Web TimeSheet Reports Matrix

REPORT CATEGORY	Timesheet															Billing				Project Status									Prod.	Expenses	Administrative										Raw Data	
REPORT NAME	Status	Awaiting Approval	Comments	Audit Trail	Timesheet Detail	Hours by Location	Timesheet Detail (Own)	Timesheet Detail (Team)	Timesheet Detail (Project)	Timesheet Comments (Own)	Timesheet Comments (Team)	Timesheet Comments (Project)	Timesheet Billing	Expense Billing Summary	Expense Billing Detailed	Summary	Detailed (Task)	Detailed (Task-User) ✳	Detailed (User-Group) ✳	Project Team Assigned ✳	Task Assignments ✳	Project Team Detail ✳	Detailed (Expense)	Detailed (Expense-User) ✳	Project/Task Progress	Summary	Detailed	Status	Awaiting Approval	Reimbursements	License Seat Assignment	User Detail ✳	Time Off	User Time Off ✳	Time Off Comments	User Holidays ✳	Time Off History	Timesheet	Project	Expense
% Remaining (Cost)																								✓																
% Remaining (Hrs)																								✓																
% Used (Cost)																								✓																
% Used (Hrs)																✓	✓							✓																
Accrued Days																																✓				✓			
Accrued Hours																																				✓			
Action				✓																																✓			
Actual Cost																								✓																
Actual Hrs																								✓																
Actual Hrs to Date																✓	✓	✓	✓																					
Address1										G	G	G						G																					
Address2										G	G	G						G																					
Amt																																							✓
Approval Comments				✓																																			
Approval Status																																							✓
Approver		G																									G												✓
Approver and Internal E-mail		G																									G												
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																										✓	✓												
City										G	G	G						G																					
Client			G		G		G	G	G	G	G	G	G	G	G	G		G	G	G	G	G	G	G	G	✓		✓									✓	G	✓
Client Approval Status																																							✓
Client Approver																																							✓
Client Code			G		G		G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G			G		G							✓	G	✓
Client ID																																					✓		
Client Rep.																			✓	✓	✓	✓			✓												✓	✓	
Client Rep. Internal E-mail																			✓	✓	✓	✓			✓												✓		
Comments			✓		✓	✓	✓	✓	✓	✓	✓	✓	✓				✓	✓	✓												✓		✓				✓		
Cost Amt																✓	✓	✓								✓													
Cost Amt (BC)																✓	✓	✓																					
Cost Rate																										✓													
Cost Remaining																								✓															
Country										G	G	G						G																					
Currency Symbol														G	G																								
Date			✓		✓	✓	✓	✓	✓	✓	✓	✓																						G			✓		
Days Remaining																															✓								
Days Taken																															✓	✓		✓					
Department	G	✓		G	G	G	G	G	G				G	G	G			G	G	G	G	G	G		G		G	G	G	✓	G			G	G		G		✓		✓
Department Code					G	G	G	G	G				G	G	G			G	G	G	G	G	G		G		G	✓		✓				G	G		G		✓		
Department/Client																																G	G							
Description							G	G	G	G	G	G		✓	✓								✓	✓	✓			✓		✓									✓	✓
Employee ID	✓				✓	✓	✓	✓	✓								✓	✓	✓	✓	✓	✓		✓		✓	✓				✓	✓	✓		✓	✓		✓		
Employee Type	✓				G	G	G	G	G								G	G	✓	✓	✓	✓		G		G	G				G	G	G	G		G		✓		
End Date																G	G	G	G	G	G	G	G		G						✓	✓						✓	
Entry Date													G					G	G					G								✓				G			✓
Est. Cost																✓	✓	✓						✓														✓	
Est. Cost Currency																																						✓	
Est. Expense Currency																																						✓	
Est. Expenses																✓																						✓	
Est. Hrs																	✓	✓	✓					✓														✓	
Exchange Rate													✓																											✓
Expense Amt																✓																								
Expense Amt (BC)																✓																								
Expense Approval Path																																							
Expense Code														✓	✓								✓	✓			✓		G											✓
Expense Date																											✓	✓	✓										✓
Expense Type														G	G									G			✓		G										✓
Fax Number										G	G	G						G																					
Holiday Calendar																																				G			
Holiday Date																																				G			
Holiday Name																																				G			
Hourly Cost																																✓	✓						
Hours Per Day																															✓			✓					
Hrs				✓																																	✓		
Hrs Remaining																✓	✓	✓	✓					✓															
Hrs Taken																															✓	✓		✓					
Incurred Date																											✓	✓	✓										
Internal E-mail	✓	✓			✓	✓	✓	✓	✓					✓	✓			✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓		✓		✓			
Line Description														✓	✓												✓		✓											✓
Location						G	G	G	G	G	G	G																												
Login Enabled																																✓	✓						
Login Name	✓																	✓	✓	✓			✓		✓		✓	✓			✓	✓		✓		✓		✓		

