


Reports: Summary & Analysis

Apart from the Work Log Details (see [Reports: Work Log Details](#)), reports provide a summary & analysis section that shows totals under different criteria like teams, users, activity types etc. The summary also has a financial dimension and sums up the total amount of money under different criteria (in case you are working with teams & price lists).

 You can hide/display the complete report Summary & Analysis section bei clicking on the arrow/headline.

- "Teams" View
 - [Configuration Options & Operations](#)
 - [Data](#)
 - [Accounting References](#)
 - [Export Summary](#)
- "User" View

"Teams" View

By default, the summary will show the "Teams" view, i.e. data is grouped and displayed by project & teams.

Summary & Analysis

Teams

User

Teams

rounded

Export

Print

Project	Team	Price List	Activity Type	Charge			No Charge		
				Hours	Rate	Total	Hours	Rate	Total
<div>ABC</div>	Total			634.52	Ø 108.11 EUR	68,599.13 EUR	2.00	Ø 110.00 EUR	220.00 EUR
	> --			8.52	Ø 0.00 EUR	0.00 EUR	0.00	Ø -	0.00 EUR
	> PM			216.76	Ø 110.00 EUR	23,843.60 EUR	2.00	Ø 110.00 EUR	220.00 EUR
	> My test team			5.50	Ø 100.00 EUR	550.00 EUR	0.00	Ø -	0.00 EUR
	> SUABC Support All			14.87	Ø 97.50 EUR	1,449.83 EUR	0.00	Ø -	0.00 EUR
	> Programmer			386.87	Ø 110.00 EUR	42,555.70 EUR	0.00	Ø -	0.00 EUR
	> Global Team One			2.00	Ø 100.00 EUR	200.00 EUR	0.00	Ø -	0.00 EUR
<div>GHJ</div>	Total			20.21	Ø 43.69 EUR	882.88 EUR	0.52	Ø 37.50 EUR	19.50 EUR
	> Designer Team			18.21	Ø 37.50 EUR	682.88 EUR	0.52	Ø 37.50 EUR	19.50 EUR
	> Global Team One			2.00	Ø 100.00 EUR	200.00 EUR	0.00	Ø -	0.00 EUR

Configuration Options & Operations

Above the list, there are a couple of configuration options and operations available:

Teams

rounded

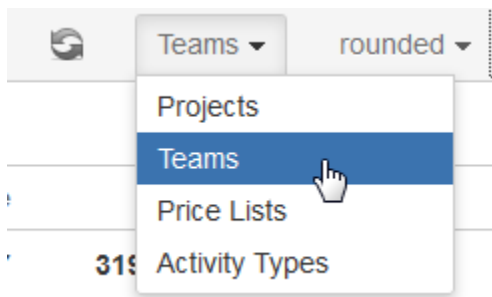
Export

Print

Option	Description	Remarks
Refresh	Update the financial summary if you have done certain changes on work log level. Typical changes are: <ul style="list-style-type: none">• You have deited/moved /deleted a work log.• You have changed the approval status of a work log.• You have excluded work logs from being charged.	If an update is required, the button gets red: <div></div>

Rounding <ul style="list-style-type: none"> • rounded • exact 	Option to select whether you want to see and use exact times (in decimal values) or if you want to see and use rounded times.	If no rounding rule is/was in place for the project/s selected, there will be no difference between rounded and exact.
Display Level <ul style="list-style-type: none"> • Project • Teams • Price Lists • Activity Types 	Defines how many details (in terms of rows) are displayed. Default is displaying all information by project and team. For more information, see below.	If you are analysing historic data (work logs created in JIRA before ictime was installed) or if you have decided not to work with teams & price lists in ictime , teams and price lists will display as "--". If you are not using activity types (globally or for one or more projects), "None" will be displayed.
Export	Option to export the summary & analysis. Also includes the accounting references, if available (see below).	<div> <i>i</i> Please note that the export option will always export full details of the summary & analysis, i.e. all rows, not only those that according to your current configuration are displayed to you at this moment. </div> <div> However, starting with ictime version 4.2.7, the .xls file will display data according to your selection in the display level dropdown (Project, User, Team, Price Lists, Activity Types), i.e. depending on the level of details you have selected in the display level dropdown, rows will be hidden in the .xls (however, data is part of the .xls file and you can display the hidden columns at any time). </div> <div> We use the known standard http://poi.apache.org/ to generate the .xls documents. If you experience problems opening the export files in Excel (file does not open and shows an empty screen in the Windows task bar - you might want to try to first save the file in this case) or if some cells seem not to be correctly formatted (usually wrong alignment), please use Open Office or Libre Office, it seems that certain Excel versions - sometimes - do not handle the files correctly. </div>
Print	Prints the data in a more printer-friendly style.	<div> <i>i</i> Please note that the print option will always print what is displayed to you. </div>

Using the respective dropdown, you configure the level of details you want to see:



Default is "Team", i.e. data is grouped by team.

