 Work: 888-245-5669 Fax: 310-530-0184 Email: kinley@bqe.com Contact ID: PO #:	Manager: MK Start: 10/28/2008 Status: Active Type: Overhead Fee: \$ 0.00 Retainer: \$ 0.00 Serv FS: Exp FS: Budget ID:
--	---	---

10-CBS New System: - Crystal Blue Waters New System Evaluation

78 Reflection Drive Serene CA 98700 % Complete: 0.00	Name: Tracy Hunter Comp: County Municipal Offices Addr: 78 Reflection Drive Serene CA Zip: 98700 Work: 310-555-3322 Fax: 310-555-2233 Email: Contact ID: PO #:	Manager: WB Start: 1/21/2010 Status: Active Type: Fixed Fee: \$ 1,500.00 Retainer: \$ 250.00 Serv FS: Exp FS: Budget ID:
---	---	---

Purpose

To provide managers and staff with key project and client contact information, plus percent complete and project phase information.

Description

The report lists project ID, name and percent complete. Client information includes company, contact, name, address, phone numbers and email. Project information includes project manager, project start date, status, contract type, contract amount, retainer and assigned service/expense fee schedule and budget.

Key Filters

Filters include Project Start Date, Project ID, Client ID and Project Manager. You can also restrict data to only active or inactive projects. On the Report Center screen, you can also filter by Client Zip Code, Contract Type, Project Status, custom project and client fields and more.

How to Run the Report

From the Report Center screen, select Master Information Lists category, Project Detail. Choose one or more filters or accept the defaults; then click Print or Preview. You can also access the most common project reports from the Reports menu, Project.

Service Fee Schedule

Serv FS ID	Employee/Group	Activity ID/ActGrp	Description	OTM	M Hr	Bill Rate
99-361: Long Beach Harbor (Main)						Status : Active
99-361	ADMIN	ALL	All Activities	2.00	8.00	\$45.00
99-361	JRCN	ALL	All Activities		10.00	\$65.00
99-361	EXEC	ALL	All Activities		8.00	\$95.00
99-361	SRCN	ALL	All Activities			\$75.00
99-361	AM	ADMIN	Administrative/Inter Office	2.00	8.00	\$80.00
99-361	BD	COMP	Computer Related	3.00	8.00	\$70.00
99-361	AM	AR:DC	DESIGN CALCULATIONS		10.00	\$80.00
99-361	AM	Cad Plot:	CAD PLOTTING			\$80.00

Purpose

To provide managers and project managers with lists of special bill rates defined in fee schedules. The report also provides hard copy record for your files.

Description

Organized by fee schedule, the report lists schedule status, employee/group and activity code/group assigned to a rate and the special bill rate. If defined, the overtime multiplier and minimum hours may be included.

Key Filters

Filters include Service Fee Schedule ID.

How to Run the Report

From the Report Center screen, select Master Information Lists category, Service Fee Schedule Detail with Bill Rate. Choose one or more filters or accept the defaults; then click Print or Preview. You can also run this report from the Reports menu, Company.

More Project Reports

- *Project Detail – Phased Projects*: Provides detailed information about project phases. Organized by main or parent project, the report displays details such as address, project manager, status, contract type, contract fee, start date and client contact information.
- *Project Detail by City*: Provides managers with key project information. The report lists project details including percent complete, phases, manager, status, contract, assigned fee schedule and budget. It also displays the client contact information, organized by client's city.
- *Project Detail by Client*: Provides managers with key project and client contact information, organized by client. The report lists project details including percent complete, phases, manager, status, contract, retainer, assigned fee schedule and budget.
- *Project Detail by Contract Type*: Provides managers with key project information, organized by contract type. The report lists project details including percent complete, phases, manager, status, contract, assigned fee schedule and budget. It also displays the client contact information.
- *Project Detail by Group*: Provides managers with key project information, organized by pre-defined project groups. The report lists project details including percent complete, phases, manager, contract, assigned fee schedule and budget. It also displays the client contact details.
- *Project Detail by Project Manager*: Provides managers with key project information, organized by project managers. The report lists project details including percent complete, phases, manager, contract, retainer, assigned fee schedule and budget. It also displays the client contact details.
- *Project Detail by Project Status*: Provides managers with key project information, organized by project status. The report lists project details including percent complete, phases, manager, contract, retainer, assigned fee schedule and budget. It also displays the

client contact details.

- *Project Detail with Custom Fields*: Provides managers with key project information. The report lists project details including percent complete, manager, contract, custom fields, assigned fee schedule and budget. It also displays the client contact information such as company and address.
- *Project List*: Provides a handy list of projects. The report displays projects and their details including contract type, project manager, start date and due date.
- *Project List - Recurring Contracts*: Provides a handy list of projects with the recurring contract type. The report displays projects and their details including contract type, project manager, start date and due date.
- *Project List by Group*: Provides a handy list of projects, organized by pre-defined project groups. The report displays projects and their details including client, contract type, project manager, assigned fee schedule and budget.
- *Project List by Status*: Provides a handy list of projects, organized by project status. The report displays projects and their details including contract type, project manager, start date and due date.
- *Project List with Memo*: Provides managers with a handy list of master projects, with phases rolled under them. The report displays the project names along with their detailed memos.
- *Project List with SFS, EFS and Budget*: Provides a handy list of projects. The report displays projects and their details including assigned service and expense fee schedules, and budget.
- *Project Records - Linked Files*: Provides a list of all files linked with the project records. The report also displays the description and location of these linked files.
- *Service Fee Schedule Detail with Bill & Cost Rates*: Provides managers with a list of service fee schedules. Organized by fee schedule, the report displays the special bill and cost rates defined for services along with details such as the employee-activity or their group combination.
- *SF-254 Project Code Summary*: Displays the total count of projects in the database along with their job code.

More Master Information Reports

- *Auto Complete List*: Displays the available shorthand codes and associated longhand text or explanation used for insertion into memos.
- *Billing Schedule by Project*: Displays information about billing schedules associated with projects. The report includes billing details like bill number, date, notes, contract amount, retainer, net bill amount and billed status.
- *Chart of Accounts*: Displays a complete listing of all the accounts that have been created for your company and their total balances. The report provides account details such as account name, ID, type, description, balance amount and status.
- *Currency List*: Lists the currencies and their symbols for all the countries.
- *Custom Label List*: Displays all the customizable labels and custom masks for the BillQuick screens.
- *Expense Code List*: Provides you with a list of expense codes that can be charged to the projects. The report lists the expense items and related information including description and rate.

- *Expense Code List by Group*: Provides you with a list of expense codes that can be charged to the projects. The report lists the expense items and related information, organized by pre-defined expense groups.
- *Expense Fee Schedule Detail*: Provides managers with a list of special bill rates defined in the expense fee schedule. Organized by fee schedule, the report displays the status, employee and expense items or groups and the special bill rates.
- *Payment Terms List*: Lists all the payment terms on file.
- *Vendor List*: Provides information about vendors, suppliers, consultants or contractors of the company. The report displays a list of vendors along with their bill rates and status.
- *Vendor Records - Linked Files*: Provides a list of all files linked to the vendor records. The report also displays the description and location of the linked files.

Payment

Credit Memo with Memo-Reference Description

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Credit Memo with Memo-Reference-Description

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Tracy Hunter
County Municipal Offices
78 Reflection Drive
Serene CA 98700

	Amount
Memo: Credit memo issued to client - to be applied on second phase Description: Credit memo is issued to the client County for Harbor Building project. It will be appl Reference: 00666	\$2,500.00
Total :	\$2,500.00

Credit Memo

Purpose

To provide billing managers with a summary of credit memo issued for a client.

Description

This report provides clients with a printed record of the credit applied to their account. The document displays the credit amount granted on a project along with the memo, description and reference for the credit.

Key Filters

Filters include Invoice Date, Payment Date, Activity ID, Project ID, Client ID, custom fields, groups and more.

How to Run the Report

From the Report Center screen, select Payment category, Credit Memo with Memo-Reference-Description. Choose one or more filters or accept the defaults; then click Print or Preview.

More Payment Reports

- *Collection Details-Invoice*: Provides information about past due or outstanding invoices. Organized by invoice number, project and client, the report displays details such as invoice amount and balance, payment history and average values that help managers with the collection efforts.
- *Payment Details-Invoice*: Provides information about client invoices and payments. Organized by client and payment date, the report displays invoice transactions, previous payments, recent payment received and balance remaining on invoices. This report can be emailed to the clients automatically when you record their payments.

Payroll & HR

Personal Time Off

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Personal Time Off - Permitted, Taken & Remaining

Printed on: 2/22/2011

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	Actual Hours			Permissible Hours			Remaining Status		
	Holiday	Vac	Sick	Holiday	Vac	Sick	Holiday	Vac	Sick
For Year 2009									
Adminsitration									
Jennifer Arlington	8.00	0.00	0.00	40.00	40.00	40.00	32.00	40.00	40.00
Rose Annbach	8.00	14.75	6.00	20.00	20.00	20.00	12.00	5.25	14.00
Walter Birch	8.00	2.00	0.00	40.00	40.00	40.00	32.00	38.00	40.00
Adminsitration:	24.00	16.75	6.00	100.00	100.00	100.00	76.00	83.25	94.00
Design									
Bob Duncan	6.00	0.00	0.00	20.00	20.00	20.00	14.00	20.00	20.00
Curtis James	8.00	0.00	0.00	40.00	40.00	40.00	32.00	40.00	40.00
Richard Curtis	8.00	0.00	0.00	40.00	40.00	40.00	32.00	40.00	40.00
Riley Thomas	6.00	0.00	0.00	20.00	20.00	20.00	14.00	20.00	20.00
Sally Lawrence	8.00	16.00	8.00	40.00	40.00	40.00	32.00	24.00	32.00
Design:	36.00	16.00	8.00	160.00	160.00	160.00	124.00	144.00	152.00
Development									
Sarah Beth	6.00	0.00	0.00	20.00	20.00	20.00	14.00	20.00	20.00
Development:	6.00	0.00	0.00	20.00	20.00	20.00	14.00	20.00	20.00
IT									
Allen Marcello	8.00	0.00	4.25	40.00	40.00	40.00	32.00	40.00	35.75
IT:	8.00	0.00	4.25	40.00	40.00	40.00	32.00	40.00	35.75
Marketing									
Bert Woolmer	6.00	0.00	0.00	20.00	20.00	20.00	14.00	20.00	20.00
Marketing:	6.00	0.00	0.00	20.00	20.00	20.00	14.00	20.00	20.00
Rendering									
Mark Kerns	8.00	0.00	0.00	40.00	40.00	40.00	32.00	40.00	40.00
Rendering:	8.00	0.00	0.00	40.00	40.00	40.00	32.00	40.00	40.00
2009 Totat	88.00	32.75	18.25	380.00	380.00	380.00	292.00	347.25	361.75

For Year 2010

Adminsitration										
Jennifer Arlington	55.00	25.00	0.00	40.00	40.00	40.00	-15.00	15.00	40.00	Over
Rose Annbach	53.00	12.00	0.00	20.00	20.00	20.00	-33.00	8.00	20.00	Over
Walter Birch	48.00	36.00	0.00	40.00	40.00	40.00	-8.00	4.00	40.00	Over
Adminsitration:	156.00	73.00	0.00	100.00	100.00	100.00	-56.00	27.00	100.00	Over
Design										
Bob Duncan	36.00	24.00	0.00	20.00	20.00	20.00	-16.00	-4.00	20.00	Over
Curtis James	50.00	15.50	0.00	40.00	40.00	40.00	-10.00	24.50	40.00	Over
Richard Curtis	44.00	16.00	0.00	40.00	40.00	40.00	-4.00	24.00	40.00	Over
Riley Thomas	38.00	12.00	0.00	20.00	20.00	20.00	-18.00	8.00	20.00	Over
Sally Lawrence	64.00	24.00	0.00	40.00	40.00	40.00	-24.00	16.00	40.00	Over
Design:	232.00	91.50	0.00	160.00	160.00	160.00	-72.00	68.50	160.00	Over
Development										
Sarah Beth	36.00	18.00	0.00	20.00	20.00	20.00	-16.00	2.00	20.00	Over
Development:	36.00	18.00	0.00	20.00	20.00	20.00	-16.00	2.00	20.00	Over
IT										
Allen Marcello	48.00	18.00	8.00	40.00	40.00	40.00	-8.00	22.00	32.00	Over
IT:	48.00	18.00	8.00	40.00	40.00	40.00	-8.00	22.00	32.00	Over
Marketing										

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Purpose

To provide managers and staff with a summary of permissible, actual and remaining personal time.

Description

Organized by employee, the report shows cumulative actual hours taken for vacation, holidays and sick time, permissible hours for each and remaining hours. If an employee has taken more hours than allowed, the hours are printed in parentheses with **red text** and flagged as 'Over'.

Key Filters

Filters include Employee Date Hired, Time Entry Date, Activity ID, Employee ID, Employee Department, Employee Title, employee custom fields and more.

How to Run the Report

From the Report Center screen, select Payroll & HR category, Personal Time Off – Permitted, Taken & Remaining. Choose one or more filters or accept the defaults; then click Print or Preview.

More HR Reports

- *Comp Time – Hours Used, Earned & Remaining*: Provides information about the compensation time of employees. The report lists the comp time acquired, used and remaining for employees.
- *Payroll Hours*: Provides information for payroll processing or HR purposes. Organized by employee, the report lists the total number of billable, non-billable, sick, vacation and holiday hours recorded by employees.
- *Payroll Hours by Department*: Provides information for payroll processing or HR purposes. Organized by department, the report lists the total number of billable, non-billable, sick, vacation and holiday hours recorded by employees.
- *Payroll Hours by Employee Group*: Provides information for payroll processing or HR purposes. Organized by employee group, the report lists the total number of billable, non-billable, sick, vacation and holiday hours recorded by employees.
- *Payroll Hours by Project*: Provides summarized information for payroll processing or HR purposes. Organized by project, the report lists the total number of billable, non-billable, sick, vacation and holiday hours recorded by employees.
- *Payroll Report – Hourly Employees*: Provides information for payroll processing or HR purposes. Organized by employee, the report lists the total number of registered and overtime hours recorded against activities. It also displays the related rates and amount.
- *Personal Time Off - Hours Taken*: Provides managers and staff with information about personal time off taken by employees. The report lists the time records for vacation, sick and holiday, including totals and percent breakdown by category.
- *Personal Time Off Details by Employee*: Provides information for payroll processing or HR purposes. Organized by employee, the report lists the total number of billable, non-billable, sick, vacation and holiday hours recorded by employees.

