

Web TimeSheet Reports Matrix

REPORT NAME	REPORT CATEGORY				Timesheet	Billing	Project Status										Prod.	Expense		Administrative		Raw Data								
	Status	Awaiting Approval	Comments	Audit Trail	Timesheet Detail	Expense Billing	Expense Billing Summary	Expense Billing Detailed	Summary	Detailed (Task)	Detailed (Task/Use)	* Project Team Assigned	* Task Assignments	* Project Team Actual	Detailed (Expense)	Detailed (Expense/Use)	* Project Task Progress	Summary	Detailed	Status	Awaiting Approval	Reimbursements	User Detail *	Time Off *	User Time Off *	User Comments	Timesheet	Project	Expense	
% Remaining (Cost)																														
% Remaining (Hrs)																														
% Used (Cost)																														
% Used (Hrs)																														
Accrue Days																														
Action																														
Actual Cost																														
Actual Hrs																														
Actual Hrs to Date																														
Amt																														
Approval Comments																														
Approval Status																														
Approver																														
Approver and Email																														
As Of (Date)																														
Assignment Source																														
B Amt / (B Hrs + NB Hrs)																														
B Amt / B Hrs																														
B Amt / Total Hrs																														
Bill to Client																														
Billable Amt																														
Billable Amt (BC)																														
Billable Expenses																														
Billable Expenses (BC)																														
Billable Hrs																														
Billable Target																														
Client																														
Client Approval Status																														
Client Approver																														
Client Code																														
Client ID																														
Client Rep.																														
Client Rep. Email																														
Comments																														
Cost Amt																														
Cost Amt (BC)																														
Cost Rate																														
Cost Remaining																														
Currency Symbol																														
Date																														
Days Remaining																														
Days Taken																														
Department																														
Department Code																														
Department/Client																														
Description																														
Email																														
Employee ID																														
Employee Type																														
End Date																														
Entry Date																														
Est. Cost																														
Est. Cost Currency																														
Est. Expense Currency																														
Est. Expenses																														
Est. Hrs																														
Exchange Rate																														
Expense Amt																														
Expense Amt (BC)																														
Expense Approval Path																														
Expense Code																														
Expense Date																														
Expense Type																														
Holiday Calendar																														
Holiday Date																														
Holiday Name																														
Hourly Cost																														
Hours Per Day																														
Hrs																														
Hrs Remaining																														
Hrs Taken																														
Incurred Date																														
Line Description																														
Login Enabled																														
Login Name																														

