Deltek Maconomy® 2.5.4

Solution for Public Accounting Firms (CPA)

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

September 24, 2021

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Overview

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

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

Your Solution Scope

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

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

Note: See Deltek People Planner (RM).

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

Note: See Client Relationship Management (CRM).

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

Note: See Fixed Assets (FA).

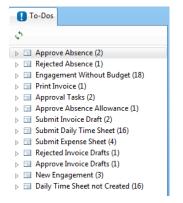
Front-Office Modules and Key Features

Introduction

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

Notifications

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



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

Time and Expenses

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

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

Front-Office Modules and Key Features

Edit Window Help						
🗇 Time & Expenses 🛛 🗙						Deltek Known
Time Expenses Favorites	Reports					
Day Week 🗘 🖄 🔛 😺 Submit 🖻	Reopen					
44 4 Sep 2013 > >> Employ	ee Art Rivers	۹ 1002 -	Time Information			
44 4 Sep 2013 ▶ ₩ Employ M T W T F S S Date	9/10/2013	1002	Total 8:00			
35 26 27 28 29 30 31 1	572072025		Fixed 8:00			
36 2 3 4 5 6 7 8 Legend			Balance 0:00	7:00	Billable	
37 9 10 11 12 13 14 15	Due		Billable Hours 7:00		Non-Billable	
38 16 17 18 19 20 21 22	Submitted		Billable % 87.50	1.00 -		
39 23 24 25 26 27 28 29						
40 30 1 2 3 4 5 6						
Registrations 💠 💩 🔛 📭 💕 🕈	🌵 🛞 Create favorite 📃	Expense				\$
Keep Favorite	Client Name	Engagement Name	Task Description	Description	Hours Invoiceab	e
	Mid-Atlantic	Valuation	Fieldwork	Fieldwork	6:00 🗸	
	ACE Ticket Cambridge	Corporate tax cambridge	Tax Return Preparation	Prep of 1165 form	6:00 ✓ 1:00 ✓	
		Corporate tax cambridge	Tax Return Preparation			
	ACE Ticket Cambridge	Corporate tax cambridge	Tax Return Preparation	Prep of 1165 form	1:00 🗸	
	ACE Ticket Cambridge	Corporate tax cambridge	Tax Return Preparation	Prep of 1165 form	1:00 🗸	
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	ACE Ticket Cambridge	Corporate tax cambridge	Tax Return Preparation	Prep of 1165 form	1:00 🗸	

Time and Expenses Workflow

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

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

Favorites

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

	Time &	Expenses ×											
Т	ime	Expenses	Favorites	Reports									
Li	st of Fav	orites 🗘 ී	H L° 2° 3	° 🕇 🄱 🛛	🔲 🗋 Co	py from Other Employee 📑 C	reate from Ti	me Sheets 📑 Update Lines					
• F	avorite l	Name		Eng No.		Engagement Name	Task	Task Description	Can be used for Time Registration	Can be used for Expense Registration	Valid From	Valid To	
1	My 2013	Mid-Atlantic Fiel	d Work	100	01 🔍	Valuation Q	102	Fieldwork	✓		-		•
2 1	My 2013	ACME Engageme	nt	100	00	Accounting support			✓	✓			
3 \	Vacation	Time		100	19	Administrative T&E	306	Vacation	✓				

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

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

	Registratio	ns 🗘 එ 🛛 🗳 🗗 🚏 🚏	👚 🦊 🜟 Create fav	orite 🔲 🍴 E	xpense	
	Keep	Favorite	Client Name	Enga	gement Name	
1		My 2013 Mid-Atlantic Field Work	 Mid-Atlantic 	Second	tion	Q
2		Favorite Name		Engagement	Task	dge
3		My 2013 Mid-Atlantic Field V	Vork	10001	102	
		My 2013 ACME Engagement		10000		
		Vacation Time		10019	306	
		More search results (Ctrl+G)]

Keep

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

Proxy Time Entry

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

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

Choose to Enter Expenses while Entering Time

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

Get into the Details

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

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

Front-Office Modules and Key Features

Keep Favorite	Client Na	me	Engageme	ent Name	Task Description	Description	Hours	Invoiceable
2	 ACE Tick 	t Cambridge	Corporate	tax cambridge	A Tax Return Preparation	 Prep of 1165 form 	1:00	✓
Details Expenses	💠 🐮 🔡 Ӿ Create favorite							
Client	ACE Ticket Cambridge (20005)		Client H	ierarchy				
Client Level	Level 2		Level 1		ACE Ticket (20004)			
Engagement Manager	Sean Williams (1001)		Level 2		ACE Ticket Cambridge (20005)			
Activity	Client Billable - Time (100)		Level 3		-			
Dimensions			Estimat	e to Completion				
Executing Department	Tax	2000	ر Hours		0.00			
Service Type	Business Tax	17	Days		0.00			
			Con	pleted				