Profitability

Profit by Client & Invoice

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Profit by Client & Invoice - Billed Summary

Printed on: 2/22/2011
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Client Name (ID): Tracy Hunter (County)

Inv Num	Project ID	Project Name	Billed	Cost	Profit/Loss	GM %
1022	10-Harbor:	Long Beach Harbor	\$108.99	\$114.06	(\$5.07)	-4.65
1030	10-Harbor:	Long Beach Harbor	\$750.66	\$515.63	\$235.03	31.31
1031	10-Harbor Terminal	Long Beach Harbor Terminal Bldg. 61	\$157.50	\$78.50	\$79.00	50.16
1039	10-Harbor:	Long Beach Harbor	\$1,268.50	\$681.50	\$587.00	46.28
1040	10-Harbor Terminal	Long Beach Harbor Terminal Bldg. 61	\$1,043.15	\$524.93	\$518.22	49.68
1047	10-Harbor:	Long Beach Harbor	\$1,241.00	\$653.62	\$587.38	47.33
1048	10-Harbor Terminal	Long Beach Harbor Terminal Bldg. 61	\$909.26	\$480.91	\$428.35	47.11
1050	10-Harbor:	Long Beach Harbor	\$15.39	\$13.99	\$1.40	9.10
1053	10-Harbor:	Long Beach Harbor	\$131.04	\$119.12	\$11.92	9.10
1054	10-Harbor Terminal	Long Beach Harbor Terminal Bldg. 61	\$583.37	\$329.47	\$253.90	43.52
1057	10-Harbor:	Long Beach Harbor	\$34.66	\$31.50	\$3.16	9.12
1058	10-Harbor Terminal	Long Beach Harbor Terminal Bldg. 61	\$388.67	\$273.15	\$115.52	29.72
1061	10-Crystal Blue Wa	Crystal Blue Waters New System Installati	\$3,000.00	\$4,853.50	(\$1,853.50)	-61.78
1062	10-CBS Support:	Crystal Blue Waters Ongoing Support	\$3,415.00	\$1,707.50	\$1,707.50	50.00
1063	10-Municipal Office	Municipal Offices Development	\$25,000.00	\$4,218.50	\$20,781.50	83.13
1064	10 Municipal Office	Municipal Offices Technical Support	\$17.50	\$8.50	\$9.00	51.43
1072	10-Long Beach Har	Long Beach Harbor - Recuming	\$1,000.00	\$0.00	\$1,000.00	100.00
1076	10-CBS New System	Crystal Blue Waters New System Evaluation	\$500.00	\$315.00	\$185.00	37.00
1077	10-Crystal Blue Wa	Crystal Blue Waters New System Installati	\$3,000.00	\$3,786.50	(\$786.50)	-26.22
1078	10-CBS Support:	Crystal Blue Waters Ongoing Support	\$1,810.00	\$905.00	\$905.00	50.00
1079	10-Municipal Office	Municipal Offices Development	\$21,250.00	\$720.00	\$20,530.00	96.61
1080	10 Municipal Office	Municipal Offices Technical Support	\$17.50	\$8.50	\$9.00	51.43
1093	10-CBS New System	Crystal Blue Waters New System Evaluation	\$2,000.00	\$1,000.00	\$1,000.00	50.00
1094	10-Crystal Blue Wa	Crystal Blue Waters New System Installati	\$3,000.00	\$225.00	\$2,775.00	92.50
1096	10-Municipal Office	Municipal Offices Feasibility	\$17.50	\$8.50	\$9.00	51.43
1097	10-Municipal Office	Municipal Offices Development	\$25,000.00	\$0.00	\$25,000.00	100.00
1098	10 Municipal Office	Municipal Offices Technical Support	\$35.00	\$17.00	\$18.00	51.43
1108	10-Harbor Bldg 1:	Long Beach Harbor Terminal Bldg. 42	\$296.59	\$179.61	\$116.98	39.44
1109	10-Municipal Office	Municipal Offices Feasibility	\$1,910.99	\$1,007.72	\$903.27	47.27
1113	10-Harbor Bldg 1:	Long Beach Harbor Terminal Bldg. 42	\$1,266.25	\$627.50	\$638.75	50.44
1115	10-Municipal Office	Municipal Offices Development	\$25,062.43	\$56.75	\$25,005.68	99.77
1116	10 Municipal Office	Municipal Offices Technical Support	\$1,170.00	\$585.00	\$585.00	50.00
Grand Total:			\$125,400.95	\$24,046.46	\$101,354.49	80.82

Purpose

To provide managers with gross profitability information for billed projects. You should run this report at year-end, say for 01/01/2012 to 12/31/2012. Each page lists invoices for a client, showing what was billed, its cost, gross profit and gross margin percentage. Typically, your gross margins should be 66% or more.

Analysis begins with profitability comparison and then you can drill down to other information to answer 'why'. When you identify the processes, procedures and client relationship characteristics that produced superior profits, they should be carried to other clients and projects. When discussing results, this report helps you to identify what is unacceptable, work through the causes, and then make improvement plans (technology, fee increase, improve skills, improve efficiency and so on).

This report helps you to analyze and compare client and project profitability. Your analysis might indicate:

- A need to fine-tune employee pay rate and overhead multiplier information
- A need to train staff and managers in more effective use of BillQuick and other technology, and in better adherence to company policies
- A need to work with a BillQuick Consultant on optimization, best practices and policy changes that improve efficiency and reduce job costs
- A need to increase fees across the board, certain project types or certain clients
- A need to expand certain types of projects (services, industries, etc.) to improve profitability

Description

Organized by client, the report lists invoices, amount billed, cost amount, time and expenses relieved with invoices, profit/losses and gross margin percentages. Negative amounts indicate a loss on the billed activity.

Calculations

Cost of a time entry = Actual Hours x Cost Rate for the employee

Cost Rate = Pay Rate x Overhead Multiplier

If the Overhead Multiplier is set to 1 on the Employee screen (Rate tab), you should multiple your cost values by your overhead multiplier to get the true cost and a more accurate gross margin.

Key Filters

Filters include Time Expense Date, Invoice Date, Project ID, Client ID and Employee ID. Also, you can restrict data to only active or inactive clients, active or inactive projects, billable or non-billable time and expenses, and billed or unbilled time and expenses. On the Report Center screen, you can also filter by Project Start Date, Transaction Date (time stamp when the invoice was created), Client Zip Code, Contract Type, Project Manager, Project Status, Invoice Number, client and project custom fields and more.

Generally, you should not apply date filters to this report; however, for a comprehensive analysis you can set the following filters:

- Client: When filtered by Client, you can analyze projects for the same client and client to client.
- Type: To expand your analysis to the type of project, use the Type (custom field) filter.
- Project Manager: If you hold project managers accountable for the profitability of their projects or plan to do so, apply project manager filters.

How to Run the Report

From the Report Center screen, select Profitability category, Profit by Client & Invoice - Billed Summary. Choose one or more filters or accept the defaults; then click Print or Preview. You can also run this report from the Reports menu, Analysis.

Profit Detail

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Profit Detail - Billed by Month

Printed on: 2/22/2011

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Filters Used:

- Invoice Date: 1/1/2011 to 2/22/2011

From Invoice Dates: 1/7/2011 to 2/22/2011

Inv #	Project ID	Time				Expense				Total Amount	GM Amt	%
		Amount	Cost	GM Amt	%	Amount	Cost	GM Amt	%			
Month of 01/11												
1042	09-PV Country Club:	\$4,980.00	\$2,485.00	\$2,495.00	50.10	\$0.00	\$0.00	\$0.00	0.00	\$4,980.00	\$2,495.00	50.10
1043	10-Torrance Airport:	\$2,250.00	\$1,125.00	\$1,125.00	50.00	\$0.00	\$0.00	\$0.00	0.00	\$2,250.00	\$1,125.00	50.00
1044	10-Dept Of City Services	\$3,980.00	\$1,990.00	\$1,990.00	50.00	\$0.00	\$0.00	\$0.00	0.00	\$3,980.00	\$1,990.00	50.00
1045	10-Fun Foods:	\$5,380.00	\$2,690.00	\$2,690.00	50.00	\$0.00	\$0.00	\$0.00	0.00	\$5,380.00	\$2,690.00	50.00
1046	10-Redondo Library:	\$220.00	\$110.00	\$110.00	50.00	\$156.65	\$152.63	\$4.02	2.57	\$376.65	\$114.02	30.27
1047	10-Harbor:	\$1,160.00	\$580.00	\$580.00	50.00	\$81.00	\$73.62	\$7.38	9.11	\$1,241.00	\$587.38	47.33
1048	10-Harbor Terminal Bldg	\$845.00	\$422.50	\$422.50	50.00	\$64.26	\$58.41	\$5.85	9.10	\$909.26	\$428.35	47.11
1049	10-Torrance Airport:	\$480.00	\$240.00	\$240.00	50.00	\$0.00	\$0.00	\$0.00	0.00	\$480.00	\$240.00	50.00
1050	10-Harbor:	\$0.00	\$0.00	\$0.00	0.00	\$15.39	\$13.99	\$1.40	9.10	\$15.39	\$1.40	9.10
1051	10-Torrance Airport:	\$2,130.00	\$1,065.00	\$1,065.00	50.00	\$0.00	\$0.00	\$0.00	0.00	\$2,130.00	\$1,065.00	50.00
1052	10-Redondo Library:	\$70.00	\$35.00	\$35.00	50.00	\$300.92	\$280.38	\$20.54	6.83	\$370.92	\$55.54	14.97
1053	10-Harbor:	\$0.00	\$0.00	\$0.00	0.00	\$131.04	\$119.12	\$11.92	9.10	\$131.04	\$11.92	9.10
1054	10-Harbor Terminal Bldg	\$500.00	\$250.00	\$250.00	50.00	\$83.37	\$79.47	\$3.90	4.68	\$583.37	\$253.90	43.52
Sub Total of 1/2011		\$21,995.00	\$10,992.50	\$11,002.50	50.02	\$832.63	\$777.62	\$55.01	6.61	\$22,827.63	\$11,057.51	48.44
Month of 02/11												
1118	10-MAIN:1-SD	\$325.00	\$162.50	\$162.50	50.00	\$1,392.00	\$1,314.00	\$78.00	5.60	\$1,717.00	\$240.50	14.01
1118	10-MAIN:2-CD	\$350.00	\$175.00	\$175.00	50.00	\$800.00	\$800.00	\$0.00	0.00	\$1,150.00	\$175.00	15.22
1118	10-MAIN:3-CA	\$675.00	\$157.50	\$517.50	76.67	\$0.00	\$0.00	\$0.00	0.00	\$675.00	\$517.50	76.67
Sub Total of 2/2011		\$1,350.00	\$495.00	\$855.00	63.33	\$2,192.00	\$2,114.00	\$78.00	3.56	\$3,542.00	\$933.00	26.34
Grand Total		\$23,345.00	\$11,487.50	\$11,857.50	50.79	\$3,024.63	\$2,891.62	\$133.01	4.40	\$26,369.63	\$11,990.51	45.47

Purpose

To provide management with an analysis of company profitability for billed hours on a month-by-month basis. Scanning the reports shows up, down and flat trends.

Description

Organized by month and invoice, the report lists the amount, cost and gross margin (dollars and percent) for billed time and expense, and the total billed. Monthly subtotals and a grand total display.

Calculations

Time Bill Amount = Sum of the amount billed for time entries

Time Cost Amount = Sum of the cost for billed time entries

Expense Bill Amount = Sum of the amount billed for expenses (Units x Cost) x (1 + Markup %)

Expense Cost Amount = Sum of the cost for billed expenses (Units x Cost)

Gross Margin Amount = Bill Amount - Cost Amount

Gross Margin Percentage (%) = Gross Margin Amount / Bill Amount

Key Filters

Filters include Invoice Date, Project ID, Client ID and Employee ID. Also, you can restrict data to only active or inactive clients, active or inactive projects, billable or non-billable items, and billed or unbilled items.

How to Run the Report

From the Reports menu, select Report Center, Profitability category, Profit Detail – Billed by Month. Choose one or more filters or accept the defaults; then click Print or Preview. You can also run this report from the Reports menu, Analysis.

Staff Profit

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Staff Profit Report - Billed & Unbilled

YTD Date Range: 1/1/2011- 2/22/2011

Printed on: 2/22/2011

	HOURS				AMOUNT					PROFIT ANALYSIS			
	Billable	Non-Billable	Total	% Billable	Billable Labor	Billable Expense	Non-Billable Expense	Total \$	WU/WD	Billed	Billable	Cost	Profit
Sarah Beth (SB)													
Curr->	892.00	76.00	968.00	92.15%	\$62,440.00	\$0.00	\$0.00	\$62,440.00	\$708.40	\$30,388.40	\$63,148.40	\$33,880.00	\$29,268.40
YTD->										\$0.00	\$0.00		\$0.00
YTD Net Billable to Billable:			0.00%		YTD Effective Earnings per Hour:	\$0.00		YTD Realization per Hour:	\$0.00	YTD Earnings per Hour:			\$0.00
Rose Annbach (SE)													
Curr->	382.50	109.75	492.25	77.70%	\$30,600.00	\$0.00	\$0.00	\$30,600.00	\$10,907.20	\$29,027.20	\$41,507.20	\$19,690.00	\$21,817.20
YTD->	0.75	0.00	0.75	100.00%	\$60.00	\$0.00	\$0.00	\$60.00	\$0.00	\$60.00	\$60.00	\$30.00	\$30.00
YTD Net Billable to Billable:			100.00%		YTD Effective Earnings per Hour:	\$80.00		YTD Realization per Hour:	\$80.00	YTD Earnings per Hour:			\$80.00
Sally Lawrence (SL)													
Curr->	144.75	1,613.25	1,758.00	8.23%	\$12,136.25	\$1,287.07	\$0.00	\$13,423.32	(\$2,736.79)	\$1,163.52	\$10,686.53	\$24,862.11	(\$14,175.58)
YTD->	0.00	0.00	0.00	0.00%	\$0.00	\$448.26	\$0.00	\$448.26	\$0.00	\$489.34	\$448.26	\$448.26	\$0.00
YTD Net Billable to Billable:			100.00%		YTD Effective Earnings per Hour:	\$0.00		YTD Realization per Hour:	\$0.00	YTD Earnings per Hour:			\$0.00
Walter Birch (WB)													
Curr->	458.50	228.00	686.50	66.79%	\$47,950.00	\$2,703.10	\$0.00	\$50,653.10	\$3,612.00	\$37,597.10	\$54,265.10	\$37,469.87	\$16,795.23
YTD->	0.75	31.00	31.75	2.36%	\$75.00	\$0.00	\$0.00	\$75.00	\$0.00	\$75.00	\$75.00	\$1,587.50	(\$1,512.50)
YTD Net Billable to Billable:			100.00%		YTD Effective Earnings per Hour:	\$100.00		YTD Realization per Hour:	\$100.00	YTD Earnings per Hour:			\$2.36
Grand Total													
Curr->	5,926.75	4,650.25	10,577.00	56.03%	\$473,009.04	\$9,611.22	\$0.00	\$482,620.26	(\$12,307.94)	\$308,960.20	\$470,312.32	\$348,356.01	\$121,956.31
YTD->	22.25	85.25	107.50	20.70%	\$1,917.50	\$2,929.76	\$0.00	\$4,847.26	\$0.00	\$4,988.26	\$4,847.26	\$8,693.51	(\$3,846.25)
YTD Net Billable to Billable:			100.00%		YTD Effective Earnings per Hour:	\$217.85		YTD Realization per Hour:	\$224.19	YTD Earnings per Hour:			\$45.09

Purpose

To provide managers with staff realization, earnings and other profitability information and metrics. The report aids in staff and manager reviews, monitoring realization rates and earnings per hour, setting bill rates and more. Typically, your gross margins should be 66% or more.

Description

Organized by employee, the report lists billable and non-billable hours and amount, percent of time that is billable, billable and non-billable expenses, write-up/down amount and billed amount. Profit analysis includes billable services and expenses, costs and dollar profit/loss. Values are shown for current life to date (all records in the BillQuick database) and year-to-date.

In addition, key year-to-date metrics display, including percent net billable to billable, realization per hour, effective earnings per hour and earnings per hour.

Key Filters

Filters include Employee Date Hired, Project Start Date, Time Expense Date, Employee ID, Project ID, Contract Type, Project Manager, Project Status, employee and client custom fields and more.

How to Run the Report

From the Reports menu, select Report Center, Profitability category, Staff Profit Report - Billed & Unbilled. Choose one or more filters or accept the defaults; then click Print or Preview.

