Report Builder – Project Reporting Model

The project reporting model allows you to retrieve all project associated 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

Changes in Purchase Invoice & Reporting Release – 20th July 2012

Key:

Field Added
Field Removed
Field Updated

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.*

Project Model Overview

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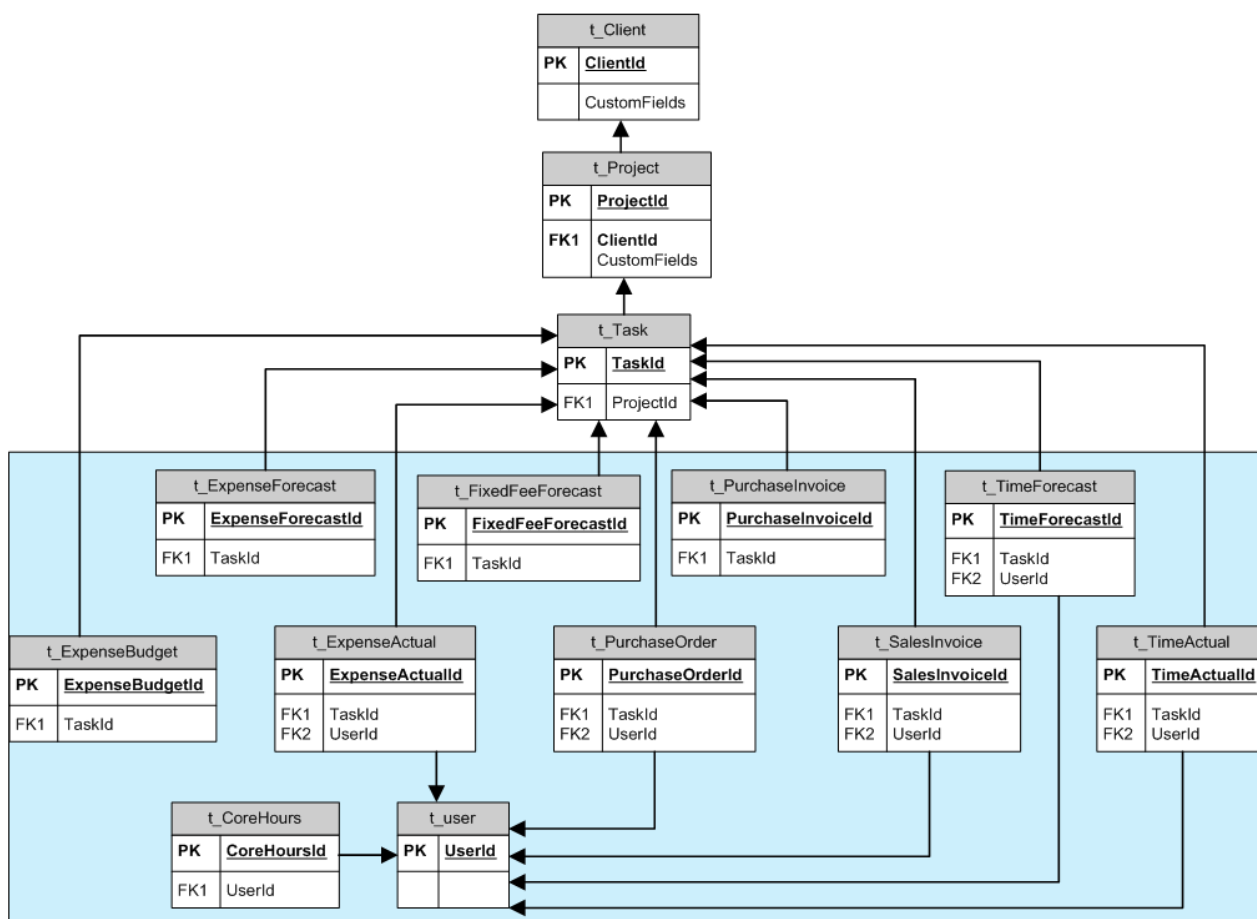
Data can be retrieved by one entity from another providing that there is a link between them, but these entities do not have to be directly linked.

For example, you could retrieve all time that has been worked for a specific client by using the name value from the Client entity, and an hours/cost value from the TimeActual entity. You would not have to use fields from the task or project entities, but if you did then it would group the hours/cost values by project/task.

Client

This entity contains data on client companies. Data regarding specific contacts is only available in the CRM reporting model. Clients are then linked to project data.

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┌─────────────────┐                    ┌─────────────────┐
│     Project     │───────────────────▶│     Client      │
└─────────────────┘                    └─────────────────┘
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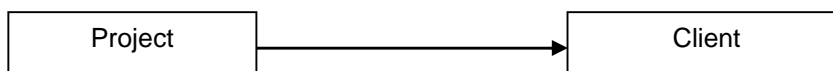
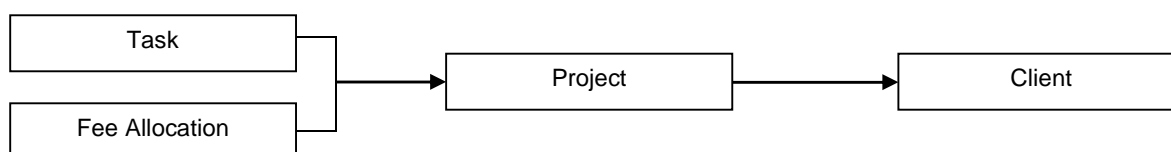| Report Builder field name	Location in PM	Type	Description
Client ID	n/a	Number	Internal ID number of client, stored in the database.
Accounts Reference	Contacts > Clients > Client Details	Number	Reference used when exporting data via AccountsLink
Billing Contact	Contacts > Clients > Client Details	Text	Default contact to appear on invoice
Client Address 1	Contacts > Clients > Client Details	Text	Contact details as entered in Client Details
Client Address 2	Contacts > Clients > Client Details	Text	Contact details as entered in Client Details
Client Town	Contacts > Clients > Client Details	Text	Contact details as entered in Client Details
Client County	Contacts > Clients > Client Details	Text	Contact details as entered in Client Details
Client Post Code	Contacts > Clients > Client Details	Text	Contact details as entered in Client Details
Client Fax	Contacts > Clients > Client Details	Text	Contact details as entered in Client Details
Client Email	Contacts > Clients > Client Details	Text	Contact details as entered in Client Details
Client Website	Contacts > Clients > Client Details	Text	Contact details as entered in Client Details
Client Name	Contacts > Clients > Client Details	Text	Contact details as entered in Client Details
Client Create Date	n/a	Date	Date that the client was first created
Client Deleted	n/a	True / False	'True' if client is deleted, 'False' otherwise
Client Owner	Contacts > Clients	Text	Client Owner as entered in Client Summary
Client Status	Contacts > Clients	Text	Client Status as entered in Client Summary
Current Invoice No	n/a	Text	Next available invoice number (based on increments by 1)
Industry Sector	Contacts > Clients > Client Details	Text	Industry Sector as entered in Client Details
Invoice Prefix	Contacts > Clients > Client Details	Text	Invoice Prefix as entered in Client Details
Notes	Contacts > Clients	Text	Free text notes that can be added to any client

Custom Field 1..100	Projects > Summary Contacts > Contacts Contacts > Clients Contacts > Suppliers Admin > Users	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, except task and fee allocation information which is held in their own entities.
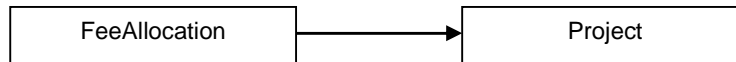

