

# Deltek Vision® 7.1

Custom Reports and Microsoft SQL Server®  
Reporting Services

February 3, 2014

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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 does not apply if you use Deltek First Vision Essentials, the cloud-based edition of the Vision software. If you use Vision Essentials and you would like to create custom reports, contact your Deltek partner or the Deltek Consulting Services Group at [CustomServices@Deltek.com](mailto:CustomServices@Deltek.com) for assistance.

## What This Guide Covers

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

Task	Description
1	Decide which report writing tool to use to create custom reports.
2	Install the required SSRS report writing software.
3	Give the appropriate users who will create custom reports access to SSRS and its report writing software.
4	<ul style="list-style-type: none"> <li>▪ Load the Vision report model into SSRS. Report models are used when you create custom reports with Report Builder.</li> <li>▪ Load the Vision report templates on the workstations of the appropriate users who will create custom reports with BIDS (Report Designer).</li> </ul>
5	<ul style="list-style-type: none"> <li>▪ Access the Vision report model in Report Builder to create custom reports.</li> <li>▪ Access the Vision report templates in BIDS to create custom reports.</li> <li>▪ Create a custom report from a copy of a Vision standard report in BIDS.</li> </ul>
6	Save custom reports to the appropriate folder on your application server.
7	Load custom reports into Vision via Vision <b>Utility » Report Administration</b> .
8	Set up parameters for a custom report in Vision <b>Configuration » General » Custom Report Options</b> .
9	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.
10	From the Vision Reporting menu, select a custom report, choose options, generate the

Task	Description
	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. Contact them at [CustomServices@Deltek.com](mailto: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).

## Updates to This Guide

Deltek revises documents regularly to provide the most up-to-date technical information and instructions. Visit the Knowledge Center at 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.

## Adding Custom Notes to This Guide

If you would like to add custom notes to this guide that are specific to your company, Adobe® Reader® X provides this ability. If you do not already use Adobe Reader X, you can download it [here](#) free from Adobe.

**To add a custom note using Adobe Reader X, complete the following steps:**

1. On the Reader toolbar, click **Comment** at the far right.
2. In the **Annotations** pane that displays, click  **Sticky Note**. The cursor changes to match the button.
3. Position the cursor at the location in the guide where you want the note to appear, and click. A note icon is inserted at the location and a text box pops up.
4. Enter your information in the text box.
5. Continue adding notes as needed.
6. Save the document.



Deltek recommends that you save the document to a slightly different filename so as to keep the original file from being overwritten.

When you read the document, cursor over a note icon to see the information. Double-click a note icon to edit the information.

## If You Need Assistance

If you need assistance installing, implementing, or using Vision, Deltek makes a wealth of information and expertise readily available to you.

### Customer Services

For over 20 years, Deltek has maintained close relationships with client firms, helping with their problems, listening to their needs, and getting to know their individual business environments. A full range of customer services has grown out of this close contact, including the following:

- Extensive self-support options through the Customer Care Connect Web portal.
- Phone and email support from Customer Care analysts
- Technical services
- Consulting services
- Custom programming
- Classroom, on-site, and Web-based training



[Find out more about these and other services from the Customer Care Connect site.](#)

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### Customer Care Connect Site

The Deltek Customer Care Connect site is a support Web portal for Deltek customers who purchase an Ongoing Support Plan (OSP).

The following are some of the many options you have at the Customer Care Connect site:

- Download the latest versions of your Deltek products
- Search Deltek's knowledge base
- Ask questions, exchange ideas, and share knowledge with other Deltek customers through the Deltek Connect Customer Forums
- Display or download product information, such as release notes, user guides, technical information, and white papers
- Submit a support case and check on its progress
- Transfer requested files to a Customer Care analyst
- Use Quick Chat to submit a question to a Customer Care analyst online
- Subscribe to Deltek communications about your Deltek products and services
- Receive alerts of new Deltek releases and hot fixes



[If you need assistance using the Customer Care Connect site, the online help available on the site provides answers for most questions.](#)

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## Access Customer Care Connect

To access the Customer Care Connect site, complete the following steps:

1. Go to <https://support.deltek.com>.
2. Enter your Customer Care Connect **Username** and **Password**.
3. Click **Log In**.



If you do not have a username and password for the Customer Care Connect site, contact your firm's Vision administrator.

If you forget your username or password, you can click the **Account Assistance** button on the login screen for help.

## Additional Documentation

The following table lists the additional Deltek documentation related to Vision custom reports and SQL Server Reporting Services. You can download this PDF file from the Deltek Customer Care Connect site.

Document Name	Description
<b>Deltek Vision Microsoft SQL Server Reporting Services Licensing FAQ</b>	This guide explains the Microsoft SQL Server Reporting Services licensing implications for Vision.

## Ways to Create Vision Custom Reports

Whether you use SSRS 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 2.0 Use the Vision Report Model	BIDS 2008 Use Vision Report Templates or Start with a Copy of a Standard Vision Report
<b>Skill Requirements:</b>		
Report writing tool skill level	Basic	Advanced
Relational database structure knowledge required	No	Yes
<b>Reporting Capabilities:</b>		
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 2.0 Use the Vision Report Model	BIDS 2008 Use Vision Report Templates or Start 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 Navigation menu.	No
Deploy custom reports outside of Vision	No	No

# Software Requirements for Creating Custom Reports

## Microsoft SQL Server® Reporting Services Report Writing Tools

Report Builder 2.0 and BIDS 2008 are the Microsoft SQL Server Reporting Services (SSRS) 2008 report writing tools that are supported for creating Vision custom reports. Install these tools on the machines from which you will create or edit Vision custom reports. These machines are typically workstations, rather than Vision web servers.



The following are not supported for creating Vision custom reports:

- Report Builder 3.0
- Report Builder 1.0
- BIDS 2012, which is provided with SSRS 2012
- BIDS 2008 R2, which is provided with SSRS 2008 R2
- BIDS 2005, which is provided with SSRS 2005

If you try to load a custom report into Vision that was created with an unsupported version of BIDS or Report Builder, you will receive a “SQL Report Error loading report” error message.

To determine whether or not a custom report was created with the supported BIDS 2008 version, open an .rdl file for a custom report, and look at the header lines. If the report was created with BIDS 2008, it will have **2008** in the path. If it has **2010** in the path, it was created with BIDS 2008 R2 or BIDS 2010 (not supported). The following are header line examples:

- The header line in an .rdl report file that is created with BIDS 2008 (supported) is:  

```
<Report xmlns:rd="http://schemas.microsoft.com/SQLServer/reporting/reportdesigner"
xmlns="http://schemas.microsoft.com/sqlserver/reporting/2008/01/reportdefinition">
```
- The header line in an .rdl report file that is created with BIDS 2008 R2 and BIDS 2010 (not supported) is:  

```
<Report xmlns:rd="http://schemas.microsoft.com/SQLServer/reporting/reportdesigner"
xmlns="http://schemas.microsoft.com/sqlserver/reporting/2010/01/reportdefinition">
```



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

To support the ability to open, generate, and print custom Vision reports, the Vision database and report servers must have one of the supported or compatible versions of Microsoft SQL Server installed. These include SQL Server 2012, SQL Server 2008 R2, or SQL Server 2008. For a full list of Microsoft SQL Server releases (R), service packs (SP), and cumulative updates (CU) that are supported or compatible with Vision, see the *Deltek Product Support Compatibility Matrix*. You can download this PDF document at the Deltek Customer Care Connect site: <https://support.deltek.com>.

## Supported Writing Tools and Installation Information

The following table provides more information about the installation of each of the SSRS 2008 report writing tools that are supported for creating Vision 7.0 custom reports:

Supported Microsoft SSRS 2008 Report Writing Tool	Installation Information
<p><b>Report Builder 2.0</b></p>	<p>The following are ways that you can acquire Report Builder 2.0:</p> <ul style="list-style-type: none"> <li>▪ As a free, stand-alone download from the following Microsoft link: <a href="http://www.microsoft.com/download/en/details.aspx?displaylang=en&amp;id=1932">http://www.microsoft.com/download/en/details.aspx?displaylang=en&amp;id=1932</a></li> <li>▪ With the installation of SQL Server 2008 SP1 from the following Microsoft link: <a href="http://www.microsoft.com/en-us/download/details.aspx?id=20302#overview">http://www.microsoft.com/en-us/download/details.aspx?id=20302#overview</a></li> </ul> <p>This service pack applies for any of the SQL Server 2008 editions. However, you must use the Workgroup, Standard, or Enterprise edition because these editions support the use of report models, which are required to create Vision custom reports.</p> <p>SQL Server 2008 Express and Express with Advanced Services <b>do not</b> support report models, which are required to create Vision custom reports.</p> <p>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:</p> <ul style="list-style-type: none"> <li>▪ .NET Framework 2.0</li> <li>▪ Microsoft Internet Explorer 6.0 or later</li> </ul>
<p><b>Microsoft Business Intelligence Development Studio 2008</b> <b>(BIDS, which is also referred to as Report Designer)</b></p>	<p>The following are ways that you can acquire BIDS 2008:</p> <ul style="list-style-type: none"> <li>▪ BIDS 2008 is included with the SQL Server 2008 Express with Advanced Services edition.</li> </ul> <p>This is a free download from the following Microsoft link: <a href="http://www.microsoft.com/en-gb/download/details.aspx?id=1842">http://www.microsoft.com/en-gb/download/details.aspx?id=1842</a></p> <p>During this installation, select only the <b>Business Intelligence Development Studio</b> check box in the Shared Features section of the SQL Server 2008 Setup dialog box. After you install BIDS, apply SQL Server 2008 Service Pack 3, and then install the Cumulative Update 6 for Service Pack 3. The Microsoft links for this software are included in the next section of this guide.</p> <ul style="list-style-type: none"> <li>▪ BIDS 2008 is included with the SQL Server 2008 Standard, Workgroup, Developer, and Enterprise editions.</li> <li>▪ BIDS is a plug-in with Microsoft Visual Studio 2008 Professional or Team System (from the SQL Server Workgroup edition).</li> </ul>



For more information about SSRS licensing, see the *Vision 7.X SQL Reporting Services (SRS Licensing) FAQ* document. You can download it from the Deltek Customer Care Connect site at <https://support.deltek.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.

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## Current Updates for Microsoft SQL Server 2008

If you are using BIDS 2008 from a SQL Server 2008 installation, Deltek recommends that you update your installation to the version supported by Deltek for Vision 7.1, which is SQL Server 2008 SP3 + CU6. The Microsoft links for each are:

- SQL Server 2008 Service Pack 3:  
<http://www.microsoft.com/en-us/download/details.aspx?id=27594>
  - Cumulative update package 6 for SQL Server 2008 Service Pack 3:  
<http://support.microsoft.com/kb/2715953>
- 



For a full list of Microsoft SQL Server releases (R), service packs (SP), and cumulative updates (CU) that are supported or compatible with Vision, see the *Deltek Product Support Compatibility Matrix*. You can download this PDF document at the Deltek Customer Care Connect site.

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## Report Builder 2.0

Use Report Builder 2.0 to create simple, ad hoc custom Vision 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.

### 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\(v=sql.100\).aspx](http://msdn.microsoft.com/en-us/library/ms365173(v=sql.100).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.

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### 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.

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

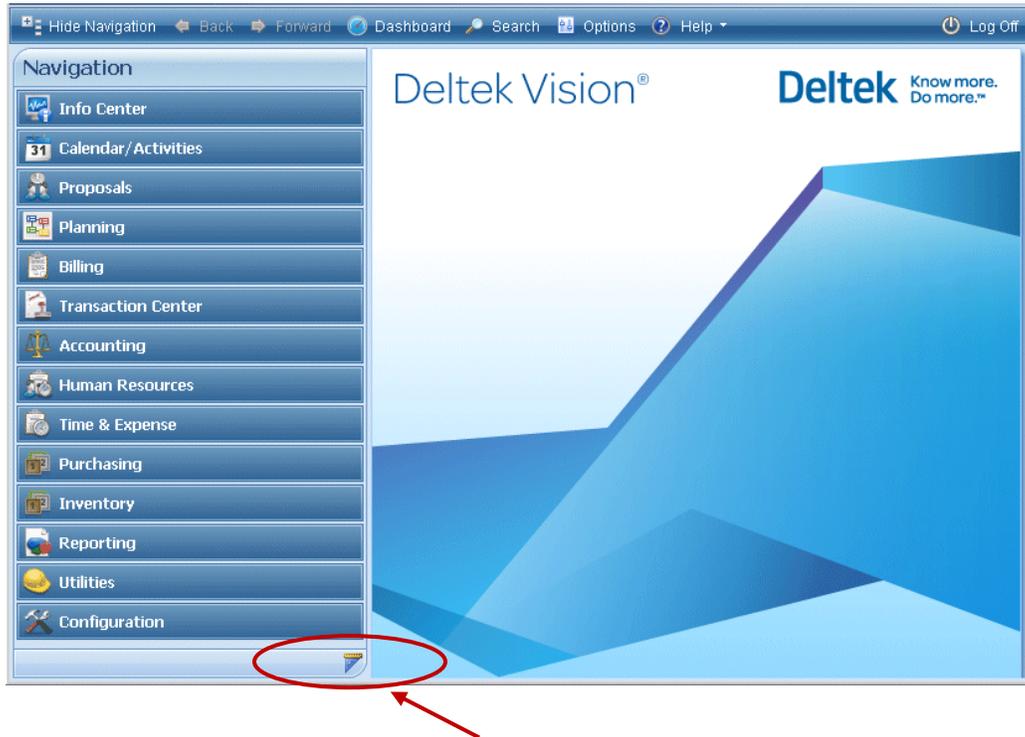
<http://msdn.microsoft.com/en-us/library/ms345245.aspx> (SQL Server 2008)

## Add Report Builder to the Vision Navigation Menu

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

To add Report Builder as a separate menu item on the Vision Navigation menu, complete the following steps:

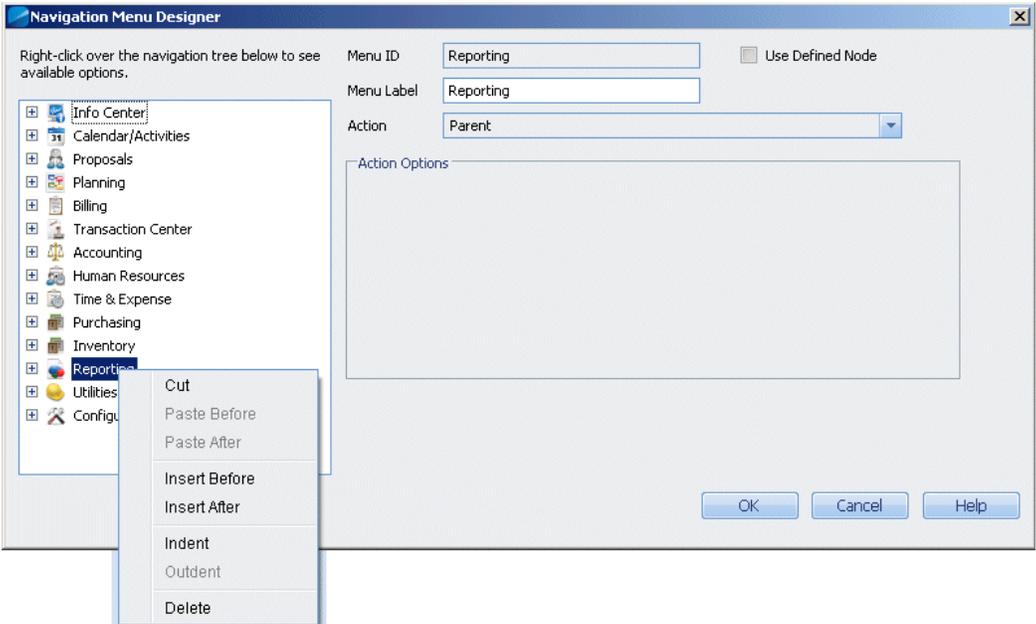
1. Open Vision, and at the bottom of the Navigation menu, click the Designer icon.



**Designer icon that opens the Navigation Menu Designer dialog box**

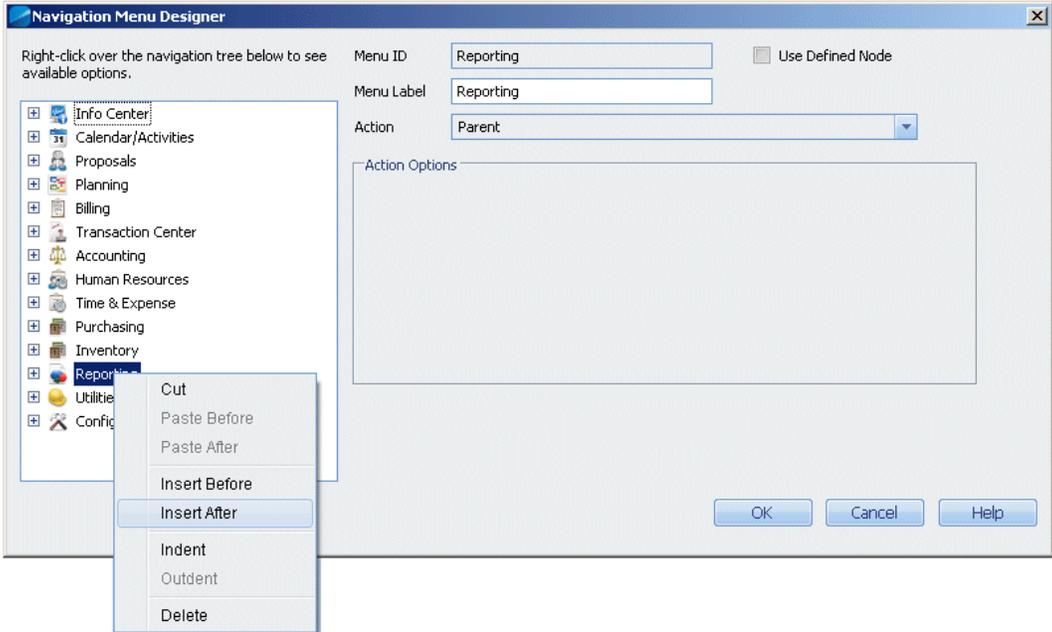
- 2. On the left side of the Navigation Menu Designer dialog box, right-click the Navigation menu item above or below which you want to add Report Builder.

In the following example, the Reporting menu is selected.



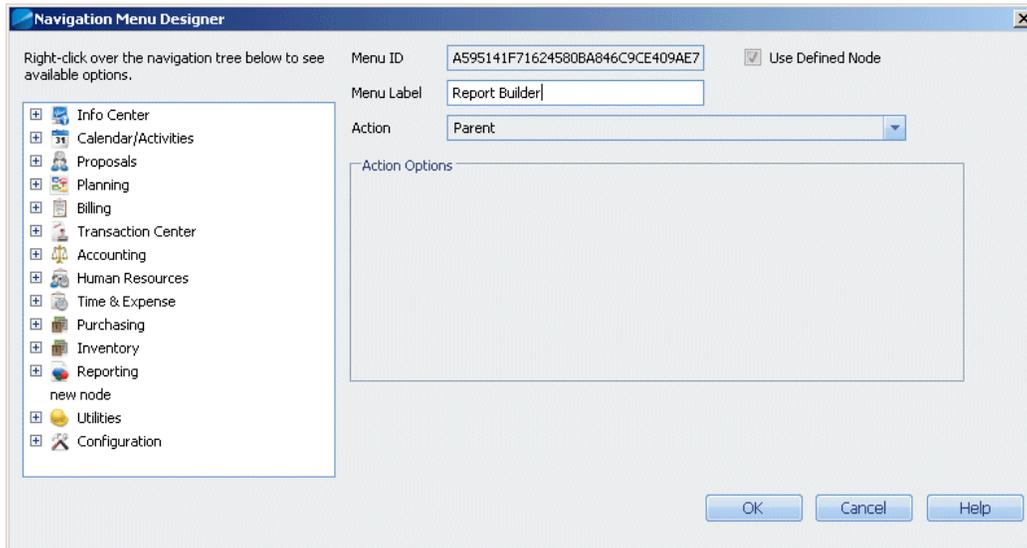
- 3. On the shortcut menu, click **Insert before** or **Insert after**.

In this example, the Report Builder menu item (a parent menu item) is inserted after the Reporting menu item.

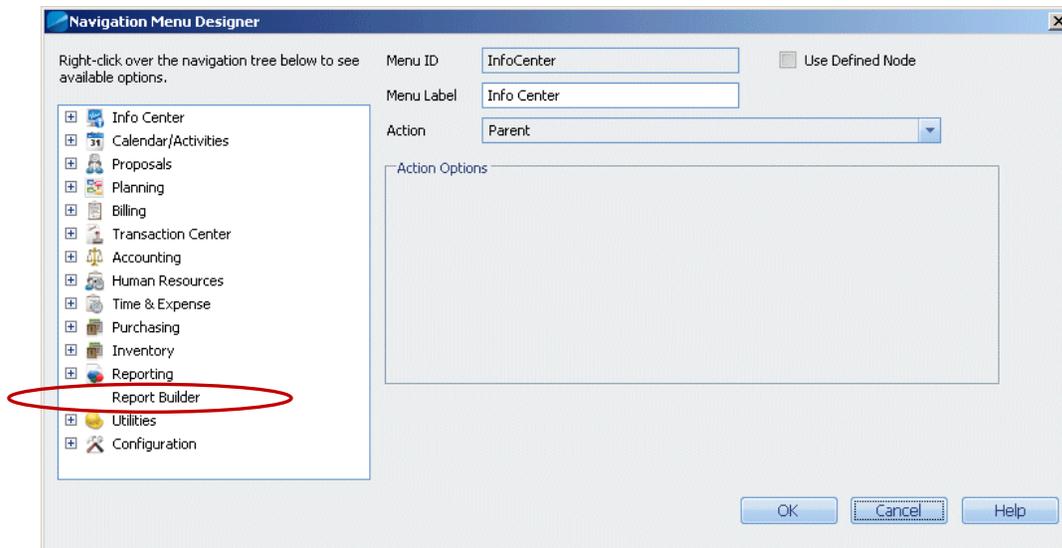


On the Navigation Menu Designer dialog box, the **Menu ID** field is automatically populated. Deltek recommends that you do not modify it.

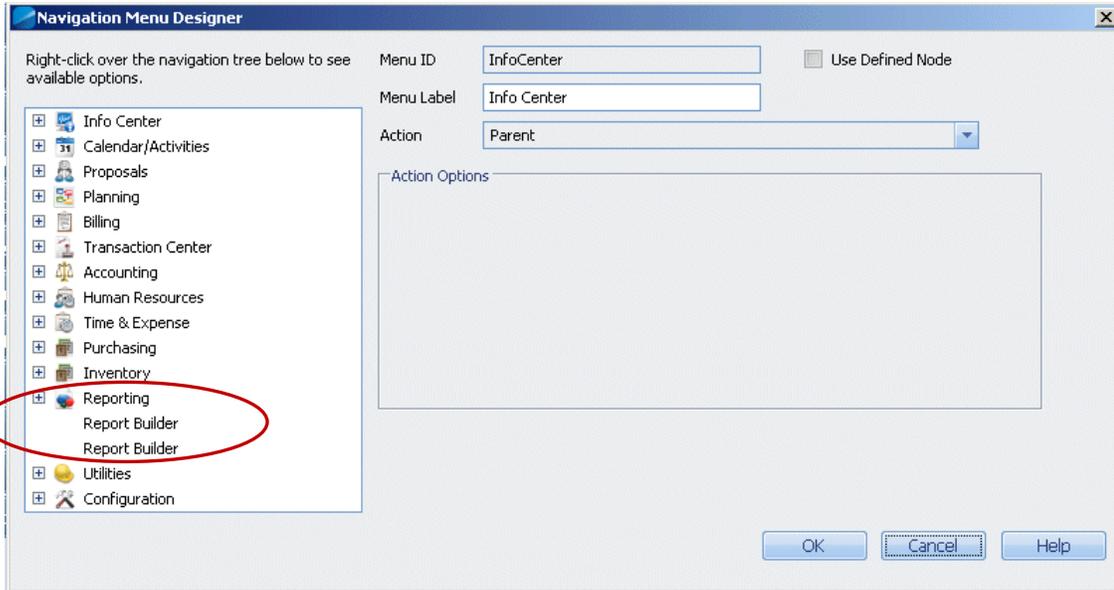
- In the **Menu Label** field, enter **Report Builder** or the name that you want to see in the Vision Navigation menu to open the Report Builder software.



