

Eureka! LG Reports

The 'Project' Cost Report provides details of Time and Costs for an individual 'Project' (as in the example below), or range of 'Projects'. Although 'Project' appears as a main heading in these examples, the label is user-defined and can be changed, e.g. 'Job', 'Case', 'File', or Cost Centre' may be more appropriate.

PROJECT COST REPORT (Fom 02/04/10 To 30/04/10)

Project: DC100 N/W Install Contract Cleanse

Reference	Activity	Units	Cost
60101	Analyse Outline Specification	14.00	266.34
60102	Liaise with Users - spec	24.75	470.85
604001	Site Survey	6.50	110.24
604002	Order Equipment	4.00	67.84
604004	Hardware Installation	12.00	203.51
604005	Software Installation	4.00	67.84
604006	System Configuration	2.00	33.92
Total		67.25	1,220.54

The above report shows cumulative totals relating to 'Activities' carried out on this 'Project'. Any Activity can be selected to find out who carried out the work:

PROJECT COST REPORT (Fom 02/04/10 To 30/04/10)

Project: DC100 N/W Install Contract Cleanse
 Activity: 60102 Liaise with Users – spec

Reference	Staff	Units	Cost
ITD10	Susan Mitchell, Sys. Analyst	24.75	470.85
Total		24.75	470.85

A further selection can be made to find out *when* time was recorded and, if relevant, the narrative:

Project: DC100 N/W Install Contract Cleanse
 Activity: 60102 Liaise with Users – spec
 Staff: ITD10 Susan Mitchell, Sys. Analyst

Date	Units	Cost
02/04/10	5.00	95.12
Meeting with Robert Hughes		
09/04/10	5.00	95.12
16/04/10	6.00	114.15
23/04/10	8.75	166.46
Total	24.75	470.85

Authorised users can also access the timesheet *directly* from this report and amend entries.