Web TimeSheet Reports Matrix

G Grouping Allowed
✓ Available

Field Name	REPORT NAME	Timesheet: Status	Timesheet: Awaiting Approval	Timesheet: Comments	Timesheet: Audit Trail	Timesheet: Timesheet Detail	Timesheet: Hours by Location	Timesheet: Timesheet Detail (Own)	Timesheet: Timesheet Detail (Team)	Timesheet: Timesheet Detail (Project)	Timesheet: Timesheet Comments (Own)	Timesheet: Timesheet Comments (Team)	Timesheet: Timesheet Comments (Project)	Billing: Timesheet Billing Summary	Billing: Expense Billing Summary	Billing: Expense Billing Detailed	Project Status: Summary	Project Status: Detailed (Task)	Project Status: Detailed (Task-User) ✳	Project Status: Detailed (User Group)	Project Status: Project Team Assigned	Project Status: Task Assignments ✳	Project Status: Task Assignments (Detail) ✳	Project Status: Project Team Actual	Project Status: Detailed (Expense)	Project Status: Detailed (ExpenseUser) ✳	Project/Task Progress	Prod.: Summary	Prod.: Detailed	Expenses: Status	Expenses: Awaiting Approval	Expenses: Reimbursements	Administrative: Licensed Seat Assignment	Administrative: User Detail ✳	Administrative: Time Off	Administrative: User Time Off ✳	Administrative: Time off Comments	Administrative: User Holidays ✳	Administrative: Time Off History	Administrative: Substitute Users	Raw Data: TimeSheet	Raw Data: Project	Raw Data: 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																										✓	✓														
	Changed Value				✓																																			
	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	✓
	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	✓
	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				✓		
	Date Affected				✓																																				
	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		G	✓		
	Department/Client																																G	G								
	Description						G	G	G	G	G	G	G		✓	✓							✓	✓	✓					✓		✓									✓	✓
	E-mail Notifications																															✓									
	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				✓	✓								✓	
	Entry Date													G					G	G						G							✓				G			✓
	Entry End Date																	G	G																						
	Entry Start Date																	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																						
	Field Affected				✓																																				
	Forward Notifications																																						✓		
	Holiday Calendar																																				G				
	Holiday Date																																				G				
	Holiday Name																																				G				
	Hourly Cost																															✓	✓								
	Hours Per Day																																	✓		✓					
	Hrs				✓																																		✓		
	Hrs Remaining																✓	✓	✓	✓						✓								✓							
	Hrs Taken																																	✓	✓		✓				
	Incurred Date																													✓	✓	✓									
	Initial Value				✓																																				
	Internal E-mail	✓	✓			✓	✓	✓	✓	✓					✓	✓			✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓			✓		
	Line Description														✓	✓														✓		✓										✓
	Location						G	G	G	G	G	G	G																												
	Login Enabled																															✓	✓								
	Login Name	✓																	✓	✓	✓			✓		✓		✓	✓			✓	✓		✓			✓			

✳ 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																																										
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 (Expensed)	Detailed (Expensed 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	Substitute Users	Timesheet	Project	Expense
Member																			G	G																							
Modified By				G																														✓							
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																																										✓
Permissions																															✓					✓					
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			✓		✓								✓		✓
Project Code			✓		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																																✓									
Reset Hours																																✓									
Role			✓							✓	✓	✓	G					G	G																						
Row Affected				✓																																					
Saved On																																									✓
Seat Assignments																															✓										
Start Date																G			G	G	G	G	G			G				✓	✓					✓		✓		
State / Province										G	G	G							G							G										✓		✓		
Status	✓																																✓	✓							
Submission Date																																									✓
Substitute User																																				G					
Substitute Users																															✓										
Substitute User E-mail																																				✓					
Supervisor	G			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 Hrs Allowed																																✓			✓						
Total Expenses																							✓	✓																	
Total Expenses (BC)																							✓	✓																	
Total Hrs	✓	✓			✓	✓	✓	✓	✓							✓	✓	✓	✓																						
Type																							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		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	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	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										
User Defined Field (Task Timesheet)			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										
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
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																						
Active Substitute Users																																				✓					

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 (Expensed)	Detailed (Expensed 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	Substitute Users	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