More Profitability Reports

- *Gross Margin - Inv. Dependent - by Master Project (Gross Margin by Master Project dependent)*: Provides managers with gross profitability information to identify project related issues. This report requires costs to be associated with the invoices. It lists cost amount, billed amount, gross margin and percentage for master projects; phases being rolled-up under them. The negative margins (loss) are highlighted in red. The invoice amount is calculated as:

$$\text{Invoice Amount} = \text{Services} + \text{Expenses} - \text{Discounts (excluding taxes)}$$

- *Gross Margin - Inv. Independent - by Master Project (Gross Margin by Master Project independent)*: Provides managers with gross profitability information to identify project related issues. This report **does not** require costs to be associated with the invoices. It lists cost amount, billed amount, gross margin and percentage for master projects; phases being rolled-up under them. The negative margins (loss) are highlighted in red. The invoice amount is calculated as:

$$\text{Invoice Amount} = \text{Services} + \text{Expenses} - \text{Discounts (excluding taxes)}$$

- *Gross Margin - Real Time - by Master Project (Gross Margin by Master Project real time)*: Provides managers with gross profitability information in real time to identify project related issues. The report lists cost amount, invoice amount, gross margin and percentage for master projects; phases being rolled-up under them. The negative

margins (loss) are highlighted in red. The invoice amount is calculated as:

Invoice Amount = Services + Expenses – Discounts (excluding taxes)

- *Gross Margin (Real Time)*: Provides managers with gross profitability information in real time to identify project related issues. The report lists projects, cost amount, billed amount, gross margin amount and percentage. The negative margins (loss) are highlighted in red. The bill amount is calculated as:

Bill Amount = Services + Expenses – Discounts (excluding taxes)

- *Gross Margin by Client (Income Based)*: Provides managers with gross profitability information to identify project related issues. Organized by client and project, this report lists the income, direct project costs, and gross margin in dollars and percentage. The negative margins (loss) are highlighted in red while the profits are in green. The income represents cash receipts excluding credit, debit, write-off, non-sufficient funds and retainer payments.
- *Profit by Client, Project & Invoice – Billed Summary*: Provides managers with gross profitability information for billed projects. Organized by client, the report lists project invoices and displays billed amount, cost amount and gross margin percentage.
- *Profit by Employee – Billable Summary*: Provides a summary of employee profitability. Organized by employee, the report displays the cost and bill value of time and expenses, and the amount of profit/loss incurred.
- *Profit by Invoice – Billed Detail (Invoice Register with cost)*: This enhanced report comes with a new, cleaner formatting that makes it easier to read. It provides managers with gross profitability of projects, including billed and cost amounts. The report brings data from all invoices instead of just those with time and expense associated. The exciting thing is that mouse-overs have been enabled on the company and project names to give you associated IDs, if needed. As with all the invoice registers, this report features an expanded reconciliation summary.
- *Profit by Project – Billable Detail*: Provides managers with gross profitability information for projects. The report lists billed and unbilled time and expenses along with the associated profit amount.
- *Profit by Project – Billable Summary*: Provides managers with gross profitability information for projects. The report summarizes the billed and unbilled time and expenses along with the associated profit or loss amount.
- *Profit by Project Manager*: Provides managers with gross profitability details for projects within the specified date parameters. Organized by project manager and employee, the report displays the billable and billed time and expenses along with the associated profit or loss amount.
- *Profit by Project Manager - Comprehensive*: Provides managers with comprehensive information about gross profitability for projects within the specified date parameters. Organized by project, the report displays the earned billings, WIP, payments, costs along with the associated profit or loss.
- *Profit Detail - Billed by Quarter*: Provides managers with an analysis of company profitability for billed hours on a quarterly basis along with the trends. Organized by invoice, the report lists the amount, cost and gross margin for billed time and expenses.
- *Profit Detail – Billed by Year*: Provides managers with an analysis of company profitability for billed hours on a yearly basis along with the trends. Organized by invoice, the report lists the amount, cost and gross margin for billed time and expenses.

- *Profit Detail by Expense Code (Expenses by Item)*: Provides profitability details for expenses. Organized by expense code, the report lists expense entries along with their date, units, costs, markup percentages and bill amount.

For billable expenses, the profit is the markup amount (difference between the Charge Amount and Cost Amount)

$$\text{Markup} = [\text{Cost Rate} \times \text{Units} \times (1 + \text{MU}\%)] - (\text{Cost Rate} \times \text{Units})$$

For non-billable expenses, the profit is the negative Cost Amount (0 – Cost Amount).

- *Profit Detail by Project & Invoice – Billed*: Provides details about gross profit on projects. The report breaks down the summary information into invoices, services and expenses charged by employees, gross margin amount and percentage.
- *Profit Summary by Client – Expenses (Expenses by Client Summary)*: Provides a summary of profits associated with the expenses. The report displays a one-line summary of expenses charged to projects, including total units, cost, bill value and profit amount.

For billable expenses, the profit is the markup amount (difference between the Charge Amount and Cost Amount)

$$\text{Markup} = [\text{Cost Rate} \times \text{Units} \times (1 + \text{MU}\%)] - (\text{Cost Rate} \times \text{Units})$$

For non-billable expenses, the profit is the negative Cost Amount (0 – Cost Amount).

- *Profit Summary by Month – Billed*: Provides managers with an analysis of company profitability for billed hours on a monthly basis. The report displays a profit summary for billed time and expenses.
- *Profit Summary by Quarter – Billed*: Provides managers with an analysis of company profitability for billed hours on a quarterly basis. The report displays a profit summary for billed time and expenses.
- *Profit Summary by Year – Billed*: Provides managers with an analysis of company profitability for billed hours on a yearly basis. The report displays a profit summary for billed time and expenses.
- *Staff Profit Report – Billed*: Provides managers with staff realization, earnings and profitability information. Organized by employee, the report lists billable and non-billable hours, expenses and amounts, percent of billable time, total billed labor, costs and profit/loss analysis.

Project

Project Time & Expense Costs

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Filters Used:

- Project ID: Selected Items (3)

& Expense Cost Summary by Project & Employee

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	A-Hrs	Cost	Type
BQES General Office (10-BQE General) - Managed by (SE)			
AM - Allen Marcella:	86.25	\$3,450.00	Services
BD - Bob Duncan:	66.00	\$2,310.00	Services
BW - Berl Woolmer:	63.00	\$2,520.00	Services
CJ - Curtis James:	73.50	\$2,205.00	Services
JA - Jennifer Arlington:	106.00	\$6,360.00	Services
MK - Mark Kerns:	1,709.25	\$29,057.25	Services
RC - Richard Curtis:	68.00	\$2,720.00	Services
RT - Riley Thomas:	56.00	\$1,960.00	Services
SB - Sarah Beth:	60.00	\$2,100.00	Services
SE - Rose Annbach:	93.75	\$3,750.00	Services
SL - Sally Lawrence:	1,589.00	\$19,862.52	Services
WB - Walter Birch:	135.75	\$6,787.50	Services
Total Services	4,106.50	\$83,082.27	
ABC Property - Shawna Merit:		\$4,325.00	Expenses
Total Expenses		\$4,325.00	
Total for (10-BQE General):	4,106.50	\$87,407.27	
Crystal Blue Waters New System Evaluation (10-CBS New System:) - Managed by (WB)			
AM - Allen Marcella:	21.00	\$840.00	Services
CJ - Curtis James:	42.75	\$1,322.50	Services
JA - Jennifer Arlington:	11.00	\$660.00	Services
Total Services	74.75	\$2,822.50	
Total for (10-CBS New System):	74.75	\$2,822.50	
Long Beach Harbor Terminal Bldg. 61 (10-Harbor Terminal Bldg 61) - Managed by (JA)			
AM - Allen Marcella:	33.75	\$1,350.00	Services
MK - Mark Kerns:	5.00	\$85.00	Services
RC - Richard Curtis:	4.00	\$160.00	Services
SB - Sarah Beth:	54.50	\$1,907.50	Services
Total Services	97.25	\$3,502.50	
MK - Mark Kerns:		\$310.71	Expenses
Total Expenses		\$310.71	
Total for (10-Harbor Terminal Bldg 61):	97.25	\$3,813.21	
Grand Total:	4,278.50	\$94,042.98	

Purpose

To provide project and other managers with the information about costs associated with employee time and expenses. The report aids in determining the total costs in terms of services and expenses.

Description

The report provides managers with information about costs related to time and expenses recorded by employees. Organized by project, it displays a summary of service and expense costs including employee, actual hours worked and their totals.

This report, like other project time and expense reports, displays additional columns that may be marked with different symbols, depending upon whether the entry is invoiced, marked as billed, non-billable (red question mark in a yield sign) or marked as extra (x). If the entry has been invoiced, you can mouse-over the invoice symbol to see the invoice number.

Key Filters

On the Report Center screen, you can filter by Time and Expense Date, Project Start Date, Project ID, Employee ID, Project Manager, Project Status, employee and project custom fields, and more.

How to Run the Report

From the Report Center screen, select Project category, Project time & Expense Costs by Employee (Summary). Choose one or more filters or accept the defaults; then click Print or Preview.

Project Management

The most common and useful BillQuick reports for project managers include:

Budget Comparison

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Budget Comparison by Item

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Project ID: 10-Redondo Library:
Project Name: Redondo Beach Library
Project Contract Amt: \$75,000.00

Group/Description	Budgeted		Spent		Remaining		Status
	Hrs/Units	Amount	Hrs/Units	Amount	Hrs/Units	Amount	
Client Conf:	55.00	\$5,500.00	7.50	\$650.00	47.50	\$4,850.00	UNDER
CMR:	65.00	\$5,200.00	0.00	\$0.00	65.00	\$5,200.00	UNDER
Comp Ins:	100.00	\$8,000.00	0.00	\$0.00	100.00	\$8,000.00	UNDER
Conf Call:	40.00	\$3,000.00	4.00	\$327.50	36.00	\$2,672.50	UNDER
Cost Est:	10.00	\$700.00	0.00	\$0.00	10.00	\$700.00	UNDER
Liaison:	20.00	\$1,400.00	6.00	\$485.00	14.00	\$915.00	UNDER
Marketing:	5.00	\$500.00	1.00	\$100.00	4.00	\$400.00	UNDER
Measurement:	35.00	\$2,625.00	5.00	\$400.00	30.00	\$2,225.00	UNDER
Prelim Design:	150.00	\$12,000.00	0.00	\$0.00	150.00	\$12,000.00	UNDER
Preparation:	12.50	\$562.50	0.00	\$0.00	12.50	\$562.50	UNDER
Report:	37.00	\$2,590.00	0.50	\$17.50	36.50	\$2,572.50	UNDER
Research:	0.00	\$0.00	17.00	\$1,360.00	-17.00	(\$1,360.00)	OVER
Review:	25.00	\$2,000.00	0.00	\$0.00	25.00	\$2,000.00	UNDER
Site Insp:	50.00	\$3,750.00	6.50	\$520.00	43.50	\$3,230.00	UNDER
Web Serv:	65.00	\$5,200.00	0.00	\$0.00	65.00	\$5,200.00	UNDER
Expense Budget:							
Copy:	500.00	\$275.00	6.00	\$88.63	494.00	\$186.37	UNDER
DEL:	15.00	\$259.88	0.00	\$0.00	15.00	\$259.88	UNDER
Mileage:	225.00	\$112.50	375.00	\$187.50	-150.00	(\$75.00)	OVER
Outside Cons:	0.00	\$0.00	1.00	\$4,125.00	-1.00	(\$4,125.00)	OVER
Photos:	300.00	\$247.50	0.00	\$0.00	300.00	\$247.50	UNDER
Rental:	0.00	\$0.00	4.00	\$451.84	-4.00	(\$451.84)	OVER
TOTALS:							
Services:	669.50	\$53,027.50	47.50	\$3,860.00	622.00	\$49,167.50	UNDER
Expenses:	1,040.00	\$894.88	386.00	\$4,852.97	654.00	(\$3,958.10)	OVER
Grand Totals:		\$53,922.38		\$8,712.97		\$45,209.41	UNDER

Purpose

To provide project and other managers with a comparison of actual versus planned consumption of resources for projects. The report aids in determining whether corrective action is required.

Description

The report compares budgeted time and expenses against actual time and expenses charged to projects (billable and non-billable items). For activities, it shows budgeted, spent and remaining hours and amounts. Expenses include a similar comparison. This report shows contract amount along with actual amounts for employee groups as well as activity/expense groups. When you go over-budget on any item – or over the total budget, the report highlights it for you by flagging it as ‘Over’.

Calculations

Service Amount Spent = Billing Hours x Bill Rate

Expense Amount Spent = Units x Expense Cost x Markup %

Remaining Hours/Units = Budgeted Hours – Spent Hours

Remaining Amount = Budgeted Amount – Spent Amount

Key Filters

Filters include Project ID. You can also restrict data to only active or inactive projects, billable or non-billable time and expenses, and billed or unbilled time and expenses. On the Report Center screen, you can also filter by Expense Log Date, Project Start Date, Time Entry Date, Budget ID, Client ID, Client Zip Code, Contract Type, Project Manager, Project Status, client and project custom fields, and more.

How to Run the Report

From the Report Center screen, select Project Management category, Budget Comparison by Item. Choose one or more filters or accept the defaults; then click Print or Preview. You can also run the most common project management reports from the Reports menu, Project.

More Budget Reports

Checking these reports daily (for example) can identify an exception situation that demands immediate attention.

- *Budget Comparison – Cost*: Provides managers with a comparison of actual versus planned consumption of resources for projects. The report compares the budgeted, spent and remaining hours/units/cost amounts for activities and expenses. This report shows the contract amount along with actuals for employee groups as well as activity/expense groups.
- *Budget Comparison by Employee*: Provides managers with a comparison of actual versus planned consumption of resources for projects. The report compares the budgeted, spent and remaining hours/units for activities and expenses, organized by employee. This report shows the contract amount along with actuals for employee groups as well as activity/expense groups.
- *Budget Comparison by Title*: Provides managers with a comparison of actual versus planned consumption of resources for projects. The report compares the budgeted, spent and remaining hours/units for activities and expenses, organized by employee title. This report shows the contract amount along with actuals for employee groups as well as activity/expense groups.

- *Budget Comparison for Phased Projects*: Provides managers with a comparison of planned versus actual consumption of resources for project phases. Organized by parent projects, the report compares the budgeted, spent and remaining hours/units/amounts for services and expenses, flagging the over-budget items as Over. This report shows the contract amount along with actuals for employee groups as well as activity/expense groups.
- *Budget Comparison Summary - Phased Projects*: Provides managers with a comparison of actual versus planned consumption of resources for phased projects. The report compares the budgeted, spent and remaining hours/units/amounts for activities and expenses, flagging the over-budget items as 'Over'. This report shows the contract amount along with actuals for employee groups as well as activity/expense groups.
- *Budget Details by Project*: Displays the details of budgets assigned to projects.
- *Budget Hours Comparison – Summary*: Provides managers with a comparison of actual versus planned consumption of resources for projects. The report summarizes the budgeted, spent and remaining hours/units for activities and expenses, including the percent complete for the projects.
- *Budget Vs Actual By Activity* - Provides managers with a comparison of actual versus planned activities and expenses charged to projects. Listing activity and expense items, the report compares their budgeted and actual hours/units/amounts, highlighting the over-budget items in red.
- *Budget Vs Actual By Employee*: Provides managers with a comparison of actual versus planned activities and expenses charged to projects. Listing employees, the report compares their budgeted and actual hours/units/amounts, highlighting the over-budget items in red.