Field Name

G Grouping Allowed

✓ Available

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

REPORT CATEGORY	Timesheet														Billing			Project Status										Prod.		Expenses		Administrative								Raw Data		
G Grouping Allowed ✓ Available	Status	Awaiting Approval	Comments	Audit Trail	Timesheet Detail	Hours by Location	Timesheet Detail (Own)	Timesheet Detail (Team)	Timesheet Detail (Project)	Timesheet Comments (Own)	Timesheet Comments (Team)	Timesheet Comments (Project)	Timesheet Billing	Expense Billing Summary	Expense Billing Detailed	Summary	Detailed (Task)	Detailed (Task-User) ✳	Detailed (User Group)	Project Team Assigned ✳	Task Assignments ✳	Task Assignments (Detail) ✳	Project Team Actual	Detailed (Expense)	Detailed (ExpenseUser) ✳	Project/Task Progress	Summary	Detailed	Status	Awaiting Approval	Reimbursements	License Seat Assignment	User Detail ✳	Time Off	User Time Off ✳	Time Off Comments ✳	User Holidays ✳	Time Off History	Timesheet	Project	Expense
REPORT NAME																																							
Member																				G	G																			
Modified By				✓																															✓			
Modified On (Date)																																			✓			
Module																															G							
Month																											G	G										
Net Amt														✓	✓														✓		✓								✓
Net Amt (BC)														✓	✓														✓		✓								
Non-Billable Amt																														✓									
Non-Billable Expenses														✓	✓	✓							✓	✓					✓		✓								
Non-Billable Expenses (BC)																✓							✓	✓															
Non-Billable Hrs	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓									✓											
Pages Pub						✓	✓	✓	✓	✓	✓	✓																											
Paid																													✓		✓								✓
Payment Method																																							✓
Phase										G	G	G																											
Productivity Rate																											✓	✓											
Proj. Leader Appr. Status																																							✓
Project			G		G	G	G	G	G	G	G	G	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	G	G	G			G		G						✓		✓
Project Description			✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓			✓		✓						✓	✓	✓
Project Hrs	✓	✓	✓		✓		✓	✓	✓	✓	✓	✓				✓	✓	✓	✓																				
Project ID																																				✓			
Project Leader																G	G	G	G	✓	✓	✓	✓	G	G	✓										✓	✓		
Project Leader Approver																																							✓
Project Leader Internal E-mail																				✓	✓	✓	✓			✓										✓			
Project/Task																																				✓			
Project/Task (Full Path)			G							G	G	G	G				G	G	G		G	G				G										✓		
Project/Task (Full Path) or Time Off					G		G	G	G																											✓		
Project/Task Code																																				✓			
Quantity														✓	✓														✓		✓								✓
Rate													✓	✓	✓														✓		✓								✓
Reimbursed Amt															✓														✓		✓								
Reimbursement Amt														✓																									✓
Reimbursement Currency																																							✓
Reset Days																																	✓						
Role			✓							✓	✓	✓	G					G	G																				
Saved On				✓																																			✓
Start Date																G	G	G	G	G	G	G	G			G						✓	✓					✓	
State / Province										G	G	G						G																					
Status	✓																																	✓	✓				
Submission Date																																							✓
Supervisor	G			G	G	G	G	G	G					✓	✓					✓	✓	✓	✓				✓	✓	✓		✓	G	G	G	G		G	G			✓
Supervisor and Internal Email																																	G		G				
Task			G							G	G	G	G				G	G	G		G	G																	
Task Code													✓				G	G	G						G														
Task Name																									G														
Task Status																	✓	✓	✓																				
Task/Time Off					G	G	G	G	G																											✓		
Task/Time Off Code					G	G	G	G	G																											✓		
Task/Time Off ID																																				✓			
Tax Amt														✓	✓														✓		✓								✓
Tax Amt (BC)														✓	✓														✓		✓								
Telephone Number										G	G	G						G																					
Time Entry Allowed																																					✓		
Time In																																				✓			
Time Off	✓	✓			✓	✓	✓	✓	✓																		✓											
Time Off (Days)																															✓							
Time Off (Hrs)																															✓							
Time Off Code																															G	G	G		✓			
Time Out																																				✓			
Timesheet Approval Path																													✓	✓									
Timesheet Period	G	G		G	G	G	G	G	G																G				✓	✓									
Total Amt														✓	✓													✓	✓	✓									
Total Amt (BC)														✓	✓													✓		✓						✓		
Total Days Allowed																																✓						
Total Hours Allowed																																			✓			
Total Expenses																							✓	✓														
Total Expenses (BC)																							✓	✓														
Total Hrs	✓	✓			✓	✓	✓	✓	✓							✓	✓	✓	✓																				
Type																							G												G		✓		
User	✓	✓	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	G		✓		✓
User Group	G	G		G	G		G	G	G										G	G	G	G	G								G	G							
User Group Set	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					
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					
User Defined Field (Employee Type)	G	G		G	G								G	G	G	G	G	G		G	G	G	G	G	G				G	G	G	G						
User Defined Field (Expense Entry)																															G							
User Defined Field (Report Period)	G		G	G									G	G	G	G		G		G	G	G	G	G	G				G	G	G							
User Defined Field (Task Timesheet)			G	G									G	G	G	G		G		G	G	G	G		G				G	G	G							
User Defined Field (Task)			G	G									G	G	G	G		G		G	G	G	G		G				G	G	G							
User Defined Field (Timesheet Entry)			G										G	G	G	G		G		G	G	G	G		G				G									
User Defined Field (User)	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 End Date																																✓		✓					
User ID																																				✓			
User Start Date																																✓		✓					
Web Site Address										G	G	G						G																					
Year																											G	G											
Zipcode / Postal Code										G	G	G						G																					

