

The Financial Report

CurrentTrack® contains several tools designed to help you gain an immediate understanding of where a job stands, financially. All Time Sheets, expenses and Purchase Orders (P.O.s) associated with a job flow through CurrentTrack and into its individual Financial Report.

The Financial Report contains a real-time breakdown of each category versus the original Budget, enabling you to monitor a job's financial status at every step along its Critical Path. To view a Report, first click on Clients & Jobs (Figure 1).

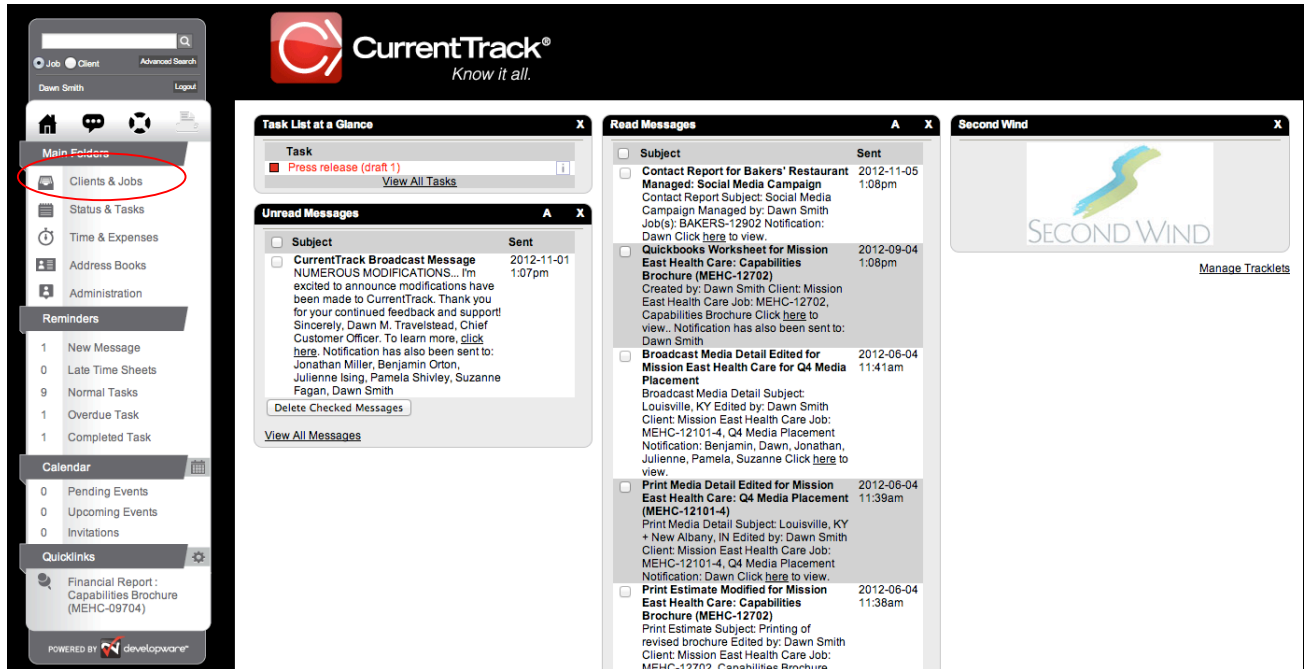


Figure 1

Next, navigate to the Client Folder (Figure 2) and then to the individual Job Folder (Figure 3).