- Leave the remaining fields on the Navigation Menu Designer dialog box as they are (**Parent** should be entered in the **Action** field), and click **OK**. The Navigation Menu Designer dialog box closes.
- At the bottom of the Vision Navigation menu, click the Designer icon to open the Navigation Menu Designer dialog box again. Now you see the Report Builder parent item listed with the other menu items on the left.

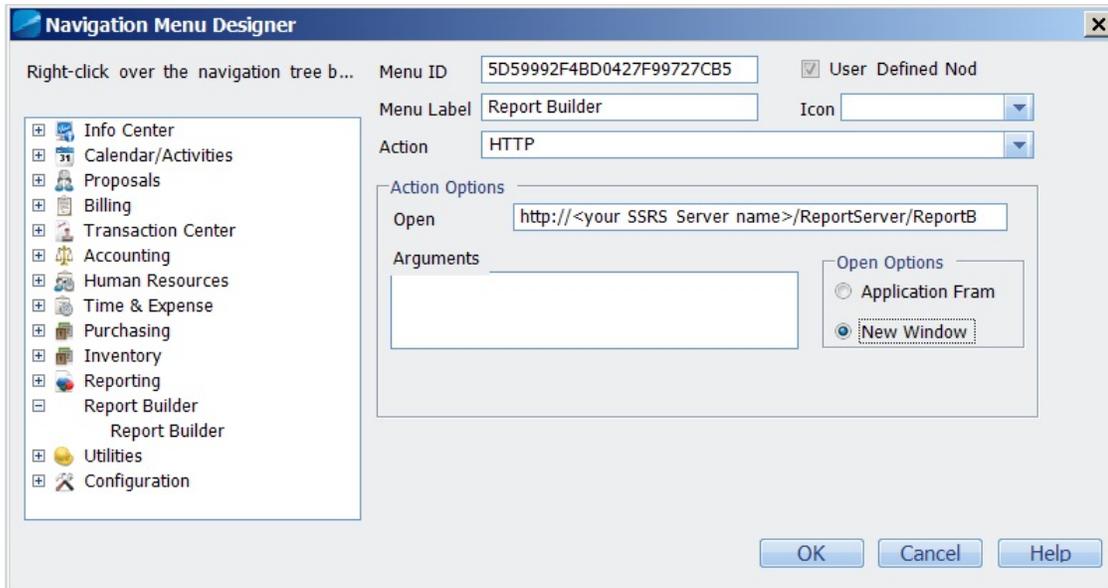


- Repeat steps 2 through 5 to enter a Report Builder child menu item under the Report Builder parent menu item (insert the new menu item after Report Builder, and enter the Report Builder menu label). At this point, you cannot change the **Action** field, so leave it as **Parent**, and click **OK**. The Navigation Menu Designer dialog box closes.
- Click the Vision Designer icon to open the Navigation Menu Designer dialog box again. This time you see both of the Report Builder menu items.



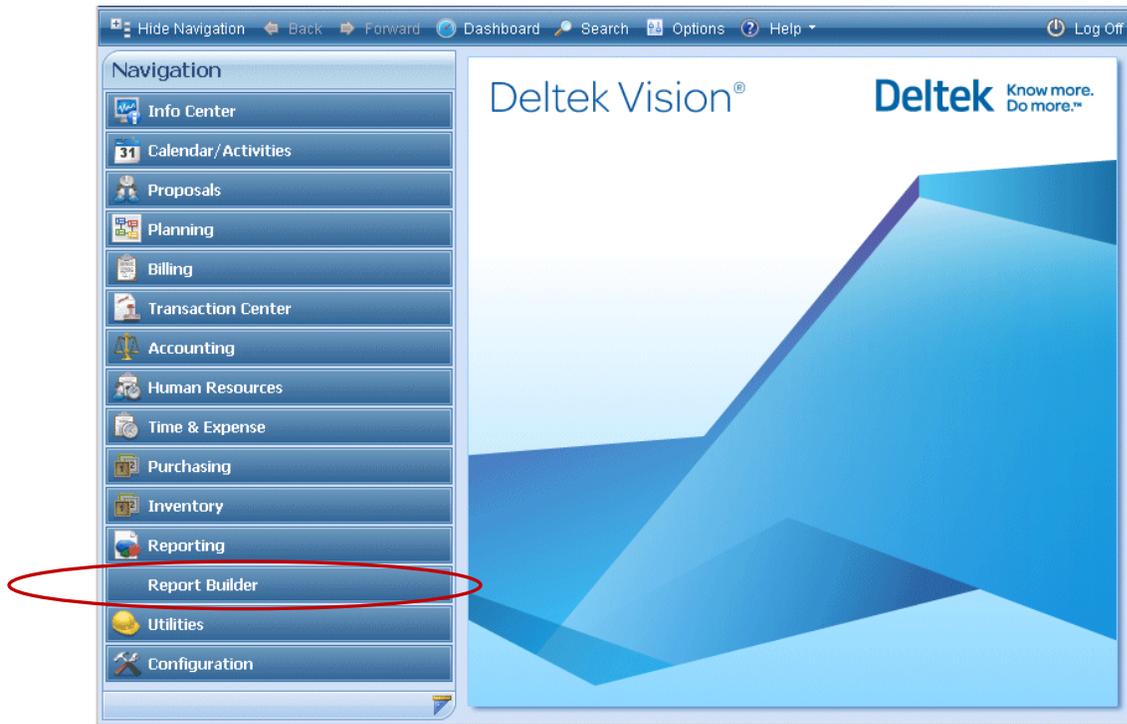
9. Right-click the second occurrence of Report Builder, and select **Indent** from the short-cut menu. This creates the child menu item.
10. From the drop-down list in the **Action** field, select **HTTP**.
11. In the **Open** field in the **Action Options** section, enter the following:

**http://<your SSRS server name>/ReportServer/ReportBuilder.application**



12. In the Open Options section, select **New Window**.
13. Click **OK** to save these settings.

14. Exit and restart Vision for Report Builder to display on the Navigation menu.



To add a Report Builder menu item within the existing Vision Reporting menu item, create an indented child menu item within the Reporting parent menu item (similar to steps 8 through 14).

## Report Builder and the Vision Report Model

Vision comes with a report model—**DeltekVisionReportModel.smdl**—that you can use in Report Builder to create custom Vision reports. With the report model, you can 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.

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 49 of this guide.



The Vision report model does not include user-defined fields. If you want to include user-defined fields in your custom reports, contact [CustomServices@Deltek.com](mailto: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.



For more information about report models, see the following Microsoft link:  
[http://msdn.microsoft.com/en-us/library/ms159752\(v=sql.100\).aspx](http://msdn.microsoft.com/en-us/library/ms159752(v=sql.100).aspx).

## 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.



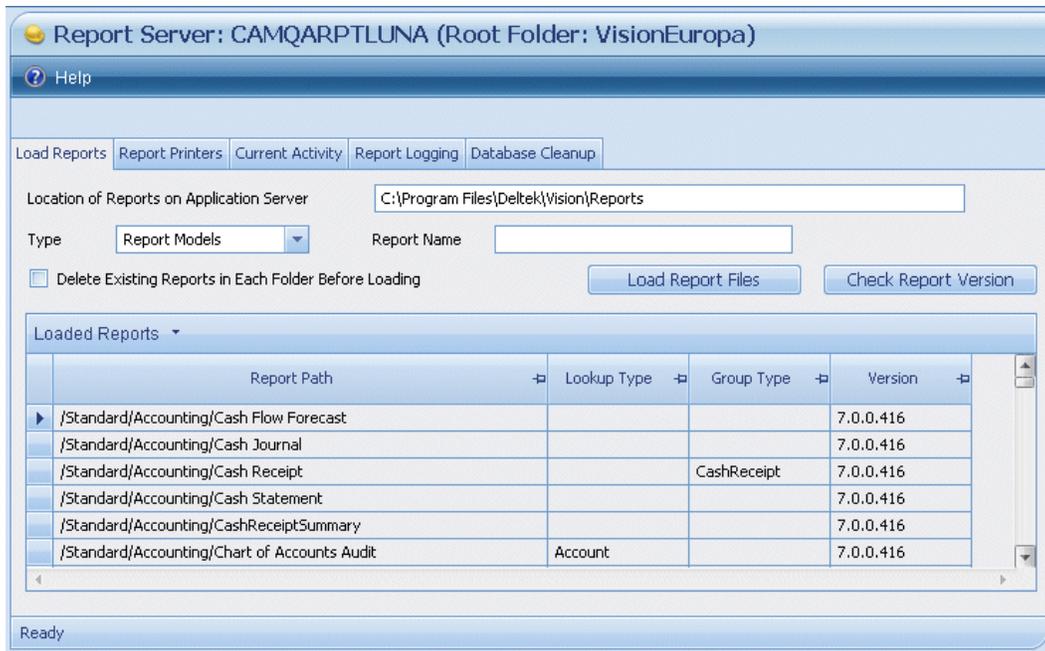
While you load the report model, Vision users will not be able to run any reports.

### 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. In 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 system administrator completes the following steps:

1. From the Vision Navigation 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 **Type** field, select **Report Models**.



4. If you previously loaded a report model, select the **Delete existing reports in each folder before loading** check box, so that old models are removed first. If you did not previously load a report model, clear the **Delete existing reports in each folder before loading** check box.
5. Click the **Load Report Files** button. When the process 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 7.0\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

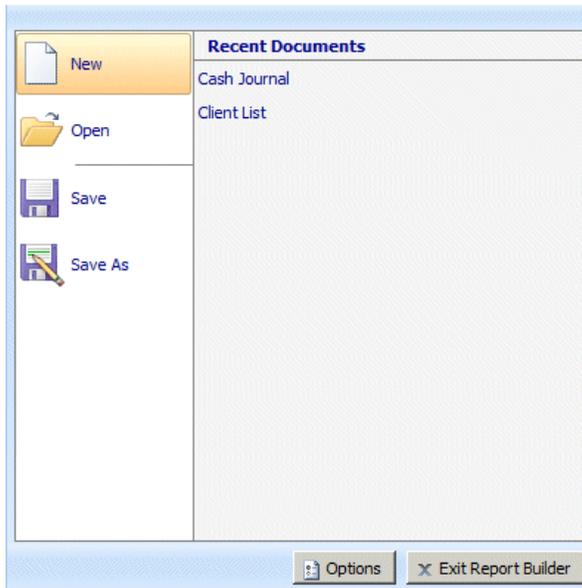
The following are the steps to access the Vision report model to create a custom report with Report Builder. These steps assume that a Vision system administrator has:

- 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.

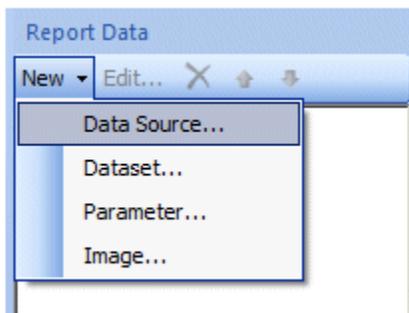
**To access the Vision report model in Report Builder, complete the following steps:**

1. Open Report Builder with a link determined by your Vision system administrator.

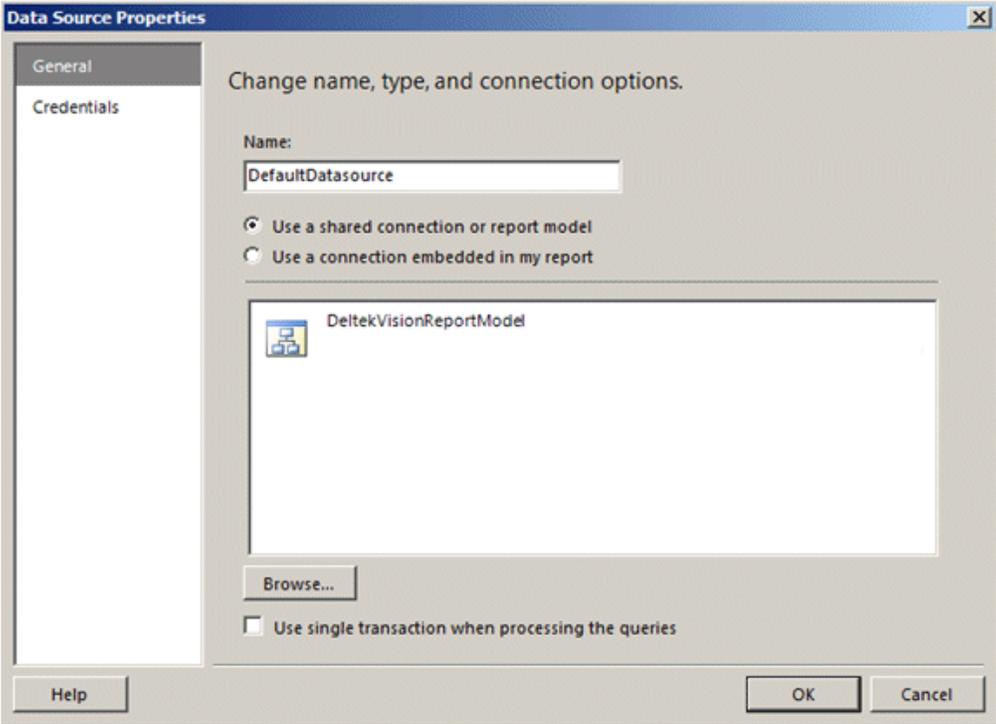
2. On the main Report Builder window, click  , and then click **New** in the pane on the left.



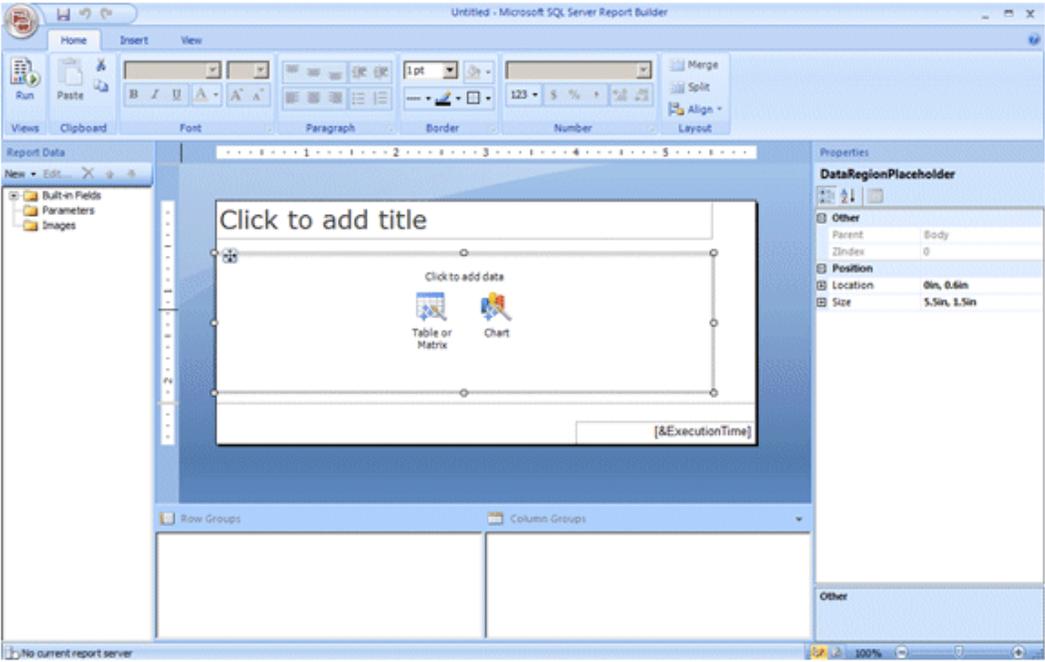
3. In the Report Data pane on the left of the next window, click **New » Data Source**.



4. On the Data Source Properties window, complete the following entries, and then click **OK**.
  - Select the **Use a shared connection or report model** option.
  - Click the **Browse** button to navigate to and select the Vision report model on the Vision report server.



- 5. In the data region of the report, click the **Table or Matrix** icon to add data to the report using the wizard.



The data region can have the following controls:

- **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.

6. As you go through the wizard, you:

- Build a query to specify the Vision data that you want from the data source.
- Arrange fields to group data in rows and columns.
- Choose the layout for displaying subtotals and grand totals and expanding and collapsing groups.
- Choose styles for fonts and color schemes.



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. You can also check the Deltek Web site at <http://www.deltek.com/services/deltekuniversity> for custom reporting classes offered through Deltek University.



7. After you complete the wizard, to save your report, click , and then click the **Save As** command. 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 39 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.

## Business Intelligence Development Studio (BIDS)

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 2008 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.

## BIDS and Vision Report Templates

### Overview

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.

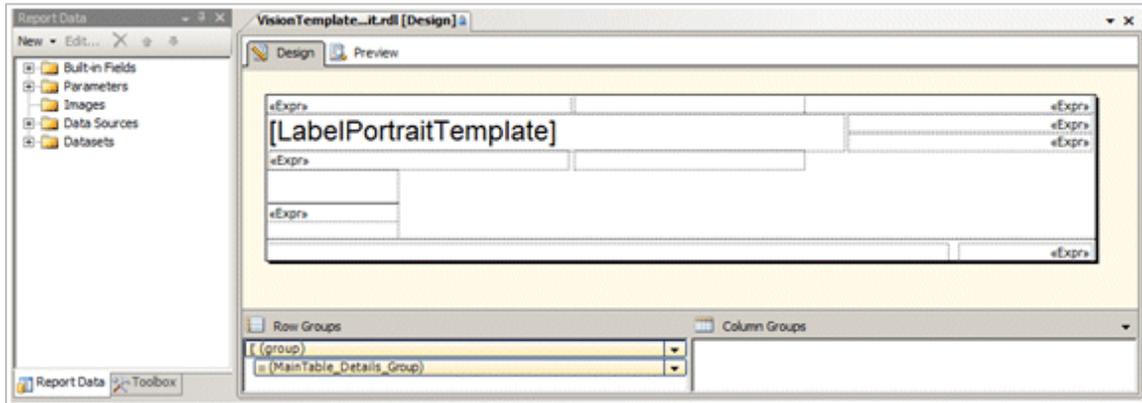
You copy the template files to the workstation of users who will be creating custom reports. Then when users launch BIDS, the Vision templates display in the list of templates. Users can also create custom reports with BIDS by using the Vision report templates located directly on your SSRS report server (without copying the template files to a workstation).

### Template Files

The template files for custom reports 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:

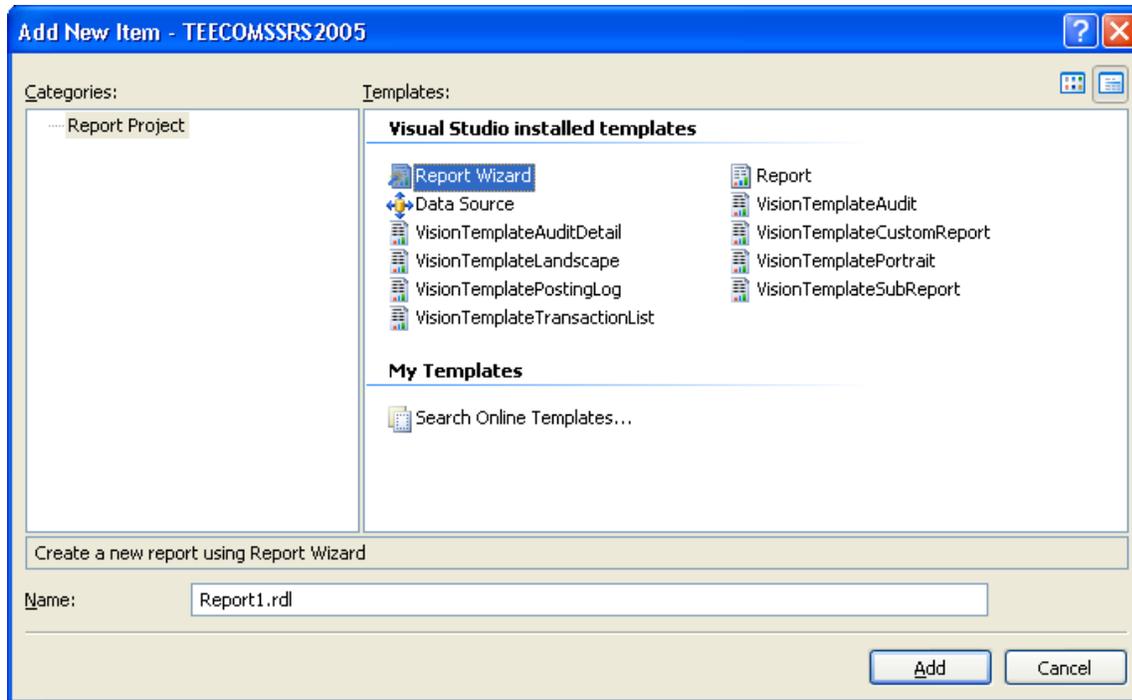
C:\Program Files\Deltek\Vision\Reports\Template

### Load the Templates on a Workstation

To create a custom report on the workstation of a user who writes reports with BIDS, copy the .rdl template files (listed in the previous section) to the following location on the user's workstation:

**C:\Program Files\Microsoft Visual Studio  
9.0\Common7\IDE\PrivateAssemblies\ProjectItems\ReportProject**

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



### Method One

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 that report writing users can easily copy the .rdl template files to their workstations.

### Method Two

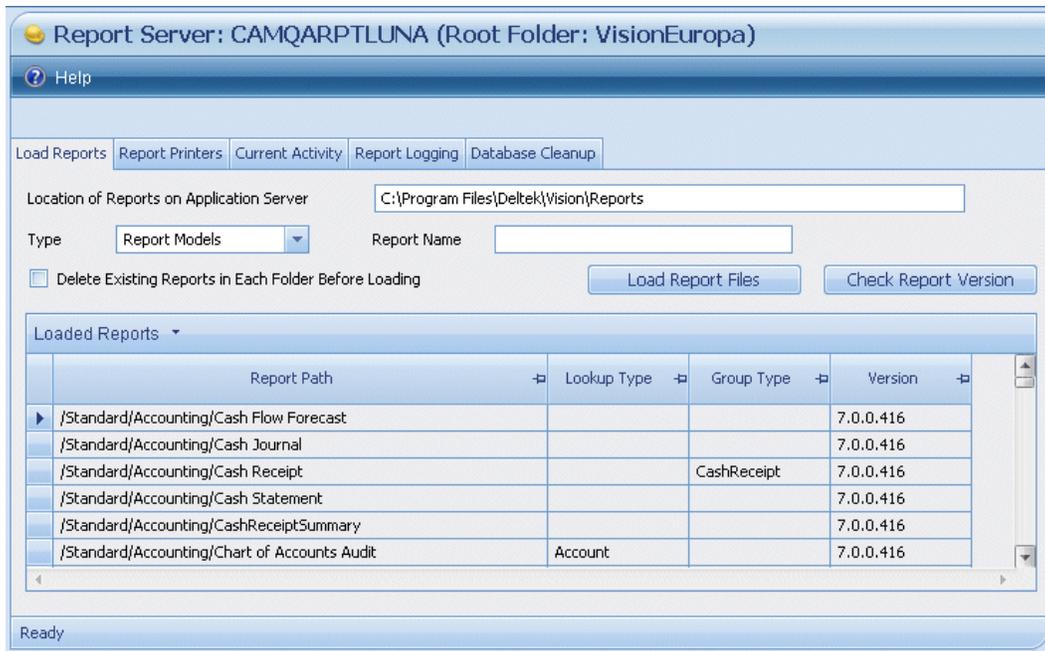
You can also load the .rdl template files to your SSRS report server from the Vision application server with the Vision Report Administration utility. When you use this utility, the .rdl template files are loaded onto your SSRS report server in **C:\Program Files\Deltek\Vision\Reports\Custom**. You can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



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

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

1. From the Vision Navigation 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 **Type** field, select **Report Models**.



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\Vision7.0\Reports\Custom**.

## 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 to:**

1. Create a solution and report server project.
2. Create the shared data source.
3. 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 2008 » 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) Deltek recommends 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**.  
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](mailto: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 39 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 41 for more information.

## Multilingual Companies and Report Templates

You can create custom reports in multiple languages only if you purchase and activate the Vision Multilingual module.

If you have multilingual companies in your enterprise and you want the ability to generate a report in multiple languages from one report design, 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.

