Deltek

Deltek Maconomy® 2.4.5

Solution for Public Accounting Firms (CPA)

Using the Maconomy Solution to Manage and Optimize a Public Accounting Firm

September 20, 2019

While Deltek has attempted to verify that the information in this document is accurate and complete, some typographical or technical errors may exist. The recipient of this document is solely responsible for all decisions relating to or use of the information provided herein.

The information contained in this publication is effective as of the publication date below and is subject to change without notice.

This publication contains proprietary information that is protected by copyright. All rights are reserved. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, or translated into another language, without the prior written consent of Deltek, Inc.

This edition published September 2019.

© Deltek, Inc.

Deltek's software is also protected by copyright law and constitutes valuable confidential and proprietary information of Deltek, Inc. and its licensors. The Deltek software, and all related documentation, is provided for use only in accordance with the terms of the license agreement. Unauthorized reproduction or distribution of the program or any portion thereof could result in severe civil or criminal penalties.

All trademarks are the property of their respective owners.

Contents

Overview 1
Your Solution Scope 1
Front-Office Modules and Key Features 2
Introduction 2
Notifications 2
Time and Expenses 2
Time and Expenses Workflow 3
Favorites 3
Keep 4
Proxy Time Entry 4
Choose to Enter Expenses while Entering Time 4
Get into the Details 4
Reports 5
Absence Management 5
Absence Workflow 6
Absence Administration 7
Absence Setup 7
Client Management 8
Information 9
Client Hierarchy 10
Documents 10
CRM Add-On Availability 11
Google Maps and Other External Sites 11
Billing 11
Lookups 15
Reports 16
Engagement Management 16
Information 17
Budgeting 18
Billing 19
Lookups 20
Reports 20
Closing 21

Setup 21
Engagement Administration 21
Using Deltek Kona with Front Office 23
Back-Office Modules and Key Features 25
Introduction 25
General Ledger 25
GL Transactions 26
GL Lookups 26
GL Setup 28
Accounts Receivable 28
AR Transactions 29
AR Lookups 29
AR Setup 30
Credit Control 30
Accounts Payable 32
AP Transactions 32
AP Lookups 33
AP Setup 34
Banking 34
Bank Transactions 35
Bank Reconciliations 35
Human Resources 35
Employees 36
Reporting and Dashboards 37
Dimensions 37
Derived Dimensions (Automated Postings) 38
Reports 39
Dashboards 40
Analyzer 41
Standard Configurations 42
CPA Solution Configuration Setup 42
Add-Ons 44
Deltek People Planner (RM) 44
Introduction 45
Project Planning and Staffing 45
Resource Management — Short-Term Planning and Optimization 46

Revenue Forecasting Based on Resource Plans 48
My Activities 49
Reporting in People Planner — Resource Management (Add-On) 50
Client Relationship Management (CRM) 53
Pipeline Management 54
Fixed Assets (FA) 55
Customer-Specific Extensions 57
The Three Types of Extensions 57
Web Service Integrations (On-Premises Only; Flex Plus Only) 58

Overview

This document describes the Deltek Maconomy solution for Public Accounting firms (CPA Solution) released with Maconomy. This solution forms the basis for Public Accounting Firm implementations in the United States and can be leveraged as an initial starting point for other client-centric implementations throughout other verticals and/or locations.

The CPA solution can be deployed in one of three ways: hosted by the customer (On-Premises), a Deltek-hosted cloud (Flex Plus), or the Deltek First Essentials multi-tenant cloud (DFME). While the standard product and packaging are identical, there are several options for expanding your Maconomy solution when working with an on-premises and Flex Plus installation; meanwhile, when working in the Deltek cloud there are certain limitations as to what configurations, extensions, and integrations are available to your organization. In this document, the DFME limitations are clearly indicated by identifying certain features and options as **On-Premises Only** and **Flex Plus Only**, thus giving you a clear indication of your capabilities when choosing from the three deployment methods.

Your Solution Scope

The standard Public Accounting Solution consists of a set of modules. The core of this solution is Finance, integrated with Engagement Management and accompanied by a strong Reporting suite (BPM). You can extend this core solution with a number of add-ons, which are integrated into your core Maconomy Solution. This solution description addresses three add-ons:

- **Deltek People Planner** — Graphical project/resource planning and management solution; requiring an on-premises installation of People Planner, and can be integrated with a CPA solution on-premises or cloud implementation of Maconomy.

  Note: See Deltek People Planner (RM).

- **Maconomy CRM** — A CRM solution that is focused on the financial side of customer management, that is, relationships and pipeline management, which are integrated with the core solution.

  Note: See Client Relationship Management (CRM).

- **Maconomy Fixed Assets (FA)** — A Fixed Assets solution that is focused on recording and managing fixed assets.

  Note: See Fixed Assets (FA).

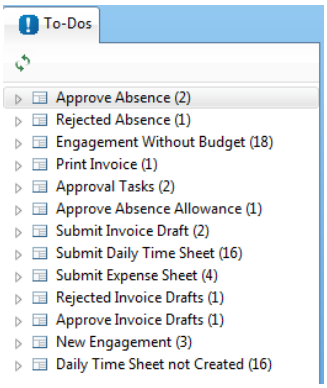
Front-Office Modules and Key Features

Introduction

The CPA solution offers a fully integrated, front-office suite, including Time and Expenses, Client Management, and Engagement Management. The following section provides a high-level overview of the key features present within each of these Maconomy front-office modules.

Notifications

The CPA solution is a role-based solution, and, depending on your responsibility, you have a number of tasks to complete within the solution. The system includes a series of notifications to alert you that you must take action, and where to take action within the system. You can select a notification and be directed to the appropriate window in Maconomy where you must take the action. The system can also send notifications to your mail server, so that you can receive an e-mail and click a link within the e-mail that navigates you to the appropriate window in the CPA solution to take action.

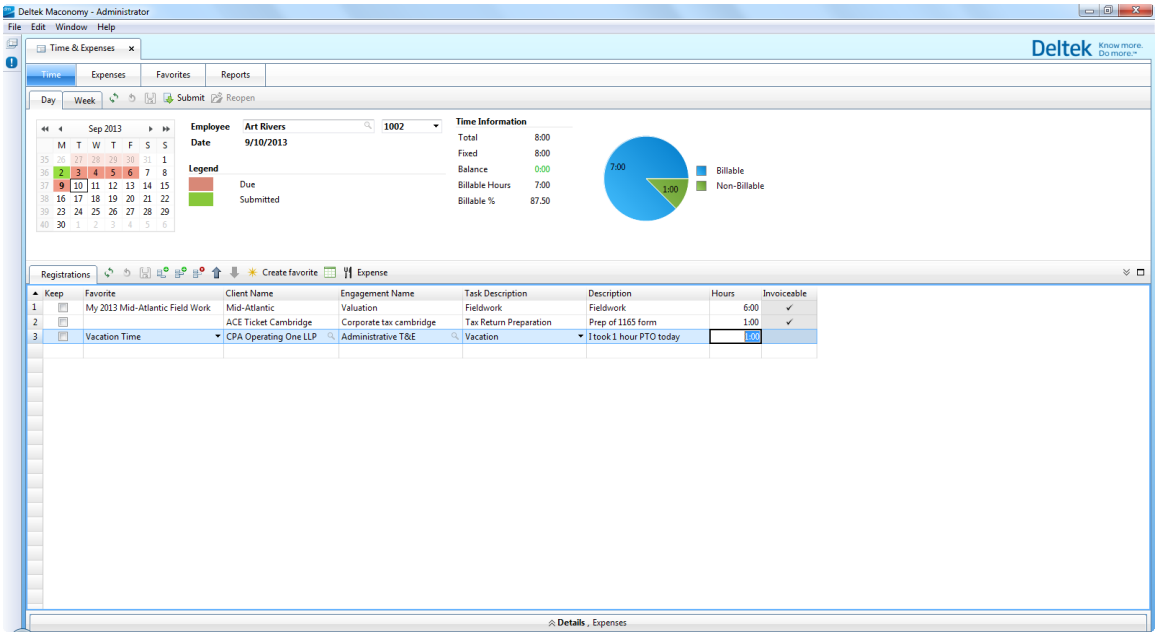


With each section in this document, it is important to keep in mind that notifications support virtually all modules and processes. You can also configure notifications during implementation to further support your unique needs.

Time and Expenses

The CPA solution supports time and expense entry for all users, both billable resources and non-billable/internal resources. Through the use of the Time & Expense module, you can enter time/expense, manage user-specific settings/preferences, and establish a workflow for your firm as to how time and/or expenses can be submitted and approved/rejected.

The solution supports time entry for both daily time entry submission and weekly time entry submission. You can also create time entries on a daily basis and submit them at the end of the week.



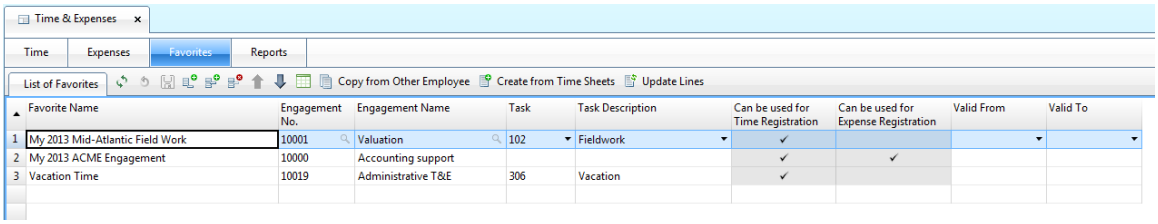
Time and Expenses Workflow

The majority of CPA firms operate with no workflow for time entry; that is, no supervisor or engagement manager approvals are required. In such instances, when you submit your time sheet the CPA solution immediately books the WIP to the Client/Engagement and General Ledger. You can, however, work within the confines of a workflow for time entry; a traditional implementation of the solution supports this type of workflow.

The CPA solution's extensive Approval Hierarchy setup drives the workflow that is supported for expense sheets. You can create a workflow in the CPA solution that is as simple as a single supervisory approval or as complex as having multiple levels of approval, including data that is dependent based on the engagement against which the expenses are entered. The CPA is preconfigured for a single approval out-of-the-box, which includes an employee's supervisor. After the approval has been completed, the expense transaction is immediately posted to the Client/Engagement and to the General Ledger, and of course to Accounts Payable for employee reimbursement.

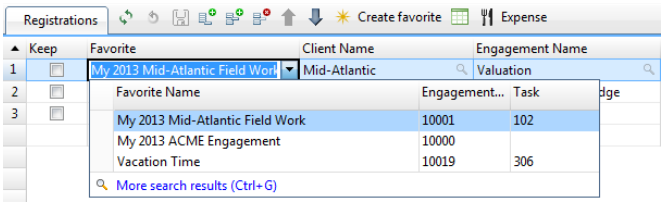
Favorites

The CPA solution includes the concept of favorites for both time and expense entry. Favorites provide a means for individual employees to create commonly used combinations of Clients/Engagements and Tasks (for example, Work Codes). You can use these for time entry, expense entry, or both. You can also create a validity period for them, so that you can manage favorites for the seasonality of your work.



The Favorite drop-down appears as one of the fields on your defaulted time and expense sheet, and you can use this field to select which favorite you want to work with. After you select a favorite, Maconomy

defaults in the information from your favorite automatically. Thus the intention of favorites is to drive efficiency and accuracy in time and expense entry.



Keep

The CPA solution includes an ability to “keep” your time entries from day to day or week to week. The concept of “keep” is similar to favorites; however, rather than selecting your “favorite” when you create a time sheet line, the “keep” feature already includes the Client/Engagement and Task in your time sheet when you enter it for that day or week. Thus, “keep” creates even more efficiencies for entering time. It is quite helpful when working through a long-term engagement such as an audit, where your employee spends the next several days/weeks. You can, of course, turn off the “keep” feature at any point, so that the next time that you create a time sheet it is no longer there.

Proxy Time Entry

The CPA solution supports the concept of proxy time and expense entry. “Proxy” is synonymous with “secretary” or “substitute.” This functionality supports designated employees to enter time and expenses on another employee’s behalf. This is very helpful in terms of having a personal admin put time/expenses into the system for a partner or executive.

The proxy time and expense entry is designed to be simple. It is the exact same experience as individual employees entering their own time, but instead they can use a drop-down option to choose from a list of employees for whom they are assigned to be the “proxy.” You can establish up to three different “proxies” for each employee in the system.

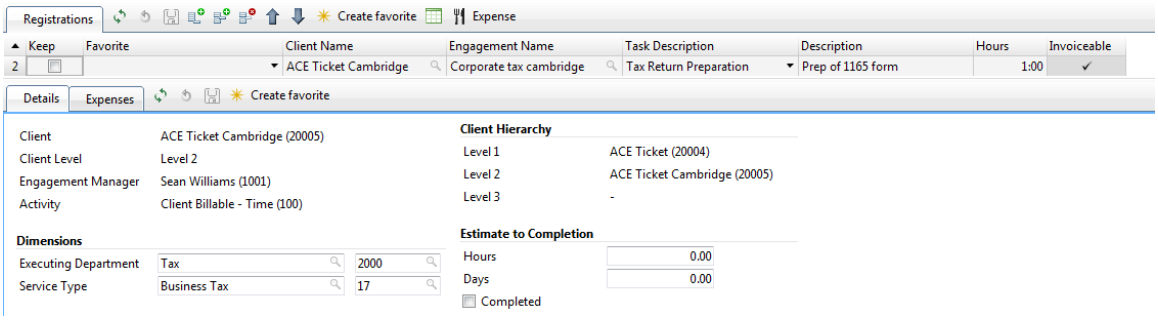
Choose to Enter Expenses while Entering Time

To create even more efficiency within the module, the time entry within the CPA solution offers you the ability to enter expenses while entering your time. With a single click, you can create an expense sheet line that corresponds to the particular Client/Engagement for which you entered time. This is quite helpful, in that it is very common that if you spent time on a client, you may also be on site and need to enter mileage, hotel, meals, or perhaps another client-related expenditure.

Get into the Details

With a single click, you can access additional information as it relates to a particular time or expense sheet line.

You can identify information such as the manager who is responsible for the engagement, the department to which the engagement belongs, and the service type that is being delivered. You can also see where the client stands in the hierarchical structure within the solution; that is, in the following instance, Ace Ticket Cambridge is a subsidiary of the parent Ace Ticket. This type of information can be quite valuable in ensuring accurate time and expense reporting.



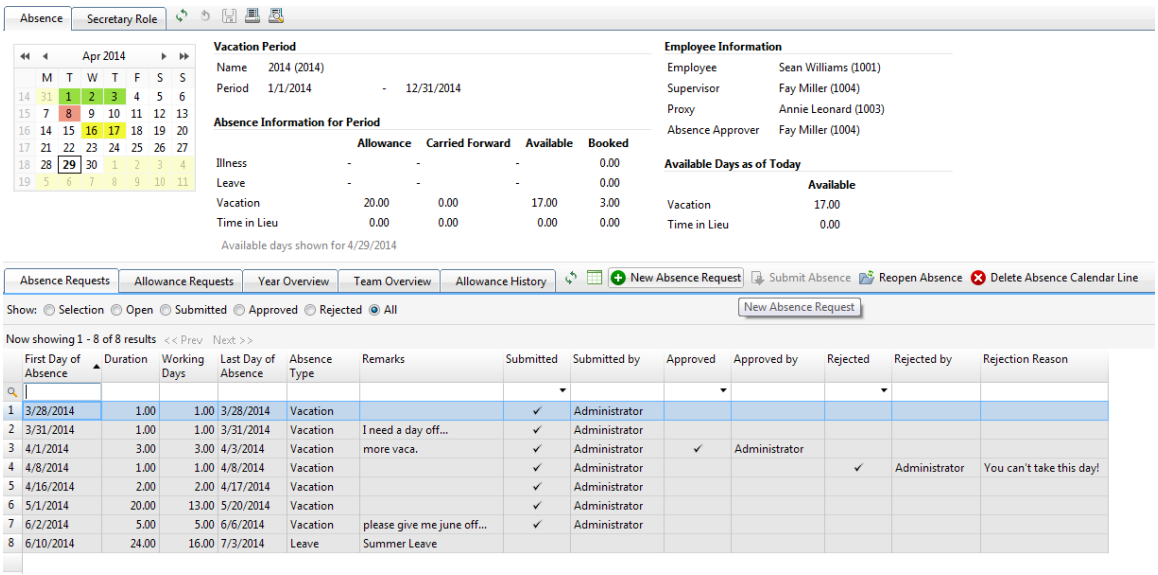
Reports

See Reporting and Dashboards for information about reports. The CPA solution provides a number of reports that are embedded within the Time & Expenses workspace, where the system generates a report for the employee of the user who is logged in to the system.

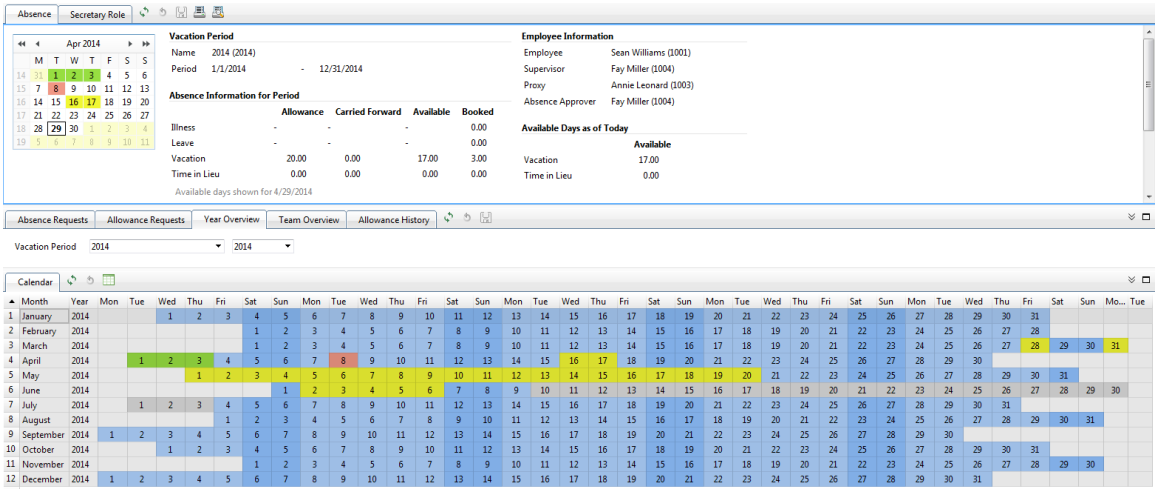
Absence Management

The CPA solution supports recording and monitoring of employee absence requests. The Absence Management functionality provides your organization with an ability to store employee absence information (that is, beginning PTO balances, prior year carry forward balance, and so forth), manages approval workflow for absence requests, and ensures that time entry is consistent with approved absence allowances. You can also enter absence for another employee, when identified as his or her Proxy.

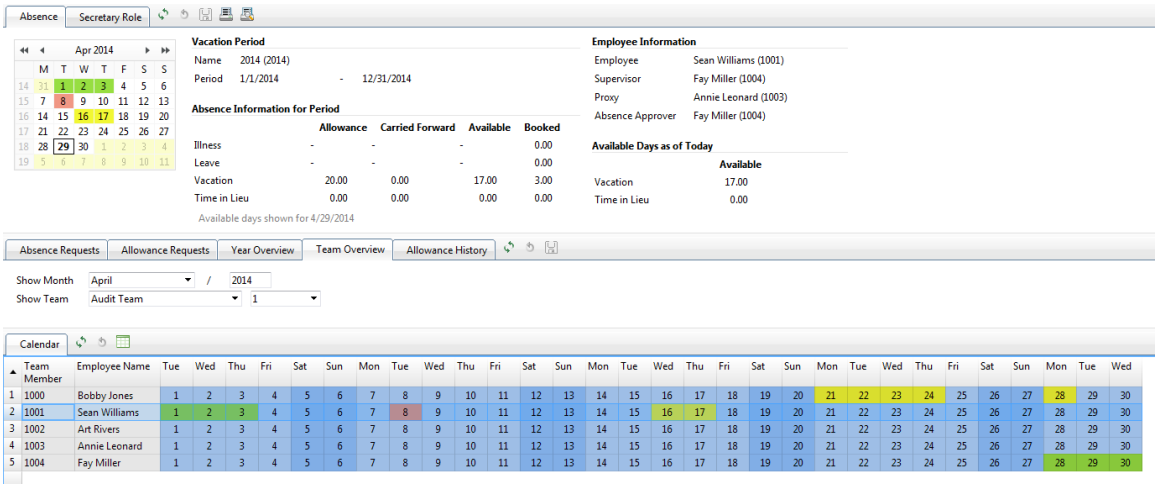
The following image shows the employee's absence workspace. This workspace is designed to allow employees to view their absence allowances and remaining balances. It is also very easy to create absence requests and view the submitted, approved, or rejected absences in a single view.



In the Year Overview tab, employees can see their entire vacation years in a single view, and it is color-coded so that they can quickly identify which days have been requested, approved, or possibly rejected by their absence manager.



You can also allow employees to see when their other team members are going to be absent from work. This is shown in the Team Overview tab, and is displayed by month.

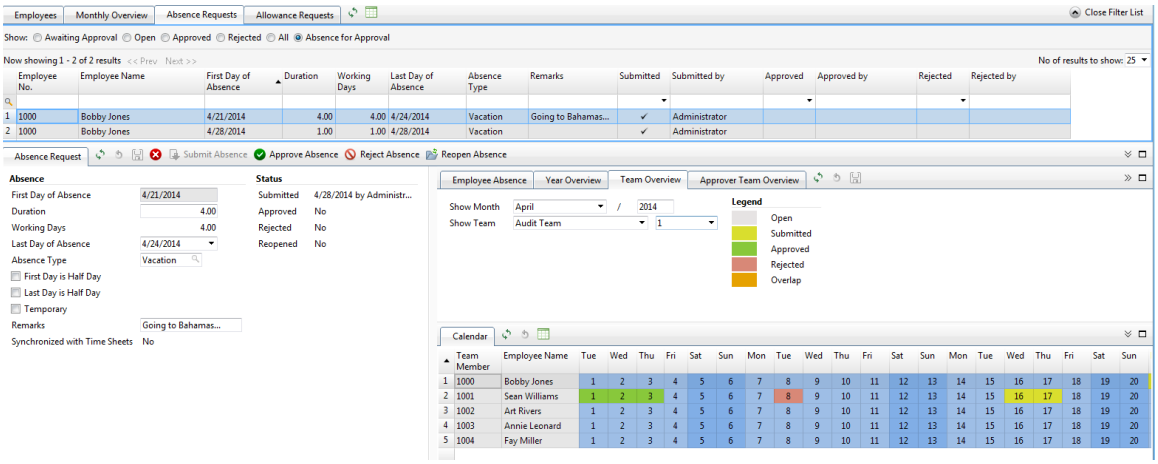


The preceding figure is also a great view for managers, and is therefore also available in the Absence Approval Workspace, where a manager can identify if any overlapping absence requests have been submitted, prior to approving those.

Absence Workflow

The solution supports an optional absence management workflow, which can be turned on or turned off using a system-wide setting. If you choose not to use the approval workflow, each employee absence request is automatically approved after it is submitted. If you choose to use an approval workflow, you can leverage the Absence Manager role available in the system. The Absence Manager for each employee is identified on his or her Employee card; this is the individual who is responsible for reviewing the employee's absence requests.

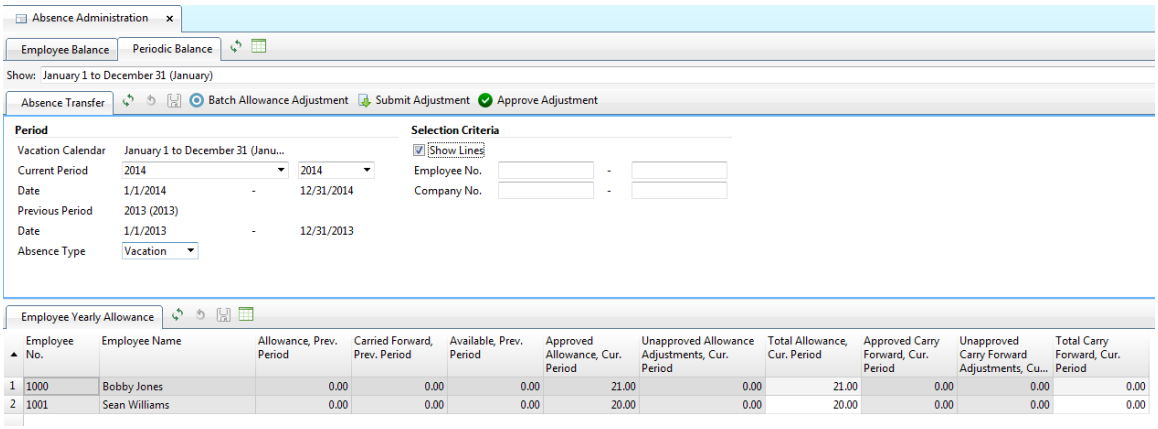
There are a series of notifications that support this process, and the primary notification is called Approve Absence. This notification takes you to a workspace that is designed to allow an approver multiple views into the requested absence.



