Engagement Listing
Thursday, November 11, 2010

Engagement ID	Description	Invoice Description
Audit		Audit
Compilation		Compilation
CONSULTING	Consulting & Special Projects	Consulting
General		General
NEXUSSALT	Nexus/Salt	Nexus/Salt
PFP	Personal Financial Planning	Personal Financial Planning
PPAUDIT	Pension Plan Audit	Pension Plan Audit
PSPENSION	Profit Sharing/Pension	Profit Sharing & Pension Plans
Review		Review
TAXAUDIT	Tax Audit	Tax Audit
TAXCORP	Corporate Tax	Corporate Tax
TAXIND	Individual Tax	Individual Tax
TAXTRUST	Trust/Estate/Gift Tax	Trust Tax

List of Work Codes
Wednesday, November 10, 2010

ID	Description	Type	Class	Rate
1000	ARC - Planning	Time	Billable	1 STAFF RATE CODE
1005	ARC - Fieldwork	Time	Billable	1 STAFF RATE CODE
1010	ARC - F/S Preparation	Time	Billable	1 STAFF RATE CODE
1020	ARC - Supervision & Review	Time	Billable	1 STAFF RATE CODE
1030	ARC - Quality Control Review	Time	Billable	1 STAFF RATE CODE
1040	ARC - Partner Review	Time	Billable	1 STAFF RATE CODE
1050	ARC - Exit Meeting	Time	Billable	1 STAFF RATE CODE
1060	ARC - Processing	Time	Billable	1 STAFF RATE CODE
1070	ARC - Finalization	Time	Billable	1 STAFF RATE CODE
2000	Bookkeeping	Time	Billable	1 STAFF RATE CODE
2005	Assembly & Analysis	Time	Billable	3 STAFF RATE CODE
2020	Client Meeting	Time	Billable	3 STAFF RATE CODE
2040	Client Setup/Restore Backups	Time	Billable	3 STAFF RATE CODE
2050	Research (billable)	Time	Billable	3 STAFF RATE CODE
2060	Staff Training (billable)	Time	Billable	3 STAFF RATE CODE
2090	Salem State - DT Only	Time	Billable	4 STAFF RATE CODE
4000	Payroll Tax	Time	Billable	3 STAFF RATE CODE
5000	P/S - 5500 Preparation	Time	Billable	2 STAFF RATE CODE
5010	P/S - 5500/SAR Review & Proc	Time	Billable	2 STAFF RATE CODE
5020	P/S - 5500 - Scan Sig P/E-File	Time	Billable	2 STAFF RATE CODE
6000	TAX - Planning - CI Interview	Time	Billable	1 STAFF RATE CODE
6002	TAX - Sort for Scanning	Time	Billable	1 STAFF RATE CODE
6003	TAX - Request More Information	Time	Billable	1 STAFF RATE CODE
6005	TAX - Preparation	Time	Billable	1 STAFF RATE CODE
6010	TAX - Review	Time	Billable	1 STAFF RATE CODE
6020	TAX - Extension	Time	Billable	1 STAFF RATE CODE
6050	TAX - Processing	Time	Billable	1 STAFF RATE CODE
6060	TAX - Sign Return	Time	Billable	1 STAFF RATE CODE
6080	TAX - Amended Returns	Time	Billable	1 STAFF RATE CODE
6090	TAX - Notices	Time	Billable	1 STAFF RATE CODE
6095	E-File	Time	Billable	3 STAFF RATE CODE
7000	CONSULTING - General	Time	Billable	2 STAFF RATE CODE
7005	CONSULTING - Forecast/Project	Time	Billable	2 STAFF RATE CODE
7010	CONSULTING -Business Valuation	Time	Billable	2 STAFF RATE CODE
7020	CONSULTING - Due Dilgence	Time	Billable	2 STAFF RATE CODE
7030	CONSULTING - Personal Fin'l St	Time	Billable	2 STAFF RATE CODE
8000	Postage/Federal Express	Expense	Billable	3 STAFF RATE CODE
8010	Mileage/Tolls (billable)	Expense	Billable	3 STAFF RATE CODE
8030	Travel /Rm/Meals/E (billable)	Expense	Billable	3 STAFF RATE CODE
8070	T/R Surcharge (billable)	Expense	Billable	3 STAFF RATE CODE
9001	Company Holiday	Time	Administrative	3 STAFF RATE CODE
9002	Vacation/Personal	Time	Administrative	3 STAFF RATE CODE
9003	Overtime/Comp Time	Time	Administrative	3 STAFF RATE CODE
9004	Sick Time	Time	Administrative	3 STAFF RATE CODE
9005	Maternity/Personal Leave Other	Time	Administrative	3 STAFF RATE CODE

ID	Description	Type	Class	Rate
9006	Charitable Contribution Work	Time	Administrative	3 STAFF RATE CODE
9010	Mail/E-Mail Fax	Time	Administrative	3 STAFF RATE CODE
9011	Time/Billing	Time	Administrative	3 STAFF RATE CODE
9012	Filing & Organization	Time	Administrative	3 STAFF RATE CODE
9013	Staff Scheduling	Time	Administrative	3 STAFF RATE CODE
9014	Client Business Development	Time	Administrative	3 STAFF RATE CODE
9015	Continuing Professional Educ	Time	Administrative	3 STAFF RATE CODE
9016	Marketing	Time	Administrative	3 STAFF RATE CODE
9017	E-Filing (non-billable)	Time	Administrative	3 STAFF RATE CODE
9018	Computer Management	Time	Administrative	3 STAFF RATE CODE
9019	Staff Meeting	Time	Administrative	3 STAFF RATE CODE
9020	Research (non-billable)	Time	Administrative	3 STAFF RATE CODE
9021	Staff Training & Development	Time	Administrative	3 STAFF RATE CODE
9022	Secretarial/Administrative	Time	Administrative	3 STAFF RATE CODE
9023	Travel Time (non-billable)	Time	Administrative	3 STAFF RATE CODE
9024	HR/Recruiting	Time	Administrative	3 STAFF RATE CODE
9025	Unassigned Time (n billable)	Time	Administrative	3 STAFF RATE CODE
9026	Firm Quality Control (non b)	Time	Administrative	3 STAFF RATE CODE
9050	Staff Develop (non-billable)	Time	Administrative	3 STAFF RATE CODE
9051	Meals & Ent (non-billable)	Expense	Administrative	None
9052	Cell Phone Reim (non-billable)	Expense	Administrative	None
9053	Mileage/Tolls (non-billable)	Expense	Administrative	None
PROGRESS	Progress	Time	Billable	None

Work Code count = 68