Report Builder – CRM Reporting Model

The CRM reporting model allows you to retrieve all company, contact and associated project data via Microsoft Report Builder. The following is a guide to all of the entities and their fields within this model, as well as the relationships that link them together.

Contents

Creating custom reports using Report Builder

Report Builder is a Microsoft reporting tool that allows you to create custom reports specific to your business requirements. For more information on how to purchase or access the Report Builder module, please contact the V1 Project Accounting Customer Support team (support.pa@wearev1.com).

Report Builder support

Unfortunately due to the inherent flexibility and complicated nature of reporting software, we do not offer free telephone support for Report Builder. Instead we offer both dedicated one-one training and classroom training options to get the full value from Report Builder. We strongly suggest that clients attend a classroom course in the first instance, followed by one-one training if necessary depending on your reporting requirements. If suitable we can also offer pre-booked one to one specialist training by telephone.

Report Builder training

Please see the help topic Report Builder training for information on how you can obtain training on Report Builder.

The following link also contains useful 'How-to' topics relating to the use of Report Builder 1.0:
http://msdn2.microsoft.com/en-us/library/aa337239.aspx

Note: *The login details for accessing Report Builder are different to your usual V1 Project Accounting ones - please e-mail support.pa@wearev1.com to obtain your username and password.*

CRM Model Overview

The following diagram shows an overview of the CRM reporting model and the way in which its entities are related:
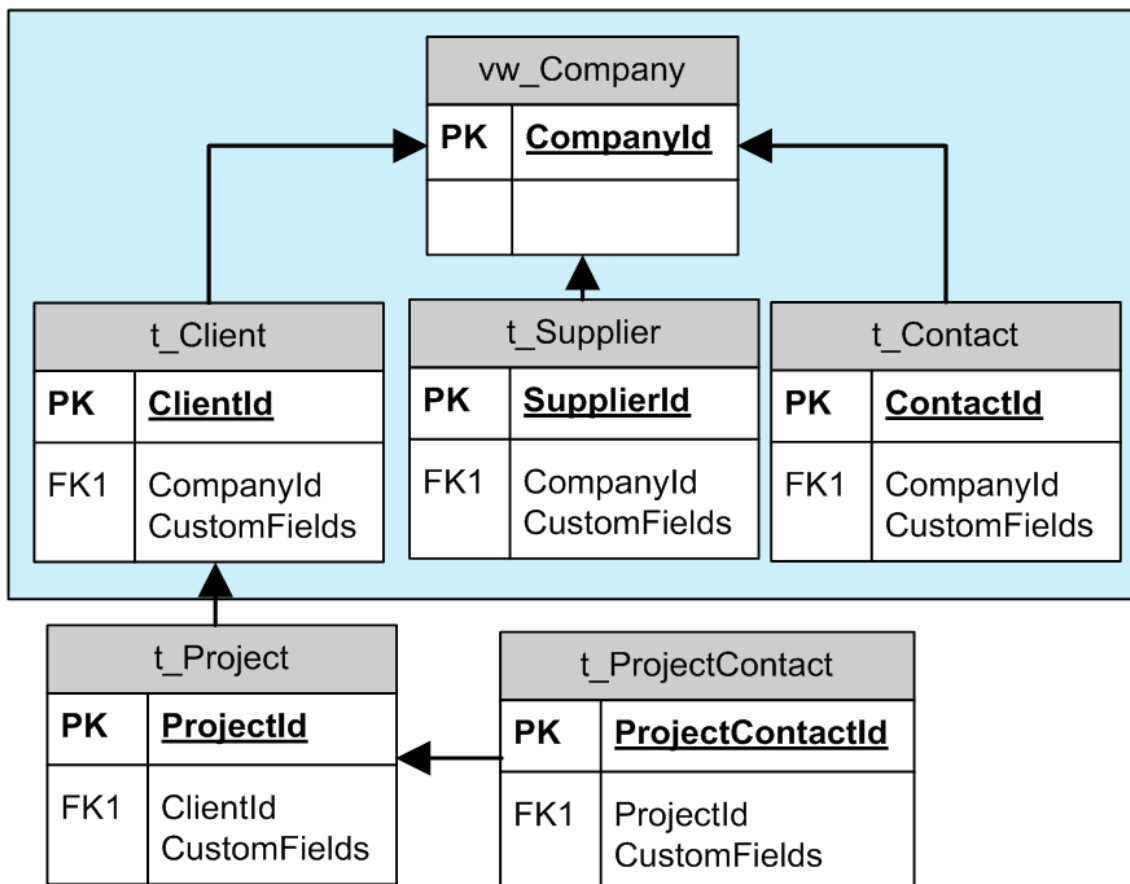
Data can be retrieved by one entity from another providing that there is a link between them, but these entities do not have to be directly linked.