In the preceding workspace, it is possible for the Absence Approver to either approve or reject the absence. If the absence is rejected, it is possible to enter a rejection comment that is sent back to the employee in a Rejected Absence notification.

Absence Administration

There are also administrative capabilities within the absence management functionality. In the following workspace, it is possible to perform year-end processes and perform company-specific setup.

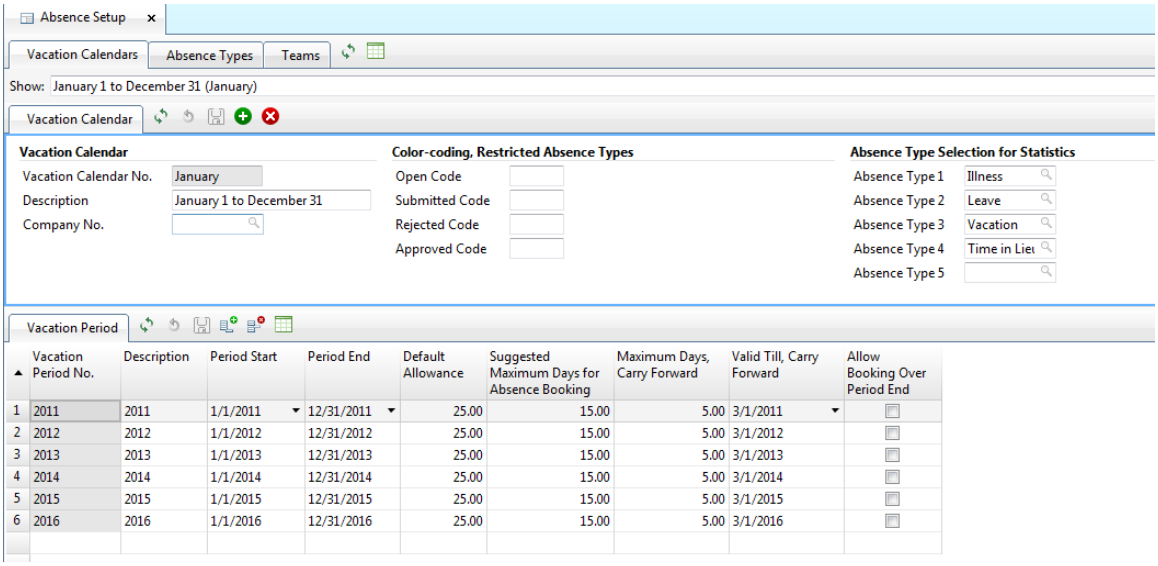


As you can see, an administrator can create a batch adjustment to the allowance balances for any particular absence type. Administrators can do this for the entire organization, or by employee/company.

Absence Setup

A number of setup features are available for absence management; including:

- **Vacation Calendars** — Create multiple vacation calendars and assign one calendar to each employee; identify the absence types that are allowed for the calendar, and establish the start/end dates, default allowances, and maximum carry forward balances.
- **Absence Types** — Create multiple absence types, establishing balances for vacation, illness, maternity leave, and so on; allow employees to enter absence against the individual absence types.
- **Teams** — Establish teams for absence management, allowing you the ability to review absence requests across team members in a single view.

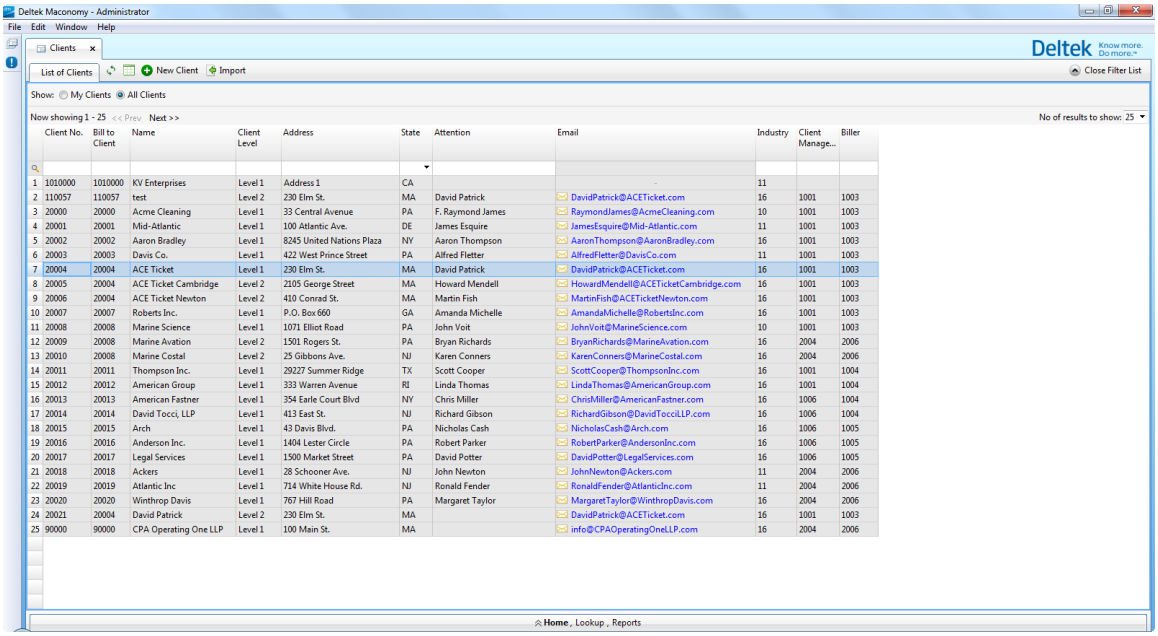


Finally, integration is also available between Absence Management and the Time Sheet. This integration is controlled at the company level within the system, and if turned on, the approved absence requests can automatically populate the relevant time sheet lines using an Absence Engagement (for internal time) and an Absence Task (that is, Vacation or Sick work code). There is an additional setting that identifies whether an employee can adjust the absence time sheet lines on the time sheet, or that absence management and the time sheet must remain perfectly in sync with one another.

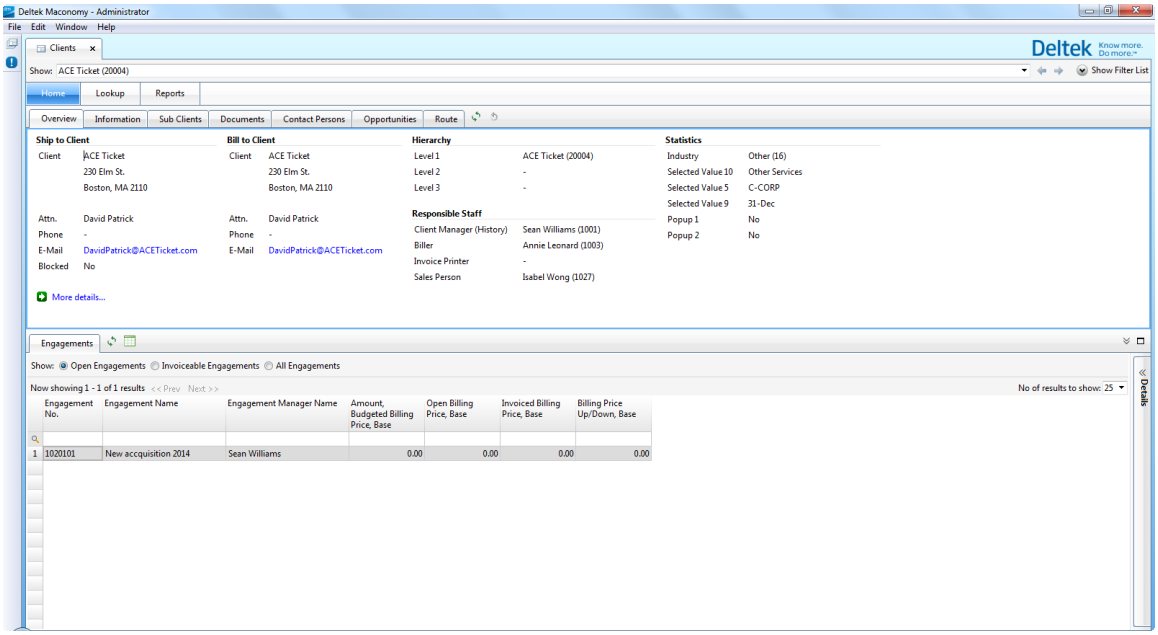
Client Management

The CPA solution offers a number of key features that support effective and complete client management. These include the ability to create client records; manage critical client information and statistics; identify client relationships and hierarchies; store documents; and look up current client balances for WIP, AR, and Cash.

The following is a view of the initial filter that is available to users, which is user-defined as to which fields to display.



The preceding is a launch point, similar to a dashboard view, in which you can choose and navigate to a particular client record, to drill into the extensive information that is captured at the client level within the CPA solution.



Information

With several hundred fields available and all of the key information preconfigured, the CPA solution stores a host of client-related information that is relevant for managing your CPA firm. The following is a summary of the key attributes that are captured:

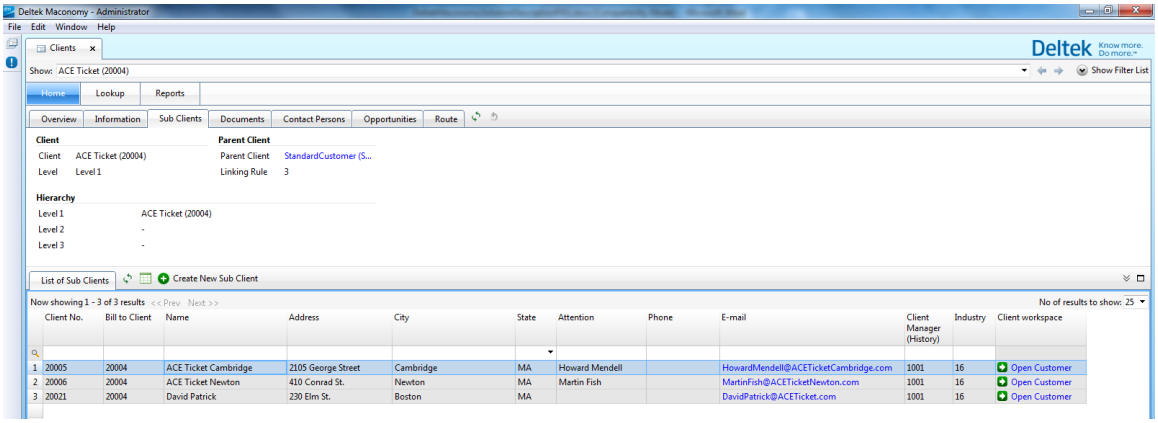
- **Addresses** — Both the “Ship To” and the “Bill To” addresses are captured on the client information card. In situations where the invoice goes to a parent client, you can update the “Bill

To" client address on the client card and thus all engagements that are created for the client are automatically set up to produce the correct billing address and client record.

- **Hierarchy** — The solution supports a five-level client hierarchy, and you can choose the number of levels to display in the system. The majority of CPA firms use two levels, sometimes three. You can also define the levels within the solution, by giving each an appropriate name (for example, "Parent" or "Child," and so on).
- **Roles** — You can capture up to ten definable roles on a client. The CPA solution defines several for you out-of-the-box to support key workflows for billing and other activities. These include a Client Manager (that is, Partner, Managing Partner) who is responsible for the client and may ultimately approve the client invoice before it is sent out.
- **Key Stats** — The solution captures a lot of information; however, certain information is more important than other information. The "key" statistical information that is used for reporting is a great example. The solution stores statistics such as Industry, Entity Type, Year-End, and NAICS on the client record for reporting purposes.
- **Engagements** — Because the solution is fully integrated, you can view all engagement details from the client workspace.
- **Invoice Requirements** — You can designate whether clients should receive supporting documents to their invoices, for instance, the AR Aging or Client Statement.
- **Payment Information** — This provides a means to capture a client's method of payment, the Control account for sub-ledger postings to the GL, any Credit Limits that have been established, and so on.
- **Other: Pricing, Taxes, & Currency** — Other features that are used less commonly by CPA firms include client-specific pricing, taxes that are calculated and booked during the billing process, and working with multiple currencies. The solution also supports these.

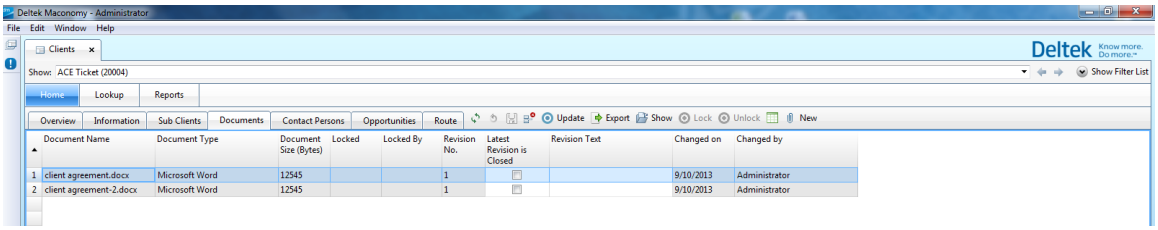
Client Hierarchy

The CPA solution supports up to five levels of client hierarchy. You can create, update, and/or change client relationships at any point in time, and have such relationships reflected in real-time reporting.



Documents

The solution supports basic document storage on a host of records within the system, including the client record. This document archiving utility supports any document type and basic version control.

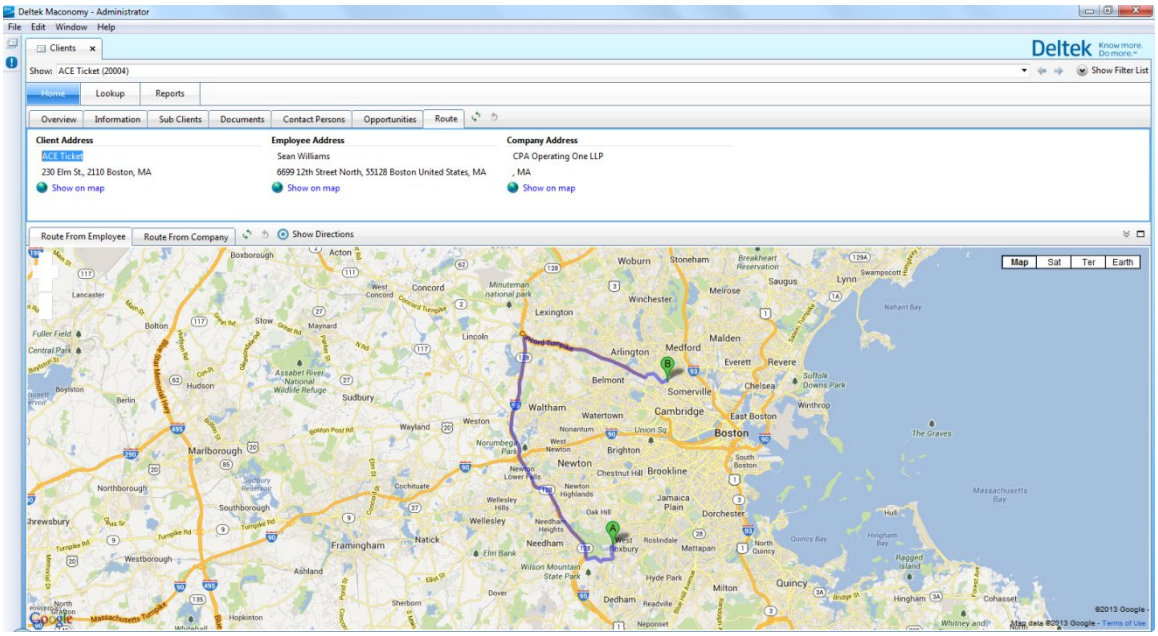


CRM Add-On Availability

If your firm has licensed Maconomy CRM (see Client Relationship Management (CRM) in the “Add-On” section of this document), your Client record also includes tabs for Contact Persons and ongoing Opportunities, or Pipeline, that you have with your client. It also links you directly into the CRM module for maintaining such records.

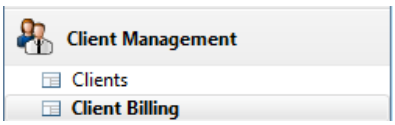
Google Maps and Other External Sites

The Maconomy technology supports embedding or linking to external sites such as web pages. The standard CPA solution includes a few examples of these as standard. This includes the ability to view route information to/from your client’s physical address on record, coming to/from either your personal address from your employee card, or from your firm’s address stored on the company card.

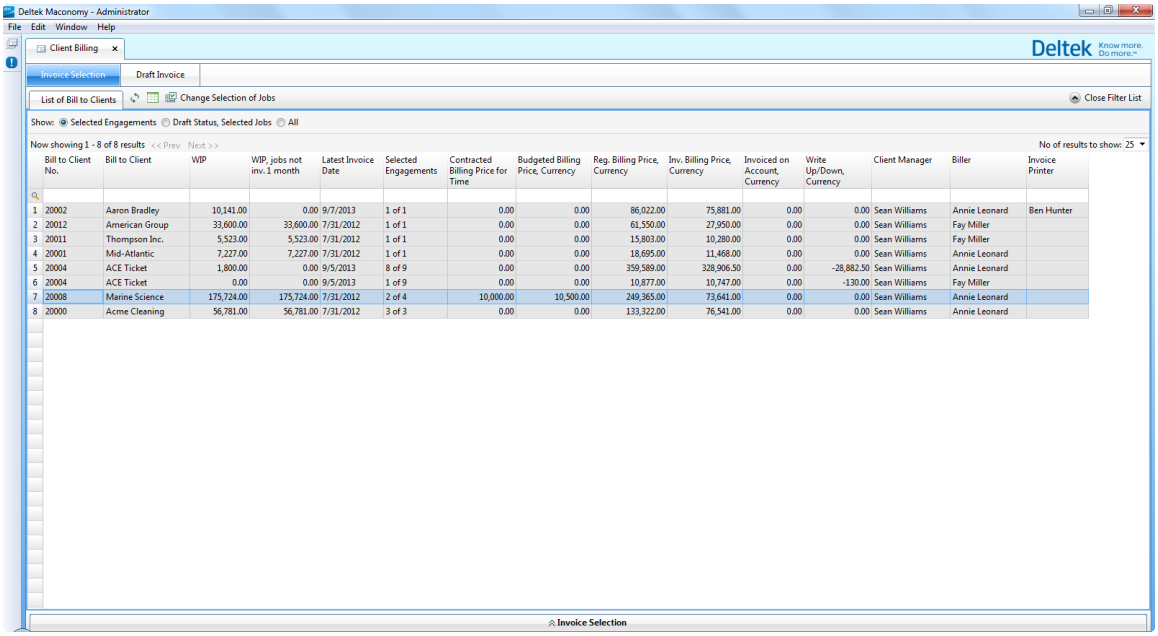


Billing

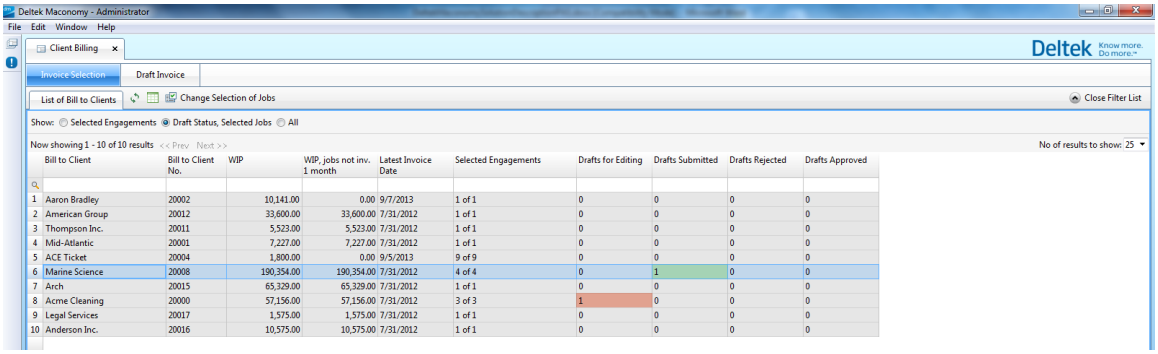
The CPA solution includes comprehensive functionality that is related to Client Billing. This functionality is exposed through a dedicated workspace within the solution, also located conveniently within the Client Management menu.



The Client Billing workspace is designed around the “Bill To” Client. The initial “launch” screen is built as a filter, allowing you to filter, sort, and select a client or specify the particular engagements that you want to work with.

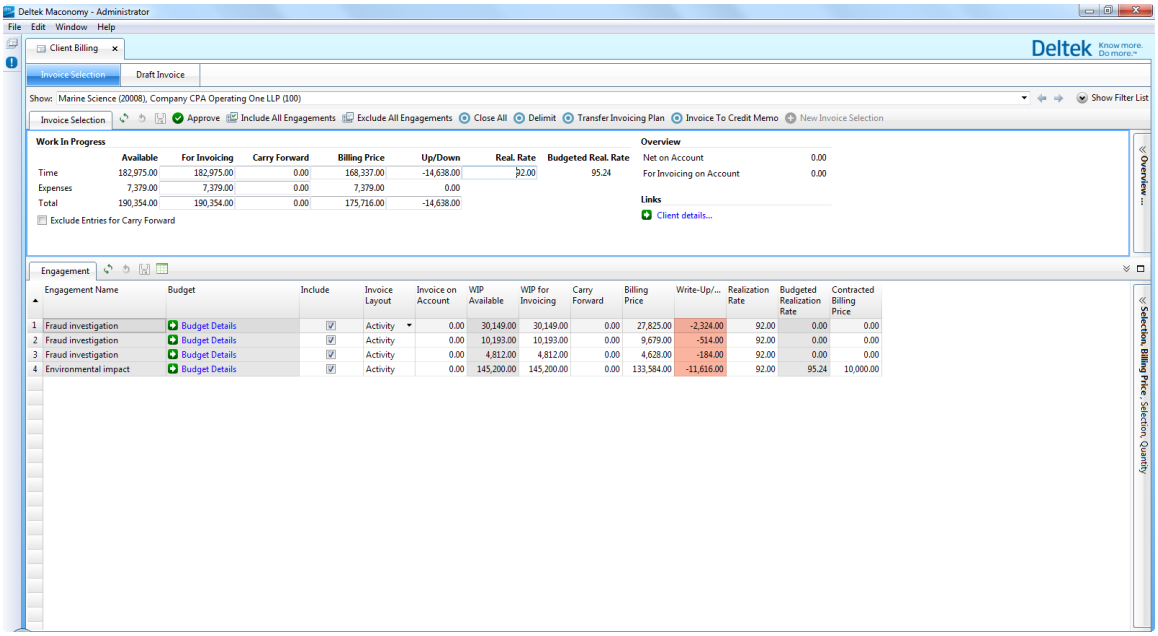


You can also filter by “draft status.” Maconomy’s ***billing workflow*** is configurable, driven by the solution’s advanced approval hierarchy engine. The CPA solution provides a ready-to-run configuration, where the Biller can prepare and ***submit*** an invoice draft, while the Client Manager (that is, Partner) can choose to ***approve or reject*** the draft, and finally a designated group within the Finance department, or someone in an Admin role, can do the ***printing of the invoice***.

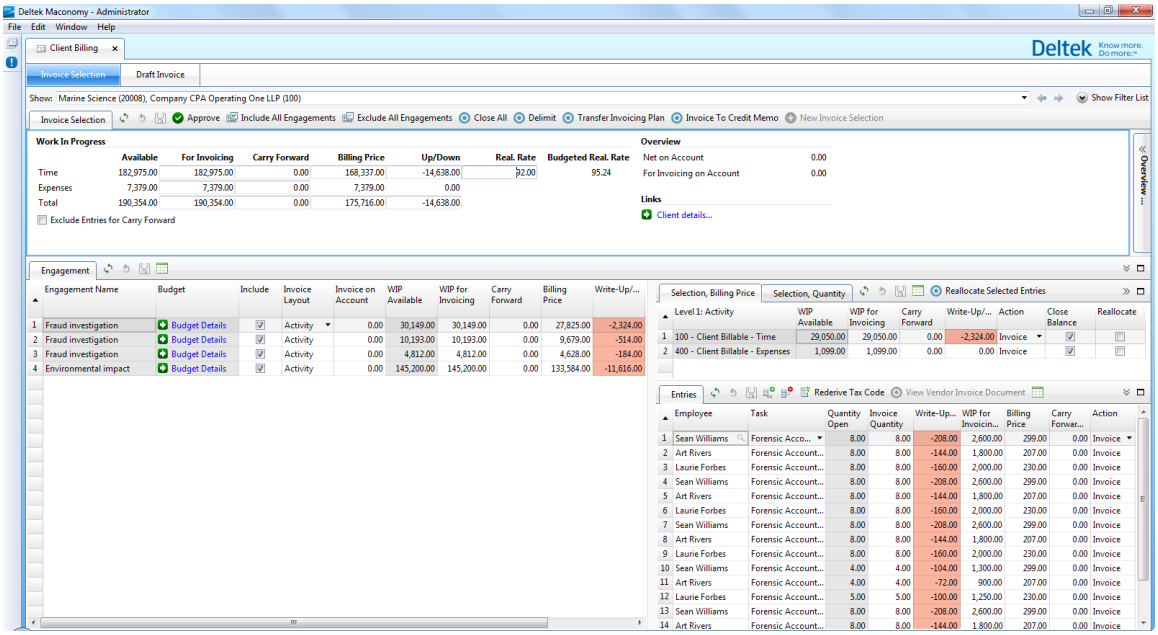


You can perform a progress bill (referred to as an “invoice on account” in the CPA solution), and/or perform a WIP bill (that is, final bill). You can do all of this within a single view in Maconomy, the Invoice Selection window. This window shows the Bill-to Client, the Client’s Engagements in a table format, and the WIP that is associated with each engagement. The solution shows two levels of WIP, a summary level (that is, time versus expenses), and the detailed level. You have the option to bill WIP at each of these levels: Client, Engagement, WIP, or Detailed WIP.

