

Deltek Vision® 6.1

Deltek Vision Custom Reports and Microsoft SQL Server® Reporting Services

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Overview

Standard reports that are provided with the Deltek Vision software are designed to meet most of your business needs. In addition, you can use Microsoft SQL Server® Reporting Services (SSRS) and its report writing tools to create Vision custom reports.

With SSRS's Report Builder or Business Intelligence Development Studio (also known as BIDS or Report Designer), you can create custom reports using Vision's report model or report templates. You can also open a copy of a Vision standard report in BIDS and modify it to create a custom report.

This guide provides information for the following tasks that are necessary to create, deliver, and generate Vision custom reports:

Task	Description
1	Install the required SSRS software.
2	Give the appropriate users who will create custom reports access to SSRS and its report writing tools.
3	<ul style="list-style-type: none"> ▪ Load the Vision report model into SSRS. ▪ Load the Vision report templates on the workstations of appropriate users who will create custom reports with BIDS (Report Designer).
4	<ul style="list-style-type: none"> ▪ Access the Vision report model in Report Builder to create custom reports. ▪ Access the Vision report templates in BIDS to create custom reports. ▪ Create a custom report from a copy of a Vision standard report in BIDS.
5	Save custom reports to the appropriate folder on your application server.
6	Load custom reports into Vision via Vision Utility » Report Administration .
7	Set up parameters for a custom report in Vision Configuration » General » Custom Report Options .
8	In Vision Role Security Configuration, set up access rights to give the appropriate Vision users the ability to generate and print specific custom reports from the Vision Reporting menu.
9	From the Vision Reporting menu, select a custom report, choose options, generate the report, and then preview and print it.

This guide also provides a description of Vision fields that are available in the report models from which you create custom reports with Report Builder.

Specific instruction on how to create and design Vision custom reports is beyond the scope of this document. For detailed information and training on how to design a Vision report with Report Builder or BIDS, Deltek offers report writing classes through Deltek University.

See <http://www.deltek.com/services/deltekuniversity> for class offerings.

The Deltek Consulting Services Group provides assistance with custom reports. You can contact them at CustomServices@Deltek.com for more information about the services that they provide. Assistance to create custom reports is not covered by your Vision Ongoing Support Plan (OSP).

About This Guide

Deltek revises documents regularly to provide the most up-to-date technical information and instructions. Visit the Knowledge Center tab of the Deltek Customer Care Connect site, <https://support.deltek.com>, to determine whether or not your copy is the latest copy and to download the most recent copy if necessary.

Software Requirements

Microsoft SQL Server Reporting Services (SSRS)

To create Vision custom reports, you must have the following Microsoft SQL Server software versions and components installed:

- **Microsoft SQL 2008 Reporting Services Service Pack #1 plus Cumulative Update #1**
 - You must use SSRS 2008 as your reporting server.
 - You can use Report Builder 1.0 that is provided as part of SSRS 2008 (in most editions) to create custom Vision reports.



Business Intelligence Development Studio 2008

Business Intelligence Development Studio 2008 (also known as BIDS or Report Designer) that is provided with SSRS 2008 is NOT supported by Deltek for creating custom Vision reports.



Microsoft SQL Server Reporting Services 2008 R2

Deltek Vision 6.1 SP4 does **not** support Microsoft SQL Server Reporting Services 2008 R2 at this time due to a Microsoft-controlled defect that affects all Vision reports, including invoices and custom reports. Further information on when this new platform will be supported will be posted to the Deltek Customer Care Connect site (<https://deltek.custhelp.com>) as soon as it becomes available.

- **Microsoft Business Intelligence Development Studio 2005 (also known as BIDS or Report Designer)**

To create custom reports with BIDS, you must use BIDS 2005. BIDS 2008 is not supported.

BIDS 2005 is available with:

- **SQL Server 2005 – Express, Standard, Workgroup, Developer, or Enterprise editions**

You can download the Express edition from the following link if you do not have an existing SQL Server 2005 media:

<http://www.microsoft.com/Sqlserver/2005/en/us/express-down.aspx#tool>



If you use SQL Server 2008 to host the Vision transactional database and you use BIDS 2005 installed with SSRS Express, Standard, Workgroup, Developer, or Enterprise editions, you will experience an error with Connect to Server and Generic Query Designer functionality in BIDS. The error does not occur if you use SQL Server 2005 to host the Vision transactional data base.

To avoid this error with SQL Server 2008, you must either:

- Purchase and install Visual Studio 2005 Professional or Visual Studio 2005 Team System. You must also install Visual Studio 2005 Service Pack 1 and the SP1 update that provides support for SQL Server 2008.
- In BIDS 2005, use ODBC as the connection to the Vision database, and use parameters appropriately when you create custom reports and load them into Vision. For instructions on setting up the ODBC connection and creating parameters appropriately, see "Appendix A — BIDS Connect to Server and Generate Query Designer Error."

▪ **Microsoft Visual Studio 2005 Professional or Team System (BIDS is a plug-in)**



You must install Visual Studio 2005 Service Pack 1 and the SP1 update. This allows Visual Studio 2005 to connect to a 2008 database and prevents an error when you click **Tools » Connect to Server** in this edition of BIDS 2005.

For more information about this issue and to download the SP1 update that provides support for SQL Server 2008, see Microsoft's article 954961 at the following link:

<http://support.microsoft.com/?kbid=954961>

The Resolution section of the article provides a link to the download for the SP1 update that provides support for SQL Server 2008.

To apply this patch you must be using the Professional or Team System editions of Visual Studio.



- SSRS 2005 is **not** supported by Deltek for use as your Vision reporting server.
- Report Builder 1.0 that is provided with either SSRS 2005 or SSRS 2008 (in most editions) is supported by Deltek for creating custom Vision reports.
- Report Builder 1.0 is not available with SQL Express Editions.
- Deltek does not currently support Report Builder 2.0, which is a separate installation from the SQL and SSRS installation.

Only users who create custom reports need access to Report Builder or BIDS. Vision users who only need to open, generate, and print custom reports (but not create them) do not need access to these report writing tools.

The following table lists the availability of Report Builder, BIDS, and Report Models in the different SSRS editions. A ✓ indicates that the edition contains the report writing tool.

	SQL Server SSRS Edition (Both SQL Server 2005 and 2008)			
	Express	Workgroup	Standard	Enterprise
Report Writing Tool				
Report Builder 1.0 You can use Report Builder 1.0 from either SSRS 2005 or SSRS 2008 to create custom reports.	Not available	✓	✓	✓
Business Intelligence Development Studio (Also known as BIDS or Report Designer) BIDS 2005 is supported for creating custom reports; BIDS 2008 is not supported.	✓ BIDS 2005 is included with the SQL Server 2005 Express Toolkit and can be downloaded from the following link: http://www.microsoft.com/SqlServer/2005/en/us/express-down.aspx#tool Advanced Services Toolkit will install this. BIDS 2005 is also available with Microsoft Visual Studio 2005 Professional (which includes BIDS as a plug-in).	✓ Available with Microsoft Visual Studio 2005 Professional or Team System (which includes BIDS as a plug-in).	✓	✓
Report Models (Toolkit)	Not available with either SQL Server Express or SQL Server Express with Advanced Services. For more information about the features in this edition see http://msdn.microsoft.com/en-us/library/ms159752.aspx .	✓	✓	✓

Use the following links for more information about SQL Server 2008, which provides you with SSRS 2008 to use as your Vision report server and Report Designer 1.0, with which to create custom reports:

- <http://www.microsoft.com/sqlserver/2008/en/us/editions.aspx>
- <http://msdn.microsoft.com/en-us/library/ms144275.aspx>

Follow Microsoft's installation recommendations for SSRS 2008 at:

<http://technet.microsoft.com/en-us/library/ms143736.aspx>



Please reference the Vision 6.1 SQL Reporting Services (SRS Licensing) FAQ document before you install Deltek Vision 6.1.

You can access the FAQ on the Deltek Customer Care Connect site at <https://deltek.custhelp.com>.



To ensure that your firm is ready to install Vision 6.1, please review all technical documentation as well as the short, on-demand Vision 6.1 Quick Tips prior to installation.

You can access the technical documentation and Quick Tips presentations on the Deltek Customer Care Connect site at <https://deltek.custhelp.com>.

Deltek can also arrange for implementation services support from your Deltek Consultant.

If you have any additional questions, please contact Deltek Customer Care at 877.457.7765.

Report Builder (1.0)

You can create custom Vision reports with Report Builder 1.0 that comes with either SSRS 2005 or SSRS 2008.

Use Report Builder 1.0 to create simple, ad hoc reports. You can create table, matrix, and chart reports. To create a report, you select the Vision report model and then drag and drop Vision fields into the report design area. You can filter, group, and sort report data. You can add formulas and parameters to your reports.

Report Builder, a Web application, is installed on your SSRS report server. It downloads to users' workstations via a ClickOnce application when they open it.

To create custom reports with Report Builder, users must have the following installed on their workstations:

- .NET Framework 2.0
- Microsoft Internet Explorer 6.0 or later

Configure Report Builder Access

To configure your SSRS report server for users to access Report Builder, follow Microsoft's recommendations in the following article:

SQL Server 2008: <http://msdn.microsoft.com/en-us/library/ms365173.aspx>

To allow users to access the SSRS report server to create custom reports, you must grant them the following SSRS permissions:

- At the server level, users must be system users.
- At the folder level, users must be granted browser and Report Builder access.



Users who have access to your SSRS report server to create custom reports with Report Builder can access all the Vision database fields included in the Vision report model, which is a subset of the Vision database. Vision role security does not apply when accessing the Vision database to create custom reports.

Non-Domain Clients

SSRS requires Windows Integrated Authentication. Non-domain clients (clients who do not run Active Directory or have a Windows domain) must do the following:

- Create a local account on the SSRS report server for each user who creates custom reports.
- Grant the necessary reporting services permissions (see the previous "Configure Report Builder Access" section) to those who create custom reports.

How to Start Report Builder

You provide one of the following ways for users to start Report Builder from their workstations:

- A URL link
- SSRS Report Manager



Deltek does not support SharePoint Integrated Mode for SSRS Vision.

More information on how users start Report Builder is available at the following link:

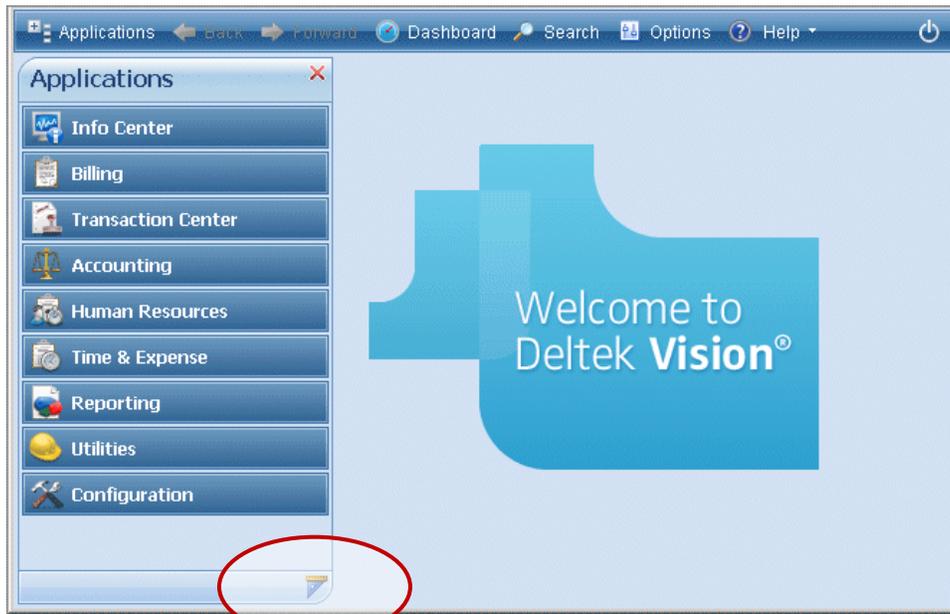
<http://msdn.microsoft.com/en-us/library/ms345245.aspx> (SQL Server 2008)

Add Report Builder to the Vision Applications Menu with the NavTree

Individual users who will create custom reports with Report Builder can add a link to Report Builder directly on the Vision Applications menu.

To add Report Builder to the Vision Applications menu, complete the following steps:

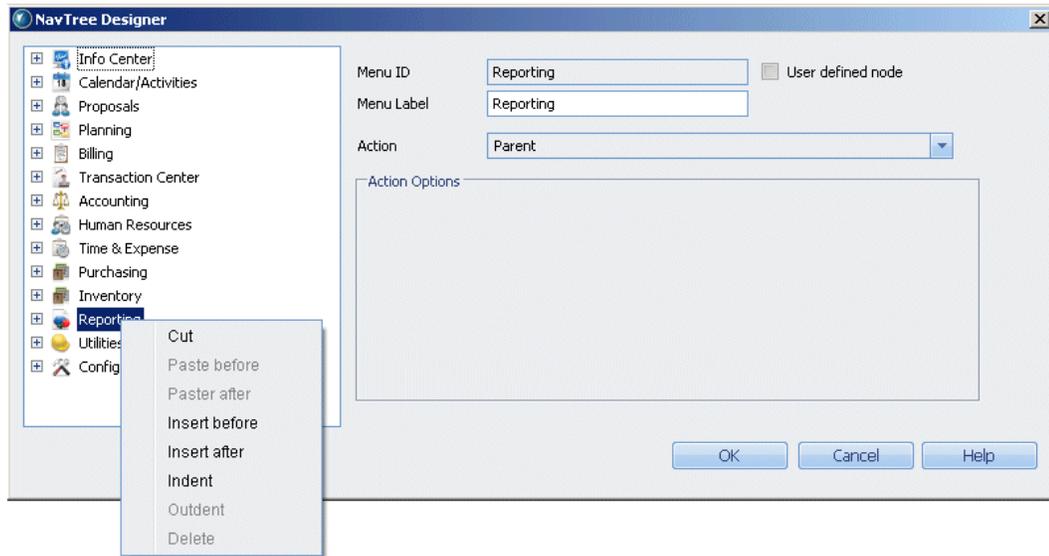
1. Open Vision, and at the bottom of the Applications menu, click the Designer icon to open the NavTree Designer dialog box.



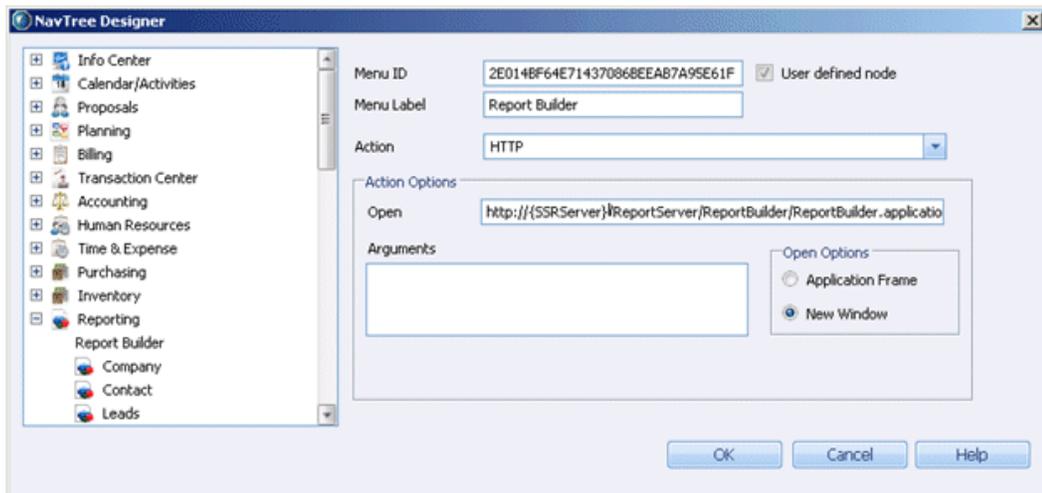
Designer icon that opens the NavTree Designer dialog box

2. On the NavTree Designer dialog box, right-click the Applications menu item above or below which you want to add Report Builder.

3. On the shortcut menu, click **Insert before** or **Insert after**.



4. On the NavTree Designer dialog box, the **Menu ID** field is automatically populated, and we recommend that you do not modify it.



5. In the **Menu Label** field, enter **Report Builder** or the name that you want to see in the Vision Applications menu to open the Report Builder software.
6. From the drop-down list in the **Action** field, select **HTTP**.
7. In the **Open** field in the **Action Options** section, enter the following:
Error! Hyperlink reference not valid.S
 Server}/ReportServer/ReportBuilder/ReportBuilder.application
8. Click **OK** to save these settings and close the NavTree Designer dialog box.
 You must exit and restart Vision for Report Builder to display on the Applications menu.

Vision Report Model

In Report Builder, users access the Vision report model that is located in SSRS to create custom reports. To load the report model to your SSRS report server, follow the instructions in the "Vision Report Model" section on page 15 of this guide. This section of the guide also includes information on how to access the report model in Report Builder. For descriptions of the Vision database fields that are included in the Vision report model, see the "Contents of the Vision Report Model" section on page 45 of this guide.

Business Intelligence Development Studio (BIDS)



BIDS 2008 that is provided by SSRS 2008 is not supported by Deltek to create custom Vision reports. You must use BIDS 2005 to create custom Vision reports.

Microsoft's Business Intelligence Development Studio (BIDS) is also referred to as Report Designer. Use it to create both simple and complicated reports. It is a full-featured, advanced report writing tool. You can create tabular, matrix, chart, and free-form reports. You can create complex queries, advanced charts, parameters, drill downs, and subreports. You can create expressions to specify report data.

To create custom reports with BIDS, you must install BIDS 2005 locally on a report writer's workstation (with the appropriate licensing).

To allow report writing users access to the SSRS report server, you must grant them the following SSRS permissions:

- At the server level, users must be system users.
- At the folder level, users must be granted browser and Content Manager access.



Users who have access to your SSRS report server to create custom reports in BIDS can access all fields in your Vision database. Vision role security does not apply when accessing the Vision database to create custom reports.

Non-Domain Clients

SSRS requires Windows Integrated Authentication. Non-domain clients (clients who do not run Active Directory or have a Windows domain) must do the following:

- Create a local account on the SSRS report server for each user who creates custom reports.
- Grant the necessary reporting services permissions (see the previous section) to those who create custom reports.

Vision Report Templates

To create custom reports in BIDS, users access the Vision report templates. See the "Vision Report Templates" section on page 17 of this guide for more information on the templates and how to access them.

Create Custom Reports from Vision Standard Reports in BIDS

You can also start with a copy of a standard Vision report to create a custom Vision reports in BIDS. See the "Create a Custom Report from a Vision Standard Report in BIDS" section on page 28 of this guide.

Custom Vision Reports Created with Actuate

Vision custom reports were created with Actuate prior to Vision 6.0. There is no automated process to convert custom Vision reports that were created with Actuate to SSRS reports.

If you have custom Vision reports that were created with Actuate, consider the following before you recreate the custom report with Report Builder or BIDS:

- Do you still need the custom report?
- Are there standard reports in Vision 6.1 that provide the information that you need?
- Is the custom report that you created with Actuate based on a Vision standard report? If so, you can start with a standard Vision report and modify it in BIDS.

For detailed information and training on how to design a Vision report with Report Builder or BIDS, Deltek University offers report writing classes.

See <http://www.delttek.com/services/delttekuniversity> for class offerings.

The Deltek Custom Development Group provides custom report services. You can contact them at CustomServices@Deltek.com for information about the assistance they provide.

Ways to Create Vision Custom Reports

Whether you use Report Builder or BIDS to create a custom report depends on your reporting needs and report writing skill level. The following table provides information to help you determine the reporting tool to use to create custom reports.

Skill Requirements and Reporting Capabilities	Report Builder 1.0 Using the Vision Report Model	BIDS 2005 Using Vision Report Templates or Starting with a Copy of a Standard Vision Report
Skill Requirements:		
Report writing tool skill level	Basic	Advanced
Relational database structure knowledge required	No	Yes
Reporting Capabilities:		
Create ad hoc reports	Yes	No
Create table, matrix, and chart reports	Yes	Yes
Apply grouping and formulas in reports	Yes (at design time only)	Yes
Apply sorting	Yes	Yes
Apply filtering	No	Yes
Apply advanced reporting features, including complex queries, advanced charting, parameters, drill downs, subreports, and so on	No	Yes
Combine tables, lists, and charts in the same report	No	Yes
Include Vision user-defined fields in reports	No Yes, with Deltek customization	Yes
Include a Sorting/Grouping tab or Columns tab on the report Options dialog box in Vision Reporting for custom reports	No	Yes, if you modify special tags in SQL statements.

Skill Requirements and Reporting Capabilities	Report Builder 1.0 Using the Vision Report Model	BIDS 2005 Using Vision Report Templates or Starting with a Copy of a Standard Vision Report
Create a custom report Options dialog box to display in Vision Reporting for a custom report	No	No
Access the Vision database with the reporting tool	You access only Vision fields that are contained in the report model.	You access the full Vision database.
Launch the reporting writing application within Vision	Yes. You can add Report Builder to the Vision Applications menu.	No
Deploy custom reports outside of Vision	No	No

Vision Report Model

Vision comes with a report model—**DeltekVisionReportModel.smdl**—that you can use to create custom Vision reports in Report Builder. Use the report model to create project, accounting, and Customer Relationship Management reports.

The Vision report model defines the Vision database in more user-friendly terms and eliminates the need for those who create reports to have in-depth database knowledge. The model makes it easier to find and select the information from your Vision database to include on custom reports. When you use the report model, queries are automatically generated to retrieve data from your Vision database.

The Vision report model contains:

- Data source information that is required to connect and retrieve information from the Vision database.
- A preselected group of Vision database tables and relationships. These are Vision entities and fields that you can add to a custom report. Database fields and tables have easy-to-understand business names and are grouped in the most appropriate way to make it easy to create the reports that you need.

See the "Contents of the Vision Report Model" section on page 45 of this guide for descriptions of the fields that are included in the Vision report model.



The Vision report models do not include user-defined fields. If you want to include user-defined fields in your custom reports, contact CustomServices@Deltek.com for information about Deltek's assistance with custom reports.



Users who have access to your SSRS report server to create custom reports with Report Builder can access all the Vision database fields included in the Vision report model, which is a subset of the Vision database. Vision role security does not apply when accessing the Vision database to create custom reports.

Load the Report Model onto your SSRS Report Server

You must load the Vision report model onto your SSRS report server before users can access it in Report Builder.

Because the Vision model file is large, you must first modify the Web.config file to prevent a "Maximum request length needed" error when you load the report model.

To modify the Web.config file, complete the following steps:

1. Use Windows Explorer to navigate to the Web.config file on your SSRS report server at the following location:
 C:\Program Files\Microsoft SQL Server\MSRS10.SQL2008\Reporting Services\ReportServer.
2. Make a backup copy of the Web.config file.
3. Open the Web.config file in the ReportServer folder with NotePad, and navigate to the <system.web> section of the file.

4. Within the <system.web> section, navigate to the <httpRuntime execution Timeout = "9000" /> line.
5. Add **maxRequestlength="151200"** to the end of the line so it now reads:
 <httpRuntime executionTimeout = "9000" maxRequestLength="151200" />.
6. Save the Web.config file.

To load the Vision report model, a Vision system administrator completes the following steps:



When you run the Report Administration utility, Vision users cannot access any reports.

1. From the Vision Applications menu, click **Utility » Report Administration**.
2. On the Load Reports tab, the **Location of reports on application server** field displays the path to the Vision Reports folder on your Vision application server—**C:\Program Files\Deltek\Vision\Reports**.
3. From the drop-down list in the **Report Type** field, select **Custom** or **All**.

Report Folder	Report Name	Lookup Type	Group Type
Accounting	Cash Flow Forecast		
Accounting	Cash Journal		
Accounting	Cash Receipts		CashReceipt
Accounting	Cash Flow Statement		
Accounting	Chart of Accounts Audit	Account	
Accounting	Chart of Accounts Audit Detail	Account	
Accounting	Check Register		CheckRegister

- **Custom** — This loads the Vision custom report model onto your SSRS report server. It also loads Vision custom reports that are located on your report server (in the Custom subfolder of the Reports folder) so they become available in Vision Reporting. If you leave the **Report Name** field blank, it deploys and loads all your custom reports. If you enter a specific custom report file name in the **Report Name** field, only the specific custom report is deployed and loaded in Vision.
- **All** — This loads the Vision custom report model to your report server. It also:

- Loads reports (both Vision custom and standard) that are located on your report server (in the Reports folder and subfolders) so they become available in Vision Reporting. If you leave the **Report Name** field blank, it loads all your custom and standard reports. If you enter a specific report file name in the **Report Name** field, only the specific report is loaded in Vision.
 - Loads the report templates to your report server.
4. If you select the **Delete existing reports in each folder before loading** check box, Vision deletes all reports of the type that you selected that are currently loaded on the report server; then it loads the reports from the report server Reports folder.
 5. Click the **Load Report Files** button.
 6. When it completes, you receive a message that identifies the number of items loaded.

This loads the report model into the SSRS database and the appropriate files are loaded into the appropriate IIS Virtual directory that points to their installation in **C:\Program Files\Deltek\Vision 6.1\Reports\Custom**.

Multiple Vision Databases

If you have multiple Vision databases and you want to use the Vision report model with each Vision database, you must load the Vision report model for each database. In Vision, open each database, and perform the steps in the previous section of this guide to load the report in **Utilities » Report Administration**.

Move a Vision Database

After you load the report model to your report server, if you move a Vision database, you must load the report model again by opening the appropriate database in Vision and loading the report model in **Utilities » Report Administration**.

Access the Report Model in Report Builder

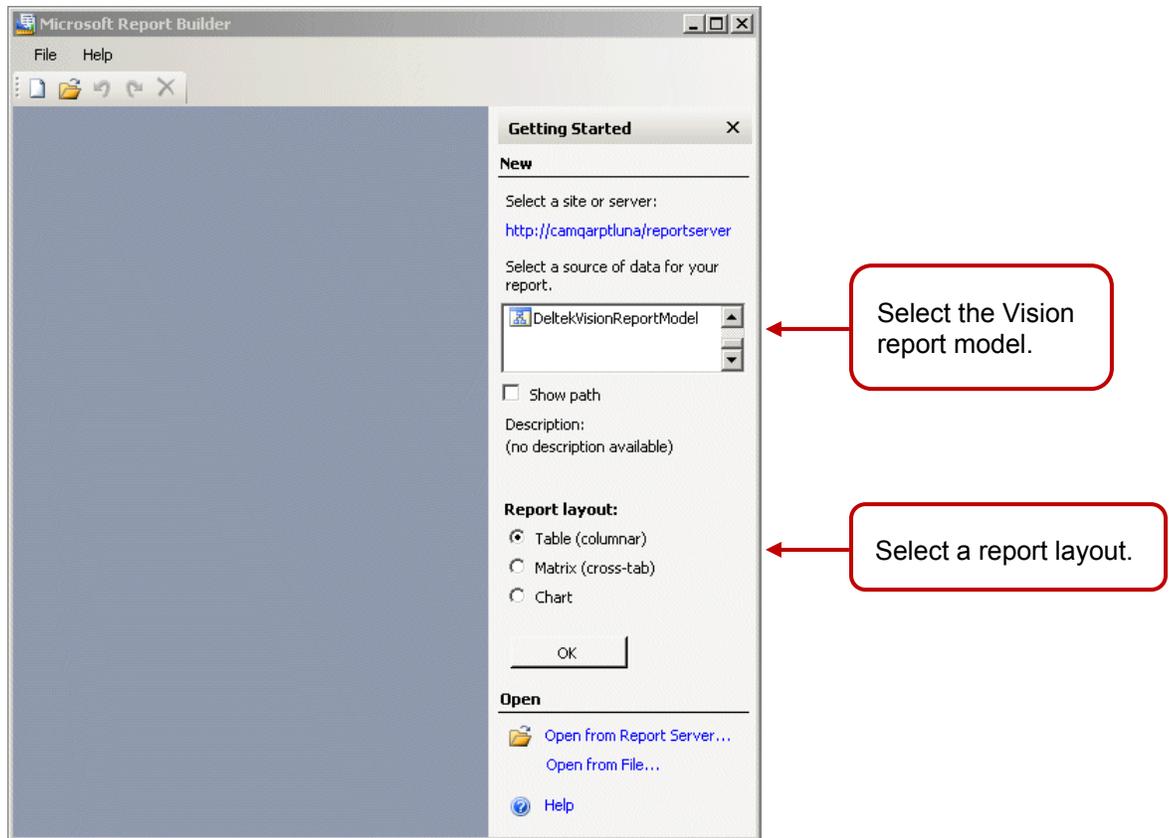
The following are the steps to access the Vision report model to create a custom report with Report Builder.

These steps assume that a Vision system administrator has:

- Completed the steps in the "Software Requirements" section of this guide.
- Loaded the Vision report model per the "Vision Report Model" section of this guide.

To access the Vision report model in Report Builder, complete the following steps:

1. Open Report Builder with a link determined by your Vision system administrator.
2. In the Getting Started pane of the Report Builder window, select the link to your SSRS report server. (If you do not see a Getting Started pane, click **File » New**.)
3. Select the Vision report model from the list of data sources.



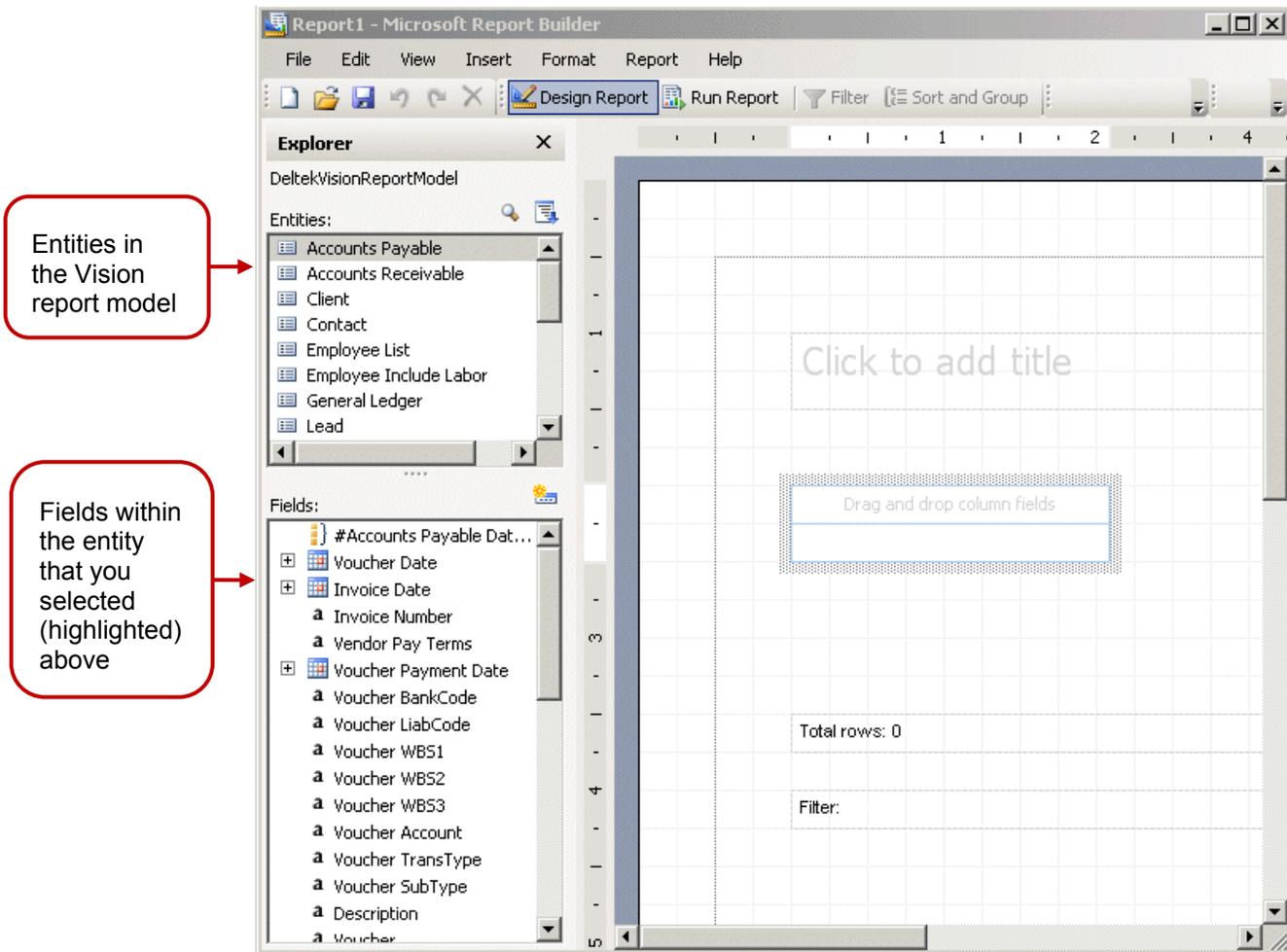
4. In the **Report Layout** area of the Getting Started pane, select the type of report that you want to create and click **OK**.

