Deltek Maconomy®

DFME BPM Standard Reports Guide

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Contents

Overview

This document provides a comprehensive guide on the report functionality of the standard reports available in BPM. This includes:

- Creating a customized report
- Generating and editing reports
- Exporting and printing reports
- Troubleshooting reports
- Report layout in Web Intelligence
- Sample workflows for generating reports for a certain period
- Descriptions of all available standard BPM reports

BPM Reporting uses Business Objects to run standard reports. For more information about installing and setting up Business Objects, refer to the *BPM Admin Guide*.

Getting Started
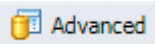
BPM Reporting enables you to collate data about your company in reports. It uses data from Maconomy to create reports for a certain period. This section provides details on the basic features provided in BPM reports.

Working on Reports

You can run a report from within the Maconomy workspace using the **Open Live Report** action. Using this action opens reports in the BI Launchpad, where you can also edit, print, or export your report.

Generate or Edit Report

To run a report:

1. Open the report you want to generate.

2. To define the contents of your report, click .

3. Select or enter data in the available selection criteria.

4. (Optional) To add or view more selection criteria, click .

5. Click to run the report.

Print Report

To preview and print a report:

1. Click .

2. In the dialog box, select your printing preferences

3. Click **OK**.

4. Click **Print**. A PDF is generated.

Export Report

To export a report:

1. Run a report.

2. Click .

3. Select whether you want to export the report or data within the selected report.

4. In the **File Type** field, select a format from the drop-down list.

5. Click **OK**. By default, the file name is that of the report name you exported.

Available Report Formats

You can export reports to the following formats:

- PDF
- Excel spreadsheet (.xls and .xlsx)
- CSV

- Text file

Save Report

To save a report:
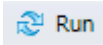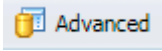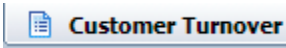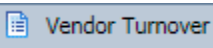
1. Click ![save icon].
2. Select a location to save your document.
3. Click **Save**.

Report Layout

The following example shows the basic layout of a report:

The following table shows the different icons that provide additional report functionality in Web Intelligence:

Icon	Description
![export icon]	Click to export a report. This is available in the Report Toolbar

Icon	Description
	Click to view a navigation map of the report tabs available within the selected report. This is available in the side panel.
	Click to view and edit the selection criteria used in the report. This is available in the side panel.
	Click to run a report. This is available in the User Prompt Input side panel.
	Click to view more available selection criteria that can be added to the report. You can also create new selection criteria here. This is available in the User Prompt Input side panel.
	Click to view a report tab. A report may contain one of more report tabs.

Access Custom Reports

There are two methods for accessing custom reports in Maconomy Essentials:

- A direct link to BI Launch Pad in the Workspace Client allowing you to search for and run Custom Reports within the reporting tool.

- Custom reports can be published quickly and easily to the Custom Reports workspaces in both the Workspace Client and Web Client for easy access by users.

> **Note:** When creating custom reports, it is recommended that you base them on standard universes, and not custom universes. Standard universes are automatically updated at upgrade and require less overhead on an ongoing basis.

Accessing Custom Reports through Direct Link to BI Launchpad

Follow the steps below to access Maconomy Essentials (DFME) custom reports through the Workspace Client via. Business Objects Launchpad.

A link to BI Launch Pad is available in the Reports Workspace

Accessing Custom Reports:

1. In the Reports Workspace, click . An external browser opens. You are automatically logged in.

2. In BI Launchpad, click on in the top left corner.

3. In the left-hand menu, go to **Folders » Public Folders**.
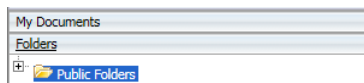
4. Navigate to the Custom folder.
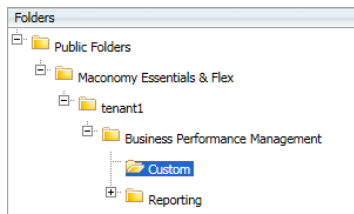
5. Double-click on the report you want to run.

6. Enter any Selection Criteria that you are prompted for.

7. Click **Run**.

Publishing Custom Reports to the Custom Reports Workspaces:

Setup

1. Open the **Workspace Client**.

2. Go to **Setup** and open **Custom Reports Setup**.

   All of the Custom Reports that have been setup are shown in the List of Custom Reports.

3. To publish a new report expand the tab Custom Report and click on the **New** ➕ icon.

4. In **Report Name,** enter the name of the Report exactly as it is shown in BI Launch Pad.

5. In Description enter an internal description of the report, this will be shown to users when accessing the Custom Reports workspace.

6. In **Report Path**, enter the location of the report in BI Launchpad.

   The report path will automatically be prefixed with **Maconomy Essentials & Flex/meXXXXX/Business Performance Management/** so if your report sits in Maconomy Essentials & Flex/meXXXXX/Business Performance Management/Custom in the Report Path field you would enter: Custom.

7. Choose which custom report workspace the report should be published in in the **Report Classification** field.

8. Press **Enter** or click **Save**.

Viewing published Custom Reports in the Workspace Client

1. Open the **Workspace Client**

2. Go to **Reporting** and open **Custom Employee Reports, Custom Job Reports, Custom Finance Reports or Custom Department Manager Reports**.

   In the **List of Custom Reports** tab there is a list of all custom reports available to be run.

3. To run a report clink on the 📊 icon in the link column.

4. The report will open in a separate browser window.

Viewing published Custom Reports in Web Client

1. Open **Web Client**.

2. Go to **Reports** and open **Custom Employee Reports, Custom Job Reports or Custom Department Manager Reports**.

   You will be presented with a list of reports that can be accessed.

3. To run a report click on the hyperlink **open** in the report link column.

4. The report will open in a separate browser window.

   If the report does not open please make sure that the popup blocker is not enabled for the Web Client website.

Note: Maconomy Essentials (DFME) Flex Customers can publish links to specific reports in other workspaces and locations in the Workspace Client or Web Client

To learn more contact your Account Manager or Customer Success Manager to discuss upgrading to the Maconomy Essentials Flex offering.

Schedule BPM Reports

In Maconomy Essentials, you can schedule Maconomy BPM reports to run at specific time within SAP Business Objects LaunchPad.

The benefits of scheduling for BPM reports are that reports can be run on a predefined schedule and be ready for the users when required. Users can benefit from scheduling long running reports out of

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business hours to minimize waiting time. Scheduling can also ensure that load on the BPM server is distributed more equally over the day.

Schedule Reports in BO Launch Pad

To schedule a BPM report in LaunchPad:

1. Log into SAP Business Objects LaunchPad with your BO login credentials.

2. Navigate to your Folders to find the report that you want to schedule.
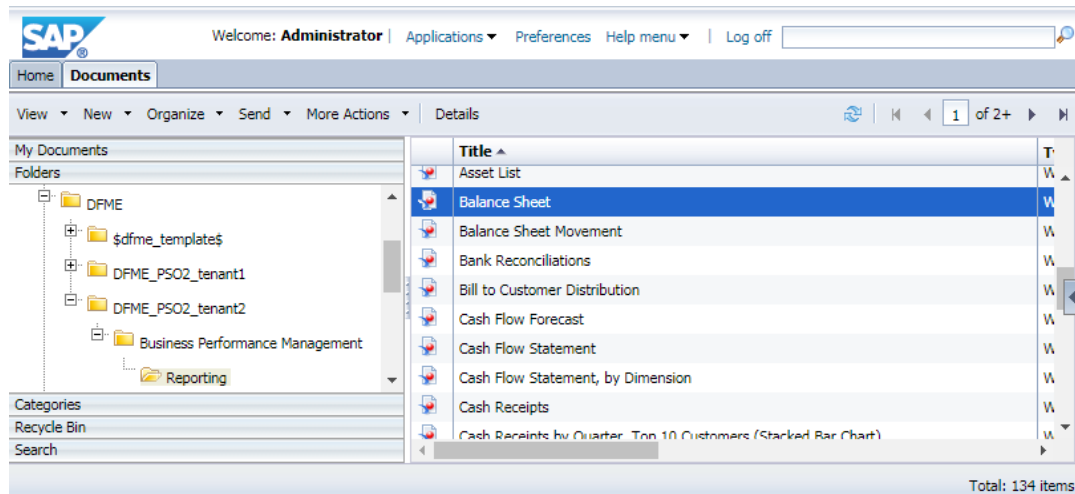
3. When you have found the relevant document, right-click the document and select **Schedule**. For our example, we will use Balance Sheet.
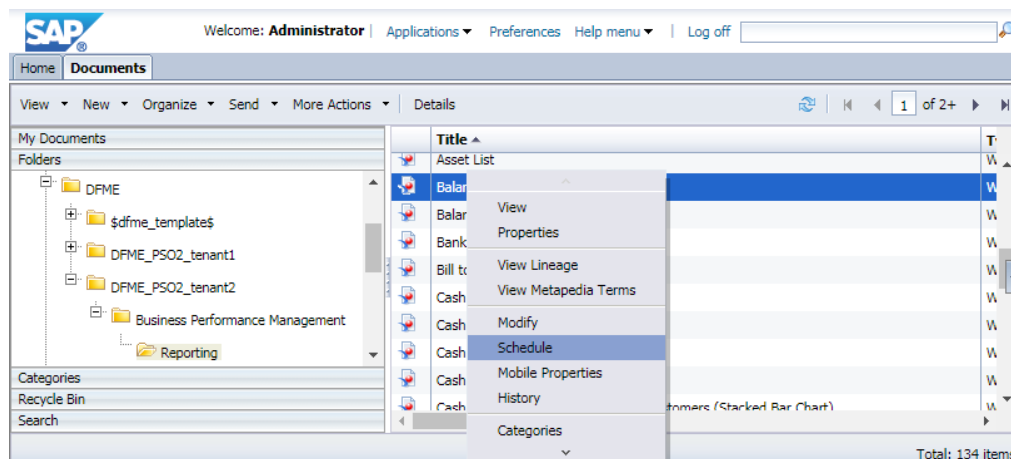
A window for settings displays for the report that you are scheduling.

- **Instance Title** — This setting allows you to modify the title of the report.

- **Recurrence** — Use this setting to define how often this report should run. The options are: Now, Once, Hourly, Daily, Weekly, Monthly, Nth Day of Month, 1st Monday of Month, X Day of Nth Week of the Month, Calendar.

  Below you can see the option Nth Day of Month where the report will run 1st of every month at 2:00 p.m. for the whole year 2018.

- **Prompts** — Use this setting to establish the values of the prompts with which the report is run. Prior to setting any prompts, prompts that are mandatory display as empty and prompts that are optional show a text stating that no value has been selected.

4. Click **Modify** to set the values of all mandatory prompts as well as any optional prompts.
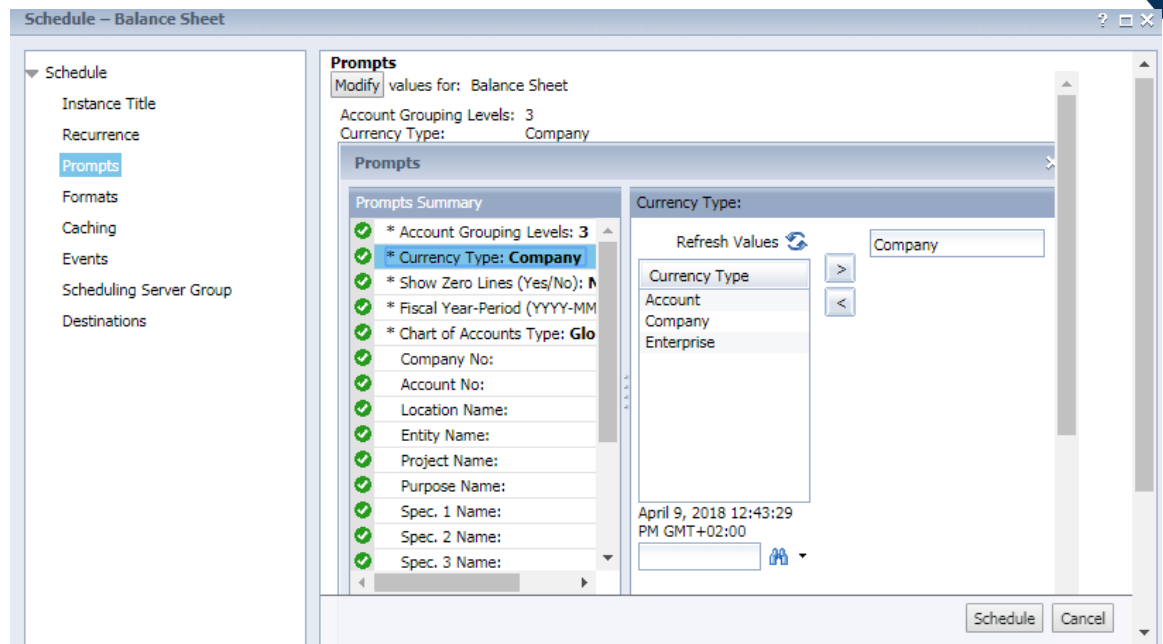
- **Formats** — This setting allows you to select the format of the output for this schedule. The options are: Web Intelligence, Microsoft Excel, Adobe Acrobat, Comma Separated Values (CSV), and Plain Text.

- **Caching** — This setting is only relevant when the output format is set to Web Intelligence. Using caching allows the BO server to prepare cached documents in the formats and languages selected. In the Microsoft Excel example below, the languages Spanish and Thai are selected for the format.
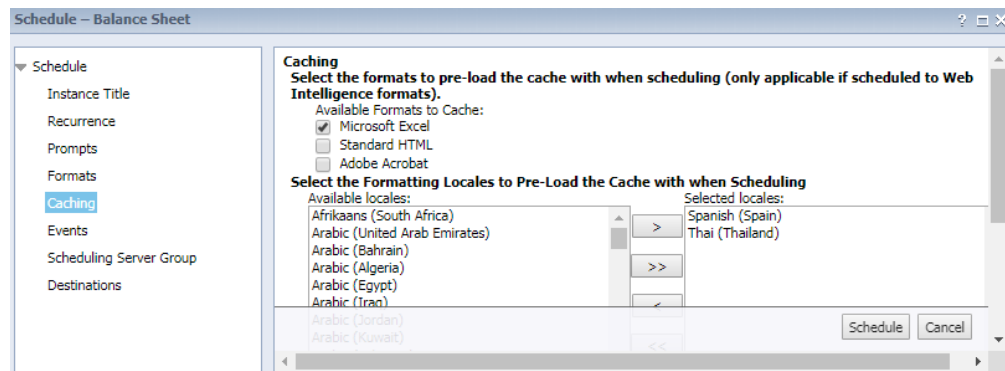
- **Events** — If events are set up by your System Administrator, you can use them to specify that this report should run after a specific event occurs.

- **Scheduling Server Group** — *Do not modify this field.* Leave the default selection **Use the first available server**.

- **Destinations** — Use this setting to select where this report should be placed after it is run on this schedule. The options are: Default Enterprise Location, BI Inbox, and Email. The listed options FTP Server, File System and SFTP Server are not available in Maconomy Essentials.

  - **Default Enterprise Location** — The scheduled instance of the report is stored in BO repository and can be viewed by going to the History option from the report and clicking on links under instance time.

- o **BI Inbox** — The scheduled report is found in the user's BI Inbox and can be found by navigating to the inbox in BI Launch Pad.
- o **Email** — The scheduled report is sent to the specified email address.

5. When all settings are set as needed, click **Schedule**. A History window displays that shows the schedule history for this report. To access the History window at a later time, right-click the report and select History from the menu.

Workflows

The following section provides example workflows for running reports on a daily, weekly, monthly, or quarterly basis.

Daily Workflow

Task	User	Details…
Gather data on business transactions.	Finance	Run the following reports: ▪ Bank Reconciliations ▪ Fixed Assets ▪ Asset List ▪ WIP Aging ▪ WIP Transactions ▪ Opportunities
Collect data on customer transactions.	Finance	Run the following reports: ▪ AR Transactions ▪ AR Aging ▪ AR Aging Details ▪ AR Aging Summary ▪ AR Rollforward ▪ Customer Invoices ▪ Customer Invoice Status ▪ Bill to Customer Distribution ▪ Job List ▪ Main Job, Sub Job Overview ▪ Job Events, by Customer
Collect data on vendor transactions.	Finance	Run the following reports: ▪ Check Register ▪ AP Aging ▪ AP Transactions
Generate report for company data.	Finance / Project Manager	Run the following reports: ▪ Daily Flash ▪ Task List ▪ Event Notes

Task	User	Details…
		▪ Job Event
		▪ Job Events, by Job
		▪ Job Events, by Employee
		▪ Employee Time Overview
		▪ Job Employee Status
		▪ Utilization
		▪ Utilization Transactions
		▪ Realization
		▪ Time Sheet Overview
		▪ Time Sheet Status, by Day
		▪ Time Sheet Changes
		▪ Unsubmitted Time
		▪ Subscriptions
Generate data for posted entries in the general ledger for pre-closing adjustments.	Finance	Run the following reports: ▪ Balance Sheet ▪ Invoiced Registrations ▪ Trial Balance
Generate reports for filings to tax authorities.	Finance	Run the following reports: ▪ Customer Tax Returns
Generate reports for financial statements.	Finance	Run the following reports: ▪ Balance Sheet ▪ Profit and Loss, Periodic ▪ Cash Flow Statement with Budget ▪ Cash Flow Statement, by Dimension ▪ Trial Balance ▪ Trial Balance Analysis ▪ Trial Balance No Analysis ▪ Finance Transactions ▪ Finance Entries ▪ Cash Receipts

Weekly Workflow

Task	User	Details…
Gather data on business transactions.	Finance	Run the following reports: ▪ Bank Reconciliations ▪ Trial Balance ▪ Trial Balance Analysis ▪ Trial Balance No Grouping ▪ Fixed Assets ▪ Asset List ▪ WIP Aging ▪ WIP Transactions ▪ Opportunities
Collect data on customer transactions.	Finance / Project Manager	Run the following reports: ▪ AR Transactions ▪ AR Aging ▪ AR Aging Details ▪ AR Aging Summary ▪ AR Rollforward ▪ Customer Invoices ▪ Customer Invoice Status ▪ Bill to Customer Distribution ▪ Job List ▪ Main Job, Sub Job Overview ▪ Job Events, by Customer
Collect data on vendor transactions.	Finance / A/P Manger	Run the following reports: ▪ Check Register ▪ AP Aging ▪ AP Transactions

Task	User	Details…
Generate report for company data.	Finance / Project Manager	Run the following reports: ▪ Task List ▪ Event Notes ▪ Job Event ▪ Job Events, by Job ▪ Job Events, by Employee ▪ Employee Time Overview ▪ Job Employee Status ▪ Utilization ▪ Utilization Transactions ▪ Realization ▪ Time Sheet Overview ▪ Time Sheet Status, by Week ▪ Time Sheet Changes ▪ Unsubmitted Time ▪ Subscriptions
Generate data for posted entries in the general ledger for pre-closing adjustments.	Finance	Run the following reports: ▪ Balance Sheet ▪ General Ledger Report ▪ Invoiced Registrations ▪ Trial Balance ▪ Trial Balance Analysis ▪ Trial Balance No Grouping
Generate reports for filings to tax authorities.	Finance	Run the following reports: ▪ Customer Tax Returns ▪ Tax Settlement ▪ Customer Turnover Report ▪ Vendor Turnover Report
Generate reports for financial statements.	Finance	Run the following reports: ▪ Balance Sheet

Task	User	Details…
		▪ Cash Flow Statement with Budget
		▪ Cash Flow Statement, by Dimension
		▪ Trial Balance
		▪ Trial Balance Analysis
		▪ Trial Balance No Grouping
		▪ Finance Transactions
		▪ Finance Entries
		▪ Cash Receipts
		▪ Cash Receipts, by Account Manager

Monthly / Quarter End Workflow

Task	User	Details…
Gather data on business transactions.	Finance	Run the following reports: ▪ Bank Reconciliations ▪ Sales Pipeline ▪ Sales Pipeline, by Contact Company ▪ Trial Balance ▪ Trial Balance Analysis ▪ Trial Balance No Grouping ▪ Job Profitability Summary ▪ Job Profitability Budget ▪ Job Profitability Comparison ▪ Job Profitability, Periodic ▪ Job Profitability Transactions ▪ Revenue Analysis ▪ Fixed Assets ▪ Asset List ▪ WIP Aging ▪ WIP Transactions ▪ WIP Rollforward

Task	User	Details…
		▪ Opportunities
Collect data on customer transactions.	Finance / Project Manager	Run the following reports: ▪ AR Transactions ▪ AR Aging ▪ AR Aging Details ▪ AR Aging Summary ▪ AR Rollforward ▪ Customer Invoices ▪ Customer Invoice Status ▪ Customer Statement ▪ Customer Profitability ▪ Customer Profitability Comparison, by Customer ▪ Bill to Customer Distribution ▪ Customer Contact Info ▪ Job List ▪ Main Job, Sub Job Overview ▪ Job Events, by Customer
Collect data on vendor transactions.	Finance	Run the following reports: ▪ Check Register ▪ AP Aging ▪ AP Transactions
Generate report for company data.	Finance / Project Manager	Run the following reports: ▪ Task List ▪ Event Notes ▪ Job Event ▪ Job Events, by Job ▪ Job Events, by Employee ▪ Employee Time Overview ▪ Job Employee Status ▪ Utilization

Task	User	Details…
		▪ Utilization Transactions ▪ Realization ▪ Time Sheet Overview ▪ Time Sheet Changes ▪ Unsubmitted Time ▪ Subscriptions
Generate data for posted entries in the general ledger for pre-closing adjustments.	Finance / Project Manager	Run the following reports: ▪ Balance Sheet ▪ General Ledger Report ▪ Invoiced Registrations ▪ Invoicing Worksheet ▪ Job Budget to Actuals, YTD ▪ Job Budget to Actuals, by Account Manager ▪ Job Budget to Actuals, by Task ▪ Job Status, by Task and Employee ▪ Job Status, by Task and Employee Category ▪ Trial Balance ▪ Trial Balance Analysis ▪ Trial Balance No Grouping
Generate reports for filings to tax authorities.	Finance	Run the following reports: ▪ Customer Tax Returns ▪ Tax Settlement ▪ Customer Turnover Report ▪ Vendor Turnover Report
Generate reports for financial statements.	Finance	Run the following reports: ▪ Balance Sheet ▪ Profit and Loss ▪ Profit and Loss, Comparative Year ▪ Profit and Loss, Periodic ▪ Profit and Loss, Fiscal Year

Task	User	Details…
		▪ Profit and Loss, by Dimension
		▪ Cash Flow Statement with Budget
		▪ Trial Balance
		▪ Trial Balance Analysis
		▪ Trial Balance No Grouping
		▪ Finance Transactions
		▪ Finance Entries
		▪ Cash Receipts
		▪ Cash Receipts, by Account Manager

BPM Report Locations in DFME

Universe and Report Overview

The following is a quick overview of what is included in Business Performance Management (BPM) Reporting for Deltek Maconomy Essentials (DFME). It lists all reports that are released as part of BPM Reporting and where they are located in either Web Client or the Workspace Client.

Web Client Reporting

Area	Menu Location	Workspace	Reports
Employee	Self Service	Employee Dashboard	▪ Employee Dashboard
Management	Reporting	Management Reports	▪ Managers Dashboard ▪ Revenue Overview ▪ Utilization and Average Price – 12 month rolling ▪ Utilization, by Employee ▪ Realization, by Employee ▪ Realization, by Account Manager ▪ Profit and Loss ▪ Profit and Loss, by Dimension
Job Cost	Jobs	Jobs	▪ Job Portfolio Dashboard ▪ Job Dashboard
Job Cost	Jobs	Job Reports	▪ Project Dashboard ▪ My Projects Dashboard ▪ Project Follow Up – By Project ▪ Job Profitability, Summary ▪ Job Profitability, Budget

Area	Menu Location	Workspace	Reports
			▪ Job Profitability Comparison
			▪ Job Budget to Actuals YTD
			▪ Job Status, by Task & Employee
			▪ WIP Aging
			▪ Revenue Analysis
Job Cost	Jobs	Jobs » Reports	▪ WIP Aging
			▪ Profitability Budget
			▪ A/R Transactions
Customers	Accounts Receivable	Customer Reports	▪ Customer Profitability, by Customer
			▪ Revenue Analysis, by Customer
			▪ Customer Invoice Status
			▪ Customer Invoices
			▪ A/R Aging
Human Resources	Human Resources	Employee Dashboard	▪ Employee Dashboard
Human Resources	Human Resources	Employee Reports	▪ Employee Time Overview
			▪ Utilization
			▪ Realization
People	Reporting	People Reports	▪ Job Employee Status
			▪ Time Sheet Overview
			▪ Time Sheet Status. by Week

Workspace Client Reporting

Area	Menu Section	Workspace	Reports
Manager	Reporting	Manager Reporting	▪ Balance Sheet ▪ Sales Pipeline ▪ Revenue Analysis ▪ Profit and Loss ▪ Utilization ▪ Utilization, By Employee ▪ Realization ▪ Realization, By Employee ▪ Financial Reports
Employee	Reporting	Employee Reporting	▪ Time Sheet Overview ▪ Time Sheet Status, By Day ▪ Time Sheet Status, By Week ▪ Unsubmitted Time ▪ Utilization Transactions ▪ Utilization ▪ Utilization, By Employee ▪ Realization ▪ Realization, By Employee ▪ Employee Time Overview ▪ Flex Balance
Job Cost	Jobs	Jobs » Reports	▪ Daily Flash ▪ Invoicing Worksheet ▪ WIP Aging ▪ WIP Rollforward ▪ Job Budget to Actuals YTD ▪ Job Profitability, Budget ▪ A/R Transactions
Job Cost	Reporting	Job Reporting	▪ Job List ▪ Bill to Customer Distribution ▪ Job Employee Status

Area	Menu Section	Workspace	Reports
			▪ Job Status, By Task and Employee
			▪ Job Status, By Task and Employee Category
			▪ Main Job, Subjob Overview
			▪ Task List
			▪ WIP Aging
			▪ WIP Transactions
			▪ WIP Aging, By Dimension
			▪ Daily Flash
			▪ Invoicing Worksheet
			▪ Job Volume
			▪ Job Report
			▪ Job Balance List
			▪ Job Profitability Budget
			▪ Job Profitability Budget, by Task
			▪ Job Profitability Periodic
			▪ Job Profitability Summary
			▪ Job Profitability Summary, by Job
			▪ Job Profitability Transactions
			▪ Job Profitability Comparison
			▪ Job Budget to Actuals YTD
			▪ Job Budget to Actuals YTD, by Task
			▪ Event Notes
			▪ Job Events
Finance	Reporting	GL Reporting	▪ Balance Sheet
			▪ Balance Sheet Movement
			▪ Trial Balance
			▪ Trial Balance Analysis
			▪ Trial Balance No Grouping
			▪ Income Statement
			▪ Profit and Loss

Area	Menu Section	Workspace	Reports
			▪ Profit and Loss, by Dimension
			▪ Profit and Loss, Comparative Year
			▪ Finance Entries
			▪ UK VAT Report
			▪ Customer and Vendor Turnover
			▪ Asset List
			▪ Fixed Assets
			▪ Finance Transactions
			▪ Cash Flow Statement
			▪ Cash Flow Statement, By Dimension
			▪ Cash Flow Statement Indirect Method
			▪ Tax Settlement
			▪ Financial Reports
			▪ General Ledger
			▪ Customer and Vendor Turnover
			▪ G/L Report Writer
			▪ Accounts Receivable Aging
			▪ Accounts Payable Aging
			▪ WIP Aging
Finance	GL Setup	Companies / Overview	▪ Finance Reports
			▪ Balance Sheet
			▪ Trial Balance
			▪ Profit and Loss
			▪ Customer Profitability, by Customer
			▪ Revenue Analysis, By Customer
			▪ Job Profitability Summary, by Job
			▪ Utilization, By Employee
			▪ Realization, By Employee
			▪ Fixed Asset
Customer	Reporting	AR Reporting	▪ A/R Aging
			▪ A/R Aging Details, By Dimension

Area	Menu Section	Workspace	Reports
			▪ A/R Aging Summary, By Dimension
			▪ A/R Aging, By Dimension
			▪ A/R Rollforward
			▪ Customer Profitability
			▪ Customer Profitability, By Customer
			▪ Customer Profitability Comparison, By Customer
			▪ A/R Transactions
			▪ Cash Receipts
			▪ Daily Flash
			▪ Invoicing Worksheet
			▪ Invoiced Registrations
			▪ Revenue Analysis
			▪ Revenue Analysis, By Customer
			▪ Customer Invoices
			▪ Customer Invoice Status
			▪ Bill to Customer Distribution
			▪ WIP Aging, By Dimension
			▪ WIP Rollforward
Vendor	Reporting	AP Reporting	▪ AP Aging
			▪ AP Transactions
			▪ AP Balance List
			▪ AP Suspense Overview
			▪ Check Register
			▪ Bank Reconciliations
			▪ Vendor Statistics
			▪ Vendor Report
			▪ Periodic Vendor Statement
CRM	Reporting	CRM Reporting	▪ Sales Pipeline
			▪ Opportunities

Area	Menu Section	Workspace	Reports
Regional Reports – Nordics (Sweden, Norway and Denmark)	Reporting	DFME Reporting » Nordic Reports	▪ KPI Flash ▪ Managers Dashboard ▪ Revenue Overview ▪ Utilization and Average Price, 12 month rolling ▪ Employee Reports ▪ My Utilization ▪ Flex Balance ▪ Flex Balance with Vacation ▪ Utilization Rate ▪ Utilization Summary ▪ Finance reports ▪ Profit and Loss, by Company ▪ Profit and Loss, by Dimension ▪ Income by Customer ▪ Periodic Summary, by Payment Customer ▪ Periodic Summary, by Customer ▪ NO Tax Settlement ▪ Job Reports ▪ Periodic Budget Report ▪ PM Budget Control Cost ▪ Job Dashboard ▪ Job Entries ▪ Job Follow Up – By Project ▪ Job Follow Up – Total ▪ Job Workspace ▪ My Job Dashboard ▪ Budget Control ▪ Budget Control Total ▪ Invoicing Plan ▪ Subscription

Area	Menu Section	Workspace	Reports
			▪ Subscription Detail
			▪ Subscription Monthly
			▪ Opportunities
			▪ Customer Contact Information
Regional Reports – UK Reports	Reporting	DFME Reporting » UK Reports	▪ VAT
			▪ MIMO Summary
			▪ MIMO Transactions
			▪ Payment Run Register
			▪ My Employees Utilization
			▪ My Utilization
			▪ Invoicing Plan
			▪ Job Details Summary
			▪ MIMO Summary
			▪ MIMO Transactions

Reports By Country

Refer to the *DFME BPM Country Reports Guide* for information on the report functionality of the country reports available in BPM.