The following figure shows the Client and Engagement level, where you can enter the WIP or Progress amount to bill, at either level.



The next figure shows how you can quickly expand the right-hand assistant panel to view the WIP and WIP Detail that are related to a particular Engagement. You can choose the WIP to bill at either of these levels, too. You can bill at all three levels within the same billing workflow.

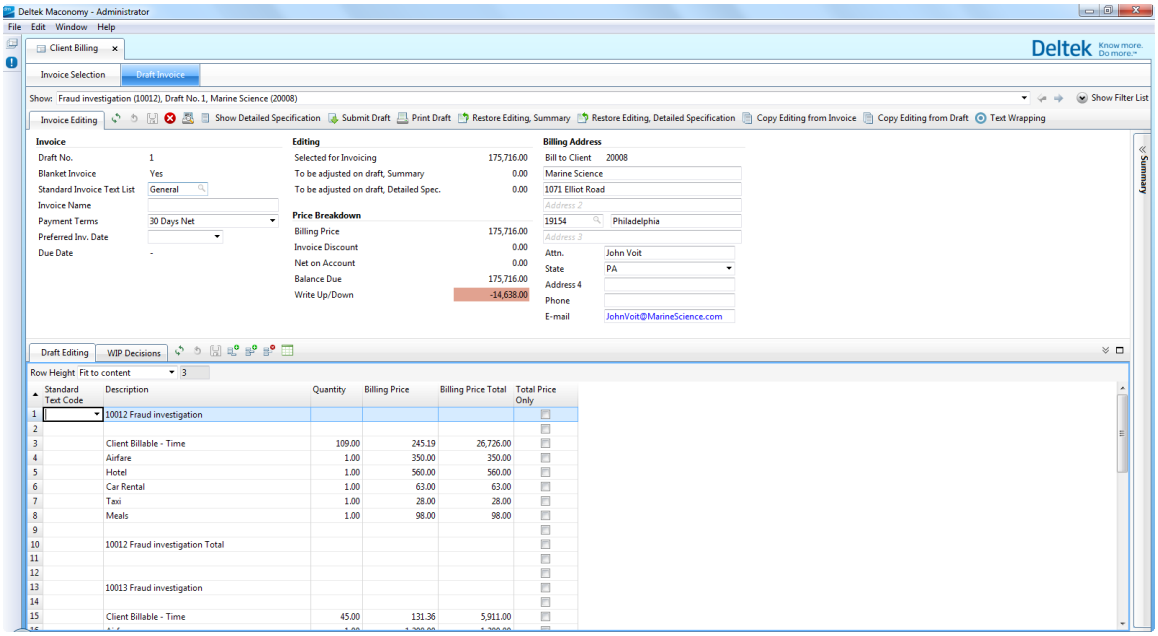


The CPA solution also supports a number of options for the presentation of a bill; you can set all of these to default from the client record in the system. These options include:

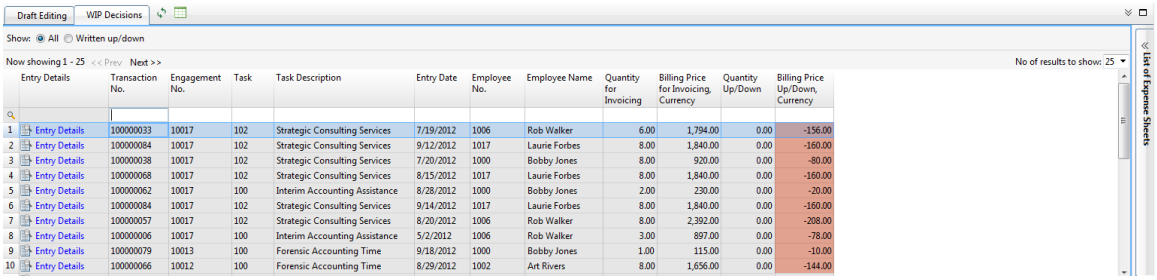
- **Show Write Down Separately** — When completing a bill, you often write down Write-Down WIP. This option allows you to show the Write Down amount on a separate line on the invoice, so the client can be made aware that you provided a Write Down to them. If you do not choose this option, the Write Down does not appear on the invoice. In either situation, the solution books the correct entries to the general ledger to record the Write Down.

- **Show Client Balances On Invoice** — Use this option to show the current open AR balance at the bottom of the client's invoice.
- **Show Client Statement On Invoice** — Use this option to show the client statement as an attachment to the client invoice.
- **Show Client Aging On Invoice** — Use this option to show the client AR aging as an attachment to the client invoice.
- **Include Detailed Specification** — Use this option to attach a WIP statement to the invoice, which can be defined in the CPA solution. This can be a detailed WIP statement, that is, By Employee, By Task WIP statement, or something similar. You can also use a Summarized WIP statement. There are many alternatives, and this feature allows you to specify those for your setup and decide which detailed specifications to send to which clients.

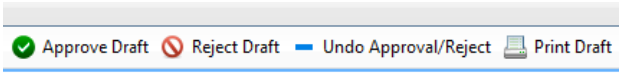
The solution provides a notification to remind you that you have completed invoice selection and should complete the draft and ***Submit the Draft Invoice*** to the approver. The second window in Billing, Invoice Draft, is designed to allow you to adjust the body of the invoice. The text that shows up in the table can come from the time or expense sheet description, the task description, or a general activity description. You can make changes to the WIP descriptions and/or choose from a list of standard texts that is stored in the CPA solution. You can also add and/or remove lines in the invoice and combine lines accordingly. You can print a draft invoice before submitting the invoice for approval.



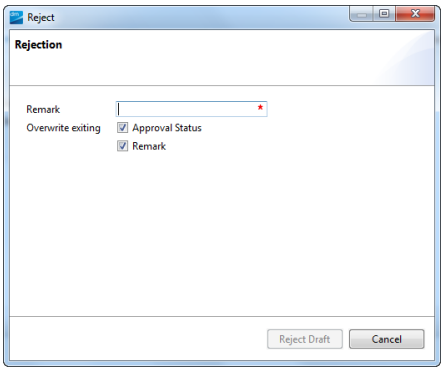
When you submit the invoice, the approver gets a notification to ***Approve Draft Invoice***. This notification directs the approver to the Draft Invoice window and allows him or her to approve or reject the invoice, while making comments associated with the status of the invoice. The approver can see full details when approving the invoice; this includes access to the WIP Decisions window, which shows the approver the WIP that has been closed as a result of producing the bill. This window helps you to identify what time or expense sheet entries will be written off if any invoice is approved and sent to a customer.



The approver has access to the appropriate actions within the Draft Invoice window.



When choosing to reject a draft, the approver can enter a comment that is stored in the ***Rejected Draft Invoice*** notification that is sent back to the submitter.

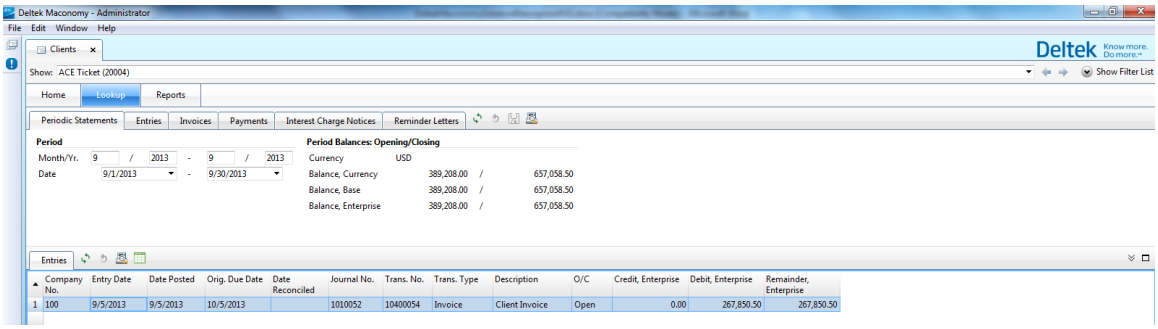


After the draft is approved, the invoice printer (a user who is identified on the client and/or engagement card) receives a notification to ***Print Draft Invoice***. The notification brings the invoice printer to the Invoice Draft screen, where he or she can access the Print Draft and Print Invoice actions. The CPA solution prints invoices in PDF format, and you can review and reprint them at any point in time in the Lookups section.

Lookups

The CPA solution offers a variety of “quick lookups.” Lookups are a way of retrieving information, usually numerical information, directly within the solution without running a Business Intelligence report or query.

The solution supports lookups for clients such as the ***Periodic Statement*** (that is, the debits/credits that hit the client’s account over a defined period of time), the client ***Entries*** (that is, all entries that hit the client account and the details of each, showing complete journal and sub-ledger bookings), the client ***Invoices*** (with the ability to reprint each invoice to PDF and resend to a client or circulate internally), and client ***Payments*** (all cash payments received).



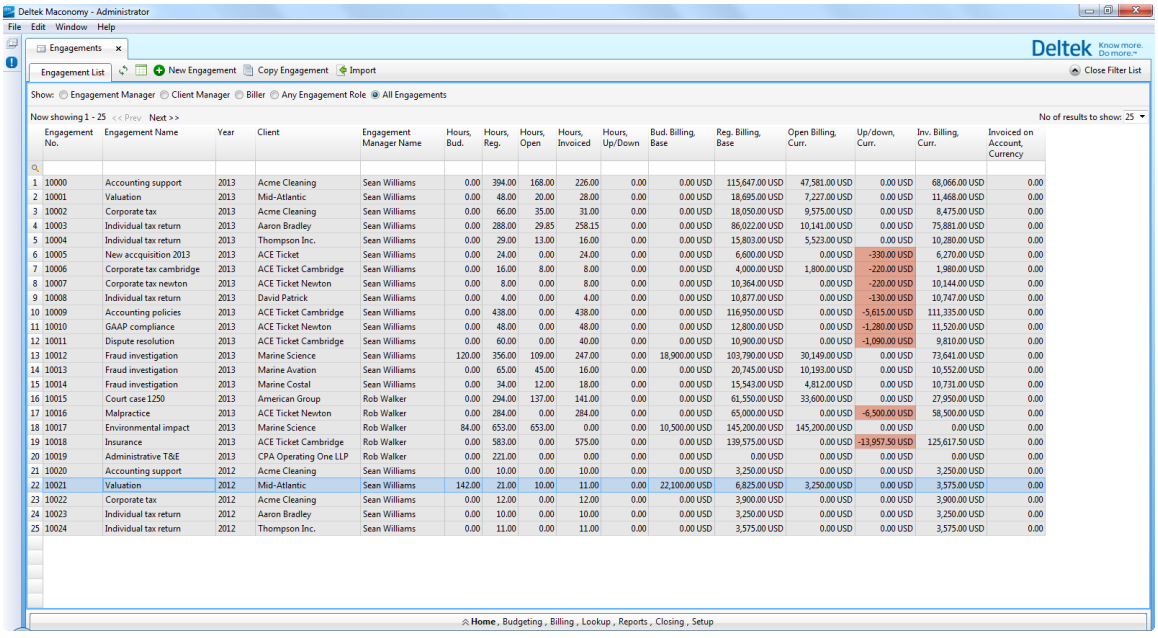
Reports

See Reporting and Dashboards for information about reports. The CPA solution provides a number of reports that are embedded within the Clients workspace, where the system generates a report for the particular client record that you choose from the filter.

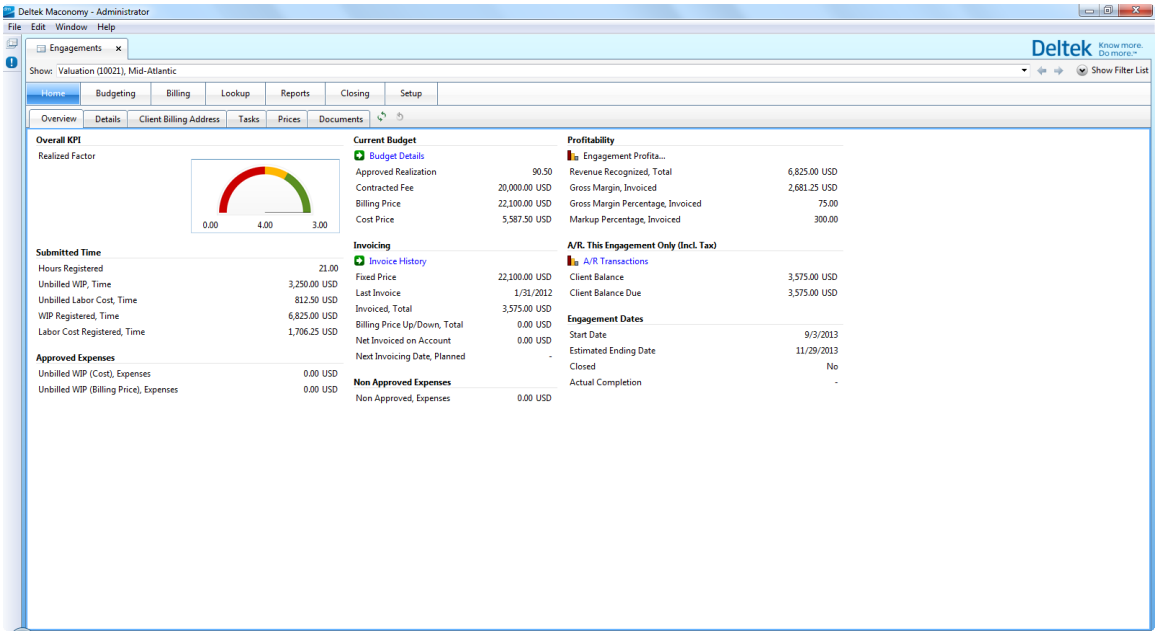
Engagement Management

The CPA solution offers a number of key features that support tight engagement control and efficient engagement management. These include the ability to create client engagements using predefined templates; manage critical engagement information and statistics for reporting; identify critical engagement roles and responsibilities; store documents; and look up current engagement balances for WIP, AR, and Cash.

The following is a view of the initial filter that is available to you, which is user-defined as to which fields you want to view.



The preceding figure shows a launch point, similar to a dashboard view, in which you can choose and navigate to a particular engagement record, to drill into the extensive information that is captured at the engagement level within the CPA solution. The initial screen is the Overview window, which displays key financial information that is related to the engagement, such as the budget, WIP, AR, and Profitability.

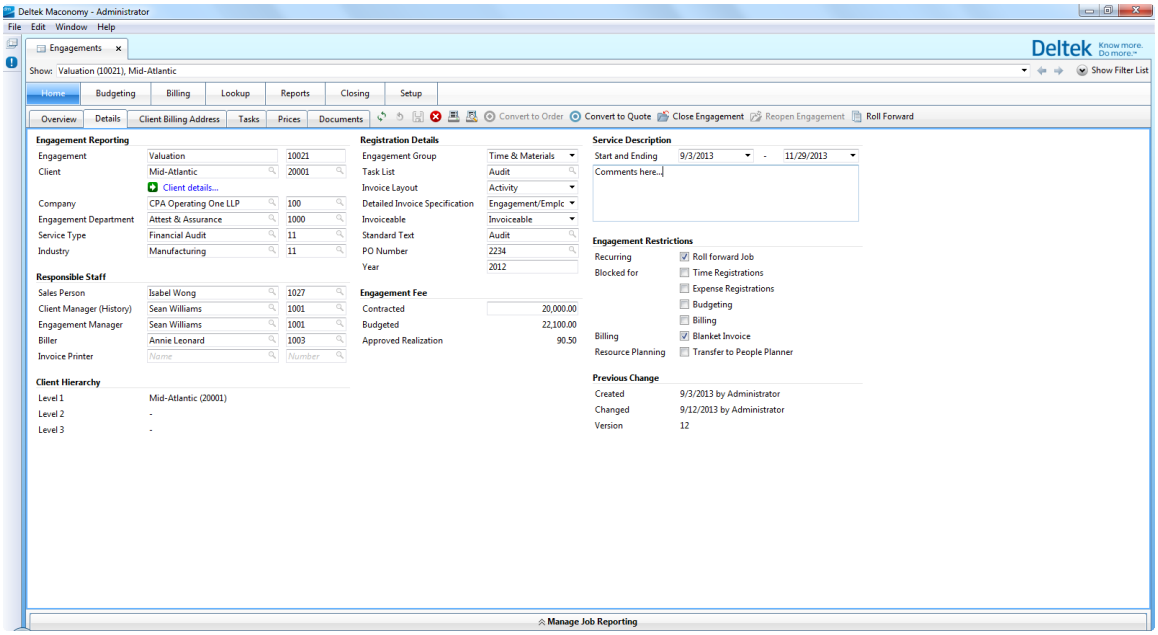


Information

With several hundred fields available and all of the key information preconfigured, the CPA solution stores a host of engagement-related information that is relevant for managing the services that your firm provides to your clients. The following is a summary of the key attributes that are captured on each engagement:

- **Key Stats** — The solution captures a lot of information; however, certain information is more important than other information. The “key” statistical information that is used for reporting is a great example. The solution stores statistics such as the Legal Entity, Engagement Department, Service Type, and Industry on the engagement and supports full P&L reporting.
- **Roles** — You can capture up to ten definable roles on an engagement. The CPA solution defines several for you out-of-the-box to support key workflows for billing and other activities such as approving employee expenses that are related to the engagement. These include Sales Person (if using Maconomy CRM), Client Manager (derived from the client card when the engagement is created), Engagement Manager, Biller, and Invoice Printer (derived from the client card). The roles are critical to push relevant notifications to the user who is responsible for taking workflow actions that are related to activities that occur on the engagement. This is one of the mechanisms that enable engagement “control” within the CPA solution.
- **Registration Details** — The CPA solution offers a number of preconfigured ways to manage engagements out-of-the-box. You can operate Time & Materials, Fixed-Price, and Internal engagements. You can have multiple revenue recognition treatments, although the most common for CPA firms is WIP Evaluation, either at the detailed client/engagement/task level or at the G/L level. The entry details also enable you to define how to create an invoice for an engagement (that is, what the invoice should look like). Finally, standard text codes, PO numbers, and Engagement Year are also available.
- **Engagement Fees** — When entering into a service agreement with your client, you likely have an engagement letter or a statement of work. The CPA solution offers you a field that is designed specifically for this value. In addition, the solution compares this value against the Budget value for fees and automatically calculates your Budgeted Realization. This is a critical metric in managing your engagement, and it is critical information for deciding what WIP to bill/write off in the billing process.

- **Engagement Restrictions** — The solution provides a number of engagement restrictions, most notably if the engagement is “recurring.” Recurring indicates the desire to roll forward the engagement to next year, which is quite common in CPA practice. You can also manage time, expenses, budget, and invoicing, and even block/hold an engagement while using these restrictions.
- **Task Lists** — The CPA solution offers a task list per engagement, which is commonly derived from the engagement template during creation. The task list (or work codes) identifies the individual tasks to be completed on the engagement (for example, Tax Preparation for a Personal Tax engagement). The solution uses tasks to manage the engagement and identify budget-to-actual variances where actual time is compared against what has been budgeted. It is also helpful in the planning phase (see the “Add-on” section Deltek People Planner (RM) for details about People Planner).
- **Pricing** — The majority of CPA firms use standard prices per employee category (for example, staff level, such as Associate) or individually named employee. You can also make engagement-specific price decisions, rather than assume the same pricing model across all billable work.
- **Documents** — You can store documents on each engagement, such as the engagement letter or statement of work for the services to be provided.

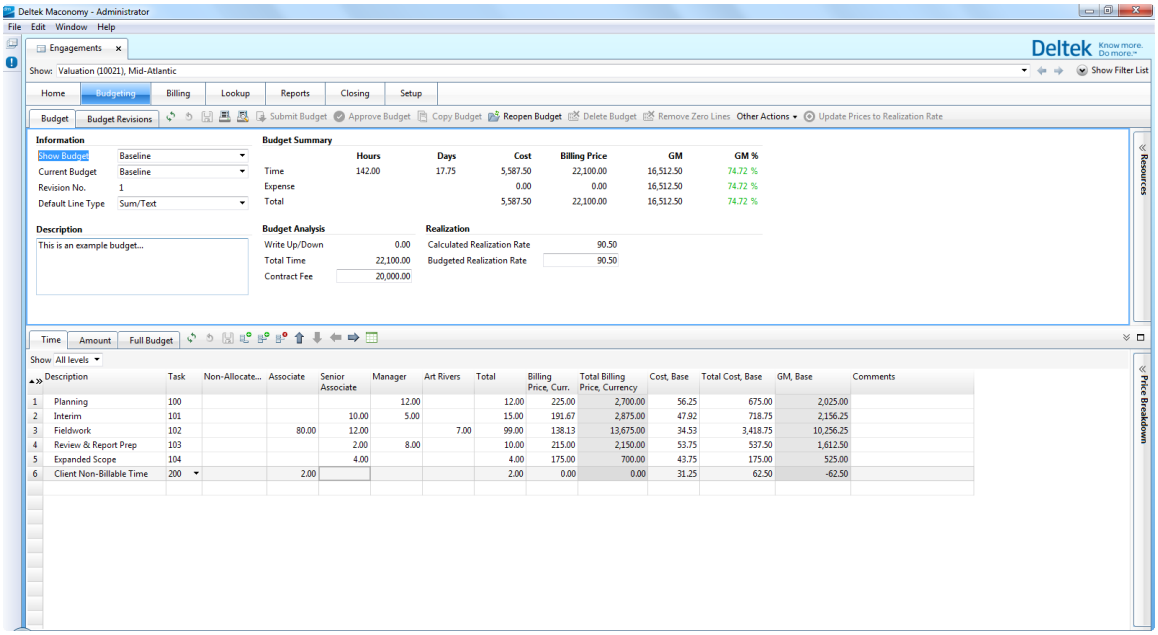


Budgeting

The engagement budgeting functionality within the CPA solution works in an Excel-like format. With tasks (work codes) as rows, and employees/employee categories as columns, you can quickly establish a budget for your engagement.

The budget automatically calculates your budgeted Gross Margin and Gross Margin %. It highlights the GM% in green, yellow, or red, based on targeted indicators. In addition, the budget calculates realization for you, on the fly. It takes the contracted fee, against the total budgeted fee, and suggests a realization rate. You can then update the budgeted realization rate before submitting the budget for approval.

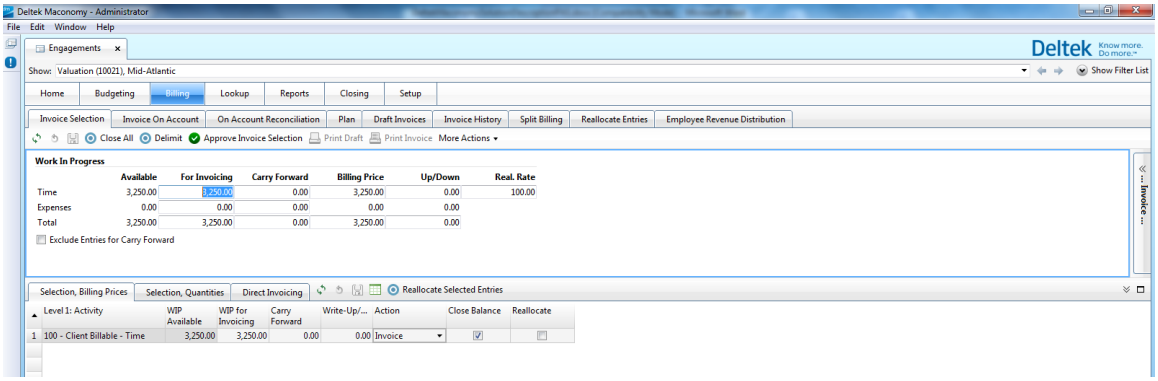
You can budget by employee category (or level) and/or by employee. The following example shows the use of both employee categories and an individual employee on the same budget.