The report layout provides a structure for your report that determines the overall report layout.

Report layout types are:

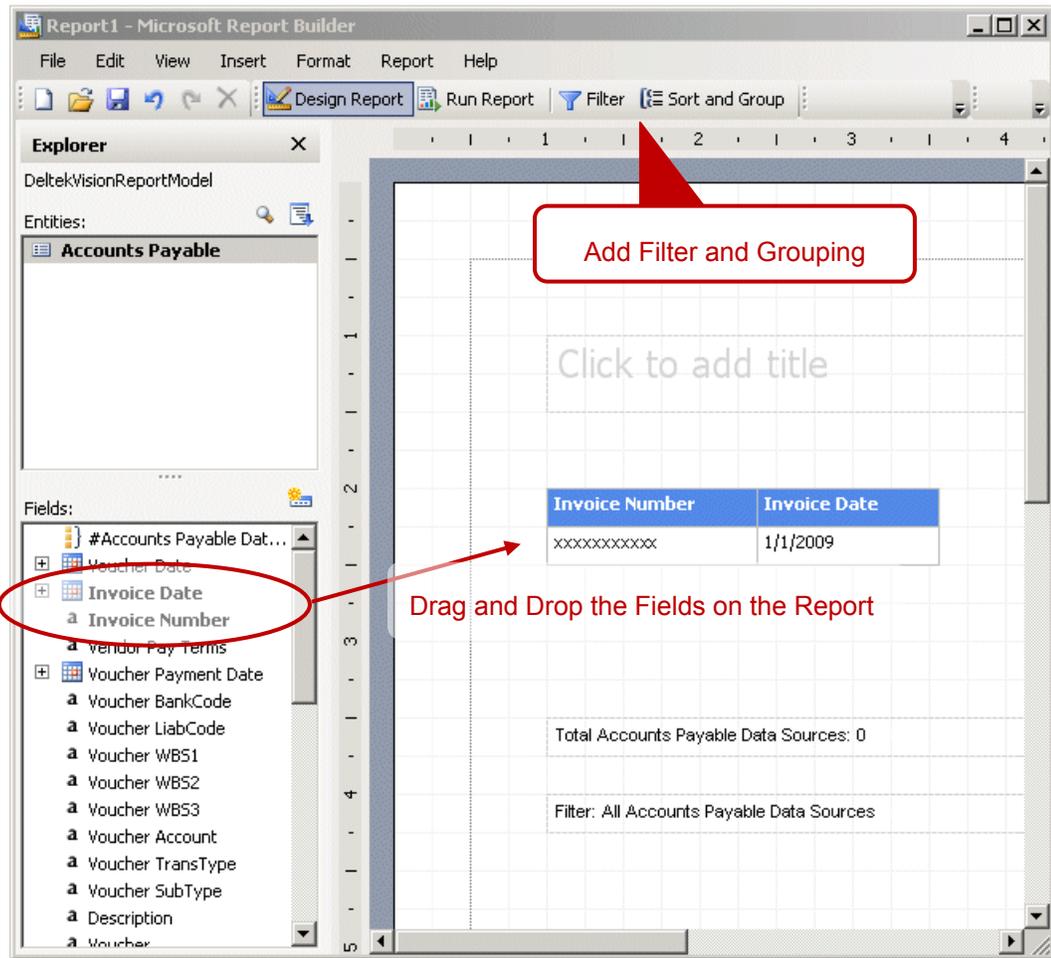
- **Tabular** (columnar) — This creates a report with a set number of rows and columns of information.
- **Matrix** (cross-tab or pivot table) — This creates a report with rows and columns that are determined by the data returned when you run the report.
- **Chart** — This creates a report with a column, bar, area, line, pie, or doughnut graphic.

You now see an Explorer pane on the left side of the Report Builder window that contains the Vision report model information—entities and fields.



- From the **Entities** list, click a Vision entity with which to create a report. You can choose from entities such as Accounts Payable, Accounts Receivable, General Ledger, Payroll, and so on. The fields for the entity that you select display in the **Fields** list below the **Entities** list. In the above example, the Accounts Payable entity is selected and the Accounts Payable fields display in the **Fields** list.

- To add fields to the report, with your mouse, drag and drop fields from the **Fields** list to the design area in the middle of the Report Builder window.



See the "Contents of the Vision Report Model" section on page 45 of this guide for a list of entities and field descriptions included in the report model.

You can add and apply various components to your report, such as add filters and parameters, sort and group the data, change the background color, and more.

Specific instruction on how to create and design Vision custom reports is beyond the scope of this guide. For further instruction on how to design your report, see Microsoft's Report Builder help, or check the Deltek Web site at <http://www.deltek.com/services/deltekuniversity> for custom reporting classes offered through Deltek University.

- To save your report, click **File » Save to File**.
- On the Save As dialog box, enter the file name for the report (The **Save as type** is **Report files [*.rdl]**).

See the "Vision Application Server Location for Custom Reports" section on page 35 of this guide for more information about where to save custom report .rdl files so they can be successfully loaded into Vision and accessed from the Vision Reporting menu.



You must use the **Save to File** option when you save a report file in Report Builder. Then when you use Vision's Report Administration utility, the custom report is loaded into SSRS and Vision to display on a Vision Reporting submenu.

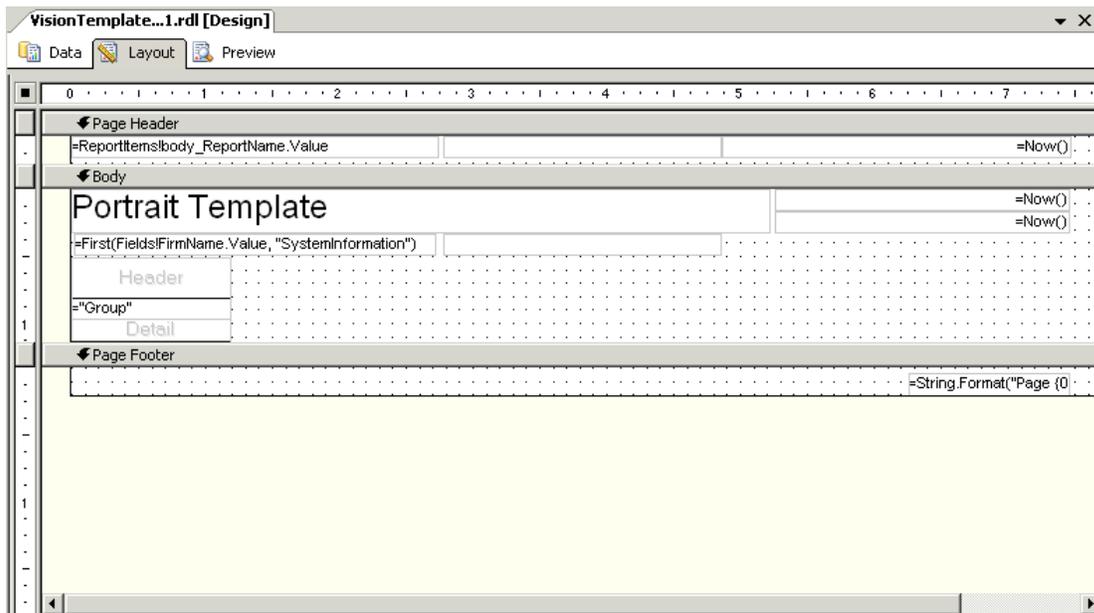
In Report Builder, if you save a report with **Save**, instead of **Save to File**, the report is deployed to SSRS and no .rdl file is created. The report will be available in Report Manager (SSRS's Web interface), but it will not be available in Vision.

Vision Report Templates

Vision comes with report templates that you can use to create custom reports in BIDS. The templates provide formatting for custom reports that is similar to the formatting of Vision standard reports.

The template files are:

- VisionTemplateAudit.rdl
- VisionTemplateAuditDetail.rdl
- VisionTemplateCustomReport.rdl
- VisionTemplateLandscape.rdl — Use this for column selection reports that must be printed using the landscape orientation. Report properties are set for this, so you do not need to modify them.
- VisionTemplatePortrait.rdl — Use this template to create column selection reports.
- VisionTemplatePostingLog.rdl
- VisionTemplateSubReport.rdl — Use this only to create a subreport. Vision invoices are good examples of reports that use subreports. Each section of a single invoice (report) is created by using subreports.
- VisionTemplateTransactionList.rdl



VisionTemplatePortrait.rdl file when you open it in BIDS

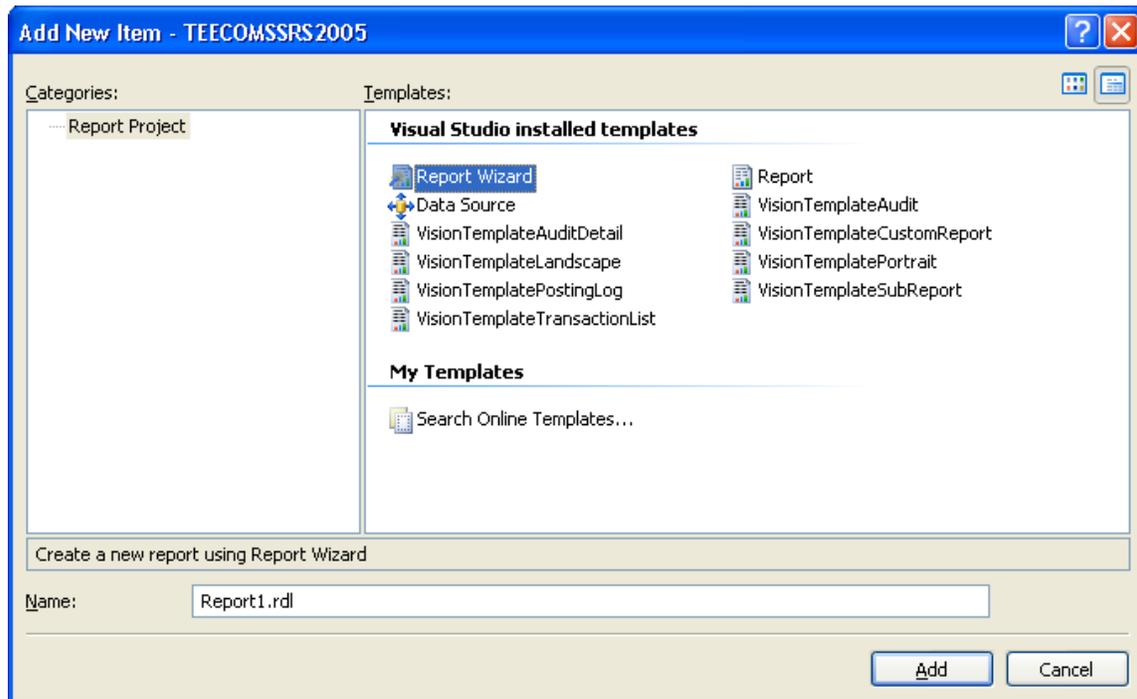
When you install Vision, the template files are installed on your Vision application server in the following location:

C:\Program Files\Deltek\Vision\Reports\Template

Load the Templates Locally Within BIDS

To create a custom report on a report writing user's workstation with BIDS, copy the .rdl template files (listed in the previous section) to **C:\Program Files\Microsoft Visual Studio 8\Common7\IDE\PrivateAssemblies\ProjectItems\ReportProject** on the user's workstation.

After you copy the .rdl template files to a workstation, when you launch BIDS and select Business Intelligence Projects, you see the Vision templates in the list of templates.



One way to copy the .rdl template files to a user's workstation is to allow appropriate users access to the Templates folder on your Vision application server. You can make the Templates folder shared and accessible so report writing users can easily copy the .rdl template files to their workstations.

You can also load the .rdl template files to your SSRS report server from the Vision application server with the Vision Report Administration utility. When you use this utility, the .rdl template files are loaded onto your SSRS report server in **C:\Program Files\Deltek\Vision\Reports\Custom**. You can then share the Custom folder so report writing users can access it and copy the template files to their workstations.

To load the .rdl template files from your Vision application server location to your SSRS report server location, complete the following steps:



When you run the Report Administration utility, Vision users cannot access any reports.

1. From the Vision Applications menu, click **Utility » Report Administration**.
2. On the Load Reports tab, the **Location of reports on application server** field displays the path to the Vision report location—**C:\Program Files\Deltek\Vision\Reports**.
3. From the drop-down list in the **Report Type** field, select **All**.

This loads the Vision report template to your SSRS report server.

It also:

- Loads reports (both Vision custom and standard) that are located on your Vision application server (in the Reports folder and subfolders) so they become available in Vision Reporting. If you leave the **Report Name** field blank, it loads all your custom and standard reports. If you enter a specific report file name in the **Report Name** field, only the specific report is loaded in Vision.
- Loads the custom report model to your SSRS report server.

Report Folder	Report Name	Lookup Type	Group Type
Accounting	Cash Flow Forecast		
Accounting	Cash Journal		
Accounting	Cash Receipts		CashReceipt
Accounting	Cash Flow Statement		
Accounting	Chart of Accounts Audit	Account	
Accounting	Chart of Accounts Audit Detail	Account	
Accounting	Check Register		CheckRegister

4. If you select the **Delete existing reports in each folder before loading** check box, Vision deletes all reports of the type that you selected that are currently loaded; then it loads the reports from the application server Reports folder.
5. Click the **Load Report Files** button.
6. When it completes, you receive a message that identifies the number of items loaded.

This loads the report templates into the SSRS database, and the appropriate files are loaded into the appropriate IIS Virtual directory that points to their installation in **C:\Program Files\Deltek\Vision\6.1\Reports\Custom**.

Multilingual Companies and Report Templates

You can also create custom reports with BIDS using the Vision report templates located directly on your SSRS report server (without copying the template files to a workstation).

However, if you have multilingual companies in your enterprise and you want the ability to generate a report in multiple languages, you must create custom reports with Vision report templates loaded locally on a workstation. When you create a custom report with the Vision report templates directly on your SSRS report server, the report can be generated only for the specific culture (language) from which you accessed the report template.

Access the Report Templates in BIDS

After the Vision report templates are loaded onto a workstation, when you launch BIDS and select Business Intelligence Projects, you see a list of the BIDS templates from which you can create new reports.



You cannot use the Vision report templates with the BIDS Report Wizard.

To access the Vision report templates to create a custom report, you complete three procedures:

- First you create a solution and report server project.
- Next you create the shared data source.
- In the third procedure, you select a Vision template and start to create a custom report.

To create a solution and report server project, complete the following steps:

1. On your workstation, open the BIDS software—click **Window Start » All Programs » Microsoft SQL Server 2005 » SQL Server Business Intelligence Development Studio**.
2. Click **File » New » Project**.
3. Select **Business Intelligence Projects**.
4. In the **Templates** section of the New Project dialog box, click **Report Server Project** to highlight it.
5. In the **Name** field, enter a name for the report server project. For example, you could name it **VisionCustomReports**.

A report server project contains:

- A data source (information about a connection to a data source for your report).
 - Any custom reports that you create with the data source.
6. In the **Location** field, enter the path on your workstation where you want to store the report server project.
 7. In the **Solution Name** field, enter a name for the solution in which this report server project will be contained. (Solutions can contain multiple projects.)
 8. Click **OK**.

In the **Solution Explorer** pane, you now see the solution that you just created. (To display the **Solution Explorer** pane, click **View » Solution Explorer**.)

To create the shared data source, complete the following steps:

1. In the **Solution Explorer** pane, below your solution, right-click **Shared Data Sources**, and from the shortcut menu, click **Add New Data Source**.
2. On the General tab of the Shared Data Source dialog box, in the **Name** field, enter **DefaultDataSource**, which is the name of the Vision data source.



All of the Deltek report templates look at the data source called **DefaultDataSource**. If you name it something else, you will receive an error when you select the Data tab of the Design window. When you receive the error, click **OK** and then modify the dataset to use your connection instead. You must do this for each dataset.

Also, when you rename an existing data source, if you previously used the data source for a report, the report will be broken and you need to edit the report query to reference the new data source name.

3. Click the down arrow in the **Type** field and select **Microsoft SQL Server** from the drop-down list.
4. Click the **Edit** button beside the **Connection string** text box to open the Connection Properties dialog box where you can create the connection string to your Vision database.
 - a) Select the server on which your Vision database resides.
 - b) We recommend that you use Windows authentication to log on to the server. This prevents users from accessing information via BIDS that they should not access. If you use SQL Authentication and save the password, the password is saved as plain text and can be seen with NotePad.
 - c) Enter the Vision database name to connect to.
 - d) When you finish, click **OK**.
5. On the Credentials tab of the Shared Data Source dialog box, enter the credential information for the data source, and click **OK** when you finish.
6. In the **Solution Explorer** pane, you now see **DefaultDataSource.rds** in the Shared Data Sources folder within the solution.
7. On the Microsoft Visual Studio toolbar, click **File » Save All**.

We recommend that you save your solution often to prevent losing modifications in the event that BIDS terminates.

To select a Vision template and start to create a custom report, complete the following steps:

1. In the **Solution Explorer** pane, right-click the Reports folder, and from the shortcut menu, click **Add » New Item**.

On the Add New dialog box, you see the Vision report templates.

2. Click a report template to open it and create a custom Vision report with it.

Specific instruction on how to create and design Vision custom reports is beyond the scope of this document. For detailed information and training on how to design a Vision report with BIDS, Deltek University offers report writing classes.

See <http://www.deltek.com/services/deltekuniversity> for class offerings.

Classes include instruction on how to replace special tags in SQL statements. The tags make it possible to modify aspects of a query as it is passed from Vision to the Report Server. This enables you to include a Sorting/Grouping tab or Columns tab on the report Options dialog box in Vision Reporting for a custom report.

You can also contact CustomServices@Deltek.com for information about the custom report services that Deltek provides.

3. After you create a custom report and it is ready for others to use, you must save the report .rdl file to the appropriate folder on your Vision application server so it can be successfully loaded into Vision. See the "Vision Application Server Location for Custom Reports" section on page 35 of this guide for more information.
4. Deltek does not support the deployment of reports to the SSRS report server directly from within the BIDS software. Instead, you use the Vision Report Administration utility to load custom reports. See the "Load Custom Reports into Vision" section on page 37 for more information.

Create a Custom Report from a Vision Standard Report in BIDS

If the content of a standard report is similar or close to what you need in a custom report, you may want to start with a copy of a standard report .rdl file and then modify it to suit your needs.



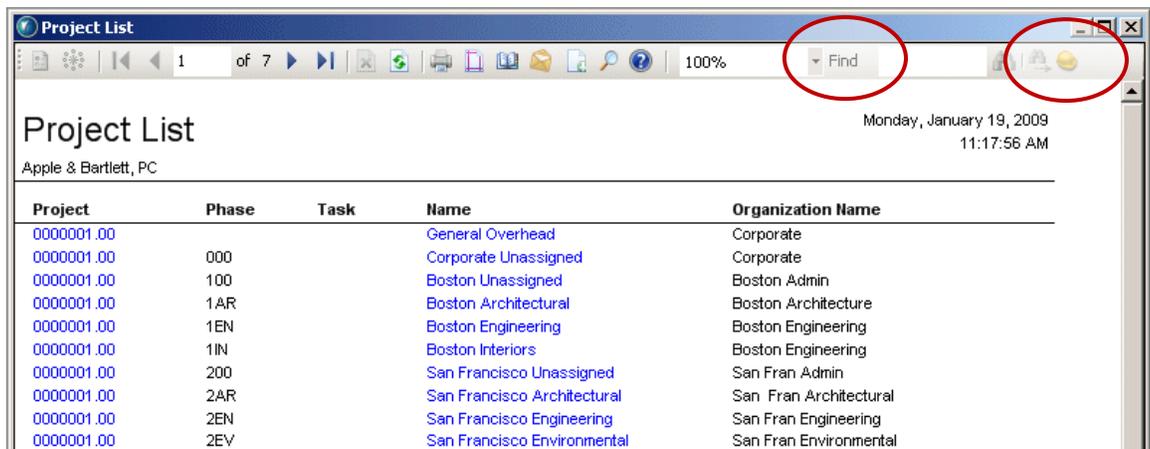
You cannot use Report Builder to create a custom report from a Vision standard report.

Start with an .Rdl File that You Create from within Vision

One way to create a custom Vision report is to start with an .rdl file that you create when you preview a standard report in Vision Reporting.

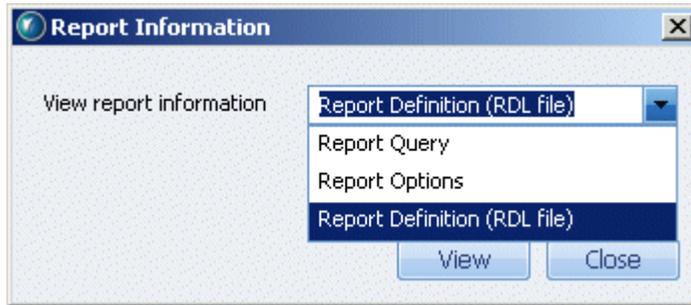
To create an .rdl file from a previewed standard report in Vision Reporting, complete the following steps:

1. From the Vision Applications menu, click **Reporting**, and then click the menu item that contains the standard report from which you want to create a custom report.
2. On the report form, click the cell in the **Options** column for the report that you want to start with, and then click  that displays in the cell.
3. On the report Options dialog box, select appropriate report options, and click **Apply** to return to the report form.
4. On the report form toolbar, click  **Preview**.
5. On the toolbar of the report preview screen, double right-click the **Find** label to display the **Get Report Information**  icon on the report preview toolbar.



6. Click .
7. On the Report Information dialog box, select **Report Definition (RDL File)** from the drop-down list in the **View report information** field, and then click **View**.

The **Report Definition (RDL File)** option provides you with the exact .rdl file that was used to load the report instance as it was rendered on the report server. When you preview this .rdl file within BIDS, it looks exactly like the one in the Vision Reporting preview window.



8. On the File Download dialog box, click **Save** or **Open** to save the .rdl file.



When you save the .rdl file for the new custom report (with either **Open** or **Save**), give it the .rdl file name that you want it to have within a BI project.

Do not give it the same .rdl file name as the Vision standard report that you created it from.

The options on the File Download dialog box are:

- **Open** — This opens the .rdl file as XML code within BIDS; it does not open in BIDS as a report within the designer. You can modify this file directly in the BIDS code view.
- **Save** — This saves the report as a new .rdl file. When you open this .rdl file in BIDS inside of a BI project, it displays exactly as it does in the Vision Reporting preview window.
- **Cancel** — This terminates the request.



At this point you are ready to modify the report within BIDS to create a custom report.

Open the Custom Report .Rdl File in BIDS

After you create and save a custom report .rdl file from a standard report, to open the custom report .rdl in BIDS, complete the following steps:

1. Open a BI project within BIDS.
2. Choose the option to add an existing item to the project, and browse to where you saved the .rdl file to open it.

Verify that the Data Source is Set for the Query

For custom reports that you created with a Vision standard report, you must verify that the data source is set for the query.

To check this, complete the following steps:

1. With the custom report .rdl file open in BIDS, click the Data tab.
2. If you receive the following dialog box, it means that BIDS is not able to connect to a valid data source for the selected dataset. You must fix the data source to point to the shared data source in your BI project.

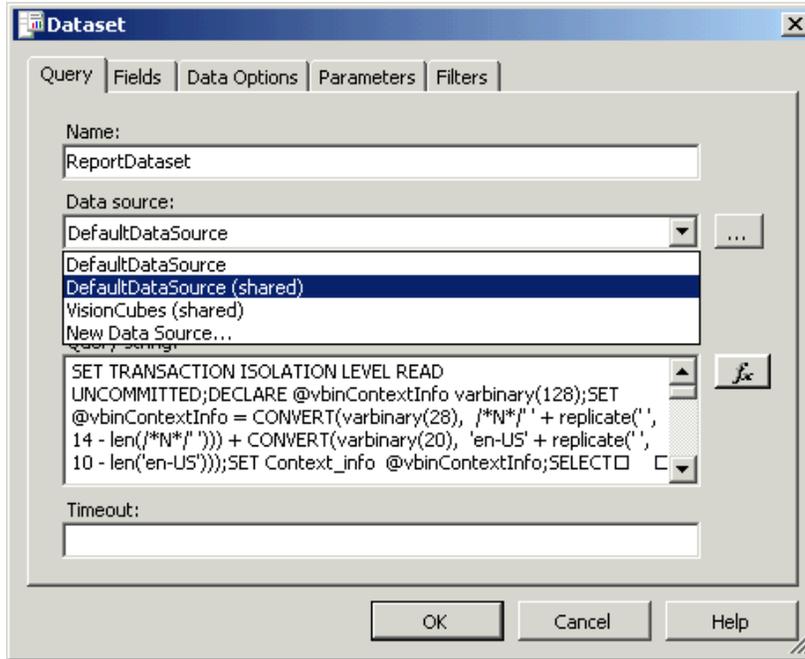
If you do not receive the message, you are ready to modify the report



To fix the data source to point to the shared data source in your BI project, complete the following steps:

1. In the Microsoft Report Designer window that indicates that the data source was not found, click **OK**.

2. On the Data tab, click the  button next to the dataset name to open the following Dataset dialog box:



3. On the Dataset dialog box, from the drop-down list in the **Data source** field, select the data source that is used within your BI Project. This generally has “(shared)” within the name.

At this point you are ready to work on the design of the report.

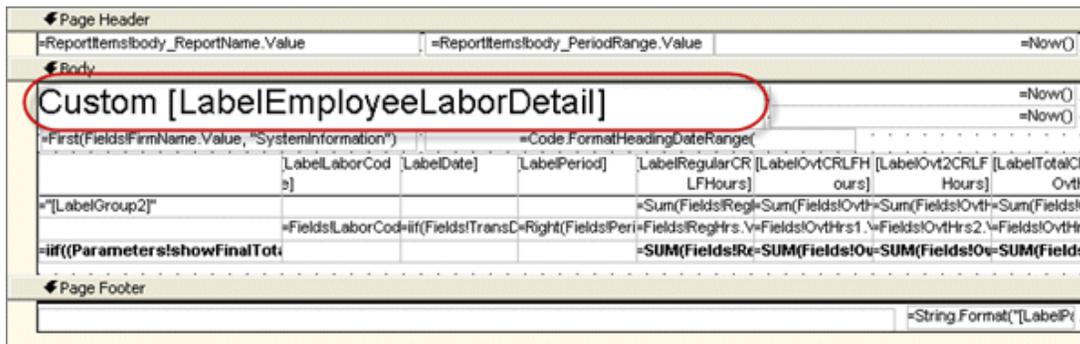
XML Code that you Must Modify

When you start with a standard Vision report to create a custom report, you **must** modify some of the XML code in the report's .rdl file to remove and replace items that are no longer appropriate for your custom report. If you do not make these modifications, your custom report may not function properly. You must make these modifications before you save a custom report to the application server and load it into Vision.

Report Name

When you create a custom report from a Vision standard report, the custom report design contains the name of the standard report that displays on the Vision Reporting menu.

You must replace the standard report name with the custom report name on the Layout tab in BIDS.





If you do not replace the standard report name with a custom report name, both the standard and custom report will display on the Vision Reporting menu with the same report name.

Custom Properties

The XML section of a standard Vision report's .rdl file contains custom properties for reports that are used to:

- Load the custom report using Vision's Report Administration utility.
- Control Vision report options.

You **must** delete and modify some of the existing custom properties that no longer apply for a custom report. Your custom report will not function properly if you do not make these modifications.

Custom properties are defined between the <CustomProperties> and </CustomProperties> tags in the XML code of a report's .rdl file. You manually modify them with the View Code option.

The following sections of this guide identify the custom properties that you must delete or modify.

ReportBO

The ReportBO custom property is used for Vision standard reports. It is not valid for custom reports and must be deleted to prevent errors in Vision.

Delete the following section of the XML code (this example uses the standard Project List report):

```
<CustomProperty>
  <Name>ReportBO</Name>
  <Value>Deltek.Vision.ReportingProject.Server.ProjectList</Value>
</CustomProperty>
```

ResourceFileName

When Vision loads the standard reports, the resource file is used to change report labels to the appropriate culture. Because the custom report that you are working with already has its labels converted to a specific culture, you must delete this ResourceFileName tag.

Delete the following from the XML code (this example uses the standard Project List report):

```
<CustomProperty>
  <Name>ResourceFileName</Name>
  <Value>Project List</Value>
</CustomProperty>
```

OptionForm

The OptionForm custom property controls the display of the report Options dialog box in Vision Reporting for the custom report. If you want the report Options dialog box to display, you must replace the standard report's OptionForm value with the following Vision default report value:

```
<Value>Deltek.Vision.Report.Client.VisionReportDialog</Value>
```

Example:

The original XML code in the standard Project List report:

```
<CustomProperty>
  <Name>OptionForm</Name>
  <Value>Deltek.Vision.ReportingProject.Client.dlgRepOpt_ProjectList</Value>
</CustomProperty>
```

Modified the XML code as follows:

```
<CustomProperty>
  <Name>OptionForm</Name>
  <Value>Deltek.Vision.Report.Client.VisionReportDialog</Value>
</CustomProperty>
```



For custom reports that are created with a standard Vision report, the report Options dialog box in Vision Reporting will display a General tab, a Layout tab, and if you have added report parameters in Vision Custom Report Options Configuration, a Custom Options tab.

GroupingType

The GroupingType custom property controls whether or not the Sorting/Grouping tab displays on the report Options dialog box in Vision Reporting. For custom reports that you create from a standard Vision report, delete this custom property.

Delete the following from the original XML code (this example uses the Project List report):

```
<CustomProperty>
  <Name>GroupingType</Name>
  <Value>Project</Value>
</CustomProperty>
```



To add a Sorting/Grouping tab to the report Options dialog box, you must modify special tags in SQL statements. Instruction on how to do this is beyond the scope of this document. Report writing classes offered through Deltek University cover special tags. See <http://www.deltek.com/services/deltekuniversity> for class offerings.

UseColumnSelection

The UseColumnSelection custom property determines whether or not the Column tab displays on the report Options dialog box in Vision Reporting. This tab allows you to select the columns for a report before you generate it. For custom reports that you create from a standard Vision report, change the UseColumnSelection value from Y to N.