Field Name

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

G Grouping Allowed

✓ Available

REPORT CATEGORY	Timesheet															Billing			Project Status												Prod.		Expenses			Administrative							Raw Data		
REPORT NAME	Status	Awaiting Approval	Comments	Audit Trail	Timesheet Detail	Hours by Location	Timesheet Detail (Own)	Timesheet Detail (Team)	Timesheet Detail (Project)	Timesheet Comments (Own)	Timesheet Comments (Team)	Timesheet Comments (Project)	Timesheet Billing	Expense Billing Summary	Expense Billing Detailed	Summary	Detailed (Task)	Detailed (Task-User) ✳	Detailed (User Group)	Project Team Assigned ✳	Task Assignments ✳	Task Assignments (Detail) ✳	Project Team Actual	Detailed (Expense)	Detailed (Expense/User) ✳	Project/Task Progress	Summary	Detailed	Status	Awaiting Approval	Reimbursements	License Seat Assignment	User Detail ✳	Time Off	User Time Off ✳	Time Off Comments ✳	User Holidays	Time Off History	Timesheet	Project	Expense
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 zero-hour Tasks																	✓	✓																					
Login Status																														✓									
Module																														✓									
Month																										✓	✓												
Project																		✓																					
Project Leader																✓	✓	✓	✓					✓	✓	✓												✓	
Project Status																✓				✓	✓	✓	✓																
Raw Time Off Code																																					✓		
Supervisor				✓	✓																									✓	✓	✓	✓		✓	✓	✓		✓
Task Status																	✓	✓	✓																			✓	
Time Off Code																																✓	✓						
Timesheet Approval Status	✓		✓										✓	✓	✓	✓	✓	✓	✓					✓	✓				✓		✓				✓		✓		✓
Timesheet Period	✓	✓	✓	✓	✓								✓	✓	✓	✓		✓	✓					✓	✓	✓			✓	✓	✓		✓		✓		✓	✓		✓
User				✓	✓									✓	✓			✓	✓			✓			✓				✓	✓	✓	✓	✓		✓	✓	✓	✓		✓
User Group	✓	✓		✓	✓															✓	✓	✓	✓						✓	✓						✓			
User Group Set	✓	✓		✓	✓															✓	✓	✓	✓						✓	✓						✓			
Year																										✓	✓												

Available Filters

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