

Code	Code Type	Description	When to use it
105	Billable	Non-Recurring Set-up Time	First time client set up (Caseware, Ifirm, etc.)
108	Billable	Printing, Assembling, Archiving Financial Statements	Administrative use only
109	Billable	Efiling, Archiving T2's	Administrative use only
110	Billable	Finalizations	Administrative use only
120	Billable	Audit Engagement - Planning & Budgeting	Review of previous year and set current budget
121	Billable	Audit Engagement - Interim Preparation	Interim preparation
122	Billable	Audit Engagement - Year End	Preparation and completion of Audit year end
123	Billable	Audit Engagement - Staff Supervision	Management use only - respond to all staff inquiries
124	Billable	Audit Engagement - File Review	Management use only
125	Billable	Audit Engagement - Tax review	Management use only
126	Billable	Audit Engagement - EQCR Review	EQCR use only
127	Billable	Audit Engagement - Client Meetings	Client meetings to discuss audit/FS
128	Billable	Audit Engagement - Partner Approval	Partner use only
129	Billable	Audit Engagement - Financial Statement Scrutiny	Partner use only
130	Billable	Review Engagement - Planning & Budgeting	Review of previous year and set current budget
132	Billable	Review Engagement - Year End	Preparation and completion of Review year end
133	Billable	Review Engagement - Staff Supervision	Management use only - respond to all staff inquiries
134	Billable	Review Engagement - File Review	Management use only
135	Billable	Review Engagement - Tax Review	Management use only
136	Billable	Review Engagement - EQCR Review	EQCR use only
137	Billable	Review Engagement - Client Meetings	Client meetings to discuss audit/FS
138	Billable	Review Engagement - Partner Approval	Partner use only
139	Billable	Review Engagement - Financial Statement Scrutiny	Partner use only
140	Billable	Compilation Engagement - Planning & Budgeting	Review of previous year and set current budget
142	Billable	Compilation Engagement - Year End	Preparation and completion of Compilation year end
143	Billable	Compilation Engagement - Staff Supervision	Management/Mentor use only - respond to all staff inquiries
144	Billable	Compilation Engagement - File Review	Management use only
145	Billable	Compilation Engagement - Tax Review	Management use only
146	Billable	Compilation Engagement - EQCR Review	EQCR use only
147	Billable	Compilation Engagement - Client Meetings	Client meetings to discuss audit/FS
148	Billable	Compilation Engagement - Partner Approval	Partner use only
149	Billable	Compilation Engagement - Financial Statement Scrutiny	Partner use only
150	Billable	Client Related Travel Time	Time to travel to clients
160	Billable	Client Communications	Phone calls, emails to clients
165	Billable	Client Relationship Management	Client development
170	Billable	Other Productive Time	Use with discretion
180	Billable	Information Technology (chargeable)	Down time due to hardware/software issues
195	Billable	Billing & Collection (Chargeable)	Drafting client invoices
210	Billable	Audit Engagement - Student	Student only code for all Audit work
211	Billable	Review Engagement - Student	Student only code for all Review work
212	Billable	Compilation Engagement - Student	Student only code for all Compilation work
213	Billable	Tax Preparation - Student	Student only code for all Tax Preparation work
405	Billable	Bookkeeping	Preparation of bookkeeping for clients
406	Billable	T4, T3 & T5 Preparation	Preparation of T4, T3 & T5
407	Billable	Client Payroll	Preparation of client payroll & all remittances associated
408	Billable	HST/GST Preparation	Preparation and submission of HST/GST
409	Billable	Other Government Filings Preparation (WSIB, EHT, CEWS, etc)	Preparation & submission of all other remittances associated