Example:

The original XML code in the Project List report, where the value is set to Y:

```
<CustomProperty>
  <Name>UseColumnSelection</Name>
  <Value>Y</Value>
</CustomProperty>
```

Modify the original XML code as follows:

```
<CustomProperty>
  <Name>UseColumnSelection</Name>
  <Value>N</Value>
</CustomProperty>
```



To add a Columns tab to the report Options dialog box, you must modify special tags in SQL statements. Instruction on how to do this is beyond the scope of this document. Report writing classes offered through Deltek University cover special tags. See <http://www.deltek.com/services/deltekuniversity> for class offerings.

Further Instructions

Further specific instruction on how to create and design Vision custom reports is beyond the scope of this document. For detailed information and training on how to design a Vision report with BIDS, check Deltek University's report writing class offerings at <http://www.deltek.com/services/deltekuniversity>.

You can also contact CustomServices@Deltek.com for information about Deltek's assistance with custom reports.

After you create a custom report and it is ready for others to use, you must copy the report .rdl file to the appropriate folder on your Vision application server so it can be successfully loaded into SSRS and Vision using Vision's Report Administration utility. See the "Vision Application Server Location for Custom Reports" section on page 35 of this guide for more information.

Deltek does not support the deployment of reports to the SSRS report server directly from within the BIDS software. Instead, you use the Vision Report Administration utility to load reports. See the "Load Custom Reports into Vision" section on page 37 for more information.

Vision Report Server Location for Custom Reports

To load custom reports into SSRS and Vision, you must save custom report .rdl files on the Vision report server in the following location:

C:\Program Files\Deltek\Vision\Reports\Custom\My Reports

Within the My Reports folder, create subfolders with the following names, and save the .rdl files in the appropriate subfolders:

- Accounting
- AccountsReceivable
- Billing
- Client
- Consolidated GL
- Contact
- DataExport
- Employee
- GeneralLedger
- Inventory
- Invoice
- Lead
- MarketingCampaign
- Opportunity
- Payroll
- PerformanceManagement
- Project
- Purchasing
- ResourcePlanning
- TextLibrary
- Unit
- Vendor

You must save a custom report in the appropriately named subfolder so that the custom report displays with other Vision standard reports on the corresponding Reporting submenu in Vision.

For example, if you create a custom report that has employee data, you can save the report on your Vision report server in:

C:\Program Files\Deltek\Vision\Reports\Custom\My Reports\Employee

After you load the report in Vision, it displays in **Reporting » Employee**.



Deltek does not support the deployment of reports into SSRS or the Vision report server directly from within the BIDS or Report Designer software. When a custom report is ready to distribute to other Vision users, you copy the report to your Vision report server and load the report into SSRS and the Vision Reporting menu with the Vision's Report Administration utility.

Load Custom Reports into Vision

After you create a Vision custom report and save the .rdl file to the correct location on your Vision application server, a system administrator uses the Vision Report Administration utility to copy the report into SSRS and make it available in Vision Reporting.



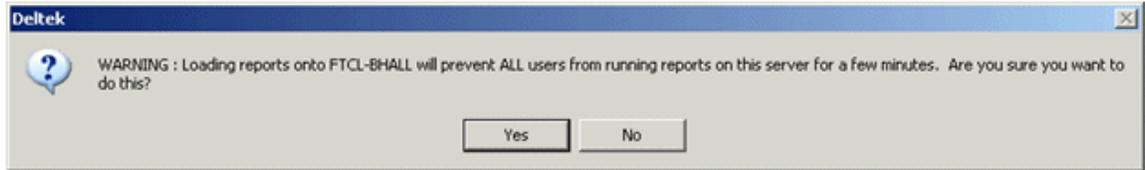
When you run the Report Administration utility to load custom reports, Vision users cannot access any reports.

To load custom reports into SSRS and Vision, complete the following steps:

1. From the Vision Applications menu, click **Utility » Report Administration**.
2. On the Load Reports tab, the **Location of reports on application server** field displays the path to the Vision application server location—**C:\Program Files\Deltek\Vision\Reports**.
3. From the drop-down list in the **Report Type** field, select **Custom**.

Report Folder	Report Name	Lookup Type	Group Type
Invoice	custIntercompany Invoice		
Invoice	Invoice		

4. In the **Report Name** field, enter the name of the custom report that you want to load into Vision—without the .rdl file extension.
If you leave the **Report Name** field blank, all custom reports are deployed and loaded.
5. If you select the **Delete existing reports in each folder before loading** check box, Vision deletes all reports of the type that you selected that are currently loaded, and then it loads the reports from the application server Reports folder.
6. Click the **Load Report Files** button.
7. Click **Yes** on the dialog box that warns you that loading reports prevents users from running reports for a few minutes.



8. On the dialog box that informs you that reports have been loaded, click **OK**.



The custom report now displays on a submenu of the Vision Reporting menu. The submenu is determined by the folder in which you saved the custom report on your application server. See the "Vision Application Server Location for Custom Reports" section on page 35 of this guide.

The custom report also displays in the **Report Name** drop-down list in **Configuration » General » Custom Report Options** where you can add parameters to it.

Parameters in Custom Reports

Parameters that you add to a report allow users to filter the report content before they generate the report. For example, you could add a parameter to a report that allows you to enter a period start and end date so that you can include data for only certain periods on the report.

Parameters that you add to a custom report design in the .rdl file, display as options on the Custom Options tab of the report's Options dialog box in Vision Reporting if you complete both of the following:

- In the custom report .rdl file, you must add the prefix "cust" to the parameter name so that it will work with Vision.

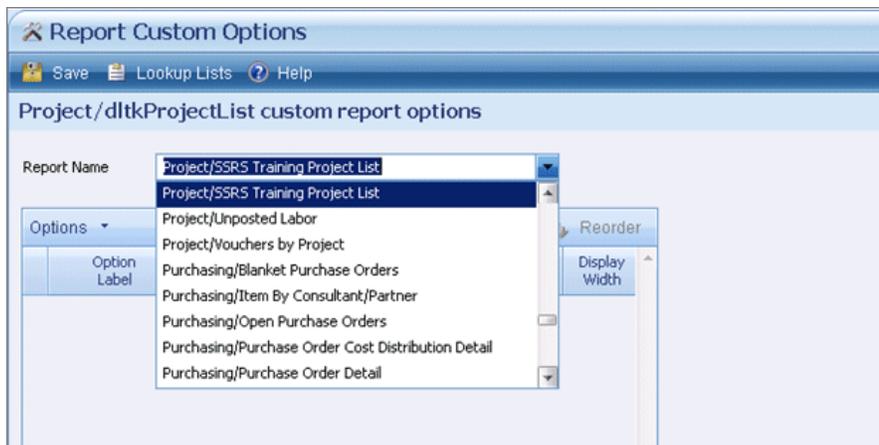
The following example shows two parameters with the names custPeriodStartDate and custPeriodEndDate within the XML code of an .rdl file in BIDS.

```
- <ReportOptionParameter>
  <Name>custPeriodStartDate</Name>
  <Value>2005-12-05T00:00:00.000</Value>
  <Label>Report Period Start Date</Label>
  <Type>DateTime</Type>
</ReportOptionParameter>
- <ReportOptionParameter>
  <Name>custPeriodEndDate</Name>
  <Value>2008-12-27T00:00:00.000</Value>
  <Label>Report Period End Date</Label>
  <Type>DateTime</Type>
</ReportOptionParameter>
```

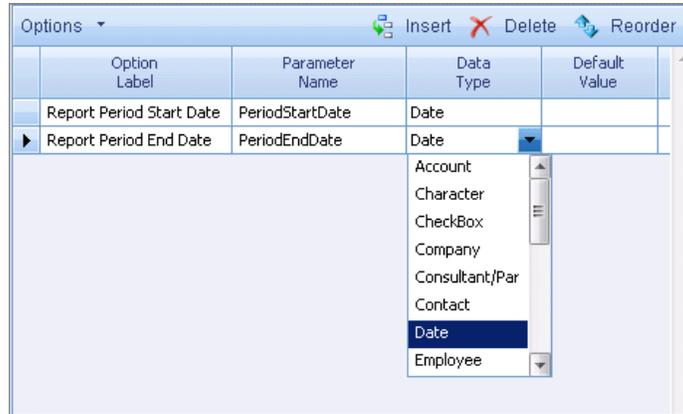
- After you deploy and load the custom report into Vision with Vision's Report Administration utility, you add the report parameters to the report in Vision **Configuration » General » Custom Report Options**.

To add the parameters in Vision, complete the following steps:

1. From the Vision Applications menu, click **Configuration » General » Custom Report Options**.
2. On the Report Custom Options form, select the custom report from the **Report Name** drop-down list.



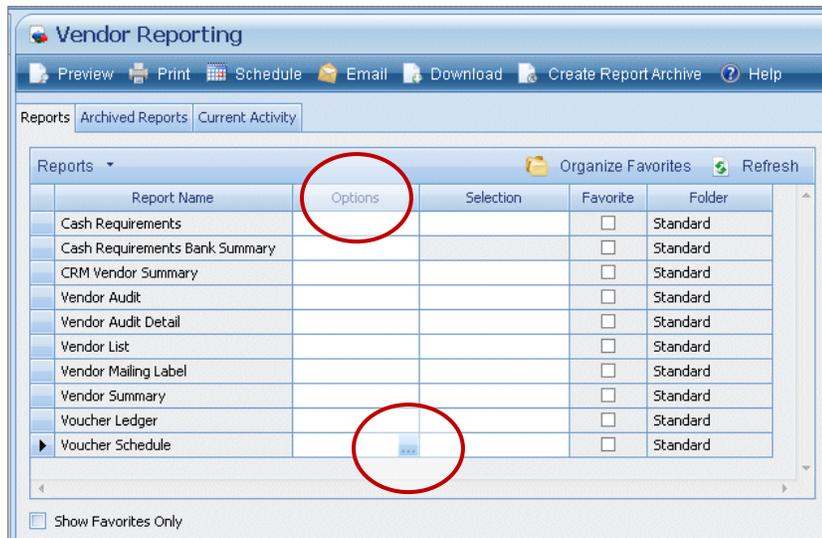
3. On the Options grid toolbar, click  **Insert** to add a parameter to a blank row in the grid.
4. In the **Option Label** field, enter the text that you want to display for the parameter on the Custom Options tab on the Report Options dialog box in Vision Reporting.
5. In the **Parameter Name** field, enter the name of the parameter as it is entered in the custom report .rdl file but without the prefix "cust."
6. In the **Data Type** field drop-down list, select the type that matches the data that the parameter contains.



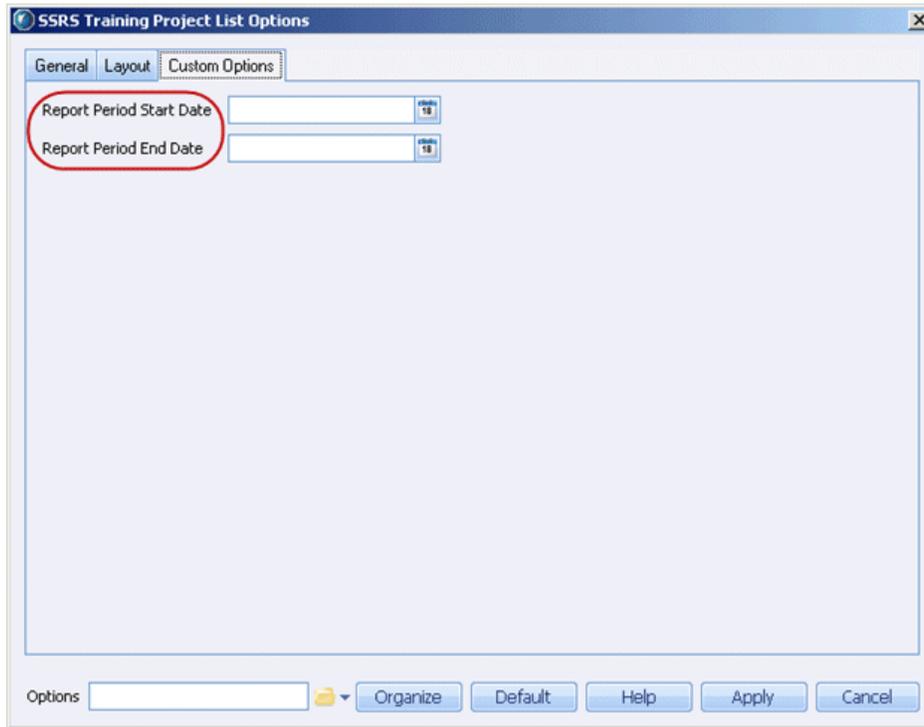
7. Complete the remaining fields in the grid as appropriate for your parameter data type.
8. When you finish, click  **Save**.

To use the parameters before you generate a custom report:

1. On the Vision Reporting menu, navigate to the custom report location.
2. On the Report form, click the cell of the custom report's **Options** column to display and click the  icon.



3. On the report Options dialog box, click the Custom Options tab to enter parameter options before you print or preview the report.

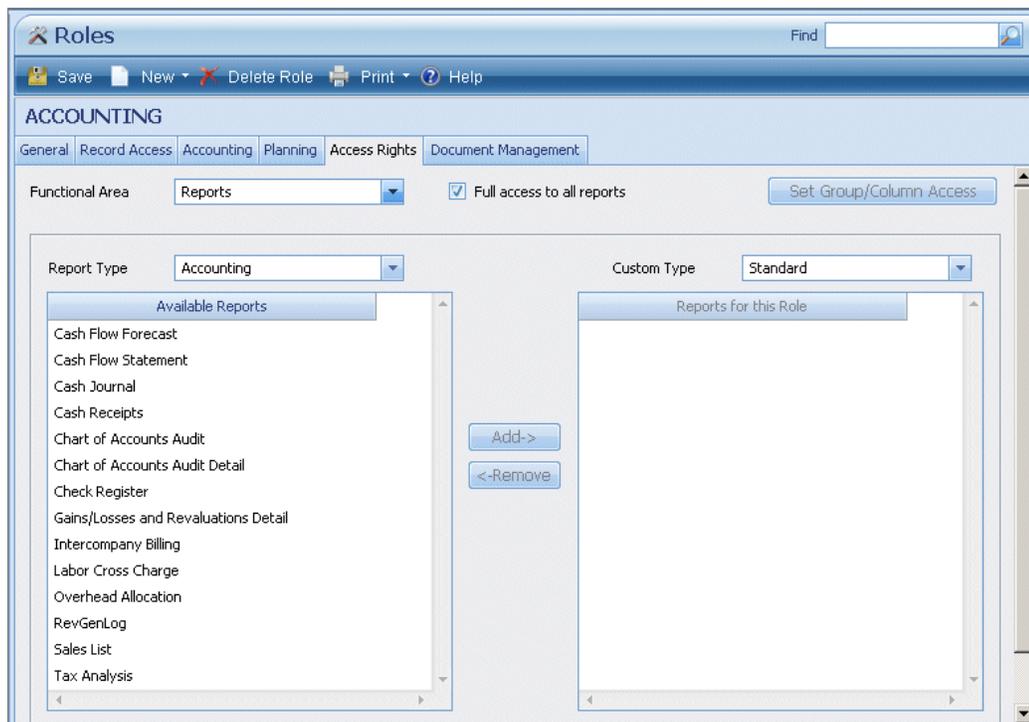


Apply Role Security to Custom Reports

After a custom report is created and loaded into the Vision software, a Vision system administrator applies Vision role security to allow only the appropriate users to have access to the custom report on the Vision Reporting menu.

To add a custom report to the list of reports that a role can access, complete the following steps:

1. From the Vision Applications menu, click **Configuration » Security » Roles » Access Rights tab**.
2. From the drop-down list in the **Functional Area** field, select **Reports**.



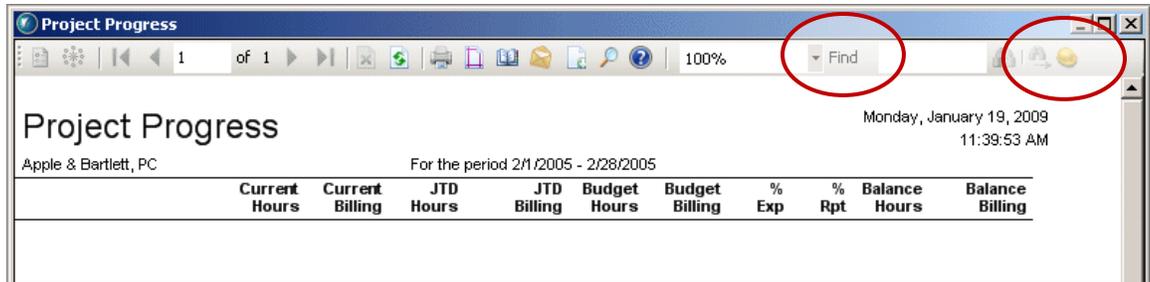
3. From the **Report Type** field drop-down list, select the type of the report (Accounting, Accounts Receivable, and so on) for which you want to give access.
4. Select **Custom** from the **Custom Type** field drop-down list.
5. The custom reports for the report type display in the **Available Reports** pane of the tab.
6. Click the appropriate custom report in the **Available Reports** pane, and click the **Add** button to add it to the **Reports for this Role** pane.
7. When you finish, click  **Save**.

Get Report Information for Failed Reports

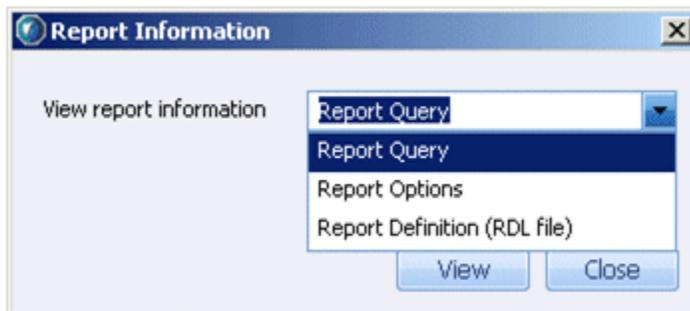
You use the **Get Report Information** icon on a previewed Vision standard report to create an .rdl file with which to create a custom report. You can also use this tool to obtain information about custom reports in general or acquire information about a report if the report fails in Vision.

If a report fails when you preview it in Vision, you can complete the following steps:

1. On the toolbar of the report preview screen, double right-click the **Find** label to display the **Get Report Information**  icon.



2. Click , and on the Report Information dialog box, select any of the options that you need to produce the report query, the report options (XML String), and the report .rdl file (and also an XML file), and then click **View**.



The options in the drop-down list accomplish the following:

- **Report Query** — This returns the query that was executed by the report. Because the query is returned in XML format, it can be copied and pasted directly into Microsoft SQL Server Management Studio Query window or onto the BIDS Data Tab where it can be executed. Since the BIDS Data Tab and Microsoft SQL Server Management Studio do not execute XML SQL directly, you need to make a few edits. It does not matter if you edit the query in your favorite XML editor or save it to a file.

In either case, you will see something that resembles the following when you view the query information:

```
<Query><![CDATA[SET TRANSACTION ISOLATION LEVEL READ
UNCOMMITTED ... ]]></Query>
```

To run this query within Microsoft SQL Server Management Studio, you must modify the XML to resemble the following:

```
SET TRANSACTION ISOLATION LEVEL READ UNCOMMITTED
```

After you complete this modification, the query will execute without issue.

- **Report Options** — This returns the options that were selected on the Vision report Options dialog box when the report was rendered. The options are returned in XML format. This XML cannot be placed within the RDL Code.
- **Report Definition (RDLFile)** — This provides you with the exact .rdl file that was used to load the report instance as it was rendered on the SSRS report server. When you preview this .rdl file within BIDS, it looks exactly like the one in the Vision Reporting preview window.

Contents of the Vision Report Model

The Vision custom report model—**DeltekVisionReportModel.smdl**—contains data sources and Vision database fields that allow you to create accounting, project, and customer relationship management reports with SSRS's Report Builder.

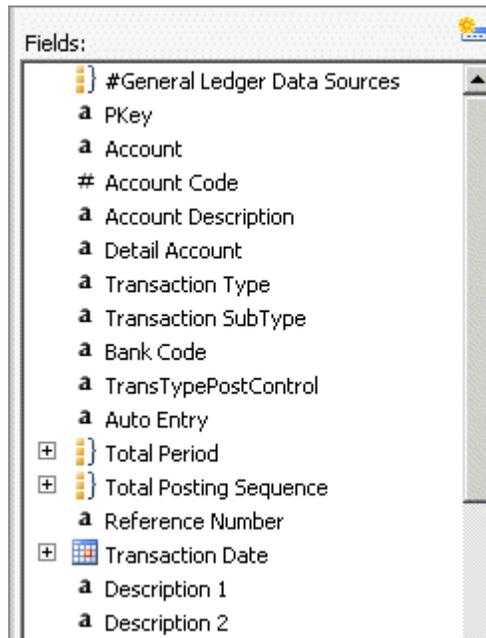
Field Icons

In Report Builder, you access the Vision report model and choose an entity from which to create a report. In the following example, the General Ledger entity is highlighted in the **Entities** section. The fields available in the General Ledger entity display in the **Fields** section below it.

The screenshot shows the Microsoft Report Builder interface. The Explorer pane displays the DeltekVisionReportModel. Under the 'Entities' section, the following entities are listed: Accounts Payable, Accounts Receivable, Client, Contact, Employee List, Employee Include Labor, General Ledger (highlighted), Lead, Marketing Campaign, Opportunity, Payroll, and Project Expense. Below the 'Fields' section, the following fields are listed for the selected General Ledger entity: #General Ledger Data Sources, PKey, Account, Account Code, Account Description, Detail Account, Transaction Type, Transaction SubType, Bank Code, TransTypePostControl, Auto Entry, Total Period, and Total Posting Sequence. Two red callout boxes with arrows point to the 'Entities' and 'Fields' sections.

General Ledger Entity and Field List

The field list for an entity displays an icon beside each field to indicate the type of field—text, number, date/time, or aggregate—as in the following example.



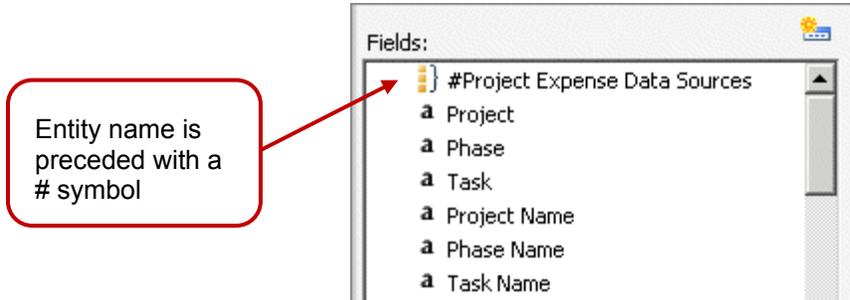
Field Icon Examples

The field type icons are as follows:

Field Icon	Type of Field	Description
a	Text	The field contains text.
#	Number	The field contains a numeric value.
	Date/Time	The field contains a date, time, or both.
	Aggregate	The field contains a numeric value that represents a calculation on a set of numbers.
	Not applicable	This displays beside an aggregate or date/time field. Click to display additional options for a field.
	Not applicable	This displays beside an aggregate or date/time field that you expanded. Click to close the list of additional options.

#<Vision Entity Name>

In Report Builder, the first item in the **Field** list for Vision entities is the entity name with a # symbol in front of it. For example, #Project Expense Data Sources displays as the first item for the Vision Project Expense entity.



When you add this field to a report, it counts the items that are used to compile the information in a row on the report.

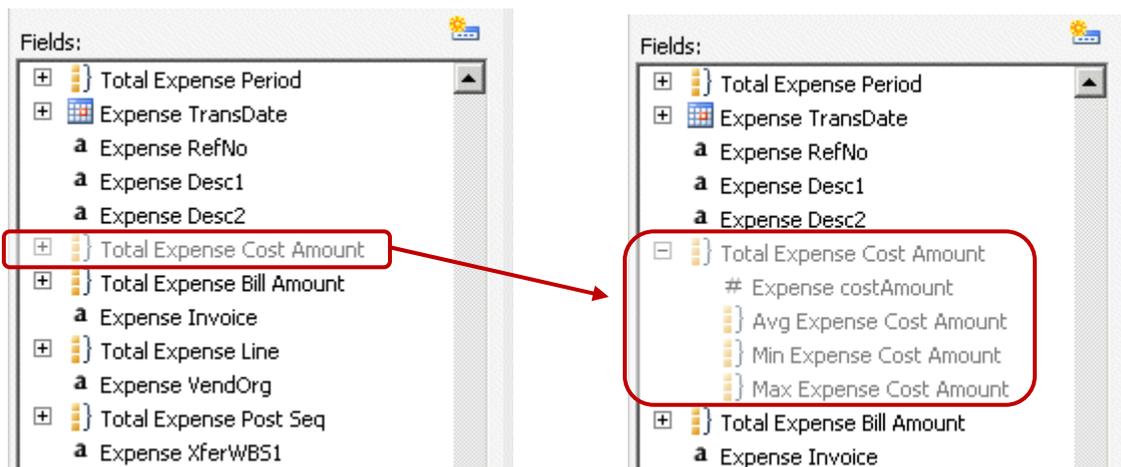
For example, you create a project expense report with the following columns:

Project	Expense Vendor	Cost	Bill	#Project Expense Data Sources
ABC	FedEx	\$500	\$2,000	27
ABC	Knecht's Survey	\$7,000	\$15,000	9

The FedEx cost and bill amounts of \$500 and \$2,000 are the sum of 27 transactions. The Knecht's Survey amounts are the sum of 9 transactions.

Aggregate Numeric Fields

In Report Builder, many fields that contain a numeric value have an **Additional Options**  icon and an **Aggregate**  icon beside them. When you click , additional options display as in the following example for Total Expense Cost Amount.



Total Expense Cost Amount Example

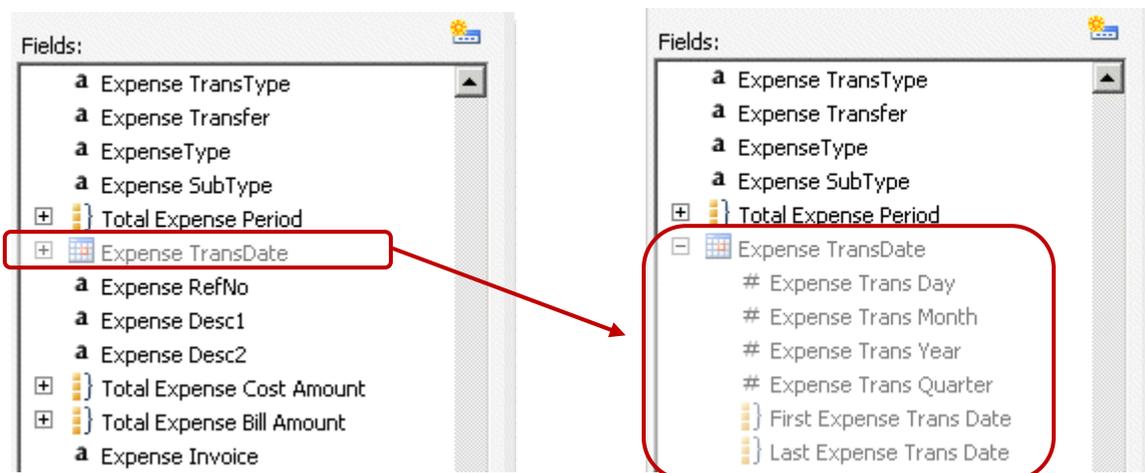
Each of these numeric options produce the following content when added to a report:

- **Total Expense Cost Amount** — This returns the total expense cost amount for all the transactions that make up the expense cost.
- **# Expense costAmount** — This returns the number of transactions (count) used to make up the total expense cost amount.
- **Avg Expense Cost Amount** — This returns the average value of all the transactions that make up the total expense cost amount.
- **Min Expense Cost Amount** — This returns the minimum value of all the transactions that make up the total expense cost amount.
- **Max Expense Cost Amount** — This returns the maximum value of all the transactions that make up the total expense cost amount.

Date/Time Fields

Fields that contain a date, time, or both have a **Calendar**  icon beside them in the **Fields** list in Report Builder.

When you click , beside the **Calendar** icon, additional options display, as in the following example of the Expense TransDate



Expense TransDate Example

Using the Expense TransDate example, each calendar option produces the following content when added to a report:

(In this example, the transaction date is August 21, 2009, a Friday.)

- **Expense TransDate** — Returns the full date (08/21/2009).
- **Expense Trans Day** — Returns only the day of the date (Friday).
- **Expense Trans Month** — Returns only the month of the date (August).
- **Expense Trans Year** — Returns only the year of the date (2009).
- **Expense Trans Quarter** — Returns the quarter of the date (3).

- **First Expense Trans Date** — Returns the first (earliest) date of all the transactions that are included on the report. This is more commonly included in a report header.
- **Last Expense Trans Date** — Returns the last (latest) date of all the transactions that are included on the report. This is more commonly included in a report header.

The following sections describe the Vision report model entities and their fields.



When you create a report, you can include only the fields from one entity on a report. For example, when you create a report with the Project entity, you cannot include fields from the Accounts Payable entity to the report.

Accounts Payable

Use the Accounts Payable entity to create custom Vision Accounts Payable reports.

When you use this entity, report content is retrieved directly from or calculated with fields from the following Vision tables:

- VE (Vendor)
- VO (Voucher)
- LedgerAP (Expense Detail Table — Accounts Payable)

The Accounts Payable entity provides you with the following fields to add to custom reports:

Accounts Payable Fields	Description
#Accounts Payable Data Sources	When you add this field to a report, it counts the items that were used to compile the information in a row on the report.
Check Bank Code	The bank code to which vouchers were posted during transaction posting.
Check Date	The date of the transaction.
Check RefNo	The check number that is associated with this payment. This column is used for void check transactions.
Description	The descriptive text for the line item that explains the reason for the expense, such as "travel advance" or "phone bill."
Invoice Date	The date entered during either invoice or cash receipt transaction entry.
Invoice Number	The billed invoice number of the transaction.
PWPCode	The status of each Pay When Paid (PWP) voucher: <ul style="list-style-type: none"> ▪ NF — Not found. Indicates that you entered or posted the voucher and the voucher was included on a final bill for the project. This status also displays for all vouchers not

Accounts Payable Fields	Description
	<p>marked as PWP.</p> <ul style="list-style-type: none"> ▪ NP — Not paid. Indicates that you accepted the final invoice and posted the resulting invoice file (that contains the pay when paid voucher). ▪ PD — Paid. Indicates that you posted the cash receipt (indicating to Vision that the client paid the bill) for the invoice that contained the voucher. The voucher is available for payment processing.
Total Voucher Amount	The total amount of the voucher before payments and discounts are applied.
Total Voucher Balance	The balance owed to the vendor for all vouchers.
Total Voucher Discount	The amount of the discount taken to date if discounts were applied to this voucher.
Total Voucher Previous Payments	All the previous payments made on the voucher.
Vendor	The vendor identifier. The vendor number may be up to 20 characters, including two user-defined delimiters.
Vendor Name	The vendor's name entered in the Vendor Info Center.
Vendor Org	<p>The vendor's organization. Used for sorting purposes only.</p> <p>This is the name of the organization within your company for which this vendor provides goods or services.</p>
Vendor Pay Terms	The payment terms — Next, Hold, PWP (Pay When Paid), Partial, or Date.
Vendor SortName	A combination of the vendor number and name.
Vendor Status	The vendor's status — A-Active, I-Inactive, or D-Dormant.
Vendor Type	The vendor type such as Trade, Consultant, or Employee.
Voucher	The voucher number assigned during transaction posting.
Voucher Account	The account number for the Vision account that is associated with this voucher. It is specified during Transaction Entry. If the related project is a regular project, this is either a reimbursable or direct account. If the related project is an overhead project, this is an indirect account.
Voucher Bank Code	The code for the bank involved in the transaction.

