

Project Accounting Reporting – Getting the Most from Your Data

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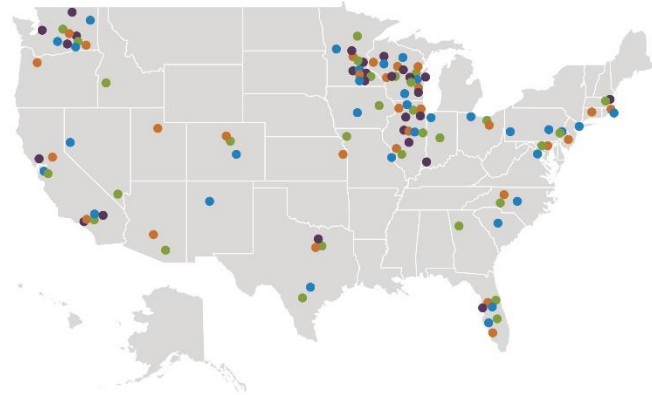
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 - Audit, Tax, and Consulting
- More than 6,100 employees
- Offices coast to coast
- CLA's Sage Intacct team works with more than 1,000 Sage Intacct clients



Session Objectives

At the end of this session you will be able to:

- Use statistical accounts to provide key metrics
- Create custom reports for data analysis
- Share custom reports with project managers





Financial Reporting with Statistical Accounts

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Statistical Account Requirements

- Project Accounting Configuration includes statistical accounts
 - Billable hours by utilization
 - Non-billable hours by utilization
- Standard or Average monthly hours accounts
- Budget accounts

Statistical Accounts			
All ▾	Manage views ▾	<input type="checkbox"/> Include inactive	<input type="checkbox"/> Include private Advanced filters
		Account number ▾	Title
		<input type="text"/>	<input type="text"/>
Edit	View	S300	Billable Hours
Edit	View	S310	Non Billable Hours
Edit	View	S320	Standard Monthly Hours
Edit	View	S330	Budgeted Project Hours

Next Statistical Account Groups and Dimension Structures

- Billable hours account group
- Non-billable hours account group
- All hours account group
- Standard or Average hours account group
- Create project dimension structures
 - By Project Manager
 - All Projects
 - Project Types
- Create employee dimension structures
 - Examples: Broken down by staff level or department

Creating a Utilization Report

Financial Report Writer

Report Info

Rows

Columns

Computations

Filters

Format

Permissions

Next Steps

Tell us about your report

Report name **Utilization**
Identifies the report so you can find it later.

☒ This report is active

Report structure ☐ Accounts ☒ Dimensions
Determine the basic report structure by selecting what appears in rows.

☐ Filter by account group on rows

	Revenue Prior Month Actual	Expenses Prior Month Actual
Customers		
Kentwood Advisors Corp	80,000	10,000
ProMax Media Group	70,000	20,000
Puget Networks	40,000	5,000
Robinson Consulting	20,000	2,000
Total Customers	210,000	37,000

- Create a new report using Dimension as the basis
- Select your dimension structure(s) for your rows
 - This example will be based on the employee dimension structure



Creating a Utilization Report

Column 2 ▼	Column 3 ▼	
Actual	Actual	
type: Actual ▼ ?	Actual	Actual
value: default ▼ ?	default	default
period: Current Month ▼ ?	Current Month	Current M
offset: 0 prior periods ▼		
filter 1: Period name ▼ ?	Period name	Period na
filter 2: Period date ▼	Period date	Period da
main title: Actual		
group: UT - Billable Hours ▼ ?	UT - Non-billable Hours	Total Ho
expand by: Do not expand ▼ ?		

- Use the account group previously created
 - Billable Hours
 - Non-Billable Hours
 - Total Hours
 - Standard/Monthly Hours
- Use Summary on Columns to calculate Utilization or Billability



Financial Graphs with Statistical Accounts

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Statistical Data via Graphs

Account Group Information

[Learn about account groups](#)

Name *

Utilization - Graph

Display on report as

Utilization - Graph

Display total line as

Total Utilization - Graph

Normal balance

Debit

Structure type ?

Computation

Specify computation formula

Account group

Account group

Account Group *

Total Hours

+

Account Group *

UT - Monthly Hours

You can mix and match account groups, accounts, or constants in your formula.

Formula:

Example: Enter Net income / sales to compute profit margin.