## 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 in BIDS to suit your needs.



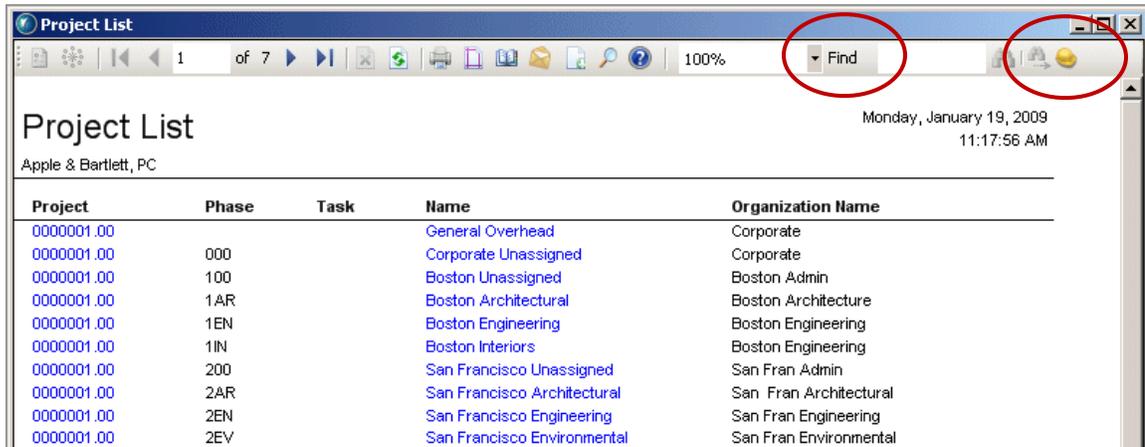
You cannot use Report Builder to create a custom report from a Vision standard report.

## 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.

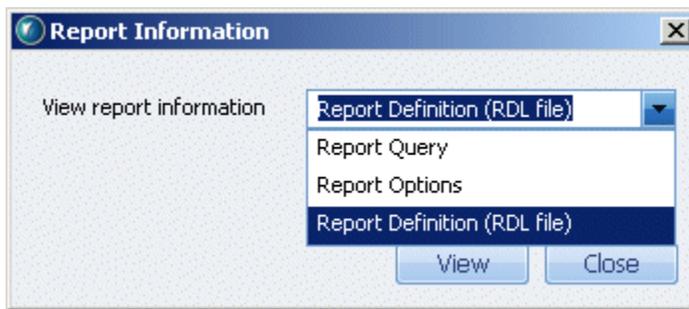
**To create an .rdl file from a previewed standard report in Vision Reporting, complete the following steps:**

1. From the Vision Navigation 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.

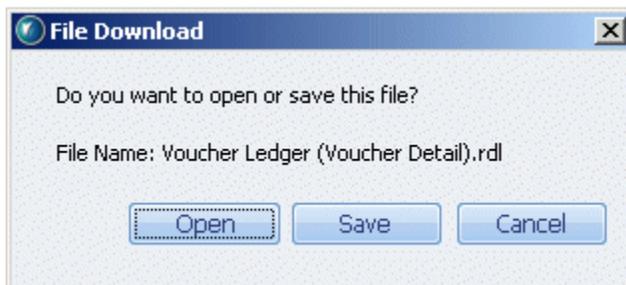


When you save the .rdl file for the new custom report (with either **Open** or **Save**), give it the .rdl file name that you want it to have within a BI project.

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 the data source, 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.

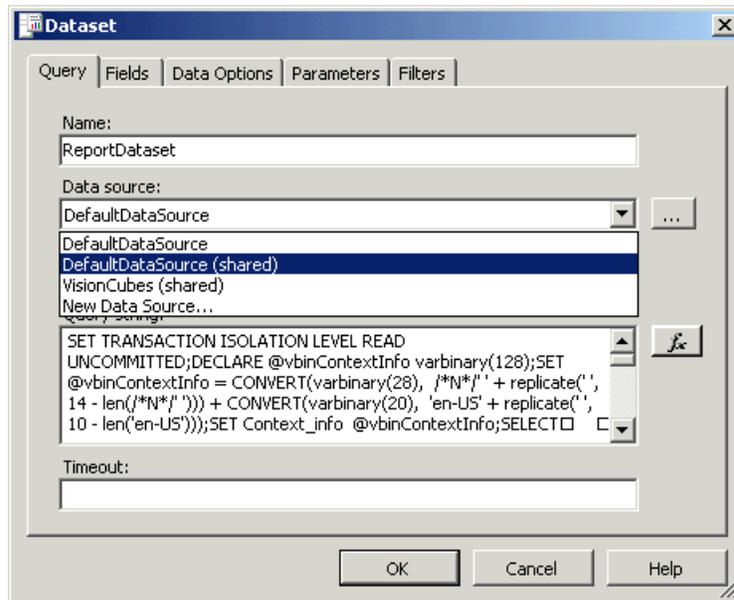
If you do not receive the message, you are ready to modify the report



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.

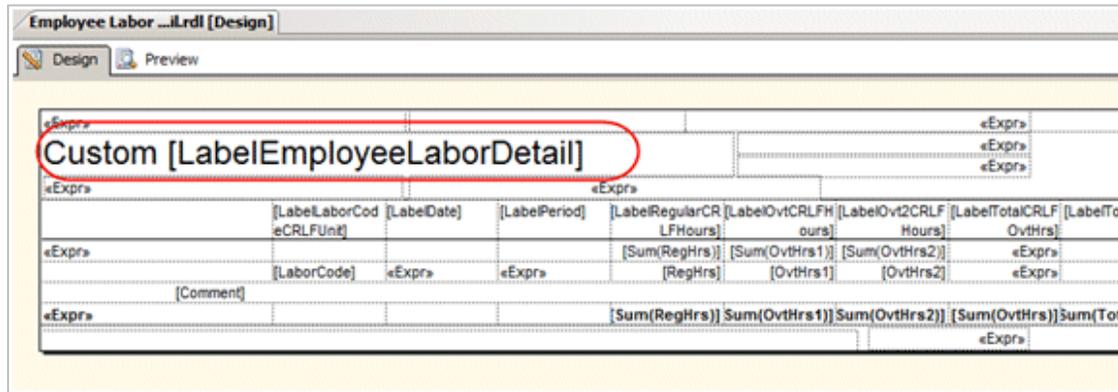
## XML Code that you Must Modify

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 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 modify custom properties in a report on the Properties window of the report.

1. In the Properties list, navigate to **CustomProperties**.
2. Click the  ellipsis button to open the Custom Properties dialog box.

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](mailto: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 39 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 41 for more information.

# Custom Reports Created with Microsoft SQL Server Reporting Services 2005

## Overview

For Vision custom reports that were created with Microsoft SQL Server Reporting Services (SSRS) 2005, you must use BIDS 2008 or Report Builder 2.0 to upgrade the reports to SSRS 2008 before you can use them in Vision 7.0 and later versions.

After you upgrade the reports, you must update report queries to revise any database table names that have changed in Vision 7.0. There are no database table name changes in Vision 7.1.

Other Vision 7.0 framework changes that are applied within the report business objects may affect your custom reports after you upgrade, causing them to not work properly. If a custom report does not work properly after you upgrade it to SSRS 2008 and update any renamed database tables, Deltek recommends that you recreate the custom report using Vision 7.1 and BIDS 2008 or Report Designer 2.0.

Consider the following before you recreate a custom report with BIDS 2008 or Report Builder 2.0:

- Do you still need the custom report?
- Are there standard reports in Vision 7.1 that provide the information that you need?
- Is the custom report that you created with BIDS 2005 or Report Builder 1.0 based on a Vision standard report? If so, you can start with a standard Vision report and modify it in BIDS 2008 or Report Builder 2.0 to recreate your custom report.



If you need additional assistance with custom reports, contact the Deltek Consulting Services Group at [CustomServices@Deltek.com](mailto:CustomServices@Deltek.com).

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

For class offerings, see <http://www.deltek.com/services/deltekuniversity>.

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## Upgrade Custom Reports Using BIDS 2008

These instructions apply for Vision custom reports that you created with BIDS 2005. With these upgrade instructions, you start by opening or creating a report project (instead of opening the report RDL files).

### If Your Custom Reports Already Have a Report Project

**To upgrade Vision custom reports to SSRS 2008 using BIDS 2008, complete the following steps:**

1. Use BIDS 2008 to open an existing Vision custom report project.
2. Complete the wizard that starts automatically. It guides you through upgrading the report project and all the reports contained in the project.
3. Open a custom report in BIDS 2008. For any Vision database tables included in the report that have new names in Vision 7.0, replace the old names with the new names. The affected tables and instructions are included in the "Vision 7.0 Database Table Name Changes that Affect Custom Reports" section below.
4. Save the report.

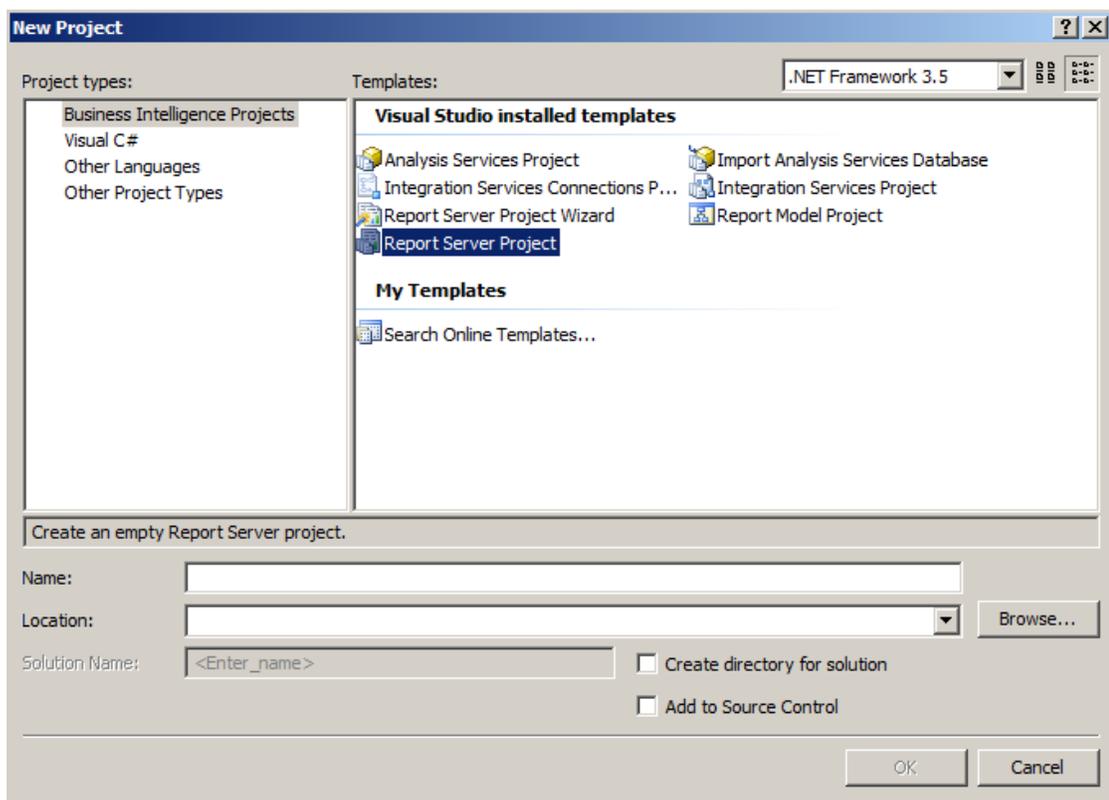
5. Repeat step 3 and 4 for each custom report in the report project.
6. Upload the custom reports to Vision using the Vision Report Administration utility as described in the “Load Custom Reports into Vision” section. If a report does not run properly, you may need to recreate it with BIDS 2008.

## If Your Custom Reports Do Not Have a Reporting Project

In these instructions, you create a reporting project before you upgrade the reports.

**To upgrade Vision custom reports to SSRS 2008 using BIDS 2008, complete the following steps:**

1. Open Visual Studio 2008.
2. On the File menu, click **New » Project**.
3. In the Project types pane of the New Project dialog box, select **Business Intelligence Projects**.
4. In the Templates pane, select **Report Server Project**.



5. In the **Name** field, enter a name for the report project. Enter a name that is related to the type of reports you will add to this project. For example, for billing reports, you could name the project “Billing.”
6. In the **Location** field, enter the location where the reports will be stored.  
Deltek recommends that you store reports in *<your Vision installation path>\Reports\Custom*  
Example: c:\Program Files (x86)\Deltek\Vision\Reports\Custom
7. On the New Project dialog box, click **OK**.
8. Add the RDL file for existing custom reports to the report project:

- a) In the Solution Explorer pane, right-click the Reports folder, and select **Add » Existing Item**.
  - b) In the Add Existing Item dialog box, navigate to an existing RDL file to add it to the report project.
  - c) Save the report file. When you save it, the schema of the RDL file is changed from SSRS 2005 to SSRS 2008.
  - d) Repeat these steps to add RDL files for other custom reports to the report project.
9. Open a custom report in BIDS 2008. For any Vision database tables included in the report that have new names in Vision 7.0, replace the old names with the new names. The affected tables and instructions are included in the “Vision 7.0 Database Table Name Changes that Affect Custom Reports” section below.
  10. Save the report.
  11. Repeat step 9 and 10 for each custom report.
  12. Upload the reports to Vision using the Vision Report Administration utility as described in the “Load Custom Reports into Vision” section. If a report does not run properly, you may need to recreate it with BIDS 2008.

## Upgrade Custom Reports Using Report Builder 2.0

These instructions apply for Vision custom reports that you created with Report Builder 1.0.

With these instructions, you can update a report’s RDL file directly.

**To upgrade Vision custom reports to SSRS 2008 using Report Builder 2.0, complete the following steps:**

1. Use Report Builder 2.0 to open a custom report RDL file.
2. Save the report file. Saving it changes the schema of the RDL file from SSRS 2005 to SSRS 2008.
3. In Report Builder 2.0, for any Vision database tables included in the report that have new names in Vision 7.0, replace the old names with the new names. These affected tables and instructions are included in the “Vision 7.0 Database Table Name Changes that Affect Custom Reports” section below.
4. Save the report.
5. Upload the report to Vision using the Vision Report Administration utility as described in the “Load Custom Reports into Vision” section. If a report does not run properly, you may need to recreate it with Report Builder 2.0.

## Vision 7.0 Database Table Name Changes that Affect Custom Reports

Vision database tables used in reports that had a name change in Vision 7.0 are listed below. After you upgrade your custom reports to SSRS 2008, you must replace the old table names with the new names in report queries that include the affected tables. For example, if a custom report included the CFGCountry table, you must replace CFGCountry with FW\_CFGCountry. If you do not update the table names, you will receive errors when you run the reports.



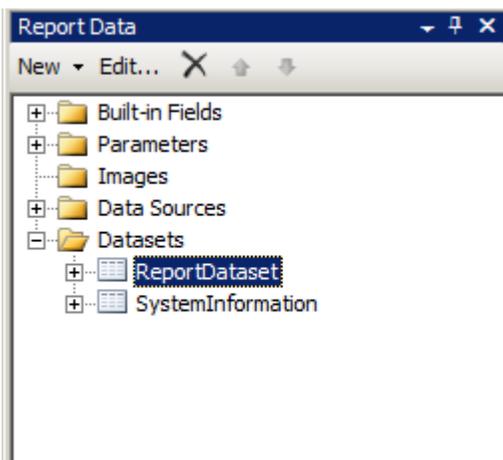
There were no database table name changes in Vision 7.1.

### Vision Table Name Changes that Affect Custom Reports

Table Name in Vision 6.x	Table Name in Vision 7.0
CFGCountry	FW_CFGCountry
CFGCurrency	FW_CFGCurrency
CFGPhoneFormat	FW_CFGPhoneFormat
CFGEnabledCurrencies	FW_CFGEnabledCurrencies
InfoCenterTabHeadings	FW_InfoCenterTabHeadings
ReportPrinters	FW_ReportPrinters
CFGCountry	FW_CFGCountry

To change a table name in either **BIDS** or **Report Builder**, complete the following steps:

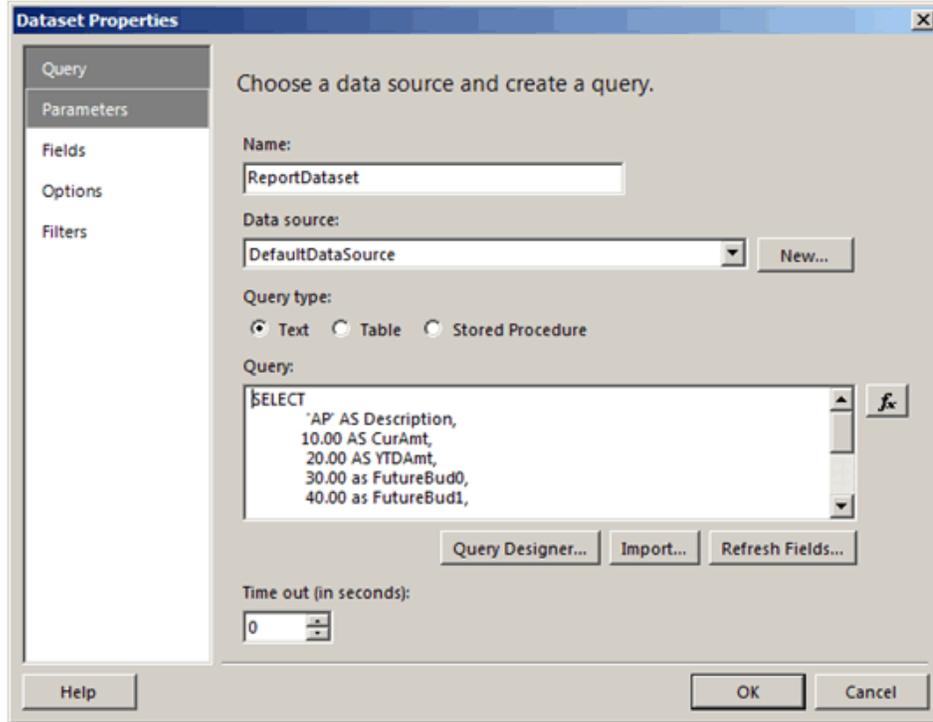
1. Open the report in either of the reporting tools.
2. On the Report Data pane, expand the Datasets folder.
3. Double-click **ReportDataset**.



4. In the **Query** text box in the Dataset Properties window, find mention of the old table name, and replace it with the new table name.

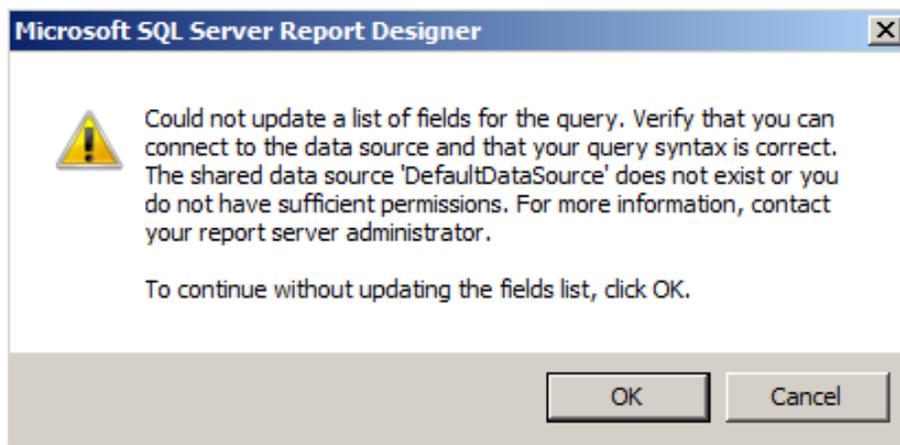


To quickly determine whether the query contains an affected table, you can copy the contents from the **Query** text box into a word processor. Then use Find in the word processor to search for the table name.



5. Click **OK**.

If you receive the following message, click **OK** in the dialog box. You do not need to refresh the field list; you are updating the table name only.



## Custom 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 7.1 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.deltek.com/services/deltekuniversity> for class offerings.

The Deltek Custom Development Group provides custom report services. You can contact them at [CustomServices@Deltek.com](mailto:CustomServices@Deltek.com) for information about the assistance that they provide.

## Implementing Custom Labels in Custom Reports

You can implement custom labels in custom reports by using a custom resource file (a .resx file) rather than by modifying the Deltek.Vision.ReportLabels.Server.dll file. As a result, when Deltek makes a change to a standard label in Vision, it has no effect on your custom labels in custom reports.

The standard resource file for a report, lookup, or report group is used by default to replace labels. However, if you create a custom resource file, the resource labels in that custom file override the corresponding standard labels. The custom resource files only need to contain the custom labels; Vision uses the standard labels in all other cases.

### Non-Multilingual Companies

If you do not use the Vision Multilingual module, Vision looks for custom resource files in this location: *<Installation location>\Reports\Custom\Resource Files\en-US*.

Example: C:\Program Files\Deltek\Vision\Reports\Custom\Resource Files\en-US.

The resource file name formats are the following:

- **Report labels:** Custom\_<ResourceFileName custom property from the RDL file>.en-US.resx
- **Report group labels:** Custom\_ReportGroup\_<group id>.en-US.resx
- **Lookup labels:** Custom\_Lookup\_<lookup id>.en-US.resx

#### Examples:

- Custom\_Contact List.en-US.resx
- Custom\_Lookup\_Employee.en-US.resx
- Custom\_EmployeeList.en-US.resx

### Multilingual Companies

If you use the Vision Multilingual module, Vision looks for custom resource files in this location: *<Installation location>\Reports\Custom\Resource Files\<culture>*.

Example: C:\Program Files\Deltek\Vision\Reports\Custom\Resource Files\en-GB.

Cultures are:

- **en-US** — United States English
- **en-GB** — International English

The resource file name formats are the following:

- **Report labels:** Custom\_<ResourceFileName custom property from the RDL file>.<culture>.resx
- **Report group labels:** Custom\_ReportGroup\_<group id>.<culture>.resx
- **Lookup labels:** Custom\_Lookup\_<lookup id>.<culture>.resx

#### Examples:

- Custom\_Contact List.en-GB.resx
- Custom\_Lookup\_Employee.en-US.resx
- Custom\_EmployeeList.en-GB.resx

## 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.

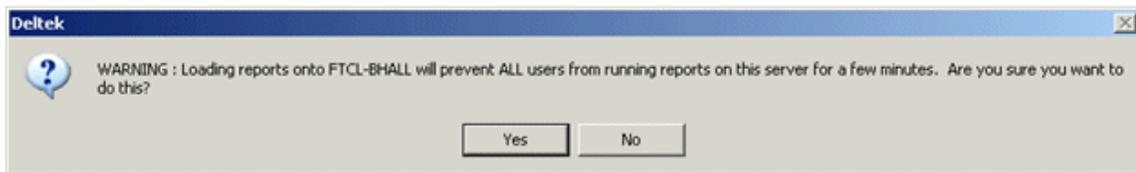


When you run the Report Administration utility to load custom reports, Vision users cannot access any reports.

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

1. From the Vision Navigation 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**.

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 39 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.

