

Deltek Maconomy 2.3 GA

BPM Description Guide

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Contents

Overview	1
BPM Reporting Description	2
Universe and Report Overview	2
Standard Reports.....	5
Finance Reports	5
Tax Settlement Reports.....	17
Bank Reports.....	22
Job Cost Reports.....	28
Customer Reports	72
Vendor Reports	89
CRM Reports.....	90
Employee Reports.....	92
Subscription Reports	104
Universes.....	106
Finance.....	106
Currency Exchange.....	106
Bank	106
Job Budgeting	106
Job Invoicing	107
Opportunity.....	107
AR Aging	107
AP Aging	107
Utilization	108
Time Sheet	108
Job Information.....	108
Events	109
Sales Order	109
Subscription.....	109
System	109
Customer Payment.....	109
User Information.....	110
Tax Settlement	110
BPM Dashboard	111
General Design Principles.....	111
AR Aging, by Dimension (Stacked Bar Chart)	112

AR Aging, by Dimension (Table)	113
Gross Margin, by Dimension (Bar Chart)	114
Gross Margin, by Dimension (Table)	114
Revenue, by Dimension (Bar Chart)	115
Revenue, by Dimension (Table).....	116
Utilization & Realization, by Dimension (Bar Chart).....	117
Utilization & Realization, by Dimension (Table)	118
AR Aging, Top 10 Customers (Stacked Bar Chart)	119
AR Aging, Top 10 Customers (Table)	119
AR Aging, Top 10 Jobs (Stacked Bar Chart)	120
AR Aging, Top 10 Jobs (Table)	121
Cash Receipts by Quarter, Top 10 Customers (Stacked Bar Chart)	122
Cash Receipts by Quarter, Top 10 Jobs (Stacked Bar Chart)	123
Cash Receipts, Top 10 Customers (Table).....	124
Cash Receipts, Top 10 Jobs (Table).....	125
Registered Billing Price, Top 10 Customers (Bar Chart)	126
Registered Billing Price, Top 10 Customers (Table).....	126
Registered Billing Price, Top 10 Jobs (Bar Chart)	127
Registered Billing Price, Top 10 Jobs (Table).....	128
Revenue Recognized, Top 10 Customers (Bar Chart)	128
Revenue Recognized, Top 10 Customers (Table).....	129
Revenue Recognized, Top 10 Jobs (Bar Chart)	130
Revenue Recognized, Top 10 Jobs (Table)	130
WIP Aging, Top 10 Customers (Stacked Bar Chart).....	131
WIP Aging, Top 10 Customers (Table)	132
WIP Aging, Top 10 Jobs (Stacked Bar Chart)	132
WIP Aging, Top 10 Jobs (Table)	133
Customer Performance	133
Company Performance	134
Job Performance	136
BPM Analysis Description	138
Introduction.....	138
Universe Types	138
General Design Principles	140
Joins	140
Historical Dimensions.....	140
Dates	140

Pop-Ups	140
Access Control	141
BPM Analysis Universes	142
General Ledger Universe	142
Accounts Receivable Universe	142
Accounts Payable Universe	142
Job Cost Universe	142
Human Resources Universe	143
Contact Management Universe.....	143

Overview

This document provides a description of the standard reports and universes available in BPM Reporting as well as the universes in BPM Analysis.

BPM Reporting Description

Universe and Report Overview

The following is a quick overview of what is included in Delttek Maconomy Business Performance Management (BPM) Reporting. It lists all universes and reports that are released as part of BPM Reporting.

Area	Universes	Reports
Finance	Finance	<ul style="list-style-type: none"> Balance Sheet Profit and Loss Profit and Loss, Comparative Year Profit and Loss, Periodic Profit and Loss, Fiscal Year Profit and Loss, by Dimension Trial Balance Trial Balance Analysis Trial Balance No Grouping Finance Transactions Cash Flow Statement Cash Flow Statement, by Dimension Cash Flow Forecast Tax Settlement
Job Cost	Job Budgeting Job Invoicing Event	<ul style="list-style-type: none"> WIP Aging WIP Aging, by Account Manager WIP Aging, by Dimension WIP Transactions WIP Rollforward WIP Rollforward, by Account Manager Job Profitability Summary Job Profitability Summary, by Job Job Profitability Budget Job Profitability Budget, by Task Job Profitability Comparison Job Profitability Periodic Job Profitability Transactions Customer Profitability Customer Profitability, by Customer Customer Profitability Comparison, by Customer Revenue Analysis Revenue Analysis, by Customer Bill to Customer Distribution Customer Contact Information Job List Daily Flash

Area	Universes	Reports
		<ul style="list-style-type: none"> Main Job, Sub Job Overview Task Lists Event Notes Job Events Job Events, by Customer Job Events, by Employee Job Events, by Job Invoiced Registrations Invoicing Worksheet Job Budget to Actuals YTD Job Budget to Actuals YTD, by Account Manager Job Budget to Actuals YTD, by Task Job Status, by Task & Employee Job Status, by Task & Employee Category
Customer	AR Aging Customer Payment	<ul style="list-style-type: none"> AR Aging AR Aging, by Account Manager AR Aging, by Dimension AR Aging Details, by Dimension AR Aging Summary, by Dimension AR Rollforward AR Transactions Customer Invoice Status Customer Invoices Customer Statement Cash Receipts Cash Receipts, by Account Manager
Vendor	AP Aging	<ul style="list-style-type: none"> AP Aging AP Transactions
CRM	Opportunity	<ul style="list-style-type: none"> Sales Pipeline Opportunities Sales Pipeline, by Contact Company
Employee	Utilization Time Sheet	<ul style="list-style-type: none"> Employee Time Overview Job Employee Status Utilization Utilization, by Employee Utilization Transactions Realization Realization, by Account Manager Realization, by Employee Time Sheet Overview Time Sheet Status, by Week Time Sheet Status, by Day Unsubmitted Time

Area	Universes	Reports
Bank	Bank	<ul style="list-style-type: none"> ▪ Bank Reconciliations ▪ Check Register
Subscription	Subscription	<ul style="list-style-type: none"> ▪ Subscription
Sales Orders	Sales Order	No reports
System Information	System	No reports
User	User Information	No reports

Standard Reports

In Deltek Maconomy Business Performance Management (BPM) standard reports are available for the following areas:

- Finance
- Job Cost
- Customer
- Vendor
- CRM
- Employee
- Bank
- Subscription
- Sales Order
- System Information
- User

Each report description includes an explanation of the report's purpose and descriptions of the columns that are available for inclusion in the report.

Finance Reports

The following standard Finance reports are available:

- Balance Sheet
- Profit and Loss
- Profit and Loss, Comparative Year
- Profit and Loss, Periodic
- Profit and Loss, Fiscal Year
- Profit and Loss, by Dimension
- Trial Balance
- Trial Balance Analysis
- Trial Balance No Grouping
- Finance Transactions
- Cash Flow Statement
- Cash Flow Statement, by Dimension
- Cash Flow Forecast
- Tax Settlement

Balance Sheet

The Balance Sheet report displays the financial balances of all balance sheet accounts, summarized for the selected fiscal periods.

The report has the following tabs.

- One tab compares the periodic amounts to the year-to-date amounts.
- One tab compares the periodic amounts to the amounts from the corresponding fiscal periods for another year.

The year-end closing account displays the total retained earnings. This amount is based on the year-end closing amount from the previous year plus the total amount of current-year earnings (profit and loss) for the selected fiscal periods.

Your specified reporting structure determines the format of account headers and subtotals on the report. You can display amounts in account, company, or enterprise currency or using a selected reporting currency. Amounts are grouped by currency and company.

If an account is set up to invert the sign of displayed amounts (printing control), this control is applied to the amounts that are displayed in the report for the account.

- The **Movement** columns link to the Finance Transactions report.
- The **Account** column links to the Accounts workspace. The link is based on the account number (for example, 10010).
- The **Company** title links to the Companies workspace.

The report corresponds to the Print dialog box's **Print Balance Sheet** and **Print Balance Overview** options using the **Balance Sheet** layout, with one exception—the report does not round off currencies according to rounding rules specified in the application.



The year-period restrictions provided in the report vary according to fiscal periods. If you are working with odd fiscal years, these restrictions are different from the year-month restrictions applied in the corresponding Maconomy client report because that report works in calendar months.

Column	Description
Account	This column displays the account number and name, as well as headers and corresponding subtotal labels that outline the account structure.
Period, Opening	This column displays the opening balance of each account for the selected opening period.
Period, Movement	This column displays the total amount posted to each account for the selected periods.
Period, Closing	This column displays the closing balance of each account for the selected closing period.
YTD, Opening	This column displays the opening balance of each account at the beginning of the current year.

Column	Description
YTD, Movement	This column displays the total amount posted to each account for the year-to-date range. The year-to-date range includes the fiscal periods from the beginning of the current year to the current fiscal period.
YTD, Closing	This column displays the year-to-date closing balance of each account for the current fiscal period.

Profit and Loss

The Profit and Loss report displays the financial postings of all profit and loss accounts, summarized for selected periods.

The report has the following tabs:

- One tab compares the periodic amounts to the year-to-date amounts.
- One tab compares the periodic amounts to the amounts from the previous year.

The report compares all actuals with budgeted amounts, based on a budget model. If you need to compare current amounts with a previous year, you should also select the budget model for that year.

Your specified reporting structures determine the format of account headers and subtotals on the report. You can display amounts in account, company, or enterprise currency, or using a selected reporting currency. Amounts are grouped by currency and company.

The report corresponds to the Print dialog box's **Print Balance Overview** option using the **Result** layout.

- The **Actuals** columns link to the Finance Transactions report.
- The **Account** column links to the Accounts workspace. The link is based on the account number (for example, 10010).
- The **Company** title links to the Companies workspace.



The year-period restrictions provided in the report vary according to fiscal periods. If you are working with odd fiscal years, these restrictions are different from the year-month restrictions applied in the corresponding Maconomy client report because that report works in calendar months.

Column	Description
Account	This column displays the account number and name, as well as headers and corresponding subtotal labels that outline the account structure.
Period, Actuals	This column displays the total amount posted to each account for the selected periods.
Period, Budget	This column displays the total amount budgeted for each account for the selected periods.

Column	Description
Period, Variance	This column displays the difference between the actual amount and the budgeted amount for each account for the selected periods.
Period, %	This column displays the difference between the actual amount and the budgeted amount in percentages for each account for the selected periods.
YTD, Actuals	This column displays the total amount posted to each account for the year-to-date range. The year-to-date range includes the fiscal periods from the beginning of the current year to the current fiscal period.
YTD, Budget	This column displays the total amount budgeted for each account for the year-to-date range. The year-to-date range includes the fiscal periods from the beginning of the current year to the current fiscal period.
Period, Variance	This column displays the difference between the actual amount and the budgeted amount for each account for the year-to-date range. The year-to-date range includes the fiscal periods from the beginning of the current year to the current fiscal period.
Period, %	This column displays the difference between the actual amount and the budgeted amount (as percentages) for each account for the year-to-date range. The year-to-date range includes the fiscal periods from the beginning of the current year to the current fiscal period.

Profit and Loss, Comparative Year

The Profit and Loss report displays the financial postings of all profit and loss accounts, summarized for the selected fiscal periods.

The report has the following tabs:

- One tab compares the periodic amounts to the year-to-date amounts.
- One tab compares the periodic amounts to the amounts from the corresponding fiscal periods of another year.

The report compares all actuals with budgeted amounts, based on a budget model. If you need to compare current amounts with a previous year, you should also select the budget model for that year.

The reporting structures that you specify determine the format of account headers and subtotals on the report. You can display amounts in account, company, or enterprise currency, or using a selected reporting currency. Amounts are grouped by currency and company.

From each account, you can link to the Finance Transaction report. The report corresponds to the Print dialog box's **Print Balance Overview** option using the **Result** layout.



The year-period restrictions provided in the report vary according to fiscal periods. If you are working with odd fiscal years, these restrictions are different from the year-month restrictions applied in the corresponding Maconomy client report because that report works in calendar months.

Column	Description
Account	This column displays the account number and name, as well as headers and corresponding subtotal labels that outline the account structure.
Period, Actuals	This column displays the total amount posted to each account for the selected periods.
Period, Budget	This column displays the total amount budgeted for each account for the selected periods.
Period, Variance	This column displays the difference between the actual amount and the budgeted amount for each account for the selected periods.
Period, %	This column displays the difference between the actual amount and the budgeted amount in percentages for each account for the selected periods.
YTD, Actuals	This column displays the total amount posted to each account for the year-to-date range. The year-to-date range includes the fiscal periods from the beginning of the current year to the current fiscal period.
YTD, Budget	This column displays the total amount budgeted for each account for the year-to-date range. The year-to-date range includes the fiscal periods from the beginning of the current year to the current fiscal period.
Period, Variance	This column displays the difference between the actual amount and the budgeted amount for each account for the year-to-date range. The year-to-date range includes the fiscal periods from the beginning of the current year to the current fiscal period.
Period, %	This column displays the difference between the actual amount and the budgeted amount (as percentages) for each account for the year-to-date range. The year-to-date range includes the fiscal periods from the beginning of the current year to the current fiscal period.

Profit and Loss, Periodic

The Profit and Loss, Periodic report displays the financial postings for the selected current fiscal period and a selected number of previous fiscal periods.

- The report compares all actual movements with budgeted amounts, based on a budget model.
- Your specified reporting structures determine the format of account headers and subtotals on the report. You can display amounts in account, company, or enterprise currency, or using a selected reporting currency. Amounts are grouped by currency and company.
- There is no Print dialog box or other report that corresponds to this report.
- The **Movement** columns link to the Finance Transactions report.

- The **Account** column links to the Accounts workspace. The link is based on the account number (for example, 10010).
- The **Company** title links to the Companies workspace.



The year-period restrictions provided in the report vary according to fiscal periods. If you are working with odd fiscal years, these restrictions are different from the year-month restrictions applied in the corresponding Maconomy client report because that report works in calendar months.

Column	Description
Account	This column displays the account number and name, as well as headers and corresponding subtotal labels that outline the account structure.
Movement	This column displays the total amount posted to each account for the selected periods.
Budget	This column displays the total amount budgeted for each account for the selected periods.
Variance	This column displays the difference between the actual amount and the budgeted amount for each account for the selected periods.

Profit and Loss, Fiscal Year

The Profit and Loss, Fiscal Year report displays the financial postings for the twelve standard fiscal periods. All amounts are displayed in thousands and without decimals.

You can display amounts in account, company, or enterprise currency, or using a selected reporting currency. Amounts are grouped by currency and company.

There is no Print dialog box or other report that corresponds to this report.

- The **Amounts** columns link to the Finance Transactions report.
- The **Account** column links to the Accounts workspace. The link is based on the account number (for example, 10010).
- The **Company** title links to the Companies workspace.



The year-period restrictions provided in the report vary according to fiscal periods. If you are working with odd fiscal years, these restrictions are different from the year-month restrictions applied in the corresponding Maconomy client report because that report works in calendar months.

Column	Description
Account	This column displays the account number and name, as well as headers and corresponding subtotal labels that outline the account structure.
Period 1 – 12	This column displays the amounts posted to each account for the twelve fiscal periods of the chosen fiscal year.

Profit and Loss, by Dimension

The Profit and Loss, by Dimension report is the same as the Profit and Loss report, except for the following:

- This report does not compare the period data to data of other periods.
- This report groups data by an additional, selected dimension and is aligned in columns. For example, you can have the report group data by department and present one column for each department.

Trial Balance

The Trial Balance report displays all financial postings summarized for the selected fiscal periods for each account. Both profit and loss and balance sheet accounts are included.

The report has the following tabs:

- One tab displays opening, closing, and debit/credit balances for the selected fiscal periods.
- One tab displays opening, closing, and debit/credit balances for the year-to-date.

Your specified reporting structures determine the format of account headers and subtotals on the report. You can display amounts in account, company, or enterprise currency, or using a selected reporting currency. Amounts are grouped by currency and company.

The report corresponds to the Print dialog box's **Print Trial Balance** option.

- The **Debit** and **Credit** columns link to the Finance Transactions report.
- The **Account** column links to the Accounts workspace. The link is based on the account number (for example, 10010).
- The **Company** title links to the Companies workspace.



The year-period restrictions provided in the report vary according to fiscal periods. If you are working with odd fiscal years, these restrictions are different from the year-month restrictions applied in the corresponding Maconomy client report because that report works in calendar months.

Column	Description
Account	This column displays the account number and name, as well as header and corresponding subtotal labels.
Opening	This column displays the opening balance of each account for the selected fiscal periods.
Debit	This column displays the balance of debit minus credit for each account, if the account is in debit; otherwise it displays a zero. Only postings done in the selected fiscal periods are included in the calculation.
Credit	This column displays the balance of debit minus credit for each account if the account is in credit; otherwise, it displays a zero. Only postings done in the selected fiscal periods are included in the calculation.

Column	Description
Closing	This column displays the closing balance of each account for the selected fiscal periods.

Trial Balance Analysis

The Trial Balance Analysis report is the same as the Trial Balance report, except for the following:

- This report provides drilling down over the reporting structure grouping levels instead of unfolding the structure.
- If an account or account group has non-zero Opening or Closing Balances, such an account or account group is displayed, even if there are no corresponding transactions during the specified period.

Trial Balance No Grouping

The Trial Balance No Grouping report is the same as the Trial Balance report, except that it displays two columns—**Account No** and **Account Name**—instead of the hierarchical structure that the reporting structure provides.

Finance Transactions

The Finance Transactions report displays detailed information about the finance transactions for the selected fiscal periods, as well as specified restrictions by account, company, and so on.

You can display amounts in account, company, or enterprise currency, or using a selected reporting currency. Amounts are grouped by currency, company, and account.

There is no other report that corresponds to this report. However, the report has similarities with some Analyzer reports running on finance entries.

- The **Company** title links to the Companies workspace.
- The **Account** title links to the Accounts workspace.



The year-period restrictions provided in the report vary according to fiscal periods. If you are working with odd fiscal years, these restrictions are different from the year-month restrictions applied in the corresponding Maconomy client report because that report works in calendar months.

Column	Description
Entry Date	This column displays the date on which the finance entry was created.
Posting Date	This column displays the date on which the finance entry was posted.
Transaction No.	This column displays the transaction number of the transaction to which the finance entry was posted.
Transaction Type	This column displays the transaction type of the transaction to which the finance entry was posted.
Entry Text	This column displays the entry text of the finance entry.

Column	Description
Journal No.	This column displays the journal number of the journal to which the finance entry was posted.
Debit	This column displays the amount debited for the finance entry.
Credit	This column displays the amount credited for the finance entry.

Cash Flow Statement

The Cash Flow Statement report provides an overview of cash flow actual amounts for a selected set of fiscal periods.

The report consists of the following main sections:

- **Opening Balance** — This section includes only one summary line for all accounts selected.
- **Closing Balance** — This section includes only one summary line for all accounts selected.
- **Movement** — This section has a table in which each line displays information about the actuals posted to the corresponding group of accounts. The structure of this section uses the first two levels of the reporting structure. Totals for the section are displayed as a separate line named **Net movement**.

The report has the following tabs:

- Cash Flow Statement
- Quarter-To-Date
- Year-To-Date

There are no drill-down levels for this report.

- The **Actuals** and **Actuals comparative year** columns in the **Movement** section link to the Finance Transactions report.
- The **Account** column links to the Accounts workspace. The link is based on the account number (for example, 10010).
- The **Company** title links to the Companies workspace.



The year-period restrictions provided in the report vary according to fiscal periods. If you are working with odd fiscal years, these restrictions are different from the year-month restrictions applied in the corresponding Maconomy client report because that report works in calendar months.

Column	Description
Accounts	This column displays the account number and name, grouped by Grouping Level 1 and Grouping Level 2 .
Actuals	This column displays the summarized actual amount for the selected fiscal periods.

Column	Description
Budget	This column displays the summarized budget amount for the selected fiscal periods.
Variance	This column displays the difference between the actual amount and the budgeted amount.
%	This column displays the variance amount divided by the budget amount (as a percentage).
Actuals comparative year	This column displays the summarized actual amount for the corresponding period of the comparative year.
Budget comparative year	This column displays the summarized budget amount for the corresponding period of the comparative year.
Variance comparative year	This column displays the difference between the actuals' comparative year amount and the budgeted comparative year amount.
% comparative year	This column displays the variance comparative year amount divided by the budgeted comparative year amount (as a percentage).

Cash Flow Statement, by Dimension

The Cash Flow Statement, by Dimension report is an enhanced version of the Cash Flow Statement. It provides an overview of cash flow opening, movement, and closing balances as of a selected period.

The regular Cash Flow Statement does not offer the following:

- **Dimensional reporting** — The report has a model of a traditional balance sheet and is not intended for comparing cash flow of different dimensions, such as companies.
- **Different amount signs** — The report displays figures as they are in the database. However, some customers want specific groups of accounts to be displayed and be included in summations using the opposite sign.

The Cash Flow Statement, by Dimension report addresses these important reporting requirements. It also offers a slightly different layout.

The report consists of the following tabs:

- On the first tab (**Period**), figures for the selected period are compared to figures of the same period in the previous year.
- On the second tab (**YTD**), year-to-date figures are compared to corresponding figures for the previous year.

Both tabs include tables that function as crosstabs. The columns represent a selected dimension (such as company), and each column is divided in two. The first displays figures of the period (YTD current year in the other tab), and the second displays the corresponding value for the previous year. Vertically, the report uses the first level of the reporting structure for sectioning. Thus, if there are three different labels in the first reporting structure group level for the Cash Flow Statement by Dimension that groups—for example, Operating, Investing, and Financing—the report has three such sections with a crosstab in each. The second reporting structure grouping level is used for the individual lines in the tables.

The report groups and displays the amounts by company currency.

There are no drill-down levels for this report.



The year-period restrictions provided in the report vary according to fiscal periods. If you are working with odd fiscal years, these restrictions are different from the year-month restrictions applied in the corresponding Maconomy client report because that report works in calendar months.

The table with data in the report is defined as a crosstab.

Columns

Column	Description
Period	The measures in this column display the posted figures within the period interval for the given account group (the row).
Prev. Year	The measures in this column display the posted figures within the period interval for the last year for the given account group (the row).
Total, Period	This column displays the total of figures in the Period columns for the account group (total line).
Total, Prev. Year	This column displays the total of figures in the Prev. Year columns for the account group (total line).
YTD	The measures in this column display the posted figures within the period interval from the beginning of the fiscal year (period 1) to and including the period identified by the To Period .
YTD Prev. Year	The measures in this column display the posted figures within the period interval from the beginning of the last year (according to the To Period) to and including the period identified by the To Period, one fiscal year prior.
Total, YTD	This column displays the total of figures in the year-to-date (YTD) columns for the account group (total line).
Total, YTD Prev. Year	This column displays the total of figures in the YTD Prev. Year columns for the account group (total line).

Rows

Row	Description
Period, Opening Balance	The measures in this row display the opening balance as of the From Period in the given period.
Account Grouping Level 1/2	The measures in this row display the balance as of the From Period in the given period.
Period, Closing Balance	The measures in this row display the closing balance calculated as the Opening Balance of the column plus all measure figures in the column.

Row	Description
YTD, Opening Balance	The measures in this row display the opening balance of the year defined by the To Period prompt. For example, if the To Period is 2014-03, the report displays the opening balance of 2014.
Account Grouping Level 1/2	The measures in this row display the balance for the period between the first month of the year in the To Period prompt and the To Period year-month. For example, if the To Period is 2014-03, the report displays the balance for a timeframe of 2014-01...2014-03.
YTD, Closing Balance	The measures in this row display the closing balance calculated as the Opening Balance of the column plus all measure figures in the column.

Cash Flow Forecast

The Cash Flow Forecast report provides an overview of cash flow budget data for a selected set of fiscal periods.

The report consists of the following main sections:

- **Opening Budget** — This section includes only one summary line for all selected accounts.
- **Closing Budget** — This section includes only one summary line for all selected accounts.
- **Movement** — This section has a table in which each line displays information about the budgeted amounts posted to the corresponding group of accounts. The structure of this section uses the first two levels of the reporting structure. Totals for the section are displayed as a separate line named **Net movement**.

There are no drill-down levels for this report.

The **Company** title links to the Companies workspace.



The year-period restrictions provided in the report vary according to fiscal periods. If you are working with odd fiscal years, these restrictions are different from the year-month restrictions applied in the corresponding Maconomy client report because that report works in calendar months.

Column	Description
Accounts	This column displays the account number and account name, grouped by Grouping Level 1 and Grouping Level 2 .
YYYY-mm	This column displays the budget amount for the selected year and month.
Total	This column displays the summarized budget amount for the current account or the current grouping level.

Tax Settlement Reports

In most countries, tax needs to be reported to authorities in basis amounts and tax amounts. Additionally, tax amounts must be tied to vendors and customers in order to simplify reconciliation against customer and vendor invoices. This is important in order for finance personnel and auditors to verify the tax of a company.

The Tax Settlement reports accounts for these two measures:

- **Basis Amounts** — The base amount for calculating the tax. The formula for the basis amount that is subject to tax (meaning, to be used further in the calculation of the tax), is:

$$\text{Subject to Tax} = \text{Original Basis} - \text{Tax Exempt} - \text{Export}$$

- **Tax Amounts** — The tax amounts that are calculated from the basis amount that is subject to tax. The tax amount to be paid/received is calculated as:

$$\text{Net Tax} = \text{Original Tax} - \text{Non-Deductible Tax} - \text{Deferred Tax}$$

The purpose of the Tax Settlement reports is three-fold:

- To provide the statistical data about the tax basis amounts leading to the subject to tax amount.
- To provide the overview of individual tax amounts to be reported (and received/paid) and associate these to the different reporting authorities.
- To break down tax amounts by customer and vendor and associate to invoice numbers.



The figures in the reports are grouped by the tax settlement types such as Receivable or Payable. If a tax figure is payable, it is a debit in the database and displays as positive number.

The following Tax Settlement reports are available:

- Tax Settlement Summary
- Tax Settlement Details
- Tax Settlement Details, by Invoice

Tax Settlement Summary

Layout

Tax Settlement Summary						
9 Deltak	526355	section on company number, name and company tax number.				
USD		section on reporting currency				
Settlement Type	Level	Tax Type	Tax Basis	Tax Exempt	Export	Subject to Tax
Receiveable	1	Government	5000,00	0,00	0,00	5000,00
		Transport	2300,00	0,00	0,00	2300,00
		Total Level 1	7300,00	0,00	0,00	7300,00
	2	Province	4000,00	500,00	500,00	3000,00
		Foods	2200,00	400,00	0,00	1800,00
	Total Level 2		6200,00	900,00	500,00	4800,00
Total Receiveable			13500,00	900,00	500,00	12100,00
Payable						

Investment						

Table Columns

Column	Header Title	Description
Tax Settlement Type		This column displays the tax settlement type of the data in the rows.
Tax Level		This column displays the tax level of the data in the row. If multiple tax levels are not applicable, the column is collapsed.
Tax Type		This column displays the tax type of the data in the row.
Tax	Basis	This column displays the original tax basis.
Tax	Exempt	This column displays the basis amounts that are exempted from tax.
Tax	Export	This column displays the basis amounts that are not taxable because they are regarding exports.
Subject to Tax		<p>This column displays the basis amount that is subject to tax. This is calculated as:</p> <p>Subject to Tax = Basis - Exempt - Export</p>

Tax Settlement Details

Layout

Tax Settlement Details						
9 Deltak	526355	section on company number, name and company tax number.				
USD		section on reporting currency				
Settlement Type	Tax Code	Tax Rate	Tax Amount	Non-Deductible	Deferred	Net Tax Amount
Receiveable	GST 6%	6%	5000,00	0,00	100,00	5000,00
	Total GST 6%		5000,00	0,00	100,00	5000,00
	HST 8%	8%	2300,00	0,00	0,00	2300,00
	Total HST 8%		2300,00	0,00	0,00	2300,00
Total Receiveable			7300,00	0,00	100,00	7300,00
Payable	PST 21%	21%	4000,00	800,00	200,00	3200,00
	Total PST 21%		4000,00	800,00	200,00	3200,00
Total Payable			4000,00	800,00	200,00	3200,00
Investment	*****					

Table Columns

Column	Header Title	Description
Tax Settlement Type		This column displays the tax settlement type of the data in the rows.
Tax Code		This column displays the tax code of the data in the row.
Tax Rate		This column displays the tax rate (percentage) of the tax code.
Tax Amount		This column displays the tax amount calculated from the basis amount that is subject to tax.
Non-Deductible		This column displays the amount of the tax amount which is not deductible. This is stated on the related tax code.
Deferred		This column displays the amount of the tax amount which is deferred. This is stated on the related tax code.
Net Tax Amount		<p>This column displays the net tax amount which is calculated as:</p> <p>Net Tax = Tax - Non-Deductible - Deferred</p>

Tax Settlement Details, by Invoice

Layout

VAT Settlement, by Invoice									
9 Deltak	526355								
USD									
Receivable									
Tax Code	Vendor								
	No.	Name	Country	EU Member	Invoice No.	Subject to Tax	Rate	Tax on Tax	Tax Amount
GST 6%	5344	Some Vendor	Denmark	Yes	6277362	4000,00	6,0%	No	240,00
	5366	Another Vendor	Sweden	Yes	6277388	10000,00	8,0%	No	800,00
Total GST 6%									1040,00
Total Receivable									1040,00
Payable									
Tax Code	Customer								
	EU Member	Name	Country	EU Member	Invoice No.	Subject to Tax	Rate	Tax on Tax	Tax Amount
PST 21%	No	My Customer	Australia	No	255162	7000,00	21%	No	1470,00
Total PST 21%									1470,00
Total Receivable									1470,00
Investment									

Table Columns

Column	Header Title	Description
Tax Code		This column displays the tax code of the data in the row.
Vendor / Customer	No.	<p>This column displays the number of the vendor/customer associated the data in the row.</p> <ul style="list-style-type: none"> For receivable tax, the table displays vendors. For payable tax, the table displays customers. <p>The header follows this distinction, as do the columns below.</p>
Vendor / Customer	Name	This column displays the name of the vendor/customer associated with the data in the row.
Vendor / Customer	Country	This column displays the country of the vendor/customer associated with the data in the row.
Vendor / Customer	EU Member	This column displays whether the country of the vendor/customer associated with the data in the row is an EU member.
Vendor / Customer	Invoice No.	This column displays the vendor/customer invoice number associated the data in the row.
Subject to Tax		This column displays the basis amount that is subject to tax. This is calculated as:

Column	Header Title	Description
		Subject to Tax = Basis - Exempt - Export
Tax Rate		This column displays the tax rate (percentage) of the tax code.
Tax on Tax		This column displays whether tax is calculated on the tax amount.
Tax Amount		This column displays the resulting tax amount.

