

EngineerOffice Report Book 2017

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INTRODUCTION

Welcome to EngineerOffice® Report Book!

The reports contain important and useful information for the company, especially the executives such as owners, principals, partners and managers. EngineerOffice provides a variety of standard reports for each of the EngineerOffice modules (i.e., Contacts, Time and Expense, Projects, Billing and Calendar). The reports are generated using the Crystal Reports engine.

You can control user access to reports by making the appropriate configurations in the user's report settings in the Preferences screen. In addition, you can customize reports by adding your own logos to them.

The EngineerOffice Reports screen is organized by module. Each report can be configured to show Detailed or Summary data along with a variety of display options (report dependent).

This EngineerOffice Report Book contains many sample reports for preview, their descriptions, list of similar reports and calculations.

Note: All time and expense reports show two places of decimal (by default) in numeric values, wherever applicable. EngineerOffice provides you the option of selecting the number of decimal places (up to three) as per your convenience on the Preferences - System - Formats screen of your application for the following reports:

- [Time - Expense Report](#)
- [Time - Expense Report with Cost](#)
- [Time - Expense Report with Invoiced Amount](#)
- [Time - Expense Report with Notes](#)
- [Time - Expense Report with Cost Billed and WIP Details](#)



Please send any comments or suggestions about the Report Book, EngineerOffice and other products and services to BQ-Ideas@bqe.com. For other information, contact us at 310-602-4010 or sales@bqe.com.

Contacts Reports

Address Book

Displays a report in a standard address book format. The report contains addresses for work, home or any office of each contact. The report can be sorted by the first name, last name or company name.

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Address Book

Hugh Akston
Akston Engineering
President
Structural Engineer

Home

Dr. & Mrs. Hugh and Henrietta Akston 503 Amsterdam Avenue Unite 5530 New York NY 10334	Phone	(212) 887-6666
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Calvin Atwood
Ground Up Ladscape Architecture
Landscape Architect

Home

Calvin Atwood 530 Compost Way Moundtown AK 99393	Phone Email	(330) 998-7777 calvatw@who.com
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Work

Mr. Calvin Atwood Ground Up Ladsapes 1212 Mulch Avenue Siltton AK 99399	Phone Email	212 1234455 test@test.com
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Ms. Laura Bradford
LBL Financial
CFO
Developer

Work

Ms. Laura Bradford LBL Financial 33 West Monroe 15th Floor Chicago IL 60600 USA	Email Cellular	lbradford@lblfinance.com (312) 778-3333
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Contact List

Name	Company	Type		
Dr. Hugh Akston 656 3rd Avenue Suite 350 New York NY 10035	Akston Engineering	Structural Engineer	Email Cellular	ha@akstonengineering.com (212) 234-5678
Dr. & Mrs. Hugh Akston 503 Amsterdam Avenue Unite 5530 New York NY 10334	Akston Engineering	Structural Engineer	Phone	(212) 887-6666
Mr. Francisco d'Anconia 50 Tumbleweed Boulevard Salt Lake City UT 84102	Anconia Copper	Client	Phone Email Fax	(801) 998-7777 fa@anconiacopper.com (801) 998-6666
Francisco d'Anconia La Pesca Costa del Sol AK U5223 Costa Rica	Anconia Copper	Client	Phone Email	011-32-0303-44 fanc@fusenet.com
Mr. Bill Brent 1010 South State Street Suite 320 Chicago IL 60605	Brent Wood Engineering	MEP Engineer	Email Cellular	bbrent@brenteng.com 333 4442222
Mr. & Mrs. Bill Brent 3009 Briarwood Beaverton IL 12345	Brent Wood Engineering			
Mr. Henry Cameron 910 Park Avenue New York NY 10021	Cameron Enterprises		Email	hc@cameront.com
Henry Cameron	Cameron Enterprises	Client		
Catherine Halsey	Fountainhead A+E			
Catherine Halsey 2601 Airport Drive Suite 380 Torrance CA 90505 United States of America	Fountainhead A+E			
Dominique Francon 2601 Airport Drive Suite 380 Torrance CA 90505 United States of America	Fountainhead Architects	Employee	Phone Email Cellular Phone	310 6024010 df@fountainheadbqe.com 310 6025678 310 6024010
Dominique Francon 505 N. Lucia Avenue Unit B Redondo Beach CA 90277	Fountainhead Architects	Employee		
Peter Keating 2601 Airport Drive Suite 380 Torrance CA 90505 United States of America	Fountainhead Architects	Employee	Email Cellular	pk@fountainheadbqe.com 310 6022345

Contact List

Displays the full name, company name, contact type, phone number and email address of your contacts. The report can be sorted by contact name, company name, city, state and zip.

Document List

Displays a list of all documents in EngineerOffice, e.g., invoices, letters, images and emails. You can sort the report by a particular contact, project name or project number. It also shows the date on which the document was created.

Employee Address Book

Lists the name, location, address, phone and email address of the employees in your EngineerOffice company.

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Employee Address Book

Name	Location	Address	Phone	Ext	Email
Francon, Dominique	Work	2601 Airport Drive Suite 380 Torrance CA 90505	310 6024010		df@fountainheadbqe.com
	Home	505 N. Lucia Avenue Unit B Redondo Beach CA 90277			
Halsey, Catherine	Work	2601 Airport Drive Suite 380 Torrance CA 90505			
	Home				
Keating, Peter	Work	2601 Airport Drive Suite 380 Torrance CA 90505	(310) 222-3344		pk@fountainheadbqe.com
	Home	345 Elm Street Redondo Beach CA 90277			
Roark, Howard	Work	2601 Airport Drive Suite 380 Torrance CA 90505	310 6024010		hr@fountainheadbqe.com
	Home	123 MapleStreet Redondo Beach CA 90277	(310) 123-4567		
Toohey, Ellsworth	Work	2601 Airport Drive Suite 380 Torrance CA 90505	310 6024010		ET@fountainheadbqe.com
	Home				
Wynand, Gail	Work	2601 Airport Drive Suite 380 Torrance CA 90505	310 6024010		gw@fountainheadbqe.com
	Home				

Labels

Displays the contact addresses in a label format with different sizes.

- **Avery 5160**

This address label is 2-5/8 inches x 1 inch with a layout of 30 labels per sheet.

- **Avery 5161**

This address label is 1 inch x 4 inches with a layout of 20 labels per sheet.

- **Avery 5162**

This address label is 4 inches x 1 ½ inches with a layout of 14 labels per sheet.

- **Avery 5164**

This address label is 4 inches x 3 ½ inches with a layout of 6 labels per sheet. It is also known as Avery 5264, 5664, 6464.

- **Avery 5660**

This address label is 1 inch x 2 5/8 inches with a layout of 30 labels per sheet.

- **Avery L7160**

This address label is 2½ inches x 1½ inches with a layout of 21 labels per sheet.

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My Active Contacts Report

Hugh Akston

Work		Email	
	Akston, Hugh Akston Engineering 656 3rd Avenue Suite 350 New York, NY 10035	Cellular	ha@akstonengineering.com (212) 234-5678
Home		Phone	(212) 887-6666
	Akston, Hugh and Henrietta 503 Amsterdam Avenue Unite 5530 New York, NY 10334		

Calvin Atwood

Home		Phone	
	Atwood, Calvin 530 Compost Way Moundtown, AK 39393	Email	(330) 998-7777 calvatw@who.com
Work		Phone	212 1234455
	Atwood, Calvin Ground Up Landscapes 1212 Mulch Avenue Soilton, AK 30999	Email	calvin@groundup.com

Bill Brent

Work		Email	
	Brentwood, Bill Brent Wood Engineering 1010 South State Street Suite 320 Chicago, IL 60605	Cellular	bbrent@brenteng.com 333 4442222
Home		Phone	(333) 222-1111
	Brentwood, Bill and Beak 3009 Briarwood Beaverton, IL 12345		

Ms. Laura Bradford

Work		Email	
	Bradford, Laura LBL Financial 33 West Monroe 15th Floor Chicago, IL 60600 USA	Cellular	lbradford@lbifinance.com (312) 778-3333

Henry Cameron

Home		Phone	
	Cameron, Henry Cameron Enterprises 910 Park Avenue New York, NY 10021	Email	212-322-0987 hc@cameront.com

My Active Contacts

Displays a report in an address book format. The report contains addresses and other contact information for work, home or any office of active contacts only.

Note Detail

Displays details of all notes entered by the contacts. It displays information such as date, time, project, type and text note.

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Note Detail Report

Created Date/Time/By 3/16/2011 10:13:13AM Howard Roark	Modified Date/Time/By 3/16/2011 10:13:13AM Howard Roark
Project 2012-0002 Rearden - Aspen Residence	Type Phone Call
Contact Henry Rearden	
Text henry wants additional services related to a guest house.	

Note List

Displays a listing of all notes with some details such as date, time, project, type and text note. You can sort the note list by particular client, project number, project name or note type.

Time and Expense Reports

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Employee Performance

Employee	Hours			Total	Required	Efficiency
	Chargeable	Non Chargeable	Internal			
Howard Roark	2,157.00	34.25	771.75	2,963.00	5,448.00	39.59%
Peter Keating	2,391.50	5.00	540.25	2,936.75	5,448.00	43.90%
Ellsworth Toohey	2,452.00	0.00	439.50	2,891.50	5,448.00	45.01%
Gail Wynand	2,427.25	7.00	455.75	2,890.00	5,448.00	44.55%
Dominique Francon	2,397.00	3.00	485.50	2,885.50	5,448.00	44.00%

04/09/2015

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Employee Performance

Provides information about the efficiency and productivity of employees, including those terminated in a summarized view. It compares the efficiency of employees in terms of billable hours worked for the previous week and the average of last 52 weeks. You should run it quarterly and at year-end. The Efficiency percentage gives you the Utilization Rate of each employee and should ideally be more than 70%.

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Expense Card Report

	Qty	Exp/Rate	Total	Total+Tax+ Markup
<u>03/18/14</u>				
Remodeling Kitchin Porch - 03 Design Development				
18/3/2014 E	1.00	\$300.00	\$300.00	\$300.00
Remodeling Kitchin Porch - 02 Schematic Design				
18/3/2014 E	1.00	\$10.00	\$10.00	\$10.00
Taggart Headquarters - 02 Schematic Design				
18/3/2014 E	1.00	\$800.00	\$800.00	\$840.00
Taggart Headquarters - 02 Schematic Design				
18/3/2014 E	1.00	\$250.00	\$250.00	\$262.50
Totals for 03/18/14	4.00		\$1,360.00	\$1,412.50
<u>03/19/14</u>				
Remodeling Kitchin Porch - 02 Schematic Design				
19/3/2014 E	1.00	\$50.00	\$50.00	\$50.00
Remodeling Kitchin Porch - 02 Schematic Design				
19/3/2014 E	1.00	\$300.00	\$300.00	\$300.00
Totals for 03/19/14	2.00		\$350.00	\$350.00
<u>04/10/14</u>				
Betty Rehab House - 02 Schematic Design				
10/4/2014 E Con - Civil	1.00	\$2,000.00	\$2,000.00	\$2,000.00 ^H
Remodeling Kitchin Porch - 02 Schematic Design				
10/4/2014 E Con - Land	1.00	\$1,000.00	\$1,000.00	\$1,000.00
PHU Science Center				
10/4/2014 E				\$307.50
Totals for 04/10/14				\$3,307.50
<u>04/14/14</u>				
Betty Rehab House -				
14/4/2014 E				\$250.00
Totals for 04/14/14				\$250.00
<u>04/16/14</u>				
Remodeling Kitchin				
16/4/2014 E				\$1,000.00
Totals for 04/16/14				\$1,000.00
<u>04/17/14</u>				
Remodeling Kitchin				
17/4/2014 E				\$40.00
Remodeling Kitchin				
17/4/2014 E				\$550.00
Totals for 04/17/14	2.00		\$590.00	\$590.00
<u>04/21/14</u>				
Speech Extension Room - 02 Schematic Design				
21/4/2014 E	1.00	\$750.00	\$750.00	\$750.00
Totals for 04/21/14	1.00		\$750.00	\$750.00
<u>04/28/14</u>				
Second Floor Speech - 02 Schematic Design				
28/4/2014 E	65.00	\$0.56	\$36.08	\$36.08
Totals for 04/28/14	65.00		\$36.08	\$36.08
<u>05/01/14</u>				

Expense Card

Displays the expenses and totals for each project. The report provides a complete list of expenses incurred on the projects in a detail or summary format with the desired daily, weekly, monthly or summary totals. It displays icons to indicate the entry status: NC for Not Chargeable, H for hold and X for Incomplete.

You can sort the report by employee, project and expense type.

The calculations involved are:

$$\text{Total Expense} = \text{Expense} + \text{Tax} + \text{Markup}$$

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Payroll

Salaried	Hours
<u>Gall Wynand</u>	
Regular Hourly Pay	40.00
Total for Week: W51	40.00
<u>W52 - Week Starting: 12/22/2014</u>	
Regular Hourly Pay	40.00
Total for Week: W52	40.00
<u>W53 - Week Starting: 12/29/2014</u>	
Regular Hourly Pay	31.75
Total for Week: W53	31.75
<u>W2 - Week Starting: 1/5/2015</u>	
Regular Hourly Pay	10.00
Total for Week: W2	10.00
<u>W3 - Week Starting: 1/12/2015</u>	
Regular Hourly Pay	12.00
Total for Week: W3	12.00
<u>W4 - Week Starting: 1/19/2015</u>	
Regular Hourly Pay	44.00
Total for Week: W4	44.00
<u>W5 - Week Starting: 1/26/2015</u>	
Regular Hourly Pay	29.00
Total for Week: W5	29.00
<u>W6 - Week Starting: 2/2/2015</u>	
Regular Hourly Pay	18.00
Total for Week: W6	18.00
<u>W7 - Week Starting: 2/9/2015</u>	
Regular Hourly Pay	35.00
Total for Week: W7	35.00
<u>W8 - Week Starting: 2/16/2015</u>	
Regular Hourly Pay	10.00
Total for Week: W8	10.00
<u>W9 - Week Starting: 2/23/2015</u>	
Regular Hourly Pay	39.00
Total for Week: W9	39.00
<u>W10 - Week Starting: 3/2/2015</u>	
Regular Hourly Pay	2.50
Total for Week: W10	2.50
<u>W11 - Week Starting: 3/9/2015</u>	
Regular Hourly Pay	4.00
Total for Week: W11	4.00
<u>W12 - Week Starting: 3/16/2015</u>	

Payroll

Generates a payroll report that lists employees with a breakdown of their regular hours, overtime hours, and unpaid hours. Organized by employee, the report lists the total number of registered and overtime hours recorded by each.

Total Hours = Total Regular Hours + Total Overtime Hours + Total Unpaid Hours

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Time/Expense Report

Date	Description	Hours	Qty	Rate/Exp	Total	Total+Tax+ Markup
1/8/2016	T This is a description	4.00		\$225.000	\$900.000	\$900.000
1/8/2016	T Future date slips	2.00		\$225.000	\$450.000	\$450.000
Totals for 01/08/16		8.00	1.000		\$1,950.000	\$1,950.000
<u>04/08/16</u>						
4/8/2016	T	2.00		\$125.000	\$250.000	\$262.500
Totals for 04/08/16		2.00			\$250.000	\$262.500
<u>10/08/16</u>						
10/8/2016	T	3.00		\$200.000	\$600.000	\$631.500
Totals for 10/08/16		3.00			\$600.000	\$631.500
<u>10/09/16</u>						
10/9/2016	T	10.00		\$1.000	\$10.000	\$10.000 x
Totals for 10/09/16		10.00			\$10.000	\$10.000
Grand Totals		17,905.94	4,124.300		\$2,709,566.720	\$2,865,263.653

Sep 10, 2016

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Time - Expense Report

Displays time and expenses along with their totals. It can be sorted by employee, service type, project, and expense type. The report provides a complete list of time and expense entries in a detail or summary format with the desired daily, weekly, monthly or summary totals. It displays icons to indicate the entry status: NC for Not Chargeable, H for hold and X for Incomplete.

