



**Deltek**. ProPricer >

Cashflow Pro Help

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# Cash Flow Pro Help

The following ProPricer Cash Flow Pro help documentation describes the features, functions, and settings in the application. To learn how to get started using the tool, reference the Cash Flow Pro Quick Start Guide.

## Requirements

- The correct corresponding version of ProPricer. For example, Cash Flow Pro version 4.6.101.0 requires ProPricer version 9.6.101.0
- ProPricer Application Server version 9.6.101.0.
- A current license key purchased from Deltek, Inc.
- Windows Server 2016 (64-bit edition) or later.

## Grid functions

Grid function	Description
Sorting	<p>Sorting changes the order that the items in a grid are arranged in. You can sort by any column in either ascending or descending order. To sort in ascending order, click the column header. To sort in descending order, click the column header again. You can also right-click a column header and select Sort Ascending or Sort Descending.</p>
Filtering	<p>Filtering allows you to narrow the list of records in a grid, based on a condition. When you apply a filter to the data in a grid, you will only see the records that match the selected criteria. Hover your mouse over any column header to show a filter icon. Click the icon, then select an item in the list.</p>
Show AutoFilter Row	<p>Use the AutoFilter Row to search and organize grid data. The AutoFilter Row appears above the top row of the input grid. Entering data in a column will filter the records and then show only those that match the criteria.</p> <p>To show/hide the AutoFilter Row, either right-click inside a grid and select Show AutoFilter Row or press Ctrl+Shift+F.</p>

Grid function	Description
Show Columns	To show hidden columns, right-click the grid, point to Show Columns, then click a column or group of columns.
Hide Columns	To hide a column, drag the column off the grid. Or right-click the column, then click Hide on the shortcut menu. To hide multiple columns, right-click the grid, point to Hide Columns, then click a column or group of columns.
Select Columns	Select Columns provides a list of all columns and allows you to select which columns to show/hide.
Grouping	Right-click the column that you want to group the data with, then click Group. This will group the data based on the values in the selected column.
Group by Box	Right-click anywhere in the grid, then click Group By Box. Drag the column or columns that you want to group the data with to the area just above the column headers.
Freeze Columns	Right-click the column you want to freeze, then click Freeze on the shortcut menu. The columns to the left of the frozen column will remain visible while you scroll through the remaining columns in the grid.

Grid function	Description
Best Fit	Right-click anywhere in the grid, then click Best Fit (all columns) in the shortcut menu. This will automatically change the width of all columns in a grid.
Export Grid Data	Right-click anywhere inside a grid, point to Grid Data, then click Export To.  This gives you the ability to quickly print or export the data in any grid. You can also customize the design of your grid document and preview it before printing or exporting.

## Home ribbon

### View Proposal List

The View Proposal List button opens the proposal list. This is a read-only grid, and its data are defined in ProPricer Contractor Edition. To open any proposal-specific features, like the Proposal Cash Flow tab, make sure the correct proposal is selected in the Proposal List.

Column	Description
Locked	Shows that the proposal is locked or unlocked in ProPricer Contractor Edition.
Name	The proposal name.
Version	The proposal's version number.
Start Date	The proposal's start date.
End Date	The proposal's end date.
Manager	The proposal's manager.
Customer RFQ	The proposal's RFQ (request for quote) name or number.
Status	The proposal's status.
Contract Type	The proposal's contract type.
Folder	The proposal's folder location in ProPricer Contractor Edition.
Created	The date the proposal was created.
Direct Rate Table	The name of the direct rate table that the proposal uses.

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## Proposal Dashboard

Proposal Dashboards allow you to see a collection of graphs and sheets related to a proposal. Proposal Dashboards are customizable and allow you to select the graphs and sheets you want to display.

When the Proposal Dashboards tab is open, select the Configure Dashboard button to customize the dashboard. Then select the graphs or sheets you would like to display from the list. Then click OK.

## Summary View

Summary View is a read-only grid that provides you with a quick rundown of the cash flow data for the selected proposal. You can use a variety of grid functions to sort, filter, group, and export the grid data.

In the grid, a column appears for each element in your billing type and for the indirect costs selected in the Total Definitions section of the proposal's algorithm in ProPricer Contractor Edition. There are also additional columns that provide information about the proposal's estimates, like resource class, indirect pool name, and more.

If you want to share your summary data or review it outside of Cash Flow Pro, you can export it to an Excel file.

### Search

The Search function allows you to search the grid for the specific data you are looking for.