Bank Reports

The following standard Bank reports are available:

- Bank Reconciliations
- Check Register

Bank Reconciliations

The Bank Reconciliations report displays the financial bank reconciliations performed for each bank account. Both reconciled and outstanding amounts are displayed. The report displays seven tables for each bank account:

- The first table contains information about the bank account and the associated statement date for the latest bank reconciliation performed for that account, within the restrictions applied. The table is a vertical table.
- The second and third tables summarize the outstanding and reconciled balances, respectively. The balances are the opening and closing balances, as well as the movements related to outstanding and reconciled. In addition, the table that displays the outstanding balances also displays the balances of the G/L entries in Maconomy for comparison. Both of these tables are vertical tables.
- The fourth and fifth tables display the reconciled entries, one about debits and one about credits.
- The sixth and seventh tables display the outstanding entries, one about debits and one about credits.

Account

Column	Description
Bank Registration No.	This row displays the registration number and payment agent of the bank account to which the reconciliation has been made.
Bank Account No.	This row displays the number and description of the bank account to which the reconciliation has been made.
Account No.	This row displays the number and name of the G/L account to which the reconciliation has been made.
Latest Statement Date	This row displays the statement date of the latest reconciliation performed in the selected period. If no reconciliations have been performed, the field is blank, and only outstanding figures are displayed for the account.

Balances

The second and third tables are positioned left and right, but vertically aligned. The following table lists the left-hand table first, followed by the right-hand table.

Column	Description
Closing Balance	This row displays the bank balance according to the reconciled entries made. This is the opening balance for the reconciliation to be (but not yet) performed.
Outstanding Debits	This row displays the total of outstanding debit amounts—the total of debit amounts that are still to be reconciled on the account.
Outstanding Credits	This row displays the total of outstanding credit amounts—the total of credit amounts that are still to be reconciled on the account.
Adjusted Bank Balance	This row displays the Bank Balance plus the Outstanding Debits minus the Outstanding Credits , thereby the estimated closing balance when the outstanding entries have been reconciled.
G/L Balance	This row displays the total of debit minus credit amounts from G/L entries in Maconomy, for the date interval provided when running the report. This value should match the Adjusted Bank Balance so that the outstanding entries that are being reconciled and the actual G/L entries behind them match.
Variance	This row displays the difference between the Adjusted Bank Balance and the G/L Balance . The value is a control value that states how the actual account balance matches the unreconciled and G/L entries in Maconomy. When the reconciliation to be performed balances, the variance should be zero.
Opening Balance	This row displays the opening balance of the bank account for the reconciled entries. When running the report, you must enter an interval of statement numbers. The balance is the opening balance of the first bank reconciliation statement designated.
Reconciled Debits	This row displays the total of reconciled debit amounts on reconciliation statements in the specified statement interval.
Reconciled Credits	This row displays the total of reconciled credit amounts on reconciliation statements in the specified statement interval.
Calculated Bank Ending Balance	This row displays an estimate of the bank account's ending balance, after taking the reconciled debits and credits into account. It is calculated as the Opening Balance plus the Reconciled Debits minus the Reconciled Credits . Thus, it should match the closing balance of the last statement in the specified interval.
Closing Balance	This row displays the closing balance as entered for the bank account when performing the reconciliation of the account. If no reconciliation has been performed, the balance is zero.

Column	Description
Variance	This row displays the difference between the Calculated Bank Ending Balance and the Closing Balance . The value is a control value that states how the account balance matches the reconciled entries within Maconomy. When the reconciliation balances, the variance should be zero.

Reconciled Debits

Column	Description
Date	This column displays the entry date of the reconciled debit amount.
Customer	This column displays the number and name of the customer to which the reconciled debit amount relates, if any.
Description	This column displays the description of the reconciled debit entry. This description is often carried through from the corresponding finance entry.
Amount	This column displays the reconciled debit amount.

Reconciled Credits

Column	Description
Date	This column displays the entry date of the reconciled credit amount.
Vendor	This column displays the number and name of the vendor to which the reconciled credit amount relates, if any.
Description	This column displays the description of the reconciled credit entry. This description is often carried through from the corresponding finance entry.
Check No.	If the reconciled credit entry relates to a payment by check, this column displays the check number.
Amount	This column displays the reconciled credit amount.

Outstanding Debits

Column	Description
Date	This column displays the entry date of the outstanding debit amount.
Customer	This column displays the number and name of the customer to which the outstanding debit amount relates, if any.

Column	Description
Description	This column displays the description of the outstanding debit entry. This description is often carried through from the corresponding finance entry.
Amount	This column displays the outstanding debit amount.

Outstanding Credits

Column	Description
Date	This column displays the entry date of the outstanding credit amount.
Vendor	This column displays the number and name of the vendor to which the outstanding credit amount relates, if any.
Description	This column displays the description of the outstanding credit entry. This description is often carried through from the corresponding finance entry.
Check No.	If the outstanding credit entry relates to a payment by check, this column displays the check number.
Amount	This column displays the outstanding credit amount.

When running the report, you must enter an interval of statement numbers. The **From Statement No.** marks the number of the first reconciliation to include. The **To Statement No.** marks the last reconciliation to include. The **Opening Balance** of the reconciliations is then the opening balance of the first reconciliation in the interval. The **Closing Balance** in the same table is the closing balance of the last reconciliation in the interval. Thus, the opening balance is typically equal to the **Bank Balance** in the outstanding balance table.

You must also enter an interval of dates. This restriction *only* influences the G/L entries that are summarized in the row for **G/L Balance** and the calculation of the row **Variance** in the outstanding balance table. When running the report, you typically have the bank statement that indicates the date interval and statement number interval with which to run the report.

Check Register

The Check Register report displays the amount paid by check or other bank payment, the status, and to which vendor it was issued. The report consists of the following tabs:

- The first tab, **Check Register**, lists the check number issued to each vendor and the amount on the check in the transaction currency and company currency. The figures are grouped by company and bank account.
- The second tab, **Vendor Summary**, summarizes amounts paid to vendors, and groups these by control accounts. The figures are grouped by company. This tab also displays (separately) a summation of amounts paid by bank account.
- The third tab, **Check Status**, lists payments grouped by control account and the status of checks. The figures are grouped by company and bank account.
- The fourth tab, **Outstanding**, is similar to the first tab, except that it only includes payments that are not closed.

Check Register

Column	Description
Check, Date	This column displays the date of the check.
Check, No.	This column displays the check number.
Check, Status	This column displays the status of the cash-in of the check. It can have the following values: <ul style="list-style-type: none"> ▪ Cleared — The check payment has been carried through. ▪ Void — The check has been error-reported or reversed. ▪ Issued — The check awaits processing.
Vendor, No.	This column displays the vendor number.
Vendor, Name	This column displays the vendor name.
Vendor, Amount	This column displays the amount paid in vendor currency.
Vendor, Currency	This column displays the vendor currency.
Company, Amount	This column displays the amount paid in company currency.
Company, Currency	This column displays the company currency.

Vendor Payments

This tab has two parts, the **Vendor Payments** section and the **Bank Account Summation** section.

Column	Description
Control Account	This column displays the control account associated with the vendor.
Vendor, No.	This column displays the vendor number.
Vendor, Name	This column displays the vendor name.
Vendor, Amount	This column displays the amount paid in vendor currency.
Vendor, Currency	This column displays the vendor currency.
Company, Amount	This column displays the amount paid in company currency.
Company, Currency	This column displays the company currency.
Bank Account, No.	This column displays the bank account number associated with the check.

Column	Description
Bank Account, Name	This column displays the bank account name associated with the check.

Check Status

Column	Description
Status	<p>This column displays the status of the cash-in of the check. It can have the following values:</p> <ul style="list-style-type: none"> ▪ Cleared — The check payment has been processed. ▪ Void — The check has been error-reported or reversed. ▪ Issued — The check awaits processing.
Count	This column displays the number of checks with the given status.
Control Account	This column displays the control account associated with the vendor.
Vendor, Amount	This column displays the amount paid in vendor currency.
Vendor, Currency	This column displays the vendor currency.
Company, Amount	This column displays the amount paid in company currency.
Company, Currency	This column displays the company currency.

Outstanding Payments

Column	Description
Check, Date	This column displays the date of the check.
Check, No.	This column displays the check number.
Vendor, No.	This column displays the vendor number.
Vendor, Name	This column displays the vendor name.
Vendor, Amount	This column displays the amount paid in vendor currency.
Vendor, Currency	This column displays the vendor currency.
Company, Amount	This column displays the amount paid in company currency.
Company, Currency	This column displays the company currency.

Job Cost Reports

The following standard Job Cost reports are available:

- WIP Aging
- WIP Aging, by Account Manager
- WIP Aging, by Dimension
- WIP Transactions
- WIP Rollforward
- WIP Rollforward, by Account Manager
- Job Profitability Summary
- Job Profitability Summary, by Job
- Job Profitability Budget
- Job Profitability Budget, by Task
- Job Profitability Comparison
- Job Profitability Periodic
- Job Profitability Transactions
- Customer Profitability
- Customer Profitability, by Customer
- Customer Profitability Comparison, by Customer
- Revenue Analysis
- Revenue Analysis, by Customer
- Bill to Customer Distribution
- Customer Contact Information
- Job List
- Daily Flash
- Main Job, Sub Job Overview
- Task List
- Event Notes
- Job Events
- Job Events, by Customer
- Job Events, by Employee
- Job Events, by Job
- Invoiced Registrations
- Invoicing Worksheet
- Job Budget to Actuals YTD
- Job Budget to Actuals YTD, by Account Manager
- Job Budget to Actuals YTD, by Task

- Job Status, by Task & Employee
- Job Status, by Task & Employee Category

WIP Aging

The WIP Aging report displays the difference between job entries and invoices on jobs. Only jobs that are capitalized are included in the report.

WIP (work in progress) is calculated based on the following:

- The entered cost, if the job is capitalized at cost
- Revenue recognized, if the job is capitalized at billing

The WIP amounts are displayed in 30-day intervals, based on either due dates or entry dates. The report also displays the net invoiced amount on account.

- You can drill down on the **No & Name** column to the customer and job.
- The **Total Balance** column links to the WIP Transactions report.
- The **Invoiced On Account Invoiced** column links to the Job Invoices workspace.

The report corresponds to the universe report of the same name.

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: <ul style="list-style-type: none"> ▪ Company ▪ Customer ▪ Job
Invoice on Account, Invoiced	This column displays the amount invoiced on account.
Invoice on Account, Net	This column displays the amount invoiced on account that is not yet reconciled.
Balance, Total	This column displays the total WIP balance.
0-30 days	This column displays the WIP balance that is up to 30 days old.
31-60 days	This column displays the WIP balance that is between 31 and 60 days old.
61-90 days	This column displays the WIP balance that is between 61 and 90 days old.
91-120 days	This column displays the WIP balance that is between 91 and 120 days old.
121-150 days	This column displays the WIP balance that is between 121 and 150 days old.

Column	Description
151+ days	This column displays the WIP balance that is more than 150 days old.

WIP Aging, by Account Manager

The WIP Aging, by Account Manager report displays the difference between entries (job entries) and invoices on jobs. Only jobs that are capitalized are included in the report.

WIP (work in progress) is calculated based on the following:

- The entered cost, if the job is capitalized at cost
- Revenue recognized, if the job is capitalized at billing

The WIP amounts are displayed in period intervals based on the setup of the aging principles for WIP Aging reports. The report also displays the net invoiced amount on account. In the following table, the column titles and explanations are just examples of how the columns would be if the aging periods were 30-day intervals.

- You can drill down on the **No & Name** column to the customer and job.
- The **Total Balance** column links to the WIP Transactions report.

The **CPA** solution uses the Purpose dimension for **Client Manager**, and in that solution this report is renamed to **WIP Aging, by Client Manager**. Thus, this report is a client manager focused version of the WIP Aging report.

This report has three tabs. The first tab displays similar columns as the WIP Aging report. The second and third tabs display the same columns, except that:

- They do not offer drilling.
- The second tab groups by the Purpose dimension and displays the name and number of the Client Level 1 instead.
- The third tab groups by the Purpose dimension and the Client Level 1 dimension, and displays the name and number of the job instead.

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: <ul style="list-style-type: none"> ▪ Purpose ▪ Customer Level 1 ▪ Customer Level 2 ▪ Job
WIP, Exposure	This column displays the amount invoiced on account that is not yet reconciled.
WIP, Net	This column displays the WIP Balance, which is the Total WIP less the WIP Exposure.
WIP, Total	This column displays the total WIP balance.

Column	Description
0-30 days	This column displays the WIP balance that is up to 30 days old.
31-60 days	This column displays the WIP balance that is between 31 and 60 days old.
61-90 days	This column displays the WIP balance that is between 61 and 90 days old.
91-120 days	This column displays the WIP balance that is between 91 and 120 days old.

WIP Aging, by Dimension

The WIP Aging, by Dimension report is the same as the WIP Aging report, except that you can group and section data by a custom dimension.

WIP Transactions

The WIP Transactions report displays the individual job entries and invoices (job invoice lines) that constitute the work in progress balance. Only jobs that are capitalized are included in the report.

The report includes entries for job invoices on account, thereby providing a full overview of the entry and invoice history.

- The **Job** title links to the Jobs workspace.
- The **Amount IOA** column links to the Job Invoices workspace.

The report has similarities with the lowest level of the universe report that displays WIP. The report also has similarities with the Analyzer report, which displays job entries, although these do not work dynamically according to statement dates.

Column	Description
Transaction, Date	This column displays the entry date of job entries and job invoice lines contributing to open WIP (work in progress) amounts. For job invoices on account, the invoice date is displayed.
Transaction No.	This column displays the transaction number of the transaction to which the job entry or job invoice line was posted. For job invoices on account, the text Invoice on Account is displayed.
Transaction Type	This column displays the transaction type of the transaction to which the job entry or job invoice line was posted. For job invoices on account, the column is blank.
Entry Text	This column displays the entry text of the job entry or job invoice line. For job invoices on account, the column is blank.
Task Name	This column displays the task name of the job entry, job invoice line, or job invoice on account.

Column	Description
Task Descr.	This column displays the task description of the job entry, job invoice line, or job invoice on account.
Employee No.	This column displays the employee number of the job entry, job invoice line, or job invoice on account.
Employee Name	This column displays the employee name of the job entry, job invoice line, or job invoice on account.
Reg./Inv.	This column displays the contribution the job entry or job invoice line has made to the WIP balance. For job invoices on account, the column displays zero.
IOA	For job invoices on account, this column displays the amount invoiced on account. For job entries or job invoice lines, the column displays zero.

WIP Rollforward

The WIP Rollforward report estimates the WIP (work in progress) figure by a date (**To Date**), basing the WIP on another date (**From Date**) and entries and invoices during the period between the **From Date** and the **To Date**.

- You can drill up on the **No & Name** column to the company, and you can drill down to the job.
- The **Opening Bal.** column links to the WIP Aging report.

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: <ul style="list-style-type: none"> ▪ Company ▪ Customer ▪ Job
WIP, Opening Bal.	This column displays the total WIP balance by the From Date .
Registered, Time	This column displays the entered billing price for time activities.
Registered, Amount	This column displays the entered billing price for amount activities.
Invoiced, Time	This column displays the invoiced billing price for time activities.
Invoiced, Amount	This column displays the invoiced billing price for amount activities.
Invoiced, Up/Down	This column displays the up/down writing of the invoiced billing price.

Column	Description
Invoiced, Net on Acc.	This column displays the amount invoiced on account that is not yet reconciled.
WIP, Closing Bal.	<p>This column displays the estimated value of WIP by the To Date. It is calculated from other columns.</p> <p>The formula is as follows:</p> <p>WIP, Opening Bal + Registered, Time + Registered, Amount - Invoiced, Time – Invoiced, Amount + Invoiced, Up/Down</p>

WIP Rollforward, by Account Manager

The WIP Rollforward report estimates the WIP (work in progress) figure by a date (**To Date**), basing the WIP on another date (**From Date**) and entries and invoices during the period between the **From Date** and the **To Date**.

- You can drill up on the **No & Name** column to the company, and you can drill down to the job.
- The **Opening Bal.** column links to the WIP Aging report.

The **CPA** solution uses the purpose dimension for **Client Manager**, and in that solution this report is renamed to **WIP Rollforward, by Client Manager**. Thus, this report is a client manager focused version of the WIP Rollforward report.

This report has three tabs. The first tab displays similar columns as the WIP Rollforward report. The second and third tabs display the same columns, except that:

- They do not offer drilling.
- The second tab groups by the Purpose dimension and displays the name and number of the Client Level 1 instead.
- The third tab groups by the Purpose dimension and the Client Level 1 dimension, and displays the name and number of the job instead.

Column	Description
No & Name	<p>This column displays the number and name of the current drill-down level. The drill-down levels are:</p> <ul style="list-style-type: none"> ▪ Purpose ▪ Customer Level 1 ▪ Customer Level 2 ▪ Job
WIP, Opening Bal.	This column displays the total WIP balance by the From Date .
Registered, Time	This column displays the entered billing price for time activities within the interval given.
Registered, Amount	This column displays the registered billing price for amount activities within the interval given.

Column	Description
Invoiced, Time	This column displays the invoiced billing price for time activities within the interval given.
Invoiced, Amount	This column displays the invoiced billing price for amount activities within the interval given.
Invoiced, Up/Down	This column displays the up/down writing of the invoiced billing price within the interval given.
Invoiced, Net on Acc.	This column displays the amount invoiced on account that is not yet reconciled, within the interval given.
WIP, Gross	<p>This column displays the estimated value of WIP by the To Date. It is calculated from other columns.</p> <p>The formula is as follows:</p> <p>WIP, Opening Bal + Registered, Time + Registered, Amount - Invoiced, Time – Invoiced, Amount + Invoiced, Up/Down</p>
WIP, Reserve	This column displays the contribution to WIP within the given interval, for revenue recognition adjustments (WIP Adjustments). These are adjustments made in the window Revenue Recognition and which have the journal type Revenue Recognition.
WIP, Net	This column displays the Net WIP, which is calculated as the WIP, Gross minus the WIP, Reserve and Net On Acc.

Job Profitability Summary

The Job Profitability Summary report provides an overview of the profitability of jobs by displaying amounts invoiced, revenue recognized, cost, and corresponding gross margins.

Work in progress (WIP) is the balance amount displayed in the WIP Aging report, which takes the individual capitalization method of the jobs into account. The report only considers open jobs. Whether or not a job is closed does not depend on the statement date in the report, but the calculations of various balances (invoiced amounts and so on) depend on whether or not a job is closed.

- You can drill down on the **No & Name** column to the customer and job.
- The **WIP** column links to the WIP Aging report.
- The **Invoiced** column links to the Job Profitability Transactions report.

Column	Description
No & Name	<p>This column displays the number and name of the current drill-down level. The drill-down levels are:</p> <ul style="list-style-type: none"> ▪ Company ▪ Customer ▪ Job

Column	Description
Invoiced	This column displays the total invoiced amount.
Revenue Recognized	This column displays the total amount of revenue recognized.
WIP	This column displays the total amount of work in progress.
Cost, Budgeted	This column displays the total budgeted cost amount.
Cost, Registered	This column displays the total entered cost amount.
Purchase Committed	This column displays the total committed purchase amount.
GM 1	This column displays the gross margin, excluding time activities.
GM 1 %	This column displays the percentage of the gross margin 1.
GM 2	This column displays the gross margin, including time activities.
GM 2 %	This column displays the percentage of the gross margin 2.

Job Profitability Summary, by Job

The Job Profitability Summary, by Job report is the same as the Job Profitability Summary report, except that it starts on the drill-down level for jobs.

Job Profitability Budget

The Job Profitability Budget report displays the profitability of budgets by comparing budgeted amounts and actual amounts and the corresponding gross margins and percentages between them. The report considers only open jobs. Whether or not a job is closed does not depend on the statement date in the report.

- You can drill down on the **No & Name** column to the customer and job.
- The **Actuals Cost Reg.** column links to the Job Profitability Transaction report.

Column	Description
No & Name	This column displays the number and name for the present drill-down level. The drill-down levels are: <ul style="list-style-type: none"> ▪ Company ▪ Customer ▪ Job
Budget, Revenue	This column displays the total budgeted billing amount.
Budget, Cost	This column displays the total budgeted cost amount.

Column	Description
Budget, Purchase Committed	This column displays the total committed purchase amount.
Budget, GM	This column displays the gross margin of the budget as budgeted revenue minus the cost and committed purchase amounts.
Budget, GM %	This column displays the budget gross margin percentage.
Actuals, Revenue	This column displays the total entered billing amount.
Actuals, Cost Reg.	This column displays the total entered cost amount.
Actuals, GM	This column displays the gross margin of the actual revenue amount minus the entered cost amount.
Actuals GM %	This column displays the actual gross margin percentage.

Job Profitability Budget, by Task

The Job Profitability Budget, by Task report is the same as the Job Profitability Budget report, except that it starts on the drill-down level for tasks.

Job Profitability Comparison

The Job Profitability Comparison report provides various comparisons of central job cost figures: invoiced, up/down, open, entered cost, and so on, for the current year and the previous year. The data is grouped by company currency.

- You can drill down on the **No & Name** column to the Customer level and Job level.

Invoiced Tab

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: <ul style="list-style-type: none"> ▪ Company ▪ Customer ▪ Job
Invoiced, Period	This column displays the invoiced amount in the selected period.
Invoiced, Prev. Year	This column displays the invoiced amount within the selected period last year.
Up/Down, Period	This column displays the up/down writing in the selected period.
Up/Down, Prev. Year	This column displays the up/down writing in the selected period last year.

Column	Description
Open Time, Period	This column displays the open number of hours in the selected period.
Open Time, Prev. Year	This column displays the open number of hours in the selected period last year.
Open Amount, Period	This column displays the open quantity in time activities in the selected period.
Open Time, Prev. Year	This column displays the open quantity in time activities in the selected period last year.
Cost Reg., Period	This column displays the entered cost in the selected period
Cost Reg., Prev. Year	This column displays the entered cost in the selected period last year.
GM, Period	This column displays the gross margin of the selected period.
GM, Prev. Year	This column displays the gross margin of the selected period last year.
GM %, Period	This column displays the percentage contributed by the GM to the total GM for the jobs displayed (or other dimension, depending on the drill level).
GM %, Prev. Year	This column displays the percentage contributed by the GM last year to the total GM in the previous year for the jobs displayed (or other dimension, depending on the drill level).

Budget Tab

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: <ul style="list-style-type: none"> Company Customer Job
Invoiced	This column displays the invoiced billing price. Only invoices with an invoice date within the From Date – To Date interval are included.
Up/Down	This column displays the up/down writing for the period selected.
Open Time, Actuals	This column displays the open number of hours based on entries of the selected period.
Open Time, Budget	This column displays the open number of hours based on the budgeted figures.

Column	Description
Open Amount, Actuals	This column displays the open quantity for amount activities based on entries of the selected period.
Open Amount, Budget	This column displays the open quantity for amount activities based on the budget.
Cost Reg., Actuals	This column displays the cost entered within the selected period.
Cost Reg., Budget	This column displays the budgeted cost.
GM % YTD, Period	This column displays the percentage contributed by the GM year-to-date to the total GM for the jobs displayed (or other dimension, depending on the drill level). Year-to-date is defined as above. GM is calculated as invoiced billing price minus the invoiced cost price. Only entries with an entry date and invoices with an invoice date equal or before the end of the corresponding interval are included.
GM % YTD, Prev. Year	This column displays the percentage contributed by the GM year-to-date to the total GM in the previous year for the jobs displayed (or other dimension depending on the drill level). Year-to-date is defined as above. GM is calculated as invoiced billing price minus the invoiced cost price. Only entries with an entry date and invoices with an invoice date equal or before the end of the corresponding interval one year back are included.
Budgeted GM %, Period	This column displays the percentage contributed by the Budgeted GM to the total GM for the jobs displayed (or other dimension, depending on the drill level). The budget is the one assigned to the year prior to the year of the corresponding interval. Only entries with an entry date and invoices with an invoice date equal or before the end of the corresponding interval are included.
Budgeted GM %, Prev. Year	This column displays the percentage contributed by the Budgeted GM to the total GM in the previous year for the jobs displayed (or other dimension, depending on the drill level). The budget is the one assigned to the year prior to the year of the corresponding interval. Only entries with an entry date and invoices with an invoice date equal or before the end of the corresponding interval are included.

Job Profitability Periodic

The Job Profitability Periodic report displays central profitability figures for the selected period and for a specified number of periods preceding it. The budget figures are taken from the latest approved revision of the periodic job budget.

There is no corresponding report in the application.

Column	Description
Budgeted Billing Price	This column displays the total billing price budgeted for each period displayed.

Column	Description
Registered Billing Price	This column displays the total billing price entered in each period displayed.
Reg./Budget Diff.	This column displays the difference between the total billing price budgeted and the total billing price entered for each period displayed.
Revenue Recognized	This column displays the revenue recognized for each period displayed.
Rev. Rec./Budget Diff.	This column displays the difference between the revenue recognized and the billing price budgeted for each period displayed.

Job Profitability Transactions

The Job Profitability Transactions report displays the individual job entries and job invoice lines that constitute the balances displayed in the other Job Profitability reports.

Column	Description
Entry Date	This column displays the entry date of the job entry or job invoice line.
Task, Name	This column displays the task name of the job entry, job invoice line, or job invoice on account.
Task, Description	This column displays the task description of the job entry, job invoice line, or job invoice on account.
Activity Type	This column displays the activity type of the job entry or job invoice line, such as Time for time activities.
Employee No.	This column displays the employee number of the job entry, job invoice line, or job invoice on account.
Employee Name	This column displays the employee name of the job entry, job invoice line, or job invoice on account.
Registered, Quantity	This column displays the number of hours or quantity entered, depending on the activity type.
Registered, Cost	This column displays the amount entered in cost on the job entry or job invoice line.
Invoiced	This column displays the contribution to the amount invoiced.
Revenue Recognized	This column displays the contribution to the amount of revenue recognized.
WIP	This column displays the contribution to the work in progress (WIP).

Customer Profitability

The Customer Profitability report displays central balances for evaluating the profitability of customers, as related to job cost entries and job invoicing in general. The report is designed to provide an overview of extremes. It ranks the top and bottom companies, customers, and so on, depending on the current drill-down level. The report displays these top and bottom ranks on two tabs. You select how many companies, customers, and so on to display.

- You can drill down on the **No & Name** column to the customer and job.
- The **Invoiced** column links to the Job Invoices workspace.

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: <ul style="list-style-type: none"> ▪ Company ▪ Customer ▪ Job
Invoiced	This column displays the total invoiced amount.
Revenue Recognized	This column displays the total amount of revenue recognized.
Cost Registered	This column displays the total entered cost amount.
GM 1	This column displays the gross margin, excluding time activities.
GM 1 %	This column displays the gross margin percentage, excluding time activities.
GM 2	This column displays the gross margin, including time activities.
GM 2 %	This column displays the gross margin percentage, including time activities.
Hours, Registered	This column displays the entered number of hours.
Revenue Recognized / Hours	This column displays the average amount of revenue recognized per hour.