The calculations involved are:

Time = Hours x Cost Rate for the employee

Expense = Hours x Cost Rate for the employee + Expense

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Time/Expense Report with Cost

Date	Description	Hours	Qty	Cost	Total	Total+Tax+ Markup
20/6/2016	E		\$25.000	\$6.250	\$43.750	\$52.938
Totals for 20/06/16			\$25.000	\$6.250	\$43.750	\$52.938
<u>21/06/16</u>						
21/6/2016	E		\$25.000	\$6.250	\$43.750	\$52.938
21/6/2016	T	2.00		\$130.000	\$400.000	\$421.000
Totals for 21/06/16			2.00	\$25.000	\$136.250	\$443.750
<u>24/06/16</u>						
24/6/2016	T	1.00			\$125.000	\$125.000
Totals for 24/06/16			1.00		\$125.000	\$125.000
<u>04/08/16</u>						
4/8/2016	T					
Totals for 04/08/16						
<u>10/09/16</u>						
10/9/2016	T					
Totals for 10/09/16						
<u>07/10/15</u>						
7/10/2015	T					
7/10/2015	T					
Totals for 07/10/15						
<u>08/10/15</u>						
8/10/2015	T					
8/10/2015	T					
Totals for 08/10/15						
<u>19/10/15</u>						
19/10/2015	T					
Totals for 19/10/15						
<u>29/10/15</u>						
29/10/2015	T					
Totals for 29/10/15			2.00	\$130.000	\$450.000	\$450.000
<u>02/11/15</u>						
2/11/2015	T	2.00		\$130.000	\$450.000	\$450.000
2/11/2015	T	4.00			\$700.000	\$735.000 NC
Totals for 02/11/15			6.00	\$130.000	\$1,150.000	\$1,185.000
<u>04/11/15</u>						
4/11/2015	E		\$1.000		\$25.000	\$25.000
4/11/2015	E		\$25.000	\$62.500	\$62.500	\$68.750
Totals for 04/11/15				\$26.000	\$62.500	\$87.500
<u>05/11/15</u>						
5/11/2015	T	2.00			\$350.000	\$367.500 NC
5/11/2015	T	4.00			\$700.000	\$735.000
Totals for 05/11/15			6.00		\$1,050.000	\$1,102.500

Time - Expense Report with Cost

Displays time and expenses along with their costs and totals. It can be sorted by employee, service type, project, and expense type. The report provides a complete list of time and expense entries in a detail or summary format with the desired daily, weekly, monthly or summary totals. It displays icons to indicate the entry status: NC for Not Chargeable, H for hold and X for Incomplete.

The calculations involved are:

Hours = Chargeable + Non Chargeable + RFP + Internal

Cost of Time= Hours x Cost Rate

Cost of Expense= Quantity x Cost Rate

Time= Hours x Bill Rate

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Time/Expense Report with Cost Billed and WIP Details

Project: 1 Chapel Street, Billerica:1503

	Time					Expenses				Totals		
	Hours	Cost	Billable Value	Billed Value	WIP Value	Cost	Billable Value	Billed Value	WIP Value	Total Billed	Total WIP	Total
Ben Downie	25.25	\$810.020	\$1,767.500			\$57.510	\$57.510	\$57.510		\$57.510		\$57.510
Karen badenoch	0.25	\$6.050	\$11.250			\$13.950	\$13.950	\$13.950		\$13.950		\$13.950
Total 1503	25.50	\$816.070	\$1,778.750			\$71.460	\$71.460	\$71.460		\$71.460		\$71.460

Project: 11 Trinity Street:1527

	Time					Expenses				Totals		
	Hours	Cost	Billable Value	Billed Value	WIP Value	Cost	Billable Value	Billed Value	WIP Value	Total Billed	Total WIP	Total
Ben Downie	0.25	\$8.020	\$18.750									
John Inkpen	7.25	\$232.580	\$543.750									
Karen badenoch												
Total 1527	7.50	\$240.600	\$562.500									

Project: 12 Abbeygate Street:1111

	Time					Expenses				Totals		
	Hours	Cost	Billable Value	Billed Value	WIP Value	Cost	Billable Value	Billed Value	WIP Value	Total Billed	Total WIP	Total
Ben Downie	75.50	\$2,173.120	\$5,285.000			\$476.000	\$476.000	\$476.000		\$476.000		\$476.000
David MacDougall	566.08	\$14,937.197	\$28,304.000			\$235.230	\$235.230	\$229.630		\$229.630		\$229.630
Karen badenoch	5.38	\$238.772	\$242.100			\$658.320	\$658.320	\$657.570		\$657.570		\$657.570
tabiltha dryhurst	5.75	\$155.250	\$258.750									
Total 1111	652.71	\$17,504.339	\$34,089.850			\$1,369.550	\$1,369.550	\$1,363.200		\$1,363.200		\$1,363.200

Project: 12 West Stockwell Street:1405

	Time					Expenses				Totals		
	Hours	Cost	Billable Value	Billed Value	WIP Value	Cost	Billable Value	Billed Value	WIP Value	Total Billed	Total WIP	Total
Ben Downie	9.75	\$312.780	\$487.500		\$50.000						\$50.000	\$50.000
David MacDougall	156.59	\$5,349.114	\$7,829.500		\$1,055.500	\$6.930	\$6.930	\$6.930		\$6.930	\$1,055.500	\$1,062.430
John Inkpen	0.25	\$8.020	\$12.500		\$12.500					\$12.500		\$12.500
Karen badenoch	0.08	\$1.936	\$3.600			\$462.530	\$462.530	\$462.530		\$462.530		\$462.530
Total 1405	166.67	\$5,671.850	\$8,333.100		\$1,118.000	\$469.460	\$469.460	\$469.460		\$469.460	\$1,118.000	\$1,587.460
Grand Totals	90,300.29	\$4,434,901.430	\$4,455,807.093	\$24,751.500	\$508,903.100	\$135,654.000	\$146,508.815	\$86,695.755	\$3,467.920	\$111,447.255	\$512,371.020	\$623,818.275

Time - Expense Report with Cost Billed and WIP Details

Provides information about time and expenses along with their details. Organized by project and employee, this report displays a complete list of time and expense entries along with their cost, billable, billed and WIP values.

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Time/Expense Report - Notes

Date	Description	Hours	Time	Rate/Exp	Total	Total+Tax+ Markup
8/2/2016	T	4.00	\$500.000	\$125.000	\$500.000	\$500.000
Totals for 08/02/16		4.00	\$500.000		\$500.000	\$500.000
<u>10/02/16</u>						
10/2/2016	T	3.00	\$375.000	\$125.000	\$375.000	\$375.000
Totals for 10/02/16		3.00	\$375.000		\$375.000	\$375.000
<u>11/02/16</u>						
11/2/2016	T	5.00	\$625.000	\$125.000	\$625.000	\$625.000
Totals for 11/02/16		5.00	\$625.000		\$625.000	\$625.000
<u>20/04/16</u>						
20/4/2016	T HOury services	5.00	\$625.000	\$125.000	\$625.000	\$625.000
Totals for 20/04/16		5.00	\$625.000		\$625.000	\$625.000
<u>02/05/16</u>						
2/5/2016	T	5.00	\$625.000	\$125.000	\$625.000	\$625.000
Totals for 02/05/16		5.00	\$625.000		\$625.000	\$625.000
<u>04/05/16</u>						
4/5/2016	T	8.00	\$1,000.000	\$125.000	\$1,000.000	\$1,000.000
Totals for 04/05/16		8.00	\$1,000.000		\$1,000.000	\$1,000.000
<u>10/05/16</u>						
10/5/2016	T	1.00	\$125.000	\$125.000	\$125.000	\$125.000 NC
10/5/2016	T	2.00	\$250.000	\$125.000	\$250.000	\$250.000
Totals for 10/05/16		3.00	\$375.000		\$375.000	\$375.000
<u>17/05/16</u>						
17/5/2016	T	1.00	\$125.000	\$125.000	\$125.000	\$125.000
17/5/2016	T	1.00	\$125.000	\$125.000	\$125.000	\$125.000
Totals for 17/05/16		2.00	\$250.000		\$250.000	\$250.000
<u>18/05/16</u>						
18/5/2016	T					
18/5/2016	T					
Totals for 18/05/16						
<u>19/05/16</u>						
19/5/2016	T					
19/5/2016	T					
19/5/2016	T					
Totals for 19/05/16						
<u>20/06/16</u>						
20/6/2016	E			\$1.750	\$43.750	\$52.938
Totals for 20/06/16					\$43.750	\$52.938
<u>21/06/16</u>						
21/6/2016	E			\$1.750	\$43.750	\$52.938
21/6/2016	T	2.00	\$400.000	\$200.000	\$400.000	\$421.000
Totals for 21/06/16		2.00	\$400.000		\$443.750	\$473.938

Time - Expense Report with Notes

Displays time and expenses along with their totals and related notes. It can be sorted by employee, service type, project, and expense type. The report provides a complete list of time and expense entries with the desired daily, weekly, monthly or summary totals. It displays icons to indicate the entry status: NC for Not Chargeable, H for hold and X for Incomplete.

Time Card Bi-Weekly

Provides a summary of time entries by employees on a bi-weekly basis. The report displays the total hours recorded by employees for two weeks along with the daily totals, and includes no-charge and on-hold entries as well.

Fountainhead A+E

Time Card Bi-Weekly

Gail Wynand

	Fri 5/10	Sat 5/11	Sun 5/12	Mon 5/13	Tue 5/14	Wed 5/15	Thu 5/16	Fri 5/17	Sat 5/18	Sun 5/19	Mon 5/20	Tue 5/21	Wed 5/22	Thu 5/23	Total Hrs
Rearden - Aspen Residence (2012-0002)															
04 Construction Documents : <i>Basic Services</i>	-	-	-	-	-	-	-	-	-	-	5.00	8.00	8.00	8.00	29.00
06 Contract Administration : <i>Basic Services</i>	2.00	-	2.00	2.00	-	2.00	2.00	-	2.00	2.00	2.00	-	-	-	16.00
MEP Engineering : <i>Consultant</i>	-	2.00	-	-	2.00	-	-	-	-	-	-	-	-	-	4.00
2012-0002 Totals:	2.00	2.00	2.00	2.00	2.00	2.00	2.00	-	2.00	2.00	7.00	8.00	8.00	8.00	49.00
Fountainhead A+E 2013 (2013-0000)															
Accounting : <i>Accounts Payable</i>	2.00	-	-	-	2.00	-	-	-	-	-	-	-	-	-	4.00
Accounting : <i>Office</i>	-	2.00	-	2.00	2.00	-	-	3.00	4.00	2.00	2.00	2.00	2.00	2.00	23.00
Administration : <i>Office</i>	2.00	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00
Brochure : <i>Office</i>	-	2.00	-	-	-	-	-	-	-	-	-	-	-	2.00	4.00
In-House Meetings : <i>Office</i>	1.75	-	-	-	-	-	-	2.00	-	-	-	-	-	-	3.75
Marketing : <i>Office</i>	-	-	-	-	-	-	2.00	-	-	-	-	-	-	-	2.00
Website : <i>Copywriting</i>	-	-	-	-	-	-	-	-	-	-	3.00	-	-	-	3.00
2013-0000 Totals:	5.75	4.00	-	2.00	4.00	-	2.00	5.00	4.00	2.00	5.00	2.00	2.00	4.00	41.75
Ferris Health Clinic (2013-0001)															
03 Design Development : <i>Basic Services</i>	6.25	-	-	-	-	-	-	-	-	-	-	-	-	-	6.25
04 Construction Documents : <i>Basic Services</i>	-	-	-	8.00	8.00	8.00	8.00	6.00	-	-	-	-	-	-	38.00
2013-0001 Totals:	6.25	-	-	8.00	8.00	8.00	8.00	6.00	-	-	-	-	-	-	44.25
Gail Wynand Totals:	14.00	6.00	2.00	12.00	14.00	10.00	12.00	11.00	6.00	4.00	12.00	10.00	10.00	12.00	135.00

Fountainhead A+E

Time Card Custom Report

4/15/2015	01 General Support	Basic Services	Review of PF+A files for inv issue; Review of ZDS issue; Testing of QB issues for 2015; testing 2015 Archive - Support meeting - In at 8, lunch, out at 5:45 PM	8.70
4/16/2015	01 General Support	Basic Services	Testing features in 2015. Worked with Sameer most the morning. Invoicing seems broken now in 2014 because of new 2015.46. Answered Support calls; returned calls; answered support emails. 11 incidents entered in CRM. In at 8 AM, Lunch for 1/2 hour. Out at 5:15 PM.	8.20
4/17/2015	01 General Support	Basic Services	answered support emails; support calls taken; testing new version of AO2015 release for testing. Reporting issues. 15 incidents in crm in at 8:15 AM - Lunch - out at 5 PM	7.50
Totals for 2015-001 BQE Consultant - YEAR 2015				40.40
Bales Remodel		Bales Remodel		
4/20/2016	02 Schematic Design	Basic Services	HOurly services	5.00
5/4/2016	02 Schematic Design	Basic Services		8.00
5/10/2016	02 Schematic Design	Basic Services		1.00 NC
5/10/2016	02 Schematic Design	Basic Services		2.00
5/17/2016	02 Schematic Design	Basic Services		1.00
5/17/2016	02 Schematic Design	Basic Services		1.00
5/18/2016	02 Schematic Design	Basic Services		1.00
5/19/2016	02 Schematic Design	Basic Services		6.10
5/19/2016	02 Schematic Design	Basic Services		7.00
Totals for Bales Remodel Bales Remodel				32.10
Internal test		2016-000		
8/4/2016	Proposal work	Basic Services		2.00
Totals for Internal test 2016-000				2.00
RFP13-0030		Project test RFP		
2/6/2014	1. Initial Phase	Meetings		
2/6/2014	1. Initial Phase	Meetings		
09/10/2016				

Time Card Custom

Organized by employee and then project, the report displays the time entries with details such as date, phases, job codes, description and hours worked. It displays icons to indicate the entry status: NC for Not Chargeable, H for hold and X for Incomplete.

Fountainhead A+E

Time Card Half Monthly

Organized by project, the report displays daily cumulative hours spent against each project for a period of half a month (two weeks). It displays time entries in a typical time card layout and includes all time entries except the incomplete ones.

Time Card Half Monthly

Howard Roark

	Mon 7/1	Tue 7/2	Wed 7/3	Thu 7/4	Fri 7/5	Sat 7/6	Sun 7/7	Mon 7/8	Tue 7/9	Wed 7/10	Thu 7/11	Fri 7/12	Sat 7/13	Sun 7/14	Mon 7/15	Total Hrs
Galt Residence (2012-0001)																
04 Construction Documents : <i>Basic Services</i>	-	-	-	-	-	-	-	7.00	8.00	2.00	8.00	3.00	-	-	-	28.00
Rearden - Aspen Residence (2012-0002)																
03 Design Development : <i>Basic Services</i>	-	-	-	-	-	-	-	-	-	1.50	-	2.00	-	-	-	3.50
04 Construction Documents : <i>Basic Services</i>	8.00	8.00	8.00	8.00	6.00	-	-	-	-	-	-	-	-	-	8.00	46.00
2012-0002 Totals:	8.00	8.00	8.00	8.00	6.00	-	-	-	-	1.50	-	2.00	-	-	8.00	49.50
Fountainhead A+E 2013 (2013-0000)																
Accounting : <i>Accounts Payable</i>	-	-	-	-	-	-	-	1.00	-	-	-	-	-	-	-	1.00
In-House Meetings : <i>Office</i>	-	-	-	-	2.00	-	-	-	-	-	1.00	1.50	-	-	-	4.50
Marketing : <i>Office</i>	-	-	-	-	-	-	-	-	-	2.00	-	-	-	-	-	2.00
Paid Time Off : <i>Vacation</i>	-	-	-	-	-	-	-	-	-	3.50	-	-	-	-	-	3.50
2013-0000 Totals:	-	-	-	-	2.00	-	-	1.00	-	5.50	1.00	1.50	-	-	-	11.00
Ferris Health Clinic (2013-0001)																
01 Pre-Design : <i>Basic Services</i>	-	-	-	-	-	-	-	-	-	-	-	1.50	-	-	-	1.50
Howard Roark Totals:	8.00	8.00	8.00	8.00	8.00	-	-	8.00	8.00	9.00	9.00	8.00	-	-	8.00	90.00

Fountainhead A+E

Time Card Profitability Report

Date	Hours	Cost Rate	Cost Ext	Bill Rate	Bill Ext	Profit	%
Totals for 19/10/15	5.00		\$250.00		\$425.00	\$175.00	41.18%
<u>29/10/15</u>							
Oak Hills Park - 02 Schematic Design							
29/10/2015 T	2.00	\$65.00	\$130.00	\$225.00	\$450.00	\$320.00	71.11%
Totals for 29/10/15	2.00		\$130.00		\$450.00	\$320.00	71.11%
<u>02/11/15</u>							
Oak Hills Park - 02 Schematic Design							
2/11/2015 T	2.00	\$65.00	\$130.00	\$225.00	\$450.00	\$320.00	71.11%
Zero Depth - 02 Schematic Design							
2/11/2015 T	4.00	\$0.00	\$0.00	\$175.00	\$0.00	\$0.00	0.00% NC
Totals for 02/11/15	6.00		\$130.00		\$450.00	\$320.00	71.11%
<u>05/11/15</u>							
Zero Depth - 02 Schematic Design							
5/11/2015 T	2.00	\$0.00	\$0.00	\$175.00	\$0.00	\$0.00	0.00% NC
Zero Depth - 02 Schematic Design							
5/11/2015 T							100.00%
Zero Depth - 01 Pre-Design							
5/11/2015 T							100.00%
Totals for 05/11/15							100.00%
<u>06/11/15</u>							
Fountainhead A+E - Adminis							
6/11/2015 T test							35.00%
Zero Depth - 02 Schematic D							
6/11/2015 T							62.86%
Zero Depth - 02 Schematic D							
6/11/2015 T							62.86%
Totals for 06/11/15							56.67%
<u>09/11/15</u>							
Zero Depth - 02 Schematic D							
9/11/2015 T							0.00% NC
Totals for 09/11/15	4.00						0.00%
Grand Totals	78.00		\$3,815.00		\$10,175.00	\$6,360.00	62.51%

Time Card Profitability

Organized by project, this report provides the profitability of each time entry except overhead time. It displays the time entries and details such as hours worked, costs incurred, rates and profit in amount and percentage. It can be sorted by employee, service type, project, etc. It displays icons to indicate the entry status: NC for Not Chargeable, H for hold and X for Incomplete.