Accounts Payable Fields	Description
Voucher BilledInvoice	The invoice on which the transaction was final billed.
Voucher BilledWBS1	The project to which the transaction was final billed on the invoice.
Voucher BilledWBS2	The phase to which the transaction was final billed on the invoice.
Voucher BilledWBS3	The task to which the transaction was final billed on the invoice.
Voucher Date	The date of the voucher.
Voucher Desc2	Descriptive text for the line item to explain the reason for the expense (such as "travel advance," "phone bill," and so on).
Voucher LiabCode	<p>The accounts payable liability code to which this voucher was posted.</p> <p>The liability code identifies the account that receives the implicit posting during Accounts Payable Voucher Posting; the liability code defines the credit posting in the General Ledger.</p> <p>If your firm uses the Organization application and you maintain separate balance sheets by organization, the liability code also points to an organization code.</p>
Voucher Line	The line number for each item listed on the voucher.
Voucher Payment Date	The payment due date if the Pay Terms setting is Date .
Voucher SubType	A one-letter code that represents the transaction's sub-type (for example, A for automatic check, C for disbursement check, or V for voided check). See Transaction Types in the Accounting Concepts help for a full listing.
Voucher TransType	A two-letter code that represents the type of transaction (for example, PP for Accounts Payable payment processing). See Transaction Types in the Accounting Concepts help for a full listing.
Voucher WBS1	The project associated with the voucher that is specified during transaction entry.
Voucher WBS2	The phase associated with the voucher that is specified during transaction entry.
Voucher WBS3	The task associated with the voucher that is specified during transaction entry.

Accounts Receivable

Use the Accounts Receivable entity to create custom Vision Accounts Receivable reports.

When you use this entity, report content is retrieved directly from or calculated with fields from the following Vision database tables:

- LedgerAR (Expense Detail Table — Accounts Receivable)
- CFGARMap (Configuration Table — Accounts Receivable Mapping)
- PR (Project)
- AR (Invoice Master)
- CL (Client)
- BTBGSubs (Billing Terms Billing Group Subprojects)
- CFGInvMap (Configuration Table - Invoice Mapping Accounts)
- EM (Employee)

The Accounts Receivable entity provides you with the following fields to add to custom reports:

Accounts Receivable Field	Description
#Accounts Receivable Data Sources	When you add this field to a report, it counts the items that were used to compile the information in a row on the report.
Account	The accounts receivable account to be mapped to the Accounts Receivable Ledger columns.
BillCIAddress	The client's billing address.
BillClientID	The record number for the billing client.
BillContactID	The record number for the billing contact.
CIAddress	The client address.
ClientID	The number of the client that is associated with the transaction.
CRComment	The full text of the cash receipt comment.
InvComment	The full text of the invoice comment.
Invoice Description	If Receipt displays in the Invoice column, Vision displays the reference number entered during Cash Receipt Transaction Entry. This column may also display the invoice number, the year and month, and the number of postings for the accounting period against which the report is being run.
InvoiceNumber	The invoice number that is associated with the transaction at the time of posting or the final invoice number assigned to the invoice during a final billing session.

Accounts Receivable Field	Description												
RecDate	The date on which the cash receipt was issued.												
RecType	The transaction type for the cash receipt expense detail. See Transaction Types in the Vision Accounting Concepts help for a full listing.												
RefNo	The reference number that is associated with the transaction during transaction entry.												
Total Age 1 Amount–Total Age 5 Amount	<p>Fields that represent additional aging ranges on invoices. By default, Vision has the following aging columns:</p> <table border="1" data-bbox="662 661 1091 1031"> <thead> <tr> <th data-bbox="662 661 760 695">Age</th> <th data-bbox="766 661 1091 695">Invoice falls in the period</th> </tr> </thead> <tbody> <tr> <td data-bbox="662 724 688 758">1</td> <td data-bbox="766 724 915 758">0 to 30 days</td> </tr> <tr> <td data-bbox="662 787 688 821">2</td> <td data-bbox="766 787 932 821">31 to 60 days</td> </tr> <tr> <td data-bbox="662 850 688 884">3</td> <td data-bbox="766 850 932 884">61 to 90 days</td> </tr> <tr> <td data-bbox="662 913 688 947">4</td> <td data-bbox="766 913 948 947">91 to 120 days</td> </tr> <tr> <td data-bbox="662 976 688 1010">5</td> <td data-bbox="766 976 997 1010">121 days and older</td> </tr> </tbody> </table>	Age	Invoice falls in the period	1	0 to 30 days	2	31 to 60 days	3	61 to 90 days	4	91 to 120 days	5	121 days and older
Age	Invoice falls in the period												
1	0 to 30 days												
2	31 to 60 days												
3	61 to 90 days												
4	91 to 120 days												
5	121 days and older												
Total Col 1 – Tot Col 8	The Accounts Receivable mapped amounts in Configuration » Accounts Receivable .												
Total Period	The fiscal year and period for the expense detail.												
Total Post Seq	The unique number assigned to this transaction during posting.												
Total Rtn Amt	The retainage amount of the invoice not currently due. Retainage is an amount that you withhold from billing a client, as a good faith measure to build trust in your firm, or to entice the client to hire your firm.												
Total Total Amt	The total amount of the invoice and the total amount of each receipt for that invoice. The total is then distributed across the appropriate user-defined columns (customCol1-customcol15), such as the Fees, Reimb., Taxes, Interest, and Other columns. The total of these user-defined columns should equal the amount in the Total column (TotalAmt).												
TransDate	The date of the transaction.												
WBS1	The project number associated with the transaction.												

Accounts Receivable Field	Description
WBS1Name	The project name associated with the transaction.
WBS2	The phase number associated with the transaction.
WBS2Name	The phase name associated with the transaction.
WBS3	The task number associated with the transaction.
WBS3Name	The task name associated with the transaction.

Client

Use the Client entity to create client reports.

When you use this entity, report content is retrieved from or calculated with fields from the following Vision database tables:

- CL (Client)
- CFGClientStatus (Configuration Table — Client Status)
- CIAddress (Client Address)
- CFGClientType (Configuration Table — Client Types)
- CFGCountry (Configuration Table — Countries)
- ClientCustomTabFields (Clients Table — User-Defined Tab Fields)

The Client entity provides you with the following fields to add to custom reports:

Client Field	Description
#Client Data Sources	When you add this field to a report, it counts the items that were used to compile the information in a row on the report.
Billing Address Description	The description that is entered in the Client Info Center to identify the client's billing address, such as Company Headquarters, Main Office, Billing Office, and so on.
Billing Address1–Billing Address4	The client's billing address information from Address 1 – Address 4 lines in the Client Info Center.
Billing City	The city from the client's billing address.
Billing Country	The country from the client's billing address.
Billing Create Date	The date on which the billing address was created in the client record.
Billing Create User	The user ID of the person who created the billing address in the client record.

Client Field	Description
Billing Fax	The fax number of the billing client contact.
Billing Mod Date	The date on which the billing address was most recently modified in the client record.
Billing Mod User	The user ID of the last person who modified the billing address in the client record.
Billing Phone	The phone number of the billing client contact.
Billing State	The state from the client's billing address.
Billing Tax Country	The tax country code from the client's billing address.
Billing Tax Registration Number	The tax registration number from the client's billing address.
Billing Zip	The ZIP code from the client's billing address.
Client Name	The name of the firm (client) for whom you are performing work.
Client Number	The client identifier.
Create Date	The date on which the client record was created.
Create User	The user who created the client record.
Mod Date	The date on which the client record was last modified.
Mod User	The user ID of the person who most recently modified the client record.
Notes	The text that is entered in the Notes field on the General tab of the Client Info Center.
Primary Address Create Date	The date on which the primary address was created in the client record.
Primary Address Create User	The user ID of the person who created the primary address in the client record.
Primary Address Description	The description entered in the Client Info Center record to identify the client's primary address, such as Company Headquarters, Main Office, Northeast Office, and so on.
Primary Address Mod Date	The date on which the primary address was most recently modified in the client record.

Client Field	Description
Primary Address Mod User	The user ID of the last person who modified the primary address in the client record.
Primary Address1–Primary Address4	The client's primary address information from Address 1 – Address 4 lines in the Client Info Center.
Primary City	The city in which the client's primary address is located.
Primary Country	The country in which the client's primary address is located.
Primary Fax	The fax in which the client's primary address is located.
Primary Phone	The phone in which the client's primary address is located.
Primary State	The state in which the client's primary address is located.
Primary Tax Registration Number	The tax registration number for the client's primary address.
Primary TaxCountry	The tax country code for the client's primary address.
Primary Zip	The ZIP code in which the client's primary address is located.
Relationship	Your relationship with the client, such as Consultant, Prospective, Existing.
Status	The status of your relationship with the client (Active, Dormant, or Inactive).
Type	The type of client such as Commercial, Government, Non-Profit, and so on.
Website	The client firm's Internet Web site address.

Contact

Use the Contact entity to create contact reports. When you use this entity, report content is retrieved from or calculated with fields from the following Vision database tables:

- Contacts
- CL (Client)
- VE (Vendor)

The Contact entity provides you with the following fields to add to custom reports:

Contact Field	Description
#Contact Data Sources	When you add this field to a report, it counts the items that were used to compile the information in a row on the report.
Active Company	If you use the Multicompany feature in Vision, this is the company that you have open when you run a report.
Address1–Address4	Lines 1–4 of the contact's address.
Cell Phone	The contact's cellular phone number that is entered on the General tab in the Contact Info Center.
City	The contact's city.
Client Address1–Client Address4	The client's address information (street name and number, suite number, and P.O. Box number) if the contact is a client.
Client City	The client's city if the contact is a client.
Client Country	The client's country if the contact is a client.
Client Fax	The client's fax number if the contact is a client.
Client ID	The internal reference number for the Client record.
Client Memo	The contents of the Notes field in the Clients Info Center if the contact is a client.
Client Name	The client firm's name if the contact is a client.
Client Phone	The client's telephone number if the contact is a client.
Client Relationship	Your relationship (New, Existing, or Prospective) with the client.
Client State	The client's state if the contact is a client.
Client Status	The client's status (A-Active, I-Inactive, or D-Dormant) that is entered on the General tab in the Client Info Center if the contact is a client.

Contact Field	Description
Client Website	The client's Web Site address that is entered on the General tab in the Client Info Center if the contact is a client.
Client Zip	The client's ZIP code if the contact is a client.
Concat Client Address	The client's address, city, state, and ZIP code (in this order in a single column on the report) if the contact is a client.
Concat Vendor Address	The vendor's address, city, state, and ZIP code (in this order in a single column on the report) if the contact is a vendor.
Concatenated Address	The contact's address, city, state, and ZIP code (listed in this order in a single column on the report).
Contact ID	Internal reference number for the contact record.
Contacts Notes	The contents of the Notes field on the General tab in the Contacts Info Center for the contact.
Country	The contact's country.
Create Date	The date on which the contact record was created.
Create User	The user who created the contact record.
Email	The contact's email address that is entered on the General tab in the Contact Info Center.
Fax	The contact's fax number that is entered on the General tab in the Contact Info Center.
First Name	The contact's first name that is entered on the General tab in the Contact Info Center.
Full Name	The contact's full name (first, middle, and last names), which is entered on the General tab in the Contact Info Center.
Home Phone	The contact's home phone number that is entered on the General tab in the Contact Info Center.
Last Name	The contact's last name that is entered on the General tab in the Contact Info Center.
Mailing Address	A Y or N (Yes or No) value that indicates whether or not the address is the contact's mailing address.
Mailing Address1–Mailing Address4	Address lines 1–4 from the contact's mailing address. The mailing address is entered on the General tab in the Contact Info Center.

Contact Field	Description
Mailing City	The city from the contact's mailing address.
Mailing Country	The country from the contact's mailing address.
Mailing State	The state from the contact's mailing address.
Mailing Zip	The ZIP code from the contact's mailing address.
Middle Name	The contact's middle name from the General tab in the Contact Info Center.
Mod Date	The date on which the contact record was most recently modified.
Mod User	The user who last modified the contact record.
Pager	The contact's pager number from the General tab in the Contact Info Center.
Phone	The contact's telephone number from the General tab in the Contact Info Center.
Preferred Name	The contact's preferred name from the General tab in the Contact Info Center.
Salutation	The prefix (Mrs., Mr., Ms., and so on) used with the contact's name.
Source	The source that is entered in the lead's Info Center record when the contact is a converted lead.
State	The contact's state.
Status	The status of your relationship (Active or Inactive) with the contact that is entered on the General tab in the Contact Info Center.
Suffix	The suffix (Jr., III, and so on) that is used with the contact's name.
Title	The contact's job title that is entered on the General tab in the Contact Info Center.
Type	The type (Client or Vendor) by which the contact is classified.
Vendor	The internal reference number for the vendor record.
Vendor Address	A Y or N (Yes or No) value that indicates whether or not the address is a vendor address.

Contact Field	Description
Vendor Address1–Vendor Address4	The associated vendor's' address from Address 1–Address 4.
Vendor City	The vendor's city if the contact is a vendor.
Vendor Country	The vendor's country if the contact is a vendor.
Vendor Fax	The vendor's fax number if the contact is a vendor.
Vendor Memo	The contents of the Notes field in the Vendor Info Center if the contact is a vendor.
Vendor Name	The vendor's name if the contact is a vendor.
Vendor Phone	The vendor's phone number if the contact is a vendor.
Vendor Specialty	The vendor's business specialty (Cost Estimating, Interior Design, Security Systems, and so on) if the contact is a vendor.
Vendor State	The vendor's state if the contact is a vendor.
Vendor Website	The vendor's Web Site address if the contact is a vendor.
Vendor Zip	The vendor's ZIP code if the contact is a vendor.
Zip	The contact's ZIP code.

Employee List

Use the Employee List entity to create employee reports. When you use this entity, report content is retrieved from or calculated with fields from the EM (Employee) database tables.

The Employee List entity provides you with the following fields to add to custom reports:

Employee List Field	Description
#Employee Data Source Do Not Include Labors	When you add this field to a report, it counts the items that were used to compile the information in a row on the report.
Active Company	If you use the Multicompany feature in Vision, this is the company that you have open when you run a report.
Address Line 1–Address Line 3	The first, second, and third lines of the employee's address that are entered in the Employee Info Center.
Allow Employee to change in Timesheet	Indicates whether or not the Allow Employee to change in Timesheet check box is selected in the Default Labor Code section of the Time tab in the Employee Info Center.

Employee List Field	Description
Approved for use in accounting applications	A variable that determines whether or not the employee record is approved for use when accounting transactions are processed.
Available For CRM users	A variable that allows Customer Relationship Management users to open and review the employee record.
Available to Accounting users	A variable that allows Accounting users to open and review the employee record.
Billing Status	<p>Indicates the billing status for the labor transaction.</p> <p>The options are:</p> <ul style="list-style-type: none"> ▪ B — Billable. Released and available for billing to the client. ▪ D — To be deleted. The transaction is marked for deletion. ▪ F — Final billed. Already billed to the client. ▪ H — Held. Temporarily hold the transaction to prevent billing to the client. ▪ M — Modified. Changed in some way from its original form. ▪ N — Not billable. ▪ O — Deleted. A transaction marked for deletion was included in a billing run (and has been deleted). ▪ R — Partial Hold/Released. Part of the transaction has already been held or released. ▪ T — Transferred. Moved from one project, phase, task, or labor code to another. ▪ W — To be written off. Transaction has been written off, but the invoice has not been posted. ▪ X — Written off. Transaction has been written off, and the invoice has been posted.
Check hours entered against expected	A Y or N (Yes or No) column that indicates whether or not Vision automatically checks the hours that are entered on an employee's timesheet and compares them to the expected hours per day setting. This check box is on the Time tab in the Employee Info Center.
City	The employee's city.
Country	The employee's country.
Create Date	The date on which the employee record was created.

Employee List Field	Description
Create User	The user who created the employee record.
Default Labor Code Level 1	The level 1 default labor code for Time timesheets for an employee that is entered on the Time tab in the Employee Info Center.
Default Labor Code Level 2	The level 2 default labor code for Time timesheets.
Default Labor Code Level 3	The level 3 default labor code for Time timesheets.
Default Labor Code Level 4	The level 4 default labor code for Time timesheets.
Default Labor Code Level 5	The level 5 default labor code for Time timesheets.
Email	The employee's email address.
Employee First Name	The employee's first name.
Employee Last Name	The employee's last name.
Employee Middle Name	The employee's middle name.
Employee Name	The employee's last name, first name.
Employee Number	The employee's identification number.
Employee Organization Name	The organization (profit center) description of the organization to which the employee belongs.
Employee Organization Name	The organization (profit center) code of the organization to which the employee belongs.
Employee Salutation	The prefix (Mr., Mrs., Ms., and so on) used with an employee's name.
Employee Suffix	The suffix (Jr., III, and so on) used with an employee's name.
Employee Type	The employee type (Principal-P, E-Employee, M-Management, and so on) that is entered on the Accounting tab in the Employee Info Center.
Expense Report Administration Approval	<p>A Y or N (Yes or No) value that indicates whether or not the employee can approve, before it is posted, any expense report to which he or she has access.</p> <p>This column is blank if the expense report admin level is Group.</p> <p>This option is on the Expenses tab in the Employee Info Center.</p>

Employee List Field	Description
Expense Report Administration Editing	<p>A Y or N (Yes or No) value that indicates whether or not the employee can edit any expense report to which he or she has access.</p> <p>This column is blank if the expense report admin level is Group.</p> <p>This option is on the Expenses tab in the Employee Info Center.</p>
Expense Report Administration Level	<p>The expense report administrative level for an employee, which can be: Staff, Group, or System.</p> <p>This setting is on the Expenses tab in the Employee Info Center.</p>
Expense Report Group	<p>The expense report group for which this employee is able to access expense reports. This setting is on the Expenses tab in the Employee Info Center.</p>
Fax	<p>The employee's fax number.</p>
Hire Date	<p>The employee's hire date.</p>
Home Phone	<p>The employee's home phone number.</p>
Job Cost Type	<p>The employee's job cost type (H-Hourly or S-Salaried) that is entered on the Accounting tab in the Employee Info Center.</p>
Labor Billing Category	<p>The default category for the employee when the By Category labor billing method is used.</p>
Memo	<p>The Memo field on the Personal tab in the Employee Info Center that contains comments about the employee.</p>
Mobile Phone	<p>The employee's mobile phone number.</p>
Modify Date	<p>The date on which the employee record was last modified.</p>
Modify User	<p>The last user who modified the employee record.</p>
Pay Type	<p>The payroll type for the employee — Hourly or Salary.</p>
Raise Date	<p>The date of the employee's next raise that is entered on the Personal tab in the Employee Info Center.</p>
Social Security Number	<p>The employee's Social Security number that is entered on the Personal tab in the Employee Info Center.</p>
State	<p>The employee's state that is entered on the Personal tab in the Employee Info Center.</p>

Employee List Field	Description
Status	The employee's employment status (A-Active, I-Inactive, or T-Terminated) that is entered on the General tab in the Employee Info Center.
Supervisor Name	The name of the employee's supervisor that is entered on the General tab in the Employee Info Center.
Supervisor Number	The employee number of the employee's supervisor.
Termination Date	The date that the employee was terminated from employment. This is entered on the Personal tab in the Employee Info Center.
Timesheet Administration Approval	<p>A Y or N (Yes or No) value that indicates whether or not the employee can approve, before it is posted, any timesheet to which he or she has access. This option is on the Time tab in the Employee Info Center.</p> <p>This column is blank if the timesheet admin level is Group.</p>
Timesheet Administration Editing	<p>A Y or N (Yes or No) value that indicates whether or not an employee can edit any timesheet to which he or she has access. This option is on the Time tab in the Employee Info Center.</p> <p>This column is blank if the timesheet admin level is Group.</p>
Timesheet Administration Level	The timesheet administrative level (Staff, Group, or System) for an employee that is entered on the Time tab in the Employee Info Center.
Timesheet Group	The timesheet group for which this employee is able to access timesheets. This is entered on the Time tab in the Employee Info Center.
Title	The employee's title (job title, job function) that is entered on the General tab in the Employee Info Center.
Total Hours Day	The number of hours per day that the employee is generally expected to work (entered on the Personal tab in the Employee Info Center).
Total Pay Overtime Pct	The percentage that is applied to the employee's payroll rate to calculate standard overtime wages.
Total Pay Rate	The employee's actual pay amount per payroll period. (Your payroll periods can be weekly, biweekly, semimonthly, or monthly.)
Total Pay Special Overtime Pct	The percentage to apply to the employee's payroll rate to calculate secondary overtime wages.

Employee List Field	Description
Total Period	The fiscal period during which the posting was made.
Total Posting Seq	The transaction's posting sequence number that is assigned by Vision during the posting process.
Total Provisional Bill Ovt 2 Pct	The percentage applied to secondary overtime hours on unposted timesheet entries when the labor charges are calculated at billing rates.
Total Provisional Bill Ovt Pct	The percentage applied to overtime hours on unposted timesheet entries when labor charges are calculated at billing rates.
Total Provisional Bill Rate	The billing rate applied to unposted timesheet entries for this employee when labor charges are calculated.
Total Provisional Cost Ovt 2 Pct	The percentage applied to secondary overtime hours on unposted timesheet entries when the labor charges are calculated at cost rates.
Total Provisional Cost Ovt Pct	The percentage applied to overtime hours on unposted timesheet entries when labor charges are calculated at cost rates.
Total Provisional Cost Rate	The cost rate applied to unposted timesheet entries for this employee when labor charges are calculated.
Total Special Overtime Percent	The secondary overtime percentage from the employee record that is used to derive the special overtime rate for the transaction. An employee's hourly rate is multiplied by the special overtime percentage to calculate the employee's special overtime rate.
Total Special Overtime Rate	The rate at which special overtime hours were multiplied to derive the special overtime amount for the transaction. An employee's hourly rate is multiplied by the employee's secondary overtime percentage to calculate the special overtime rate.
Total Target Ratio	The percentage of an employee's time expected to be charged to regular (revenue-producing) projects (entered on the Accounting tab in the Employee Info Center).
Total Years W Other Firms	The number of years the employee worked with other firms (entered on the General tab in the Employee Info Center).
Trans Type	The type of transaction: TS — Timesheet transaction or LA — Labor adjustment transaction.

Employee List Field	Description
Use total hours as standard on Time Analysis	A Y or N (Yes or No) value that indicates whether standard hours or amounts are calculated and displayed for employees on the Time Analysis report.
Vendor Indicator	A Y or N (Yes or No) value that indicates whether or not the employee is a consultant.
Vendor Name	The associated vendor's descriptive name.
Vendor Number	The associated vendor's identification number.
Work Phone	The employee's work phone number.
Work Phone Ext	The employee's work phone number extension.
ZIP	The employee's ZIP code.

Employee Include Labor

Use the Employee Include Labor entity to create custom Vision employee reports.

When you use this entity, report content is retrieved directly from or calculated with fields from the following Vision database tables:

- EM (Employee)
- LD (Labor Detail)
- CFGEmployeeType, CFGEmployeeStatus, and CFGEmployeeGroup (Employee Configuration tables)
- VE (Vendor)
- Organization
- BTLaborCats (Billing Configuration Table — Labor Categories)
- PR (Project)

The Employee Include Labor entity provides you with the following fields to add to custom reports:

Employee Include Labor Fields	Description
#Employee Data Source Include Labors	When you add this field to a report, it counts the items that were used to compile the information in a row on the report.
Active Company	If you use the Multicompany feature in Vision, this is the company that you have open when you run a report.
Address Line 1–Address Line 3	First, second, and third lines of the employee's address from the Employee Info Center.

Employee Include Labor Fields	Description
Allow Employee to change in Timesheet	<p>A Y or N (Yes or No) value that indicates whether or not the employee can modify the default labor code on timesheets. If Y, the employee can charge time to a labor code other than the default.</p> <p>This check box is on the Time tab in the Employee Info Center.</p>
Approved for use in accounting applications	<p>Indicates whether or not the record is approved for use in transaction processing.</p> <p>Although you may not need to include this field on a report, it may be useful when building queries.</p>
Available for Accounting users	<p>Indicates whether or not the record is available to accounting users.</p> <p>Although you may not need to include this field on a report, it may be useful when building queries.</p>
Available for CRM users	<p>Indicates whether or not the record is available to Customer Relationship Management users.</p> <p>Although you may not need to include this field on a report, it may be useful when building queries.</p>
Billing Status	<p>Indicates the billing status for the labor transaction.</p> <p>The options are:</p> <ul style="list-style-type: none"> ▪ B — Billable. Released and available for billing to the client. ▪ D — To be deleted. The transaction is marked for deletion. ▪ F — Final billed. Already billed to the client. ▪ H — Held. Temporarily hold a transaction to prevent billing to the client. ▪ M — Modified. Changed in some way from its original form. ▪ N — Not billable. ▪ O — Deleted. A transaction marked for deletion was included in a billing run (and has been deleted). ▪ R — Partial Hold/Released. Part of the transaction has already been held or released. ▪ T — Transferred. Moved from one project, phase, task, or labor code to another. ▪ W — To be written off. Transaction has been written off,

Employee Include Labor Fields	Description
	<p>but the invoice has not been posted.</p> <ul style="list-style-type: none"> ▪ X — Written off. Transaction has been written off, and the invoice has been posted.
Check hours entered against expected	<p>A Y or N (Yes or No) value that indicates whether or not Vision compares hours posted with hours expected.</p> <p>If set to Y (on the Time tab of the Employee Info Center), Vision automatically checks the hours entered on the employee's timesheet and compares them with the expected hours per day setting.</p>
City	<p>The city in which the employee resides (entered in the Employee Info Center).</p>
Comment	<p>Timesheet comments.</p>
Country	<p>The country in which the employee resides (entered in the Employee Info Center).</p>
Create Date	<p>The date on which the employee record was created.</p>
Create User	<p>The user who created the employee record.</p>
Default Labor Code Level 1	<p>Level 1 default labor code that appears on the employee's timesheet when he or she charges time to a project.</p>
Default Labor Code Level 2	<p>Level 2 default labor code that appears on the employee's timesheet when he or she charges time to a project.</p>
Default Labor Code Level 3	<p>Level 3 default labor code that appears on the employee's timesheet when he or she charges time to a project.</p>
Default Labor Code Level 4	<p>Level 4 default labor code that appears on the employee's timesheet when he or she charges time to a project.</p>
Default Labor Code Level 5	<p>Level 5 default labor code that appears on the employee's timesheet when he or she charges time to a project.</p>
EMail	<p>The employee's email address (entered in the Employee Info Center).</p>
Employee First Name	<p>The employee's first name (entered in the Employee Info Center).</p>
Employee Last Name	<p>The employee's last name (entered in the Employee Info Center).</p>

Employee Include Labor Fields	Description
Employee Middle Name	The employee's middle name (entered in the Employee Info Center).
Employee Name	The employee's last name, first name, and middle initial (if included on the employee's record).
Employee Number	The individual's unique employee identification number (entered in the Employee Info Center).
Employee Organization Name	<p>The name of the organization that is associated with the employee in the Employee Info Center.</p> <p>This value is stored in the Name field of the Organization table.</p> <p>If your firm does not use Vision's Organization application, this field does not display.</p>
Employee Organization Code	<p>The organization number (all levels) of the employee's organization.</p> <p>If your firm does not use Vision's Organization application, this field does not display.</p>
Employee Salutation	The prefix (Ms., Mrs. Mr., and so on) to use with this employee's name that is entered in the Employee Info Center.
Employee Suffix	The suffix (Jr., Sr., Esq, and so on) to use with this employee's name that is entered in the Employee Info Center.
Employee Type	<p>The description or label of the employee's employee type, such as Principal, Manager, or Employee that is entered in the Employee Info Center.</p> <p>This value is stored in the Label field of the CFGEmployeeType table.</p>
Expense Report Administration Approval	<p>A Y or N (Yes or No) value that indicates whether or not the employee can approve, before it is posted, any expense report to which he or she has access.</p> <p>This column is blank if the expense report admin level is Group.</p> <p>This option is on the Expenses tab in the Employee Info Center.</p>
Expense Report Administration Editing	A Y or N (Yes or No) value that indicates whether or not the employee can edit any expense report to which he or she has access.

Employee Include Labor Fields	Description
	<p>This column is blank if the expense report admin level is Group.</p> <p>This option is on the Expenses tab in the Employee Info Center.</p>
<p>Expense Report Administration Level</p>	<p>The expense report administrative level for an employee, which can be: Staff, Group, or System.</p> <p>This setting is on the Expenses tab in the Employee Info Center.</p>
<p>Expense Report Group</p>	<p>The expense report group for which this employee is able to access expense reports.</p> <p>This setting is on the Expenses tab in the Employee Info Center.</p>
<p>Fax</p>	<p>The employee's fax number that is entered in the Employee Info Center.</p>
<p>Hire Date</p>	<p>The date on which the employee was hired.</p>
<p>Home Phone</p>	<p>The employee's phone number that is entered in the Employee Info Center.</p>
<p>Job Cost Type</p>	<p>The employee's job cost type (H-Hourly or S-Salaried) that is entered on the Accounting tab in the Employee Info Center.</p>
<p>Labor Billing Category</p>	<p>The label for the labor category that is entered for an employee in the Employee Info Center.</p>
<p>Labor Code1</p>	<p>Employee's labor code for the task, phase, or project. An employee may be assigned different labor codes on different projects according to the work that the employee performs.</p>
<p>LD Key</p>	<p>This is a primary key internal to the Vision LD table.</p> <p>Do not add this to your report.</p> <p>This key is stored in the PKey field of the LD table.</p>
<p>Memo</p>	<p>The text that is entered in the Memo field on the Personal tab of the Employee Info Center.</p>
<p>Mobile Phone</p>	<p>The employee's cellular phone number that is entered in the Employee Info Center.</p>
<p>Modify Date</p>	<p>The date on which the employee record was last modified.</p>
<p>Modify User</p>	<p>The last user who last modified the employee record.</p>

Employee Include Labor Fields	Description
Pay Type	The pay type (Hourly or Salary) that is entered on the Payroll tab in the Employee Info Center for an employee.
Phase	The identifier of the phase for which an employee reported hours worked.
Phase Name	The name of the phase for which an employee reported hours worked. This is the phase's short name that is entered in the Project Info Center.
Project	The identifier of the project for which an employee reported hours worked.
Project Name	The name of the project for which an employee reported hours worked. This is the project's short name that is entered in the Project Info Center.
Raise Date	The date of an employee's last raise that is entered on the Personal tab in the Employee Info Center.
Social Security Number	An employee's Social Security number that is entered in the Employee Information Center.
State	The state where the employee resides (entered in the Employee Info Center).
Status	An employee's status (Active, Inactive, or Terminated) that is entered in the Employee Info Center.
Supervisor Name	The name of the employee's supervisor that is entered in the Employee Info Center.
Supervisor Number	The employee number of an employee's supervisor.
Task	The identifier of the task for which the employee reported hours worked.
Task Name	The name of the task (the task's short name entered in the Project Info Center).
Termination Date	The date on which the employee last worked for your firm (entered on the Personal tab in the Employee Info Center).
Timesheet Administration Approval	Indicates the timesheet administration approval rights of the employee. If set to Y, the employee can approve any timesheet to which he or she has access before it is posted.