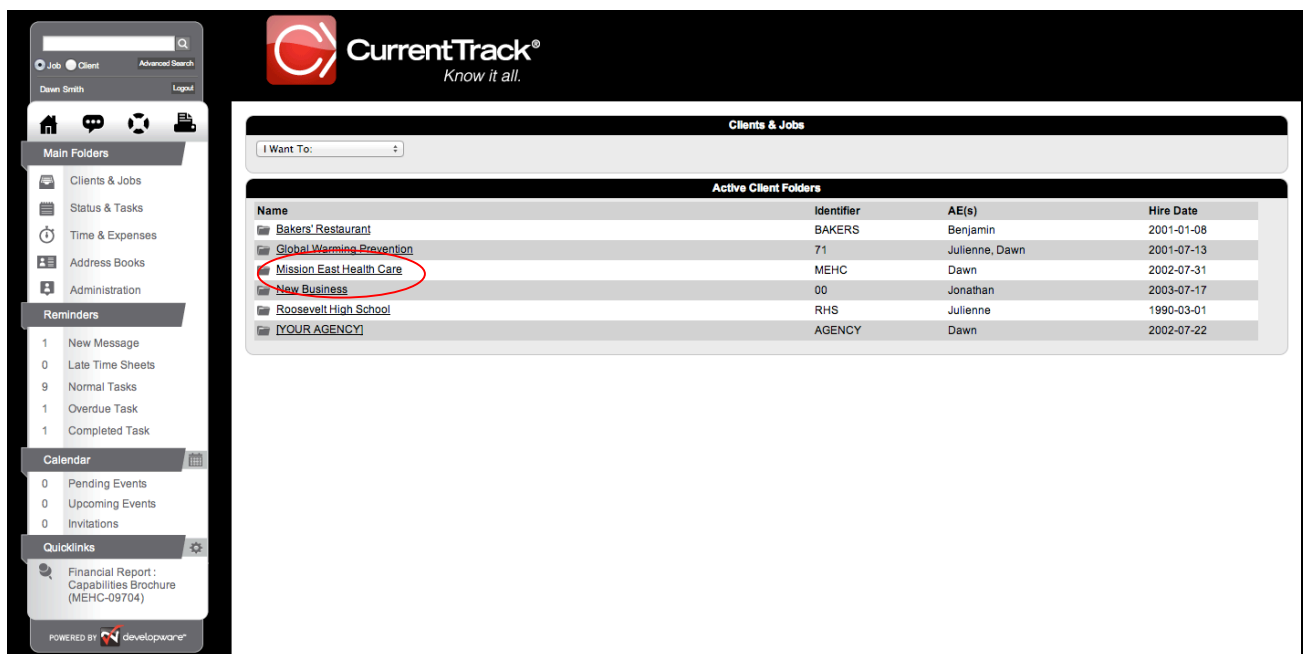


Figure 2

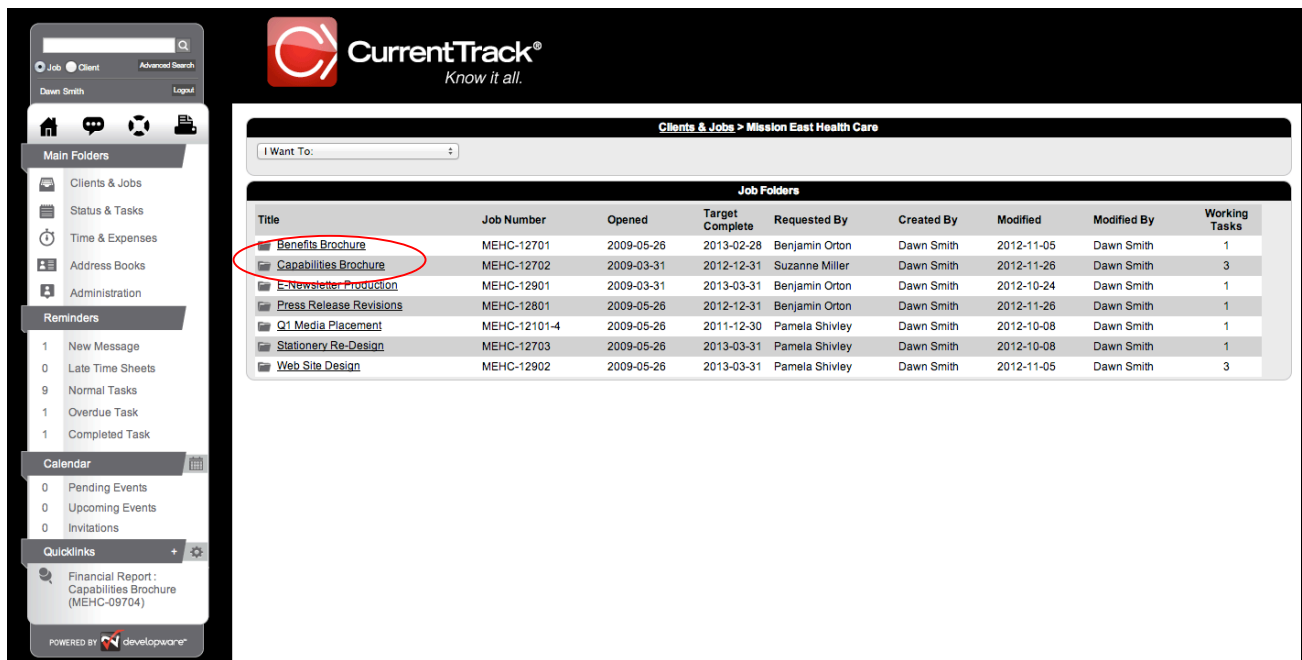


Figure 3

Once inside the Job Folder, choose View Financial Report from the drop-down menu (Figure 4).