The calculation involved is:

$$\text{Profit} = \text{Bill Amount} - \text{Cost Amount}$$

Fountainhead A+E

Time Card Report

Date	Hours	Rate	Total	Total+Tax
1/4/2016 T	4.50	\$100.00	\$450.00	\$481.50
Totals for 01/04/16	4.50		\$450.00	\$481.50
<u>20/04/16</u>				
20/4/2016 T HOurly services	5.00	\$125.00	\$625.00	\$625.00
Totals for 20/04/16	5.00		\$625.00	\$625.00
<u>02/05/16</u>				
2/5/2016 T	5.00	\$125.00	\$625.00	\$625.00
Totals for 02/05/16	5.00		\$625.00	\$625.00
<u>03/05/16</u>				
3/5/2016 T	5.00	\$125.00	\$625.00	\$625.00
Totals for 03/05/16	5.00		\$625.00	\$625.00
<u>04/05/16</u>				
4/5/2016 T	3.00	\$125.00	\$375.00	\$375.00
4/5/2016 T	5.00	\$125.00	\$625.00	\$625.00
4/5/2016 T	8.00	\$125.00	\$1,000.00	\$1,000.00
Totals for 04/05/16	16.00		\$2,000.00	\$2,000.00
<u>09/05/16</u>				
Time Card			\$375.00	\$375.00
Displays the time entries with details such as date, hours worked, rate and totals. It can be sorted by employee, service type and project. The report provides a complete list of time entries in a detail or summary format with the desired daily, weekly, monthly or summary totals. It displays icons to indicate the entry status: NC for Not Chargeable, H for hold and X for Incomplete.			\$500.00	\$125.00 NC
Time = Hours x Bill Rate			\$250.00	\$875.00
			\$250.00	\$625.00
			\$875.00	\$125.00
17/5/2016 T	1.00	\$125.00	\$125.00	\$125.00
Totals for 17/05/16	2.00		\$250.00	\$250.00
<u>18/05/16</u>				
18/5/2016 T	8.00	\$200.00	\$1,600.00	\$1,600.00
18/5/2016 T	1.00	\$125.00	\$125.00	\$125.00
Totals for 18/05/16	9.00		\$1,725.00	\$1,725.00
<u>19/05/16</u>				
19/5/2016 T	8.00	\$200.00	\$1,600.00	\$1,600.00
19/5/2016 T	6.10	\$125.00	\$762.50	\$762.50
19/5/2016 T	7.00	\$125.00	\$875.00	\$875.00
Totals for 19/05/16	21.10		\$3,237.50	\$3,237.50

Projects Reports

Fountainhead A+E

Budget Hours

Lists the budget details of projects, including hours allocated, hours used, hours remaining and percentage completed. The report can be sorted by project type, principal, etc.

Remaining Hours = Allocated Hours - Spent Hours

Budget Hours Report

	Hours Allocated	Hours Used	Hours Remaining	% Complete
15-00 - Fountainhead A+E				
Administration	0.00	1,618.00	-1,618.00	0.00%
Accounting	0.00	70.50	-70.50	0.00%
Brochure	0.00	56.50	-56.50	0.00%
In-House Meetings	0.00	507.75	-507.75	0.00%
Legal	0.00	42.00	-42.00	0.00%
Marketing	0.00	40.50	-40.50	0.00%
Photography	0.00	7.00	-7.00	0.00%
Professional Development	0.00	184.00	-184.00	0.00%
Website	0.00	35.50	-35.50	0.00%
Paid Time Off	0.00	1,299.00	-1,299.00	0.00%
Totals for Fountainhead A+E	0.00	3,860.75	-3,860.75	
Totals for Howard Roark	12,484.68	9,674.25	2,810.43	
Peter Keating				
14-04 - Taggart Headquarters				
00 Marketing	0.00	11.00	-11.00	0.00%
01 Pre-Design	162.50	117.75	44.75	72.46%
02 Schematic Design	577.78	446.75	131.03	77.32%
03 Design Development	1,114.29	946.25	168.04	84.92%
04 Construction Documents	1,300.00	1,211.75	88.25	93.21%
05 Construction Procurement	185.71	124.00	61.71	66.77%
06 Contract Administration	371.43	52.00	319.43	14.00%
Totals for Taggart Headquarters	3,711.71	2,909.50	802.21	
14-06 - PHU Science Center				
01 Pre-Design	50.00	46.00	4.00	92.00%
02 Schematic Design	378.38	335.25	43.13	88.60%
03 Design Development	472.22	389.00	83.22	82.38%
04 Construction Documents	571.43	558.00	13.43	97.65%
06 Contract Administration	266.67	59.00	207.67	22.12%
Totals for PHU Science Center	1,738.70	1,387.25	351.45	
Totals for Peter Keating	5,450.41	4,296.75	1,153.66	
Grand Totals	19,935.09	13,971.00	5,964.09	

Budget vs. Actual

Provides a comparison of actual and budgeted services for the projects. The report displays the allocated, billed, used and remaining hours besides the budgeted and used amounts for both services and expenses. Organized by employee and project, the report can be sorted by project type, principal, etc. You can choose to include additional services on it.

Fountainhead A+E

Budget vs Actual Report

	Hours Alloc	Hours Billed	Hours Current	Hours Remain	\$ Budget	\$ Used	\$ Billed	\$ Current	\$ Remain	Inv%
Howard Roark										
Fountainhead A+E2012	0.00	0.00	259.25	-259.25	\$0.00	\$0.27	\$0.00	\$0.27	-\$0.27	0.00%
Galt Residence	1,846.97	1,617.25	23.75	205.97	\$512,000.00	\$293,630.00	\$343,500.00	\$5,260.00	\$163,240.00	348.38%
Rearden - Aspen Residence	2,150.00	1,813.75	10.00	326.25	\$435,000.00	\$344,728.75	\$383,065.00	\$1,910.00	\$50,025.00	816.84%
Fountainhead A+E2013	0.00	8.00	3,557.50	-3,565.50	\$0.00	\$111,602.19	\$0.00	\$111,002.09	-\$111,002.09	0.00%
Ferris Health Clinic	4,150.79	1,915.00	7.00	2,228.79	\$650,000.00	\$329,020.00	\$326,760.00	\$1,400.00	\$321,840.00	311.38%
Fountainhead A+E2014	0.00	0.00	1,116.00	-1,116.00	\$0.00	\$64,800.25	\$0.00	\$64,800.25	-\$64,800.25	0.00%
Totals for Howard Roark	8,147.76	5,354.00	4,973.50	-2,179.74	\$1,597,000.00	\$1,143,781.46	\$1,053,325.00	\$184,372.61	\$359,302.39	65.96%
Peter Keating										
PHU Science Center	1,738.70	1,168.25	26.00	544.45	\$305,000.00	\$312,430.00	\$303,000.00	\$5,940.00	-\$3,940.00	495.00%
Taggart Headquarters	3,711.71	2,874.25	28.25	809.21	\$650,000.00	\$453,808.75	\$554,775.00	\$4,237.50	\$90,987.50	422.00%
Bradford Lake House	1,541.25	803.25	6.00	732.00	\$225,000.00	\$136,632.50	\$135,852.50	\$780.00	\$88,367.50	325.09%
Cameron Enterprises HQ	3,248.65	329.50	1,010.50	1,908.65	\$485,000.00	\$238,160.94	\$155,962.50	\$178,825.00	\$150,212.50	105.00%
Totals for Peter Keating	10,240.30	5,175.25	1,070.75	3,994.30	\$1,665,000.00	\$1,141,032.19	\$1,149,590.00	\$189,782.50	\$325,627.50	69.04%
Grand Totals	18,388.06	10,529.25	6,044.25	1,814.56	\$3,262,000.00	\$2,284,813.65	\$2,202,915.00	\$374,155.11	\$684,929.89	67.53%

May08, 2013

Page 1 of 1

Budgeted vs. Invoiced

Provides a comparison of budgeted versus invoiced services for the projects. The report displays the allocated, used and remaining hours for the services. Organized by employee and project, the report can be sorted by project type, principal, etc. You can choose to include additional services on it.

Fountainhead A+E

Budgeted vs Invoiced Report

<i>Includes Additional Services</i>	Hours Alloc	Hours Used	Hours Remain	\$ Budget	\$ Inv	\$ Remain	Inv%
Howard Roark							
Fountainhead A+E 2012	0.00	2,773.75	-2,773.75	\$0.00	\$0.00	\$0.00	0.00%
Galt Residence	1,846.97	1,662.25	184.72	\$512,000.00	\$347,407.50	\$164,592.50	67.85%
Rearden - Aspen Residence	2,150.00	1,823.75	326.25	\$435,000.00	\$383,065.00	\$51,935.00	88.06%
Fountainhead A+E 2013	0.00	3,669.50	-3,669.50	\$0.00	\$0.00	\$0.00	0.00%
Ferris Health Clinic	4,150.79	1,933.00	2,217.79	\$650,000.00	\$326,760.00	\$323,240.00	50.27%
Fountainhead A+E 2014	0.00	1,116.00	-1,116.00	\$0.00	\$0.00	\$0.00	0.00%
Totals for Howard Roark	8,147.76	12,978.25	-4,830.49	\$1,597,000.00	\$1,057,232.50	\$539,767.50	66.20%
Peter Keating							
PHU Science Center	1,738.70	1,402.25	336.45	\$305,000.00	\$395,950.00	-\$90,950.00	129.82%
Taggart Headquarters	3,711.71	2,917.50	794.21	\$650,000.00	\$557,475.00	\$92,525.00	85.77%
Bradford Lake House	1,541.25	809.25	732.00	\$225,000.00	\$135,852.50	\$89,147.50	60.38%
Cameron Enterprises HQ	3,248.65	1,340.00	1,908.65	\$485,000.00	\$155,962.50	\$329,037.50	32.16%
Totals for Peter Keating	10,240.30	6,469.00	3,771.30	\$1,665,000.00	\$1,245,240.00	\$419,760.00	74.79%
Grand Totals	18,388.06	19,447.25	-1,059.19	\$3,262,000.00	\$2,302,472.50	\$959,527.50	70.58%

Cash Flow vs. Revenue

Provides information about the earnings of company as of a specified date. Organized by month, this report compares current and previous YTD income and revenue on a monthly basis. It also displays the ratio of cash flow to revenue (net income) to show how much you are billing versus getting paid. You should run this report monthly or quarterly and at year-end.

Document List

Displays a list of all documents in EngineerOffice, e.g., invoices, letters, images and emails. You can sort the report by a particular contact, project name or project number. It also shows the date on which the document was created.

Drawing Register

Displays a list of drawings associated with various projects. It provides information such as the drawing number, title, status, etc.

Email List

Displays a list of all emails. You can sort the emails in many ways--by project name, project number, client, date received or received from.

New Business by Project Type

This report compares invoices, costs associated with those invoices and profit (current and previous YTD billings) based on project type. The project type could be commercial, residential, institutional, etc. You should run this report quarterly.

Fountainhead A+E

						Earned Value - Unbilled Revenue	
Project Number - Project Name	Budget	% Complete	Earned Value	% Invoiced	\$ Invoiced	Unbilled Revenue	
Peter Keating							
14-03 - Bradford Lake House							
01 Pre-Design	\$10,000.00	4.00%	400.00%	89.15%	\$8,915.00	-\$8,515.00	
02 Schematic Design	\$62,500.00	25.00%	15,625.00%	93.87%	\$58,670.00	-\$43,045.00	
03 Design Development	\$62,500.00	25.00%	15,625.00%	77.40%	\$48,375.00	-\$32,750.00	
04 Construction Documents	\$75,000.00	30.00%	22,500.00%	26.52%	\$19,892.50	\$2,607.50	
06 Contract Administration	\$40,000.00	16.00%	6,400.00%	0.00%	\$0.00	\$6,400.00	
Totals for Bradford Lake House	\$250,000.00	20.00%	\$50,000.00	54.34%	\$135,852.50	-\$85,852.50	
14-04 - Taggart Headquarters							
			0.00%	0.00%	\$0.00	\$0.00	
			1,625.00%	100.00%	\$32,500.00	-\$30,875.00	
			26,000.00%	102.08%	\$132,700.00	-\$106,700.00	
			58,500.00%	100.00%	\$195,000.00	-\$136,500.00	
			58,500.00%	97.00%	\$189,150.00	-\$130,650.00	
			1,625.00%	25.00%	\$8,125.00	-\$6,500.00	
			6,500.00%	0.00%	\$0.00	\$6,500.00	
			\$92,857.14	85.77%	\$557,475.00	-\$464,617.86	
			327.87%	100.00%	\$10,000.00	-\$9,672.13	
			16,065.57%	100.00%	\$70,000.00	-\$53,934.43	
03 Design Development	\$85,000.00	27.87%	23,688.52%	100.00%	\$85,000.00	-\$61,311.48	
04 Construction Documents	\$100,000.00	32.79%	32,786.89%	130.45%	\$130,450.00	-\$97,663.11	
06 Contract Administration	\$40,000.00	13.11%	5,245.90%	251.25%	\$100,500.00	-\$95,254.10	
Totals for PHU Science Center	\$305,000.00	20.00%	\$61,000.00	129.82%	\$395,950.00	-\$334,950.00	
Totals for Peter Keating	\$1,785,000.00	17.44%	\$311,255.88	69.76%	\$1,245,240.00	-\$933,984.12	
Grand Totals	\$3,809,000.00	15.67%	\$597,006.90	60.42%	\$2,301,310.00	-\$1,704,303.10	

Earned Value - Unbilled Revenue

Provides information about billed and unbilled revenue for your projects. It displays budget data for each project phase along with the percent complete, earned value, invoiced values and unbilled revenue. You can sort the report by principal, project type and project leader.

Fountainhead A+E

Project Checklist Report

2012-0001 - Galt Residence

03 Design Development

Administration

Task	Responsible	Status	Planned	Completed	Budgeted	Actual
✓ Obtain Utility Connection Approvals (letters of confirmation from utility companies secured by the O	<Multiple>	Completed			2.00	1.50
✓ Obtain Utility Connection Approvals (letters of confirmation from utility companies secured by the O	<Multiple>	Completed			2.00	1.50
✓ Obtain Utility Connection Approvals (letters of confirmation from utility companies secured by the O	<Multiple>	Completed			2.00	1.50
✓ Obtain Utility Connection Approvals (letters of confirmation from utility companies secured by the O	<Multiple>	Completed			2.00	1.50
✓ Outside Cost Review	<Multiple>	Completed			6.00	7.00
✓ Outside Cost Review	<Multiple>	Completed			6.00	7.00
✓ Outside Cost Review	<Multiple>	Completed			6.00	7.00
✓ Outside Cost Review	<Multiple>	Completed			6.00	7.00
✓ Outside Cost Review	<Multiple>	Completed			6.00	7.00
✓ Send Package of Final Design Documents to Owner	<Multiple>					
✓ Send Package of Final Design Documents to Owner	<Multiple>					
✓ Send Package of Final Design Documents to Owner	<Multiple>					
✓ Send Package of Final Design Documents to Owner	<Multiple>	Completed			4.00	14.00
✓ Send Package of Final Design Documents to Owner	<Multiple>	Completed			4.00	14.00

Project Checklist

Displays all the master project tasks in the system. You can see the tasks and type of checklist for each project phase.