### Summary View default columns

Column	Description
Task	The name of the task in the proposal that the estimate is assigned to.
Billing Type	The name of the billing type assigned to the estimate.
Source	How the estimate was added to the proposal.
Resource Name	The name of the estimate's resource.
Resource Type	The name of the estimate's resource type.
Resource Class	The name of the estimate's resource class.
Indirect Pool Name	The name of the indirect pool assigned to the estimate.
Summary Fields	The summary fields of the proposal.

## Billing Types

Billing types define how your income, expenses, and various totals are calculated. In each billing type, a list of elements defines each income, expense, or subtotal and how they are calculated. You can create your own custom billing types, or you can use one of the built-in billing types.

When the Billing Types tab is open, a new ribbon called Edit Billing appears. This ribbon allows you to create, edit, and test billing types.

### Edit ribbon

Button	Description
New	Create a new billing type.
Edit Properties	Edit the properties of an existing billing type.
Test	Test a billing type. This feature uses example data to show how the billing type calculates its elements.
Publish	Save a new billing type.
Expression Editor	Open the Expression Editor for the selected element.

### Elements grid

Column	Description
Order	The order of the elements in the billing type. This becomes important when elements with the type Cumulative are used. The order value is automatically filled when a new element is created.
Name	The name of the element.
Code	The code for the element. The element's code is used when defining element expressions.
Expression	The formula that determines how the element is calculated. Click <input type="text" value="..."/> in the column to open the Expression Editor.

Type	<p>The element's type. There are eight options available:</p> <ul style="list-style-type: none"> <li>• Cash Flow: The element is the result of all the cash flow's incomes and expenses. It is printed on cash flow reports.</li> <li>• Expense: The element is the total cash flow costs, or money going out. It is printed on cash flow reports.</li> <li>• Income: The element is the total cash flow revenue, or money coming in. It is printed on cash flow reports.</li> <li>• Percentage: The element is displayed as a percent. This can be useful when you want to view specific values as a percentage, like the amount of income that remains after taxes.</li> <li>• Regular: The element is displayed as units of currency.</li> <li>• With Cumulative: The element is displayed as units of currency and is automatically followed by an additional element that shows the sum of the previous elements.</li> <li>• Total Cash Flow: The final sum of all the billing type's elements.</li> <li>• Withholding: The element is displays the amount withheld.</li> </ul>
Printable	Select this checkbox to include the element on reports.
Apply Lag Days	Select this checkbox to calculate the element in the period determined by the invoice lag days and payment lag days.
Billing Schedule	The schedule in which a cost is distributed over.

## Templates

Templates are groups of cash flow settings that can be easily applied to multiple proposals. These settings include the billing type for the entire proposal, liquidation rate, withholding rate, invoice lag days, and invoice payment days.

When the Templates tab is open, a new ribbon called Edit Template appears. This ribbon allows you to create new templates or create copies of existing templates.

### Edit Template ribbon

Setting	Description
New	Create a new template.
Edit Properties	Change the name, description, and billing type of the template.
Copy	Create a copy of an existing template.

### Template cash flow settings

Setting	Description
Billing Type	The default billing type that is applied to the entire proposal when the template is selected.
Liquidation Rate	The liquidation rate that is applied to the entire proposal when the template is selected. This is the percentage of payments that the government recoups.
Discount Rate	Calculate the net present value (NPV) of future cash flow by applying a discount rate to future payments.
Negative Cash Flow Rate	The fee that is charged to the buyer when cash flow is negative.
Withholding Rate	The withholding rate that is applied to the entire proposal when the template is selected. This is the percentage of progress payments that are withheld by the contracting officer to incentivize completion of the contract.
Invoice Lag Days	The invoice lag days that are applied to the entire proposal when the template is selected. This is the number of days for invoicing.

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Setting	Description
Payment Lag Days	The payment lag days that are applied to the entire proposal when the template is selected. This is the number of days between the invoice being sent and the payment being received by the contractor.