Country	Reports
Australia	▪ AR Aging ▪ Outstanding Customer Invoices ▪ AP Aging ▪ Outstanding Vendor Invoices **Note:** While these reports were created primarily to address Australian statutory requirements, these can also be utilized by companies from other countries. Reach out to Consulting or Customer Care for more information.
Belgium	▪ Customer Listing ▪ Intra Community Listing ▪ Tax Declaration
Denmark	▪ List of Danish Companies (VAT Returns) ▪ DSAFT
France	▪ Accounting Entry File ▪ Tax Return CA3
Germany	▪ USTVA ▪ GoBD
India	▪ Overdue Payment (MSME)
Norway	▪ NSAFT ▪ Tax Return
Sweden	▪ Standard Import/Export (SIE) ▪ Reporting of Payment Time
United Kingdom	▪ Making Tax Digital (MTD) Tax Submission ▪ UK Tax Submission WebI ▪ UK Payment Performance Statistics
United States	▪ 1099 Misc ▪ 1099 NEC

Standard Reports

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

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

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

Financial Reporting

The following standard Finance reports are available:

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

- Customer and Vendor Turnover Report
- Tax Settlement

Balance Sheet

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

The report has the following tabs.

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

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

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

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

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

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

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

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

Prompt

Prompt Title	Description	Mandatory
Use Natural Sign	Answering this prompt should restrict to display financial figures with a natural sign.	Yes

General Ledger

This report provides details on all postings done when you select a specific fiscal period or interval of fiscal periods. It provides the opening balance, posted entries, and closing balance for each account.

This report can be accessed as a standalone report, or from the Balance Sheet report.

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

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

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

Column	Description
Opening Debit	This column displays the closing debit from the previous fiscal period.
Opening Credit	This column displays the closing credit from the previous fiscal period.
Opening Balance	This column displays the opening credit for the current fiscal period. It is calculated as the Opening Debit amount minus the Opening Credit amount.
Debit	This column displays the debit transactions for the selected fiscal period.
Credit	This column displays the credit transactions for the selected fiscal period.
Balance	This column displays the total balance for the selected fiscal period. It is calculated as the Debit transactions minus the Credit transactions.
Closing Debit	This column displays the total closing balance for the selected fiscal period. It is calculated as the Opening Debit amount plus the Debit transactions for the selected fiscal period.
Closing Credit	This column displays the total closing balance for the selected fiscal period. It is calculated as the Opening Credit amount plus the Credit transactions for the selected fiscal period.
Closing Balance	This column displays the total closing balance for the selected fiscal period. It is calculated as the Closing Debit amount minus the Closing Credit amount.

Profit and Loss

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

The report has the following tabs:

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

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

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

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

- The **Actuals** columns link to the Finance Transactions report.

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

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

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

Prompt

Prompt Title	Description	Mandatory
Use Natural Sign	Answering this prompt should restrict to display financial figures with a natural sign.	Yes

Profit and Loss, Comparative Year

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

The report has the following tabs:

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

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

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

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

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

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

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

Prompt

Prompt Title	Description	Mandatory
Use Natural Sign	Answering this prompt should restrict to display financial figures with a natural sign.	Yes

Profit and Loss, Periodic

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

- The report compares all actual movements with budgeted amounts, based on a budget model.

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

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

- The Movement columns link to the Finance Transactions report.

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

- The Company title links to the Companies workspace.

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

Column	Description
Account	This column displays the account number and name, as well as headers and corresponding subtotal labels that outline the account structure.

Column	Description
Movement	This column displays the total amount posted to each account for the selected periods.
Budget	This column displays the total amount budgeted for each account for the selected periods.
Variance	This column displays the difference between the actual amount and the budgeted amount for each account for the selected periods.

Prompt

Prompt Title	Description	Mandatory
Use Natural Sign	Answering this prompt should restrict to display financial figures with a natural sign.	Yes

Profit and Loss, Fiscal Year

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

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

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

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

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

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

Prompt

Prompt Title	Description	Mandatory
Use Natural Sign	Answering this prompt should restrict to display financial figures with a natural sign.	Yes

Profit and Loss, by Dimension

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

- This report does not compare the period data to data of other periods.

- This report groups data by an additional, selected dimension and is aligned in columns. For example, you can have the report group data by department and present one column for each department.

Trial Balance

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

The report has the following tabs:

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

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

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

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

- The **Debit** and **Credit** columns link to the Finance Transactions report.

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

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

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

Column	Description
Account	This column displays the account number and name, as well as header and corresponding subtotal labels.

Column	Description
Opening	This column displays the opening balance of each account for the selected fiscal periods.
Debit	This column displays the balance of debit minus credit for each account, if the account is in debit; otherwise, it displays a zero. Only postings done in the selected fiscal periods are included in the calculation.
Credit	This column displays the balance of debit minus credit for each account if the account is in credit; otherwise, it displays a zero. Only postings done in the selected fiscal periods are included in the calculation.
Closing	This column displays the closing balance of each account for the selected fiscal periods.

Prompt

Prompt Title	Description	Mandatory
Use Natural Sign	Answering this prompt should restrict to display financial figures with a natural sign.	Yes

Trial Balance Analysis

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

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

Trial Balance No Grouping

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

Finance Transactions

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

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

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

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

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

Column	Description
Entry Date	This column displays the date on which the finance entry was created.
Posting Date	This column displays the date on which the finance entry was posted.
Transaction No.	This column displays the transaction number of the transaction to which the finance entry was posted.
Transaction Type	This column displays the transaction type of the transaction to which the finance entry was posted.
Entry Text	This column displays the entry text of the finance entry.
Journal No.	This column displays the journal number of the journal to which the finance entry was posted.
Debit	This column displays the amount debited for the finance entry.
Credit	This column displays the amount credited for the finance entry.

Cash Flow Statement with Budget (previously Cash Flow Statement)

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

The report consists of the following main sections:

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

The report has the following tabs:

- Cash Flow Statement

- Quarter-To-Date
- Year-To-Date

There are no drill-down levels for this report.

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

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

Column	Description
Accounts	This column displays the account number and name, grouped by **Grouping Level 1** and **Grouping Level 2**.
Actuals	This column displays the summarized actual amount for the selected fiscal periods.
Budget	This column displays the summarized budget amount for the selected fiscal periods.
Variance	This column displays the difference between the actual amount and the budgeted amount.
%	This column displays the variance amount divided by the budget amount (as a percentage).
Actuals comparative year	This column displays the summarized actual amount for the corresponding period of the comparative year.
Budget comparative year	This column displays the summarized budget amount for the corresponding period of the comparative year.
Variance comparative year	This column displays the difference between the actuals' comparative year amount and the budgeted comparative year amount.
% comparative year	This column displays the variance comparative year amount divided by the budgeted comparative year amount (as a percentage).

Prompt

Prompt Title	Description	Mandatory
Use Natural Sign	Answering this prompt should restrict to display financial figures with a natural sign.	Yes

Cash Flow Statement, by Dimension

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

The regular Cash Flow Statement does not offer the following:

- **Dimensional reporting** — The report has a model of a traditional balance sheet and is not intended for comparing cash flow of different dimensions, such as companies.

- **Different amount signs** — The report displays figures as they are in the database. However, some customers want specific groups of accounts to be displayed and be included in summations using the opposite sign.

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

The report consists of the following tabs:

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

- On the second tab (**YTD**), year-to-date figures are compared to corresponding figures for the previous year.

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

The report groups and displays the amounts by company currency.

There are no drill-down levels for this report.

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

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

Columns

Column	Description
Period	The measures in this column display the posted figures within the period interval for the given account group (the row).

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

Rows

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

Row	Description
	month. For example, if the **To Period** is 2014-03, the report displays the balance for a timeframe of 2014-01...2014-03.
YTD, Closing Balance	The measures in this row display the closing balance calculated as the **Opening Balance** of the column plus all measure figures in the column.

Prompt

Prompt Title	Description	Mandatory
Use Natural Sign	Answering this prompt should restrict to display financial figures with a natural sign.	Yes

Cash Flow Statement Indirect Method

> **Note:** For details on setting up the reporting structure for this report, see the **Deltek Maconomy BPM Admin Guide**.

The Cash Flow Statement Indirect Method report is a financial report used in business processes for performance management and outlines how cash flows in and out of a business. This report displays financial figures in a certain reporting structure. It outlines the standard Operating Activities, Investing Activities, and Financing Activities sections.

The report is sectioned by currency, company number, and name.

There are two ways to display the figures in a cashflow statement report: the *Direct Method* and the *Indirect Method*. This report uses the indirect method.

In the indirect method, figures are calculated differently depending on whether it is a P/L account or a Balance sheet:

- For **P/L accounts**, the movement on the account for the period selected is displayed.

  For example, if an invoice and corresponding payment were registered in the period, the amount excluding tax would typically appear in the group *Net Profit,* which groups P/L accounts. The amount of the invoice is then included in what is displayed for Net Profit in the cashflow statement, with the corresponding balance sheet account for AR showing up in the Operating Activities in the changes in Accounts Receivables section.

- For **Balance sheet**, the closing balance on the account is subtracted from the corresponding closing balance on the account from the previous year.

  For example, if a cash account closed at $1000 at the end of the selected period last year, and it closed at $2500 at the end of the selected period for the current year, the current period should display $1500; thereby, indicating a *cash-inflow.*

Reporting Structure Setup Overview

The structure is added as an import file. You can easily name the grouping levels. However, this structure for the Cash Flow is mandatory. We recommend that you follow the specific **Reporting Structure Setup** instructions below. For more information, refer to *Deltek Maconomy BPM Admin Guide*.

This basic structure is as follows:

1. **Net Cashflow** (top level)
    a. **Operating Activities** (sub-level)
    b. **Investing Activities** (sub-level)
    c. **Financing Activities** (sub-level)
2. **Cash Reconciliation** (top level)

As shown here, you must have two top-level groupings: Net Cashflow and Cash Reconciliation. Additionally, you must use three sub-level groupings within Net Cashflow: Operating Activities, Investing Activities, and Financing Activities.

Additional sub-levels within these groupings can be configured anyway you wish to suit your reporting and business purposes.

Invert Sign Option

You can apply this bookkeeping sign by creating a reporting structure in the Workspace Client and selecting or deselecting the checkbox in **Invert Sign** column. By doing this, you can then tell which accounts need to have the natural sign and which do not.

The report displays the amount sign, depending on how you use the Invert Sign functionality of the reporting structure. The **Invert Sign** check box controls the sign of the amounts displayed.

> **Note:** When you select the **Invert Sign** check box, the inverted amounts are used in the computation instead of the original amount.

Additionally, the functionality enables you to determine whether you have a Cash inflow or a Cash outflow. The report should have the same amounts on Cash Closing Balance and Cash Reconciliation rows. If this is not the result, you may need to revisit the reporting structure for any missing or excess accounts, and check if you applied the invert sign properly.

Reporting Structure Setup

To create a reporting structure for Cashflow Statement Indirect Method:

1. Go to **Setup » System Setup » Parameters and Numbers » Option Lists.**
2. Click **+ New Option List.**
3. In the **Option List No**. field, enter **Finance.**
4. Click **Create.**
5. On the Options sub-tab, click **Add Option** or press **Ctrl + M.**
6. In the **Name** and **Description** fields, enter **Cashflow Statement**.
7. Click **Save Option (Enter),** then click **Save Option List (Enter).**
8. Go to **Setup » Reporting » Reporting Structures.**
9. Click **+ New Reporting Structure.**
10. In the Create Reporting Structure dialog, enter the following setting:

- **Name** — Cashflow Statement
- **Description** — Cashflow Statement Reporting Structure
- **Type** — Account
- **Option List** — Finance
- **Selected Value** — Cashflow Statement

If Business Performance Management Reporting has already been set up in Maconomy, the option list might already exist; if so, add only the value Cashflow Statement and description.

11. Click **Create.**

12. Insert group headers, sub-group headers to provide the desired account structure, similar as done above. Cashflow usually only includes a small subset of accounts. Thereby, the reporting structure works as a filter on accounts in addition to providing a hierarchical structure.

    a. Add two top-level groups for **Net Cashflow** and **Cash Reconciliation**.

    b. Under Net Cashflow, add three sub-level groups for **Operating**, **Investing**, and **Financing Activities**.

    c. Then, you can configure the next levels based on your preference.

Layout

The report provides the following totals:

- **Net Cashflow:** The sum of the top-level totals (usually *Operating Activities, Investing Activities, and Financing Activities*, but can be changed.)
- **Cash Reconciliation** The closing balance sum of the cash grouping level based from the reporting structure.
- **Cash Opening Balance:** The closing balance of the previous year.
- **Cash Closing Balance:** The opening balance + net cash flow.

	January - December			
	2020	**2019**	**2018**	2017
Net Cashflow				
Operating Activities				
Net Profit	1,841,000.00	-85,000.00	-80,000.00	-230,000.00
Depreciation & Amortization	15,000.00	0.00	0.00	0.00
Inventory	39,800.00	0.00	0.00	0.00
Accounts Receivable	2,025,000.00	0.00	0.00	0.00
Prepaid and other current assets	0.00	0.00	0.00	0.00
Accounts Payable	-21,000.00	0.00	0.00	0.00
Accruals and other liabilities	-412,000.00	-67,500.00	-20,000.00	-57,500.00
Foreign currency transaction losses	0.00	0.00	0.00	0.00
Cashflow from Operating Activities	**3,487,800.00**	**-152,500.00**	**-100,000.00**	-287,500.00
Investing Activities				
Additions to property, plant and equipment	0.00	0.00	0.00	0.00
Cashflow from Investing Activities	**0.00**	**0.00**	**0.00**	0.00
Investing Activities				
Proceeds from issuance of stock	0.00	0.00	0.00	0.00
Long Term Debt	-3,468,800.00	0.00	0.00	0.00
Cashflow from Financing Activities	**-3,468,800.00**	**0.00**	**0.00**	0.00
Cashflow from Net Cashflow	**19,000.00**	**-152,500.00**	**-100,000.00**	-287,500.00
Cashflow from Cash Reconcialition	**521,000.00**	**540,000.00**	**387,500.00**	287,500.00
Cash Opening Balance	**-540,000.00**	**-387,500.00**	**-287,500.00**	0.00
Cash Closing Balance	**-521,000.00**	**-540,000.00**	**-387,500.00**	-287,500.00

Table Columns

Top-Level Header	Header Title	Description
account groups (no header is displayed)		This column shows the names of the reporting structure groups. Note that the names "Cash Opening Balance" and "Cash Closing Balance" are not from the reporting structure. These headers are hardcoded to the mentioned names.
Period chosen by user in selection criteria.	Fiscal year number	Cashflow figures. The values are different for the different kinds of lines: - For balance accounts, the closing balance of the column's year minus the closing balance of the year before - For P/L accounts, the movement within the period for the column's year. - Net Cashflow line: Sum of top-level totals (note - not what is displayed because that could be wrong when using natural sign, so it is really the summation over the non-grouping lines; i.e. a normal total). - Cash Reconciliation line: Sum of the closing balance in the Cash Grouping level in the reporting structure. - Cash Opening Balance: The closing balance as of previous year.

Top-Level Header	Header Title	Description
		- Cash Closing Balance: Cash Opening Balance + Net Cashflow

Prompts

Prompt Title	Expression	Mandatory
From Period	Only include figures from periods equal to or after the answer to this prompt.	Yes
To Period	Only include figures from periods equal to or before the answer to this prompt.	Yes
From Year	Only include figures from years equal to or after the answer to this prompt. The answer to this prompt determines the right-most year column. Single valued.	Yes
To Year	Only include figures from years equal to or before the answer to this prompt. The answer to this prompt determines the left-most year column. Single valued	Yes
Chart of Account Type	If the answer to this prompt is "Global" use global charts of accounts. If the answer to this prompt is "Local" use local charts of accounts. Single valued.	Yes
Show Zero Lines	If the answer to this prompt is "Yes" then we need to display all accounts and amounts. If the answer to this prompt is "No" then we need to filter the output to only display those accounts that has transaction or has an amount to it.	Yes
Company No.	Only include companies with numbers answered to this prompt. Multi valued.	No
Account No.	Only include accounts with numbers answered to this prompt. Single valued.	No

Prompt Title	Expression	Mandatory
Show Zero Values	If answering "Yes" to this prompt, all account groups should be shown regardless of whether the figures are all zero. Single valued.	Yes
Reporting Structure Name	Use the reporting structure that has the name answered to this prompt. Single valued.	Yes
Currency Type	If not using a reporting currency, display figures in the currency type chosen. If using a reporting currency, currency convert from the currency type chosen. Single valued.	Yes
Use Reporting Currency	If answering "Yes" to this prompt, figures must be displayed in the currency chosen in the prompt "Reporting Currency". If answering "no" to this prompt, figures must be displayed in the currency type chosen in the prompt "Currency Type". Single valued.	Yes
Reporting Currency	The answer to this prompt states the currency in which figures are to be displayed if answering "Yes" to the prompt "Use Reporting Currency". Otherwise, it has no effect. Single valued.	Yes
Exchange Rate Table	The answer to this prompt states the exchange rate table to apply if displaying in a reporting currency and thereby having to currency convert. Single valued.	Yes
Exchange Rate Date	The answer to this prompt states the date for applying the currency conversion if displaying in a reporting currency and thereby having to currency convert. Single valued.	Yes

Procedures

Populate and Run the Cashflow Statement Indirect Method Report in BI Launchpad

To populate and run the report in Launchpad:

1. Ensure that the reporting structure is set up appropriately in Maconomy.

   See the Reporting Structure Setup section for details.

2. Be sure to select or deselect the **Invert Sign** checkbox for each row as needed.

3. In the Prompts window, populate all mandatory prompts as noted above.

4. Populate any additional prompts as needed.

5. Click **OK**.

6. Ensure that the data in the top header of the Cashflow Indirect Method tab is correct.

Cash Flow Forecast

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

The report consists of the following main sections:

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

There are no drill-down levels for this report.

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

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

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

Prompt

Prompt Title	Description	Mandatory
Use Natural Sign	Answering this prompt should restrict to display financial figures with a natural sign.	Yes

Customer and Vendor Turnover

In some countries, tax figures related to sales and purchases need to be reported to authorities to make a foundation for preventing fraud. This is statutory in many countries, especially when it concerns transactions across country borders.

This report shows all tax-related transactions for customers and vendors. The details on sales and purchases of a company are provided in this report, and indicate whether a customer or vendor is from a different country. The report also shows tax-specific figures such as non-deductible and deferred tax.

In the report, when a customer invoice is registered for a foreign customer, the basis amount, tax amount, and selected dimensions are displayed in the report. Additionally, when a vendor invoice is registered for a foreign vendor, the basis amount, tax amount, and selected dimensions are displayed in the report. You can control whether to include or exclude same-country customers and vendors, as the rules for reporting to authorities are different in the various countries. Additionally, you can also control whether to include or exclude EU members.

> **Note:** The figures in the reports are grouped by the tax settlement types such as Receivable or Payable. If a tax figure is payable, it is included in the Customer Turnover report. If a tax figure is receivable, it is included in the Vendor Turnover report.

The following Turnover reports are available:

- Customer Turnover
- Vendor Turnover

Customer Turnover

Layout

Selection Criteria

Top-Level Header	Header Title	Description
Customer	No.	This column displays the customer number of the invoice.
Customer	Name	This column displays the customer name of the invoice.
Customer	Tax No.	This column displays the customer's tax number.

Top-Level Header	Header Title	Description
Customer	ZIP Code	This column displays the ZIP Code of the customer.
Customer	Country	This column displays the resident country of the customer.
Customer	EU Member	This column states whether the customer's country is a member of the EU Union.
Basis	Subject to Tax	This column displays the amount that on the invoice is subject to tax. This is the foundation for calculating tax.
Tax	Code	This column displays the tax code applied for calculating the tax.
Tax	Amount	This column displays the tax amount related to the tax code.
Tax	Non-deductible	This column displays the tax amount that is non-deductible.
Tax	Deferred	This column displays the tax amount that is deferred.
Tax	Total	This column displays the amount including tax. It is calculated as: Subject to Tax plus Tax Amount minus Tax Non-Deductible minus Tax Deferred.

Vendor Turnover

Layout

Selection Criteria

Top-Level Header	Header Title	Description
Vendor	No.	This column displays the vendor number of the invoice.
Vendor	Name	This column displays the vendor name of the invoice.
Vendor	Tax No.	This column displays the vendor Tax No.
Vendor	ZIP Code	This column displays the ZIP Code of the vendor.
Vendor	Country	This column displays the resident country of the vendor.
Vendor	EU Member	This column displays whether the country of the vendor, is member of the EU Union.
Basis	Subject to Tax	This column displays the amount that on the vendor invoice is subject to tax; i.e., the foundation for calculating tax.
Tax	Code	This column displays the tax code applied for calculating the tax.
Tax	Amount	This column displays the tax amount related to the tax code.
Tax	Non-deductible	This column displays the tax amount that is non-deductible.
Tax	Deferred	This column displays the tax amount that is deferred.
Tax	Total	This column displays the amount including tax. It is calculated as: Subject to Tax plus Tax Amount minus Tax Non-Deductible minus Tax Deferred.

Finance Entries

In most countries, it is a statutory requirement for companies to export their finance entries. The purpose of this report is to provide data for the extraction of finance entries. The amount and currency of each finance entry are displayed in a single cell. Exporting this report to a Microsoft Excel spreadsheet provides the same display as shown in the generated report.

Selection Criteria

Top-Level Header	Header Title	Description
Company	No.	This column displays the company number of the finance entry.
	Name	This column displays the company name of the finance entry.
Journal	Type	This column displays which journal type to which the finance entry was posted.
	No.	This column displays the journal number to which the finance entry was posted.
	Entry Descr.	This column displays the finance entry's description.
Account / Local Account	No.	This column displays the account number of the global or local account to which the finance entry was posted. This column determines whether to display a global or local account depending on the selected Chart of Account Type.
	Name	This column displays the name of the global account.
Date	Entry	This column displays the date the finance entry was created.
	Posting	This column displays the date the finance entry was posted.
	Time	This column displays the time the finance entry was posted.
Vendor	No.	This column displays the vendor number of the finance entry, if any.
	Name	This column displays the name of the vendor.
Customer	No.	This column displays the customer number of the finance entry, if any.
	Name	This column displays the name of the customer.
Sequence No.	Combined Seq. No.	This column displays the combined sequence number of the finance entry.

Top-Level Header	Header Title	Description
	Seq. No.	This column displays the sequence number of the finance entry.
Transaction	No.	This column displays the transaction number of the finance entry.
	Type	This column displays the transaction type of the finance entry.
	Amount, Original	This column displays the original amount of the finance entry. No sign correction is applied. The amount is displayed exactly as it appears in the database.
Company Currency	Debit	This column displays the debit amount of the finance entry. The amount is displayed in the currency of the company.
	Credit	This column displays the credit amount of the finance entry. The amount is displayed in the currency of the company.
	Tax Debit	This column displays the debit tax amount of the finance entry. The amount is displayed in the currency of the company.
	Tax Credit	This column displays the credit tax amount of the finance entry. The amount is displayed in the currency of the company.
Transaction Currency	Debit	This column displays the debit amount of the finance entry. The amount is displayed in the currency of the transaction.
	Credit	This column displays the credit amount of the finance entry. The amount is displayed in the currency of the transaction.
Enterprise Currency	Debit	This column displays the debit amount of the finance entry. The amount is displayed in the currency of the enterprise.
	Credit	This column displays the credit amount of the finance entry. The amount is displayed in the currency of the enterprise.

Statement of Changes in Equity

The Statement of Changes in Equity Report is a new report designed to display how a company's equity stock changes throughout the course of each financial year. The report is becoming a statutory requirement in an increasing number of countries. Portugal is one of these countries. However, the report is designed to be standard rather than a country-specific report, and will be usable by other countries as statutory requirements dictate.

Report Layout

Tabs and Columns

The report consists of a single tab displaying one table of data. It utilizes a number of columns that can vary from company to company, depending on what equities they work with. Generally, one of the columns should be Retained Earnings.

An **example** could be the following columns:

Share Capital	Statutory Reserve	Other Reserve	Retained Earnings

For each of these, the following are stated:

- Opening balance as of the beginning of the financial year.

- Changes to the equity made during the financial year. These are actually individual finance transactions that display how equity may be moved between the column.

    o For example, the company can choose to move some of their profit to Share Capital. In this case, you can see the amount subtracted under Retained Earnings and added to Share Capital.

- Result of the Year / Result of the Period.

- Closing Balance, which is the Opening Balance + Changes + Result of the Year.

Table Columns

	Share Capital	Statutory Reserve	Other Reserve	Retained Earnings
USD — Section on currency				
1 Trifolium — Section on company number and name				
2017 — Section on fiscal year				
	Share Capital	**Statutory Reserve**	**Other Reserve**	**Retained Earnings**
Opening Balance				
Result of the Year				2.400.000,00
Closing Balance				2.400.000,00
2018				
	Share Capital	**Statutory Reserve**	**Other Reserve**	**Retained Earnings**
Opening Balance				2.400.000,00
Result of the Year				2.700.000,00
Establishing Stock Capital	4.000.000,00			-4.000.000,00
Closing Balance	4.000.000,00			1.100.000,00
2019				
	Share Capital	**Statutory Reserve**	**Other Reserve**	**Retained Earnings**
Opening Balance	4.000.000,00			1.100.000,00
Result of the Year				1.980.000,00
Adding profit to Share Capital	2.000.000,00			-2.000.000,00
Distributing to Share Owners				-200.000,00
Moving some profit to Special Reserve		1.000.000,00		-1.000.000,00
Moving some share stock to Other Reserve	500.000,00		-500.000,00	
Closing Balance	5.500.000,00	1.000.000,00	-500.000,00	-120.000,00

Data is divided by:

- Currency

- Company Number and Name
- Fiscal Year

The table is a cross-tab table where the columns are driven by a reporting structure, using the dimension field **Grouping Level 1**.The rows are statically defined and some dynamically.