Documents

Task	Responsible	Status	Planned	Completed	Budgeted	Actual
✓ Typical Reflected Ceiling Plans	<Multiple>	Completed			12.00	12.00
✓ Typical Reflected Ceiling Plans	<Multiple>	Completed			12.00	12.00
✓ Typical Reflected Ceiling Plans	<Multiple>	Completed			12.00	12.00
✓ Typical Reflected Ceiling Plans	<Multiple>	Completed			12.00	12.00
✓ Typical Reflected Ceiling Plans	<Multiple>	Completed			12.00	12.00
✓ Sketch Studies and Isometrics of Key Details and Assemblies	<Multiple>	Completed			24.00	23.50
✓ Sketch Studies and Isometrics of Key Details and Assemblies	<Multiple>	Completed			24.00	23.50
✓ Sketch Studies and Isometrics of Key Details and Assemblies	<Multiple>	Completed			24.00	23.50
✓ Sketch Studies and Isometrics of Key Details and Assemblies	<Multiple>	Completed			24.00	23.50
✓ Sketch Studies and Isometrics of Key Details and Assemblies	<Multiple>	Completed			24.00	23.50
✓ Coordinate Major Building Systems with Consultants	<Multiple>	Completed			24.00	22.50

Fountainhead A+E

Master RFP Checklists Report

Checklist	Type	Task
1. Initial Phase	Administration	Assemble Team
2. Research Phase	Administration	Research Client
2. Research Phase	Administration	Research site
2. Research Phase	Administration	Research Program
2. Research Phase	Administration	Initial response to client
3. RFQ Phase	Administration	Gather Materials
3. RFQ Phase	Administration	Build RFQ
3. RFQ Phase	Administration	Submit RFQ
4. Interview / Presentation Phase	Administration	Master RFP Checklists
4. Interview / Presentation Phase	Administration	Displays all the master RFP tasks in the system. You can see the tasks and type of checklist for each RFP phase.
4. Interview / Presentation Phase	Administration	
4. Interview / Presentation Phase	Administration	
5. Follow-up Phase	Administration	Follow-up on interview
5. Follow-up Phase	Administration	Additional client meetings
5. Follow-up Phase	Administration	Prepare draft contract
6. Contract Award Phase	Administration	Finalize contract
6. Contract Award Phase	Administration	Check insurance
6. Contract Award Phase	Administration	Convert to project

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Fountainhead A+E

Note List Report

Date	Time	Created By	Type	Project	Note
Calvin Atwood					
05/25/2013	10:42:42AM	Howard Roark	Phone Call	2012-0002 Rearden - Aspen Residence	Discussed changes to the lighting design
Dagny Taggart					
04/08/2013	9:55:55AM	Howard Roark	Callback	2012-0004 Taggart Headquarters	Called John for the references
Floyd Ferris					
08/10/2013	1:36:36PM	Howard Roark		2012-0000 Fountainhead A+E 2012	Called to set up interview
Henry Rearden					
06/23/2010	1:09:37PM	Howard Roark	Phone Call	2012-0002 Rearden - Aspen Residence	Henry called to ask if we were interested in designing their vacation home. I spoke with him regarding his schedule and our qualifications. He knows about our firm from his neighbor whose home we designed 3 years ago (Jack London). I set up a meeting in 2 weeks to discuss in person and walk the site.
06/24/2013	1:13:18PM	Howard Roark	Note	2012-0002 Rearden - Aspen Residence	Put together high-end SF Residential brochure
06/24/2013	1:09:58PM	Howard Roark	Callback	2012-0002 Rearden - Aspen Residence	Called to set up interview
06/28/2013	1:15:06PM	Howard Roark	Phone Call	2012-0002 Rearden - Aspen Residence	Client would like list of references
07/05/2013	1:15:25PM	Howard Roark	Phone Call	2012-0002 Rearden - Aspen Residence	Henry asked for a fee proposal
07/07/2013	1:16:46PM	Howard Roark	Note	2012-0002 Rearden - Aspen Residence	Line up project team -Structural Engineer/MEP/Landscape/Civil
12/22/2013	11:03:03AM	Howard Roark	Phone Call	2012-0002 Rearden - Aspen Residence	I talked to Hank and he wanted me to add an extra sink to the laundry room.
03/02/2013	10:24:24AM	Howard Roark	Code	2012-0002 Rearden - Aspen Residence	This is a code violation note
03/16/2013	10:13:13AM	Howard Roark	Phone Call	2012-0002 Rearden - Aspen Residence	Henry wants additional services related to a guest house.
03/30/2013	10:23:23AM	Howard Roark	Punch List	2012-0002 Rearden - Aspen Residence	Electrical outlets missing
03/30/2013	10:22:22AM	Howard Roark	Phone Call	2012-0002 Rearden - Aspen Residence	This is a phone call note

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Note List

Displays a listing of all notes with some details such as date, time, project, type and text note. You can sort the note list by particular client, project number, project name or note type.

Fountainhead A+E

Profitability - Cash Report

	Hours Used	\$ Cost	\$ Budget	\$ Used	\$ Payments	\$ Profit	Profit%
Howard Roark							
2012-0001 - Galt Residence							
01 Pre-Design	41.50	\$4,572.70	\$12,000.00	\$7,250.00			
02 Schematic Design	327.50	\$38,896.41	\$80,000.00	\$60,362.50			
03 Design Development	546.75	\$60,868.42	\$120,000.00	\$97,270.00			
04 Construction Documents	653.50	\$72,203.21	\$150,000.00	\$116,122.50			
06 Contract Administration	93.00	\$7,894.58	\$150,000.00	\$13,625.00			
Totalfor Galt Residence	1,662.25	\$184,435.31	\$512,000.00	\$294,630.00	344,407.50	\$159,972.19	86.74%
2013-0001 - Ferris Health Clinic							
01 Pre-Design	115.50	\$13,972.32	\$20,000.00	\$22,305.00			
02 Schematic Design	662.75	\$74,162.21	\$100,000.00	\$113,522.50			
03 Design Development	601.75	\$62,971.24	\$180,000.00	\$102,465.00			
04 Construction Documents	542.00	\$59,953.92	\$250,000.00	\$92,965.00			
06 Contract Administration							
Totalfor Ferris Health Clinic	1,922.00						81%
2014-0000 - Fountainhead A+E 2014							
Administration	816.00						
Accounting	36.00						
Brochure	3.00						
In-House Meetings	86.00						
Legal	4.00						
Marketing	4.00						
Photography							
Professional Development	1.00						
Website	2.00						
Paid Time Off	164.00	\$15,025.76		\$3,600.12			
Totalfor Fountainhead A+E 2014	1,116.00	\$80,596.18	\$0.00	\$64,800.25			

Profitability - Cash

Provides information about the profitability of your projects based on a cash system of accounting. It displays the hours used, cost incurred against a project, payments received (excluding retainers) along with its associated profit or loss. You can group it by principal, project type, etc. EngineerOffice also allows you to pick a date range (payment/transaction date) for filtering the data. You should run this report quarterly and at year-end.

Fountainhead A+E

Profitability - Accrued Report

	Hours Used	\$ Cost	\$ Budget	\$ Used	\$ Invoiced	\$ Credits	\$ Profit	Profit%		
Howard Roark										
2012-0002 - Rearden - Aspen Residence										
01 Pre-Design	49.50	\$7,195.67	\$10,000.00	\$10,245.00	\$10,245.00		\$3,049.34	30.49%		
02 Schematic Design	395.00	\$50,847.29	\$75,000.00	\$77,102.50	\$75,000.00		\$24,152.71	32.20%		
03 Design Development	482.00	\$58,710.17	\$93,750.00	\$90,936.25	\$93,750.00		\$35,039.83	37.38%		
04 Construction Documents	790.25	\$82,646.06	\$150,000.00	\$147,535.00	\$150,000.00		\$67,353.94	44.90%		
05 Construction Procurement	66.00	\$6,320.03	\$18,750.00	\$11,715.00	\$18,750.00		\$12,429.97	66.29%		
06 Contract Administration	41.00	\$3,872.44	\$50,000.00	\$7,195.00	\$7,195.00		\$3,322.57	6.65%		
07 Consultants	0.00	\$0.00	\$0.00	\$0.00	\$28,125.00		\$28,125.00	0.00%		
MEP Engineering	0.00	\$0.00	\$11,250.00	\$0.00	\$8,437.50		\$8,437.50	75.00%		
Structural Engineering	0.00	\$0.00	\$18,750.00	\$0.00	\$14,062.50		\$14,062.50	75.00%		
Civil Engineering	0.00	\$0.00	\$7,500.00	\$0.00	\$5,625.00		\$5,625.00	75.00%		
Total for Rearden - Aspen Residence	1,823.75	\$209,591.65	\$435,000.00	\$344,728.75	\$383,065.00	\$0.00	\$173,473.35	39.88%		
2013-0000 - Fountainhead A+E 2013										
Administration	1,448.00	\$83,535.12	\$0.00	\$108,600.00	\$0.00		-\$83,535.12	0.00%		
Accounting	66.25	\$11,704.24	\$0.00	\$0.07	\$0.00		-\$11,704.24	0.00%		
							\$0.00	-\$5,803.45	0.00%	
							\$0.00	-\$60,146.44	0.00%	
							\$0.00	-\$6,341.35	0.00%	
							\$0.00	-\$5,496.85	0.00%	
							\$0.00	-\$576.89	0.00%	
							\$0.00	-\$23,281.48	0.00%	
							\$0.00	-\$4,276.53	0.00%	
							\$0.00	-\$147,715.90	0.00%	
							\$0.00	\$0.00	(\$348,878.24)	0.00%

Profitability - Accrued

Provides information about the profitability of projects in a summarized or detailed format. It displays the hours used and cost incurred against a project, credit transactions, invoiced amount excluding billed reimbursable expenses, and associated profit or loss based on accrual system of accounting. You can group it by principal, project type, etc. EngineerOffice also allows you to pick a date range (invoice date) for filtering the data. You should run this report monthly or quarterly, and at year-end. The calculations involved are:

$$\text{Accrued Profit Amount} = \text{Invoiced Amount} - \text{Cost Amount} - \text{Credits}$$

Profitability - Accrued with Expenses

Provides information about the profitability of your projects based on the accrual system of accounting. Organized by client, the report summarizes your profit or loss along with the reimbursable expenses. It displays the hours, costs, expenses, invoiced amount (including billed reimbursable expenses) and profits for each project. The invoiced amount includes expenses as well as additional services.

You can group the report by principal, project type, etc. EngineerOffice also allows you to pick a date range (invoice date) for filtering the data.

Net Income = (Total Income - Cost of Goods Sold) - Total Expense

Profitability - Cash with Expenses

Provides information about the profitability of your projects based on the cash system of accounting. Organized by client, the report summarizes your profit or loss along with the reimbursable expenses. It displays the hours, costs, expenses and profits for each project. You can sort it by principal, project type, etc. EngineerOffice also allows you to pick a date range (payment/transaction date) for filtering the data.

Net Income = (Total Income - Cost of Goods Sold) - Total Expense

Fountainhead A+E

Project Billing Summary Report

Principle			INCOME					EXPENSES			
Project Name	Project No	Invoice No	Income	Reimb MU	Interest	Credits	Net Income	Reimb	Tax	Retainers	Invoice Total
Gail Wynand											
Ferris Health Clinic	2013-0004	<1001>	\$2,400.00	\$0.00	\$10,210.00	\$0.00	\$12,610.00	\$0.00	\$168.00	\$0.00	\$12,778.00
Ferris Health Clinic	2013-0004	11-16	\$27,000.00	\$4.70	\$0.00	\$0.00	\$27,004.70	\$23.50	\$0.00	\$200.00	\$27,028.20
Ferris Health Clinic	2013-0004	11-82	\$16,022.50	\$13.72	\$2,754.33	\$0.00	\$18,790.55	\$68.60	\$756.94	\$0.00	\$19,616.09
Ferris Health Clinic	2013-0004	2010-0005	\$6,343.75	\$0.00	\$0.00	\$200.00	\$6,343.75	\$20.00	\$0.00	\$50.00	\$6,343.75
Ferris Health Clinic	2013-0004	2010-0011	\$18,812.50	\$0.00	\$0.00	\$0.00	\$18,812.50	\$0.00	\$8500.00	\$0.00	\$18,812.50
Ferris Health Clinic	2013-0004	2010-0015	\$9,843.75	\$0.00	\$0.00	\$0.00	\$9,843.75	\$0.00	\$0.00	\$0.00	\$9,843.75
Ferris Health Clinic	2013-0004	2010-0018	\$18,593.75	\$0.00	\$20.00	\$0.00	\$18,593.75	\$0.00	\$0.00	\$0.00	\$18,593.75
Ferris Health Clinic	2013-0004	2010-0028	\$33,906.25	\$0.00	\$0.00	\$0.00	\$33,906.25	\$0.00	\$0.00	\$0.00	\$33,906.25
HKIA-APEC	2013-0058	13-0089	\$8,812.50	\$116.00	\$10.00	\$1,000.00	\$9,928.50	\$580.00	\$20.00	\$0.00	\$9,508.50
HKIA-APEC	2013-0058	13-0090	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	\$80.00	\$0.00	\$600.00	\$830.00
HKIA-APEC	2013-0058	13-0092	\$2,750.00	\$0.00	\$20.00	\$0.00	\$2,750.00	\$550.00	\$0.00	\$0.00	\$3,300.00
PHU Science Center	2013-0003	<1003>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PHU Science Center	2013-0003	2010-0003	\$16,875.00	\$0.00	\$10.00	\$0.00	\$16,875.00	\$20.00	\$10.00	\$0.00	\$16,875.00
PHU Science Center	2013-0003	2010-0007	\$45,000.00	\$0.00	\$0.00	\$500.00	\$45,000.00	\$0.00	\$0.00	\$0.00	\$45,000.00
Project Billing Summary							\$31,875.00	\$0.00	\$0.00	\$0.00	\$31,875.00
							\$45,000.00	\$0.00	\$0.00	\$10.00	\$45,000.00
							\$41,250.00	\$0.00	\$0.00	\$0.00	\$41,250.00
							\$33,750.00	\$0.00	\$0.00	\$0.00	\$33,750.00
							\$33,750.00	\$0.00	\$0.00	\$0.00	\$33,750.00
							\$22,750.00	\$20,000.00	\$0.00	\$0.00	\$42,750.00
							\$33,750.00	\$0.00	\$0.00	\$0.00	\$33,750.00
PHU Science Center	2013-0003	2010-0040	\$22,500.00	\$0.00	\$0.00	\$0.00	\$22,500.00	\$0.00	\$0.00	\$0.00	\$22,500.00
PHU Science Center	2013-0003	2010-0041	\$67,500.00	\$2.10	\$0.00	\$0.00	\$67,502.10	\$10.50	\$0.00	\$0.00	\$67,512.60
Totals for Gail Wynand			\$535,235.00	\$4,136.52	\$12,964.33	\$1,000.00	\$553,335.85	\$21,312.60	\$924.94	\$600.00	\$574,573.39

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Fountainhead A+E

Project Checklist

Displays all the tasks for a project and allows you to view their status and progress. It also informs you about the people responsible for the tasks.

Project Checklist Report

2012-0001 - Galt Residence

04 Construction Documents

Reports

Task	Responsible	Status	Planned	Completed	Comments
✓ Prepare Complete Construction Drawings Cartoon / Check Set	<Multiple>	Completed			
✓ Code Analysis - Consultants	<Multiple>	Completed			
✓ Code Analysis - Consultants	<Multiple>	Completed			
✓ Code Analysis - Consultants	<Multiple>	Completed			
✓ Code Analysis - Consultants	<Multiple>	Completed			
✓ Code Analysis - Consultants	<Multiple>	Completed			
✓ Fee Budget	<Multiple>	Completed			
✓ Fee Budget	<Multiple>	Completed			
✓ Fee Budget	<Multiple>	Completed			
✓ Fee Budget	<Multiple>	Completed			
✓ Fee Budget	<Multiple>	Completed			

06 Contract Administration

Construction Administration Activities

Task	Responsible	Status	Planned	Completed	Comments
✓ Schedule and Coordinate Project Site Visits for Consulting Engineers; Require Submittal of Field Rep	<Multiple>	Completed			
✓ Schedule and Coordinate Project Site Visits for Consulting Engineers; Require Submittal of Field Rep	<Multiple>	Completed			
✓ Schedule and Coordinate Project Site Visits for Consulting Engineers; Require Submittal of Field Rep	<Multiple>	Completed			
✓ Schedule and Coordinate Project Site Visits for Consulting Engineers; Require Submittal of Field Rep	<Multiple>	Completed			
✓ Schedule and Coordinate Project Site Visits for Consulting Engineers; Require Submittal of Field Rep	<Multiple>	Completed			
✗ Prepare Field Report for Each Site Visit	<Multiple>	Pending		3/16/2011	
✗ Prepare Field Report for Each Site Visit	<Multiple>	Pending		3/16/2011	
✗ Prepare Field Report for Each Site Visit	<Multiple>	Pending		3/16/2011	
✗ Prepare Field Report for Each Site Visit	<Multiple>	Pending		3/16/2011	
✗ Prepare Field Report for Each Site Visit	<Multiple>	Pending		3/16/2011	
✗ Review Contractor's Applications for Payment	<Multiple>	Pending			
✗ Review Contractor's Applications for Payment	<Multiple>	Pending			
✗ Review Contractor's Applications for Payment	<Multiple>	Pending			
✗ Review Contractor's Applications for Payment	<Multiple>	Pending			
✗ Review Contractor's Applications for Payment	<Multiple>	Pending			

Project Close-Out Activities

Task	Responsible	Status	Planned	Completed	Comments
✗ Schedule Reinspections	<Multiple>	Pending			
✗ Schedule Reinspections	<Multiple>	Pending			

Fountainhead A+E

Project Contacts Directory

Lists all the team members working on a project along with their brief profile and contact information such as address, phone, fax and email. You can sort the report by a particular client, principal, project name, type, number or leader. You can also sort the project contacts within each project by first name or last name.