## Template overrides grid

Setting	Description
Position	<p>The order of priority for the override. When an estimate is included in more than one override, the Position column determines which override settings are used for the estimate.</p> <p>To change the position of an override, right-click in the grid and select Move Up or Move Down.</p>
Category	<p>Select a category to narrow down the estimates that are included in the override. There are three options available: Resource Class, Resource Type, and Resource. Estimates are assigned to these categories in ProPricer Contractor Edition.</p>
Name	<p>Select the name of the resource class, resource type, or resource that you want to override.</p>
Billing Type	<p>Select a billing type for the override.</p>
Liquidation Rate	<p>Enter a liquidation rate for the override. This is the percentage of progress payments that the government recoups.</p>
Discount Rate	<p>Enter a discount rate for the override to calculate the net present value (NPV) of future cash flow by applying a discount rate to future payments.</p>
Negative Cash Flow Rate	<p>Enter a negative cash flow rate for the override. This is a fee charged to the buyer when the cash flow is negative.</p>
Withholding Rate	<p>Enter a withholding rate for the override. This is the percentage of progress payments that are withheld by the contracting officer to incentivize completion of the contract.</p>
Invoice Lag Days	<p>Enter the number of invoice lag days for the override. This is the number of days for invoicing.</p>
Payment Lag Days	<p>Enter the number of payment lag days for the override. This is the number of days between the invoice being sent to the buyer and the payment being received by the contractor.</p>

## Billing Schedules

Billing Schedules allow you to distribute any costs over a defined period of time. The Billing Schedules Tab allows you to create and edit billing schedules.

To create a new billing schedule enter a name for the billing schedule under the name column.

## Billing Schedule Tables

Billing Schedule Tables are where you define the schedules. Select a billing schedule from the list to edit the following properties:

Column	Description
Billing Schedule	The named billing schedule
Timescale	The frequency a portion of an amount is distributed.
Apply To	Allows you to apply the cost to the first or last timescale period.
Start Date	The billing schedule's start date.
End Date	The billing schedule's end date.
Override	Allows for the override of the total amount of a cost to be distributed.
Amount	The total amount of a cost that is distributed in a schedule.

## Proposal Cash Flow

The Proposal Cash Flow tab is where you define a specific proposal's billing type and other cash flow settings like milestones, depreciation, tax rate, capital investments, and more. You can also override settings for different areas of your proposal, like specific types of resource or material estimates.

Setting	Description
Template button	Select a template to assign a predefined group of settings to the proposal.
Billing Type	The default billing type for the entire proposal.
Liquidation Rate	The percentage of payments that the government recoups.
Withholding Rate	The percentage of payments that are withheld by the contracting officer.
Invoice Lag Days	The number of days for invoicing.
Payment Lag Days	The number of days between the invoice being sent to the buyer and the payment being received by the contractor.
Milestones	The payment amounts that are received and the dates they are received on.
Depreciations	The percentage that payments are increased to account for the decreasing value of the contractor's business assets, such as equipment or machinery.
Tax Rate	The percentage that payments are decreased to account for taxes the contractor must pay on the contract.
Withholding Close Out	The date that any withheld payments are paid to the contractor.
Capital Investments	Costs that are not accounted for in the proposal or billed to the buyer that affect the contractor's cash flow.
Billing Schedule	The billing schedule applied to a proposal.

## Milestones

Milestones are the payment amounts that are received and the dates they are received on.

Column	Description
Name	The name of the milestone.
Amount Type	The payment type. There are two options available: <ul style="list-style-type: none"> <li>• Amount: The payment is a fixed value.</li> <li>• Factor: The payment is a percentage of the proposal's total price. This value is defined in ProPricer Contractor Edition with the Total Price definition in the proposal's algorithm.</li> </ul>
Amount	The payment amount.
Effective Date	The date the payment is received.
Apply Liquidation	Apply the liquidation rate to the payment.
Apply Tax	Apply the tax rate to the payment.

## Depreciations

Depreciations are the percentage that payments are increased to account for the decreasing value of the contractor's business assets, such as equipment or machinery. Depreciation may fluctuate, so multiple depreciation rates can be created.

Column	Description
Rate	The rate of depreciation entered in decimal format.
Start Date	The start date of the depreciation.
End Date	The end date of the depreciation.

## Capital Investments

Capital investments are costs that are not accounted for in the proposal or billed to the buyer that affect the contractor's cash flow. For example, the cost of renting or buying commercial property or equipment could be a capital investment.

Column	Description
Name	The name of the capital investment.
Amount	The cost of the capital investment.
Start Date	The start date of the capital investment.
End Date	The end date of the capital investment.

## Overrides grid

The Overrides grid lets you override cash flow settings for specific estimates in a proposal.

