

Date activity	Client	Employee	Department	Worktype	Description	Comment	Qtrs	Fee	Chbl	Amount
9.1.2014	NCSU	JZA	ACCOUNTING	Banking & Treasury	Payment preparation	payroll 12/2013	3	375	Yes	1 125
9.1.2014	NCSU	JZA	ACCOUNTING	Bookkeeping	resolution of outstanding issues	payroll 12/2013	3	375	Yes	1 125
9.1.2014	NCSU	JZA	ACCOUNTING	Bookkeeping	resolution of outstanding issues	prepare invoice money transfer	3	375	Yes	1 125
10.1.2014	NCSU	JZA	ACCOUNTING	Bookkeeping	review and booking	display invoice money transfer	2	375	Yes	750
16.1.2014	NCSU	JZA	ACCOUNTING	Accounting	transfer of documents	printing documents	2	375	Yes	750
27.1.2014	NCSU	JZA	ACCOUNTING	Bookkeeping	Bank Statements	Money transfer (payroll)	6	375	Yes	2 250
28.1.2014	NCSU	JZA	ACCOUNTING	Bookkeeping	Bank Statements	11-12/2013+matching invoices	8	375	Yes	3 000
28.1.2014	NCSU	JZA	ACCOUNTING	Bookkeeping	review and booking	Money transfer invoice	3	375	Yes	1 125
28.1.2014	NCSU	JZA	ACCOUNTING	Bookkeeping	review/input purchase invoices	7.12.2013	11	375	Yes	4 125
28.1.2014	NCSU	JZA	ACCOUNTING	Bookkeeping	review/input purchase invoices	proforma invoices+control	4	375	Yes	1 500
29.1.2014	NCSU	JZA	ACCOUNTING	Bookkeeping	petty cash		16	375	Yes	6 000
29.1.2014	NCSU	JZA	ACCOUNTING	Bookkeeping	review/input purchase invoices	foreign invoices	3	375	Yes	1 125
30.1.2014	NCSU	JZA	ACCOUNTING	Bookkeeping	petty cash	9.12.2013	10	375	Yes	3 750
30.1.2014	NCSU	JZA	ACCOUNTING	Bookkeeping	resolution of outstanding issues	internal documents-reposting invoices on ICO acc.	4	375	Yes	1 500
30.1.2014	NCSU	JZA	ACCOUNTING	Bookkeeping	resolution of outstanding issues	control P/L account,balance sheet	4	375	Yes	1 500
30.1.2014	NCSU	JZA	ACCOUNTING	Bookkeeping	review/input purchase invoices		6	375	Yes	2 250
31.1.2014	NCSU	JZA	ACCOUNTING	Bookkeeping	resolution of outstanding issues	repair money transfer	1	375	No	0
31.1.2014	NCSU	JZA	ACCOUNTING	Bookkeeping	resolution of outstanding issues	template (money transfer)	2	375	Yes	750
14.1.2014	NCSU	SNO	ACCOUNTING NON STANDARD	Other issues	other	reminder for transfer	1	687,5	No	0
15.1.2014	NCSU	SNO	ACCOUNTING NON STANDARD	Other issues	resolution of outstanding issues	call with Dottie and Felicia (money transfer)	1	687,5	No	0
15.1.2014	NCSU	SNO	ACCOUNTING NON STANDARD	Other issues	resolution of outstanding issues	call with Dottie and Felicia (money transfer) - co	1	687,5	No	0
24.1.2014	NCSU	SNO	ACCOUNTING NON STANDARD	Other issues	other	request for updated payroll data	1	687,5	No	0
28.1.2014	NCSU	SNO	ACCOUNTING	Bookkeeping	review and booking	correction of NCSU money transfer inv., call	2	687,5	No	0
28.1.2014	NCSU	SNO	ACCOUNTING NON STANDARD	Other issues	other	info money transfer, comm. to Mr. Kjaer	4	687,5	No	0
30.1.2014	NCSU	SNO	ACCOUNTING NON STANDARD	Other issues	other	money transfer review and re-issue	2	687,5	No	0