The statically defined rows are:

- **Opening Balance**: Shows the opening balance for the group of accounts in each column of the table.
- **Result of the Year / Result of the Period**: Shows the P&L result of the year or result of the period with retained earnings added.
- **Closing Balance**: Shows the closing balance.

The dynamic rows are individual finance postings where we use the Entry Text as label for the row and the balance as value. In the example above, for 2019 "Adding profit to Share Capital", "Distribution to Share Owners", "Moving some profit to Special Reserve", and "Moving some share stock to Other Reserve" constitute this sequence of postings.

The closing balance is the sum of the figures appearing in each column.

Prompts

Prompt Title	Description	Mandatory
Chart of Account Type:	If "Global" is selected, the global chart of accounts is used. If "Local" is selected, the local chart of accounts is used.	Yes
Currency Type:	Determines the currency type data is displayed in. Possible values are 'Account', 'Company', and 'Enterprise'.	Yes
Company No:	Restricts to only include data for the company stated by the user. Multi-valued.	Yes
Reporting Structure Name	Restricts to use the reporting structure stated by the user. Single valued.	Yes
From Fiscal Year	Restricts to only include data from fiscal years having a year number equal to or later than the year stated by the user. Single valued.	Yes
To Fiscal Year	Restricts to only include data from fiscal years having a year number equal to or earlier than the year stated by the user. Single valued.	Yes
From Period	Restricts to only include data from fiscal years having a period number equal to or later than the period stated	Yes

Prompt Title	Description	Mandatory
	by the user. Single valued.	
To Period	Restricts to only include data from fiscal years having a period number equal to or earlier than the period stated by the user. Single valued.	Yes
Use Reporting Currency	Specifies if the report will use reporting currency. Single valued. (Yes/No)	Yes
Exchange Rate Data	Specifies what exchange rate date is used. Single valued.	Yes
Exchange Rate Table	Specifies what exchange rate table is used. Single valued.	Yes
Report Currency:	Specifies what reporting currency is used. Single valued.	Yes
Standard Dimension	(from Account number prompt to Local Spec. 10 Name prompt) Multiple valued.	No

Transaction Scenarios and Examples

Data scenario 2017: First business year

In the first business year, all we have is an opening balance of zero and some profit/loss that gives a profit in the end. In this case, we do not have any equity changes as such. This will display as follows:

2017	Share Capital	Statutory Reserve	Other Reserve	Retained Earnings
Opening Balance	0,00	0,00	0,00	0,00
Result of the Year				2.400.000,00
Closing Balance	0,00	0,00	0,00	2.400.000,00

Data scenario 2018: Establishing of share capital

In the second business year, we have an opening balance of 2.400.000,00. This year, the company has a bit more profit, namely 2.700.000,00 and this year the board has decided to move some of the profit to

establish a share capital for stockowners. They have decided to establish a total of 4.000.000,00 which is thus deducted from the Retained Earnings column and added to the Share Capital column. This looks like this:

2018	Share Capital	Statutory Reserve	Other Reserve	Retained Earnings
Opening Balance	0,00	0,00	0,00	2.400.000,00
Result of the Year				2.700.000,00
Establishing Stock Capital	4.000.000,00			-4.000.000,00
Closing Balance	4.000.000,00	0,00	0,00	1.100.000,00

Data scenario 2019: Distribution to Shareholders and Reserves

In the third business year, we have an opening balance of 1.100.000,00. This year, the company has profit of 1.980.000,00 and decides to move 2.000.000,00 to share capital, 1.000.000,00 to Special Reserve and distribute 200.000,00 to share owners. This looks like this:

2019	Share Capital	Statutory Reserve	Other Reserve	Retained Earnings
Opening Balance	4.000.000,00	0,00	0,00	1.100.000,00
Result of the Year				1.980.000,00
Adding profit to Share Capital	2.000.000,00			-2.000.000,00
Distributing to Share Owners				-200.000,00
Moving some profit to Special Reserve		1.000.000,00		-1.000.000,00
Moving some share stock to Other Reserve	500.000,00		-500.000,00	
Closing Balance	5.500.000,00	1.000.000,00	-500.000,00	-120.000,00

Bank Reporting

The following standard Bank reports are available:

- Bank Reconciliations
- Check Register

Bank Reconciliations

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

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

Account

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

Balances

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

Column	Description
Closing Balance	This row displays the bank balance according to the reconciled entries made. This is the opening balance for the reconciliation to be (but not yet) performed.
Outstanding Debits	This row displays the total of outstanding debit amounts—the total of debit amounts that are still to be reconciled on the account.
Outstanding Credits	This row displays the total of outstanding credit amounts—the total of credit amounts that are still to be reconciled on the account.
Adjusted Bank Balance	This row displays the **Bank Balance** plus the **Outstanding Debits** minus the **Outstanding Credits**, thereby the estimated closing balance when the outstanding entries have been reconciled.
G/L Balance	This row displays the total of debit minus credit amounts from G/L entries in Maconomy, for the date interval provided when running the report. This value should match the **Adjusted Bank Balance** so that the outstanding entries that are being reconciled and the actual G/L entries behind them match.
Variance	This row displays the difference between the **Adjusted Bank Balance** and the **G/L Balance**. The value is a control value that states how the actual account balance matches the unreconciled and G/L entries in Maconomy. When the reconciliation to be performed balances, the variance should be zero.
Opening Balance	This row displays the opening balance of the bank account for the reconciled entries. When running the report, you must enter an interval of statement numbers. The balance is the opening balance of the first bank reconciliation statement designated.
Reconciled Debits	This row displays the total of reconciled debit amounts on reconciliation statements in the specified statement interval.
Reconciled Credits	This row displays the total of reconciled credit amounts on reconciliation statements in the specified statement interval.
Calculated Bank Ending Balance	This row displays an estimate of the bank account's ending balance, after taking the reconciled debits and credits into account. It is calculated as the **Opening Balance** plus the **Reconciled Debits** minus the **Reconciled Credits**. Thus, it should match the closing balance of the last statement in the specified interval.

Column	Description
Closing Balance	This row displays the closing balance as entered for the bank account when performing the reconciliation of the account. If no reconciliation has been performed, the balance is zero.
Variance	This row displays the difference between the **Calculated Bank Ending Balance** and the **Closing Balance**. The value is a control value that states how the account balance matches the reconciled entries within Maconomy. When the reconciliation balances, the variance should be zero.

Reconciled Debits

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

Reconciled Credits

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

Outstanding Debits

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

Outstanding Credits

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

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

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

Check Register

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

- The first tab, **Check Register**, lists the check number issued to each vendor and the amount on the check in the transaction currency and company currency. The figures are grouped by company and bank account.

- The second tab, **Vendor Summary**, summarizes amounts paid to vendors, and groups these by control accounts. The figures are grouped by company. This tab also displays (separately) a summation of amounts paid by bank account.

- The third tab, **Check Status**, lists payments grouped by control account and the status of checks. The figures are grouped by company and bank account.

- The fourth tab, **Outstanding**, is similar to the first tab, except that it only includes payments that are not closed.

Check Register

Column	Description
Check, Date	This column displays the date of the check.
Check, No.	This column displays the check number.
Check, Status	This column displays the status of the cash-in of the check. It can have the following values: • Cleared — The check payment has been carried through. • Void — The check has been error-reported or reversed. • Issued — The check awaits processing.
Vendor, No.	This column displays the vendor number.
Vendor, Name	This column displays the vendor name.
Vendor, Amount	This column displays the amount paid in vendor currency.
Vendor, Currency	This column displays the vendor currency.
Company, Amount	This column displays the amount paid in company currency.
Company, Currency	This column displays the company currency.

Vendor Payments

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

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

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

Check Status

Column	Description
Status	This column displays the status of the cash-in of the check. It can have the following values: ▪ Cleared — The check payment has been processed. ▪ Void — The check has been error-reported or reversed. ▪ Issued — The check awaits processing.
Count	This column displays the number of checks with the given status.
Control Account	This column displays the control account associated with the vendor.
Vendor, Amount	This column displays the amount paid in vendor currency.
Vendor, Currency	This column displays the vendor currency.
Company, Amount	This column displays the amount paid in company currency.
Company, Currency	This column displays the company currency.

Outstanding Payments

Column	Description
Check, Date	This column displays the date of the check.
Check, No.	This column displays the check number.
Vendor, No.	This column displays the vendor number.

Column	Description
Vendor, Name	This column displays the vendor name.
Vendor, Amount	This column displays the amount paid in vendor currency.
Vendor, Currency	This column displays the vendor currency.
Company, Amount	This column displays the amount paid in company currency.
Company, Currency	This column displays the company currency.

Job Reporting

The following standard Job Cost reports are available:

- WIP Aging
- WIP Aging, by Account Manager
- WIP Aging, by Dimension
- WIP Transactions
- WIP Rollforward
- WIP Rollforward, by Account Manager
- Job Profitability Summary
- Job Profitability Summary, by Job
- Job Profitability Budget
- Job Profitability Budget, by Task
- Job Profitability Comparison
- Job Profitability Periodic
- Job Profitability Transactions
- Customer Profitability
- Customer Profitability, by Customer
- Customer Profitability Comparison, by Customer
- Revenue Analysis
- Revenue Analysis, by Customer
- Bill to Customer Distribution
- Customer Contact Information
- Job List
- Daily Flash

- Main Job, Sub Job Overview
- Task List
- Event Notes
- Job Events
- Job Events, by Customer
- Job Events, by Employee
- Job Events, by Job
- Invoiced Registrations
- Invoicing Worksheet
- Job Budget to Actuals YTD
- Job Budget to Actuals YTD, by Account Manager
- Job Budget to Actuals YTD, by Task
- Job Status, by Task & Employee
- Job Status, by Task & Employee Category

WIP Aging

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

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

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

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

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

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

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: - Company - Customer - Job
Invoice on Account, Invoiced	This column displays the amount invoiced on account.

Column	Description
Invoice on Account, Net	This column displays the amount invoiced on account that is not yet reconciled.
Balance, Total	This column displays the total WIP balance.
0-30 days	This column displays the WIP balance that is up to 30 days old.
31-60 days	This column displays the WIP balance that is between 31 and 60 days old.
61-90 days	This column displays the WIP balance that is between 61 and 90 days old.
91-120 days	This column displays the WIP balance that is between 91 and 120 days old.

WIP Aging, by Account Manager

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

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

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

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

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

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

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

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

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: ▪ Purpose ▪ Customer Level 1 ▪ Customer Level 2 ▪ Job
WIP, Exposure	This column displays the amount invoiced on account that is not yet reconciled.
WIP, Net	This column displays the WIP Balance, which is the Total WIP less the WIP Exposure.
WIP, Total	This column displays the total WIP balance.
0-30 days	This column displays the WIP balance that is up to 30 days old.
31-60 days	This column displays the WIP balance that is between 31 and 60 days old.
61-90 days	This column displays the WIP balance that is between 61 and 90 days old.
91-120 days	This column displays the WIP balance that is between 91 and 120 days old.

WIP Aging, by Dimension

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

WIP Transactions

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

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

▪ The **Job** title links to the Jobs workspace.

▪ The **Amount IOA** column links to the Job Invoices workspace.

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

Column	Description
Transaction, Date	This column displays the entry date of job entries and job invoice lines contributing to open WIP (work in progress) amounts. For job invoices on account, the invoice date is displayed.
Transaction No.	This column displays the transaction number of the transaction to which the job entry or job invoice line was posted. For job invoices on account, the text **Invoice on Account** is displayed.
Transaction Type	This column displays the transaction type of the transaction to which the job entry or job invoice line was posted. For job invoices on account, the column is blank.
Entry Text	This column displays the entry text of the job entry or job invoice line. For job invoices on account, the column is blank.
Task Name	This column displays the task name of the job entry, job invoice line, or job invoice on account.
Task Descr.	This column displays the task description of the job entry, job invoice line, or job invoice on account.
Employee No.	This column displays the employee number of the job entry, job invoice line, or job invoice on account.
Employee Name	This column displays the employee name of the job entry, job invoice line, or job invoice on account.
Reg./Inv.	This column displays the contribution the job entry or job invoice line has made to the WIP balance. For job invoices on account, the column displays zero.
IOA	For job invoices on account, this column displays the amount invoiced on account. For job entries or job invoice lines, the column displays zero.

WIP Rollforward

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

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

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: ▪ Company ▪ Customer ▪ Job
WIP, Opening Bal.	This column displays the total WIP balance by the **From Date**.
Registered, Time	This column displays the entered billing price for time activities.
Registered, Amount	This column displays the entered billing price for amount activities.
Invoiced, Time	This column displays the invoiced billing price for time activities.
Invoiced, Amount	This column displays the invoiced billing price for amount activities.
Invoiced, Up/Down	This column displays the up/down writing of the invoiced billing price.
Invoiced, Net on Acc.	This column displays the amount invoiced on account that is not yet reconciled.
WIP, Closing Bal.	This column displays the estimated value of WIP by the **To Date**. It is calculated from other columns. The formula is as follows: WIP, Opening Bal + Registered, Time + Registered, Amount - Invoiced, Time – Invoiced, Amount + Invoiced, Up/Down

WIP Rollforward, by Account Manager

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

▪ You can drill up on the **No & Name** column to the company, and you can drill down to the job.

▪ The **Opening Bal.** column links to the WIP Aging report.

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

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

▪ They do not offer drilling.

- The second tab groups by the Purpose dimension and displays the name and number of the Client Level 1 instead.
- The third tab groups by the Purpose dimension and the Client Level 1 dimension, and displays the name and number of the job instead.

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: - Purpose - Customer Level 1 - Customer Level 2 - Job
WIP, Opening Bal.	This column displays the total WIP balance by the **From Date**.
Registered, Time	This column displays the entered billing price for time activities within the interval given.
Registered, Amount	This column displays the registered billing price for amount activities within the interval given.
Invoiced, Time	This column displays the invoiced billing price for time activities within the interval given.
Invoiced, Amount	This column displays the invoiced billing price for amount activities within the interval given.
Invoiced, Up/Down	This column displays the up/down writing of the invoiced billing price within the interval given.
Invoiced, Net on Acc.	This column displays the amount invoiced on account that is not yet reconciled, within the interval given.
WIP, Gross	This column displays the estimated value of WIP by the **To Date**. It is calculated from other columns. The formula is as follows: WIP, Opening Bal + Registered, Time + Registered, Amount - Invoiced, Time – Invoiced, Amount + Invoiced, Up/Down
WIP, Reserve	This column displays the contribution to WIP within the given interval, for revenue recognition adjustments (WIP Adjustments). These are adjustments made in the window Revenue Recognition and which have the journal type Revenue Recognition.
WIP, Net	This column displays the Net WIP, which is calculated as the WIP, Gross minus the WIP, Reserve and Net On Acc.

Job Profitability Summary

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

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

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

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: - Company - Customer - Job
Invoiced	This column displays the total invoiced amount.
Revenue Recognized	This column displays the total amount of revenue recognized.
WIP	This column displays the total amount of work in progress.
Cost, Budgeted	This column displays the total budgeted cost amount.
Cost, Registered	This column displays the total entered cost amount.
Purchase Committed	This column displays the total committed purchase amount.
GM 1	This column displays the gross margin, excluding time activities.
GM 1 %	This column displays the percentage of the gross margin 1.
GM 2	This column displays the gross margin, including time activities.
GM 2 %	This column displays the percentage of the gross margin 2.

Job Profitability Summary, by Job

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

Job Profitability Budget

The Job Profitability Budget report displays the profitability of budgets by comparing budgeted amounts and actual amounts and the corresponding gross margins and percentages between them. The report

considers only open jobs. Whether or not a job is closed does not depend on the statement date in the report.

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

Column	Description
No & Name	This column displays the number and name for the present drill-down level. The drill-down levels are: - Company - Customer - Job
Budget, Revenue	This column displays the total budgeted billing amount.
Budget, Cost	This column displays the total budgeted cost amount.
Budget, Purchase Committed	This column displays the total committed purchase amount.
Budget, GM	This column displays the gross margin of the budget as budgeted revenue minus the cost and committed purchase amounts.
Budget, GM %	This column displays the budget gross margin percentage.
Actuals, Revenue	This column displays the total entered billing amount.
Actuals, Cost Reg.	This column displays the total entered cost amount.
Actuals, GM	This column displays the gross margin of the actual revenue amount minus the entered cost amount.
Actuals GM %	This column displays the actual gross margin percentage.

Job Profitability Budget, by Task

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

Job Profitability Comparison

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

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

Invoiced Tab

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: ▪ Company ▪ Customer ▪ Job
Invoiced, Period	This column displays the invoiced amount in the selected period.
Invoiced, Prev. Year	This column displays the invoiced amount within the selected period last year.
Up/Down, Period	This column displays the up/down writing in the selected period.
Up/Down, Prev. Year	This column displays the up/down writing in the selected period last year.
Open Time, Period	This column displays the open number of hours in the selected period.
Open Time, Prev. Year	This column displays the open number of hours in the selected period last year.
Open Amount, Period	This column displays the open quantity in time activities in the selected period.
Open Time, Prev. Year	This column displays the open quantity in time activities in the selected period last year.
Cost Reg., Period	This column displays the entered cost in the selected period
Cost Reg., Prev. Year	This column displays the entered cost in the selected period last year.
GM, Period	This column displays the gross margin of the selected period.
GM, Prev. Year	This column displays the gross margin of the selected period last year.
GM %, Period	This column displays the percentage contributed by the GM to the total GM for the jobs displayed (or other dimension, depending on the drill level).
GM %, Prev. Year	This column displays the percentage contributed by the GM last year to the total GM in the previous year for the jobs displayed (or other dimension, depending on the drill level).

Budget Tab

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: ▪ Company ▪ Customer ▪ Job
Invoiced	This column displays the invoiced billing price. Only invoices with an invoice date within the **From Date** – **To Date** interval are included.
Up/Down	This column displays the up/down writing for the period selected.
Open Time, Actuals	This column displays the open number of hours based on entries of the selected period.
Open Time, Budget	This column displays the open number of hours based on the budgeted figures.
Open Amount, Actuals	This column displays the open quantity for amount activities based on entries of the selected period.
Open Amount, Budget	This column displays the open quantity for amount activities based on the budget.
Cost Reg., Actuals	This column displays the cost entered within the selected period.
Cost Reg., Budget	This column displays the budgeted cost.
GM % YTD, Period	This column displays the percentage contributed by the GM year-to-date to the total GM for the jobs displayed (or other dimension, depending on the drill level). Year-to-date is defined as above. GM is calculated as invoiced billing price minus the invoiced cost price. Only entries with an entry date and invoices with an invoice date equal or before the end of the corresponding interval are included.
GM % YTD, Prev. Year	This column displays the percentage contributed by the GM year-to-date to the total GM in the previous year for the jobs displayed (or other dimension depending on the drill level). Year-to-date is defined as above. GM is calculated as invoiced billing price minus the invoiced cost price. Only entries with an entry date and invoices with an invoice date equal or before the end of the corresponding interval one year back are included.
Budgeted GM %, Period	This column displays the percentage contributed by the Budgeted GM to the total GM for the jobs displayed (or other dimension, depending on the drill level). The budget is the one assigned to the year prior to

Column	Description
	the year of the corresponding interval. Only entries with an entry date and invoices with an invoice date equal or before the end of the corresponding interval are included.
Budgeted GM %, Prev. Year	This column displays the percentage contributed by the Budgeted GM to the total GM in the previous year for the jobs displayed (or other dimension, depending on the drill level). The budget is the one assigned to the year prior to the year of the corresponding interval. Only entries with an entry date and invoices with an invoice date equal or before the end of the corresponding interval are included.

Job Profitability Periodic

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

There is no corresponding report in the application.

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

Job Profitability Transactions

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

Column	Description
Entry Date	This column displays the entry date of the job entry or job invoice line.
Task, Name	This column displays the task name of the job entry, job invoice line, or job invoice on account.

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

Customer Profitability

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

▪ You can drill down on the **No & Name** column to the customer and job.

▪ The **Invoiced** column links to the Job Invoices workspace.

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: ▪ Company ▪ Customer ▪ Job

Column	Description
Invoiced	This column displays the total invoiced amount.
Revenue Recognized	This column displays the total amount of revenue recognized.
Cost Registered	This column displays the total entered cost amount.
GM 1	This column displays the gross margin, excluding time activities.
GM 1 %	This column displays the gross margin percentage, excluding time activities.
GM 2	This column displays the gross margin, including time activities.
GM 2 %	This column displays the gross margin percentage, including time activities.
Hours, Registered	This column displays the entered number of hours.
Revenue Recognized / Hours	This column displays the average amount of revenue recognized per hour.

Customer Profitability, by Customer

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

Customer Profitability Comparison, by Customer

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

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

Profitability Tab

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: - Company - Customer - Job

Column	Description
Hours, Period	This column displays the entered number of hours within the selected period.
Hours, Prev. Year	This column displays the number of hours within the selected period last year.
Rev. Recog., Period	This column displays the total amount of revenue recognized for the selected period. Only entries with an entry date and invoices with an invoice date within the corresponding interval are included.
Rev Recog., Prev. Year	This column displays the revenue recognized for the selected period in the previous year. Only entries with an entry date and invoices with an invoice date within the corresponding interval one year back are included.
Rev. Recog. per Hour, Period	This column displays the revenue recognized per hour for the selected period. Only entries with an entry date and invoices with an invoice date within the corresponding interval are included.
Rev. Recog. per Hour, Prev. Year	This column displays the revenue recognized per hour for the selected period. Only entries with an entry date and invoices with an invoice date within the corresponding interval one year back are included.
Rev. Recog. %, Period	This column displays the percentage contributed by the recognized revenue (for the selected period) to the total revenue recognized for the customers displayed (or other dimension, depending on the drill level). The restriction is the same as for the column **Rev. Recog., Period**.
Rev. Recog. %, Prev. Year	This column displays the percentage contributed by the revenue recognized for the selected period (of the previous year) to the total revenue for the customers displayed (or other dimension depending on the drill level). The restriction is the same as for the column **Rev. Recog., Prev. Year**.
Invoicing % YTD, Period	This column displays the percentage contributed by the invoiced year-to-date amount to the total invoiced amount for the customers displayed (or other dimension, depending on the drill level). Year-to-date is defined here as the interval from the beginning of the year to the end of the corresponding interval, with both dates inclusive. Only invoices with an invoice date equal or before the end of the corresponding interval are included.
Invoicing % YTD, Prev. Year	This column displays the percentage contributed by the invoiced year-to-date amount to the total invoiced amount in the previous year for the customers displayed (or other dimension depending on the drill level). Year-to-date is defined as above. Only invoices with an invoice date

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

Invoiced Tab

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: ▪ Company ▪ Customer ▪ Job
Inv. on Acc., Net on Acc.	This column displays the total invoiced on account for jobs on the customer (or other dimension, depending on the drill level). Only

Column	Description
	invoices on account with an invoice date equal or before the corresponding interval are included.
AR Balance	This column displays the total outstanding balance of customers as of a statement date being the **To Date**. The outstanding amount corresponds to the balance displayed in the AR Aging report.
Open, Time Act	This column displays the open billing price for time activities calculated according to the **To Date**.
Open, Amount Act	This column displays the open billing price for amount activities calculated according to the **To Date**.
Invoiced, Time Act	This column displays the invoiced billing price for time activities. Only invoices with an invoice date within the **From Date** – **To Date** interval are included.
Invoice, Amount Act	This column displays the invoiced billing price for amount activities. Only invoices with an invoiced date within the **From Date** – **To Date** interval are included.
Total	This column displays the total invoiced billing price (time activities plus amount activities). Only invoice with an invoice date within the **From Date** – **To Date** interval are included.

Registered & Budgeted Tab

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: ▪ Company ▪ Customer ▪ Job
Hours, Registered	This column displays the number of hours entered for jobs related to the customer (or other dimension, depending on the drill level). Only entries with an entry date within the corresponding interval are included.
Hours, Budgeted	This column displays the budgeted number of hours for jobs related to the customer (or other dimension, depending on the drill level). The job budget figures are taken from the latest approved revision of the job budget and from the budget type defined as the planning budget. The budget is the one assigned to the year of the **To Date**.

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

Revenue Analysis

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

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

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

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

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: - Company - Customer - Job

Column	Description
Budgeted, Hours	This column displays the number of budgeted hours.
Budgeted, Billing Price	This column displays the total budgeted billing price.
Registered, Hours	This column displays the number of entered hours.
Registered, Billing Price	This column displays the total entered billing price.
Invoiced	This column displays the total invoiced amount.
Open Billing Price	This column displays the total open billing price.
Billing Price Up/Down	This column displays the text that describes the rise or fall in the billing price.
Revenue Recognized	This column displays the total revenue recognized.

Revenue Analysis, by Customer

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

Bill to Customer Distribution

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

There are no drill-down levels for this report.

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

Column	Description
Payment Customer No.	This column displays the number of the payment customer.
Payment Customer Name	This column displays the name of the payment customer.
Customer Group	This column displays the customer group to which the payment customer belongs.

Column	Description
Appropriation	This column displays the appropriation of the payment customer distribution. The appropriation is a further subdivision of payment customers (for example, into institutions).
Blocked	This column displays **Yes** if the payment customer is blocked and **No** if the payment customer is not blocked.
Priority	This column displays the priority for payment customer distributions.
Distribution %	This column contains the following columns: ▪ **Setup %** — This column displays the default percentage distribution for the approved invoice and invoice on account. ▪ **Selected %** — This column displays the currently selected percentage distribution for the approved invoice and invoice on account.
For Invoicing	This column contains the following columns: ▪ **Ordinary** — This column displays the amount currently approved for invoicing based on job entries. ▪ **On Account** — This column displays the amount currently approved for invoicing on account.
Invoice Currency	This column displays the payment customer's invoice currency.

Customer Contact Information

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

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

Column	Description
Customer No.	This column displays the customer's identification number.
Customer Name	This column displays the customer's name.
Customer Group	This column displays the customer group to which the customer belongs.
Address	The **Address** columns display the name, postal district, and other address information of the customer.

Column	Description
Attention	This column displays the name that displays in the **Attention** line of customer correspondence.
Country	This column displays the name of the country where the customer is located.
Sales Person No	This column displays the employee number of the sales person.
Sales Person Name	This column displays the employee name of the sales person.
Our Contact	This column displays the employee name of your contact person.

Job List

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

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

There are no drill-down levels for this report.

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

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

Daily Flash

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

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

- Comparative Hours
- Hours
- Billing Prices
- Accounts Receivable

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

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

Main Job, Sub Job Overview

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

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

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

Main Job Columns

Column	Description
Job No.	This column displays the identification number assigned to the main job, or the identification number assigned to the job, if this is not a main job.

Column	Description
Job Name	This column displays the name of the main job, or the name of the job, if this is not a main job.
Customer	This column displays the delivery customer's identification number.
Payment Customer	This column displays the payment customer's identification number.
Include Sub-jobs	This column displays **Yes** if the job is a main job that includes sub jobs in blanket invoicing, and **No** if the job is not a main job and/or does not include sub job in blanket invoicing.
Pricing Principle	This column displays the job's pricing principle.

Sub Job Columns (If a Sub Job Exists)

Column	Description
Job No.	This column displays the sub job's identification number.
Job Name	This column displays the sub job's name.
Customer	This column displays the delivery customer's identification number.
Payment Customer	This column displays the payment customer's identification number.
Pricing Principle	This column displays the sub job's pricing principle.
Invoice on Main Job.	This column displays **Yes** or **No** to indicate whether or not the invoice is assigned on the main job.
Allocation percentage	This column displays the allocation percentage assigned to the main job.
Blocked	This column contains four columns that display whether or not the job is blocked for the following: ▪ **Budgeting** ▪ **Time Registration** ▪ **Amount Registration** ▪ **Invoicing**

Task List

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

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

Section Columns

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

Task List Columns (Table Part)

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

Event Notes

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

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

Section Columns

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

Note Line Columns (Table Part)

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

Job Events

The Job Events report displays all events for your jobs.