Report Builder field name	Location in PM	Type	Description
Project Id	n/a	Number	Internal database Id number of project, stored in the database
Row Status Id	n/a	Number	Unused, always 0
Bid Status Type Id	Projects > Summary	Number	Internal database Id of the Won/Bid/Lost status of the project
Bid Status 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 Id	Projects > Summary	Number	Internal database Id of the department assigned to the project
Department Name	Projects > Summary	Text	Name of the department assigned to the project
(Department Address fields)	Admin > Company Settings > Departments	Text	The address of the Department
EndDate	Projects > Summary	Date	Project end date as shown on the project summary page
Total Estimates Budgeted Cost	Projects > Estimates	Number	Total Estimates Budget Total Cost + Sum of positive Expense cost to projects
Estimates Budgeted Margin	Projects > Estimates	Number	*(Budgeted Turnover – Budgeted Cost) / Budgeted Turnover*
Total Estimates Budgeted Turnover	Projects > Estimates	Number	*Total Fee* (from *Tasks Budget*) – any negative budgeted expenses (from Expenses Budget *Cost to Project*)
Estimates Target Margin	Projects > Estimates	Number	Target Margin as entered in Estimates
Total Estimates Target Total Cost	Projects > Estimates	Number	Target Cost as entered in Estimates
Total Estimates Target Turnover	Projects > Estimates	Number	Target Turnover as entered in Estimates
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
Project Manager Id	Projects > Summary	Number	Internal database Id of the Project Manager of the project
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 Id	Projects > Summary	Number	Internal database Id of the project owner of the project
Project Owner	Projects > Summary	Text	Project Owner as entered in Project Summary
Project Status Id	Projects > Summary	Number	Internal database Id of the project status of the project
Project Status	Projects > Summary	Text	Project Status as entered in Project Summary
Project Type Id	Projects > Summary	Number	Internal database Id of the project type of the project
Project Type	Projects > Summary	Text	Project Type as entered in Project Summary
Rate Card Name Id	Projects > Invoice Schedule	Number	Will always return a NULL value as Rate Cards are now associated with a Rate Set
Rate Card Name	Projects > Invoice Schedule	Text	Will always return a NULL value as Rate Cards are now associated with a Rate Set
Start Date	Projects > Summary	Date	Will always return a NULL value as Rate Cards are now associated with a Rate Set
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
Custom Field 1..100	Projects > Summary	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 > Fee Allocation

This entity contains fee allocation data at project level. Fee data at the task level is stored in a different entity of the same name, found by clicking through to the task entity.
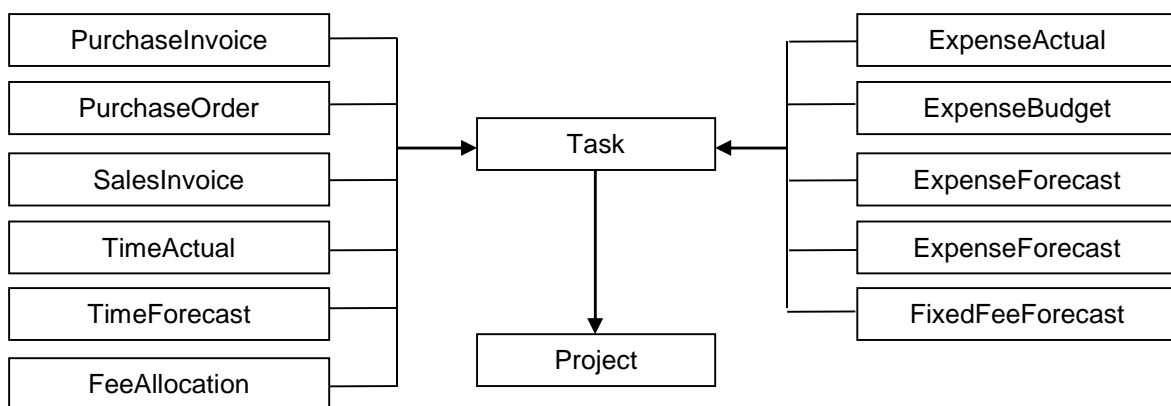
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┌──────────────────┐          ┌──────────────────┐
│   FeeAllocation  │ ───────▶ │     Project      │
└──────────────────┘          └──────────────────┘
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Report Builder field name	Location in PM	Type	Description
Total Fee All Contract Value	Projects > Fee Allocation	Number	Contract Value
Total Fee All Core Project Fee	Projects > Fee Allocation	Number	Core Project Fee
Fee All Core Project Percent	Projects > Fee Allocation	Number	Core Project Fee as a percentage of the Contract Value
Total Fee All Expense Fee	Projects > Fee Allocation (Additional Fees)	Number	Additional Expense Fees
Fee All Expense Fee notes	Projects > Fee Allocation (Additional Fees)	Text	Notes entered against Additional Expense Fees
Fee All Expense Fee Source	Projects > Fee Allocation (Additional Fees)	Fixed Text	Description of Additional Expense Fees, either % of Core Project Fee, % of Contract Value, % of Total Project Fee, or Fixed Cost.
Fee All Expense Percent	Projects > Fee Allocation (Additional Fees)	Number	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
Fee All Lock Non Rec To Resource Fee Percent	Projects > Fee Allocation (Budget Including non-recoverable)	True/False	Indicates whether 'Lock Non-Recoverable Fee % to Resource Fee %' has been set (can only be set to true if 'Non-rec. calculations' is set to 'Top Down')
Fee All non Rec Calculations	Projects > Fee Allocation	Fixed Text	Non-rec. Calculations', will be either 'Top down' or 'Bottom Up'
Total Fee All non Rec Costs Fee	Projects > Fee Allocation	Number	Amount of contract value 'Allocated to Non-Recoverable'
Fee All non Rec Costs Percent	Projects > Fee Allocation	Number	Percentage value of 'Allocated to Non-Recoverable' if 'Fee All non Rec Costs Source' is set to '% of Core Project Fee' or '% of Contract Value'
Fee All non Rec Costs Source	Projects > Fee Allocation	Text	Description of 'Allocated to Non-Recoverable', either % of Core Project Fee, % of Contract Value or Fixed Cost.
Fee All non Rec Percentages Source	Projects > Fee Allocation (Budget excluding non-recoverable)	Fixed Text	Non-Recoverable Fee % of', either 'Fee Allocated to Non-Recoverable costs' or 'Contract Value'.
Fee All Project Fee Notes	Projects > Fee Allocation	Text	Notes entered against the Total Project Fee.
Fee All Resource Calculations	Projects > Fee Allocation	Text	Resource Calculations', will be either 'Top down' or 'Bottom Up'
Total Fee All Resource Costs Fee	Projects > Fee Allocation (Budget excluding non-recoverable)	Number	Total 'Resource Fee'
Fee All Resource Percentages Source	Projects > Fee Allocation (Budget excluding non-recoverable)	Fixed Text	Resource Fee % of', either 'Fee Allocated to Resource' or 'Contract Value'.
Total Fee All Third Party Fee	Projects > Fee Allocation (Additional Fees)	Number	Additional Third Party Fees
Fee All Third Party Fee notes	Projects > Fee Allocation (Additional Fees)	Text	Notes entered against Additional Third Party Fees

Fee All Third Party Fee Source	Projects > Fee Allocation (Additional Fees)	Fixed Text	Description of Third Party Expense Fees, either % of Core Project Fee, % of Contract Value, % of Total Project Fee, or Fixed Cost.
Fee All Third Party Percent	Projects > Fee Allocation (Additional Fees)	Number	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
Total Fee All Total Project Fee	Projects > Fee Allocation	Number	Total Project Fee

Task

This entity contains all task data, and is linked to its owning project and most of the other data entities. Some fields refer to the estimates page, which is only applicable which to V1 Project Accounting for management consultants, marketing consultants and IT consultants.