Display options

Decimal places

2

Number

Unit

Example: \$ or sq. feet

Create the Graph

General Ledger Graph - Utilization

New look coming soon

NameUtilizationStatusActive

Primary data seriesEmployee

Compare data seriesAccount groups

Available

Selected

Additional parameters

Reporting periodCurrent Month

Account group-- selected as data series --

ValuesActual



Custom Reporting with Projects, Tasks, and Timesheets

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Project, Task and Timesheet Custom Reports

Projects

- High level summarization
- Budget vs expense
- Total labor budget vs actuals

Tasks

- Budgeted hours by employee
- Actual hours by employee
- Remaining hours

Timesheet

- Granular employee entry data
- Time by day or pay period
- Approved vs unapproved timesheets

Project Custom Reports

- Project status report
- Project review report
- Project labor summary report
- Projects secured report
- Project summary billable hours

Project Labor Summary Report using Task Resource

Custom Report Wizard - Project Labor Summary

Step 2: Add columns to the report

#	Column	Header Label
1.	Task > Project > Project ID	Project ID
2.	Task > Project > Project name	Project name
3.	Employee > Contact > Contact name	Employee
4.	Task Resource Billing Rates > Labor Rate	Project Labor Rate
5.	Actual duration	Actual duration
6.	Estimated duration	Estimated duration
7.	Remaining estimated duration	Remaining estimated duration
8.	Task > Project > Contract amount	Total Project Value

Custom Report Wizard - Project Labor Summary

Step 3: Add calculated columns

#	Header Label	Expression	Column Data Type
1.	Actual Labor Dollars	{!TASKRESOURCES.ACTUALQTY!}*(!TASKRESOURCES.TASKRESOURCEBILLINGRATE.BILLINGRATE!)	decimal
2.	Estimated Labor Dollars	{!TASKRESOURCES.ESTQTY!}*(!TASKRESOURCES.TASKRESOURCEBILLINGRATE.BILLINGRATE!)	decimal
3.	Remaining Labor Dollars	{!TASKRESOURCES.REMAININGQTY!}*(!TASKRESOURCES.TASKRESOURCEBILLINGRATE.BILLINGRATE!)	decimal



Project Labor Summary Report using Task Resource

Project Labor Summary

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▼ Subtotal name	Project ID	Project name	Employee	Project Labor Rate	Actual duration	Actual Labor Dollars	Estimated duration	Estimated Labor Dollars	Remaining estimated duration	Remaining Labor Dollars	Total Project Value
▼ Grace, Karla											
	400	Health Initiative 1 Grant	Grace, Karla			0.00		0.00		0.00	600,000.00
	401	2013-15 Health Initiative 1 Grant Award	Grace, Karla		66.00	0.00		0.00	0.00	0.00	600,000.00
	401B	2015-17 Health Initiative 1 Grant Award	Grace, Karla			0.00		0.00		0.00	500,000.00
	401C	2017-19 Health Initiative 1 Grant Award	Grace, Karla	12.50		0.00		0.00		0.00	500,000.00
	404	Rural Health Network	Grace, Karla	13.75	18.00	247.50		0.00	0.00	0.00	125,000.00
	404	Rural Health Network	Grace, Karla	13.75		0.00		0.00		0.00	125,000.00
	404	Rural Health Network	Grace, Karla	13.75		0.00		0.00		0.00	125,000.00
Sum for Grace, Karla					84.00	247.50	0.00	0.00	0.00	0.00	
▼ Reynolds, Ryan											
	140	Claremont Impact Study	Reynolds, Ryan			0.00		0.00		0.00	
	140	Claremont Impact Study	Reynolds, Ryan			0.00	730.00	0.00	730.00	0.00	
Sum for Reynolds, Ryan					0.00	0.00	730.00	0.00	730.00	0.00	



Projects Secured Report

Custom Report Wizard - Projects Secured

Step 2: Add columns to the report

#	Column	Header Label
1.	Project ID	Project ID
2.	Project name	Project name
3.	Project manager ID	Project manager ID
4.	Manager > Contact > Contact name	Project Manager Name
5.	Contract amount	Contract amount
6.	Begin date	Begin date
7.	End date	End date
8.	Budgeted cost	Budgeted cost
9.	Budgeted duration (hours)	Budgeted duration (hours)

