

SUMMARY EXPENSES REPORT

Report Summary		Expense Category	Total Amount (inc. VAT)	Amount (ex. VAT)	VAT	Results Statistics		
Report Type:	Expenses Report	Air / Taxi / Subsistence	£66.50	£56.60	£9.90	Total number of unique staff members claiming:	1	
Rows Returned:	6	Entertainment	£46.50	£46.50	£0.00	Total number of unique Job Codes claimed against:	5	
Report Period:	01/01/06 - 31/01/06	Hardware	£0.00	£0.00	£0.00	Total number of unique expense categories claimed against:	6	
Expense Types:	All	Mileage Only	£4.00	£4.00	£0.00	Total number of unique claim months:	1	
Staff:	All Staff	Miscellaneous	£12.58	£10.71	£1.87	Total number of expenses awaiting approval:	6	
Job Code:	All Active Job Codes	Office Supplies	£3.85	£3.28	£0.57	Total number of expenses rejected:	0	
Expense Categories:	All Expense Categories	Software	£0.00	£0.00	£0.00	Total number of expenses approved:	0	
Approved Expenses Only:	No	Telephone	£0.00	£0.00	£0.00			
Total Amount including VAT:	£133.43	TOTALS:	£133.43	£121.09	£12.34			
Total VAT Amount:	£12.34							
Total Amount excluding VAT:	£121.09							

ITEM	CLAIM MONTH	JOB CODE	EXPENSE DATE ▲	FIRST / SURNAME	DESCRIPTION / SUPPLIER	RECEIPT	TOTAL AMOUNT (inc. VAT)	VAT	AMOUNT (ex. VAT)	EXPENSE CATEGORY	STATUS
1	January 2006	Internal : Accounts : H5:5	Mon 02/01/06	Paul Thompson	Return to Leeds office, 10 miles	None	£4.00	£0.00	£4.00	Mileage Only	Awaiting Approval
2	January 2006	Super Customers PLC : General expenses : SC502	Tue 03/01/06	Paul Thompson	Lunch with Gordon Johnson from Super Customers	None	£46.50	£0.00	£46.50	Entertainment	Awaiting Approval
3	January 2006	Bear Necessities Company Ltd : POS Materials : BE234	Fri 06/01/06	Paul Thompson	Car parking at Birmingham station	VAT	£10.50	£1.56	£8.94	Air / Taxi / Subsistence	Awaiting Approval
4	January 2006	Bear Necessities Company Ltd : POS Materials : BE234	Fri 06/01/06	Paul Thompson	Return to London by rail	VAT	£56.00	£8.34	£47.66	Air / Taxi / Subsistence	Awaiting Approval
14	January 2006	Internal : Misc : H5:1	Fri 06/01/06	Paul Thompson	AA batteries for desk calculator	VAT	£3.85	£0.57	£3.28	Office Supplies	Awaiting Approval
15	January 2006	Howes Tiles Ltd : Exhibition Stand Design : MT228	Wed 11/01/06	Paul Thompson	Courier for client keyboards	VAT	£12.58	£1.87	£10.71	Miscellaneous	Awaiting Approval
TOTALS:							£133.43	£12.34	£121.09		



SUMMARY TIMESHEET REPORT

Report Summary		Initials Key	
Report Type:	Timesheet Summary	GR	Giles Ratcliff
Rows Returned:	8	PT	Paul Thompson
Report Period:	01/01/06 - 31/01/06	JB	Julie Bates
Staff:	All Staff	SL	Simon Lloyd
Job Code:	Selected Active Job Codes		

JOB CODE ▲	GR	PT	JB	SL	TOTAL HOURS
Internal : Accounts : H5:5	3.00	13.25	3.50		19.75
Internal : Hardware Setup : H5:3	20.00	11.50	21.50		53.00
Internal : Insurance : H5:8				7.50	7.50
Internal : Invoicing : H5:2			9.00		9.00
Internal : Legal : H5:6				7.50	7.50
Internal : Maintenance : H5:7		2.00	6.50		8.50
Internal : Marketing : H5:9		7.00			7.00
Internal : Misc : H5:1	25.50	18.00	13.25		56.75
TOTAL HOURS:	48.50	51.75	53.75	15.00	169.00



Your Company Name

2006 ATTENDANCE REPORT (ALL STAFF, HOLIDAY YEAR 01/01/2006 - 31/12/2006)

NAME	HOLIDAYS	SICK DAYS	ABSENT DAYS	MATERNITY/ PATERNITY DAYS
Alan Smith Graphics Studio Department	Wed 08/02/06 - 2006 Mon 13/02/06 - 2006			
TOTAL DAYS:	2	0	0	0
Charles Wormley Accounts Department	Tue 10/01/06 - 2006 Mon 17/07/06 - 2006 Tue 18/07/06 - 2006 Wed 19/07/06 - 2006 Thu 20/07/06 - 2006 Fri 21/07/06 - 2006 Wed 16/08/06 - 2006			
TOTAL DAYS:	7	0	0	0
Giles Ratcliff Sales & Marketing Department		Thu 05/01/06 Thu 12/01/06		
TOTAL DAYS:	0	2	0	0
Julie Bates Graphics Studio Department	Mon 16/01/06 - 2006 Tue 17/01/06 - 2006 Wed 18/01/06 - 2006 Mon 10/04/06 - 2006			
TOTAL DAYS:	4	0	0	0
Paul Thompson Development Department	Wed 25/01/06 - 2006 Thu 26/01/06 - 2006			
TOTAL DAYS:	2	0	0	0
Pauline Fowler Accounts Department	Mon 12/06/06 - 2006 Tue 13/06/06 - 2006 Wed 14/06/06 - 2006 Thu 15/06/06 - 2006 Fri 16/06/06 - 2006			
TOTAL DAYS:	5	0	0	0