Column	Description
Position	<p>The order of priority for the override. When an estimate is included in more than one override, the Position column determines which override settings are used for the estimate.</p> <p>To change the position of an override, right-click in the grid and select Move Up or Move Down.</p>
Task Selection	Select a task selection to apply the override to a specific group of tasks in a proposal. Task selections are created and managed in ProPricer Contractor Edition.
Category	Select a category to narrow down the estimates that are included in the override. There are three options available: Resource Class, Resource Type, and Resource. Estimates are assigned to these categories in ProPricer Contractor Edition.
Name	Select the name of the resource class, resource type, or resource that you want to override.
Billing Type	Select a billing type for the override.
Liquidation Rate	Enter a liquidation rate for the override. This is the percentage of progress payments that the government recoups.

Column	Description
Withholding Rate	Enter a withholding rate for the override. This is the percentage of progress payments that are withheld by the contracting officer to incentivize completion of the contract.
Invoice Lag Days	Enter the number of days for invoicing.
Payment Lag Days	Enter the number of payment lag days for the override. This is the number of days between the invoice being sent to the buyer and the payment being received by the contractor.
Milestones	Enter the milestones for the override. These are the payment amounts that are received and the dates they are received on.
Tax Rate	Enter the tax rate for the override. This is the percentage that payments are decreased to account for taxes the contractor must pay on the contract.
Depreciation	Enter the depreciation for the override. This is the percentage that payments are increased by to account for the decreasing value of the contractor's business assets, such as equipment or machinery.
Comments	Enter any additional information about the override. This can be useful if you need to record the rationale for the override.

## Task Selections

Task selections let you filter for specific tasks in a proposal. They are useful for overriding the cash flow settings for specific tasks and generating reports on specific tasks. These selections are only available in Cash Flow Pro, they cannot be used in ProPricer.

Your task selections can be accessed with the Task Selections button on the Home ribbon. In the Task Selections grid, you can select an existing task selection or create a new one by entering a name in the empty row. In the Selection Criteria grid, you can determine the tasks that are included in the selection.

### Task Selections grid

Column	Description
Name	The name of the task selection.
Description	A short description of the task selection.

### Test

With the Test button, you can see the tasks that meet your selection criteria and are included in the task selection.

### Selection Criteria

Column	Description
And/Or	Enter And or Or to combine criteria. And means that a task should meet all the criteria specified to be included in the selection. Or means that a task should meet one of the specified criteria to be included in the selection. This column is disabled for the first line of the query.
(	Enter an open parenthesis to create a complex query using logic groups. The logic group can include one criterion or combined criteria. An open parenthesis should always be followed by a close parenthesis. The close parenthesis can be on the same line as the open parenthesis, or it can be on a different line.
Field Name	Select a category to use for the selection criteria. The available field names are Task ID, Description, Indirect Pool, Start Date, End Date, Quantity, and all summary fields in the proposal.
Function	When you select the field name, the function becomes Value by default. You can then specify which field value to use in the criterion.

Column	Description
	If the field name is related to a date or time and can serve as a point of reference, these additional functions may become available: Days Since, Months Since, Years Since, and Year. You can then set the corresponding amount of days/months/years, or the corresponding year, as the value.
Condition	Select the type of condition or comparison you want to apply to the field name and value. The conditions include the standard mathematical comparisons: Equals, Does not equal, Is greater than, Is greater than or equal to, Is less than, and Is less than or equal to. They also include Contains, Is like, Is any of, and Is none of.
Value	Enter a value or select one from the drop-down list.  If you chose the Is any of or Is none of condition, clicking the lookup button will open the Edit List dialog box, which allows you to select the items you want to include or exclude from the list of criterion values.
)	Enter a close parenthesis. The close parenthesis must be preceded by an open parenthesis.

## Reports ribbon

All cash flow reports are generated as an Excel file with various sheets. These sheets can include ProPricer reports, graphs, and various sheets.


Clicking the ProPricer Reports, Graphs, or Sheets buttons opens grids that show each available report, but the grids are read-only. To create and run cash flow reports, go to the Reports List.

### Run


The Run button generates the selected report and opens a file explorer window. Select a location for the report, then click Save.

### Reports List

#### Reports grid

Column	Description
Name	The name of the report.
Description	A short description of the report.
Source	How the report was created. System reports are built-in with Cash Flow Pro, and user reports are created by users.
Elements	The ProPricer reports, graphs, and cash flow sheets included in the report. Click  to edit the elements.

## Elements grid

To set the report parameters for a report, select the report in the Elements grid and click .

To change the order of reports, select a report in the Elements grid and click  or .

Column	Description
Type	<p>The type of report. The options include:</p> <ul style="list-style-type: none"> <li>• Batch Reports: Batch reports created in ProPricer Contractor Edition.</li> <li>• Graph: Cash flow graphs and charts.</li> <li>• Report: ProPricer system reports.</li> <li>• Sheet: Cash flow sheets.</li> </ul>
Name	The name of the report.
Description	A short description of the report.
Source	How the report was created. System reports are built-in with Cash Flow Pro, and user reports are created by users.