2012-0001 - Galt Residence

355 Madison Avenue
Suite 4500
New York NY 10020

Principal In Charge Howard Roark

Project Leader Ellsworth Toohy

Ellsworth Toohy
Gail Wynand
Peter Keating
Howard Roark

Hugh Akston
Akston Engineering
President
Structural Engineer

Work

Dr. Hugh Akston
Akston Engineering
656 3rd Avenue
Suite 350
New York NY 10035

Email
Cellular

ha@akstonengineering.com
(212) 234-5678

John Galt
Taggart Transcontinental, Inc.
Assistant to the Vice President
Client

Work

Mr. John Galt
Taggart Transcontinental, Inc.
355 Madison Avenue
Suite 4500
New York NY 10020

Phone
Email
Web
Skype

(212) 232-3456
jg@taggarttrans.com
tagtranscon.com
johngalt

2012-0002 - Rearden - Aspen Residence

165 Durant Avenue
Aspen CO 81611

Principal In Charge Howard Roark

Project Leader Ellsworth Toohy

Project Team Dominique Francon
Ellsworth Toohy
Gail Wynand
Peter Keating
Howard Roark

Bill Brent
Brent Wood Engineering
Junior Associate
MEP Engineer

Work

Mr. Bill Brentwood
Brent Wood Engineering
1010 South State Street
Suite 320
Chicago IL 60605

Email
Cellular

bbrent@brenteng.com
333 4442222

Project Fee Summary

Displays a summary of financial data for all projects. It provides project fee information such as type of fee, total fee amount and construction cost. If it is sorted by client, it displays the full name of the client as indicated in the Contact Name field.

Fountainhead A+E

Project Fee Summary Report

Project Number - Project Name	Principal	Type of Fee	Total Fee	Constr. Cost
2012-0000 - Fountainhead A+E 2012	Howard Roark	Stipulated Sum		
2012-0004 - Taggart Headquarters	Peter Keating	Stipulated Sum	\$565,530.05	\$35,657,142.86
2012-0002 - Rearden - Aspen Residence	Howard Roark	Stipulated Sum	\$393,512.40	
2012-0003 - PHU Science Center	Peter Keating	Stipulated Sum	\$411,808.44	\$305,000.00
2012-0001 - Galf Residence	Howard Roark	Stipulated Sum	\$347,407.50	\$350,000.00
2013-0001 - Ferris Health Clinic	Howard Roark	Hourly Rate	\$326,870.52	\$650,000.00
2013-0000 - Fountainhead A+E 2013	Howard Roark	Stipulated Sum		
2013-0003 - Cameron Enterprises HQ	Peter Keating	Stipulated Sum	\$155,962.50	\$485,000.00
2013-0002 - Bradford Lake House	Peter Keating	Hourly Rate	\$135,852.50	\$225,000.00
2014-0000 - Fountainhead A+E 2014	Howard Roark	Stipulated Sum		
Grand Totals			\$2,336,943.91	\$37,672,142.86

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Fountainhead A+E

Project List Report

Project No	Project Name	Type	Status	Project Leader	Client
2012-0000	Fountainhead A+E 2012	Internal	Completed	Gail Wynand	Howard Roark
2012-0001	Galt Residence	Residential New	Active	Ellsworth Toohey	Mr. John Galt
2012-0002	Rearden - Aspen Residence	Residential New	Active	Ellsworth Toohey	Mr. Henry Rearden
2012-0003	PHU Science Center	Institutional	Active	Gail Wynand	Robert Stadler
2012-0004	Taggart Headquarters	Commercial	Active	Ellsworth Toohey	Ms. Dagny Taggart
2013-0000	Fountainhead A+E 2013	Internal	Active	Gail Wynand	Howard Roark
2013-0001	Ferris Health Clinic	Institutional	Active	Gail Wynand	Mr. Floyd Ferris
2013-0002	Bradford Lake House	Residential New	Active	Ellsworth Toohey	Ms. Laura Bradford
2013-0003	Cameron Enterprises HQ	Commercial	Active	Gail Wynand	Mr. Henry Cameron
2014-0000	Fountainhead A+E 2014	Internal	Inactive	Gail Wynand	Howard Roark

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Project List

Displays a list of all projects in the system. The report shows the type of project, status and client associated with each project. It can be sorted by client, project name, type, number, leader and principal.

Fountainhead A+E

Project List with Phases & Codes

Project	Type	Status	Project Leader	Principal	Client	Active Phases	Active Codes
2013-0000 Fountainhead A+E 2013							
							Office
2013-0001 Ferris Health Clinic							
	Institutional	Active	Gail Wynand	Howard Roark	Ferris, Floyd	01 Pre-Design	Basic Services
						02 Schematic Design	Basic Services
						03 Design Development	Basic Services
						04 Construction Documents	Basic Services
						06 Contract Administration	Basic Services
2013-0002 Bradford Lake House							
	Residential New	Active	Elsworth Toohy	Peter Keating	Bradford, Laura	02 Schematic Design	Basic Services
						04 Construction Documents	Basic Services
						01 Pre-Design	Basic Services
						06 Contract Administration	Basic Services
						03 Design Development	Basic Services
2013-0003 Cameron Enterprises HQ							
	Commercial	Active	Gail Wynand	Peter Keating	Cameron, Henry	02 Schematic Design	Basic Services
						03 Design Development	Basic Services
						01 Pre-Design	Basic Services
						06 Contract Administration	Basic Services
						04 Construction Documents	Basic Services
2014-0000 Fountainhead A+E 2014							
	Internal	Inactive	Gail Wynand	Howard Roark	Roark, Howard	In-House Meetings	Office
						Accounting	Taxes
							Accounts Payable

Project List with Phases & Codes

Displays a detailed list of all projects in the system. The report shows the type of project, status, client, active phases and active codes for each project. It can be sorted by client, project name, type, number, leader and principal.

Project Performance – Accrued:

Provides information about the performance of your projects based on the accrual system of accounting. This report displays valuable financial information found on the Projects > General > Performance screen. Organized by project, the report summarizes the cost, net bill and profit to date on each.

Project Performance – Cash:

Provides information about the performance of your projects based on the cash system of accounting. This report displays valuable financial information found on the Projects > General > Performance screen. Organized by project, the report summarizes the cost, payments and profit to date on each.

Fountainhead A+E

Project Time/Expense Report

Project			Hours	Qty	Rate/Exp	Total	Total+Tax+ Markup
28/06/16	Time	Description or notes of the time entered	78.98		\$100.00	\$7,898.00	\$7,898.00
28/06/16	Time		2.00		\$100.00	\$200.00	\$240.00
Totals 06/28/16			80.98			\$8,098.00	\$8,138.00
06/30/16							
30/06/16	Time		4.00		\$100.00	\$400.00	\$480.00
Totals 06/30/16			4.00			\$400.00	\$480.00
07/01/16							
01/07/16	Time		6.70		\$100.00	\$670.00	\$670.00
Totals 07/01/16			6.70			\$670.00	\$670.00
07/05/16							
05/07/16	Time		2.50		\$100.00	\$250.00	\$300.00
Totals 07/05/16			2.50			\$250.00	\$300.00
07/07/16							
					\$100.00	\$1,200.00	\$1,200.00
						\$1,200.00	\$1,200.00
				1.00	\$500.00	\$500.00	\$600.00
				1.00		\$500.00	\$600.00
				1.00	\$150.00	\$150.00	\$150.00
					\$225.00	\$450.00	\$450.00
					\$225.00	\$900.00	\$900.00
01/08/16	Time	Future date slips	2.00		\$225.00	\$450.00	\$450.00
Totals 08/01/16			8.00	1.00		\$1,950.00	\$1,950.00
08/04/16							
04/08/16	Time		2.00		\$125.00	\$250.00	\$262.50
Totals 08/04/16			2.00			\$250.00	\$262.50
08/10/16							
10/08/16	Time		3.00		\$200.00	\$600.00	\$631.50
Totals 08/10/16			3.00			\$600.00	\$631.50
09/10/16							
10/09/16	Time		10.00		\$1.00	\$10.00	\$10.00
Totals 09/10/16			10.00			\$10.00	\$10.00
Grand Totals			17,905.94	4,124.30		\$2,709,566.72	\$2,865,263.65

Project Time/Expense

Provides users with a comprehensive report of work done and expenses charged to projects. The report also lists time and expense entries, displaying hours spent, quantity, rates and total charges. It can be sorted by employee, service type, project, and expense type. It displays icons to indicate the entry status: NC for Not Chargeable, H for hold and X for Incomplete.

Fountainhead A+E

Project Team Members

Employee	Role	Bill Rate	Billable	Approve T/E	Active
2013-0000 - Fountainhead A+E 2013					
Catherine Halsey	Office Manager	\$75.00			<input checked="" type="checkbox"/>
Dominique Francon	Drafter	\$0.00			<input checked="" type="checkbox"/>
Ellsworth Toohey	Architect	\$0.00			<input checked="" type="checkbox"/>
Gail Wynand	Architect Intern	\$0.00			<input checked="" type="checkbox"/>
Howard Roark	Principal	\$0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Peter Keating	Project Architect	\$0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2013-0001 - Ferris Health Clinic					
Howard Roark	Principal	\$250.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Peter Keating	Project Architect	\$200.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Gail Wynand	Architect Intern	\$180.00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Ellsworth Toohey	Architect	\$150.00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Dominique Francon	Drafter	\$100.00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
2013-0002 - Bradford Lake House					
Howard Roark	Principal	\$250.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Peter Keating	Principal	\$250.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ellsworth Toohey	Architect	\$150.00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Gail Wynand	Architect Intern	\$130.00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Dominique Francon	Drafter	\$100.00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
2013-0003 - Cameron Enterprises HQ					
Howard Roark	Principal	\$250.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Peter Keating	Project Architect	\$200.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Gail Wynand	Principal	\$180.00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Ellsworth Toohey	Architect	\$150.00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Dominique Francon	Drafter	\$125.00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
2014-0000 - Fountainhead A+E 2014					
Catherine Halsey	Office Manager	\$75.00			<input checked="" type="checkbox"/>
Dominique Francon	Drafter	\$0.00			<input checked="" type="checkbox"/>
Ellsworth Toohey	Architect	\$0.00			<input checked="" type="checkbox"/>
Gail Wynand	Architect Intern	\$0.00			<input checked="" type="checkbox"/>
Howard Roark	Principal	\$0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Peter Keating	Project Architect	\$0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Project Team Members

Provides information about the employee teams working on various projects. Organized by project, the report displays a list of employees assigned to each project along with their role, bill rate, status, etc.

Request for Information (RFI) Log

Provides details about various requests for information made on projects. This report displays a list of RFIs and related details such as the date on which the RFI was received, the date on which a response is due, project number and name, and description of the request.

Fountainhead A+E

Request for Information (RFI) Report

RFI No	Date Received	Due Date	Returned Date	Project Number	Project Name	Description	Status
	4/12/2015	1/5/2016		13-04	Galt Residence	Substitutions for skylights	Open
	11/29/2011	11/29/2011	12/3/2011	13-02	Rearden - Aspen Residence	Chimney Pot manufacturer contact info	Closed
	12/18/2011	12/21/2011	12/21/2011	13-02	Rearden - Aspen Residence	Substitutions for skylights	Closed

Fountainhead A+E

Revenue Forecast Report - Quarterly

	\$ Budget	Invoiced As of 1/1	Current 1/1 - 3/31	2016 4/1 - 6/30	2016 7/1 - 9/30	2016 10/1 - 12/31	2017 1/1 - 3/31	2017 4/1 - 6/30	Beyond
Howard Roark									
13-02 - Rearden - Aspen Residence									
01 Pre-Design (1/1/2014 - 1/31/2014)	\$12,000.00	\$10,245.00							
02 Schematic Design (2/1/2014 - 5/1/2014)	\$75,000.00	\$79,998.60							
03 Design Development (6/1/2014 - 10/1/2014)	\$93,750.00	\$99,198.80							
04 Construction Documents (11/1/2014 - 4/1/2015)	\$150,000.00	\$150,000.00							
05 Construction Procurement (4/1/2015 - 5/1/2015)	\$18,750.00	\$18,750.00							
06 Contract Administration (6/1/2015 - 6/1/2016)	\$50,000.00	\$7,195.00							
07 Consultants (11/1/2014 - 4/1/2015)	\$37,500.00	\$28,125.00							
MEP Engineering (-)	\$11,250.00	\$8,437.50							
Structural Engineering (-)	\$18,750.00	\$14,062.50							
Civil Engineering (-)	\$7,500.00	\$5,625.00							
Totals for Rearden - Aspen Residence	\$437,000.00	\$393,512.40	\$25,459.18	\$17,345.82					
13-04 - Galf Residence									
01 Pre-Design (1/1/2014 - 3/1/2014)	\$12,000.00	\$7,250.00							
02 Schematic Design (3/1/2014 - 6/1/2014)	\$80,000.00	\$83,532.50							
03 Design Development (6/1/2014 - 10/1/2014)	\$120,000.00	\$120,000.00							
04 Construction Documents (10/1/2014 - 4/1/2015)	\$150,000.00	\$123,000.00							
06 Contract Administration (5/1/2015 - 5/1/2016)	\$150,000.00	\$13,625.00	\$101,722.34	\$34,652.66					
Totals for Galf Residence	\$512,000.00	\$347,407.50	\$101,722.34	\$34,652.66					

Revenue Forecast

Provides valuable financial information for the company. Based on the start and end dates of the project phases, EngineerOffice estimates the revenue in the upcoming months by calculating the budgeted fee over the duration of the phases. The report starts from the current month and displays the forecast for the next three months and beyond. The last column estimates the value of all future revenue. You can run this report in the quarterly mode as well.

Revenue Summary (Top 10)

Provides information about the total revenue or sales made by the company for the specified period. It displays the top employees, project managers, principals and projects generating the most revenue in the company. The report lists net billings based on Start and End Date. The employee revenue is based on hourly billing of time and expenses. Total Revenue represents final invoice amount after interest and includes tax.

Submittal Log - Engineering

Displays a log of submittals in a special grid format used by engineers. It provides details such as project, contractor, referred to, date referred and other relevant information.

Fountainhead A+E

Submittal List Report

Rcvd date	Sub #	Type	Notes	CSI #	Responsible	Contacts	Planned	Approved	Status
2013-0000 - Fountainhead Architects									
4/25/2013	0025	Shop Drawings	Drawing of the roof truss.	00 01 01	Howard Roark	Howard Roark	1/4/2013	25/4/2013	Pending
4/25/2013	0026	Material Samples	Truss Shop Drawing.	00 01 01	Howard Roark		4/5/2013	25/4/2013	Revise & Resubmit
4/25/2013	0027	Shop Drawings	Plumbing water tank array	00 01 07	Elsworth Toohey	Elsworth Toohey	9/4/2013	25/4/2013	Approved with Corrections Noted
2013-0001 - Taggart Corporate Headquarters									
12/25/2013	0085	Shop Drawings	Truss Joist drawing.	00 24 13	Gail Wynand	Dagny Taggart	30/4/2013	25/1/2013	Pending
5/15/2013	0086	Shop Drawings	Beam Drawing	00 25 16	Dominique Francon	Dominique Francon	6/5/2013	13/5/2013	Pending
2013-0003 - PHU Science Center									
6/3/2013	0092	Structural Engineering Drawing	Roof truss drawing.						Approved with Corrections Noted
2013-0035 - Rearden - Aspen Residence									
3/12/2013	001	Shop Drawings	Plumbing water tank array.	22 30 00	Gail Wynand		10/12/2010	12/3/2013	Pending
1/8/2013	002	Shop Drawings	Truss joist shop drawings.	05 10 00	Gail Wynand		11/6/2013	1/8/2013	Approved with Corrections Noted
2013-0143 - Roark Residence									
3/23/2013	001	Shop Drawings	Roof truss shop drawings	05-160	Gail Wynand		28/6/2011	23/3/2013	Revise & Resubmit
5/6/2013	0025	Shop Drawings		00 01 01	Dominique Francon			1/5/2013	Pending

Submittal List

Displays a list of all submittals and details such as project, submittal date and number, notes, status, etc. You can sort the report by client, project name, project number, etc.