Employee Include Labor Fields	Description
Timesheet Administration Editing	<p>A Y or N (Yes or No) value that indicates whether or not an employee can edit any timesheet to which he or she has access. This option is on the Time tab in the Employee Info Center.</p> <p>This column is blank if the timesheet admin level is Group.</p>
Timesheet Administration Level	<p>The timesheet administrative level (Staff, Group, or System) for an employee that is entered on the Time tab in the Employee Info Center.</p>
Timesheet Group	<p>The timesheet group for which this employee is able to access timesheets. This is entered on the Time tab in the Employee Info Center.</p>
Title	<p>The employee's title (job title) that is entered in the Employee Info Center.</p>
Total Current Billing Extension	<p>For the current accounting period, the extended amount (Hours x Rate) based on the current billing terms.</p>
Total Current Overtime Amount	<p>For the current accounting period, the amount calculated for overtime hours for the task, phase, or project.</p> <p>Vision Reporting calculates overtime costs for hourly employees differently than it does for salaried employees:</p> <p>For hourly employees, the overtime amount is calculated as:</p> <p style="padding-left: 40px;">Overtime hours x Hourly labor costing rate x Overtime percentage</p> <p>For salaried employees, Vision begins by calculating the employee's annualized hourly rate, using this equation:</p> <p style="padding-left: 40px;">Annual salary / Estimated annual regular hours, defined as hours per week x 52</p> <p>Then it calculates the overtime amount as:</p> <p style="padding-left: 40px;">Overtime hours x Annualized hourly rate x Overtime percentage</p>
Total Current Overtime Hours	<p>The number of overtime hours for the task, phase, or project for the current accounting period.</p>
Total Current Regular Amount	<p>For the current accounting period, the monetary amount calculated based on regular hours posted for the task, phase, or project. This amount is calculated as regular hours worked multiplied by the labor cost rate.</p>
Total Current Regular Hours	<p>The number of regular hours for the task, phase, or project for the current accounting period.</p>

Employee Include Labor Fields	Description
Total Current Special Overtime Amount	For the current accounting period, the amount calculated for special overtime hours for the task, phase, or project.
Total Current Special Overtime Hours	For the current accounting period, the number of special (or secondary) overtime hours for the task, phase, or project. Special overtime is overtime that is costed and paid at a different rate than standard overtime. If you pay separately for special overtime, you must record these hours separately on the timesheet. You set up secondary overtime on the Accounting tab of the Employee Info Center.
Total Hours Day	The number of hours per day the employee is generally expected to work.
Total Job Cost Ovt 2 Pct	The percentage of the employee's hourly wage that is costed to projects when the employee works secondary overtime hours.
Total Job Cost Ovt Pct	The percentage of the employee's hourly wage that is costed to projects when the employee works standard overtime hours.
Total Job Cost Rate	The employee's job cost rate, which is the rate at which an employee's hours are costed to a project.
Total JTD Billing Extension	The extended amount (Hours x Rate) based on the current billing terms job-to-date.
Total JTD Overtime Amount	The job-to-date amount calculated for overtime hours.
Total JTD Overtime Hours	The number of overtime hours posted job-to-date.
Total JTD Regular Amount	The job-to-date amount calculated for regular hours.
Total JTD Regular Hours	The job-to-date number of regular hours reported.
Total JTD Special Overtime Amount	The job-to-date amount calculated for special overtime hours.
Total JTD Special Overtime Hours	The number of special overtime hours posted job-to-date.
Total Pay Overtime Pct	The percentage applied to the employee's payroll rate to calculate standard overtime wages.
Total Pay Rate	The employee's actual pay amount per payroll period. (Payroll periods can be weekly, biweekly, semimonthly, or monthly.)

Employee Include Labor Fields	Description
Total Pay Special Overtime Pct	The percentage to apply to the employee's payroll rate to calculate secondary overtime wages (useful if you must pay certain overtime hours at a rate that differs from the employee's standard overtime rate).
Total Period	The fiscal period during which the posting was made.
Total Posting Seq	The transaction's posting sequence number that is assigned by Vision during the posting process.
Total Provisional Bill Ovt 2 Pct	The percentage that Vision applies to secondary overtime hours on unposted timesheet entries to calculate labor charges at billing rates.
Total Provisional Bill Ovt Pct	The percentage that Vision applies to overtime hours on unposted timesheet entries to calculate labor charges at billing rates.
Total Provisional Bill Rate	The billing rate that Vision applies to unposted timesheet entries for this employee to calculate labor charges.
Total Provisional Cost Ovt 2 Pct	The percentage that Vision applies to secondary overtime hours on unposted timesheet entries to calculate labor charges at cost rates.
Total Provisional Cost Ovt Pct	The percentage that Vision applies to overtime hours on unposted timesheet entries to calculate labor charges at cost rates.
Total Provisional Cost Rate	The cost rate that Vision applies to unposted timesheet entries for this employee to calculate labor charges.
Total Special Overtime Percent	<p>The secondary overtime percentage from the employee record that is used to derive the special overtime rate for the transaction.</p> <p>Vision multiplies an employee's hourly rate by the special overtime percentage to calculate the employee's special overtime rate.</p>
Total Special Overtime Rate	<p>The rate at which special overtime hours are multiplied to derive the special overtime amount for the transaction.</p> <p>Vision multiplies an employee's hourly rate by the employee's secondary overtime percentage to calculate the special overtime rate.</p>
Total Target Ratio	The percentage of an employee's time expected to be charged to regular (revenue-producing) projects, as established in the Employee Info Center.

Employee Include Labor Fields	Description
Total Years W Other Firms	The number of years that the employee worked for other firms as entered in the Employee Info Center.
Total YTD Billing Extension	The year-to-date extended amount (Hours x Rate) based on the current billing terms.
Total YTD Overtime Amount	The year-to-date amount calculated for overtime hours.
Total YTD Overtime Hours	The year-to-date number of overtime hours posted.
Total YTD Regular Amount	The year-to-date amount calculated for regular hours.
Total YTD Regular Hours	The year-to-date number of regular hours posted.
Total YTD Special Overtime Amount	The year-to-date amount calculated for special overtime hours.
Total YTD Special Overtime Hours	The year-to-date number of special overtime hours posted.
Trans Date	The date when the transaction was posted.
Trans Type	The type of transaction — TS (Timesheet transaction) or LA (Labor adjustment transaction).
Use total hours as standard on Time Analysis	A Y or N (Yes or No) value that indicates whether or not standard hours or amounts for employees are calculated and displayed on the Time Analysis report:
Vendor Indicator	A Y or N (Yes or No) value that indicates whether or not the employee is a consultant.
Vendor Name	The name of the vendor if the Vendor Indicator is Y.
Vendor Number	The identification number of the vendor.
Work Phone	The employee's work phone number from the Employee Info Center.
Work Phone Ext.	The employee's work extension.
Zip	The employee's ZIP code from the Employee Info Center.

General Ledger

Use the General Ledger entity to create custom Vision general ledger reports.

When you use this entity, report content is retrieved directly from or calculated with fields from the following Vision database tables:

- LedgerAP (Expense Detail Table — Accounts Payable)
- LedgerAR (Expense Detail Table — Accounts Receivable)
- LedgerEX (Expense Detail Table)
- LedgerMisc (Expense Detail Table — Miscellaneous Expense)
- CFGPostControl (Configuration Table — Posting Control)
- Organization

The General Ledger entity provides you with the following fields to add to custom reports:

General Ledger Fields	Description
#General Ledger Data Sources	When you add this field to a report, it counts the items that were used to compile the information in a row on the report.
Account	The number of the General Ledger account.
Account Code	The type of account that detail is posted to. The values are: <ul style="list-style-type: none"> ▪ 01 — Assets ▪ 02 — Liabilities ▪ 03 — Net Worth ▪ 04 — Revenue ▪ 05 — Reimbursable ▪ 06 — Direct ▪ 07 — Indirect ▪ 08 — Other Charges
Account Description	Descriptive text that indicates the type of account to which detail is posted. The options are: <ul style="list-style-type: none"> ▪ Assets ▪ Liabilities ▪ Net Worth ▪ Revenue ▪ Reimbursable ▪ Direct ▪ Indirect ▪ Other Charges

General Ledger Fields	Description
Auto Entry	A Y or N (Yes or No) value in the field indicates whether or not the transaction was an automatic posting made by Vision.
Bank Code	The code for the bank that is involved in the transaction.
Description 1 and Description 2	<p>Displays Description 1 or Description 2 for each transaction detail line. If the descriptions do not fit on a single line, the text wraps to the next line.</p> <p>Vision stores two types of descriptions for each transaction:</p> <ul style="list-style-type: none"> ▪ Description 1 — A general description of the transaction (for example, for an accounts payable voucher, the name of the vendor). ▪ Description 2 — A more specific description of the transaction (for example, the description entered during Transaction Entry for a single line item on a voucher).
PKey	Vision internal primary key.
Post Comment	Any comments entered during transaction posting.
Post Date	The date on which the transaction posted.
Organization	The organization associated with the transaction. The organization is expressed in code form (for example, BO:AR for Boston: Architecture).
Reference Number	<p>The reference number that is assigned to the transaction during Transaction Entry.</p> <ul style="list-style-type: none"> ▪ If this is an implicit posting or an automatic posting made by Vision, the word Auto displays in this field. ▪ If the transaction is historical, the word History displays. ▪ If the transaction is related to revenue generation, REVGEN displays in this field.
Total Amount	The total monetary amount of the transaction.
Total Cbamount	The cash basis total monetary amount of the transaction.
Total CB Credit Amount	The cash basis total credit monetary amount of the transaction.
Total CB Debit Amount	The cash basis total debit monetary amount of the transaction.
Total Credit Amount	The total credit amount that is posted to this account during the specified period.

General Ledger Fields	Description
Total Debit Amount	The total debit amount posted to this account during the specified period.
Total Period	The fiscal year and period in which the transaction was posted (for example, 200907 for the seventh accounting period in the year 2009).
Total Posting Sequence	The transaction's posting sequence number that is assigned by Vision during the posting process.
Transaction Date	For all transactions except automatic postings, the date that is entered for the transaction during Transaction Entry. For automatic postings, the transaction date is the period-ending date for the file of transactions that generated the automatic posting.
Transaction SubType	A one-letter code that represents the transaction's sub-type. See Transaction Types in the Accounting Concepts help for a full listing.
Transaction Type	A two-letter abbreviation for the type of transaction (such as TS for timesheet or XD for converted account data). See Transaction Types in the Vision help system for a full listing.
TransTypePostControl	The transaction type of the record in the posting log for a particular posting sequence and period.
User Name	The Vision username of the employee who initiated the transaction.
wbs1	The project number that is associated with the transaction. If a transaction is not project-related, no project number displays. No project number displays for Balance Sheet account transactions, except for those that affect accounts receivable.
wbs2	The phase number that is associated with the transaction.
wbs3	The task number that is associated with the transaction.

Lead

Use the Lead entity to create Lead reports.

When you use this entity, report content is retrieved from or calculated with fields from the Leads Info Center.

The Lead entity provides you with the following fields to add to custom reports:

Lead Field	Description
#Lead Data Sources	When you add this field to a report, it counts the items that were used to compile the information in a row on the report.
Address1–Address 3	The first, second, and third lines of the lead's address.
Business Fax	The lead's business fax number.
Business Phone	The lead's business phone number.
City	The lead's city.
Company	The company for which the lead works.
Country	The lead's country.
Create Date	The date on which the employee record was created.
Create User	The user ID of the person who created the lead record.
Description	The lead's description.
Email	The lead's email address.
First Name	The lead's first name.
Full Name	The lead's full name that includes first, middle, and last names.
Home Phone	The lead's home phone number.
Lead Industry Code	The code for the lead's industry.
Lead Industry Description	The description of the lead's industry.
Last Name	The lead's last name.
Lead Owner	The name of the employee at your firm who is associated with this lead.
Lead Rating	The lead's rating
Lead Record Status Code	The code of the lead's record status.

Lead Field	Description
Lead Record Status Description	The description of the lead's record's status — Active or Inactive.
Lead Status Description	The description for the lead's status, for example New, Qualified, or Disqualified.
Lead Status Reason Code	The code for the lead's status reason.
Lead Status Reason Description	The reason for the lead's status.
LeadID	Internal reference number for the lead record.
Middle Name	The lead's middle name.
Mobile Phone	The lead's mobile phone number.
Mod Date	The date on which the lead record was last modified.
Mod User	The user ID of the last person who modified the lead record.
Pager	The lead's pager number.
Prefix	The prefix (Mr., Mrs., Ms., and so on) used with the lead's name.
Rating	The lead's rating.
Source	The lead's source.
State	The lead's state.
Suffix	The suffix (such as Jr., III, and so on) used with the lead's name.
Title	The lead's title, such as Director, Project Manager, and so on.
Website	The lead's Web site address.
Zip	The lead's ZIP code.

Marketing Campaign

Use the Marketing Campaign entity to create marketing reports.

When you use this entity, report content is retrieved from or calculated with fields from the Marketing Campaigns Info Center.

The Marketing Campaign entity provides you with the following fields to add to custom reports:

Marketing Campaign Field	Description
#Marketing Campaign Data Sources	When you add this field to a report, it counts the items that were used to compile the information in a row on the report.
Mkt Audience Code	The code for the marketing campaign's audience.
Campaign ID	Internal reference number for the marketing campaign record.
Mkt Campaign Mgr Number	The employee number of the marketing campaign's campaign manager.
Create Date	The date and time when the marketing record was created.
Create User	The user who created the marketing record.
Mktg Current Action Code	The code for the current action (Develop Invitation, Follow Up Calls, and so on) in the marketing campaign.
Description	The description of the marketing campaign.
End Date	The marketing campaign's end date.
Mktg First Action Code	The code for the first action (Campaign Kickoff, Initial Campaign Meeting, and so on) in the marketing campaign.
Launch Date	The marketing campaign's launch date.
Manager 3 Number	The employee number ID of an additional manager who works on a campaign.
Mkt Audience Description	The description of the marketing campaign's audience.
Mkt Campaign Mgr Name	The employee name of the marketing campaign's campaign manager.
Mkt Current Action Description	The description for the current action (Develop Invitation, Follow Up Calls, and so on) in the marketing campaign.
Mkt First Action Description	The description of the first action (Campaign Kickoff, Initial Campaign Meeting, and so on) in the marketing campaign.
Mkt Mgr Name	The name of the marketing manager who works on a campaign.

Marketing Campaign Field	Description
Mkt Mgr 3 Name	The name of an additional manager who works on a campaign.
Mkt Name	The marketing campaign's name.
Mkt Next Action Description	The next action in the marketing campaign.
Mkt Number	The marketing campaign's number.
Mkt Objective Description	The marketing campaign's objective (goal), such as lead generation, sell products, or raise awareness.
Mkt Org Name	The name of the organization in your firm to which this marketing campaign belongs. This field displays only if your firm uses Vision Organizations.
Mkt Status Description	The current status of the campaign (Active, Completed, Planning, and so on).
Mkt Type Description	The type of campaign you plan to implement. Examples are Direct Mail, Newsletter, or Seminar.
Mkt Mgr Number	The employee number of the campaign's marketing manager.
Mod Date	The date and time when the marketing record was last modified.
Mod User	The user who last modified the marketing record.
Mktg Next Action Code	The next action in the campaign. For example, Develop Invitation or Follow Up Calls.
Mktg Objective Code	The code for the marketing campaign's objective (goal) such as lead generation, sell products, or raise awareness.
Mktg Org Code	The code for the marketing campaign's organization.
Project Name	The marketing campaign's promotional project.
Record Status	The marketing campaign record's status.
Mktg Status Code	The marketing campaign's current status — Active, Completed, Planning, and so on.
Total Actual Cost	The marketing campaign's actual cost.
Total Budget	The marketing campaign's budget amount.

Marketing Campaign Field	Description
Total Potential Responses	The total number of firms targeted by the campaign (the potential responses) that are entered in the Universe field on the General tab in the Marketing Campaigns Info Center.
Total Revenue	The marketing campaign's revenue.
Project Number	The marketing campaign's promotional project.
Marketing Type Code	The code for the marketing type description.

Opportunity

Use the Opportunity entity to create opportunity reports. When you use this entity, report content is retrieved from or calculated with fields from the Opportunity Info Center.

The Opportunity entity provides you with the following fields to add to custom reports:

Opportunity Field	Description
#Opportunity Data Sources	When you add this field to a report, it counts the items that were used to compile the information in a row on the report.
Address1–Address3	The first, second, and third lines of the opportunity address.
City	The opportunity's city.
Client ID	The client number of the primary client for the opportunity.
Close Date	The date when the opportunity record was closed.
Contact ID	The contact number of the primary contact for the opportunity
Country	The opportunity's county.
Create Date	The date and time when the opportunity record was created.
Create User	The user who created the opportunity record.
Description	The opportunity's description.
Est Completion Date	The opportunity's estimated completion date.
Est Start Date	The opportunity's estimated start date.
Mod Date	The date and time when the opportunity record was last modified.
Mod User	The user who last modified the opportunity record.

Opportunity Field	Description
Open Date	The date when the opportunity record was opened.
Opportunity ID	The internal reference number for the opportunity record.
Opportunity Name	The opportunity name.
Opportunity Number	The opportunity number.
Organization Name	The associated organization's name.
Organization1	The organization associated with the opportunity.
Primary Client	The primary client's client number.
Primary Contact	The primary contact's contact number.
Principal Name	The employee name of the opportunity's principal.
Principal Number	The employee number of the opportunity's principal.
Project Manager Name	The employee name of the opportunity's project manager.
Project Manager Number	The employee number of the opportunity's project manager.
Regular Project Name	The project name of the regular project created for the opportunity.
Regular Project Number	The project number of the regular project created for the opportunity.
Promotional Project Name	The project name of the promotional project created for the opportunity.
Promotional Project Number	The project number of the promotional project created for the opportunity.
Source	The source of the opportunity.
Stage	The opportunity's stage of development.
State	The opportunity's state.
Status	The opportunity's status (Active or Inactive).
Supervisor Number	The employee number of the opportunity's supervisor.
Supervisor Name	The employee name of the opportunity's supervisor.

Opportunity Field	Description
Total Days Open	Total number of days that the opportunity has remained open.
Total Est Revenue	The estimated revenue that the opportunity is expected to generate.
Total Probability	The probability that the opportunity will become a project.
Total Weighted Revenue	The product of Revenue and Weighted Revenue.
Type	The opportunity type.
Zip	The opportunity's ZIP code.

Payroll

Use the Payroll entity to create custom Vision Payroll reports.

When you use this entity, report content is retrieved directly from or calculated with fields from the following Vision database tables:

- EM (Employee)
- LD (Labor Detail)
- CFGEmployeeType, CFGEmployeeStatus, and CFGEmployeeGroup (Employee Configuration tables)
- VE (Vendor)
- Organization
- BTLaborCats (Billing Configuration Table — Labor Categories and Descriptions)
- PR (Project)

The Payroll entity provides you with the following fields to add to custom reports:

Payroll Fields	Description
#Payroll Data Sources	When you add this field to a report, it counts the items that were used to compile the information in a row on the report.
Active Company	If you use the Multicompany feature in Vision, this is the company that you have open when you run a report.
Address Line 1–Address Line 3	First, second, and third lines of the employee's address from the Employee Info Center.
Allow Employee to change in Timesheet	Indicates whether or not the employee can modify the default labor code on a timesheet. If Y , the employee can charge time to a labor code other than the default.

Payroll Fields	Description
Approved for use in accounting applications	<p>Indicates whether or not the record is approved for use in transaction processing.</p> <p>Although you may not need to include this field on a report, it may be useful when building queries.</p>
Available for CRM users	<p>Indicates whether or not the record is available to Customer Relationship Management users.</p> <p>Although you may not need to include this field on a report, it may be useful when building queries.</p>
Available for Accounting users	<p>Indicates whether or not the record is available to accounting users.</p> <p>Although you may not need to include this field on a report, it may be useful when building queries.</p>
BankCode	<p>The bank code used in Payroll Processing.</p>
Billing Status	<p>Indicates the billing status for the labor transaction:</p> <ul style="list-style-type: none"> ▪ B — Billable. Released and available for billing to the client. ▪ D — To be deleted. The transaction is marked for deletion. ▪ F — Final billed. Already billed to the client. ▪ H — Held. Transaction held to temporarily prevent billing to the client. ▪ M — Modified. Changed in some way from its original form. ▪ N — Not billable. ▪ O — Deleted. A transaction marked for deletion was included in a billing run (and has been deleted). ▪ R — Partial Hold/Released. Part of the transaction has already been held or released. ▪ T — Transferred. Moved from one project, phase, task, or labor code to another. ▪ W — To be written off. Transaction has been written off, but the invoice has not been posted. ▪ X — Written off. Transaction has been written off, and the invoice has been posted.
Check hours entered against expected	<p>A Y or N (Yes or No) value that indicates whether or not Vision compares hours entered on a timesheet with an employee's expected hours per day setting.</p>

Payroll Fields	Description
CheckDate	The check date entered in Payroll Processing.
CheckNo	The check number issued in Payroll Processing.
City	The city in which the employee resides that is entered in the Employee Info Center.
Comment	Timesheet comments.
Country	The country in which the employee resides that is entered in the Employee Info Center.
Default Labor Code Level 1	Level 1 default labor code that displays on employees' timesheets when they charge time to a project.
Default Labor Code Level 2	Level 2 default labor code that displays on employees' timesheets when they charge time to a project.
Default Labor Code Level 3	Level 3 default labor code that display on the employees' timesheets when they charge time to a project.
Default Labor Code Level 4	Level 4 default labor code that displays on the employees' timesheets when they charge time to a project.
Default Labor Code Level 5	Level 5 default labor code that displays on the employees' timesheets when they charge time to a project.
Direct Deposit	A Y or N (Yes or No) value that indicates whether or not a payroll payment was paid by direct deposit.
EMail	The employee's email address.
Employee First Name	The employee's first name that is entered in the Employee Info Center.
Employee Last Name	The employee's last name that is entered in the Employee Info Center.
Employee Middle Name	The employee's middle name that is entered in the Employee Info Center.
Employee Name	The employee's last name, first name, and middle initial (if it is included on the employee's record).
Employee Number	The individual's unique employee identification number that is entered in the Employee Info Center.
Employee Organization Code	The name of the organization that is associated with the employee (entered in the Employee Info Center).

Payroll Fields	Description
	If your firm does not use Vision's Organization application, this field does not display.
Employee Organization Code	The organization number (all levels) of the employee's organization. If your firm does not use Vision's Organization application, this field does not display.
Employee Salutation	The prefix (Mrs., Ms., Mr. and so on) to use with this employee's name as entered in the Employee Info Center.
Employee Suffix	The suffix (Jr., Sr., and so on) to use with this employee's name, as entered in the Employee Info Center.
Employee Type	The employee's employee type, such as Principal, Manager, or Employee as entered in the Employee Info Center.
Expense Report Administration Approval	A Y or N (Yes or No) value that indicates whether or not an employee can approve (before it is posted) any expense report to which he or she has access. This setting is on the Expense tab in the Employee Info Center.
Expense Report Administration Editing	A Y or N (Yes or No) value that indicates whether or not an employee can edit any expense report to which he or she has access. This setting is on the Expense tab in the Employee Info Center.
Expense Report Administration Level	Indicates the expense report administrative level for the employee — Staff, Group, or System. This setting is on the Expense tab in the Employee Info Center.
Expense Report Group	The expense report group for which this employee is able to access expense reports.
Fax	The employee's fax number that is entered in the Employee Info Center.
Hire Date	The date on which the employee was hired (entered in the Employee Info Center).
Home Phone	The employee's phone number that is entered in the Employee Info Center.
Job Cost Type	The employee's job cost type (H-Hourly or S-Salaried) that is entered on the Accounting tab in the Employee Info Center.

Payroll Fields	Description
Labor Billing Category	The labor category (description) that is entered for an employee in the Employee Info Center.
Memo	The text entered in the Memo field on the Personal tab of the Employee Info Center.
Mobile Phone	The employee's cellular phone number that is entered in the Employee Info Center.
Other Pay 1 Override–Other Pay 5 Override	Any additional pay amounts that are added to the employee's net pay amount for a payroll processing run that are entered in the Other Pay , Bonus , Other Pay 3 , Other Pay 4 , and Other Pay 5 fields on the General tab of the Payroll Processing form.
Ovt Hrs Override	The overtime hours entered on the Employee Review tab on the Payroll Processing form.
Payroll Run Type	The payroll processing run type (Regular, Adjustment, or Bonus) that is entered on the General tab of the Payroll Processing form.
Pay Type	The pay type (Hourly or Salary) that is entered for an employee on the Payroll tab in the Employee Info Center.
Raise Date	The date of the employee's last raise that is entered on the Personal tab in the Employee Info Center.
Regular Hrs Override	The regular hours that are entered on the Employee Review tab on the Payroll Processing form that override the regular hours that were entered on an employee's timesheet.
Social Security Number	The employee's Social Security number that is entered in the Employee Info Center.
Ovt 2 Hours Override	The overtime-2 hours that are entered on the Employee Review tab on the Payroll Processing form. These override the regular hours that were entered on an employee's timesheet.
State	The state where the employee resides as entered in the Employee Info Center.
Status	An employee's status (Active, Inactive, or Terminated) that is entered on the General tab in the Employee Info Center.
Supervisor Name	The first and last name of the employee's supervisor. The supervisor's name is entered on the General tab of the Employee Info Center.

Payroll Fields	Description
Supervisor Number	The employee number of the employee's supervisor that is entered on the General tab of the Employee Info Center.
Termination Date	The date on which the employee last worked for your firm as entered on the Personal tab in the Employee Info Center.
Timesheet Administration Approval	A Y or N (Yes or No) value that indicates whether or not the employees can approve (before it is posted) any timesheet to which they have access. This option is on the Time tab in the Employee Info Center.
Timesheet Administration Editing	A Y or N (Yes or No) value that indicates whether or not an employee can edit any timesheet to which he or she has access. This option is on the Time tab in the Employee Info Center. This column is blank if the timesheet admin level is Group.
Timesheet Administration Level	The timesheet administrative level (Staff, Group, or System) for an employee that is entered on the Time tab in the Employee Info Center.
Timesheet Group	The timesheet group for which this employee is able to access timesheets. This is entered on the Time tab in the Employee Info Center.
Title	The employee's job title entered in the Employee Info Center.
Total Other Pay 1–Total Other Pay 5	The total of each of the five Other pay fields on the Employee Review tab of the Payroll Processing form.
Total Gross Amount	The gross amount of a pay check.
Total Hours/Day	The number of hours per day that the employee is generally expected to work.
Total Job Cost Ovt Pct	The percentage of the employee's hourly wage that is costed to projects when the employee works standard overtime hours.
Total Job Cost Ovt 2 Pct	The percentage of the employee's hourly wage that is costed to projects when the employee works secondary overtime hours.
Total Job Cost Rate	The employee's job cost rate, which is the rate at which Vision applies the employee's hours as costs to a project.
Total Net Amount	The net pay amount for the employee in the payroll processing run.

Payroll Fields	Description
Total Ovt Hrs	The overtime hours that are posted by the employee for this payroll processing run.
Total Ovt Pay	The employee's overtime pay for the payroll processing run.
Total Pay Overtime Pct	The percentage that is applied to the employee's payroll rate to calculate standard overtime wages.
Total Pay Rate	The employee's actual pay amount per payroll period. (Your payroll periods can be weekly, biweekly, semimonthly, or monthly).
Total Pay Special Overtime Pct	The percentage to apply to the employee's payroll rate to calculate secondary overtime wages.
Total Period	The fiscal period during which the posting was made.
Total Post Seq	The transaction's posting sequence number that is assigned by Vision during the posting process.
Total Provisional Bill Ovt Pct	The percentage that Vision applies to overtime hours on unposted timesheet entries to calculate labor charges at billing rates.
Total Provisional Bill Ovt-2 Pct	The percentage that Vision applies to secondary overtime hours on unposted timesheet entries to calculate labor charges at billing rates.
Total Provisional Bill Rate	The billing rate that Vision applies to unposted timesheet entries for this employee to calculate labor charges.
Total Provisional Cost Ovt Pct	The percentage that Vision applies to overtime hours on unposted timesheet entries to calculate labor charges at cost rates.
Total Provisional Cost Ovt-2 Pct	The percentage that Vision applies to secondary overtime hours on unposted timesheet entries to calculate labor charges at cost rates.
Total Provisional Cost Rate	The cost rate that Vision applies to unposted timesheet entries for this employee to calculate labor charges.
Total Reg Hrs	The regular hours that are posted by the employee.
Total Reg Pay	The employee's regular pay for the payroll processing run.
Total Special Ovt Hrs	The special overtime hours that are posted by the employee for this payroll processing run.

Payroll Fields	Description
Total Special Ovt Pay	The employee's special overtime pay for the payroll processing run.
Total Target Ratio	The percentage of an employee's time that is expected to be charged to regular (revenue-producing) projects as established in the Employee Info Center.
Total Hours	The total hours that are entered for the employee for this payroll processing run.
Total W2 Quarter	Select Min W2 Quarter , an additional item listed for Total W2 Quarter , to add the W2 quarter of the payroll processing run to a report.
Total W2 Year	Select Min W2 Year , an additional item listed for Total W2 Year , to add the W2 year of the payroll processing run to a report.
Total Withholding Code	Select Min Withholding Code , an additional item listed for Total Withholding Code , to add the withholding code of the payroll processing run to a report.
Total Years W Other Firms	The number of years that the employee worked for other firms.
Use total hours as standard on Time Analysis	A Y or N (Yes or No) value that indicates whether or not standard hours or amounts for employees are calculated and displayed on the Time Analysis report:
Vendor Indicator	A Y or N (Yes or No) value that indicates whether or not the employee is a consultant.
Vendor Name	The name of the vendor if the vendor indicator is Y.
Vendor Number	The vendor number if the vendor indicator is Y.
Withholding Code	The description of the withholding code that is entered for an item in a payroll processing run.
Withholding Code Method	The withholding code type that is entered for the withholding code in Configuration » Payroll » Withholding Codes .
Work Phone	The employee's work phone number as entered in the Employee Info Center.
Work Phone Ext.	The employee's work phone extension.
Zip	The employee's ZIP code from the Employee Info Center.

Project Expenses

Use the Project Expenses entity to create project expense reports.

When you use this entity, report content is retrieved from or calculated with fields from the following Vision database tables:

- PR (Project)
- LedgerEX (Expense Detail)
- LedgerAP (Expense Detail Table — Accounts Payable)
- LedgerAR (Expense Detail Table — Accounts Receivable)
- LedgerMisc (Expense Detail Table — Miscellaneous Expense)
- CFGChargeType (Configuration Table — Project Charge Types)
- CL (Client)
- CFGProjectStatus (Configuration Table — Project Status)
- CFGRGMethods (Configuration Table — Revenue Generation Methods)
- Organization (Configuration Table — Organization)
- Contacts
- CFGProjectType (Configuration Table — Project Types Code)
- CFGPRResponsibility (Configuration Table — Primary Responsibility Codes)
- Opportunity
- EM (Employee)

The Project Expenses entity provides you with the following fields to add to custom reports:

Project Expenses Field	Description
#Project Expenses Data Source	When you add this field to a report, it counts the items that were used to compile the information in a row on the report.
Actual Completion Date	For any completed project, the date on which the project was finished.
Address1–Address3	The client's street address from the three lines of address text entered on the client's record.
Approved for use in accounting applications	A Y or N (Yes or No) value that indicates whether or not the record is approved for use in transaction processing. Although you may not need to include this field on a report, it may be useful when building queries.
Available for Accounting Users	A Y or N (Yes or No) value that indicates whether or not the record is available to accounting users. Although you may not need to include this field on a report, it may be useful when building queries.