Customer Profitability, by Customer

The Customer Profitability, by Customer report is the same as the Customer Profitability report, except that it starts on the drill-down level for customers and the **Invoiced** column links to the Customers workspace

Customer Profitability Comparison, by Customer

The Customer Profitability report provides various comparisons of central job cost figures: to previous year, to budget, and to other customers, jobs, and so on. The data is grouped by company currency.

- You can drill up on the **No & Name** column to the company level and drill down to the job level.

Profitability Tab

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: <ul style="list-style-type: none"> ▪ Company ▪ Customer ▪ Job
Hours, Period	This column displays the entered number of hours within the selected period.
Hours, Prev. Year	This column displays the number of hours within the selected period last year.
Rev. Recog., Period	This column displays the total amount of revenue recognized for the selected period. Only entries with an entry date and invoices with an invoice date within the corresponding interval are included.
Rev Recog., Prev. Year	This column displays the revenue recognized for the selected period in the previous year. Only entries with an entry date and invoices with an invoice date within the corresponding interval one year back are included.
Rev. Recog. per Hour, Period	This column displays the revenue recognized per hour for the selected period. Only entries with an entry date and invoices with an invoice date within the corresponding interval are included.
Rev. Recog. per Hour, Prev. Year	This column displays the revenue recognized per hour for the selected period. Only entries with an entry date and invoices with an invoice date within the corresponding interval one year back are included.
Rev. Recog. %, Period	This column displays the percentage contributed by the recognized revenue (for the selected period) to the total revenue recognized for the customers displayed (or other dimension, depending on the drill level). The restriction is the same as for the column Rev. Recog., Period .
Rev. Recog. %, Prev. Year	This column displays the percentage contributed by the revenue recognized for the selected period (of the previous year) to the total revenue for the customers displayed (or other dimension depending on the drill level). The restriction is the same as for the column Rev. Recog., Prev. Year .

Column	Description
Invoicing % YTD, Period	This column displays the percentage contributed by the invoiced year-to-date amount to the total invoiced amount for the customers displayed (or other dimension, depending on the drill level). Year-to-date is defined here as the interval from the beginning of the year to the end of the corresponding interval, with both dates inclusive. Only invoices with an invoice date equal or before the end of the corresponding interval are included.
Invoicing % YTD, Prev. Year	This column displays the percentage contributed by the invoiced year-to-date amount to the total invoiced amount in the previous year for the customers displayed (or other dimension depending on the drill level). Year-to-date is defined as above. Only invoices with an invoice date equal or before the end of the corresponding interval one year back are included.
GM % YTD, Period	This column displays the percentage contributed by the GM year-to-date to the total GM for the customers displayed (or other dimension, depending on the drill level). Year-to-date is defined as above. GM is calculated as invoiced billing price minus the invoiced cost price. Only entries with an entry date and invoices with an invoice date equal or before the end of the corresponding interval are included.
GM % YTD, Prev. Year	This column displays the percentage contributed by the GM year-to-date to the total GM in the previous year for the customers displayed (or other dimension depending on the drill level). Year-to-date is defined as above. GM is calculated as invoiced billing price minus the invoiced cost price. Only entries with an entry date and invoices with an invoice date equal or before the end of the corresponding interval one year back are included.
Budgeted GM %, Period	This column displays the percentage contributed by the Budgeted GM to the total GM for the customers displayed (or other dimension, depending on the drill level). The budget is the one assigned to the year prior to the year of the corresponding interval. Only entries with an entry date and invoices with an invoice date equal or before the end of the corresponding interval are included.
Budgeted GM %, Prev. Year	This column displays the percentage contributed by the Budgeted GM to the total GM in the previous year for the customers displayed (or other dimension, depending on the drill level). The budget is the one assigned to the year prior to the year of the corresponding interval. Only entries with an entry date and invoices with an invoice date equal or before the end of the corresponding interval are included.

Invoiced Tab

Column	Description
No & Name	<p>This column displays the number and name of the current drill-down level. The drill-down levels are:</p> <ul style="list-style-type: none"> ▪ Company ▪ Customer ▪ Job
Inv. on Acc., Net on Acc.	This column displays the total invoiced on account for jobs on the customer (or other dimension, depending on the drill level). Only invoices on account with an invoice date equal or before the corresponding interval are included.
AR Balance	This column displays the total outstanding balance of customers as of a statement date being the To Date . The outstanding amount corresponds to the balance displayed in the AR Aging report.
Open, Time Act	This column displays the open billing price for time activities calculated according to the To Date .
Open, Amount Act	This column displays the open billing price for amount activities calculated according to the To Date .
Invoiced, Time Act	This column displays the invoiced billing price for time activities. Only invoices with an invoice date within the From Date – To Date interval are included.
Invoice, Amount Act	This column displays the invoiced billing price for amount activities. Only invoices with an invoiced date within the From Date – To Date interval are included.
Total	This column displays the total invoiced billing price (time activities plus amount activities). Only invoice with an invoice date within the From Date – To Date interval are included.

Registered & Budgeted Tab

Column	Description
No & Name	<p>This column displays the number and name of the current drill-down level. The drill-down levels are:</p> <ul style="list-style-type: none"> ▪ Company ▪ Customer ▪ Job

Column	Description
Hours, Registered	This column displays the number of hours entered for jobs related to the customer (or other dimension, depending on the drill level). Only entries with an entry date within the corresponding interval are included.
Hours, Budgeted	This column displays the budgeted number of hours for jobs related to the customer (or other dimension, depending on the drill level). The job budget figures are taken from the latest approved revision of the job budget and from the budget type defined as the planning budget. The budget is the one assigned to the year of the To Date .
Hours, Diff.	The column displays the difference between the entered hours and budgeted hours. The budget is the one assigned to the year of the To Date .
Cost, Registered	This column displays the total entered cost price on jobs related to the customer (or other dimension depending on the drill level). Only entries with an entry date within the corresponding interval are included.
Cost, Budgeted	This column displays the total budgeted cost price for jobs related to the customer (or other dimension, depending on the drill level). The budget is the one assigned to the year of the To Date .
GM	This column displays the difference between entered billing price and the entered cost price. Only entries with an entry date within the corresponding interval are included.
GM %	This column displays the GM divided by the entered billing price. Only entries with an entry date within the corresponding interval are included.

Revenue Analysis

The Revenue Analysis report displays central balances for evaluating the profitability of customers as related to job cost entries and job invoicing in general. The report is designed to provide an overview of extremes. It ranks the top and bottom companies, customers, and so on, depending on the current drill level. The report displays these top and bottom ranks on two tabs. You select how many companies, customers, and so on to display.

The report is very similar to the Customer Profitability report, but puts more emphasis on the revenue and billing data.

The report corresponds to the universe report of the same name. Budget figures are taken from the latest approved job budget revision.

- You can drill down on the **No & Name** column to the customer and job.
- The **Invoiced** column links to the Job Invoices workspace.

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: <ul style="list-style-type: none"> ▪ Company ▪ Customer ▪ Job
Budgeted, Hours	This column displays the number of budgeted hours.
Budgeted, Billing Price	This column displays the total budgeted billing price.
Registered, Hours	This column displays the number of entered hours.
Registered, Billing Price	This column displays the total entered billing price.
Invoiced	This column displays the total invoiced amount.
Open Billing Price	This column displays the total open billing price.
Billing Price Up/Down	This column displays the text that describes the rise or fall in the billing price.
Revenue Recognized	This column displays the total revenue recognized.

Revenue Analysis, by Customer

The Revenue Analysis, by Customer is the same as the Revenue Analysis report, except that it starts on the drill-down level for customers.

Bill to Customer Distribution

The Bill to Customer Distribution report displays a section for each job with a corresponding table that displays central information on bill to customer distributions set up for that job. For each job, the report also displays the customer name.

There are no drill-down levels for this report.

- The **Job** title links to the Jobs workspace.
- The **Customer** title links to the Customers workspace.
- The **No.** column links to the Customers workspace.

Column	Description
Payment Customer No.	This column displays the number of the payment customer.
Payment Customer Name	This column displays the name of the payment customer.
Customer Group	This column displays the customer group to which the payment customer belongs.
Appropriation	This column displays the appropriation of the payment customer distribution. The appropriation is a further subdivision of payment customers (for example, into institutions).
Blocked	This column displays Yes if the payment customer is blocked and No if the payment customer is not blocked.
Priority	This column displays the priority for payment customer distributions.
Distribution %	This column contains the following columns: <ul style="list-style-type: none"> ▪ Setup % — This column displays the default percentage distribution for the approved invoice and invoice on account. ▪ Selected % — This column displays the currently selected percentage distribution for the approved invoice and invoice on account.
For Invoicing	This column contains the following columns: <ul style="list-style-type: none"> ▪ Ordinary — This column displays the amount currently approved for invoicing based on job entries. ▪ On Account — This column displays the amount currently approved for invoicing on account.
Invoice Currency	This column displays the payment customer's invoice currency.

Customer Contact Information

The Customer Contact Information report provides an overview of contact information for your customers.

The **Customer No.** column links to the Customers workspace. There are no drill-down levels for this report.

Column	Description
Customer No.	This column displays the customer's identification number.
Customer Name	This column displays the customer's name.
Customer Group	This column displays the customer group to which the customer belongs.

Column	Description
Address	The Address columns display the name, postal district, and other address information of the customer.
Attention	This column displays the name that displays in the Attention line of customer correspondence.
Country	This column displays the name of the country where the customer is located.
Sales Person No	This column displays the employee number of the sales person.
Sales Person Name	This column displays the employee name of the sales person.
Our Contact	This column displays the employee name of your contact person.

Job List

The Job List report presents a table in which each row displays central information about a job. The jobs are grouped and ordered by customer number and name. Within each section, the jobs are ordered by the job number.

- The **Customer** title links to the Customer Contact Information report.
- The **Job No.** column links to the Jobs workspace.

There are no drill-down levels for this report.

Column	Description
Job No.	This column displays the job's identification number.
Job Name	This column displays the job's name.
Start Date	This column displays the job's start date.
End Date	This column displays the job's expected or actual end date.
Open	This column displays Yes if the job is still open at the statement date and displays No if the job is not open at the statement date.
Project Manager No.	This column displays the employee number of the job's project manager.
Project Manager Name	This column displays the employee name of the job's project manager.
Sales Person No.	This column displays the employee number of the job's sales person.
Sales Person Name	This column displays the employee name of the job's sales person.

Column	Description
Capitalization	This column displays Billing Price if the job is capitalized at billing price and displays Cost Price if the job is capitalized at cost price.

Daily Flash

The Daily Flash report displays a daily breakdown of key numbers (hours, billing, WIP, AR, and so on). Each day of the month (1-31) is displayed in a different row, and the key numbers are in different columns. You read across a row to see numbers for particular days or scan up and down columns to compare key numbers across days.

The report consists of one tab with sections for currency and company. The columns are organized into groupings:

- Comparative Hours
- Hours
- Billing Prices
- Accounts Receivable

Column	Description
Comparative Hours Billable	This column displays billable hours for the comparable period entered in the user prompts. You are prompted to enter a comparative From Date and To Date . Billable hours within this date range are displayed.
Comparative Hours Non Billable	This column displays non-billable hours for the comparable period entered in the user prompts.
Comparative Hours Total Hours	This column displays total (billable + non-billable) hours entered for the comparable period entered in the user prompts.
Day	This column displays the day of the month (1-31).
Hours Billable	This column displays billable hours for the period entered in the user prompts. You are prompted to enter the From Date and the To Date . Billable hours within this date range are displayed.
Hours Non Billable	This column displays non-billable hours for the period entered in the user prompts.
Hours Total Hours	This column displays total (billable + non-billable) hours entered for the period entered in the user prompts.
Billing Price Reg., Time	This column displays the entered billing price for time activities.
Billing Price Reg., Amount	This column displays the entered billing price for amount activities.
Billing Prices Total	This column displays the total entered billing price.

Column	Description
Billing Price Up/Down	This column displays the up/down amount concerning the billing price.
Billing Price Invoiced	This column displays the invoiced amount.
Running Open Balance	This column displays the running open billing balance. The top row is the open billing balance for the period entered, and open billing prior to the From Date entered in the user prompts is included. Each subsequent row uses the previous day's running total and calculates a new running total by adding the Open Billing Price amount.
AR Invoice/IOA	This column displays the amount of AR Invoices and Invoices on Account for the period entered in the user prompts.
AR Credit/IOA	This column displays the amount of Credit Memos and Credit Memos on Account for the period entered in the user prompts.
AR Paid	This column displays the total amount paid (reconciled). This amount is the total of all amounts included in actual payments — it does not include exchange rate losses/gains, cash discounts, and so on.
AR Running Balance	This column displays the running Balance of AR (the total amount outstanding on customer invoices). The top row is the opening balance of AR for the period entered. Each subsequent row uses the previous day's running total and calculates a new running total by adding the Balance amount.

Main Job, Sub Job Overview

The Main Job, Sub Job Overview report provides an overview of the main job/sub job relationship for all jobs. The report displays sections for each job. There are no drill-down levels for this report.

- The **Job** title and **Sub job No.** column link to the Jobs workspace.

The **Customer** title, **Payment Customer** title, and **Payment Customer No.** column link to the Customers workspace.

Main Job Columns

Column	Description
Job No.	This column displays the identification number assigned to the main job, or the identification number assigned to the job, if this is not a main job.
Job Name	This column displays the name of the main job, or the name of the job, if this is not a main job.
Customer	This column displays the delivery customer's identification number.
Payment Customer	This column displays the payment customer's identification number.

Column	Description
Include Sub-jobs	This column displays Yes if the job is a main job that includes sub jobs in blanket invoicing, and No if the job is not a main job and/or does not include sub job in blanket invoicing.
Pricing Principle	This column displays the job's pricing principle.

Sub Job Columns (If a Sub Job Exists)

Column	Description
Job No.	This column displays the sub job's identification number.
Job Name	This column displays the sub job's name.
Customer	This column displays the delivery customer's identification number.
Payment Customer	This column displays the payment customer's identification number.
Pricing Principle	This column displays the sub job's pricing principle.
Invoice on Main Job.	This column displays Yes or No to indicate whether or not the invoice is assigned on the main job.
Allocation percentage	This column displays the allocation percentage assigned to the main job.
Blocked	<p>This column contains four columns that display whether or not the job is blocked for the following:</p> <ul style="list-style-type: none"> ▪ Budgeting ▪ Time Registration ▪ Amount Registration ▪ Invoicing

Task List

The Task List report provides an overview of all tasks for your jobs. The tasks are grouped by the task list. Within each group, tasks are ordered by the task name. There are no drill-down levels for this report.

- The **Specific to Job No** title links to the Jobs workspace.
- The **Derived Activity No.** column links to the Jobs Setup workspace.

Section Columns

Column	Description
Task List Name	This column displays the identification number of the job to which tasks are assigned.
Task List Description	This column displays a description of the task list.
Registration Task	This column displays the name and description of the entry task.
Mileage Task	This column displays the name and description of the mileage task.
Revenue Recognition Task	This column displays the name and description of the revenue recognition task.
Invoicing On Account Task 1	This column displays the name and description of the invoicing on account task 1.
Invoicing On Account Task 2	This column displays the name and description of the invoicing on accounting task 2.
Invoicing Plan Task	This column displays the name and description of the invoicing plan task.

Task List Columns (Table Part)

Column	Description
Task Name	This column displays the task's name.
Task Description	This column displays the task's description.
Task Group #1-#4	These columns display the name of the task groups 1-4 for the task.
Activity No.	This column displays the identification number of the activity derived from the task.
Activity Name	This column displays the name of the activity derived from the task.
Overwrite	This column displays Yes if the activity should overwrite what you entered concerning the activity, and No if the activity should not overwrite what you entered concerning the activity.
Blocked	This column displays Yes if the task is blocked and No if it is not blocked.

Event Notes

The Event Notes report displays all notes and associated note lines. Note lines are grouped by the associated note header. There are no drill-down levels for this report.

- The **Event** title links to the Events workspace.

Section Columns

Column	Description
Note No	This column displays the note's identification number.
Note Description	This column displays the note's description.
Event No	This column displays the number of the event with which the note is associated.
Event Descr.	This column displays a description of the event with which the note is associated.
Event flow type	This column displays the event flow type.

Note Line Columns (Table Part)

Column	Description
Line No.	This column displays the note line's identification number.
Note Line Header	This column displays the note line's header.
Note Line Value	This column displays the note line value, which can be one of several different types (taken from different fields of the note line), depending on the format stated on the note line.

Job Events

The Job Events report displays all events for your jobs.

Fundamental to this report is the event's identification data, such as the event number, date, status, and job dimensions. Because this combination of job dimensions can exist on multiple events, you cannot distinguish certain measures (such as entered hours) according to which event they are related to. As a result, the report does not display such measures for each event.

The report is primarily meant to display events in relation to job entry and invoicing. However, it can be used for displaying other kinds of events as well.

There are no drill-down levels for this report.

- The **Event No.** column links to the Event Notes report.
- The **Job No.** column links to the Jobs workspace.

Events Grouped by the Associated Event Flow Displayed

Column	Description
Event Flow No.	This column displays the event flow's identification number.
Description	This column displays the event flow's description.
Event Flow Type	This column displays the event flow type.

Event Columns (Table Part)

Column	Description
Date	This column contains two columns, which display the Planned Starting Date and Planned Ending Date of the event.
Event No.	This column displays the event's identification number.
Event Type	This column displays the event type.
Event Description	This column displays the event's description.
Event Closed	This column displays Yes if the event is closed and No if the event is not closed.
Event Status	This column displays the event status to be assigned to the job when the event is closed (only for events assigned to a job).
Job No.	This column displays the identification number of the job for the event.
Job Name	This column displays the name of the job for the event.
Activity No	This column displays the identification number of the activity for the event.
Activity Description	This column displays a description of the activity for the event.
Task Name	This column displays the name of the task for the event.
Task Description	This column displays a description of the task for the event.

Job Events, by Customer

The Job Events, by Customer report displays all events that satisfy the selection criteria and groups them by customer.

The events for each customer must satisfy the following criteria:

- There are job entries on the customer's jobs, and the job number is the same as the job number stated on the event.
- If the job entries state activity and task respectively, the events must state the same activity and task.

Events are grouped customer number and name.

There are no drill-down levels for this report.

- The **Description** column links to the Event Notes report.
- The **Event No.** column links to the Job Events report.
- The **Job No.** column links to the Jobs workspace.
- The **Company** title links to the Companies workspace.
- The **Customer** title links to the Company Customers workspace.

Customer Columns

Column	Description
Customer	This column displays the customer's number and name
Hours Registered	This column displays the total number of hours entered on the customer's jobs.
Hours Invoiced	This column displays the total number of hours invoiced on the customer's jobs.
Revenue Recognized	This column displays the total amount of revenue recognized from entries and invoices of hours entered on the customer's jobs.

Event Columns (Table Part)

Events for each customer are displayed in a table ordered by the date of the event.

Column	Description
Date.	This column contains two columns, which display the Planned Starting Date and Planned Ending Date of the event.
Event No.	This column displays the event's identification number.
Event Type	This column displays the event type.
Event Description	This column displays the event's description.
Event Closed	This column displays Yes if the event is closed and No if the event is not closed.
Event Status	This column displays the event status to be assigned to the job when the event is closed (only for events assigned to a job).
Job No.	This column displays the identification number of the job for the event.
Job Name	This column displays the job's name.
Activity No	This column displays the identification number of the activity for the event.

Column	Description
Activity Description	This column displays a description of the activity for the event.
Task Name	This column displays the name of the task for the event.
Task Description	This column displays a description of the task for the event.

Job Events, by Employee

The Job Events, by Employee report displays all events that satisfy the selection criteria and groups them by employee.

The events for each employee must satisfy the following criteria:

- There are job entries on the employee, and the job number is the same as the job number stated on the event.
- If the job entries state activity and task respectively, the events must state the same activity and task.

Events are grouped by employee number and name.

- The **Description** column links to the Event Notes report.
- The **Event No.** column links to the Job Events report.
- The **Job No.** column links to the Jobs workspace.
- The **Company** title links to the Companies workspace.
- The **Employee** title links to the Employees workspace.

There are no drill-down levels for this report.

Employee Columns

Column	Description
Employee	This column displays the employee's number and name.
Hours Registered	This column displays the total number of hours entered on the employee's jobs.
Hours Invoiced	This column displays the total number of hours invoiced on the employee's jobs.
Revenue Recognized	This column displays the total amount revenue recognized from entries and invoices of hours entered on the employee's jobs.

Event Columns (Table Part)

Events for each employee are displayed in a table ordered by the date of the event.

Column	Description
Date	This column contains two columns, which display the Planned Starting Date and Planned Ending Date of the event.
Event No.	This column displays the event's identification number.
Event Type	This column displays the event type.
Event Description	This column displays the event's description.
Event Closed	This column displays Yes if the event is closed and No if the event is not closed.
Event Status	This column displays the event status to be assigned to the job when the event is closed (only for events assigned to a job).
Job No.	This column displays the identification number of the job for the event.
Job Name	This column displays the name of the job for the event.
Activity No	This column displays the identification number of the activity for the event.
Activity Description	This column displays a description of the activity for the event.
Task Name	This column displays the name of the task for the event.
Task Description	This column displays a description of the task for the event.

Job Events, by Job

The Job Events, by Job report displays all events that satisfy the selection criteria and groups them by job.

The events for each job must satisfy the following criteria:

- There are job entries on the job, and the job number is the same as the job number stated on the event.
- If the job entries state activity and task respectively, the events must state the same activity and task.

Events are grouped by job number and name.

- The **Description** column links to the Event Notes report.
- The **Event No.** column links to the Job Events report.
- The **Job No.** column links to the Jobs workspace.

- The **Company** title links to the Companies workspace.
- The **Customer** title links to the Company Customers workspace.

There are no drill-down levels for this report.

Job Columns

Column	Description
Employee	This column displays the job's number and name.
Customer	This column displays the customer's number and name.
Hours Registered	This column displays the total number of hours entered on jobs of the job.
Hours Invoiced	This column displays the total number of hours invoiced on jobs of the job.
Revenue Recognized	This column displays the total amount of revenue recognized from entries and invoices of hours entered on jobs of the job.

Event Columns (Table Part)

Events for each job are displayed in a table ordered by the date of the event.

Column	Description
Date	This column contains two columns, which display the Planned Starting Date and Planned Ending Date of the event.
Event No.	This column displays the event's number.
Event Type	This column displays the event type.
Event Description	This column displays the event's description.
Event Closed	This column displays Yes if the event is closed and No if the event is not closed.
Event Status	This column displays the event status to be assigned to the job when the event is closed (only for events assigned to a job).
Job No.	This column displays the identification number of the job for the event.
Job Name	This column displays the name of the job for the event.
Activity No	This column displays the identification number of the activity for the event.
Activity Description	This column displays a description of the activity for the event.

Column	Description
Task Name	This column displays the name of the task for the event.
Task Description	This column displays a description of the task for the event.

Invoiced Registrations

The Invoiced Registrations report displays the current invoicing state of job entries.

Job entries are grouped by customer, job, activity type, entry text, and employee. Corresponding subtotals are provided.

There are no drill-down levels or links for this report.

Section Columns

Column	Description
Customer	This column displays the customer's number and name.
Job	This column displays the job's number and name.
Activity Type	This column displays the activity type (Time, Amount, or Summary) of the job entry.
Entry Text	This column displays the entry text of the job entry.

Table Columns

Column	Description
Employee	This column displays the employee's number and name.
Type	This column displays the activity type (Time , Amount , or Summary) of the job entry.
Entry Date	This column displays the entry date of the job entry.
Remark	This column displays the remark of the job entry.
Hours Reg.	This column displays the entered quantity of hours.
Billing Price Reg., Enterprise	This column displays the entered billing price, in the currency of the enterprise.
Billing Price Inv., Enterprise	This column displays the invoiced billing price, in the currency of the enterprise.
Open Billing Price, Enterprise	This column displays the open billing price, which is the cost price entered on invoiceable activities (those that are not yet invoiced). The open cost price displays in the currency of the enterprise.

Column	Description
Billing Price Up/Down, Enterprise	This object displays the up/down writing of the billing price invoiced, in the currency of the enterprise.

Invoicing Worksheet

The Invoicing Worksheet report displays various balance figures related to invoicing for each customer and the jobs associated to that customer. In addition, it displays a breakdown of the hours entered into tasks, with summation sections for the tasks and employees involved. It also displays a monthly distribution of the entered billing prices compared to the invoiced; thereby giving a realization divided by month.

The report is often printed so that auditors or other authorities can make their manual comments. Therefore, a dedicated column is reserved for that in the report.

All figures are displayed in company currency.

The report groups the figures by company currency.

There is no drilling in the report.

Summary Tab

The first tab displays invoicing and budgeted figures by customers and the job that is associated with the customer. If there are several jobs for the same customer, the customer is repeated for each of these jobs.

Column	Description
Customer, No.	This column displays the customer's number.
Customer, Name	This column displays the customer's name.
Job, No.	This column displays the job's number.
Job, Name	This column displays the job's name
Budgeted Billing Price	This column displays the job's budgeted billing price. The budget figures are taken from the latest approved revision.
Prev. Invoiced	This column displays the total amount already invoiced as according to the beginning of the date interval provided. That is, it includes only invoices with an invoice date before the From Date .
Open, Hours	This column displays the open quantity on time activities for entries with a date within the given date interval, and invoices with an invoice date within that same interval. That is, the open quantity is as of the To Date of the interval but omitting entries that are older than the From Date .
Open, Time	This column displays the open billing price for time activities. The restriction is the same as for the Open, Hours column.

Column	Description
Open, Amount	This column displays the open billing price for amount activities. The restriction and calculation is similar to those for the Open Time Act. , except that this is for amount activities.
Open, Total	This column displays the open billing price as a product of the Unit Price and the Open, Hours . This figure corresponds to the open billing price for time activities.
On Account, Net	This column displays the Net On Account . Only invoice and reconciliations with an invoiced date within the date selected interval are included.
Last 30 Days, WIP	This column displays the WIP balance for the last 30 days for invoices on the job.
Last Invoiced	This column displays the latest invoice date for invoices on the job. However, invoices with an invoice date after or before the date interval provided, are not considered.

Details Tab

The second tab has a large header that displays the summarized invoicing and budget figures for each customer and the job for that customer.

Customer Job Header

Column	Description
Customer, No.	This column displays the customer's number.
Customer, Name	This column displays the customer's name.
Job, No.	This column displays the job's number.
Job, Name	This column displays the job's name.
Budgeted Billing Price (customer)	This column displays the job's budgeted billing price. The budget figures are taken from the latest approved revision.
Prev. Invoiced (customer)	This column displays the total amount already invoiced according to the beginning of the provided date interval. That is, it includes only invoices with an invoice date before the From Date .
Open Billing Price (customer)	This column displays the open quantity on time activities for entries with a date within the given date interval, and invoices with an invoice date within that same interval. That is, the open quantity is as of the To Date of the interval but omitting entries older than the From Date .

Column	Description
Net On Account	This column displays the Net On Account for jobs for that customer. Only invoices and reconciliations with an invoiced date within the date selected interval are included. The figures should match the On Account, Net. figure for that job on the Summary tab.
A/R Balance	This column displays the A/R balance similar to the balance stated in the AR Aging report. The figure should include only customer entries on the customer and job stated in this header. In addition, the balance should be calculated using the end of the date interval as the statement date and omitting entries that are older than the beginning of the date interval. That is, only entries and reconciliations within the specified date interval are included.

Approved Time

This part displays approved open quantity on time activities entered for each employee. The table is organized by date and employee and grouped by task name and description. As a result, there is a table for each task entered for the job in the header.

Column	Description
Date	This column displays the Entry Date or Finance Entry Date of the entries, depending on which date type you choose.
Employee, No.	This column displays the number of the employee who made the entries.
Employee, Name	This column displays the name of the employee who made the entries.
Remark	This column displays the remark (if any) that the employee made when entering.
Open, Hours	This column displays the open quantity on time activities coming from entries of the employee.
Open, Unit Price	This column displays the hourly price used for calculating the billing price on the job entry. If entries have different hourly prices, a line with each price is displayed along with the associated quantity and total.
Open, Total	This column displays the open billing price as a product of the Unit Price and the Open, Hours . This figure corresponds to the open billing price for time activities.
Notes	This column is left blank. It is a placeholder in case auditors want to write notes on printed versions of the report.

Unsubmitted Time

This part displays the time entered, but not yet submitted, for each employee. The figures and structure are the same as for the **Approved Time**. Figures coming from submitted but unapproved entries are not captured. This is intentional, because the amount of such entries is considered very small.