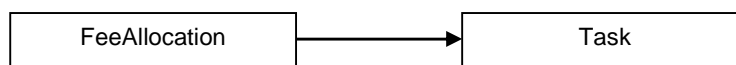| Report Builder field name	Location in PM	Type	Description
Task Id	n/a	Number	Internal database Id number of task, stored in the database
Parent Task Id	n/a	Number	Internal database Id number of Parent Task, stored in the database
Top Level Parent Task Id	n/a	Number	Internal database Id number of the top level parent task, stored in the database
Row Status Id	n/a	Text	Unused, always 0
Complete	Projects > Work Structure	True / False	Target completion status - True if marked as complete False if active
Completion Date	Projects > Work Structure	Date	Date task completed
Fee Type Id	Projects > Work Structure	Fixed Text	Internal database Id of the fee type
Finish Date	Projects > Work Structure	Date	End Date of task as calculated in Work Structure
Fee Type	Projects > Work Structure	Fixed Text	Fixed fee' or 'Time Based'
Is Leaf	Projects > Work Structure	True / False	'False' if a parent task, 'True' otherwise
Is Top Level	Projects > Work Structure	True / False	'True' if task is a Parent Task, 'False' otherwise

Milestone	Projects > Work Structure	True / False	'True' if task is set to milestone, 'False' otherwise
Notes	Projects > Work Structure	Text	Notes as entered in Task 'Notes' box
Parent Task Name	Projects > Work Structure	Text	Name of Parent Task, if applicable
Percent Complete	Projects > Work Structure	Percentage	Percent complete as entered in Work Structure
Total Planned Days	Projects > Work Structure	Number	Total days resourced for task
Predecessors	Projects > Work Structure	Text	Task number of predecessor task(s)
Project Activity Name	Projects > Estimates	Text	Project Activity Name selected from drop down, if Estimates Task Budget Type is set to 'Activity'
Sequence Number	Projects > Work Structure	Number	Task Number from Work Structure
Speculative	Projects > Work Structure	True / False	'True' if task is marked as speculative, 'False' otherwise
Start Date	Projects > Work Structure	Date	Start Date of task, as entered in Work Structure
Total Target Profit			
Total Task Cost	Projects > Fee Allocation	Number	Resource cost + Non-rec. cost for task as shown on fee allocation
Task Deleted	n/a	True / False	'True' if task is deleted, 'False' otherwise
Total Task Fee	Projects > Fee Allocation	Number	Resource Fee' for task as shown on fee allocation
Task Name	Projects > Work Structure	Text	Task Name as entered in Work Structure
Task Probability	Projects > Work Structure	Text	Task Probability as entered in Work Structure
Task Status	Projects > Work Structure	Number	Internal database Id of the task status
Task Status	Projects > Work Structure	Text	Task Status as entered in Work Structure
Task Status Action Id	Projects > Work Structure	Number	Internal database Id of the task status action
Task Status Action	Projects > Work Structure	Text	Action of the task status (In progress/Dormant/Pending/Complete)
Task Status With Action	Projects > Work Structure	Text	Task status with action in brackets
Task Type Id	Projects > Work Structure	Number	Internal database Id of the task type
Task Type	Projects > Work Structure	Fixed Text	Type of resourcing used on the task, either 'NonEffortDriven', 'AccumulatedWork', 'MoveableCalendared' or 'Fixed Calendared'
Custom Field 1..100	Projects > Work Structure	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.
Task Level	Projects > Work Structure	Number	Indicates the level in the hierarchy for indented tasks