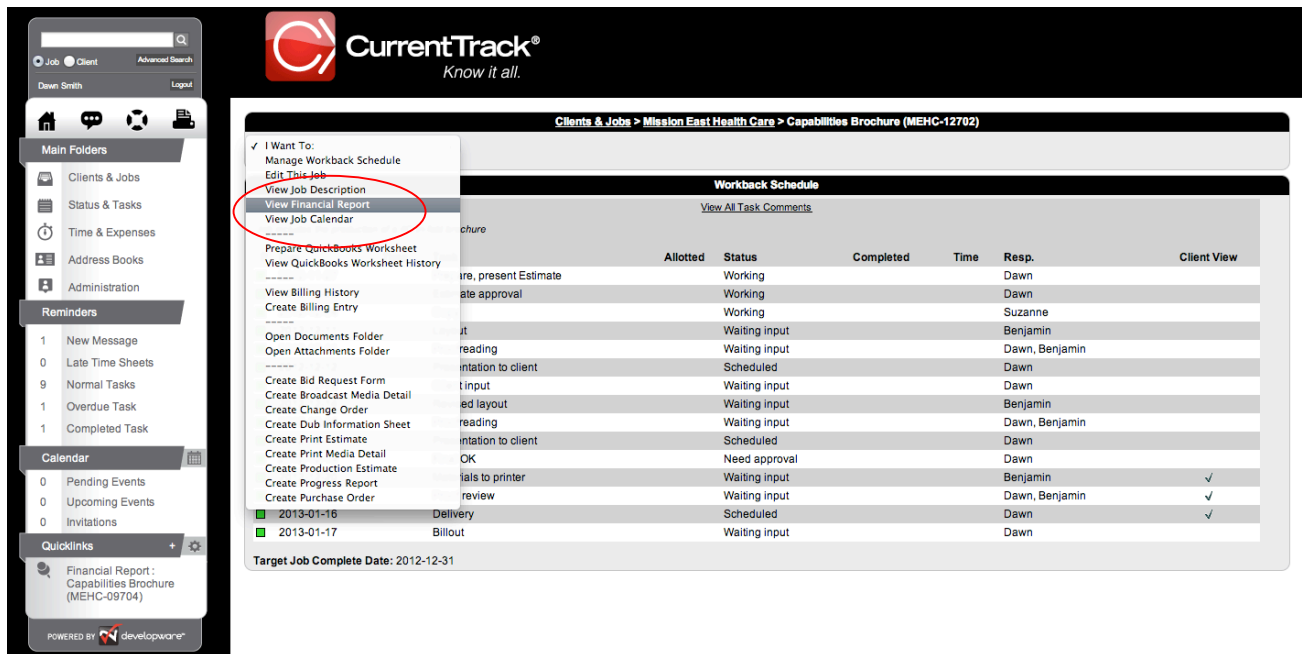


Figure 4

The Financial Report is divided into seven sections:

1. Budget Summary
2. Time Summary
3. Time Breakdown
4. Expense (Purchase Orders) Breakdown
5. Expense (Reimbursements) Breakdown
6. Media (Broadcast) Breakdown
7. Media (Print) Breakdown

The Budget Summary displays figures relevant to the job's overall Budget Amount, as well as final billing figures. CurrentTrack automatically calculates the Percent of Budget spent on Time, Expenses and Media (Figure 5).