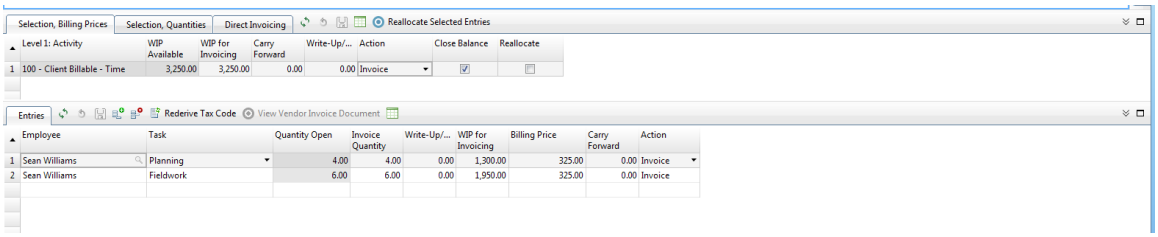
All engagement budget information, including the budgeted realization, flows to the billing windows for client and/or engagement-level billing. These metrics are also available in relevant filters in the system, for viewing budget to actual.

Billing

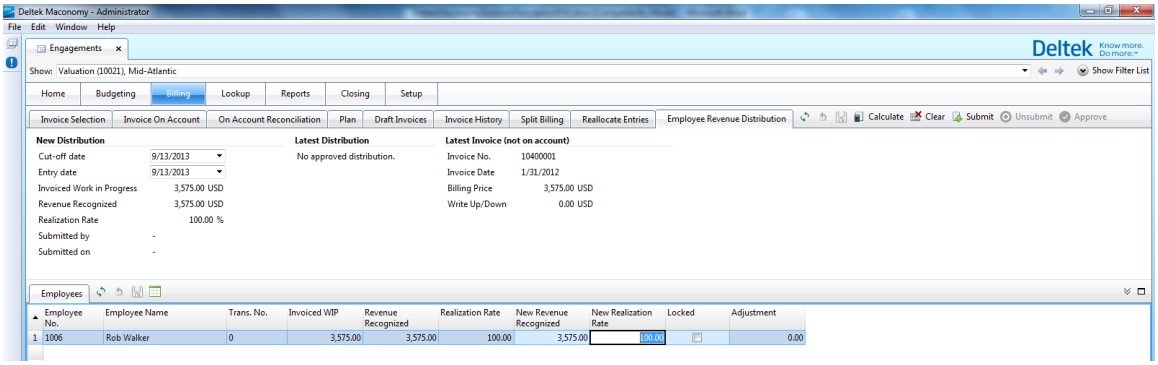
While the CPA solution offers billing from the client perspective (see the previous section about client management), it also enables your firm to use billing from the project workspace. The key difference is whether you choose to bill multiple engagements on a single bill, rather than a single engagement; however, you can bill a single engagement in the Client Billing workspace as well.



Similar to what you see in the Client Billing workspace diagrams, you can drill into the lowest level of detail here as well.

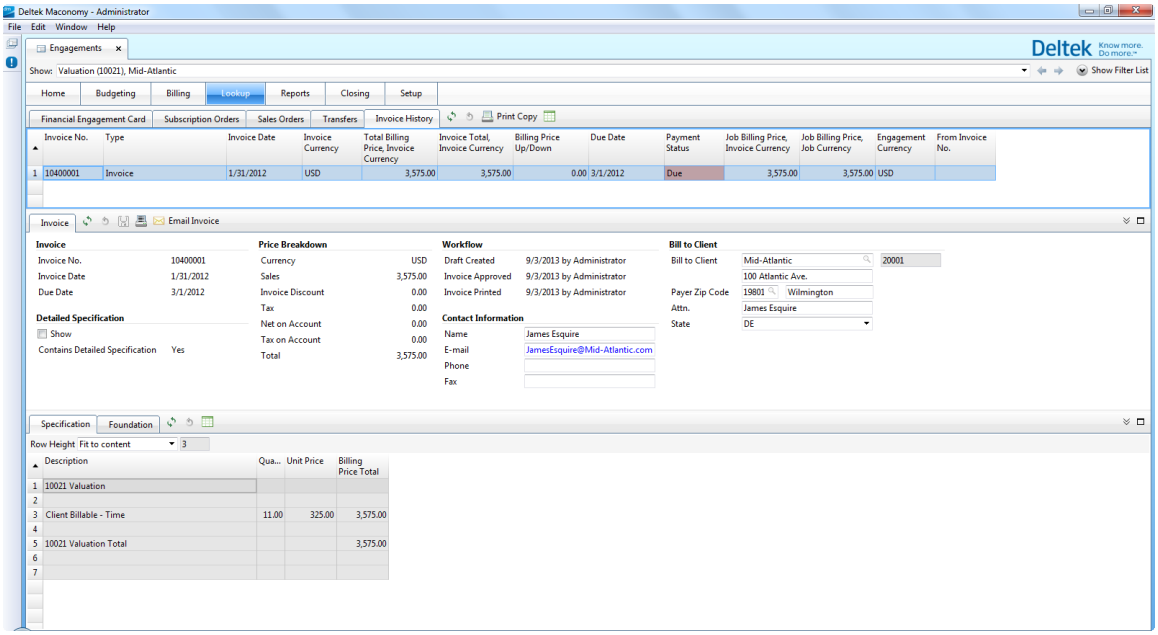


One of the challenges with billing is allocating realization credit for individual employees. Often, firms are hesitant to relieve (or bill) WIP and would rather complete a progress bill to avoid such a situation where unfair realization credit is attributed to employees. The CPA solution offers you a solution for this business problem by providing an Employee Revenue Distribution mechanism. This window allows you to recalculate realization credit across employees and manually dictate what percentage an employee should receive, at any point in an engagement (most commonly at the end of the engagement, or before quarterly/annual realization reporting).



Lookups

The CPA solution offers key lookups to view financial data and invoices. These engagement lookups provide insight into the details that make up the financial postings to your engagement, which are summarized in the Overview window.



Reports

See Reporting and Dashboards for information about reports. The CPA solution provides a number of reports that are embedded within the Engagements workspace, where the system generates a report for the particular engagement record that you choose from the filter.

Closing

To offer complete engagement control, the CPA solution offers a “pending engagement actions” feature to allow you to manage what needs to be completed before you can close an engagement. For instance, this feature informs you if there is open WIP, which must be closed (invoiced, written off, or reallocated) before closing a job.

Setup

You can handle engagements in a number of ways within the CPA solution; therefore, it is necessary to expose critical setup information that is related to the engagement. Like many setup requirements, this is standardized and automated in your CPA solution, so you can choose to change the standard setup; however, out-of-the-box the solution is ready to run with the correct rules and parameters for engagement treatment.

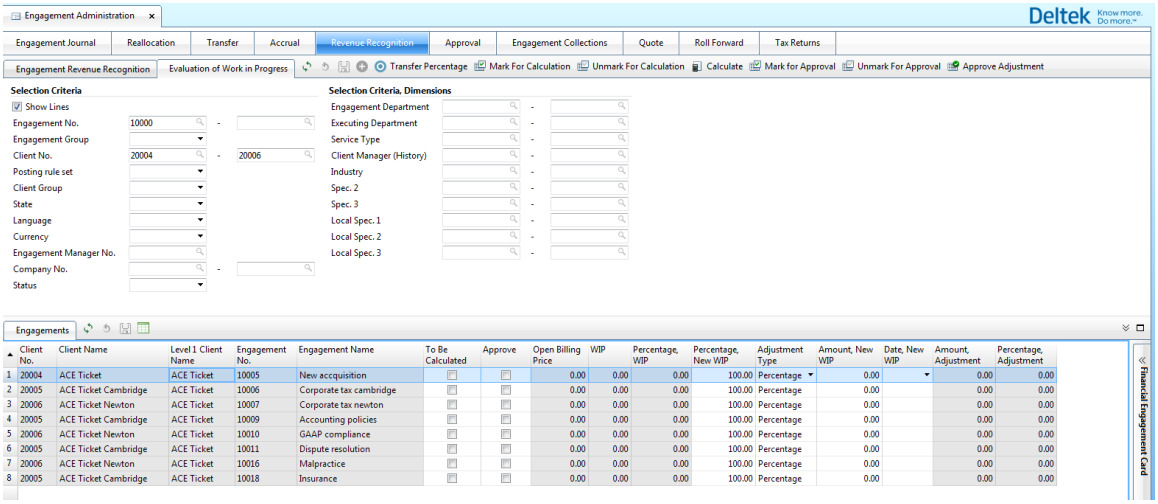
Engagement Administration

You can perform several actions against engagements in general, commonly in a batch process against a group of engagements; these are located in the Engagement Administration workspace. The key features of this workspace include:

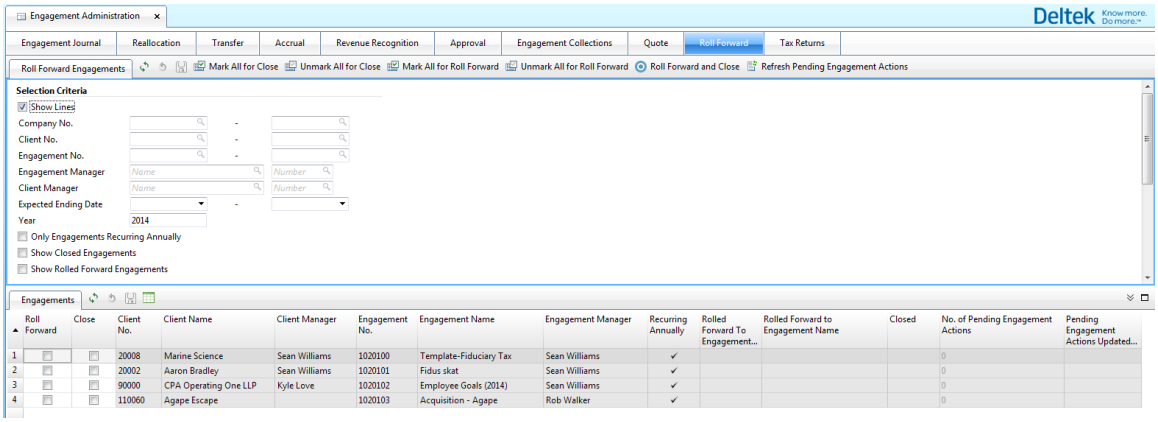
- **Journal** — The CPA solution offers you the opportunity to book one-off transactions against engagements, known as Engagement Journals. You can post engagement Journals using the engagement number, task, quantity, and billing price/cost price. These are helpful to post one-time charges to an engagement in real time, rather than asking an employee to post time or expenses, and so on.
- **Reallocation** — You can reallocate transactions (for example, time, expenses, and so on) from one engagement to another. You can do this in three different ways, which, depending on how you want to reallocate the entries, drives complete efficiency into the process.
- **Transfer** — The transfer functionality is similar to reallocating entries, but is specifically for transferring transactions between Maconomy dimensions, for reporting purposes. For instance, if a transaction went into the system and was tagged with a particular engagement department, and it should be transferred to a different department, for P&L reporting purposes.
- **Accrual** — You can book engagement accruals within the CPA solution.
- **Revenue Recognition (WIP Evaluation)** — The revenue recognition engine in Maconomy offers a number of methods; however, the method that is most commonly used by CPA firms is the Evaluation of WIP feature. You can evaluate WIP at the client/engagement/task level or book a top-line WIP evaluation at the G/L level.
- **Approval** — Depending on the type of approvals that you want to require on an engagement, this workspace supports the batch approval process (that is, approving across multiple engagements at one time).
- **Collections** — The engagement collection functionality offers you the ability to combine engagements for billing purposes. The CPA solution automatically organizes the engagements by Bill-To client; however, you can break this down into billing “groups” or collections.
- **Quotes** — You can generate quotes for engagement services and print quotes accordingly.
- **Roll Forward** — The CPA solution offers a roll-forward feature that is commonly used by CPA firms to roll forward engagements from one year to the next. The solution automatically updates the engagement year (for example, from 2013 to 2014), and copies the critical engagement information to the new engagement.

- **Tax Returns** — Each tax engagement may use the tax return due date tracking feature in the solution. The administrative view to this window is located in the Engagement Administration workspace, where it is possible to manage the Tax Return Types and view each individual engagement and the associated tax return table.

The following figure is an example of the Engagement Administration workspace, where the Evaluation of WIP window is shown.



The following figure is an example of the Engagement Administration workspace, where the Roll Forward window is shown.



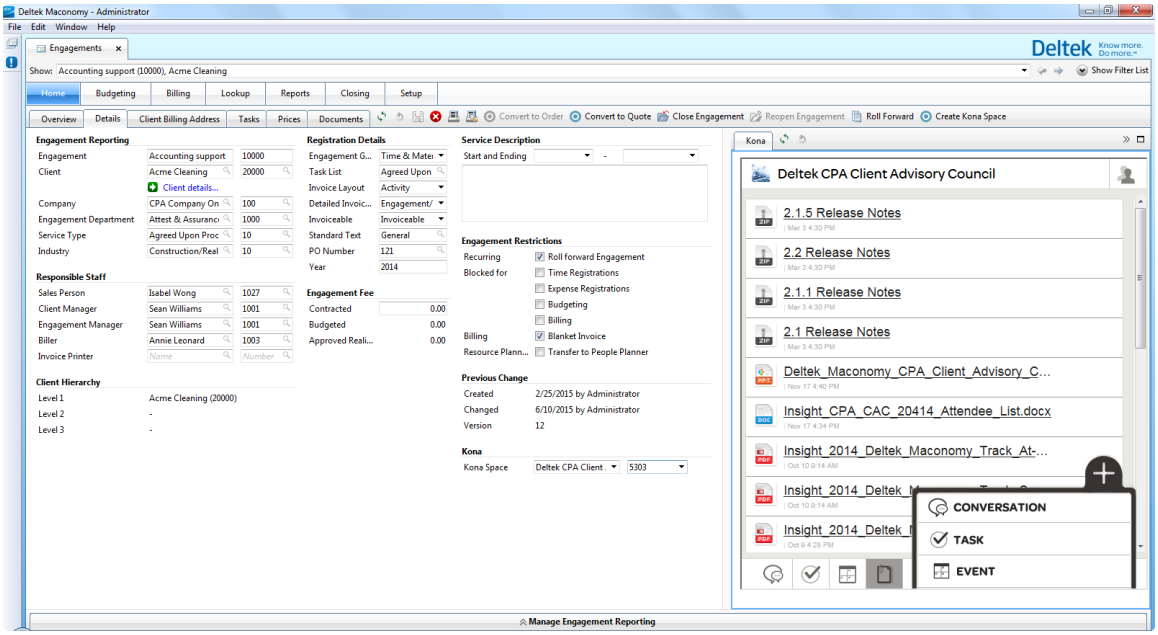
Using Deltek Kona with Front Office

The CPA solution offers a standard integration to Deltek Kona. Kona is cloud-based web portal that enables your firm to manage engagement communication, tasks, events/calendars, and file storage. For instance, within Kona you can set up an unlimited number of conversations per engagement, which can be helpful for having team discussions about billing cycles, cash collections, and other general communication.

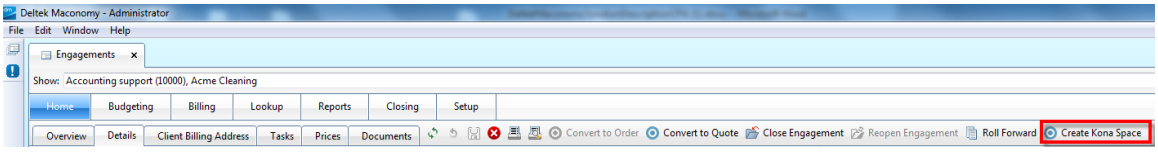
> **Note:** While Kona as a stand-alone product does not require a license, the version that the Maconomy integration uses is Kona Business and, therefore, it does require a Kona Business license.

While Kona is an external web page within the CPA solution, it is fully integrated within the engagement workspace. When you create an engagement in the solution, you can select a Kona space that you have set up that corresponds to the engagement. In this way, you could have one Kona space for multiple engagements, or have a unique Kona space for each engagement. When activated, a sliding assistant panel appears on the right of your screen so that you can expand it to use Kona when appropriate.

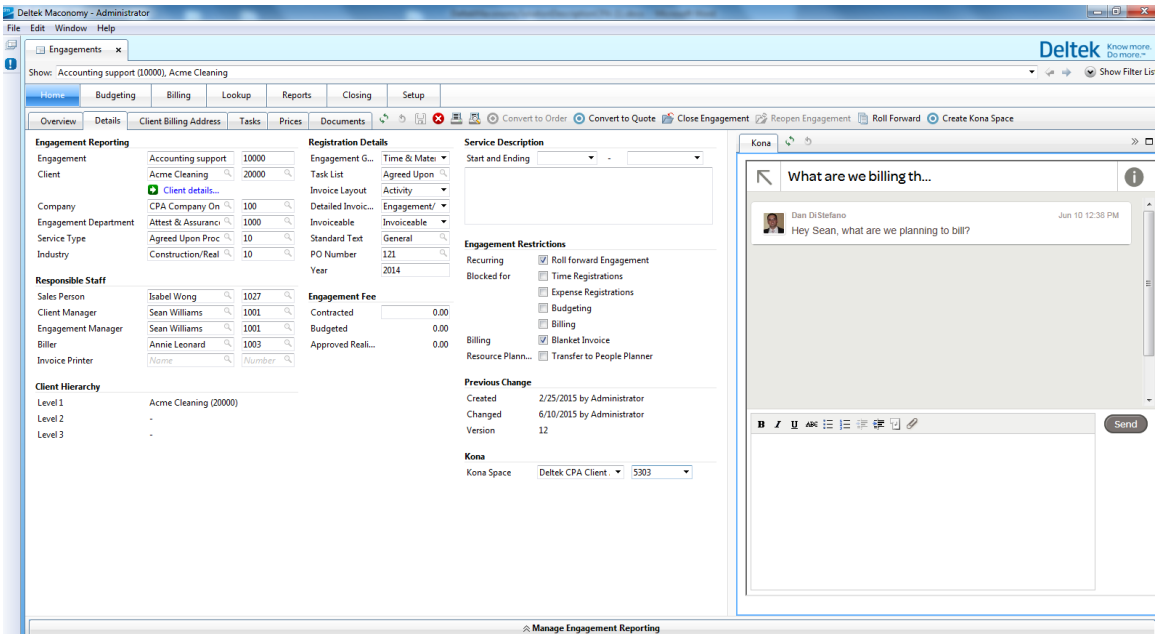
The following example shows what the integration looks like from the Engagement Workspace, Information tab.



You can also create a new Kona space directly from Maconomy, in the Engagements workspace:



Using Kona, you can quickly open an ongoing discussion topic and add to the thread. In the following example, you can see how you could use Kona to have a discussion about the client's current billing cycle.



Back-Office Modules and Key Features

Introduction

The CPA solution offers a fully integrated, back office suite including General Ledger, Accounts Receivable, Accounts Payable, Banking, and Fixed Assets. The following section provides a high-level overview of the key features that are provided within each of these Maconomy back-office modules.

General Ledger

The solution includes the preconfigured General Ledger module. The Engagement Management module is completely integrated into the General Ledger module, which makes General Ledger a central part of the Maconomy solution. Because the modules are fully integrated, there are no balance differences between the General Ledger and the other modules in Maconomy, including your client and vendor sub-ledgers. This saves a lot of time for the Finance Department, in terms of reconciling unexpected variances during month-end closing.

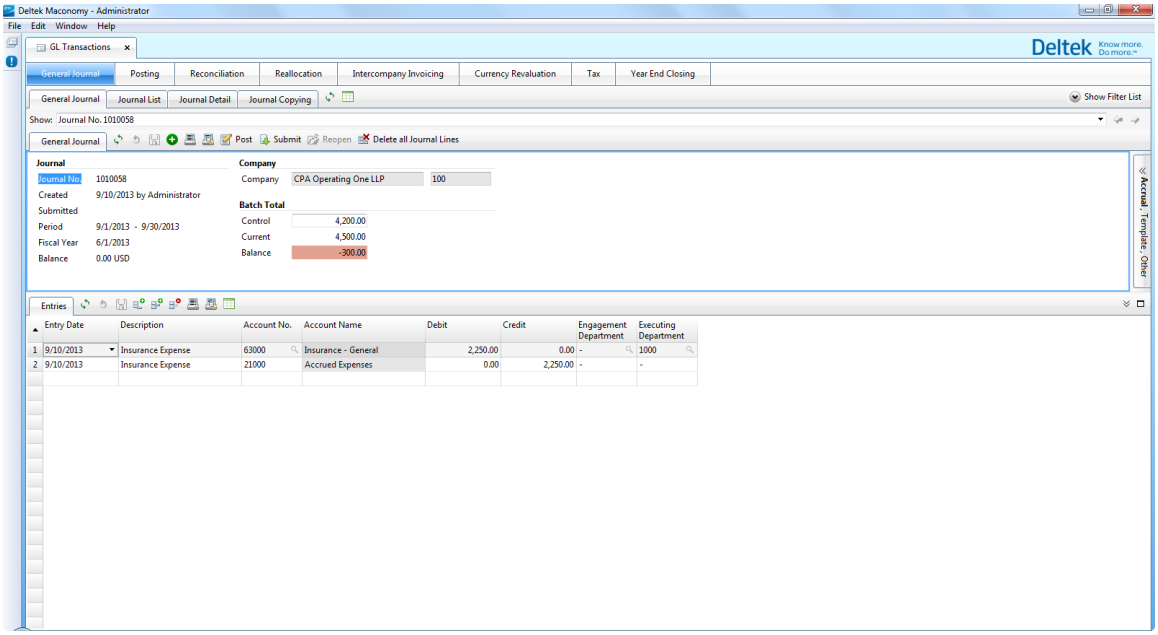
The functionality in the General Ledger module enables you to:

- Create an unlimited number of legal entities in the same database. Each legal entity can have a different currency if needed.
- Create and structure the Chart of Accounts and the twelve dimensions (see Reporting and Dashboards for commentary on Maconomy dimensions).
- Set up different fiscal years per legal entity.
- Post manual entries through a general journal, post on all twelve dimensions, and make postings across the Accounts Receivable and Accounts Payable modules.
- Copy and automatically reverse general journals.
- Use templates for general journals.
- Reallocate entries in batches.
- Perform finance reconciliations on selected accounts.
- Set up G/L allocation combinations (to restrict the postings on accounts).
- Set up company allocation combinations (to restrict the postings on different companies if multiple legal companies exist).
- Handle tax setup using tax tables for each legal entity.
- Handle tax settlements per legal entity.
- Create year-end closing per legal entity; you can run this several times for a fiscal year.
- Set up intercompany invoicing by invoicing the intercompany balance between legal entities to enable creation and printing of physical invoices. You can decide whether these invoices should include taxes. In addition, the system can calculate interest on each intercompany balance, allowing invoicing of interest amounts as well.
- Look up information at the account ledger, dimension ledger, or even G/L entry level.
- Drill down into the originating transaction from the G/L; for instance, the ability to print a client invoice and/or view a time sheet registration.

The General Ledger menu in the CPA solution is organized by Transactions, Lookups, and Setup workspaces. This makes it very easy to navigate to the correct workspace and complete your work.

GL Transactions

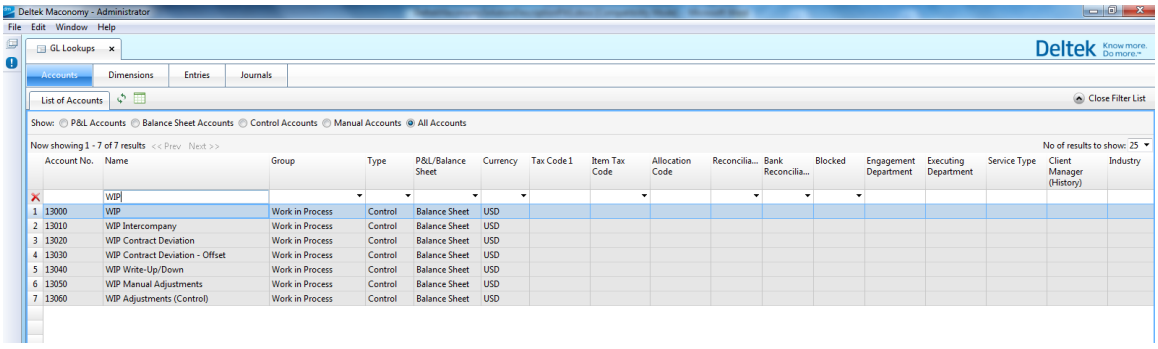
In the CPA solution, the GL Transactions workspace enables you to create basic journal entries, book accruals/reversing entries, templates, and more. The following example shows the simple journal entry view:



While completing a journal entry in the solution, you can allocate the debit/credit to a Maconomy dimension (that is, a region, department, industry, service type, and so on) for full P&L reporting.