Task > Fee Allocation

This entity contains fee allocation data at task level. Fee data at the project level is stored in a different entity of the same name, found by clicking through to the project entity.
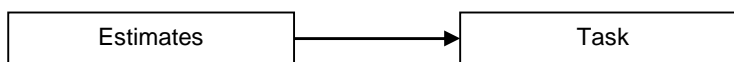
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┌─────────────────┐              ┌─────────────────┐
│  FeeAllocation  │ ───────────▶ │      Task       │
└─────────────────┘              └─────────────────┘
```

Report Builder field name	Location in PM	Type	Description
Fee All Is Variation	Projects > Fee Allocation (Budget excluding non-recoverable)	True/False	Indicates whether the task is marked as a variation
Total Fee All non Rec Cost	Projects > Fee Allocation (Budget Including non-recoverable)	Number	Non-recoverable cost
Fee All Non Rec Cost Percent	Projects > Fee Allocation (Budget Including non-recoverable)	Number	Non-recoverable cost %
Total Fee All Non Rec Fee	Projects > Fee Allocation (Budget Including non-recoverable)	Number	Non-recoverable fee
Fee All Non Rec Fee Percent	Projects > Fee Allocation (Budget Including non-recoverable)	Number	Non-recoverable fee %
Fee All Non Rec Freeze	Projects > Fee Allocation (Budget Including non-recoverable)	True/False	Indicates whether the task is marked as frozen in the 'Budget including non-recoverable' section
Total Fee All Resource Cost	Projects > Fee Allocation (Budget excluding non-recoverable)	Number	Resource cost
Fee All Resource Cost Percent	Projects > Fee Allocation (Budget excluding non-recoverable)	Number	Resource cost %
Total Fee All Resource Fee	Projects > Fee Allocation (Budget excluding non-recoverable)	Number	Resource fee
Fee All Resource Fee Percent	Projects > Fee Allocation (Budget excluding non-recoverable)	Number	Resource fee %
Fee All Resource Freeze	Projects > Fee Allocation (Budget excluding non-recoverable)	True/False	Indicates whether the task is marked as frozen in the 'Budget including non-recoverable' section
Fee All Resource Margin Percent	Projects > Fee Allocation (Budget excluding non-recoverable)	Number	Resource Margin %
Total Fee All Resource Profit	Projects > Fee Allocation (Budget excluding non-recoverable)	Number	Resource Profit
Fee All Task Fee Notes	Projects > Fee Allocation (Budget excluding non-recoverable)	Text	Fee notes entered against each task
Total Fee All Total Budget Cost	Projects > Fee Allocation	Number	Resource cost + Non-rec. cost
Total Fee All Total Budget Fee	Projects > Fee Allocation	Number	Resource fee + Non-rec. fee
Fee All Total Budget Margin Percent	Projects > Fee Allocation (Budget Including non-recoverable)	Number	Total Margin %
Total Fee All Total Budget Profit	Projects > Fee Allocation (Budget Including non-recoverable)	Number	Total Profit

|			
Total Fee All Time Hours	Projects > Fee Allocation	Number	Total number of hours entered into the Resource Budget Calculator

Task > Estimates

This entity contains fee allocation data at task level. Fee data at the project level is stored in a different entity of the same name, found by clicking through to the project entity.

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┌─────────────────┐              ┌─────────────────┐
│    Estimates    │─────────────▶│      Task       │
└─────────────────┘              └─────────────────┘
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Report Builder field name	Location in PM	Type	Description
Total Estimates Budget Expense Billing	Projects > Estimates	Number	
Total Estimates Budget Expense Cost	Projects > Estimates	Number	
Estimates Budget Expense Margin	Projects > Estimates	Number	
Estimates Budget Expense Notes	Projects > Estimates	Text	
Total Estimates Budget Time Billing	Projects > Estimates	Number	
Total Estimates Budget Time Cost	Projects > Estimates	Number	
Estimates Budget Time Margin	Projects > Estimates	Number	
Estimates Budget Time Notes	Projects > Estimates	Text	
Total Estimates Budget Total Billing	Projects > Estimates	Number	
Total Estimates Budget Total Cost	Projects > Estimates	Number	
Estimates Budget Total Margin	Projects > Estimates	Number	
Estimates Task Budget Type Id	Projects > Estimates	Number	
Estimates Task Budget Type	Projects > Estimates	Text	
Total Estimates Time Hours	Projects > Estimates	Number	Total number of hours entered into the Time Budget Calculator

Data

The data entity does not relate to any specific area of V1 Project Accounting but contains several generic fields that are applicable to other entities. These can be very useful for filtering or grouping the related data types. The cost fields can also be used to show total costs of projects and tasks.
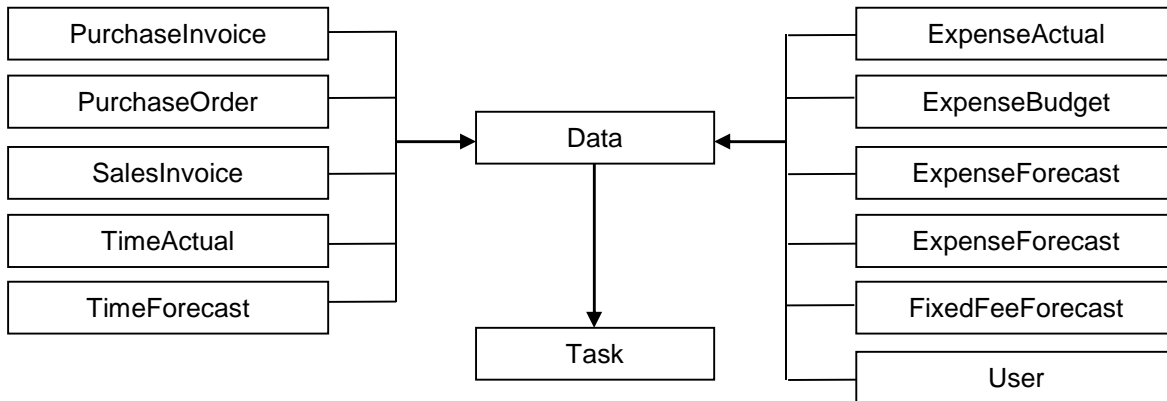
Report Builder field name	Location in PM	Type	Description
Data Id	n/a	Number	Internal ID number of data type item, different for each item
Data Type	Projects, Expenses, Timesheets	Fixed Text	Type of data being reported on. Can be either TimeActual, TimeForecast, SalesInvoice, PurchaseInvoice, ExpenseActual, ExpenseForecast FixedFeeForecast
Date	Projects, Expenses, Timesheets	Date	Incurred/scheduled date of item
Date Month	Projects, Expenses, Timesheets	Date	Incurred/scheduled month of item
Total Cost	Projects, Expenses, Timesheets	Number	Total net cost of approved item/s
Total Expense And PI	Projects, Expenses, Timesheets	Number	Total net cost of approved expense sheets and Purchase Invoices

Data > ExpenseActual

This entity contains expense data that users have entered through their expense sheets. Each expense sheet entry is related to the user that made the claim and project task that it was made against.

| User	←	ExpenseActual	→	Task
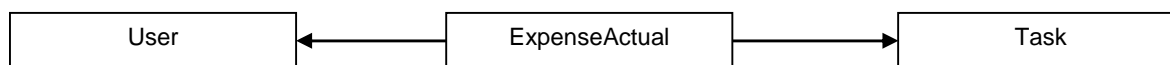
Report Builder field name	Location in PM	Type	Description
Exp Act Accounts Link Department Code	Admin > AccountsLink > Department Numbers	Text	Department number assigned to expense when exported via AccountsLink
Exp Act Approval Notes	My Work > My Approvals	Text	Approval note entered when expense was approved
Exp Act Approval Status	My Work > My Approvals	Text	Approval status of expense item (draft/submitted/approved/rejected)
Total Exp Act Approval Expense Cost Net	Expenses	Number	Total net expense cost of approved expenses
Exp Act Approval Date	My Work > My Approvals	Date	Date expense was approved
Exp Act Billable	Projects > Invoice Schedule	True / False	Identifies if the expense is billable to the client. 'Refresh Due' operation needs to be run for this to show the correct value for time that has not yet been invoiced.
Exp Act Charge Value	Expenses, Projects > Invoice Schedule	Number	The chargeable value as defined in the project's Rate Set
Exp Act Currency	Expenses	Number	Currency selected when entering an expense item (multi-currency only).
Exp Act Exchange Rate	Expenses	Number	Exchange rate entered for an expense item when another currency selected (multi-currency only).
Exp Act Expense Type Name	Expenses	Text	Expense type logged to
Exp Act Exported Date	Admin > AccountsLink > History	Date	Date expense was exported via AccountsLink
Total Exp Act Foreign Unit Gross	Expenses	Number	The gross unit cost of an expense item in the selected currency, if no currency selected then 0 (multi-currency only).
Exp Act Incurred Date	Expenses	Date	Incurred date of expense item
Exp Act Item Reference	Expenses	Text	Unused
Exp Act Notes	Expenses	Text	Expense sheet notes
Exp Act Payment Type Name	Expenses	Text	Name of payment type selected for expense
Total Exp Act Quantity	Expenses	Number	Quantity of expense item entered
Exp Act Reimbursable	Expenses	True / False	'True' if expense is reimbursable, 'False' otherwise
Exp Act Submitted Date	My Work > My Approvals	Date	Submitted date of expense
Exp Act Tax Rate	Expenses	Number	Tax rate applied to expense item
Total Exp Act Total Gross	Expenses	Number	Total gross value of expense item
Total Exp Act Total Net	Expenses	Number	Total net value of expense item
Total Exp Act Total Tax	Expenses	Number	Total tax value of expense sheet
Total Exp Act Unit Gross	Expenses	Number	Unit gross value of expense item

Exp Act User Name	Expenses	Text	User who submitted the expense item
Exp Act AccountsLink Nominal Code	Admin > Company Settings > Expense Types	Text	Nominal code of the Expense Type
Exp Act Markup	Expenses	Number	Percentage mark up applied to the expense
Exp Act Tax Rate Code	Expenses	Text	Tax rate code applied to the expense
Exp Act Tax Rate Name	Expenses	Text	Tax rate name applied to the expense
Exp Act User Name Creator	Expenses	Text	User that created the expense item

Data > ExpenseBudget

This entity contains data taken from the expense budget section on the projects estimates page (applicable only to V1 Project Accounting for management consultants, marketing consultants and IT consultants). Each expense budget entry is related to a task on a project.
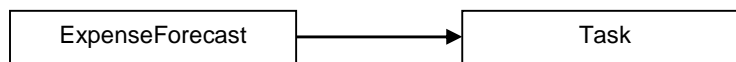
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┌──────────────────┐          ┌──────────────────┐
│  ExpenseBudget   │ ───────▶ │       Task       │
└──────────────────┘          └──────────────────┘
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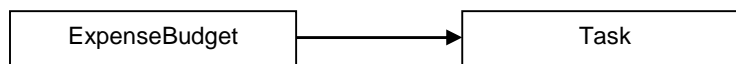
Report Builder field name	Location in PM	Type	Description
Total Exp Bdg Cost To Project	Projects > Estimates > Expenses Budget > Cost To Project (total)	Number	Total net cost to the project, including any recharge mark-up
Exp Bdg Expense Type Name	Projects > Estimates > Expenses Budget > Expense Type	Text	Expense type selected from drop-down
Total Exp Bdg Mark Up	Projects > Estimates > Expenses Budget > Mark Up (%) (total)	Number	Recharge mark-up
Exp Bdg Notes	Projects > Estimates > Expenses Budget > Notes	Text	Notes added against expense budget item
Total Exp Bdg Quantity	Projects > Estimates > Expenses Budget > Quantity (total)	Number	Number of units against expense budget item
Exp Bdg Recharge	Projects > Estimates > Expenses Budget > Recharge	Yes/No	Yes if recharged back to the client, No if not
Exp Bdg Tax Rate	Projects > Estimates > Expenses Budget > Tax Rate (%)	Number	Tax rate applied to expense budget item
Total Exp Bdg Total Gross	Projects > Estimates > Expenses Budget > Total Gross (GBP)	Number	Total cost before tax and recharge mark-up
Total Exp Bdg Total Net	Projects > Estimates > Expenses Budget > Total Net (GBP)	Number	Total cost after tax and before recharge mark-up
Total Exp Bdg Unit	Projects > Estimates > Expenses Budget > Unit	Number	Type of unit (either days, hours, or volume)
Total Exp Bdg Unit Cost	Projects > Estimates > Expenses Budget > Unit Cost (GBP)	Number	Cost per unit

Data > ExpenseForecast

This entity contains expense forecast data that has been entered against projects. Each expense forecast entry is related to a task on a project.

| ExpenseForecast | ⟶ | Task |

Report Builder field name	Location in PM	Type	Description
Exp For Expense Type Name	Projects > Expense Forecast	Text	The expense type selected when entering an expense forecast item OR creating an expense invoice item
Exp For Incurred Date	Projects > Expense Forecast	Date	The date the forecast expense item is expected to be incurred
Total Exp For Quantity	Projects > Expense Forecast	Number	The quantity value of the expense forecast item
Exp For Rule Name	Projects > Expense Forecast	Text	The Invoice Rule that specifies to bill this amount (Blank if just a cost that will not be recharged)
Exp For Tax Rate	Projects > Expense Forecast	Number	The tax rate selected for an expense forecast item.
Total Exp For Total Gross	Projects > Expense Forecast	Number	The chargeable value for this expense, including tax (or total for a higher grouping if not broken down into items). Or the lump sum amounts specified to be billed in Lump Sum or Task Completion invoice rules including tax
Total Exp For Total Net Cost	Projects > Expense Forecast	Number	The net chargeable value of an expense forecast item as specified in the project's Rate Sets (or total for a higher grouping if not broken down into items) for expense recharge rules. Or the lump sum amounts specified to be billed in Lump Sum or Task Completion invoice rules
Total Exp For Total Net	Projects > Expense Forecast	Number	The net charge of an expense forecast item, or total for a higher grouping if not broken down into items (An expense invoice rule is required, otherwise 0).
Exp For Supplier Name	Projects > Expense Forecast	Text	The supplier selected when entering an expense forecast item.
Total Exp For Unit Gross	Projects > Expense Forecast	Number	The gross unit cost of an expense forecast item
Total Exp For Unit Net	Projects > Expense Forecast	Number	The net unit cost of an expense forecast item.
Exp For Billable	Projects > Rate Sets	True / False	Whether or not the forecast expense item is flagged to be invoiced to the client. i.e. an invoice rule is set up to include it
Exp For Client PO Number	Projects > Invoice Schedule	Text	The Purchase Order that this expense item will be billed to the client under

Exp For Client PO Amount	Projects > Invoice Schedule	Number	The total amount of the client's Purchase Order. (Use AVG value to avoid multiplying)
ExpForHasForecastCost	Projects > Expense Forecast	True / False	Whether the forecast expense item is a cost being recharged or a lump sum amount with no associated cost

Data > FixedFeeForecast

This entity contains data regarding forecasted fixed fees which are entered in the invoice rules section of a project. Each fixed fee forecast entry is related to a task on a project.