Reports

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

Absence Management

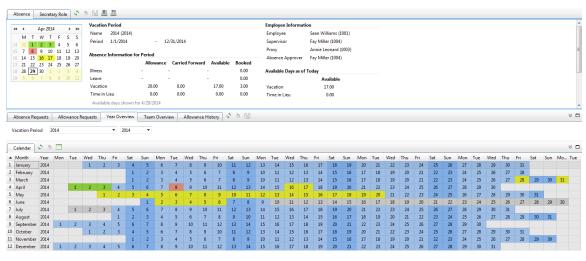
The CPA solution supports recording and monitoring of employee absence requests. The Absence Management functionality provides your organization with an ability to store employee absence information (that is, beginning PTO balances, prior year carry forward balance, and so forth), manages approval workflow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

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

44 4	Apr 2014	b bb	Vacation Per	iod					Employee Int	formation			
AA A	•		Name 20	14 (2014)					Employee	Sean W	illiams (1001)		
M I 14 31 1		S S 5 6	Period 1/1	L/2014	- 12/31/	/2014			Supervisor	Fay Mil	ler (1004)		
14 51 1 15 7 8	-	2 13							Proxy	Annie L	eonard (1003).		
16 14 15		19 20	Absence Info	rmation for	Period				Absence App	orover Fay Mil	ler (1004)		
17 21 22	23 24 25 2	26 27			Allowance Ca	arried Forward	Available	Booked					
18 28 29	30 1 2	3 4	Illness				-	0.00	Available Day	ys as of Today			
19 5 6	7 8 9 3	10 11	Leave				-	0.00		A	vailable		
			Vacation		20.00	0.00	17.00	3.00	Vacation		17.00		
			Time in Lieu		0.00	0.00	0.00	0.00	Time in Lieu		0.00		
Absence Rec	quests Allo	wance Requ	ests Year	Overview	Team Overview	Allowance	History	🗅 🔲 🔂 New	Absence Reque	st 📮 Submit A	bsence 🔊 R	eopen Absence	🗙 Delete Absence Calen
ow showing 1 First Day of	uests Allon tion Open - 8 of 8 results Duration	Submitt << Prev ↓	ed 🔘 Appro					5 🔲 🕒 New	· · · · · · · · · · · · · · · · · · ·	st Submit A New Absence Approved by		eopen Absence	Delete Absence Calen
iow: O Select ow showing 1 First Day of Absence	tion ⊚ Open	Submitt << Prev ↓	ed 🔘 Approv	ved 🔘 Rejec	ted 🔘 All		Submitted		Approved	New Absence	Request	Rejected by	-
ow: © Selec ow showing 1 First Day of Absence	tion ⊙ Open - 8 of 8 results Duration	Submitt << Prev 1 Working Days	ed Approv Next >> Last Day of Absence	ved © Reject Absence Type	ted 🔘 All		Submitted	Submitted by	· · · · · · · · · · · · · · · · · · ·	New Absence	Request	Rejected by	-
ow: Selectory Selectory Selectory Showing 1 First Day of Absence	tion Open	© Submitt << Prev I Working Days 1.00	ed () Approvince Next >> Last Day of Absence 3/28/2014	ved © Reject Absence Type Vacation	ted () All Remarks	5	Submitted	Submitted by Administrator	Approved	New Absence	Request	Rejected by	-
now: O Select ow showing 1 First Day of Absence 3/28/2014 3/31/2014	ttion Open - 8 of 8 results Duration 1.00	© Submitt << Prev 1 Working Days 1.00 1.00	ed O Approv Next >> Last Day of Absence 3/28/2014 3/31/2014	Absence Type Vacation Vacation	ted All Remarks I need a day off	5	Submitted	Submitted by Administrator Administrator	Approved	New Absence	Request	Rejected by	-
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Select www.showing 1 First Day of Absence 3/28/2014 3/28/2014 3/31/2014 4/1/2014 4/8/2014	tion Open - 8 of 8 results Duration 1.00 1.00 3.00 1.00	© Submitt << Prev 1 Working Days 1.00 1.00 3.00 1.00	ed Approv Vext >> Last Day of Absence 3/28/2014 3/31/2014 4/3/2014 4/8/2014	Absence Type Vacation Vacation Vacation Vacation	ted All Remarks I need a day off	5	Submitted	Submitted by Administrator Administrator Administrator Administrator	Approved	New Absence	Request	Rejected by	-
ow: Select by showing 1 First Day of Absence 3/28/2014 3/31/2014 4/1/2014 4/8/2014 4/16/2014	tion Open - 8 of 8 results Duration 1.00 1.00 3.00 1.00 2.00	© Submitt << Prev 1 Working Days 1.00 1.00 3.00 1.00 2.00	ed Approv Next >> Last Day of Absence 3/28/2014 3/31/2014 4/3/2014 4/8/2014 4/17/2014	Absence Type Vacation Vacation Vacation Vacation Vacation Vacation	ted All Remarks I need a day off	5	Submitted	Submitted by Administrator Administrator Administrator Administrator Administrator	Approved	New Absence	Request	Rejected by	Rejection Reason
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how: Select S	tion Open - 8 of 8 results Duration 1.00 1.00 3.00 1.00 2.00	© Submitt << Prev 1 Working Days 1.00 1.00 3.00 1.00 2.00 13.00 5.00	ed Approv Next >> Last Day of Absence 3/28/2014 3/31/2014 4/3/2014 4/8/2014 4/17/2014	Absence Type Vacation Vacation Vacation Vacation Vacation Vacation	ted All Remarks I need a day off	f	Submitted	Submitted by Administrator Administrator Administrator Administrator Administrator	Approved	New Absence	Request	Rejected by	Rejection Reason