GL Lookups

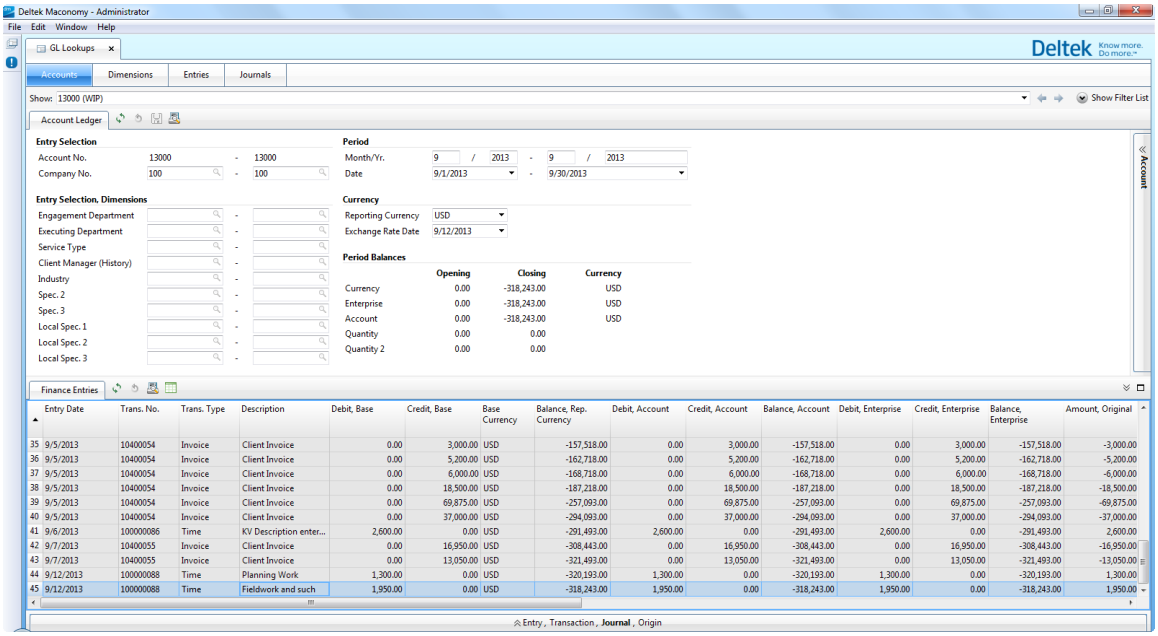
The GL Lookups filter enables you to investigate a particular account or dimension or view individual general entries and/or journal postings.



When drilling into these various lookups, you can navigate throughout the GL and view complete transaction details from various perspectives/views. You can view everything from the account ledger on a periodic basis, the individual entry, the journal that the entry was included in, the full transaction, and the origin of the entry—for example, a WIP entry that originates from a client bill or a time/expense registration, and thus you can view the bill—and so on, directly from the General Ledger. Therefore it is very easy and efficient to identify where a transaction originated from, and the detailed entry about the debits/credits that are associated with the transaction in question. This creates efficiencies in completing

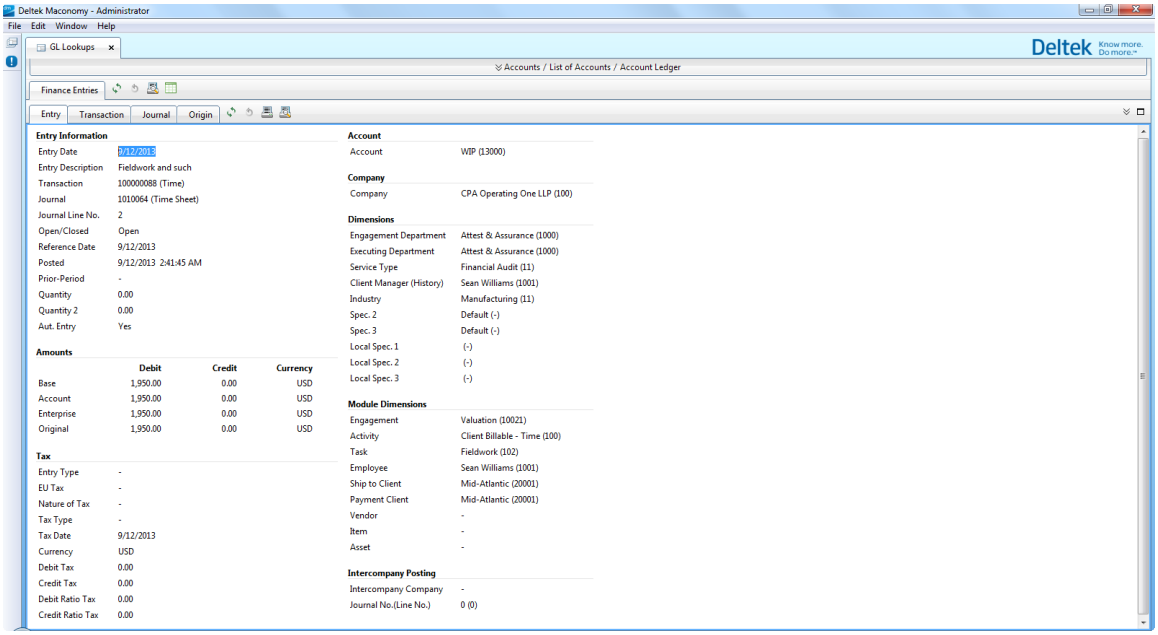
account variance analysis, reconciling entries, troubleshooting balances, and performing other month-end investigations.

The following example shows the choice of the WIP account from the Account Ledger filter. From here, you can further narrow your selection based on the from/to entry date range and each of the definable dimensions. The window immediately displays a summary of the transactions that meet these criteria, as well as a host of information for each transaction in the table portion of the window.



If you select one of these transactions, you can open the Entry, Transaction, Journal, and Origin view. In this view, you can see the full details of the transaction.

From the first tab, Entry, you can see information that is associated with the individual transaction, including entry dates, descriptions, dimensions, and modular dimensions.



Navigating to the third tab, Journal, you can also reprint the posting journal for the transaction.

Type Time Sheet — **Posting Journal**

Journal No.	1010064	Company No.	100	Created By	Administrator	Date	9/12/2013
Main Journal No.	1010064	Company Name	CPA Operating One LLP	Date	9/12/2013	Period	9/1/2013
				Posted By	Administrator	Prior-Period	
				Date	9/12/2013	Currency	USD

General Ledger

Trans.No.	Date	Posting Text	Account Text	Account No.	Debit	Credit	Tax	Engage. Dept.	Empl. Dept.	Service Type	Client Mgr	Industry	Client	Vendor
100000088	9/12/2013	Planning Work	WIP	13000	1,300.00		0.00	1000	1000	11	1001	11	20001	
100000088	9/12/2013	Planning Work	Revenue - Unbilled	40000		1,300.00	0.00	1000	1000	11	1001	11	20001	
100000088	9/12/2013	Planning Work	Cost of Hours - Unbilled	50000	325.00		0.00	1000	1000	11	1001	11	20001	
100000088	9/12/2013	Planning Work	Labor Offset	61030		325.00	0.00	1000	1000	11	1001	11	20001	
100000088	9/12/2013	Fieldwork and such	WIP	13000	1,950.00		0.00	1000	1000	11	1001	11	20001	
100000088	9/12/2013	Fieldwork and such	Revenue - Unbilled	40000		1,950.00	0.00	1000	1000	11	1001	11	20001	
100000088	9/12/2013	Fieldwork and such	Cost of Hours - Unbilled	50000	487.50		0.00	1000	1000	11	1001	11	20001	
100000088	9/12/2013	Fieldwork and such	Labor Offset	61030		487.50	0.00	1000	1000	11	1001	11	20001	
					Debit	Credit	Tax							
Total, General Ledger					4,062.50	4,062.50	0.00							

Including the sub-ledger financial impact.

Type Time Sheet — **Posting Journal**

Journal No.	1010064	Company No.	100	Created By	Administrator	Date	9/12/2013
Main Journal No.	1010064	Company Name	CPA Operating One LLP	Date	9/12/2013	Period	9/1/2013
				Posted By	Administrator	Prior-Period	
				Date	9/12/2013	Currency	USD

Service Type

Trans.No.	Date	Posting Text	Engagement No.	Act. No.	Quan.	Cost	Billing Price	Task	Empl.	Engage. Dept.	Empl. Dept.	Service Type	Client Mgr	Industry
100000088	9/12/2013	Planning Work	10021	100	4.00	325.00	1,300.00	100	1001	1000	1000	11	1001	11
100000088	9/12/2013	Fieldwork and such	10021	100	6.00	487.50	1,950.00	102	1001	1000	1000	11	1001	11
Total, Engagement						812.50	3,250.00							

GL Setup

The G/L Setup workspace is designed to provide a single point of entry to complete all of the daily or weekly GL setup-related activities. The other GL setup-related activities, more likely to be completed on a monthly, quarterly, or annual basis, are located in the Set-Up menu. The solution provides a number of setup options for the GL, and Maconomy windows to support each of those. The solution is preconfigured to operate for a CPA firm out-of-the-box, and you can change this configuration as needed.

Accounts Receivable

The CPA Solution has a fully integrated Accounts Receivable (A/R) module. For instance, when you complete a client bill, the AR module immediately displays the invoice and makes it available for reconciliation when you eventually collect cash from the client.

In the A/R module the Finance Department can handle the following processes:

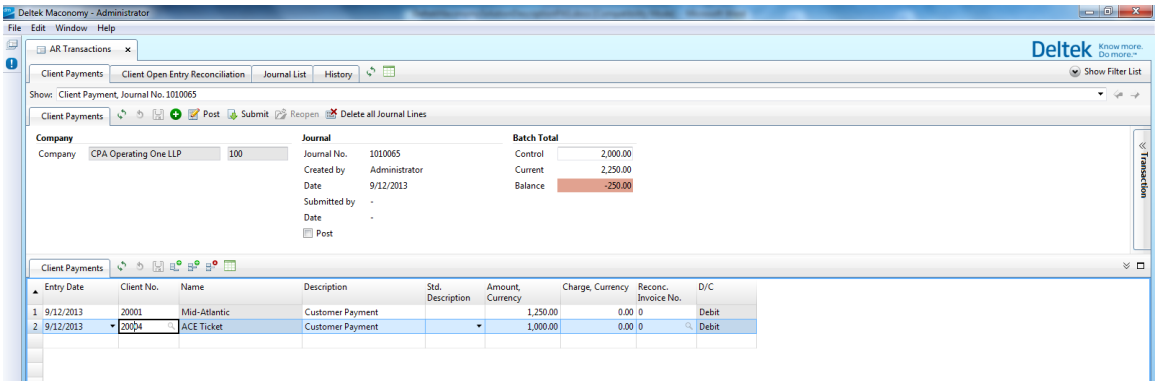
- Set up template clients to be used when creating clients in the solution.
- Use client hierarchies to establish client relationships for reporting purposes, supported with up to five levels of hierarchy.
- Use linking rules to set up hierarchies between clients (for example, linking clients that are part of the same group and, therefore, may have identical payment terms).
- Share the same client number and still manage client data by legal company, if you run a multi-company setup (with multiple legal companies in the Maconomy database).
- Enter client payments, using two different methods.
- Reconcile client payments with invoices (you can also reconcile credit memos with invoices).

- Look up client journals and review history.

AR Transactions

The CPA solution offers an AR Transactions workspace that is simple to navigate. It provides an option for entering client payments in a batch process (enter multiple payments at once, and often reconcile them later), or you can enter client payments and reconcile them at the same time within the Client Open Entry Reconciliation tab.

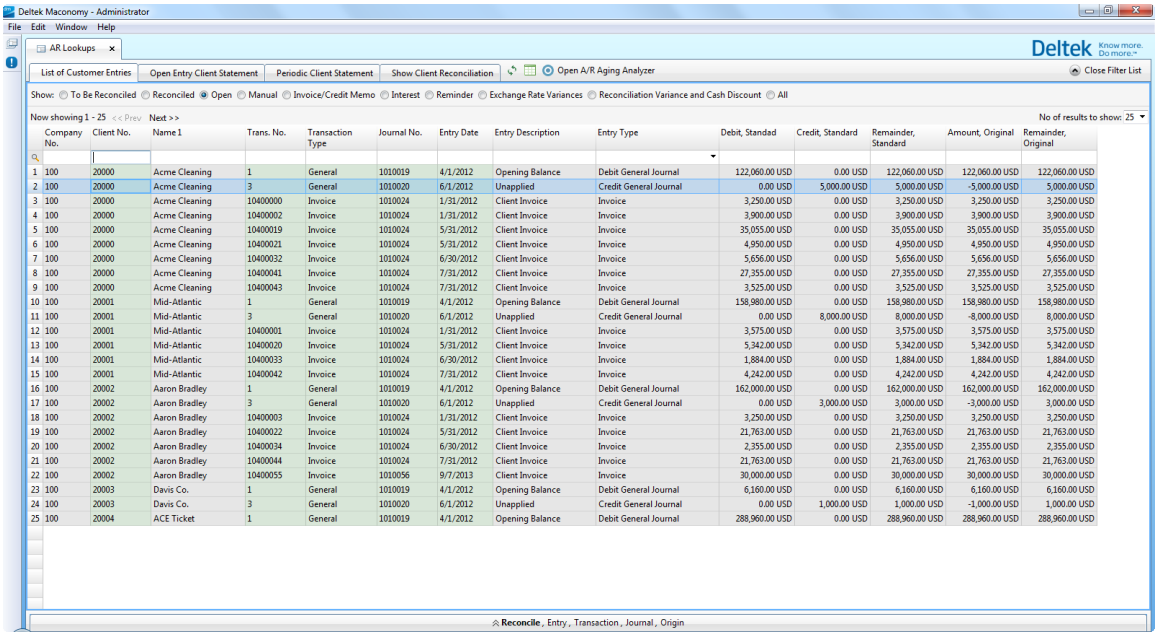
The following shows an example of the Client Payments tab.



AR Lookups

The AR Lookups workspace within the CPA solution includes four lookup windows that provide different value based on the type of information that you want to access.

- **List of Client Entries** — This lookup offers options for showing detail in the filter. After you choose options, you can view the complete details of an individual AR transaction, including the reconciliation, entry detail, complete transaction, and journal, as well as the origin (that is, client billing view where the invoice came from).
- **Open Entry Client Statement** — This lookup shows only open AR transactions (that is, those that are not yet reconciled to client payments and/or credit memos).
- **Periodic Client Statement** — This lookup enables you to set a from/to date and view the client debits/credits over the specified period.
- **Show Client Reconciliation** — This lookup allows you to view all historical client reconciliations and even choose to un-reconcile if a mistake was made in AR Transactions.

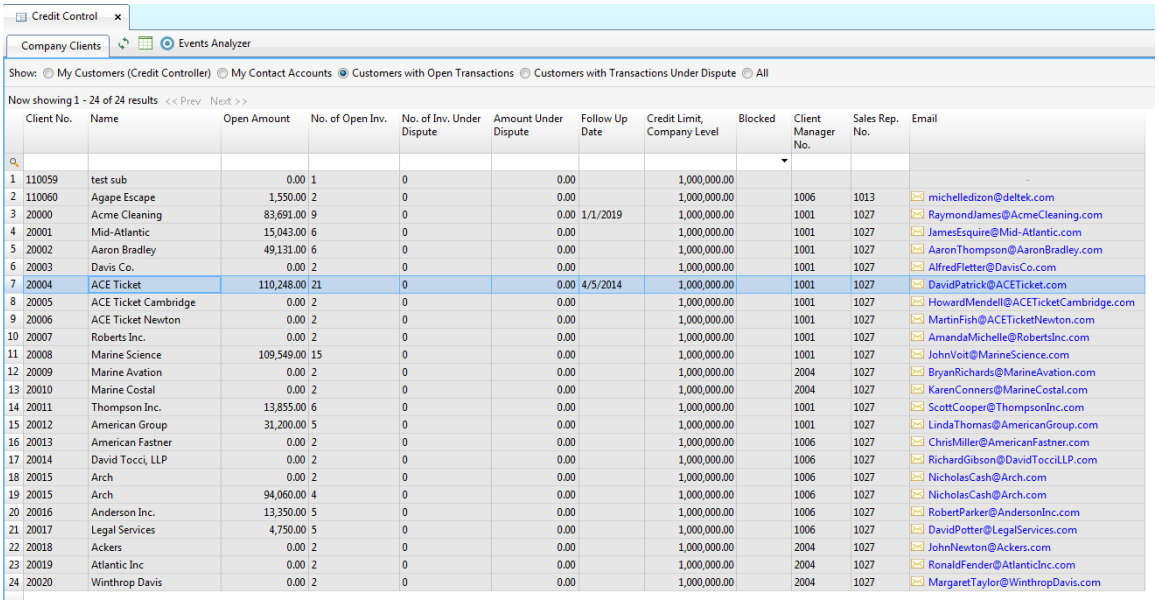


AR Setup

The A/R Setup workspace is designed to provide a single point of entry to complete all of the daily or weekly A/R setup-related activities. The other AR setup-related activities, more likely to be completed on a monthly, quarterly, or annual basis, are located in the Set-Up menu. The solution provides a number of setup options from within AR, and Maconomy windows to support each of them. The solution is preconfigured to operate for a CPA firm out-of-the-box, and you can change this configuration as needed.

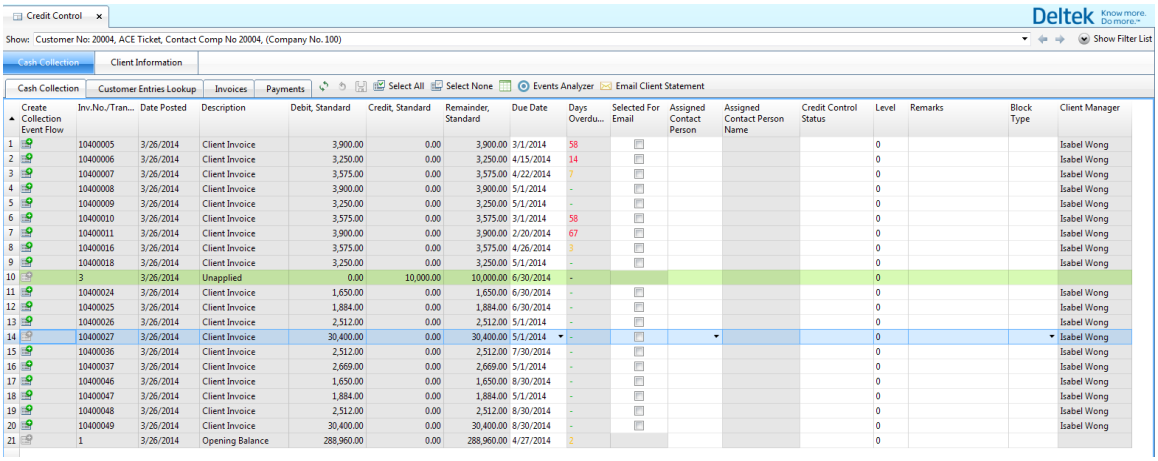
Credit Control

The CPA Solution includes functionality that supports the process for pursuing accurate and timely payments from your customers. The cash collections process starts with a dedicated workspace, called Credit Control. This workspace lists all of your customers and can be filtered to show customers based on a number of criteria, including those with disputed invoices. The filter, shown in the following figure, can be used as a launch point to enter a particular client to see all of the details that are related to the open AR and open/unreconciled payments that are in the system.



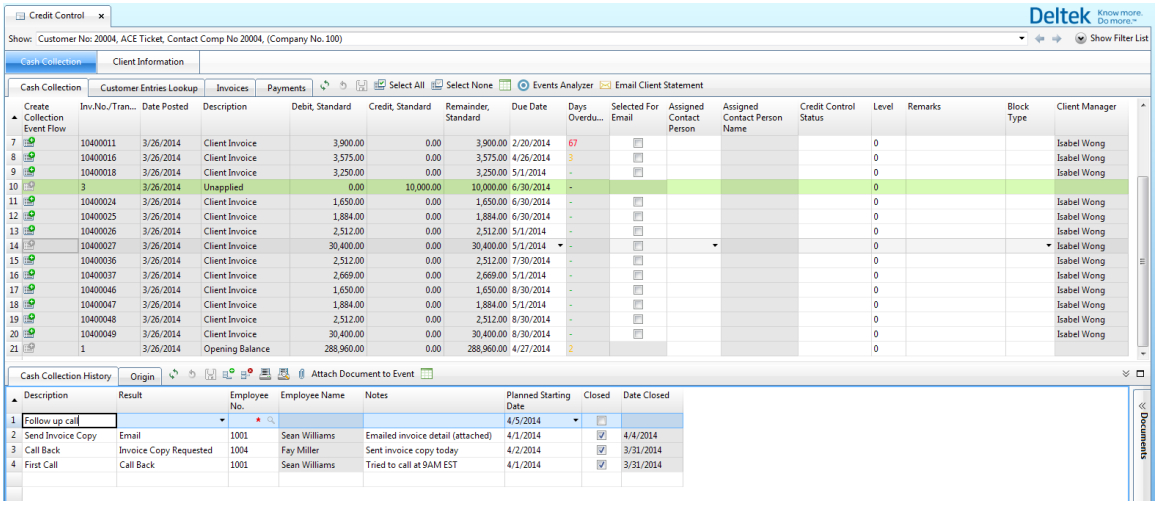
	Client No.	Name	Open Amount	No. of Open Inv.	No. of Inv. Under Dispute	Amount Under Dispute	Follow Up Date	Credit Limit, Company Level	Blocked	Client Manager No.	Sales Rep. No.	Email
1	110059	test sub	0.00	1	0	0.00		1,000,000.00				
2	110060	Agape Escape	1,550.00	2	0	0.00		1,000,000.00		1006	1013	michelledizon@deltek.com
3	20000	Acme Cleaning	83,691.00	9	0	0.00	1/1/2019	1,000,000.00		1001	1027	RaymondJames@AcmeCleaning.com
4	20001	Mid-Atlantic	15,043.00	6	0	0.00		1,000,000.00		1001	1027	JamesEsquire@Mid-Atlantic.com
5	20002	Aaron Bradley	49,131.00	6	0	0.00		1,000,000.00		1001	1027	AaronThompson@AaronBradley.com
6	20003	Davis Co.	0.00	2	0	0.00		1,000,000.00		1001	1027	AlfredFletter@DavisCo.com
7	20004	ACE Ticket	110,248.00	21	0	0.00	4/5/2014	1,000,000.00		1001	1027	DavidPatrick@ACETicket.com
8	20005	ACE Ticket Cambridge	0.00	2	0	0.00		1,000,000.00		1001	1027	HowardMendell@ACETicketCambridge.com
9	20006	ACE Ticket Newton	0.00	2	0	0.00		1,000,000.00		1001	1027	MartinFish@ACETicketNewton.com
10	20007	Roberts Inc.	0.00	2	0	0.00		1,000,000.00		1001	1027	AmandaMichelle@RobertsInc.com
11	20008	Marine Science	109,549.00	15	0	0.00		1,000,000.00		1001	1027	JohnVoit@MarineScience.com
12	20009	Marine Avation	0.00	2	0	0.00		1,000,000.00		2004	1027	BryanRichards@MarineAvation.com
13	20010	Marine Costal	0.00	2	0	0.00		1,000,000.00		2004	1027	KarenConners@MarineCostal.com
14	20011	Thompson Inc.	13,855.00	6	0	0.00		1,000,000.00		1001	1027	ScottCooper@ThompsonInc.com
15	20012	American Group	31,200.00	5	0	0.00		1,000,000.00		1001	1027	LindaThomas@AmericanGroup.com
16	20013	American Fastner	0.00	2	0	0.00		1,000,000.00		1006	1027	ChrisMiller@AmericanFastner.com
17	20014	David Tocci, LLP	0.00	2	0	0.00		1,000,000.00		1006	1027	RichardGibson@DavidTocciLLP.com
18	20015	Arch	0.00	2	0	0.00		1,000,000.00		1006	1027	NicholasCash@Arch.com
19	20015	Arch	94,060.00	4	0	0.00		1,000,000.00		1006	1027	NicholasCash@Arch.com
20	20016	Anderson Inc.	13,350.00	5	0	0.00		1,000,000.00		1006	1027	RobertParker@AndersonInc.com
21	20017	Legal Services	4,750.00	5	0	0.00		1,000,000.00		1006	1027	DavidPotter@LegalServices.com
22	20018	Ackers	0.00	2	0	0.00		1,000,000.00		2004	1027	JohnNewton@Ackers.com
23	20019	Atlantic Inc	0.00	2	0	0.00		1,000,000.00		2004	1027	RonaldFender@AtlanticInc.com
24	20020	Winthrop Davis	0.00	2	0	0.00		1,000,000.00		2004	1027	MargaretTaylor@WinthropDavis.com

When choosing a client from the preceding window, you are dropped into the Cash Collection tab, where you can immediately see the open invoices and unreconciled payments (shown in green). This view also offers traffic lighting for the Number of Days Overdue, where information may be shown in RED, YELLOW, or GREEN, depending on how overdue the invoice is based on the invoice due date. In addition, you can e-mail the Client Statement and any chosen invoices from this window. The e-mail action automatically opens your mailbox, creates a message, and places the client's e-mail address from Maconomy in the e-mail "TO" field; it then attaches a PDF copy of the Client Statement and each invoice that is selected for e-mail in the table. This is a great feature for further encouraging your customers to pay in a timely manner.