```
┌──────────────────────┐          ┌──────────────────────┐
│   FixedFeeForecast    │  ──────▶ │         Task          │
└──────────────────────┘          └──────────────────────┘
```
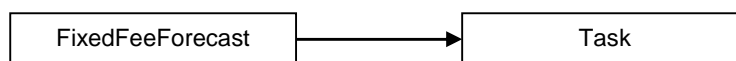
Report Builder field name	Location in PM	Type	Description
Fix For Incurred Date	Projects > Invoice Schedule (Fixed fee invoice rule)	Date	The date that the fixed fee rule has been set to bill the fixed fee amount.
Total Fix For Quantity	Projects > Invoice Schedule (Fixed fee invoice rule)	Number	The quantity of the fixed fee amount being billed (This is always 1).
Fix For Rule Name	Projects > Invoice Schedule (Fixed fee invoice rule)	Text	The name given to the fixed fee invoice rule.
Fix For Tax Rate	Projects > Invoice Schedule (Fixed fee invoice rule)	Number	The tax rate to be used on the fixed fee.
Total Fix For Total Gross	Projects > Invoice Schedule (Fixed fee invoice rule)	Number	The total gross amount of the fixed fee, or total for higher grouping if not broken down into individual fixed fees.
Total Fix For Total Net	Projects > Invoice Schedule (Fixed fee invoice rule)	Number	The total net amount of the fixed fee, or total for higher grouping if not broken down into individual fixed fees.
Total Fix For Unit Gross	Projects > Invoice Schedule (Fixed fee invoice rule)	Number	The total gross amount of the fixed fee.
Total Fix For Unit Net	Projects > Invoice Schedule (Fixed fee invoice rule)	Number	The total gross amount of the fixed fee.

Data > PurchaseInvoice

This entity contains purchase invoice data which has been entered through the purchase invoice entry page. Each purchase invoice item entry is related to a task on a project.

