

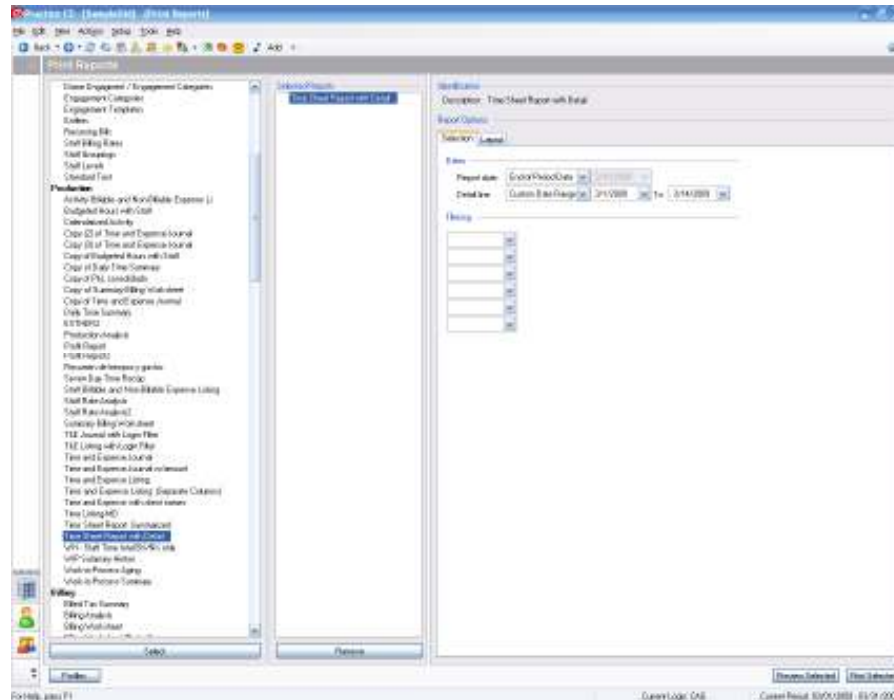


Time Sheet Report Summarized & Time Sheet Report with Detail

Using your Custom Report – Time Sheet Report with Detail

Suggestions for running the Time Sheet Report with Detail:

- Selection Tab - Detail Line: Select 'Custom Date Range' and enter your two week date range



- Layout Tab – Group by whatever option you want.

Note: This report can be grouped in various ways dependent upon what you are trying to get from the report. All of the grouping options can be used.

Time Sheet (1) - [Employee] - [Print Request]

File Edit View Options Print Help

Print Request

View Employee / Equipment Category
Employee Category
Employee Template
Driver
Security/ID
Staff Salary Item
Staff Category
Staff Level
Standard Text
Production
Activity Estimate and Time Estimate Report
Budgeted Hours with Staff
Calendar Activity
Cost (Cost Time and Expense Journal
Cost (Cost Time and Expense Journal
Cost of Budgeted Hours with Staff
Cost of Cost Time Summary
Cost of Cost Worksheet
Cost of Summary Billing Worksheet
Cost of Time and Expense Journal
Daily Time Summary
EST/PTC
Workload Analysis
Multi Project
Multi Project
Assignment to Resource / person
Summary Cost Time Sheet
Staff Estimate and Budgetable Expense Listing
Staff Price Analysis
Staff Price Analysis
Summary Billing Worksheet
TC Journal with Log File
Time and Expense Journal
Time and Expense Journal Worksheet
Time and Expense Listing
Time and Expense Listing (Detailed Columns)
Time and Expense with Work Items
Time Listing Bill
Time Sheet Request Submitted
Time Sheet Request Submitted
Work Sheet (Detailed Activity)
W/P Summary Filter
Work in Progress Aging
Work in Progress Summary
Billing
Bill of Material Summary
Billing Analysis
Billing Worksheet

Print Request
Time Sheet Request with Cost

Information
Description: Time Sheet Request with Cost

Print Options

Selection: Layout

Group for	Cost on	Direction	Page Break
Staff	BY	Ascending	<input type="checkbox"/>
Activity	BY	Ascending	<input type="checkbox"/>
Person	BY	Ascending	<input type="checkbox"/>

Display: Cost Column Date Ascending

Print Cost Sheet

Print

Print

Print Selected

Print Selected

Print Request (2007-1-2008) - 02/20/2008

Current Login: SAG

- Preview of Report – with Grouping Options Staff and Activity

Practice CS - [SampleOld] - [Preview]

Test Firm
Time Sheet Report with Detail
For the Period Ending January 31, 2009
3/1/09 - 3/14/09

ID	Description	Sun 3/1	Mon 3/2	Tue 3/3	Wed 3/4	Thu 3/5	Fri 3/6	Sat 3/7	Sun 3/8	Mon 3/9	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Sat 3/14	Total Hours
CAG	Goodman Catherine															
1180	Bank Salary	1.00	0.00	0.00	0.00	0.00	0.00	7.00	0.00	9.00	10.00	11.00	12.00	13.00	14.00	88.00
1183	Bank Compensation	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00
1122	Bookkeeping	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
1139	Info/OT	0.00	0.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00
1190	Prepare Financial Statements	0.00	0.00	0.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00
1188	Review Financial Statements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
***	Total CAG Goodman Catherine***	1.00	2.00	1.00	4.00	5.00	6.00	7.00	8.00	9.00	10.00	11.00	12.00	13.00	14.00	108.00
***	Grand Totals***	1.00	2.00	1.00	4.00	5.00	6.00	7.00	8.00	9.00	10.00	11.00	12.00	13.00	14.00	108.00

Printed by CAG on 2/27/2009 at 1:22 PM Page 1

Current Login: CAG Current Period: 03/01/2009 - 03/31/2009

- Preview of Report – with Grouping Options Staff and Client

Practice CS - [SampleOld] - [Preview]

Test Firm
Time Sheet Report with Detail
For the Period Ending January 31, 2009
3/1/09 - 3/14/09

ID	Description	Sun 3/1	Mon 3/2	Tue 3/3	Wed 3/4	Thu 3/5	Fri 3/6	Sat 3/7	Sun 3/8	Mon 3/9	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Sat 3/14	Total Hours
CAG	Goodman Catherine															
11246	Lightyear Handyman Services	0.00	0.00	3.00	0.00	0.00	0.00	7.00	0.00	0.00	0.00	11.00	0.00	0.00	0.00	21.00
11252	Peter Pan Flight School	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
11257	Animal Shelter 101	0.00	2.00	0.00	4.00	5.00	6.00	8.00	9.00	10.00	0.00	12.00	13.00	14.00	63.00	
***	Total CAG Goodman Catherine***	1.00	2.00	3.00	4.00	5.00	6.00	7.00	8.00	9.00	10.00	11.00	12.00	13.00	14.00	105.00
***	Grand Totals***	1.00	2.00	3.00	4.00	5.00	6.00	7.00	8.00	9.00	10.00	11.00	12.00	13.00	14.00	105.00

Printed by CAG on 2/27/2009 at 1:28 PM Page 1

Current Login: CAG Current Period: 03/01/2009 - 03/31/2009