
Envision Accounting Report List

Windows Reports

Report Category: Accounting

Account Groups

Report Description: COA Accounts by Account Groups

Accounts by Category and Account Type

Report Description: Listing of active and inactive general ledger accounts by account types and category.

Bank Account Register

Report Description: Listing transactions effecting bank accounts.

Bank Reconciliations by Bank Account

Report Description: Bank reconciliations by bank account and date.

Chart of Accounts by Account Type

Report Description: Listing of general ledger accounts by account type. Displays both active and inactive accounts.

Chart of Accounts Descriptions

Report Description: Account descriptions by active and inactive accounts.

Contra Accounts by GL Account

Report Description: Cross walk of contra accounts to general ledger accounts.

General Journal

Report Description: Document details depicting account debits and credits by date ranges.

General Ledger

Report Description: Account general ledger based on user selected dates.

Imported PenSoft Journal Entries

Report Description: Imported payroll journal entries by payment date. This report only applies to PenSoft Payroll users.

Indirect Cost Accounts

Report Description: Listing of base and allocable accounts.

Journal Entry

Report Description: Journal entries are presented by posting date and Journal Entry #, Account, Department, or Project.

Net Cash Estimates

Report Description: Estimated net cash flow by 30, 60, 90, and 90+.

Staff Direct Costs Based on Last Payroll

Report Description: PenSoft payroll amounts used in the Staff Cost form the first time the form is opened. Report is only valid for PenSoft payroll users.

Tax Accounts by General Ledger Accounts

Report Description: Listing of tax accounts to general ledger accounts.

Report Category: Billing

Billing Setup Information

Report Description: Displays the information to be presented on the client bill for active projects.

Envision Accounting Report List

Indirect Cost Actuals

Report Description: Actual indirect cost amounts by start and end date.

Indirect Cost Budget to Actual

Report Description: Comparison of budget to actual amounts by department and department type.

Invoice Listing by End Date

Report Description: Project Invoice listing by Invoice End Date

Non Project Misc Receivables Aging

Report Description: Aging of outstanding non project receivables by date and client.

Project Billing Terms

Report Description: Project billing term definitions.

Project Receivables As of Specified Date

Report Description: Displays client billings that are due and unpaid before the specified date.

Recurring Bill Detail

Report Description: Amounts billed and actual charges incurred by client, project and bill.

Staff Expense Detail by Project.

Report Description: Project expense sheet details by staff and account.

Staff Expense Sheet Detail.

Report Description: Expense sheet detail by account or staff member.

Standard Billing Rate Margins

Report Description: Standard billing rate margins by rate category.

Standard Billing Rates

Report Description: Standard billing rates by rate category.

Standard Invoice Detail Listing

Report Description: Invoices by client, project, invoice date range within department.

Report Category: Chart of Accounts

COA Relationships

Report Description: Relationships between account, account type, contra account, and tax account. Grouped by Account Category.

Report Category: Company

Report Listing

Report Description: Listing of reports by category.

Voucher Payments and Billing Receipts Due Within Specified Days

Report Description: Report depicts voucher payments and client bill payments due within the time specified.

Report Category: Financial Statements

Balance Sheet

Report Description: Balance Sheet by accounting basis and date range.

Income Statement

Report Description: Income statement by accounting basis and date.

Envision Accounting Report List

Tax Account Balance Sheet.Tax

Report Description: Tax account balance sheet by accounting basis and date.

Tax Account Income Statement

Report Description: Tax account income statement by accounting basis and date.

Tax Account Trial Balance

Report Description: Tax Trial Balance by start and date and accounting basis.

Trial Balance

Report Description: Trial Balance by start and date and accounting basis.

Report Category: PenSoft Reports

PenSoft Accounts to Envision Accounts

Report Description: Mapping of PenSoft account to Envision chart of accounts.

PenSoft Payroll Expenses by Department

Report Description: Detail payroll expenses by department by date range or specific payroll date. PenSoft users only.

Report Category: Projects

Miscellaneous Cash Receipts by Client

Report Description: Miscellaneous cash receipts by client.

NAIC

Report Description: Listing of NAIC (SIC Codes) by number and name.

Open Project Documents

Report Description: Listing of open documents against active projects.

Project Group Listing

Report Description: Listing of active project groups.

Project Payments by Payment Date

Report Description: Standard invoice project payments by payment posting date.

Project Purchasing Documents

Report Description: Cash, check, payment vouchers and purchase orders charged against a project.

Project Receivables Aging

Report Description: Aging of outstanding receivables by client.

Project Revenue and Expense Journal Entries

Report Description: Listing of revenue and expense journal entries for active, inactive, and both.

Project Staff Listing

Report Description: Listing of staff assigned to active projects.

Project Task Templates

Report Description: Project task templates by Department Type.

Recurring Bill Payments by Client

Report Description: Recurring bill payments by client and project.

Recurring Bill Payments Voided by Client

Report Description: Void recurring project payments by client.

Envision Accounting Report List

Standard Bill Payments by Client

Report Description: Standard bill payments by client and project.