```
┌─────────────────────┐          ┌─────────────────────┐
│  Purchase Invoice   │─────────▶│        Task         │
└─────────────────────┘          └─────────────────────┘
```
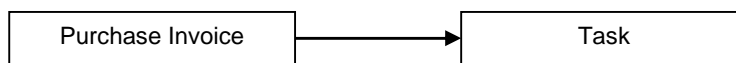
Report Builder field name	Location in PM	Type	Description
PI Accounts Link Department Code	Admin > AccountsLink > Export	Text	The department code assigned to the purchase invoice when exported from the accounts link module (remains blank if not eligible to export).
PI Approval Notes	My Work > My Approvals (Purchase Invoice)	Text	The notes that can be completed when a purchase invoice is approved.
PI Approval Status	My Work > My Approvals (Purchase Invoice) or Expense > Purchase Invoices	Fixed Text	Status of the purchase invoice (Draft/Submitted/Approved/Rejected)
PI Approved Date	My Work > My Approvals (Purchase Invoice)	Date	The date that the purchase invoice was approved, if in 'Approved' status, otherwise blank.
Total PI Approved Purchase Invoice Cost Net	My Work > My Approvals (Purchase Invoice) or Expense > Purchase Invoices	Number	The total net cost of the purchase invoice if in 'Approved status', otherwise 0.
PI Associate User	Expenses > Purchase Invoice Entry	Text	The name of the user whose time has been reconciled to a purchase invoice (may be several per purchase invoice).
PI Currency	Expenses > Purchase Invoice Entry	Text	The currency selected when entering an item on a purchase invoice (only used if multi-currency enabled).
PI Exchange Rate	Expenses > Purchase Invoice Entry	Number	The exchange rate used when selecting a different currency for an item on a purchase invoice (only used if multi-currency enabled).
PI Exported Date	Admin > Accountslink > History	Date	The date that the purchase invoice was exported from the AccountsLink module (remains blank if never exported).
Total PI Foreign Unit Gross	Expenses > Purchase Invoice Entry	Number	The gross unit cost of a purchase invoice item in the currency selected. If no currency was selected then remains 0.
PI Invoice Date	Expenses > Purchase Invoice Entry	Date	The date given to the purchase invoice.
PI Invoice Number	Expenses > Purchase Invoice Entry	Text	The number given to the purchase invoice
PI Notes	Expenses > Purchase Invoice Entry	Text	The notes given to a purchase invoice item.
PI Expense Type Name	Expenses > Purchase Invoice Entry	Text	The expense type selected on a purchase invoice item.
PI Purchase Order Full Number	Expenses > Purchase Invoice Entry	Text	The number of the purchase order that a purchase invoice item has been reconciled from (if the item has been reconciled from a purchase order, otherwise blank).
Total PI Quantity	Expenses > Purchase Invoice Entry	Number	The quantity selected for a purchase invoice item

Report Builder field name	Location in PM	Type	Description
PI Submitted Date	My Work > My Approvals (Purchase Invoice)	Date	The date that the purchase invoice was submitted for approval.
PI Supplier Name	Expenses > Purchase Invoice Entry	Text	The supplier selected when entering a purchase invoice.
PI Tax Rate	Expenses > Purchase Invoice Entry	Number	The tax rate selected for a purchase invoice item.
Total PI Total Gross	Expenses > Purchase Invoice Entry	Number	The total gross cost of the purchase invoice
Total PI Total Net	Expenses > Purchase Invoice Entry	Number	The total net cost of the purchase invoice.
Total PI Total Tax	Expenses > Purchase Invoice Entry	Number	The total tax amount of the purchase invoice.
Total PI Unit Gross	Expenses > Purchase Invoice Entry	Number	The gross unit cost of a purchase invoice item.
PI AccountsLink Nominal Code	Admin > Company Settings > Expense Types	Text	Nominal code of the Expense Type
PI Export Never	Admin > AccountsLink	True / False	Whether or not this PI item has been flagged to never be exported from AccountsLink
PI Tax Rate Code	Expenses > Purchase Invoice Entry	Text	Tax rate code applied to the PI item
PI Tax Rate Name	Expenses > Purchase Invoice Entry	Text	Tax rate name applied to the PI item
PI User Name Creator	Expenses > Purchase Invoice Entry	Text	User that created the PI item

Data > PurchaseOrder

This entity contains purchase order data which has been entered through the purchase order entry page. Each purchase order item entry is related to the user who entered it and a task on a project.

User	←	PurchaseOrder	→	Task
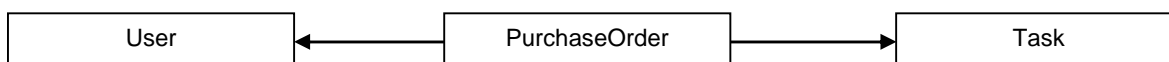
Report Builder field name	Location in PM	Type	Description
Total PO Allocation Quantity	Expenses > Purchase Order Entry > Purchase Order Items	Number	The quantity of a purchase order item allocated to a project task (different to Total PI Item quantity).
PO Allocation Reconcile Status	Expenses > Purchase Invoice Entry > Reconcile Wizard)	Fixed Text	Indicates whether an allocation of a purchase order item to a project/task has been reconciled to a purchase invoice (Not reconciled/Partially reconciled/Fully reconciled).
PO Approval Status	My Work > My Approvals (Purchase Order) or Expense > Purchase Order History	Fixed Text	The status of the purchase order (Draft/Submitted/Approved/Rejected).
PO Approved Date	My Work > My Approvals (Purchase Order)	Date	The date on which the purchase order was approved.
PO Approver	My Work > My Approvals (Purchase Order)	Text	The name of the user who has approved the purchase order (remains blank until approved).
PO Contact	Expenses > Purchase Order Entry	Text	The internal contact selected when entering the purchase order.

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PO Currency	Expenses > Purchase Order Entry > Purchase Order Items	Text	The currency selected when entering a purchase order (if multi-currency enabled).
PO Deliver To Department	Expenses > Purchase Order Entry	True / False	Indicates whether a purchase order has been set to deliver to an internal department
PO Delivery Department Name	Expenses > Purchase Order Entry	Text	Name of the department selected for delivery (If 'PO deliver To Department' is true, otherwise blank).
PO Delivery Address 1	Expenses > Purchase Order Entry	Text	First line of address for delivery (If 'PO deliver To Department' is true, adress of selected department is used).
PO Delivery Address 2	Expenses > Purchase Order Entry	Text	Second line of address for delivery (If 'PO deliver To Department' is true, address of selected department is used).
PO Delivery Town	Expenses > Purchase Order Entry	Text	Town from address for delivery (If 'PO deliver To Department' is true, address of selected department is used).
PO Delivery County	Expenses > Purchase Order Entry	Text	County from address for delivery (If 'PO deliver To Department' is true, address of selected department is used).
PO Delivery Postcode	Expenses > Purchase Order Entry	Text	Postcode from address for delivery (If 'PO deliver To Department' is true, address of selected department is used).
PO Delivery Country	Expenses > Purchase Order Entry	Text	Country from address for delivery (If 'PO deliver To Department' is true, address of selected department is used).
PO Exchange Rate	Expenses > Purchase Order Entry > Purchase Order Items	Number	The exchange rate entered when a different currency is selected when entering a purchase order (if multi-currency enabled).
PO Expense Type Name	Expenses > Purchase Order Entry > Purchase Order Items	Text	The expense type of a purchase order item.
Total PO Foreign Total Gross	Expenses > Purchase Order Entry	Number	The total gross cost of the purchase order in the currency selected (multi-currency only, 0 if currency not selected).
Total PO Foreign Total Net	Expenses > Purchase Order Entry	Number	The total net cost of the purchase order in the currency selected (multi-currency only, 0 if currency not selected).
Total PO Foreign Total Tax	Expenses > Purchase Order Entry	Number	The total tax amount of the purchase order in the currency selected (multi-currency only, 0 if currency not selected).
PO Item Description	Expenses > Purchase Order Entry > Purchase Order Items	Text	The description entered against a purchase order item.
PO Item Exchange Rate	Expenses > Purchase Order Entry > Purchase Order Items	Number	The exchange rate of a purchase order item with a different currency selected (multi-currency only).
Total PO Item Foreign Total Net	Expenses > Purchase Order Entry > Purchase Order Items	Number	The total net cost of a purchase order item in the currency selected (multi-currency only, 0 if currency not selected).
Total PO Item Foreign Unit Net	Expenses > Purchase Order Entry > Purchase Order Items	Number	The net unit cost of a purchase order item in the currency selected (multi-currency only, 0 if currency not selected).
PO Item Notes	Expenses > Purchase Order Entry > Purchase Order Items	Text	The notes entered against a purchase order item.
PO Item Number	Expenses > Purchase Order Entry > Purchase Order Items	Number	The number of the item on the purchase order.

Total PO Item Quantity	Expenses > Purchase Order Entry > Purchase Order Items	Number	The quantity of an purchase order item.