Contract Spent

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Contract Spent by Project - Services

Printed on: 2/22/2011

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Project ID (Name)	Contract Amount	Spent	Balance
09-PV Country Club: (PV Country Club)	\$80,000.00	\$26,848.75	\$53,151.25
10-Municipal Offices - 3: (Municipal Offices Technical Support)	\$0.00	\$8,123.00	(\$8,123.00)
10-BQE General: (BQES General Office)	\$0.00	\$182,563.75	(\$182,563.75)
10-CBS New System: (Crystal Blue Waters New System Evaluatio	\$1,500.00	\$2,630.00	(\$1,130.00)
10-CBS Support: (Crystal Blue Waters Ongoing Support)	\$1,500.00	\$15,775.00	(\$14,275.00)
10-City Health Dept: (City Health Department)	\$75,000.00	\$53,556.25	\$21,443.75
10-Crystal Blue Water: (Crystal Blue Waters New System Installat	\$10,000.00	\$17,740.00	(\$7,740.00)
10-Dept Of City Services: (Dept. of City Services)	\$0.00	\$20,540.00	(\$20,540.00)
10-DWP: (Dept. of Water & Power)	\$46,000.00	\$13,827.50	\$32,172.50
10-Fun Foods: (Fun Foods 2.0 Upgrade)	\$15,000.00	\$10,602.50	\$4,397.50
10-Green Thumb: (Green Thumb Starter System)	\$10,500.00	\$17,423.75	(\$6,923.75)
10-Harbor Bldg 1: (Long Beach Harbor Terminal Bldg. 42)	\$75,000.00	\$3,995.00	\$71,005.00
10-Harbor Terminal Bldg 1: (Long Beach Harbor Terminal Bldg. 6	\$157,000.00	\$2,755.00	\$154,245.00
10-Harbor: (Long Beach Harbor)	\$0.00	\$3,210.00	(\$3,210.00)
10-Hillard Resd: (Hilliard Residence)	\$100,000.00	\$0.00	\$100,000.00
10-Hillard:1-SD (Hilliard Residence-Schematic Design)	\$15,000.00	\$0.00	\$15,000.00
10-Hillard:2-DD (Hilliard Residence Design Development)	\$10,000.00	\$10,275.00	(\$275.00)
10-Hillard:3-CD (Hilliard Residence-CD)	\$50,000.00	\$9,084.00	\$40,916.00
10-Hillard:4-CA (Hilliard Residence-CA)	\$21,000.00	\$7,117.00	\$13,883.00
10-HUD Add Services: (Housing and Urban Development - Add	\$0.00	\$17,600.00	(\$17,600.00)
10-HUD Aspen: (Housing and Urban Development - Aspen, Colo	\$0.00	\$10,967.50	(\$10,967.50)
10-HUD Monte Carlo: (Housing and Urban Development - Monte	\$0.00	\$13,025.00	(\$13,025.00)
10-HUD NY: (Housing and Urban Development - New York City)	\$0.00	\$24,720.00	(\$24,720.00)
10-HUD Queens: (Housing and Urban Development - Queens)	\$0.00	\$35,075.00	(\$35,075.00)
10-HUD Richmond: (Housing and Urban Development - Richmo	\$0.00	\$26,453.50	(\$26,453.50)
10-Long Beach Harbor: (Long Beach Harbor - Recurring)	\$0.00	\$0.00	\$0.00
10-Main: (Housing & Urban Development)	\$125,000.00	\$0.00	\$125,000.00
10-MAIN:1-SD (HUD - Schematic Design)	\$25,000.00	\$325.00	\$24,675.00
10-MAIN:2-CD (HUD - Construction Documents)	\$87,500.00	\$350.00	\$87,150.00
10-MAIN:3-CA (HUD - Construction Administration)	\$12,500.00	\$675.00	\$11,825.00
10-Municipal Offices: (Municipal Offices Feasibility)	\$2,200.00	\$1,922.50	\$277.50
10-Municipal Offices-2: (Municipal Offices Development)	\$65,000.00	\$17,145.00	\$47,855.00
10-Overheads: (Company Overhead)	\$0.00	\$16,697.50	(\$16,697.50)
10-Party Planners: (Party Planners, Inc. System Upgrade)	\$30,000.00	\$8,155.00	\$21,845.00
10-Party Planners-2: (Party Planners, Inc. Tech Center)	\$0.00	\$7,830.90	(\$7,830.90)
10-Professional: (Professional Organizations)	\$0.00	\$35,120.00	(\$35,120.00)
10-Redondo Library: (Redondo Beach Library)	\$75,000.00	\$3,660.00	\$71,340.00
10-Staple Center: (Staples Center)	\$250,000.00	\$7,640.00	\$242,360.00
10-Torrance Airport: (Torrance Airport Upgrade)	\$100,000.00	\$24,530.64	\$75,469.36
10-WW New Systems: (Weed Wackers New System/Upgrade)	\$25,600.00	\$51,685.00	(\$26,085.00)
	\$1,465,300.00	\$709,644.04	\$755,655.96

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Purpose

To provide project managers and management with an easy to scan list of projects and other information like contract spent. Not all projects have budgets, but most projects should have a contract amount. Tracking the contract amount spent is a quick way to know where you are. When comparing the contract spent to project to-date charges, your experience will tell you whether you are above or below where you should be. This may lead you to drill down into detailed job cost and other information.

Description

The report lists projects, contract amounts, service (labor) charged to the project, and the remaining amount for the contract. A negative balance indicates a project is over-contract.

Key Filters

Filters include Project Start Date, Time Entry Date, Project ID, Client ID, Contract Type, Project Manager, Project Status, project custom fields and more.

How to Run the Report

From the Report Center screen, select Project Management category, Contract Spent by Project - Services. Choose one or more filters or accept the defaults; then click Print or Preview.

Due Date

Hendricks Consulting LLC			Due Date by Client & Project	
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Client Company	Project ID	Project Name	Due Date	% Complete
BQE Software Inc.	10-BQE General:	BQES General Office	6/16/2010	0.00
Factor Foundation	10-Fun Foods:	Fun Foods 2.0 Upgrade	11/24/2010	0.00
City Serivces Dept.	10-Dept Of City Services:	Dept. of City Services	12/28/2010	0.00
Allied Technology	09-PV Country Club:	PV Country Club	12/31/2010	0.00
County Municipal Offices	10-CBS New System:	Crystal Blue Waters New System Evaluation	2/22/2011	0.00
County Municipal Offices	10 Municipal Offices - 3:	Municipal Offices Technical Support	5/31/2011	65.00
Hillard New Residence	10-Hillard Resd:	Hilliard Residence	10/17/2012	35.00
Global Technology	10-Green Thumb:	Green Thumb Starter System	11/28/2012	15.00
County Municipal Offices	10-Harbor Bldg 1:	Long Beach Harbor Terminal Bldg. 42	6/18/2013	0.00

Purpose

To provide project managers and executives with information to aid review of projects and prioritizing resources based on the approaching due dates.

Description

The report lists projects with client names along with the due dates and percent complete set in the project profile.

Key Filters

Filters include Project Start Date, Project Due Date, Project ID, Client ID and Project Manager. You can also restrict data to only active or inactive clients, and active or inactive projects. On the Report Center screen, you can also filter by Client Zip Code, Contract Type, Project Manager, Project Status, client and project custom fields and more. The report is sorted by due date as well as grouped by client.

How to Run the Report

From the Report Center screen, select Project Management category, Due Date by Client & Project. Choose one or more filters or accept the defaults; then click Print or Preview. You can also run this report from the Reports menu, Project.

Earned Value

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Earned Value - Calculated

Printed on: 3/12/2012

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Filters Used:
 - # Project ID: Selected Items (9)

Project Description	Task Budget	Calculated Progress	
<i>Phase Description / Project Name</i>	<i>(\$ / Task)</i>	<i>% Completed</i>	<i>Calculated Value</i>
PV Country Club	\$73,115.00	77.27%	\$56,498.80
Municipal Offices Technical Support	\$100,000.00	201.66%	\$201,664.98
BQES General Office			\$183,763.75
Crystal Blue Waters New System Evaluation	\$3,500.00	179.57%	\$6,285.00
Crystal Blue Waters Ongoing Support	\$7,800.00	271.40%	\$21,169.25
City Health Department	\$75,000.00	90.37%	\$67,778.75
Crystal Blue Waters New System Installation	\$10,000.00	382.20%	\$38,220.00
Dept. of City Services			\$29,557.50
Dept. of Water & Power	\$46,000.00	46.28%	\$21,287.50
Fun Foods 2.0 Upgrade	\$15,000.00	142.30%	\$21,345.00
Green Thumb Starter System	\$10,500.00	251.94%	\$26,453.75
Long Beach Harbor Terminal Bldg. 42	\$75,000.00	20.19%	\$15,143.10
Long Beach Harbor Terminal Bldg. 61	\$157,000.00	4.46%	\$7,010.00
Long Beach Harbor - Recurring	\$0.00	0.00%	\$46,758.00
Municipal Offices Feasibility	\$2,200.00	87.39%	\$1,922.50
Municipal Offices Development	\$65,000.00	36.25%	\$23,565.00
Company Overhead	\$0.00	0.00%	\$16,697.50
Professional Organizations			\$35,120.00
Redondo Beach Library	\$75,000.00	5.15%	\$3,860.00
Staples Center	\$250,000.00	3.22%	\$8,040.00
Torrance Airport Upgrade	\$100,000.00	25.97%	\$25,970.63
World Wide New Systems	\$25,600.00	301.58%	\$77,205.00
Hilliard Residence			
Schematic Design	\$50,000.00	10.92%	\$5,460.00
Design Development	\$10,000.00	209.88%	\$20,987.50
Construction Documents	\$50,000.00	36.34%	\$18,168.00
Construction Administration	\$20,000.00	217.36%	\$43,472.00
Housing & Urban Development			
Schematic Design	\$50,000.00	40.48%	\$20,240.00
Construction Documents	\$87,500.00	55.92%	\$48,931.25
Construction Administration	\$12,500.00	5.40%	\$675.00
Total Project Progress	\$1,370,715.00		\$1,093,249.75
Total Progress on the projects = 79.76%			

The individual task budgets may be used as weighing factors in order to determine equivalent progress on each task at a given point in time. These values can then be totaled and divided by the project budget to determine total progress on the project.

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Earned Value - Estimated

Printed on: 2/22/2011
 Page 1 of 1

Filters Used:

- Project ID: 09-PV Country Club: to 10-MAIN3-CA

Project Description	Task Budget	Estimated Progress	
<i>Phase Description / Project Name</i>	<i>(\$ / Task)</i>	<i>% Completed</i>	<i>Earned Value</i>
PV Country Club	\$80,000.00		
Municipal Offices Technical Support		65.00%	
BQES General Office			
Crystal Blue Waters New System Evaluation	\$1,500.00		
Crystal Blue Waters Ongoing Support	\$1,500.00		
City Health Department	\$75,000.00		
Crystal Blue Waters New System Installation	\$10,000.00	25.00%	\$2,500.00
Dept. of City Services			
Dept. of Water & Power	\$46,000.00		
Fun Foods 2.0 Upgrade	\$15,000.00		
Green Thumb Starter System	\$10,500.00	15.00%	\$1,575.00
Long Beach Harbor Terminal Bldg. 42	\$75,000.00		
Long Beach Harbor Terminal Bldg. 61	\$157,000.00		
Long Beach Harbor	\$0.00		
Housing and Urban Development - Add Services			
Housing and Urban Development - Aspen, Colorado			
Housing and Urban Development - Monte Carlo			
Housing and Urban Development - New York City	\$0.00		
Housing and Urban Development - Queens			
Housing and Urban Development - Richmond, VA			
Long Beach Harbor - Recurring	\$0.00		
Hilliard Residence			
Schematic Design	\$15,000.00		
Design Development	\$10,000.00		
Construction Documents	\$50,000.00		
Construction Administration	\$21,000.00		
Housing & Urban Development			
Schematic Design	\$25,000.00	10.00%	\$2,500.00
Construction Documents	\$87,500.00	6.00%	\$5,250.00
Construction Administration	\$12,500.00	4.00%	\$500.00
Total Project Progress	\$692,500.00		\$47,325.00
Total Progress on the project =6.83%			

The individual task budgets may be used as weighing factors in order to determine equivalent progress on each task at a given point in time. These values can then be totaled and divided by the project budget to determine total progress on the project.

Purpose

With these two reports, executives and managers receive a concise and timely view of project progress, enabling forecasting and resolution of cost and schedule issues. Comparing the two reports, possible 'red flags' can be identified when the estimated percent complete and actual time and expense burned (charged to the project) differ significantly.

Description

Both reports break down information by project and phase. Earned Value-Calculated compares the contract amount with billed and unbilled time and expenses to determine the calculated earned value. Earned Value-Estimated compares the contract amount with the percent complete value recorded by the project manager to determine the estimated earned value. Comparing the percentages and other information indicates whether performance problems exist and corrective action (cost management, scheduling, etc.) is required.



Billable expenses (direct reimbursements) are not part of the Earned Value-Calculated.

Key Filters

Filters include Project Start Date, Time Expense Date, Client ID, Project ID, Project Manager, Contract Type, Project Status, custom project fields and more.

How to Run the Report

From the Reports menu, select Report Center, Project Management category, Earned Value – Calculated and Earned Value - Estimated. Choose one or more filters or accept the defaults; then click Print or Preview.

Journal Notes

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Journal Notes

Printed on: 2/22/2011

Page 1 of 1

Date	Employee ID	Status	Type	Notes
09-PV Country Club:				
1/3/2011	SUPERVISOR	Active	Invoice Review	<i>The first billing of the project has been made. The Staples Center is going to be closed for the next 3 months for the redesign of their Multimedia backbone to bring higher quality sound and video throughout the facilities.</i>
2/15/2011	SUPERVISOR	Active	Invoice Review	<i>Cables and components have been ordered and installed, testing is now being performed to determine any weak links and ensure that a 100% pure stress on the new network will hold up for at least 1 day with no errors.</i>
2/22/2011	SUPERVISOR	Active	General	<i>Final billing for the Staples Center upgrade. All systems and terminals are undergoing last minute tweaking and a test event will take place where 25 volunteers will be evaluating and attempting to crash any of the new systems installed. Managers keycards are being produced to allow for direct access to reports and statistics from any terminal to evaluate real-time information. All systems seem fully operational.</i>
10 Municipal Offices - 3:				
2/22/2011	SUPERVISOR	Active	Billing Review	<i>Installation and configuration of interactive screens and terminals throughout the facilities is being performed. Access to a typical event's information will be stored locally while a connection to an outside super database will allow customers to locate related information about future events and happenings. Advertising opportunities are being verified and placement has been optimized to ensure maximum exposure.</i>

Purpose

To provide managers and staff with notes about project-related issues that can aid them in billing decisions, and post-project review and analysis.

Description

The report lists general, billing, invoice and payment notes for projects. For each project, a journal note includes when it was written, who wrote it, whether it is an active item, the type of note and the note text.

Key Filters

No filters available.

How to Run the Report

From the Reports menu, select Report Center, Project Management category, Journal Notes.

More Project Journal Reports

- *Journal Category List*: Lists all the project journal categories on file. The report also displays the status of the category, whether active or inactive.
- *Journal Notes by Category*: Provides you with qualitative information about project-related issues that help in decision making, post-project review and analysis. The report lists general and billing, invoice and payment related notes for projects, organized by journal category.
- *Journal Notes by Date*: Provides you with qualitative information about project-related issues that help in decision making, post-project review and analysis. The report lists general and billing, invoice and payment related notes for projects, organized by journal date.
- *Journal Notes by Employee*: Provides you with qualitative information about project-related issues that help in decision making, post-project review and analysis. The report lists general, billing, invoice and payment related notes for projects, organized by employee.
- *Journal Notes by Status*: Provides you with qualitative information about project-related issues that help in decision making, post-project review and analysis. The report lists general and billing, invoice and payment related notes for projects, organized by journal status.