Approved Amounts

This part displays the approved open amounts entered for each employee. That is, the amounts have been entered and approved, but not yet invoiced. The table is organized like the **Approved Time** part.

Column	Description
Date	This column displays the Entry Date or Finance Entry Date of the entries, depending on which date type you choose.
Employee, No.	This column displays the number of the employee who made the entries; if any.
Employee, Name	This column displays the name of the employee who made the entries; if any.
Remark	This column displays the remark (if any) that the employee made when entering.
Open, Qnt.	This column displays the open quantity on amount activities possibly coming from entries of the employee. The open quantity is calculated as the entered quantity minus the invoiced quantity.
Unit Price	This column displays the unit price of the amount entries. If entries have different hourly prices, a line with each price is displayed along with the associated quantity and total.
Open, Total	This column displays the open billing price as a product of the Unit Price and the Open, Qnt. . This figure corresponds to the open billing price for amount activities.
Notes	This column is left blank. It is a placeholder if auditors want to write notes on printed versions of the report.

Summary by Employee

This part displays the open quantity on time activities, summarized by employee. The table is organized like the **Approved Time** part. Only figures that are approved are included.

Summary by Task

This part displays the open quantity on time and amount activities, summarized by task. In addition, it displays the budgeted hours and budgeted billing price. The budget figures are taken from the latest approved revision of the planning budget. The table is organized like the **Approved Time** part.

Monthly Distribution

This part displays the entered and invoiced billing prices split into time and amount activities, for each calendar month of the date range considered.

Column	Description
Reg. Time Act.	This column displays the entered billing price for entries on time activities. The figures are distributed over the individual calendar months according to the Entry Date or Finance Entry Date , depending on what you chose.
Reg. Amount Act.	This column displays the entered billing price for entries on amount activities. The figures are likewise distributed.
Inv. Time Act.	This column displays the invoiced billing price for entries on time activities. The figures are likewise distributed.
Inv. Amount Act.	This column displays the number of hours entered and approved but not yet invoiced.

Job Budget to Actuals YTD

The Job Budget to Actuals YTD report displays job figures for time and amount activities. Drill-down options are available for **Company**, **Customer**, and **Job Levels**, with **Job Level** being the lowest.

The report compares actual **Job Cost** to the **Job Budget** for the current year and previous year—that is, given a statement date, it displays the year-to-date interval for the actual numbers.

The measures are divided into two categories:

- Budget
 - Budgeted Hours
 - Budgeted Billing Price
 - Budgeted Quantity
 - Budgeted Cost
- Actuals
 - Registered Hours
 - Registered Billing Price
 - Actual Units
 - Actual Cost

The report only includes entries up to the **Statement Date**. The **Date Type** prompt restricts the entries using either the **Entry Date** or the **Finance Entry Date**.

The report contains two tabs. The first tab displays budgeted figures and entered figures of time activities for the current year and the previous year.

Column	Description
No. & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: <ul style="list-style-type: none"> Company Customer Job
Budgeted Billing Price	These columns display the budgeted billing price for the current year and the previous year, respectively.
Budgeted Hours	These columns display the budgeted hours for the current year and the previous year, respectively.
Registered Billing Price	These columns display the actual entered billing price for the current year and the previous year, respectively.
Registered Hours	These columns display the actual number of hours entered for the current year and the previous year, respectively.
Current Year Variance	These columns display the difference between the budgeted and entered numbers (hours and billing price) for the current year.

The second tab displays budgeted and entered figures for amount activities for the current year and the previous year.

Column	Description
No. & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: <ul style="list-style-type: none"> Company Customer Job
Budgeted Quantity	These columns display the budgeted units for the current year and the previous year, respectively.
Budgeted Cost	These columns display the budgeted cost for the current year and the previous year, respectively.
Registered Quantity	These columns display the actual number of entered quantities for the current year and the previous year, respectively.
Registered Cost	These columns display the actual entered cost for the current year and the previous year, respectively.
Current Year Variance	These columns display the difference between the budgeted and entered numbers (quantity and cost) for the current year.

Each figure is split into current year and previous year. The **Current Year** means actuals from the beginning of the current year up to the specified statement date.

The **Previous Year** means actuals from the beginning of the previous year up to the statement date a year back. Budget figures are all budgets that have a job with **JobYear** belonging to either the current or previous year. The budget numbers are collected from the latest approved revision using the **Job Budget Type** that you chose.

Job Budget to Actuals YTD, by Account Manager

The Job Budget to Actuals YTD, by Account Manager report displays job figures for time and amount activities. Drill-down options are available for Purpose, Customer Level 1, Customer Level 2 and Job, with Purpose level being the default.

The **CPA** solution uses the Purpose dimension for **Client Manager**, and in that solution this report is renamed to **Job Budget to Actuals YTD, by Client Manager**. Thus, this report is a client manager focused version of the Job Budget to Actuals YTD report.

This report compares actual Job Cost to the Job Budget for the current year and previous year—that is, given a statement date, it displays the year-to-date interval for the actual numbers. You can select whether to compare the current year's data to the previous year-to-date and the previous year's full year of data.

The measures are divided into two categories:

- Budget
 - Budgeted Hours
 - Budgeted Billing Price
 - Budgeted Quantity
 - Budgeted Cost
- Actuals
 - Registered Hours
 - Registered Billing Price
 - Actual Units
 - Actual Cost

This report only includes entries up to the Statement Date. The prompt Date Type restricts the entries using either the Entry Date or the Finance Entry Date. The report contains six tabs. The first tab displays budgeted figures and entered figures of time activities for the current year and the previous year. The second and third tabs are similar to the first tab, except that:

- They do not offer drilling.
- The second tab groups by the Purpose dimension and displays the name and number of the Client Level 1 instead.
- The third tab groups by the Purpose dimension and the Client Level 1 dimension, and displays the name and number of the job instead.

Column	Description
No. & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: <ul style="list-style-type: none"> ▪ Purpose ▪ Client Level 1 ▪ Client Level 2 ▪ Job
Budgeted Billing Price	These columns display the budgeted billing price for the current year and the previous year, respectively.
Budgeted Hours	These columns display the budgeted hours for the current year and the previous year, respectively.
Registered Billing Price	These columns display the actual registered billing price for the current year and the previous year, respectively.
Registered Hours	These columns display the actual number of registered hours for the current year and the previous year, respectively.
Current Year Variance	These columns display the difference between the budgeted and registered numbers (hours and billing price) for the current year.

The fourth tab displays budgeted and entered figures for amount activities for the current year and the previous year.

The fifth and sixth tabs are similar to the fourth tab, except that:

- They do not offer drilling.
- The fifth tab groups by the Purpose dimension and displays the name and number of the Client Level 1 instead.
- The sixth tab groups by the Purpose dimension and the Client Level 1 dimension, and displays the name and number of the job instead.

Column	Description
No. & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: <ul style="list-style-type: none"> ▪ Company ▪ Customer ▪ Job
Budgeted Quantity	These columns display the budgeted units for the current year and the previous year, respectively.
Budgeted Cost	These columns display the budgeted cost for the current year and the previous year, respectively.

Column	Description
Registered Quantity	These columns display the actual number of entered quantities for the current year and the previous year, respectively.
Registered Cost	These columns display the actual entered cost for the current year and the previous year, respectively.
Current Year Variance	These columns display the difference between the budgeted and entered numbers (quantity and cost) for the current year.

Each figure is split into current year and previous year. The Current Year means actuals from the beginning of the current year up to the given statement date.

The Previous Year means actuals from the beginning of the previous year up to the statement date a year back. Budget figures are all budgets that have a job with JobYear belonging to either the current or previous year. The budget numbers are collected from the latest approved revision using the Job Budget Type chosen by the user.

Job Budget to Actuals YTD, by Task

The Job Budget to Actuals YTD, by Task report displays job figures for time and amount activities. Unlike Job Budget to Actuals YTD, this report is not drillable, and data is only displayed on the Task Level.

The report compares actual **Job Cost** to the **Job Budget** for the current year and previous year—that is, given a statement date, it displays the year-to-date interval for the actual numbers.

The measures are divided into two categories:

- Budget
 - Budgeted Hours
 - Budgeted Billing Price
 - Budgeted Quantity
 - Budgeted Cost
- Actuals
 - Registered Hours
 - Registered Billing Price
 - Actual Units
 - Actual Cost

The report only includes entries up to the **Statement Date**. The **Date Type** prompt restricts the entries using either the **Entry Date** or the **Finance Entry Date**.

The report displays two tabs. Each tab displays budgeted figures and entered, for the current year and the previous year. The report is grouped by **Company Currency**, **Company**, **Employee Category**, and **Employee**.

The first tab displays budgeted figures and entered figures of time activities for the current year and the previous year.

Column	Description
No. & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: <ul style="list-style-type: none"> Company Customer Job
Budgeted Billing Price	These columns display the budgeted billing price for the current year and the previous year, respectively.
Budgeted Hours	These columns display the budgeted hours for the current year and the previous year, respectively.
Registered Billing Price	These columns display the actual entered billing price for the current year and the previous year, respectively.
Registered Hours	These columns display the actual number of hours entered for the current year and the previous year, respectively.
Current Year Variance	These columns display the difference between the budgeted and entered numbers (hours and billing price) for the current year.

The second tab displays budgeted and entered figures for amount activities for the current year and the previous year.

Column	Description
No. & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: <ul style="list-style-type: none"> Company Customer Job
Budgeted Quantity	These columns display the budgeted units for the current year and the previous year, respectively.
Budgeted Cost	These columns display the budgeted cost for the current year and the previous year, respectively.
Registered Quantity	These columns display the actual number of entered quantities for the current year and the previous year, respectively.
Registered Cost	These columns display the actual entered cost for the current year and the previous year, respectively.

Column	Description
Current Year Variance	These columns display the difference between the budgeted and entered numbers (quantity and cost) for the current year.

Each figure is split into current year and previous year. The **Current Year** means actuals from the beginning of the current year up to the specified statement date.

The **Previous Year** means actuals from the beginning of the previous year up to the statement date a year back. Budget figures are all budgets that have a job with **JobYear** belonging to either the current or previous year. The budget numbers are collected from the latest approved revision using the **Job Budget Type** that you chose.

Job Status, by Task & Employee

The Job Status, by Task & Employee report provides a status report on a company's budget as detailed as on the task and employee level. This must be combined in one report because the task and employee levels are two perspectives on the same data that project managers and team members require.

The report displays the budgeted figures, entered actuals, and the variance between these two figures. In addition, it displays the invoiced figures and the open billing price.

Figures are displayed in job currency, company currency, or enterprise currency.

The report groups the figures by selected currency and then by job.

Only entries, budget figures, and invoices on time activities are included.

There is no drilling in the report.

Job Status, by Task Tab

The first tab displays budgeted and entered figures on the task level.

Column	Description
Task, Name	This column displays the task name of the entered figures.
Task, Desc.	This column displays the task description.
Budgeted, Hours	This column displays the budgeted number of hours for the task. The budget figures are taken from the latest approved revision.
Budgeted, Billing Price	This column displays the total budgeted billing price for the task. The budget figures are taken from the latest approved revision.
Registered, Hours	This column displays the number of hours entered for the task.
Registered, Billing Price	This column displays the billing price entered for the task.
Variance, Hours	This column displays the difference between the budgeted and entered number of hours.

Column	Description
Variance, Billing Price	This column displays the difference between the budgeted and entered total billing price for the task.
Invoiced, Billing Price	This column displays the total amount already invoiced.
Invoiced, Up/Down	This column displays the total up/down writing on the invoices.
Open, Billing Price	This column displays the open billing price.

Job Status, by Employee Tab

The second tab displays budgeted and entered figures on the employee level.

Column	Description
Employee, Number	This column displays the employee number on the entries.
Employee, Name	This column displays the employee's name.
Budgeted, Hours	This column displays the budgeted number of hours for the task. The budget figures are taken from the latest approved revision.
Budgeted, Billing Price	This column displays the total budgeted billing price for the task. The budget figures are taken from the latest approved revision.
Registered, Hours	This column displays the number of hours entered for the task.
Registered, Billing Price	This column displays the billing price entered for the task.
Variance, Hours	This column displays the difference between the budgeted and entered number of hours.
Variance, Billing Price	This column displays the difference between the budgeted and entered total billing price for the task.
Invoiced, Billing Price	This column displays the total amount already invoiced.
Invoiced, Up/Down	This column displays the total up/down writing on the invoices.
Open, Billing Price	This column displays the open billing price.

Job Status, by Task & Employee Category

The Job Status, by Task & Employee Category report provides a status report on companies' budgets as detailed as on the task and employee category level. This must be combined in one report because the task and employee category levels are two perspectives on the same data that project managers and team members require.

The report displays the budgeted figures, actuals entered, and the variance between these two figures. It also displays the invoiced figures and the open billing price.

Figures are displayed in job currency, company currency, or enterprise currency.

The report groups the figures by selected currency and then by job.

Only entries, budget figures, and invoices on time activities are included.

There is no drilling in the report.

Job Status, by Task Tab

The first tab displays budgeted and entered figures on the task level.

Column	Description
Task, Name	This column displays the task name of the entered figures.
Task, Desc.	This column displays the task description.
Budgeted, Hours	This column displays the budgeted number of hours for the task. The budget figures are taken from the latest approved revision.
Budgeted, Billing Price	This column displays the total budgeted billing price for the task. The budget figures are taken from the latest approved revision.
Registered, Hours	This column displays the number of hours entered for the task.
Registered, Billing Price	This column displays the billing price entered for the task.
Variance, Hours	This column displays the difference between the budgeted and entered number of hours.
Variance, Billing Price	This column displays the difference between the budgeted and entered total billing price for the task.
Invoiced, Billing Price	This column displays the total amount already invoiced.
Invoiced, Up/Down	This column displays the total up/down writing on the invoices.
Open, Billing Price	This column displays the open billing price.

Job Status, by Employee Category Tab

The second tab displays budgeted and entered figures on the employee category level.

Column	Description
Employee Category, Number	This column displays the employee category number on the entries.

Column	Description
Employee Category, Name	This column displays the employee category name.
Budgeted, Hours	This column displays the budgeted number of hours for the task. The budget figures are taken from the latest approved revision.
Budgeted, Billing Price	This column displays the total budgeted billing price for the task. The budget figures are taken from the latest approved revision.
Registered, Hours	This column displays the number of hours entered for the task.
Registered, Billing Price	This column displays the billing price entered for the task.
Variance, Hours	This column displays the difference between the budgeted and entered number of hours.
Variance, Billing Price	This column displays the difference between the budgeted and entered total billing price for the task.
Invoiced, Billing Price	This column displays the total amount already invoiced.
Invoiced, Up/Down	This column displays the total up/down writing on the invoices.
Open, Billing Price	This column displays the open billing price.

Customer Reports

The following standard Customer reports are available:

- AR Aging
- AR Aging, by Account Manager
- AR Aging, by Dimension
- AR Aging Details, by Dimension
- AR Aging Summary, by Dimension
- AR Rollforward
- AR Transactions
- Customer Invoice Status
- Customer Invoices
- Customer Statement
- Customer Tax Returns
- Cash Receipts
- Cash Receipts, by Account Manager

AR Aging

The AR Aging report displays outstanding balances for customers, broken out in 30-day intervals, based on entry dates or due dates.

Outstanding balances represent invoiced amounts minus payments received from customers. The relationship between invoices and payments is based on reconciling customer entries that represent invoices and the customer payments.

Both the entry reconciliation date (which can be in the future) and the reconciliation date (which is the actual date of the reconciliation) must be prior to the statement date for the reconciliation to be included in the report. In addition, only entries and reconciliations that are open as of the statement date are included in the report.

You can drill down on the **No & Name** column to the company, customer, job, or transaction level. The **Total Balance** column links to the AR Transactions report. You can run the report to display blocked entries along with an explanation of why the entries are blocked. You can also control whether to sort by period (30-day intervals) and classify entries as due, based on the entry date or due date.

The report corresponds to the Print dialog box and universe report of the same name. However, the corresponding Analyzer report does not dynamically calculate reconciliations based on the statement date, nor does it report values for invoicing on account.

Column	Description
No & Name	This column displays the number and name for the current drill-down level. The drill-down levels are: <ul style="list-style-type: none"> Company Customer Job Transaction
Balance, Total	This column displays the total amount outstanding on customer invoices, including entries that are not yet due, based on the statement date.
Balance, Due	This column displays the total amount due, based on the statement date. Entries with a due date (or entry date) equal to the statement date are considered due.
Balance, Not Due	This column states the total amount not yet due, based on the statement date.
0-30 days	This column displays the amount outstanding that is up to 30 days old.
31-60 days	This column displays the amount outstanding that is between 31 and 60 days old.
61-90 days	This column displays the amount outstanding that is between 61 and 90 days old.
91+ days	This column displays the amount outstanding that is more than 90 days old.

Column	Description
DSO	This column displays the days of sales outstanding. This is calculated as the sum of individual outstanding balances of entries multiplied by the number of days they are due. The resulting value is then divided by the total outstanding balance.

AR Aging, by Account Manager

The AR Aging, by Account Manager report displays outstanding balances for customers, broken out in 30-day intervals, based on either entry dates or due dates.

Outstanding balances represent invoiced amounts minus payments received from customers. The relationship between invoices and payments is based on reconciling customer entries representing invoices and the customer payments.

Both the entry reconciliation date (which can be in the future) and the reconciliation date (which is the actual date of the reconciliation) must be prior to the statement date for the reconciliation to be included in the report. In addition, only entries and reconciliations that are open as of the statement date are included in the report.

You can drill down on the **No & Name** column to the purpose, customer level 1, customer level 2, and job. The **Total Balance** column links to the AR Transactions report. You can run the report to display blocked entries along with an explanation of why the entries are blocked. You can also control whether to sort by period and classify entries as due, based on the entry date or due date. This is set up in the aging principles for AR Aging reports. In the table below, we just exemplify how the intervals could be by using 30 days intervals.

The **CPA** solution uses the purpose dimension for **Client Manager** and this report is in that solution renamed to **AR Aging, by Client Manager**. Thereby, the report is a client manager focused version of the AR Aging report.

The report has three tabs. The first tab displays similar columns as the AR Aging report. The second and third tabs display the same columns, except that:

- They do not offer drilling.
- The second tab groups by the Purpose dimension and displays the name and number of the Client Level 1 instead.
- The third tab groups by the Purpose dimension and the Client Level 1 dimension, and displays the name and number of the job instead.

This report corresponds to the Print dialog box and universe report of the same name. However, the corresponding Analyzer report does not dynamically calculate reconciliations based on the statement date, nor does it report values for invoicing on account.

Column	Description
No & Name	<p>This column displays the number and name for the current drill-down level. The drill-down levels are:</p> <ul style="list-style-type: none"> ▪ Purpose ▪ Customer Level 1 ▪ Customer Level 2 ▪ Job

Column	Description
Balance, Total	This column displays the total amount outstanding on customer invoices, including entries that are not yet due, based on the statement date.
0-30 days	This column displays the amount outstanding that is up to 30 days old.
31-60 days	This column displays the amount outstanding that is between 31 and 60 days old.
61-90 days	This column displays the amount outstanding that is between 61 and 90 days old.
91+ days	This column displays the amount outstanding that is more than 90 days old.
DSO	This column displays the days of sales outstanding. This is calculated as the sum of individual outstanding balances of entries multiplied by the number of days they are due. The resulting value is then divided by the total outstanding balance.

AR Aging, by Dimension

The AR Aging, by Dimension report displays AR Aging balance amounts and measures for each customer and project manager, broken out in 30-day intervals, based on either entry dates or due dates. The report is grouped into one or two standard dimensions, which you select.

Outstanding balances represent invoiced amounts minus payments received from customers. The relationship between invoices and payments is based on reconciling customer entries that represent invoices and the customer payments.

Both the entry reconciliation date (which can be in the future) and the reconciliation date (which is the actual date of the reconciliation) must be prior to the statement date for the reconciliation to be included in the report. In addition, only entries and reconciliations that are open as of the statement date are included in the report.

The **Total Balance** column links to the AR Transactions report. You can also classify entries as due based on the entry date or due date.

Column	Description
Customer No & Customer Name	This column displays the customer's number and name.
Project Manager No & Name	This column displays the project manager's number and name, if there is an associated project manager.
Balance, Total	This column displays the customer's outstanding balance, based on the statement date. Entries with a due date or entry date equal to the statement date are considered due.

Column	Description
0-30 days	This column displays the outstanding balance of entries that have an entry date or due date up to 30 days old according to the statement date given.
31-60 days	This column displays the outstanding balance of entries that have an entry date or due date that is between 31 and 60 days old according to the statement date given.
61-90 days	This column displays the amount outstanding that is between 61 and 90 days old.
91+ days	This column displays the amount outstanding that is more than 90 days old.
Last Payment	This column displays the date of the latest payment entered for the customer.

AR Aging Details, by Dimension

The AR Aging Details, by Dimension report displays outstanding balances and aged measures for each customer and job, broken out in 30-day intervals, based on entry dates or due dates.

Outstanding balances represent invoiced amounts minus payments received from customers. The relationship between invoices and payments is based on reconciling customer entries that represent invoices and the customer payments.

Both the entry reconciliation date (which can be in the future) and the reconciliation date (which is the actual date of the reconciliation) must be prior to the statement date for the reconciliation to be included in the report. In addition, only entries and reconciliations that are open as of statement date are included in the report.

The **Total Balance** column links to the AR Transactions report. You can also classify entries as due based on the entry date or due date.

Column	Description
Customer No	This column displays the customer's number.
Customer Name	This column displays the customer's name.
Job No	This column displays the number of the job, if any.
Job Name	This column displays the name of the job, if any.
Balance	This column displays the outstanding balance of the customers grouped by the selected dimension. This balance corresponds to the balance column displayed in the standard AR Aging report.
0-30 days	This column displays the amount outstanding that is up to 30 days old.
31-60 days	This column displays the amount outstanding that is between 31 and 60 days old.

Column	Description
61-90 days	This column displays the amount outstanding that is between 61 and 90 days old.
91+ days	This column displays the amount outstanding that is more than 90 days old.
Last Payment	This column displays the date of the latest payment entered for the customer.

AR Aging Summary, by Dimension

The AR Aging Summary, by Dimension report displays outstanding balances and aged measures for each value in a selected dimension. You can select a dimension by which to group figures.

Outstanding balances represent invoiced amounts minus payments received from customers. The relationship between invoices and payments is based on reconciling customer entries that represent invoices and the customer payments.

Both the entry reconciliation date (which can be in the future) and the reconciliation date (which is the actual date of the reconciliation) must be prior to the statement date for the reconciliation to be included in the report. In addition, only entries and reconciliations that are open as of statement date are included in the report.

The **Total Balance** column links to the AR Transactions report. You can also classify entries as due based on the entry date or due date.

Column	Description
Dimension No	This column displays the number of the selected dimension, such as the name of the Project Manager.
Dimension Name	This column displays the name of the selected dimension, such as the name of the Project Manager.
Balance	This column displays the outstanding balance of the customer, grouped by the selected dimension. This balance corresponds to the balance column displayed in the standard AR Aging report.
0-30 days	This column displays the amount outstanding that is up to 30 days old.
31-60 days	This column displays the amount outstanding that is between 31 and 60 days old.
61-90 days	This column displays the amount outstanding that is between 61 and 90 days old.
91+ days	This column displays the amount outstanding that is more than 90 days old.
Last Payment	This column displays the date of the latest payment entered for the customer.

AR Rollforward

The AR Rollforward report states what has been paid by customers in the selected period. This report displays payments and invoices, with opening and closing balances for the specified period. It is like a balance sheet of customer payments.

- Click the **Balance Opening** field to display the AR Aging report.

The report has standard drilling on the standard hierarchy from the AR universe.

Column	Description
Customer No.	This column displays the number of the customer who paid the amounts.
Customer Name	This column displays the name of the customer who paid the amounts.
Customer	This column displays the number and name of the customer who paid the amounts.
Company, No.	This column displays the number of the company that paid the amounts.
Company, Name	This column displays the name of the company that paid the amounts.
Company	This column displays the number-name of the company that paid the amounts.
Job, No.	This column displays the job number for which the customer paid the amounts.
Job, Name	This column displays the job name for which the customer paid the amounts.
Job	This column displays the job number-name for which the customer paid the amounts.
Balance Opening	This column displays the total amount outstanding on invoices, including entries that are not yet due, based on the From Date .
Invoiced	This column displays the amount invoiced to the customer. The data is displayed in one of the currencies (company, customer, or enterprise), according to the answer given in response to the prompt.
Paid	This column displays the amount paid by the customer. The data is displayed in one of the currencies (company, customer, or enterprise) according to the answer given in response to the prompt.
Balance Closing	This column displays the total amount outstanding on invoices, including entries that are not yet due, based on the From Date plus Invoiced amount for From Date, To Date timeframe, minus Paid amount for the same period.

AR Transactions

The AR Transactions report displays the individual customer entries for customer invoices, along with customer payments received. Customer reconciliations are included in the report's calculations.

- The **Customer** title links to the Customers workspace.
- The **Transaction No.** column links to the Customer Entries workspace.

There are no corresponding reports in the application. There is corresponding functionality in the Analyzer, except that the Analyzer report does not consider the statement date in its calculations.

Column	Description
Entry Date	This column displays the entry date of the customer entry.
Due Date	This column displays the due date of the customer entry.
Transaction No.	This column displays the transaction number of the customer entry.
Transaction Type	This column displays the transaction type of the customer entry.
Entry Text	This column displays the entry text of the customer entry.
Current	This column displays the total current balance of the entry, based on the statement date. It includes entries that are not yet due.
Due	This column displays the balance that is due, based on the statement date.
Not Due	This column displays the balance that is not yet due, based on the statement date.
Days Due	This column displays the number of days that the amount on the entry has been due, based on the statement date.
Original, Currency	This column displays the original currency of the customer entry.
Original, Amount	This column displays the original amount of the customer entry, in the original currency.

Customer Invoice Status

The Customer invoice Status report displays invoiced and paid amounts, along with status and performance indicators related to customer handling, for example, payment time duration, number of invoices sent, and days of sales outstanding. On transaction levels, the report provides an overview of the outstanding invoices and transactional entries.

The **Invoice** column links to the Customer Invoices report and the **Balance by Statement Date** column links to the Customer Statement report.

Column	Description
Company	This column displays the name and number of the company. It displays on the first drill-down level. The drill-down levels are: <ul style="list-style-type: none"> Company Customer Job
Customer	This column displays the customer's name and the number. It is displayed on the second drill-down level.
Job	This column displays the job's name and the number. It is displayed on the third drill-down level.
DSO	This column displays the average days of sale outstanding.
Invoiced	This column displays the total invoiced amount. This amount is the total of all amounts included in actual invoicing—it does not include exchange rate losses or gains, cash discounts, and so on. Credit memos are included with negative amounts.
Paid	This column displays the total amount paid (reconciled). This amount is the total of all amounts included in actual payments—it does not include exchange rate losses or gains, cash discounts, and so on.
Variance	This column displays the difference between invoiced amounts and paid amounts.
Balance by Statement Date	This column displays the balance due by statement date for the current customer.
Avg. Time until Paid	This column displays the average time it has taken the customer to fully pay outstanding invoices.

Customer Invoices

The Customer Invoices report displays amount and status information for individual invoices.

This report is a sub report of the Customer Invoice Status report. You can link to this report by clicking the **Invoiced** column on the Customer Invoice Status report.

- The **Balance** column links to the Customer Statement report.
- The **Customer** title links to the Customers workspace.
- The **Invoiced Amount** column links to the Job Invoices workspace.

The top filter should contain only the selected invoice and should be compacted. The focus pane is **Home/Overview**.

Column	Description
Invoice	This column displays the entry invoice's number and name.
Customer No.	This column displays the customer's identification number.
Customer Name	This column displays the customer's name.
Invoice Date	This column displays the date of the invoice.
Due Date	This column displays the due date of the entry.
Amount	This column displays the invoiced amount.
On Account	This column displays Yes if the invoice is on account and No if the invoice is not on account.
Balance	This column displays the amount invoiced minus the amount paid.
Paid	This column displays Yes if the invoice is fully paid and No if the invoice is not fully paid.
Time until Paid	This column displays the number of days from the date the invoice was issued until the date on which it was fully paid.
Blocking Type	This column displays the blocking type.
Blocking Reason	This column displays the reason for blocking.

Customer Statement

The Customer Statement report displays entry information, amounts, and the status of each customer entry that matches the specified restrictions.

This report is a subreport of the Customer Invoice Status and Customer Invoices reports. To link to this report, click **Balance by Statement Date** on the Customer Invoice Status report or click **Balance** on the Customer Invoices report.

There are no drill-down levels for this report.

- The **Company** title links to the Companies workspace.
- The **Customer** title links to the Customers workspace.
- The **Transaction No.** column links to the Customer Entries workspace.
- The **Journal No.** column links to the Posted Journals workspace.