Custom Report Wizard - Projects Secured

Step 8: Group data by a column (max. 3 groupings)

Group information by	Column	Include Children	Sort
	Project manager ID		Ascending

Projects Secured Report

Projects Secured

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▼ Subtotal name	Project ID	Project name	Project manager ID	Project Manager Name	Contract amount	Begin date	End date	Budgeted cost	Budgeted duration (hours)
▼ EMP-0008									
	140	Claremont Impact Study	EMP-0008	Rivers, Melissa		01/01/2014	12/31/2016		0.00
	404	Rural Health Network	EMP-0008	Rivers, Melissa	125,000.00	10/01/2014	09/30/2016		0.00
	403	Dupont Foundation Award	EMP-0008	Rivers, Melissa	75,000.00	07/01/2016	06/30/2019	0.00	0.00
	141	Tarrant County Contract	EMP-0008	Rivers, Melissa		07/01/2013	06/30/2016		0.00
	142	Holcombe Grant	EMP-0008	Rivers, Melissa					0.00
	180	Consortium Conference	EMP-0008	Rivers, Melissa					
▼ EMP-0009									
	400	Health Initiative 1 Grant	EMP-0009	Grace, Karla	600,000.00			0.00	0.00
	401B	2015-17 Health Initiative 1 Grant Award	EMP-0009	Grace, Karla	500,000.00	07/01/2015	06/30/2017	0.00	0.00
	401C	2017-19 Health Initiative 1 Grant Award	EMP-0009	Grace, Karla	500,000.00	07/01/2017	07/01/2019	0.00	0.00
	401	2013-15 Health Initiative 1 Grant Award	EMP-0009	Grace, Karla	600,000.00	07/01/2013	06/30/2015	0.00	0.00
	405	Slytherin Award	EMP-0009	Grace, Karla					0.00



Task Custom Reports

- Billable hours by employee
- Labor revenue by employee
- Hours remaining by employee per project
- Hours remaining by employee per task

Hours Remaining by Task

Custom Report Wizard - Hours Remaining by Task

Step 2: Add columns to the report

#	Column	Header Label
1.	Task > Task ID	Task ID
2.	Task > Name	Name
3.	Employee > Contact > Contact name	Employee
4.	Actual duration	Actual Hours
5.	Estimated duration	Estimated Hours
6.	Remaining estimated duration	Remaining Hours

Custom Report Wizard - Hours Remaining by Task

Step 8: Group data by a column (max. 3 groupings)

Group information by	Column	Include Children	Sort
first by:	Task > Name		Ascending
finally by:	Employee > Contact > Contact name		Ascending



Hours Remaining by Task

Hours Remaining by Task						
<div> Customize Graph View Print Process & store </div>						
▼ Subtotal name	Task ID	Name	Employee	Actual Hours	Estimated Hours	Remaining Hours
▼ Biometric Study, Grace, Karla						
	11	Biometric Study	Grace, Karla			
Sum for Biometric Study, Grace, Karla				0.00	0.00	0.00
Sum for Biometric Study				0.00	0.00	0.00
▼ Nutrition Curriculum Covered, Grace, Karla						
	10	Nutrition Curriculum Covered	Grace, Karla			
Sum for Nutrition Curriculum Covered, Grace, Karla				0.00	0.00	0.00
Sum for Nutrition Curriculum Covered				0.00	0.00	0.00
▼ Nutrition Focused Menu Offered, Grace, Karla						
	9	Nutrition Focused Menu Offered	Grace, Karla	18.00		0.00
Sum for Nutrition Focused Menu Offered, Grace, Karla				18.00	0.00	0.00
Sum for Nutrition Focused Menu Offered				18.00	0.00	0.00
▼ Planning Phase, Reynolds, Ryan						
	4	Planning Phase	Reynolds, Ryan		730.00	730.00
Sum for Planning Phase, Reynolds, Ryan				0.00	730.00	730.00
▼ Planning Phase, Shelton, Blake						
	4	Planning Phase	Shelton, Blake		250.00	250.00
Sum for Planning Phase, Shelton, Blake				0.00	250.00	250.00
Sum for Planning Phase				0.00	980.00	980.00