410	Billable	Business Consulting	At management discretion
415	Billable	Business Valuations	At management discretion
420	Billable	Personal Financial Planning	At management discretion
430	Billable	AgriInvest & AgriStability Applications	Preparation & filing of applications around Agriculture
605	Billable	T1 - Client Interview	In person or phone call with client to review initial paperwork
610	Billable	T1, T2, T3 -Scanning Client Information	Scanning of client documents
615	Billable	T1 - Tax Preparation	Preparation of T1
616	Billable	T2 - Tax Preparation (Tax only clients)	Preparation of Corporate Tax Return ONLY
617	Billable	T3 - Tax Preparation	Preparation of Trust Returns
620	Billable	Tax Review & Supervision (all types of returns)	Management use
625	Billable	Efiling (all types of returns)	Administrative use only
626	Billable	Paper filing (all types of returns)	Administrative use only
630	Billable	Tax Audit Support (all types of returns)	Desks audits form CRA, NOA reviews etc.
631	Billable	Tax General Support	Repsonding to genral questions
635	Billable	Tax Planning	Tax Planning
636	Billable	Special Tax	Special Tax
640	Billable	Estate & Succession Planning	Estate & Succession Planning
645	Billable	Non-resident Tax Consulting	Non-resident Tax Consulting
650	Billable	U.S. Tax Services	Preparation, completion and filing of U.S taxes
655	Billable	HST/GST/QST/PST/WSIB Matters	Discussions regarding HST/GST/QST/PST/WSIB
703	Non-billable	Student - Time Awaiting Assignment	Student only code - when looking for new assignments
704	Non-billable	Student - General	Student only code - all research, file comprehension, training or general admin time
705	Non-billable	Non-chargeable Travel Time	Travel for office errands, other offices
715	Non-billable	Staff Coaching & Training	Management/Mentor/Champion use only
716	Non-billable	Onboarding/Training	New staff onboarding & staff training
720	Non-billable	Firm Functions	Firm related activities
725	Non-billable	General Administration	Time entry, correspondence (emails), appointment set ups
727	Non-billable	iFirm Champions	iFirm Champion use only - updating various items in iFirm
745	Non-billable	Information Technology	Down time due to hardware/software issues
747	Non-billable	Student Management	HR & Mentor use only - meetings/correspondence/PERT/Brock reporting
750	Non-billable	New Business Development	Cultivating opportunites for new business

760	Non-billable	Marketing & Social Media	Creating content & updating various social media apps
765	Non-billable	Billing & Collection (Non-chargeable)	A/R collections and invoicing
770	Non-billable	Staff Community Involvement - Policy	Staff Volunteer time
771	Non-billable	Firm Community Involvement	Firm initiated volunteer time
776	Non-billable	Lost Time	Use with discretion
777	Non-billable	Time Off - Unpaid	Requested time off without pay
780	Non-billable	Firm - Office Administration	Administrative use only - time allocated to firm
790	Non-billable	Firm Management	Administrative - Management use only
805	Non-billable	Professional Development - Verifiable	Verifiable PD training for CPA staff
810	Non-billable	Professional Development - Unverifiable	Non-Verifiable PD training for CPA staff
815	Paid Non-billable	Vacation	Allocated vacation time taken
820	Paid Non-billable	Statutory Holidays	Statutory Holidays
825	Paid Non-billable	Unpaid Leave	Leave requested off unpaid
826	Paid Non-billable	Jury Duty	Time requested for Jury Duty
827	Paid Non-billable	Bereavement	Time requested for Bereavement 3days/year
830	Paid Non-billable	Health	Time taken for sick days, appointments 5 days/year with manager approval
831	Paid Non-billable	Wellness Day - Policy	Personal wellness days 2 days/ year with manager approval
832	Paid Non-billable	Half Day Summer Fridays	For July & August 1/2 day summer Friday's off
835	Paid Non-billable	Time In Lieu	Accumulated time with manager approval
840	Paid Non-billable	Student Exam Time	Time off for CPA exams (PREP or PEP, CFE)
841	Paid Non-billable	Student Study Time	Time off for CPA exams (PREP or PEP, CFE)
845	Paid Non-billable	Other Time Off	Time off not identified already with manager approval
901	Non-billable	WMI - Firm Management	Wealth Management ONLY Firm Management
902	Non-billable	WMI - Financial Planning	Wealth Management ONLY Financial Planning
903	Non-billable	WMI - Onboarding and Administrative	Wealth Management ONLY client initial conversations -creating new client files
904	Non-billable	WMI - New Business Development	Wealth Management ONLY cultivating new business opportunities
905	Non-billable	WMI - Training and Development	Wealth Management ONLY - programs/courses