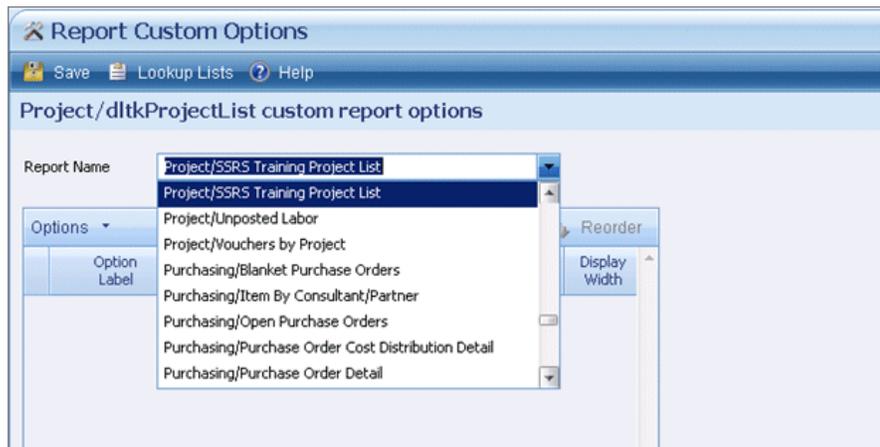
```

- <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**.

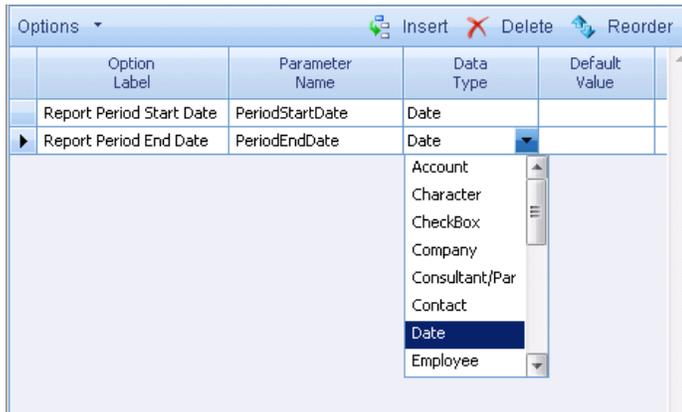
To add the parameters in Vision, complete the following steps:

1. From the Vision Navigation 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.

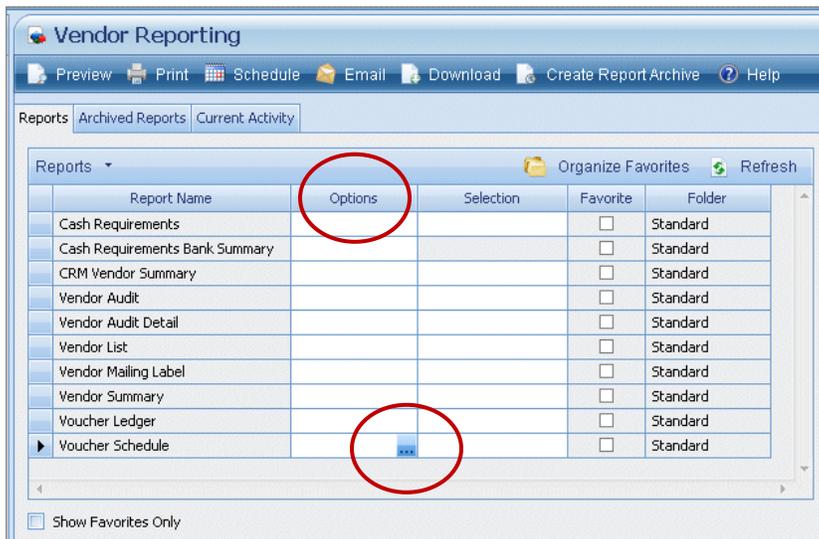
4. In the **Option Label** field, enter the text that you want to display for the parameter on the Custom Options tab on the Report Options dialog box in Vision Reporting.
5. In the **Parameter Name** field, enter the name of the parameter as it is entered in the custom report .rdl file but without the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



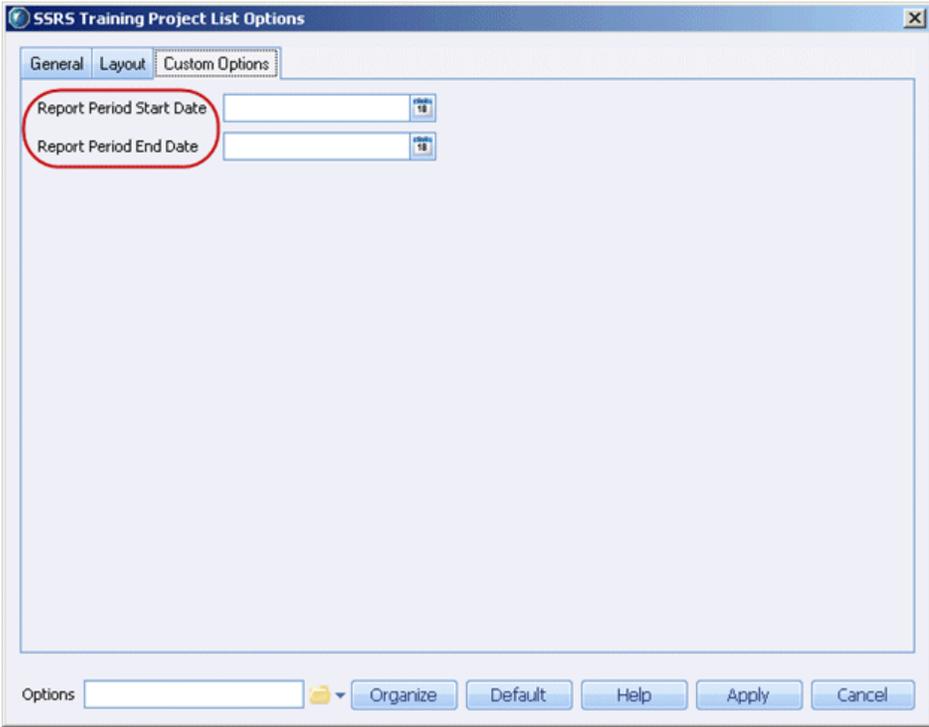
7. Complete the remaining fields in the grid as appropriate for your parameter data type.
8. When you finish, click  **Save**.

**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.

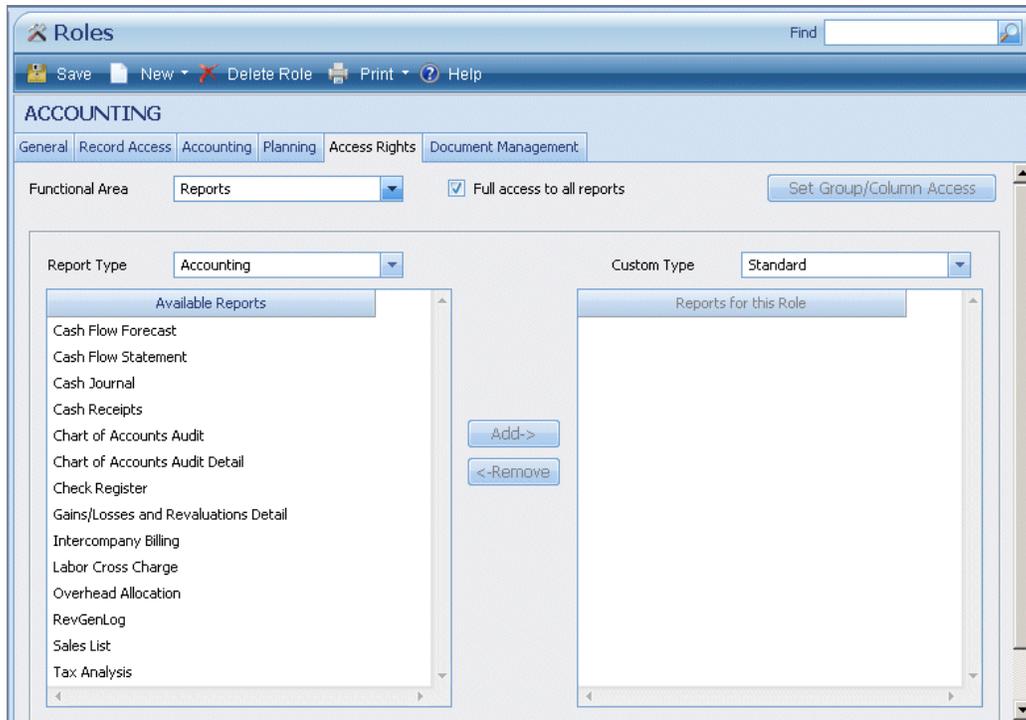


## Apply Role Security to Custom Reports

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



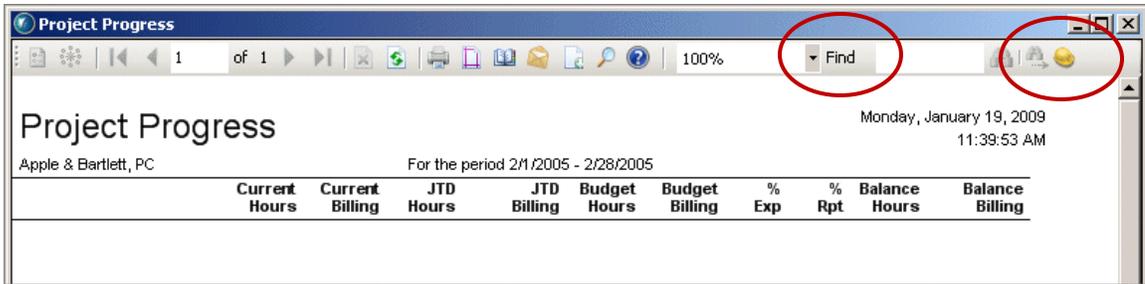
3. From the **Report Type** field drop-down list, select the type of the report (Accounting, Accounts Receivable, and so on) for which you want to give access.
4. Select **Custom** from the **Custom Type** field drop-down list.
5. The custom reports for the report type display in the **Available Reports** 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

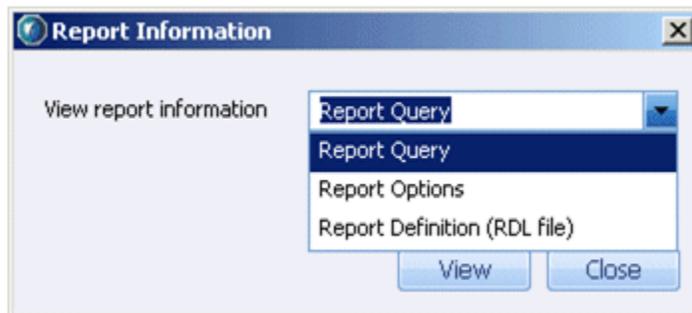
You use the **Get Report Information** icon on a previewed Vision standard report to create an .rdl file with which to create a custom report. You can also use this tool to obtain information about custom reports in general or acquire information about a report if the report fails in Vision.

**If a report fails when you preview it in Vision, 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.

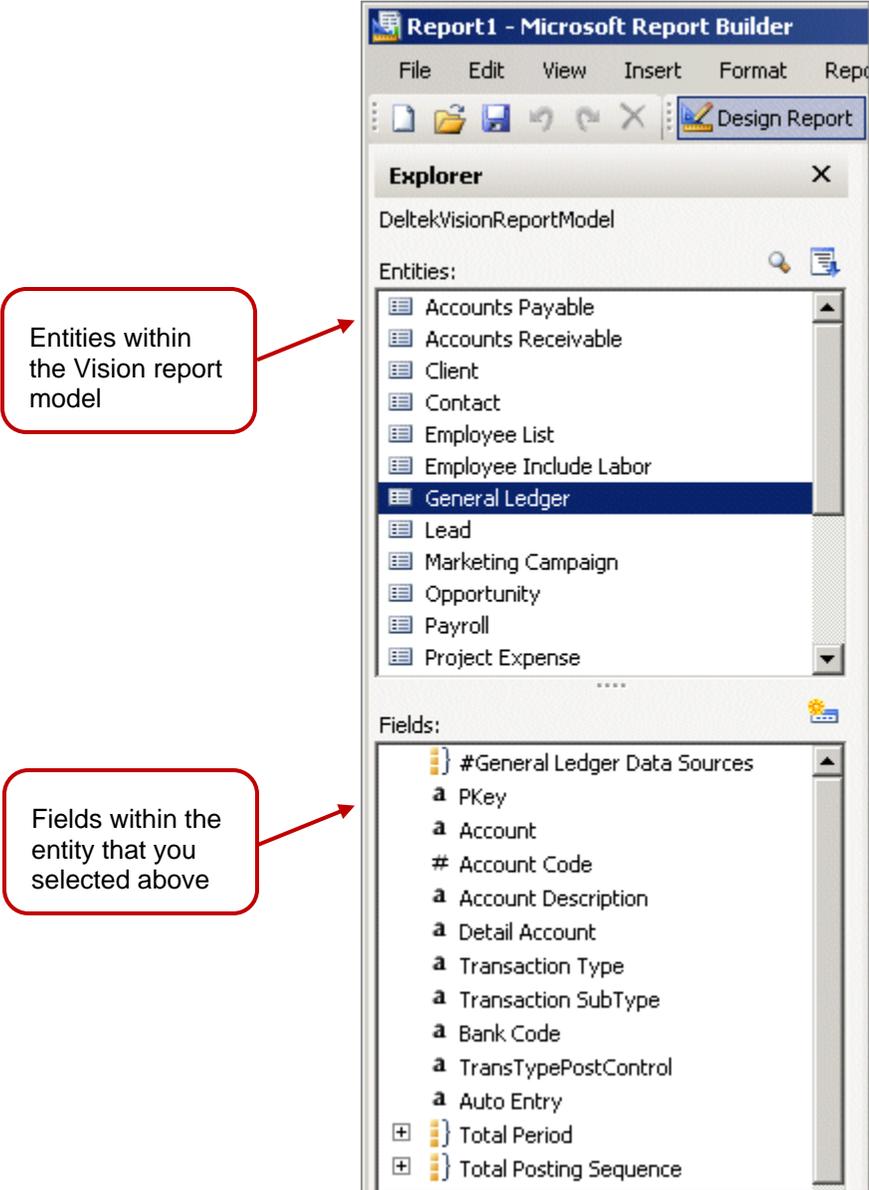
- **Report Options** — This returns the options that were selected on the Vision report Options dialog box when the report was rendered. The options are returned in XML format. This XML cannot be placed within the RDL Code.
- **Report Definition (RDLFile)** — This provides you with the exact .rdl file 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.

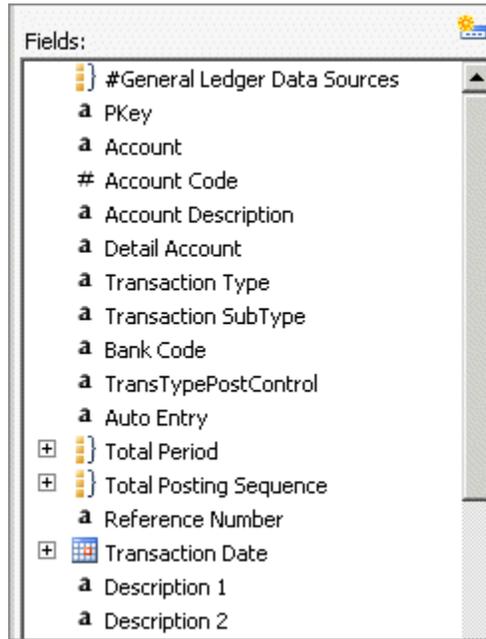
## Field Icons

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.



**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**

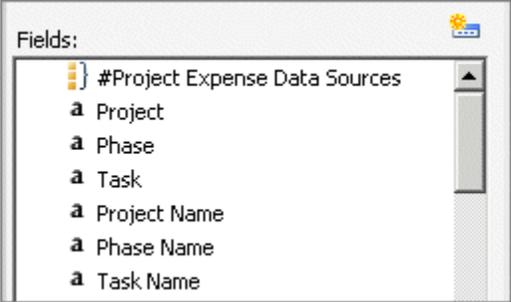
The field type icons are as follows:

Field Icon	Type of Field	Description
<b>a</b>	Text	The field contains text.
<b>#</b>	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.

Entity name is preceded with a # symbol



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.

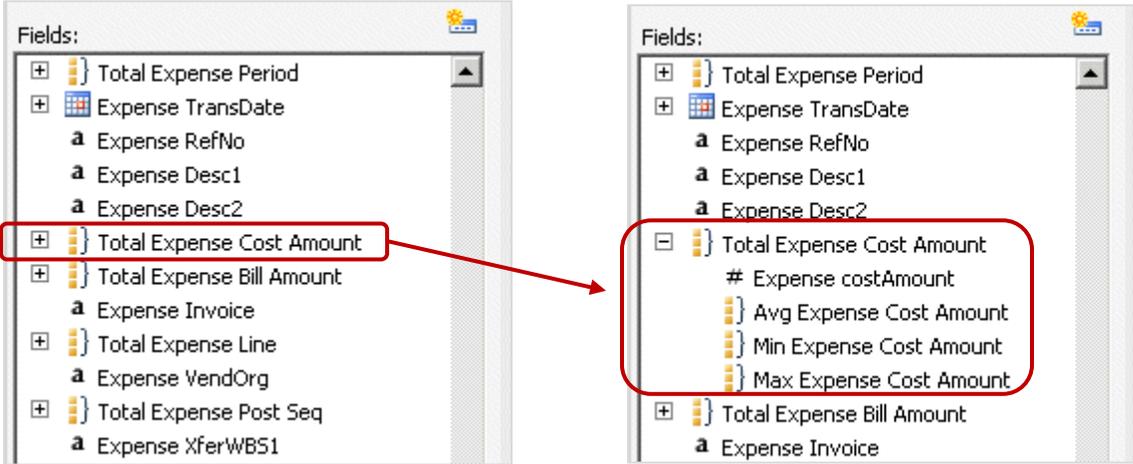
For example, you create a project expense report with the following columns:

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**

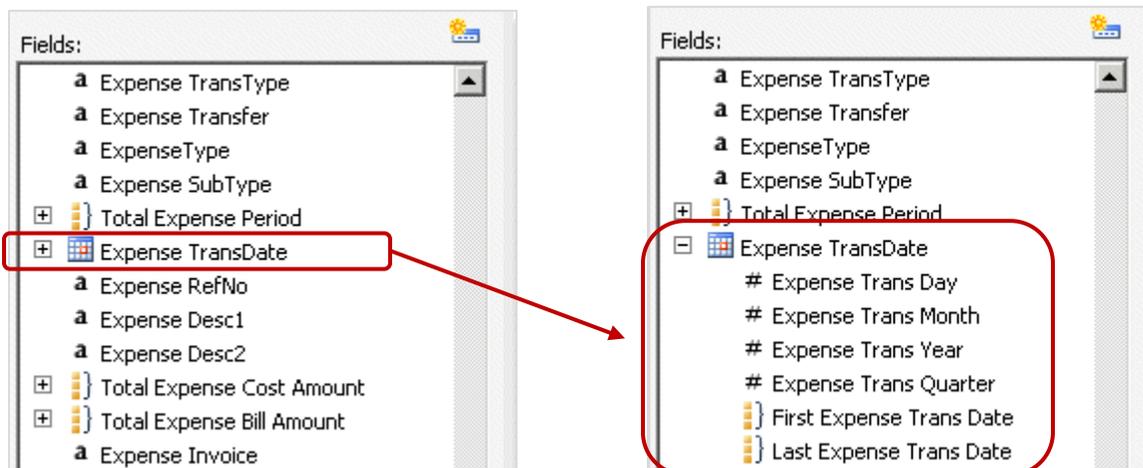
Each of these numeric options produce the following content when added to a report:

- **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, 2012, which is a Tuesday.

- **Expense TransDate** — Returns the full date (08/21/2012).
- **Expense Trans Day** — Returns only the day of the date (Tuesday).
- **Expense Trans Month** — Returns only the month of the date (August).
- **Expense Trans Year** — Returns only the year of the date (2012).
- **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 Entity

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 Field	Description
<b>#Accounts Payable Data Sources</b>	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.
<b>Check Bank Code</b>	The bank code to which vouchers were posted during transaction posting.
<b>Check Date</b>	The date of the transaction.
<b>Check RefNo</b>	The check number that is associated with this payment. This column is used for void check transactions.
<b>Description</b>	The descriptive text for the line item that explains the reason for the expense, such as "travel advance" or "phone bill."
<b>Invoice Date</b>	The date entered during either invoice or cash receipt transaction entry.
<b>Invoice Number</b>	The billed invoice number of the transaction.

Accounts Payable Field	Description
<b>PWPCode</b>	<p>The status of each Pay When Paid (PWP) voucher:</p> <ul style="list-style-type: none"> <li>▪ <b>NF</b> — 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 marked as PWP.</li> <li>▪ <b>NP</b> — Not paid. Indicates that you accepted the final invoice and posted the resulting invoice file (that contains the pay when paid voucher).</li> <li>▪ <b>PD</b> — 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.</li> </ul>
<b>Total Voucher Amount</b>	The total amount of the voucher before payments and discounts are applied.
<b>Total Voucher Balance</b>	The balance owed to the vendor for all vouchers.
<b>Total Voucher Discount</b>	The amount of the discount taken to date if discounts were applied to this voucher.
<b>Total Voucher Previous Payments</b>	All the previous payments made on the voucher.
<b>Vendor</b>	The vendor identifier. The vendor number may be up to 20 characters, including two user-defined delimiters.
<b>Vendor Name</b>	The vendor's name entered in the Vendor Info Center.
<b>Vendor Org</b>	<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>
<b>Vendor Pay Terms</b>	The payment terms — Next, Hold, PWP (Pay When Paid), Partial, or Date.
<b>Vendor SortName</b>	A combination of the vendor number and name.
<b>Vendor Status</b>	The vendor's status — A-Active, I-Inactive, or D-Dormant.
<b>Vendor Type</b>	The vendor type such as Trade, Consultant, or Employee.
<b>Voucher</b>	The voucher number assigned during transaction posting.

Accounts Payable Field	Description
<b>Voucher Account</b>	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.
<b>Voucher Bank Code</b>	The code for the bank involved in the transaction.
<b>Voucher BilledInvoice</b>	The invoice on which the transaction was final billed.
<b>Voucher BilledWBS1</b>	The project to which the transaction was final billed on the invoice.
<b>Voucher BilledWBS2</b>	The phase to which the transaction was final billed on the invoice.
<b>Voucher BilledWBS3</b>	The task to which the transaction was final billed on the invoice.
<b>Voucher Date</b>	The date of the voucher.
<b>Voucher Desc2</b>	Descriptive text for the line item to explain the reason for the expense (such as "travel advance," "phone bill," and so on).
<b>Voucher LiabCode</b>	The accounts payable liability code to which this voucher was posted. 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.  If your firm uses the Organization application and you maintain separate balance sheets by organization, the liability code also points to an organization code.
<b>Voucher Line</b>	The line number for each item listed on the voucher.
<b>Voucher Payment Date</b>	The payment due date if the Pay Terms setting is <b>Date</b> .
<b>Voucher SubType</b>	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.
<b>Voucher TransType</b>	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.
<b>Voucher WBS1</b>	The project associated with the voucher that is specified during transaction entry.
<b>Voucher WBS2</b>	The phase associated with the voucher that is specified during transaction entry.

Accounts Payable Field	Description
<b>Voucher WBS3</b>	The task associated with the voucher that is specified during transaction entry.

## Accounts Receivable Entity

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
<b>#Accounts Receivable Data Sources</b>	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.
<b>Account</b>	The accounts receivable account to be mapped to the Accounts Receivable Ledger columns.
<b>BillCIAddress</b>	The client's billing address.
<b>BillClientID</b>	The record number for the billing client.
<b>BillContactID</b>	The record number for the billing contact.
<b>CIAddress</b>	The client address.
<b>ClientID</b>	The number of the client that is associated with the transaction.
<b>CRComment</b>	The full text of the cash receipt comment.
<b>InvComment</b>	The full text of the invoice comment.

Accounts Receivable Field	Description	
<b>Invoice Description</b>	If <b>Receipt</b> displays in the <b>Invoice</b> 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.	
<b>InvoiceNumber</b>	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.	
<b>RecDate</b>	The date on which the cash receipt was issued.	
<b>RecType</b>	The transaction type for the cash receipt expense detail. See Transaction Types in the Vision Accounting Concepts help for a full listing.	
<b>RefNo</b>	The reference number that is associated with the transaction during transaction entry.	
<b>Total Age 1 Amount–Total Age 5 Amount</b>	Fields that represent additional aging ranges on invoices. By default, Vision has the following aging columns:	
	<p><b>Age</b></p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p>	<p><b>Invoice Falls in the period:</b></p> <p>0 to 30 days</p> <p>31 to 60 days</p> <p>61 to 90 days</p> <p>91 to 120 days</p> <p>121 days and older</p>
<b>Total Col 1 – Tot Col 8</b>	The Accounts Receivable mapped amounts in <b>Configuration » Accounts Receivable</b> .	
<b>Total Period</b>	The fiscal year and period for the expense detail.	
<b>Total Post Seq</b>	The unique number assigned to the transaction during posting.	
<b>Total Rtn Amt</b>	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.	
<b>Total Total Amt</b>	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 <b>Fees, Reimb., Taxes, Interest, and Other</b> columns. The total of these user-defined columns should equal the amount in the <b>Total</b> column (TotalAmt).	
<b>TransDate</b>	The date of the transaction.	

Accounts Receivable Field	Description
<b>WBS1</b>	The project number associated with the transaction.
<b>WBS1Name</b>	The project name associated with the transaction.
<b>WBS2</b>	The phase number associated with the transaction.
<b>WBS2Name</b>	The phase name associated with the transaction.
<b>WBS3</b>	The task number associated with the transaction.
<b>WBS3Name</b>	The task name associated with the transaction.

## Client Entity

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
<b>#Client Data Sources</b>	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.
<b>Billing Address Description</b>	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.
<b>Billing Address1–Billing Address4</b>	The client's billing address information from Address 1 – Address 4 lines in the Client Info Center.
<b>Billing City</b>	The city from the client's billing address.
<b>Billing Country</b>	The country from the client's billing address.
<b>Billing Create Date</b>	The date on which the billing address was created in the client record.
<b>Billing Create User</b>	The user ID of the person who created the billing address in the client record.

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

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

## Contact Entity

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
<b>#Contact Data Sources</b>	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.
<b>Active Company</b>	If you use the Multicompany feature in Vision, this is the company that you have open when you run a report.

Contact Field	Description
<b>Address1–Address4</b>	Lines 1–4 of the contact's address.
<b>Cell Phone</b>	The contact's cellular phone number that is entered on the General tab in the Contact Info Center.
<b>City</b>	The contact's city.
<b>Client Address1–Client Address4</b>	The client's address information (street name and number, suite number, and P.O. Box number) if the contact is a client.
<b>Client City</b>	The client's city if the contact is a client.
<b>Client Country</b>	The client's country if the contact is a client.
<b>Client Fax</b>	The client's fax number if the contact is a client.
<b>Client ID</b>	The internal reference number for the Client record.
<b>Client Memo</b>	The contents of the <b>Notes</b> field in the Clients Info Center if the contact is a client.
<b>Client Name</b>	The client firm's name if the contact is a client.
<b>Client Phone</b>	The client's telephone number if the contact is a client.
<b>Client Relationship</b>	Your relationship (New, Existing, or Prospective) with the client.
<b>Client State</b>	The client's state if the contact is a client.
<b>Client Status</b>	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.
<b>Client Website</b>	The client's Web Site address that is entered on the General tab in the Client Info Center if the contact is a client.
<b>Client Zip</b>	The client's ZIP code if the contact is a client.
<b>Concat Client Address</b>	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.
<b>Concat Vendor Address</b>	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.
<b>Concatenated Address</b>	The contact's address, city, state, and ZIP code (listed in this order in a single column on the report).
<b>Contact ID</b>	Internal reference number for the contact record.

Contact Field	Description
<b>Contacts Notes</b>	The contents of the <b>Notes</b> field on the General tab in the Contacts Info Center for the contact.
<b>Country</b>	The contact's country.
<b>Create Date</b>	The date on which the contact record was created.
<b>Create User</b>	The user who created the contact record.
<b>Email</b>	The contact's email address that is entered on the General tab in the Contact Info Center.
<b>Fax</b>	The contact's fax number that is entered on the General tab in the Contact Info Center.
<b>First Name</b>	The contact's first name that is entered on the General tab in the Contact Info Center.
<b>Full Name</b>	The contact's full name (first, middle, and last names), which is entered on the General tab in the Contact Info Center.
<b>Home Phone</b>	The contact's home phone number that is entered on the General tab in the Contact Info Center.
<b>Last Name</b>	The contact's last name that is entered on the General tab in the Contact Info Center.
<b>Mailing Address</b>	A Y or N (Yes or No) value that indicates whether or not the address is the contact's mailing address.
<b>Mailing Address1–Mailing Address4</b>	Address lines 1–4 from the contact's mailing address. The mailing address is entered on the General tab in the Contact Info Center.
<b>Mailing City</b>	The city from the contact's mailing address.
<b>Mailing Country</b>	The country from the contact's mailing address.
<b>Mailing State</b>	The state from the contact's mailing address.
<b>Mailing Zip</b>	The ZIP code from the contact's mailing address.
<b>Middle Name</b>	The contact's middle name from the General tab in the Contact Info Center.
<b>Mod Date</b>	The date on which the contact record was most recently modified.
<b>Mod User</b>	The user who last modified the contact record.
<b>Pager</b>	The contact's pager number from the General tab in the Contact Info Center.

Contact Field	Description
<b>Phone</b>	The contact's telephone number from the General tab in the Contact Info Center.
<b>Preferred Name</b>	The contact's preferred name from the General tab in the Contact Info Center.
<b>Salutation</b>	The prefix, such as Mr. or Ms., used with the contact's name.
<b>Source</b>	The source that is entered in the lead's Info Center record when the contact is a converted lead.
<b>State</b>	The contact's state.
<b>Status</b>	The status of your relationship (Active or Inactive) with the contact, as entered on the General tab in the Contact Info Center.
<b>Suffix</b>	The suffix, such as Jr. or III, used with the contact's name.
<b>Title</b>	The contact's job title that is entered on the General tab in the Contact Info Center.
<b>Type</b>	The type (Client or Vendor) by which the contact is classified.
<b>Vendor</b>	The internal reference number for the vendor record.
<b>Vendor Address</b>	A Y or N (Yes or No) value that indicates whether or not the address is a vendor address.
<b>Vendor Address1–Vendor Address4</b>	The associated vendor's' address from Address 1–Address 4.
<b>Vendor City</b>	The vendor's city if the contact is a vendor.
<b>Vendor Country</b>	The vendor's country if the contact is a vendor.
<b>Vendor Fax</b>	The vendor's fax number if the contact is a vendor.
<b>Vendor Memo</b>	The contents of the <b>Notes</b> field in the Vendor Info Center if the contact is a vendor.
<b>Vendor Name</b>	The vendor's name if the contact is a vendor.
<b>Vendor Phone</b>	The vendor's phone number if the contact is a vendor.
<b>Vendor Specialty</b>	The vendor's business specialty (Interior Design, Security Systems, and so on) if the contact is a vendor.
<b>Vendor State</b>	The vendor's state if the contact is a vendor.

Contact Field	Description
<b>Vendor Website</b>	The vendor's Web Site address if the contact is a vendor.
<b>Vendor Zip</b>	The vendor's ZIP code if the contact is a vendor.
<b>Zip</b>	The contact's ZIP code.

## Employee List Entity

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
<b>#Employee Data Source Do Not Include Labors</b>	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.
<b>Active Company</b>	If you use the Multicompany feature in Vision, this is the company that you have open when you run a report.
<b>Address Line 1–Address Line 3</b>	The first, second, and third lines of the employee's address that are entered in the Employee Info Center.
<b>Allow Employee to change in Timesheet</b>	Indicates whether or not the <b>Allow Employee to change in Timesheet</b> check box is selected in the <b>Default Labor Code</b> section of the Time tab in the Employee Info Center.
<b>Approved for use in accounting applications</b>	A variable that determines whether or not the employee record is approved for use when accounting transactions are processed.
<b>Available For CRM users</b>	A variable that allows Customer Relationship Management users to open and review the employee record.
<b>Available to Accounting users</b>	A variable that allows Accounting users to open and review the employee record.
<b>Billing Status</b>	Indicates the billing status for the labor transaction. The options are: <ul style="list-style-type: none"> <li>▪ <b>B</b> — Billable. Released and available for billing to the client.</li> <li>▪ <b>D</b> — To be deleted. The transaction is marked for deletion.</li> <li>▪ <b>F</b> — Final billed. Already billed to the client.</li> <li>▪ <b>H</b> — Held. Temporarily hold the transaction to prevent billing to the client.</li> <li>▪ <b>M</b> — Modified. Changed in some way from its original form.</li> <li>▪ <b>N</b> — Not billable.</li> <li>▪ <b>O</b> — Deleted. A transaction marked for deletion was included in a billing run (and has been deleted).</li> </ul>

Employee List Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>R</b> — Partial Hold/Released. Part of the transaction has already been held or released.</li> <li>▪ <b>T</b> — Transferred. Moved from one project, phase, task, or labor code to another.</li> <li>▪ <b>W</b> — To be written off. Transaction has been written off, but the invoice has not been posted.</li> <li>▪ <b>X</b> — Written off. Transaction has been written off, and the invoice has been posted.</li> </ul>
<b>Check hours entered against expected</b>	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.
<b>City</b>	The employee's city.
<b>Country</b>	The employee's country.
<b>Create Date</b>	The date on which the employee record was created.
<b>Create User</b>	The user who created the employee record.
<b>Default Labor Code Level 1</b>	The level 1 default labor code for Time timesheets for an employee that is entered on the Time tab in the Employee Info Center.
<b>Default Labor Code Level 2</b>	The level 2 default labor code for Time timesheets.
<b>Default Labor Code Level 3</b>	The level 3 default labor code for Time timesheets.
<b>Default Labor Code Level 4</b>	The level 4 default labor code for Time timesheets.
<b>Default Labor Code Level 5</b>	The level 5 default labor code for Time timesheets.
<b>Email</b>	The employee's email address.
<b>Employee First Name</b>	The employee's first name.
<b>Employee Last Name</b>	The employee's last name.
<b>Employee Middle Name</b>	The employee's middle name.
<b>Employee Name</b>	The employee's last name, first name.
<b>Employee Number</b>	The employee's identification number.
<b>Employee Organization Name</b>	The organization (profit center) description of the organization to which the employee belongs.

Employee List Field	Description
<b>Employee Organization Name</b>	The organization (profit center) code of the organization to which the employee belongs.
<b>Employee Salutation</b>	The prefix (Mr., Mrs., Ms., and so on) used with an employee's name.
<b>Employee Suffix</b>	The suffix (Jr., III, and so on) used with an employee's name.
<b>Employee Type</b>	The employee type (Principal-P, E-Employee, M-Management, and so on) that is entered on the Accounting tab in the Employee Info Center.
<b>Expense Report Administration Approval</b>	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. This column is blank if the expense report admin level is Group. This option is on the Expenses tab in the Employee Info Center.
<b>Expense Report Administration Editing</b>	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. This column is blank if the expense report admin level is Group. This option is on the Expenses tab in the Employee Info Center.
<b>Expense Report Administration Level</b>	The expense report administrative level for an employee, which can be: Staff, Group, or System. This setting is on the Expenses tab in the Employee Info Center.
<b>Expense Report Group</b>	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.
<b>Fax</b>	The employee's fax number.
<b>Hire Date</b>	The employee's hire date.
<b>Home Phone</b>	The employee's home phone number.
<b>Job Cost Type</b>	The employee's job cost type (H-Hourly or S-Salaried) that is entered on the Accounting tab in the Employee Info Center.
<b>Labor Billing Category</b>	The default category for the employee when the By Category labor billing method is used.
<b>Memo</b>	The <b>Memo</b> field on the Personal tab in the Employee Info Center that contains comments about the employee.
<b>Mobile Phone</b>	The employee's mobile phone number.
<b>Modify Date</b>	The date on which the employee record was last modified.
<b>Modify User</b>	The last user who modified the employee record.

Employee List Field	Description
<b>Pay Type</b>	The payroll type for the employee — Hourly or Salary.
<b>Raise Date</b>	The date of the employee's next raise that is entered on the Personal tab in the Employee Info Center.
<b>Social Security Number</b>	The employee's Social Security number that is entered on the Personal tab in the Employee Info Center.
<b>State</b>	The employee's state that is entered on the Personal tab in the Employee Info Center.
<b>Status</b>	The employee's employment status (A-Active, I-Inactive, or T-Terminated) that is entered on the General tab in the Employee Info Center.
<b>Supervisor Name</b>	The name of the employee's supervisor that is entered on the General tab in the Employee Info Center.
<b>Supervisor Number</b>	The employee number of the employee's supervisor.
<b>Termination Date</b>	The date that the employee was terminated from employment. This is entered on the Personal tab in the Employee Info Center.
<b>Timesheet Administration Approval</b>	A Y or N (Yes or No) value to indicate whether 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. This column is blank if the timesheet admin level is Group.
<b>Timesheet Administration Editing</b>	A Y or N (Yes or No) value to indicate whether 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.
<b>Timesheet Administration Level</b>	The timesheet administrative level (Staff, Group, or System) for an employee that is entered on the Time tab in the Employee Info Center.
<b>Timesheet Group</b>	The timesheet group for which this employee is able to access timesheets. This is entered on the Time tab in the Employee Info Center.
<b>Title</b>	The employee's title (job title, job function) that is entered on the General tab in the Employee Info Center.
<b>Total Hours Day</b>	The number of hours per day that the employee is generally expected to work (entered on the Personal tab in the Employee Info Center).
<b>Total Pay Overtime Pct</b>	The percentage that is applied to the employee's payroll rate to calculate standard overtime wages.

Employee List Field	Description
<b>Total Pay Rate</b>	The employee's actual pay amount per payroll period (payroll periods can be weekly, biweekly, semimonthly, or monthly).