PO Item Reconcile Status	Expenses > Purchase Invoice Entry > Reconcile Wizard)	Text	Indicates whether a purchase order item has been reconciled to a purchase invoice (Not reconciled/Partially reconciled/Fully reconciled).
Total PO Item Total Net		Number	The total net cost of a purchase order item.
PO Invoice To Department	Expenses > Purchase Order Entry	True / False	Indicates whether a purchase order has set to invoice to an internal department
PO Invoice Department Name	Expenses > Purchase Order Entry	Text	Name of the department selected to invoice (If 'PO Invoice To Department' is true, otherwise blank).
PO Invoice Address 1	Expenses > Purchase Order Entry	Text	First line of address for invoice (If 'PO Invoice To Department' is true, address of selected department is used).
PO Invoice Address 2	Expenses > Purchase Order Entry	Text	Second line of address for invoice (If 'PO Invoice To Department' is true, address of selected department is used).
PO Invoice Town	Expenses > Purchase Order Entry	Text	Town from address for invoice (If 'PO Invoice To Department' is true, address of selected department is used).
PO Invoice County	Expenses > Purchase Order Entry	Text	County from address for invoice (If 'PO Invoice To Department' is true, address of selected department is used).
PO Invoice Postcode	Expenses > Purchase Order Entry	Text	Postcode from address for invoice (If 'PO Invoice To Department' is true, address of selected department is used).
PO Invoice Country	Expenses > Purchase Order Entry	Text	Country from address for invoice (If 'PO Invoice To Department' is true, address of selected department is used).
PO Notes	Expenses > Purchase Order Entry	Text	The notes entered when creating a purchase order.
PO Payment Terms	Expenses > Purchase Order Entry	Text	The number of days set as payment terms when entering a purchase order.
PO Purchase Order Date	Expenses > Purchase Order Entry	Date	The date selected when entering a purchase order.
PO Purchase Order Full Number	My Work > My Approvals (Purchase Order) or Expenses > Purchase Order History	Text	The full number given to the purchase order, including any prefix.
PO Purchase Order Status	My Work > My Approvals (Purchase Order) or Expenses > Purchase Order History	Fixed Text	Status of the purchase order (Draft/Submitted/Approved/Rejected)
PO Purchase Order Type Name	Expenses > Purchase Order Entry	Text	The 'Type' selected when entering a purchase order.
PO Reconcile Status	Expenses > Purchase Invoice Entry > Reconcile Wizard)	Text	Indicates whether a purchase order has been reconciled to a purchase invoice (Not reconciled/Partially reconciled/Fully reconciled).
PO Item Reference	Expenses > Purchase Order Entry > Purchase Order Items	Text	The 'Reference' entered against a purchase order item.
PO Item Required Date	Expenses > Purchase Order Entry > Purchase Order Items	Date	The 'Required date' entered for a purchase order item.
PO Submitted Date	My Work > My Approvals (Purchase Order)	Date	The date that a purchase order was submitted for approval.
PO Supplier Name	Expenses > Purchase Order Entry	Text	The supplier selected when entering a purchase order.

PO Item Tax Rate	Expenses > Purchase Order Entry > Purchase Order Items	Number	The tax rate used by a purchase order item.
Total PO Total Gross	Expenses > Purchase Order Entry	Number	The total gross cost of a purchase order
Total PO Total Net	Expenses > Purchase Order Entry	Number	The total net cost of a purchase order
Total PO Total Tax	Expenses > Purchase Order Entry	Number	The total tax amount of a purchase order
Total PO Item Unit Net	Expenses > Purchase Order Entry > Purchase Order Items	Number	The net unit cost of a purchase invoice item.
PO User Name	My Work > My Approvals (Purchase Order)	Text	The name of the user who entered the purchase order.

Data > SalesInvoice

This entity contains sales invoices data which has been entered either manually through the invoicing section or generated using invoice rules. Each sales invoice item entry is related to a task on a project and the user who it regards. If it's a time invoice item then this will be the user who worked the time, if it's an expense item then this will the user who claimed the expense, and if it's a fixed fee item then this will be the user who generated or entered the fixed fee.

User	←	SalesInvoice	→	Task
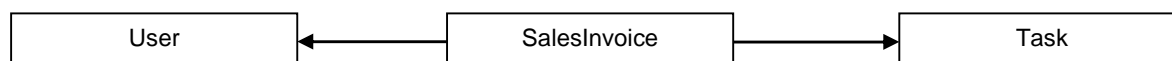
Report Builder field name	Location in PM	Type	Description
SI Accounts Link Department Code	Admin > AccountsLink > Export	Text	The department code assigned to the sales invoice when exported from the accounts link module (remains blank if not eligible to export).
SI Accounts Link Department Desc	Admin > AccountsLink > Export	Text	The department description assigned to the sales invoice when exported from the accounts link module (remains blank if not eligible to export).
SI Accounts Link Sales Nominal Code	Admin > AccountsLink > Export	Text	The sales nominal code assigned to the sales invoice when exported from the accounts link module (remains blank if not eligible to export).
SI Accounts Link Sales Nominal Desc	Admin > AccountsLink > Export	Text	The sales nominal code description assigned to the sales invoice when exported from the accounts link module (remains blank if not eligible to export).
SI Contact Name	Projects > Invoices > Sales Invoice	Text	Invoice Contact as entered in Sales Invoice
SI Contact Job Title	Contacts > Contacts	Text	Contact details as entered in Client Contact Details
SI Contact Address 1	Contacts > Contacts	Text	Contact details as entered in Client Contact Details
SI Contact Address 2	Contacts > Contacts	Text	Contact details as entered in Client Contact Details
SI Contact Town	Contacts > Contacts	Text	Contact details as entered in Client Contact Details
SI Contact County	Contacts > Contacts	Text	Contact details as entered in Client Contact Details
SI Contact Postcode	Contacts > Contacts	Text	Contact details as entered in Client Contact Details

|			
SI Contact Country	Contacts > Contacts	Text	Contact details as entered in Client Contact Details
SI Contact Email	Contacts > Contacts	Text	Contact details as entered in Client Contact Details
SI Contact Phone	Contacts > Contacts	Text	Contact details as entered in Client Contact Details
SI Contact Fax	Contacts > Contacts	Text	Contact details as entered in Client Contact Details
SI Contact Mobile	Contacts > Contacts	Text	Contact details as entered in Client Contact Details
SI Contact Notes	Contacts > Contacts	Text	Contact details as entered in Client Contact Details
SI Due Date	Projects > Invoices > Sales Invoice	Date	Due Date as entered in Sales Invoice Details
SI Description	Projects > Invoices > Sales Invoice	Text	Invoice Reference as entered in Sales Invoice Details
SI Exchange Rate	Projects > Invoices > Sales Invoice	Number	Exchange Rate as entered in Sales Invoice Details
SI Expense Type Name	Projects > Invoices > Sales Invoice > Invoice Item	Text	Expense Type of invoice item
SI Incurred Date	Projects > Invoices > Sales Invoice > Invoice Item	Date	Incurred date of invoice item
SI Invoiced		True / False	Shows if the amount has been invoiced
SI Invoice Date	Projects > Invoices > Sales Invoice	Date	Invoice Date as entered in Sales Invoice Details
SI Invoice Item Type	Projects > Invoices > Sales Invoice > Invoice Item	Fixed Text	Item type, either 'Fixed Fee', 'Expense' or 'Time'
SI Invoice Number	Projects > Invoices > Sales Invoice	Text	Invoice number, as entered in Sales Invoice Details 'Identifier'
SI Invoice Reference	Invoices > Invoices > Invoice Details	Text	The invoice reference entered against an invoice in the invoice details page
Total SI Payment Terms Days	Projects > Invoices > Sales Invoice	Number	Payment terms as entered in Sales Invoice Details
Total SI Quantity	Projects > Invoices > Sales Invoice > Invoice Item	Number	Quantity of units specified in specific invoice item
SI Received Date	Projects > Invoices > Sales Invoice	Date	Received Date as entered in Sales Invoice Details
SI Sales Invoice Notes	Projects > Invoices > Sales Invoice	Text	Text entered in 'Notes' box within Invoice Details
SI Sales Invoice Item Notes	Projects > Invoices > Sales Invoice > Invoice Item	Text	Text entered in 'Notes' box within specific invoice item
SI Status	Projects > Invoices > Sales Invoice	Fixed Text	Invoice status, as set in Sales Invoice Details. Either 'Draft', 'Sent', 'Part-Paid' or 'Paid'
SI Tax Rate	Projects > Invoices > Sales Invoice > Invoice Item	Number	Tax rate applied to invoice item
SI Text For Invoice	Projects > Invoices> Sales Invoice > Invoice Item	Text	Text entered in 'Text for Invoice' box within specific invoice item
Total SI Total Gross	Projects > Invoices > Sales Invoice > Invoice Item	Number	Total gross value of invoice item/invoice
Total SI Total Net	Projects > Invoices > Sales Invoice > Invoice Item	Number	Total net value of invoice item/invoice
Total SI Total Tax	Projects > Invoices > Sales Invoice > Invoice Item	Number	Total tax amount applied to invoice item/invoice