REPORT CATEGORY		Timesheet				Billing		Project Status								Prod.	Expense		Administrative		Raw Data							
REPORT NAME	Status	Awaiting Approval	Comments	Auth Trail	Timesheet Detail	Expense Billing	Expense Billing Summary	Deleted (Task)	Deleted (Task)	Project Team Assigned *	Task Assignments *	Task Assignments (Detail) *	Deleted (Expense)	Deleted (Expense)	Project Task Progress	Summary	Deleted	Status	Awaiting Approval	Reimbursements	User Detail *	Time Off *	User Time Off *	Time of Comments *	User Holidays *	Timesheet	Project	Expense
	Grouping Allowed	Available																										
Member										G	G																	
Modified By				✓																								
Month																G	G											
Net Amt						✓	✓										✓	✓										✓
Net Amt (BC)						✓	✓																					
Non-Billable Amt																												
Non-Billable Expenses						✓	✓	✓					✓	✓			✓	✓										
Non-Billable Expenses (BC)								✓					✓	✓														
Non-Billable Hrs	✓	✓	✓	✓	✓			✓	✓	✓							✓											
Paid																		✓	✓									✓
Payment Method																												✓
Productivity Rate															✓	✓												✓
Proj. Leader Appr. Status																												✓
Project			G		G	G	G	G	G	G	G	G	G	G	G	G	G		✓	✓					✓	✓	✓	
Project Code				G	✓	G	G	G	G	G	G	G	G	G	G	G	G		G	G					✓	✓	✓	
Project Description										✓	✓	✓																
Project Hrs	✓	✓	✓	✓				✓	✓	✓																		
Project ID																												
Project Leader								G	G	G	✓	✓	✓	✓	G	G	✓								✓	✓	✓	
Project Leader Approver																												✓
Project Leader Email										✓	✓	✓	✓															✓
Project/Task																												✓
Project/Task (Full Path)			G		G			G	G		G	G																✓
Project/Task (Full Path) or Time Off				G																								✓
Project/Task Code																												✓
Quantity								✓	✓										✓	✓								✓
Rate						✓	✓	✓											✓	✓								✓
Reimbursed Amt								✓											✓	✓								✓
Reimbursement Amt								✓																				✓
Reimbursement Currency																												✓
Reset Days																												✓
Role			✓		G				G																			✓
Saved On				✓																								✓
Start Date								G	G	G	G	G	G	G		G												✓
Status	✓																											✓
Submission Date																												✓
Supervisor	G		G	G	✓	✓			✓	✓	✓	✓			✓	✓	✓	✓										✓
Supervisor and Email																												✓
Task			G		G				G	G		G	G															✓
Task Code					✓				G	G																		✓
Task Name																												✓
Task Status								✓	✓																			✓
Task/Time Off					G																							✓
Task/Time Off Code					G																							✓
Task/Time Off ID																												✓
Tax Amt						✓	✓													✓	✓							✓
Tax Amt (BC)						✓	✓													✓	✓							✓
Time Entry Allowed																												✓
Time In																												✓
Time Off	✓	✓		✓																								✓
Time Off (Days)																												✓
Time Off (Hrs)																												✓
Time Off Code																												✓
Time Out																												✓
Timesheet Approval Path																												✓
Timesheet Period	G	G		G	G																							✓
Total Amt						✓	✓																					✓
Total Amt (BC)						✓	✓																					✓
Total Days Allowed																												✓
Total Expenses																												✓
Total Expenses (BC)																												✓
Total Hrs	✓	✓		✓				✓	✓	✓																		✓
Type																												✓
User	✓	✓	G	G	G	G	G	G		G					G	G	G	✓	G	✓	G	✓	G	✓	G	✓	✓	
User Defined Field (Client)	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G		G	G	G	G	G	G	G	G	✓	
User Defined Field (Dept.)	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G		G	G	G	G	G	G	G	G	✓	
User Defined Field (Employee Type)	G	G		G	G	G	G	G	G	G	G	G	G	G	G	G												✓
User Defined Field (Expense Entry)																												✓
User Defined Field (Report Period)	G		G	G		G	G	G		G	G	G	G	G	G	G												✓
User Defined Field (Task Timesheet)																												✓
User Defined Field (Task)																												✓
User Defined Field (Timesheet Entry)																												✓
User Defined Field (User)	G	G		G	G	G	G	G	G	G	G	G	G	G		G												G
User End Date																												✓
User ID																												✓
User Start Date																												✓
Year																												✓

REPORT CATEGORY		Timesheet				Billing		Project Status						Prod.	Expense			Administrative			Raw Data							
REPORT NAME		Status	Awaiting Approval	Comments	Auth Trail	Timesheet Detail	Timesheet Billing	Expense Billing Summary	Expense Billing Detailed Summary	Detailed (Tasks)	Detailed (Task User) *	Project Team Assigned *	Task Assignments *	Task Assignments (Detail) *	Detailed (Expense)	Detailed (Expense User) *	Project Task Progress Summary	Detailed	Status	Awaiting Approval	Reimbursements	User Detail *	Time Off *	User Time Off *	Time Off Comments *	User Holidays *	Timesheet Project	Expense
Available Filters	Approver																											
	Calendar																											
	Client			✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓								✓	✓	✓		
	Date Range					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Department	✓	✓	✓	✓	✓				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Enabled/Disabled (login status)																					✓	✓	✓	✓	✓	✓	✓
	Entire Project									✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Expense Approver																											✓
	Expense Paid Status																				✓	✓	✓	✓	✓	✓	✓	✓
	Expense Type																											✓
	General Date Range	✓	✓	✓	✓	✓										✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	General Date Range - Entry Date			✓	✓	✓																		✓	✓	✓	✓	✓
	General Date Range - Expense Date					✓	✓																	✓	✓	✓	✓	✓
	Include All Tasks									✓	✓																	✓
	Month																											✓
	Project Leader									✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Project Status									✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Raw Time Off Code																											✓
	Supervisor				✓	✓																✓	✓	✓	✓	✓	✓	✓
	Task Status									✓	✓																	✓
Time Off Code																											✓	
Timesheet Approval Status	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Timesheet Period	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
User				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Year																											✓	

* Report uses user's current department instead of historical department