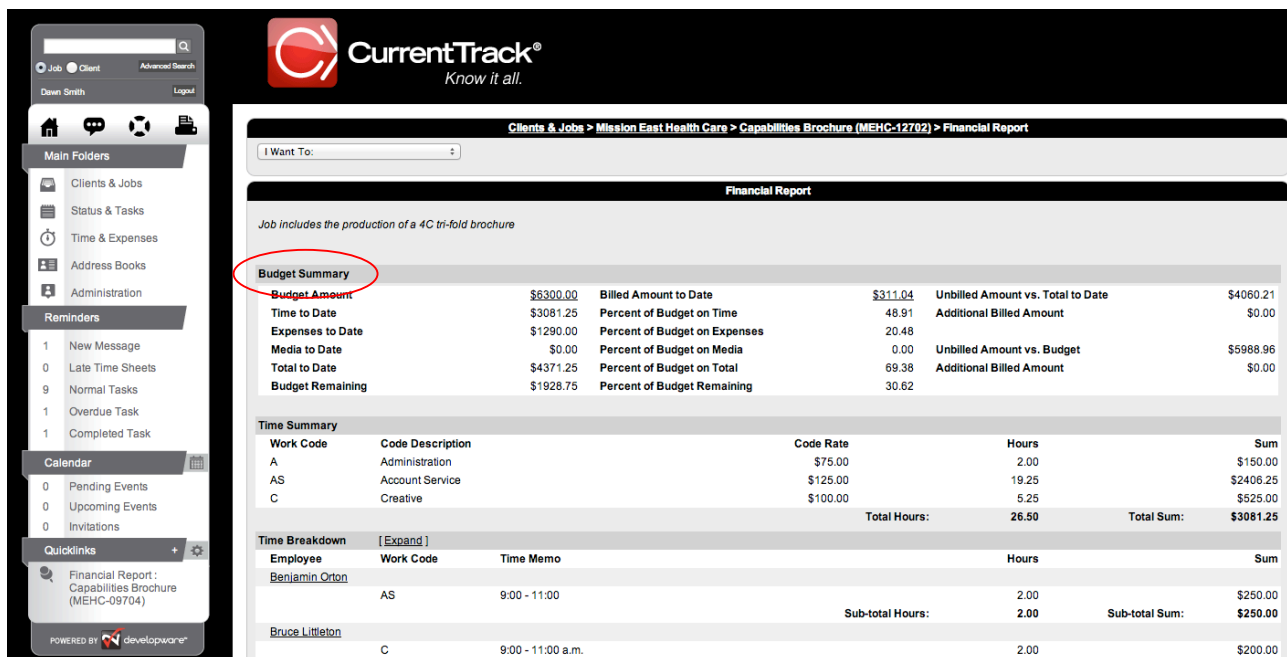


Figure 5

The Time Summary and Time Breakdown sections of the Report reflect all time recorded against the job, to date (Figure 6). The Breakdown section enables you to easily navigate to an Employee Time Detail and to individual Time Sheets.

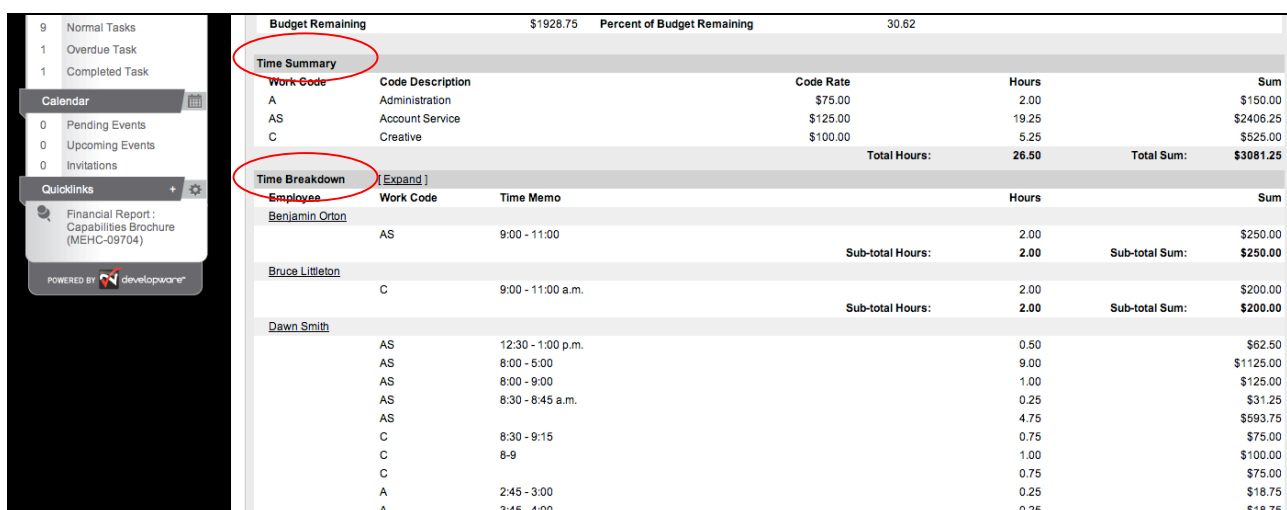


Figure 6

Expenses are broken down within two sections of the Financial Report (Figure 7):