	Create Collection Event Flow	Inv.No./Tran...	Date Posted	Description	Debit, Standard	Credit, Standard	Remainder, Standard	Due Date	Days Overdu...	Selected For Email	Assigned Contact Person	Assigned Contact Person Name	Credit Control Status	Level	Remarks	Block Type	Client Manager
1		10400005	3/26/2014	Client Invoice	3,900.00	0.00	3,900.00	3/1/2014	58					0			Isabel Wong
2		10400006	3/26/2014	Client Invoice	3,250.00	0.00	3,250.00	4/15/2014	14					0			Isabel Wong
3		10400007	3/26/2014	Client Invoice	3,575.00	0.00	3,575.00	4/22/2014	7					0			Isabel Wong
4		10400008	3/26/2014	Client Invoice	3,900.00	0.00	3,900.00	5/1/2014	-					0			Isabel Wong
5		10400009	3/26/2014	Client Invoice	3,250.00	0.00	3,250.00	5/1/2014	-					0			Isabel Wong
6		10400010	3/26/2014	Client Invoice	3,575.00	0.00	3,575.00	3/1/2014	58					0			Isabel Wong
7		10400011	3/26/2014	Client Invoice	3,900.00	0.00	3,900.00	2/20/2014	67					0			Isabel Wong
8		10400016	3/26/2014	Client Invoice	3,575.00	0.00	3,575.00	4/26/2014	3					0			Isabel Wong
9		10400018	3/26/2014	Client Invoice	3,250.00	0.00	3,250.00	5/1/2014	-					0			Isabel Wong
10		3	3/26/2014	Unapplied	0.00	10,000.00	10,000.00	6/30/2014	-					0			
11		10400024	3/26/2014	Client Invoice	1,650.00	0.00	1,650.00	6/30/2014	-					0			Isabel Wong
12		10400025	3/26/2014	Client Invoice	1,884.00	0.00	1,884.00	6/30/2014	-					0			Isabel Wong
13		10400026	3/26/2014	Client Invoice	2,512.00	0.00	2,512.00	5/1/2014	-					0			Isabel Wong
14		10400027	3/26/2014	Client Invoice	30,400.00	0.00	30,400.00	5/1/2014	-					0			Isabel Wong
15		10400036	3/26/2014	Client Invoice	2,512.00	0.00	2,512.00	7/30/2014	-					0			Isabel Wong
16		10400037	3/26/2014	Client Invoice	2,669.00	0.00	2,669.00	5/1/2014	-					0			Isabel Wong
17		10400046	3/26/2014	Client Invoice	1,650.00	0.00	1,650.00	8/30/2014	-					0			Isabel Wong
18		10400047	3/26/2014	Client Invoice	1,884.00	0.00	1,884.00	5/1/2014	-					0			Isabel Wong
19		10400048	3/26/2014	Client Invoice	2,512.00	0.00	2,512.00	8/30/2014	-					0			Isabel Wong
20		10400049	3/26/2014	Client Invoice	30,400.00	0.00	30,400.00	8/30/2014	-					0			Isabel Wong
21		1	3/26/2014	Opening Balance	288,960.00	0.00	288,960.00	4/27/2014	2					0			

Recording the cash collection activity against any particular invoice is as simple as clicking on the icon to Create Collection Event Flow. When you do this, the bottom portion of the window displays a Cash Collection History tab, as shown in the following figure.



In the Cash Collection tab, shown in the preceding figure, you can walk through the collections process that has been identified and specified at the company level. This is known as an event flow (that is, what comes first, second, next, last), and is dependent on the information provided in each step. The key information that is stored here includes the Step, Result, Employee, any Notes, Planned Starting Date, and whether the individual event has actually been completed or closed.

In addition, the cash collections workflow, traffic-light target for overdue number of days, and the credit limit notification percentage can all be set at the company level within the system. This information can be found in the Credit Control Setup workspace.

Accounts Payable

The CPA solution has a fully integrated Accounts Payable (A/P) module. The module is preconfigured, but you can make relevant changes to this configuration during the implementation to set up correct payment terms, vendor groups, currencies, and so on.

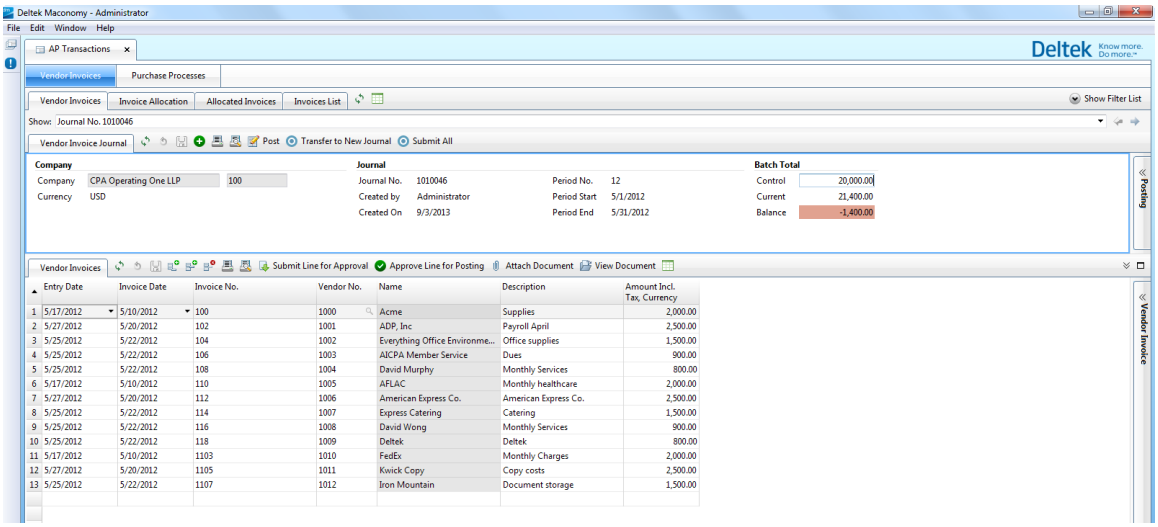
In the A/P module the Finance Department can handle the following processes:

- Set up template vendors to be used when creating vendors.
- Handle requisitions and purchase orders.
- Set up approval hierarchies for vendor invoices, to comply with company purchase policies.
- Register and post vendor invoices, including preregistered invoices (if you do not know who is responsible for the purchase, but posted the vendor invoice anyway).
- Reallocate vendor invoices.
- Reconcile vendor invoices against manual payments.
- Look up vendor entries.

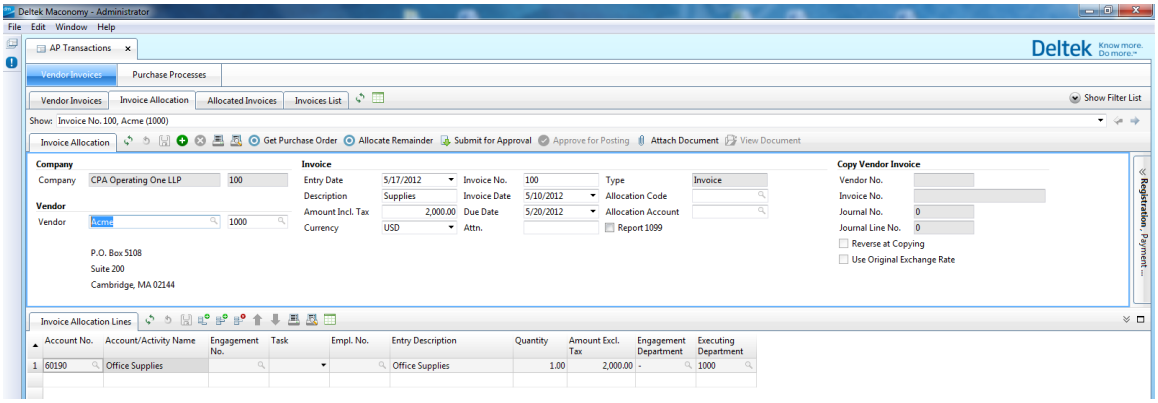
AP Transactions

The CPA solution supports both a one-step and a two-step vendor invoice process. In the Vendor Invoices window, you can enter vendor invoices in batch, later allocating those invoices to their appropriate GL account or Engagement. In the interim, before the allocation takes place, you can post the

vendor invoice to a suspense account automatically. When the invoice is allocated, the system automatically reverses the suspense and debits the appropriate expense account that you chose.



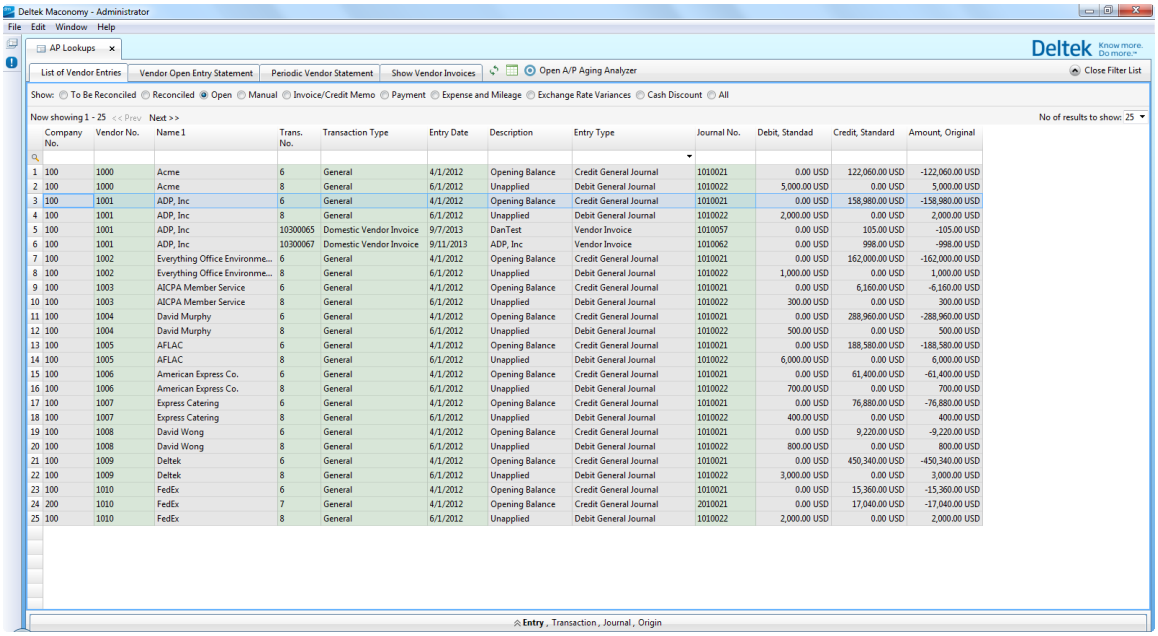
The other option is to enter the vendor invoice and allocate it at the same time; you can do this in the Invoice Allocation window.



AP Lookups

The AP Lookups workspace within the CPA solution includes four lookup windows that provide different value based on the type of information that you want to access.

- List of Vendor Entries — This lookup provides options for showing details in the filter; after you choose options, you can view the complete details of an individual AP transaction, including the allocation, entry detail, complete, and journal, as well as the origin (that is, the vendor invoice voucher).
- Vendor Open Entry Statement — This lookup shows only open AP transactions (that is, those that are not yet closed).
- Periodic Vendor Statement — This lookup enables you to set a from/to date and view the vendor debits/credits over the specified period.
- Show Vendor Invoices — This lookup allows you to view all historical vendor invoices and allocations and choose to reopen the allocation if a mistake was made in AP transactions.



AP Setup

The A/P Setup workspace is designed to provide a single point of entry to complete all of the daily or weekly A/P setup-related activities. The other AP setup-related activities, more likely to be completed on a monthly, quarterly, or annual basis, are located in the Set-Up menu. The solution provides a number of setup options from within AP, and Maconomy windows to support each of those. The solution is preconfigured to operate for a CPA firm out-of-the-box, but you can change this configuration as needed.

Banking

The CPA solution's Banking module is fully integrated into the GL and Maconomy AR/AP sub-ledgers. This module supports generating payments via check, wire, and/or ACH. Each of these methods can be done in batch or for individual transactions.

If you want to use electronic banking, the Banking module supports standard payment formats. Maconomy delivers some payment formats to the largest and most frequently used banks. However, if you use a bank connection for which Maconomy does not have a payment format, you can include additional formats in the scope of your Maconomy implementation. Thus, the capability to transact electronically is well-supported in the solution.

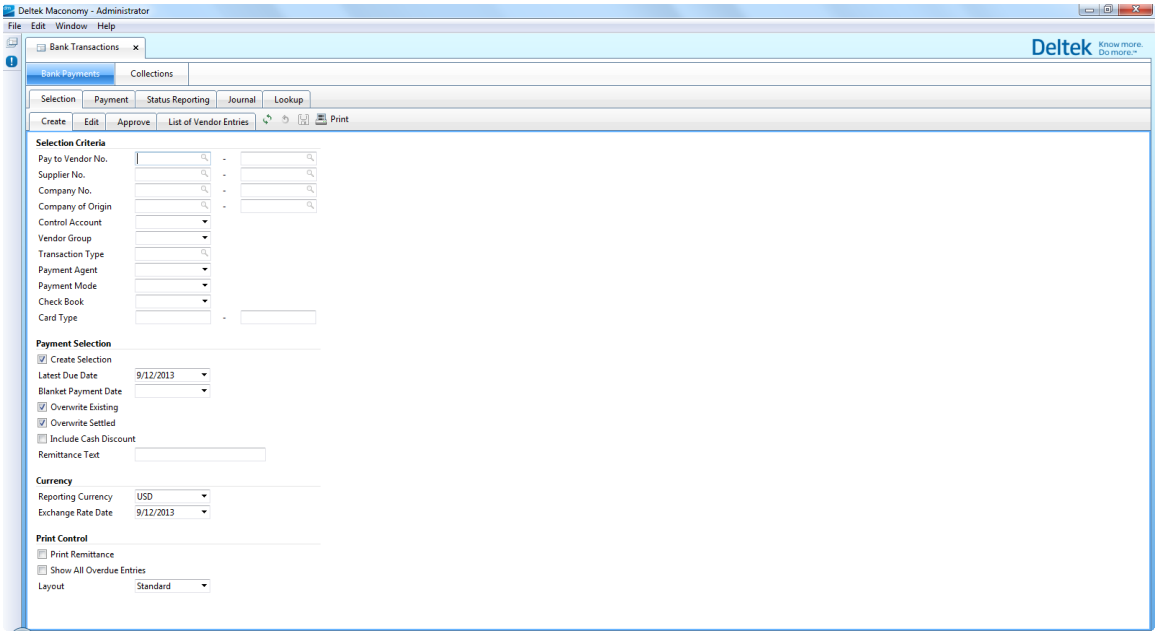
You can set up payment modes to pay your vendors according to their requirements. You can set up payment modes for your customers according to how you want to receive payments.

The Banking module enables you to:

- Make batch payment selections on your vendors, which, after approval, can be generated using any of the three payment methods. After the payment is generated, it is automatically reconciled against the vendor invoice in Maconomy.
- Perform bank reconciliations within the system.
- Receive a file from your bank that contains payments from your customers. This file is loaded into Maconomy, and all payments in the file are reconciled directly against the invoices. You often need to configure this, which is not within the scope of a standard implementation.

Bank Transactions

The CPA solution has a primary workspace for completing all bank transactions. Within this workspace you can create the payment selection in batch (or individually), approve a payment run, generate a payment run, void payments/checks, review journals, and complete miscellaneous lookups.



Bank Reconciliations

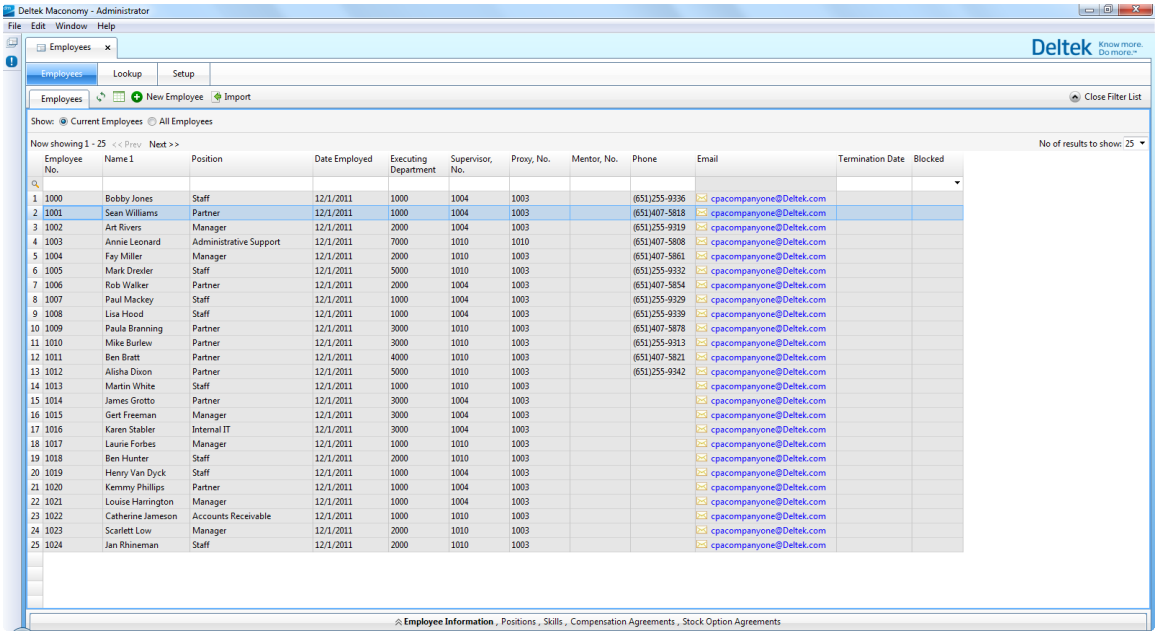
The CPA solution includes a Bank Reconciliation window that you can use to complete reconciliations on an unlimited number of cash accounts. This window allows you to enter the bank statement closing balance and reconciliation date. All of the GL transactions that have been posted to the particular cash account are displayed in the table section of the window, and then you can choose to reconcile each of them. Finally, a summary island tells you if there is still a variance between the bank balance and what has been reconciled, and remains unreconciled.

Human Resources

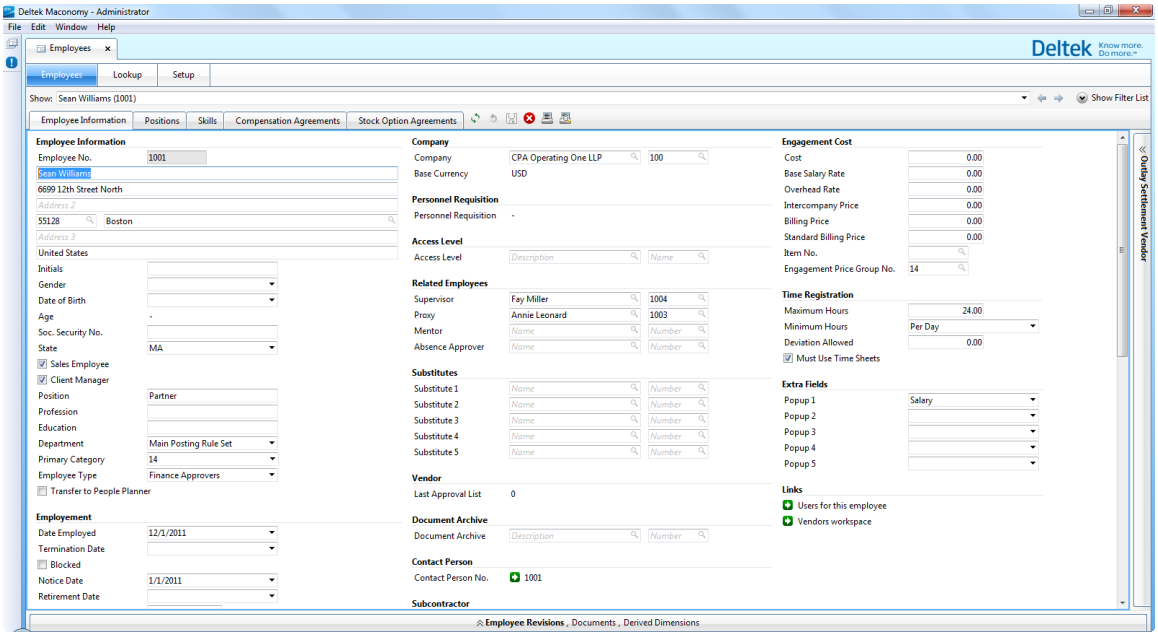
The CPA solution enables you to set up and manage basic employee information. You can also license Maconomy's HR module, which includes additional capabilities for requisitions, positions, courses, compensation, and other critical HR activities.

Employees

The Employees workspace provides for the basic setup and capture of critical employee information. See the following example of the Employee filter, which shows the launch page to navigate to an employee's record.



When entering an employee record, you have access to all of the details within the Employee Information tab. There are hundreds of fields that capture critical information about addresses, roles, groups, pricing, employment dates, and more.



The solution supports a workflow for employee creation, in addition to the employee's user information and employee-vendor record. You can manage all of this using Maconomy's approval hierarchies.

Reporting and Dashboards

The Deltek Maconomy Public Accounting Solution uses SAP Business Objects for business intelligence reporting. The CPA solution offers a number standard reports that have been developed to support the needs of CPA firms.

Before taking a deeper look at the reporting and dashboard standard offering, it is important to first discuss how Maconomy uses dimensions to automate your reporting needs as everyday transactions are entered into the system.

Dimensions

Dimensions define the basic financial entry model and the company structure in the solution. Dimensions are added to any transaction across modules, because the Maconomy solution is fully integrated. The dimensions therefore help to ensure that the right data is extracted in Maconomy business reports.

The Maconomy solution has twelve dimensions and an additional six entry dimensions: Engagement, Client, Vendor, Employee, Activity, and Task, which you can track in the General Ledger module and in the currently active module (Engagement Cost, A/P, A/R, and so on).

The following dimensions are set up in the CPA solution.

Dimension	Description
Company	The parent company or legal entity (you can set up the solution with multiple companies).
Account	The Chart of Accounts is the primary entry unit in the finance system.
Engagement Department	The department responsible for the engagement.
Employee Department	The department to which an employee belongs.
Service Type	The type of the engagement. The engagement type can be “Financial Audit” or “Corporate Tax,” for example.
Industry	The industry within which the client operates. You can assign a specific industry that reflects the line of business to each client, such as Health Care, Manufacturing, and so on.
Unused 1	This dimension is unused; you can use it to track additional key metrics.
Unused 2	This dimension is unused; you can use it to track additional key metrics.
Unused 3	This dimension is unused; you can use it to track additional key metrics.
Unused 4	This dimension is unused; you can use it to track additional key metrics.

Dimension	Description
Unused 5	This dimension is unused; you can use it to track additional key metrics.
Unused 6	This dimension is unused; you can use it to track additional key metrics.

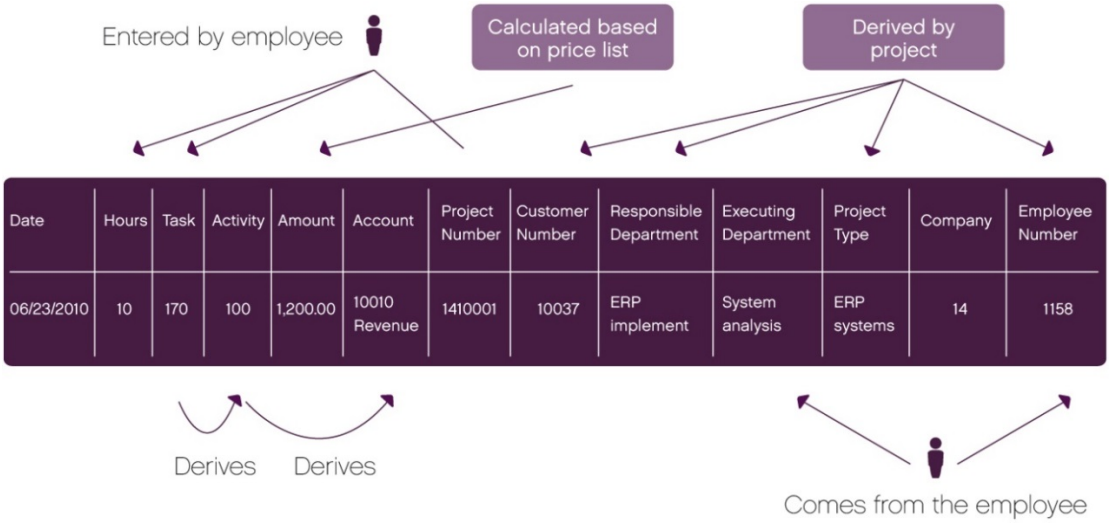
Other Entry Units	Description
Engagement	Any internal or external engagement on which you can enter time and costs.
Client	The client that is invoiced.
Vendor	Any third-party from which external goods or services are purchased.
Employee	An employee in the company.
Task	The lowest entry level in the project cost system.
Activity	The link between the project cost system and the finance system. The activity is derived from the task. For each activity, you set up a set of posting references, deriving account postings in the finance system.