Fountainhead A+E

Submittal Log - Engineering

Submittal Log	Project Name	Fountainhead Architects	Contractor Name	
	Project No	2013-0000	OwnerName	Howard Roark

Part II: Engineer or Consultant

Date Received	Description	# Copies Received	Referred To	Date Referred	# Copies Referred	Date Returned	# Copies Returned	Date Ret to G.C	# Copies to G.C
5/4/2013	Truss Shop Drawing.	1.00	Eric	10/4/2013	null	7/5/2013	1.00	10/5/2013	null
5/4/2013	Drawing of the roof truss.	1.00	John	12/4/2013	null	5/6/2013	1.00		null
5/4/2013	Plumbing water tank array	1.00	Dennis	12/4/2013	1.00	7/4/2013	1.00	10/14/2013	null

Submittal Log	Project Name	PHU Science Center	Contractor Name	
	Project No	2013-0003	OwnerName	Robert Stadler

Part II: Engineer or Consultant

Date Received	Description	# Copies Received	Referred To	Date Referred	# Copies Referred	Date Returned	# Copies Returned	Date Ret to G.C	# Copies to G.C
3/6/2013	Roof truss drawing.	null	John		null		null		null

Submittal Log	Project Name	Rearden - Aspen Residence	Contractor Name	
	Project No	2013-0035	OwnerName	Henry Rearden

Part II: Engineer or Consultant

Date Received	Description	# Copies Received	Referred To	Date Referred	# Copies Referred	Date Returned	# Copies Returned	Date Ret to G.C	# Copies to G.C
5/3/2013	Plumbing water tank array.	2.00							null
1/8/2013	Truss joist shop drawings.	null							null

Submittal Log	Project Name	Roark Residence	Contractor Name	
	Project No	2013-0143	OwnerName	

Part II: Engineer or Consultant

Date Received	Description	# Copies Received	Referred To	Date Referred	# Copies Referred	Date Returned	# Copies Returned	Date Ret to G.C	# Copies to G.C

Apr 26, 2013

Page 1 of 2

Submittal Log - Engineering

Displays a log of submittals in a special grid format used by engineers. It provides details such as project, contractor, action codes, date and other relevant information.

Fountainhead A+E

Task Report

Phase	Start Date	End Date	Type	Task	Status
06 Contract Administration			Project Close-Out Activities	Coordinate with Owner; Contractor and Local Municipal Officials for Issue of Certificate of Occupanc	Pending
06 Contract Administration			Project Close-Out Activities	Verify that Operation and Maintenance Data have been Received by Owner	Pending
06 Contract Administration			Project Close-Out Activities	Post Construction Review of Project with Owner	Pending
06 Contract Administration			Project Close-Out Activities	Receive and Review Final Payout Request	Pending
06 Contract Administration			Project Start-Up Activities	Review Procedures for Submittal and Review of Payout Requests with Contractor	Pending
06 Contract Administration			Project Start-Up Activities	Receive copy of Contractor's Certificate of Insurance	Pending
06 Contract Administration			Project Start-Up Activities	Receive and Review Contractors Schedule of Values	Pending
06 Contract Administration			Project Start-Up Activities	Review Procedures for Issuing Change Orders with Owner and Contractor	Pending
06 Contract Administration			Project Start-Up Activities	Review Procedures for Issuing Bulletins	Pending
06 Contract Administration			Project Start-Up Activities	Preconstruction Meeting with Owner and Contractor	Pending
06 Contract Administration			Project Start-Up Activities	Prepare Change Order Log	Pending
06 Contract Administration			Project Start-Up Activities	Begin Architect's Construction Phase Diary	Pending
06 Contract Administration			Project Start-Up Activities	Prepare ASK Log	Pending
06 Contract Administration			Project Start-Up Activities	Prepare Construction Phase Transmittals	Pending
06 Contract Administration			Project Start-Up Activities	Receive Copy of Owner / Contractor Agreement	Pending
06 Contract Administration			Project Start-Up Activities	Receive Contractor's List of Subcontractors	Pending
06 Contract Administration			Project Start-Up Activities	Begin Contractor's Construction Schedule	Pending
06 Contract Administration			Project Start-Up Activities	Prepare Bulletin Log	Pending
06 Contract Administration			Project Start-Up Activities	Review Procedures for Issuing Sketches	Pending
06 Contract Administration			Project Start-Up Activities	Prepare Payout Request Log	Pending
06 Contract Administration			Project Start-Up Activities	Establish Schedule for Site Visits	Pending
06 Contract Administration			Project Start-Up Activities	Project Directory - Construction	Pending

Task Report

Organized by the projects, the report displays the phase details of each project along with its task and type. It also gives the status (pending or completed) of the particular task.

Billing Reports

Fountainhead A+E

Accounts Receivable 8 Steps Report

Sort by: Project No

As Of 2/1/2016

Inv. No	Inv. Date	Inv. Amt	Paid	0-30	31-60	61-90	91-120	121-150	151-180	181-210	>>210	Total
13-01 Ferris Health Clinic												
FERRIS-008	01/21/2015	\$61,241.68	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,241.68	\$11,241.68
FERRIS-009	02/20/2015	\$39,090.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39,090.30	\$39,090.30
13-01 Ferris Health Clinic Totals:				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,331.98	\$50,331.98
13-02 Rearden - Aspen Residence												
REA-012	03/24/2015	\$16,004.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,004.00	\$16,004.00
13-02 Rearden - Aspen Residence Totals:				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,004.00	\$16,004.00
13-04 Gall Residence												
GALT-012	02/20/2015	\$12,525.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,525.00	\$12,525.00
GALT-013	03/24/2015	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00
13-04 Gall Residence Totals:				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,525.00	\$15,525.00
14-04 Taggart Headquarters												
TAG-015	03/24/2015	\$3,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,900.00	\$3,900.00
14-04 Taggart Headquarters Totals:				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,900.00	\$3,900.00
14-06 PHU Science Center												
PHU-014	03/24/2015	\$2,030.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,030.00	\$2,030.00
14-06 PHU Science Center Totals:				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,030.00	\$2,030.00
Grand Totals:				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$87,790.98	\$87,790.98

2/1/2016

Accounts Receivable 8 Steps

Provides A/R aging information about projects. Organized by client and project, the report displays details about invoices, payments received and outstanding amount. There are eight aging periods including 0-to30 (current) days, 31 to 60days, 61 to 90 days, 91 to 120 days, 121 to 150 days, 151 to 180 days, 181 to 210 days and more than 210 days. Subtotals display for projects and their clients along with the grand totals at the end of the report.

Fountainhead A+E

Accounts Receivable Detail Report

Sort by: Project No

As Of 2/1/2016

Inv. No	Inv. Date	Inv. Amt	Paid	0-30	31-60	61-90	91-120	>>120	Total
13-01 Ferris Health Clinic									
FERRIS-008	01/21/2015	\$61,241.68	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,241.68	\$11,241.68
FERRIS-009	02/20/2015	\$39,090.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39,090.30	\$39,090.30
13-01 Ferris Health Clinic Totals:				\$0.00	\$0.00	\$0.00	\$0.00	\$50,331.98	\$50,331.98
13-02 Rearden - Aspen Residence									
REA-012	03/24/2015	\$16,004.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,004.00	\$16,004.00
13-02 Rearden - Aspen Residence Totals:				\$0.00	\$0.00	\$0.00	\$0.00	\$16,004.00	\$16,004.00
13-04 Gall Residence									
GALT-012	02/20/2015	\$12,525.00	\$0.00						
GALT-013	03/24/2015	\$3,000.00	\$0.00						
13-04 Gall Residence Totals:									
14-04 Taggart Headquarters									
TAG-015	03/24/2015	\$3,900.00	\$0.00						
14-04 Taggart Headquarters Totals:									
14-06 PHU Science Center									
PHU-014	03/24/2015	\$2,030.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,030.00	\$2,030.00
14-06 PHU Science Center Totals:				\$0.00	\$0.00	\$0.00	\$0.00	\$2,030.00	\$2,030.00
Grand Totals:				\$0.00	\$0.00	\$0.00	\$0.00	\$87,790.98	\$87,790.98

Accounts Receivable Detail

Provides A/R aging information about projects. Organized by client and project, the report displays details about invoices, payments received and outstanding amount. Aging periods include 0 to 30 days (current), 31 to 60 days, 61 to 90 days, 91 to 120 days and more than 120 days. Subtotal display for projects and their clients along with the grand totals at the end of the report.

Fountainhead A+E

Detail Bill Report

Inv No	Inv Date	Basic Services	Add. Services	Reimbursables	Adjustments	Interests	Tax Total	Invoice Amt
1001 - Turners Farm								
ID01-322	21/4/2010	\$650.00	\$0.00	\$0.00	\$0.00	\$0.00	\$113.75	\$763.75
ID01-331	10/5/2010	\$1,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$201.25	\$1,351.25
ID01-373	30/9/2010	\$1,500.00	\$0.00	\$9.24	\$0.00	\$0.00	\$264.12	\$1,773.36
ID01-399	30/11/2010	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$140.00	\$940.00
ID11-087	31/10/2011	\$562.50	\$0.00	\$0.00	\$0.00	\$0.00	\$112.50	\$675.00
ID12-060	29/6/2012	\$1,325.00	\$0.00	\$0.00	\$0.00	\$0.00	\$265.00	\$1,590.00
ID12-086	31/7/2012	\$775.00	\$0.00	\$16.17	\$0.00	\$0.00	\$158.23	\$949.40
ID12-123	31/10/2012	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$1,200.00
ID13-001	31/1/2013	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$1,200.00
ID13-017	28/2/2013	\$245.00	\$0.00	\$38.72	\$0.00	\$0.00	\$56.74	\$340.46
Total for 1001		\$9,007.50	\$0.00	\$64.13	\$0.00	\$0.00	\$1,711.59	\$10,783.22
1002 - KNAVES FARMHOUSE								
ID01-323	23/4/2010	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$131.25	\$881.25
ID01-332	10/5/2010	\$350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$61.25	\$411.25
ID01-335	2/6/2010	\$1,440.00	\$0.00	\$55.44	\$0.00	\$0.00	\$261.70	\$1,757.14
ID01-371	31/8/2010	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$131.25	\$881.25
ID01-374	30/9/2010	\$330.00	\$0.00	\$57.01	\$0.00	\$0.00	\$67.73	\$454.74
ID01-406	22/12/2010	\$0.00	\$0.00	\$181.76	\$0.00	\$0.00	\$0.00	\$181.76
ID01-411	22/12/2010	\$1,440.00	\$0.00	\$27.72	\$0.00	\$0.00	\$256.85	\$1,724.57
ID11-023	31/3/2011	\$900.00	\$0.00	\$90.01	\$0.00	\$0.00	\$193.00	\$1,183.01
Total for 1002		\$5,960.00	\$0.00	\$411.94	\$0.00	\$0.00	\$1,103.03	\$7,474.97
1003 - High Tree Farm Barn								
ID01-320	21/4/2010	\$1,650.00	\$0.00	\$25.00	\$0.00	\$0.00	\$293.13	\$1,968.13
ID01-333	10/5/2010	\$1,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$192.50	\$1,292.50
ID01-355	30/7/2010	\$2,700.00	\$0.00	\$13.86	\$0.00	\$0.00	\$474.93	\$3,188.79
ID01-387	30/9/2010	\$950.00						
ID01-414	31/12/2010	\$0.00						
ID01-415	31/12/2010	\$900.00						
ID11-005	31/1/2011	\$900.00						
ID12-149	31/12/2012	\$500.00						
ID13-018	28/2/2013	\$272.50						
ID13-192	10/12/2013	\$450.00						
ID13-225	28/2/2014	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45.00	\$270.00
ID13-278	30/4/2014	-\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$160.00	-\$960.00
ID13-279	30/4/2014	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$600.00
ID13-272	30/4/2014	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$160.00	\$960.00
ID13-324	7/7/2014	\$1,123.60	\$0.00	\$6.93	\$0.00	\$0.00	\$226.11	\$1,356.64
ID14-024	31/7/2014	\$1,350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$270.00	\$1,620.00
ID14-027	29/8/2014	\$1,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$350.00	\$2,100.00
ID14-054	30/9/2014	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$600.00
id14-117	16/12/2014	\$718.20	\$0.00	\$97.00	\$0.00	\$0.00	\$143.64	\$958.84
Total for 1003		\$15,589.30	\$0.00	\$1,149.95	\$0.00	\$0.00	\$2,996.92	\$19,736.17

Detail Bill Report

Provides a list of invoices for quick and easy scanning. Organized by project, it displays the billing details such as services, reimbursable expenses, adjustments and tax besides invoice amount, number and date.

Fountainhead A+E

Monthly Billing Report

Month	Basic Services	Add. Services	Reimbursables	Adjustments	Tax	Interest	Inv. Amount
Jan 2014	\$15,250.95	\$1,092.50	\$0.00	\$0.00	\$2,964.04	\$4.66	\$19,910.00
Feb 2014	\$19,090.10	\$0.00	(\$176.67)	\$0.00	\$3,518.20	\$0.00	\$23,622.07
Mar 2014	\$20,498.20	\$0.00	(\$11.70)	\$0.00	\$3,729.73	\$0.00	\$25,042.41
Apr 2014	\$13,613.75	\$0.00	(\$9.80)	\$0.00	\$2,471.00	\$77.70	\$16,668.65
May 2014	\$16,767.50	\$0.00	\$0.00	\$0.00	\$2,980.95	\$0.00	\$20,131.93
Jun 2014	\$18,859.00	\$0.00	\$0.00	\$0.00	\$3,358.51	\$22.40	\$22,572.26
Jul 2014	\$15,559.00	\$0.00	\$0.00	\$0.00	\$2,725.89	\$0.00	\$18,302.39
Aug 2014	\$27,527.25	\$0.00	\$0.00	\$0.00	\$4,917.67	\$3.92	\$33,022.44
Sep 2014	\$20,505.00	\$0.00	\$0.00	\$0.00	\$3,599.97	\$50.44	\$24,221.61
Oct 2014	\$24,130.25	\$0.00	(\$9.70)	\$0.00	\$4,369.84	\$23.68	\$29,363.87
Nov 2014	\$32,907.50	\$0.00	\$0.00	\$0.00	\$5,922.79	\$0.36	\$39,767.60
Dec 2014	\$25,201.00	\$0.00	\$0.00	\$0.00	\$4,492.47	\$25.11	\$30,188.78
Jan 2015	\$30,692.00	\$0.00	\$0.00	\$0.00	\$5,427.91	\$0.86	\$36,445.32
Feb 2015	\$39,350.00	\$0.00	\$0.00	\$0.00	\$7,010.26	\$0.00	\$47,068.83
Mar 2015	\$15,991.75	\$0.00	\$0.00	\$0.00	\$2,877.56	\$11.73	\$19,332.24
Apr 2015	\$29,428.00	\$0.00	\$0.00	\$0.00	\$5,218.88	\$0.34	\$35,041.27
May 2015	\$31,219.50	\$0.00	(\$3,912.33)	\$0.00	\$5,570.03	\$14.39	\$37,413.06
Jun 2015	\$19,952.33	\$0.00	\$1,362.93	\$0.00	\$4,110.60	\$0.00	\$25,425.87
Jul 2015	\$19,120.08	\$0.00	\$4,416.18	\$0.00	\$3,962.55	\$0.00	\$27,498.81
Aug 2015	\$24,374.49	\$0.00	\$613.06	\$0.00	\$4,871.24	\$0.00	\$29,858.79
Sep 2015	\$25,908.44	\$0.00	\$156.24	\$0.00	\$5,126.44	\$0.00	\$31,191.23
Oct 2015	\$29,498.80	\$0.00	\$0.00	\$0.00	\$5,126.44	\$0.00	\$34,625.24
Nov 2015	\$28,443.87	\$0.00	\$0.00	\$0.00	\$5,126.44	\$0.00	\$33,570.31
Dec 2015	\$14,192.50	\$0.00	\$0.00	\$0.00	\$5,126.44	\$0.00	\$19,318.94
Jan 2016	\$25,716.00	\$0.00	\$0.00	\$0.00	\$5,126.44	\$0.00	\$30,842.44
Feb 2016	\$29,950.20	\$0.00	\$0.00	\$0.00	\$5,126.44	\$0.00	\$35,076.64
Mar 2016	\$23,560.69	\$0.00	\$0.00	\$0.00	\$5,126.44	\$0.00	\$28,687.13
Apr 2016	\$4,284.00	\$0.00	\$115.06	\$0.00	\$878.36	\$0.00	\$5,277.42
Totals:	\$2,518,834.17	\$9,696.00	(\$3,973.61)	\$0.00	\$474,493.62	\$312.89	\$3,090,206.33
Total:	\$2,518,834.17	\$9,696.00	(\$3,973.61)	\$0.00	\$474,493.62	\$312.89	\$3,090,206.33

Monthly Billing Report

Displays billing details including basic and additional services, reimbursable expenses, adjustments, tax, interest and totals on a monthly basis. You can sort the report by project, principal, client, etc.