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

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

There are no drill-down levels for this report.

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

Events Grouped by the Associated Event Flow Displayed

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

Event Columns (Table Part)

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

Job Events, by Customer

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

The events for each customer must satisfy the following criteria:

- There are job entries on the customer's jobs, and the job number is the same as the job number stated on the event.

- If the job entries state activity and task respectively, the events must state the same activity and task.

Events are grouped customer number and name.

There are no drill-down levels for this report.

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

Customer Columns

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

Event Columns (Table Part)

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

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

Column	Description
Activity No	This column displays the identification number of the activity for the event.
Activity Description	This column displays a description of the activity for the event.
Task Name	This column displays the name of the task for the event.
Task Description	This column displays a description of the task for the event.

Job Events, by Employee

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

The events for each employee must satisfy the following criteria:

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

Events are grouped by employee number and name.

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

There are no drill-down levels for this report.

Employee Columns

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

Event Columns (Table Part)

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

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

Job Events, by Job

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

The events for each job must satisfy the following criteria:

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

Events are grouped by job number and name.

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

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

There are no drill-down levels for this report.

Job Columns

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

Event Columns (Table Part)

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

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

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

Invoiced Registrations

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

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

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

Section Columns

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

Selection Criteria

Column	Description
Employee	This column displays the employee's number and name.
Type	This column displays the activity type (**Time**, **Amount**, or **Summary**) of the job entry.
Entry Date	This column displays the entry date of the job entry.
Remark	This column displays the remark of the job entry.
Hours Reg.	This column displays the entered quantity of hours.
Billing Price Reg., Enterprise	This column displays the entered billing price, in the currency of the enterprise.
Billing Price Inv., Enterprise	This column displays the invoiced billing price, in the currency of the enterprise.

Column	Description
Open Billing Price, Enterprise	This column displays the open billing price, which is the cost price entered on invoiceable activities (those that are not yet invoiced). The open cost price displays in the currency of the enterprise.
Billing Price Up/Down, Enterprise	This object displays the up/down writing of the billing price invoiced, in the currency of the enterprise.

Invoicing Worksheet

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

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

All figures are displayed in company currency.

The report groups the figures by company currency.

There is no drilling in the report.

Summary Tab

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

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

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

Details Tab

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

Customer Job Header

Column	Description
Customer, No.	This column displays the customer's number.
Customer, Name	This column displays the customer's name.
Job, No.	This column displays the job's number.
Job, Name	This column displays the job's name.
Budgeted Billing Price (customer)	This column displays the job's budgeted billing price. The budget figures are taken from the latest approved revision.

Column	Description
Prev. Invoiced (customer)	This column displays the total amount already invoiced according to the beginning of the provided date interval. That is, it includes only invoices with an invoice date before the **From Date**.
Open Billing Price (customer)	This column displays the open quantity on time activities for entries with a date within the given date interval, and invoices with an invoice date within that same interval. That is, the open quantity is as of the **To Date** of the interval but omitting entries older than the **From Date**.
Net On Account	This column displays the **Net On Account** for jobs for that customer. Only invoices and reconciliations with an invoiced date within the date selected interval are included. The figures should match the **On Account, Net.** figure for that job on the **Summary** tab.
A/R Balance	This column displays the A/R balance similar to the balance stated in the AR Aging report. The figure should include only customer entries on the customer and job stated in this header. In addition, the balance should be calculated using the end of the date interval as the statement date and omitting entries that are older than the beginning of the date interval. That is, only entries and reconciliations within the specified date interval are included.

Approved Time

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

Column	Description
Date	This column displays the **Entry Date** or **Finance Entry Date** of the entries, depending on which date type you choose.
Employee, No.	This column displays the number of the employee who made the entries.
Employee, Name	This column displays the name of the employee who made the entries.
Remark	This column displays the remark (if any) that the employee made when entering.
Open, Hours	This column displays the open quantity on time activities coming from entries of the employee.
Open, Unit Price	This column displays the hourly price used for calculating the billing price on the job entry. If entries have different hourly prices, a line with each price is displayed along with the associated quantity and total.

Column	Description
Open, Total	This column displays the open billing price as a product of the **Unit Price** and the **Open, Hours**. This figure corresponds to the open billing price for time activities.
Notes	This column is left blank. It is a placeholder in case auditors want to write notes on printed versions of the report.

Unsubmitted Time

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

Approved Amounts

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

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

Summary by Employee

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

Summary by Task

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

Monthly Distribution

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

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

Job Budget to Actuals YTD

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

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

The measures are divided into two categories:

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

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

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

Column	Description
No. & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: ▪ Company ▪ Customer ▪ Job
Budgeted Billing Price	These columns display the budgeted billing price for the current year and the previous year, respectively.
Budgeted Hours	These columns display the budgeted hours for the current year and the previous year, respectively.
Registered Billing Price	These columns display the actual entered billing price for the current year and the previous year, respectively.
Registered Hours	These columns display the actual number of hours entered for the current year and the previous year, respectively.
Current Year Variance	These columns display the difference between the budgeted and entered numbers (hours and billing price) for the current year.

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

Column	Description
No. & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: ▪ Company ▪ Customer ▪ Job
Budgeted Quantity	These columns display the budgeted units for the current year and the previous year, respectively.
Budgeted Cost	These columns display the budgeted cost for the current year and the previous year, respectively.
Registered Quantity	These columns display the actual number of entered quantities for the current year and the previous year, respectively.

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

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

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

Job Budget to Actuals YTD, by Account Manager

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

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

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

The measures are divided into two categories:

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

This report only includes entries up to the Statement Date. The prompt Date Type restricts the entries using either the Entry Date or the Finance Entry Date. The report contains six tabs. The first tab displays

budgeted figures and entered figures of time activities for the current year and the previous year. The second and third tabs are similar to the first tab, except that:

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

Column	Description
No. & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: - Purpose - Client Level 1 - Client Level 2 - Job
Budgeted Billing Price	These columns display the budgeted billing price for the current year and the previous year, respectively.
Budgeted Hours	These columns display the budgeted hours for the current year and the previous year, respectively.
Registered Billing Price	These columns display the actual registered billing price for the current year and the previous year, respectively.
Registered Hours	These columns display the actual number of registered hours for the current year and the previous year, respectively.
Current Year Variance	These columns display the difference between the budgeted and registered numbers (hours and billing price) for the current year.

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

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

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

Column	Description
No. & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: - Company

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

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

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

Job Budget to Actuals YTD, by Task

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

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

The measures are divided into two categories:

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

- Actual Cost

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

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

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

Column	Description
No. & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: ▪ Company ▪ Customer ▪ Job
Budgeted Billing Price	These columns display the budgeted billing price for the current year and the previous year, respectively.
Budgeted Hours	These columns display the budgeted hours for the current year and the previous year, respectively.
Registered Billing Price	These columns display the actual entered billing price for the current year and the previous year, respectively.
Registered Hours	These columns display the actual number of hours entered for the current year and the previous year, respectively.
Current Year Variance	These columns display the difference between the budgeted and entered numbers (hours and billing price) for the current year.

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

Column	Description
No. & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: ▪ Company ▪ Customer ▪ Job
Budgeted Quantity	These columns display the budgeted units for the current year and the previous year, respectively.
Budgeted Cost	These columns display the budgeted cost for the current year and the previous year, respectively.

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

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

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

Job Status, by Task & Employee

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

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

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

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

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

There is no drilling in the report.

Job Status, by Task Tab

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

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

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

Job Status, by Employee Tab

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

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

Column	Description
Open, Billing Price	This column displays the open billing price.

Job Status, by Task & Employee Category

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

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

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

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

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

There is no drilling in the report.

Job Status, by Task Tab

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

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

Column	Description
Open, Billing Price	This column displays the open billing price.

Job Status, by Employee Category Tab

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

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

Customer Reporting

The following standard Customer reports are available:

- AR Aging
- AR Aging, by Account Manager
- AR Aging, by Dimension
- AR Aging Details, by Dimension
- AR Aging Summary, by Dimension

- AR Rollforward

- AR Transactions

- Customer Invoice Status

- Customer Invoices

- Customer Statement

- Customer Tax Returns

- Cash Receipts

- Cash Receipts, by Account Manager

- Outstanding Customer Invoices

AR Aging

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

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

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

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

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

Column	Description
No & Name	This column displays the number and name for the current drill-down level. The drill-down levels are: - Company - Customer - Job - Transaction
Balance, Total	This column displays the total amount outstanding on customer invoices, including entries that are not yet due, based on the statement date.
0-30 days	This column displays the amount outstanding that is up to 30 days old.

Column	Description
31-60 days	This column displays the amount outstanding that is between 31 and 60 days old.
61-90 days	This column displays the amount outstanding that is between 61 and 90 days old.
91-120 days	This column displays the amount outstanding that is between 91 and 120 days old.
121+ days	This column displays the amount outstanding that is more than 120 days old.
DSO	This column displays the days of sales outstanding. This is calculated as the sum of individual outstanding balances of entries multiplied by the number of days they are due. The resulting value is then divided by the total outstanding balance.

> **Note:** As of 2.5.1, a new object called **Control Account No**. is introduced in the AR Aging universe. This object is used for stating the finance account of the control account for customers and vendors.

AR Aging, by Account Manager

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

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

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

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

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

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

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

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

Column	Description
No & Name	This column displays the number and name for the current drill-down level. The drill-down levels are: - Purpose - Customer Level 1 - Customer Level 2 - Job
Balance, Total	This column displays the total amount outstanding on customer invoices, including entries that are not yet due, based on the statement date.
0-30 days	This column displays the amount outstanding that is up to 30 days old.
31-60 days	This column displays the amount outstanding that is between 31 and 60 days old.
61-90 days	This column displays the amount outstanding that is between 61 and 90 days old.
91-120 days	This column displays the amount outstanding that is between 91 and 120 days old.
121+ days	This column displays the amount outstanding that is more than 120 days old.
DSO	This column displays the days of sales outstanding. This is calculated as the sum of individual outstanding balances of entries multiplied by the number of days they are due. The resulting value is then divided by the total outstanding balance.
Last Payment Date	This column displays the date of the latest payment entered for the customer.

AR Aging, by Dimension

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

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

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

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

Column	Description
Customer No & Customer Name	This column displays the customer's number and name.
Project Manager No & Name	This column displays the project manager's number and name, if there is an associated project manager.
Balance, Total	This column displays the customer's outstanding balance, based on the statement date. Entries with a due date or entry date equal to the statement date are considered due.
0-30 days	This column displays the outstanding balance of entries that have an entry date or due date up to 30 days old according to the statement date given.
31-60 days	This column displays the outstanding balance of entries that have an entry date or due date that is between 31 and 60 days old according to the statement date given.
61-90 days	This column displays the amount outstanding that is between 61 and 90 days old.
91-120 days	This column displays the amount outstanding that is between 91 and 120 days old.
121+ days	This column displays the amount outstanding that is more than 120 days old.
Last Payment	This column displays the date of the latest payment entered for the customer.

AR Aging Details, by Dimension

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

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

Both the entry reconciliation date (which can be in the future) and the reconciliation date (which is the actual date of the reconciliation) must be prior to the statement date for the reconciliation to be included in

the report. In addition, only entries and reconciliations that are open as of statement date are included in the report.

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

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

AR Aging Summary, by Dimension

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

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

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

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

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

AR Rollforward

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

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

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

Column	Description
Customer No.	This column displays the number of the customer who paid the amounts.
Customer Name	This column displays the name of the customer who paid the amounts.
Customer	This column displays the number and name of the customer who paid the amounts.
Company, No.	This column displays the number of the company that paid the amounts.

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

AR Transactions

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

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

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

Column	Description
Entry Date	This column displays the entry date of the customer entry.
Due Date	This column displays the due date of the customer entry.

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

Customer Invoice Status

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

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

Column	Description
Company	This column displays the name and number of the company. It displays on the first drill-down level. The drill-down levels are: ▪ Company ▪ Customer ▪ Job
Customer	This column displays the customer's name and the number. It is displayed on the second drill-down level.
Job	This column displays the job's name and the number. It is displayed on the third drill-down level.
DSO	This column displays the average days of sale outstanding.
Invoiced	This column displays the total invoiced amount.

Column	Description
	This amount is the total of all amounts included in actual invoicing—it does not include exchange rate losses or gains, cash discounts, and so on. Credit memos are included with negative amounts.
Paid	This column displays the total amount paid (reconciled). This amount is the total of all amounts included in actual payments—it does not include exchange rate losses or gains, cash discounts, and so on.
Variance	This column displays the difference between invoiced amounts and paid amounts.
Balance by Statement Date	This column displays the balance due by statement date for the current customer.
Avg. Time until Paid	This column displays the average time it has taken the customer to fully pay outstanding invoices.

Customer Invoices

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

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

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

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

Column	Description
Invoice	This column displays the entry invoice's number and name.
Customer No.	This column displays the customer's identification number.
Customer Name	This column displays the customer's name.
Invoice Date	This column displays the date of the invoice.
Due Date	This column displays the due date of the entry.
Amount	This column displays the invoiced amount.

Column	Description
On Account	This column displays **Yes** if the invoice is on account and **No** if the invoice is not on account.
Balance	This column displays the amount invoiced minus the amount paid.
Paid	This column displays **Yes** if the invoice is fully paid and **No** if the invoice is not fully paid.
Time until Paid	This column displays the number of days from the date the invoice was issued until the date on which it was fully paid.
Blocking Type	This column displays the blocking type.
Blocking Reason	This column displays the reason for blocking.

Customer Statement

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

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

There are no drill-down levels for this report.

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

Column	Description
Entry Date	This column displays the creation date of the entry.
Due Date	This column displays the due date of the entry.
Orig. Due Date	This column displays the original due date of the entry
Closing Date	This column displays the date on which the entry is considered fully reconciled (closed).
Closed	This column displays **Yes** if the entry is closed and **No** if the entry is still open.

Column	Description
Transaction No.	This column displays the entry's transaction number.
Transaction Type	This column displays the entry's transaction type
Transaction Description	This column displays the transaction's description.
Debit	This column displays the entry's debit amount.
Credit	This column displays the entry's credit amount.
Journal No.	This column displays the entry's journal number.
Blocking Type	This column displays the blocking type.
Blocking Reason	This column displays the reason for blocking.

Customer Tax Returns

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

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

Reports

Two new reports are introduced in BPM Reporting:

- **Customer Tax Return** — This report lists the customer tax returns for each job and displays the overall information that provides an overview of the status of the customer tax returns.

- **Customer Tax Return Details** — This report is a sub-report of the Customer Tax Return report and displays, for each Customer Tax Return, additional detailed information. There is a link from the Customer Tax Return report to the Customer Tax Return Details report.

Customer Tax Returns Report

This report consists of the following tabs:

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

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

All tables are sorted first by Due Dates, Current.

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

The data in the tables is as follows.

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

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

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

Customer Tax Return Details Report

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

This report consists of the following tabs:

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

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

All tables are ordered by Due Dates, Current.

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

The data in the tables is as follows:

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

Cash Receipts

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

The report consists of two tabs:

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

- The **Cash Receipts by Invoice** tab displays the amounts that have been paid on invoices and compares the amounts to the original invoice amounts and individual job amounts.

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

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

There are no drill-down levels for this report.

Cash Receipts by Period Tab

Column	Description
Customer No.	This column displays the number of the customer that paid the amounts.
Customer Name	This column displays the name of the customer that paid the amounts.
Yesterday	This column displays the amount paid on the day before the end date of the date interval. Only figures with an **Entry Date** within the date interval are included.
Week to Date	This column displays the amount paid within the current week, up to and including the end date of the date interval. Only figures with an **Entry Date** within the date interval are included.
Prev. Week	This column displays the amount paid within the week prior to the week of the end date of the date interval. Only figures with an **Entry Date** within the date interval are included.
Month to Date	This column displays the amount paid within the current month, up to and including the end date of the date interval. Only figures with an **Entry Date** within the date interval are included.
Prev. Month	This column displays the amount paid within the previous month according to the end date of the date interval. Only figures with an **Entry Date** within the date interval are included.
YTD	This column displays the amount paid in the year to date, which is defined as the period from the beginning of the calendar year up to and including the end date of the date interval. The year-to-date figures are not restricted by the starting date of the date interval as other figures are.
Customer to Date	This column displays the amount paid in total by the customer up to and including the end date of the date interval. The figures are **not** restricted by the starting date of the date interval as the preceding figures are.

Cash Receipts by Invoice Tab

Column	Description
Customer No.	This column displays the number of the customer that paid the amounts.
Customer Name	This column displays the name of the customer that paid the amounts.

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

Cash Receipts, by Account Manager

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

The report consists of four tabs:

- The Cash Receipts by Period tab displays amounts that customers have paid, grouped by time (yesterday, current week, previous week, current month, and so on). This tab also displays the total amount received for the customer.

- Tabs two and three are similar to tab one, except that tab two groups by the purpose dimension and displays paid amounts by client level 1. Tab three similarly groups by the purpose dimension and the client level 1 dimension and displays paid amounts by job.

- The Cash Receipts by Invoice tab displays the amounts that have been paid on invoices and compares the amounts to the original invoice amounts and individual job amounts.

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

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

There are no drill-down levels for this report.

Cash Receipts by Period Tab

Column	Description
Customer No.	This column displays the number of the customer that paid the amounts.
Customer Name	This column displays the name of the customer that paid the amounts.
Yesterday	This column displays the amount paid on the day before the end date of the date interval. Only figures with an **Entry Date** within the date interval are included.
Week to Date	This column displays the amount paid within the current week, up to and including the end date of the date interval. Only figures with an **Entry Date** within the date interval are included.
Prev. Week	This column displays the amount paid within the week prior to the week of the end date of the date interval. Only figures with an **Entry Date** within the date interval are included.
Month to Date	This column displays the amount paid within the current month, up to and including the end date of the date interval. Only figures with an **Entry Date** within the date interval are included.
Prev. Month	This column displays the amount paid within the previous month according to the end date of the date interval. Only figures with an **Entry Date** within the date interval are included.
YTD	This column displays the amount paid in the year to date, which is defined as the period from the beginning of the calendar year up to and including the end date of the date interval. The year-to-date figures are not restricted by the starting date of the date interval as other figures are.
Customer to Date	This column displays the amount paid in total by the customer up to and including the end date of the date interval. The figures are **not** restricted by the starting date of the date interval as the above figures are.

Cash Receipts by Invoice Tab

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

Outstanding Customer Invoices

This report shows all of the outstanding invoices of the customer based on the company number, statement date, and all applicable prompt values from the AR Aging (Australia) report. This report is found in the Australia folder.

There are a couple of key differences between the AR Aging (Australia) report and the Outstanding Customer Invoices report. Specifically:

- The Aging report filters out records that summarize to zero if these records also do so on the lowest drill-down level (that is, records that do not add to the balance on any level of detail). On the Outstanding report, such records are included because they add value and insight.

- The Aging report may also list payments made without a corresponding invoice, while the Outstanding report does not because it concentrates on invoices and credit memos. For example, if a payment is made by a customer in the General Journal even if there is no customer invoice, that payment will appear in the Aging report as a negative balance, but is filtered out in the

Outstanding report. However, if that same payment is reconciled against an invoice, the Outstanding report will list the invoice and the reconciled amount as the paid amount.

> **Note:** While this report was created primarily to address an Australian statutory requirement, it can also be utilized by companies from other countries. Reach out to Consulting or Customer Care for more information.

The customer information above the data table includes the following:

Field	Description
Currency	This field displays the currency used in the report.
Country Number	This field displays the country number.
Country	This field displays the country name.
Customer Number	This field displays the customer number.
Customer Name	This field displays the customer name.
Contact Person	This field displays the name of the contact person on the customer side.
Telephone Number	This field displays the telephone number of the customer.
E-mail	This field displays the e-mail address of the customer.

The data table includes the following:

Top-Level Header	Column	Description
Invoice	**No.**	This field displays the invoice number.
	Name	This field displays the name or reference of the invoice.
	Date	This field displays the date an entry was invoiced.
	Due Date	This field displays when payment for the invoice is due.
Invoiced	**Excl. Tax**	This field displays the invoiced amount excluding taxes. The total is shown at the end of the column.
	Tax	This field displays the tax amount of the invoice. The total is shown at the end of the column.
	Incl. Tax	This field displays the invoiced amount including taxes.

Top-Level Header	Column	Description
		The total is shown at the end of the column.
Paid	Incl. Tax	This field displays the amount already paid (that is, reconciled) including taxes. The total is shown at the end of the column.
Outstanding	Excl. Tax	This field displays the outstanding amount excluding taxes. The total is shown at the end of the column.
	Tax	This field displays the outstanding tax amount.

Prompts

Prompt Title	Expression	Mandatory
Company No.	Only include invoices indicated by this company number.	No
Customer No.	Only include invoices that belong to the customer(s) indicated.	No
Currency Type	Determines the currency type in which the amounts should be displayed	Yes
Statement Date	Only include invoices whose invoice dates are before or do not exceed this date.	Yes
10 Standard Dimensions	Only include invoices that satisfy these dimensions.	No

Workspace Client Fields and Descriptions

Reporting » Statutory Reporting » Australia » Outstanding Customer Invoices

Selection Criteria island

Field	Description
Statement Date	Use this field to filter the entries to be included in the report. Only open entries and reconciliations entered before or on the statement date you specify are included in the report.
Company No.	Use this field to search for or enter a company number.
Customer No.	Use this field to search for or enter a customer number.
Customer Group	Use this field to select a customer group.

Field	Description
Job No.	Use this field to search for or enter a job number.
Project Manager No.	Use this field to search for or enter a project manager number.
Sales Person No.	Use this field to search for or enter a sales person number.
Control Account	Use this field to select a control account.

Selection Criteria, Dimensions island

Field	Description
Location	Use this field to filter entries by location.
Entity	Use this field to filter entries by entity.
Project Name	Use this field to filter entries by project name.
Purpose Name	Use this field to filter entries by purpose name.
Spec. 1 - 10	Use this field to filter entries by other specs as needed.
Local Spec. 1 - 10	Use this field to filter entries by other local specs as needed.

Currency island

Field	Description
Currency Type	Use this field to specify a currency type for the report.
Currency	Use this field to specify a currency for the report.

Print Control island

Field	Description
Include Inactive Customers	Select this check box to include inactive customers in the list.
Include Blocked	Select this check box to include blocked customers in the list.

Tab Actions

Action	Description
Open PDF Report	Click this action to open a PDF of the report.
Open Live Report	Click this action to open the report in the BI Launchpad.

Company Dimension Combinations

The Company Dimension Combinations single dialog workspace enables you to quickly look up account, local account, and local chart of accounts derived for a given company and dimension combination header. Maconomy derives the information in the workspace based on the rules of each dimension combination on each company in your system. Additionally, BPM can now look up the account and local account given a dimension combination number and a company number through the filter list.

Note that you cannot enter or create lines in the Company Dimension Combination tab or use it to derive the rules of or for the dimension combination. If you add or delete a company in the Dimension Combination workspace, Maconomy automatically updates the Company Dimension Combination single dialog workspace. Likewise, if you add, change, copy, or delete a dimension combination or dimension combination line, the system updates the table.

After the upgrade, the table is set up by default. Maconomy creates and populates the table by deriving the information from the current dimension combinations. For new customers that import their companies, Maconomy automatically calculates the table as if they are simply adding companies. Additionally, it is dynamically, synchronously, and automatically maintained.

The Company Dimension Combinations single dialog workspace is added to Maconomy to support this feature.

Workspace Client Fields and Descriptions

Single Dialog » General Ledger » Set-Up » Company Dimension Combinations

Company Dimension Combination Information Island

Field	Description
Dimension Combination Number	Use this field to enter a Dimension Combination Number.
Description	The description from the dimension combination
Company Number	The company number.
Account Number	The account number posting will be made on.
Local Account Number	The local account number the posting will be made on.
Local Chart Of Accounts Name	The local chart of account associated with the local account.

Field	Description
Instance Key	The unique identifiable key for the relation.
Transaction Timestamp	Timestamp or last change.

Vendor Reporting

The following standard Vendor reports are available:

- AP Aging
- AP Transactions
- Outstanding Vendor Invoices

AP Aging

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

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

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

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

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

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are:
	- Company
	- Vendor
	- Transaction
Balance	This column displays the total amount outstanding on vendor invoices, including entries that are not yet due, based on the statement date.
0-30 days	This column displays the amount outstanding that is up to 30 days old.

Column	Description
31-60 days	This column displays the amount outstanding that is between 31 and 60 days old.
61-90 days	This column displays the amount outstanding that is between 61 and 90 days old.
91-120 days	This column displays the amount outstanding that is between 91 and 120 days old.
121+ days	This column displays the amount outstanding that is more than 120 days old.

> **Note:** As of 2.5.1, a new object called **Control Account No**. is introduced in the AP Aging universe. This object is used for stating the finance account of the control account for customers and vendors.

AP Transactions

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

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

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

Column	Description
Entry Date	This column displays the entry date of the vendor entry.
Due Date	This column displays the due date of the vendor entry.
Transaction No.	This column displays the vendor entry's transaction number.
Transaction Type	This column displays the vendor entry's transaction type.
Entry Text	This column displays the entry text of the vendor entry.
Entry Type	This column displays the entry type of the vendor entry (vendor payment, vendor invoice, and so on).
Invoice No.	For vendor entries that represent vendor invoices or vendor credit memos, this column displays the corresponding invoice number.

Column	Description
Balance	This column displays the outstanding balance of the entry—the balance of the entry minus the amount already reconciled against the entry based on the statement date.
Original Currency	This column displays the vendor entry's original currency.
Original Amount	This column displays the original amount of the vendor entry, in the original currency.

Outstanding Vendor Invoices

This report shows all of the outstanding invoices to be paid to the vendor based on the company number, statement date, and all applicable prompt values from the AP Aging (Australia) report. This report is found in the Australia folder.

There are a couple of key differences between the AP Aging (Australia) report and the Outstanding Customer Invoices report. Specifically:

- The Aging report filters out records that summarize to zero if these records also do so on the lowest drill-down level (that is, records that do not add to the balance on any level of detail). On the Outstanding report, such records are included because they add value and insight.

- The Aging report may also list payments made without a corresponding invoice, while the Outstanding report does not because it concentrates on invoices and credit memos. For example, if a payment is made to a vendor in the General Journal even if there is no vendor invoice, that payment will appear in the Aging report as a negative balance, but is filtered out in the Outstanding report. However, if that same payment is reconciled against an invoice, the Outstanding report will list the invoice and the reconciled amount as the paid amount.

> **Note:** While this report was created primarily to address an Australian statutory requirement, it can also be utilized by companies from other countries. Reach out to Consulting or Customer Care for more information.

The vendor information above the data table includes the following:

Field	Description
Currency	This field displays the currency used in the report.
Country Number	This field displays the country number.
Country	This field displays the country name.
Vendor Number	This field displays the vendor number.

Field	Description
Vendor Name	This field displays the vendor name.
Contact Person	This field displays the name of the contact person on the vendor side.
Telephone Number	This field displays the telephone number of the vendor.
E-mail	This field displays the e-mail address of the vendor.

The data table includes the following:

Top-Level Header	Column	Description
Invoice	No.	This field displays the invoice number.
	Name	This field displays the name or reference of the invoice.
	Date	This field displays the date an entry was invoiced.
	Due Date	This field displays when payment for the invoice is due.
Invoiced	Excl. Tax	This field displays the invoiced amount excluding taxes. The total is shown at the end of the column.
	Tax	This field displays the tax amount of the invoice. The total is shown at the end of the column.
	Incl. Tax	This field displays the invoiced amount including taxes. The total is shown at the end of the column.
Paid	Incl. Tax	This field displays the amount already paid (that is, reconciled) including taxes. The total is shown at the end of the column.
Outstanding	Excl. Tax	This field displays the outstanding amount excluding taxes. The total is shown at the end of the column.
	Tax	This field displays the outstanding tax amount.