Project Expenses Field	Description
Available for CRM Users	<p>A Y or N (Yes or No) value that indicates whether or not the record is available to Customer Relationship Management users.</p> <p>Although you may not need to include this field on a report, it may be useful when building queries</p>
Bid Date	<p>The date on which your firm first bid on the project.</p>
Bill By Default	<p>Indicates whether or not to bill the client for certain expense charges posted to the project.</p> <p>The values are:</p> <ul style="list-style-type: none"> ▪ Yes — Always bill expense charges to the client, regardless of whether or not the Bill by default option is selected for the associated category in Expense Category Configuration. ▪ No — Never bill expense charges to the client, regardless of whether or not the Bill by default option is selected for the associated category in Expense Category Configuration. ▪ Category — Only bill charges to the client if the Bill by default option is selected for the associated category in Expense Category Configuration.
Bill Client Name	<p>The client to be billed for the project.</p>
Billable Message	<p>Indicates whether or not to display an error message in the Expense Report application when a user charges certain expenses to this project.</p> <p>The values are:</p> <ul style="list-style-type: none"> ▪ No Message — Vision does not display any message when the category bill by default method and the project bill by default method are different. ▪ Warning — Vision displays a warning message when the category bill by default method and the project bill by default method are different. You must explicitly select to continue with the transaction if you want to process the expense charge to the project using the selected category. ▪ Error — Vision displays an error message when the category bill by default method and the project bill by default method are different. You cannot process the expense charge to the project using the selected category.
Billing Contact Name	<p>The billing contact at the client firm.</p>

Project Expenses Field	Description
Budgeted Labor Code Validation	<p>The budgeted labor code check for timesheets. The valid options are:</p> <ul style="list-style-type: none"> ▪ N — None ▪ W — Warning ▪ E — Error
BudgetedLevels	<p>The labor code levels that employees can use when they charge time to the project. The budgeted labor code level options that are available vary based on the number of labor code levels set up in Utilities » Key Formats » Labor Codes.</p>
Charge Type	<p>The project's charge type as entered on the Accounting tab in the Project Info Center are:</p> <ul style="list-style-type: none"> ▪ R — Regular. Regular projects are revenue-producing. The costs charged to regular projects include direct labor, direct expense, and reimbursable expense. Detail is retained for the life of the project. ▪ H — Overhead. Overhead projects are not revenue-producing. The costs charged to overhead projects include indirect labor and indirect expense. The total cost of these projects is distributed to regular projects during overhead allocation. Typical overhead projects can include: General Overhead, Vacation, Sick Leave, Holiday, or Civic Duty. Overhead projects zero out when you initialize for a new fiscal year. ▪ P — Promotional. Use promotional projects when you want to track the cost of trying to acquire a job. If the job is obtained, you can create a new regular project and transfer the detail to it to be billed or tracked. A promotional project is the same as an overhead project, with this exception— Vision does not zero out job-to-date costs at the start of each fiscal year for promotional projects.
City	<p>The city where the firm is located.</p>
CLAddress	<p>The client address code, or description, associated with the project. For clients who use more than one address, this field indicates which address is associated with the project. This field would display a description of the address on the report, rather than the actual address.</p> <p>For example, you might see:</p> <ul style="list-style-type: none"> ▪ <Default> — The default address from the client

Project Expenses Field	Description
	<p>record</p> <ul style="list-style-type: none"> ▪ Corporate HQ — The address for the client's headquarters ▪ London — The address for the client's office in London, UK <p>If you want to see a client's full address on the report, use the Client Address (concatenated) column.</p>
Client Alias	The alternate name used in proposals to represent a client who wants to keep the firm's name confidential.
Client Billing Address	<p>For clients who use more than one address, this field indicates the one to which you are sending bills for this project. This field would display a description of the address on the report, rather than the actual address.</p> <p>For example, you might see:</p> <ul style="list-style-type: none"> ▪ <Default> — The default billing address from the client record. ▪ Corporate HQ — The address for the client's headquarters.
Client Confidential	A Y or N (Yes or No) value that indicates whether or not the client firm's name is confidential and is to be excluded from all proposals. When you include the project in a proposal, the alias (Client Alias) is substituted for the client name.
Completion Date Comment	The comment that is related to the completion date.
Contact Name	Your contact at the client firm.
ContactID	The contact record number for the primary contact.
Contract Date	The date on which the contract was awarded to your firm.
Country	The country where the firm is located.
County	The county where the firm is located.
EMail	The project location's email address.
End Date	The completion date for the project, phase, or task.
Estimated Completion Date	The date on which the project is/was scheduled to be completed.
Expense Account	The account number of the account that receives the debit for the expense item.

Project Expenses Field	Description
Expense AcctName	The account name of the account that receives the debit for the expense item.
Expense BillStatus	<p>The status of the transaction. Possible values for this column are:</p> <ul style="list-style-type: none"> ▪ B — Billable. Released and available for billing to the client. ▪ D — To be deleted. The transaction is marked for deletion. ▪ F — Final billed. Already billed to the client. ▪ H — Held. Transaction held to temporarily prevent billing to the client. ▪ M — Modified. Changed in some way from its original form. ▪ N — Not billable. ▪ O — Deleted. A transaction marked for deletion was included in a billing run (and has been deleted). ▪ R — Partial Hold/Released. Part of the transaction has already been held or released. ▪ T — Transferred. Moved from one project, phase, task, or labor code to another. ▪ W — To be written off. Transaction has been written off, but the invoice has not been posted. ▪ X — Written off. Transaction has been written off, and the invoice has been posted.
Expense Desc1	The description entered for a transaction during Transaction Entry. If the description does not fit on a single line, the text wraps to the next line.
Expense Desc2	<p>The description entered in the Detail field of the Expense Report form if the transaction was entered through the Expense Report application.</p> <p>If the description does fit on a single line, the text wraps to the next line.</p>
Expense Invoice	The billed invoice number of the transaction.
Expense LDKey	Internal primary key from the PKey field of the LedgerAP table.
Expense Org	The organization code that is associated with the project at the time the transaction was posted.

Project Expenses Field	Description
Expense RefNo	The reference number, voucher number, or journal entry number for this transaction.
Expense SubType	If the expense is a non-reimbursable or direct expense, this field displays "Expense."
Expense TransDate	The date on which the transaction was posted or, if the detail is from History Loading, it is the accounting period.
Expense Transfer	An asterisk in this field indicates that the transaction is an adjustment.
Expense TransType	A two-letter abbreviation for the type of transaction (such as EX for employee expense report). See Transaction Types in the Accounting Concepts help for a full transaction type list.
Expense VendName	The name of the vendor who is associated with the transaction.
Expense Vendor	The vendor number.
Expense VendOrg	The name of the organization (profit center) within your company for which this vendor provides goods or services.
Expense VendUnit	The vendor number if the transaction type is either of the following: <ul style="list-style-type: none"> ▪ AP — Accounts Payable voucher ▪ CV — Accounts Payable disbursement The unit number if the transaction involves units.
Expense Voucher	The voucher number that is assigned to this voucher during posting.
Expense xferWBS1	For a labor adjustment, the project from which the labor adjustment transaction was transferred.
Expense xferWBS2	For a labor adjustment, the phase from which the labor adjustment transaction was transferred.
Expense xferWBS3	For a labor adjustment, the task from which the labor adjustment transaction was transferred.
ExpenseSubType	Transaction subtype for the expense detail, such as Expense or Consultant.
ExpenseType	The expense type, which can be Direct, Indirect, or Reimbursable.

Project Expenses Field	Description
Fax	The fax number at the project location.
Federal Project Indicator	A Y or N (Yes or No) value that indicates whether the current project is a federal project.
Firm Cost Comment	Displays any comments that accompany the Firm Cost field.
Has SubLevels Turned On	A Y or N (Yes or No) value that indicates whether or not the project, phase, or task is associated with a sub-level billing term. See Phase or Task Billing Terms in the Vision Help system for information about sub-level billing terms.
Locale	If your firm uses Vision Payroll, this field lists the state or locale that is used to determine payroll tax.
Memo	Displays notes for the project record as entered in the Memo field on the General tab of the Project Info Center.
Opportunity Description	If the project record was created from an existing opportunity record, the name of that opportunity record displays in this field.
Opportunity ID	If the project record was created from an existing opportunity record, the number of that opportunity record displays in this field.
Organization Code	The unique identifier of the organization with which the project is associated.
Organization Name	The name of the organization with which the project is associated. Organization refers to the office within your firm that was responsible for this project.
Phase	The unique identifier for the phase.
Phase Name	The name of the phase.
Phone	The project location's phone number.
Primary Client	The firm for which you are directly performing work on the project.
Principal Name	The name of the principal at the firm who is associated with this project.
Principal Number	The unique employee number of the principal.
Project	The project identifier.

Project Expenses Field	Description
Project Long Name	The project's long name as entered in the Project Info Center.
Project Manager Name	The name of the project manager at your firm who is associated with this project.
Project Manager Number	The unique employee number of the project manager.
Project Name	The short name of the project that is entered on the General tab in the Project Info Center.
Project Type	The project type that is entered on the General tab in the Project Info Center. Examples are Educational, Commercial, Financial, Medical, Federal, and so on.
Proposal WBS1	The promotional project that is entered for a project on the General tab of the Project Info Center.
Referable	A Y or N (Yes or No) value that indicates whether or not the project can be used as a reference when you talk with potential clients.
Responsibility	<p>The level of responsibility that your firm has for the project (such as Prime, Joint Venture, Consultant, and so on) that is entered on the General tab in the Project Info Center.</p> <ul style="list-style-type: none"> ▪ You define the responsibility codes available to your firm in the Project Responsibility Code Table in Code Table Configuration. ▪ You assign the responsibility to the project on the General tab of the Project Info Center.
Responsibility Description	The description for the responsibility code.
Revenue Type Code	<p>The code for the revenue type of the project that is entered on the Budget and Revenue tab in the Project Info Center. This is used to calculate revenue for a task, phase, or project.</p> <p>The standard Vision revenue methods are:</p> <ul style="list-style-type: none"> ▪ B — Job-to-date Billings ▪ M — (Job-to-date Direct Labor x Multiplier) + Job-to-date Reimbursable Expenses @ Cost Rates ▪ N — No revenue generation ▪ P — Percent Complete + Job-to-date Reimbursable Expenses @ Cost Rates ▪ R — Job-to-date Receipts ▪ W — Job-to-date Billings + Work-in-Progress (WIP) @ Billing Rates

Project Expenses Field	Description
Revenue Type Description	The description of the revenue source. For example, you might see descriptions such as: <ul style="list-style-type: none"> ▪ JTD Billings ▪ JTD Billings + WIP @ Billing ▪ (Pct Comp*Fee) + JTD Reimb Exp
Start Date	The start date of the project, phase, or task.
State	The state where the firm is located.
Status	The status of the project (Active, Inactive, or Dormant) that is entered on the General tab in the Project Info Center.
Supervisor Name	The name of the supervisor at your firm who is associated with this project. This is entered on the General tab in the Project Info Center.
Supervisor Number	The employee number of the project's supervisor.
Task	The identifier for the task.
Task Name	The name of the task.
Total Budgeted OH Rate	The budgeted overhead rate for the project, phase, or task (used for regular, revenue-producing projects). If you use the assignment method for overhead allocation, Vision uses the budgeted overhead rate for both budgeting and allocation purposes. For all other overhead allocation methods, Vision uses the budgeted overhead rate to calculate the overhead amount only for the project budget.
Total Compensation	The total contract value for this task, phase, or project. Compensation is the total monetary amount your company expects to receive; this amount should include all labor and expenses.
Total Consultant Fee	The project's consultant fee as entered in the Project Info Center.
Total Cost Rate Meth	If you use Vision Payroll and you selected the Enable cost rate tables check box in Accounting Configuration, this field displays the cost rate method for the project on the report. The options are: <ul style="list-style-type: none"> ▪ From Employee Cost Rate ▪ From Labor Rate Table ▪ From Category Rate Table

Project Expenses Field	Description
	<ul style="list-style-type: none"> ▪ From Labor Code Table ▪ None
Total Cost Rate Table No	If you use Vision Payroll and you selected the Enable cost rate tables check box in Accounting Configuration, this field displays the cost rate table number on the report.
Total Expense Bill Amount	The monetary amount billed for the transaction.
Total Expense Cost Amount	The monetary amount of the expense transaction that is calculated with cost rates.
Total Expense Line	<p>The voucher line number if the transaction is of one of the following types:</p> <ul style="list-style-type: none"> ▪ AP — Accounts Payable voucher ▪ CV — Accounts Payable disbursement
Total Expense Percent Complete	The estimate of how much of the expense budget has been spent to date on the project, phase, or task.
Total Expense Period	The accounting period in which the transaction was posted.
Total Expense PostSeq	The transaction's posting sequence number that is assigned by Vision during the posting process.
Total Expense Unit Billing Rate	The amount to be charged to the client for each unit. If your firm is using date-based rates, Vision uses the billing rate in effect at the time the transaction was posted.
Total Expense Unit Cost Rate	The cost amount per unit; the amount that should be costed to the project and general ledger expense account for each unit. If your firm is using date-based rates, Vision uses the cost rate in effect at the time the transaction was posted.
Total Expense Unit Quantity	The number of units charged by the current transaction (for example, 5 pipes).
Total Firm Cost	The portion of the project cost for which your firm is responsible.
Total Labor Percent Complete	The estimate of how far work has progressed on the project, phase, or task.
Total Multiplier/Amount	The multiplier, percentage, or amount by which to increase or decrease revenue for this task, phase, or project. Revenue methods that contain a multiplier or an amount in the calculation use this field.

Project Expenses Field	Description
Total Overall Percent Complete	The weighted average percent complete that is calculated as (All percent completes x Their budgets) divided by Total project budget.
Total PayRateMeth	<p>If you use Vision Payroll and you selected the Enable payrate tables for overriding payrate from Employee Info Center check box in Payroll Configuration, this field shows the pay rate method for the project:</p> <ul style="list-style-type: none"> ▪ From Employee Pay Rate ▪ From Labor Rate Table ▪ From Category Rate Table ▪ From Labor Code Table ▪ None
Total PayRateTableNo	If you use Vision Payroll and you selected the Enable payrate tables for overriding payrate from Employee Info Center option in Payroll Configuration, this field displays the pay rate table number on the report.
Total Project Cost Comment	<p>Any comments that accompany the Total Project Cost column.</p> <p>For example, this column might contain a brief description about the cost of the project, such as "fee only," "Phase I," and so on.</p>
Total Reimb Allowance	The expected amount of reimbursable expense billings for this task, phase, or project.
Total Total Project Cost	The total cost of the project.
Total X Charge Method	<p>This field identifies the Labor Cross Charge rate or transfer price calculation method for this project, phase, or task that is entered in the Cross Charge Rate Method field on the Accounting tab of the Project Info Center. Display options are:</p> <ul style="list-style-type: none"> ▪ 1 — 1 (one) indicates a selection of Billing Terms. This means Vision uses the project, phase, or task billing terms to calculate the rate. If none are specified, Vision uses the billing terms marked Use as Project Reporting Default Terms Only in Billing, Billing Terms. If none are specified, Vision uses the billing terms on the Labor tab of Configuration » Billing » Default Terms. ▪ 0 — 0 (zero) indicates a selection of Multiplier. This means Vision uses the multiplier entered on the Accounting tab of the Project Info Center.

Project Expenses Field	Description
Total X Charge Multiplier	The multiplier that is used when the cross charge method is Project and the cross charge rate is Multiplier (on the Accounting tab in the Project Info Center).
Unit Table	The unit table that is used as the default when billing unit charges for the project.
XCharge	<p>This field indicates which Labor Cross Charge Configuration settings currently apply to this project, phase, or task.</p> <p>The options are:</p> <ul style="list-style-type: none"> ▪ G — Global (the default setting). This indicates that Vision uses the cross charge method entered on the Cross Charge tab of Individual Organization setup. ▪ N — None. ▪ P — Project. This indicates that Vision uses the cross charge method specified for the project in the Cross Charge Rate field on the Accounting tab of the Project Info Center.
Zip	The project location's ZIP code.

Project Labor

Use the Project Labor entity to create project labor reports.

When you use this entity, report content is retrieved from or calculated with fields from the following Vision database tables:

- PR (Project)
- LD (Labor Detail)
- CFGChargeType (Configuration Table — Project Charge Types)
- CL (Client)
- CFGProjectStatus (Configuration Table — Project Status)
- CFGRGMethods (Configuration Table — Revenue Generation Methods)
- Organization (Configuration Table — Organizations)
- Contacts
- CFGProjectType (Configuration Table — Project Charge Types)
- CFGPRResponsibility (Configuration Table — Primary Responsibility)
- Opportunity
- EM (Employee)



The fields in the Project Labor entity are also the same fields in the Project Labor Posted Only, and Project Labor Unposted Only entities. The differences among these entities are whether or not the entities include posted, unposted, or both types of transactions (as identified in the entity name).

The Project Labor entity provides you with the following fields to add to custom reports:

Project Labor Field	Description
#Project Labor Data Sources	When you add this field to a report, it counts the items that were used to compile the information in a row on the report.
Actual Completion Date	For any completed project, the date on which the project was finished.
Address1–Address3	The client's street address from the three lines of address text entered on the client's record.
Approved for use in accounting applications	A Y or N (Yes or No) value that indicates whether or not the record is approved for use in transaction processing. Although you may not need to include this field on a report, it may be useful when building queries.
Available for Accounting Users	A Y or N (Yes or No) value that indicates whether or not the record is available to accounting users. Although you may not need to include this field on a report, it may be useful when building queries.
Available for CRM Users	A Y or N (Yes or No) value that indicates whether or not the record is available to CRM users. Although you may not need to include this field on a report, it may be useful when building queries.
Bid Date	The date on which your firm first bid on the project.
Bill By Default	Indicates whether or not to bill the client for certain expense charges posted to the project. The possible values are: <ul style="list-style-type: none"> ▪ Yes — Always bill expense charges to the client, regardless of whether the Bill by default option is selected for the associated category in Expense Category Configuration. ▪ No — Never bill expense charges to the client, regardless of whether the Bill by default option is selected for the associated category in Expense Category Configuration. ▪ Category — Only bill charges to the client if the Bill by default option is selected for the associated category in Expense Category Configuration.

Project Labor Field	Description
Bill Client Name	The client to be billed for the project.
Billable Message	<p>Indicates whether or not to display an error message in the Expense Report application when a user charges certain expenses to this project:</p> <ul style="list-style-type: none"> ▪ No Message — Vision does not display any message when the category bill by default method and the project bill by default method are different. ▪ Warning — Vision displays a warning message when the category bill by default method and the project bill by default method are different. You must explicitly choose to continue with the transaction if you want to process the expense charge to the project using the selected category. ▪ Error — Vision displays an error message when the category bill by default method and the project bill by default method are different. You cannot process the expense charge to the project using the selected category.
Billing Contact Name	The billing contact at the client firm.
Budgeted Labor Code Validation	<p>Budgeted labor code check for timesheets. The options are:</p> <ul style="list-style-type: none"> ▪ N — None ▪ W — Warning ▪ E — Error
BudgetedLevels	<p>The labor code levels that employees can use when they charge time to the project. The budgeted labor code level options that are available vary based on the number of labor code levels established in Utilities » Key Conversions » Labor Codes.</p>
Charge Type	<p>The type of project. The options are:</p> <ul style="list-style-type: none"> ▪ R — Regular. Regular projects are revenue-producing. The costs charged to regular projects include direct labor, direct expense, and reimbursable expense. Detail is retained for the life of the project. ▪ H — Overhead. Overhead projects are not revenue-producing. The costs charged to overhead projects include indirect labor and indirect expense. The total cost of these projects is distributed to regular projects during overhead allocation. Typical overhead projects can include: General Overhead, Vacation, Sick Leave, Holiday, or Civic Duty. <p>Overhead projects zero out when you initialize for a new</p>

Project Labor Field	Description
	<p>fiscal year.</p> <ul style="list-style-type: none"> ▪ P — Promotional. Use promotional projects when you want to track the cost of trying to acquire a job. If the job is obtained, you can create a new regular project and transfer the detail to it to be billed or tracked. A promotional project is the same as an overhead project, with this exception Vision does not zero out job-to-date costs at the start of each fiscal year for promotional projects.
City	The city where the firm is located.
CLAddress	<p>The client address code or description that is associated with the project. For clients with more than one address, this field indicates which address is associated with the project. This field displays a description of the address on the report, rather than the actual address.</p> <p>For example, you might see:</p> <ul style="list-style-type: none"> ▪ <Default> — The default address from the client record. ▪ Corporate HQ — The address for the client's headquarters. ▪ London — The address for the client's office in London, UK. <p>If you want to see a client's full address on the report, use the Client Address (concatenated) column.</p>
Client Alias	The alternate name used in proposals to represent a client who wishes to keep the firm's name confidential.
Client Billing Address	<p>For clients with more than one address, this field indicates the one to which you send bills for this project. This field displays a description of the address on the report, rather than the actual address.</p> <p>For example, you might see:</p> <ul style="list-style-type: none"> ▪ <Default> — The default billing address from the client record. ▪ Corporate HQ — The address for the client's headquarters.
Client Confidential	A Y or N (Yes or No) value that indicates whether or not the client firm's name is confidential and is to be excluded from all proposals. When you include the project in a proposal, the alias (client alias) is substituted for the client name.
Completion Date Comment	User-entered comment that is related to the completion date.

Project Labor Field	Description
Contact Name	Your contact at the client firm.
ContactID	The contact record number for the primary contact.
Contract Date	The date on which the contract was awarded to your firm.
Country	The country where the firm is located.
County	The county where the firm is located.
Description	The project's description.
EMail	The project location's email address.
End Date	The completion date for the project, phase, or task.
Estimated Completion Date	The date on which the project is or was scheduled to be completed.
Fax	The fax number at the project location.
Federal Project Indicator	A Y or N (Yes or No) value that indicates whether or not the current project is a federal project.
Firm Cost Comment	Displays any comments that accompany the Firm Cost field.
Has SubLevels Turned On	<p>A Y or N (Yes or No) value that indicates whether or not the project, phase, or task is associated with a sub-level billing term.</p> <p>See Phase or Task Billing Terms in the Vision help system for information about sub-level billing terms.</p>
Labor BillStatus	<p>The status of the transaction. Possible values for this field are:</p> <ul style="list-style-type: none"> ▪ B — Billable. Released and available for billing to the client. ▪ D — To be deleted. The transaction is marked for deletion. ▪ F — Final billed. Already billed to the client. ▪ H — Held. Temporarily hold the transaction to prevent billing to the client. ▪ M — Modified. Changed in some way from its original form. ▪ N — Not billable. ▪ O — Deleted. A transaction marked for deletion was

Project Labor Field	Description
	<p>included in a billing run (and has been deleted).</p> <ul style="list-style-type: none"> ▪ R — Partial Hold/Released. Part of the transaction has already been held or released. ▪ T — Transferred. Moved from one project, phase, task, or labor code to another. ▪ W — To be written off. Transaction has been written off, but the invoice has not been posted. ▪ X — Written off. Transaction has been written off, and the invoice has been posted.
Labor Code	The labor code for the transaction.
Labor Comment	Any timesheet comments specified appear in this field.
Labor Employee	The individual's unique employee identification number.
Labor Employee Name	The employee's last name, first name, and middle initial from the employee record.
Labor Employee Org Code	The organization code associated with the project at the time the transaction was posted.
Labor Employee Type	The employee type, such as Principal, Manager, or Employee.
Labor Period	The accounting period in which the transaction was posted.
Labor PKey	Internal Vision primary key. The PKey from the LD table.
Labor PostSeq	The transaction's posting sequence number assigned by Vision during the posting process.
Labor TransDate	The date on which the transaction was posted or, if the detail is from History Loading, it is the accounting period.
Labor TransType	A two-letter abbreviation for the type of transaction (such as EX for employee expense report). See Transaction Types in the Accounting Concepts help for a full listing.
Labor XferLabor Code	For a labor adjustment, the labor code from which the labor adjustment transaction was transferred.
Labor xferWBS1	For a labor adjustment, the project from which the labor adjustment transaction was transferred.
Labor xferWBS2	For a labor adjustment, the phase from which the labor adjustment transaction was transferred.

Project Labor Field	Description
Labor xferWBS3	For a labor adjustment, the task from which the labor adjustment transaction was transferred.
LaborCode	The labor code for which the employee reported hours worked. An employee may be assigned different labor codes on different projects, according to the work being performed.
Locale	If your firm uses Vision Payroll, this field lists the state or locale used to determine payroll tax.
Memo	Displays notes for the project record that are entered in the Memo field on the General tab of the Project Info Center.
Opportunity Description	If the project record was created from an existing opportunity record, the name of that opportunity record displays in this field.
Opportunity ID	If the project record was created from an existing opportunity record, the number of that opportunity record displays in this field.
Organization Code	The unique identifier of the organization with which the project is associated.
Organization Name	The name of the organization with which the project is associated. Organization refers to the office within your firm that was responsible for this project.
Phase	The unique identifier for the phase.
Phase Name	The name of the phase.
Phone	The project location's phone number.
Primary Client	The firm for which you are directly performing work on the project.
Principal Name	The name of the principal at the firm who is associated with this project.
Principal Number	The employee number of the principal.
Project	The project identifier.
Project Long Name	The project's long name that is entered in the Project Info Center.
Project Manager Name	The name of the project manager at your firm who is associated with this project.

Project Labor Field	Description
Project Manager Number	The employee number of the project manager.
Project Name	The short name of the project.
Project Type	The type of project, such as Educational, Commercial, Financial, Medical, Federal, and so on.
Proposal WBS1	The promotional project linked to the project record.
Referable	A Y or N (Yes or No) value that indicates whether or not the project can be used as a reference when you talk with potential clients.
Responsibility	<p>The level of responsibility that your firm has for the project, such as Prime, Joint Venture, or Consultant.</p> <ul style="list-style-type: none"> ▪ You define the responsibility codes available to your firm in the Project Responsibility Code Table in Code Table Configuration. ▪ You assign the responsibility to a project on the General tab of the Project Info Center.
Responsibility Description	The description for the responsibility code that is entered in the Project Responsibility Code Table.
Revenue Type Code	<p>The code that is used to calculate revenue for this task, phase, or project.</p> <p>Vision provides six standard revenue methods:</p> <ul style="list-style-type: none"> ▪ B — Job-to-date Billings ▪ M — (Job-to-date Direct Labor x Multiplier) + Job-to-date Reimbursable Expenses @ Cost Rates ▪ N — No revenue generation ▪ P — Percent Complete + Job-to-date Reimbursable Expenses @ Cost Rates ▪ R — Job-to-date Receipts ▪ W — Job-to-date Billings + Work-in-Progress (WIP) @ Billing Rates
Revenue Type Description	<p>The description of the revenue source, such as:</p> <ul style="list-style-type: none"> ▪ JTD Billings ▪ JTD Billings + WIP @ Billing ▪ (Pct Comp*Fee) + JTD Reimb Exp
Start Date	The start date of the project, phase, or task.

Project Labor Field	Description
State	The state where the firm is located.
Status	The status of the project (Active , Inactive , or Dormant) that is entered on the General tab in the Project Info Center.
Supervisor Name	The name of the supervisor (at your firm) for a project that is entered on the General tab in the Project Info Center.
Supervisor Number	The employee number of the supervisor.
Task	The unique identifier for the task.
Task Name	The name of the task.
Total Budgeted OH Rate	<p>The budgeted overhead rate for the project, phase, or task (used for regular, revenue-producing projects).</p> <p>If you use the assignment method for overhead allocation, Vision uses the budgeted overhead rate for both budgeting and allocation purposes. For all other overhead allocation methods, Vision uses the budgeted overhead rate to calculate the overhead amount only for the project budget.</p>
Total Compensation	The total contract value for this task, phase, or project. Compensation is the total monetary amount you expect to receive; this amount should include all labor and expenses.
Total Consultant Fee	The project's consultant fee as entered in the Project Info Center.
Total Cost Rate Meth	<p>If you use Vision Payroll and you selected the Enable cost rate tables check box in Accounting Configuration, this field displays the cost rate method for the project.</p> <p>The options are:</p> <ul style="list-style-type: none"> ▪ From Employee Cost Rate ▪ From Labor Rate Table ▪ From Category Rate Table ▪ From Labor Code Table ▪ None
Total Cost Rate Table No	If you use Vision Payroll and you selected the Enable cost rate tables check box in Accounting Configuration, this field displays the cost rate table number on the report.
Total Expense Percent Complete	The estimate of how much of the expense budget has been spent to date on the project, phase, or task.

Project Labor Field	Description
Total Firm Cost	The portion of the project cost for which your firm is responsible.
Total Labor Bill Amount	The billing amount that Vision applies to timesheet entries for this employee when calculating labor charges.
Total Labor Bill Rate	The billing rate that Vision applies to timesheet entries for this employee when calculating labor charges.
Total Labor Category	The employee's labor category, such as Principal, Project Manager, or Architect.
Total Labor Cost Amount	The amount calculated for regular hours for the task, phase, or project. This amount is calculated as regular hours worked multiplied by the labor cost rate.
Total Labor Cost Overtime Amount	<p>The amount calculated for overtime hours for the task, phase, or project.</p> <p>Vision Reporting calculates overtime costs for hourly employees differently than it does for salaried employees.</p> <p>For hourly employees, the overtime amount is calculated as:</p> $\text{Overtime hours} \times \text{Hourly labor costing rate} \times \text{Overtime percentage}$ <p>For salaried employees, Vision begins by calculating the employee's annualized hourly rate, using this equation:</p> $\text{Annual salary} / \text{Estimated annual regular hours, defined as Hours per week} \times 52$ <p>Then calculates the overtime amount as:</p> $\text{Overtime hours} \times \text{Annualized hourly rate} \times \text{Overtime percentage}$
Total Labor Cost Overtime Rate	The cost rate Vision applies to overtime hours for this employee when calculating labor charges.
Total Labor Cost Rate	The cost rate that Vision applies to timesheet entries for this employee to calculate labor charges.
Total Labor Cost Special Overtime Amount	The amount calculated for special overtime hours for the task, phase, or project.
Total Labor Cost Special Overtime Rate	The rate at which special (secondary) overtime hours are multiplied to derive the special overtime amount for the transaction. Vision multiplies an employee's hourly rate by the employee's secondary overtime percentage to calculate the special overtime rate.