**Available reports by default**

Column	Description
Capital Investment Spread	Shows the distribution of the capital investments in a proposal.
Cash Flow Detailed	Shows detailed cash flow data at the specified summary level, organized by the selected timescale.
Cash Flow Summary	Shows summarized proposal cost data, task-specific cost data, and summarized proposal cash flow data. This report's components include the ProPricer Summary Cost Breakdown report, the ProPricer Task Cost Summary report, and the Cash Flow Summary sheet.
Depreciation Spread	Shows the depreciations in a proposal.
Milestone Spread	Shows the distribution of the milestones in a proposal.
Capital Budgeting	Shows the totals of the Captial Budgeting with a Cash Flow Graph.

**ProPricer Reports****ProPricer Reports grid**

Column	Description
Name	The name of the graph or chart.
Description	A short description of the graph or chart.
Category	Shows the category that the report belongs to.
Type	Shows if the report is a standard report or a batch report.

## Available reports

All ProPricer reports in the database. This includes over 100 built-in reports, and custom reports created with the Report Designer feature in ProPricer Contractor Edition.

## Graphs

### Graphs grid

Column	Description
Name	The name of the graph.
Description	A short description of the graph.
Type	The type of the graph or chart. Currently, the available options are Graph and Chart.
Source	How the graph or chart was created. System graphs and charts are built-in with Cash Flow Pro and user graphs and charts are created by users.

### Available graphs/charts

Column	Description
Cash Flow Trendline	Shows the quarterly cash flow and cumulative cash flow of the proposal.
Income/Expense	Shows the incomes and expenses for each month of the proposal.
Cash Flow Analysis	Shows the cash flow for each month of the proposal.

## Sheets

### Sheets grid

Column	Description
Name	The name of the cash flow sheet.
Description	A short description of the sheet.
Type	The type of the sheet. Currently, the only available option is sheets
Source	How the cash sheet was created. System sheets are built-in with Cash Flow Pro, and user sheets are created by users.

### Available sheets

Column	Description
Cash Flow Detailed (By Task)	Shows detailed cash flow data for each proposal task broken down by month.
Cash Flow Summary	Shows summarized proposal cash flow data.
Milestone Spread	Shows the distribution of the milestones in the proposal.
Depreciation Spread	Shows the distribution of the depreciations in the proposal.
Capital Investment Spread	Shows the distribution of the capital investments in the proposal.
Capital Budgeting	Shows the totals of the Capital Budgeting with a Cash Flow Graph.

## New Graph

The new graph tab allows you to create custom graphs using your proposal data.

### Proposal

Select the proposal that your graph will import data from.

### Properties section

In the Properties section assign basic identifying information to a chart or graph.

Property	Description
Name	The name of the graph.
Description	A short description of the graph.
Sheet Name	The name of the sheet.
Chart Title	The title of a chart.
Type	The type of chart or graph. e.g. Line Graph, Bar Graph, Pie Chart, etc.
Style	The coloring options for the graph.

### Content section

The content section is where data is assigned to appear in a chart or graph. To assign the data drag a field into either the category, series, or value area.

### Format section

The format section is where the layout and formatting properties of chart or graph are assigned.

#### Legend

Property	Description
Show Legend	Toggle to display legend.
Legend Position	Determines placement of the legend.

## Trend Line

Property	Description
Trend Line	Toggle to display trend line.

## Horizontal Axis

Property	Description
Show Axis Title	Toggle to display axis title.
Axis Title	The title of the axis.
Axis Position	Determines the placement of info on the axis.
Text Direction	The orientation of the text.
Grid Line	Grid line display options.

## Vertical Axis

Property	Description
Show Axis Title	Toggle to display axis title.
Use Reduced Format	Toggle to format with condensed axis info displayed.
Axis Title	The title of the axis.
Axis Position	Determines the placement of info on the axis.
Text Direction	The orientation of the text.
Grid Line	Grid line display options.

## New Sheet

The new sheet tab allows you to create custom sheets using your proposal data.

### Sheet Properties

Property	Description
Name	The name of the sheet.

### Data Source

Source	Description
Proposal	The proposal that data is sourced from.

