|  |  |  |
| --- | --- | --- |
| **Project Summary****Current Profitability: [ProjectActualProfit]** | **Project Start Date**[ProjectStartDate]**Project Due Date**[ProjectDueDate]**Project Number**[ProjectNumber]**Purchase Order**[ClientPurchaseOrder] |  |
| **[ClientName]**[ClientAddress1][ClientAddress2][ClientCity] [ClientState] [ClientPostcode][ClientABN][ProjectContactName] |  | **[BusinessLegalName]**[BusinessAddress][BusinessTaxNumber]**Project Manager**[ProjectManager] |
| **[ProjectName]**[ProjectDescription] |

**Task Summary**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Qty Forecast** | **Qty Actual** | **Qty Remaining** |
| [TaskName] | [TaskDescription] | [TaskQuantity] | [TaskQuantityActual] | [TaskQuantityRemaining] |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Total Time** | **[ProjectTotalForecastTime]** | **[ProjectTotalActualTime]** |  |

**Timesheets Detail**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work Date** | **Employee** | **Task** | **Length** | **Billable Length** |
| [TSDate] | [StaffName] | [TSTask] | [TSLength] | [TSBillableLength] |

**Forecast Costs**

|  |  |
| --- | --- |
| **Products** | **Qty Forecast** |
| [ProductSKU]  | [ProductName] | [ProductQuantity] |

**Stock Usage Detail**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Product** | **Employee** | **Qty Used** | **Unit Cost** | **Total Cost** |
| [UsageDate] | [ProductSKU] [ProductName] | [UserFullName] | [UsageQuantity] | [UsageUnitCost] | [UsageTotalCost] |

**Purchase Order Summary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Number** | **Description** | **Supplier** | **Total Cost** |
| [POSummaryIssueDate] | [POSummaryNumber] | [POSummaryDescription] | [POSummarySupplierName] | [POSummaryTotal] |

**Purchase Order Detail**

|  |  |  |  |
| --- | --- | --- | --- |
| **Purchase Order** | **Order Lines** | **Ordered Qty** | **Received Qty** |
| [PONumber] | [POSku] | [POName] | [POOrderQuantity] | [POReceivedQuantity] |

**Invoice Summary**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Number** | **Task Total** | **Product Total** | **Total** | **Outstanding** |
| [InvSummaryDate] | [InvSummaryNumber] | [InvSummaryTaskTotal] | [InvSummaryProductTotal] | [InvSummaryTotal] | [InvSummaryAmountOutstanding] |

**Project Financial Summary**

|  |  |  |
| --- | --- | --- |
|  | **Costs** | **Revenue** |
|  | **Forecast** | **Actual** | **Forecast** | **Actual** |
| **Labour** | [ProjectTasksForecastCost] | [ProjectTasksActualCost] | [ProjectTaskSubTotal] | [ProjectInvoiceTaskTotal] |
| **Products** | [ProjectProductsForecastCost] | [ProjectProductsActualCost] | [ProjectProductsSubTotal] | [ProjectInvoiceProductTotal] |
| **Disbursements** |  | [ProjectPurchasesTotal] |  | [ProjectPODisbursementsTotal] |
| **Credits** |  | [ProjectTotalSupplierCredits] |  | [ProjectGrossCredited] |
| **Invoiced** |  |  |  | [ProjectGrossInvoiced] |
| **Project Totals** | **[ProjectTotalForecastCost]** | **[ProjectTotalActualCost]** | **[ProjectTotal]** | **[ProjectNetInvoiced]** |
| **Project Profit $** |  |  | **[ProjectForecastProfit]** | **[ProjectActualProfit]** |
| **Project Profit %** |  |  | **[ProjectForecastProfitPercentage]%** | **[ProjectActualProfitPercentage]%** |