Report Category: Purchasing

Cash & Check Disbursements by Bank Account

Report Description: Cash and check disbursements by bank and account number. Select un-reconciled disbursements, reconciled and disbursement date, and voided and disbursement date.

Cash Disbursement Document

Report Description: Cash disbursements by document # and bank.

Cash Disbursement Documents by Date

Report Description: Cash disbursement documents by date and bank account.

Check Disbursement Documents by Check

Report Description: Checks by check #, bank, and bank account #.

Check Disbursement Documents by Date

Report Description: Checks by bank account, bank #, and disbursement date.

Departmental Purchases

Report Description: Purchase Orders by department, account, or project and posting date.

Purchase Order By Vendor

Report Description: Open and closed POs by vendor, vendor type and posting date.

Purchase Order Receipts

Report Description: Receipts by PO # and Vendor.

Staff Expense Sheets Payables

Report Description: Approved or Billed Expense Sheets no yet paid.

Staff Out of Pocket Expenses Payment Status

Report Description: Displays paid and unpaid staff expense. Indicates approval status.

Unpaid Staff Expense Sheets

Report Description: Listing of unpaid expense sheets both approved and unapproved as of a specified date.

Un-reconciled Cash Disbursement Documents

Report Description: Un-reconciled documents by bank account.

Un-reconciled Check Disbursement Documents

Report Description: Un-reconciled check disbursement documents by bank and bank account #.

Voucher By Vendor

Report Description: Voucher detail by vendor, status (paid/unpaid), and posting date.

Voucher Payables Aging

Report Description: Vouchers payable by bank account.

Voucher Payables As Of Specified Date

Report Description: Outstanding vouchers payable as of a specified date.

Report Category: Receipts

Miscellaneous Bills and Receipts

Report Description: Miscellaneous bill receipts by client.

Envision Accounting Report List

Receipts by Bank Account

Report Description: All forms of receipts by bank account, deposit slip #, status, and date.

Voided Project Standard Bill Payments

Report Description: Voided payments by client, project, payment #, and date.

Report Category: Reconciliation

CY Department Professional Fees to Invoiced Professional Fees

Report Description: Reconciliation between department professional fees and current year billed and unbilled/invoiced professional fees.

NY Professional Fees Reconciliation

Report Description: Reconciliation between new year (NY) professional fees and invoiced professional fees.

PY Professional Fees Reconciliation

Report Description: Reconciliation between prior year (PY) professional fees and invoiced professional fees.

Total Project to Yearly Billed Professional Fees

Report Description: Reconciliation between total project professional fees and CY professional fees.

Total Project to Yearly Invoice/Un-billed Professional Fees

Report Description: Reconciliation between project and yearly unbilled professional fees.

Total Project to Yearly Un-invoiced Professional Fees

Report Description: Reconciliation between project and current year un-invoiced professional fees.

Report Category: Setup

In Active Tasks by Phase and Task

Report Description: Listing of in active tasks by phase and tasks.

Permissions Report

Report Description: Envision user name, password, and access to the web and/or windows applications.

Report Access by Staff

Report Description: Report viewing access by staff member and report category.

Report and Report Category Assignments

Report Description: Reports by assigned report categories.

Task by Stage and Phase

Report Description: Listing of active tasks by stage and phase.

Report Category: Vendors

1099 Vendor Payments

Report Description: Displays 1099 payments to vendors.

IRS 1099

Report Description: IRS 1099 report by vendor.

Printable IRS 1099 Misc for 2005

Report Description: Printable IRS 1099 for 2005

Vendor Address Information Report

Report Description: Address and remittance information by vendor.

Envision Accounting Report List

Vendor Cash Disbursements

Report Description: Cash disbursements documents by vendor or vendor type and date.

Vendor Check Disbursements

Report Description: Check disbursements documents by vendor or vendor type and date.

Vendor Purchases by Account, Department, Project

Report Description: Vendor purchase by either account, department or project and time range.

Web Reports

Report Category: Billing

Project Write-Offs

Report Description: Write Offs for Active and Inactive projects.

Recurring Bill Detail

Report Description: Billed and actual professional time, expenses, and special charges against the project.

Project Billing Detail by Invoice

Report Description: Billing detail by Invoice.

Project Billing History

Report Description: Project billing history by project and client. Depicts change history.

Staff Expense Detail by Project

Report Description: Staff expense detail by work date.

Client Billing Information

Report Description: Billing information displayed on the client bill

Project Contract Amount to Project Billings

Report Description: Contract amount to project invoices. Invoices are included whether or not billed.

Project Deferral History

Report Description: Deferrals by project. Most recent to less recent.

Un-invoice Project Charges

Report Description: Un-invoiced project charges. Provides drill down to document details.

Report Category: Department

Un-invoiced Project Charges

Report Description: Un-invoiced project charges by department.

Staff Profitability by Project

Report Description: Staff Profitability by Department, Project, and Client.

Projected Staff Availability

Report Description: Projected staff availability by department and Date range.

Project Revenue by Client Group

Report Description: Based on project revenue account selected on the Project Information form. Depicted on Cash or Accrual Basis.