Prompts

Prompt Title	Expression	Mandatory
Company No.	Only include invoices indicated by this company number.	No
Vendor No.	Only include invoices that belong to the vendor(s) indicated.	No
Currency Type	Determines the currency type in which the amounts should be displayed	Yes
Statement Date	Only include invoices whose invoice dates are before or do not exceed this date.	Yes
10 Standard Dimensions	Only include invoices that satisfy these dimensions.	No

Workspace Client Fields and Descriptions

Reporting » Statutory Reporting » Australia » Outstanding Vendor Invoices

Selection Criteria island

Field	Description
Statement Date	Use this field to filter the entries to be included in the report. Only open entries and reconciliations entered before or on the statement date you specify are included in the report.
Company No.	Use this field to search for or enter a company number.
Vendor No.	Use this field to search for or enter a vendor number.
Vendor Group	Use this field to select a vendor group.
Transaction Type	Use this field to specify a transaction type.
Control Account	Use this field to select a control account.
Transaction No.	Use this field to specify a transaction number.

Selection Criteria, Dimensions island

Field	Description
Location	Use this field to filter entries by location.
Entity	Use this field to filter entries by entity.

Field	Description
Project Name	Use this field to filter entries by project.
Purpose Name	Use this field to filter entries by purpose.
Spec. 1 - 10	Use this field to filter entries by other specs as needed.
Local Spec. 1 - 10	Use this field to filter entries by other local specs as needed.

Currency island

Field	Description
Currency Type	Use this field to specify a currency type for the report.
Currency	Use this field to specify a currency for the report.

Print Control island

Field	Description
Include Inactive Vendors	Select this check box to include inactive vendors in the list.

Tab Actions

Action	Description
Open PDF Report	Click this action to open a PDF of the report.
Open Live Report	Click this action to open the report in the BI Launchpad.

CRM Reporting

The following standard CRM reports are available:

- Sales Pipeline
- Opportunities
- Sales Pipeline, by Contact Company

Sales Pipeline

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

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

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

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: - Company - Location - Phase - Opportunity
Sales Estimate, Total	This column displays the total sales estimate on opportunities.
Sales Estimated Weighted	This column displays the total sales estimate on opportunities, individually weighted by the probability of the opportunity.
Qn YYYY	This column displays the total sales estimate of opportunities closed or expected to close in the current calendar quarter. *n* is the current quarter and *YYYY* is the year of that quarter.
Qn+1 YYY	This column displays the total sales estimate of opportunities expected to close within the next quarter. *n+1* is the quarter after the current quarter and *YYYY* is the year of that quarter.
Qn+2 YYYY	This column displays the total sales estimate of opportunities expected to close two quarters from the current quarter. *n+2* is the quarter that is two quarters from the current quarter and *YYYY* is the year of that quarter.
Qn+3 YYYY	This column displays the total sales estimate of opportunities expected to close three quarters from the current quarter. *n+3* is the quarter that is three quarters from the current quarter and *YYYY* is the year of that quarter.
Total	This column displays the total sales estimate of opportunities expected to close in the specified four quarters.

Sales Pipeline, by Contact Company

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

Opportunities

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

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

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

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

Employee Reporting

The following standard Employee reports are available:

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

▪ Unsubmitted Time

Employee Time Overview

This report provides two tabs:

- **Billability** — This tab provides two tables. The first is a crosstab that shows dates horizontally and the measures Invoiceable, Non-Invoiceable, Total, and Inv. % as rows vertically. The second table displays the same measures as rows and time-sliced columns current month, previous month, current year, previous year, and year-to-date.

- **Utilization** — This tab provides tables that are similar to those of the Billability tab. However, this tab uses employee utilization values on activities, instead of the listed measures.

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

Column	Description
Billability Tab, First Cross-Tab	
Measure cells	The measure that is displayed in the cells of the cross-tab is the number of approved hours (Job Entries).
Horizontal dimension	The horizontal dimension is the Entry Date of the Job Entry.
Vertical dimension	The vertical dimension statically categorizes the hours into the following: ▪ Invoiceable if the job and activity are both invoiceable. ▪ Non-invoiceable if either the job or activity is not invoiceable. ▪ Total, which includes both invoiceable and non-invoiceable hours. ▪ Inv. %, which states the percentage that the invoiceable hours make of the total.
Billability Tab, Second Cross-Tab	
Measure cells	The measure that is displayed in the cells of the cross-tab is the number of approved hours (Job Entries).
Horizontal dimension	The horizontal dimension categorizes the hours according to their Entry Date with regard to the To Date of the date interval that the user who runs the report provides. The categories are: ▪ Current Month, Current Year — Hours that have an Entry Date in the month and year of the To Date.

Column	Description
	• Current Month, Previous Year — Hours that have an Entry Date in the Month and previous year of the To Date. • Previous Month, Current Year — Hours that have an Entry Date in the previous month and current year of the To Date. • Previous Month, Previous Year — Hours that have an Entry Date in the previous month and previous year of the To Date. The header of the month and year is displayed with the names of the months (such as January) and the number of the year (such as 2012).
Utilization Tab, First Cross-Tab	
Measure cells	The measure that is displayed in the cells of the cross-tab is the number of approved hours (Job Entries).
Horizontal dimension	The horizontal dimension is the Entry Date of the Job Entry.
Vertical dimension	The vertical dimension is the Employee Utilization of the activity on the Job Entry.
Utilization Tab, Second Cross-Tab	
Horizontal dimension	The horizontal dimension categorizes the hours according to their Entry Date with regard to the To Date of the date interval that the user who runs the report provides. The categories are: • Current Month, Current Year — Hours that have an Entry Date in the month and year of the To Date. • Current Month, Previous Year — Hours that have an Entry Date in the month and previous year of the To Date. • Previous Month, Current Year — Hours that have an Entry Date in the previous month and current year of the To Date. • Previous Month, Previous Year — Hours that have an Entry Date in the previous month and previous year of the To Date. The header of the month and year are displayed with the names of the months (such as January) and the number of the year (such as 2012).
Vertical dimension	The vertical dimension is the Employee Utilization of the activity on the Job Entry.

Job Employee Status

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

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

There are no drill-down levels for this report.

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

Group Columns

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

Job Columns

Column	Description
Employee No.	This column displays the employee number of the job entry or job invoice line.
Employee Name	This column displays the employee name of the job entry or job invoice line.
Reg. Hours	This column displays the entered quantity.
Reg. Billing Price	This column displays the entered billing price in the currency of the company.
Reg. Cost Price	This column displays the entered cost price in the currency of the company.
Invoiced Hours	This column displays the invoiced quantity.
Invoiced Billing Price	This column displays the invoiced billing price in the currency of the company.
Invoiced Up/Down	This column displays the up/down text of the billing price invoiced in the currency of the company.
Revenue Recognized	This column displays the amount of revenue recognized in the currency of the company.

Utilization

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

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

Column	Description
No & Name	This column displays the number and name of the current drill-down level. Drill-downs for this column are based on the dimensions of the employees. The drill-down levels are: - Company - Location - Employee Category - Employee - Job
Utilization Degree Inv./Reg.	This column displays the utilization degree, which is the result of dividing invoiceable hours by entered hours.
Utilization Degree Inv./Fix	This column displays the utilization degree, which is the result of dividing invoiceable hours by the number of fixed hours for employees (as set up in the employee revisions of the employees).
Billing Price, Reg.	This column displays the entered billing price.
Billing Price, Average	This column displays the average entered billing price.
Hours, Fixed	This column displays the fixed hours for employees, as set up in the employee revisions of the employees.
Hours, Reg	This column displays the hours entered for employees. This is the total number of hours entered.
Hours, Reg. Work.	This column displays the entered productive hours for employees. This is the total number of hours entered on activities for which the employee utilization is productive time.
Hours Invoiceable	This column displays the number of hours entered on invoiceable jobs and activities.
Hours, Prod.	This column displays the entered productive hours for employees. This is the number of hours entered on activities for which the employee utilization is productive time.
Hours, Non-Prod.	This column displays the entered non-productive hours for employees. This is the number of hours entered on activities for which the employee utilization is non-productive time.

Column	Description
Hours, Absence	This column displays the entered absent hours for employees. This is the number of hours entered on activities for which the employee utilization is absent time.

Utilization, by Employee

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

Utilization Transactions

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

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

Realization

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

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

Column	Description
No & Name	This column displays the number and name of the current drill-down level. Drill-downs for this column are based on the dimensions of the employees. The drill-down levels are: ▪ Company ▪ Location ▪ Employee Category ▪ Employee ▪ Job
Hours, Realization	This column displays the realization percentage for hours, which is the total number of invoiceable hours (including the number of hours that are entered but not yet invoiced) divided by the number of entered hours.
Hours, Invoiced	This column displays the number of hours invoiced.
Hours, Registered	This column displays the number of hours entered.
Billing Price, Realization	This column displays the realization percentage for billing price, which is the total amount of recognized revenue divided by the total billing price entered.
Billing Price Invoiced	This column displays the total amount invoiced.
Billing Price Registered	This column displays the total billing price entered.
Billing Price Inv. %	This column displays the invoicing percentage, which is the total amount invoiced divided by the total amount entered on invoiceable jobs and activities.
Open, Hours	This column displays the number of open hours (not yet invoiced).
Open Billing Price	This column displays the total open billing price (the entered billing price not yet invoiced).

Realization, by Account Manager

The Realization, by Account Manager report compares entered amounts and hours for invoicing with actually entered, realized, and invoiced figures. The report outlines the realization aspect of employee

utilization by displaying the number of hours and billing price actually realized and invoiced, compared to what was entered.

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

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

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

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

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

Column	Description
No & Name	This column displays the number and name of the current drill-down level. Drill-downs for this column are based on the dimensions of the employees. The drill-down levels are: - Purpose - Client Level 1 - Client Level 2 - Job
Hours, Realization	This column displays the realization percentage for hours, which is the total number of invoiceable hours (including the number of hours that are registered but not yet invoiced) divided by the number of entered hours.
Hours, Invoiced	This column displays the number of hours invoiced.
Hours, Registered	This column displays the number of hours entered.
Billing Price, Realization	This column displays the realization percentage for billing price, which is the total amount of recognized revenue plus the open amount, divided by the total billing price entered.
Billing Price Invoiced	This column displays the total amount invoiced.
Billing Price Registered	This column displays the total billing price entered.

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

Realization, by Employee

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

Time Sheet Overview

This report displays the hours of the employee time sheets that match the selection criteria. It splits these hours into invoiceable and non-invoiceable hours and compares those to the employee's fixed hours. In addition, it provides overtime, estimated revenue, and the percentage that the invoiceable hours make of the total number of hours that were entered. The estimated revenue is the billing price that is calculated on the time of the present state of the time sheet. Thus, it provides an estimate of how much potential revenue the hours that have not yet been invoiced represent.

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

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

Column	Description
Employee No.	This column displays the employee's number.
Employee Name	This column displays the employee's name.
Week No.	This column displays the week number of the employee's time sheets, matching the week number and date ranges.
Start Date	This column displays the start date of the week that is identified by the **Week No.** column.
Status	This column displays the approval status of the weekly time sheet.
Fixed Hours	This column displays the employee's fixed hours for the week that is identified by the Week No. column. The fixed hours are taken from the

Column	Description
	time sheet—**not** the employee revisions, although they should correspond to those as well.
Invoiceable Hours	This column displays the number of hours on the time sheet that are invoiceable.
Non-Invoiceable Hours	This column displays the number of hours on the time sheet that are not invoiceable.
Overtime Hours	This column displays the overtime, which is the fixed hours less the entered number of hours.
Revenue	This column displays the estimated revenue of the entered hours of the time sheet. If the time sheet has not been submitted, the revenue is the billing price of the hours, calculated at the time of the last change that was made to the time sheet. If the time sheet has been submitted, the revenue is the billing price of the hours calculated at the time of the submission. If the time sheet has been approved, the revenue corresponds to the revenue recognized amount.
Inv. %	This column displays the percentage that the number of invoiceable hours makes of the total number of hours entered.
Traffic lighting	This column displays traffic lighting, which is: ▪ Green if the invoice percentage is equal to or above 75%. ▪ Yellow if the invoice percentage is above 50%, but below 75%. ▪ Red if the invoice percentage is equal to or below 50%.

Time Sheet Status, by Week

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

The report consists of two tabs:

▪ **Time Sheet Status, by Week** — This tab displays the employee number and name, and the hours by week. The number of columns that display the hours is dynamic and updates based on how many weeks match the selected week range/date range. Colors indicate the status of the time sheet.

▪ **Time Sheet Status, by Week vs. Fixed Hours** — This tab displays a similar layout except that the measures are the differences between hours entered and fixed hours. The selection criteria do not include the prompt for only including invoiceable hours because all hours should be included in this tab. Colors indicate whether the entered hours are below, above, or equal to the fixed hours.

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

There are no drill-down levels for this report.

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

Time Sheet Status, by Week Tab

Column	Description
Employee No.	This column displays the employee's number.
Employee Name	This column displays the employee's name.
Weekly columns	The column headers display the week number and the first date of each week. If the week is a split week, it is suffixed with **A** and **B**, respectively. The columns display the number of hours entered in total for that week, unless the time sheet has not been submitted. In this case, the number of hours is the difference between the fixed hours and the hours that have been entered.
	If the report is restricted to invoiceable hours, only invoiceable hours are displayed; otherwise, all hours are displayed. Hours are invoiceable if both the job and the activity are invoiceable.
	The column colors are described below:
	▪ **Red** — The time sheet has not been created (nor submitted).
	▪ **Orange** — The time sheet has been rejected; the project manager has rejected some of the hours on the timesheet.
	▪ **Green** — The time sheet has been submitted.
	▪ **Blue** — The time sheet has been approved.

Time Sheet Status, by Week vs. Fixed Hours Tab

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

Time Sheet Status, by Day

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

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

There are no drill-down levels for this report.

Unsubmitted Time

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

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

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

Column	Description
Employee No.	This column displays the employee's number.
Employee Name	This column displays the employee's name.
Supervisor No.	This column displays the employee number for the employee's supervisor.
Supervisor Name	This column displays the name of the employee's supervisor.
Fixed Hours	This column displays the fixed hours of the employee according to the week.
Unsubmitted Hours	This column displays the number of hours that have not been submitted.
Submitted Hours	This column displays the number of hours that have been submitted.
Inv. %	This column displays the percentage that the invoiceable hours make of the total number of hours entered, including both unsubmitted and submitted hours.

Subscription Reporting

The following standard Subscription reports are available:

- Subscriptions

Subscriptions

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

Column	Description
Date Ordered	This column displays the order date of the subscription order.
Quantity	This column displays the quantity of ordered items.
Pricing Unit	This column displays the price unit of the item.
Cost Price	This column displays the cost price of the subscription.
GM %, Cost Price	This column displays the gross margin percentage of the sales price.
Line Price, Company	This column displays the line price of the subscription order.
Line Price, Customer	This column displays the line price of the subscription order.
Price Adjustment Principle Name	This column displays the price adjustment principle name of the subscription.
Adjusted Date	This column displays the date of the latest adjustment of the subscription.
Adjusted Unit Price, Customer	This column displays the adjusted unit price of the subscription.
Invoice Starting Date	This column displays the invoice starting date of the subscription.
Invoice Ending Date	This column displays the invoice ending date of the subscription.
Invoicing Until	This column displays the invoicing until date of the subscription.
Campaign No.	This column displays the campaign number.

Assets Reporting

The following standard Assets reports are available:

- Fixed Assets
- Asset List

Fixed Assets

The Fixed Assets report is used to list central asset adjustment amounts for each asset in the stock. In Maconomy, assets adjustments are divided into different types and sub-groups. This report provides

details on the asset transactions, such as acquisitions or depreciations, and the reason for each transaction.

This report accounts for the following measures:

- **Asset adjustment types** - These are controlled by the asset entry's transaction type.
    - Acquisition
    - Improvement
    - Write-Up
    - Write-Down
    - Depreciation (including Corrections)
    - Tax Depreciation
- **Asset adjustment subgroups** – For each type, we then combine to form:
    - **Addition** - When the sub-group is neither Transfer nor Relocation, and the amount is positive.
    - **Transfer** - When the sub-group is either Transfer or Relocation. The amount can be positive or negative.
    - **Disposal** - When the sub-group is neither Transfer nor Relocation, and the amount is negative.
- **Book value** - This is the summation of all asset transactions applied to the asset. The formula of an asset's book value is:

  Book Value = Acquisition + Improvements + Write-Ups - Write-Downs - Depreciations.

- **Depreciation and Tax Depreciatio**n – Depreciation and Tax Depreciation cannot both occur for one asset. A separate entry is created in the report for depreciations on each asset. The formula for the tax depreciation of an asset's book value is:

  Book Value = Acquisition + Improvements + Write-Ups - Write-Downs - Depreciations.

  Furthermore, we can divide depreciations into those related to Job Cost or the General Ledger.

Layout

Asset No.	Descr.	Group	Book Value 31/12/16	Period: Additions	1/1/17 - 31/12/17 Disposals	Asset Sale	Gains/Losses on Sale	Depreciations	Transfers	Write-Downs	Book Value 31/12/17	Depreciation Total
1010	Car 1	Automobile	0	200000	0	0	0	5000	0	0	195000	5000
1020	Car 2	Automobile	0	435700	0	0	0	29289,94	0	120000	286410,06	29289,94
1030	Car 3	Automobile	0	100000	-80000	75000	-5000	0	0	20000	0	0
Total:			0	735700	-80000	75000	-5000	34289,94	0	140000	481410,06	34289,94

1 My Company ← *Section on company*

GBP ← *Section on measure's currency*

Selection Criteria

Top-Level Header	Header Title	Description
Asset	No.	This column displays the asset number.
	Descr.	This column displays the description of the asset.
	Group	This column displays the group of the asset.

Top-Level Header	Header Title	Description
Book Value	Date	This column displays the book value as of the date before the From Date (for example, the period we select).
Period *date interval*	Additions	This column displays the sum of additions to the asset within the selected period. Additions include acquisitions, improvement, and write-ups added.
	Disposals	This column displays the sum of disposals of assets done within the selected period. Disposals include acquisition disposals, improvement disposals, write-up disposals, write-down disposals, and depreciation disposals.
	Asset Sale	This column displays the sum of asset sales done within the selected period, such as the sum of sales prices for disposed assets. The value displayed here does not contribute to the closing book value as it is implicitly part of the disposals figure.
	Gains/Losses on Sale	This column displays the sum of gains and losses in context of assets that were disposed as a sale. This value is calculated as the Asset Sale minus the book value, which the asset had at the time it was disposed through a sale.
	Depreciations / Tax Depreciations	This column displays the sum of depreciations done within the selected period. If you enable **Use Tax Depreciation** in the selection criteria, this column displays the sum of tax depreciations done within the selected period. This column also displays corrections, as well as corrections in Maconomy that are corrections to depreciations/tax depreciations.
	Transfers	This column displays the sum of transfers done within the selected period. The values displayed highly depend on filtering on dimensions. For example, the transfer of assets from one location to another will appear as zero in this column, unless the user restricts to see only assets belonging to one of the locations.

Top-Level Header	Header Title	Description
	Write-Downs	This column displays the sum of write-downs done within the selected period.
Book Value	Date	This column displays the book value as of the end date in the period selected. The book value is equal to the opening book value plus Additions, Disposals and Transfers, minus Depreciations and Write-Downs. Note that Disposals appear as negative values.
Depreciations / Tax Depreciations	Total	This column displays the sum of depreciations done within the selected period. If you enable **Use Tax Depreciation** in the selection criteria, this column displays the sum of tax depreciations done within the selected period. This column also displays corrections, as well as corrections in Maconomy that are corrections to depreciations/tax depreciations.

System Information Reporting

The following standard System report is available:

- Personal Information

Personal Information

> The Personal Information report that was introduced in Maconomy 2.4.3 turned out to have an incorrect access control. The report applies normal Maconomy access control so the user running the report is able to see employees that they have access to. However, this is not intended and is a misunderstanding or clarification issue in the requirements of the report. The user should only be able to see data about themselves. This means that an additional access control needs to be applied on the report filter.
>
> **This report is therefore temporarily removed until a more permanent fix is introduced.**

The Personal Information report addresses the European Union's General Data Protection Regulation (GDPR) requirement to enable employees, and other contact persons, to see the personal data a company stores about them.

The report displays in a table format and provides personal information about contact persons and employees from the Employee card in Maconomy. The report contains one table with many columns. Each row in the table provides data about a single contact person. This includes:

- The contact person number and name.

- Selected personal data from the Employee Card.
- Selected personal data from the Emergency Contact window.
- Selected personal data from the Parental Status window.

You can export the Personal Information report to CSV format and MS Excel.

Employee Information Tab

This tab displays personal employee information for the contact person.

Column	Description
Contact Person	
No.	The number of the contact person.
Name	The name of the contact person.
Employee	
No.	The employee number.
Name	The name of the employee.
First Name	The preferred first name of the employee.
	If formal names are enabled, Maconomy will keep the preferred name in sync with the formal name until the preferred name is changed manually.
Middle Name	The preferred middle name of the employee.
	If formal names are enabled, Maconomy will keep the preferred name in sync with the formal name until the preferred name is changed manually.
Last Name	The preferred last name of the employee.
	If formal names are enabled, Maconomy will keep the preferred name in sync with the formal name until the preferred name is changed manually.
Formal First Name	The formal first name of the employee.
Formal Middle Name	The formal middle name of the employee.
Formal Last Name	The formal last name of the employee.
Personal Title	The personal title of the employee, such as Mr., Ms., Dr.
Maiden Name	The maiden name of the employee.
Name In Local Alphabet	The employee's name in their local alphabet.

Column	Description
Initials	The initials by which the employee is known in the company.
Name 2-5	The address of the employee.
ZIP Code	The zip code in which the employee resides.
Postal District	The name of the postal district in which the employee resides.
Country	The country in which the employee lives.
Telephone	The primary phone number of the current employee.
Telephone 2	The secondary phone number of the current employee.
Mobile Phone	The primary mobile phone number of the current employee.
Mobile Phone 2	The secondary mobile phone number of the current employee.
E-mail	The e-mail address of the employee.
Personal E-mail	The personal e-mail address of the employee.
CNR No.	The employee's CNR number.
Gender	The gender of the employee.
Blocked	This column indicates whether the employee can be used.
Profession	The profession of the employee.
Education	The education of the employee.
Position	The position of the employee.
Alternative Job Title	A job title with a different classification level than the Position field.
Previous Employee No.	The employee number when the employee was previously employed in the same company.
Bank	The name of the employee's bank.
Registration No.	The registration number of the employee's bank.
Bank Account No.	The employee's bank account number.

Column	Description
Date of Birth	The date the employee was born.
Date Employed	The date the employee was employed with the company.
Termination Date	The date employment ended.
EEO Classification	This field is used for equal employment opportunity tracking.

Emergency Contacts Tab

This tab displays a list of emergency contacts for the contact person.

Column	Description
Contact Person	
No.	The number of the contact person.
Name	The name of the contact person.
Emergency Contact	
Type	The contact type.
Dependent	This column specifies whether the contact is the employee's dependent.
Emergency Contact	This column specifies whether the contact is an emergency contact for the employee.
Name	The name of the contact.
Name 2-5	The address of the contact.
ZIP Code	The zip code in which the contact resides.
Postal District	The name of the postal district in which the contact resides.
Country	The country in which the contact lives.
Home Phone	The home phone number of the contact.
Work Phone	The work phone number of the current employee.
Mobile Phone	The mobile phone number of the contact.

Column	Description
E-mail	The e-mail address of the contact.
Relationship	This field specifies how the contact person is related to the employee.
Date Of Birth	The date of birth of the contact person.
ID No.	The identification number of the contact person.
Nationality	The nationality of the contact person.
Lives with Employee	This field specifies whether the contact person lives with the employee.

Parental Status Tab

This tab displays a list of parental statuses of the contact person.

Column	Description
Contact Person	
No.	The number of the contact person.
Name	The name of the contact person.
Parental Status	
Parental Status	The parental leave status of the employee.
Parental Status Type	The parental leave status type of the employee.
Descr.	The summary or description of the parental status.
Start Date	The date the employee returned from parental leave.
Return Date	The date the employee returned from parental leave.
End Date	The date the employee's parental leave ends.

Prompts for the Personal Information Report

Optionally set criteria that filters the results of the Personal Information report.

Prompt Title	Description
From Contact Person No.	Only contact persons with a number equal to, or alphabetically after, the answer to this prompt are included.

Prompt Title	Description
To Contact Person No.	Only contact persons with a number equal to, or alphabetically before, the answer to this prompt are included in the report.
Contact Person No.	Only contact persons restricted to this number are included. Also, if the prompts of From/To Contact Person No. are answered, only the intersection set of contact persons are included in the report.
From Employee No.	Only employees with an employee number equal to or after the answer to this prompt are included in the report.
To Employee No.	Only employees with an employee number equal to or before the answer to this prompt are included in the report.
Employee No.	Only employees restricted to this number are included. Also, if the prompts of From/To Contact Person No. are answered, only the intersection set of contact persons are included in the report.

Tax Reporting

Tax Settlement

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

The Tax Settlement report accounts for these two measures:

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

  Subject to Tax = Original Basis - Tax Exempt - Export

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

  Net Tax = Original Tax - Non-Deductible Tax - Deferred Tax

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

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

The following Tax Settlement report tabs are available:

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

Tax Settlement Summary

Layout

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

Selection Criteria

Column	Header Title	Description
Tax Settlement Type		This column displays the tax settlement type of the data in the rows.
Tax Level		This column displays the tax level of the data in the row. If multiple tax levels are not applicable, the column is collapsed.
Tax Type		This column displays the tax type of the data in the row.
Tax	Basis	This column displays the original tax basis.
Tax	Exempt	This column displays the basis amounts that are exempted from tax.

Column	Header Title	Description
Tax	Export	This column displays the basis amounts that are not taxable because they are regarding exports.
Subject to Tax		This column displays the basis amount that is subject to tax. This is calculated as: Subject to Tax = Basis - Exempt - Export

Tax Settlement Details

Layout

Selection Criteria

Column	Header Title	Description
Tax Settlement Type		This column displays the tax settlement type of the data in the rows.
Tax Code		This column displays the tax code of the data in the row.
Tax Rate		This column displays the tax rate (percentage) of the tax code.
Tax Basis		This column displays the original tax basis.
Tax Amount		This column displays the tax amount calculated from the basis amount that is subject to tax.

Column	Header Title	Description
Non-Deductible		This column displays the amount of the tax amount which is not deductible. This is stated on the related tax code.
Deferred		This column displays the amount of the tax amount which is deferred. This is stated on the related tax code.
Net Tax Amount		This column displays the net tax amount which is calculated as: Net Tax = Tax - Non-Deductible - Deferred

Tax Settlement Details, by Invoice

Layout

Tax Settlement, by Invoice

Tax Code	Tax Rate	Vendor No.	Name	Tax No.	Country	EU Member	Invoice No.	Tax Basis	Tax Amount	Non-Deductible	Deferred	Net Tax
9 Deltek	526355											
USD												
Tax Receivable												
GST 6%	6%	5344	Some Vendor	6678	Denmark	Yes	12003400	4000,00	240,00	0,0	100,00	240,00
Total GST 6%:								4000,00	240,00	0,0	100,00	240,00
HST 8%	8%	5366	Another Vendor	7890	Sweden	Yes	21789099	10000,00	800,00	0,0	100,00	800,00
Total HST 8%:								10000,00	800,00	0,0	100,00	800,00
Total Receivable								14000,00	1040,00	0,0	100,00	1040,00
Payable												
Tax Code	Tax Rate	Customer No.	Name	Tax No.	Country	EU Member	Invoice No.	Tax Basis	Tax Amount	Non-Deductible	Deferred	Net Tax
PST 21%	8%	6611	My Customer	4481	Australia	No	31990021	7000,00	1470,00	0,0	100,00	1470,00
Total PST 21%:								7000,00	1470,00	0,0	100,00	1470,00
Total Payable								7000,00	1470,00	0,0	100,00	1470,00
Investment		....										

section on company number, name and company tax number
section on reporting currency
section on tax settlement type

Selection Criteria

Column	Header Title	Description
Tax Code		This column displays the tax code of the data in the row.
Tax Rate		This column displays the tax rate (percentage) of the tax code.
Vendor / Customer	No.	This column displays the number of the vendor/customer associated the data in the row. ▪ For receivable tax, the table displays vendors. ▪ For payable tax, the table displays customers.