If you define an item as a dimension, you can report on any transaction that is entered to the dimension in question. This means that if costs and revenue are allocated to the dimension, you can obtain a full P/L.

Derived Dimensions (Automated Postings)

To ensure that every transaction is stamped with the right dimension data, the solution includes dimension derivation.

As the following figure shows, when completing a time sheet an employee selects an engagement (the engagement is associated with the services) and a task (to indicate what kind of work has been done) and enters a number of hours.



The solution automatically derives an activity from the task. This contains the set of posting references that indicates where it should be posted in the chart of account and, thereby, in the G/L.

The solution derives the department to which the engagement belongs, as well as the client and the service type, from the engagement that the employee selected, and stamps this on all transactions.

Finally, the employee who enters on the engagement belongs to an employee department and has an employee number, which the solution also stamps on the transaction.

This means that the actual entry is very simple. However, the entry initiates a complex series of entries in the solution, providing great advantages and flexibility for subsequent reporting.

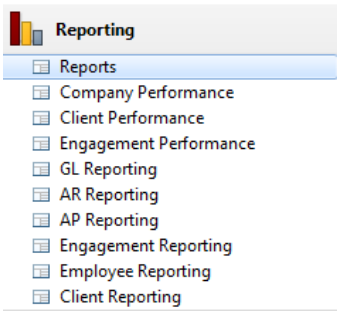
Reports

The CPA solution is delivered with a number of standard template reports for engagement management, department management, and finance. This reporting solution is based on Business Objects.

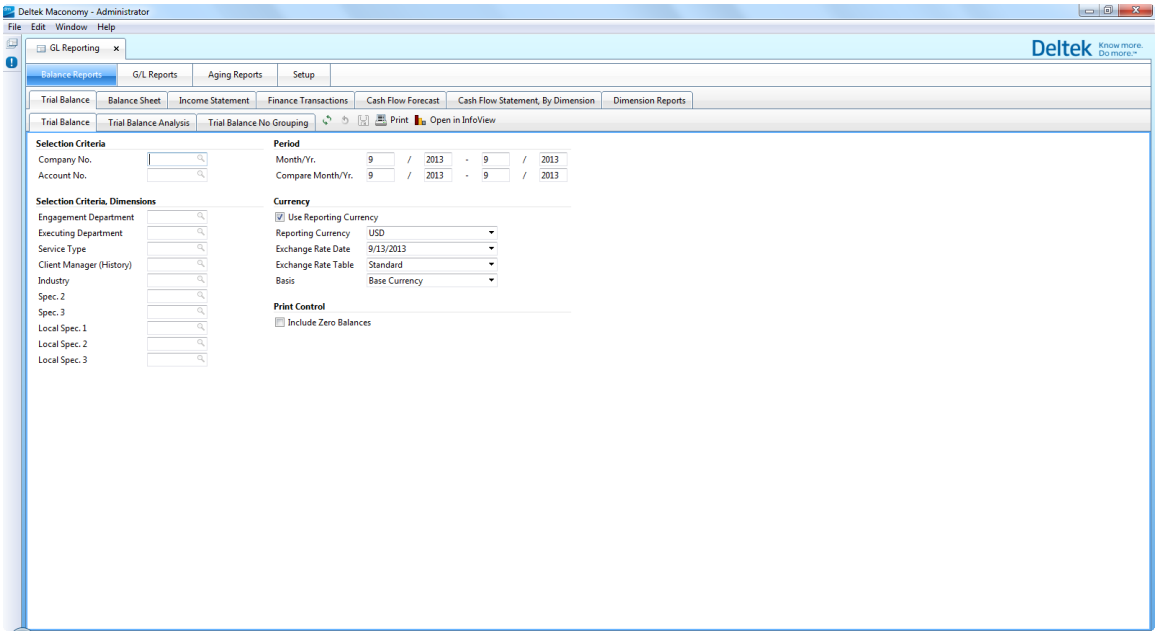
The reports provide the following functionality:

- Drill-down functionality — The reports allow you to drill down from a high level (for example company) to a lower level (for example entry level).
- Print all reports, save them as PDF files, and also export them to Excel.
- All reports are web-based, and you can run them embedded in the Workspace Client, taking advantage of single sign-on or silent sign-in for seamless access.
- All reports run in real time against the database.

There are 75 standard template reports, when taking into consideration the variations within each report (that is, AR Aging, AR Aging by Transaction, and so on). The reports are organized in the Reporting menu within the user interface.



Each reporting workspace provides a series of reports that fall into the relevant category. For instance, the GL Reporting workspace looks like the following figure.



As you can see, each tab represents a different report that is related to the General Ledger. You can enter values in the prompts in the window and then select Print, and/or you can decide to open the report in InfoView. InfoView is the Business Objects user interface that provides additional options for working with the report (modify the report, and so on).

For a complete list of reports and descriptions, see the *BPM Reporting* document.

Dashboards

The CPA solution comes with three dashboards out-of-the-box: a Company dashboard, a Client dashboard, and an Engagement dashboard. The dashboards are built using Business Objects WEBI, and in the form of Dashboard Components. These components represent a means to assemble a dashboard on the fly, as you can very easily switch out one quadrant for another or create different views to support different user roles within your organization. There are 27 dashboard components with the CPA solution. Maconomy embeds the three dashboards directly into the user interface, and they appear when a particular user logs in based on his or her role (for example, Client Manager for the Client dashboard).

For a complete list of dashboards and descriptions, see the *Deltek Maconomy BPM Reporting Standard Reports and Universes Guide* document.

Analyzer

The Analyzer is a standard reporting tool that is available in most modules in the solution. With this powerful ad hoc reporting tool, you can define rows and columns by selecting database fields directly in the database. You can view the output of the reports as tables, pie charts, bar charts, or content that is exported to Excel.

You can set selection criteria from report to report. You can save reports for each user, and the reports can be exchanged between users.

Standard Configurations

The CPA solution includes a variety of standard configurations, to optimize the Maconomy product specifically for CPA firms. This configuration is considered best practice; Deltek engages closely with customers to define the best methods for operating a practice and financial management solution for CPA firms.

CPA Solution Configuration Setup

The following list provides examples of configuration points that are provided to your organization as a starting point for implementing the CPA solution. These are just a few examples of a much larger preconfiguration for the CPA solution.

Setup Area	Description
4 of the 10 Definable Dimensions	Several of the Maconomy dimensions are preconfigured, based on CPA firm requirements for reporting. These include Engagement Department, Employee Department, Service Type, and Industry. Maconomy intentionally leaves the other dimensions open and available, because most firms have unique reporting requirements and organizational structures to support.
Chart of Accounts	The COA in the CPA solution has the look and feel of a CPA firm COA. You can also use your own COA.
Template Clients	The solution comes equipped with template clients, so that you can easily create clients when you enter the system for the first time. During implementation, you import your client listing.
Template Vendors	The solution comes equipped with template vendors, so that you can easily create vendors as a starting point. During implementation, you import your vendor listing.
User Roles and Groups	The solution is preconfigured with CPA roles, groups, and a complete access control setup, out-of-the-box. This allows you to manage roles like “Client Manager,” “Engagement Manager”, and so on.
Employee Categories	The CPA solution has categories (staff levels) set up to support a CPA firm, for example: “Associate,” “Senior Associate,” “Manager,” and so on.
Template Engagements	A template engagement denotes a template for an engagement. The solution automatically derives the task list, budget, engagement parameters, and other elements from the template. In addition, you can set up the WBS (Work Breakdown Structure) of the budget on each template.

Setup Area	Description
Option Lists	Setup is complete to capture key CPA statistical information such as NAICS codes, entity type, and year-end on the client card.
Task Lists	The lists of tasks on which an employee can make entries. There are typically different task lists depending on the project type.
Activities	A task is linked to an activity, and the activity determines the posting references to the finance system and how the postings are performed in the G/L module when creating entries in the Engagement Management module. The solution is set up with the activities that are resident in a CPA firm.
Standard Invoice Texts	The solution comes with standard invoice texts for the types of services that are provided by CPA firms, and you can add to/remove from this list as needed.
Engagement Groups	Engagement groups are set up to handle all key revenue recognition principles, to enable you to manage time and materials, fixed-price, and internal engagements within the solution.
Engagement Parameters	Dozens of engagement parameters have been set to act appropriately to allow for Maconomy to work specifically for a CPA firm.
Price Groups and Price Lists	The price hierarchy has been defined to enable standard billing price (the most common method) to be the primary source for relevant transactions in the solution. The solution is also set up to easily create more specific pricing (by employee and/or employee category) and manage those at the engagement level.
Approval Hierarchies and Approval Hierarchy Rules	The workflows are defined in the solution to allow you to use the best practice flows that are defined by other CPA clients. These flows, particularly for billing and expense reporting, are completed for you; however, you can easily manage your own workflow using the approval hierarchy engine.
Invoice Layouts and Invoice Layout Rules	A number of invoice layouts and rules have been created for you. Clients often create additional layouts to support their clients' unique requirements.

Add-Ons

Maconomy add-ons are additional available modules, and they are fully integrated into the CPA solution. These modules are licensed separately, and when included within the standard solution, they are seamlessly integrated with the standard model and setup.

Deltek People Planner (RM)

Deltek People Planner is available for licensing and use with all three deployment methods of Maconomy solutions: On-Premises, Flex Plus, and DFME. However, Deltek People Planner itself is not a cloud-based solution, and requires hosting. It can be integrated with Maconomy Flex Plus and/or Deltek First Maconomy Essentials.

Improving utilization may well be one of the toughest challenges in any professional services organization. Most firms have a vision for improving utilization, but at the same time they struggle with short-term fire-fighting for solving immediate problems, capacity that does not match the pipeline in the long term; people being moved around, and low utilization for some people, with others always having high utilization.

Perhaps that is the nature of a professional service organization—but you can do things to improve. As a minimum, the first step is to get the information that gives you an overview of the resource situation.

In most firms, the challenge is that they do not have this overview. At the very best, firms have local spreadsheets for small departments, but no corporate overview.

Based on Deltek's experience from implementing resource management in professional services organizations, there are a number of recommendations that can help you to increase the chance of a successful resource management implementation.

Area	What to Do
Get management attention	Set the right foundation for resource planning—it requires discipline, so be clear on processes and goals—and get management attention on this; otherwise, firms tend to do as they used to do.
Apply simple project planning	Make planning very simplified—assign on the project level and by week. The primary goal is to achieve a corporate resource overview—do not focus on project management, but purely on project planning to achieve the corporate resource overview.
Remove Excel spreadsheets and apply a corporate overview	Department managers protect their resources by maintaining their own overviews, which they prefer not to share. Get rid of local spreadsheets, and move to one corporate solution.
First focus on short-term, then on long-term planning	Get a resource overview for the coming 3-4 months to see where there is over-utilization and under-utilization. Later on you should focus on long-term planning and include your pipeline projects in the resource overviews.
Engage people	People are more likely to achieve higher utilization when they are engaged in the planning of the assignments that they are

Area	What to Do
	working on—when all of the preceding goals are achieved—engage people in the planning.

Introduction

People Planner is a solution that combines project planning and resource management. The solution is completely integrated with the Maconomy Project Management solution, which means that dimensions, projects, customers, and so on, are available throughout the Maconomy PSO Solution, resulting in a solution that has little or no data redundancy.

Note: See *Improving Project Management*.

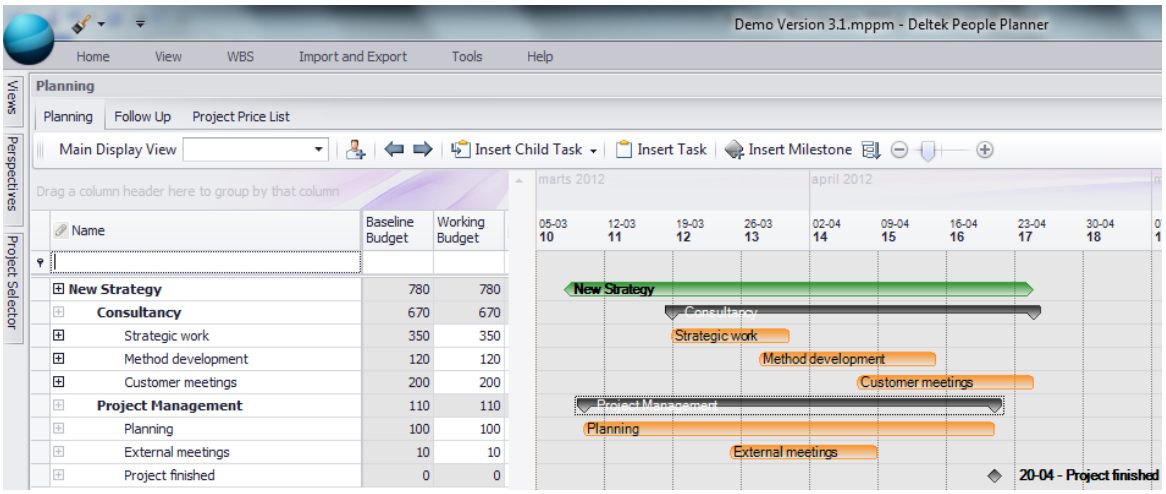
Examples include:

- After you create a project with budget numbers, these are automatically available for planning in People Planner, including the task lists.
- When you assign people to projects in People Planner, the same projects are available in the individual employee's project drop-down menu in the time sheet during the project time period.

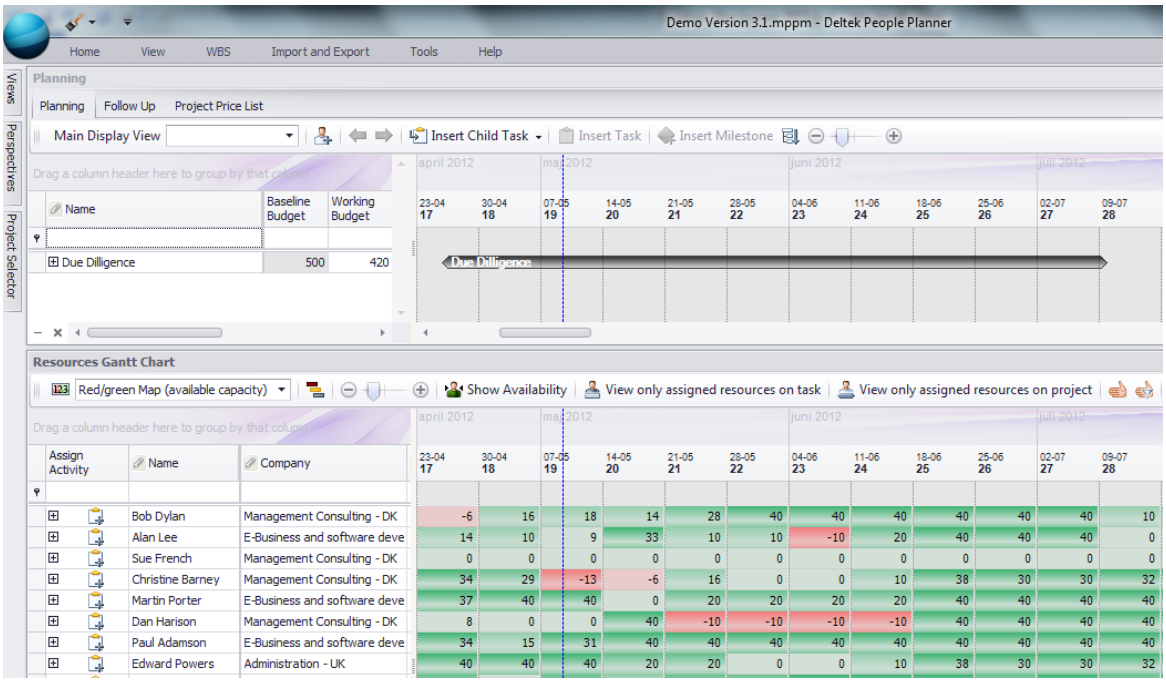
You can use People Planner as an add-on to Maconomy or as a standalone solution that integrates with any other solution. A solution description is available for the Deltek People Planner solution.

Project Planning and Staffing

People Planner offers project-planning capabilities, enabling you to break down the project (full WBS), or inherit the WBS and budget from Maconomy. In the project planning window, you can set the timeline for the project in a graphical user interface. In the same project planning window, you can enter the budget values for the project or derive the values from the budget.



Most Deltek clients use a very simple approach to project staffing to ensure that all plans are always fully updated (but the software supports planning on all levels of the WBS). This means that project staffing is performed at the project level. In the following figure, you can see the Project Planning tab in the top of the window. The project plan is synchronized with the Resource Gantt Chart at the bottom, where you can search for available resources while you create the project plan.

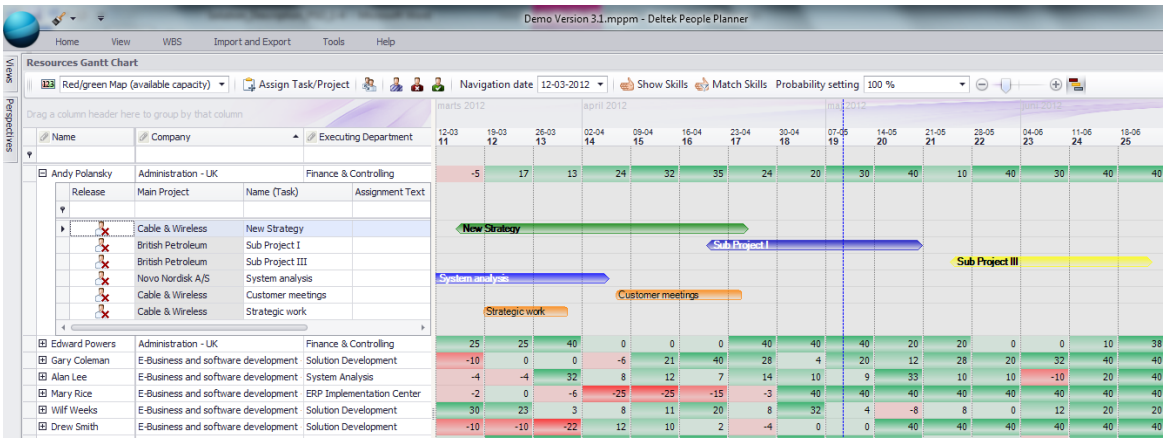


When you plan all project requests in this way it ensures that the complete resource situation is updated and provides resource managers with a full overview so that they can spot available capacity that can be better used.

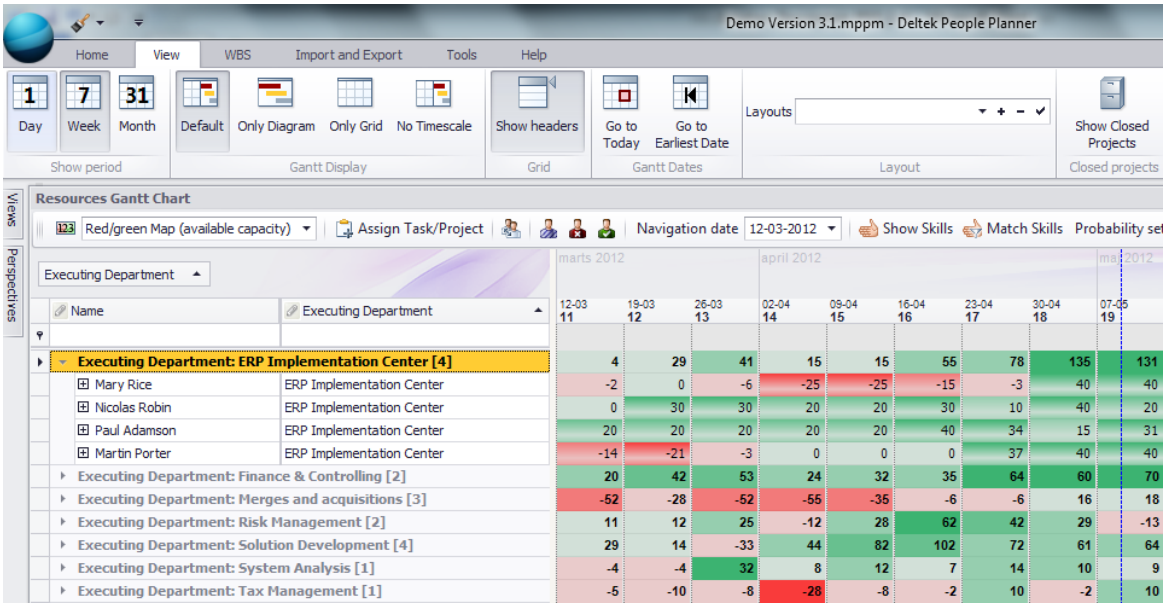
Resource Management – Short-Term Planning and Optimization

Department managers can view the capacity of their resources in the Resource Gantt Chart. Using a simple drop-down list, you can select exactly how you want to view capacity for your personnel.

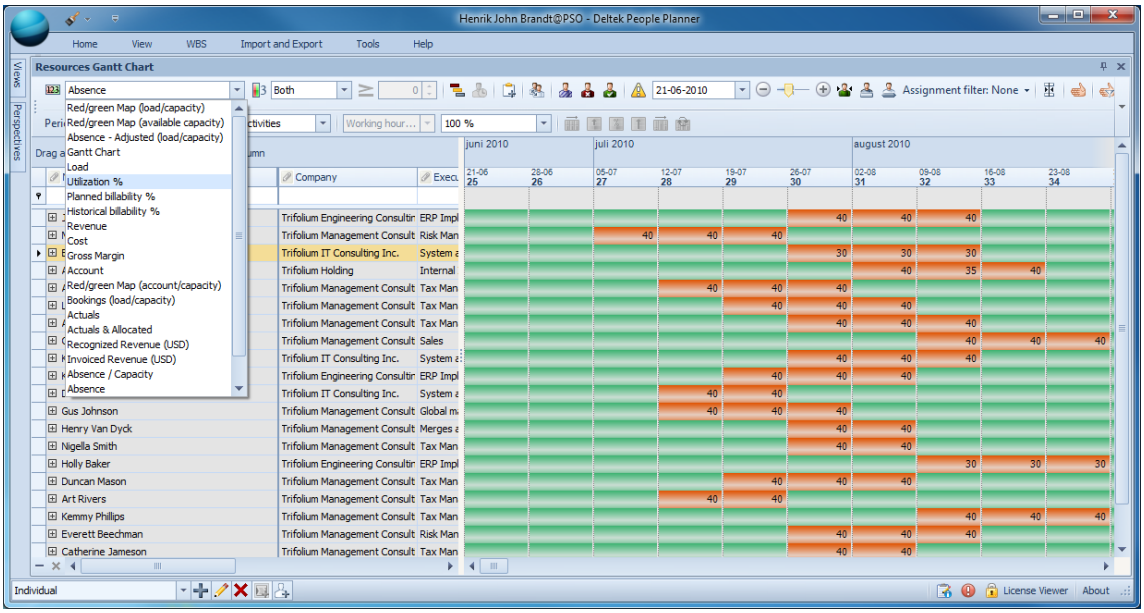
When you expand a resource line, you can see the projects to which an individual employee is assigned. You can move these tasks around graphically, or you can change the view to numbers, and then add the number of hours to the individual project or task.



The resource overview is dynamic, which means that you can drag any column in the grid to the free area. This enables you to view the available capacity according to any grouping that you selected. You can also switch the view to plan by day, week, or month (shown in the following figure).

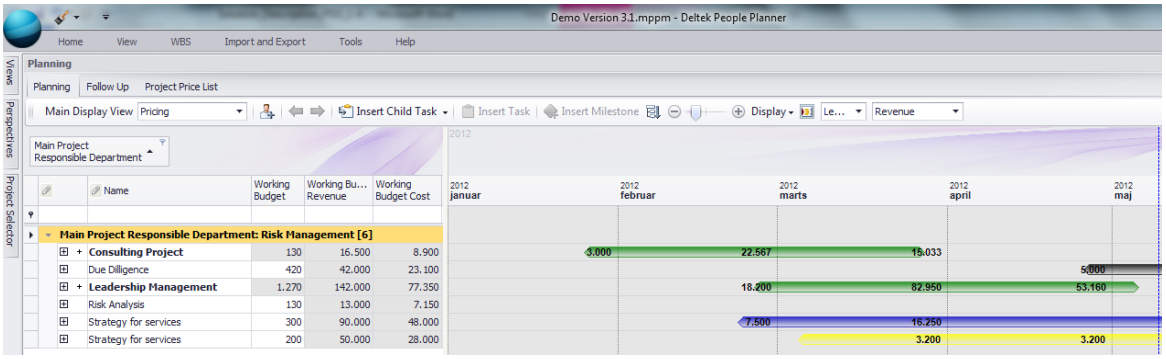


The solution enables a department manager to view resources in different ways from one workspace. By selecting a view in the drop-down list, you can get resource planning details for employees, for instance an Absence overview as shown in the following example.