Project Account Detail

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Project Account Detail - Time & Expenses & AR

Printed on: 2/22/2011

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Project Name (ID): Municipal Offices Feasibility (10-Municipal Offices:)

Contract Amount: \$2,200.00

Date	Employee	Description	Hrs	B-Hrs/Units	Amount	
Services:						
9/30/2011	MK	Report/Letter	0.50	0.50	\$17.50	Billed
10/1/2011	BD	Computer Maintenance/Repair	1.50	1.50	\$105.00	
11/1/2011	JA	Telephone Call/Conference	1.00	1.00	\$120.00	Billed
11/9/2011	WB	Site Inspection	3.00	3.00	\$300.00	Billed
11/9/2011	WB	Site Measurement	3.00	3.00	\$300.00	Billed
11/12/2011	JA	Client Conference/Meeting	1.00	1.00	\$120.00	Billed
11/13/2011	JA	Liason/Coordination	0.75	0.75	\$90.00	Billed
11/13/2011	JA	Preliminary Cost Estimate	0.75	0.75	\$90.00	Billed
11/13/2011	JA	Preliminary Design	1.50	1.50	\$180.00	Billed
11/13/2011	JA	Research	1.75	1.75	\$210.00	Billed
11/16/2011	JA	Telephone Call/Conference	0.25	0.25	\$30.00	Billed
11/19/2011	CJ	Research	2.50	2.50	\$150.00	Billed
11/20/2011	BW	Telephone Call/Conference	0.25	0.25	\$20.00	Billed
11/21/2011	CJ	Telephone Call/Conference	0.75	0.75	\$45.00	Billed
11/22/2011	BW	Research	1.25	1.25	\$100.00	Billed
11/23/2011	CJ	Telephone Call/Conference	0.75	0.75	\$45.00	Billed
Total Services			20.50	20.50	\$1,922.50	
Expenses:						
11/9/2011	WB	MILEAGE		75.00	\$37.50	Billed
11/13/2011	JA	MILEAGE		75.00	\$37.50	Billed
11/13/2011	SL	COPY SERVICES		1.00	\$17.36	Billed
11/13/2011	SL	PHOTOGRAPHS		1.00	\$6.59	Billed
11/13/2011	SL	SPECIAL DELIVERY/COURIER		1.00	\$12.05	Billed
Total Expenses				153.00	\$110.99	
Grand Total:					\$2,033.49	

Date	Inv Num	Billed	Paid	Pay Method
10/7/2011	1096	\$17.50		
10/7/2011	1109	\$1,910.99		
		\$1,928.49	\$0.00	
Amt Owed =		\$ 1,928.49		

Purpose

To provide project managers, executives and accounting staff with details about billed and unbilled time and expenses charged to projects, as well as project invoices, retainers received and payments applied.

Description

The report lists the billing hours and the amount billed to the client for a particular project. It displays time and expenses followed by invoices, retainers and payments. Time and expense details include date, timekeeper, activity code, actual hours, billing hours and billing value. Subtotals display for services and expenses. The transaction section lists invoice date, number, billed amount, payment amount and payment method. Subtotals display for billed and payment amounts and the balance due for the project.

Key Filters

Filters include Project Start Date, Time Expense Date, Project ID, Client ID, Contract Type, Project Manager, Project Status, project custom fields and more.

How to Run the Report

From the Reports menu, select Report Center, Accounts Receivable category, Project Account Detail – Time & Expenses & AR. Choose one or more filters, or accept the defaults; then click Print or Preview. You can also access the most common project account reports from the Report menu, Project and Billing category.

Project Account Summary

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Project Account Summary

Printed on: 3/13/2012
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Project ID: 10-Hillard Resd:

	Cost	Billable	Billed	UnBilled
Services	\$27,351.27	\$84,022.50	\$72,948.50	\$33,593.00
Extra Services	\$409.75	\$820.00	\$820.00	\$0.00
Total Services	\$27,761.02	\$84,842.50	\$73,768.50	\$33,593.00
Expenses	\$3,200.00	\$3,200.00	\$0.00	\$3,200.00
Extra Expenses	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00
Total Expenses	\$8,200.00	\$8,200.00	\$5,000.00	\$3,200.00
Grand Total	\$35,961.02	\$93,042.50	\$78,768.50	\$36,793.00

Total Hrs	Total B-Hrs	Earned Value:	Earned Value (%):
734.25	734.25	\$ 93,042.50	46.52
Project Retainer Paid	Project Retainer Used	Project Retainer Available	Client Retainer Available
\$ 4,162.50	\$ 1,100.00	\$ 3,062.50	\$ 18,000.00
Total Amount Spent	Net Billed (Pre Tax)	Total Amount Billed	Total Amount Paid
\$ 87,447.50	\$ 78,768.50	\$ 78,768.50	\$ 13,500.00

Total Amount Owed: **\$ 65,268.50**

Purpose

To provide project managers and executives with a quick summary of cost, billing, billed, retainer and other project information.

Description

The report lists account information for a project, including cost, billable and billed amounts for services and expenses. It also includes hours, earned value, invoice, retainer and payment information. For a parent project, the report shows accumulated account details of all its phases.



The same information can be viewed on the Project-Account screen. A similar account summary is available for clients on the Client-Account screen.

Key Filters

Filters include Project Start Date, Project ID, Client ID, Contract Type, Project Manager, Project Status, project custom fields and more.

How to Run the Report

From the Reports menu, select Report Center, Project Management category, Project Account Summary. Choose one or more filters or accept the defaults; then click Print or Preview. You can also run this report directly from the Project-Account screen.

Project Management List

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Project Management List - Active

Printed on: 2/22/2011

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Project Manager: Jennifer Arlington (JA)

Project ID	Description	Type	Fee	Spent	Status	Phone	Comments
09-PV Country Club:	PV Country Club	HNTE	\$80,000.00	\$26,848.75	UNDER	(606)-555-1212	Project Complete.
10 Municipal Offices - 3:	Municipal Offices Technical Support	Hourly	\$0.00	\$8,123.00	NA	(310)-555-3322	
10-City Health Dept:	City Health Department	HNTE	\$75,000.00	\$53,556.25	UNDER	(310)-555-2233	Schedule conference call for Wed. 10/21.
10-Dept Of City Services:	Dept. of City Services	Hourly	\$0.00	\$20,540.00	NA	(310)-555-2233	
10-DWP:	Dept. of Water & Power	HNTE	\$46,000.00	\$13,827.50	UNDER	(310)-555-1212	Set up final meeting for project.
10-Green Thumb:	Green Thumb Starter System	Fixed	\$10,500.00	\$17,423.75	OVER	(575)-444-5656	Project 95% complete
10-Harbor Bldg 1:	Long Beach Harbor Terminal Bldg. 42	HNTE	\$75,000.00	\$3,995.00	UNDER	(310)-555-3322	
10-Harbor Terminal Bldg 1:	Long Beach Harbor Terminal Bldg. 61	Percentage	\$157,000.00	\$2,755.00	UNDER	(310)-555-3322	
10-Harbor:	Long Beach Harbor	Hourly	\$0.00	\$3,210.00	NA	(310)-555-3322	
10-HUD Aspen:	Housing and Urban Development - Aspen, Colorado	Hourly	\$0.00	\$10,967.50	NA	(213)-555-9966	Set up client conference Tues. 10/21.
10-HUD NY:	Housing and Urban Development - New York City	Hourly	\$0.00	\$24,720.00	NA	(213)-555-9966	Project 75% complete.
10-HUD Queens:	Housing and Urban Development - Queens	Hourly	\$0.00	\$35,075.00	NA	(213)-555-9966	Project 45% complete.
10-HUD Richmond:	Housing and Urban Development - Richmond, VA	Hourly	\$0.00	\$26,453.50	NA	(213)-555-9966	Estimated completion 60 days.
10-MAIN:1-SD	HUD - Schematic Design	Fixed	\$25,000.00	\$325.00	UNDER	(213)-555-9966	
10-MAIN:2-CD	HUD - Construction Documents	Fixed	\$87,500.00	\$350.00	UNDER	(213)-555-9966	
10-MAIN:3-CA	HUD - Construction Administration	Fixed	\$12,500.00	\$675.00	UNDER	(213)-555-9966	
10-Municipal Offices:	Municipal Offices Feasibility	Fixed	\$2,200.00	\$1,922.50	UNDER	(310)-555-3322	
10-Municipal Offices-2:	Municipal Offices Development	Fixed	\$65,000.00	\$17,145.00	UNDER	(310)-555-3322	Change order needed ASAP.
10-Professional:	Professional Organizations	Marketing	\$0.00	\$35,120.00	NA	(888)-245-5669	

BillQuick Standard Report Copyright © 2011 BQE Software, Inc.

Purpose

To provide project and other managers with a quick summary of how much of the contract has been burned and whether it is over-contract.

Description

Organized by project manager, the report lists projects, contract type, contract amount (fee), amount spent, status (over-contract), client phone number and project notes.

Key Filters

Filters include Project Start Date, Client ID Project ID, Contract Type, Project Manager, Project Status, custom project and client fields and more.

How to Run the Report

From the menu, select Reports, Report Center, Project Management category, Project Management List - Active. Choose one or more filters or accept the defaults; then click Print or Preview.

More Project Management Reports

- *Conditional Waiver and Lien Release*: Displays a prefilled conditional waiver and release form for a client on receipt of a final payment for a completed project. The release covers the final payment for labor, services, equipment or material used on the project.
- *Contract Analysis*: Provides a detailed comparison of project contract amount for services and expenses. The report displays the original contract amount, amount spent and billed, % complete and more, organized by project.
- *Contract Comparison by Item*: Provides managers with information about the project's progress and how much of the contract amount has been spent. The report compares the contract, spent and remaining hours/units for each activity and expense, organized by project. It also displays the totals for each project.
- *Contract Spent by Project - Services & Expenses*: Provides a detailed comparison of project contract amount for services and expenses. The report displays the original contract amount, amount spent and amount remaining for both services as well as expenses charged to the projects.
- *Contract Spent by Project - Services & Expenses (Options)*: Provides a detailed comparison of project contract amount for billable/non-billable services and expenses, depending upon the options selected by you. The report displays the contract, spent and balance amounts for both services as well as expenses.
- *Employee Control*: Provides managers with the employee control information. The report displays the assignment of projects, activities and expenses for the employees.
- *Estimate Comparison by Item*: Provides managers with a comparison of the estimated and actual time and expenses spent on projects. The report compares the estimated number of work hours and expense units against the actual time and expenses charged to projects.

- *Phased Project Account Detail – Time & Expense*: Enables managers to review the time and expense details for phased projects only. The report lists the hours worked, expenses incurred, invoice and payment transactions, contract amount and project status.
- *Project Allocated Tasks – Allocated vs. Spent*: Displays the allocated, spent and remaining units or hours for employees, organized by project. The report allows you to compare an employee's allocated hours/units with actual hours/units.
- *Project Assignments*: Provides information about project control assignments. Organized by project, the report lists the employees, activities and expense items assigned to projects. Only assigned people can charge the assigned items to a project.
- *Project Assignments – Active*: Provides information about project control assignments. Organized by project, the report lists the employees, activities and expense items assigned to active projects. Only assigned people can charge the assigned items to a project.
- *Project Assignments by Employee*: Provides information about project control assignments. Organized by employee and project, the report lists the activities and expense items assigned to projects.
- *Project Management List – Over Contract*: Organized by project manager, the report lists projects that are over-budget. It includes details such as project name, contract type, contract amount (fee), budget spent, budget status (over/under) and project notes.
- *Project Management List – Over Contract Phase*: Organized by project manager, the report lists phased projects that are over-budget. It includes details such as project name, contract type, contract amount (fee), budget spent, budget status (over/under) and project notes.
- *Project Management List – Phased Projects*: Provides a handy list of phased projects, organized by project manager. The report displays project phases and their details including contract type, contract fee, budget spent, budget status and project notes.
- *Project Management List by Client – Over Contract*: Organized by client, the report lists projects that are over-budget. It includes details such as project name, contract type, contract amount (fee), budget spent, status (over/under) and project notes.
- *Project Management List by Project Manager*: Provides a handy list of projects, organized by project manager. The report displays projects and their details including contract type, contract fee, budget spent, budget status and project notes.
- *Task Assignment – Allocated vs. Spent by Employee*: Provides useful information about allocation of activity hours and expenses units to the staff. The report lists the assigned/consumed/remaining control hours and control units for each project, organized by employee.
- *Task Assignment – Allocated vs. Spent by Project*: Provides information about assignment of control hours and units to employees working on projects. The report lists the assigned, consumed and remaining hours (activities) and units (expenses), organized by project.
- *Task Assignment by Employee – Allocated vs. Spent*: Displays the allocated, spent and remaining units or hours, organized by employee. The report allows you to compare the allocated hours/units for employees with the actual hours/units for each project.
- *Task Assignment by Project – Allocated vs. Spent*: Displays the task allocations for employees, organized by project. The report allows you to compare an employee's allocated hours/units with actual hours/units spent. You can view control hours for employees even if there are no recorded time entries.

- *Task Assignment by Project – Allocated, Spent & Forecast*: Displays the allocated and spent units or hours for employee, organized by project. The report allows you to view an employee's total spent forecast for the next six months based on the existing data or trend.
- *Task Assignment by Project - Allocated, Spent, Forecast Amount (Project Allocation Units Spent Forecast Amount)*: Displays the allocated and spent information (expense units or service hours) for employees, organized by project. The report allows you to view an employee's forecasted spending for the next six months based on the existing data or trend. BillQuick requires at least one entry against the allocation to forecast the spending. You can view the monthly totals as well as estimated spending for each employee.
- *To-Do Task List sorted by Task Type*: Displays a list of to-do tasks for effective project management. Organized by type of task, the report lists the status, date, priority and other useful information about the tasks to complete.
- *To-Do Tasks – Client*: Displays a list of to-do tasks created from the Client screen. Organized by client, the report lists the subject, status, date, priority and other useful information about the tasks to complete.
- *To-do Tasks – Employee*: Displays a list of to-do tasks created from the Employee screen. Organized by employee, the report lists the subject, status, date, priority and other useful information about the tasks to complete.
- *To-Do Tasks – Project*: Displays a list of to-do tasks created from the Project screen. Organized by project, the report lists the subject, status, date, priority and other useful information about the tasks to complete.
- *To-Do Tasks – Vendor*: Displays a list of to-do tasks created from the Vendor screen. Organized by vendor, the report lists the subject, status, date, priority and other useful information about the tasks to complete.
- *To-Do Tasks by Priority*: Displays a list of to-do tasks for effective project management. Organized by task priority, the report lists the status, date, entry type and other useful information about the tasks to complete.

Retainer Management

Retainer Detail

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Retainer Detail by Client & Project

Printed on: 7/30/2012
 Page 2 of 3

County - County Municipal Offices

Pay/Inv Date	Invoice Number	Memo / Notes	Pay Method	Retainer Paid	Retainer Applied*
10-Crystal Blue Water: - Crystal Blue Waters New System Installation					
8/31/2011	1061			-	\$825.00
9/29/2011	1077			-	\$825.00
10/7/2011	Retainer		Check	\$5,000.00	-
10/31/2011	1094			-	\$825.00
4/16/2012	1165			-	\$850.00
6/15/2012	1143			-	\$825.00
6/20/2012	1153			-	\$825.00
10-Crystal Blue Water: Total:				\$5,000.00	\$4,975.00
10-Municipal Offices-2: - Municipal Offices Development					
8/31/2011	1063			-	\$500.00
9/29/2011	1079			-	\$500.00
10/7/2011	Retainer		Check	\$5,000.00	-
10/31/2011	1097			-	\$500.00
2/28/2012	1115			-	\$500.00
5/15/2012	1137			-	\$500.00
10-Municipal Offices-2: Total:				\$5,000.00	\$2,500.00
County Total:				\$10,000.00	\$7,475.00
County Retainer Balance:				\$ 2,525.00	

Purpose

To provide executives, project managers and accounting staff with a history of retainers received, retainers used to pay invoices, and retainers applied to reduce invoice amounts during billing.