Column	Header Title	Description
		The header follows this distinction, as do the columns below.
Vendor / Customer	Name	This column displays the name of the vendor/customer associated with the data in the row.
Vendor / Customer	Tax No.	This column displays the tax no. of the vendor/customer associated with the data in the row.
Vendor / Customer	Country	This column displays the country of the vendor/customer associated with the data in the row.
Vendor / Customer	EU Member	This column displays whether the country of the vendor/customer associated with the data in the row is an EU member.
Vendor / Customer	Invoice No.	This column displays the vendor/customer invoice number associated the data in the row.
Tax Basis		This column displays the basis amount that is subject to tax. This is calculated as: Subject to Tax = Basis - Exempt - Export
Tax Amount		This column displays the resulting tax amount.
Non-Deductible		This column displays the amount of the tax amount which is not deductible. This is stated on the related tax code.
Deferred		This column displays the amount of the tax amount which is deferred. This is stated on the related tax code.
Net Tax Amount		This column displays the net tax amount which is calculated as: Net Tax = Tax - Non-Deductible - Deferred

Withholding Tax

Layout

Selection Criteria

Column	Header Title	Description
Tax Code		This column displays the tax code of the data in the row.
Tax Rate		This column displays the tax rate (percentage) of the tax code.
Vendor / Customer	No.	This column displays the number of the vendor/customer associated the data in the row. ▪ For receivable withholding tax, the table displays customers. ▪ For payable withholding tax, the table displays vendors. The header follows this distinction, as do the columns below.
Vendor / Customer	Name	This column displays the name of the vendor/customer associated with the data in the row.
Vendor / Customer	Tax No.	This column displays the tax no. of the vendor/customer associated with the data in the row.
Vendor / Customer	Country	This column displays the country of the vendor/customer associated with the data in the row.
Vendor / Customer	EU Member	This column displays whether the country of the vendor/customer associated with the data in the row is an EU member.
Vendor / Customer	Invoice No.	This column displays the vendor/customer invoice number associated the data in the row.

Column	Header Title	Description
Tax Basis		This column displays the basis amount that is subject to tax. This is calculated as: Subject to Tax = Basis - Exempt - Export
Tax Amount		This column displays the resulting tax amount.
Non-Deductible		This column displays the amount of the tax amount, which is not deductible. This is stated on the related tax code.
Deferred		This column displays the amount of the tax amount, which is deferred. This is stated on the related tax code.
Net Tax Amount		This column displays the net tax amount which is calculated as: Net Tax = Tax - Non-Deductible - Deferred

Regional DFME Reports

Refer to the *DFME BPM Country Reports Guide* for information on the report functionality of the country reports available in BPM, namely:

- Australia
- Belgium
- Denmark
- France
- Germany
- India
- Netherlands
- Norway
- Sweden
- United Kingdom
- United States

> **Note:** This section is applicable only to Maconomy Essentials / DFME PSO customers only.

As DFME Customers, a number of non-standard reports are available which are designed for the specific needs of the region in which your Company resides. A list of these reports is provided below.

Area	WSC Menu Section	WSC Workspace	Reports
Regional Reports – Nordics (Sweden, Norway and Denmark)	Reporting	DFME Reporting / Nordic Reports	▪ Management Reports • KPI Flash • Managers Dashboard • Revenue Overview • Utilization and Average Price, 12 month rolling ▪ Employee reports • My Utilization • Flex Balance • Flex Balance with Vacation • Utilization Rate (Belaggningsgrad) • Utilization Summary (Fordelning belaggning)

Area	WSC Menu Section	WSC Workspace	Reports
			▪ Finance reports
			• Profit and Loss, by Company
			• Profit and Loss, by Dimension
			• Income by Customer (Utveckling per konto)
			• Periodic Summary, by Payment Customer
			• Periodic Summary, by Customer
			• NO Tax Settlement
			▪ Project Reports
			• Periodic Budget Report
			• PM Budget Control Cost
			• Project Dashboard
			• Project Entries
			• Project Follow Up – By Project
			• Project Follow Up – Total
			• Project Workspace
			• My Project Dashboard
			• Budget Control
			• Budget Control Total
			• Invoicing Plan
			▪ Subscription Reports
			• Subscription
			• Subscription Detail
			• Subscription Monthly
			▪ CRM Reports

Area	WSC Menu Section	WSC Workspace	Reports
			o Opportunities (Affarsmojligheter) o Customer Contact Information
Regional Reports – UK Reports	Reporting	DFME Reporting / UK Reports	▪ Finance Reports • VAT • MIMO Summary • MIMO Transactions • Payment Run Register ▪ Management reports • My Employees Utilization ▪ Employee Reports • My Utilization ▪ Project Reports • Invoicing Plan • Job Details Summary • MIMO Summary • MIMO Transactions

Nordic Reports

Management Reports

KPI Flash

The KPI Flash report displays a set of key performance indicators relevant to management within professional services organisations such as utilization, average price and revenue recognized.
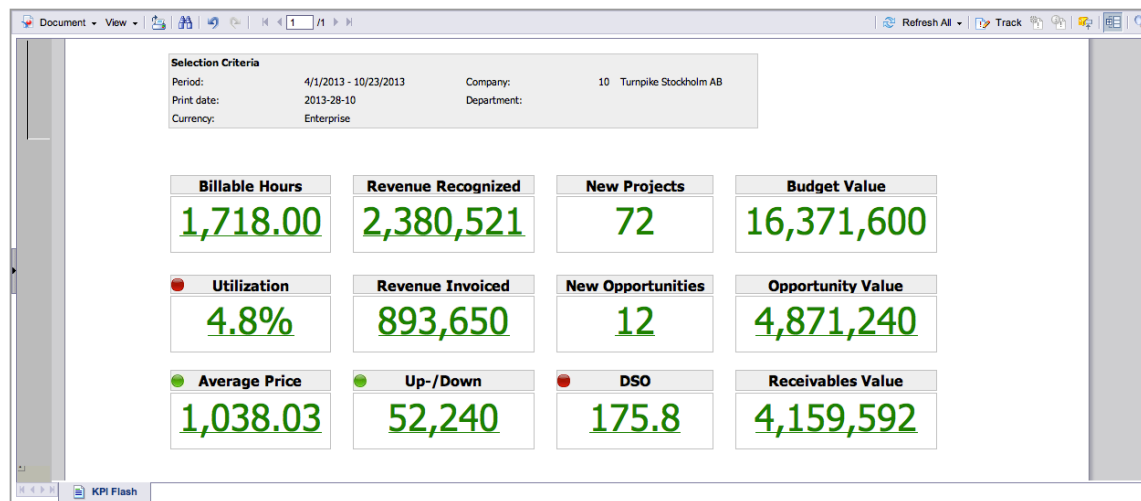
Where relevant, the KPI:s link to standard sub reports (described later in this document). This empowers executives to analyse detailed information regarding the KPI displayed, such as utilization data or receivable data (illustrated below).
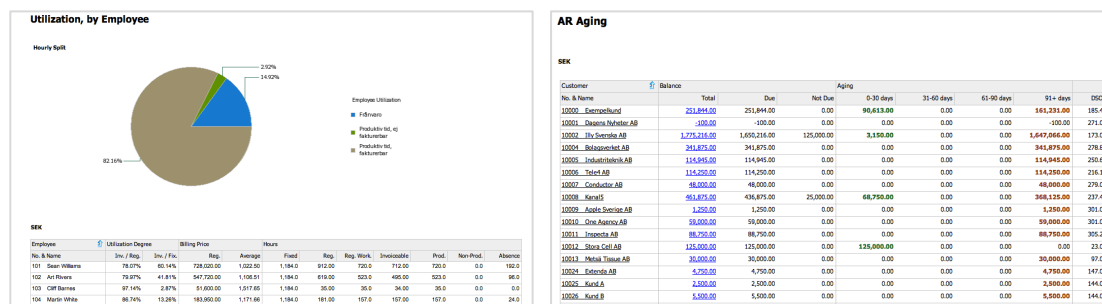
The report KPI Flash contain the following data:

KPI	Description	Linked report
Billable Hours	This KPI displays the number of billable hours registered on invoiceable jobs and activities of the employees belonging to the company or department selected when running the report	**Utilization, by Employee**
Utilization	This KPI shows the utilization degree of the employees belonging to the company or department selected when running the report. The utilization degree is the result of dividing invoiceable hours by the number of fixed hours for employees (as set up in the employee revisions of the employees). A traffic light ⬤/⬤ indicates if the Utilization degree exceeds or is less than the target level. Target level is set as an input value when running the report	**Utilization, by Employee**

KPI	Description	Linked report
Average Price	This KPI displays the average billing price registered by employees belonging to the company or department selected when running the report. A traffic light 🔴/🟢 indicates if the Average price exceeds or is less than the target level. Target level is set as an input value when running the report	Utilization, by Employee
Revenue Recognized	This KPI shows the revenue recognized for the projects belonging to the company or department selected when running the report	Customer Profitability
Revenue Invoiced	This KPI displays the amount invoiced for the projects belonging to the company or department selected when running the report	Customer Profitability
Up-/Down	This field displays the amount written up or down when invoicing the projects belonging to the company or department selected when running the report. A traffic light 🔴/🟢 indicates if the filed value is positive or negative	Revenue Analysis
New Projects	This field shows the number of new projects created during the period belonging to the company or department selected when running the report	N/A
Budget Value	This field shows the total budgeted value of the projects created where budget type equals baseline budget	N/A
New Opportunities	This field displays the number of new opportunities created during the period belonging to the company or department selected when running the report	Opportunities
Opportunity Value	This field shows the total value of the opportunities created during the period for which the report is run	Opportunities
DSO	This KPI displays average days outstanding for customer invoices belonging to the company or department selected when running the report. A traffic light 🔴/🟢 indicates if the DSO value exceeds or is less than the target level. Target level is set as an input value when running the report	A/R Aging
Receivables Value	This KPI displays the total value of the customer invoices outstanding that belong to the company or department selected when running the report	A/R Aging

When running the report delimitations can be set on the following data:

- Target Utilization (mandatory)

- Target Average Price (mandatory)
- Company
- From Date (mandatory)
- To Date (mandatory)
- Location (Responsible department)
- Entity (Executing department)
- Include closed projects
- Currency
- Budget Type
- Aging based on

> **Note:** Delimitations on Company, departments and dates are transferred to sub reports opened as linked reports.

Manager Dashboard

The Manager Dashboard presents average data regarding profitability, utilization and average price. Furthermore, top and bottom performers (customers, projects and employees) are shown. By clicking on an underlined figure a detailed report is shown. Note, any selection done in the main report must also be set in the sub reports to ensure the same data limitation.

It is possible do extrapolate the information shown by using the Input Controls on the left side of the report. Hereby, it is possible to delimit the data to, for example, exclude non billable employees or projects.

The report contains three tabs. The first one contain figures regarding the information described above, the second one describes trend data related to the same measures. The third tab contain overall P/L information.

The first tab, **KPI Statistics**, shows information regarding top and bottom performers related to customers, projects and employees.

The report contain the following data:

Data set	Description	Linked report
Customers	Top and bottom (3) customers are displayed from a profitability perspective. Profitability (GM%) is calculated as gross margin (revenue recognized – costs). Also, Revenue recognized is displayed. By clicking on the underscored link GM% a detailed sub report is opened. Note – if multiple customers have identical top or bottom profitability, more than three customers are shown.	**Customer Profitability**
Projects	Top and bottom (3) projects are displayed from a profitability perspective. Profitability (GM%) is calculated as gross margin (revenue recognized – costs). Also, Revenue recognized is displayed. By clicking on the underscored link GM% a detailed sub report is opened. Note – if multiple projects have identical top or bottom profitability, more than three projects are shown.	**Project Profitability, Summary**
Employees	Top and bottom (3) employees are displayed from a utilization AND average price perspective. Utilization is calculated as invoiceable hours by the number of fixed hours for employees. Average price is calculated as average billing price registered on invoiceable projects. By clicking on the underscored link utilization or average price a detailed sub report is opened. Note – if multiple employees have the same top or bottom measures, more than three employees are shown.	**Utilization, by Employee**

The second tab, **KPI Trends**, shows trend data regarding revenue, profitability (on projects) and employee performance.
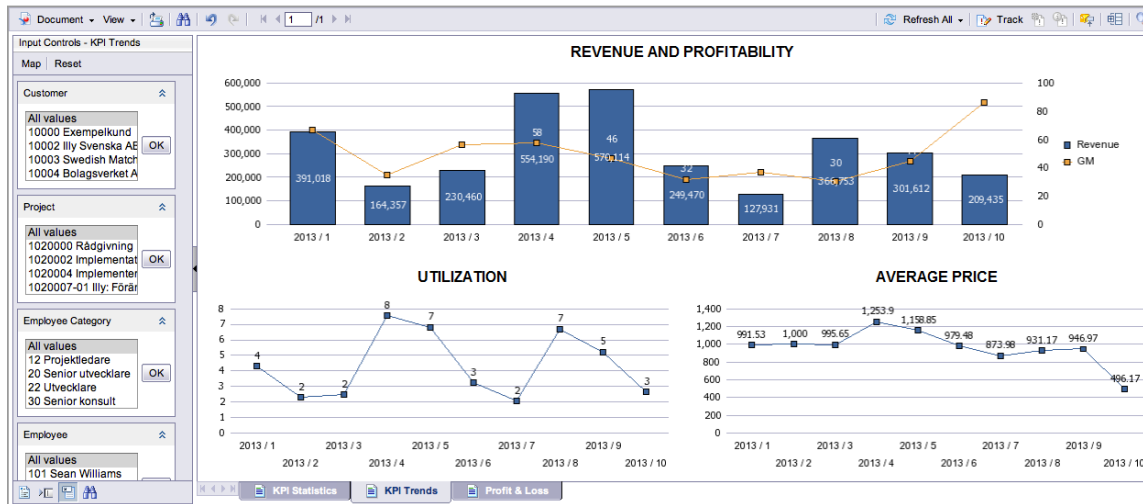
The third tab, **Profit & Loss**, shows aggregated P&L data divided into profit and loss accounts. Data is derived from general ledger.

When running the report delimitations can be set on the following data:

- From Date (mandatory)
- To Date (mandatory)
- Company
- Department (delimits on Location/responsible department for project data and Entity/executing department for employee data)
- Currency

> **Note:** Delimitations on set in this report is NOT transferred to sub reports (linked reports).

Revenue Overview

The Revenue Overview report presents revenue data per dimension for a selected period. Revenue per top 10 is shown along with the aggregated sum of other revenue.

By clicking on the bottom tabs in the report the revenue is shown per:

- Company
- Department
- Business Area
- Country (from Customer)
- Project
- Project Type
- Project Group
- Employee Category
- Project Statistic 1 & 2 (from Project Description Tab)
- Enterprise, Segment and Area (from Customer)
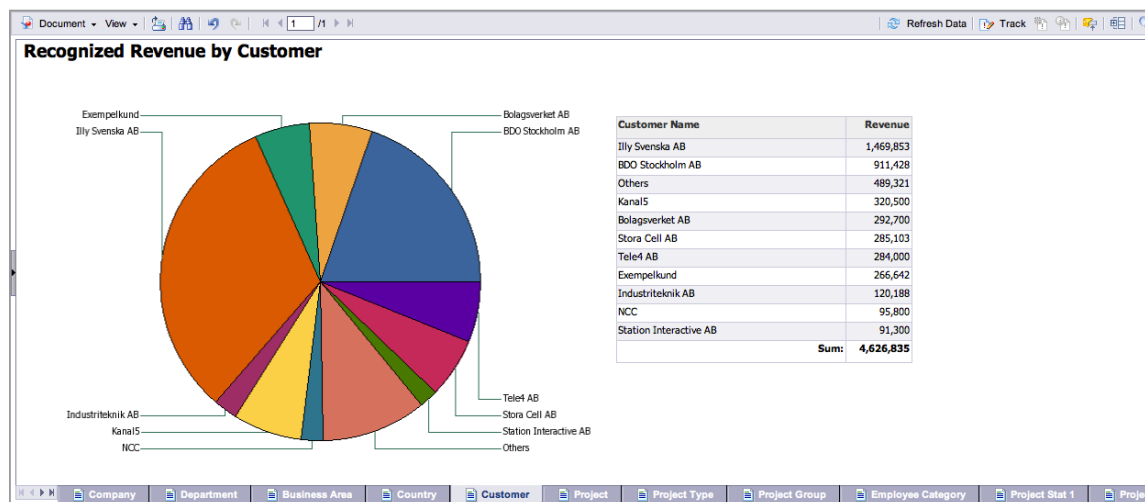
The report contain the following data:

Data set	Description
Revenue	Revenue recognized (from projects)

When running the report delimitations can be set on the following data:

- From Date (mandatory)
- To Date (mandatory)
- Company
- Department
- All other dimensions

Utilization & Average price, 12 month rolling

The report Utilization & Average price, 12 month rolling presents utilization trend data along with average price data for a 12 month period. By using Input Control it is possible to dynamically delimit the data shown to exclude or include different employee categories etc.
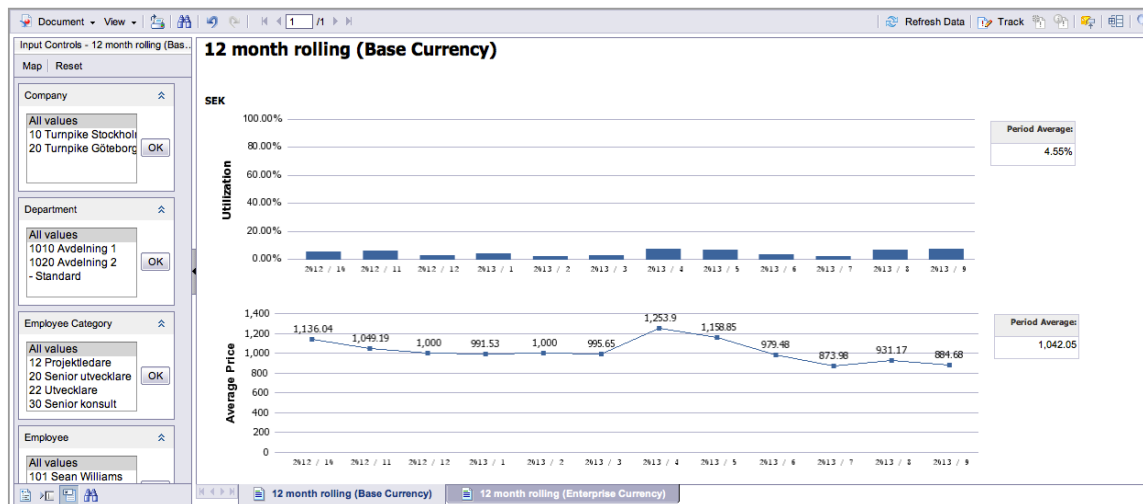
The report contains the following data:

Data set	Description
Utilization	Utilization is calculated as invoiceable hours by the number of fixed hours for employees.
Average Price	Average price is calculated as average billing price registered on invoiceable projects.

> **Note:** The report contain two tabs. The first tab describe average price in base currency while the second tab describe average price in enterprise currency.

When running the report delimitations can be set on the following data:

- Delimitation Date (mandatory)
- Company
- Department
- All other dimensions

Employee Reports

My Utilization

The My Utilization report displays several different utilization metrics and degrees to show the utilization of employees running the report. The report is only available under My Self Service / My Utilization and the report **automatically delimits data to the user logged on**. Data related to the current year is shown. Also, only registrations on time activities are included in the report.
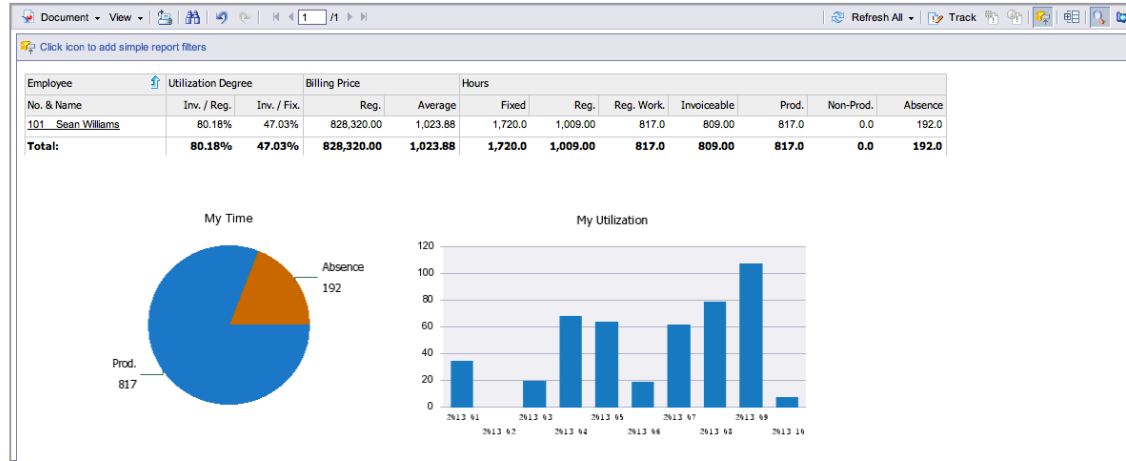
You can drill-down on the **No & Name** column to project level.

Column	Description
No & Name	This column displays the number and name of the current drill-down level. Drill-downs for this column are based on the dimensions of the employees. The drill-down levels are: ▪ Employee ▪ Project
Utilization Degree Inv./Reg.	This column displays the utilization degree, which is the result of dividing invoiceable hours by registered hours.
Utilization Degree Inv./Fix	This column displays the utilization degree, which is the result of dividing invoiceable hours by the number of fixed hours for employees (as set up in the employee revisions of the employees).
Billing Price, Reg.	This column displays the billing price registered.
Billing Price, Average	This column displays the average billing price registered.
Hours, Fixed	This column displays the fixed hours for employees (as set up in the employee revisions of the employees).
Hours, Reg	This column displays the registered hours for employees (the total number of hours registered).

Column	Description
Hours, Reg. Prod.	This column displays the registered productive hours for employees. This is the total number of hours registered on activities for which the employee utilization is productive time.
Hours Invoiceable	This column displays the number of hours registered on invoiceable jobs and activities.
Hours, Prod.	This column displays the registered production hours for employees. This is the number of hours registered on activities for which the employee utilization is productive time.
Hours, Non-Prod.	This column displays the registered non-production hours for employees. This is the number of hours registered on activities for which the employee utilization is non-productive time.
Hours, Absence	This column displays the registered absent hours for employees. This is the number of hours registered on activities for which the employee utilization is absent time.
Graphs	Two graphs are shown – distribution of hours per type and utilization per month, current year.

Flex Balance

This is a report which shows Employee/s flextime balance.

Copy to come.

Flex Balance with Vacation

This is a report which shows Employee/s flextime balance including their vacation balance. This report replaces a previous report available in the Portal for Norwegian Customers.

The selection criteria in the report include:

- Date
- Executing Department (Entity) (optional)
- Responsible Department (Location) (optional)
- Employee (optional)

The resulting report is a table with four columns:

Employee Number	Employee Name	Vacation Balance	Flex Time Balance

Utilization Rate (Beläggningsgrad)

This is a Utilization report which shows Utilization for Employees in specific Departments.

There are two tabs in the report:

- Beläggning per medarbetare: Utilization by employee shows employee utilization by department
- Beskrivning: The Description tab shows utilization by Activity and Task

Beläggning per medarbetare

Column	Description
Avdelning	This column displays the Department number and Name
Medarbetare	This column displays the Employee No and Employee Name
Beläggningsgrad	This column displays the utilization degree, which is the result of dividing invoiceable hours by the number of registered hours for employees.
	This column displays the total number of hours registered.

Beskrivning

Column	Description
Aktivitet	This column displays the activity number and name registered against
Uppgift	This column displays the task number and name registered against
Beläggningsgrad	This column displays the utilization degree

Utilization Summary (Fördelning beläggning)

This is a summarized Utilization report and not broken down by Employee.

There are two tabs in the report:

- Fördelning beläggning: Utilization by Responsible department and Executing department
- Spec: Specification of time when Responsible department is not equal to Executing Department

Fördelning beläggning

Column	Description
Ägande avdelning	This column displays the Responsible Department number and name (Location)
Utförande avdelning	This column displays the Executing Department number and name (Entity)
Antal registrerat	This column displays the total number of hours registered
Procent	This column displays the percentage of hours registered.
Projekt	Details about the Job on which they were registered
Pitch/Införsälj	Pitch / Sell

Spec

Column	Description
Ägande avdelning	The columns Avdelning and Projekt below are relevant to the Responsible Department (Location)
Avdelning	This column displays the Responsible Department (Location) number and name
Projekt	This column displays the Project number and name
Utförande avdelning	The columns Avdelning and Medarbetare below are relevant to the Executing Department (Entity)
Avdelning	This column displays the Executing Department (Entity) number and name
Medarbetare	This column displays the Employee Number and name.
Antal registrerat	This column displays the number of registered hours

Profit and Loss, by Company

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

The report has four tabs.

- Profit & Loss
- Profit & Loss (Actuals & Budget)
- Profit & Loss (Periodic: Month, Quarter, Year)
- Profit & Loss (Rolling 12 month)

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

The structure of the report is based on the G/L reporting hierarchy. When setting up a new account – or adjusting the chart of accounts – the reporting hierarchy must be adjusted. This is explained in the quick guide for adding accounts.

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

The following data is shown in each tab:

Profit & Loss

Column	Description
Actuals (per company)	Actuals per company from general ledger within the selected period
Actuals (total)	Sum total actuals per company from general ledger within the selected period

Profit & Loss (Actuals & Budget)

Column	Description
Actuals (per company)	Actuals per company from general ledger within the selected period
Budget (per company)	Budget per company per from selected budget model
Actuals (total)	Sum total actuals per company from general ledger within the selected period
Budget (total)	Sum total budget per company per from selected budget model

Profit & Loss (Periodic)

Column	Description
Actuals (per company)	Actuals per company from general ledger within the selected period

Column	Description
Budget (per company)	Budget per company per from selected budget model
Variance (per company)	Difference: Actuals - Budget
% (per company)	Percentage: (Actuals – Budget)/Actuals*100
Month	Data for current month
Quarter	Data for current quarter
Year to Date	Data for current year

Profit & Loss (Rolling)

Column	Description
Actuals (per month)	Actuals per month from general ledger within the selected period
Budget (per month)	Budget per month per from selected budget model
Total	Calculated total: Actuals per month until current month + Budgeted per month from next month until year end

When running the report delimitations can be set on the following data:

- Company (mandatory)
- Department
- Currency
- Fiscal year, from (mandatory)
- Fiscal year, to (mandatory)
- Budget model (mandatory)
- Budget type (mandatory)
- Exchange rate table (mandatory)
- Exchange rate day (mandatory)
- All other dimensions

Profit and Loss, by Dimension

The Profit and Loss by Dimension report is identical to the Profit and Loss, by Company report with the difference that the data is displayed per selected dimension (Project Type or Industry) instead of company.

When running the report delimitations can be set on:

- Slice by dimension:
  - Project (project type)
  - Specification 1 (Industry)

Finance Reports

Income by Customer (Utveckling per konto)

A report which shows Income by Customer.

Column	Description
Kund	This column contain information regarding Customer number and name
Projekt	This column contain information regarding Job number and name
Oms	This column shows total billing price registered
Byråintäkt	This column shows total income calculated as total billing price registered minus total cost price registered
Plan YTD	This column displays budgeted hours YTD during selected year

Periodic Summary, by Payment Customer

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Periodic Summary, by Customer

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NO TAX Settlement

The Norway Tax Settlement Report is available via Business Objects for Norwegian customers. The report can be accessed and run from BI Launchpad (links to BI Launchpad in the WSC) and is called **Cloud_NO_Tax Settlement**.

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

In Norway, there is an official electronic reporting system called Altinn. All the companies must report taxes in this system according to its requirements.

The Tax Settlement NORWAY reports accounts for these two measures:

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

  Subject to Tax = Original Basis - Tax Exempt - Export

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

Net Tax = Original Tax - Non-Deductible Tax - Deferred Tax

The purpose of the Tax Settlement NORWAY reports is four-fold:

- To provide the statistical data about the tax basis amounts leading to the subject to tax amount.

- To provide the overview of individual tax amounts to be reported (and received/paid) and associate these to the different reporting authorities.