For example, you could retrieve all project contacts at a specific client by using the name value from the Client entity, and the name value from the ProjectContact entity. You would not have to use fields from the project entity, but if you did then it would group the contacts by project.

Company

The company entity contains both client and supplier data, and contains only those fields which are applicable to both.
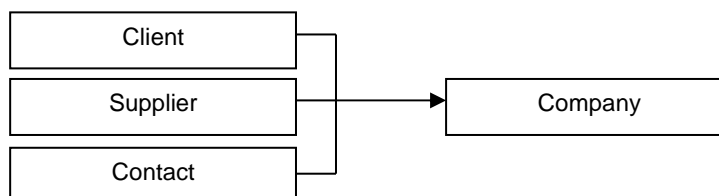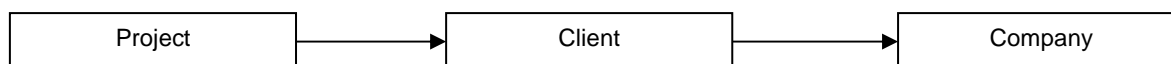

Report Builder field name	Location in PM	Type	Description
Company Id	n/a	Numeric Value	Internal database Id of the company
Com Type	Contacts > Clients or Contacts > Suppliers	Fixed Text	Type of company, either 'Client' or 'Supplier'
Com Name	Contacts > Clients or Contacts > Suppliers	Text	Name given to the company
Com Address 1	Contacts > Clients > Details or Contacts > Suppliers > Details	Text	First line of company address
Com Address 2	Contacts > Clients > Details or Contacts > Suppliers > Details	Text	Second line of company address
Com Town	Contacts > Clients > Details or Contacts > Suppliers > Details	Text	Town of company address
Com County	Contacts > Clients > Details or Contacts > Suppliers > Details	Text	County of company address
Com Country	Contacts > Clients > Details or Contacts > Suppliers > Details	Text	Country of company address
Com Postcode	Contacts > Clients > Details or Contacts > Suppliers > Details	Text	Postcode of company address
Com Email	Contacts > Clients > Details or Contacts > Suppliers > Details	Text	Email address of company
Com Fax	Contacts > Clients > Details or Contacts > Suppliers > Details	Text	Fax number of company
Com Phone	Contacts > Clients > Details or Contacts > Suppliers > Details	Text	Phone number of company
Com Website	Contacts > Clients > Details or Contacts > Suppliers > Details	Text	Website address of company

Company > Client

This entity contains fields which are specific to clients. Name and address data for client's is found in the company entity. Clients are then linked to projects.

Project	→	Client	→	Company

Report Builder field name	Location in PM	Type	Description
Client Accounts Reference	Admin > AccountsLink > Account References	Text	Accounts reference code used when exporting sales invoices for the client via the accounts link module
Client Billing Contact	Contacts > Clients > Details	Text	Default contact name used when creating invoices for the client
Client Current Invoice No	Contacts > Clients > Details	Numeric Value	The next invoice number which will be used when creating an invoice for this client
Client Deleted	N/a	True/False	Indicates whether the client has been deleted from the system
Client Industry Sector	Contacts > Clients > Details	Text	The industry sector that the client operates in
Client Invoice Prefix	Contacts > Clients > Details	Text	The prefix which is used on invoice numbers when creating invoices for this client
Client Name	Contacts > Clients	Text	The name of the client
Client Notes	Contacts > Clients	Text	The notes which have been entered against the client
Client Owner	Contacts > Clients	Text	The member of staff that is responsible for this client
Client Status	Contacts > Clients	Fixed Text	The status of the client (these will vary depending what has been entered in Admin > Company Settings > Client Status)
Custom Field 1..40	Contacts > Clients	Text – All custom fields appear in report builder as text, but can be converted to numeric or date format with the appropriate function	These represent the custom fields that have/can be added to your system. Please check the 'Custom Fields' report in V1 Project Accounting to find out which field to use.