<b>Total Pay Special Overtime Pct</b>	The percentage to apply to the employee's payroll rate to calculate secondary overtime wages.
<b>Total Period</b>	The fiscal period during which the posting was made.
<b>Total Posting Seq</b>	The transaction's posting sequence number that is assigned by Vision during the posting process.
<b>Total Provisional Bill Ovt 2 Pct</b>	The percentage applied to secondary overtime hours on unposted timesheet entries when labor charges are calculated at billing rates.
<b>Total Provisional Bill Ovt Pct</b>	The percentage applied to overtime hours on unposted timesheet entries when labor charges are calculated at billing rates.
<b>Total Provisional Bill Rate</b>	The billing rate applied to unposted timesheet entries for this employee when labor charges are calculated.
<b>Total Provisional Cost Ovt 2 Pct</b>	The percentage applied to secondary overtime hours on unposted timesheet entries when the labor charges are calculated at cost rates.
<b>Total Provisional Cost Ovt Pct</b>	The percentage applied to overtime hours on unposted timesheet entries when labor charges are calculated at cost rates.
<b>Total Provisional Cost Rate</b>	The cost rate applied to unposted timesheet entries for this employee when labor charges are calculated.
<b>Total Special Overtime Percent</b>	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.
<b>Total Special Overtime Rate</b>	The rate at which special overtime hours were 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.
<b>Total Target Ratio</b>	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).
<b>Total Years W Other Firms</b>	The number of years the employee worked with other firms (entered on the General tab in the Employee Info Center).
<b>Trans Type</b>	The type of transaction: TS (Timesheet transaction) or LA (Labor adjustment transaction).

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

## Employee Include Labor Entity

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 Field	Description
<b>#Employee Data Source Include Labors</b>	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.
<b>Active Company</b>	If you use the Multicompany feature in Vision, this is the company that you have open when you run a report.
<b>Address Line 1–Address Line 3</b>	First, second, and third lines of the employee's address from the Employee Info Center.

Employee Include Labor Field	Description
<b>Allow Employee to change in Timesheet</b>	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. This check box is on the Time tab in the Employee Info Center.
<b>Approved for use in accounting applications</b>	Indicates whether or not the record is approved for use in transaction processing. You may not need to include this field on a report but it may be useful when you build queries.
<b>Available for Accounting users</b>	Indicates whether or not the record is available to accounting users. You may not need to include this field on a report but it may be useful when you build queries.
<b>Available for CRM users</b>	Indicates whether or not the record is available to Customer Relationship Management users. You may not need to include this field on a report but it may be useful when you build queries.
<b>Billing Status</b>	<p>Indicates the billing status for the labor transaction. The options are:</p> <ul style="list-style-type: none"> <li>▪ <b>B</b> — Billable. Released and available for billing to the client.</li> <li>▪ <b>D</b> — To be deleted. The transaction is marked for deletion.</li> <li>▪ <b>F</b> — Final billed. Already billed to the client.</li> <li>▪ <b>H</b> — Held. Temporarily hold a transaction to prevent billing to the client.</li> <li>▪ <b>M</b> — Modified. Changed in some way from its original form.</li> <li>▪ <b>N</b> — Not billable.</li> <li>▪ <b>O</b> — Deleted. A transaction marked for deletion was included in a billing run (and has been deleted).</li> <li>▪ <b>R</b> — Partial Hold/Released. Part of the transaction has already been held or released.</li> <li>▪ <b>T</b> — Transferred. Moved from one project, phase, task, or labor code to another.</li> <li>▪ <b>W</b> — To be written off. Transaction has been written off, but the invoice has not been posted.</li> <li>▪ <b>X</b> — Written off. Transaction has been written off, and the invoice has been posted.</li> </ul>
<b>Check hours entered against expected</b>	<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 <b>Y</b> (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>
<b>City</b>	The city in which the employee resides (entered in the Employee Info Center).

Employee Include Labor Field	Description
<b>Comment</b>	Timesheet comments.
<b>Country</b>	The country in which the employee resides (entered in the Employee Info Center).
<b>Create Date</b>	The date on which the employee record was created.
<b>Create User</b>	The user who created the employee record.
<b>Default Labor Code Level 1</b>	Level 1 default labor code that appears on the employee's timesheet when he or she charges time to a project.
<b>Default Labor Code Level 2</b>	Level 2 default labor code that appears on the employee's timesheet when he or she charges time to a project.
<b>Default Labor Code Level 3</b>	Level 3 default labor code that appears on the employee's timesheet when he or she charges time to a project.
<b>Default Labor Code Level 4</b>	Level 4 default labor code that appears on the employee's timesheet when he or she charges time to a project.
<b>Default Labor Code Level 5</b>	Level 5 default labor code that appears on the employee's timesheet when he or she charges time to a project.
<b>EMail</b>	The employee's email address (entered in the Employee Info Center).
<b>Employee First Name</b>	The employee's first name (entered in the Employee Info Center).
<b>Employee Last Name</b>	The employee's last name (entered in the Employee Info Center).
<b>Employee Middle Name</b>	The employee's middle name (entered in the Employee Info Center).
<b>Employee Name</b>	The employee's last name, first name, and middle initial (if included on the employee's record).
<b>Employee Number</b>	The individual's unique employee identification number (entered in the Employee Info Center).
<b>Employee Organization Name</b>	The name of the organization that is associated with the employee in the Employee Info Center. This value is stored in the <b>Name</b> field of the Organization table. If your firm does not use the Organization application, this field does not display.
<b>Employee Organization Code</b>	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.
<b>Employee Salutation</b>	The prefix, such as Ms. or Mr., to use with this employee's name that is entered in the Employee Info Center.

Employee Include Labor Field	Description
<b>Employee Suffix</b>	The suffix , such as Jr. or Sr., to use with this employee's name that is entered in the Employee Info Center.
<b>Employee Type</b>	The description or label of the employee's employee type, such as Principal, Manager, or Employee that is entered in the Employee Info Center. This value is stored in the <b>Label</b> field of the CFGEmployeeType table.
<b>Expense Report Administration Approval</b>	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. This column is blank if the expense report admin level is Group. This option is on the Expenses tab in the Employee Info Center.
<b>Expense Report Administration Editing</b>	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. This column is blank if the expense report admin level is Group. This option is on the Expenses tab in the Employee Info Center.
<b>Expense Report Administration Level</b>	The expense report administrative level for an employee, which can be: Staff, Group, or System. This setting is on the Expenses tab in the Employee Info Center.
<b>Expense Report Group</b>	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.
<b>Fax</b>	The employee's fax number that is entered in the Employee Info Center.
<b>Hire Date</b>	The date on which the employee was hired.
<b>Home Phone</b>	The employee's phone number that is entered in the Employee Info Center.
<b>Job Cost Type</b>	The employee's job cost type (H-Hourly or S-Salaried) that is entered on the Accounting tab in the Employee Info Center.
<b>Labor Billing Category</b>	The label for the labor category that is entered for an employee in the Employee Info Center.
<b>Labor Code1</b>	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.
<b>LD Key</b>	This is a primary key internal to the Vision LD table. <b>Do not add this to your report.</b> This key is stored in the <b>PKKey</b> field of the LD table.

Employee Include Labor Field	Description
<b>Memo</b>	The text that is entered in the <b>Memo</b> field on the Personal tab of the Employee Info Center.
<b>Mobile Phone</b>	The employee's cellular phone number that is entered in the Employee Info Center.
<b>Modify Date</b>	The date on which the employee record was last modified.
<b>Modify User</b>	The last user who last modified the employee record.
<b>Pay Type</b>	The pay type (Hourly or Salary) that is entered on the Payroll tab in the Employee Info Center for an employee.
<b>Phase</b>	The identifier of the phase for which an employee reported hours worked.
<b>Phase Name</b>	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.
<b>Project</b>	The identifier of the project for which an employee reported hours worked.
<b>Project Name</b>	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.
<b>Raise Date</b>	The date of an employee's last raise that is entered on the Personal tab in the Employee Info Center.
<b>Social Security Number</b>	An employee's Social Security number that is entered in the Employee Information Center.
<b>State</b>	The state where the employee resides, that is entered in the Employee Info Center.
<b>Status</b>	An employee's status (Active, Inactive, or Terminated) that is entered in the Employee Info Center.
<b>Supervisor Name</b>	The name of the employee's supervisor that is entered in the Employee Info Center.
<b>Supervisor Number</b>	The employee number of an employee's supervisor.
<b>Task</b>	The identifier of the task for which the employee reported hours worked.
<b>Task Name</b>	The name of the task (the task's short name entered in the Project Info Center).

Employee Include Labor Field	Description
<b>Termination Date</b>	The date on which the employee last worked for your firm (entered on the Personal tab in the Employee Info Center).
<b>Timesheet Administration Approval</b>	Indicates the timesheet administration approval rights of the employee. If set to <b>Y</b> , the employee can approve any timesheet to which he or she has access before it is posted.
<b>Timesheet Administration Editing</b>	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.
<b>Timesheet Administration Level</b>	The timesheet administrative level (Staff, Group, or System) for an employee that is entered on the Time tab in the Employee Info Center.
<b>Timesheet Group</b>	The timesheet group for which this employee is able to access timesheets. This is entered on the Time tab in the Employee Info Center.
<b>Title</b>	The employee's title (job title) that is entered in the Employee Info Center.
<b>Total Current Billing Extension</b>	For the current accounting period, the extended amount (Hours x Rate) based on the current billing terms.
<b>Total Current Overtime Amount</b>	<p>For the current accounting period, the amount calculated for overtime hours for the task, phase, or project. 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 it calculates the overtime amount as:</p> $\text{Overtime hours} \times \text{Annualized hourly rate} \times \text{Overtime percentage}$
<b>Total Current Overtime Hours</b>	The number of overtime hours for the task, phase, or project for the current accounting period.
<b>Total Current Regular Amount</b>	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.

Employee Include Labor Field	Description
<b>Total Current Regular Hours</b>	The number of regular hours for the task, phase, or project for the current accounting period.
<b>Total Current Special Overtime Amount</b>	For the current accounting period, the amount calculated for special overtime hours for the task, phase, or project.
<b>Total Current Special Overtime Hours</b>	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.
<b>Total Hours Day</b>	The number of hours per day the employee is generally expected to work.
<b>Total Job Cost Ovt 2 Pct</b>	The percentage of the employee's hourly wage that is costed to projects when the employee works secondary overtime hours.
<b>Total Job Cost Ovt Pct</b>	The percentage of the employee's hourly wage that is costed to projects when the employee works standard overtime hours.
<b>Total Job Cost Rate</b>	The employee's job cost rate, which is the rate at which an employee's hours are costed to a project.
<b>Total JTD Billing Extension</b>	The extended amount (Hours x Rate) based on the current billing terms job-to-date.
<b>Total JTD Overtime Amount</b>	The job-to-date amount calculated for overtime hours.
Total JTD Overtime Hours	The number of overtime hours posted job-to-date.
<b>Total JTD Regular Amount</b>	The job-to-date amount calculated for regular hours.
<b>Total JTD Regular Hours</b>	The job-to-date number of regular hours reported.
<b>Total JTD Special Overtime Amount</b>	The job-to-date amount calculated for special overtime hours.
<b>Total JTD Special Overtime Hours</b>	The number of special overtime hours posted job-to-date.
<b>Total Pay Overtime Pct</b>	The percentage applied to the employee's payroll rate to calculate standard overtime wages.
<b>Total Pay Rate</b>	The employee's actual pay amount per payroll period (payroll periods can be weekly, biweekly, semimonthly, or monthly).

Employee Include Labor Field	Description
<b>Total Pay Special Overtime Pct</b>	The percentage to apply to the employee's payroll rate to calculate secondary overtime wages. This can be useful if you must pay certain overtime hours at a rate that differs from the employee's standard overtime rate.
<b>Total Period</b>	The fiscal period during which the posting was made.
<b>Total Posting Seq</b>	The transaction's posting sequence number that is assigned by Vision during the posting process.
<b>Total Provisional Bill Ovt 2 Pct</b>	The percentage that Vision applies to secondary overtime hours on unposted timesheet entries to calculate labor charges at billing rates.
<b>Total Provisional Bill Ovt Pct</b>	The percentage that Vision applies to overtime hours on unposted timesheet entries to calculate labor charges at billing rates.
<b>Total Provisional Bill Rate</b>	The billing rate that Vision applies to unposted timesheet entries for this employee to calculate labor charges.
<b>Total Provisional Cost Ovt 2 Pct</b>	The percentage that Vision applies to secondary overtime hours on unposted timesheet entries to calculate labor charges at cost rates.
<b>Total Provisional Cost Ovt Pct</b>	The percentage that Vision applies to overtime hours on unposted timesheet entries to calculate labor charges at cost rates.
<b>Total Provisional Cost Rate</b>	The cost rate that Vision applies to unposted timesheet entries for this employee to calculate labor charges.
<b>Total Special Overtime Percent</b>	The secondary overtime percentage from the employee record that is 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.
<b>Total Special Overtime Rate</b>	The rate at which special 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.
<b>Total Target Ratio</b>	The percentage of an employee's time expected to be charged to regular (revenue-producing) projects, as established in the Employee Info Center.
<b>Total Years W Other Firms</b>	The number of years that the employee worked for other firms as entered in the Employee Info Center.
<b>Total YTD Billing Extension</b>	The year-to-date extended amount (Hours x Rate) based on the current billing terms.
<b>Total YTD Overtime Amount</b>	The year-to-date amount calculated for overtime hours.

Employee Include Labor Field	Description
<b>Total YTD Overtime Hours</b>	The year-to-date number of overtime hours posted.
<b>Total YTD Regular Amount</b>	The year-to-date amount calculated for regular hours.
<b>Total YTD Regular Hours</b>	The year-to-date number of regular hours posted.
<b>Total YTD Special Overtime Amount</b>	The year-to-date amount calculated for special overtime hours.
<b>Total YTD Special Overtime Hours</b>	The year-to-date number of special overtime hours posted.
<b>Trans Date</b>	The date when the transaction was posted.
<b>Trans Type</b>	The type of transaction — TS (Timesheet transaction) or LA (Labor adjustment transaction).
<b>Use total hours as standard on Time Analysis</b>	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:
<b>Vendor Indicator</b>	A Y or N (Yes or No) value that indicates whether or not the employee is a consultant.
<b>Vendor Name</b>	The name of the vendor if the <b>Vendor Indicator</b> is Y.
<b>Vendor Number</b>	The identification number of the vendor.
<b>Work Phone</b>	The employee's work phone number from the Employee Info Center.
<b>Work Phone Ext.</b>	The employee's work extension.
<b>Zip</b>	The employee's ZIP code from the Employee Info Center.

## General Ledger Entity

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 Field	Description
<b>#General Ledger Data Sources</b>	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.
<b>Account</b>	The number of the General Ledger account.
<b>Account Code</b>	<p>The type of account to which detail is posted. The values are:</p> <ul style="list-style-type: none"> <li>▪ 01 — Assets</li> <li>▪ 02 — Liabilities</li> <li>▪ 03 — Net Worth</li> <li>▪ 04 — Revenue</li> <li>▪ 05 — Reimbursable</li> <li>▪ 06 — Direct</li> <li>▪ 07 — Indirect</li> <li>▪ 08 — Other Charges</li> </ul>
<b>Account Description</b>	<p>Descriptive text that indicates the type of account to which detail is posted. The options are:</p> <ul style="list-style-type: none"> <li>▪ Assets</li> <li>▪ Liabilities</li> <li>▪ Net Worth</li> <li>▪ Revenue</li> <li>▪ Reimbursable</li> <li>▪ Direct</li> <li>▪ Indirect</li> <li>▪ Other Charges</li> </ul>
<b>Auto Entry</b>	A Y or N (Yes or No) value in the field indicates whether or not the transaction was an automatic posting made by Vision.
<b>Bank Code</b>	The code for the bank that is involved in the transaction.
<b>Description 1 and Description 2</b>	<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. Vision stores two types of descriptions for each transaction:</p> <ul style="list-style-type: none"> <li>▪ <b>Description 1</b> — A general description of the transaction (for example, for an accounts payable voucher, the name of the vendor).</li> <li>▪ <b>Description 2</b> — A more specific description of the transaction (for example, the description entered during Transaction Entry for a single line item on a voucher).</li> </ul>

General Ledger Field	Description
<b>PKey</b>	Vision internal primary key.
<b>Post Comment</b>	Any comments entered during transaction posting.
<b>Post Date</b>	The date on which the transaction posted.
<b>Organization</b>	The organization associated with the transaction. The organization is expressed in code form (for example, BO:AR for Boston: Architecture).
<b>Reference Number</b>	<p>The reference number that is assigned to the transaction during Transaction Entry.</p> <ul style="list-style-type: none"> <li>▪ If this is an implicit posting or an automatic posting made by Vision, the word <b>Auto</b> displays in this field.</li> <li>▪ If the transaction is historical, the word <b>History</b> displays.</li> <li>▪ If the transaction is related to revenue generation, <b>REVGEN</b> displays in this field.</li> </ul>
<b>Total Amount</b>	The total monetary amount of the transaction.
<b>Total Cbamount</b>	The cash basis total monetary amount of the transaction.
<b>Total CB Credit Amount</b>	The cash basis total credit monetary amount of the transaction.
<b>Total CB Debit Amount</b>	The cash basis total debit monetary amount of the transaction.
<b>Total Credit Amount</b>	The total credit amount that is posted to this account during the specified period.
<b>Total Debit Amount</b>	The total debit amount posted to this account during the specified period.
<b>Total Period</b>	The fiscal year and period in which the transaction was posted (for example, 200907 for the seventh accounting period in the year 2009).
<b>Total Posting Sequence</b>	The transaction's posting sequence number that is assigned by Vision during the posting process.
<b>Transaction Date</b>	<p>For all transactions except automatic postings, the date that is entered for the transaction during Transaction Entry.</p> <p>For automatic postings, the transaction date is the period-ending date for the file of transactions that generated the automatic posting.</p>
<b>Transaction SubType</b>	A one-letter code that represents the transaction's sub-type. See Transaction Types in the Accounting Concepts help for a full listing.

General Ledger Field	Description
<b>Transaction Type</b>	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.
<b>TransTypePostControl</b>	The transaction type of the record in the posting log for a particular posting sequence and period.
<b>User Name</b>	The Vision username of the employee who initiated the transaction.
<b>wbs1</b>	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.
<b>wbs2</b>	The phase number that is associated with the transaction.
<b>wbs3</b>	The task number that is associated with the transaction.

## Lead Entity

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
<b>#Lead Data Sources</b>	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.
<b>Address1–Address 3</b>	The first, second, and third lines of the lead's address.
<b>Business Fax</b>	The lead's business fax number.
<b>Business Phone</b>	The lead's business phone number.
<b>City</b>	The lead's city.
<b>Company</b>	The company for which the lead works.
<b>Country</b>	The lead's country.
<b>Create Date</b>	The date on which the employee record was created.
<b>Create User</b>	The user ID of the person who created the lead record.
<b>Description</b>	The lead's description.
<b>Email</b>	The lead's email address.

Lead Field	Description
<b>First Name</b>	The lead's first name.
<b>Full Name</b>	The lead's full name that includes first, middle, and last names.
<b>Home Phone</b>	The lead's home phone number.
<b>Lead Industry Code</b>	The code for the lead's industry.
<b>Lead Industry Description</b>	The description of the lead's industry.
<b>Last Name</b>	The lead's last name.
<b>Lead Owner</b>	The name of the employee at your firm who is associated with this lead.
<b>Lead Rating</b>	The lead's rating
<b>Lead Record Status Code</b>	The code of the lead's record status.
<b>Lead Record Status Description</b>	The description of the lead's record's status — Active or Inactive.
<b>Lead Status Description</b>	The description for the lead's status, for example New, Qualified, or Disqualified.
<b>Lead Status Reason Code</b>	The code for the lead's status reason.
<b>Lead Status Reason Description</b>	The reason for the lead's status.
<b>LeadID</b>	Internal reference number for the lead record.
<b>Middle Name</b>	The lead's middle name.
<b>Mobile Phone</b>	The lead's mobile phone number.
<b>Mod Date</b>	The date on which the lead record was last modified.
<b>Mod User</b>	The user ID of the last person who modified the lead record.
<b>Pager</b>	The lead's pager number.
<b>Prefix</b>	The prefix, such as Mr. or Ms., used with the lead's name.
<b>Rating</b>	The lead's rating.
<b>Source</b>	The lead's source.
<b>State</b>	The lead's state.

Lead Field	Description
<b>Suffix</b>	The suffix, such as Jr. or III. used with the lead's name.
<b>Title</b>	The lead's title, such as Director, Project Manager, and so on.
<b>Website</b>	The lead's Web site address.
<b>Zip</b>	The lead's ZIP code.

## Marketing Campaign Entity

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
<b>#Marketing Campaign Data Sources</b>	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.
<b>Mkt Audience Code</b>	The code for the marketing campaign's audience.
<b>Campaign ID</b>	Internal reference number for the marketing campaign record.
<b>Mkt Campaign Mgr Number</b>	The employee number of the marketing campaign's campaign manager.
<b>Create Date</b>	The date and time when the marketing record was created.
<b>Create User</b>	The user who created the marketing record.