1. Purchase Orders
2. Reimbursements

				Sub-total Hours:	0.75	Sub-total Sum:	\$93.75
Suzanne Fagan							
C				1:00 - 1:45	0.75	\$75.00	
Expense							
Purchase Orders Breakdown							
Date	PO	Subject	Vendor	PO Total (Net + Tax)	Invoice Total (Net + Tax)	Variance	PO Gross (+ Tax)
2002-08-05	7613	Wafer seals	Bandy Graphix	\$246.76	\$259.18	\$12.42	\$484.67
2002-08-12	7615	Lunch w/client	Southwest Grill	\$28.16	\$0.00	\$0.00	\$51.28
2008-10-06	7638	Stock photo	Mick Dundee Photography	\$325.00	\$0.00	\$0.00	\$607.75
2009-02-03	7639	Music	Bandy Graphix	\$12.00	\$14.00	\$2.00	\$25.11
				PO Total:	\$611.92	Total PO Gross:	\$1168.80
Reimbursements Breakdown							
Submitted	Employee	Type of Expense	Description	Reimburse		Total	
2002-08-15	Lisa King	Purchase	Coffee w/client			\$5.23	
2002-08-07	Dawn Smith	Mileage (100)	Client's office	✓		\$35.00	
2002-08-12	Dawn Smith	Purchase	Bought coffee for (2)			\$3.20	
2002-08-07	Dawn Smith	Mileage (15)	Client's office	✓		\$6.68	
2002-08-15	Whitney Baker	Mileage (7)	Delivery of materials			\$2.45	
2002-08-07	Dawn Smith	Mileage (5)	Meeting with vendor	✓		\$1.75	
2005-11-15	Dawn Smith	Mileage (30)	Drove to Meet Client	✓		\$10.50	
						Total Reimbursements Breakdown:	\$64.81
						Expense Net:	\$691.15
						Expense Gross:	\$1290.00
Media							
Broadcast Breakdown							
There are no Broadcast Media Details for this Job.							
Print Breakdown							
There are no Print Media Details for this Job.							
						Media Net:	\$0.00
						Media Gross:	\$0.00
						Total To Date:	\$4371.25

Figure 7

The Purchase Orders section outlines the Date the P.O. was filed, its sequential number, Subject and associated Vendor, as well as its Total and whether an Invoice has been matched. Each P.O. number is a hotlink to the actual document (Figure 8).

				Sub-total Hours:	0.75	Sub-total Sum:	\$93.75
Suzanne Fagan							
C				1:00 - 1:45	0.75	\$75.00	
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				Total Reimbursements Breakdown:			\$64.81
				Expense Net:			\$691.15
				Expense Gross:			\$1290.00
Media							
Broadcast Breakdown							
There are no Broadcast Media Details for this Job.							
Print Breakdown							
There are no Print Media Details for this Job.							
						Media Net:	\$0.00
						Media Gross:	\$0.00
						Total To Date:	\$4371.25

Figure 8

Within the Expense (Reimbursements) Breakdown, you'll find details regarding which Employees have entered Expenses (e.g. mileage), a brief Description for each and their corresponding dollar amounts (Figure 9).

				Sub-total Hours:	0.75	Sub-total Sum:	\$93.75
Suzanne Fagan							
C				1:00 - 1:45	0.75	\$75.00	
Expense							
Purchase Orders Breakdown							
Date	PO	Subject	Vendor	PO Total (Net + Tax)	Invoice Total (Net + Tax)	Variance	PO Gross (+ Tax)
2002-08-05	7813	Wafer seals	Bandy Graphix	\$246.76	\$259.18	\$12.42	\$484.67
2002-08-12	7815	Lunch w/client	Southwest Grill	\$28.16	\$0.00	\$0.00	\$51.28
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						Total Reimbursements Breakdown:	\$64.81
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Media							
Broadcast Breakdown							
There are no Broadcast Media Details for this Job.							
Print Breakdown							
There are no Print Media Details for this Job.							
						Media Net:	\$0.00
						Media Gross:	\$0.00
						Total To Date:	\$4371.25

Figure 9

CurrentTrack automatically calculates Net and Gross Expense totals for the job and displays them in the Expenses to Date section, at the top of the Financial Report (Figure 10).

Job Client Advanced Search

Dawn Smith Logout

Home Messages Calendar Address Books

Main Folders

Clients & Jobs

Status & Tasks

Time & Expenses

Address Books

Administration

Reminders

1 New Message

0 Late Time Sheets

9 Normal Tasks

1 Overdue Task

1 Completed Task

Calendar

0 Pending Events

0 Upcoming Events

0 Invitations

Quicklinks

Financial Report : Capabilities Brochure (MEHC-09704)

POWERED BY developware

CurrentTrack®

Know it all.