Company > Contact

This entity contains contact data. Contacts that have been specifically set as project contacts can also be found in the project contact entity. Contacts are usually linked to a company, but can also exist without being linked to a company.

Contact → Company
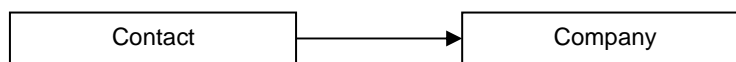
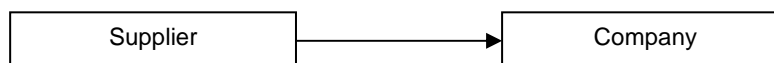| Report Builder field name	Location in PM	Type	Description
Con Deleted	n/a	True/False	Indicates whether the contact has been deleted from the system
Con First Name	Contacts > Contacts	Text	First name of the contact
Con Last Name	Contacts > Contacts	Text	Last name of the contact
Con Address 1	Contacts > Contacts	Text	First line of the contacts address
Con Address 2	Contacts > Contacts	Text	Second line of the contacts address
Con Town	Contacts > Contacts	Text	Town of contacts address
Con County	Contacts > Contacts	Text	County of contacts address
Con Country	Contacts > Contacts	Text	Country of contacts address
Con Email	Contacts > Contacts	Text	Email address of the contact
Con Fax	Contacts > Contacts	Text	Fax number of the contact
Con Job Title	Contacts > Contacts	Text	Job role of the contact
Con Mobile	Contacts > Contacts	Text	Mobile number of the contact
Con Notes	Contacts > Contacts	Text	Notes entered against the contact
Con Phone	Contacts > Contacts	Text	Phone number for the contact
Con Postcode	Contacts > Contacts	Text	Postcode of the contacts address
Con Title	Contacts > Contacts	Text	Title of the contact (Mr., Mrs. Etc)
Con Org Name	Contacts > Contacts	Text	Name of the company the contact belongs to
Con Org Address 1	Contacts > Contacts	Text	First line of the address of the company that the contact belongs to
Con Org Address 2	Contacts > Contacts	Text	First line of the address of the company that the contact belongs to
Con Org Town	Contacts > Contacts	Text	Town of the address of the company that the contact belongs to
Con Org County	Contacts > Contacts	Text	County of the address of the company that the contact belongs to

Con Org Country	Contacts > Contacts	Text	Country of the address of the company that the contact belongs to
Con Org Email	Contacts > Contacts	Text	Email address of the company that the contact belongs to
Con Org Fax	Contacts > Contacts	Text	Fax number of the company that the contact belongs to
Con Org Phone	Contacts > Contacts	Text	Phone number of the company that the contact belongs to
Con Org Website	Contacts > Contacts	Text	Website address of company that the contact belongs to
Con Org Email	Contacts > Contacts	Text	Email address of the company that the contact belongs to
Custom Field 1..40	Contacts > Contacts	Text – All custom fields appear in report builder as text, but can be converted to numeric or date format with the appropriate function	These represent the custom fields that have/can be added to your system. Please check the 'Custom Fields' report in V1 Project Accounting to find out which field to use.