Labor Revenue by Employee

Custom Report Wizard - Labor Revenue by Employee

Step 2: Add columns to the report

#	Column	Header Label
1.	Employee > Contact > Contact name	Contact name
2.	Task > Project ID	Project ID
3.	Task > Project name	Project name
4.	Task name	Task name
5.	Actual duration	Actual hours
6.	Estimated duration	Estimated hours
7.	Task Resource Billing Rates > Labor Rate	Labor Rate

Custom Report Wizard - Labor Revenue by Employee

Step 3: Add calculated columns

#	Header Label	Expression	Column Data Type
1.	Actual Hours Revenue	{!TASKRESOURCES.ACTUALQTY!}*(!TASKRESOURCES.TASKRESOURCEBILLINGRATE.BILLINGRATE!)	decimal
2.	Estimated Hours Revenue	{!TASKRESOURCES.ESTQTY!}*(!TASKRESOURCES.TASKRESOURCEBILLINGRATE.BILLINGRATE!)	decimal



Labor Revenue by Employee

Labor Revenue by Employee

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▼ Subtotal name	Contact name	Project ID	Project name	Task name	Actual hours	Estimated hours	Labor Rate	Actual Hours Revenue	Estimated Hours Revenue
▼ Biometric Study, Grace, Karla									
	Grace, Karla	404	Rural Health Network	Biometric Study			13.75	0.00	0.00
Sum for Biometric Study, Grace, Karla					0.00	0.00		0.00	0.00
Sum for Biometric Study					0.00	0.00		0.00	0.00
▼ Nutrition Curriculum Covered, Grace, Karla									
	Grace, Karla	404	Rural Health Network	Nutrition Curriculum Covered			13.75	0.00	0.00
Sum for Nutrition Curriculum Covered, Grace, Karla					0.00	0.00		0.00	0.00
Sum for Nutrition Curriculum Covered					0.00	0.00		0.00	0.00
▼ Nutrition Focused Menu Offered, Grace, Karla									
	Grace, Karla	404	Rural Health Network	Nutrition Focused Menu Offered	18.00		13.75	247.50	0.00
Sum for Nutrition Focused Menu Offered, Grace, Karla					18.00	0.00		247.50	0.00
Sum for Nutrition Focused Menu Offered					18.00	0.00		247.50	0.00
▼ Planning Phase, Reynolds, Ryan									
	Reynolds, Ryan	140	Claremont Impact Study	Planning Phase		730.00		0.00	0.00
Sum for Planning Phase, Reynolds, Ryan					0.00	730.00		0.00	0.00



Timesheet Custom Reports

- 
- Billed vs unbilled timesheet hours

- 
- Billable hours by task for a timeframe

- 
- Billable hours by project for a timeframe

- 
- Payroll reports on completed or approved timesheets

Billed vs Unbilled Timesheets

Custom Report Wizard - Billed vs Unbilled Timesheets

Step 2: Add columns to the report

#	Column	Header Label
1.	Project ID	Project ID
2.	Project name	Project name
3.	Employee > Employee ID	Employee ID
4.	Employee > Contact > Contact name	Contact name
5.	Entry date	Entry date
6.	Hours	Hours
7.	Timesheet Entry Billing Rates > Labor Rate	Labor Rate
8.	Billable	Billable
9.	Billed	Billed

Billed vs Unbilled Timesheets

Billed vs Unbilled Timesheets

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▼ Subtotal name	Project ID	Project name	Employee ID	Contact name	Entry date	Hours	Labor Rate	Billable	Billed
▼ Billable Other, EMP-0001									
	141	Tarrant County Contract	EMP-0001	Danes, Claire	07/15/2019	1.00		true	false
	141	Tarrant County Contract	EMP-0001	Danes, Claire	07/16/2019	2.00		true	false
	141	Tarrant County Contract	EMP-0001	Danes, Claire	07/17/2019	3.00		true	false
	141	Tarrant County Contract	EMP-0001	Danes, Claire	07/18/2019	1.00		true	false
	141	Tarrant County Contract	EMP-0001	Danes, Claire	07/19/2019	2.00		true	false
	141	Tarrant County Contract	EMP-0001	Danes, Claire	07/22/2019	3.00		true	false
	141	Tarrant County Contract	EMP-0001	Danes, Claire	07/23/2019	3.00		true	false
	141	Tarrant County Contract	EMP-0001	Danes, Claire	07/24/2019	2.00		true	false
	141	Tarrant County Contract	EMP-0001	Danes, Claire	07/26/2019	1.00		true	false
Sum for Billable Other, EMP-0001						18.00			
Sum for Billable Other						18.00			
▼ Build Complete, EMP-0001									
	150	Skuski Foundation Award	EMP-0001	Danes, Claire	07/16/2019	2.00		true	false
	150	Skuski Foundation Award	EMP-0001	Danes, Claire	07/17/2019	1.00		true	false
	150	Skuski Foundation Award	EMP-0001	Danes, Claire	07/19/2019	3.00		true	false
	150	Skuski Foundation Award	EMP-0001	Danes, Claire	07/22/2019	1.00		true	false
	150	Skuski Foundation Award	EMP-0001	Danes, Claire	07/23/2019	1.00		true	false
	150	Skuski Foundation Award	EMP-0001	Danes, Claire	07/24/2019	1.00		true	false
	150	Skuski Foundation Award	EMP-0001	Danes, Claire	07/25/2019	1.00		true	false
	150	Skuski Foundation Award	EMP-0001	Danes, Claire	07/26/2019	3.00		true	false
Sum for Build Complete, EMP-0001						13.00			
Sum for Build Complete						13.00			