Column	Description
Entry Date	This column displays the creation date of the entry.
Due Date	This column displays the due date of the entry.
Orig. Due Date	This column displays the original due date of the entry

Column	Description
Closing Date	This column displays the date on which the entry is considered fully reconciled (closed).
Closed	This column displays Yes if the entry is closed and No if the entry is still open.
Transaction No.	This column displays the entry's transaction number.
Transaction Type	This column displays the entry's transaction type
Transaction Description	This column displays the transaction's description.
Debit	This column displays the entry's debit amount.
Credit	This column displays the entry's credit amount.
Journal No.	This column displays the entry's journal number.
Blocking Type	This column displays the blocking type.
Blocking Reason	This column displays the reason for blocking.

Customer Tax Returns

A Customer Tax Return is a special kind of task that CPA companies do for their customers. In Maconomy it is not defined as a task on a task list. Instead, a collection of Customer Tax Returns is defined and associated with a job. Customer Tax Returns have various status fields and dates that are important in the follow-up and planning of such work.

To support the Customer Tax Return functionality in Maconomy, BPM provides reports that list the status of customer tax returns. In addition, the Job Information universe is enhanced with objects for this kind of reporting. This functionality is part of BPM Reporting but not BPM Analysis.

Reports

Two new reports are introduced in BPM Reporting:

- **Customer Tax Return** — This report lists the customer tax returns for each job and displays the overall information that provides an overview of the status of the customer tax returns.
- **Customer Tax Return Details** — This report is a sub-report of the Customer Tax Return report and displays, for each Customer Tax Return, additional detailed information. There is a link from the Customer Tax Return report to the Customer Tax Return Details report.

Customer Tax Returns Report

This report consists of the following tabs:

- **By Customer** — Lists customer tax returns by customer.
- **By Type** — Lists customer tax returns by tax return type.
- **By Approver** — Lists customer tax returns by actual approver.

- **By Receiver** — Lists customer tax returns by actual receiver.

In each of the tabs shows the same table. This table shows data grouped by different dimensions as described previously.

All tables are sorted first by Due Dates, Current.

Above each table the job number, name, and year are stated.

The data in the tables is as follows.

Item	Description
Line No.	This column displays the line number of the customer tax return.
Tax Return, Name	This column displays the name of the customer tax return.
Tax Return Description	This column displays the description of the customer tax return.
Due Dates, Current	This column displays the current due date of the customer tax return. In Maconomy this is the original due date if no extension is requested. If an extension is requested, it is the extension due date.
Due Dates, Original	This column displays the original due date of the customer tax return.
Due Dates, Extension	This column displays the extension due date of the customer tax return.
Reference Dates, Received	This column displays the date the customer tax return was received.
Reference Dates, Committed	This column displays the date the customer tax return was committed for work.
Reference Dates, Extension Filed	This column displays the date any possible extension request was filed.
Reference Dates, Completed	This column displays the date the customer tax return work was completed.

This report defines a traffic light that is displayed to the left of each Customer Tax Return Name. The traffic light has the following values.

Color	Description
Green	If the number of days from Statement Date to Due Dates, Current is greater than 60. All Customer Tax Returns that are completed (despite the statement date) are marked as green.
Yellow	If the number of days from Statement Date to Due Dates, Current is less than 60 days and greater than 15.

Color	Description
Red	If the number of days from Statement Date to Due Dates, Current is less than or equal to 15.

Customer Tax Return Details Report

The main report Customer Tax Returns links to the sub-report, Customer Tax Return Details.

This report consists of the following tabs:

- **By Customer** — Lists customer tax returns by customer.
- **By Type** — Lists customer tax returns by tax return type.
- **By Approver** — Lists customer tax returns by actual approver.
- **By Receiver** — Lists customer tax returns by actual receiver.

Each of the tabs shows the same table with data that is grouped by different dimensions as described previously.

All tables are ordered by Due Dates, Current.

Above each table the job number, name, and year are stated.

The data in the tables is as follows

Item	Description
No Line	This column displays the line number of the customer tax return.
Tax Return, Name	This column displays the name of the customer tax return.
Tax Return Description	This column displays the description of the customer tax return.
Details, Status	This column displays the status of the customer tax return.
Details, Disposition	This column displays the disposition of the customer tax return.
Details, Filing Status	This column displays the filing status of the customer tax return.
Details, E-filing Date	This column displays the date when an electronic filing was performed.
Details, Processing Code	This column displays the processing code of the customer tax return
Details, Eng. Letter Rec	This column displays the engagement letter record.
Details, Customer Status	This column displays the customer status of the customer tax return.

Cash Receipts

The Cash Receipts report lists the amounts that customers have paid. Despite its name, this report includes all kinds of payments, not just cash. (It is by tradition that such a report is called a cash receipts report.) This report displays payments received divided into various periods and ties payments to their corresponding invoices.

The report consists of two tabs:

- The **Cash Receipts by Period** tab displays amounts that customers have paid, grouped by time (yesterday, current week, previous week, current month, and so on). This tab also displays the total amount received for the customer.
- The **Cash Receipts by Invoice** tab displays the amounts that have been paid on invoices and compares the amounts to the original invoice amounts and individual job amounts.

Data in both tabs is grouped by currency and then by account manager.

All figures are displayed in the currency of the company, customer, or enterprise, depending on what you select.

There are no drill-down levels for this report.

Cash Receipts by Period Tab

Column	Description
Customer No.	This column displays the number of the customer that paid the amounts.
Customer Name	This column displays the name of the customer that paid the amounts.
Yesterday	This column displays the amount paid on the day before the end date of the date interval. Only figures with an Entry Date within the date interval are included.
Week to Date	This column displays the amount paid within the current week, up to and including the end date of the date interval. Only figures with an Entry Date within the date interval are included.
Prev. Week	This column displays the amount paid within the week prior to the week of the end date of the date interval. Only figures with an Entry Date within the date interval are included.
Month to Date	This column displays the amount paid within the current month, up to and including the end date of the date interval. Only figures with an Entry Date within the date interval are included.
Prev. Month	This column displays the amount paid within the previous month according to the end date of the date interval. Only figures with an Entry Date within the date interval are included.

Column	Description
YTD	This column displays the amount paid in the year to date, which is defined as the period from the beginning of the calendar year up to and including the end date of the date interval. The year-to-date figures are not restricted by the starting date of the date interval as other figures are.
Customer to Date	This column displays the amount paid in total by the customer up to and including the end date of the date interval. The figures are not restricted by the starting date of the date interval as the preceding figures are.

Cash Receipts by Invoice Tab

Column	Description
Customer No.	This column displays the number of the customer that paid the amounts.
Customer Name	This column displays the name of the customer that paid the amounts.
Job No.	This column displays the number of the job associated with the payments.
Job Name	This column displays the name of the job associated with the payments.
Cash Deposit, Date	This column displays the date of the cash deposit provided by the customer and related to the job in question.
Cash Deposit, Amount	This column displays the amount of the cash deposit provided by the customer and related to the job in question.
Invoice No.	This column displays the number of the invoice being paid. Only entries within the date interval are included.
Invoice Date	This column displays the date of the invoice being paid. Only entries within the date interval are included.
Invoiced	This column displays the invoiced amount being paid. Only entries within the date interval are included.
Paid	This column displays the amount paid on the day before the end date of the date interval. Only figures with an Entry Date within the date interval are included.
Cash Discount	This column displays the total amount discounted from the initial invoiced price when invoices were reconciled.
Balance	This column displays the total due amount, according to the date interval not yet paid or reconciled.

Cash Receipts, by Account Manager

The Cash Receipts, by Account Manager report lists the amounts that customers have paid. Despite its name, this report includes all kinds of payments, not just cash. (It is by tradition that such a report is called a cash receipts report.) This report displays received payments divided into various periods and ties payments to their corresponding invoices.

The report consists of four tabs:

- The Cash Receipts by Period tab displays amounts that customers have paid, grouped by time (yesterday, current week, previous week, current month, and so on). This tab also displays the total amount received for the customer.
- Tabs two and three are similar to tab one, except that tab two groups by the purpose dimension and displays paid amounts by client level 1. Tab three similarly groups by the purpose dimension and the client level 1 dimension and displays paid amounts by job.
- The Cash Receipts by Invoice tab displays the amounts that have been paid on invoices and compares the amounts to the original invoice amounts and individual job amounts.

Data in both tabs is grouped by currency and then by account manager.

All figures are displayed in the currency of the company, customer, or enterprise, depending on what you select.

There are no drill-down levels for this report.

Cash Receipts by Period Tab

Column	Description
Customer No.	This column displays the number of the customer that paid the amounts.
Customer Name	This column displays the name of the customer that paid the amounts.
Yesterday	This column displays the amount paid on the day before the end date of the date interval. Only figures with an Entry Date within the date interval are included.
Week to Date	This column displays the amount paid within the current week, up to and including the end date of the date interval. Only figures with an Entry Date within the date interval are included.
Prev. Week	This column displays the amount paid within the week prior to the week of the end date of the date interval. Only figures with an Entry Date within the date interval are included.
Month to Date	This column displays the amount paid within the current month, up to and including the end date of the date interval. Only figures with an Entry Date within the date interval are included.
Prev. Month	This column displays the amount paid within the previous month according to the end date of the date interval. Only figures with an Entry Date within the date interval are included.

Column	Description
YTD	This column displays the amount paid in the year to date, which is defined as the period from the beginning of the calendar year up to and including the end date of the date interval. The year-to-date figures are not restricted by the starting date of the date interval as other figures are.
Customer to Date	This column displays the amount paid in total by the customer up to and including the end date of the date interval. The figures are not restricted by the starting date of the date interval as the above figures are.

Cash Receipts by Invoice Tab

Column	Description
Customer No.	This column displays the number of the customer that paid the amounts.
Customer Name	This column displays the name of the customer that paid the amounts.
Job No.	This column displays the number of the job associated with the payments.
Job Name	This column displays the name of the job associated with the payments.
Invoice No.	This column displays the number of the invoice being paid. Only entries within the date interval are included.
Invoice Date	This column displays the date of the invoice being paid. Only entries within the date interval are included.
Invoiced	This column displays the invoiced amount being paid. Only entries within the date interval are included.
Paid	This column displays the amount paid on the day before the end date of the date interval. Only figures with an Entry Date within the date interval are included.
Cash Discount	This column displays the total amount discounted from the initial invoiced price when invoices were reconciled.
Balance	This column displays the total due amount, according to the date interval not yet paid or reconciled.

Vendor Reports

The following standard Vendor reports are available:

- AP Aging
- AR Transactions

AP Aging

The AP Aging report displays the outstanding balances for vendors, broken out in 30-day intervals, based on entry dates or due dates.

Outstanding balances represent vendor-invoiced amounts minus payments remitted. The relationship between vendor invoices and payments is based on reconciling vendor entries that represent vendor invoices and payments remitted. Only entries and reconciliations that are open and existing as of the statement date are included in the report.

- You can drill down on the **No & Name** column to the vendor or transaction level.
- The **Balance** column links to the AP Transactions report.

You can also control whether to sort by period (30-day intervals) and classify entries as due based on the entry date or due date.

The report corresponds to the Print dialog box and universe report of the same name. The corresponding Analyzer report, however, does not take reconciliations into account dynamically according to the statement date, nor does it consider invoicing on account.

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: <ul style="list-style-type: none"> ▪ Company ▪ Vendor ▪ Transaction
Balance	This column displays the total amount outstanding on vendor invoices, including entries that are not yet due, based on the statement date.
Due	This column displays the total amount due, based on the statement date. Entries with a due date or entry date equal to the statement date are considered due.
Not Due	This column displays the total amount that is not yet due, based on the statement date.
0-30 days	This column displays the amount outstanding that is up to 30 days old.
31-60 days	This column displays the amount outstanding that is between 31 and 60 days old.

Column	Description
61-90 days	This column displays the amount outstanding that is between 61 and 90 days old.
91+ days	This column displays the amount outstanding that is more than 90 days old.

AP Transactions

The AP Transactions report displays the individual vendor entries for vendor invoices or expense sheets and payments remitted. Vendor reconciliations are included in the report's calculations.

- The **Vendor** title links to the Vendors workspace.
- The **Transaction No.** column links to the Vendor Entries workspace.

There are no corresponding reports in the application. There is corresponding functionality in the Analyzer, except that the Analyzer report does not consider the statement date in its calculations.

Column	Description
Entry Date	This column displays the entry date of the vendor entry.
Due Date	This column displays the due date of the vendor entry.
Transaction No.	This column displays the vendor entry's transaction number.
Transaction Type	This column displays the vendor entry's transaction type.
Entry Text	This column displays the entry text of the vendor entry.
Entry Type	This column displays the entry type of the vendor entry (vendor payment, vendor invoice, and so on).
Invoice No.	For vendor entries that represent vendor invoices or vendor credit memos, this column displays the corresponding invoice number.
Balance	This column displays the outstanding balance of the entry—the balance of the entry minus the amount already reconciled against the entry based on the statement date.
Original Currency	This column displays the vendor entry's original currency.
Original Amount	This column displays the original amount of the vendor entry, in the original currency.

CRM Reports

The following standard CRM reports are available:

- Sales Pipeline
- Opportunities

- Sales Pipeline, by Contact Company

Sales Pipeline

The Sales Pipeline report displays the total sales estimate in the pipeline, distributed over the current quarter and the three upcoming quarters. Quarters are based on calendar months, not on fiscal periods. The closing date or expected closing date of the individual opportunity determines the quarter in which the sales estimate is categorized. The current quarter is the calendar quarter of the given statement date.

- You can drill down on the **No & Name** column to the location, phase, or opportunity level.
- The **Sales Estimate Total** column links to the Opportunities report.

The report corresponds to the universe report of the same name.

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: <ul style="list-style-type: none"> ▪ Company ▪ Location ▪ Phase ▪ Opportunity
Sales Estimate, Total	This column displays the total sales estimate on opportunities.
Sales Estimated Weighted	This column displays the total sales estimate on opportunities, individually weighted by the probability of the opportunity.
Qn YYYY	This column displays the total sales estimate of opportunities closed or expected to close in the current calendar quarter. <i>n</i> is the current quarter and YYYY is the year of that quarter.
Qn+1 YYYY	This column displays the total sales estimate of opportunities expected to close within the next quarter. <i>n+1</i> is the quarter after the current quarter and YYYY is the year of that quarter.
Qn+2 YYYY	This column displays the total sales estimate of opportunities expected to close two quarters from the current quarter. <i>n+2</i> is the quarter that is two quarters from the current quarter and YYYY is the year of that quarter.
Qn+3 YYYY	This column displays the total sales estimate of opportunities expected to close three quarters from the current quarter. <i>n+3</i> is the quarter that is three quarters from the current quarter and YYYY is the year of that quarter.
Total	This column displays the total sales estimate of opportunities expected to close in the specified four quarters.

Sales Pipeline, by Contact Company

The Sales Pipeline, by Contact Company report is the same as the Sales Pipeline report, except that this report can drill down on the **No & Name** column to the contact company level 1, contact company level 2, contact company level 3, contact company level 4, contact company level 5, and opportunity level.

Opportunities

The Opportunities report displays individual opportunities, their current phase, contact company information, sales estimates, and so on.

You can display amounts in the currency of the opportunity or the currency of the company.

- The **Contact Company No.** column links to the Contact Companies workspace.
- The **Opportunity No.** column links to the Opportunities workspace.

Column	Description
Contact Company No	This column displays the contact company's identification number.
Contact Company Name	This column displays the contact company's name.
Opportunity No.	This column displays the opportunity's identification number.
Opportunity Description	This column displays a description of the opportunity.
Opportunity Exp. Closing Date	This column displays the expected closing date of the opportunity.
Sales Person No.	This column displays the employee number of the sales person for the opportunity.
Sales Person Name	This column displays the employee name of the sales person for the opportunity.
Sales Estimate	This column displays the total sales estimate of the opportunity.
Weighted Sales Estimate	This column states the weighted sales estimate of the opportunity.
Sales Estimate Currency	This column displays the currency of the sales estimate of the opportunity.

Employee Reports

The following standard Employee reports are available:

- Employee Time Overview
- Job Employee Status

- Utilization
- Utilization, by Employee
- Utilization Transactions
- Realization
- Realization, by Account Manager
- Realization, by Employee
- Time Sheet Overview
- Time Sheet Status, by Week
- Time Sheet Status, by Day
- Unsubmitted Time

Employee Time Overview

This report provides two tabs:

- **Billability** — This tab provides two tables. The first is a crosstab that shows dates horizontally and the measures Invoiceable, Non-Invoiceable, Total, and Inv. % as rows vertically. The second table displays the same measures as rows and time-sliced columns current month, previous month, current year, previous year, and year-to-date.
- **Utilization** — This tab provides tables that are similar to those of the Billability tab. However, this tab uses employee utilization values on activities, instead of the listed measures.



For statically defined horizontal dimensions it means that the individual lines of the table must be defined specifically with individual measures that tie to the individual dimension for each row. This means that for the invoiceable row, the measure cells must state the invoiceable hours; for the non-invoiceable row, the measure cells must state the non-invoiceable hours. As a result, the table is not a clean cross-tab, but it still has the dynamic column behavior of a cross-tab, except that the rows are fixed.

Column	Description
Billability Tab, First Cross-Tab	
Measure cells	The measure that is displayed in the cells of the cross-tab is the number of approved hours (Job Entries).
Horizontal dimension	The horizontal dimension is the Entry Date of the Job Entry.

Column	Description
Vertical dimension	<p>The vertical dimension statically categorizes the hours into the following:</p> <ul style="list-style-type: none"> ▪ Invoiceable if the job and activity are both invoiceable. ▪ Non-invoiceable if either the job or activity is not invoiceable. ▪ Total, which includes both invoiceable and non-invoiceable hours. ▪ Inv. %, which states the percentage that the invoiceable hours make of the total.
Billability Tab, Second Cross-Tab	
Measure cells	The measure that is displayed in the cells of the cross-tab is the number of approved hours (Job Entries).
Horizontal dimension	<p>The horizontal dimension categorizes the hours according to their Entry Date with regard to the To Date of the date interval that the user who runs the report provides. The categories are:</p> <ul style="list-style-type: none"> ▪ Current Month, Current Year — Hours that have an Entry Date in the month and year of the To Date. ▪ Current Month, Previous Year — Hours that have an Entry Date in the Month and previous year of the To Date. ▪ Previous Month, Current Year — Hours that have an Entry Date in the previous month and current year of the To Date. ▪ Previous Month, Previous Year — Hours that have an Entry Date in the previous month and previous year of the To Date. <p>The header of the month and year is displayed with the names of the months (such as January) and the number of the year (such as 2012).</p>
Utilization Tab, First Cross-Tab	
Measure cells	The measure that is displayed in the cells of the cross-tab is the number of approved hours (Job Entries).
Horizontal dimension	The horizontal dimension is the Entry Date of the Job Entry.
Vertical dimension	The vertical dimension is the Employee Utilization of the activity on the Job Entry.
Utilization Tab, Second Cross-Tab	

Column	Description
Horizontal dimension	<p>The horizontal dimension categorizes the hours according to their Entry Date with regard to the To Date of the date interval that the user who runs the report provides. The categories are:</p> <ul style="list-style-type: none"> ▪ Current Month, Current Year — Hours that have an Entry Date in the month and year of the To Date. ▪ Current Month, Previous Year — Hours that have an Entry Date in the month and previous year of the To Date. ▪ Previous Month, Current Year — Hours that have an Entry Date in the previous month and current year of the To Date. ▪ Previous Month, Previous Year — Hours that have an Entry Date in the previous month and previous year of the To Date. <p>The header of the month and year are displayed with the names of the months (such as January) and the number of the year (such as 2012).</p>
Vertical dimension	<p>The vertical dimension is the Employee Utilization of the activity on the Job Entry.</p>

Job Employee Status

The Job Employee Status report displays all jobs that satisfy the selection criteria. For each job, the report displays the employees who have entered time on the job along with central entry measures.

Employees and central job measures are grouped by job number and name.

There are no drill-down levels for this report.

- The **Job** title links to the Jobs workspace.
- The **Customer** title links to the Customers workspace.
- The **Employee no.** column links to the Employees workspace.

Group Columns

Column	Description
Job	This column displays the job's number and name.
Customer	This column displays the customer's number and name.

Job Columns

Column	Description
Employee No.	This column displays the employee number of the job entry or job invoice line.
Employee Name	This column displays the employee name of the job entry or job invoice line.

Column	Description
Reg. Hours	This column displays the entered quantity.
Reg. Billing Price	This column displays the entered billing price in the currency of the company.
Reg. Cost Price	This column displays the entered cost price in the currency of the company.
Invoiced Hours	This column displays the invoiced quantity.
Invoiced Billing Price	This column displays the invoiced billing price in the currency of the company.
Invoiced Up/Down	This column displays the up/down text of the billing price invoiced in the currency of the company.
Revenue Recognized	This column displays the amount of revenue recognized in the currency of the company.

Utilization

The Utilization report displays utilization metrics and degrees that you can use to display the utilization of employees. Only entries on time activities are included in the report.

- You can drill down on the **No & Name** column to the location, employee category, employee, and job level.

Column	Description
No & Name	<p>This column displays the number and name of the current drill-down level. Drill-downs for this column are based on the dimensions of the employees. The drill-down levels are:</p> <ul style="list-style-type: none"> Company Location Employee Category Employee Job
Utilization Degree Inv./Reg.	This column displays the utilization degree, which is the result of dividing invoiceable hours by entered hours.
Utilization Degree Inv./Fix	This column displays the utilization degree, which is the result of dividing invoiceable hours by the number of fixed hours for employees (as set up in the employee revisions of the employees).
Billing Price, Reg.	This column displays the entered billing price.

Column	Description
Billing Price, Average	This column displays the average entered billing price.
Hours, Fixed	This column displays the fixed hours for employees, as set up in the employee revisions of the employees.
Hours, Reg	This column displays the hours entered for employees. This is the total number of hours entered.
Hours, Reg. Work.	This column displays the entered productive hours for employees. This is the total number of hours entered on activities for which the employee utilization is productive time.
Hours Invoiceable	This column displays the number of hours entered on invoiceable jobs and activities.
Hours, Prod.	This column displays the entered productive hours for employees. This is the number of hours entered on activities for which the employee utilization is productive time.
Hours, Non-Prod.	This column displays the entered non-productive hours for employees. This is the number of hours entered on activities for which the employee utilization is non-productive time.
Hours, Absence	This column displays the entered absent hours for employees. This is the number of hours entered on activities for which the employee utilization is absent time.

Utilization, by Employee

The Utilization, by Employee report is the same as the Utilization report, except that it starts on the drill-down level of employees.

Utilization Transactions

The Utilization Transactions report displays the individual job entries and job invoice lines that constitute the amounts displayed on the other Utilization reports.

Column	Description
Entry Date	This column displays the entry date of the job entry or job invoice line.
Task, Name	This column displays the task name of the job entry, job invoice line, or job invoice on account.
Task, Description	This column displays the task description of the job entry, job invoice line, or job invoice on account.
Activity Type	This column displays the activity type of the job entry or job invoice line (for example, Time for time activities.)

Column	Description
Employee No.	This column displays the employee number of the job entry, job invoice line, or job invoice on account.
Employee Name	This column displays the employee name of the job entry, job invoice line, or job invoice on account.
Registered, Quantity	This column displays the number of hours or quantity entered, depending on the activity type.
Registered, Cost	This column displays the amount entered in cost on the job entry or job invoice line.
Invoiced	This column displays the contribution to the amount invoiced.
Revenue Recognized	This column displays the contribution to the amount of revenue recognized.
WIP	This column displays the contribution to the work in progress (WIP).

Realization

The Realization report compares entered amounts and hours for invoicing with actually entered, realized, and invoiced figures. The report outlines the realization aspect of employee utilization by displaying the number of hours and billing price actually realized and invoiced, compared to what was entered.

The hours and amounts that are entered for invoicing are often the same as those derived for standard billing prices. However, you can set Maconomy up so that someone, such as a project manager, can provide suggested numbers and prices as part of the workflow.

Column	Description
No & Name	<p>This column displays the number and name of the current drill-down level. Drill-downs for this column are based on the dimensions of the employees. The drill-down levels are:</p> <ul style="list-style-type: none"> Company Location Employee Category Employee Job
Hours, Realization	This column displays the realization percentage for hours, which is the total number of invoiceable hours (including the number of hours that are entered but not yet invoiced) divided by the number of entered hours.
Hours, Invoiced	This column displays the number of hours invoiced.

Column	Description
Hours, Registered	This column displays the number of hours entered.
Billing Price, Realization	This column displays the realization percentage for billing price, which is the total amount of recognized revenue divided by the total billing price entered.
Billing Price Invoiced	This column displays the total amount invoiced.
Billing Price Registered	This column displays the total billing price entered.
Billing Price Inv. %	This column displays the invoicing percentage, which is the total amount invoiced divided by the total amount entered on invoiceable jobs and activities.
Open, Hours	This column displays the number of open hours (not yet invoiced).
Open Billing Price	This column displays the total open billing price (the entered billing price not yet invoiced).

Realization, by Account Manager

The Realization, by Account Manager report compares entered amounts and hours for invoicing with actually entered, realized, and invoiced figures. The report outlines the realization aspect of employee utilization by displaying the number of hours and billing price actually realized and invoiced, compared to what was entered.

The drill-down options are available for Purpose, Customer Level 1, Customer Level 2, and Job, with Purpose level being the default.

The hours and amounts entered for invoicing are often the same as those derived for standard billing prices. However, you can set up Maconomy so that someone, such as a project manager, can provide suggested numbers and prices as part of the workflow.

The **CPA** solution uses the purpose dimension for **Client Manager**, and in that solution this report is renamed to **Realization, by Client Manager**. Thus, this report is a client manager focused version of the Realization report.

This report has three tabs. The first tab displays similar columns as the Realization report. The second and third tabs display the same columns, except that:

- They do not offer drilling.
- The second tab groups by the Purpose dimension and displays the name and number of the Client Level 1 instead.
- The third tab groups by the Purpose dimension and the Client Level 1 dimension, and displays the name and number of the job instead.

Column	Description
No & Name	This column displays the number and name of the current drill-down level. Drill-downs for this column are based on the dimensions of the employees. The drill-down levels are: <ul style="list-style-type: none"> ▪ Purpose ▪ Client Level 1 ▪ Client Level 2 ▪ Job
Hours, Realization	This column displays the realization percentage for hours, which is the total number of invoiceable hours (including the number of hours that are registered but not yet invoiced) divided by the number of entered hours.
Hours, Invoiced	This column displays the number of hours invoiced.
Hours, Registered	This column displays the number of hours entered.
Billing Price, Realization	This column displays the realization percentage for billing price, which is the total amount of recognized revenue plus the open amount, divided by the total billing price entered.
Billing Price Invoiced	This column displays the total amount invoiced.
Billing Price Registered	This column displays the total billing price entered.
Billing Price Inv. %	This column displays the invoicing percentage, which is the total amount invoiced divided by the total amount entered on invoiceable jobs and activities.
Open, Hours	This column displays the number of open hours (not yet invoiced).
Open Billing Price	This column displays the total open billing price (the entered billing price not yet invoiced).

Realization, by Employee

The Realization, by Employee report is the same as the Realization report, except that it starts on the drill-down level of employees.

Time Sheet Overview

This report displays the hours of the employee time sheets that match the selection criteria. It splits these hours into invoiceable and non-invoiceable hours and compares those to the employee's fixed hours. In addition, it provides overtime, estimated revenue, and the percentage that the invoiceable hours make of the total number of hours that were entered. The estimated revenue is the billing price that is calculated on the time of the present state of the time sheet.

Thus it provides an estimate of how much potential revenue the hours that have not yet been invoiced represent.

This report lists the employee number and name. For each employee, it displays the week number, the start date of the week, the status of the time sheet of that week for the employee, and some additional measures that are derived from the time sheet.

Data is grouped by company (and shows the company number and name) and then entity (and shows the entity name and description).

Column	Description
Employee No.	This column displays the employee's number.
Employee Name	This column displays the employee's name.
Week No.	This column displays the week number of the employee's time sheets, matching the week number and date ranges.
Start Date	This column displays the start date of the week that is identified by the Week No. column.
Status	This column displays the approval status of the weekly time sheet.
Fixed Hours	This column displays the employee's fixed hours for the week that is identified by the Week No. column. The fixed hours are taken from the time sheet— not the employee revisions, although they should correspond to those as well.
Invoiceable Hours	This column displays the number of hours on the time sheet that are invoiceable.
Non-Invoiceable Hours	This column displays the number of hours on the time sheet that are not invoiceable.
Overtime Hours	This column displays the overtime, which is the fixed hours less the entered number of hours.
Revenue	This column displays the estimated revenue of the entered hours of the time sheet. If the time sheet has not been submitted, the revenue is the billing price of the hours, calculated at the time of the last change that was made to the time sheet. If the time sheet has been submitted, the revenue is the billing price of the hours calculated at the time of the submission. If the time sheet has been approved, the revenue corresponds to the revenue recognized amount.
Inv. %	This column displays the percentage that the number of invoiceable hours makes of the total number of hours entered.
Traffic lighting	This column displays traffic lighting, which is: <ul style="list-style-type: none"> ▪ Green if the invoice percentage is equal to or above 75%. ▪ Yellow if the invoice percentage is above 50%, but below 75%. ▪ Red if the invoice percentage is equal to or below 50%.