Company > Supplier

This entity contains data which specific to suppliers. Name and address data for suppliers is found in the company entity.
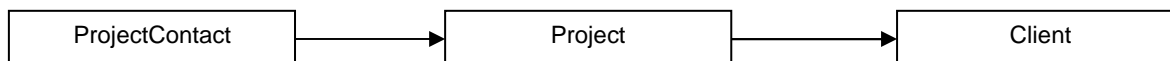
```
┌─────────────────────┐                    ┌─────────────────────┐
│      Supplier       │ ─────────────────▶ │      Company        │
└─────────────────────┘                    └─────────────────────┘
```

Report Builder field name	Location in PM	Type	Description
Sup Accounts Reference	Contacts > Suppliers > Details or Admin > AccountsLink > Account References	Text	Accounts reference code used when exporting purchase invoices for the supplier via the accounts link module
Sup Default Payment Terms	Contacts > Suppliers > Details	Numeric Value	Default number of days used as payment terms for a purchase invoice from the supplier
Sup Default Purchase Order Prefix	Contacts > Suppliers > Details	Text	Default prefix used on purchase order numbers for this supplier
Sup Deleted	n/a	True/False	Indicates whether the supplier has been deleted from the system
Sup Next Purchase Order Number	Contacts > Suppliers > Details	Numeric Value	Next purchase order number to be used for this supplier
Sup Notes	Contacts > Suppliers > Details	Text	Notes entered against the supplier
Sup Supplier Name	Contacts > Suppliers > Details	Text	Name of the supplier
Custom Field 1..40	Contacts > Suppliers > Details	Text – All custom fields appear in report builder as text, but can be converted to numeric or date format with the appropriate function	These represent the custom fields that have/can be added to your system. Please check the 'Custom Fields' report in V1 Project Accounting to find out which field to use.

Project

This entity contains project data, including summary and fee information. Projects are linked to clients and project contacts. Any other data associated with projects, such as tasks and time, is only available within the project reporting model.

```
┌──────────────────┐      ┌──────────────────┐      ┌──────────────────┐
│  ProjectContact  │ ───▶ │     Project      │ ───▶ │      Client      │
└──────────────────┘      └──────────────────┘      └──────────────────┘
```

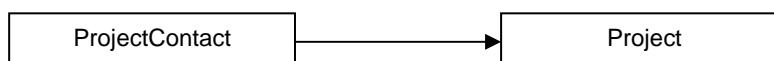| Report Builder field name	Location in PM	Type	Description
Project Id	n/a	Numeric value	Internal database Id number of project, stored in the database
Bid Status Type	Projects > Summary	Text	Won/Bid/Lost as shown on the project summary
Closed	Projects > Summary	True / False	States whether the project is open or closed
Department Name	Projects > Summary	Text	Name of the department assigned to the project
EndDate	Projects > Summary	Date	Project end date as shown on the project summary page
Total Estimates Budgeted Cost	Projects > Estimates	Numeric value	Total Estimates Budget Total Cost + Sum of positive Expense cost to projects
Estimates Budgeted Margin	Projects > Estimates	Numeric value	*(Budgeted Turnover – Budgeted Cost) / Budgeted Turnover*
Total Estimates Budgeted Turnover	Projects > Estimates	Numeric value	*Total Fee* (from *Tasks Budget*) – any negative budgeted expenses (from Expenses Budget *Cost to Project*)
Estimates Target Margin	Projects > Estimates	Numeric value	Target Margin as entered in Estimates
Total Estimates Target Total Cost	Projects > Estimates	Numeric value	Target Cost as entered in Estimates
Total Estimates Target Turnover	Projects > Estimates	Numeric value	Target Turnover as entered in Estimates
Total Fee All Expense Fee	Projects > Fee Allocation (Additional Fees)	Numeric Value	Additional Expense Fees as entered on fee allocation
Fee All Expense Percent	Projects > Fee Allocation (Additional Fees)	Numeric Value	Percentage value of Additional Expense Fee if 'Fee All Expense Fee Source' is set to % of Core Project Fee, % of Contract Value or % of Total Project Fee
Total Fee All Total Project Fee	Projects > Fee Allocation	Numeric Value	Total Project Fee as entered on fee allocation
Total Fee All Contract Value	Projects > Fee Allocation	Numeric Value	Contract Value as entered on fee allocation
Total Fee All Third Party Fee	Projects > Fee Allocation (Additional Fees)	Numeric Value	Additional Third Party Fees as entered on fee allocation
Fee All Third Party Percent	Projects > Fee Allocation (Additional Fees)	Numeric Value	Percentage value Third Party Fee if 'Fee All Third Party Fee Source' is set to % of Core Project Fee, % of Contract Value or % of Total Project Fee