22.1.2014	NCSU	SNO	ACCOUNTING NON STANDARD	Other issues	other	meeting Mr. Kjaer, Malecha	2	687,5	No	0
22.1.2014	NCSU	SNO	ACCOUNTING NON STANDARD	Other issues	other	meeting Mr. Kjaer, Malecha	6	687,5	Yes	4 125
9.1.2014	NCSU	SNO	ACCOUNTING	Bookkeeping	review and booking	payroll BA check, petty cash 7-11/2013 review	5	300	Yes	1 500
9.1.2014	NCSU	SNO	ACCOUNTING	Bookkeeping	review and booking	call Mr. Tesinsky, 261 GL review, FA questions	9	500	Yes	4 500
9.1.2014	NCSU	JZA	ACCOUNTING	Financial Statements	resolution of outstanding issues	control balance sheet 2012/13	3	375	Yes	1 125
9.1.2014	NCSU	JZA	ACCOUNTING	Accounting	transfer of documents	copy new documents 2013/2014	2	375	Yes	750
9.1.2014	NCSU	SNO	ACCOUNTING	Bookkeeping	review and booking	FA schedule (acc+tax depre, review of PCard trans	12	500	Yes	6 000
10.1.2014	NCSU	SNO	ACCOUNTING	Bookkeeping	review and booking	call Dottie - payroll bank account status,transfer	4	500	Yes	2 000
10.1.2014	NCSU	SNO	ACCOUNTING	Bookkeeping	review and booking	setting up the payroll bank statement, booking	4	500	Yes	2 000
10.1.2014	NCSU	SNO	ACCOUNTING	Bookkeeping	review and booking	updating of entries - refund Vano, prepayments, O2	7	500	Yes	3 500
10.1.2014	NCSU	SNO	ACCOUNTING	Bookkeeping	review and booking	updating AP balance	1	500	Yes	500
10.1.2014	NCSU	SNO	ACCOUNTING	Bookkeeping	review and booking	bank statement updating, distribution of salaries	5	500	Yes	2 500
10.1.2014	NCSU	SNO	ACCOUNTING	Bookkeeping	review and booking	cancellation of LMC invoice corrections Podlahova	5	500	Yes	2 500
10.1.2014	NCSU	SNO	ACCOUNTING	Banking & Treasury	Payment preparation	money transfer - invoice, comm.	1	500	Yes	500
16.1.2014	NCSU	SNO	ACCOUNTING NON STANDARD	Other issues	other	admin-binders, archiving, print-outs of FS, call	3	500	Yes	1 500
16.1.2014	NCSU	JZA	ACCOUNTING	Banking & Treasury	Bank Statements	download	1	375	Yes	375
16.1.2014	NCSU	JZA	ACCOUNTING	Bookkeeping	resolution of outstanding issues	check sheet accounts	4	375	Yes	1 500
16.1.2014	NCSU	JZA	ACCOUNTING	Bookkeeping	review and booking	payroll 11/2013	4	375	Yes	1 500
16.1.2014	NCSU	JZA	ACCOUNTING	Bookkeeping	review/input purchase invoices		2	375	Yes	750
total										70 875
16.1.2014	NCSU	JMC	Payroll	Payroll	other	issue VZP D. Bartelt	3	212,5	Yes	638
22.1.2014	NCSU	JMC	Payroll	Payroll	other	meeting Mr. Kjaer, Malecha	2	211,5	No	0
22.1.2014	NCSU	JMC	Payroll	Payroll	other	meeting Mr. Kjaer, Malecha	6	212,5	Yes	1 275
total										1 913
16.1.2014	NCSU	GPT	Corporate Secretarial & Administrative	Corporate Secretarial Project	other	VZP issue Dana Bartelt	3	500	Yes	1 500
16.1.2014	NCSU	GPT	Corporate Secretarial & Administrative	Corporate Secretarial Project	other	4 amendments to employment contracts	6	500	Yes	3 000
total										4 500