Time Sheet Status, by Week

This report displays the hours of employee time sheets and indicates the workflow status of the time sheet, on a weekly basis. You can enter a week number range or a date range for restricting which weeks—and thus which days—are included.

The report consists of two tabs:

- **Time Sheet Status, by Week** — This tab displays the employee number and name, and the hours by week. The number of columns that display the hours is dynamic and updates based on how many weeks match the selected week range/date range. Colors indicate the status of the time sheet.
- **Time Sheet Status, by Week vs. Fixed Hours** — This tab displays a similar layout except that the measures are the differences between hours entered and fixed hours. The selection criteria do not include the prompt for only including invoiceable hours because all hours should be included in this tab. Colors indicate whether the entered hours are below, above, or equal to the fixed hours.

Data on both tabs is grouped first by company and then by entity.

There are no drill-down levels for this report.

The week number links to the Time Sheet Status, by Day report, which displays the events behind the workflow of an opportunity.

Time Sheet Status, by Week Tab

Column	Description
Employee No.	This column displays the employee's number.
Employee Name	This column displays the employee's name.
Weekly columns	<p>The column headers display the week number and the first date of each week. If the week is a split week, it is suffixed with A and B, respectively. The columns display the number of hours entered in total for that week, unless the time sheet has not been submitted. In this case, the number of hours is the difference between the fixed hours and the hours that have been entered.</p> <p>If the report is restricted to invoiceable hours, only invoiceable hours are displayed; otherwise all hours are displayed. Hours are invoiceable if both the job and the activity are invoiceable.</p> <p>The column colors are described below:</p> <ul style="list-style-type: none"> ▪ Red — The time sheet has not been created (nor submitted). ▪ Orange — The time sheet has been rejected; the project manager has rejected some of the hours on the timesheet. ▪ Green — The time sheet has been submitted. ▪ Blue — The time sheet has been approved.

Time Sheet Status, by Week vs. Fixed Hours Tab

Column	Description	
Employee No.	This column displays the number of the employee.	
Employee Name	This column displays the name of the employee.	
Weekly columns	On this tab, the measures are the differences between all hours entered and fixed hours; even though a restriction to invoiceable hours was made. The value should be negative if the number of hours entered is less than the fixed hours of the employee.	
	Color	Meaning
	Blue	The hours exceed the fixed hours.
	Black	The hours are equal to the fixed hours.
	Red	The hours fall below the fixed hours.

Time Sheet Status, by Day

This report is similar to the Time Sheet Status, by Week, but instead of displaying hours per week, it displays hours per day from the daily time sheets.

The report consists of two tabs, which have the same structure as the corresponding tabs in the Time Sheet Status, by Week report. On the first tab, this report displays hours entered by day instead of by week. The second tab displays the difference between entered hours and fixed hours by day instead of by week.

There are no drill-down levels for this report.

Unsubmitted Time

This report displays the hours that are either due or have not been submitted. Thus, when you are closing a month you can get an overview of who needs to submit their time sheets so that you can contact them.

This report lists the employee number and name. Then for each employee, it displays the week number, start date of the week, the status of the employee's time sheet for that week, and some measures that are derived from the time sheet.

The figures are grouped by company, entity, and week number.

Column	Description
Employee No.	This column displays the employee's number.
Employee Name	This column displays the employee's name.
Supervisor No.	This column displays the employee number for the employee's supervisor.

Column	Description
Supervisor Name	This column displays the name of the employee's supervisor.
Fixed Hours	This column displays the fixed hours of the employee according to the week.
Unsubmitted Hours	This column displays the number of hours that have not been submitted.
Submitted Hours	This column displays the number of hours that have been submitted.
Inv. %	This column displays the percentage that the invoiceable hours make of the total number of hours entered, including both unsubmitted and submitted hours.

Subscription Reports

The following standard Subscription reports are available:

- Subscriptions

Subscriptions

The Subscriptions report is used for monitoring subscribers and subscription orders. It is also used for monitoring subscription-related products, such as publications and—in some cases—service agreements. Common to all subscriptions is that deliveries and customer payments are made on a regular and consistent basis, as with, for example, monthly payment of a weekly magazine.

Column	Description
Date Ordered	This column displays the order date of the subscription order.
Quantity	This column displays the quantity of ordered items.
Pricing Unit	This column displays the price unit of the item.
Cost Price	This column displays the cost price of the subscription.
GM %, Cost Price	This column displays the gross margin percentage of the sales price.
Line Price, Company	This column displays the line price of the subscription order.
Line Price, Customer	This column displays the line price of the subscription order.
Price Adjustment Principle Name	This column displays the price adjustment principle name of the subscription.

Column	Description
Adjusted Date	This column displays the date of the latest adjustment of the subscription.
Adjusted Unit Price, Customer	This column displays the adjusted unit price of the subscription.
Invoice Starting Date	This column displays the invoice starting date of the subscription.
Invoice Ending Date	This column displays the invoice ending date of the subscription.
Invoicing Until	This column displays the invoicing until date of the subscription.
Campaign No.	This column displays the campaign number.

Universes

Finance

The Finance universe contains objects for reporting on financial figures in Maconomy. You can report on both actuals and budget figures as well as opening balances and closing balances. You can also report on summation levels (fiscal periods), summation levels for reporting structures (dimension period) and transaction level (finance entries). It is possible to distinguish between profit and loss accounts and balance accounts, as well as designating figures on the year-end-result account. Therefore, you can set up the foundation for different standard reports like balance sheets, profit and loss, and trial balances. You can also report on budgets and compare these to the actuals on the same dimensions (such as account and fiscal period). When reporting on budgets, budget models are used for designating budgets of individual fiscal years.

You can associate figures to levels in reporting structures in order to organize accounts in a hierarchy or filter accounts for the specific reporting purposes. For example, define cashflow reports by limiting the set of accounts to exactly those that the company needs for that kind of analysis.

Group and restrict measure objects by a variety of dimensions including company, account, customer, vendor, job, employee, fiscal periods, dates and the ten standard dimensions.

This universe also supports reporting on local charts of accounts. When including account or reporting structure objects in documents, you are prompted to select whether to view data structured after global accounts or local charts of accounts.

Currency Exchange

The Currency Exchange universe provides objects for performing currency conversions. This universe is intended to be used primarily in combination with queries to the Finance universe so that in reports you can choose a reporting currency.

Bank

The Bank universe provides objects for reporting on bank reconciliations and vendor payments that are performed through the bank. Such payments can be either electronic payments or payments using checks. This universe also contains objects for reporting on the finance entries' debit and credit amounts. As a result, you can compare the reconciled and outstanding amounts with the actual G/L figures. For vendor payments you can distinguish the different kinds of payments, as well as different payment and reporting results—for example, whether a check has been cashed or error-reported.

You can group and restrict the measure objects by a variety of dimensions, including company, account, vendor, dates, and the ten standard dimensions.

Job Budgeting

The Job Budgeting universe provides objects for reporting on job budgets and periodic job budgets. You can slice and restrict on the different budget types and workflow stages of budgets (revisions and approval). You can report on budgets on both the summarized level and on the individual levels where budgets are broken down on activities, tasks, and employees. In this context you can report on the different task levels that can be set up in Maconomy. You can report on budgeted quantities (hours and unites), budgeted cost, and billing prices, as well as gross margins for budgets. When reporting on budgets (either as totals or the individual lines) you

can associate the purchase that was committed, thus including a more specific picture of the expenses. For periodic job budgets, you can associate the budget figures with individual fiscal periods—months, years, or any other defined periods.

You can group and restrict the measure objects by a variety of dimensions, including company, customer, job, employee, dates, and the ten standard dimensions.

Job Invoicing

The Job Invoicing universe provides objects for reporting on job cost entries, job invoices, and job invoices on account. You can distinguish the different kinds of entries, such as entries on invoiceable and non-invoiceable activities and jobs, tasks and employees, billing and cost prices, and gross margins. You can report on invoiced figures, cost, and billing prices. You can also report on the figures that are derived from both entries and invoices, such as open amount, revenue recognized, WIP, and up/down writings. You can report on invoices on account and slice them according to appropriation and many of the other dimensions by which you can slice entries and invoices.

You can group and restrict the measure objects by a variety of dimensions, including company, customer, job, activity, task, employee, dates, and the ten standard dimensions.

Opportunity

The Opportunity universe provides objects for reporting on opportunities—that is, sales pipeline—in Maconomy. You can report on the individual opportunities and the contact companies that are associated with them. You can also distribute the opportunities into quarters, half-years, or other timeline categories to get an overview of potential future revenue. You can categorize the opportunities into event stages and report on the event-flow-associated opportunities in general. You can also report on the probability with which the sales prices are weighted in Maconomy. If you combine these queries with queries to the Job Budgeting universe, you can report on budgets made on opportunities.

You can group and restrict the measure objects by a variety of dimensions, including contact company, contact person, job, employee, dates, and the ten standard dimensions.

AR Aging

The AR Aging universe provides objects for reporting on outstanding customer balances. These balances are the amounts that customers have not paid related to invoices and that have not yet been reconciled. You can age the outstanding balances according to the aging principles set up in Maconomy and thus distinguish the outstanding balances on how old they are. This universe also provides objects for reporting on customer invoices and paid amounts. You can report on additional types of entries, such as cash discounts and exchange rate gains and losses. You can also report on whether entries are blocked, and the reasons for which they are blocked.

You can group and restrict the measure objects by a variety of dimensions, including company, customer, job, employee, dates, and the ten standard dimensions.

AP Aging

The AP Aging universe provides objects for reporting on outstanding vendor balances. These balances are the amounts that the company has not paid to vendors, related to vendor invoices or similar. You can age the outstanding balances according to the aging principles set up in Maconomy and thus distinguish the outstanding balances on how old they are. You can report on the associated vendor invoice journals or expense sheets, as well as related payment

information. In addition, you can report on figures and the status of electronic and manual payments, including checks.

You can group and restrict the measure objects by a variety of dimensions, including company, customer, job, employee, dates, and the ten standard dimensions.

Utilization

The Utilization universe provides objects for reporting on the utilization of employees. It provides the ability to report on hours entered and billing prices, and compare these to the fixed hours that are defined for the employee or in the employee's week calendar. You can distinguish the different kinds of entries like invoiceable and non-invoiceable hours. You can also use the employee utilization pop-up on activities for categorizing entries. This universe includes a custom set of suggested utilization metrics that precalculate different utilization figures based on an assumed setup of the employee utilization pop-ups on activities.

The access control in the Utilization universe goes through the employee who is being reported on, rather than the access to entries and jobs. Thus, it differs from the access control approach that is used in the other universes. The reason for this approach is that it makes it possible for department managers to report on their employees' utilization, even though some employees might have entered time on external jobs that the department manager does not have access to.

You can group and restrict the measure objects by a variety of dimensions, including company, customer, job, employee category, employee, activity, task, dates, and the ten standard dimensions.

Time Sheet

The Time Sheet universe provides objects that enable you to report on time sheet entries and the status of time sheets: registered, submitted, approved (by superior, project manager, or both), released, and so on. You can report on both weekly summations and individual days. The universe automatically figures out whether to take figures from the weekly time sheet or the daily time sheet, depending on the dimensions by which the measures are combined or sliced. You can also report on the hourly rate (unit price) that is valid at the time and stage of the time sheet entry. Combined with, for example, the unsubmitted hours, you can get an estimation of the potential revenue that the unsubmitted hours represent.

You can group and restrict the measure objects by a variety of dimensions, including company, customer, job, activity, task, employees, dates, and the ten standard dimensions.

Job Information

The Job Information universe provides objects for reporting on the setup and status of jobs. You can report on job setup like main to sub-job relationships and the account definitions for WIP, as well as the status of jobs—for example, the number of quotations and invoices, whether a job is closed, and so forth. You can report on job phases and the origin of the job, including the template from which it was created. You can report on customers (payment and delivery) as well as bill-to customer distribution, cost, and billing price lists, and limits such as maximum billing price. You can also report on pending job actions, task lists, and all job parameters and their attributes. In addition, you can report on job collections.

This universe does not provide any measure objects—only dimensions. You can use this universe on its own for reporting on job setup, or in combination with queries to other universes such as the Job Invoicing universe. Thus, you can create complex reports that take the measures for the Job Invoicing universe and advance job setup data from the Job Information universe.

Events

The Events universe provides objects for reporting events, event flows, and data that is associated with events. This universe does not provide measure objects, but you can combine summarized amounts as measures. This universe is intended for reporting on dimensional data only, but you can use it in combination with queries to other universes to provide more detailed information about events.

Sales Order

The Sales Order universe provides objects for reporting on sales orders and the corresponding invoices that are created in the Sales Order module. You can report on orders that are in different stages, from quotes via sales orders or backorders to delivery and invoicing. Thus, you can compare prices and quantities through the various stages of a sales order flow. You can report on both the total quantities and prices and the contribution from the individual order lines. The totals rarely make up the sum of the lines because charges and invoice discounts may be different on the line and total levels. By combining queries to this universe with queries to the Subscription universe, you can report on the full flow of subscription orders if these are invoiced in the Sales Order module.

You can group and restrict measure objects by a variety of dimensions, including company, customer, order type, dates, and the ten standard dimensions.

Subscription

The Subscription universe provides objects for reporting on subscribers and subscription orders. This universe is centered on subscription order information, including individual subscription orders, corresponding price, dates, and the quantities. By combining queries to this universe with queries to the Sales Order universe, you can report on the full workflow of subscriptions from the definition and order to the invoice. You can also use this universe in combination with queries to the Job Invoicing universe if invoicing of subscriptions is performed in the Job Cost module.

You can group and restrict the measure objects by a variety of dimensions, including company, customer, dates, and the ten standard dimensions.

System

The System universe provides objects for reporting on central Maconomy setup, installation, and upgrade information. You can report on the system maintenance log to get insight into the version and service pack level, as well as the status on or during upgrades to Maconomy. You can also report on central system information parameters such as year-end result account and the dimension to be used for local charts of accounts. In addition, you can report out of the Query Log and Upgrade Log, which can be convenient when you are investigating the Maconomy system for transactions.

Customer Payment

The Customer Payment universe provides objects for reporting on customer payments and the invoices that are being paid. For payments, you can report on paid amounts, cash discount, and payment variance. You can also report on the total amount that has been reconciled against invoices. For invoices, you can report on the invoiced amount, including or excluding taxes; charges; invoice discount given; and the reduction on possible amount invoiced on account.

You can report on paid and invoiced figures individually, while still being able to tie specific payment amounts to individual invoices, and, for example, when multiple payments cross-wise have been reconciled against multiple invoices. For example, you can report the individual paid amounts from one customer payment that has been reconciled (possibly partly) against two invoices, including individual cash discounts, and so forth. This ability makes this universe suitable for any kind of cash discount, customer payment, or invoice status report.

You can group and restrict the paid and invoiced amounts by a variety of dimensions, including payment and invoice dates, standard dimensions, company, and customer, as well as job and customer hierarchies. You can also report on various transaction data that is related to the invoices and payments.

User Information

The User Information universe provides objects for reporting on user and employee setup. You can report on various properties of a user setup such as administrator rights and action capabilities. You can also report on various user properties such as who the associated employee is, and who are the supervisor, tutor, and secretary.

You can also report on who the current user (and employee) is who is running the report in question. This universe is thus convenient to use in any reporting situation where reporting data or restrictions must be tied to the current user or the employee associated with the current user.

Tax Settlement

The Tax Settlement universe contains objects for reporting on tax settlements that have been done in Maconomy. You can report on both basis amounts and the individual tax amounts that Maconomy has calculated. You can also report on sub-categories of these amounts. For basis amounts, distinguish basis amounts that are exempted from tax calculation and tax amounts that are typically not subject to payment of taxes, because they involve exporting.

For tax amounts, you can distinguish between deferred and deductible/non-deductible tax amounts. A tax amount is considered deferred if its tax code states that payment of taxes is not to be done until the corresponding invoice is paid. Deductible tax is the part of the tax amount which, according to the tax code, can be subtracted financially. The non-deductible tax is the tax amount that is not deductible.

The measures of the universe can be associated with various dimensions that can be used for organizing various tax reports to legal authorities, and collecting statistical tax information internally or externally. Central dimensions are the company, the tax reporting unit, the tax type, the tax code or the tax levels.

When reporting on basis amounts, it is important to distinguish the amounts on the tax code or tax levels. This is because the tax may be calculated for up to three levels. The basis amount on these levels may differ or be the same. A distinction on tax code or tax level hinders that the same basis amount is included multiple times when there are tax calculations for multiple levels.

When reporting on tax amounts you can also possible associate the tax code, tax type and other attributes of the tax code. Furthermore, it is possible to report on the possible customers and vendors, or the customer or vendor invoice numbers, from which the tax originated.

In addition, you can include the entry dates and tax dates in reporting on tax settlements. The entry date is the posting date of the tax entry in Maconomy. The tax date is the date this tax entry is defined as due which implies which reporting period it is included in when the tax settlement was made in Maconomy.

BPM Dashboard

Each component is a WebIntelligence report that can be embedded in an iframe-based web page that is displayed in the Maconomy Workspace Client.

There are two categories of components. There are eight components that are for company dashboards. These components display specific figures sliced by a dimension that you choose. These components are found in:

/Business Performance Management/Reporting/Dashboard Components/Company/

The other category consists of 20 components that are for customer dashboards. These components display specific figures sliced by customer or job, and ranking by the top 10. These components are found in:

/Business Performance Management/Reporting/Dashboard Components/Customer/

General Design Principles

The following are the principles behind these dashboard components:

- **Simple Display** — Each dashboard component displays either a simple table or a chart. There is no use of any sectioning or multiple tabs.
- **Currency** — All measures are displayed in the currency of the enterprise. The reason is that consolidated data is often displayed (for example, revenue recognized across companies) and to avoid grouping by, for example, company, requires a single currency.
- **Number Format** — To simplify the display and give a quick overview of the data, decimals are not displayed. The thousands separator is displayed to make it easier to read large numbers.
- **Prompts** — Most components do not require you to enter values for any prompts. This makes it quick and easy to run the components. The following are exceptions:
 - The WIP components require you to enter a statement date. Optional prompts are included for standard dimensions and company, typically.
 - The By-Dimension components require you to select a dimension to slice data by.
- **Dates** — All components run as of the current date, meaning that the statement date is the current date and balances typically use this as the cut-off date or use the current date for defining year-to-date.

The exceptions are the WIP components, which require you to enter the statement date.

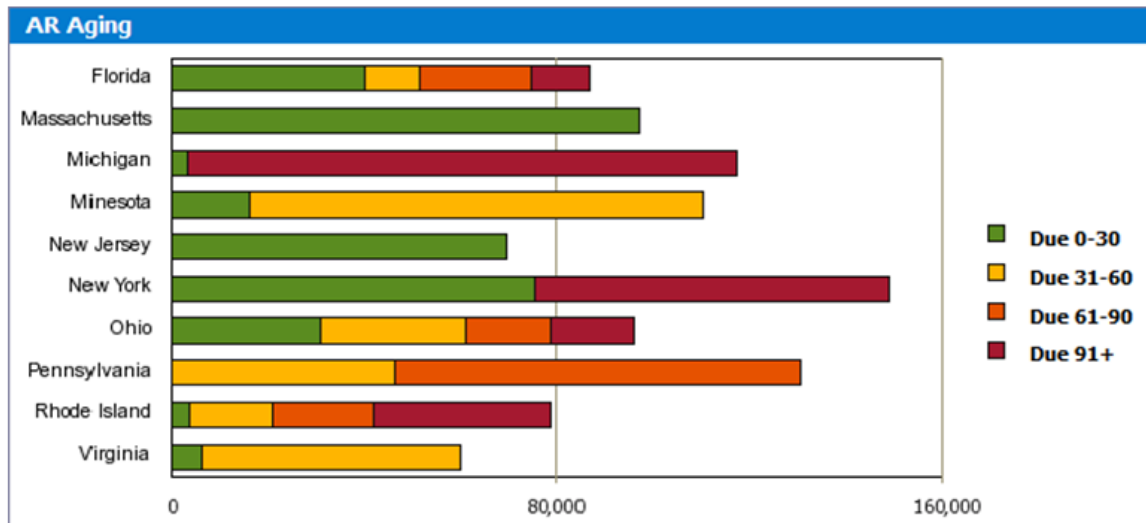
Where these components are embedded in the Workspace Client, the current date is passed for such prompts.

- **By-Dimension Components** — Some components slice by a dimension that you choose. Where the components are embedded, the Workspace Client handles the dimension selection.
- **Top-10 Components** — Some components rank by the top ten customers or jobs. The displayed customers or jobs are those that have the highest value for a certain measure. If two or more customers or jobs have the same value and, for example, share the tenth place, they are all included.
- **Standard Dashboard and Flexibility** — The Workspace Client embeds some standard dashboards that contain selected components from the library. However, it is easy to

change which components are used and exchange with other components from the library or customized ones.

AR Aging, by Dimension (Stacked Bar Chart)

This component displays the amounts that are outstanding for the values of a selected Maconomy dimension.



Restrictions

Only amounts where the entry date is before or equal to the current date are included.

Entries that are blocked (for example, due to disputes) are excluded.

Dimensions

You can use the following dimensions:

- Company
- Location
- Entity
- Project
- Purpose
- Specification 1
- Specification 2
- Specification 3
- Local Spec. 1
- Local Spec. 2
- Local Spec. 3

AR Aging, by Dimension (Table)

This component displays the amounts that are outstanding for the dimension values of a selected Maconomy dimension.

AR Aging	Due	Aging			
		Due 0-30	Due 31-60	Due 61-90	Due 91+
New York	149,264	75,471	0	0	73,794
Pennsylvania	130,413	0	46,557	83,856	0
Michigan	117,399	3,354	0	0	114,045
Minnesota	110,372	16,453	93,919	0	0
Massachusetts	97,273	97,273	0	0	0
Ohio	95,989	30,883	30,104	17,895	17,107
Florida	86,540	40,251	11,069	23,480	11,740
Rhode Island	78,993	3,690	17,107	21,299	36,897
New Jersey	69,768	69,768	0	0	0
Virginia	60,075	6,407	53,668	0	0
Total:	996,085	343,549	252,424	146,530	253,581

Restrictions

Only amounts where the entry date is before or equal to the current date are included.

Entries that are blocked (for example, due to disputes) are excluded.

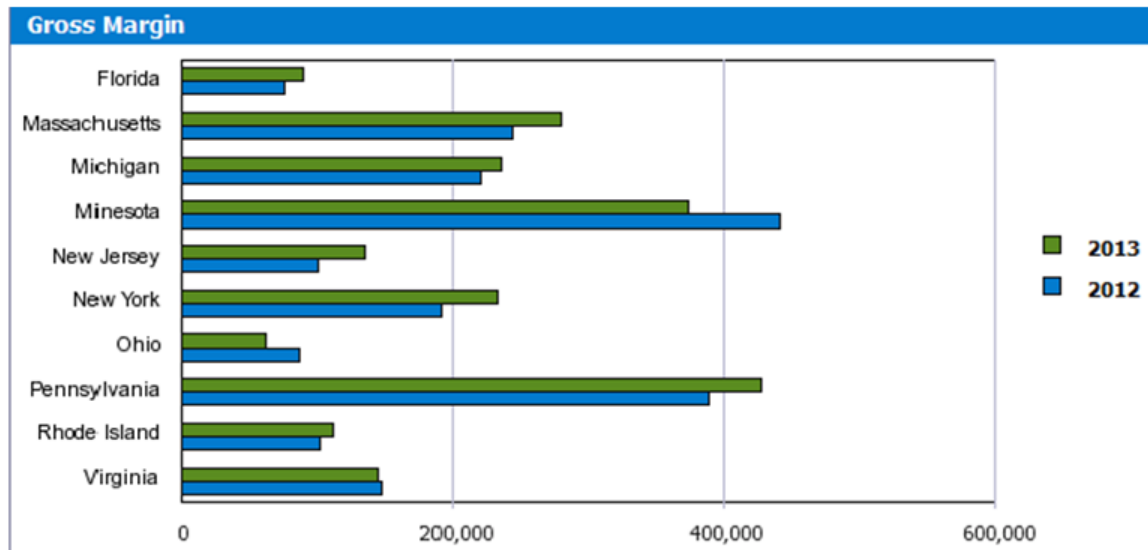
Dimensions

You can use the following dimensions:

- Company
- Location
- Entity
- Project
- Purpose
- Specification 1
- Specification 2
- Specification 3
- Local Spec. 1
- Local Spec. 2
- Local Spec. 3

Gross Margin, by Dimension (Bar Chart)

This component displays the financial gross margin for the values of a selected Maconomy dimension. Both year-to-date and previous year-to-date are displayed.



Restrictions

Only amounts within the year-to-date and previous year-to-date are included. Dates are working out of the fiscal year.

Dimensions

You can use the following dimensions:

- Company
- Location
- Entity
- Project
- Purpose
- Specification 1
- Specification 2
- Specification 3
- Local Spec. 1
- Local Spec. 2
- Local Spec. 3

Gross Margin, by Dimension (Table)

This component displays the financial gross margin for the values of a selected Maconomy dimension. Both year-to-date and previous year-to-date are displayed. In addition, the percentage that the individual gross margin of a dimension value makes of the total is displayed for the current year figures and previous year figures.

Restrictions

Only amounts within the year-to-date and previous year-to-date are included. Dates are working out of the fiscal year.

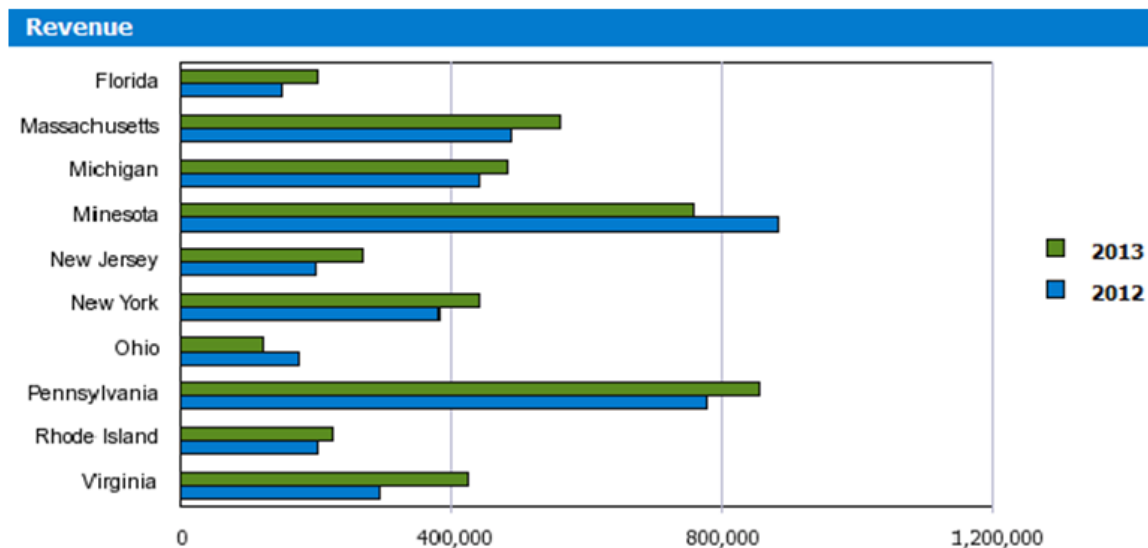
Dimensions

You can use the following dimensions:

- Company
- Location
- Entity
- Project
- Purpose
- Specification 1
- Specification 2
- Specification 3
- Local Spec. 1
- Local Spec. 2
- Local Spec. 3

Revenue, by Dimension (Bar Chart)

This component displays the financial revenue for the values of a selected Maconomy dimension. Both year-to-date and previous year-to-date are displayed.



Restrictions

Only amounts within the year-to-date and previous year-to-date are included. Dates are working out of the fiscal year.

Dimensions

You can use the following dimensions:

- Company
- Location
- Entity
- Project
- Purpose
- Specification 1
- Specification 2
- Specification 3
- Local Spec. 1
- Local Spec. 2
- Local Spec. 3

Revenue, by Dimension (Table)

This component displays the financial revenue for the values of a selected Maconomy dimension. Both year-to-date and previous year-to-date are displayed. In addition, the percentage that the individual gross margin of a dimension value makes of the total is displayed for the current-year figures and previous-year figures.