Projected to Actual Project Profit by Type

Report Description: Projected to Actual Project Profit by Department Type, Client Type, or Project Type

Envision Accounting Report List

Project Profit - Proposed Projects

Report Description: Projected Proposed Project Profit by Department Type, Client Type, or Project Type

Staff Availability Gantt Chart

Report Description: Depicts staff availability by date range.

Project Write Offs

Report Description: Write offs by Department, Client, and Project Type.

Department Project Receivables Aging

Report Description: Project receivables outstanding with due dates and previous payments.

Department Budget

Report Description: Department Budget to actual amounts by fiscal year and account.

Department Budgeted Project Revenue to Actual

Report Description: Comparison of department budgeted revenue to project budgeted, billed, unbilled, and un-invoiced revenue.

Department Economics Overview

Report Description: Comparison of Target Fees vs. Assigned Project Fees vs. Actual Fees by date range.

Department P&L - Revenue to Project Department

Report Description: Department Profit and Loss based on Date Range and Project Department

Department P&L- Revenue to Staff Home Department

Report Description: Department Profit and Loss based on Date Range and Staff Department

Targeted to Assigned to Actual Revenue

Report Description: Targeted billable to assigned to actual revenue by department type. Option to include active and proposed projects.

Staff Availability by Department

Report Description: Staff availability by department for a given start and end date.

Targeted to Assigned to Actual Hours

Report Description: Targeted billable to assigned to actual hours by department type. Option to include active and proposed projects.

Department Staff Timesheets

Report Description: Staff Timesheets by department and date.

Department Utilization Report

Report Description: Utilization by date range and staff or title.

Net Cash Estimates

Report Description: Estimated net cash flow by 30, 60, 90, and 90+. Available only to users with permissions to view all departments.

Overview Project Budget to Actual

Report Description: Overview of budget to actuals for active projects.

Overview Project Profit and Loss

Report Description: Overview of active project profit and loss.

Profit & Loss by Type

Report Description: Project profit and loss by client, project, or department type.

Envision Accounting Report List

Report Category: Payments

Project Bill Payments

Report Description: Client payments by project.

Project Receivables Aging

Report Description: Receivables aging by client and project.

Report Category: Project

Project Assignment Units to Actual Units

Report Description: Comparison of assigned units and dollars to actual units charged and dollars by project and staff.

Project Budget to Actual

Report Description: Project Budget to Actual for Active and Inactive projects.

Project Time Charged by Day

Report Description: Time charged to projects and tasks by project staff on a timesheet basis.

Project Assignment History

Report Description: Staff, project rate, total project units and monthly units history by project.

Project Information

Report Description: Project set up information from accounting.

Project Budget History

Report Description: Project budget history for active, inactive, or both.

Staff Timesheet Hours Charged to Projects

Report Description: Time charged to projects and tasks by project staff.

Timesheet Project Hours

Report Description: Staff timesheet hours charged to a project by invoice #. Also presents un-invoiced hours.

Timesheet Hrs. to Project Tasks Actual Units

Report Description: Timesheet hours converted to project activity actual units.

Task Hours by Project

Report Description: Hours charged to tasks by project and project type.

Subcontractor Project Tasks Budget to Actual

Report Description: Project Task Budget to Actual for Subcontractors assigned to the project.

Staff to Titles

Report Description: Staff by assigned titles.

Staff to Roles

Report Description: Roles assigned to staff.

Project Tasks Budget

Report Description: Project task budget by version # and date.

Staff Timesheet Hours to Project Units by Day

Report Description: Staff hours charged to projects and related units by day.

Project Profit and Loss

Report Description: Project profit & loss based on invoice amounts.

Staff Assigned Tasks by Project

Report Description: Assigned project tasks by staff member. Task budget must exist for the project.

Envision Accounting Report List

Projected to Actual Project Profit

Report Description: Comparison of projected to actual project profit based assigned project units, project rates, standard rates and staff cost rates.

Projected Professional Fees Margin

Report Description: Projected margins on professional fees based on project rates and assignments.

Project Tasks Budget to Actual

Report Description: Budgeted to actual units and amount by stage, phase, task, staff, and subcontractors.

Project Staff Listing

Report Description: Listing of staff assigned to projects. Depicts billing basis, assigned as, and rate type.

Project Special Charge History

Report Description: Project special charges rates compared to standard rates.

Project Rate Comparison

Report Description: Invoice, project, and standard rate comparisons.

Report Category: Staff

Staff Task Hours by Project

Report Description: Hours charged to project tasks.

Staff Project Assignment Units to Actual Units

Report Description: Comparison of assigned units to actual units charged by project and staff.

Projected Project and Available Hours

Report Description: Assigned hours by project and total available hours by start and end date.

Staff Utilization Report

Report Description: Utilization % and billable hours.

Task Definitions

Report Description: Definitions of tasks used on projects.

Timesheet Summary

Report Description: Summary of hours charged to non-projects, projects, Stage/Phase/Tasks by workday.

Staff Tasks Budget to Actual

Report Description: Assigned project tasks and budgeted to actual units. Only displays those projects with project activity budgets.