Accounts Receivable Report

Organized by project, this report displays outstanding amount for different aging period—current, 30/60/90 days and >120 days. You can group the report by project number, name, type, principal, client, etc. You must use the As Of date filter for this report.

Any amount outstanding beyond 90 days is a bad indicator just as aging beyond 8-18% of gross billings is not considered good. You should run this report monthly and at year-end.

Bill Statement

This invoice statement addresses the client and displays a list of invoices, projects, bill and paid amount, retainer paid and outstanding amount. It also shows the retainer information, making it easy for you to see all the transactions (payments, credits and retainers) as well as remaining balance for your client invoices.

Remaining = Invoiced Amount - Payment-Credit

Cash Receipts YTD Comparison

Displays information about cash receipts at the project level. The report compares the cash receipts of the previous and current year to date. This report should be run at least on year-end.

Difference = Current Year - Last Year

Credit Memo

Displays information about the credit provided to the clients. A credit memo is a document issued by the service provider to the clients reducing the amount owed by them. The report shows the date, invoice, amount and notes associated with the credit transaction.



All the billing reports can be filtered by the Project Status (Active, Inactive and All).

Billing Analysis

Provides information to managers for billing analysis. This report lists all invoices along with their payments, credits, retainers, refunds and net billed amounts.

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Billing Analysis Report

Date	Project Number	Project Name	Invoice Number	Paid	Cred#	Retainer	Refund	Net Billed
Peter Keating								
6/24/2013	2012-0004	Taggart Headquarters	TAG-008	\$1,625.00				\$1,625.00
6/26/2013	2012-0003	PHU Science Center	PHU-007	\$29,700.00				\$29,700.00
7/29/2013	2012-0003	PHU Science Center	PHU-008	\$42,000.00				\$42,000.00
8/5/2013	2012-0004	Taggart Headquarters	TAG-009	\$58,500.00				\$58,500.00
8/19/2013	2012-0003	PHU Science Center	PHU-009	\$2,372.75				\$2,372.75
8/20/2013	2013-0002	Bradford Lake House				\$15,000.00		\$0.00
8/26/2013	2012-0004	Taggart Headquarters	TAG-010	\$22,019.33				\$22,019.33
9/27/2013	2012-0003	PHU Science Center	PHU-010	\$42,450.00				\$42,450.00
9/27/2013	2012-0004	Taggart Headquarters	TAG-011	\$35,850.00				\$35,850.00
10/7/2013	2012-0003	PHU Science Center	PHU-011		\$5,000.00			\$76,545.90
10/28/2013	2013-0002	Bradford Lake House	BRAD-LH-01	\$23,600.00				\$23,600.00
10/28/2013	2012-0003	PHU Science Center	PHU-011	\$71,545.90				\$76,545.90
10/28/2013	2012-0004	Taggart Headquarters	TAG-012	\$13,000.00				\$13,000.00
11/15/2013	2012-0003	PHU Science Center	PHU-012	\$4,000.00				\$4,000.00
11/25/2013	2013-0002	Bradford Lake House	BRAD-LH-02	\$40,835.00				\$40,835.00
11/28/2013	2012-0004	Taggart Headquarters	TAG-013	\$19,500.00				\$19,500.00
12/13/2013	2012-0004	Taggart Headquarters	TAG-014	\$11,375.00				\$11,375.00
12/18/2013	2013-0002	Bradford Lake House	BRAD-LH-03	\$47,500.00				\$47,500.00
12/27/2013	2012-0003	PHU Science Center	PHU-013	\$2,086.69				\$2,086.69
Totals for Peter Keating				\$1,131,093.49	\$7,500.00	\$65,000.00		\$1,288,689.39
Grand Totals				\$2,178,702.11	\$7,500.00	\$95,000.00		\$2,336,298.01

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Billing Summary Report

Project Name	Invoice No	Inv. Date	INCOME				EXPENSES				
			Income	Reimb MU	Interest	Credits	Net Income	Reimb	Tax	Retainers	Invoice
13-01 - Ferris Health Clinic											
	FERRIS-001	06/21/2014	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
	FERRIS-002	07/19/2014	\$39,745.00	\$0.00	\$0.00	\$0.00	\$39,745.00	\$0.00	\$0.00	\$0.00	\$39,745.00
	FERRIS-003	08/21/2014	\$71,847.50	\$4.70	\$0.00	\$0.00	\$71,852.20	\$23.50	\$0.00	\$0.00	\$71,875.70
	FERRIS-004	09/20/2014	\$1,100.00	\$2.50	\$0.00	\$0.00	\$1,102.50	\$12.50	\$0.00	\$0.00	\$1,115.00
	FERRIS-005	10/22/2014	\$6,475.00	\$4.59	\$0.00	\$0.00	\$6,479.59	\$22.95	\$0.00	\$0.00	\$6,502.54
	FERRIS-006	11/20/2014	\$51,970.00	\$0.00	\$0.00	\$0.00	\$51,970.00	\$0.00	\$0.00	\$0.00	\$51,970.00
	FERRIS-007	12/21/2014	\$52,652.50	\$0.00	\$0.00	\$0.00	\$52,652.50	\$0.00	\$0.00	\$0.00	\$52,652.50
	FERRIS-008	01/21/2015	\$61,232.50	\$1.53	\$0.00	\$0.00	\$61,234.03	\$7.65	\$0.00	\$0.00	\$61,241.68
	FERRIS-009	02/20/2015	\$39,075.00	\$2.55	\$0.00	\$0.00	\$39,077.55	\$12.75	\$0.00	\$0.00	\$39,090.30
	Totals for 13-01 Ferris Health Clinic		\$325,597.50	\$15.87	\$0.00	\$0.00	\$325,613.37	\$79.35	\$0.00	\$0.00	\$325,692.72
13-02 - Rearden - Aspen Residence											
	REA-001	01/21/2014	\$33,682.50	\$0.00	\$0.00	\$0.00	\$33,682.50	\$0.00	\$0.00	\$0.00	\$33,682.50
			\$0.00	\$0.00	\$0.00	\$0.00	\$23,437.50	\$0.00	\$0.00	\$0.00	\$23,437.50
			\$0.00	\$0.00	\$0.00	\$0.00	\$60,000.00	\$0.00	\$0.00	\$0.00	\$60,000.00
			\$0.00	\$0.00	\$0.00	\$0.00	\$48,764.00	\$70.00	\$0.00	\$0.00	\$48,834.00
			\$0.00	\$0.00	\$0.00	\$0.00	\$50,625.00	\$0.00	\$0.00	\$0.00	\$50,625.00
			\$0.00	\$0.00	\$0.00	\$0.00	\$9,379.80	\$24.00	\$0.00	\$0.00	\$9,403.80
			\$0.00	\$0.00	\$0.00	\$0.00	\$76,877.55	\$12.75	\$0.00	\$0.00	\$76,890.30
			\$0.00	\$0.00	\$0.00	\$0.00	\$31,737.50	\$4,000.00	\$0.00	\$0.00	\$35,737.50
			\$0.00	\$0.00	\$0.00	\$0.00	\$4,687.50	\$0.00	\$0.00	\$0.00	\$4,687.50
			\$0.00	\$0.00	\$0.00	\$0.00	\$17,537.55	\$12.75	\$0.00	\$0.00	\$17,550.30
			\$0.00	\$0.00	\$0.00	\$0.00	\$16,660.00	\$0.00	\$0.00	\$0.00	\$16,660.00
			\$0.00	\$0.00	\$0.00	\$0.00	\$10,584.00	\$5,420.00	\$0.00	\$0.00	\$16,004.00
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Totals for 13-02 Rearden - Aspen Residence		\$383,065.00	\$907.90	\$0.00	\$0.00	\$383,972.90	\$9,539.50	\$0.00	\$0.00	\$393,512.40

Billing Summary

Organized by project, the report displays detailed or summarized billing information including income and expense amounts, invoices, retainers and invoice totals. You can sort the report by project number, name, type, principal, client, etc. It displays the net income (including credits) per project. You should run this report monthly and at year-end.

Summary = Income + Expenses

Fountainhead A+E

Contact Bills List Report

Bradford Lake House - 2013-0002

Invoice No	Invoice Date	Amount	Paid	Remaining
12-026	02/06/2013	\$720.00	\$0.00	\$720.00
BRAD-LH-01	09/30/2013	\$23,600.00	\$23,600.00	\$0.00
BRAD-LH-02	10/31/2013	\$40,835.00	\$40,835.00	\$0.00
BRAD-LH-03	11/30/2013	\$47,500.00	\$47,500.00	\$0.00
BRAD-LH-04	12/31/2013	\$23,917.50	\$0.00	\$23,917.50
Total for Bradford Lake House		\$136,572.50	\$111,935.00	\$24,637.50

Cameron Enterprises HQ - 2013-0003

Invoice No	Invoice Date	Amount	Paid	Remaining
12-031	03/05/2013	\$320.00	\$0.00	\$320.00
12-032	02/02/2013	\$820.00	\$0.00	\$820.00
12-033	01/01/2013	\$1,030.00	\$0.00	\$1,030.00
CAM-01	12/31/2012	\$6,000.00	\$6,000.00	\$0.00
CAM-02	04/23/2013	\$49,250.00	\$49,250.00	\$0.00
CAM-03	12/31/2013	\$100,712.50	\$0.00	\$100,712.50
Total for Cameron Enterprises HQ		\$158,132.50	\$55,250.00	\$102,882.50

Cementic - 2013-0004

Invoice No	Invoice Date	Amount	Paid	Remaining
12-016	05/21/2013	\$0.00	\$0.00	-\$1,000.00
12-019	03/28/2013	\$336.00	\$336.00	-\$664.00
12-020	02/01/2013	\$952.00	\$664.00	\$288.00
12-025	03/02/2013	\$1,344.00	\$0.00	\$1,344.00
12-027	11/14/2012	\$1,226.40	\$0.00	\$1,226.40
12-028	12/12/2012	\$1,792.00	\$0.00	\$1,792.00
12-029	05/21/2013	\$1,008.00	\$0.00	\$1,008.00
12-030	04/01/2013	\$2,576.00	\$0.00	\$2,576.00
Total for Cementic		\$9,234.40	\$1,000.00	\$6,570.40

Ferris Health Clinic - 2013-0001

Invoice No	Invoice Date	Amount	Paid	Remaining
FERRIS-001	03/31/2013	\$1,500.00	\$1,500.00	\$0.00
FERRIS-002	04/30/2013	\$39,745.00	\$39,745.00	\$0.00
FERRIS-003	05/31/2013	\$71,875.70	\$71,875.70	\$0.00
FERRIS-004	06/30/2013	\$1,115.00	\$1,115.00	\$0.00
			\$6,502.54	\$0.00
			\$51,970.00	\$0.00
			\$52,652.50	\$0.00
			\$61,241.68	\$0.00
			\$39,090.30	\$0.00

Contact Bills List

Displays a list of invoices sent to various contacts. The report provides details such as invoice number, invoice date, amount billed, paid and remaining. You can sort and organize the report by project number, project name and contact.

Fountainhead A+E

Contact Transactions List Report

PHU Science Center - 2012-0003

Date	Invoice No	Invoice Amt	Notes	Payment	Credit	Retainer	Refund
09/01/2012		\$0.00	Check #7893			\$25,000.00	
11/18/2012	PHU-001	\$33,700.00	Check #8302	\$33,700.00			
12/21/2012	PHU-002	\$147,100.00	Credit for design services. Owner instructions not followed by design team regarding exterior materials.	\$71,050.00	\$2,500.00		
01/25/2013	PHU-003	\$45,550.00	Check #8515	\$45,550.00			
03/15/2013	PHU-004	\$44,000.00		\$44,000.00			
04/23/2013	PHU-005	\$9,250.00	Check #8962	\$9,250.00			
05/24/2013	PHU-006	\$4,573.10	Check #9034	\$4,573.10			
06/26/2013	PHU-007	\$29,700.00	Check #9291	\$29,700.00			
07/29/2013	PHU-008	\$42,000.00	Check #9365	\$42,000.00			
08/19/2013	PHU-009	\$2,372.75	Check #9458	\$2,372.75			
09/27/2013	PHU-010	\$42,450.00	Check #9593	\$42,450.00			
10/28/2013	PHU-011	\$153,091.80	Credit for Professional Services.	\$71,545.90	\$5,000.00		
11/15/2013	PHU-012	\$4,000.00	Check #9689	\$4,000.00			
12/27/2013	PHU-013	\$2,086.69	Check #9689	\$2,086.69			
Totals for PHU Science Center				\$402,278.44	\$7,500.00	\$25,000.00	

Rearden - Aspen Residence - 2012-0002

Date	Invoice No	Invoice Amt	Notes	Payment	Credit	Retainer	Refund
10/01/2012		\$0.00				\$10,000.00	
11/20/2012	REA-001	\$33,682.50	Check #5002	\$33,682.50			
12/17/2012	REA-002	\$23,437.50	Check #5200				
04/22/2013	REA-003	\$60,000.00	Check #5500				
05/30/2013	REA-004	\$48,834.00	Check #5700				
06/21/2013	REA-005	\$50,625.00	Check #5800				
07/24/2013	REA-006	\$9,403.80	Check #5900				
08/29/2013	REA-007	\$76,890.30	Check #6000				
09/25/2013	REA-008	\$35,737.50	Check #6000				
10/28/2013	REA-009	\$4,687.50	Check #6100				
11/29/2013	REA-010	\$17,550.30	Check #6189	\$17,550.30			
12/20/2013	REA-011	\$16,660.00	Check #6233	\$16,660.00			
Totals for Rearden - Aspen Residence				\$377,508.40		\$10,000.00	

Contact Transactions List

Displays a list of transactions for a contact, company or project with details such as invoice number, invoice date, notes, payment, retainer, etc. You can sort the report by project number, name and contact.

Fountainhead A+E

Detail Bill Report

Inv No	Inv Date	Basic Services	Add. Services	Reimbursable	Adjustments	Interests	Tax Total	Invoice Amt
2013-0001 - Taggart Corporate Headquarters								
13-0096	4/25/2013	\$0.00	\$0.00	\$0.00	\$100.00	\$22,344.93	\$52.00	\$22,344.93
13-0095	4/25/2013	\$0.00	\$0.00	\$0.00	\$0.00	\$22,344.93	\$0.00	\$22,344.93
11-88	4/25/2013	\$3,825.00	\$2000.00	\$6,600.00	\$200.00	\$22,344.93	\$0.00	\$34,769.93
11-87	4/25/2013	\$8,223.75	\$0.00	\$600.00	\$0.00	\$22,344.93	\$18.00	\$31,168.68
Total for Apr 2013		\$12,048.75	\$0.00	\$7,200.00	\$0.00	\$88,378.72	\$0.00	\$108,628.47
Total for 2013-0001		\$12,048.75	\$0.00	\$7,200.00	\$300.00	\$22,344.93	\$0.00	\$30,893.68
2013-0058 - HKIA-APEC								
13-0090	4/25/2013	\$750.00	\$0.00	\$80.00	\$20.00	\$0.00	\$0.00	\$850.00
13-0100	4/25/2013	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13-0089	4/25/2013	\$5,000.00	\$3,812.50	\$696.00	\$500.00	\$0.00	\$0.00	\$9,008.50
13-0092	4/25/2013	\$2,750.00	\$0.00	\$550.00	\$0.00	\$0.00	\$0.00	\$3,300.00
Total for Apr 2013		\$8,500.00	\$3,812.50	\$1,326.00	\$100.00	\$0.00	\$0.00	\$13,738.50
Total for 2013-0058		\$8,500.00	\$3,812.50	\$1,326.00	\$620.00	\$702.00	\$120.00	\$13,638.50
2013-0143 - Roark Residence								
13-0097	4/25/2013	\$1,250.00	\$0.00	\$0.00	\$0.00	\$2,910.82	\$87.50	\$4,248.32
13-0098	4/25/2013	\$2,000.00	\$0.00	\$0.00	\$100.00	\$2,910.82	\$147.00	\$5,157.82
13-0093	4/25/2013	\$2,000.00	\$3,187.50	\$0.00	\$0.00	\$0.00	\$0.00	\$5,187.50
Total for Apr 2013		\$5,250.00	\$3,187.50	\$0.00	\$100.00	\$5,821.64	\$234.50	\$14,593.64
Total for 2013-0143		\$5,250.00	\$3,187.50	\$0.00	\$100.00	\$5,821.64	\$234.50	\$14,593.64
Grand Totals		\$25,798.75	\$7,000.00	\$8,526.00	\$100.00	\$95,201.36	\$234.50	\$136,860.61

Detail Bill

Provides an invoice list for quick and easy scanning. Organized by project, it displays the billing details such as invoice amount, invoice number, date, reimbursable expenses with hidden markups, adjustments, interests and tax total. You can sort the report by date.