Revenue	2013		2012		Var
	YTD	%	YTD	%	YTD
Pennsylvania	855,683	20	778,186	19	77,497
Minnesota	759,147	17	885,522	22	-126,375
Massachusetts	560,831	13	488,379	12	72,452
Michigan	483,012	11	442,761	11	40,251
New York	441,419	10	383,726	10	57,693
Virginia	423,736	10	295,174	7	128,562
New Jersey	270,487	6	201,255	5	69,232
Rhode Island	224,198	5	203,938	5	20,260
Florida	203,402	5	150,270	4	53,131
Ohio	125,092	3	174,421	4	-49,329
Total:	4,347,006		4,003,633		343,373

Restrictions

Only amounts within the year-to-date and previous year-to-date are included. Dates are working out of the fiscal year.

Dimensions

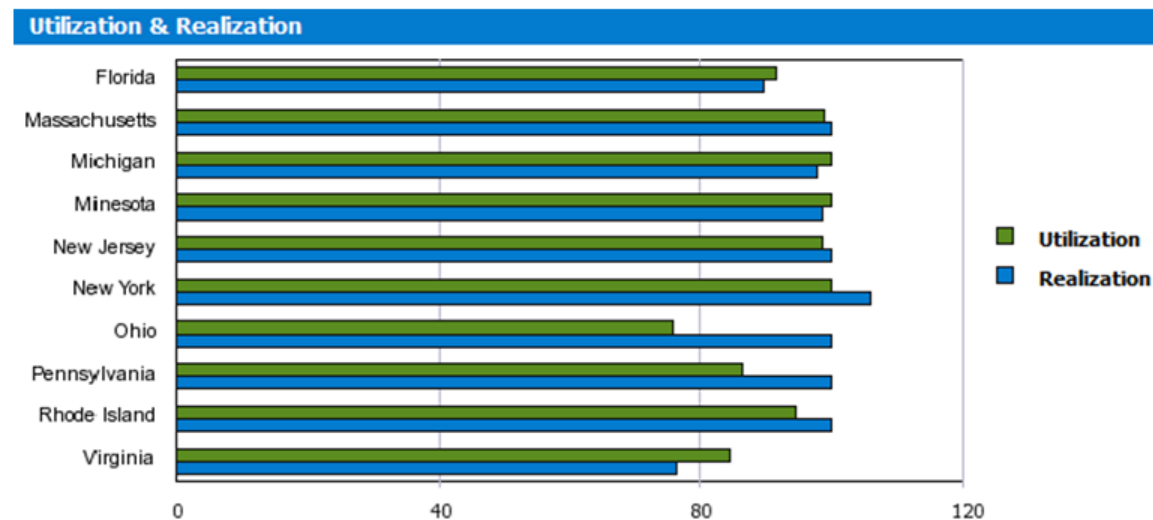
You can use the following dimensions:

- Company
- Location

- Entity
- Project
- Purpose
- Specification 1
- Specification 2
- Specification 3
- Local Spec. 1
- Local Spec. 2
- Local Spec. 3

Utilization & Realization, by Dimension (Bar Chart)

This component displays the utilization percentage and realization percentage for the values of a selected Maconomy dimension. The utilization percentage is the percentage that the entered, invoiceable hours make of the total number of hours. The realization percentage is the percentage that the revenue recognized on time activities makes of the total entered billing price on time activities. The percentages are displayed for the current year-to-date.



Restrictions

Only entries within the current year-to-date are included.

Dimensions

You can use the following dimensions:

- Company
- Location
- Entity
- Project
- Purpose
- Specification 1
- Specification 2
- Specification 3
- Local Spec. 1
- Local Spec. 2
- Local Spec. 3

Utilization & Realization, by Dimension (Table)

This component displays the entered billing price for the current and previous year, as well as the realization and utilization percentages for the values of a selected Maconomy dimension. The utilization percentage is the percentage that the entered, invoiceable hours make of the total number of hours. The realization percentage is the percentage that the revenue recognized on time activities makes of the total entered billing price on time activities.

Utilization & Realization	2013	2012	Var	Real. %	Util. %
Pennsylvania	855,555	778,070	77,485	100.01	86.45
Minesota	769,766	885,390	-115,624	98.62	100
Massachusetts	560,747	488,306	72,441	100.01	98.82
Virginia	555,140	295,130	260,010	76.33	84.48
Michigan	493,672	442,695	50,977	97.84	100
New York	417,207	383,669	33,538	105.8	100
New Jersey	270,446	201,225	69,221	100.01	98.53
Florida	227,518	150,248	77,270	89.4	91.38
Rhode Island	224,165	203,908	20,257	100.01	94.35
Ohio	125,073	174,395	-49,322	100.01	75.66
Total:	4,499,289	4,003,036	496,253		

Restrictions

Only entries within the current year-to-date are included.

Dimensions

You can use the following dimensions:

- Company
- Location

- Entity
- Project
- Purpose
- Specification 1
- Specification 2
- Specification 3
- Local Spec. 1
- Local Spec. 2
- Local Spec. 3

AR Aging, Top 10 Customers (Stacked Bar Chart)

This component displays the amounts that are outstanding for the ten customers with the biggest outstanding amounts in total.

Restrictions

Only amounts where the entry date is before or equal to the current date are included.

Entries that are blocked (for example, due to disputes) are excluded.

Ranking

The ten customers displayed are the ten customers with the highest outstanding amount.

AR Aging, Top 10 Customers (Table)

This component displays the amounts that are outstanding for the ten customers with the biggest outstanding amount in total.

AR Aging	Due	Aging			
		Due 0-30	Due 31-60	Due 61-90	Due 91+
Marine Science	149,264	75,471	0	0	73,794
Boston Public Taxing	130,413	0	46,557	83,856	0
Arch	117,399	3,354	0	0	114,045
Madison Legal Advisors	110,372	16,453	93,919	0	0
Atlantic inc.	97,273	97,273	0	0	0
Thompson Inc.	95,989	30,883	30,104	17,895	17,107
ACME Cleaning	86,540	40,251	11,069	23,480	11,740
Mid-Atlantic	78,993	3,690	17,107	21,299	36,897
ACE Ticket Cambridge	69,768	69,768	0	0	0
Aaron Bradley	60,075	6,407	53,668	0	0
Total:	996,085	343,549	252,424	146,530	253,581

Restrictions

Only amounts where the entry date is before or equal to the current date are included.

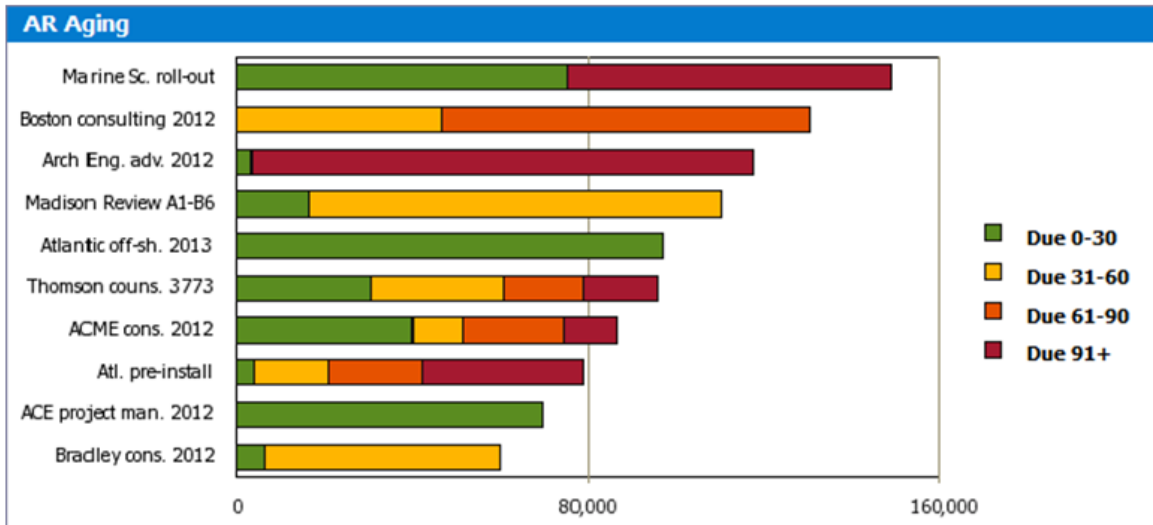
Entries that are blocked (for example, due to disputes) are excluded.

Ranking

The ten customers displayed are the ten customers with the highest outstanding amount.

AR Aging, Top 10 Jobs (Stacked Bar Chart)

This component displays the amounts that are outstanding for the ten jobs for which customers have the biggest outstanding amounts in total.



Restrictions

Only amounts where the entry date is before or equal to the current date are included.

Entries that are blocked (for example, due to disputes) are excluded.

Only entries that are related to jobs are included.

Ranking

The ten jobs displayed are the ten jobs with the highest outstanding amount.

AR Aging, Top 10 Jobs (Table)

This component displays the amounts that are outstanding for the ten jobs for which customers have the biggest outstanding amounts in total.

AR Aging	Due	Aging			
		Due 0-30	Due 31-60	Due 61-90	Due 91+
Marine Sc. roll-out	149,264	75,471	0	0	73,794
Boston consulting 2012	130,413	0	46,557	83,856	0
Arch Eng. adv. 2012	117,399	3,354	0	0	114,045
Madison Review A1-B6	110,372	16,453	93,919	0	0
Atlantic off-sh. 2013	97,273	97,273	0	0	0
Thomson couns. 3773	95,989	30,883	30,104	17,895	17,107
ACME cons. 2012	86,540	40,251	11,069	23,480	11,740
Atl. pre-install	78,993	3,690	17,107	21,299	36,897
ACE project man. 2012	69,768	69,768	0	0	0
Bradley cons. 2012	60,075	6,407	53,668	0	0
Total:	996,085	343,549	252,424	146,530	253,581

Restrictions

Only amounts where the entry date is before or equal to the current date are included.

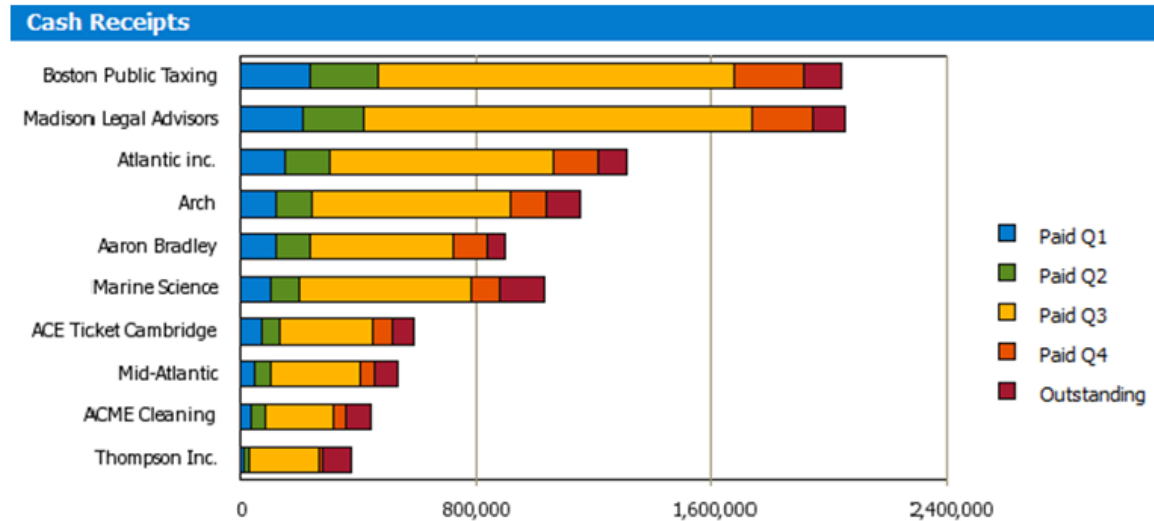
Entries that are blocked (for example, due to disputes) are excluded.

Ranking

The ten jobs displayed are the ten jobs with the highest outstanding amount.

Cash Receipts by Quarter, Top 10 Customers (Stacked Bar Chart)

This component displays the customer payments received in each of the four quarters of the year. In addition, it displays the outstanding amounts yet to be paid. The payments are categorized into the payments received yesterday, the week-to-date, the previous week, month-to-date, and year-to date. The outstanding amount appears as a fifth series in the stacked bar.



Restrictions

Only payments with an entry date in the current year and no later than current date are included.

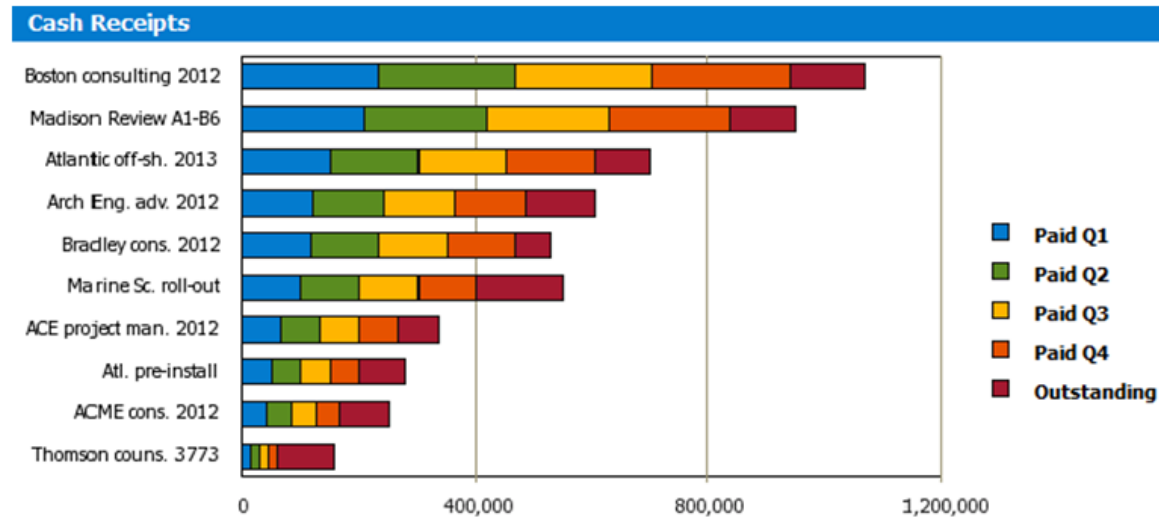
Entries that are blocked (for example, due to disputes) are excluded.

Ranking

The ten customers displayed are the ten customers for whom the largest amounts have been received year-to-date.

Cash Receipts by Quarter, Top 10 Jobs (Stacked Bar Chart)

This component displays the customer payments by job received in each of the four quarters of the year. In addition, it displays the outstanding amounts yet to be paid for each of these jobs. The payments are categorized into the payments received yesterday, the week-to-date, the previous week, month-to-date, and year-to date. The outstanding amount appears as a fifth series in the stacked bar.



Restrictions

- Only payments with an entry date in the current year and no later than current date are included.
- Only payments related to jobs are included.
- Entries that are blocked (for example, due to disputes) are excluded.

Ranking

The ten jobs displayed are the ten jobs for which the largest amounts have been received year-to-date.

Cash Receipts, Top 10 Customers (Table)

This component displays the customer payments received. The payments are categorized into the payments received yesterday, the week-to-date, the previous week, month-to-date, and year-to-date. In addition, it displays the total outstanding amounts yet to be paid by the customers.

Cash Receipts	Outstanding	Yesterday	Week To Date	Previous Week	Month To Date	Year To Date
Boston Public Taxing	130,413	0	234,798	0	234,798	704,393
Madison Legal Advisors	110,372	0	209,641	0	209,641	628,922
Atlantic inc.	96,951	161	151,102	161	151,263	453,146
Arch	117,399	0	121,592	0	121,592	364,775
Aaron Bradley	59,471	604	118,003	0	118,003	352,800
Marine Science	149,137	0	100,628	127	100,755	302,010
ACE Ticket Cambridge	69,768	0	67,085	0	67,085	201,255
Mid-Atlantic	78,993	0	50,314	0	50,314	150,941
ACME Cleaning	86,473	67	41,995	0	41,995	125,851
Thompson Inc.	98,504	0	15,094	0	15,094	45,282
Total:	997,480	832	1,110,250	288	1,110,539	3,329,375

Restrictions

Only payments with an entry date in the current year and no later than current date are included.

Only outstanding amounts with an entry date in the current year and no later than current date are included.

Entries that are blocked (for example, due to disputes) are excluded.

Ranking

The ten customers displayed are the ten customers for whom the largest amounts have been received year-to-date.

Cash Receipts, Top 10 Jobs (Table)

This component displays the customer payments received by job. The payments are categorized into the payments received yesterday, the week-to-date, the previous week, month-to-date, and year-to date. In addition, it displays the total outstanding amounts yet to be paid by the customers of the jobs.

Cash Receipts	Outstanding	Yesterday	Week To Date	Previous Week	Month To Date	Year To Date
Boston consulting 2012	130,413	0	234,798	0	234,798	704,393
Madison Review A1-B6	110,372	0	209,641	0	209,641	628,922
Atlantic off-sh. 2013	96,951	161	151,102	161	151,263	453,146
Arch Eng. adv. 2012	117,399	0	121,592	0	121,592	364,775
Bradley cons. 2012	59,471	604	118,003	0	118,003	352,800
Marine Sc. roll-out	149,137	0	100,628	127	100,755	302,010
ACE project man. 2012	69,768	0	67,085	0	67,085	201,255
Atl. pre-install	78,993	0	50,314	0	50,314	150,941
ACME cons. 2012	86,473	67	41,995	0	41,995	125,851
Thomson couns. 3773	98,504	0	15,094	0	15,094	45,282
Total:	997,480	832	1,110,250	288	1,110,539	3,329,375

Restrictions

Only payments with an entry date in the current year and no later than current date are included.

Only outstanding amounts with an entry date in the current year and no later than current date are included.

Only payments that are related to jobs are included.

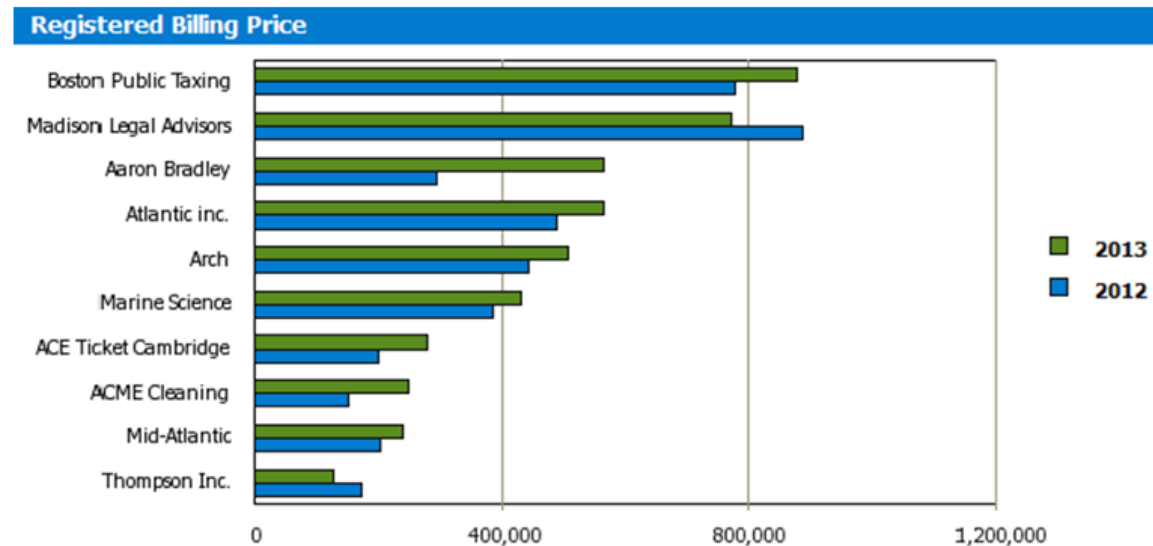
Entries that are blocked (for example, due to disputes) are excluded.

Ranking

The ten jobs displayed are the ten jobs for which the largest amounts have been received year-to-date.

Registered Billing Price, Top 10 Customers (Bar Chart)

This component displays the entered billing price year-to-date for the top ten customers. Both the current year and the previous year are displayed.



Restrictions

Only entries within year-to-date of the current year and the previous year are included.

Only entries on invoiceable activities and jobs are included.

Ranking

The ten customers displayed are the ten customers with the largest total amounts in entered billing price within the current year-to-date.

Registered Billing Price, Top 10 Customers (Table)

This component displays the entered billing price year-to-date for the top ten customers. Both the current year and the previous year are displayed.

Registered Billing Price	2013	2012	Variance
Boston Public Taxing	875,865	778,070	97,795
Madison Legal Advisors	772,932	885,390	-112,458
Aaron Bradley	567,642	295,130	272,512
Atlantic inc.	565,040	488,306	76,734
Arch	508,402	442,695	65,707
Marine Science	432,661	383,669	48,992
ACE Ticket Cambridge	280,213	201,225	78,988
ACME Cleaning	250,512	150,248	100,264
Mid-Atlantic	241,148	203,908	37,240
Thompson Inc.	127,300	174,395	-47,095
Total:	4,621,714	4,003,036	618,678

Restrictions

Only entries within year-to-date of the current year and the previous year are included.

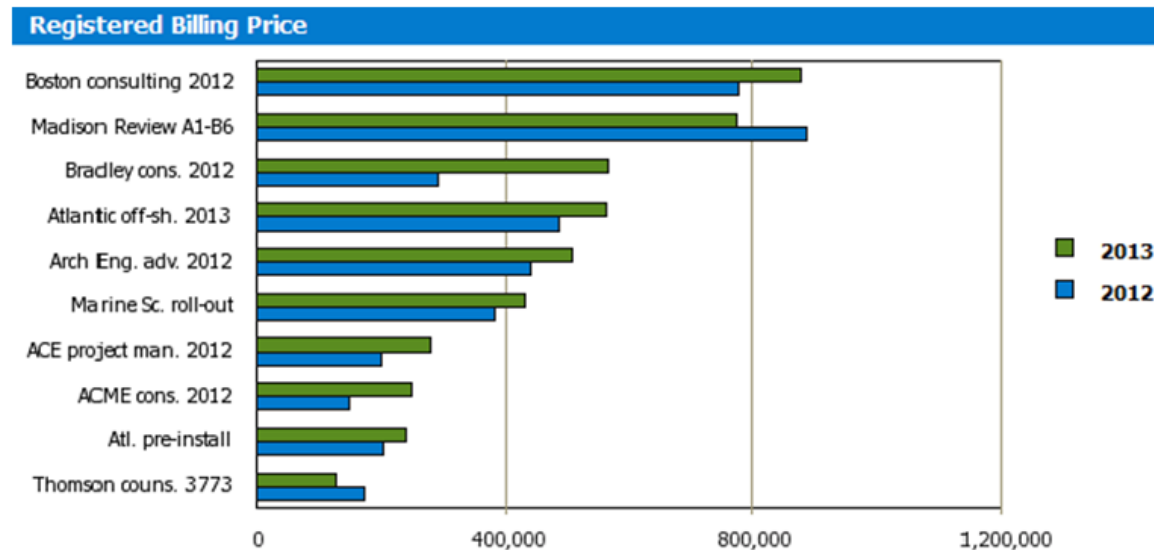
Only entries on invoiceable activities and jobs are included.

Ranking

The ten customers displayed are the ten customers with the largest total amounts in entered billing price within the current year-to-date.

Registered Billing Price, Top 10 Jobs (Bar Chart)

This component displays the entered billing price year-to-date for the top ten jobs. Both the current year and the previous year are displayed.



Restrictions

Only entries within year-to-date of the current year and the previous year are included.

Only entries on invoiceable activities and jobs are included.

Ranking

The ten jobs displayed are the ten jobs having the largest total amounts in entered billing price within the current year-to-date.

Registered Billing Price, Top 10 Jobs (Table)

This component displays the entered billing price year-to-date for the top ten jobs. Both the current year and the previous year are displayed.

Registered Billing Price	2013	2012	Variance
Boston consulting 2012	875,865	778,070	97,795
Madison Review A1-B6	772,932	885,390	-112,458
Bradley cons. 2012	567,642	295,130	272,512
Atlantic off-sh. 2013	565,040	488,306	76,734
Arch Eng. adv. 2012	508,402	442,695	65,707
Marine Sc. roll-out	432,661	383,669	48,992
ACE project man. 2012	280,213	201,225	78,988
ACME cons. 2012	250,512	150,248	100,264
Atl. pre-install	241,148	203,908	37,240
Thomson couns. 3773	127,300	174,395	-47,095
Total:	4,621,714	4,003,036	618,678

Restrictions

Only entries within year-to-date of the current year and the previous year are included.

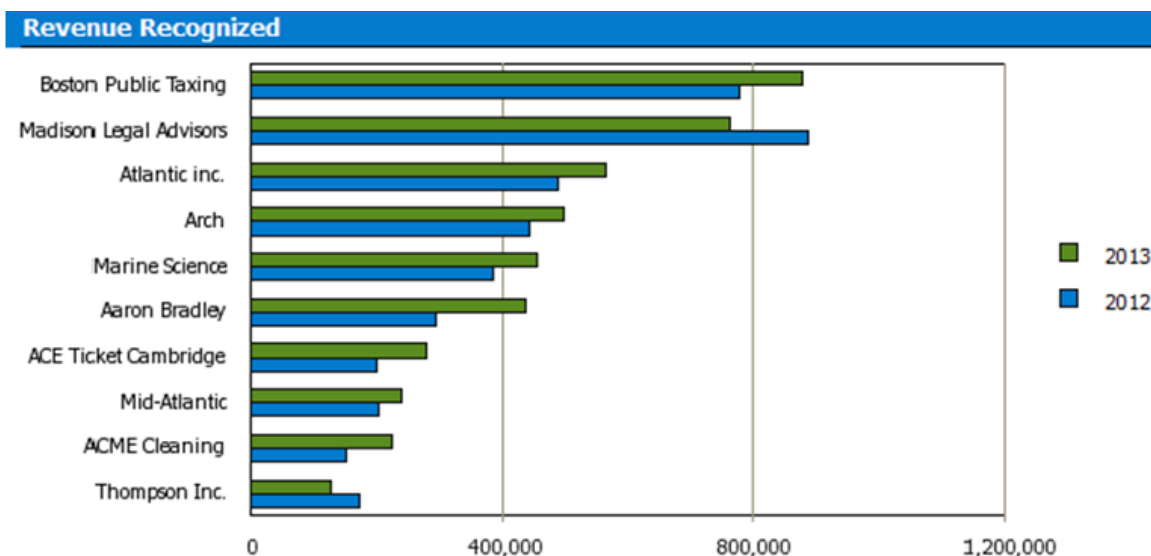
Only entries on invoiceable activities and jobs are included.

Ranking

The ten jobs displayed are the ten jobs with the largest total amount in entered billing price within the current year-to-date.

Revenue Recognized, Top 10 Customers (Bar Chart)

This component displays the revenue recognized year-to-date for the top ten customers. Both the current year and the previous year are displayed.



Restrictions

Only entries and invoices within year-to-date of the current year and the previous year are included.

Only entries on invoiceable activities and jobs are included.

Ranking

The ten customers displayed are the ten customers with the largest total amounts in revenue recognized within the current year-to-date.

Revenue Recognized, Top 10 Customers (Table)

This component displays the revenue recognized year-to-date for the top ten customers. Both the current year and the previous year are displayed.

Revenue Recognized	2013	2012	Variance
Boston Public Taxing	875,993	778,186	97,807
Madison Legal Advisors	762,313	885,522	-123,209
Atlantic inc.	565,123	488,379	76,745
Arch	497,742	442,761	54,981
Marine Science	456,873	383,726	73,147
Aaron Bradley	436,238	295,174	141,064
ACE Ticket Cambridge	280,253	201,255	78,998
Mid-Atlantic	241,181	203,938	37,243
ACME Cleaning	226,395	150,270	76,125
Thompson Inc.	127,319	174,421	-47,102
Total:	4,469,431	4,003,633	465,799

Restrictions

Only entries and invoices within year-to-date of the current year and the previous year are included.