- To break down tax amounts by customer and vendor and associate to invoice numbers.

- To easily report the company's taxes with the Altinn system.

The following Tax Settlement NORWAY reports are available:

- RF - 0002
- Tax Settlement Summary
- Tax Settlement Details
- Tax Settlement Details, by Invoice

RF – 0002

Layout

Table Columns

Column	Header Title	Description
Avgiftsposter		This column displays line names according to Altinn system.

Grunnlag		This column displays the original tax basis grouped according to Altinn's requirements.
Avgift		This column displays the tax amount grouped according to Altinn's requirements.
		Subject to Tax = Basis - Exempt - Export

Tax Settlement Summary

Layout

Table Columns

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

Tax Settlement Details

Layout

Table Columns

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

Tax Settlement Details, by Invoice

Layout

Table Columns

Column	Header Title	Description
Tax Code		This column displays the tax code of the data in the row.
Vendor / Customer	No.	This column displays the number of the vendor/customer associated the data in the row. ■ For receivable tax, the table displays vendors. ■ For payable tax, the table displays customers. The header follows this distinction, as do the columns below.
Vendor / Customer	Name	This column displays the name of the vendor/customer associated with the data in the row.
Vendor / Customer	Country	This column displays the country of the vendor/customer associated with the data in the row.
Vendor / Customer	EU Member	This column displays whether the country of the vendor/customer associated with the data in the row is an EU member.
Vendor / Customer	Invoice No.	This column displays the vendor/customer invoice number associated the data in the row.
Subject to Tax		This column displays the basis amount that is subject to tax. This is calculated as:

Job Reports

Periodic Project Budget

The Periodic Project Budget report displays budget data allocated over time (using the periodic project budget component) compared to actuals. The report contain two tabs, the fist tab illustrates hours budgeted and actuals per month and the second tab contain revenue data.

> **Note:** This report is to be perceived as an example – additional data could be added by adjusting the report.
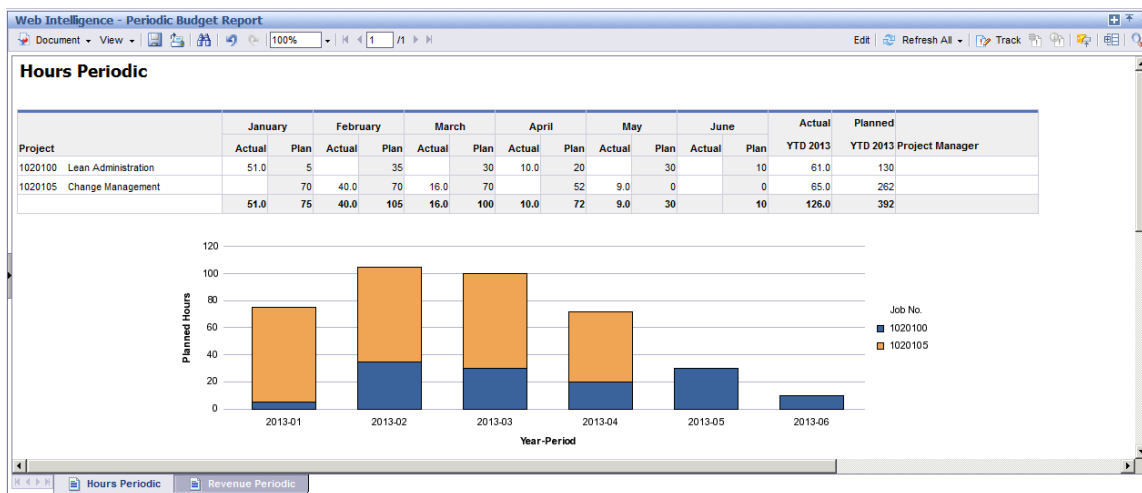
Column	Description
Project	This column contain information regarding project number and name
Actual	This column displays the actual hours (revenue) posted during the specific month
Plan	This column displays budgeted hours (revenue) posted during the specific month
Actual YTD	This column displays actuals YTD during selected year
Plan YTD	This column displays budgeted hours YTD during selected year

PM Budget Control Cost

This report is designed for use by Project Managers and compares Baseline Budget, Working Budget and Actuals.

Column	Description
Main Project	This column groups the rows by Main Project or Customer

Column	Description
Project	This column displays the Job Identifier
Project Name	This column displays the Job name.
Baseline	This column displays the total cost or total hours of the Baseline budget
Working budget	This column displays the total cost or total hours of the Working budget
Actual	This column displays the total of the Actual entries posted to the Job
Unapproved	This column displays the total of the entries against the Job that are not yet approved and posted.
Est to complete	Either estimated time to completion or estimated cost to completion
Total	Total of all Approved and Unapproved entries

Job Dashboard

The Job Dashboard contains data regarding Baseline budget, Working budget and Actuals for projects belonging to a selected Project Manager (or a number of Project Managers). Also, the difference between actuals and baseline is shown in the section on the right side.

It is possible to drill down from one specific project to **task level** where the same data is shown on task level. Also, information regarding invoices is presented.

From task level, it is possible to drill down to **transaction level**, presenting each transaction on a separate row including daily descriptions from time sheet.

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: ▪ Project ▪ Task ▪ Transaction (depending on the drill hierarchy applied)
Baseline Budget	This main column section displays data related to the last approved version of the Baseline Budget
Working Budget	This main column section displays data related to the last approved version of the Working Budget

Column	Description
Actuals	This main column section displays data related to actual transaction data until the selected cutoff date.
Remaining	This main column section displays remaining balance calculated as the difference between baseline and actuals (baseline – actuals).
Hours	This column displays the hours budgeted, posted (actuals) or remaining depending on main column section. Note that only hours, not amount quantities are shown
Revenue	This column displays the revenue budgeted, posted (actuals) or remaining depending on main column section. Note that total revenue is calculated including amount tasks
GM%	This column displays the gross margin percentage calculated as follows: GM%= (Revenue – Costs)/Revenue*100
Traffic Lights	If the Working budget exceeds the Baseline budget the Working budget is coloured red. In the Remaining column, an indicator is coloured based on the following calculations: Remaining >= 30% colour Green Remaining < 30% and >= 0% colour Yellow Remaining < 0% colour Red
Costs	This column displays the costs budgeted, posted (actuals) or remaining depending on main column section. Note that this column only is shown on task level
Invoiced	This section displays invoices created with information regarding invoice date, invoice number, type, amount and write up/down. Note that this section only is shown on task level
Name	This column displays the name of the employee related to a specific transaction. Note that this column only is shown on transaction level for tasks of type time
Daily Description	This column displays the daily description text from the time sheet. Note that this column only is shown on transaction level for tasks of type time
Transaction Text	This column displays the transaction text of the entry. Note that this column only is shown on transaction level for tasks of type amount.

When running the report the user is prompted to select a **Project Manager**. In addition, delimitations can be set on the following data:

- Include closed projects

- Customer
- Department
- Company
- Entry date (delimitation date – todays date is selected as default)

Job Entries

The Job Entries report shows information on transaction level for a selected project. Daily descriptions from time sheet are displayed. This report is a bit wide for printouts but can be used for exporting data to Excel.

The report contains two tabs:

- Project Entries (Base Currency): Data shown in base currency
- Project Entries (Project Currency): Data shown in project currency

Column	Description
Task	This column displays the task number (time and amount tasks divided into two separate sections)
Task Name	This column displays the task name
Entry Date	This column displays the entry date of the transaction
Daily Description	This column displays the text entered as a daily description in the time sheet – only displayed in section containing time tasks
Transaction Text	This column displays the text entered as transaction text when posting the transaction (vendor invoice or expense) – only displayed in section containing amount tasks
Registered	This main column section displays data related to actual transaction data
Open	This main column section displays data related to non-invoiced transactions

Column	Description
Invoiced	This main column section displays data related to invoiced transactions
Hours	This column displays the hours registered, open or invoiced depending on main column section. Note that only hours, not amount quantities are shown
Revenue	This column displays the revenue registered, open or invoiced depending on main column section
Costs	This column displays the cost registered
Up-/Down	This column displays the amount written up or down when invoicing

When running the report the user is prompted to select a **Project**. In addition, delimitations can be set on the following data:

- Entry date, start
- Entry date, end

Job Follow Up – By Job

The Job Follow Up – By Job report shows a summary of entries to a Job by Task. These entries are split by Time and by Cost.

Column	Description
Job	This column displays the identifier for a Job
Job Name	This column shows the Job Name
Baseline Budget – Hours/Quant	This column displays total number of hours for time entries on the Baseline Budget and total quantity of cost entries on the Baseline Budget
Baseline Budget – Revenue	This column displays total billing price of the Baseline Budget
Baseline Budget – Cost	This column displays total cost price of the Baseline Budget
Working Budget – Hours/Quant	This column displays total number of hours for time entries on the Working Budget and total quantity of cost entries on the Working Budget
Working Budget – Revenue	This column displays total billing price of the Working Budget
Working Budget – Cost	This column displays total cost price of the Working Budget
Registered – Hours/Quant	This column displays total number of hours for time entries registered on the Job and total quantity of cost entries registered on the Job

Column	Description
Registered – Revenue	This column displays total billing price registered on the Job
Registered – Cost	This column displays total cost price registered on the Job
Open – Hours/Quant	This column displays total number of hours for time entries registered on the Job and total quantity of cost entries registered on the Job but not yet invoiced to the Customer
Open – Revenue	This column displays total billing price registered on the Job but not yet invoiced to the Customer
Invoiced - Hours/Quant	This column displays total number of hours for time entries invoiced on the Job and total quantity of cost entries invoiced on the Job
Invoiced – Revenue	This column displays total billing price invoiced on the Job
Up/Down – Hours/Quant	This column displays total number of hours for time entries or total quantity of cost entries written up or written down on the Job
Up/Down – Up/Down	This column displays total billing price of entries written up or written down on the Job

Job Follow Up – Total

The Job Follow Up – Total report shows the same information shown in the Job Follow Up – Job report but for multiple Jobs.

Job Workspace

The Job Workspace Shows key metrics from a single Job. Includes information on:

- Hours – Actual, Budget and Forecast
- Financials – Actual, Budget and Forecast
- Open Entries / Invoiced Entries / Written Up/Down

Hours Table:

Column	Description
Actuals	This column shows the following: Total → Total number of hours registered on the Job Open → Number of hours registered on the Job which are open Invoiced → Total number of hours invoiced on the Job Up/Down → Total number of hours written up or written down on the Job To Approve →Total number of hours included in Submitted Timesheets for this Job Non Submitted → Total number of hours included in Timesheets for this Job which have not been submitted
Budget	This column shows the following: Total → Total number of hours in the Baseline Budget
Forecast	This column shows the following: Total → Total number of hours in the Working Budget

Financials Table:

Column	Description
Actuals	This column shows the following: Revenue, rec. → Total amount of Revenue Recognized on this Job Cost → Total Cost Price registered on this Job Margin → Revenue rec. minus Cost Margin % → Margin divided by Revenue rec. Open → Total Open Billing Price on this Job Invoiced → Total Invoiced amount on this Job Up/Down → Total amount written up/down on this Job On Account → Total amount Invoiced on Account Net On Account → Total amount Invoiced on Account and yet to be matched to actuals
Budget	This column shows the following: Revenue, rec. → Total billing price from Baseline Budget Cost → Total Cost Price from Baseline Budget Margin → Revenue rec. minus Cost Margin % → Margin divided by Revenue rec.

Column	Description
Forecast	This column shows the following:
	Revenue, rec. → Total billing price from Working Budget
	Cost → Total Cost Price from Working Budget
	Margin → Revenue rec. minus Cost
	Margin % → Margin divided by Revenue rec.

My Project Dashboard

The My Project Dashboard report shows data identical to the Project Dashboard report with the only difference that the Project Manager is derived automatically from the user running the report. Thus, this prevents the user from viewing other projects.

Budget Control

The Budget Control report is the same as the Project Follow Up – By Project report

Budget Control Total

The Budget Control Total report is the same as the Project Follow Up – Total report

Subscription

Copy to come.

Subscription Detail

The Subscription Detail report lists all Subscription Orders raised

Column	Description
Sales person	This column shows the identifier and name of the associated Sales Person
Subscription order number	This column shows the identifier for the Subscription Order
Customer	This column shows the Number and Name of the Ship To Customer
Payment Customer	This column shows the Number and Name of the Payment Customer
Subscription Status	This column shows the Status of the Subscription
Base	This column shows the value of the Subscription in Base (Company) currency
Currency	This column shows the value of the Subscription in entered currency

Invoicing Plan

The Invoicing Plan report shows any current Invoicing Plan lines. The Invoicing Plan details are shown Per Customer.

Column	Description
Job No.	This column displays the identification number of the Job.
Job Name	This column displays the name of the Job.
Total Fees	This column displays the total value of all Invoice Plan lines for the Job
Billed	This column displays the total value of Invoice plan lines that have been transferred to invoicing
Overdue	This column displays the total value of Invoice plan lines that have not been transferred and are dated before the current date
0-30 Days	This column displays the total value of Invoice plan lines that have not been transferred and are dated before the current date but up to 30 days prior
30+ Days	This column displays the total value of Invoice plan lines that have not been transferred and are dated before the current date but more than 30 days prior

Subscription Reports

Subscription

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Subscription Detail

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Subscription Monthly

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CRM Reports

Opportunities (Affärsmöjligheter)

The Affärsmöjligheter report lists all Opportunities within a date range and with a particular Status.

Column	Description
Account	This column shows the identifier and name of the associated Sales Person

Column	Description
Affärsmöjlighet	The column displays the Opportunity number and opportunity name
Status	The column displays the current Status of the Opportunity
Startdatum	The Start Date of the Opportunity is shown here
Slutdatum	The Closing Date of the Opportunity is shown here
Sannolikhet	Probability % of the Opportunity being Won
Omsättning	The column displays Sales Estimate of the opportunity.
Viktad omsättning	The column displays Sales Estimate of the opportunity, weighted by the probability percentage.
Byråintäkt	The expected Income from this Opportunity
Viktad byråintäkt	The column displays Weighted Sales Estimate of the opportunity, weighted by the probability percentage

Customer Contact Information

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UK Reports

Finance Reports

VAT

Copy to come.

MIMO Summary

The Money-in Money-out report is a document used to ensure that vendors for an event are only paid once we have received funds from the client for that event.

MIMO Transactions

The MIMO Transactions report shows Money In and Money Out for a single Job.

Money In:

Column	Description
Date	This column displays the entry date of the transaction
Invoice No.	This column displays the Customer Invoice Number.

Column	Description
Invoice Name	The internal number of the Customer Invoice. Entered manually in the system.
Customer No.	This column displays the identification number of the Customer.
Customer Name	This column displays the Customer Name
Description	This column displays the description of the transaction e.g. Client Invoice
Amt ex VAT	This column displays the Net amount of the Invoice
VAT	This column displays the total Tax amount of the Invoice
Total	This column displays the Gross amount of the Invoice
Paid	This column displays the Gross amount of the invoice which has been paid
Date Paid	This column displays the Payment Date of the latest applied payment against this invoice.

Money Out:

Column	Description
Date	This column displays the entry date of the transaction
Invoice No.	This column displays the Vendor Invoice (InvoiceName field)
Transaction No.	This column displays the identification number of the vendor invoice.
Vendor No.	This column displays the identification number of the Vendor.
Vendor Name	This column displays the Vendor Name
Description	This column displays the description of the transaction e.g. Vendor Invoice
Amt ex VAT	This column displays the Net amount of the Invoice
VAT	This column displays the total Tax amount of the Invoice
Total	This column displays the Gross amount of the Invoice
Paid	This column displays the Gross amount of the invoice which has been paid
Date Paid	This column displays the Payment Date of the latest applied payment against this invoice.

MIMO Summary

The MIMO Summary report shows Money In and Money Out for multiple Jobs at a summary level.

Column	Description
Job No.	This column displays the identification number of the Job.
Job Name	This column displays the name of the Job.
Customer Invoices	This column displays the gross amount of total invoices raised to the Customer.
Receipts	This column displays the gross amount of total payments received from the Customer.
Vendor Invoices	This column displays the gross amount of total invoices received from Vendors and posted to this Job.
Payments	This column displays the gross amount of total payments made to Vendors and associated with Invoices posted to this Job.
Net Invoice Position	The difference between the Customer Invoices and Vendor Invoices columns
Net Cash Position	The difference between the Receipts and Payments columns

Payment Run Register

This report has the same information and formatting as the standard report Check Run Register.

Management Reports

My Employees Utilization

Copy to come.

Employee Reports

My Utilization

Copy to come.

Job Reports

Invoicing Plan

Copy to come.

Job Details Summary

Copy to come.

MIMO Summary

Copy to come.

MIMO Transactions

Copy to come.

Maconomy Essentials Dashboards

As Maconomy Essentials Customers, a number of non-standard dashboards in Web Client are available. A list of these dashboards is provided below.

> **Note:** This section is applicable only to Maconomy Essentials / DFME PSO customers.

Area	Menu Section	Workspace	Reports
Employee	▪ Self Service	▪ Employee Dashboard	▪ Employee Dashboard
CRM	▪ CRM		▪ Pipeline Dashboard
Jobs	▪ Jobs	▪ Job	▪ Jobs Dashboard ▪ Job Portfolio Dashboard
HR Management	▪ Human Resources		• Employee Dashboard • Department Manager Dashboard ▪ Utilization Dashboard

Native Dashboards

Data Setup

An option list controls whether dashboards are switched On/Off as default for users. This allows you to hide dashboards for your users as appropriate.

The Option List is named DFME:WebDashboards. There is a line item for each dashboard:

- ▪ If Remarks1 = 1 the dashboard displays.
- ▪ If Remarks1 = 0 the dashboard is hidden.

In order to get the Employee and Utilization dashboards to filter correctly, you must add some data to the Utilization Levels popup field. Customers need to add one of the following categories to the String 1 field for each popup value:

- • Billable hours
- • Productive non-billable hours
- • Internal hours
- • Absence hours

You must check the following check boxes for each popup value as appropriate:

- • Boolean 1 = Billable (Check this for this utilization level to be included in the Billable Utilization KPI calculation in the dashboard)

- Boolean 2 = Productive (Check this for this utilization level to be included in the Productive Utilization KPI calculation in the dashboard)

Employee Dashboard

The Employee Dashboard displays a set of key performance indicators relevant to employees and management within professional services organisations such as utilization and revenue recognized. It also includes useful information around absence status.
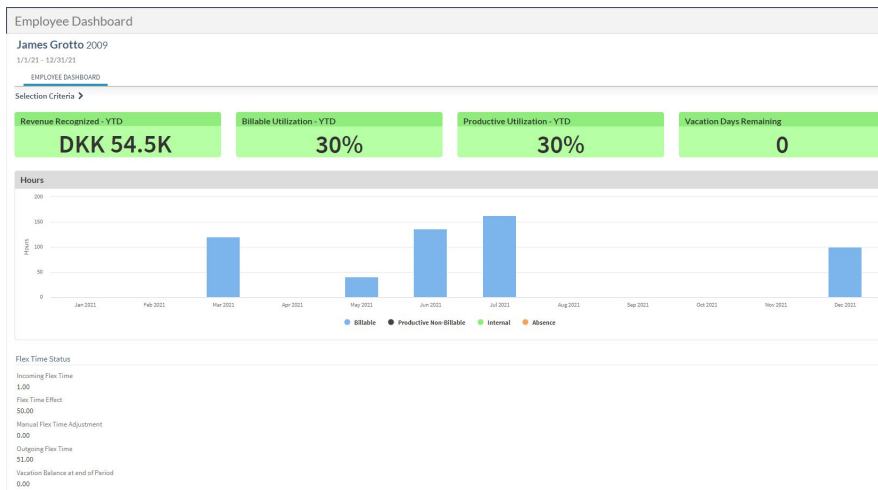
This dashboard is shown in two different places in Web Client,

1. Self Service – For Employees to look at their own data only.

2. Human Resources – HR can review any Employee to which they have access.

Data is shown in Company (Base) currency.

The dashboard contains 3 sections:

- a KPI island at the top
- a graph showing hours by month
- a table showing the status of employee's vacation

KPI

The KPI islands are calculated as follows:

KPI	Description
Revenue Recognized	The total amount of revenue recognized (in Company currency) from all Job Entries for the period entered in the Selection Criteria.
Billable Utilization	The total percentage of billable time entered for the period in the selection criteria.

KPI	Description
Productive Utilization	The total percentage of productive time entered for the period in the selection criteria.
Vacation Days Remaining **Or** **Flextime balance**	Vacation Days Remaining is calculated from the balance of vacation absence (absence type 2) in the absence management module for the Employee being viewed. Or For Customers based in Norway and who use Flextime this will show the Vacation Days Remaining from the vacation days remaining field in Flextime. Or For Customers based in Sweden who use Flextime in Maconomy Essentials this will show the Employee's Flex time balance.

Graph – Hours
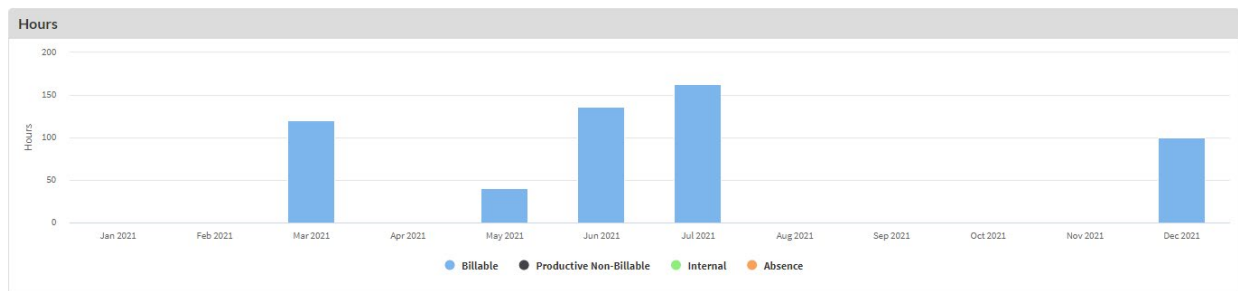
This graph shows the number of hours registered for the given Employee on a month-by-month basis for the months belonging to the dates entered in Start Date and End Date in the selection criteria.

The columns and the values in the stacked diagram are based on the pop-up field Employee Utilization Level (EmployeeUtilizationType) which identifies the different groupings of the hours registered. The groupings for this chart are entered in the String 1 field and should be entered in String 1 exactly as shown below:

- Billable hours
- Productive non-billable hours
- Internal hours
- Absence hours

EmployeeUtilizationType is derived by the Activity against which the time entries are registered.

Table – Vacation Status or Flextime Status

Vacation Status

The table Vacation Status will show for all companies who are using Absence Management in Maconomy and are not using Flextime

Field	Description
Allowance	Shows the Vacation allowance assigned to the Employee
Carry Forward	The amount of vacation the Employee has carried forward into the current period.
Total	Sum of allowance and carry forward
Booked	The amount of vacation booked by the Employee in this period
Available Days	The amount of vacation still available to be booked

Flextime Status

Flex Time Status

Incoming Flex Time
1.00

Flex Time Effect
50.00

Manual Flex Time Adjustment
0.00

Outgoing Flex Time
51.00

Vacation Balance at end of Period
0.00

The table Flextime Status will show for all companies who are using Flextime in Maconomy.

Field	Description
Incoming Flex Time	Calculated from the additional time entered on an employee's previous timesheet
Flex Time Effect	The sum of flextime including the incoming flex time effect and the latest time sheet
Manual Flex Time Adjustment	Any manual entries added to increase or decrease flextime in the current period
Outgoing Flex Time	The flex time balance at the end of the period including manual adjustments
Vacation Balance in Days	Only available to Norwegian companies using Flextime. The balance of vacation for the chosen Employee

Pipeline Dashboard

The Pipeline Dashboard displays a set of key performance indicators relevant to pipeline.
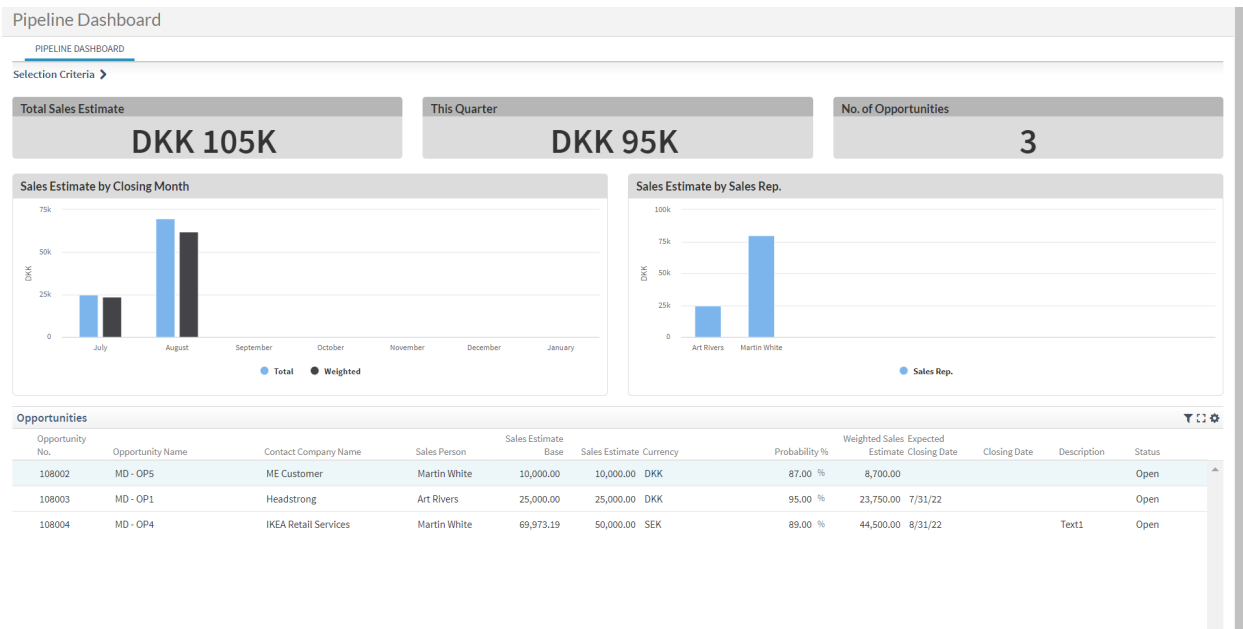
This dashboard is shown in Web Client under the CRM menu section for users with the following groups:

- Account Manager
- Account Management WSC
- Controller
- Controlling WSC

Data is shown in Company (Base) currency.

The dashboard contains 3 sections:

- a KPI island at the top
- two graphs in the middle section
- a table at the bottom

KPI

The KPI islands are calculated as follows:

| KPI	Description
Total Sales Estimate	Total value of opportunities within the selection criteria chosen
This Quarter	Total value of opportunities with an expected end date in the current quarter
No. Of Opportunities	Number of open Opportunities

Graph 1 – Sales Estimate by Closing Month

This graph shows the sales estimate by month. This is based on expected close date.

The graph always shows 6 months ahead including the current month

Graph 2 – Sales Estimate by Sales Rep
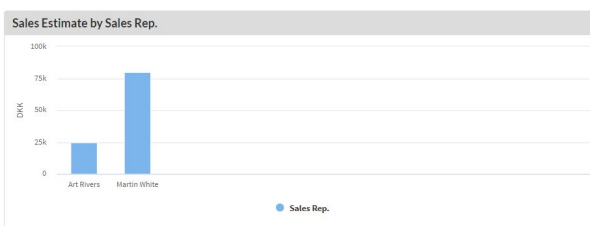
The total sales estimate split by sales rep responsible for the opportunities.