DEF ⓘ	Total	2,901.02	Ø 109.97	319,033.83	5.87	Ø 110.00	645.70
> --		0.00	Ø -	0.00	0.00	Ø -	0.00
> Programmierer		2,471.65	Ø 110.00	271,881.50	0.00	Ø -	0.00
> PM		423.10	Ø 110.00	46,541.00	5.87	Ø 110.00	645.70
> Design		6.27	Ø 97.50	611.33	0.00	Ø -	0.00
GHJ ⓘ	Total	20.21	Ø 43.69 EUR	882.88 EUR	0.52	Ø 37.50 EUR	19.50 EUR
> Designer Team		18.21	Ø 37.50 EUR	682.88 EUR	0.52	Ø 37.50 EUR	19.50 EUR
> Global Team One		2.00	Ø 100.00 EUR	200.00 EUR	0.00	Ø -	0.00 EUR

To see less details, choose "Project".

DEF ⓘ	Total	2,901.02	Ø 109.97	319,033.83	5.87	Ø 110.00	645.70
GHJ ⓘ	Total	20.21	Ø 43.69 EUR	882.88 EUR	0.52	Ø 37.50 EUR	19.50 EUR

To see more details, choose "Price Lists".

DEF ⓘ	Total	2,901.02	Ø 109.97	319,033.83	5.87	Ø 110.00	645.70
▼ --		0.00	Ø -	0.00	0.00	Ø -	0.00
> --		0.00	Ø -	0.00	0.00	Ø -	0.00
▼ Programmierer		2,471.65	Ø 110.00	271,881.50	0.00	Ø -	0.00
> Standard (01.01.2012 - 31.01.2013)		2,471.65	Ø 110.00	271,881.50	0.00	Ø -	0.00
▼ PM		423.10	Ø 110.00	46,541.00	5.87	Ø 110.00	645.70
> Standard PM (01.01.2012 - 28.04.2014)		423.10	Ø 110.00	46,541.00	5.87	Ø 110.00	645.70
▼ Design		6.27	Ø 97.50	611.33	0.00	Ø -	0.00
> Design Standard (01.04.2012 - 12.06.2014)		6.27	Ø 97.50	611.33	0.00	Ø -	0.00

To get full details, choose "Activity Types".

DEF ⓘ	Total	2,901.02	Ø 109.97	319,033.83	5.87	Ø 110.00	645.70
▼ --		0.00	Ø -	0.00	0.00	Ø -	0.00
▼ --		0.00	Ø -	0.00	0.00	Ø -	0.00
None		-	-	-	-	-	-
Another One		-	-	-	-	-	-
▼ Programmierer		2,471.65	Ø 110.00	271,881.50	0.00	Ø -	0.00
▼ Standard (01.01.2012 - 31.01.2013)		2,471.65	Ø 110.00	271,881.50	0.00	Ø -	0.00
Implementation		1,766.84	110.00	194,352.40	-	-	-
Design & Usability		1.22	110.00	134.20	-	-	-
Specification		99.08	110.00	10,898.80	-	-	-
QS & Test		119.25	110.00	13,117.50	-	-	-
Documentation		27.33	110.00	3,006.30	-	-	-
Support		4.93	110.00	542.30	-	-	-
Systemadministration		45.80	110.00	5,038.00	-	-	-
Project Management		99.39	110.00	10,932.90	-	-	-
Various		307.81	110.00	33,859.10	-	-	-

To hide/show details, you can also click on the respective rows on the level of

- Project
- Teams
- Price List.

Data



As regards the time dimension, the summary will also be available for data where no teams, price lists and activity types exist. This is either the case for historic work logs (created before you have installed **ictime**) or if you decide not to work with activity types, teams & price lists for some or all projects.



In the financial summary, all times are displayed as **decimal values** rounded to two decimal places, please note that there might be minimal **rounding differences**!


If you have chosen "rounded" as option for your report (and if for a project, a rounding rule had been configured), all times will be displayed according to the rounding rule.


Project	Team	Price List	Activity Type	Charge			No Charge		
				Hours	Rate	Total	Hours	Rate	Total
🚩 ABC ⓘ			Total	634.52	Ø 108.11 EUR	68,599.13 EUR	2.00	Ø 110.00 EUR	220.00 EUR
	> --			8.52	Ø 0.00 EUR	0.00 EUR	0.00	Ø -	0.00 EUR
	> PM			216.76	Ø 110.00 EUR	23,843.60 EUR	2.00	Ø 110.00 EUR	220.00 EUR
	▼ My test team			5.50	Ø 100.00 EUR	550.00 EUR	0.00	Ø -	0.00 EUR
		▼ test team pl (01.02.2014 - 30.06.2014)		5.50	Ø 100.00 EUR	550.00 EUR	0.00	Ø -	0.00 EUR
			--	1.00	100.00 EUR	100.00 EUR	-	-	-
			Programming	3.50	100.00 EUR	350.00 EUR	-	-	-
			Testing	1.00	100.00 EUR	100.00 EUR	-	-	-
	> ABC Support All (SUABC!)			14.87	Ø 97.50 EUR	1,449.83 EUR	0.00	Ø -	0.00 EUR
	> Programmer			386.87	Ø 110.00 EUR	42,555.70 EUR	0.00	Ø -	0.00 EUR
	> Global Team One			2.00	Ø 100.00 EUR	200.00 EUR	0.00	Ø -	0.00 EUR