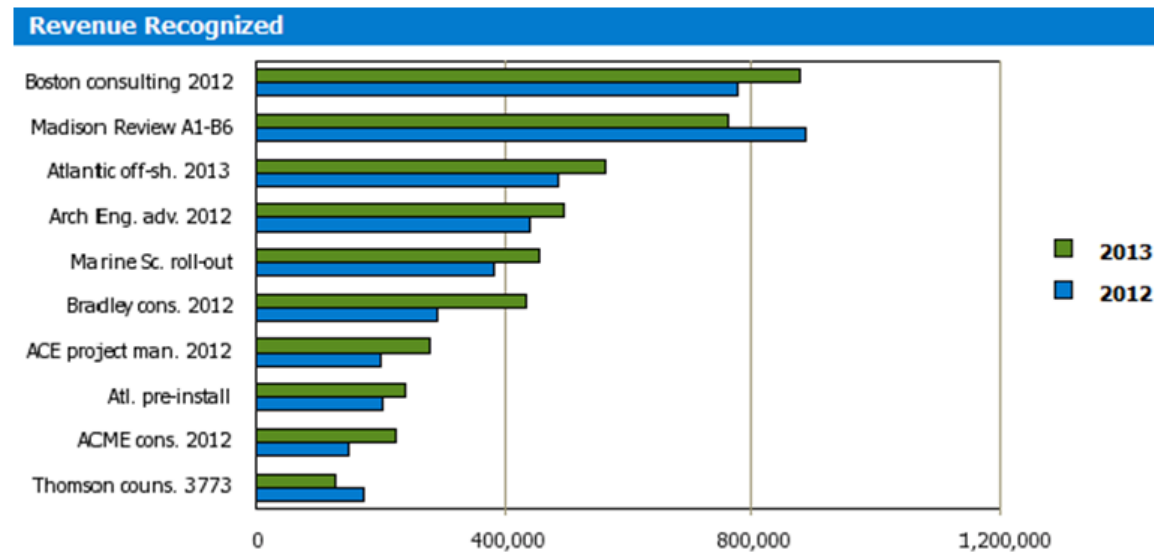
Only entries on invoiceable activities and jobs are included.

Ranking

The ten customers displayed are the ten customers with the largest total amounts in revenue recognized within the current year-to-date.

Revenue Recognized, Top 10 Jobs (Bar Chart)

This component displays the revenue recognized year-to-date for the top ten jobs. Both the current year and the previous year are displayed.



Restrictions

Only entries and invoices within year-to-date of the current year and the previous year are included.

Only entries on invoiceable activities and jobs are included.

Ranking

The ten jobs displayed are the ten jobs with the largest total amounts in revenue recognized within the current year-to-date.

Revenue Recognized, Top 10 Jobs (Table)

This component displays the revenue recognized year-to-date for the top ten jobs. Both the current year and the previous year are displayed.

Revenue Recognized	2013	2012	Variance
Boston consulting 2012	875,993	778,186	97,807
Madison Review A1-B6	762,313	885,522	-123,209
Atlantic off-sh. 2013	565,123	488,379	76,745
Arch Eng. adv. 2012	497,742	442,761	54,981
Marine Sc. roll-out	456,873	383,726	73,147
Bradley cons. 2012	436,238	295,174	141,064
ACE project man. 2012	280,253	201,255	78,998
Atl. pre-install	241,181	203,938	37,243
ACME cons. 2012	226,395	150,270	76,125
Thomson couns. 3773	127,319	174,421	-47,102
Total:	4,469,431	4,003,633	465,799

Restrictions

Only entries and invoices within year-to-date of the current year and the previous year are included.

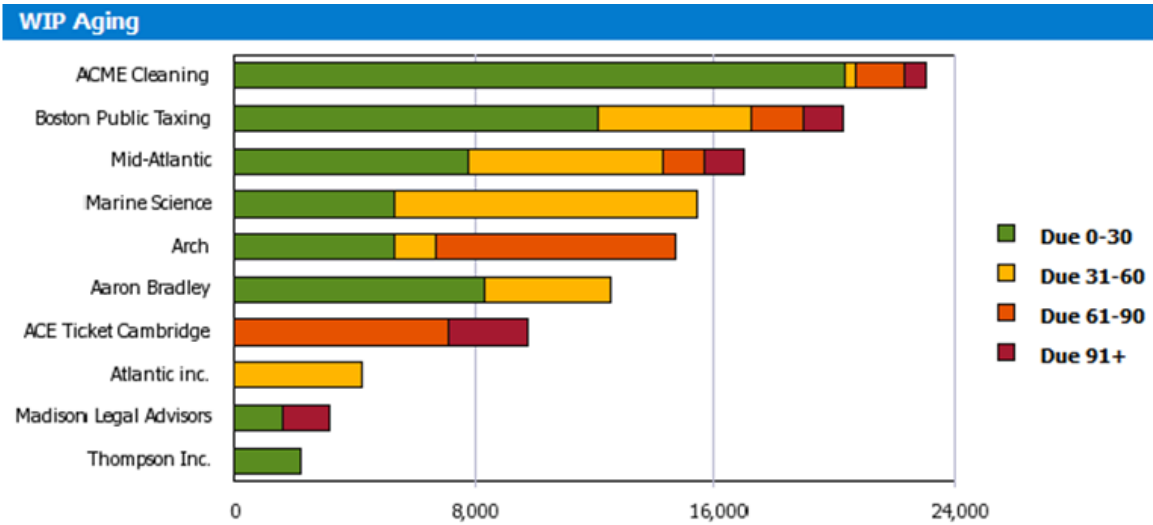
Only entries on invoiceable activities and jobs are included.

Ranking

The ten jobs displayed are the ten jobs having the largest total amounts in revenue recognized within the current year-to-date.

WIP Aging, Top 10 Customers (Stacked Bar Chart)

This component displays the WIP aging for the ten customers with the biggest WIP amount in total.



Restrictions

Only entries and invoices up to the current date are included.

Ranking

The ten customers displayed are the ten customers with the highest WIP in total.

WIP Aging, Top 10 Customers (Table)

This component displays the WIP aging for the ten customers with the biggest WIP amount in total. In addition, the **Net on Account** for each top-ten customer is displayed.

WIP Aging	Net on Account	Due	Aging			
			Due 0-30	Due 31-60	Due 61-90	Due 91+
ACME Cleaning	0	22,993	20,364	349	1,610	671
Boston Public Taxing	0	20,310	12,074	5,098	1,798	1,342
Mid-Atlantic	0	16,983	7,781	6,520	1,342	1,342
Marine Science	0	15,454	5,339	10,115	0	0
Arch	0	14,730	5,366	1,315	8,049	0
Aaron Bradley	0	12,503	8,317	4,185	0	0
ACE Ticket Cambridge	0	9,766	0	0	7,137	2,629
Atlantic inc.	0	4,293	0	4,293	0	0
Madison Legal Advisors	0	3,166	1,610	0	0	1,556
Thompson Inc.	2,013	2,227	2,227	0	0	0
Total:	2,013	122,425	63,077	31,874	19,935	7,539

Restrictions

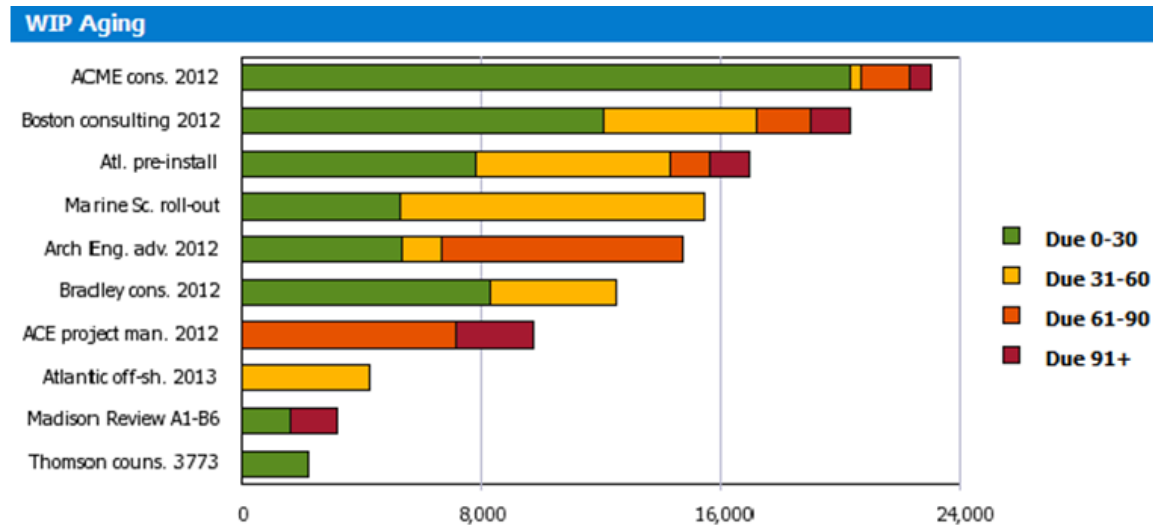
Only entries and invoices up to the current date are included.

Ranking

The ten customers displayed are the ten customers with the highest WIP in total.

WIP Aging, Top 10 Jobs (Stacked Bar Chart)

This component displays the WIP aging for the 10 jobs with the biggest WIP amount in total.



Restrictions

Only entries and invoices up to the current date are included.

Ranking

The ten jobs displayed are the ten jobs with the highest WIP in total.

WIP Aging, Top 10 Jobs (Table)

This component displays the WIP aging for the ten jobs with the biggest WIP amount in total. In addition, the **Net on Account** for each top-ten job is displayed.

WIP Aging	Net on Account	Due	Aging			
			0-30	31-60	61-90	91+
ACME cons. 2012	0	22,993	20,364	349	1,610	671
Boston consulting 2012	0	20,310	12,074	5,098	1,798	1,342
Atl. pre-install	0	16,983	7,781	6,520	1,342	1,342
Marine Sc. roll-out	0	15,454	5,339	10,115	0	0
Arch Eng. adv. 2012	0	14,730	5,366	1,315	8,049	0
Bradley cons. 2012	0	12,503	8,317	4,185	0	0
ACE project man. 2012	0	9,766	0	0	7,137	2,629
Atlantic off-sh. 2013	0	4,293	0	4,293	0	0
Madison Review A1-B6	0	3,166	1,610	0	0	1,556
Thomson couns. 3773	2,013	2,227	2,227	0	0	0
Total:	2,013	122,425	63,077	31,874	19,935	7,539

Restrictions

Only entries and invoices up to the current date are included.

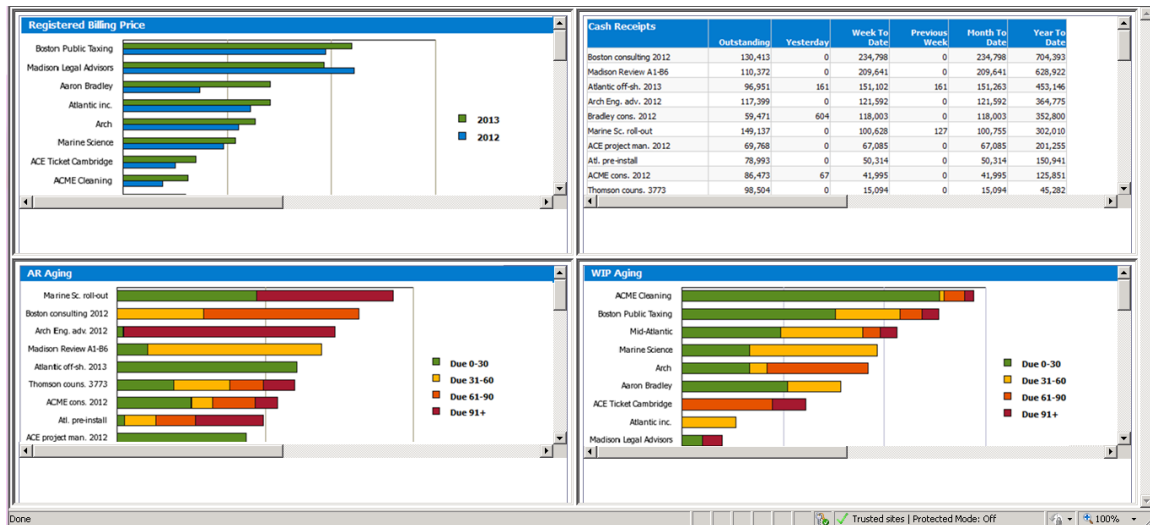
Ranking

The ten jobs displayed are the ten jobs with the highest WIP in total.

Customer Performance

This dashboard allows you to quickly recognize whether any customers require particular attention. This dashboard consists of quadrants that display the following data:

- **Chart for Registered Billing Price** — Displays the entered billing price year-to-date for the top ten customers for both the current year and the previous year.
- **Table for Cash Receipts** — Displays the customer payments received in each of the four quarters of the year and the outstanding amounts yet to be paid for the ten customers for whom the largest amounts have been received year-to-date.
- **Chart for AR Aging** — Displays the amounts that are outstanding for the ten customers with the biggest outstanding amount in total.
- **Chart for WIP Aging** — Displays the WIP aging for the ten customers with the biggest WIP amount in total.



Restrictions

The customers that are displayed have the following restrictions:

- **Chart for Registered Billing Price** — Only entries within year-to-date of the current year and the previous year are included.
Only entries on invoiceable activities and jobs are included.
- **Table for Cash Receipts** — Only payments with an entry date in the current year and no later than the current date are included.
Only outstanding amounts with an entry date in the current year and no later than the current date are included. Entries that are blocked (for example, due to disputes) are excluded.
- **Chart for AR Aging** — Only amounts where the entry date is before or equal to the current date are included. Entries that are blocked (for example, due to disputes) are excluded.
- **Chart for WIP Aging** — Only entries and invoices up to the current date are included.

Ranking

The customers that are displayed are ranked as follows:

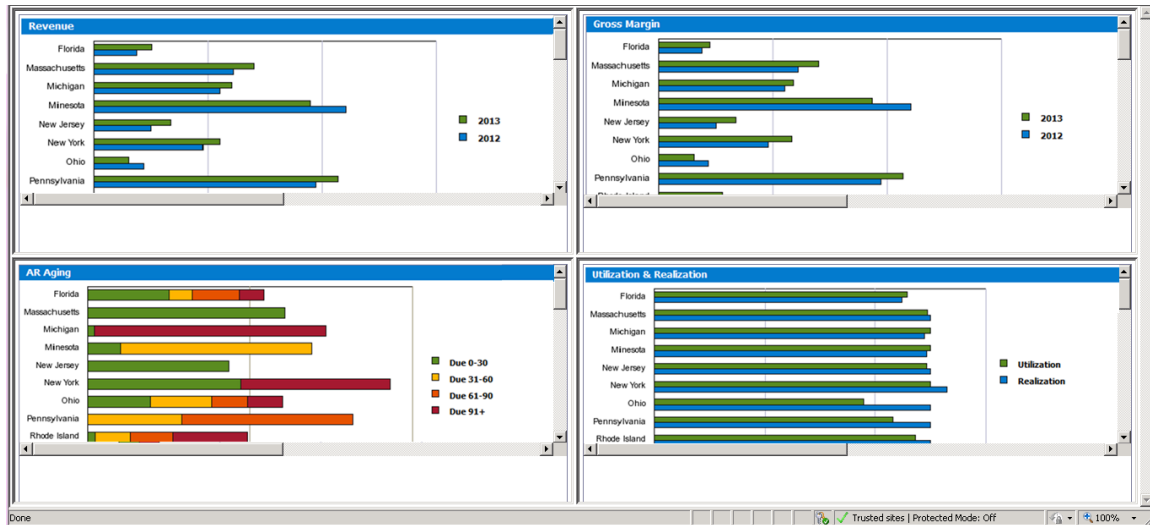
- **Chart for Registered Billing Price** — The top ten customers for both the current year and the previous year.
- **Table for Cash Receipts** — The ten customers for whom the largest amounts have been received year-to-date.
- **Chart for AR Aging** — The ten customers with the biggest outstanding amount in total.
- **Chart for WIP Aging** — The ten customers with the biggest WIP amount in total.

Company Performance

This dashboard provides an up-to-date overview of how your company is performing. This dashboard consists of quadrants that display the following data:

- Revenue by dimension values for the selected Maconomy dimension. Both year-to-date and previous-year-to-date amounts are displayed.
- Gross margin by dimension values for the selected Maconomy dimension. Both year-to-date and previous year-to-date amounts are displayed.
- AR aging by dimension values for the selected Maconomy dimension.
- Utilization and realization percentages by dimension values for the selected Maconomy dimension. The percentages are displayed for the current year to date.

All of this information is displayed in graphs for easy viewing. The workspace provides the option to view this information using eleven different dimensions.



Restrictions

- **Revenue by dimension** — Only amounts within the year-to-date and previous year-to-date are included. Dates are working out of the fiscal year.
- **Gross margin by dimension** — Only amounts within the year-to-date and previous year-to-date are included. Dates are working out of the fiscal year.
- **AR aging by dimension** — Only amounts where the entry date is before or equal to the current date are included.
Entries that are blocked (for example, due to disputes) are excluded.
- **Utilization and realization percentages by dimension** — Only entries within the current year-to-date are included. Dates are working out of the fiscal year.

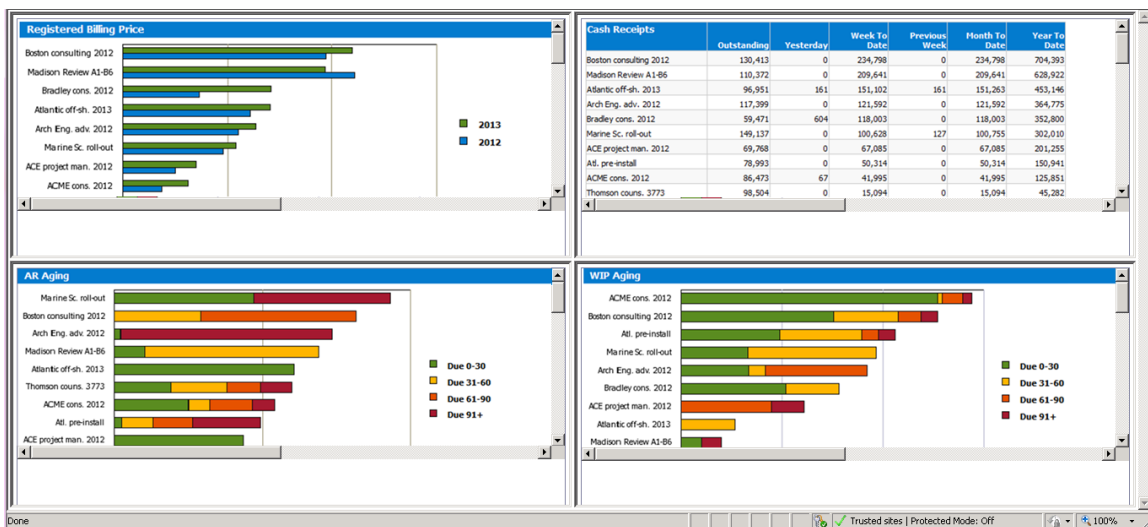
Ranking

The amounts that are displayed are ranked by the top ten dimension values for the selected Maconomy dimension.

Job Performance

This dashboard provides an up-to-date overview of how a job is performing. This dashboard consists of quadrants that display the following data:

- **Chart for Registered Billing Price** — Displays the entered billing price year-to-date for the top ten jobs for both the current year and the previous year.
- **Table for Cash Receipts** — Displays the customer payments received in each of the four quarters of the year and the outstanding amounts yet to be paid for the ten jobs for which the largest amounts have been received year-to-date.
- **Chart for AR Aging** — Displays the amounts that are outstanding for the ten jobs with the biggest outstanding amount in total.
- **Chart for WIP Aging** — Displays the WIP aging for the ten jobs with the biggest WIP amount in total.



Restrictions

- **Chart for Registered Billing Price** — Only entries within year-to-date of the current year and the previous year are included. Only entries on invoiceable activities and jobs are included.
- **Table for Cash Receipts** — Only payments with an entry date in the current year and no later than current date are included.
Only outstanding amounts with an entry date in the current year and no later than the current date are included.
Only payments related to jobs are included.
Entries that are blocked (for example, due to disputes) are excluded.
- **Chart for AR Aging** — Only amounts where the entry date is before or equal to the current date are included.
Entries that are blocked (for example, due to disputes) are excluded.
Only entries relating to jobs are included.
- **Chart for WIP Aging** — Only entries and invoices up to the current date are included.

Ranking

The jobs that are displayed are ranked as follows:

- **Chart for Registered Billing Price** — The top ten jobs for both the current year and the previous year.
- **Table for Cash Receipts** — The ten jobs for whom the largest amounts have been received year-to-date.
- **Chart for AR Aging** — The ten jobs with the biggest outstanding amount in total.
- **Chart for WIP Aging** — The ten jobs with the biggest WIP amount in total.

BPM Analysis Description

This section provides the following information:

- An introduction to BPM universe concepts and types.
- A description of the general design principles of the BPM Analysis universes.
- A description of each universe: an overview of what the universe contains and the purpose of the universe.
- A description of some typical Maconomy workflows, including information about how the data can be reported on using the universe.

Introduction

The purpose of a universe is to provide a structured foundation for making reporting queries to the database. Typically, a universe is centered on a specific area in the database and selects only tables that are relevant for reporting within that area.

A universe is made up of two components:

- **Data Foundation** — Consists of a collection of database tables and the joins between these tables.
- **Business Objects** — Consists of a collection of calculated objects, where each object provides a specific kind of value that can be used in a report or dashboard. For example, this could include the job number, the registered billing price, financial opening balance, and the remark text included on a payment.

The purpose of the business objects is two-fold:

- They serve as an abstraction from the database layer so that when using the object titles, we maintain the language of the business.
- Complex table associations and calculations (possibly including technical fields in the database) are reduced to business terms with which the report writer or end users are familiar.

Additionally, it encapsulates complex calculations that do not need to be done when writing a report. Neither needs to be understood by the report writer.

Universe Types

In BPM Reporting and Analysis, universes are centered on core Maconomy modules. Each universe contains several hundred objects, making it possible to create a large variety of reports. The universes can also be combined by making report queries to different universes. For example, you could compare financial data to job cost data.

There are two types of universes:

- Reporting universes
- Analysis universes

Reporting Universes

BPM Reporting universes are used for creating daily and straightforward reports that must show up-to-date and / or live data. This reporting retrieves data directly from the transactional database in Maconomy.

Analysis Universes

BPM Analysis universes are used for creating more complex reports and analysis. Use Analysis Universes when the priority is on complex calculations over up-to-date transaction information. This reporting retrieves data from the BPM Data Warehouse. Additionally, use this reporting for historical information on dimensional data.



The universes in BPM Reporting and in BPM Analysis process dimensional data differently. Therefore, do not combine the two types of Universes in reports with multiple queries.

General Design Principles

Joins

Most of the joins that are used between tables have a cardinality of *many-to-one*. Typically for most dimensions that are directly associated, a fact is an inner join because the fact record always has a value for that dimension, and typically for dimensions of dimensions this is not the case.

In BPM Reporting, when there is not necessarily a dimension value the join becomes a left-outer join, instead of an inner join. This is different in BPM Analysis, where all joins are inner joins. This is done by making sure that all dimensions include a blank record (null-row joins). The facts that have a dimension field that can be blank inner-join to the dimension table, and that join associates the blank row with the fact record. This is similar for dimensions on dimensions.

Historical Dimensions

The data warehouse on which the BPM Analysis universes are defined can store changes to dimensions. The data warehouse's ETL (extract, transform, load) jobs load the data warehouse with Maconomy data. These jobs read in (extract) Maconomy data, transform it (transform) so that the data is optimal for reporting, and store it (load) in the data warehouse's database tables.

When the process reads in dimensions, a field might have changed since the last load. For example, a vendor's name may have changed, even though it is the same vendor with the same vendor number. The data warehouse keeps track of that change so that users can report on, for example, vendor invoices that were issued when the vendor had the old name and those invoices that have been issued since the vendor has been using the new name. This is valuable information for many kinds of analysis.

Dimensions that change like this and are tracked in the data warehouse are called "slowly changing dimensions" or simply "historical dimensions." This feature is one of the special features of BPM Analysis, compared to BPM Reporting. However, Maconomy keeps track of many dimensions already: employee positions, budget revisions, and so on. For such dimensions, history is applicable in both BPM products.

Dates

In BPM Analysis, all data is stored in the data warehouse so that it is optimal for reporting. This includes dates, which are stored as genuine database date types. In Maconomy, dates are represented as strings. In BPM Reporting it is often necessary to convert these strings to genuine dates so that Business Objects tools can process them.

For example, if a user wants to restrict on a date when running a report, the date that is selected in WebIntelligence is of a genuine database date type. In some cases, records have date fields, but there is no date in them. Replacing these with a null date is not always a good idea because the date may be used for looking up the right historical dimensions. In such cases, BPM Analysis ETL process changes that date to be either the system's current date or the maximum date.

Pop-Ups

BPM analysis universes also take advantage of the ability to store optimized data for pop-ups. When reading data from Maconomy, the ETL process typically uses the EX view, which provides

the external data values for pop-ups in addition to the enumerated values, which are integers. Typically, the process stores the external data values in the data warehouse.

The external data values that stored in the data warehouse are not the corresponding pop-up values that appear in Maconomy. This is because the pop-up values in Maconomy can be changed to fit the enterprise language of the customer's system, in which case standard reports (assuming English terms) do not work. Therefore all terms (typically "Yes" and "No") are kept in English. In reports, they can always be redefined for display by means of variables.

Access Control

In BPM Analysis, access control is only applied on fact tables. When reporting on a BPM Analysis universe, some fact is typically involved, and the universe ensures that the proper access control view is applied to filter the data that the user is allowed to see. The access control principles are the same as they are for the corresponding Maconomy tables in Maconomy and in BPM Reporting.

BPM Analysis Universes

General Ledger Universe

The General Ledger universe contains objects for reporting on financial figures in Maconomy. Users can report on both actuals and budget figures. The universe is centered on core facts on the lowest transactional level (Finance Entries and Budget Entries).

By combining with dimensions on fiscal period and the type of account, users can report on summations like opening and closing balances and movements by fiscal period or other dimensions.

Users can organize accounts and figures according to the reporting structures set up in Maconomy.

Assuming a dedicated reporting structure, users can also report on financial key figures like Gross Profit, Net Profit, EBITDA, EBIT, Cashflow, and so on.

Thus, this universe can be used as a foundation for creating some of the classical reports like balance sheets, profit and loss, and trial balances; deeper analysis; or dashboarding.

The measure objects can be grouped and restricted by a variety of dimensions, including company, account, customer, vendor, job, employee, fiscal periods, dates, and the ten standard dimensions.

Furthermore, finance and budget figures can be reported on through local charts of accounts.

Accounts Receivable Universe

The Accounts Receivable universe provides objects for reporting on customer transactions like invoices, payments, reconciliations, and balances outstanding on customers.

Users can report on the balance of each entry, provision, cash discount, and customer payment variance. The figures can be distinguished or restricted by entry date, due date, or similar criteria to categorize outstanding amounts or other amounts into aging buckets.

The measure objects can be grouped and restricted by a variety of dimensions, including company, customer, job, employee, dates, and the ten standard dimensions.

Accounts Payable Universe

The Accounts Payable universe provides objects for reporting on vendor transactions like vendor invoices, payments, reconciliations, and balances outstanding on vendors.

Users can report on the balance of each entry, invoiced amounts, and vendor payment variance.

The figures can be distinguished or restricted by entry date, due date, or similar criteria to categorize outstanding amounts or other amounts into aging buckets.

The measure objects can be grouped and restricted by a variety of dimensions, including company, vendor, job, employee, dates, and the ten standard dimensions.

Job Cost Universe

The Job Cost universe provides objects for reporting on job cost registrations, job invoices, job invoices on account, job budgets, forecast budgets, employee utilization, and purchase orders in

relation to job budgets. This universe also contains a variety of specific measures in specific currency types.

Users can report on:

- Quantity, cost prices, and billing prices in relation to registrations and invoices.
- Up/down writings, revenue recognized, accruals, and invoiced or reconciled amounts, thereby making it possible to deduce the Net on Account.
- Within budgeting, job budgets concerning quantity, cost, and billing prices. It is possible to distinguish the different budget types and revisions, as well as teams and planning start and end dates of the tasks on the budget lines.
- Task progress related to job budgets.

The measure objects can be grouped and restricted by a variety of dimensions, including company, customer, vendor, job, activity, task, employee, dates, and the ten standard dimensions.

Human Resources Universe

The Human Resources universe provides objects for reporting on employee-oriented aspects in Maconomy.

Users can report on:

- Development aspects like courses, skills, employee positions, and evaluations.
- Financial aspects like stock options, agreements, and exercisings.
- Company properties, including leasings and costs, such as for company cars.
- Recruitment processes and related event flows.
- Vacancies.

The measure objects can be grouped and restricted by a variety of dimensions, including company, employee, employee category, dates, and the ten standard dimensions.


Contact Management Universe

The Contact Management universe provides objects for reporting on opportunities—that is, the sales pipeline—and the related event and event flows.

Users can:

- Report on the individual opportunities and the contact companies and associated information.
- Categorize opportunities into won and lost, as well as distribute them over quarters, half-years, or other timeline dimensions.
- Associate data about the events and related event flows with opportunities.
- Report on the probability with which the sales prices are weighted in Maconomy.

The measure objects can be grouped and restricted by a variety of dimensions, including contact company, contact person, campaign, planning dates, and the ten standard dimensions.



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