Fountainhead A+E

Payments Report

2013-0002 - Bradford Lake House

Invoice No	Invoice Date	Amount	Paid	Remaining
BRAD-LH-03	11/30/2013	\$47,500.00	\$47,500.00	\$0.00
BRAD-LH-04	12/31/2013	\$23,917.50	\$0.00	\$23,917.50
Totals for Bradford Lake House		\$135,852.50	\$111,935.00	\$23,917.50

2013-0003 - Cameron Enterprises HQ

Invoice No	Invoice Date	Amount	Paid	Remaining
CAM-01	12/31/2012	\$6,000.00	\$6,000.00	\$0.00
CAM-02	4/23/2013	\$49,250.00	\$49,250.00	\$0.00
CAM-03	12/31/2013	\$100,712.50	\$0.00	\$100,712.50
Totals for Cameron Enterprises HQ		\$155,962.50	\$55,250.00	\$100,712.50

Grand Totals		\$2,336,943.91	\$2,178,702.11	\$158,241.80
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May09, 2013

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Payments

Provides information about payments made on invoices. The report displays payment details such as invoice number, invoice date, paid along with the remaining amount. You can sort the report by date.

Remaining = Invoiced Amount - Payment

Fountainhead A+E

Retainer Report

Keating, Peter

Project	Date	Invoice	Notes	Amount	
Taggart Headquarters	01/21/2014			\$25,000.00	
Taggart Headquarters Account Balance				\$25,000.00	
Taggart, Dagny: Taggart Transcontinental, Inc.					
PHU Science Center	11/21/2013		Check #7893	\$25,000.00	
PHU Science Center Account Balance				\$25,000.00	
Ferris, Floyd: State Science Institute					
				\$25,000.00	
Totals for Keating, Peter				Retainer Account Balance	\$50,000.00

Roark, Howard

Project	Date	Invoice	Notes	Amount
Galt Residence	12/24/2013			\$5,000.00
Galt Residence Account Balance				\$5,000.00
Galt, John: Taggart Transcontinental, Inc.				
Ferris Health Clinic	05/02/2014			\$15,000.00
Ferris Health Clinic Account Balance				\$15,000.00
Ferris, Floyd: State Science Institute				
				\$15,000.00
Rearden - Aspen Residence	12/24/2013			\$10,000.00
Rearden - Aspen Residence Account Bal				\$10,000.00
				\$10,000.00
Retainer Account Balance				\$30,000.00
Total Retainer Amount				\$80,000.00

Retainer

Provides information about client retainers. It lists all the payments made by clients--retainers paid. You can sort the report by principal or project leader.

Fountainhead A+E

Transactions Report

Dagny Taggart - Taggart Transcontinental, Inc.

Date	Project	Inv No.	Reference No	Notes	Payment	Credit	Retainer	Refund
7/6/14	14-04	TAG-006			\$78,900.00			
5/25/14	14-04	TAG-004			\$58,553.10			
3/14/14	14-04	TAG-002			\$66,069.70			
12/18/14	14-04	TAG-011		Check #6854	\$35,850.00			
3/6/15	14-04	TAG-014		Check #6998	\$11,375.00			
10/25/14	14-04	TAG-009		Check #6733	\$58,500.00			
1/21/14	14-04						\$25,000.00	
9/14/14	14-04	TAG-008		Check #6678	\$1,625.00			
2/13/14	14-04	TAG-001			\$5,525.00			
2/18/15	14-04	TAG-013		Check #6935	\$19,500.00			
6/17/14	14-04	TAG-005			\$104,081.72			
8/19/14	14-04	TAG-007		Check #6505	\$21,351.50			
11/16/14	14-04	TAG-010		Check #6797	\$22,019.33			
4/11/14	14-04	TAG-003			\$65,279.70			
1/18/15	14-04	TAG-012		Check #6887	\$13,000.00			
Totals for Dagny Taggart					\$561,630.05		\$25,000.00	

John Galt - Taggart Transcontinental, Inc.

Date	Project	Inv No.	Reference No	Notes	Payment	Credit	Retainer	Refund
12/11/14	13-04	GALT-009		Check #3497	\$11,812.50			
11/16/14	13-04	GALT-008		Check #3423	\$63,950.00			
2/9/14	13-04	GALT-001		Check #2505	\$30,345.00			
Totals for John Galt					\$331,882.50		\$5,000.00	

Laura Bradford - LBL Financial

Date	Project	Inv No.	Reference No	Notes	Payment	Credit	Retainer	Refund
12/1/16	14-03	BRAD-LH-04			\$123.00			
1/18/15	14-03	BRAD-LH-01		Check #3016	\$23,600.00			
11/10/14	14-03			Check #2987			\$15,000.00	
2/15/15	14-03	BRAD-LH-02		Check #3097	\$40,835.00			
Totals for Laura Bradford					\$64,558.00		\$15,000.00	

Grand Totals					\$2,068,568.13	\$12,500.00	\$95,000.00	
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12/28/2016

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Transactions

Lists all the payments made by clients, with summary totals for each client and a grand total for all. It also provides information about the credits, retainers and refunds involved. You can sort the report by date.

Fountainhead A+E

Transactions Summary Report

Sort by: Project No

As Of 01/13/2017

	Inv. Num	Inv. Date	Inv. Amount	Date Paid	Amount Paid	Amount Rem
13-04 Gall Residence						
	GALT-008	10/22/2014	\$63,950.00	11/16/2014	\$63,950.00	\$0.00
	GALT-009	11/20/2014	\$11,812.50	12/11/2014	\$11,812.50	\$0.00
	GALT-010	12/21/2014	\$7,125.00	01/05/2015	\$7,125.00	\$0.00
	GALT-011	01/21/2015	\$7,650.00	02/09/2015	\$7,650.00	\$0.00
	GALT-012	02/20/2015	\$12,525.00		\$0.00	\$12,525.00
	GALT-013	03/24/2015	\$3,000.00		\$0.00	\$3,000.00
	13-04 Gall Residence Totals:		\$347,407.50		\$331,882.50	\$15,525.00
14-03 Bradford Lake House						
	BRAD-LH-01	12/21/2014	\$23,600.00	01/18/2015	\$23,600.00	\$0.00
	BRAD-LH-02	01/21/2015	\$40,835.00	02/15/2015	\$40,835.00	\$0.00
	BRAD-LH-03	02/20/2015	\$47,500.00		\$0.00	\$47,500.00
	BRAD-LH-04	03/24/2015	\$23,917.50		\$0.00	\$23,917.50
	14-03 Bradford Lake House Totals:		\$135,852.50		\$64,435.00	\$71,417.50
14-06 PHU Science Center						
	PHU-001	01/21/2014	\$33,700.00	02/08/2014	\$33,700.00	\$0.00
	PHU-002	02/20/2014	\$73,550.00	03/14/2014	\$73,550.00	\$0.00
	PHU-003	03/24/2014	\$45,550.00	04/15/2014	\$45,550.00	\$0.00
	PHU-004	05/19/2014	\$44,000.00	06/05/2014	\$44,000.00	\$0.00
	PHU-005	06/21/2014	\$9,250.00	07/14/2014	\$9,250.00	\$0.00
	PHU-006	07/19/2014	\$4,573.10	08/14/2014	\$4,573.10	\$0.00
	PHU-007	08/21/2014	\$29,700.00	09/16/2014	\$29,700.00	\$0.00
	PHU-008	09/20/2014	\$42,000.00	10/20/2014	\$42,000.00	\$0.00
	PHU-009	10/22/2014	\$2,372.75	11/09/2014	\$2,372.75	\$0.00
	PHU-010	11/20/2014	\$42,450.00	12/18/2014	\$42,450.00	\$0.00
	PHU-011	12/21/2014	\$76,545.90	01/18/2015	\$76,545.90	\$0.00
	PHU-012	01/21/2015	\$4,000.00	02/05/2015	\$4,000.00	\$0.00
	PHU-013	02/20/2015	\$2,086.69	03/20/2015	\$2,086.69	\$0.00
	PHU-014	03/24/2015	\$2,030.00		\$0.00	\$2,030.00
	14-06 PHU Science Center Totals:		\$411,808.44		\$409,778.44	\$2,030.00
	Grand Totals:		\$2,335,766.11		\$2,080,845.13	\$254,920.98

01/13/2017

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Transactions Summary

Provides a summary of all invoice transactions. It displays invoice data such as invoice number, date, amount paid, balance remaining, etc. You can sort the report by project number, name, type, leader, principal and client.

WIP Reconciliation

Provides managers with work-in-progress details of project. Organized by project, it displays the details by phases such as opening and closing WIP, besides the service, expense and invoiced amount. You can choose the date range for this report.

Closing WIP = Opening WIP + Services + Expenses

Fountainhead A+E

WIP with AR Aging - Project

2012-0000 - Fountainhead A+E 2012

	Hrs/Units	Cost	Amount
Services:	259.25	\$35,307.51	\$0.27

2012-0001 - Galt Residence

	Hrs/Units	Cost	Amount
Expenses:	53.00	\$9,476.40	\$43.00
Services:	23.75	\$3,817.15	\$4,010.00
Total:		\$13,293.55	\$4,053.00

Aging Summary

Invoice Number	Date	Bill Amount	Paid	Current	31 To 60	61 To 90	Above 90	Balance
GALT-013	12/31/2013	\$3,000.00	\$0.00	\$3,000.00				\$3,000.00
								\$3,000.00

2012-0002 - Rearden - Aspen Residence

	Hrs/Units	Cost	Amount
Expenses:	1.00	\$178.80	\$250.00
Services:	28.00	\$4,865.14	\$5,405.00
Total:		\$5,043.94	\$5,655.00

Aging Summary

Invoice Number	Date	Bill Amount	Paid	Current	31 To 60	61 To 90	Above 90	Balance
REA-012	12/31/2013	\$16,004.00	\$0.00	\$16,004.00				\$16,004.00
								\$16,004.00

2012-0003 - PHU Science Center

	Hrs/Units	Cost	Amount
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Aging Summary

Invoice Number	Date	Bill Amount
PHU-014	12/31/2013	\$2,030.00

WIP with AR Aging

Provides managers with A/R aging summary. Organized by project, it displays invoice details including invoice number, date, bill amount, paid amount and outstanding balance for different aging periods--current, 30-60-90 days and above. The WIP amount includes PST/GST.

Closing WIP = Opening Balance + Services and Expenses - Invoiced WIP

2012-0004 - Taggart Headquarters

Aging Summary

Invoice Number	Date	Bill Amount	Paid	Current	31 To 60	61 To 90	Above 90	Balance
TAG-015	12/31/2013	\$3,900.00	\$0.00	\$3,900.00				\$3,900.00
								\$3,900.00

Fountainhead A+E

Work In Hand Report

Project	\$ Budgeted	\$ Billed	\$ Remaining	BASIC WIP	Unused Budget	% Budget Remaining
13-00 - Fountainhead A+E 2013						
Administration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Accounting	\$0.00	\$0.00	\$0.00	\$0.03	-\$0.03	0.00%
Brochure	\$0.00	\$0.00	\$0.00	\$0.01	-\$0.01	0.00%
In-House Meetings	\$0.00	\$0.00	\$0.00	\$0.22	-\$0.22	0.00%
Legal	\$0.00	\$0.00	\$0.00	\$0.01	-\$0.01	0.00%
Marketing	\$0.00	\$0.00	\$0.00	\$0.01	-\$0.01	0.00%
Photography	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Professional Development	\$0.00	\$0.00	\$0.00	\$0.03	-\$0.03	0.00%
Website	\$0.00	\$0.00	\$0.00	\$0.01	-\$0.01	0.00%
Paid Time Off	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Totals for Fountainhead A+E 2013	\$0.00	\$0.00	\$0.00	\$0.32	-\$0.32	0.00%
13-01 - Ferris Health Clinic						
01 Pre-Design	\$25,000.00	\$21,455.00	\$3,545.00	\$0.00	\$3,545.00	14.18%
02 Schematic Design	\$125,000.00	\$108,912.50	\$16,087.50	\$3,422.50	\$12,665.00	10.13%
03 Design Development	\$180,000.00	\$102,465.00	\$77,535.00	\$1,575.00	\$75,960.00	42.20%
04 Construction Documents	\$250,000.00	\$92,765.00	\$157,235.00	\$38.25	\$157,196.75	62.88%
06 Contract Administration	\$120,000.00	\$0.00	\$120,000.00	\$0.00	\$120,000.00	100.00%
Totals for Ferris Health Clinic	\$700,000.00	\$325,597.50	\$374,402.50	\$5,035.75	\$369,366.75	52.77%
13-02 - Rearden - Aspen Residence						
01 Pre-Design	\$12,000.00	\$10,245.00	\$1,755.00	\$0.00	\$1,755.00	14.63%
02 Schematic Design	\$75,000.00	\$75,000.00	\$0.00	\$0.00	\$0.00	0.00%
03 Design Development	\$93,750.00	\$93,750.00	\$0.00	\$4,257.50	-\$4,257.50	-4.54%
04 Construction Documents						-0.12%
05 Construction Procurement						0.00%
06 Contract Administration						85.61%
07 Consultants						25.00%
MEP Engineering						25.00%
Structural Engineering						25.00%
Civil Engineering						25.00%
Totals for Rearden - Aspen Residence						11.33%
13-04 - Galt Residence						
01 Pre-Design	\$12,000.00	\$7,250.00	\$4,750.00	\$13.75	\$4,736.25	39.47%
02 Schematic Design	\$80,000.00	\$83,532.50	-\$3,532.50	\$2,260.00	-\$5,792.50	-7.24%
03 Design Development	\$120,000.00	\$120,000.00	\$0.00	\$0.00	\$0.00	0.00%
04 Construction Documents	\$150,000.00	\$123,000.00	\$27,000.00	\$0.00	\$27,000.00	18.00%
06 Contract Administration	\$150,000.00	\$13,625.00	\$136,375.00	\$3,225.00	\$133,150.00	88.77%
Totals for Galt Residence	\$512,000.00	\$347,407.50	\$164,592.50	\$5,498.75	\$159,093.75	31.07%
14-01 - Rearden - Pool House						
01 Pre-Design	\$6,250.00	\$0.00	\$6,250.00	\$750.00	\$5,500.00	88.00%

Work in Hand

Provides information about the work in hand. Organized by project, it shows details by phases such as the service and expense amount, amount billed, paid and remaining, contract amount and work in progress. The WIP amount excludes PST/GST.

Calendar Reports

Fountainhead A+E

Events and To Do Items Report

Date	Status	Start	End	Assigned To	Type
2012-0001 - Galt Residence					
01/28/2013	Pending	3:39:36 PM	4:09:36 PM	Howard Roark	Milestone
Description	Design Development 100% Review				
Notes					
02/08/2013	Pending	03:40 PM	04:10 PM	Howard Roark	Milestone
Description	Construction Documents Pre-Bid Focus Meeting				
Notes					
02/28/2013	Pending	03:40 PM	04:10 PM	Howard Roark	Milestone
Description	Construction Documents 50% Review with Owner				
Notes					
03/12/2013	Pending	03:40 PM	04:10 PM	Howard Roark	Milestone
Description	Construction Documents 50% Review				
Notes					
03/27/2013	Pending	03:40 PM	04:10 PM	Howard Roark	Milestone
Description	Construction Documents 80% Review				
Notes					
04/29/2013	Pending	3:41:00 PM	4:11:00 PM	Howard Roark	Milestone
Description	Construction Documents 100% Review				
Notes					
05/10/2013	Pending	03:41 PM			
Description	Construction Documents 100% Review				
Notes					
06/03/2013	Pending	3:41:17 PM	4:11:17 PM	Howard Roark	Milestone
Description	Bid-Review with Owner				
Notes					
07/08/2013	Pending	3:41:29 PM	4:11:29 PM	Howard Roark	Milestone
Description	Construction Start:				

Events and To Do Items

Lists all the events and related tasks. The report includes details such as type of event, date, status, notes, and start and end time. You can view this report in a summary or detail format.



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