<b>Mktg Current Action Code</b>	The code for the current action (Develop Invitation, Follow Up Calls, and so on) in the marketing campaign.
<b>Description</b>	The description of the marketing campaign.
<b>End Date</b>	The marketing campaign's end date.
<b>Mktg First Action Code</b>	The code for the first action (Campaign Kickoff, Initial Campaign Meeting, and so on) in the marketing campaign.
<b>Launch Date</b>	The marketing campaign's launch date.
<b>Manager 3 Number</b>	The employee number ID of an additional manager who works on a campaign.
<b>Mkt Audience Description</b>	The description of the marketing campaign's audience.
<b>Mkt Campaign Mgr Name</b>	The employee name of the campaign's manager.

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

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

## Opportunity Entity

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
<b>#Opportunity Data Sources</b>	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.
<b>Address1–Address3</b>	The first, second, and third lines of the opportunity address.
<b>City</b>	The opportunity's city.
<b>Client ID</b>	The client number of the primary client for the opportunity.
<b>Close Date</b>	The date on which the opportunity record was closed.
<b>Contact ID</b>	The contact number of the primary contact for the opportunity
<b>Country</b>	The opportunity's county.
<b>Create Date</b>	The date and time when the opportunity record was created.
<b>Create User</b>	The user who created the opportunity record.
<b>Description</b>	The opportunity's description.
<b>Est Completion Date</b>	The opportunity's estimated completion date.
<b>Est Start Date</b>	The opportunity's estimated start date.
<b>Mod Date</b>	The date and time when the opportunity record was last modified.

Opportunity Field	Description
<b>Mod User</b>	The user who last modified the opportunity record.
<b>Open Date</b>	The date when the opportunity record was opened.
<b>Opportunity ID</b>	The internal reference number for the opportunity record.
<b>Opportunity Name</b>	The opportunity name.
<b>Opportunity Number</b>	The opportunity number.
<b>Organization Name</b>	The associated organization's name.
<b>Organization1</b>	The organization associated with the opportunity.
<b>Primary Client</b>	The primary client's client number.
<b>Primary Contact</b>	The primary contact's contact number.
<b>Principal Name</b>	The employee name of the opportunity's principal.
<b>Principal Number</b>	The employee number of the opportunity's principal.
<b>Project Manager Name</b>	The employee name of the opportunity's project manager.
<b>Project Manager Number</b>	The employee number of the opportunity's project manager.
<b>Regular Project Name</b>	The project name of the regular project created for the opportunity.
<b>Regular Project Number</b>	The project number of the regular project created for the opportunity.
<b>Promotional Project Name</b>	The project name of the promotional project created for the opportunity.
<b>Promotional Project Number</b>	The project number of the promotional project created for the opportunity.
<b>Source</b>	The source of the opportunity.
<b>Stage</b>	The opportunity's stage of development.
<b>State</b>	The opportunity's state.
<b>Status</b>	The opportunity's status (Active or Inactive).
<b>Supervisor Number</b>	The employee number of the opportunity's supervisor.
<b>Supervisor Name</b>	The employee name of the opportunity's supervisor.
<b>Total Days Open</b>	The total number of days the opportunity has remained open.

Opportunity Field	Description
<b>Total Est Revenue</b>	The estimated revenue the opportunity is expected to generate.
<b>Total Probability</b>	The probability that the opportunity will become a project.
<b>Total Weighted Revenue</b>	The product of Revenue and Weighted Revenue.
<b>Type</b>	The opportunity type.
<b>Zip</b>	The opportunity's ZIP code.

## Payroll Entity

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 Field	Description
<b>#Payroll Data Sources</b>	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.
<b>Active Company</b>	If you use the Multicompany feature in Vision, this is the company that you have open when you run a report.
<b>Address Line 1–Address Line 3</b>	First, second, and third lines of the employee's address from the Employee Info Center.
<b>Allow Employee to change in Timesheet</b>	Indicates whether or not the employee can modify the default labor code on a timesheet. If <b>Y</b> , the employee can charge time to a labor code other than the default.
<b>Approved for use in accounting applications</b>	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.

Payroll Field	Description
<b>Available for CRM users</b>	Indicates whether or not the record is available to Customer Relationship Management users. Although you may not need to include this field on a report, it may be useful when building queries.
<b>Available for Accounting users</b>	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.
<b>BankCode</b>	The bank code used in Payroll Processing.
<b>Billing Status</b>	Indicates the billing status for the labor transaction: <ul style="list-style-type: none"> <li>▪ <b>B</b> — Billable. Released and available for billing to the client.</li> <li>▪ <b>D</b> — To be deleted. The transaction is marked for deletion.</li> <li>▪ <b>F</b> — Final billed. Already billed to the client.</li> <li>▪ <b>H</b> — Held. Transaction held to temporarily prevent billing to the client.</li> <li>▪ <b>M</b> — Modified. Changed in some way from its original form.</li> <li>▪ <b>N</b> — Not billable.</li> <li>▪ <b>O</b> — Deleted. A transaction marked for deletion was included in a billing run (and has been deleted).</li> <li>▪ <b>R</b> — Partial Hold/Released. Part of the transaction has already been held or released.</li> <li>▪ <b>T</b> — Transferred. Moved from one project, phase, task, or labor code to another.</li> <li>▪ <b>W</b> — To be written off. Transaction has been written off, but the invoice has not been posted.</li> <li>▪ <b>X</b> — Written off. Transaction has been written off, and the invoice has been posted.</li> </ul>
<b>Check hours entered against expected</b>	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.
<b>CheckDate</b>	The check date entered in Payroll Processing.
<b>CheckNo</b>	The check number issued in Payroll Processing.
<b>City</b>	The city in which the employee resides that is entered in the Employee Info Center.
<b>Comment</b>	Timesheet comments.
<b>Country</b>	The country in which the employee resides that is entered in the Employee Info Center.

Payroll Field	Description
<b>Default Labor Code Level 1</b>	Level 1 default labor code that displays on employees' timesheets when they charge time to a project.
<b>Default Labor Code Level 2</b>	Level 2 default labor code that displays on employees' timesheets when they charge time to a project.
<b>Default Labor Code Level 3</b>	Level 3 default labor code that display on the employees' timesheets when they charge time to a project.
<b>Default Labor Code Level 4</b>	Level 4 default labor code that displays on the employees' timesheets when they charge time to a project.
<b>Default Labor Code Level 5</b>	Level 5 default labor code that displays on the employees' timesheets when they charge time to a project.
<b>Direct Deposit</b>	A Y or N (Yes or No) value that indicates whether or not a payroll payment was paid by direct deposit.
<b>EMail</b>	The employee's email address.
<b>Employee First Name</b>	The employee's first name that is entered in the Employee Info Center.
<b>Employee Last Name</b>	The employee's last name that is entered in the Employee Info Center.
<b>Employee Middle Name</b>	The employee's middle name that is entered in the Employee Info Center.
<b>Employee Name</b>	The employee's last name, first name, and middle initial (if it is included on the employee's record).
<b>Employee Number</b>	The individual's unique employee identification number that is entered in the Employee Info Center.
<b>Employee Organization Code</b>	The name of the organization that is associated with the employee (entered in the Employee Info Center). If your firm does not use Vision's Organization application, this field does not display.
<b>Employee Organization Code</b>	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.
<b>Employee Salutation</b>	The prefix (Mrs., Ms., Mr. and so on) to use with this employee's name as entered in the Employee Info Center.
<b>Employee Suffix</b>	The suffix (Jr., Sr., and so on) to use with this employee's name, as entered in the Employee Info Center.

Payroll Field	Description
<b>Employee Type</b>	The employee's employee type, such as Principal, Manager, or Employee as entered in the Employee Info Center.
<b>Expense Report Administration Approval</b>	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.
<b>Expense Report Administration Editing</b>	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.
<b>Expense Report Administration Level</b>	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.
<b>Expense Report Group</b>	The expense report group for which this employee is able to access expense reports.
<b>Fax</b>	The employee's fax number that is entered in the Employee Info Center.
<b>Hire Date</b>	The date on which the employee was hired (entered in the Employee Info Center).
<b>Home Phone</b>	The employee's phone number that is entered in the Employee Info Center.
<b>Job Cost Type</b>	The employee's job cost type (H-Hourly or S-Salaried) that is entered on the Accounting tab in the Employee Info Center.
<b>Labor Billing Category</b>	The labor category (description) that is entered for an employee in the Employee Info Center.
<b>Memo</b>	The text entered in the <b>Memo</b> field on the Personal tab of the Employee Info Center.
<b>Mobile Phone</b>	The employee's cellular phone number that is entered in the Employee Info Center.
<b>Other Pay 1 Override—Other Pay 5 Override</b>	Any additional pay amounts added to the employee's net pay amount for a payroll processing run that are entered in the <b>Other Pay</b> , <b>Bonus</b> , <b>Other Pay 3</b> , <b>Other Pay 4</b> , and <b>Other Pay 5</b> fields (General tab of the Payroll Processing form).
<b>Ovt Hrs Override</b>	The overtime hours entered on the Employee Review tab on the Payroll Processing form.
<b>Payroll Run Type</b>	The payroll processing run type (Regular, Adjustment, or Bonus) that is entered on the General tab of the Payroll Processing form.

Payroll Field	Description
<b>Pay Type</b>	The pay type (Hourly or Salary) that is entered for an employee on the Payroll tab in the Employee Info Center.
<b>Raise Date</b>	The date of the employee's last raise that is entered on the Personal tab in the Employee Info Center.
<b>Regular Hrs Override</b>	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.
<b>Social Security Number</b>	The employee's Social Security number that is entered in the Employee Info Center.
<b>Ovt 2 Hours Override</b>	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.
<b>State</b>	The state where the employee resides as entered in the Employee Info Center.
<b>Status</b>	An employee's status (Active, Inactive, or Terminated) that is entered on the General tab in the Employee Info Center.
<b>Supervisor Name</b>	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.
<b>Supervisor Number</b>	The employee number of the employee's supervisor that is entered on the General tab of the Employee Info Center.
<b>Termination Date</b>	The date on which the employee last worked for your firm as entered on the Personal tab in the Employee Info Center.
<b>Timesheet Administration Approval</b>	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.
<b>Timesheet Administration Editing</b>	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.
<b>Timesheet Administration Level</b>	The timesheet administrative level (Staff, Group, or System) for an employee that is entered on the Time tab in the Employee Info Center.
<b>Timesheet Group</b>	The timesheet group for which this employee is able to access timesheets. This is entered on the Time tab in the Employee Info Center.

Payroll Field	Description
<b>Title</b>	The employee's job title entered in the Employee Info Center.
<b>Total Other Pay 1–Total Other Pay 5</b>	The total of each of the five Other pay fields on the Employee Review tab of the Payroll Processing form.
<b>Total Gross Amount</b>	The gross amount of a pay check.
<b>Total Hours/Day</b>	The number of hours per day that the employee is generally expected to work.
<b>Total Job Cost Ovt Pct</b>	The percentage of the employee's hourly wage that is costed to projects when the employee works standard overtime hours.
<b>Total Job Cost Ovt 2 Pct</b>	The percentage of the employee's hourly wage that is costed to projects when the employee works secondary overtime hours.
<b>Total Job Cost Rate</b>	The employee's job cost rate, which is the rate at which Vision applies the employee's hours as costs to a project.
<b>Total Net Amount</b>	The net pay amount for the employee in the payroll processing run.
<b>Total Ovt Hrs</b>	The overtime hours that are posted by the employee for this payroll processing run.
<b>Total Ovt Pay</b>	The employee's overtime pay for the payroll processing run.
<b>Total Pay Overtime Pct</b>	The percentage that is applied to the employee's payroll rate to calculate standard overtime wages.
<b>Total Pay Rate</b>	The employee's actual pay amount per payroll period (payroll periods can be weekly, biweekly, semimonthly, or monthly).
<b>Total Pay Special Overtime Pct</b>	The percentage to apply to the employee's payroll rate to calculate secondary overtime wages.
<b>Total Period</b>	The fiscal period during which the posting was made.
<b>Total Post Seq</b>	The transaction's posting sequence number that is assigned by Vision during the posting process.
<b>Total Provisional Bill Ovt Pct</b>	The percentage that Vision applies to overtime hours on unposted timesheet entries to calculate labor charges at billing rates.
<b>Total Provisional Bill Ovt-2 Pct</b>	The percentage that Vision applies to secondary overtime hours on unposted timesheet entries to calculate labor charges at billing rates.
<b>Total Provisional Bill Rate</b>	The billing rate that Vision applies to unposted timesheet entries for this employee to calculate labor charges.

Payroll Field	Description
<b>Total Provisional Cost Ovt Pct</b>	The percentage that Vision applies to overtime hours on unposted timesheet entries to calculate labor charges at cost rates.
<b>Total Provisional Cost Ovt-2 Pct</b>	The percentage that Vision applies to secondary overtime hours on unposted timesheet entries to calculate labor charges at cost rates.
<b>Total Provisional Cost Rate</b>	The cost rate that Vision applies to unposted timesheet entries for this employee to calculate labor charges.
<b>Total Reg Hrs</b>	The regular hours that are posted by the employee.
<b>Total Reg Pay</b>	The employee's regular pay for the payroll processing run.
<b>Total Special Ovt Hrs</b>	The special overtime hours that are posted by the employee for this payroll processing run.
<b>Total Special Ovt Pay</b>	The employee's special overtime pay for the payroll processing run.
<b>Total Target Ratio</b>	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.
<b>Total Hours</b>	The total hours that are entered for the employee for this payroll processing run.
<b>Total W2 Quarter</b>	Select <b>Min W2 Quarter</b> , an additional item listed for <b>Total W2 Quarter</b> , to add the W2 quarter of the payroll processing run to a report.
<b>Total W2 Year</b>	Select <b>Min W2 Year</b> , an additional item listed for <b>Total W2 Year</b> , to add the W2 year of the payroll processing run to a report.
<b>Total Withholding Code</b>	Select <b>Min Withholding Code</b> , an additional item listed for <b>Total Withholding Code</b> , to add the withholding code of the payroll processing run to a report.
<b>Total Years W Other Firms</b>	The number of years that the employee worked for other firms.
<b>Use total hours as standard on Time Analysis</b>	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:
<b>Vendor Indicator</b>	A Y or N (Yes or No) value that indicates whether or not the employee is a consultant.
<b>Vendor Name</b>	The name of the vendor if the vendor indicator is Y.
<b>Vendor Number</b>	The vendor number if the vendor indicator is Y.

Payroll Field	Description
<b>Withholding Code</b>	The description of the withholding code that is entered for an item in a payroll processing run.
<b>Withholding Code Method</b>	The withholding code type that is entered for the withholding code in <b>Configuration » Payroll » Withholding Codes</b> .
<b>Work Phone</b>	The employee's work phone number as entered in the Employee Info Center.
<b>Work Phone Ext.</b>	The employee's work phone extension.
<b>Zip</b>	The employee's ZIP code from the Employee Info Center.

## Project Expenses Entity

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)
- CFGRGMMethods (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
<b>#Project Expenses Data Source</b>	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.
<b>Actual Completion Date</b>	For a completed project, the date on which the project finished.
<b>Address1–Address3</b>	The client's street address from the three lines of address text entered on the client's record.

Project Expenses Field	Description
<b>Approved for use in accounting applications</b>	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.
<b>Available for Accounting Users</b>	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.
<b>Available for CRM Users</b>	A Y or N (Yes or No) value that indicates whether or not the record is available to Customer Relationship Management users. Although you may not need to include this field on a report, it may be useful when building queries
<b>Bid Date</b>	The date on which your firm first bid on the project.
<b>Bill By Default</b>	<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"> <li>▪ <b>Yes</b> — Always bill expense charges to the client, regardless of whether or not the <b>Bill by default option</b> is selected for the associated category in Expense Category Configuration.</li> <li>▪ <b>No</b> — Never bill expense charges to the client, regardless of whether or not the <b>Bill by default</b> option is selected for the associated category in Expense Category Configuration.</li> <li>▪ <b>Category</b> — Only bill charges to the client if the <b>Bill by default</b> option is selected for the associated category in Expense Category Configuration.</li> </ul>
<b>Bill Client Name</b>	The client to be billed for the project.
<b>Billable Message</b>	<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"> <li>▪ <b>No Message</b> — Vision does not display any message when the category bill by default method and the project bill by default method are different.</li> <li>▪ <b>Warning</b> — 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.</li> <li>▪ <b>Error</b> — 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.</li> </ul>
<b>Billing Contact Name</b>	The billing contact at the client firm.

Project Expenses Field	Description
<b>Budgeted Labor Code Validation</b>	<p>The budgeted labor code check for timesheets. Options are:</p> <ul style="list-style-type: none"> <li>▪ <b>N</b> — None</li> <li>▪ <b>W</b> — Warning</li> <li>▪ <b>E</b> — Error</li> </ul>
<b>BudgetedLevels</b>	<p>The labor code levels that employees can use to 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 <b>Utilities » Key Formats » Labor Codes</b>.</p>
<b>Charge Type</b>	<p>The project's charge type as entered on the Accounting tab in the Project Info Center:</p> <ul style="list-style-type: none"> <li>▪ <b>R</b> — 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.</li> <li>▪ <b>H</b> — 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 include General Overhead, Vacation, or Sick Leave. Overhead projects zero out when you initialize for a new fiscal year.</li> <li>▪ <b>P</b> — Promotional. Use promotional projects 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.</li> </ul>
<b>City</b>	<p>The city where the firm is located.</p>
<b>CLAddress</b>	<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 displays a description of the address on the report, rather than the actual address. For example:</p> <ul style="list-style-type: none"> <li>▪ <b>&lt;Default&gt;</b> — The default address from the client record</li> <li>▪ <b>Corporate HQ</b> — The address for the client's headquarters</li> <li>▪ <b>London</b> — The address for the client's office in London, UK</li> </ul> <p>To see a client's full address on the report, use the <b>Client Address (concatenated)</b> column.</p>

Project Expenses Field	Description
<b>Client Alias</b>	The alternate name used in proposals to represent a client who wants to keep the firm's name confidential.
<b>Client Billing Address</b>	<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 displays a description of the address on the report, rather than the actual address. For example:</p> <ul style="list-style-type: none"> <li>▪ <b>&lt;Default&gt;</b> — The default billing address from the client record.</li> <li>▪ <b>Corporate HQ</b> — The address for the client's headquarters.</li> </ul>
<b>Client Confidential</b>	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.
<b>Completion Date Comment</b>	The comment that is related to the completion date.
<b>Contact Name</b>	Your contact at the client firm.
<b>ContactID</b>	The contact record number for the primary contact.
<b>Contract Date</b>	The date on which the contract was awarded to your firm.
<b>Country</b>	The country where the firm is located.
<b>County</b>	The county where the firm is located.
<b>Email</b>	The project location's email address.
<b>End Date</b>	The completion date for the project, phase, or task.
<b>Estimated Completion Date</b>	The date on which the project is/was scheduled to be completed.
<b>Expense Account</b>	The account number of the account that receives the debit for the expense item.
<b>Expense AcctName</b>	The account name of the account that receives the debit for the expense item.

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

Project Expenses Field	Description
<b>Expense Transfer</b>	An asterisk in this field indicates that the transaction is an adjustment.
<b>Expense TransType</b>	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.
<b>Expense VendName</b>	The name of the vendor who is associated with the transaction.
<b>Expense Vendor</b>	The vendor number.
<b>Expense VendOrg</b>	The name of the organization (profit center) within your company for which this vendor provides goods or services.
<b>Expense VendUnit</b>	The vendor number if the transaction type is either of the following: <ul style="list-style-type: none"> <li>▪ <b>AP</b> — Accounts Payable voucher</li> <li>▪ <b>CV</b> — Accounts Payable disbursement</li> </ul> The unit number if the transaction involves units.
<b>Expense Voucher</b>	The voucher number that is assigned to this voucher during posting.
<b>Expense xferWBS1</b>	For a labor adjustment, the project from which the labor adjustment transaction was transferred.
<b>Expense xferWBS2</b>	For a labor adjustment, the phase from which the labor adjustment transaction was transferred.
<b>Expense xferWBS3</b>	For a labor adjustment, the task from which the labor adjustment transaction was transferred.
<b>ExpenseSubType</b>	Transaction subtype for the expense detail, such as Expense or Consultant.
<b>ExpenseType</b>	The expense type, which can be Direct, Indirect, or Reimbursable.
<b>Fax</b>	The fax number at the project location.
<b>Federal Project Indicator</b>	A Y or N (Yes or No) value that indicates whether the current project is a federal project.
<b>Firm Cost Comment</b>	Displays any comments that accompany the <b>Firm Cost</b> field.
<b>Has SubLevels Turned On</b>	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.
<b>Locale</b>	If your firm uses Vision Payroll, this field lists the state or locale that is used to determine payroll tax.

Project Expenses Field	Description
<b>Memo</b>	Displays notes for the project record as entered in the <b>Memo</b> field on the General tab of the Project Info Center.
<b>Opportunity Description</b>	If the project record was created from an existing opportunity record, the name of that opportunity record displays in this field.
<b>Opportunity ID</b>	If the project record was created from an existing opportunity record, the number of that opportunity record displays in this field.