Project Labor Field	Description
Total Labor Overtime Hours	The number of overtime hours the employee reported for the task, phase, or project.
Total Labor Overtime Percent	The rate at which overtime hours were multiplied to derive the overtime amount for the transaction. Vision multiplies an employee's hourly rate by the employee's overtime percentage to calculate the overtime rate.
Total Labor Percent Complete	The estimate of how far work has progressed on the project, phase, or task.
Total Labor Regular Hours	The number of regular hours the employee reported for the task, phase, or project.
Total Labor Special Overtime Hours	<p>The number of special (secondary) overtime hours the employee reported for the task, phase, or project.</p> <p>Special overtime is overtime that is costed and paid at a different rate than standard overtime. If you pay separately for special overtime, you must record these hours separately on the timesheet. You set secondary overtime on the Accounting tab of the Employee Info Center.</p>
Total Labor Special Overtime Percent	The secondary overtime percentage from the employee record, used to derive the special overtime rate for the transaction. Vision multiplies an employee's hourly rate by the special overtime percentage to calculate the employee's special overtime rate.
Total Multiplier Amount	The multiplier, percentage, or amount by which to increase or decrease revenue for this task, phase, or project. Revenue methods that contain a multiplier or an amount in the calculation use this field.
Total Overall Percent Complete	The weighted average percent complete that is calculated as (All percent completes x Their budgets) divided by the Total project budget.
Total Pay Rate Table No	If you use Vision Payroll and you selected the Enable payrate tables for overriding payrate from Employee Info Center check box in Payroll Configuration, this field displays the pay rate table number on the report.
Total Pay Rate Meth	<p>If you use Vision Payroll and you selected the Enable payrate tables for overriding payrate from Employee Info Center option in Payroll Configuration, this field shows the pay rate method for the project.</p> <p>The options are:</p> <ul style="list-style-type: none"> ▪ From Employee Pay Rate

Project Labor Field	Description
	<ul style="list-style-type: none"> ▪ From Labor Rate Table ▪ From Category Rate Table ▪ From Labor Code Table ▪ None
Total Project Cost Comment	<p>Any comments that accompany the Total Project Cost column.</p> <p>For example, this column might contain a brief description about the cost of the project, such as "fee only," "Phase I," and so on.</p>
Total Reimb Allowance	<p>The expected amount of reimbursable expense billings for this task, phase, or project.</p>
Total Total Project Cost	<p>The total cost of the project.</p>
Total X Charge Multiplier	<p>The multiplier used when the Cross Charge Method is Project, and the Cross Charge Rate is set to Multiplier on the Accounting tab of the Project Info Center.</p>
Total X Charge Method	<p>This field identifies the Labor Cross Charge rate or transfer price calculation method for this project/phase/task that is entered in the Cross Charge Rate field on the Accounting tab of the Project Info Center. Display options are:</p> <ul style="list-style-type: none"> ▪ 1 — 1 (one) indicates a selection of Billing Terms. This means Vision uses the project/phase/tasks billing terms to calculate the rate. If none are specified, Vision uses the billing terms marked Use as Project Reporting Default Terms Only in Billing, Billing Terms. If none are specified, Vision uses the billing terms on the Labor tab of Configuration » Billing » Default Terms. ▪ 0 — 0 (zero) indicates a selection of Multiplier. This means Vision uses the multiplier entered on the Accounting tab of the Project Info Center.
Unit Table	<p>The unit table that is used as the default when billing unit charges for the project.</p>
XCharge	<p>This field indicates which Labor Cross Charge configuration settings currently apply to this project/phase/task. Valid options are:</p> <ul style="list-style-type: none"> ▪ G — Global (the default setting). This option indicates that Vision uses the cross charge method specified on the Cross Charge tab of Individual Organization setup. ▪ N — None ▪ P — Project. This option indicates that Vision uses the

Project Labor Field	Description
	cross charge method specified for the project in the Cross Charge Rate field on the Accounting tab of Project Info Center.
Zip	The project location's ZIP code.

Project Labor Posted Only

Use the Project Labor Posted Only entity to create project labor reports that include only posted transactions.

The fields in the Project Labor Posted Only entity are the same fields that are in the Project Labor entity. See the "Project Labor" section on page 116 of this guide for the list of fields.

Project Labor Unposted Only

Use the Project Labor Unposted Only entity to create project labor reports that include only unposted transactions.

The fields in the Project Labor Unposted Only entity are the same fields that are in the Project Labor entity. See the "Project Labor" section on page 116 of this guide for the list of fields.

Project List

Use the Project List entity to create project list reports. When you use this entity, report content is retrieved from or calculated with fields from the following Vision database tables:

- PR (Project)
- CFGChargeType (Configuration Table — Project Charge Types)
- CL (Client)
- CFGProjectStatus (Configuration Table — Project Status)
- CFGRGMMethods (Configuration Table — Revenue Generation Methods)
- Organization (Configuration Table — Organizations)
- Contacts
- CFGProjectType (Configuration Table — Project Charge Types)
- CFGPRResponsibility (Configuration Table — Primary Responsibility)
- Opportunity
- EM (Employee)

The Project List entity provides you with the following fields to add to custom reports:

Project List Field	Description
#Project List Data Sources	When you add this field to a report, it counts the items that were used to compile the information in a row on the report.

Project List Field	Description
Actual Completion Date	For any completed project, the date on which the project was finished.
Address1–Address3	The first, second, and third address lines of the client's street address entered for the client's record.
Approved for use in accounting applications	<p>A Y or N (Yes or No) value that indicates whether or not the record is approved for use in transaction processing.</p> <p>Although you may not need to include this field on a report, it may be useful when building queries</p>
Available to Accounting Users	<p>A Y or N (Yes or No) value that indicates whether or not the record is available to accounting users.</p> <p>Although you may not need to include this field on a report, it may be useful when building queries.</p>
Available to CRM Users	<p>A Y or N (Yes or No) value that indicates whether or not the record is available to Customer Relationship Management users.</p> <p>Although you may not need to include this field on a report, it may be useful when building queries.</p>
Bid Date	The date on which your firm first bid on the project.
Bill By Default	<p>Indicates whether or not to bill the client for certain expense charges posted to the project. The values are:</p> <ul style="list-style-type: none"> ▪ Yes — Always bill expense charges to the client, regardless of whether the Bill by default check box is selected for the associated category in Expense Category Configuration. ▪ No — Never bill expense charges to the client, regardless of whether the Bill by default check box is selected for the associated category in Expense Category Configuration. ▪ Category — Only bill charges to the client if the Bill by default check box is selected for the associated category in Expense Category Configuration.
Bill Client Name	The client to be billed for the project.
Billable Message	<p>Indicates whether or not to display an error message in the Expense Report application when a user charges certain expenses to this project. The values are:</p> <ul style="list-style-type: none"> ▪ No Message — Vision does not display any message when the category bill by default method and the project bill by default method are different.

Project List Field	Description
	<ul style="list-style-type: none"> ▪ Warning — Vision displays a warning message when the category bill by default method and the project bill by default method are different. You must explicitly choose to continue with the transaction if you want to process the expense charge to the project using the selected category. ▪ Error — Vision displays an error message when the category bill by default method and the project bill by default method are different. You cannot process the expense charge to the project using the selected category.
Billing Contact Name	The contact name to be billed for the project.
Budgeted Labor Code Validation	Budgeted labor code check for timesheets. The options are: <ul style="list-style-type: none"> ▪ N — None ▪ W — Warning ▪ E — Error
BudgetedLevels	The labor code levels that employees can use when they charge time to the project. The budgeted labor code level options that are available vary based on the number of labor code levels that you establish in Utilities » Key Conversions » Labor Codes .
Charge Type	The project's charge type as entered on the Accounting tab in the Project Info Center. The options are: <ul style="list-style-type: none"> ▪ R — Regular. Regular projects are revenue-producing. The costs charged to regular projects include direct labor, direct expense, and reimbursable expense. Detail is retained for the life of the project. ▪ H — Overhead. Overhead projects are not revenue-producing. The costs charged to overhead projects include indirect labor and indirect expense. The total cost of these projects is distributed to regular projects during overhead allocation. Typical overhead projects can include: General Overhead, Vacation, Sick Leave, Holiday, or Civic Duty. Overhead projects zero out when you initialize for a new fiscal year. ▪ P — Promotional. Use promotional projects when you want to track the cost of trying to acquire a job. If the job is obtained, you can create a new regular project and transfer the detail to it to be billed or tracked. A

Project List Field	Description
	<p>promotional project is the same as an overhead project, with this exception—Vision does not zero out job-to-date costs at the start of each fiscal year for promotional projects.</p>
City	The city where the firm is located.
CLAddress	The client address code.
Client Alias	The alternate name used in proposals to represent a client who wishes to keep the firm's name confidential.
Client Billing Address	<p>For clients with more than one address, this field indicates the address to which you are sending bills for this project. This field displays a description of the address on the report, rather than the actual address.</p> <p>For example, you might see:</p> <ul style="list-style-type: none"> ▪ <Default> — The default billing address from the client record. ▪ Corporate HQ — The address for the client's headquarters.
Client Confidential	A Y or N (Yes or No) value that indicates whether or not the client firm's name is confidential and is to be excluded from all proposals. When you include the project in a proposal, the alias (client alias) is substituted for the client name.
Completion Date Comment	User-entered comment related to the completion date.
Contact Name	Your contact at the client firm.
ContactID	The contact record number for the primary contact.
Contract Date	The date on which the contract was awarded to your firm.
Country	The country where the firm is located.
County	The county where the firm is located.
Description	The project's description.
Email	The project location's email address.
End Date	The completion date for the project, phase, or task.
Estimated Completion Date	The date on which the project is/was scheduled to be completed.

Project List Field	Description
Fax	The fax number at the project location.
Federal Project Indicator	A Y or N (Yes or No) value that indicates whether or not the current project is a federal project.
Firm Cost Comment	Displays any comments that accompany the Firm Cost field.
Has SubLevels Turned On	<p>A Y or N (Yes or No) value that indicates whether or not the project, phase, or task is associated with a sub-level billing term.</p> <p>See Phase or Task Billing Terms in the Vision help system for information about sub-level billing terms.</p>
Locale	If your firm uses Vision Payroll, this field lists the state or locale used to determine payroll tax.
Memo	Displays notes specified for the project record that are entered in the Memo field on the General tab of the Project Info Center.
Opportunity Description	If the project record was created from an existing opportunity record, the name of that opportunity record displays in this field.
Opportunity ID	If the project record was created from an existing opportunity record, the number of that opportunity record displays in this field.
Organization Code	The identifier of the organization with which the project is associated.
Organization Name	The name of the organization with which the project is associated. Organization refers to the office or profit center within your firm that was responsible for this project.
Phase	The unique identifier for the phase.
Phase Name	The name of the phase.
Phone	The project location's phone number.
Primary Client	The firm for which you are directly performing work on the project.
Principal Name	The name of the principal at the firm who is associated with this project.
Principal Number	The employee number of the principal.

Project List Field	Description
Project	The project identifier.
Project Long Name	The project's long name entered in the Project Info Center.
Project Manager Name	The name of the project manager at your firm who is associated with this project.
Project Manager Number	The employee number of the project manager.
Project Name	The short name of the project.
Project Type	The type of project, such as: <ul style="list-style-type: none"> ▪ Educational ▪ Commercial ▪ Financial ▪ Medical ▪ Federal
Proposal WBS1	The promotional project linked to the project record.
Referable	A Y or N (Yes or No) value that indicates whether or not the project can be used as a reference when you talk with potential clients.
Responsibility	The level of responsibility that your firm has for the project, such as Prime, Joint Venture, Consultant, and so on. <ul style="list-style-type: none"> ▪ You determine the responsibility codes available to your firm in the Project Responsibility Code Table in Code Table Configuration. ▪ You assign the responsibility to a project on the General tab of the Project Info Center.
Responsibility Description	The description for the responsibility code entered in the Project Responsibility Code Table.
Revenue Type Code	This is used to calculate revenue for this task, phase, or project. Vision provides six standard revenue methods: <ul style="list-style-type: none"> ▪ B — Job-to-date Billings ▪ M — (Job-to-date Direct Labor x Multiplier) + Job-to-date Reimbursable Expenses @ Cost Rates ▪ N — No revenue generation ▪ P — Percent Complete + Job-to-date Reimbursable Expenses @ Cost Rates

Project List Field	Description
	<ul style="list-style-type: none"> ▪ R — Job-to-date Receipts ▪ W — Job-to-date Billings + Work-in-Progress (WIP) @ Billing Rates
Revenue Type Description	<p>The description of the revenue source. For example:</p> <ul style="list-style-type: none"> ▪ JTD Billings ▪ JTD Billings + WIP @ Billing ▪ (Pct Comp*Fee) + JTD Reimb Exp
Start Date	The start date of the project, phase, or task.
State	The state where the firm is located.
Status	The status (Active , Inactive , or Dormant) of the project.
Supervisor Name	The name of the supervisor at your firm who is associated with this project.
Supervisor Number	The employee number of the supervisor.
Task	The unique identifier for the task.
Task Name	The name of the task.
Total Budgeted OH Rate	<p>The budgeted overhead rate for the project, phase, or task. This is used for regular, revenue-producing projects.</p> <p>If you use the assignment method for overhead allocation, Vision uses the budgeted overhead rate for both budgeting and allocation purposes. For all other overhead allocation methods, Vision uses the budgeted overhead rate to calculate the overhead amount only for the project budget.</p>
Total Compensation	The total contract value for this task, phase, or project. It is the total monetary amount that your company expects to receive; it includes all labor and expenses.
Total Consultant Fee	The project's consultant fee that is entered in the Project Info Center.
Total Cost Rate Meth	<p>If you use Vision Payroll, and you have selected the Enable cost rate tables check box in Accounting Configuration, this field displays the cost rate method for the project on the report. The options are:</p> <ul style="list-style-type: none"> ▪ From Employee Cost Rate ▪ From Labor Rate Table ▪ From Category Rate Table

Project List Field	Description
	<ul style="list-style-type: none"> ▪ From Labor Code Table ▪ None
Total Cost Rate Table No	If you use Vision Payroll and you have selected the Enable cost rate tables check box in Accounting Configuration, this field displays the cost rate table number on the report.
Total Expense Percent Complete	The estimate of how much of the expense budget has been spent to date on the project, phase, or task.
Total Firm Cost	The portion of the project's total cost for which your firm is responsible.
Total Labor Percent Complete	The estimate of how far work has progressed on the project, phase, or task.
Total Multiplier/Amount	The multiplier, percentage, or amount by which to increase or decrease revenue for this task, phase, or project. Revenue methods that contain a multiplier or an amount in the calculation use this field.
Total Overall Percent Complete	The weighted average percent complete, calculated as (all percent completes x their budgets) divided by the total project budget.
Total Pay Rate Meth	<p>If you use Vision Payroll and you selected the Enable payrate tables for overriding payrate from Employee Info Center option in Payroll Configuration, this field shows the pay rate method for the project.</p> <p>The options are:</p> <ul style="list-style-type: none"> ▪ From Employee Pay Rate ▪ From Labor Rate Table ▪ From Category Rate Table ▪ From Labor Code Table ▪ None
Total Pay Rate Table No	If you use Vision Payroll, and you selected the Enable payrate tables for overriding payrate from Employee Info Center check box in Payroll Configuration, this field displays the pay rate table number on the report.
Total Project Cost Comment	<p>Any comments that accompany the Total Project Cost column.</p> <p>For example, this column might contain a brief description about the cost of the project, such as "fee only," "Phase I," and so on.</p>

Project List Field	Description
Total Reimb Allowance	The expected amount of reimbursable expense billings for this task, phase, or project
Total Project Cost	The total cost of the project.
Total X Charge Method	<p>This field indicates the Labor Cross Charge rate or transfer price calculation method for this project/phase/task, as established in the Cross Charge Rate field on the Accounting tab of the Project Info Center.</p> <p>The display options are:</p> <ul style="list-style-type: none"> ▪ 1 — A 1 (one) indicates a selection of Billing Terms. This means Vision uses the project/phase/tasks billing terms to calculate the rate. If none are specified, Vision uses the billing terms marked Use as Project Reporting Default Terms Only in Billing, Billing Terms. If none are specified, Vision uses the billing terms on the Labor tab of Configuration » Billing » Default Terms. ▪ 0 — A 0 (zero) indicates a selection of Multiplier. This means Vision uses the multiplier entered on the Accounting tab of the Project Info Center.
Total X Charge Multiplier	The multiplier that is used when the Cross Charge Method is Project , and the Cross Charge Rate is set to Multiplier from the Accounting tab of the Project Info Center.
Unit Table	The unit table used as the default when billing unit charges for the project.
XCharge	<p>This field indicates which Labor Cross Charge configuration settings currently apply to this project/phase/task.</p> <p>The options are:</p> <ul style="list-style-type: none"> ▪ G — Global (the default setting). This option indicates that Vision uses the cross charge method specified on the Cross Charge tab of Individual Organization setup. ▪ N — None ▪ P — Project. This option indicates that Vision uses the cross charge method specified for the project in the Cross Charge Rate field on the Accounting tab of the Project Info Center.
Zip	The project location's ZIP code.

Project Summary at Billing

Use the Project Summary at Billing entity to create summary reports with project billing information.

When you use this entity, report content is retrieved from or calculated with fields from the following Vision database tables:

- PR (Project)
- CFGChargeType (Configuration Table — Project Charge Types)
- Client (CL)
- CFGProjectStatus Configuration Table — Project Status)
- CFGRGMMethods (Configuration Table — Revenue Generation Methods)
- Organization (Configuration Table — Organizations)
- Contacts
- CFGProjectType (Configuration Table — Project Charge Types)
- CFGPRResponsibility (Configuration Table — Primary Responsibility)
- Opportunity
- EM (Employee)



The fields in the Project Summary at Cost entity are the same fields that are in the Project Summary at Billing entity, except they use cost rates rather than billing rates.

The Project Summary at Billing entity provides you with the following fields to add to custom reports:

Project Summary at Billing Field	Description
#Project Summary Data Source Report at Billing	When you add this field to a report, it counts the items that were used to compile the information in a row on the report.
ClientID	The record number (identifier) for the client record.
ClientName	The name of the client for this project.
ContactID	The record number (identifier) for the contact record.
ContactName	The name of the contact for this project.
PhaseManagerName	The name of the manager at your firm who is associated with this phase.
PhaseManagerNumber	The employee number of the manager at your firm who is associated with this phase.
PhaseName	The phase name.

Project Summary at Billing Field	Description
PhaseNumber	The phase identifier.
PhasePrincipalName	The name of the principal at your firm who is associated with this phase.
PhasePrincipalNumber	The employee number of the principal at your firm who is associated with this phase.
PhaseSupervisorName	The name of the supervisor at your firm who is associated with this phase.
PhaseSupervisorNumber	The employee number of the supervisor at your firm who is associated with this phase.
PKey	An internal primary key.
Project Charge Type	<p>The charge type of the project that is entered on the Accounting tab in the Project Info Center.</p> <p>The options are:</p> <ul style="list-style-type: none"> ▪ R Regular — Regular projects are revenue-producing. The costs charged to regular projects include direct labor, direct expense, and reimbursable expense. Detail is retained for the life of the project. ▪ H Overhead — Overhead projects are not revenue-producing. The costs charged to overhead projects include indirect labor and indirect expense. The total cost of these projects is distributed to regular projects during overhead allocation. Typical overhead projects can include: General Overhead, Vacation, Sick Leave, Holiday, or Civic Duty. <p>Overhead projects zero out when you initialize for a new fiscal year.</p> <ul style="list-style-type: none"> ▪ P Promotional — Use promotional projects when you want to track the cost of trying to acquire a job. If the job is obtained, you can create a new regular project and transfer the detail to it to be billed or tracked. A promotional project is the same as an overhead project, with this exception - Vision does not zero out job-to-date costs at the start of each fiscal year for promotional projects.
Project Revenue Type	<p>The revenue type is the code used for calculating revenue for this project. Vision provides six standard revenue methods:</p> <ul style="list-style-type: none"> ▪ B — Job-to-date Billings ▪ M — (Job-to-date Direct Labor x Multiplier) + Job-to-date

Project Summary at Billing Field	Description
	Reimbursable Expenses @ Cost Rates <ul style="list-style-type: none"> ▪ N — No revenue generation ▪ P — Percent Complete + Job-to-date Reimbursable Expenses @ Cost Rates ▪ R — Job-to-date Receipts ▪ W — Job-to-date Billings + Work-in-Progress (WIP) @ Billing Rates
ProjectManagerName	The name of the project manager at your firm who is associated with this project.
ProjectManagerNumber	The employee number of the project manager at your firm who is associated with this project.
ProjectName	The project name.
ProjectNumber	The project identifier.
ProjectPrincipalName	The name of the principal at your firm who is associated with this project.
ProjectPrincipalNumber	The employee number of the principal at your firm who is associated with this project.
ProjectSupervisorName	The name of the supervisor at your firm who is associated with this project.
ProjectSupervisorNumber	The employee number of the supervisor at your firm who is associated with this project.
Record Type Code	Internal record codes: 0 — Project Info 1 — Labor 2 — Overhead 3 — Direct expenses 5 — If charge type is R, then Reimb Expenses, otherwise, Expenses. 6 — Indirect expenses 7 —AR, Revenue 9 — Billed, Received
Record Type Description	The description for the internal record type codes.

Project Summary at Billing Field	Description
Resource Planning Detail Value	<p>The value that represents the setting that is selected in the Planning Details field on the Option tab in Planning » Resource Management » Resource Utilization.</p> <p>This setting determines how records display on the Resource Utilization grid.</p> <ul style="list-style-type: none"> ▪ Include Numbers with Plan Names ▪ Include Numbers with Plan Level Names
Resource Planning wbs level	The lowest level of the work breakdown structure that a plan has.
SubLevel1	Variable that indicates whether or not the project has phases.
SubLevel2	Variable that indicates whether or not the phase has tasks.
TaskManagerName	The name of the manager at your firm who is associated with this task.
TaskManagerNumber	The employee number of the manager at your firm who is associated with this task.
TaskName	The task name.
TaskNumber	The task identifier.
TaskPrincipalName	The name of the principal at your firm who is associated with this task.
TaskPrincipalNumber	The employee number of the principal at your firm who is associated with this task.
TaskSupervisorName	The name of the supervisor at your firm who is associated with this task.
TaskSupervisorNumber	The employee number of the supervisor at your firm who is associated with this task.
Total Hours Percent Complete	Select Min Amount Percent Complete , an additional item for Total Hours Percent Complete to include the project's total hours percent complete on a report.
Total Baseline Amount	The sum of all the baseline amounts (labor, expense, and unit) for a plan.
Total Budgeted Amount	The total monetary amount budgeted for this project.
Total Budgeted Hours	The hours budgeted for this project.

Project Summary at Billing Field	Description
Total Current Amount	The labor amount spent for the current accounting period.
Total Current AR Amount	The amount billed but not yet received for the current accounting period.
Total Current Billed	The total amount billed (Labor + Fee + Consultants + Expenses + Units + Interest Billed) for the current accounting period.
Total Current Direct	The total direct expenses for the current accounting period.
Total Current Gross Margin	<p>The gross margin for the current accounting period.</p> <p>Total Revenue – (Labor + Direct + Reimbursable Amounts Spent)</p> <p>Firms that do not allocate overhead show project results on a gross margin basis.</p>
Total Current Hours	Labor hours spent for this project for the current accounting period.
Total Current Net Revenue	<p>The total revenue for the project for the current accounting period.</p> <p>Non-Labor Direct Expense + Reimbursable Expense</p>
Total Current Profit	<p>The amount of profit calculated for this project for the current accounting period.</p> <p>Revenue – Spent = Profit</p>
Total Current Received	The amount received for this project for the current accounting period.
Total Current Revenue	The amount of revenue calculated for this project for the current accounting period.
Total Current Unbilled	<p>The amount of revenue not yet billed for this project for the current period.</p> <p>Revenue – Billed = Unbilled</p>
Total EAC Amount	<p>EAC = Estimate at Completion.</p> <p>The estimate of the total monetary amount that will have been incurred at the completion of the project.</p>
Total ETC Amount	<p>ETC = Estimate to Complete.</p> <p>The estimate of the total additional monetary amount—beyond the spent to date—required to complete the work.</p>

Project Summary at Billing Field	Description
Total Hours EAC	Estimate at Completion Hours. The estimate of the total number of hours that will have been worked at the completion of a project.
Total Hours ETC	Estimate to Complete Hours. The estimate of the total additional labor hours—beyond those worked to date—that are required to complete the work.
Total Hours Percent Complete	The project manager's stated percentage of work effort (total hours) completed on this project.
Total JTD Amount	The job-to-date labor amount spent.
Total JTD AR Amount	The job-to-date amount billed but not yet received.
Total JTD Billed	The job-to-date amount billed (Labor + Fee + Consultants + Expenses + Units + Interest Billed).
Total JTD Direct	The total direct expenses for the current accounting period.
Total JTD Gross Margin	The job-to-date gross margin. JTD Total Revenue – (JTD Labor + JTD Direct + JTD Reimbursable Amounts Spent) Firms that do not allocate overhead show project results on a gross margin basis.
Total JTD Hours	The job-to-date labor hours spent for a project.
Total JTD Net Revenue	The job-to-date revenue for a project. Non-Labor Direct Expense + Reimbursable Expense
Total JTD Profit	The job-to-date profit. Revenue – Spent = Profit
Total JTD Received	The job-to-date amount received for a project.
Total JTD Revenue	The job-to-date amount of revenue calculated for a project.
Total JTD Unbilled	The job-to-date amount of revenue not yet billed for a project. Revenue – Billed = Unbilled
Total Labor Budgeted for Overhead	The total monetary amount of overhead budgeted for a project.

Project Summary at Billing Field	Description
Total Planned Amount	The sum of all the plan amounts (labor, expense, and unit).
Total Project Consultant Fee	The expected amount of reimbursable consultant fees for a project. This amount includes any markups on consultant professional services.
Total Project Fee	A project's total fee.
Total Project Multiplier/Amount	The multiplier, percentage, or amount by which to increase or decrease revenue for a project. Revenue methods that contain a multiplier or an amount in the calculation use this field.
Total Project Percent Complete	The project manager's stated percentage of work effort completed on a project.
Total Project Reimb Allowance	The expected amount of reimbursable expense billings for a project.
Total Rpdata	Resource Planning
Total Resource Planning Percent Complete	The overall percent complete for the cost budget (from the PctComplete field in the RP Plan table).
Total YTD Amount	The year-to-date labor amount spent.
Total YTD AR Amount	The year-to-date amount billed but not yet received.
Total YTD Billed	The year-to-date amount billed (Labor + Fee + Consultants + Expenses + Units + Interest Billed).
Total YTD Direct	The year-to-date direct expenses.
Total YTD Gross Margin	<p>The year-to-date gross margin.</p> <p>YTD Total Revenue – (YTD Labor + YTD Direct + YTD Reimbursable Amounts Spent)</p> <p>Firms that do not allocate overhead show project results on a gross margin basis.</p>
Total YTD Hours	The year-to-date labor hours spent for a project.
Total YTD Net Revenue	<p>The year-to-date revenue for a project.</p> <p>Non-Labor Direct Expense + Reimbursable Expense</p>
Total YTD Profit	<p>The year-to-date profit.</p> <p>Revenue – Spent = Profit</p>

Project Summary at Billing Field	Description
Total YTD Received	The year-to-date amount received for a project
Total YTD Revenue	The year-to-date amount of revenue calculated for a project.
Total YTD Unbilled	The year-to-date amount of revenue not yet billed for a project. Revenue – Billed = Unbilled
Project Number	The project to which the summary belongs.
Phase Number	The phase to which the summary belongs.
Task Number	The task to which the summary belongs.

Project Summary at Cost

Use the Project Summary at Cost entity to create summary reports with project costing information.

The fields in the Project Summary at Cost entity are the same fields that are in the Project Summary at Billing entity, except they use cost rates rather than billing rates. See the "Project Summary at Billing" section on page 125 of this guide for the list of fields.

Vendor

Use the Vendor entity to create vendor reports. When you use this entity, report content is retrieved from or calculated with fields from the following Vision database tables:

- VE (Vendor)
- VEAddress (Vendor Table - Addresses)
- CFGfAPDiscount (System Setup Table - Accounts Payable Discount Codes)
- CFGBillTaxes (Billing Setup Table - Tax Codes)
- CFGCountry (System Setup Table - Countries)
- CFGPrimarySpecialty (System Setup Table - Employee Primary Specialties)
- CFGVendorStatus (System Setup Table - Vendor Status)
- CFGVendorType (System Setup Table - Vendor Types)
- Organization

The Vendor entity provides you with the following fields to add to custom reports:

Vendor Field	Description
#Vendordata Sources	When you add this field to a report, it counts the items that were used to compile the information in a row on the report.

Vendor Field	Description
AccountNumber	The account number of your customer account with this vendor.
Active Company	If you use the Multicompany feature in Vision, this is the company that you have open when you run a report.
AddrCreatDate	The date and time when the vendor address record was created.
AddrCreateUser	The user who created the vendor address record.
Address	The vendor's address code.
Address1–Address4	The first, second, third, and fourth lines of the vendor's address.
AddrModDate	The date and time when the vendor address record was last modified.
AddrModUser	The last user who modified the vendor address record.
Category	A letter that corresponds to the vendor type such as T (Trade), C (Consultant), or E (Employee).
CategoryLabel	The vendor type, such as Trade, Consultant, or Employee.
CheckPerVoucher	A Y or N (Yes or No) value that indicates whether or not to print a separate check for each voucher for the vendor.
City	The vendor's city.
Country	The vendor's country.
CreateDate	The date and time when the vendor record was created.
CreateUser	The user who created the vendor record.
DefaultTaxCode	The vendor's default tax code that is used when Enable tax auditing feature check box is selected on the Tax Auditing tab of Configuration » Accounting » Company Settings .
DefaultTaxCodeLabel	The tax code description to print on invoices. The value is stored in the Description field of the CFGBillTaxes table.
DisadvBusiness	A Y or N (Yes or No) value that indicates whether or not the vendor is a disadvantaged business.
DiscCode	The default discount code for the vendor.

Vendor Field	Description
DiscCodeLabel	The description for the vendor's discount code, such as Discounts Taken, Discounts Applied, and Discounts Ongoing.
Fax	The vendor's fax number.
FedID	The vendor's federal taxpayer identification number.
GroupKey	The vendor name and number.
HBCU	A Y or N (Yes or No) value that indicates whether or not the vendor has an HBCU (Historically Black Colleges and Universities) Minority status.
MinorityBusiness	A Y or N (Yes or No) value that indicates whether or not the vendor is a minority business.
ModDate	The date and time when the vendor record was last modified.
ModUser	The last user who modified the vendor record.
OHAccount	The default account to use for overhead projects in data entry.
Org	The code for the vendor's organization. This is used for sorting purposes only.
OrgName	The name of the vendor's organization.
PayTerms	A variable that indicates the default payment terms for the vendor. Options are Number of Days, Hold, Next, or PWP (Pay When Paid).
Phone	The vendor's phone number.
PrimaryInd	A Y or N (Yes or No) value that indicates whether or not the address is the vendor's primary address.
PriorWork	A Y or N (Yes or No) value that indicates whether or not the vendor has done prior work for the organization.
Recommend	A Y or N (Yes or No) value that indicates whether or not the vendor has been recommended to do work for the organization in the future.
RegAccount	The default account to use for regular projects in data entry.
Req1099	A Y or N (Yes or No) value that indicates whether or not a 1099 form is required for the vendor.

Vendor Field	Description
SmallBusiness	A Y or N (Yes or No) value that indicates whether or not the vendor is a small business.
Specialtydesc	The description of the vendor's business specialty that is entered on the General tab of the Vendor Info Center.
State	The vendor's state.
Status	The vendor's status (code). Options are A—Active, I—Inactive, and D—Dormant.
StatusLabel	The label for the vendor's status—Active, Inactive, or Dormant. The value is stored in the Label field of the CFGVendorStatus table.
TaxCountryCode	The two-character tax code for the country in which the vendor is located.
TaxCountryCodeLabel	The name of the country in which the vendor is located. This value is stored in the Country field of the CFGCountry table.
TaxRegistrationNumber	The vendor's tax registration number.
Total Disc Pct	The discount percent for the vendor.
Total Disc Period	The number of days within which payment must be received for the discount to apply.
Total Last Year 1099	The 1099 amount for last year. The 1099 form for the vendor should match this amount.
Total This Year 1099	The amount paid to the vendor since the last 1099 initialization.
Type	The two-digit code for the vendor's primary specialty as entered in the Specialty field of the Vendor Info Center. The value is stored in the Type field of the VE table.
TypeLabel	The description of the vendor's selected specialty as defined in the Description field of the Vendor Primary Specialty Code table. The description value is stored in the Description field of the CFGPrimarySpecialty table.
vememo	Any notes that are entered for the vendor record.
Vendor	The vendor number.
VendorName	The vendor name.

Vendor Field	Description
Website	The vendor's Web site address.
WomanOwned	A Y or N (Yes or No) value that indicates whether or not the vendor is a woman owned business.
Zip	The vendor's ZIP code.

Appendix A — BIDS Connect to Server and Generate Query Designer Error

This section provides information about how to eliminate the following error when you use Connect to Server and Generic Query Designer in BIDS 2005.