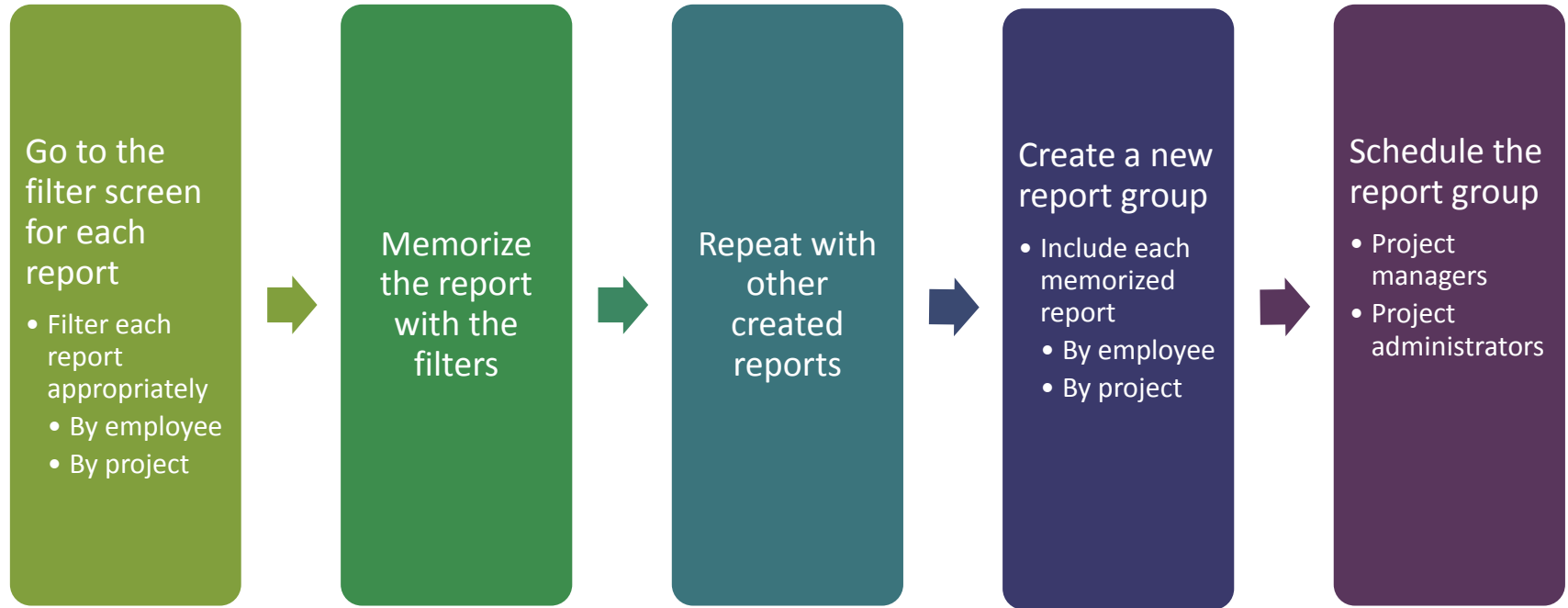


Report Groups for Project Managers

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Memorized Reports and Report Groups





Questions?

Thank You!

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