<b>Organization Code</b>	The unique identifier of the organization with which the project is associated.
<b>Organization Name</b>	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.
<b>Phase</b>	The unique identifier for the phase.
<b>Phase Name</b>	The name of the phase.
<b>Phone</b>	The project location's phone number.
<b>Primary Client</b>	The firm for which you are directly performing work on the project.
<b>Principal Name</b>	The name of the principal at the firm who is associated with this project.
<b>Principal Number</b>	The unique employee number of the principal.
<b>Project</b>	The project identifier.
<b>Project Long Name</b>	The project's long name as entered in the Project Info Center.
<b>Project Manager Name</b>	The name of the project manager at your firm who is associated with this project.
<b>Project Manager Number</b>	The unique employee number of the project manager.
<b>Project Name</b>	The short name of the project that is entered on the General tab in the Project Info Center.
<b>Project Type</b>	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.
<b>Proposal WBS1</b>	The promotional project that is entered for a project on the General tab of the Project Info Center.
<b>Referable</b>	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.

Project Expenses Field	Description
<b>Responsibility</b>	<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"> <li>▪ You define the responsibility codes available to your firm in the Project Responsibility Code Table in Code Table Configuration.</li> <li>▪ You assign the responsibility to the project on the General tab of the Project Info Center.</li> </ul>
<b>Responsibility Description</b>	The description for the responsibility code.
<b>Revenue Type Code</b>	<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"> <li>▪ <b>B</b> — Job-to-date Billings</li> <li>▪ <b>M</b> — (Job-to-date Direct Labor x Multiplier) + Job-to-date Reimbursable Expenses @ Cost Rates</li> <li>▪ <b>N</b> — No revenue generation</li> <li>▪ <b>P</b> — Percent Complete + Job-to-date Reimbursable Expenses @ Cost Rates</li> <li>▪ <b>R</b> — Job-to-date Receipts</li> <li>▪ <b>W</b> — Job-to-date Billings + Work-in-Progress (WIP) @ Billing Rates</li> </ul>
<b>Revenue Type Description</b>	<p>The description of the revenue source. For example, you might see descriptions such as:</p> <ul style="list-style-type: none"> <li>▪ JTD Billings</li> <li>▪ JTD Billings + WIP @ Billing</li> <li>▪ (Pct Comp*Fee) + JTD Reimb Exp</li> </ul>
<b>Start Date</b>	The start date of the project, phase, or task.
<b>State</b>	The state where the firm is located.
<b>Status</b>	The status of the project (Active, Inactive, or Dormant) that is entered on the General tab in the Project Info Center.
<b>Supervisor Name</b>	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.
<b>Supervisor Number</b>	The employee number of the project's supervisor.
<b>Task</b>	The identifier for the task.

Project Expenses Field	Description
<b>Task Name</b>	The name of the task.
<b>Total Budgeted OH Rate</b>	<p>The budgeted overhead rate for the project, phase, or task (used for regular, revenue-producing projects).</p> <ul style="list-style-type: none"> <li>▪ If you use the assignment method for overhead allocation, Vision uses the budgeted overhead rate for both budgeting and allocation purposes.</li> <li>▪ For all other overhead allocation methods, Vision uses the budgeted overhead rate to calculate the overhead amount only for the project budget.</li> </ul>
<b>Total Compensation</b>	The total contract value for this task, phase, or project. Compensation is the total monetary amount your company expects to receive and should include all labor and expenses.
<b>Total Consultant Fee</b>	The project's consultant fee as entered in the Project Info Center.
<b>Total Cost Rate Meth</b>	<p>If you use Vision Payroll and you selected the <b>Enable cost rate tables</b> check box in Accounting Configuration, this field displays the cost rate method for the project on the report.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>▪ From Employee Cost Rate</li> <li>▪ From Labor Rate Table</li> <li>▪ From Category Rate Table</li> <li>▪ From Labor Code Table</li> <li>▪ None</li> </ul>
<b>Total Cost Rate Table No</b>	If you use Vision Payroll and you selected the <b>Enable cost rate tables</b> check box in Accounting Configuration, this field displays the cost rate table number on the report.
<b>Total Expense Bill Amount</b>	The monetary amount billed for the transaction.
<b>Total Expense Cost Amount</b>	The monetary amount of the expense transaction that is calculated with cost rates.
<b>Total Expense Line</b>	<p>The voucher line number if the transaction is of one of the following types:</p> <ul style="list-style-type: none"> <li>▪ <b>AP</b> — Accounts Payable voucher</li> <li>▪ <b>CV</b> — Accounts Payable disbursement</li> </ul>
<b>Total Expense Percent Complete</b>	The estimate of how much of the expense budget has been spent to date on the project, phase, or task.

<b>Project Expenses Field</b>	<b>Description</b>
<b>Total Expense Period</b>	The accounting period in which the transaction was posted.
<b>Total Expense PostSeq</b>	The transaction's posting sequence number that is assigned by Vision during the posting process.
<b>Total Expense Unit Billing Rate</b>	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.
<b>Total Expense Unit Cost Rate</b>	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 uses date-based rates, Vision uses the cost rate in effect at the time the transaction was posted.
<b>Total Expense Unit Quantity</b>	The number of units charged by the current transaction (for example, 5 pipes).
<b>Total Firm Cost</b>	The portion of the project cost for which your firm is responsible.
<b>Total Labor Percent Complete</b>	The estimate of how far work has progressed on the project, phase, or task.
<b>Total Multiplier/Amount</b>	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.
<b>Total Overall Percent Complete</b>	The weighted average percent complete that is calculated as (All percent completes x Their budgets) divided by Total project budget.
<b>Total PayRateMeth</b>	<p>If you use Vision Payroll and you selected the <b>Enable payrate tables for overriding payrate from Employee Info Center</b> check box in Payroll Configuration, this field shows the pay rate method for the project:</p> <ul style="list-style-type: none"> <li>▪ From Employee Pay Rate</li> <li>▪ From Labor Rate Table</li> <li>▪ From Category Rate Table</li> <li>▪ From Labor Code Table</li> <li>▪ None</li> </ul>
<b>Total PayRateTableNo</b>	If you use Vision Payroll and you selected the <b>Enable payrate tables for overriding payrate from Employee Info Center</b> option in Payroll Configuration, this field displays the pay rate table number on the report.
<b>Total Project Cost Comment</b>	Any comments that accompany the Total Project Cost column. For example, this column might contain a brief description about the cost of the project, such as "fee only," "Phase I," and so on.

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

## Project Labor Entity

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)
- 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 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
<b>#Project Labor Data Sources</b>	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.
<b>Actual Completion Date</b>	For any completed project, the date on which the project was finished.
<b>Address1–Address3</b>	The client's street address from the three lines of address text entered on the client's record.
<b>Approved for use in accounting applications</b>	A Y or N (Yes or No) value that indicates whether or not the record is approved for use in transaction processing. You may not need to include this field on a report, but it may be useful when you build queries.
<b>Available for Accounting Users</b>	A Y or N (Yes or No) value that indicates whether or not the record is available to accounting users. You may not need to include this field on a report, but it may be useful when you build queries.
<b>Available for CRM Users</b>	A Y or N (Yes or No) value that indicates whether or not the record is available to CRM users. You may not need to include this field on a report, but it may be useful when you build queries.

Project Labor Field	Description
<b>Bid Date</b>	The date on which your firm first bid on the project.
<b>Bill By Default</b>	<p>Indicates whether or not to bill the client for certain expense charges posted to the project. The possible values are:</p> <ul style="list-style-type: none"> <li>▪ <b>Yes</b> — Always bill expense charges to the client, regardless of whether the <b>Bill by default option</b> is selected for the associated category in Expense Category Configuration.</li> <li>▪ <b>No</b> — Never bill expense charges to the client, regardless of whether the <b>Bill by default</b> option is selected for the associated category in Expense Category Configuration.</li> <li>▪ <b>Category</b> — Only bill charges to the client if the <b>Bill by default</b> option is selected for the associated category in Expense Category Configuration.</li> </ul>
<b>Bill Client Name</b>	The client to be billed for the project.
<b>Billable Message</b>	<p>Indicates whether or not an error message displays in the Expense Report application when a user charges certain expenses to this project:</p> <ul style="list-style-type: none"> <li>▪ <b>No Message</b> — Vision does not display any message when the category bill by default method and the project bill by default method are different.</li> <li>▪ <b>Warning</b> — 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.</li> <li>▪ <b>Error</b> — Vision displays an error message when the category bill by default method and project bill by default method are different. You cannot process the expense charge to the project with the selected category.</li> </ul>
<b>Billing Contact Name</b>	The billing contact at the client firm.
<b>Budgeted Labor Code Validation</b>	<p>Budgeted labor code check for timesheets. The options are:</p> <ul style="list-style-type: none"> <li>▪ <b>N</b> — None</li> <li>▪ <b>W</b> — Warning</li> <li>▪ <b>E</b> — Error</li> </ul>
<b>BudgetedLevels</b>	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 <b>Utilities » Key Conversions » Labor Codes</b> .

Project Labor Field	Description
<p><b>Charge Type</b></p>	<p>The type of project. The options are:</p> <ul style="list-style-type: none"> <li>▪ <b>R</b> — 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.</li> <li>▪ <b>H</b> — 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, Holiday, Sick Leave, or Civic Duty. Overhead projects zero out when you initialize for a new fiscal year.</li> <li>▪ <b>P</b> — 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.</li> </ul>
<p><b>City</b></p>	<p>The city where the firm is located.</p>
<p><b>CLAddress</b></p>	<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. For example:</p> <ul style="list-style-type: none"> <li>▪ <b>&lt;Default&gt;</b> — The default address from the client record.</li> <li>▪ <b>Corporate HQ</b> — The address for the client's headquarters.</li> <li>▪ <b>London</b> — The address for the client's office in London, UK.</li> </ul> <p>If you want to see a client's full address on the report, use the <b>Client Address (concatenated)</b> column.</p>
<p><b>Client Alias</b></p>	<p>The alternate name used in proposals to represent a client who wishes to keep the firm's name confidential.</p>
<p><b>Client Billing Address</b></p>	<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. For example:</p> <ul style="list-style-type: none"> <li>▪ <b>&lt;Default&gt;</b> — The default billing address from the client record.</li> <li>▪ <b>Corporate HQ</b> — The address for the client's headquarters.</li> </ul>

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

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

Project Labor Field	Description
<b>Labor xferWBS3</b>	For a labor adjustment, the task from which the labor adjustment transaction was transferred.
<b>LaborCode</b>	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.
<b>Locale</b>	If your firm uses Vision Payroll, this field lists the state or locale used to determine payroll tax.
<b>Memo</b>	Any notes for the project record, as entered in the <b>Memo</b> field on the General tab of the Project Info Center.
<b>Opportunity Description</b>	If the project record was created from an existing opportunity record, the name of that opportunity record displays in this field.
<b>Opportunity ID</b>	If the project record was created from an existing opportunity record, the number of that opportunity record displays in this field.
<b>Organization Code</b>	The unique identifier of the organization with which the project is associated.
<b>Organization Name</b>	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.
<b>Phase</b>	The unique identifier for the phase.
<b>Phase Name</b>	The name of the phase.
<b>Phone</b>	The project location's phone number.
<b>Primary Client</b>	The firm for which you are directly performing work on the project.
<b>Principal Name</b>	The name of the principal at the firm who is associated with this project.
<b>Principal Number</b>	The employee number of the principal.
<b>Project</b>	The project identifier.
<b>Project Long Name</b>	The project's long name that is entered in the Project Info Center.
<b>Project Manager Name</b>	The name of the project manager at your firm who is associated with this project.
<b>Project Manager Number</b>	The employee number of the project manager.
<b>Project Name</b>	The short name of the project.

Project Labor Field	Description
<b>Project Type</b>	The type of project, such as Educational, Commercial, Financial, Medical, Federal, and so on.
<b>Proposal WBS1</b>	The promotional project linked to the project record.
<b>Referable</b>	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.
<b>Responsibility</b>	<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"> <li>▪ You define the responsibility codes available to your firm in the Project Responsibility Code Table in Code Table Configuration.</li> <li>▪ You assign the responsibility to a project on the General tab of the Project Info Center.</li> </ul>
<b>Responsibility Description</b>	The description for the responsibility code that is entered in the Project Responsibility Code Table.
<b>Revenue Type Code</b>	<p>The code that is used to calculate revenue for this task, phase, or project. The standard revenue methods are:</p> <ul style="list-style-type: none"> <li>▪ <b>B</b> — Job-to-date Billings</li> <li>▪ <b>M</b> — (Job-to-date Direct Labor x Multiplier) + Job-to-date Reimbursable Expenses @ Cost Rates</li> <li>▪ <b>N</b> — No revenue generation</li> <li>▪ <b>P</b> — Percent Complete + Job-to-date Reimbursable Expenses @ Cost Rates</li> <li>▪ <b>R</b> — Job-to-date Receipts</li> <li>▪ <b>W</b> — Job-to-date Billings + Work-in-Progress (WIP) @ Billing Rates</li> </ul>
<b>Revenue Type Description</b>	<p>The description of the revenue source, such as:</p> <ul style="list-style-type: none"> <li>▪ JTD Billings</li> <li>▪ JTD Billings + WIP @ Billing</li> <li>▪ (Pct Comp*Fee) + JTD Reimb Exp</li> </ul>
<b>Start Date</b>	The start date of the project, phase, or task.
<b>State</b>	The state where the firm is located.
<b>Status</b>	The status of the project (Active, Inactive, or Dormant) that is entered on the General tab in the Project Info Center.

Project Labor Field	Description
<b>Supervisor Name</b>	The name of the supervisor (at your firm) for a project that is entered on the General tab in the Project Info Center.
<b>Supervisor Number</b>	The employee number of the supervisor.
<b>Task</b>	The unique identifier for the task.
<b>Task Name</b>	The name of the task.
<b>Total Budgeted OH Rate</b>	<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>
<b>Total Compensation</b>	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.
<b>Total Consultant Fee</b>	The project's consultant fee as entered in the Project Info Center.
<b>Total Cost Rate Meth</b>	<p>If you use Vision Payroll and you selected the <b>Enable cost rate tables</b> check box in Accounting Configuration, this field displays the cost rate method for the project. The options are:</p> <ul style="list-style-type: none"> <li>▪ From Employee Cost Rate</li> <li>▪ From Labor Rate Table</li> <li>▪ From Category Rate Table</li> <li>▪ From Labor Code Table</li> <li>▪ None</li> </ul>
<b>Total Cost Rate Table No</b>	If you use Vision Payroll and you selected the <b>Enable cost rate tables</b> check box in Accounting Configuration, this field displays the cost rate table number on the report.
<b>Total Expense Percent Complete</b>	The estimate of how much of the expense budget has been spent to date on the project, phase, or task.
<b>Total Firm Cost</b>	The portion of the project cost for which your firm is responsible.
<b>Total Labor Bill Amount</b>	The billing amount that Vision applies to timesheet entries for this employee when calculating labor charges.
<b>Total Labor Bill Rate</b>	The billing rate that Vision applies to timesheet entries for this employee when calculating labor charges.

Project Labor Field	Description
<b>Total Labor Category</b>	The employee's labor category, such as Principal, Project Manager, or Architect.
<b>Total Labor Cost Amount</b>	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.
<b>Total Labor Cost Overtime Amount</b>	<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> <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 calculates the overtime amount as:</p> <p style="padding-left: 40px;">Overtime hours x Annualized hourly rate x Overtime percentage</p>
<b>Total Labor Cost Overtime Rate</b>	The cost rate Vision applies to overtime hours for this employee when calculating labor charges.
<b>Total Labor Cost Rate</b>	The cost rate that Vision applies to timesheet entries for this employee to calculate labor charges.
<b>Total Labor Cost Special Overtime Amount</b>	The amount calculated for special overtime hours for the task, phase, or project.
<b>Total Labor Cost Special Overtime Rate</b>	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.
<b>Total Labor Overtime Hours</b>	The number of overtime hours the employee reported for the task, phase, or project.
<b>Total Labor Overtime Percent</b>	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.
<b>Total Labor Percent Complete</b>	The estimate of how far work has progressed on the project, phase, or task.

Project Labor Field	Description
<b>Total Labor Regular Hours</b>	The number of regular hours the employee reported for the task, phase, or project.
<b>Total Labor Special Overtime Hours</b>	<p>The number of special (secondary) overtime hours the employee reported for the task, phase, or project.</p> <p>Special overtime 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.</p> <p>You set secondary overtime on the Accounting tab of the Employee Info Center.</p>
<b>Total Labor Special Overtime Percent</b>	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.
<b>Total Multiplier Amount</b>	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.
<b>Total Overall Percent Complete</b>	The weighted average percent complete that is calculated as (All percent completes x Their budgets) divided by the Total project budget.
<b>Total Pay Rate Table No</b>	If you use Vision Payroll and you selected the <b>Enable payrate tables for overriding payrate from Employee Info Center</b> check box in Payroll Configuration, this field displays the pay rate table number on the report.
<b>Total Pay Rate Meth</b>	<p>If you use Vision Payroll and you selected the <b>Enable payrate tables for overriding payrate from Employee Info Center</b> option in Payroll Configuration, this field shows the pay rate method for the project. The options are:</p> <ul style="list-style-type: none"> <li>▪ From Employee Pay Rate</li> <li>▪ From Labor Rate Table</li> <li>▪ From Category Rate Table</li> <li>▪ From Labor Code Table</li> <li>▪ None</li> </ul>
<b>Total Project Cost Comment</b>	Any comments that accompany the <b>Total Project Cost</b> column. For example, this column might contain a brief description about the cost of the project, such as "fee only," "Phase I," and so on.
<b>Total Reimb Allowance</b>	The expected amount of reimbursable expense billings for this task, phase, or project.
<b>Total Total Project Cost</b>	The total cost of the project.

Project Labor Field	Description
<b>Total X Charge Multiplier</b>	The multiplier used when the <b>Cross Charge Method</b> is <b>Project</b> , and the <b>Cross Charge Rate</b> is set to <b>Multiplier</b> on the Accounting tab of the Project Info Center.
<b>Total X Charge Method</b>	<p>This field identifies the Labor Cross Charge rate or transfer price calculation method for this project/phase/task that is entered in the <b>Cross Charge Rate</b> field on the Accounting tab of the Project Info Center. Display options are:</p> <ul style="list-style-type: none"> <li>▪ <b>1</b> — (One) Indicates a selection of <b>Billing Terms</b>. 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 <b>Configuration » Billing » Default Terms</b>.</li> <li>▪ <b>0</b> — (Zero) Indicates a selection of <b>Multiplier</b>. This means Vision uses the multiplier entered on the Accounting tab of the Project Info Center.</li> </ul>
<b>Unit Table</b>	The unit table that is used as the default when billing unit charges for the project.
<b>XCharge</b>	<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"> <li>▪ <b>G</b> — Global (the default setting). This option indicates that Vision uses the cross charge method specified on the Cross Charge tab of Individual Organization setup.</li> <li>▪ <b>N</b> — None</li> <li>▪ <b>P</b> — Project. This option indicates that Vision uses the cross charge method specified for the project in the <b>Cross Charge Rate</b> field on the Accounting tab of Project Info Center.</li> </ul>
<b>Zip</b>	The project location's ZIP code.

## Project Labor Posted Only Entity

Use the Project Labor Posted Only entity to create project labor reports that include only posted transactions. The fields are the same fields as those listed in the "Project Labor" section, above.

## Project Labor Unposted Only Entity

Use the Project Labor Unposted Only entity to create project labor reports that include only unposted transactions. The fields are the same fields as those listed in the "Project Labor" section, above.

## Project List Entity

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

Project List Field	Description
<b>#Project List Data Sources</b>	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.
<b>Actual Completion Date</b>	For any completed project, the date on which the project was finished.
<b>Address1–Address3</b>	The first, second, and third address lines of the client's street address entered for the client's record.
<b>Approved for use in accounting applications</b>	A Y or N (Yes or No) value that indicates whether or not the record is approved for use in transaction processing. You may not need to include this field on a report, but it may be useful when you build queries
<b>Available to Accounting Users</b>	A Y or N (Yes or No) value that indicates whether or not the record is available to accounting users. You may not need to include this field on a report, but it may be useful when you build queries.
<b>Available to CRM Users</b>	A Y or N (Yes or No) value that indicates whether or not the record is available to Customer Relationship Management users. You may not need to include this field on a report, but it may be useful when you build queries.
<b>Bid Date</b>	The date on which your firm first bid on the project.

Project List Field	Description
<b>Bill By Default</b>	<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"> <li>▪ <b>Yes</b> — Always bill expense charges to the client, regardless of whether the <b>Bill by default</b> check box is selected for the associated category in Expense Category Configuration.</li> <li>▪ <b>No</b> — Never bill expense charges to the client, regardless of whether the <b>Bill by default</b> check box is selected for the associated category in Expense Category Configuration.</li> <li>▪ <b>Category</b> — Only bill charges to the client if the <b>Bill by default</b> check box is selected for the associated category in Expense Category Configuration.</li> </ul>
<b>Bill Client Name</b>	The client to be billed for the project.