Clients & Jobs > Mission East Health Care > Capabilities Brochure (MEHC-12702) > Financial Report

I Want To:

Financial Report

Job includes the production of a 4C tri-fold brochure

Budget Summary

Budget Amount	\$6300.00	Billed Amount to Date	\$311.04	Unbilled Amount vs. Total to Date	\$4060.21
Time to Date	\$3064.25	Percent of Budget on Time	48.91	Additional Billed Amount	\$0.00
Expenses to Date	\$1290.00	Percent of Budget on Expenses	20.48		
Media to Date	\$0.00	Percent of Budget on Media	0.00	Unbilled Amount vs. Budget	\$5988.96
Total to Date	\$4371.25	Percent of Budget on Total	69.38	Additional Billed Amount	\$0.00
Budget Remaining	\$1928.75	Percent of Budget Remaining	30.62		

Time Summary

Work Code	Code Description	Code Rate	Hours	Sum
A	Administration	\$75.00	2.00	\$150.00
AS	Account Service	\$125.00	19.25	\$2406.25
C	Creative	\$100.00	5.25	\$525.00
Total Hours:			26.50	Total Sum: \$3081.25

Time Breakdown [Expand]

Employee	Work Code	Time Memo	Hours	Sum
Benjamin Orton	AS	9:00 - 11:00	2.00	\$250.00
Sub-total Hours:			2.00	Sub-total Sum: \$250.00
Bruce Littleton	C	9:00 - 11:00 a.m.	2.00	\$200.00

Figure 10

In addition to displaying Time and Expenses associated with the job, the Financial Report breaks down Media costs within two sections (Figure 11):

1. Media (Broadcast) Breakdown
2. Media (Print) Breakdown

Simply specify, within the individual Broadcast and/or Print Media Detail(s) of the job, that the dollar values should be included in its Financial Report.

2008-10-06	7638	Stock photo	Mick Dundee Photography	\$325.00	\$0.00	\$0.00	\$607.75
2009-02-03	7639	Music	Bandy Graphix	\$12.00	\$14.00	\$2.00	\$25.11
				PO Total:	\$611.92	Total PO Gross:	\$1168.80
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Submitted	Employee	Type of Expense	Description	Reimburse	Total		
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Total Reimbursements Breakdown:							\$64.81
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						Expense Gross:	\$1290.00
Media							
Broadcast Breakdown							
There are no Broadcast Media Details for this Job.							
Print Breakdown							
There are no Print Media Details for this Job.							
						Media Net:	\$0.00
						Media Gross:	\$0.00
Total To Date:							\$4371.25

Figure 11

As with Expenses, CurrentTrack automatically calculates the Net and Gross Media amounts for the job and displays them within the Media Totals section of the Budget Summary (Figure 12).

The grand total of the job is displayed in the Total to Date field (Figure 13).

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Dawn Smith Logout

Home Messages Calendar Reports

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Quicklinks

Financial Report:
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(MEHC-09704)

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CurrentTrack®

Know it all.

Clients & Jobs > Mission East Health Care > Capabilities Brochure (MEHC-12702) > Financial Report

I Want To:

Financial Report

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Expenses to Date	\$1290.00	Percent of Budget on Expenses	20.48		
Media to Date	\$0.00	Percent of Budget on Media	0.00	Unbilled Amount vs. Budget	\$5988.96
Total to Date	\$4371.25	Percent of Budget on Total	69.38	Additional Billed Amount	\$0.00
Budget Remaining	\$1928.75	Percent of Budget Remaining	30.62		

Time Summary

Work Code	Code Description	Code Rate	Hours	Sum
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Sub-total Hours:			2.00	Sub-total Sum: \$250.00
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Figure 12

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						Expense Net:	\$691.15
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Media							
Broadcast Breakdown							
<i>There are no Broadcast Media Details for this Job.</i>							
Print Breakdown							
<i>There are no Print Media Details for this Job.</i>							
						Media Net:	\$0.00
						Media Gross:	\$0.00
						Total To Date:	\$4371.25

Figure 13

The CurrentTrack Financial Report is a useful tool whether you're the agency principal, an art director or the accounting manager. The information you need to monitor a job's financial status, at every step in the process, can be found within a single, easy-to-access document.