Table – Opportunities

Opportunities

Field	Description
Opportunity No.	The identification number of the opportunity.
Opportunity Name	Name of the opportunity
Contact Company Name	Conatct company against which the opportunity is registered
Sales Person	Sales person against the opportunity
Sales Estimate Base	Sales estimate value of opportunity in company currency
Sales Estimate	Sales Estimate value of opportunity
Currency	Currency of opportunity
Probability %	Probability of opportunity closing as won
Weighted Sales Estimate	Value of weighted sales estimate
Expected Close Date	Expected ending date
Closing Date	Actual close date on the opportunity if closed
Description	Description of Opportunity

Job Portfolio Dashboard

The Job Portfolio Dashboard displays a set of key performance indicators relevant to a group of Jobs. such as revenue recognized, margin and overrun.
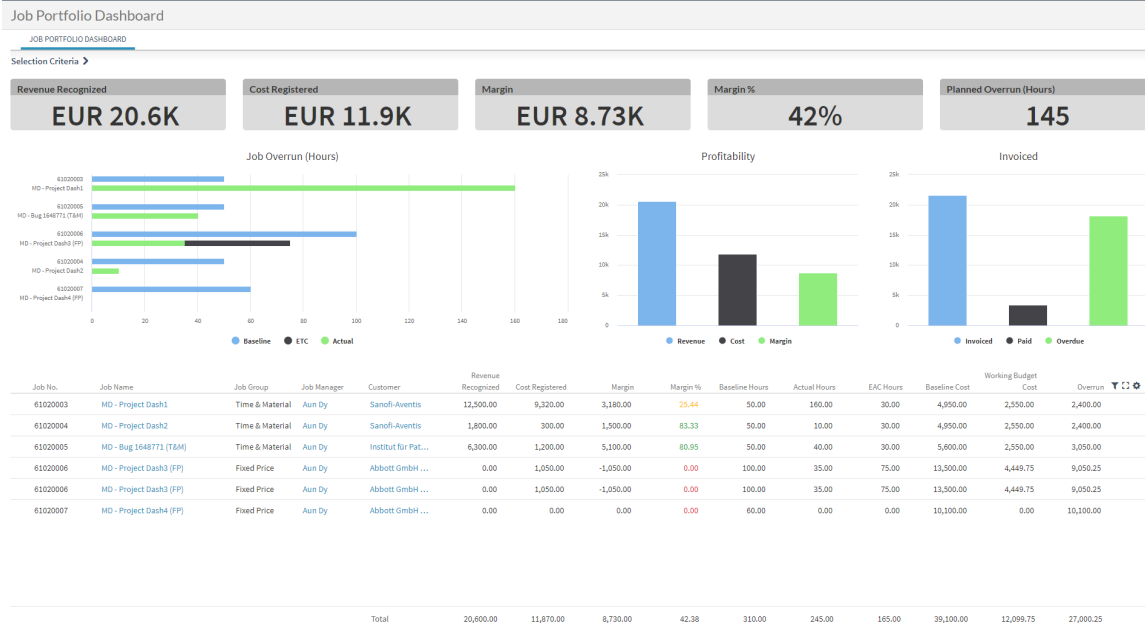
This dashboard is shown in Jobs » Jobs » Job Portfolio Dashboard, The dashboard is shown for users with the following groups:
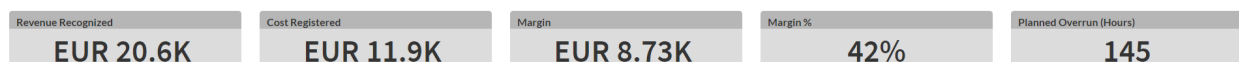
- Project Management WSC
- Project Manager
- Project Administration WSC
- Management WSC
- Controlling WSC
- Controller

Data is shown in Company (Base) currency.

The dashboard contains 3 sections:

- a KPI island at the top
- three graphs in the middle
- a table at the bottom

KPI


The KPI islands are calculated as follows:

| KPI	Description
Revenue Recognized	The total amount of revenue recognized from all Jobs included in the entered selection criteria.
Cost Registered	The total cost registered on the chosen projects. Includes both time and amount entries.
Margin	Revenue Recognized minus Cost Registered
Margin %	Margin / Revenue Recognized (expressed as a percentage)
Planned Overrun	Total of time budgeted in the baseline budget minus the total of time budgeted in the working budget. In case there is no working budget hours, then it will be baseline budget hours less actual hours In case there is no baseline budget and no working budget, then it shall be zero less the actual hours Overrun is expressed as a negative so example baseline = 20 hours, working budget hours = 30 then it is -10

Graph: Graph 1 – Job overruns
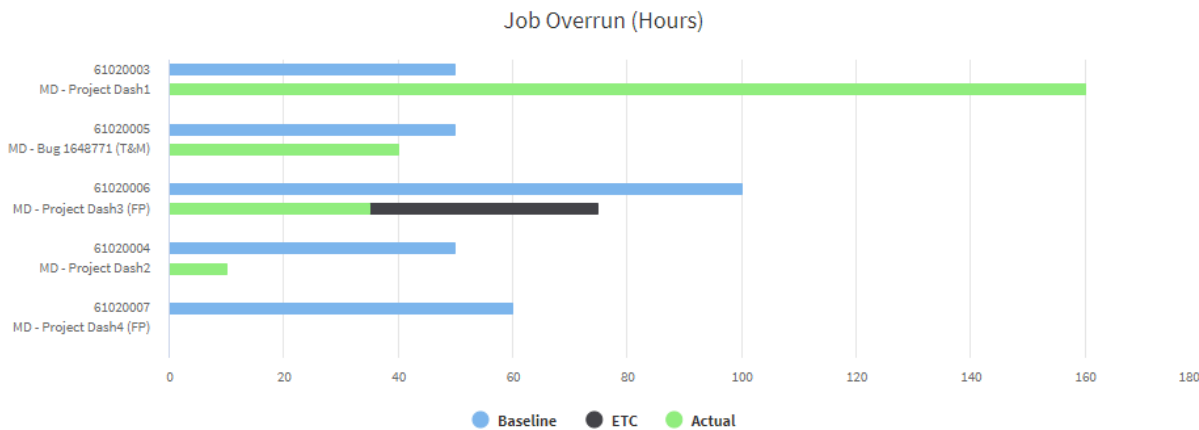
This graph shows the top 6 jobs (within the jobs derived from the entered selection criteria) where Actual hours + ETC hours are greatest compared to Baseline hours. It will only show projects that have an approved revision of a baseline budget.

Graph: Graph 2 – Profitability
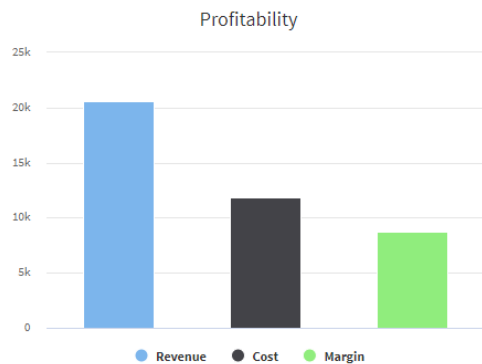
This graph shows the total revenue vs cost vs margin for all the jobs derived from the entered selection criteria.

Graph: Graph 3 – Invoiced
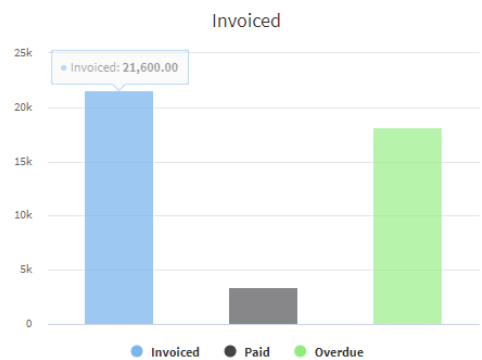
This graph shows Invoiced, Paid and Overdue Invoices for all the jobs derived from the entered selection criteria.

Table

Job No.	Job Name	Job Group	Job Manager	Customer	Revenue Recognized	Cost Registered	Margin	Margin %	Baseline Hours	Actual Hours	EAC Hours	Baseline Cost	Working Budget Cost	Overrun
61020003	MD - Project Dash1	Time & Material	Aun Dy	Sanofi-Aventis	12,500.00	9,320.00	3,180.00	25.44	50.00	160.00	30.00	4,950.00	2,550.00	2,400.00
61020004	MD - Project Dash2	Time & Material	Aun Dy	Sanofi-Aventis	1,800.00	300.00	1,500.00	83.33	50.00	10.00	30.00	4,950.00	2,550.00	2,400.00
61020005	MD - Bug 1648771 (T&M)	Time & Material	Aun Dy	Institut für Pat…	6,300.00	1,200.00	5,100.00	80.95	50.00	40.00	30.00	5,600.00	2,550.00	3,050.00
61020006	MD - Project Dash3 (FP)	Fixed Price	Aun Dy	Abbott GmbH …	0.00	1,050.00	-1,050.00	0.00	100.00	35.00	75.00	13,500.00	4,449.75	9,050.25
61020006	MD - Project Dash3 (FP)	Fixed Price	Aun Dy	Abbott GmbH …	0.00	1,050.00	-1,050.00	0.00	100.00	35.00	75.00	13,500.00	4,449.75	9,050.25
61020007	MD - Project Dash4 (FP)	Fixed Price	Aun Dy	Abbott GmbH …	0.00	0.00	0.00	0.00	60.00	0.00	0.00	10,100.00	0.00	10,100.00
				Total	20,600.00	11,870.00	8,730.00	42.38	310.00	245.00	165.00	39,100.00	12,099.75	27,000.25

This table lists all projects in Base currency based on limitations set in the selection criteria – the fields shown are as follows:

Field	Description
Job No	Job Number

Field	Description
Job Name	Job Name
Job Group	Job Group
Job Manager	Job Manager
Customer	Customer against which the Job was setup
Revenue recognized	Total amount of revenue recognized on Job
Cost registered	All costs registered for both time and amount activities on the project
Margin	Revenue recognized less cost registered
Margin %	Margin displayed as a percentage
Baseline hours	Hours Budgeted, budget type= baseline
Actual Hours	Actual hours, registered
EAC hours	Hours Budgeted, budget type= working budget
Baseline costs	All costs for both time and amount activities from the latest approved version of the baseline budget.
Working budget costs	All costs for both time and amount activities from the latest approved version of the baseline budget. If there is no approved revision of the working budget then this will be all costs for both time and amount activities registered on the job.
Overrun	Baseline costs less working budget costs

Job Dashboard

The Job Portfolio Dashboard displays a set of key performance indicators relevant to a chosen Job. The dashboard layout will differ for a Job with Invoicing Mehod = Fixed Price and Invoicing Method = Time and Material.

This dashboard is shown in Jobs » Jobs » Job Dashboard, The dashboard is shown for users with the following groups:

- Project Management WSC
- Project Manager
- Project Administration WSC
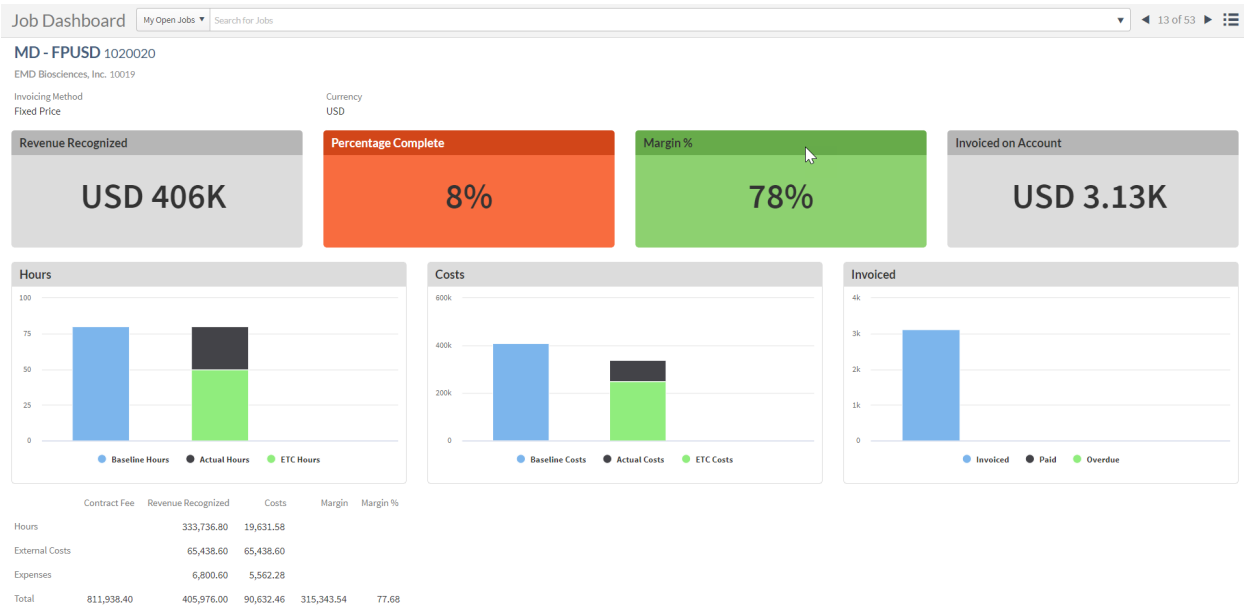- Management WSC
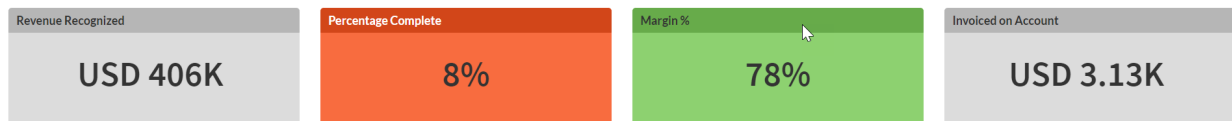- Controlling WSC

- Controller

Data is shown in Job currency.

The dashboard contains 3 sections:

- a KPI island at the top
- three graphs in the middle
- a table at the bottom

Fixed Price

KPI

The KPI islands are calculated as follows:

| KPI	Description
Revenue Recognized	The total amount of revenue recognized on the chosen Job
Percentage Complete	Total percentage completion based on the latest Progress Evaluation
Margin %	Margin / Revenue Recognized (expressed as a percentage)
Invoiced on Account	Total amount invoiced on account on the chosen Job

Graph: Graph 1 – Hours
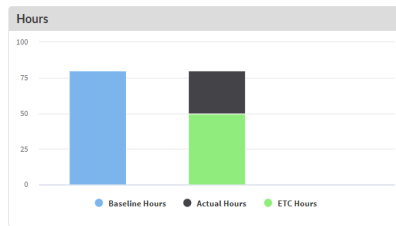
This graph shows the number of hours from the latest approved version of the Baseline Budget, Actual Hours and ETC Hours (taken from Progress Evaluation).

Graph: Graph 2 – Profitability
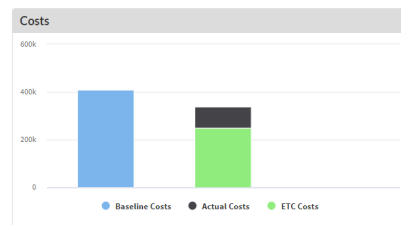
This graph shows the total costs from the latest approved version of the Baseline Budget, Actual registered costs and ETC Costs (taken from Progress Evaluation).

Graph: Graph 3 – Invoiced
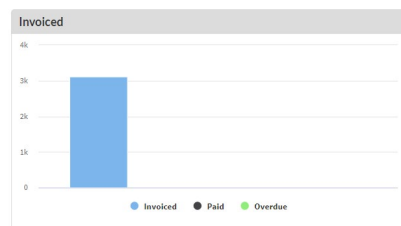
This graph shows Invoiced, Paid and Overdue Invoices for the chosen Job.

Table

	Contract Fee	Revenue Recognized	Costs	Margin	Margin %
Hours		333,736.80	19,631.58		
External Costs		65,438.60	65,438.60		
Expenses		6,800.60	5,562.28		
Total	811,938.40	405,976.00	90,632.46	315,343.54	77.68

| Field	Description
Contract Fee	The total Billing Price of the latest approved version of the Budget identified as the Fixed Price Budget
Revenue Recognized	Total revenue recognized and split by Time, Amount and Outlays
Costs	Total Cost registered and split by Time, Amount and Outlays
Margin	Revenue Recognized minus Costs
Margin %	Revenue Recognized minus Costs expressed as a percentage

Time and Material
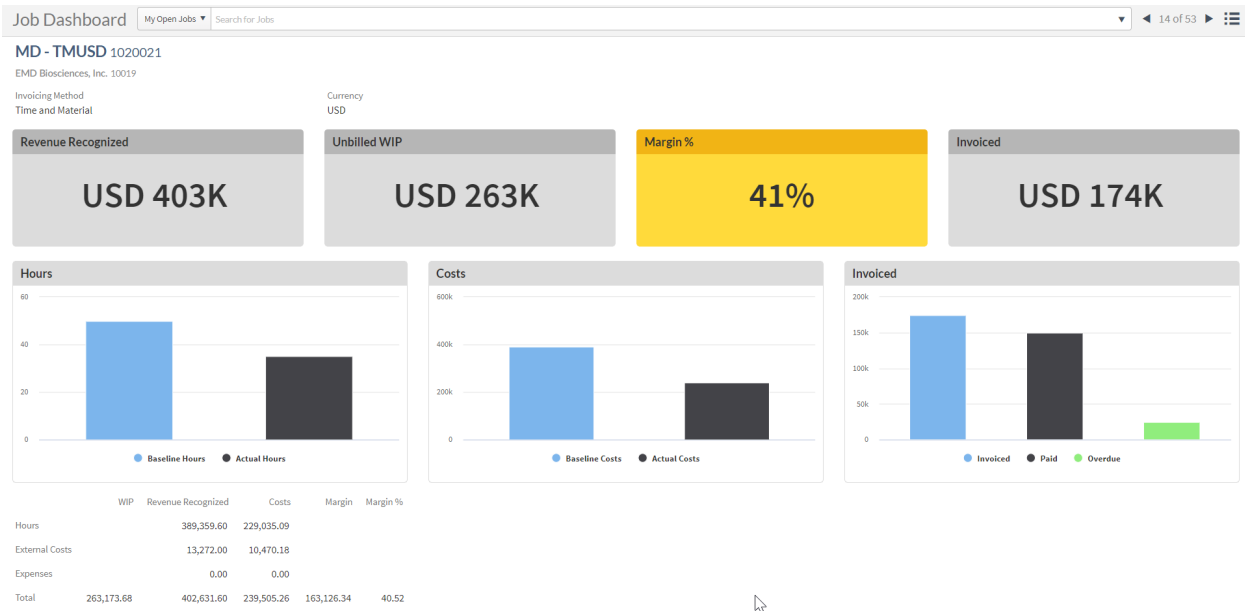
KPI

The KPI islands are calculated as follows:

| KPI	Description
Revenue Recognized	The total amount of revenue recognized on the chosen Job
Unbilled WIP	Total open billing price on chosen Job

| KPI	Description
Margin %	Margin / Revenue Recognized (expressed as a percentage)
Invoiced	Total amount invoiced on chosen Job

Graph: Graph 1 – Hours
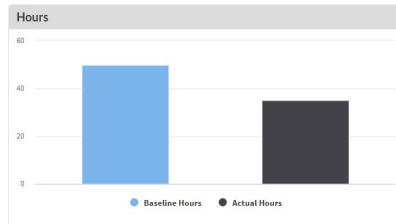
This graph shows the number of hours from the latest approved version of the Baseline Budget and Actual registered hours.

Graph: Graph 2 – Profitability
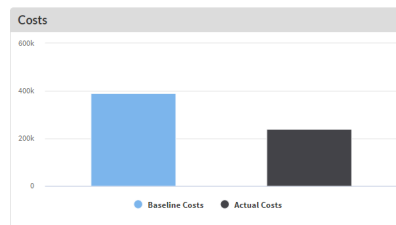
This graph shows the total costs from the latest approved version of the Baseline Budget and Actual registered costs.

Graph: Graph 3 – Invoiced
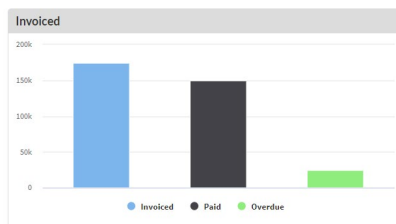
This graph shows Invoiced, Paid and Overdue Invoices for the chosen Job.

Table

	WIP	Revenue Recognized	Costs	Margin	Margin %
Hours		389,359.60	229,035.09		
External Costs		13,272.00	10,470.18		
Expenses		0.00	0.00		
Total	263,173.68	402,631.60	239,505.26	163,126.34	40.52

Field	Description
WIP	Total open billing price
Revenue Recognized	Total revenue recognized and split by Time, Amount and Outlays
Costs	Total Cost registered and split by Time, Amount and Outlays
Margin	Revenue Recognized minus Costs
Margin %	Revenue Recognized minus Costs expressed as a percentage

Utilization Dashboard

The Utilization Dashboard displays a set of key performance indicators relevant to management within professional services organisations such as utilization and revenue recognized.
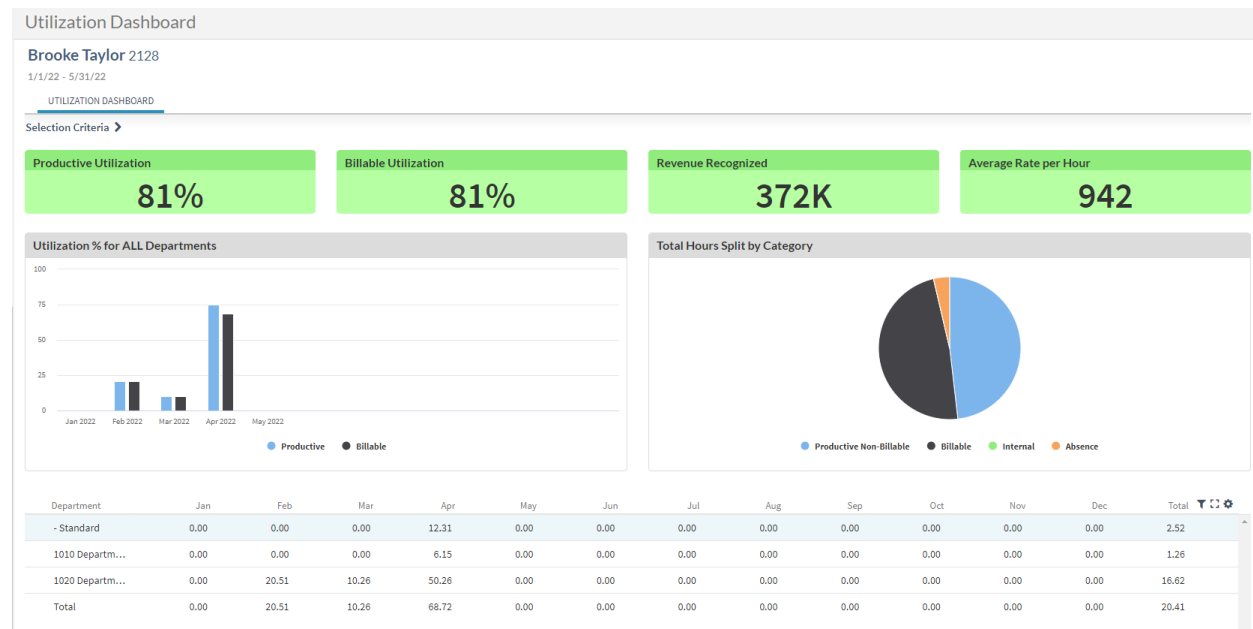
This dashboard is shown in Human Resources in Web Client. It is shown for users with the following groups:

- Human Resources Management WSC

- HR
- Management WSC
- Department Management WSC
- Department Manager
- Controlling WSC
- Controller

Data is shown in Company (Base) currency.

The dashboard contains 3 sections:

- a KPI island at the top
- a bar chart showing Utilization by Month and a Pie chart showing hourly split by category
- a table showing utilization figures by month split by department

KPI

Productive Utilization	Billable Utilization	Revenue Recognized	Average Rate per Hour
81%	81%	372K	942

The KPI islands are calculated as follows:

KPI	Description
Productive Utilization	The total percentage of productive time entered for the period in the selection criteria.
Billable Utilization	The total percentage of billable time entered for the period in the selection criteria.
Revenue Recognized	The total amount of revenue recognized (in Company currency) from all entries made by Employees for the period entered in the Selection Criteria.
Average Rate per Hour	Revenue Recognized divided by number of productive hours entered

Graph – Utilization % for All Departments
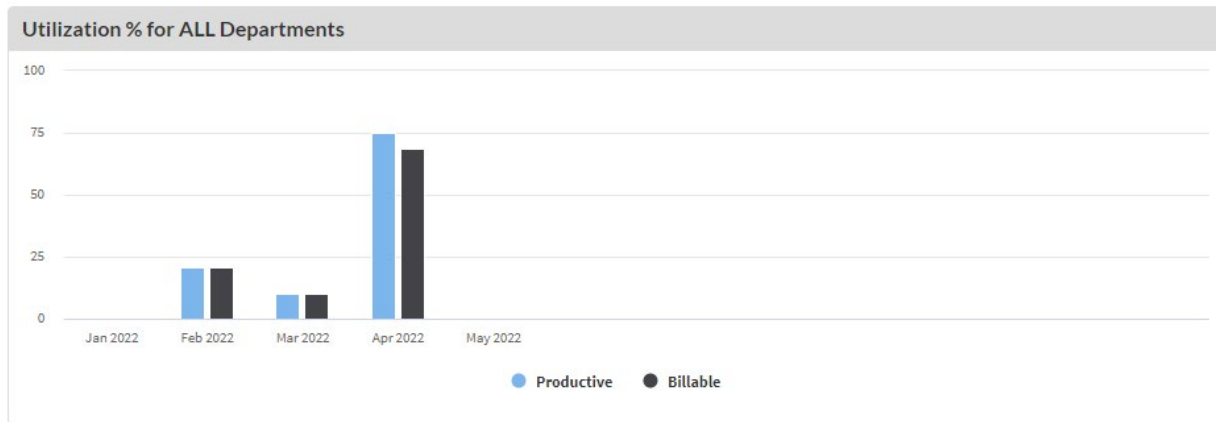
This graph shows the percentage of Productive Utilization and Billable Utilization on a month-by-month basis for the given calendar year; in order to keep consistency with the KPI section it will only include months belonging to the dates entered in Start Date and End Date in the selection criteria.

Graph – Total Hours Split by Category
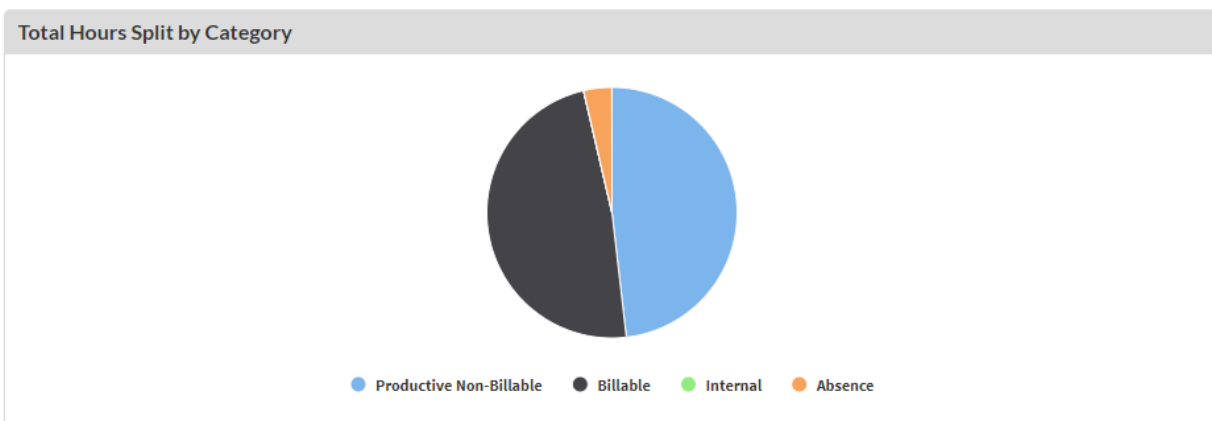
This pie chart shows the total number of hours for the given period split out by utilization category; in order to keep consistency with the KPI section it will only include months belonging to the dates entered in Start Date and End Date in the selection criteria.

Table

Department	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
- Standard	0.00	0.00	0.00	12.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.52
1010 Department 1	0.00	0.00	0.00	6.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.26
1020 Department 2	0.00	20.51	10.26	50.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.62
Total	0.00	20.51	10.26	68.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.41

Field	Description
Department	Department number and name
Billable Utilization %	Shown by month and with month name as column header
Total	Total per department for the shown period.

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