Revenue Forecasting Based on Resource Plans

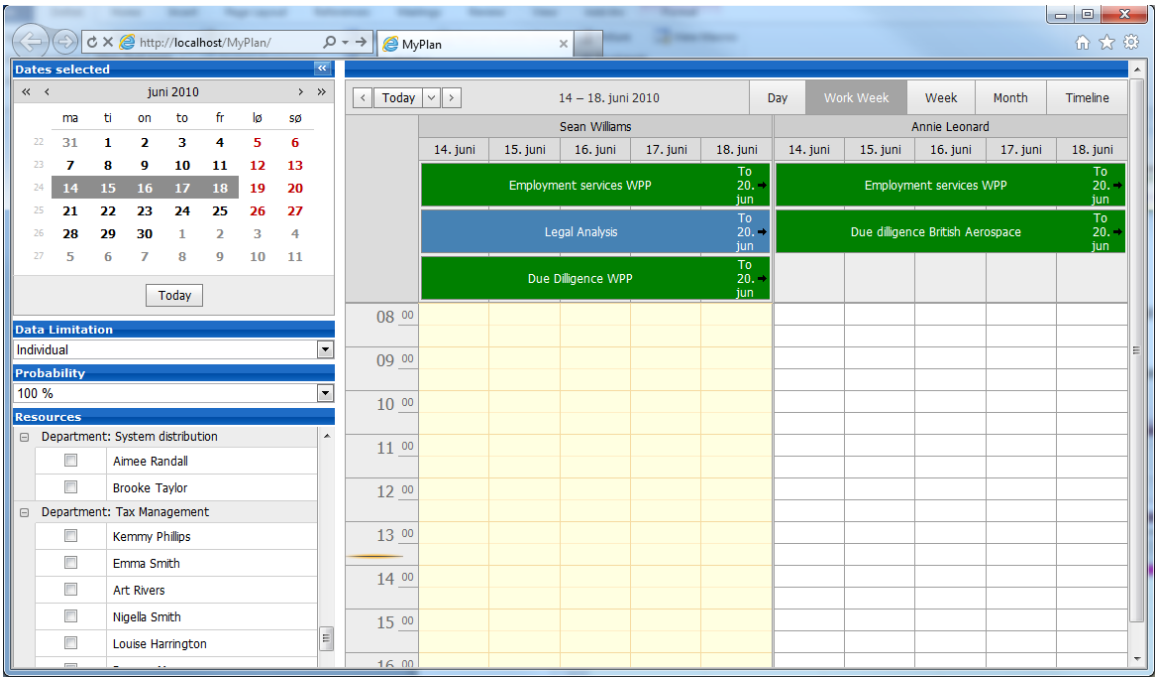
Based on allocated resources on projects, you have a full overview of the future revenue stream because the actual price is set on each allocation. This allows you to view the entire revenue forecast based on your project and resource plans.



My Activities

To enable stronger execution of activities and better resource management, an employee is informed about his or her assignments in a web-based front end.

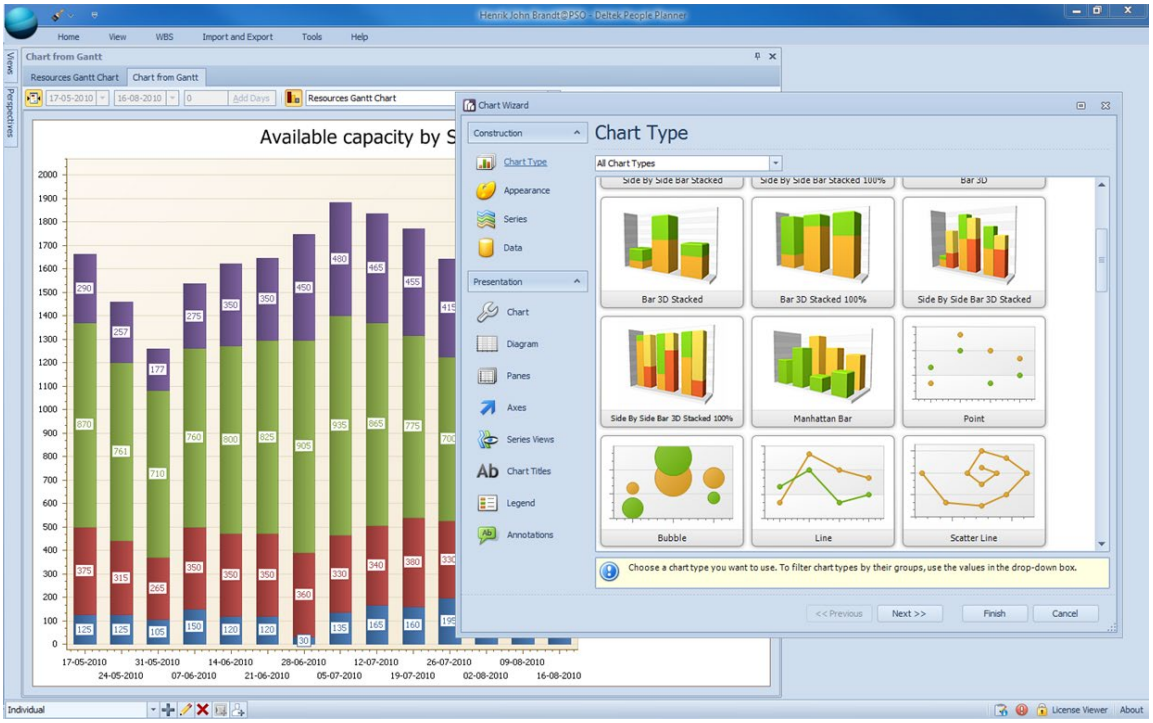
This enables an employee to view the assignments and tasks that he or she needs to complete.



An employee can even book himself or herself on projects, which then flows into the corporate resource overview.

Reporting in People Planner — Resource Management (Add-On)

The resource management solution functions to a great extent as a graphical reporting tool based on WYSIWYG. This means that you can dynamically print what you see in the window. In addition, People Planner allows you to create charts that are similar to Excel charts.



Resource Management Reports (BPM) — People Planner (Add-On)

The following set of reports is available if your company purchases a People Planner solution and includes the BPM solution.

People Planner contains standard reporting facilities. However, because you often want to combine past performance with future plans, the following sets of template reports are available.

Resource Overview

This report provides insight into the future plans for booked hours, planned utilization percentage, revenue, cost, gross margins, or load/available capacity.

The report includes a chart on a separate tab to let you view the same data in graphic format.

Resource Overview - Utilization

Data generated: 6/11/09
Criteria: Period: from 6/1/09 to 8/31/09; View: by Month; Show: Utilization

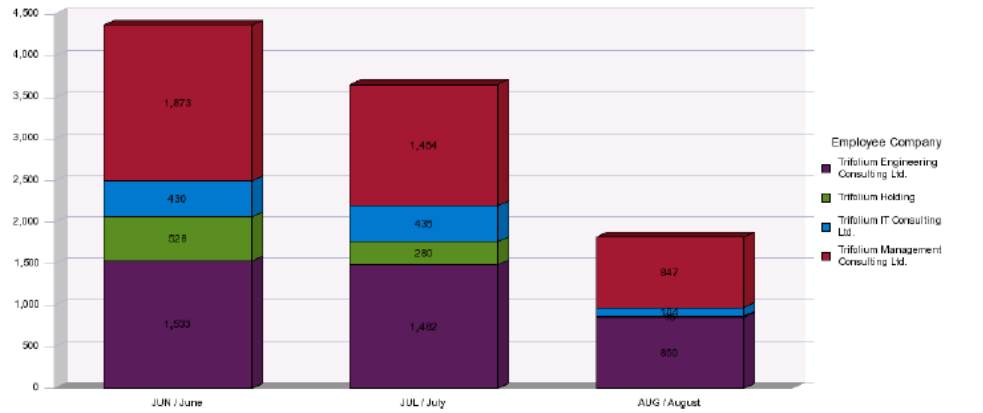
Filters: Trifolium Engineering Consulting Ltd.

Department	June	July	August	Total:
E-business	77%	11%		29%
ERP implementation	61%	67%	37%	56%
Method development	29%	35%	47%	37%
Solution development	67%	84%	61%	71%
System distribution	53%	34%		29%
Total:	60%	56%	35%	50%

The report "Resource Bookings" showing utilization% per month on department level

Resource Overview (Graph) - Bookings

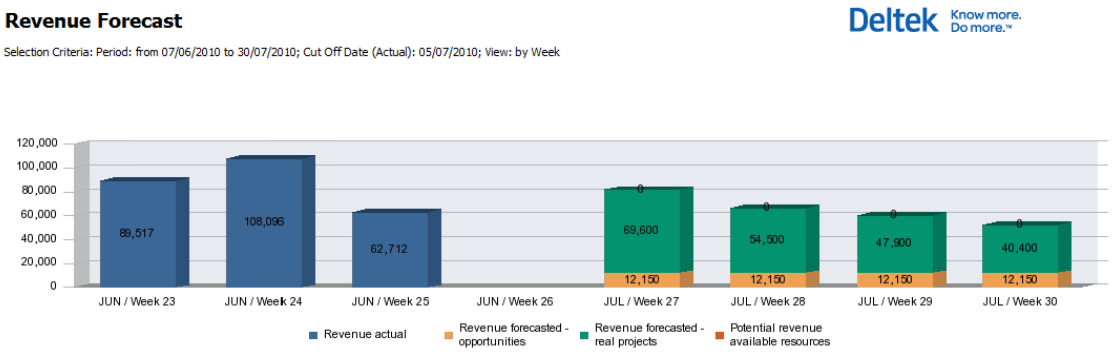
Data generated: 6/12/09
Criteria: Period: from 6/1/09 to 8/31/09; View: by Month; Show: Bookings



The report "Resource Bookings" showing bookings per month on company level illustrated in a graph

Revenue Forecast

This report compares past performance in terms of generated revenue—for example, for a certain department or business unit—combined with future planned revenue split between potential opportunities and real projects. The report also calculates the potential revenue of the remaining available capacity.



Hours	Week 23	Week 24	Week 25	Week 26	Week 27	Week 28	Week 29	Week 30	Total Revenue
Revenue actual	89,517	108,096	62,712						**260,325**
Revenue forecasted - real projects					69,600	54,500	47,900	40,400	**212,400**
Revenue forecasted - opportunities					12,150	12,150	12,150	12,150	**48,600**
Total revenue	**89,517**	**108,096**	**62,712**		**81,750**	**66,650**	**60,050**	**52,550**	**521,325**
Potential revenue available resources					0	0	0	0	**0**
Full potential revenue	**89,517**	**108,096**	**62,712**		**81,750**	**66,650**	**60,050**	**52,550**	**521,325**

In addition to these two reports, the following set of reports is available:

- **Resource Load** — Shows total resources load by company or department, comparing planned hours on projects and opportunities benchmarked against total capacity.
- **Resource Load Days** — Shows planned projects and the value of these compared to the actual capacity. You can view them by company, by department, or by resource.
- **Project Forecast (Multiple Projects)** — Shows actual hours divided by week or month to compare with planned hours for the future. This shows you the total number of planned hours for a range of projects.
- **My Plan** — Shows the personal plan of an employee to offer an overview of his or her tasks in the coming period.

The solution is delivered with preconfigured workspaces and setup. However, some of these areas are customer-specific, and you must configure them as part of your individual solution setup to make sure that the solution creates optimal value for you as a customer. Because Deltek consultants implement the solution, they typically distinguish between configuration and extensions. In your contract you can see what is included in the work delivered by Deltek as configuration and extensions.

You can determine configuration as what is needed to get your solution up and running with your data and adjustments to setup within the standard functionality of Maconomy.

Extensions, on the other hand, involve changes to the functionality and windows that are not part of Maconomy's standard functionality.

Client Relationship Management (CRM)

There are two things to focus on when it comes to ensuring a strong revenue stream and growing your business. The first thing is to win new business, and the second thing is to get as much as possible out of your existing clients.

Winning new business requires so much more than just having a solution that provides you with the right information; but still, it is essential that you can monitor client performance as well as your pipeline.

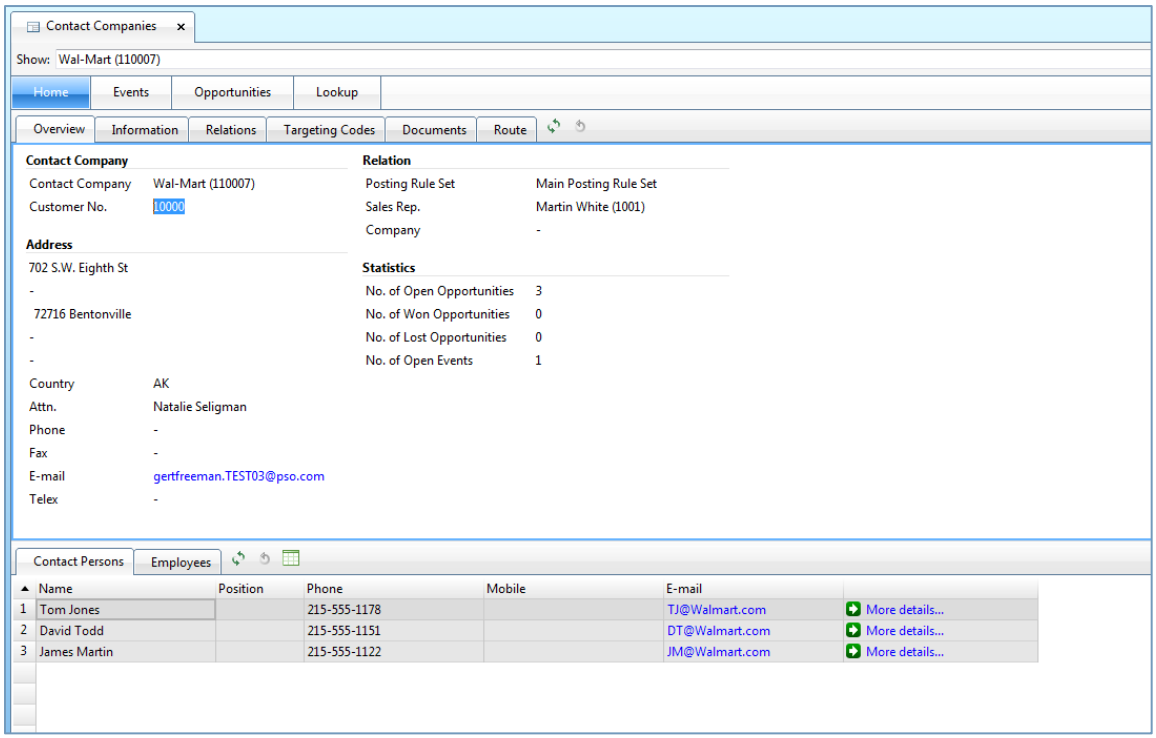
The following steps are essential when it comes to getting control of information related to growing your business.

Area	What To Do
Ensure client performance insights.	Ensure that you have full visibility of clients and client segments to understand which segments are most profitable.
Capture sales opportunities.	Ensure that you capture all leads in a structured way and can follow them through the sales funnel.
Control sales pipeline.	Get complete visibility of your sales pipeline and know where the opportunities are in the process. Use as a follow-up tool and measurement for salespeople's performance.
Ensure ability to deliver.	Migrate your pipeline into your resource planning to ensure that you have available resources to deliver when projects are signed.
Bridge from sales to execution.	Prevent scope creep during delivery by ensuring estimates on opportunities, and let this be the foundation for the project manager's baseline budget. This enables you to reduce any loss from sales to execution.

The Maconomy CRM solution enables you to manage information about existing customers and potential customers (prospects) in one repository. Information that is stored in the Maconomy CRM solution is completely integrated with the rest of the ERP solution, which means that accurate client information is always available throughout your organization.

The scope of the Maconomy CRM solution is limited, meaning that Deltek's focus is on enabling you to gather all information about your clients and your engagements in one database, rather than enabling you to manage campaigns and providing you with more advanced CRM capabilities.

In the Customer workspace an account manager or salesperson has access to all of the information that is available for a specific client.



Account managers and salespeople have access to information about contact persons, projects, and opportunities for the customer.

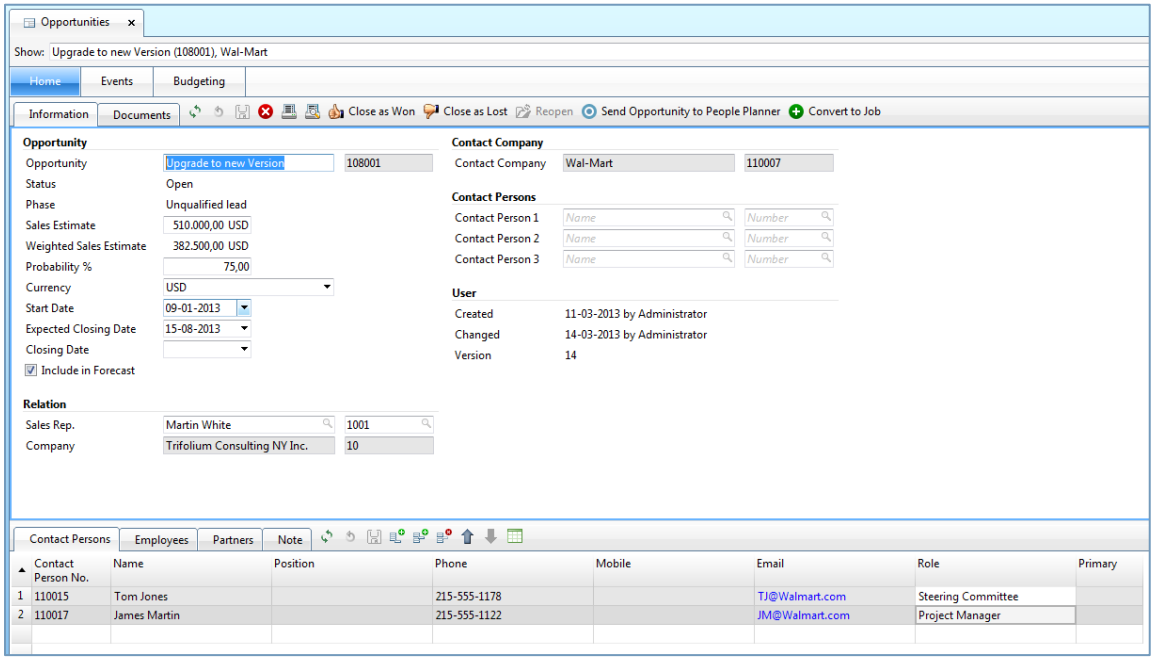
The customer workspace includes both existing customers as well as prospects. When a prospect signs an order, you can convert the prospect to a client without any additional work.

The designated reports workspace provides a number of reports that show the customer profitability, pipeline, and so on.

Pipeline Management

The Maconomy solution enables you to be in control of your sales pipeline. As an account manager you can create opportunities and track information that is relevant to any specific opportunity.

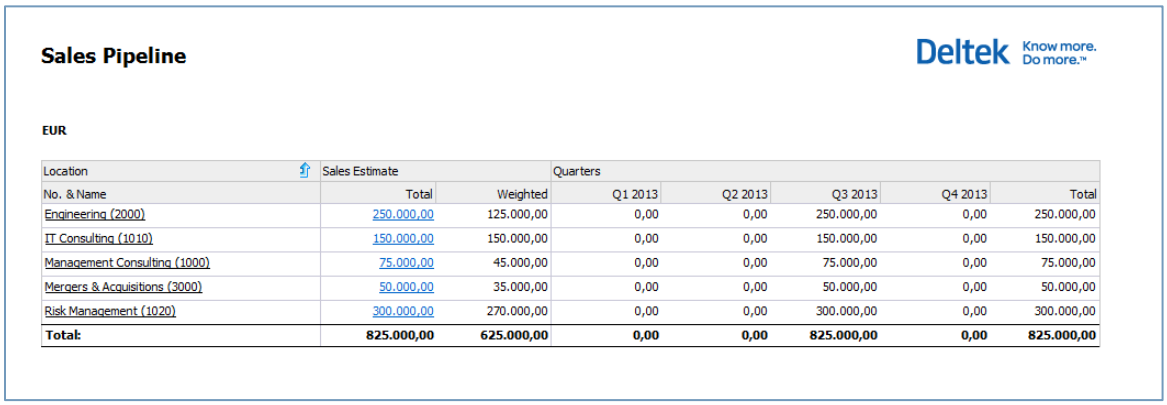
In the following example, you see a sample of the information, which is relevant to track on the opportunity level. You can track the different phases in the sales process and move your opportunities on to the next phase.



You can also create budgets on your opportunities and track time that is spent on business development.

When you win an opportunity, you can convert it to a project. The opportunity budget is also transferred, and you can use it as the foundation for the project manager to further adjust, ensuring that there is a smooth handover from sales to execution with no information or client history lost in the process.

From a management point of view, you are looking for complete pipeline control, and to accommodate this, the solution includes reports that show the pipeline by business area or by phase in your sales process (see the following figure).



Sales Pipeline

Deltek Know more. Do more.™

EUR

Location	Sales Estimate		Quarters				
No. & Name	Total	Weighted	Q1 2013	Q2 2013	Q3 2013	Q4 2013	Total
Engineering (2000)	250.000,00	125.000,00	0,00	0,00	250.000,00	0,00	250.000,00
IT Consulting (1010)	150.000,00	150.000,00	0,00	0,00	150.000,00	0,00	150.000,00
Management Consulting (1000)	75.000,00	45.000,00	0,00	0,00	75.000,00	0,00	75.000,00
Mergers & Acquisitions (3000)	50.000,00	35.000,00	0,00	0,00	50.000,00	0,00	50.000,00
Risk Management (1020)	300.000,00	270.000,00	0,00	0,00	300.000,00	0,00	300.000,00
Total:	**825.000,00**	**625.000,00**	**0,00**	**0,00**	**825.000,00**	**0,00**	**825.000,00**

Fixed Assets (FA)

The CPA solution includes a Fixed Assets module. This module is integrated with the General Ledger module and enables the daily administration of assets and depreciation by the finance department.

The Fixed Assets module enables you to:

- Create asset groups with links to the General Ledger (cars, inventory, hardware, and so on).
- Create assets with information about purchase date, amount purchased, who is responsible for the asset, depreciation value, depreciation method, and depreciation period.
- Assign assets to any of the twelve dimensions (most likely department and company).
- Depreciate assets in a batch run at the end of each month. You can also handle depreciations manually. Note that only straight-line depreciation is available.
- Adjust assets in several ways. They can be improved, depreciated, written up, written down, updated, or sold. You can also transfer the assets between legal entities if multiple legal entities exist.
- Look up transaction history on each asset in an asset ledger card.
- Use a standard report for year-end closing.

Customer-Specific Extensions

In addition to the standard configuration described previously, more advanced extension capabilities are available. Extensions are used when the setup within the database cannot be adjusted to meet the requirements determined by you as a customer.

Because it is difficult to provide an exhaustive list of extension options, the following are provided as some examples:

- Modifications to the default workspace layouts, menus, and publishing custom reports.
- **(On-Premises Only; Flex Plus Only)** Development of new windows or major adjustments to existing windows that include new calculations or provide input data fields beyond the scope of the standard solution.
- **(On-Premises Only; Flex Plus Only)** Customized integrations to any third-party solution, for example, using web services to look up data (see Web Service Integrations).
- **(On-Premises Only; Flex Plus Only)** Advanced workflows with changes to data flows that are beyond the scope of the standard solution.

Whenever work is scoped as extensions in your implementation, it is also subject to additional consulting hours, which are typically described in your solution scope and proposal for your implementation.

The Three Types of Extensions

When referring to extending the Maconomy CPA solution, there are three types of extensions that a consultant mentions:

- **Basic extensions** — Business Consultants can make these using just the graphical editor in the Maconomy Extender, which requires access to your Application server.
- **Intermediate extensions (On-Premises Only; Flex Plus Only)** — These are also extensions to the Workspace Client specification files. Some extensions can be created in the graphical editor, such as choosing styles, open type, and so on. However, these extensions often need the consultant to work at the source-code level (the XML) in the extender. This is especially true when expressions and conditions must be written. Business Consultants might be able to do some of these extensions, but often you need an Extensibility Consultant to assist. Once again, this requires access to the Application server.
- **Advanced extensions (On-Premises Only; Flex Plus Only)** — These are equal Java-based (Extension Framework) extensions. These extensions require much more knowledge, and are only used by properly trained Extensibility Consultants. Deltek Engineering has a process in place to QA such extensions to ensure that they do not cause any performance or unforeseen issues down the road for your solution. These, as well, require access to the Application server.

Web Service Integrations (On-Premises Only; Flex Plus Only)

The CPA solution includes a Web Services Framework that allows your organization to create integrations with other third-party solutions.

About Deltek

Better software means better projects. Deltek is the leading global provider of enterprise software and information solutions for project-based businesses. More than 23,000 organizations and millions of users in over 80 countries around the world rely on Deltek for superior levels of project intelligence, management and collaboration. Our industry-focused expertise powers project success by helping firms achieve performance that maximizes productivity and revenue. www.deltek.com