Non Project	n/a	True / False	"True" if project is a Non Project Activity, "False" otherwise
Notes	Projects > Summary	Text	Notes as entered in Project Summary "Notes" box
Project Code	Projects > Summary	Text	Project Code as entered in Project Summary
Project Deleted	n/a	True / False	"True" if project is deleted, "False" otherwise
Total Project Fee	Projects > Fee Allocation	Numeric value	Core project fee as entered on Fee allocation
Project Manager	Projects > Summary	Text	Project Manager as entered in Project Summary
Project Name	Projects > Summary	Text	Project Name as entered in Project Summary
Project Owner	Projects > Summary	Text	Project Owner as entered in Project Summary
Project Status	Projects > Summary	Text	Project Status as entered in Project Summary
Project Type	Projects > Summary	Text	Project Type as entered in Project Summary
Rate Card Name	Projects > Invoice Rules	Text	Name of Rate Card applied to project (if applicable)
Start Date	Projects > Summary	Date	Start Date as entered in Project Summary
Win Date	Projects > Summary	Date	Win Date as entered in Project Summary
Win Probability Percent	Projects > Summary	Percentage	Win Probability as entered in Project Summary

ProjectContact

This entity contains data for contacts that have been set as project contacts on the summary page of projects. This is linked to the project entity so that all contacts for various projects can be shown.

```
+-----------------+         +-----------------+
|  ProjectContact | ------>  |     Project     |
+-----------------+         +-----------------+
```

Report Builder field name	Location in PM	Type	Description
Project Contact Id	n/a	Numeric Value	Internal database Id of the project contact
Con Deleted	n/a	True/False	Indicates whether the project contact has been deleted from the system
Con First Name	Projects > Summary	Text	First name of the project contact
Con Last Name	Projects > Summary	Text	Last name of the project contact
Con Address 1	Contacts > Contacts	Text	First line of the project contacts address
Con Address 2	Contacts > Contacts	Text	Second line of the project contacts address
Con Town	Contacts > Contacts	Text	Town of project contacts address
Con County	Contacts > Contacts	Text	County of project contacts address
Con Country	Contacts > Contacts	Text	Country of project contacts address
Con Email	Contacts > Contacts	Text	Email address of the project contact
Con Fax	Contacts > Contacts	Text	Fax number of the project contact
Con Job Title	Contacts > Contacts	Text	Job role of the project contact
Con Mobile	Contacts > Contacts	Text	Mobile number of the project contact
Con Notes	Contacts > Contacts	Text	Notes entered against the project contact
Con Phone	Contacts > Contacts	Text	Phone number for the project contact
Con Postcode	Contacts > Contacts	Text	Postcode of the project contacts address
Con Title	Contacts > Contacts	Text	Title of the project contact (Mr., Mrs. Etc)
Con Org Name	Contacts > Contacts	Text	Name of the company the project contact belongs to
Con Org Address 1	Contacts > Contacts	Text	First line of the address of the project company that the contact belongs to
Con Org Address 2	Contacts > Contacts	Text	First line of the address of the company that the project contact belongs to
Con Org Town	Contacts > Contacts	Text	Town of the address of the company that the project contact belongs to
Con Org County	Contacts > Contacts	Text	County of the address of the company that the project contact belongs to
Con Org Country	Contacts > Contacts	Text	Country of the address of the company that the contact belongs to

Con Org Email	Contacts > Contacts	Text	Email address of the company that the project contact belongs to
Con Org Fax	Contacts > Contacts	Text	Fax number of the company that the project contact belongs to
Con Org Phone	Contacts > Contacts	Text	Phone number of the company that the project contact belongs to
Con Org Website	Contacts > Contacts	Text	Website address of company that the project contact belongs to
Custom Field 1..40	Contacts > Contacts	Text – All custom fields appear in report builder as text, but can be converted to numeric or date format with the appropriate function	These represent the custom fields that have/can be added to your system. Please check the 'Custom Fields' report in V1 Project Accounting to find out which field to use.