

Project Reports

A range of general project reports can be accessed from the Reports tab within a project:

| Project Standard Reports | |
|--------------------------|--|
| Cost to Complete | Compares estimated, actual and invoiced costs, % complete, remaining estimate and project value. |
| Costing Detailed | Compares estimated cost and hours against actuals for each stage. |
| Work in Progress | Compares estimated cost and hours against actuals for each task. |
| Retentions | List of project invoice details and retentions. |

You can create custom reports for your project-related tasks from within AroFlo's main **Reports** menu.

Let's say you want to see only those tasks within your project that have a status of 'Completed'.

1. From the main menu, click **Reports**.
2. In the **Tasks** category, click the **Completed Tasks** report. The report opens.
3. Filter the report by clicking **Customise** (top right) > **Filters**.
4. From the list of filters, click **Projects** and select your project name. Click the **X** to close the window.
5. Click **Refresh Report** to view the filtered report.



You can apply multiple filters to the report, to display only those tasks you're interested in.

6. To save your filtered report, click **Customise > Save**.
7. Enter a **Report Name** and (optional) **Report Description**.
8. In the **Tasks** dropdown, select **Projects**.
9. Click **Category > Custom Reports**. This will save the report as a custom report in your 'Projects' report category.
10. Optional: Make the report available to clients or set access restrictions. See [Report Restrictions](#) for more information.
11. Click **Save As > OK**. [View your new report here.](#)

Related articles

- [Report Permissions](#)
- [Project Retentions](#)
- [Project Progress](#)
- [Create a Project](#)
- [Progress Claims](#)