### Components

The following components can be added to a sheet:

Component	Description
Group	Add a custom re-sizable grouping of components.
Table	Add a table to the sheet.
Pivot	Add a pivot table to the sheet.
Header	Add a header to the sheet.
Field	Add a field to the sheet.
Data	Add data to the sheet.
Graph	Add a graph to the sheet.

## Definition Properties

All components have the following definition properties:

Property	Description
Name	The name of the definition.
Description	A short description of the sheet.

Components may also have additional categories of definition properties that are used to modify the appearance, data, behavior, general format, and layout of components.

### Appearance

Property	Description
Style Id	Style Id of the component.
Font Family	Font family of the component.
Font Size	Font size of the component.
Font Style	Font Style of the component.
Font Color	Font color of the component.
Fill Color	Fill color of the component.

### Data

Property	Description
Data Source	Determines where the component data is sourced from in a proposal.
Value	Set value of component.
Caption	Text caption.
Caption Span	Caption span size.

## Behavior

Property	Description
Suppress Zeroes	Toggle to format component to hide zeroes.
Auto Grow	Toggle to allow the component to automatically expand.
Fixed Position	Toggle to lock the component position on the sheet.

## General

Property	Description
Range	The cell location of the component.
Name	The name of the component.

## Layout

Property	Description
Height	Number of cells component height spans.
Width	Number of cells component width spans.

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## Settings ribbon

### Settings

- Default Save Location: The default location for all your exported files.
- Log Level: Specify the detail that is shown in the log file using one of the following options:
  - Overview: Show which process was run, when it started and ended, and what it did. If an error occurred, a reason is given.
  - Process Time: Show the amount of time each process took.
  - Detailed (Debug): Provide information for ProPricer technical support to troubleshoot errors and bugs.
- Log Path: The default location for all your log files.

## User Security

In Cash Flow Pro, you can create roles that define the cash flow data that users have access to. The users that cash flow roles are assigned to are created in ProPricer Contractor Edition. The cash flow roles that are assigned to users can be viewed in ProPricer Contractor Edition, but their permissions can only be changed in Cash Flow Pro.

### Cash Flow Roles grid

Column	Description
Name	The name of the sheet.
Description	A short description of the sheet.
Proposal Access	<p>Select one of the following options to decide the proposals that the role has access to.</p> <ul style="list-style-type: none"> <li>• Full: Allow users to see all proposals.</li> <li>• Limited: Users can only see the proposals they create, and specific proposals have granted them the right to view in ProPricer Contractor Edition.</li> </ul>

### ProPricer Users grid

Column	Description
Login Name	The username that the user enters to log into ProPricer.
Name	The user's name. This can be their full name, or just their first or last name.
Role	Select a cash flow role to decide the user's level of access to cash flow data.

### Associated Permissions

Folders containing various Cash Flow Pro features and options are listed. Double-click a folder to see the individual options they contain.

## Access Rights

Using the checkboxes, allow users with the selected role to access, edit, add, or delete cash flow data related to the selected item in the Associated Permissions area.

The Grant All button grants all the Access Rights for the selected folder or element. In other words, all the checkboxes will be selected. With the Revoke All button you can revoke all the access rights for the selected folder or element. This means all the checkboxes will be cleared.

When you're done making changes to a role's permissions, click Apply to save the changes. To undo any of the changes you're working on, click Cancel.

## Skins/Palettes

Change the look of the Database Integration Tool by applying different skins and palettes.

## Help ribbon

### Quick Start Guide

Open a PDF copy of the quick start guide.

### Help

Open a PDF copy of this help document.

### License information

The License Information button allows you to manage your registration key and view the registration status of your license.

Next to the Registration Key fields, there are four buttons for managing the key:



If the key has been copied, click this button to paste the key into the fields.



If a key has been entered, click this button to apply the key.



Click this button to make the registration key fields available for editing.



Click this button to cancel the current action and revert to the last applied registration key.

Once the registration key has been activated, the Installation ID field will show an identification code that can be given to ProPricer Technical Support to resolve issues that you may have with your license.

In the drop-down menu next to Process, you can select how to activate your license with the following options:

- Online: activates your license automatically.
- By Code: directs you to the website <https://register.proricar.com/bycode> to retrieve an activation code that must be entered in the Process By Code dialog box.

The View License Details button opens a log of information about your license and system which can be helpful for troubleshooting.

The Activate/Deactivate button will activate or deactivate your license.

## Contact Deltek

We welcome any questions, comments, or suggestions you may have about Cash Flow Pro and this Help.

### Contact information

Support Center: [deltek.custhelp.com](https://deltek.custhelp.com)