<b>Billable Message</b>	<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"> <li>▪ <b>No Message</b> — Vision does not display any message when the category bill by default method and the project bill by default method are different.</li> <li>▪ <b>Warning</b> — 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.</li> <li>▪ <b>Error</b> — 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.</li> </ul>
<b>Biller</b>	The employee who is responsible for creating the Billing invoices for a project. This is entered on the General tab in the Project Info Center.
<b>Billing Contact Name</b>	The contact name to be billed for the project.
<b>Budgeted Labor Code Validation</b>	<p>Budgeted labor code check for timesheets. The options are:</p> <ul style="list-style-type: none"> <li>▪ <b>N</b> — None</li> <li>▪ <b>W</b> — Warning</li> <li>▪ <b>E</b> — Error</li> </ul>
<b>BudgetedLevels</b>	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 <b>Utilities » Key Conversions » Labor Codes</b> .

Project List Field	Description
<b>Charge Type</b>	<p>The project's charge type as entered on the Accounting tab in the Project Info Center. The options are:</p> <ul style="list-style-type: none"> <li>▪ <b>R</b> — 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.</li> <li>▪ <b>H</b> — 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.</li> <li>▪ <b>P</b> — Promotional. Use promotional projects 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.</li> </ul>
<b>City</b>	The city where the firm is located.
<b>CLAddress</b>	The client address code.
<b>Client Alias</b>	The alternate name used in proposals to represent a client who wishes to keep the firm's name confidential.
<b>Client Billing Address</b>	<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. For example, you might see:</p> <ul style="list-style-type: none"> <li>▪ <b>&lt;Default&gt;</b> — The default billing address from the client record.</li> <li>▪ <b>Corporate HQ</b> — The address for the client's headquarters.</li> </ul>
<b>Client Confidential</b>	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.
<b>Completion Date Comment</b>	User-entered comment related to the completion date.
<b>Contact Name</b>	Your contact at the client firm.
<b>ContactID</b>	The contact record number for the primary contact.

<b>Project List Field</b>	<b>Description</b>
<b>Contract Date</b>	The date on which the contract was awarded to your firm.
<b>Country</b>	The country where the firm is located.
<b>County</b>	The county where the firm is located.
<b>Description</b>	The project's description.
<b>Email</b>	The project location's email address.
<b>End Date</b>	The completion date for the project, phase, or task.
<b>Estimated Completion Date</b>	The date on which the project is/was scheduled to be completed.
<b>Fax</b>	The fax number at the project location.
<b>Federal Project Indicator</b>	A Y or N (Yes or No) value that indicates whether or not the current project is a federal project.
<b>Firm Cost Comment</b>	Displays any comments that accompany the <b>Firm Cost</b> field.
<b>Has SubLevels Turned On</b>	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.
<b>Locale</b>	If your firm uses Vision Payroll, this field lists the state or locale used to determine payroll tax.
<b>Memo</b>	Displays notes specified for the project record that are entered in the <b>Memo</b> field on the General tab of the Project Info Center.
<b>Opportunity Description</b>	If the project record was created from an existing opportunity record, the name of that opportunity displays in this field.
<b>Opportunity ID</b>	If the project record was created from an existing opportunity record, the number of that opportunity displays in this field.
<b>Organization Code</b>	The identifier of the organization with which the project is associated.
<b>Organization Name</b>	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.
<b>Phase</b>	The unique identifier for the phase.
<b>Phase Name</b>	The name of the phase.
<b>Phone</b>	The project location's phone number.

Project List Field	Description
<b>Primary Client</b>	The firm for which you are directly performing work on the project.
<b>Principal Name</b>	The name of the principal at the firm who is associated with this project.
<b>Principal Number</b>	The employee number of the principal.
<b>Project</b>	The project identifier.
<b>Project Long Name</b>	The project's long name entered in the Project Info Center.
<b>Project Manager Name</b>	The name of the project manager at your firm who is associated with this project.
<b>Project Manager Number</b>	The employee number of the project manager.
<b>Project Name</b>	The short name of the project.
<b>Project Type</b>	The type of project, such as Educational, Commercial, Financial, Medical, or Federal.
<b>Proposal WBS1</b>	The promotional project linked to the project record.
<b>Referable</b>	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.
<b>Responsibility</b>	<p>The level of responsibility that your firm has for the project, such as Prime, Joint Venture, Consultant, and so on.</p> <ul style="list-style-type: none"> <li>▪ You determine the responsibility codes available to your firm in the Project Responsibility Code Table in Code Table Configuration.</li> <li>▪ You assign the responsibility to a project on the General tab of the Project Info Center.</li> </ul>
<b>Responsibility Description</b>	The description for the responsibility code entered in the Project Responsibility Code Table.

Project List Field	Description
<b>Revenue Type Code</b>	<p>This is used to calculate revenue for this task, phase, or project. Vision provides six standard revenue methods:</p> <ul style="list-style-type: none"> <li>▪ <b>B</b> — Job-to-date Billings</li> <li>▪ <b>M</b> — (Job-to-date Direct Labor x Multiplier) + Job-to-date Reimbursable Expenses @ Cost Rates</li> <li>▪ <b>N</b> — No revenue generation</li> <li>▪ <b>P</b> — Percent Complete + Job-to-date Reimbursable Expenses @ Cost Rates</li> <li>▪ <b>R</b> — Job-to-date Receipts</li> <li>▪ <b>W</b> — Job-to-date Billings + Work-in-Progress (WIP) @ Billing Rates</li> </ul>
<b>Revenue Type Description</b>	<p>The description of the revenue source. For example:</p> <ul style="list-style-type: none"> <li>▪ JTD Billings</li> <li>▪ JTD Billings + WIP @ Billing</li> <li>▪ (Pct Comp*Fee) + JTD Reimb Exp</li> </ul>
<b>Start Date</b>	The start date of the project, phase, or task.
<b>State</b>	The state where the firm is located.
<b>Status</b>	The status ( <b>Active</b> , <b>Inactive</b> , or <b>Dormant</b> ) of the project.
<b>Supervisor Name</b>	The name of the supervisor at your firm who is associated with this project.
<b>Supervisor Number</b>	The employee number of the supervisor.
<b>Task</b>	The unique identifier for the task.
<b>Task Name</b>	The name of the task.
<b>Total Budgeted OH Rate</b>	<p>The budgeted overhead rate for the project, phase, or task This is used for regular, revenue-producing projects.</p> <ul style="list-style-type: none"> <li>▪ If you use the assignment method for overhead allocation, Vision uses the budgeted overhead rate for both budgeting and allocation purposes.</li> <li>▪ For all other overhead allocation methods, Vision uses the budgeted overhead rate to calculate the overhead amount only for the project budget.</li> </ul>
<b>Total Compensation</b>	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.

Project List Field	Description
<b>Total Consultant Fee</b>	The project's consultant fee that is entered in the Project Info Center.
<b>Total Cost Rate Meth</b>	<p>If you use Vision Payroll, and you have selected the <b>Enable cost rate tables</b> 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"> <li>▪ From Employee Cost Rate</li> <li>▪ From Labor Rate Table</li> <li>▪ From Category Rate Table</li> <li>▪ From Labor Code Table</li> <li>▪ None</li> </ul>
<b>Total Cost Rate Table No</b>	If you use Vision Payroll and you have selected the <b>Enable cost rate tables</b> check box in Accounting Configuration, this field displays the cost rate table number on the report.
<b>Total Expense Percent Complete</b>	The estimate of how much of the expense budget has been spent to date on the project, phase, or task.
<b>Total Firm Cost</b>	The portion of the project's total cost for which your firm is responsible.
<b>Total Labor Percent Complete</b>	The estimate of how far work has progressed on the project, phase, or task.
<b>Total Multiplier/Amount</b>	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.
<b>Total Overall Percent Complete</b>	The weighted average percent complete, calculated as (all percent completes x their budgets) divided by the total project budget.
<b>Total Pay Rate Meth</b>	<p>If you use Vision Payroll and you selected the <b>Enable payrate tables for overriding payrate from Employee Info Center</b> option in Payroll Configuration, this field shows the pay rate method for the project. The options are:</p> <ul style="list-style-type: none"> <li>▪ From Employee Pay Rate</li> <li>▪ From Labor Rate Table</li> <li>▪ From Category Rate Table</li> <li>▪ From Labor Code Table</li> <li>▪ None</li> </ul>
<b>Total Pay Rate Table No</b>	If you use Vision Payroll, and you selected the <b>Enable payrate tables for overriding payrate from Employee Info Center</b> check box in Payroll Configuration, this field displays the pay rate table number on the report.

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

## Project Summary at Billing Entity

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 the following fields to add to custom reports:

Project Summary at Billing Field	Description
<b>#Project Summary Data Source Report at Billing</b>	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.
<b>ClientID</b>	The record number (identifier) for the client record.
<b>ClientName</b>	The name of the client for this project.
<b>ContactID</b>	The record number (identifier) for the contact record.
<b>ContactName</b>	The name of the contact for this project.
<b>PhaseManagerName</b>	The name of the manager at your firm who is associated with this phase.
<b>PhaseManagerNumber</b>	The employee number of the manager at your firm who is associated with this phase.
<b>PhaseName</b>	The phase name.
<b>PhaseNumber</b>	The phase identifier.
<b>PhasePrincipalName</b>	The name of the principal at your firm who is associated with this

Project Summary at Billing Field	Description
	phase.
<b>PhasePrincipalNumber</b>	The employee number of the principal at your firm who is associated with this phase.
<b>PhaseSupervisorName</b>	The name of the supervisor at your firm who is associated with this phase.
<b>PhaseSupervisorNumber</b>	The employee number of the supervisor at your firm who is associated with this phase.
<b>PKey</b>	An internal primary key.
<b>Project Charge Type</b>	<p>The charge type of the project that is entered on the Accounting tab in the Project Info Center. The options are:</p> <ul style="list-style-type: none"> <li>▪ <b>R Regular</b> — 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.</li> <li>▪ <b>H Overhead</b> — 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, and Sick Leave. Overhead projects zero out when you initialize for a new fiscal year.</li> <li>▪ <b>P Promotional</b> — 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.</li> </ul>

Project Summary at Billing Field	Description
<b>Project Revenue Type</b>	<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"> <li>▪ <b>B</b> — Job-to-date Billings</li> <li>▪ <b>M</b> — (Job-to-date Direct Labor x Multiplier) + Job-to-date Reimbursable Expenses @ Cost Rates</li> <li>▪ <b>N</b> — No revenue generation</li> <li>▪ <b>P</b> — Percent Complete + Job-to-date Reimbursable Expenses @ Cost Rates</li> <li>▪ <b>R</b> — Job-to-date Receipts</li> <li>▪ <b>W</b> — Job-to-date Billings + Work-in-Progress (WIP) @ Billing Rates</li> </ul>
<b>ProjectManagerName</b>	The name of the project manager at your firm who is associated with this project.
<b>ProjectManagerNumber</b>	The employee number of the project manager at your firm who is associated with this project.
<b>ProjectName</b>	The project name.
<b>ProjectNumber</b>	The project identifier.
<b>ProjectPrincipalName</b>	The name of the principal at your firm who is associated with this project.
<b>ProjectPrincipalNumber</b>	The employee number of the principal at your firm who is associated with this project.
<b>ProjectSupervisorName</b>	The name of the supervisor at your firm who is associated with this project.
<b>ProjectSupervisorNumber</b>	The employee number of the supervisor at your firm who is associated with this project.

Project Summary at Billing Field	Description
<b>Record Type Code</b>	Internal record codes: <ul style="list-style-type: none"> <li>▪ <b>0</b> — Project Info</li> <li>▪ <b>1</b> — Labor</li> <li>▪ <b>2</b> — Overhead</li> <li>▪ <b>3</b> — Direct expenses</li> <li>▪ <b>5</b> — If charge type is R, then Reimb Expenses, otherwise, Expenses.</li> <li>▪ <b>6</b> — Indirect expenses</li> <li>▪ <b>7</b> — AR, Revenue</li> <li>▪ <b>9</b> — Billed, Received</li> </ul>
<b>Record Type Description</b>	The description for the internal record type codes.
<b>Resource Planning Detail Value</b>	The value that represents the setting that is selected in the <b>Planning Details</b> field on the Option tab in <b>Planning » Resource Management » Resource Utilization</b> .  This setting determines how records display on the Resource Utilization grid. <ul style="list-style-type: none"> <li>▪ Include Numbers with Plan Names</li> <li>▪ Include Numbers with Plan Level Names</li> </ul>
<b>Resource Planning wbs level</b>	The lowest level of the work breakdown structure that a plan has.
<b>SubLevel1</b>	Variable that indicates whether or not the project has phases.
<b>SubLevel2</b>	Variable that indicates whether or not the phase has tasks.
<b>TaskManagerName</b>	The name of the manager at your firm who is associated with this task.
<b>TaskManagerNumber</b>	The employee number of the manager at your firm who is associated with this task.
<b>TaskName</b>	The task name.
<b>TaskNumber</b>	The task identifier.
<b>TaskPrincipalName</b>	The name of the principal at your firm who is associated with this task.
<b>TaskPrincipalNumber</b>	The employee number of the principal at your firm who is associated with this task.

Project Summary at Billing Field	Description
<b>TaskSupervisorName</b>	The name of the supervisor at your firm who is associated with this task.
<b>TaskSupervisorNumber</b>	The employee number of the supervisor at your firm who is associated with this task.
<b>Total Hours Percent Complete</b>	Select <b>Min Amount Percent Complete</b> , an additional item for <b>Total Hours Percent Complete</b> to include the project's total hours percent complete on a report.
<b>Total Baseline Amount</b>	The sum of all the baseline amounts (labor, expense, and unit) for a plan.
<b>Total Budgeted Amount</b>	The total monetary amount budgeted for this project.
<b>Total Budgeted Hours</b>	The hours budgeted for this project.
<b>Total Current Amount</b>	The labor amount spent for the current accounting period.
<b>Total Current AR Amount</b>	The amount billed but not yet received for the current accounting period.
<b>Total Current Billed</b>	The total amount billed (Labor + Fee + Consultants + Expenses + Units + Interest Billed) for the current accounting period.
<b>Total Current Direct</b>	The total direct expenses for the current accounting period.
<b>Total Current Gross Margin</b>	The gross margin for the current accounting period. Total Revenue – (Labor + Direct + Reimbursable Amounts Spent) Firms that do not allocate overhead show project results on a gross margin basis.
<b>Total Current Hours</b>	Labor hours spent for this project for the current accounting period.
<b>Total Current Net Revenue</b>	The total revenue for the project for the current accounting period. Non-Labor Direct Expense + Reimbursable Expense
<b>Total Current Profit</b>	The amount of profit calculated for this project for the current accounting period. Revenue – Spent = Profit
<b>Total Current Received</b>	The amount received for this project for the current accounting period.
<b>Total Current Revenue</b>	The amount of revenue calculated for this project for the current accounting period.

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

<b>Project Summary at Billing Field</b>	<b>Description</b>
<b>Total JTD Received</b>	The job-to-date amount received for a project.
<b>Total JTD Revenue</b>	The job-to-date amount of revenue calculated for a project.
<b>Total JTD Unbilled</b>	The job-to-date amount of revenue not yet billed for a project. Revenue – Billed = Unbilled
<b>Total Labor Budgeted for Overhead</b>	The total monetary amount of overhead budgeted for a project.
<b>Total Planned Amount</b>	The sum of all the plan amounts (labor, expense, and unit).
<b>Total Project Consultant Fee</b>	The expected amount of reimbursable consultant fees for a project. This amount includes any markups on consultant professional services.
<b>Total Project Fee</b>	A project's total fee.
<b>Total Project Multiplier/Amount</b>	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.
<b>Total Project Percent Complete</b>	The project manager's stated percentage of work effort completed on a project.
<b>Total Project Reimb Allowance</b>	The expected amount of reimbursable expense billings for a project.
<b>Total Rpdata</b>	Resource Planning
<b>Total Resource Planning Percent Complete</b>	The overall percent complete for the cost budget (from the <b>PctComplete</b> field in the RP Plan table).
<b>Total YTD Amount</b>	The year-to-date labor amount spent.
<b>Total YTD AR Amount</b>	The year-to-date amount billed but not yet received.
<b>Total YTD Billed</b>	The year-to-date amount billed (Labor + Fee + Consultants + Expenses + Units + Interest Billed).
<b>Total YTD Direct</b>	The year-to-date direct expenses.
<b>Total YTD Gross Margin</b>	The year-to-date gross margin. YTD Total Revenue – (YTD Labor + YTD Direct + YTD Reimbursable Amounts Spent) Firms that do not allocate overhead show project results on a gross margin basis.

<b>Project Summary at Billing Field</b>	<b>Description</b>
<b>Total YTD Hours</b>	The year-to-date labor hours spent for a project.
<b>Total YTD Net Revenue</b>	The year-to-date revenue for a project. Non-Labor Direct Expense + Reimbursable Expense
<b>Total YTD Profit</b>	The year-to-date profit. Revenue – Spent = Profit
<b>Total YTD Received</b>	The year-to-date amount received for a project
<b>Total YTD Revenue</b>	The year-to-date amount of revenue calculated for a project.
<b>Total YTD Unbilled</b>	The year-to-date amount of revenue not yet billed for a project. Revenue – Billed = Unbilled
<b>Project Number</b>	The project to which the summary belongs.
<b>Phase Number</b>	The phase to which the summary belongs.
<b>Task Number</b>	The task to which the summary belongs.

## Project Summary at Cost Entity

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 123 of this guide for the list of fields.

## Vendor Entity

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
<b>#Vendordata Sources</b>	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.
<b>AccountNumber</b>	The account number of your customer account with this vendor.
<b>Active Company</b>	If you use the Multicompany feature in Vision, this is the company that you have open when you run a report.
<b>AddrCreatDate</b>	The date and time when the vendor address record was created.
<b>AddrCreateUser</b>	The user who created the vendor address record.
<b>Address</b>	The vendor's address code.
<b>Address1–Address4</b>	The first, second, third, and fourth lines of the vendor's address.
<b>AddrModDate</b>	The date and time when the vendor address record was last modified.
<b>AddrModUser</b>	The last user who modified the vendor address record.
<b>Category</b>	A letter that corresponds to the vendor type such as T (Trade), C (Consultant), or E (Employee).
<b>CategoryLabel</b>	The vendor type, such as Trade, Consultant, or Employee.
<b>CheckPerVoucher</b>	A Y or N (Yes or No) value that indicates whether or not to print a separate check for each voucher for the vendor.
<b>City</b>	The vendor's city.

Vendor Field	Description
<b>Country</b>	The vendor's country.
<b>CreateDate</b>	The date and time when the vendor record was created.
<b>CreateUser</b>	The user who created the vendor record.
<b>DefaultTaxCode</b>	The vendor's default tax code that is used when <b>Enable tax auditing feature</b> check box is selected on the Tax Auditing tab of <b>Configuration » Accounting » Company Settings</b> .
<b>DefaultTaxCodeLabel</b>	The tax code description to print on invoices. The value is stored in the <b>Description</b> field of the CFGBillTaxes table.
<b>DisadvBusiness</b>	A Y or N (Yes or No) value that indicates whether or not the vendor is a disadvantaged business.
<b>DiscCode</b>	The default discount code for the vendor.
<b>DiscCodeLabel</b>	The description for the vendor's discount code, such as Discounts Taken, Discounts Applied, and Discounts Ongoing.
<b>Fax</b>	The vendor's fax number.
<b>FedID</b>	The vendor's federal taxpayer identification number.
<b>GroupKey</b>	The vendor name and number.
<b>HBCU</b>	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.
<b>MinorityBusiness</b>	A Y or N (Yes or No) value that indicates whether or not the vendor is a minority business.
<b>ModDate</b>	The date and time when the vendor record was last modified.
<b>ModUser</b>	The last user who modified the vendor record.
<b>OHAccount</b>	The default account to use for overhead projects in data entry.
<b>Org</b>	The code for the vendor's organization. This is used for sorting purposes only.
<b>OrgName</b>	The name of the vendor's organization.
<b>PayTerms</b>	A variable that indicates the default payment terms for the vendor. Options are Number of Days, Hold, Next, or PWP (Pay When Paid).
<b>Phone</b>	The vendor's phone number.

Vendor Field	Description
<b>PrimaryInd</b>	A Y or N (Yes or No) value that indicates whether or not the address is the vendor's primary address.
<b>PriorWork</b>	A Y or N (Yes or No) value that indicates whether or not the vendor has done prior work for the organization.
<b>Recommend</b>	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.
<b>RegAccount</b>	The default account to use for regular projects in data entry.
<b>Req1099</b>	A Y or N (Yes or No) value that indicates whether or not a 1099 form is required for the vendor.
<b>SmallBusiness</b>	A Y or N (Yes or No) value that indicates whether or not the vendor is a small business.
<b>Specialtydesc</b>	The description of the vendor's business specialty that is entered on the General tab of the Vendor Info Center.
<b>State</b>	The vendor's state.
<b>Status</b>	The vendor's status (code). Options are A—Active, I—Inactive, and D—Dormant.
<b>StatusLabel</b>	The label for the vendor's status—Active, Inactive, or Dormant. The value is stored in the <b>Label</b> field of the CFGVendorStatus table.
<b>TaxCountryCode</b>	The two-character tax code for the country in which the vendor is located.
<b>TaxCountryCodeLabel</b>	The name of the country in which the vendor is located. This value is stored in the Country field of the CFGCountry table.
<b>TaxRegistrationNumber</b>	The vendor's tax registration number.
<b>Total Disc Pct</b>	The discount percent for the vendor.
<b>Total Disc Period</b>	The number of days within which payment must be received for the discount to apply.
<b>Total Last Year 1099</b>	The 1099 amount for last year. The 1099 form for the vendor should match this amount.
<b>Total This Year 1099</b>	The amount paid to the vendor since the last 1099 initialization.
<b>Type</b>	The two-digit code for the vendor's primary specialty as entered in the <b>Specialty</b> field of the Vendor Info Center. The value is stored in the <b>Type</b> field of the VE table.

Vendor Field	Description
<b>TypeLabel</b>	The description of the vendor's selected specialty as defined in the <b>Description</b> field of the Vendor Primary Specialty Code table. The description value is stored in the <b>Description</b> field of the CFGPrimarySpecialty table.
<b>vememo</b>	Any notes that are entered for the vendor record.
<b>Vendor</b>	The vendor number.
<b>VendorName</b>	The vendor name.
<b>Website</b>	The vendor's Web site address.
<b>WomanOwned</b>	A Y or N (Yes or No) value that indicates whether or not the vendor is a woman owned business.
<b>Zip</b>	The vendor's ZIP code.



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