

Time & Expense Journal

February 1, 2012 - February 29, 2012

Staff	Client	Sort Name	Engagement	Project	Activity	Type	Date	Rate Description	Hrs/Units	Comment
CAG	11246	Lightyear Handyman Services	WRITEUP		1020	Time	02/01/12	Accounting Rate	0.50	Monthly bank rec.
CAG	11246	Lightyear Handyman Services	WRITEUP		1020	Time	02/01/12	Accounting Rate	1.00	
CAG	11246	Lightyear Handyman Services	WRITEUP		1020	Time	02/01/12	Accounting Rate	1.00	
CAG	11253	Aristocats Repo Service	AUDIT		1060	Time	02/09/12	Standard Rate	1.00	Audit planning
CAG	11249	Bugs Pest Control	WRITEUP		1020	Time	02/10/12	Accounting Rate	1.75	
CAG	11249	Bugs Pest Control	WRITEUP		1030	Time	02/10/12	Accounting Rate	0.10	
CAG	11249	Bugs Pest Control	WRITEUP		1050	Time	02/10/12	Accounting Rate	0.10	
CAG	11254	Wonderland Travel Services	WRITEUP		1020	Time	02/14/12	Accounting Rate	0.30	Review JAB's Bank Rec work
CAG	11254	Wonderland Travel Services	WRITEUP		1020	Time	02/14/12	Accounting Rate	3.00	Reconcile the books
CAG	11254	Wonderland Travel Services	PAYROLL		1020	Time	02/14/12	Accounting Rate	4.20	Process Payroll - complicated run due to new employees and setting up accounts
CAG	20005	Bing, Sally	TAXINDIV	1040	1050	Time	02/18/12	Standard Rate	0.25	
CAG	11250	Woody's Toy Box	CONSULTING	CONSULTING	4010	Time	02/19/12	Consulting Rate	2.00	
CAG	11256	Beauty & The Beast Dating Serv	PAYROLL		1020	Time	02/21/12	Accounting Rate	4.10	Prep Payroll
CAG	11260	Hercules Gym	PAYROLL		1020	Time	02/22/12	Accounting Rate	4.90	
CAG	11260	Hercules Gym	WRITEUP		1020	Time	02/22/12	Accounting Rate	5.20	
CAG	11261	Little Mermaid Swim Instructio	WRITEUP		1020	Time	02/22/12	Accounting Rate	5.50	
CAG	11254	Wonderland Travel Services	TAXCORP		1050	Time	02/23/12	Tax Rate	0.25	Copy/File Prep return for client
CAG	11254	Wonderland Travel Services	TAXCORP		1020	Time	02/23/12	Standard Rate	11.50	Prepared financial statements
CAG	11246	Lightyear Handyman Services	DEFAULT		8000	Exp	02/23/12	0.0500	100.00	Billable
CAG	11247	Aladin's Lamp Factory	CONSULTING	BUSVAL	8010	Exp	02/23/12	1.5000	10.00	Billable
CAG	ZFIRM	ZZ Firm Administrative	ADMIN		9030	Exp	02/23/12	69.7200	1.00	Admin
CAG	EDENLAND	Eden Landscaping	DEFAULT		8060	Exp	02/23/12	2.9500	3.00	Billable
CAG	EDENLAND	Eden Landscaping	DEFAULT		NONBILL	Exp	02/23/12	24.5000	5.00	Non-bill: Unbelievable
CAG	ZFIRM	ZZ Firm Administrative	ADMIN		ADMIN	Exp	02/23/12	10.0000	4.00	Admin
CAG	ZFIRM	ZZ Firm Administrative	ADMIN		ADMIN	Exp	02/23/12	1.9900	3.00	Admin
CAG	11246	Lightyear Handyman Services	DEFAULT		NONBILL	Exp	02/23/12	3.9900	15.00	Non-bill
Report Totals									187.65	