Description

Organized by client, the report lists retainer receipts, application of retainers to invoices and remaining retainer amounts for projects. It includes subtotals for retainers paid and applied, remaining retainers by project and grand totals.

Key Filters

Filters include Payment Date, Project Start Date, Transaction Date (time stamp when the invoice was created), Invoice Date, Client ID, Project ID, Contract Type, Project Manager, Project Status, Invoice Number, project custom fields, Payment Method and more.

How to Run the Report

From the Report Center screen, select Retainer Management category, Retainer Detail by Client & Project. Choose one or more filters or accept the defaults; then click Print or Preview.

Retainer Invoice

Hendricks Consulting LLC 2601 Airport Drive, Suite 380 Los Angeles, CA 90505 Tel: (310) 555-1212 Fax: (310) 555-2121 admin@hendricks_consulting.com www.hendricks_consulting.com Ms. Lynn Tracey Allied Technology 1616 Adventure Way Sunnyside CA 95000	<table border="1"><thead><tr><th>Invoice Date</th><th>Invoice Num</th></tr></thead><tbody><tr><td>2/22/2011</td><td>1001</td></tr></tbody></table>	Invoice Date	Invoice Num	2/22/2011	1001
Invoice Date	Invoice Num				
2/22/2011	1001				

Retainer Invoice

Project Name: PV Country Club
Project ID: 09-PV Country Club:
Project Manager: Jennifer Arlington
Contract Type: Hourly Not to Exceed

Thank you for allowing us to serve you. The project manager assigned to your project is shown above. We have also assigned a unique identification number to this job (see above). Please refer to this Project ID number when making payments or requesting information. Once again, thank you for your business. Your prompt payments are highly appreciated.

Retainer Amount Due: \$2,500.00

*This retainer amount is due upon receipt.
If a payment has been already mailed, please disregard this invoice.*

Purpose

To request a client for a deposit, advance payment, retainer amount or monies on account.

Description

Addressed to a client, the retainer invoice shows the project, assigned project manager, contract type and retainer amount due.

Key Filters

When printed as a report from the Report Center screen, filters include Project Start Date, Project ID, Contract Amount, Project Manager, Project Status, project custom fields and more.

How to Run the Report

From the Report Center screen, select Retainer Management category, Retainer Invoice 1. Retainer invoices can also be generated from the Project-Billing screen or Retainer History screen.

More Retainer Invoices

- *Retainer Details - Project*: Provides information about projects whose retainer balance is less than the specified minimum retainer. The report lists the projects along with the retainer amount paid, applied and available (balance).
- *Retainer Invoice 2*: Displays a request to the clients for a deposit, retainer or advance amount on projects. Addressed to a client, the invoice includes information about the project, assigned project manager and retainer amount due.
- *Retainer Invoice 2 with Memo*: Displays a request to the clients for a deposit, retainer or advance amount on projects. Addressed to a client, the invoice includes information about the project, assigned project manager, retainer amount due and memo.
- *Retainer Reconciliation Detail by Client & Project*: Displays the retainer invoice register. Organized by client, the report lists the retainer invoices and transactions including the amount paid, applied and balance due from clients. As with all the invoice registers, this report features an expanded reconciliation summary.
- *Retainer Reconciliation Summary by Client*: Provides managers with a summary of retainers received and retainers used to pay or reduce invoice amounts during billing. Organized by client, the report lists client and project retainers paid, applied and available.

Security

Security Module Permissions

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Security Module Permissions - Detail

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Employee ID: AM

Employee Name: Allen Marcello

BillQuick User

Security Module	Access Name	Rights
1. Activity Screen [DISABLED]		
2. Billing Schedule [DISABLED]		
3. Archive Restore [DISABLED]		
4. Billing Function [DISABLED]		
5. Budget Screen [DISABLED]		
6. Client Screen [DISABLED]		
7. Company Information [DISABLED]		
8. Time Entry	Allow Read	<input checked="" type="checkbox"/>
	Allow Update	<input checked="" type="checkbox"/>
	Allow Delete	<input checked="" type="checkbox"/>
	Allow Add New	<input checked="" type="checkbox"/>
	Allow Read, Update, Delete for all Employee data	<input type="checkbox"/>
	D/N/ Post your Projects	<input type="checkbox"/>
	Allow to Post Time Entry	<input type="checkbox"/>
	Allow Change Billable/Non-Billable	<input type="checkbox"/>
	Allow Change Feature	<input type="checkbox"/>
	Show Amount Spent During Entry	<input type="checkbox"/>
	Allow Print	<input type="checkbox"/>
	Allow Copy & Paste	<input checked="" type="checkbox"/>
	Allow Adjust Date beyond System Setting restriction	<input type="checkbox"/>
	Allow Edit Billed Time Entries	<input type="checkbox"/>
	Allow Edit Memo	<input type="checkbox"/>
	Show Bill Rate and Cost Rates	<input checked="" type="checkbox"/>
	Allow Edit Approved Time Entries	<input type="checkbox"/>
	Allow Edit Activity Description	<input type="checkbox"/>
	Allow Read, Update, Delete for all Employee Manager data	<input checked="" type="checkbox"/>
	Allow Time Entry as Over Time	<input type="checkbox"/>
	Show Submit options when submitting Time	<input checked="" type="checkbox"/>
	Allow Approve My time entries	<input checked="" type="checkbox"/>
	Skip Employee Control	<input checked="" type="checkbox"/>
	Show WUD	<input checked="" type="checkbox"/>
	Show Amount	<input checked="" type="checkbox"/>
	Allow Edit Amount	<input checked="" type="checkbox"/>
	Hide Cost Rate	<input checked="" type="checkbox"/>
	Show Classification	<input checked="" type="checkbox"/>
	Allow access to Custom 1	<input type="checkbox"/>
	Allow access to Custom 2	
	Allow access to Custom 3	
	Allow Access to Sheet View	
	Allow access to Simple Time Card	
	Allow access to Calender View	
9. Employee Screen [DISABLED]		

Purpose

To provide managers and BillQuick Supervisor with information about security permissions granted to each employee. The report also provides a hardcopy record for your files.

Description

For an employee, the report lists the module (functional area of BillQuick), features within the function and whether the employee is granted permission to execute or access function. For example, a user may be granted permission to read, update and delete activity codes.

Key Filters

Filters include Employee Date Hired, Employee ID, Employee Department, Employee Title and employee custom fields.

How to Run the Report

From the Report Center screen, select Security category, Security Module Permissions - Detail. Choose one or more filters or accept the defaults; then click Print or Preview. You can also print the most common security reports from the Security screen.

More Security Reports

- *Security Module Permissions – Summary*: Provides a summary of security permissions granted to employees for BillQuick functions and modules. Organized by employee, the report lists the screen names along with the access rights for them.
- *Security Templates*: Provides managers with details about security permissions granted to employees for BillQuick functions and modules. Organized by pre-defined security template, the report lists the screens and features within those, along with the access rights for them.

Taxes

Tax Detail

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Tax Detail by Month & Invoice

Printed on: 7/30/2012

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Inv Date	Inv Num	Contact - Company	Service Tax	Expense Tax	Bill Amount
July 2012					
7/16/2012	1182	Carolyn Sumner, City Services Dept. - City Services Dept.	\$0.00	\$0.04	\$702.95
7/30/2012	1205	Carolyn Sumner, City Services Dept. - City Services Dept.	\$85.00	\$23.00	\$1,352.90
7/30/2012	1206	Carolyn Sumner, City Services Dept. - City Services Dept.	\$11.00	\$0.00	\$224.77
7/30/2012	1207	Bob Hillard, Hillard New Residence - Hillard New Residenc	\$155.00	\$63.21	\$8,203.21
7/30/2012	1208	Bob Hillard, Hillard New Residence - Hillard New Residenc	\$253.00	\$0.00	\$11,145.00
7/30/2012	1209	Tracy Hunter, County Municipal Offices - County Municipa	\$113.00	\$0.00	\$1,113.00
7/30/2012	1210	Mark Sumner, Housing and Urban Development - Housing	\$386.56	\$0.00	\$30,036.56
July 2012 Total:			\$1,003.56	\$86.25	\$52,778.39
Grand Total:			\$1,003.56	\$86.25	\$52,778.39

Purpose

To provide managers and accounting staff with month-by-month record of service and expense taxes charged on invoices. The report helps track monies to be remitted to government agencies and to provide a record for future inquiries.

Description

The report lists invoices with taxes by month, showing the invoice number, company and contact, all service taxes (main service tax and taxes on individual service items, if applicable), all expense taxes and the billed amount. Grand totals show total service tax, expense and billed amounts.

Key Filters

Filters include Invoice Date, Project ID and Client ID. You can also restrict data to only active or inactive clients, and active or inactive projects. On the Report Center screen, you can also filter by Project Start Date, Transaction Date (time stamp when the invoice was created), Project Manager, Contract Type, project and client custom fields and more.

How to Run the Report

From the Report Center screen, select Taxes category, Tax Detail by Month & Invoice. Choose one or more filters or accept the defaults; then click Print or Preview. You can also run this report from the Reports menu, Billing.

More Tax Reports

- *Project Expenses with Paid Taxes*: Provides managers with a complete list of expenses charged to the projects along with the taxes paid on them. The report displays details such as units, cost rates, markup, charge amount, GST paid and billed status.

This report, like other project time and expense reports, displays additional columns that may be marked with different symbols, depending upon whether the entry is invoiced, marked as billed, non-billable (red question mark in a yield sign) or marked as extra (x). If the entry has been invoiced, you can mouse-over the invoice symbol to see the invoice number.

- *Tax Detail by Client State, Client & Invoice*: Organized by the state where the client is located, the report displays tax breakdown by invoice, service amount, main service and expense tax, activity and expense item taxes (Tax 1/2/3). It also includes the billed amount for invoices. Subtotals display by client and by state.
- *Tax Detail by Client State, Month & Invoice*: Provides managers with a monthly record of service and expense taxes charged on invoices, organized by the state where client is located. The report helps track monies to be remitted to the government agencies and provides a record for future inquiries.
- *Tax Detail by Client, Project & Invoice*: Organized by client, the report displays tax details including invoice, service amount, service taxes, expense amount, expense taxes and billed amount. It also shows project totals.
- *Tax Detail by Project & Invoice*: Organized by project, the report displays tax breakdown by invoice, service amount, main service and expense tax, activity and expense item taxes (Tax 1/2/3). It also includes the billed amount for invoices.
- *Tax Detail by Project State, Month & Invoice*: Provides managers with a monthly record of service and expense taxes charged on invoices, organized by the state where project is located. The report helps track monies to be remitted to government agencies and to provide a record for future inquiries.
- *Tax Detail by Project State, Project & Invoice*: Organized by the state where the project is located, the report displays a one-line summary of tax breakdown by service amount, main service and expense tax, activity and expense item taxes.
- *Tax Exempted Projects*: Lists basic information for projects that are exempted from taxes.
- *Tax Registry with Payments*: Provides managers with a record of service and expense taxes charged on invoices. Organized by invoice date and number, the report displays a one-line summary of tax breakdown –service tax, expense tax, bill amount, tax collected and pay amount. You can choose to view only those invoices with payments or all invoices.
- *Tax Summary by Client*: Organized by client, the report displays a one-line summary of tax breakdown by service amount, main service and expense tax, activity and expense item taxes. It also shows the project totals.

- *Tax Summary by State & Client:* Organized by the state where the client is located, the report displays a one-line summary of tax breakdown by service amount, main service and expense tax (Tax 1/2/3), activity and expense item taxes. Subtotals display by state.
- *Tax Tracking:* Provides useful information for tracking and managing taxes. The report lists all the taxes paid on expenses, tax collected on invoices and tax owed against each project. This net tax amount is to be paid to the government.

Time & Expense

Expense Detail

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Expense Detail by Project

Printed on: 3/13/2012

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Project Name (ID): 09-PV Country Club: (PV Country Club)
Project Manager: JA
Client ID: City Services

Date	Employee ID	Description	Units	Cost	Reimb	Paid	MU %	Amount	
3/1/2011	Geo Engineerii	SPECIAL DELIVERY/COURIER	1.00	\$19.95			10.00	\$21.95	Billed
3/1/2011	Geo Engineerii	Outside Consultant Fees	1.00	\$3,500.00			0.00	\$3,500.00	Billed
9/24/2011	JD Consulting	MILEAGE	25.00	\$12.50			0.00	\$12.50	Billed
10/3/2011	BD	COPY SERVICES	30.00	\$9.00			10.00	\$9.90	Billed
10/4/2011	WB	SPECIAL DELIVERY/COURIER	1.00	\$35.95			10.00	\$39.55	Billed
10/27/2011	CJ	MILEAGE	25.00	\$12.50	Yes	Paid	10.00	\$13.75	Billed
11/26/2011	CJ	MILEAGE	25.00	\$12.50	Yes	Paid	10.00	\$13.75	Billed
12/1/2011	AM	MILEAGE	25.00	\$12.50	Yes	Paid	10.00	\$13.75	Billed
12/2/2011	BW	COPY SERVICES	30.00	\$9.00			10.00	\$9.90	Billed
12/31/2011	AM	MILEAGE	25.00	\$12.50	Yes	Paid	10.00	\$13.75	Billed
1/9/2012	BD	Hotel/Lodging	1.00	\$250.00	Yes	Paid	10.00	\$301.13	Billed
1/10/2012	CJ	MILEAGE	25.00	\$12.50	Yes	Paid	10.00	\$13.75	Billed
1/31/2012	Geo Engineerii	Outside Consultant Fees	1.00	\$2,500.00	Yes	Paid	0.00	\$2,500.00	Billed
2/8/2012	BD	Plans/Drawings/Sketches	25.00	\$625.00	Yes	Paid	10.00	\$752.81	Billed
2/14/2012	AM	Outside Consultant Fees	1.00	\$550.00	Yes	Paid	10.00	\$605.00	Billed
3/9/2012	BW	Photographs	25.00	\$375.00	Yes	Paid	10.00	\$451.69	Billed
3/24/2012	BD	Plans/Drawings/Sketches	20.00	\$220.00	Yes	Paid	10.00	\$264.99	Billed
4/8/2012	BW	MILEAGE	25.00	\$12.50	Yes	Paid	10.00	\$13.75	Billed
5/23/2012	BW	Special Delivery/Courier	25.00	\$18.75	Yes	Paid	10.00	\$22.58	Billed
Billable Expenses Total:			336.00	\$8,200.15				\$8,574.49	
Total:			336.00	\$8,200.15				\$8,574.49	

Purpose

To provide project managers and executives with a complete list of expenses charged to projects (billable as well as non-billable).

Description

The report lists entry dates, units, cost rates, markup percentages and the bill value of expenses charged to projects. It also indicates whether an expense is reimbursable to the employee, paid or billed to the client. Total cost and total bill value displays.

Key Filters

Filters include Expense Log Date, Project ID, Client ID and Employee ID. You can also restrict data to only active or inactive projects, billable or non-billable expenses, and billed or unbilled expenses. On the Report Center screen, you can also filter by Project Start Date, Project Manager, Contract Type, Project Status, project custom fields and more.

How to Run the Report

From the Report Center screen, select Time & Expense category, Expense Detail by Project. Choose one or more filters or accept the defaults; then click Print or Preview. You can also run this report from the Reports menu, Project.

More Expense Reports

- *Expense Detail by Client & Project (Expenses by Client Detail):* Provides managers with a complete list of expenses charged to the projects (billable and non-billable). The report flags billable items and is organized by client.

This report, like other project time and expense reports, displays additional columns that may be marked with different symbols, depending upon whether the entry is invoiced, marked as billed, non-billable (red question mark in a yield sign) or marked as extra (x). If the entry has been invoiced, you can mouse-over the invoice symbol to see the invoice number.