Column	Description	Remarks
Project	Project key.	Click on the key to get to the JIRA project summary (if you have respective permissions).
Team	Data is grouped by project teams.	If no team is available (e.g. historic data), "--" will be displayed.
Price List	Within a team, data is grouped by price list/s; name and validity period are displayed.	If no price list is available (e.g. historic data), "--" will be displayed.
Activity Type	Within a price list, data is grouped by activity types.	If no activity type is available (e.g. historic data), "--" will be displayed.
Charge	This section shows all data of work logs to be charged normally.	
Hours	Hours (as decimal value)	Display and calculation are either "rounded" or "exact", depending on your choice in the respective dropdown (see above). Please note that "exact" also might include some mathematical rounding, as we are converting time data in decimal values here.
Price	Price per hour.	
Total	Sum (by project).	In addition
No Charge	This section shows all data of work logs with the "no charge" flag, i.e. a user has decided that this work log should not be charged (see General Configuration and Log Work).	
Hours	Hours (as decimal value)	Display and calculation are either "rounded" or "exact", depending on your choice in the filter definition (see above). Please note that "exact" also might include some mathematical rounding, as we are converting time data in decimal values here.

Price	Price per hour.	
Total	Sum (by project).	

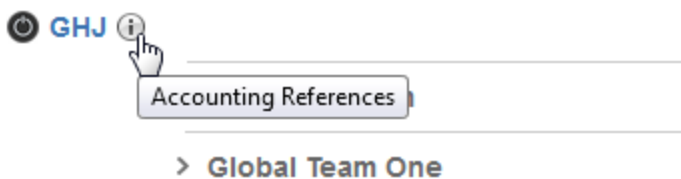
On the level of project, team and price list, there is always a separate row that totals all amounts of hours as well as the financial dimension of the respective project, team or price list.

 There will be no specific information in the summary if work logs are included where a user has decided to use the "**Corrected time**" feature (see [General Configuration](#) and [Log Work](#)). In this case, the "Charge" section of the summary simply contains the corrected time as decimal value. You can see in the work log details of the report if there are work logs with a corrected time (see [Reports: Work Log Details](#)).

 If issues with work logs have been moved between different projects in JIRA, this will create inconsistencies in *ictime* relations to teams, price lists and activity types and needs correction (see [Fix Work Logs \(Warnings\)](#)). As long as this is not done, these inconsistencies will get visible in the summary of reports. If an issue with work logs has been moved from project A to project B, when looking at the summary of project B, you will see teams and price lists or activity types that belong to project A.

Accounting References

If you have configured accounting references for your project (see [Project Accounting References](#)), they will be available via a small info icon next to the project key.



Click on the icon to see the references:

Accounting References (GHJ)

Customer:
Demo Customer

Account:
Account #348975345

Accounting Reference 1:
Mr. John Doe / Mrs. Jane Doe


Accounting Reference 2:
Customer Project Key 364576

Close


If no accounting references have been set, there will be no icon.

Export Summary

You can export the summary as .xls file via the respective button in the navigation bar:

 Teams ▾ rounded ▾

⌵ Export

 Print

Apart from the summary data, your export will contain your accounting references, if applicable (see above and see [Project Accounting References](#)).

 If you have chosen **multiple projects**, the accounting references **won't be included** in the **export**.

"User" View

The "User" view works exactly like the "Teams" view, with the only difference that as additional criteria, data is grouped by users:

Teams

User

Users

rounded

Export

Print

Project	User	Team	Price List	Activity Type	Charge			No Charge			
					Hours	Rate	Total	Hours	Rate	Total	
<div><div></div><div>ABC</div><div></div></div>				Total	634.52	Ø 108.11 EUR	68,599.13 EUR	2.00	Ø 110.00 EUR	220.00 EUR	
	>	<div><div></div><div>Stefan Miller</div></div>				0.02	Ø 0.00 EUR	0.00 EUR	0.00	Ø -	0.00 EUR
	>	<div><div></div><div>Thomas Time</div></div>				100.10	Ø 99.53 EUR	9,963.25 EUR	2.00	Ø 110.00 EUR	220.00 EUR
	>	<div><div></div><div>Valery Smith</div></div>				333.07	Ø 109.94 EUR	36,617.70 EUR	0.00	Ø -	0.00 EUR
	>	<div><div></div><div>John Doe</div></div>				145.53	Ø 109.12 EUR	15,880.18 EUR	0.00	Ø -	0.00 EUR
	>	<div><div></div><div>Jim Jones</div></div>				0.00	Ø -	0.00 EUR	0.00	Ø -	0.00 EUR
	>	<div><div></div><div>Tim Tester</div></div>				54.07	Ø 110.00 EUR	5,947.70 EUR	0.00	Ø -	0.00 EUR

You can analyse data for each project by user, and for each user by team, price lists and activity types.