Error: "This server version is not supported. You must have Microsoft SQL Server 2005 Beta 2 or later."



This error occurs only when you use SQL Server 2008 to host the Vision transactional data base. It does not occur when you use SQL Server 2005.

If You Use BIDS 2005 Installed with Microsoft Visual Studio 2005 Professional or Team System (BIDS as a Plug-In)

If you use BIDS 2005 that is installed with Microsoft Visual Studio 2005 Professional or Team System, you receive the error when you click **Tools » Connect to Server** in BIDS.

To eliminate this error, install Visual Studio 2005 Service Pack 1 and the SP1 update that provides support for SQL Server 2008. This allows Visual Studio 2005 to connect to a 2008 database.

For more information about this issue and to download the SP1 update that provides support for SQL Server 2008, see Microsoft's article 954961 at the following link:

<http://support.microsoft.com/?kbid=954961>

The Resolution section of the article provides a link to the download for the SP1 update that provides support for SQL Server 2008.



To apply this patch, you must be using the Professional or Team System editions of Visual Studio 2005.

If You Use BIDS 2005 Installed with SSRS Express, Standard, Workgroup, Developer, or Enterprise Editions

If you use BIDS 2005 that is installed with Express, Standard, Workgroup, Developer, or Enterprise editions, you receive the error after you launch BIDS and do either of the following:

- Click the Generic Query Designer icon.
 - Specific Steps:
 1. Launch BIDS.
 2. Add a Shared Data Source.
 3. Use the Report Wizard to create a report.
 4. Preview the report without any errors.
 5. Receive the error when you click the Generic Query Designer icon.
- Click **Tools » Connect to Server**.

To eliminate the error, you can either:

- Purchase and install Visual Studio 2005 Professional or Visual Studio 2005 Team System. You must also install Visual Studio 2005 Service Pack 1 and the SP1 update that provides support for SQL Server 2008. See the previous section of this appendix for more information.
- In BIDS 2005, use a workaround procedure that includes using ODBC to connect to the Vision database and creating named and unnamed parameters appropriately in your custom report design.



If you use the BIDS Query Builder instead of the Generic Query Designer, you will not receive the error. However, to use Query Builder, you must have a full understanding of the Vision database structure and T-SQL.

Workaround Summary

The remaining sections of this appendix provide instructions for the BIDS 2005 workaround, which includes steps to:

1. Create a system data source name (DSN) using the ODBC Administrator.
2. Create an ODBC shared data source.
3. Create unnamed parameters in custom report queries in BIDS.
4. Create named parameters in Report Parameters configuration, so you can preview reports in BIDS as you design them.
5. Change unnamed parameters to named parameters before you load the custom report into Vision.

Create a System Data Source Name (DSN)

Complete the following steps on the workstation of each user who uses BIDS:

1. Launch BIDS.
2. Click **Start » Run**, and enter **odbcad32** in the **Open** field to create a system DSN. (This opens the ODBC Administrator.)
3. Add a system DSN for the database server.
4. In BIDS, click **Tool » Connection**, and select **Microsoft ODBC Data Source** as the connection data source.
5. You see the name of the ODBC connection that you created under **Use user or system data source name**.

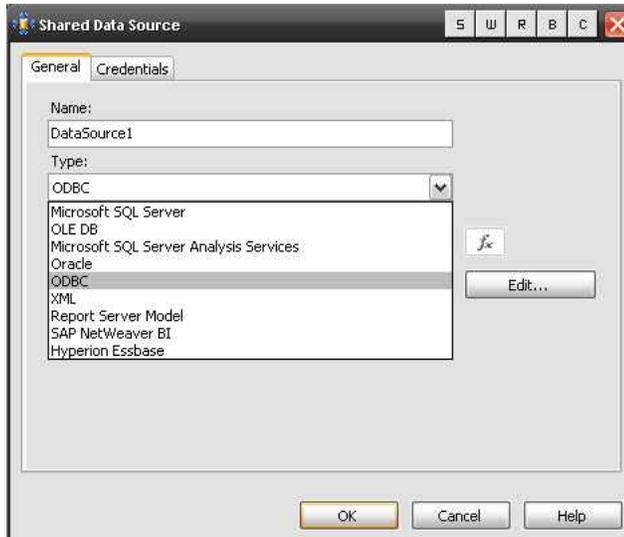
Create an ODBC Shared Data Source



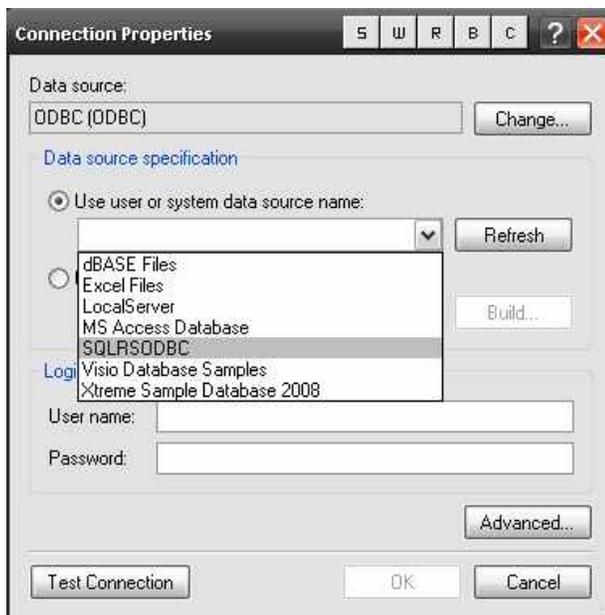
You must create a system or user DSN using the ODBC Administrator (as per the previous instructions) before you can create an ODBC shared data source and use ODBC.

To create an ODBC shared data source, complete the following steps:

1. In Microsoft Visual Studio's Solution Explorer, right click **Shared Data Sources**, and then click **Add New Data Source**.
2. On the Shared Data Source dialog box, enter a name for your shared data source, select **ODBC** in the **Type** field, and click the **Edit** button.



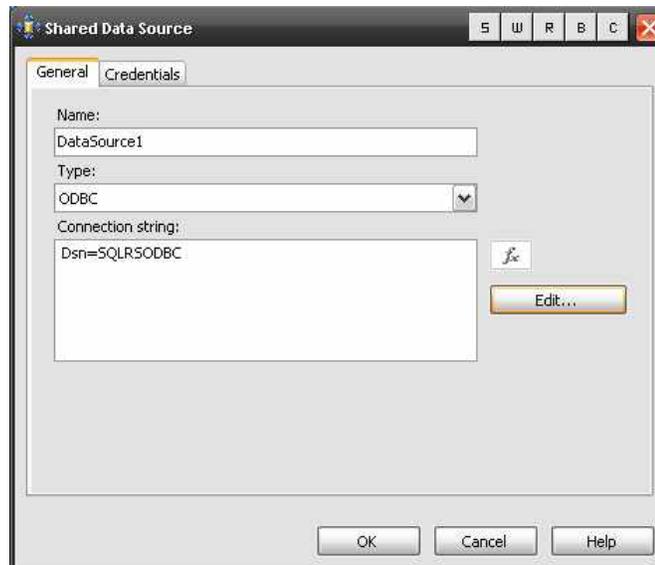
3. On the Connection Properties dialog box, select the **Use user or system data source name** option, and from the drop-down list, select the ODBC DSN that you created in the ODBC Administrator.



4. Enter a user name and password, test the connection, and click **OK**.



5. On the Shared Data Source dialog box, click **OK**.



Your new shared data source displays in Solution Explorer under **Shared Data Sources**.

Create Unnamed Parameters in Your Custom Report

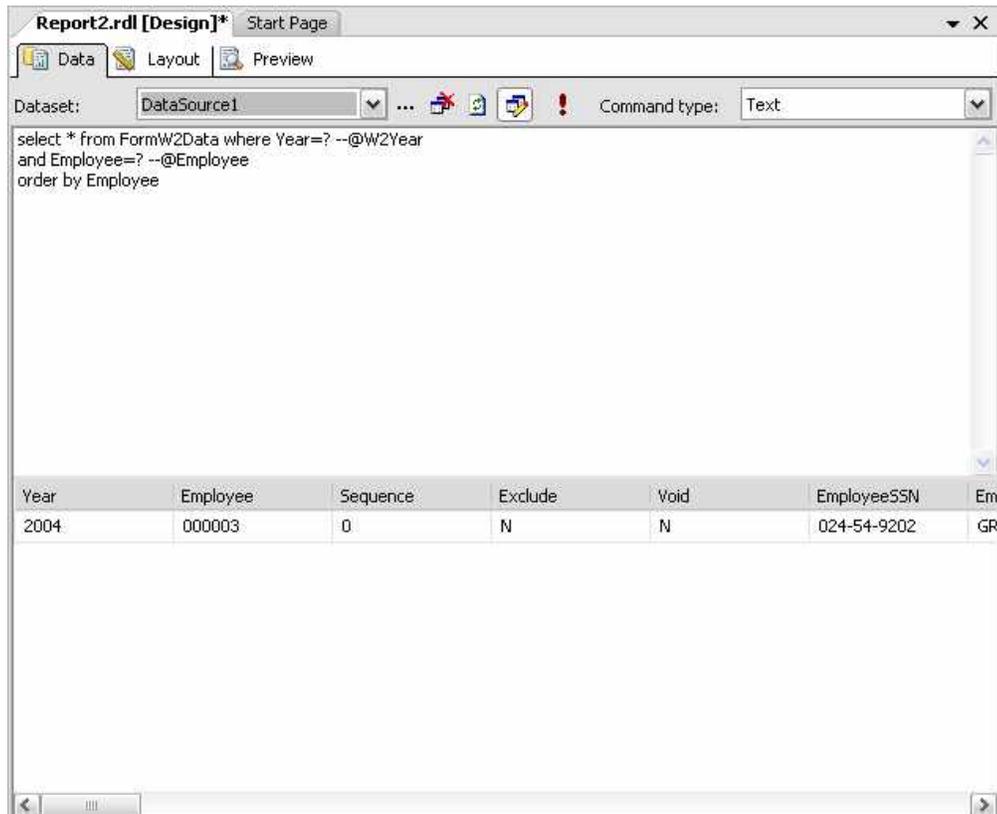
When you use ODBC to connect to the Vision data base in BIDS 2005, you must use unnamed parameters when you create a custom reports.

Unnamed parameters use a question mark to represent the parameters (for example, Employee = ?).

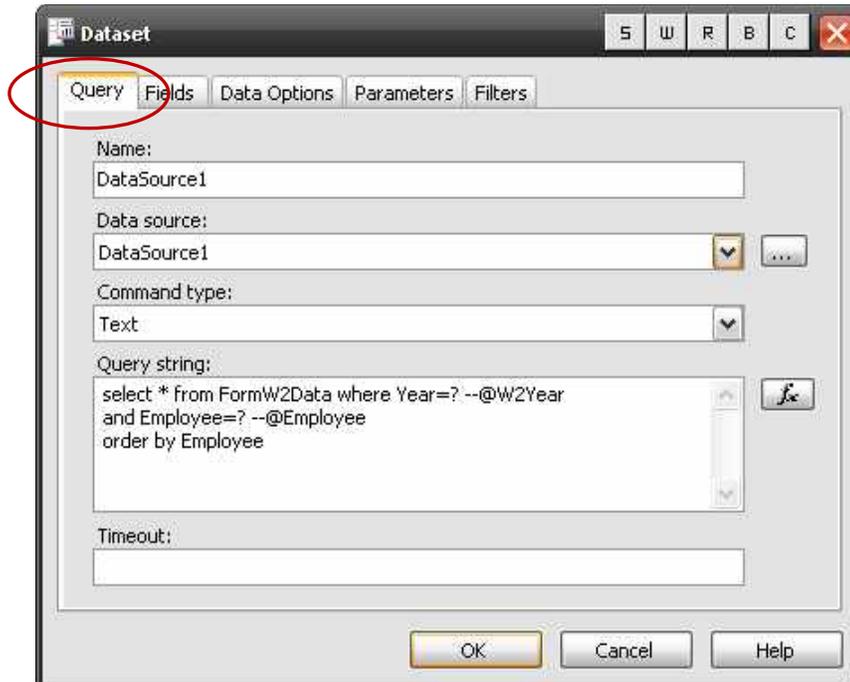
Unnamed parameters allow you to utilize the full functionality of BIDS, including the Generic Query Designer while designing and developing your custom reports.

To create unnamed parameters for a custom report in the RDL file in design mode in BIDS, complete the following steps:

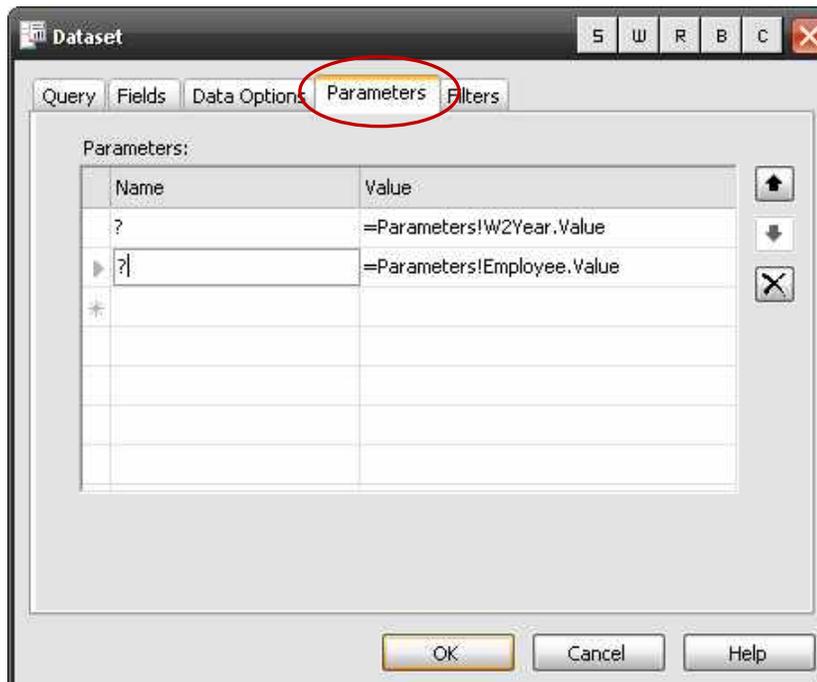
1. Create a custom report in BIDS using an ODBC connection as outlined in the previous two sections of this appendix. Complete the usual steps to create a query for the report with Query Builder and Generic Query Designer.
2. In design mode in BIDS, click the Data tab of the custom report RDL file.
3. On the Data tab, click the ellipsis  icon next to the **Dataset** field.



- On the Query tab of the Dataset dialog box, you see the query string that you created in Query Builder in step 1. In this example, there are two parameters (W2Year and Employee).



- Click the Parameters tab of the Dataset dialog box to enter unnamed parameters. You must make an entry for each parameter that your SQL statement handles. Enter a question mark in the **Name** column for each parameter, and then enter a value for the parameter in the **Value** column.



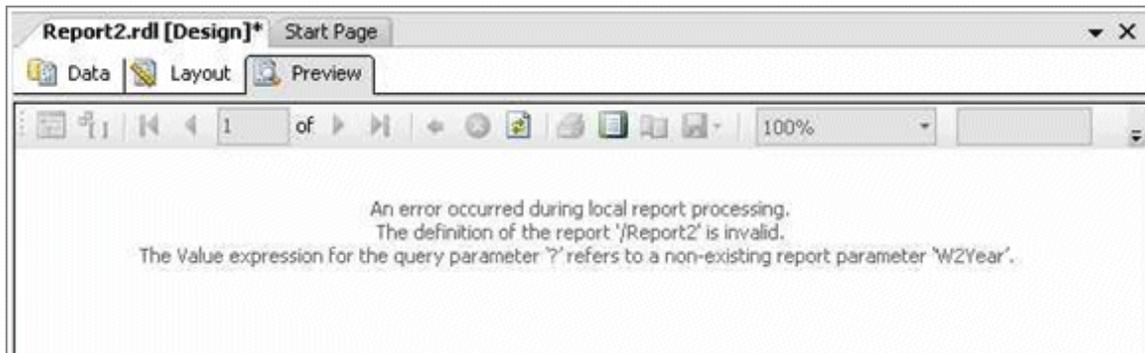
6. After you enter all the parameters and values in the query, click **OK** to return to design mode.



If you preview the report in BIDS at this point, you will receive the following error because you have not specified the parameters in the Report Parameters configuration:

"An error has occurred during local report processing. The definition of the report '*<report xx>*' is invalid. The value expression for the query parameter '?' refers to a non-existing report parameter '*<xx>*'."

The next section of the appendix shows you how to enter named parameters in the Report Parameters configuration so you can preview a report as you create it in BIDS.



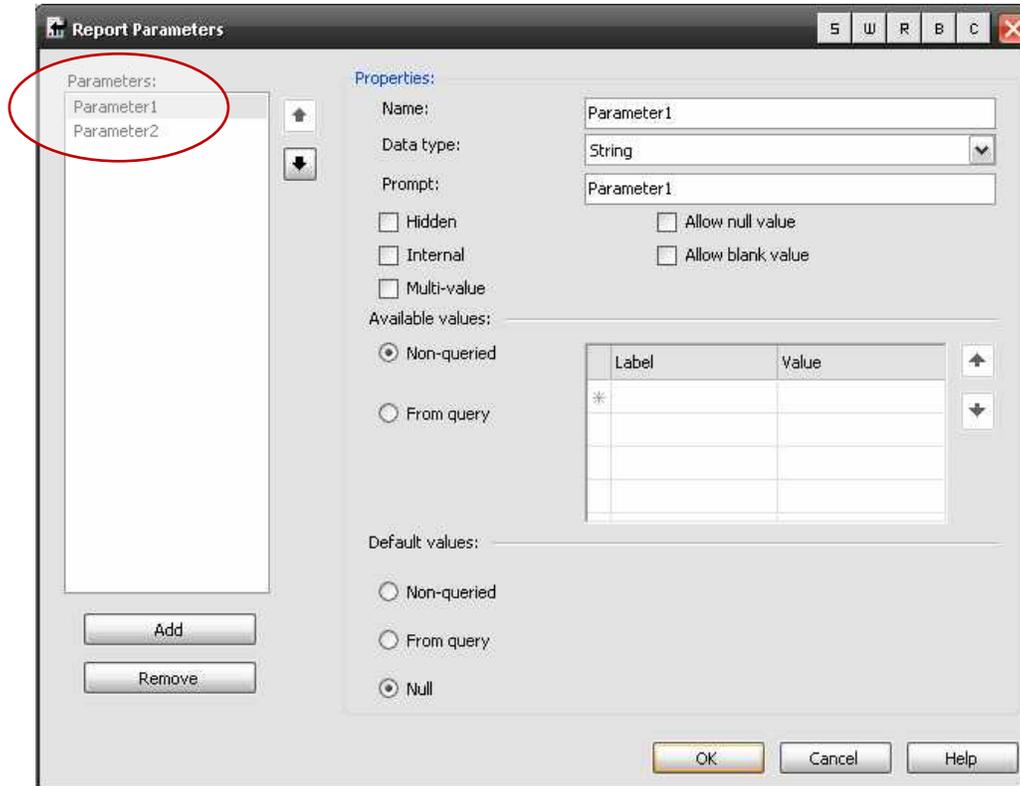
Enter Named Parameters in Report Parameter Configuration

You must enter named parameters in Report Parameter configuration in BIDS so that you can preview reports in BIDS as you design them.

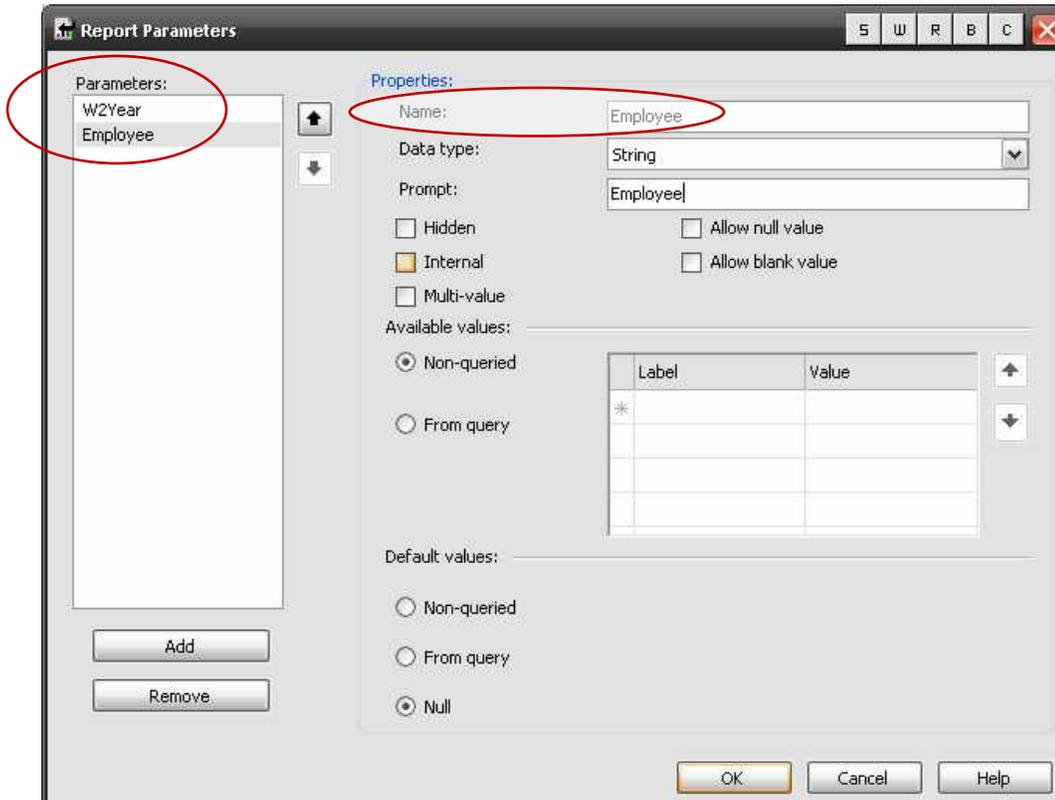
To enter named parameters in Report Parameter configuration, complete the following steps:

1. With your report open in design mode in BIDS, select **Report » Report Parameters** to open the Report Parameters dialog box.

You see the parameters that you previously entered for the report in the **Parameter** box on the left side of the dialog box.

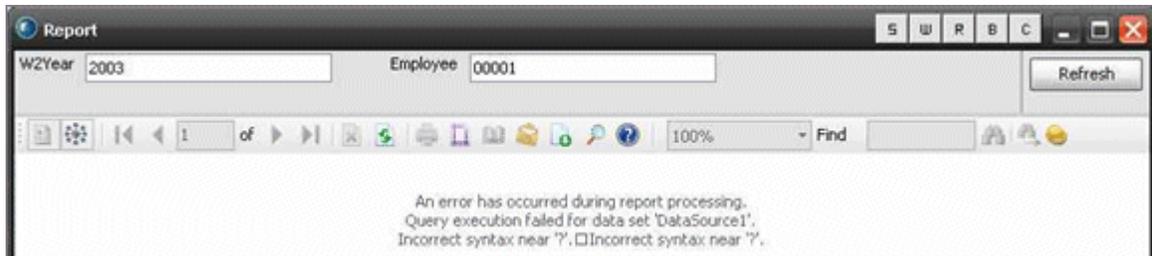


2. Replace each parameter name with the actual name of the parameter, as in the following example with the parameter "Employee." When you finish renaming all parameters, click **OK**.



If you load your custom report into Vision now, before you complete the steps in the next section to change the unnamed parameters to named parameters, you will receive the following error:

"An error has occurred during report processing. Query execution failed for data set <xx>. Incorrect syntax near '?.' Incorrect syntax near '?'."



Change Unnamed Parameters to Named Parameters Before You Load a Custom Report into Vision

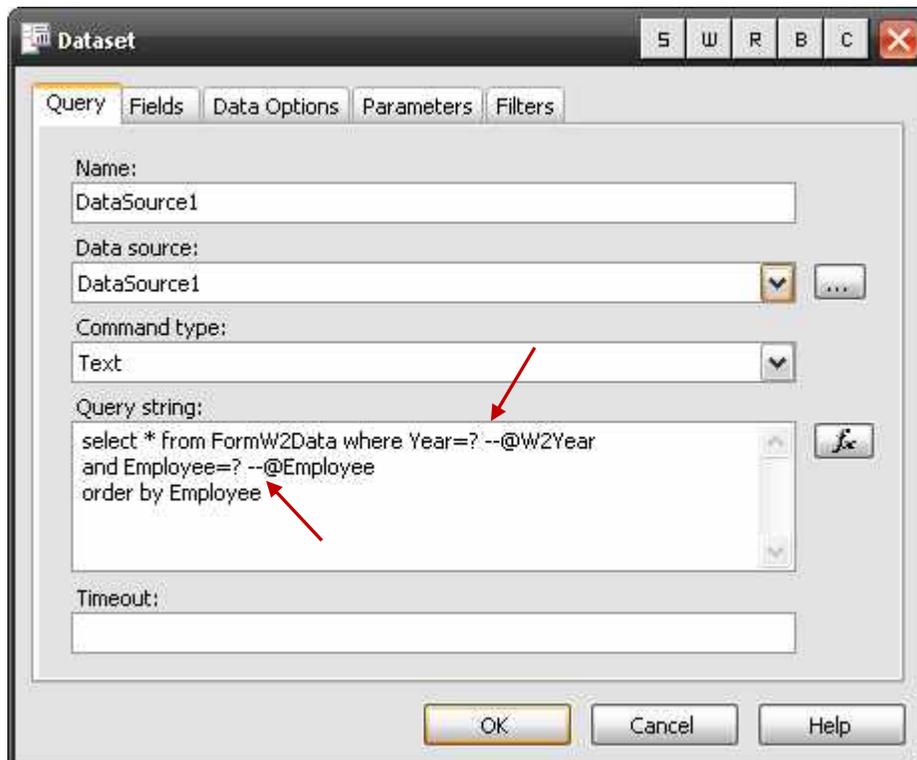


After you complete the design of your custom report and you complete the steps in the previous sections of this appendix, **you must change each unnamed parameter to a named parameter before you load a custom report into Vision.**

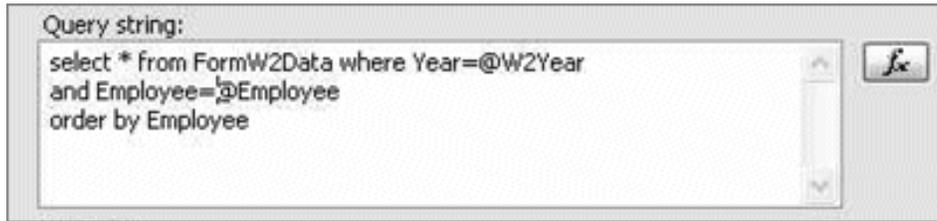
To change unnamed parameters to named parameters, complete the following steps:

1. In design mode in BIDS, on the Data tab of the report RDL, click the Data tab, and then click the ellipsis  icon beside the **Dataset** field.
2. On the Query tab of the Dataset dialog box, change the unnamed parameters to named parameters.

In the following example, you remove the question mark (?) and the two hyphens (- -) between the equal sign (=) and the "(@)" symbol for the W2Year and the Employee parameters in the query string.

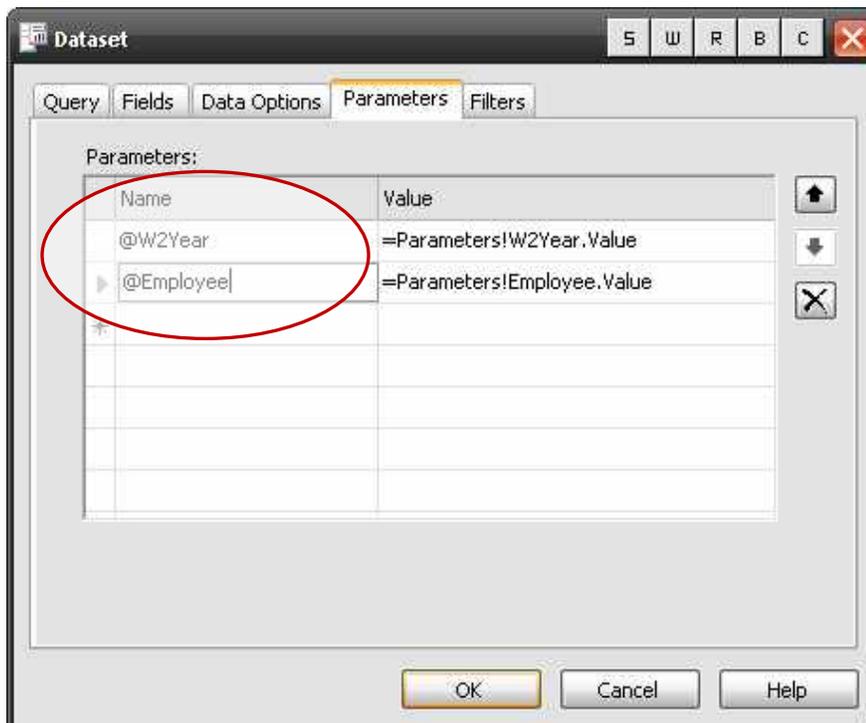


In the following screen shot, the question mark and hyphens are removed in the query string:



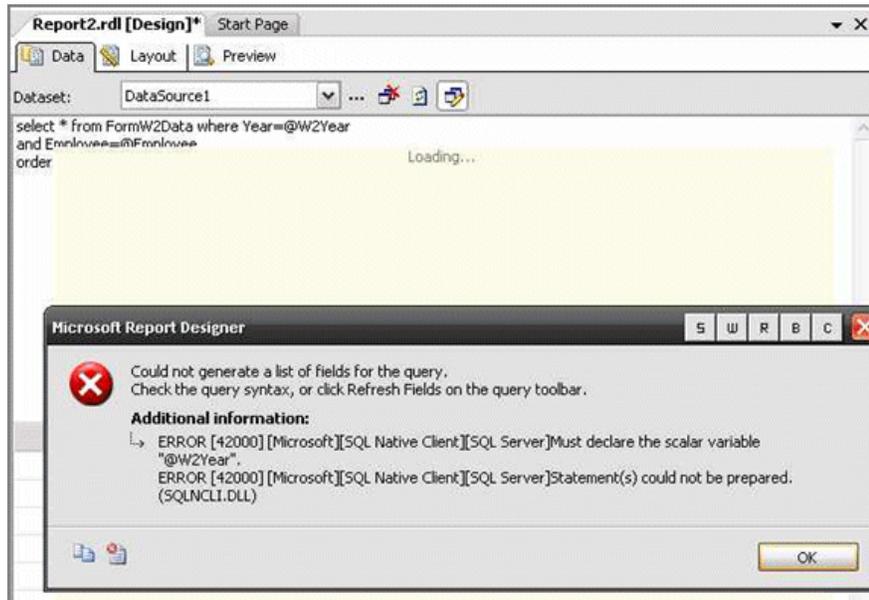
3. Click the Parameters tab, and rename each parameter by replacing the question mark with an "@" symbol and the correct parameter name.

 You must place an @ symbol before each parameter name.



4. When you finish renaming parameters, click **OK**.

- From the main menu in BIDS, when you click **File » Save All** to save the report, you receive the following "Could not generate a list of fields for the query. Check the query syntax, or click Refresh Fields on the query toolbar." error:



This error indicates that the parameters are incorrect for the ODBC data source. However, the parameters are now in the correct format for use with Vision reporting.

- You can ignore this message, and click **OK** on the error message dialog box.

You can now place the custom report in the appropriate directory on the Vision Web/application server, load the custom report into Vision, and successfully generate the custom report from Vision Reporting.