- *Expense Detail by Employee:* Provides details about expenses charged to projects by employees. The report displays details about all the billable and non-billable expense items. Subtotals display for billable and non-billable items.

This report, like other project time and expense reports, displays additional columns that may be marked with different symbols, depending upon whether the entry is invoiced, marked as billed, non-billable (red question mark in a yield sign) or marked as extra (x). If the entry has been invoiced, you can mouse-over the invoice symbol to see the invoice number.

- *Expense Detail by Employee with Memos:* Provides details about expenses charged to projects by employees. The report displays details about all the billable and non-billable expense items including memos associated with them.

This report, like other project time and expense reports, displays additional columns that may be marked with different symbols, depending upon whether the entry is invoiced, marked as billed, non-billable (red question mark in a yield sign) or marked as extra (x). If the entry has been invoiced, you can mouse-over the invoice symbol to see the invoice number.

- *Expense Detail by Employee with Memos foreign (Employee Expenses with memos foreign):* Provides information about expenses charged to the projects. The report displays details about all the billable and non-billable expense items including cost, markup, memos and charge amount in foreign currency.

This report, like other project time and expense reports, displays additional columns that may be marked with different symbols, depending upon whether the entry is invoiced, marked as billed, non-billable (red question mark in a yield sign) or marked as extra (x). If the entry has been invoiced, you can mouse-over the invoice symbol to see the invoice number.

- *Expense Detail by Project & Expense Code*: Provides managers with a complete list of expenses charged to the projects. The report lists the entry dates, units, cost rates, markup percentages, reimbursable/paid status and the bill value of expenses, organized by expense code.

This report, like other project time and expense reports, displays additional columns that may be marked with different symbols, depending upon whether the entry is invoiced, marked as billed, non-billable (red question mark in a yield sign) or marked as extra (x). If the entry has been invoiced, you can mouse-over the invoice symbol to see the invoice number.

- *Expense Detail by Project with Memos*: Provides managers with a complete list of expenses charged to the projects. The report lists the billable and non-billable expenses separately, along with the memos.

This report, like other project time and expense reports, displays additional columns that may be marked with different symbols, depending upon whether the entry is invoiced, marked as billed, non-billable (red question mark in a yield sign) or marked as extra (x). If the entry has been invoiced, you can mouse-over the invoice symbol to see the invoice number.

- *Expense Detail by Project with Paid Date (Expense Detail with Paid Date)*: Provides managers with a complete list of expenses charged to the projects. The report lists the billable and non-billable expenses, along with the paid date.

This report, like other project time and expense reports, displays additional columns that may be marked with different symbols, depending upon whether the entry is invoiced, marked as billed, non-billable (red question mark in a yield sign) or marked as extra (x). If the entry has been invoiced, you can mouse-over the invoice symbol to see the invoice number.

- *Expense Detail by Vendor & Project*: Provides information about expenses charged to projects by vendors or consultants. The report displays expense details of vendors including units, cost rates, cost amounts, markup percentages and bill values. Subtotals display for billable and non-billable items.
- *Expense Detail by Vendor & Project with Memos*: Provides information about expenses charged to projects by vendors or consultants. The report displays expense details of vendors including units, cost rates, cost amounts, markup percentages, bill values and memos. Subtotals display for billable and non-billable items.
- *Expense Details with Memos*: Provides managers with a complete list of expenses charged to the projects. The report lists the entry dates, units, cost rates, markup percentages, reimbursable/paid status, bill value of expenses along with the memos.

This report, like other project time and expense reports, displays additional columns that may be marked with different symbols, depending upon whether the entry is invoiced, marked as billed, non-billable (red question mark in a yield sign) or marked as extra (x). If the entry has been invoiced, you can mouse-over the invoice symbol to see the invoice

number.

- *Expense Log Records – Linked Files*: Provides you with a list of files linked to the expense entries. The report also displays the description and location of the attached files.

Hours Breakdown

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Hours Breakdown by Employee with Title

Printed on: 2/22/2011

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Employee Name	Vacation	Holiday	Sick	Overtime	Reg Hours	Total Hours
Annbach Rose <i>Office Manager</i>	26.75 5.43%	77.00 15.64%	6.00 1.22%	0.00 0.00%	382.50 77.70%	492.25
Arlington Jennifer <i>Administrative Assistant</i>	57.00 8.13%	79.00 11.27%	0.00 0.00%	0.00 0.00%	565.00 80.60%	701.00
Beth Sarah <i>Jr. Consultant</i>	18.00 1.86%	58.00 5.99%	0.00 0.00%	0.00 0.00%	892.00 92.15%	968.00
Birch Walter <i>General Manager</i>	38.00 5.54%	72.00 10.49%	0.00 0.00%	0.00 0.00%	576.50 83.98%	686.50
Curtis Richard <i>Senior Engineer</i>	16.00 2.14%	68.00 9.09%	0.00 0.00%	0.00 0.00%	664.00 88.77%	748.00
Duncan Bob <i>Draftsman</i>	24.00 4.63%	50.00 9.65%	0.00 0.00%	0.00 0.00%	444.25 85.72%	518.25
James Curtis <i>Senior Engineer</i>	15.50 2.37%	58.00 8.87%	0.00 0.00%	0.00 0.00%	580.25 88.76%	653.75
Kems Mark <i>Jr. Architect</i>	40.00 2.21%	80.00 4.42%	0.00 0.00%	0.00 0.00%	1690.75 93.37%	1,810.75
Lawrence Sally <i>Jr. Architect</i>	40.00 2.28%	96.00 5.46%	8.00 0.46%	0.00 0.00%	1614.00 91.81%	1,758.00
Marcello Allen <i>System Administrator</i>	18.00 2.19%	72.00 8.78%	12.25 1.49%	0.00 0.00%	718.00 87.53%	820.25
Ramsey John	0.00 0.00%	0.00 0.00%	0.00 0.00%	0.00 0.00%	33.50 100.00%	33.50
Thomas Riley <i>Sr. Architect</i>	18.00 3.02%	60.00 10.08%	0.00 0.00%	0.00 0.00%	517.50 86.90%	595.50
Wang Greg	0.00 0.00%	0.00 0.00%	0.00 0.00%	0.00 0.00%	20.00 100.00%	20.00
Woolmer Bert <i>Director</i>	18.00 2.33%	61.00 7.91%	0.00 0.00%	0.00 0.00%	692.25 89.76%	771.25
Total:	329.25 3.11%	831.00 7.86%	26.25 0.25%	0.00 0.00%	9390.50 88.78%	10,577.00

Purpose

To enable managers and employee supervisors to see a breakdown of employee regular time, overtime and personal time off for any desired time period.

Description

The report lists total hours recorded by employees, categorized by vacation hours, holidays, sick time, overtime hours and regular hours. Total hours display for each employee and each category. A breakdown of total hours by category as a percent of the total is included.

Key Filters

Filters include Employee ID, Project ID and Time Entry Date. Also, you can restrict data to only billable or non-billable, billed or unbilled, and approved or unapproved entries. On the Report Center screen, you can also filter by Employee Date Hired, Activity, Project, employee custom fields and more.

Calculations

For information on file for an employee,

Total Hours = Total Regular Hours + Total Overtime Hours + Total Sick Hours + Total Holiday Hours + Total Vacation Hours

Percentage breakdown for total company hours = Hours of the item / Total Hours

How to Run the Report

From the Report Center screen, select Time & Expense category, Hours Breakdown by Employee with Title. Choose one or more filters or accept the defaults; then click Print or Preview. You can also run the most common employee time and expense reports from the Reports menu, Employee.

More Hours Reports

- *Hours – Missing Time by Employee*: Provides a quick snapshot of missing time entries by employees. The report lists the employees who haven't recorded time entries in the selected date range or period.
- *Hours – Missing Time by Employee (Week View)*: Provides a quick snapshot of missing time entries by employees on a weekly basis. The report lists the employees who haven't recorded time entries in the selected week.
- *Hours Breakdown by Employee – Biweekly*: Provides a bi-weekly time card summary of the employees. The report displays the total hours recorded by employees on a bi-weekly basis, categorized by vacation, holiday, sick, overtime and regular hours. Totals and breakdown percentages are included.
- *Hours Breakdown by Employee – Monthly*: Provides a summary of employee time card. The report displays the total monthly hours recorded by employees, categorized by vacation, holiday, sick, overtime and regular hours. Totals and breakdown percentages are included.
- *Hours Breakdown by Employee – Quarterly*: Provides a summary of employee time card. The report displays total quarterly hours recorded by employees, categorized by vacation, holiday, sick, overtime and regular hours. Totals and breakdown percentages are included.
- *Hours Breakdown by Employee – Semimonthly*: Provides a summary of employee time card. The report displays total hours recorded by employees on a half-monthly basis, categorized by vacation, holiday, sick, overtime and regular hours. Totals and breakdown percentages are included.
- *Hours Breakdown by Employee – Weekly*: Provides summary of employee time card. The report displays total hours recorded by employees on a weekly basis, categorized by vacation, holiday, sick, overtime and regular hours. Totals and breakdown percentages are included.

- *Hours Breakdown by Employee – Yearly*: Provides time card summary of employees. The report lists the total hours recorded by employees against projects for the entire year.
- *Hours Detail by Department & Employee*: Provides details about employee time card for a weekly period. The report displays total hours worked by employees on projects and activities, categorized by department.
- *Hours Detail by Employee – Biweekly*: Provides a bi-weekly time card details of the employees. The report displays the daily and bi-weekly hours worked on various activities and projects by the employees.
- *Hours Detail by Employee – Daily*: Provides the time card details of employees. The report displays the total hours recorded by employees on a daily basis.
- *Hours Detail by Employee – Monthly*: Displays details of the employee time card. The report lists cumulative hours by day for activities charged to the projects. Monthly totals for projects, days and activities are included.
- *Hours Detail by Employee – Quarterly*: Provides details about employee time card. The report displays total quarterly hours recorded by employees for various activities performed on projects.
- *Hours Detail by Employee – Semimonthly*: Provides details of employee time card. The report lists cumulative hours for activities charged to the projects on a half-monthly basis. Totals hours for projects, days and activities are included.
- *Hours Detail by Employee – Weekly*: Provides details about employee time card. The report displays total hours worked by employees on projects and activities for a weekly period.
- *Hours Detail by Employee – Yearly*: Provides the time card information of the employees. The report lists the total annual hours recorded by employees for a weekly period.
- *Hours Detail by Employee & Project*: Displays all the time details of employees including projects worked on, number of hours worked, expense units spent and so on.
- *Hours Detail by Employee & Project with Memos*: Displays all the time details of employees including projects worked on, number of hours worked, expense units spent and so on. The report also includes memos associated with each entry and indicates whether the time entries are approved or not.
- *Hours Detail by Employee with Start-Stop Time*: Provides managers with a utilization summary of employee time. The report lists total hours worked by employees, categorized by overtime, regular, vacation, sick and holiday hours. It also includes the start and stop time of the entries.
- *Hours Detail by Project & Activity*: Provides managers with a comprehensive record of time charged to projects. Organized by project and activity code, the report displays time entry details including hours worked and bill amount.
- *Hours Detail by Project & Activity with Memo*: Provides project activity details of employees, organized by activity code. The report displays the activities performed by employees, including hours worked and additional notes, if any.
- *Hours Detail by Vendor & Project*: Provides information about vendor time entries. The report displays the time details of vendors including projects worked on, hours spent, billed status and associated time memos.

Time & Expense Detail

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Time & Expense Detail by Employee with Cost

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Employee Name (ID): John Ramsey (JD Consulting)

Date	Description	Hrs	B-Hrs/Units	Cost	Amount
Services:					
4/6/2011	Computer Installation	3.75	3.75	\$185.81	\$375.94
4/11/2011	Computer Installation	3.75	3.75	\$185.81	\$375.94
4/16/2011	Computer Installation	3.75	3.75	\$185.81	\$375.94
4/21/2011	Computer Installation	3.75	3.75	\$185.81	\$375.94
5/1/2011	Computer Installation	3.75	3.75	\$185.81	\$375.94
5/6/2011	Computer Installation	3.75	3.75	\$185.81	\$375.94
9/5/2011	Telephone Call/Conference	1.50	1.50	\$74.33	\$150.38 Billed
9/24/2011	BUILDING DEPARTMENT LIAISON	8.00	8.00	\$440.00	\$440.00
11/6/2011	Telephone Call/Conference	1.50	1.50	\$74.33	\$150.38 Billed
Total Services for JD Consulting		33.50	33.50	\$1,703.52	\$2,996.38
Expenses:					
9/24/2011	MILEAGE		25.00	\$12.50	\$12.50
Total Expenses for JD Consulting			25.00	\$12.50	\$12.50
Grand Total:				\$1,716.02	\$3,008.88

Purpose

To enable managers and supervisors to review details of work done and expenses incurred by employees on projects.

Description

The report lists services and expenses sorted by Employee ID, including subtotals for time records and expense records, and a grand total. Information includes date of work done, actual hours, billing hours, expenses, bill value of billing hours and expenses, cost of hours and expenses, and whether the item has been billed.

Key Filters

Filters include Employee Hired Date, Project Start Date and Time Expense Date, as well as Employee ID, Client ID, Project ID, custom fields and more. Also, you can restrict data to only active or inactive employees.

How to Run the Report

From the Reports menu, select Report Center, Time & Expense category, Time & Expense Detail by Employee with Cost. Choose one or more filters or accept the defaults; then click Print or Preview. You

can also run the most common employee time and expense reports from the Reports menu, Employee.

More Time & Expense Reports

- *A-Hours by Employee & Date (crosstab)*: Displays all the actual hours worked by employees per day. Organized by date, the report displays in a compact time sheet format.
- *B-Hours by Employee & Date (crosstab)*: Displays all the billable hours entered by employees per day. Organized by date, the report displays in a compact time sheet format.
- *Billable Hours Monthly*: Enables managers to review billable work done by employees. The report lists the billable hours on a monthly basis.
- *Billable Services by Employee & Date with WUD (crosstab)*: Displays all the billable services provided by employees per day. Organized by date, the report displays in a compact time sheet format.
- *Billed Hours by Invoice & Employee with WUD (crosstab)*: Displays the total number of billable hours entered by employees per day. Organized by invoice number, the report displays in a compact time sheet format.
- *Time & Expense Detail - Phased Projects with Cost*: Provides a comprehensive record of work done and expenses charged to phased projects. The report lists time and expenses, displaying information about contract amount, project manager, hours and units charged, and bill amount.
- *Time & Expense Detail - Vendors by Project with Cost*: Provides managers with a comprehensive record of work done and expenses charged to projects. The report lists time and expenses recorded by vendors, displaying information about contract amount, hours and units charged, and bill amount.
- *Time & Expense Detail by Client & Project*: Provides information about time and expenses for a client. Organized by client, the report details time and expenses charged to the projects including billed and over/under contract status.
- *Time & Expense Detail by Employee with Cost and Status*: Enables managers to review the time and expense details of employees. The report displays details including projects worked on, hours worked, expense units incurred, submit/approval and billed status.
- *Time & Expense Detail by Project*: Provides a comprehensive record of work done and expenses charged to projects. The report lists time and expenses, displaying the entry details except the cost amount.
- *Time & Expense Detail by Project & Employee with Cost*: Provides managers with a comprehensive record of work done and expenses charged to projects. Organized by project and employee, the report lists time and expenses, displaying information about hours and units charged, bill value and cost amount.
- *Time & Expense Detail by Project & Employee with Memo (Project Time Expense with memo)*: Provides a comprehensive record of work done and expenses charged to projects. The report lists time and expenses, displaying information about contract amount, hours and units charged, bill amount and memo. The project account summary is expanded to be fully comprehensive on what has been logged to the project. The project balance also takes into consideration the expenses marked as extra, which are not a part of contractual billing.

