

## Billable Hours by Month

Description: The Billable Hours By Month report displays detailed and total hours invoiced by individual project/agreement, by month, by business unit or for all or by all business units, projects and agreements for a date range.

Purpose: The intended purpose of this report is to provide a summary of all invoiced hours by agreement/project.

### Criteria

Parameter	Description
Business Unit	The Business Unit where the Company, Project and Agreement are categorized under.
Company	The Company which the hours are billed against.
Project	The Project which the hours are billed against.
Agreement	The Agreement which the hours are billed against.
Show Hourly Rate	This option gives the user the ability to show or hide the hourly rate within the report.
Format For Excel	This option removes page headers in order to export to Microsoft Excel cleanly.

### Report Fields

Report Field	Description	ConnectWise Screen	ConnectWise Field
Date	The date that the work was completed.	Time Entry	Date Start
Details	The notes portion of the time entry screen.	Time Entry	Notes
Engineer	The member that completed the work on the project.	Time Entry	Member
Invoiced Hours	The member hours that were invoiced.		Invoiced Hours

### Report Calculations

Calculation	Description
Hours	The sum of member invoiced hours, by month, project and agreement, if applicable.