Total SI Unit Net	Projects > Invoices > Sales Invoice > Invoice Item	Number	Net value of single unit (e.g. 1 hour) of invoice item
SI User Name	Projects > Invoices > Sales Invoice > Invoice Item	Text	The name of the user that the invoice item relates to.
SI Written Off	Projects > Invoice Schedule > Due for Invoicing	True / False	'True' if invoice item has been written off, 'False' otherwise
SI Contact Is Set	Projects > Invoices > Sales Invoice	True / False	'True' if the invoice has a billing contact
SI Contact Salutation	Contacts > Contacts	Text	The salutation of the invoice contact
SI Contact First Name	Contacts > Contacts	Text	The first name of the invoice contact
SI Contact Last Name	Contacts > Contacts	Text	The last name of the invoice contact
SI Contact Company	Contacts > Contacts	Text	The company that the invoice contact belongs to
SICreated	Projects > Invoices > Sales Invoice	Date	Date the invoice was created
SI Exchange Rate	Projects > Invoices > Sales Invoice > Invoice Item	Number	Exchange rate applied to the invoice item
SI Invoice Rule Type	Projects > Invoices > Sales Invoice > Invoice Item	Text	Whether the invoice item was created from a time, expense or fixed fee invoice rule
SI Item Client PO Number	Projects > Invoices > Sales Invoice > Invoice Item	Text	The Purchase Order that this invoice item was billed to the client against
SI Item Client PO Amount	Projects > Invoices > Sales Invoice > Invoice Item	Number	The total amount of the client's Purchase Order that this invoice item was billed against. (Use AVG value to avoid multiplying)
SI Item Currency Name	Projects > Invoices > Sales Invoice > Invoice Item	Text	Name of the currency associated with this invoice item
SI Item Currency Symbol	Projects > Invoices > Sales Invoice > Invoice Item	Text	Code of the currency associated with this invoice item
SI Item Exported Date	Projects > Invoices > Sales Invoice > Invoice Item	Date	The date that this invoice item was exported via AccountsLink
SI Item Export Never	Projects > Invoices > Sales Invoice > Invoice Item	True / False	Whether or not this item is set to never be exported through AccountsLink
SI Item Rule Name	Projects > Invoices > Sales Invoice > Invoice Item	Text	The invoice rule name that generated this invoice item
SI Item Tax Rate Code	Projects > Invoices > Sales Invoice > Invoice Item	Text	Tax rate code associated with this invoice item
SI Item Tax Rate Name	Projects > Invoices > Sales Invoice > Invoice Item	Text	Tax rate name associated with this invoice item
SI Item User Name Creator	Projects > Invoices > Sales Invoice > Invoice Item	Text	The name of the user that created this invoice item
SI Item Sequence	Projects > Invoices > Sales Invoice > Invoice Item	Number	The sequence number used to specify the order of invoice items

Data > TimeActual

This entity contains time entry data which has been entered on users timesheets. Each timesheet entry is related to the user who entered it and a task on a project.

| User | ← | TimeActual | → | Task |
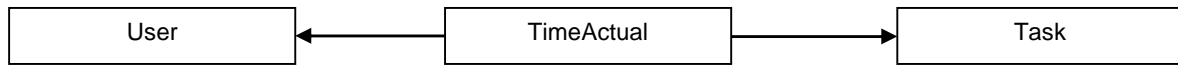
Report Builder field name	Location in PM	Type	Description
Tsh Act Approval Status	My Work > My Approvals	Fixed Text	Approval status of timesheet (Draft/Submitted/Approved/Rejected)
Tsh Act Approved Date	My Work > My Approvals	Date	Date timesheet was approved
Total Tsh Act Approved Hours	Timesheets	Number	Approved hours on timesheet
Tsh Act Approval Notes	My Work > My Approvals	Text	Notes as entered in 'Notes' box during approval
Total Tsh Act Approved Time Cost Net	Timesheets	Number	Cost of approved time based on user cost rates
Total Tsh Act Core Charge	Timesheets	Number	The chargeable value of core time as defined in the project's Rate Set
Total Tsh Act Core Cost	Timesheets	Number	Cost of time based on user cost rates, regardless of approval status
Total Tsh Act Core Minutes	Timesheets	Number	Total number of minutes logged
Tsh Act Date Logged	Timesheets	Date	Date on which hours are logged
Tsh Act End Date	Timesheets	Date	Week End Date of timesheet
Total Tsh Act Extra Charge	Timesheets	Number	The chargeable value of extra time as defined in the project's Rate Set
Total Tsh Act Extra Cost	Timesheets	Number	Cost of extra hours logged on timesheet
Total Tsh Act Extra Minutes	Timesheets	Number	Minutes of extra hours logged on timesheet
Tsh Act Invoiced	Timesheets	True / False	Indicates whether the time has had a time invoice item generated from it
Tsh Act Is Reconciled	n/a	True / False	'True' if time has been reconciled to a Purchase Invoice, 'False' otherwise
Tsh Act Notes	Timesheets	Text	Notes as entered on timesheet
Tsh Act Start Date	Timesheets	Date	Week Start Date of timesheet
Tsh Act Submitted Date	My Work > My Approvals	Date	Date timesheet was submitted
Tsh Act User Name	Timesheets	Text	Name of user whose time is being reported on
Tsh Act Work Detail Name	Timesheets	Text	Name of Work Detail that hours are logged to, if applicable

Data > TimeForecast

This entity contains forecasted time data which has been entered as resourcing on a projects work structure, resources or fee allocation page. Each time forecast entry is related to the user who has been resourced and they task that they have been resourced to.

User	←	TimeForecast	→	Task
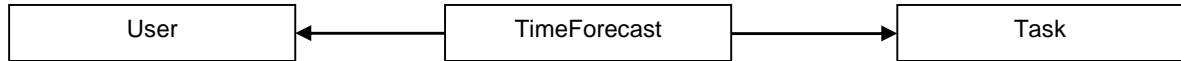
Report Builder field name	Location in PM	Type	Description
Tsh For Incurred Date	Projects > Work Structure	Date	Date that resourcing occurs
Total Tsh For Quantity	Projects > Work Structure	Number	Hours of work that have been assigned
Tsh For Rule Name	Projects > Invoice Schedule	Text	Name of time based invoice rule applied to time
Tsh For Tax Rate	Projects > Invoice Schedule	Text	Tax Rate to be applied to time charge of resourced time (set in time based invoice rule which is required, otherwise 0)
Total Tsh For Gross Charge Rate	n/a	Number	Gross unit charge value of resourced time (based on user charge rates, time based invoice rule is required, otherwise 0)
Total Tsh For Total Gross Charge	n/a	Number	The billable value including tax as defined in the project's Rate Set, but 0 if the time is not scheduled to be billed in invoice rules
Tsh For Net Cost Rate	n/a	Number	Net cost divided by quantity
Total Tsh For Total Net Charge	n/a	Number	The billable value of resourced time as defined in the project's Rate Set, but 0 if the time is not scheduled to be billed in invoice rules
Total Tsh For Net Charge Rate	n/a	Number	The net unit charge value of resourced time as defined in the project's Rate Set, but 0 if the time is not scheduled to be billed in invoice rules
Total Tsh For Total Net Cost	n/a	Number	Unit cost value of resourced time (based on user cost rates)
Tsh For User Name	Projects > Work Structure	Text	Name of resourced user
Tsh For Billable	Projects > Rates Sets	True / false	Whether or not the forecast time item is flagged to be invoiced to the client. i.e. an invoice rule is set up to include it
Tsh For Client PO Number	Projects > Invoice Schedule	Text	The Purchase Order that this time will be billed to the client under
Tsh For Client PO Amount	Projects > Invoice Schedule	Number	The total amount of the client's Purchase Order that this time will be billed against. (Use AVG value to avoid multiplying)

Data > User

This entity contains limited data on user profiles, a full view of all user profile data can be found in the HR reporting model.
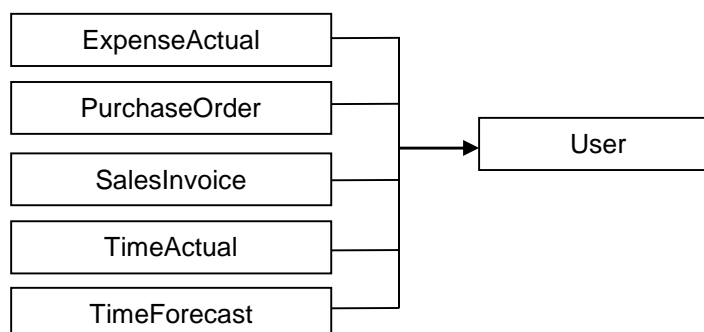
Report Builder field name	Location in PM	Type	Description
Usr Active User	Admin > Users	True/False	If 'True' User is Active
Usr User Deleted	Admin > Users	True/False	If 'True' User has been deleted
Usr Department Name	Admin > Users	Text	Department that the user is assigned to
Usr Full Name	Admin > Users	Text	User Full Name
Usr Job Role Name	Admin > Users	Text	User Job Role
Usr User Type	Admin > Users	Text	User type – 'Associate', 'Employee', or 'Generic'
Core Hrs End Date	Admin > Users	Date	Date historical Core Hours ended
Total Core Hrs Monday	Admin > Users	Number	Number of core hours to be worked by the User each Monday
Total Core Hrs Tuesday	Admin > Users	Number	Number of core hours to be worked by the User each Tuesday
Total Core Hrs Wednesday	Admin > Users	Number	Number of core hours to be worked by the User each Wednesday
Total Core Hrs Thursday	Admin > Users	Number	Number of core hours to be worked by the User each Thursday
Total Core Hrs Friday	Admin > Users	Number	Number of core hours to be worked by the User each Friday
Total Core Hrs Saturday	Admin > Users	Number	Number of core hours to be worked by the User each Saturday
Total Core Hrs Sunday	Admin > Users	Number	Number of core hours to be worked by the User each Sunday
Core Hrs Start Date	Admin > Users	Date	Date current or historical Core Hours started
Target End Date	Admin > Users	Date	Date historical Utilisation target ended
Target Percent	Admin > Users	Number	Target Utilisation figure
Target Start Date	Admin > Users	Date	Date current or historical Utilisation target started