This report, like other project time and expense reports, displays additional columns that may be marked with different symbols, depending upon whether the entry is invoiced, marked as billed, non-billable (red question mark in a yield sign) or marked as extra (x). If the entry has been invoiced, you can mouse-over the invoice symbol to see the invoice number.

- *Time & Expense Detail by Project & Month*: Provides a summary of work done and expenses charged to projects on a monthly basis. The report lists services and expenses for a month, displaying information about hours and units charged, and bill and cost amount.
- *Time & Expense Detail by Project Group with Cost*: Enables project managers to review the details of hours worked and expenses incurred by employees. The report displays time and expense details, organized by pre-defined project groups.
- *Time & Expense Detail by Project with Cost (continuous)*: Provides a comprehensive record of work done and expenses charged to projects in a continuous layout with no page breaks. The report lists time and expenses, displaying information about contract amount, project manager, hours and units charged, and bill amount.
- *Time & Expense Detail by Vendor with Cost*: Provides details about vendor services and expenses. Organized by vendor, the report displays the time and expense details such as entry dates, hours and units spent, bill amount and billed status.
- *Time & Expense Expandable - Phased Projects (Project Time & Expense for Phased Projects Expandable)*: Provides a comprehensive record of work done and expenses charged to the phased projects. Organized by master projects and then phases, the report displays services and expenses, hours and units charged, cost amount, bill amount and project summary in an expandable form.

This report, like other project time and expense reports, displays additional columns that may be marked with different symbols, depending upon whether the entry is invoiced, marked as billed, non-billable (red question mark in a yield sign) or marked as extra (x). If the entry has been invoiced, you can mouse-over the invoice symbol to see the invoice number.

- *Time & Expense Summary by Client*: Enables managers to review the time and expense summary. Organized by client, the report displays the total billing hours, bill value and total expense amount associated. You can even drill down into the details.
- *Time & Expense Summary by Department & Project*: Enables managers to review the time and expense summary. Organized by department, the report displays the total billing hours, bill value and total expense amount associated with employees. You can even drill down into the details.
- *Time & Expense Summary by Master Project*: Provides a summary of work done and expenses charged to master projects. Optimized for phased projects, the report lists total services and expenses, displaying hours and units charged, bill amount, etc. It allows you to drill down into the details.
- *Time & Expense Summary by Project*: Provides a summary of work done and expenses charged to projects. The report lists total services and expenses, displaying information about hours and units charged, and bill amount. It allows you to drill down into the details.
- *Time & Expense Summary by Project & Month with Cost*: Provides a summary of work done and expenses charged to projects on a monthly basis. The report lists total services and expenses for a month, displaying information about hours and units charged, and bill and cost amount.

- *Time and Expense by Classification*: Provides details about work done and expenses charged to projects. Organized by employee classification or title, the report displays the time and expense details such as hours and units charged, bill amount, etc. It allows you to drill down into further details.
- *Time and Expense Details with Custom Fields*: Enables managers to review the time and expense details of employees. Organized by employee, the report displays details including projects worked on, hours worked, expense units incurred, amount along with the custom fields.
- *Time and Expense Summary by Classification*: Provides a summary of work done and expenses charged to projects. Organized by employee classification or title, the report displays the time and expense entries –hours and units charged, bill amount, etc. It allows you to drill down into the details.

Timesheet by Employee

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Time Sheet by Employee - BiWeekly

Printed on: 3/13/2012
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BI-WEEKLY TIME SHEET(From 3/4/2012 To 3/17/2012)

Employee Name: Curtis James

Project ID	Project Name	First Week								Second week								Totals	Totals
		Dates								Dates									
		3 /4	3 /5	3 /6	3 /7	3 /8	3 /9	3 /10	Totals	3/11	3/12	3/13	3/14	3/15	3/16	3/17	Totals		
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Reg	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Reg	Bi-weekly			
09-PV Country Club:	PV Country Club								0.0						1.0		1.0	1.0	
10-City Health Dept:	City Health Department				2.5				2.5								0.0	2.5	
10-Hilliard:4-CA	Hilliard Residence-CA					7.0		3.0	10.0								0.0	10.0	
10-HUD Richmond:	Housing and Urban Development - Richm		1.5			1.5			3.0			1.5		4.5	1.5		7.5	10.5	
10-Long Beach Harbor:	Long Beach Harbor - Recurring			4.0	1.8			1.5	7.3			1.5					1.5	8.8	
10-MAIN:2-CD	HUD - Construction Documents							17.8	17.8								0.0	17.8	

0.0	1.5	4.0	4.3	8.5	17.8	4.5	40.5	0.0	0.0	3.0	0.0	4.5	2.5	0.0	10.0	50.5
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 Signature

Checked By

By my signature I certify that the time period is an accurate account of my time for the pay period.

Purpose

To provide staff with a ready-to-sign timesheet.

Description

The report presents cumulative hours per day charged to projects over a two-week period by employees in a timesheet grid layout. Space for the timesheet reviewer and employee's signature is included.

Key Filters

Filters include Employee Hired Date, Project Start Date, Time Entry Date, Employee ID, Employee Department, Employee Title, Project ID, Contract Type, Project Manager, Project Status, Time Entry Bill Status, employee and project custom fields and more.

Calculations

Billable Hours Percent = $\text{Billable Hours} / \text{Total} \times 100$

Other calculations are similar.

How to Run the Report

From the Report Center screen, select Time & Expense category, Timesheet by Employee - Biweekly. Choose one or more filters or accept the defaults; then click Print or Preview. You can also run the most common employee time and expense reports from the Reports menu, Employee.

Time Detail

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Time Detail by Project & Employee

Printed on: 2/22/2011
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Project Name (ID): Redondo Beach Library (10-Redondo Library:)

Day	Date	Employee ID	Activity ID	Description	Hrs	B-Hrs	Amount	Billable
Tues	9/28/2010	BW	Client Conf:	Client Conference/Meeting	2.50	2.50	\$200.00	Yes
Wed	9/29/2010	BW	Conf Call:	Telephone Call/Conference	0.25	0.25	\$20.00	Yes
Thur	9/30/2010	BW	Conf Call:	Telephone Call/Conference	0.25	0.25	\$20.00	Yes
Tues	10/5/2010	BW	Research:	Research	1.50	1.50	\$120.00	Yes
Wed	10/6/2010	BW	Research:	Research	1.50	1.50	\$120.00	Yes
Sat	10/9/2010	BW	Research:	Research	1.50	1.50	\$120.00	Yes
Thur	10/14/2010	BW	Research:	Research	2.00	2.00	\$160.00	Yes
Fri	10/15/2010	BW	Research:	Research	2.00	2.00	\$160.00	Yes
Sat	10/16/2010	BW	Research:	Research	2.00	2.00	\$160.00	Yes
Wed	10/20/2010	BW	Conf Call:	Telephone Call/Conference	0.25	0.25	\$20.00	Yes
Fri	10/22/2010	BW	Conf Call:	Telephone Call/Conference	0.25	0.25	\$20.00	Yes
Sat	10/23/2010	BW	Conf Call:	Telephone Call/Conference	0.50	0.50	\$40.00	Yes
Tues	10/26/2010	BW	Research:	Research	0.75	0.75	\$60.00	Yes
Thur	10/28/2010	BW	Research:	Research	0.50	0.50	\$40.00	Yes
Fri	10/29/2010	BW	Liaison:	Liason/Coordination	0.50	0.50	\$40.00	Yes
Sat	10/30/2010	BW	Liaison:	Liason/Coordination	1.50	1.50	\$120.00	Yes
Wed	11/3/2010	BW	Liaison:	Liason/Coordination	1.25	1.25	\$100.00	Yes
Sat	11/6/2010	BW	Research:	Research	1.75	1.75	\$140.00	Yes
Fri	11/12/2010	BW	Research:	Research	1.75	1.75	\$140.00	Yes
Tues	11/16/2010	BW	Research:	Research	1.75	1.75	\$140.00	Yes
Thur	11/18/2010	BW	Liaison:	Liason/Coordination	2.50	2.50	\$200.00	Yes
Sat	11/20/2010	BW	Site Insp:	Site Inspection	3.00	3.00	\$240.00	Yes
Tues	11/23/2010	BW	Site Insp:	Site Inspection	3.50	3.50	\$280.00	Yes
Thur	11/25/2010	BW	Measurement:	Site Measurement	2.50	2.50	\$200.00	Yes
Sat	11/27/2010	BW	Measurement:	Site Measurement	2.50	2.50	\$200.00	Yes
Tues	11/30/2010	BW	Conf Call:	Telephone Call/Conference	0.25	0.25	\$20.00	Yes
			BW		38.50	38.50	\$3,080.00	
Thur	10/21/2010	MK	Report:	Report/Letter	0.50	0.50	\$17.50	Yes
			MK		0.50	0.50	\$17.50	
Sat	1/22/2011	RT	Conf Call:	Telephone Call/Conference	0.50	0.50	\$35.00	Yes
Tues	1/25/2011	RT	Conf Call:	Telephone Call/Conference	0.50	0.50	\$35.00	Yes
Sat	1/29/2011	RT	Conf Call:	Telephone Call/Conference	0.25	0.25	\$17.50	Yes
			RT		1.25	1.25	\$87.50	
Wed	9/15/2010	WB	Marketing:	Marketing/Sales	0.25	0.25	\$25.00	
Fri	9/17/2010	WB	Marketing:	Marketing/Sales	0.50	0.50	\$50.00	
Wed	9/22/2010	WB	Marketing:	Marketing/Sales	0.25	0.25	\$25.00	
Thur	9/23/2010	WB	Conf Call:	Telephone Call/Conference	0.25	0.25	\$25.00	Yes
Fri	9/24/2010	WB	Conf Call:	Telephone Call/Conference	0.25	0.25	\$25.00	Yes
Sat	9/25/2010	WB	Liaison:	Liason/Coordination	0.25	0.25	\$25.00	Yes
Tues	9/28/2010	WB	Conf Call:	Telephone Call/Conference	0.50	0.50	\$50.00	Yes
Thur	9/30/2010	WB	Client Conf:	Client Conference/Meeting	2.50	2.50	\$250.00	Yes
			WB		4.75	4.75	\$475.00	
			Total for Project ID 10-Redondo Library:		45.00	45.00	\$3,660.00	

Purpose

To provide project managers, other managers and staff with a comprehensive record of time charged to projects by the employees. The information aids discussions with clients, employees and management about a project's progress.

Description

Organized by project and employee, the report lists the date and day of the week the work was done, who did the work, actual and billing hours, bill value of time and whether it is billable or non-billable time. Employee subtotals and grand totals display.

Calculations

Service Bill Amount = B-Hours x Bill Rate

Key Filters

Filters include Time Entry Date, Project ID and Employee ID. You can also restrict data to only active or inactive projects, billable or non-billable items, and billed or unbilled items. On the Report Center screen, you can also filter by Project Start Date, Client ID, Contract Type, Project Manager, Project Status, project custom fields and more.

How to Run the Report

From the Report Center screen, select Time & Expense category, Time Detail by Project & Employee. Choose one or more filters or accept the defaults; then click Print or Preview. You can also run the most common project time and expense reports from the Reports menu, Project.

More Time Reports

- *Labor Distribution*: Provides detailed information about the labor distribution in your company. Organized by employee, the report lists the total hours recorded by employees with a breakdown in terms of direct/indirect hours, overtime, direct/indirect payroll, etc.
- *Monthly Unbilled Time*: Provides a summary of unbilled time on a monthly basis. Organized by month, the report lists the total un-billed hours.
- *Non-Billable Hours by Month*: Enables managers to review non-billable work done by employees. The report lists the non-billable hours on a monthly basis.
- *Project Time Records by Employee for Excel Export (Project Time Records Excel)*: Provides managers with a comprehensive record of time charged to the projects. Organized by date and employee, the report displays time entry details including date when the work was done, hours worked, cost, bill value, etc. It is designed for easy export to an Excel spreadsheet.
- *Time Detail by Employee – Daily*: Provides the time card details of employees. The report displays the total time recorded by employees on a daily basis along with the bill amount.
- *Time Detail by Employee & Project Comprehensive (Employee Time Records Comprehensive)*: Organized by employees, the report summarizes your employees' time entries by

project. It also displays a comprehensive summary of hours, costs, profit analysis, billing analysis, etc. at the bottom to help you evaluate the performance of your employees.

- *Time Detail by Employee & Project with Cost and Memo*: Provides details about employee time records. Organized by project, the report lists the time entries recorded by employees, along with the associated memo and cost.
- *Time Detail by Project & Employee with Cost*: Provides managers with a comprehensive record of time charged to projects. Organized by project and employee, the report displays time entry details including date when the work was done, who did the work, hours worked, bill value, billable status and cost.
- *Time Detail by Vendor & Project with Cost*: Provides information about vendor time records. Organized by project, the report displays the daily time entries along with hours worked, cost and bill amount.
- *Time Detail by Vendor & Project with Cost & Memos*: Provides information about vendor time records. Organized by project, the report displays the daily time entries along with hours worked, cost, bill amount and time memos.
- *Time Details by Project, Employee & Activity – Unbilled with Memos*: Organized by activity and employee, the report lists all the unbilled time entries charged to projects. It also displays the associated time memos.
- *Time Details by Year, Project & Employee – Unbilled*: Provides information about unbilled time on a yearly basis. Organized by year and project, the report displays the time details including employee, activity, billing hours, bill value and billable status. Subtotals display for employees and projects.
- *Time Entry Records - Linked Files*: Provides a list of all files linked to the time records. The report also displays the description and location of the linked files.
- *Time Sheet by Employee – Biweekly with Breakdown*: Organized by employee, the report lists time entries in a biweekly timesheet format, showing regular and overtime hours charged to projects. Subtotals by day and a breakdown of billable, non-billable, vacation, holiday and sick time also displays.
- *Time Sheet by Employee – Semimonthly*: Provides details of employee time sheet for a specific data range. The report lists cumulative hours for activities charged to the projects on a half-monthly basis. Totals hours for days and activities are included, categorized by employee and project.
- *Time Sheet by Employee – Semimonthly with Breakdown*: Displays a semi-monthly breakdown of time sheet in a landscape layout. Organized by employee, the report lists the time spent by employees on various projects and activities.
- *Time Sheet by Employee - Weekly with Breakdown*: Provides summary of employee time card. The report displays total hours worked by employees on projects and activities for a weekly period.
- *Time Sheet by Employee & Project – Weekly*: Displays hours worked by employees in a time sheet layout, starting with Sunday as the First Day of the Week. The reports list the time entries recorded for projects on a weekly basis. Total hours for projects and days are included.
- *Time Sheet by Project – Biweekly with Breakdown*: Organized by project, the report lists time entries in a biweekly timesheet format, showing regular and overtime hours charged to projects. Subtotals by day and a breakdown of billable, non-billable, vacation, holiday and sick time also displays.
- *Time Summary by Project, Activity & Employee*: Provides managers with a comprehensive record of time charged to projects. Organized by project and activity code, the report

displays time entry summary including who did the work, hours worked and bill value.

- *Time Summary by Project, Employee & Activity*: Displays the time entries for projects, organized by employee and activity. The report lists the time records, including the billable hours and bill value.
- *Time Summary by Project, Employee & Activity with Cost*: Displays the time entries for projects, organized by employee and activity. The report lists the time records, including the billable hours, bill value and cost amount.
- *Time Summary by Year & Employee*: Provides a summary of time records on a yearly basis. The report displays the total annual billing hours and bill value by employee.
- *Time Summary by Year, Project & Employee – Unbilled*: Provides a summary of unbilled time on a yearly basis. Organized by year and project, the report lists the employee, billing hours and bill value. It also displays subtotals for projects