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

Front-Office Modules and Key Features



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

	Apr 2014 ►		Vacatio	on Perio	bd									Emple	oyee Inf	ormation	n												
44 4	•		Name	2014	4 (2014)									Empl	loyee		Sean Wi	lliams (100	1)										
M	T W T F S		Period	1/1/	/2014		-	12/31/2	2014					Supe	rvisor		Fay Mill	er (1004)											
15 7	8 9 10 11 12													Proxy	/		Annie L	onard (10)3)										
	15 16 17 18 19		Absenc	e Infor	mation	for Pe	riod							Abse	nce App	rover	Fay Mill	er (1004)											
	22 23 24 25 26	27					Allowar	nce Car	rried Fo	orward	Availab	le Boo	ked				·												
18 28	29 30 1 2 3	4	Illness			-		-			-	0	.00	Availa	able Day	s as of To	oday												
19 5	6 7 8 9 10		Leave			-		-			-	0	.00				A	railable											
			Vacatio	on			20.00	0	0.00		17.00	3	.00	Vacat	tion		1	7.00											
			Time i	n Lieu			0.00	0	0.00		0.00	0	.00	Time	in Lieu			0.00											
			Availa	ble day	s showr	n for 4/2	29/2014																						
	Y											6 4	6.0																
Absenc	e Requests Allowan	ice Req	uests	Year (Overviev	v T	eam Ov	verview	Allo	wance H	listory	\$ 5	¥.																
			_		Overviev	v T	eam Ov	verview	Allo	wance H	listory	\$ 3	H																
Show M	lonth April		uests	2014			eam Ov	verview	Allo	wance H	listory	\$ 3	H																
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Show M Show Te Calenda Team Memb	ar 4 ⁵ 3 Employee Name	,	/	2014		•					Thu Fri		Sun	Mon 14	Tue 15	_		Sat 18 19	Sun 20	Mon 21	Tue 22	Wed 23	Thu 24	Fri 25	Sat 26	Sun 27	Mon 28	Tue 29	Wed 30
Show M Show Te Calenda Team Memb 1000	ar 5 5 11 Employee Name	Tue	/	2014		•	Sun		Tue	Wed T	Thu Fri	Sat 1 12	Sun : 13			16	17 :												
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Show M Show Te Calenda Team	ar \$ \$ \$ Employee Name Bobby Jones Sean Williams	Tue 1	/	2014		•	Sun		Tue 7	Wed T 9 9	Thu Fri 10 1 10 1 10 1	Sat 1 12 1 12	Sun 13 13 13	14 14	15 15	16 16 16	17 : 17 : 17 :	18 19 18 19	20 20	21 21	22 22	23 23	24 24	25 25	26 26	27 27	28 28	29 29	30 30

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

Absence Workflow

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

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



Front-Office Modules and Key Features

Employees	Monthly Overvie	w Absence R	equests A	llowance Requ	ests 🗳 🔲																				0	Close Fi	ilter Lis
ow: 💿 Await	ting Approval 💿 O	pen 💿 Approve	d 💿 Rejected	🗇 All 💿 Ab	ence for Approv	al I																					
w showing 1	- 2 of 2 results <<	Prev Next >>																						No of	results	to sho	w: 25
Employee No.	Employee Nam		First Day of Absence	 Duration 	Working Days	Last Day Absence	of	Absence Type	Remarks	Sub	mitted		mitted by	у	Ар	proved	Appro	ved by		Reject	ed .	Rejecte	d by				
1000	Bobby Jones		4/21/2014		1.00 4.00	4/24/201	1	Vacation	Going to Bahamas		1		ninistrato	or			•				•						
1000	Bobby Jones		4/28/2014			4/28/201		Vacation	cong to building				ninistrato														
	uest 🗘 the 🖫	🖸 🖸 🖓 🕞	it Abranca	Annroue Ab	ence 🚫 Reject	Abrence	Rec.	nen Abrence		_							_			-					-		×
Absence Req	uest 🗣 🖓 🖪				ence G niget	Ausence												6.0									
bsence				tatus			E	mployee Absence	Year Overview	Tea	m Over	view	Appro	over Tea	im Ove	rview	4 9										>>
rst Day of Al	osence	4/21/2014			/28/2014 by Adm	inistr		how Month Ar	nil 👻	1.2	2014			Lege	nd												
uration				Approved 1	lo					/	_		-		0	pen											
/orking Days		4.	00 F	Rejected 1	lo		51	how Team Au	idit Team		- 1		•			ubmitte	ad be										
ast Day of Al	osence	4/24/2014	• F	Reopened 1	lo										Δ	pprove	d										
bsence Type		Vacation 🤍														ejected											
First Day is	Half Day															verlap											
Last Day is	Half Day																										
Temporary																											
emarks		Going to Baham	ss				-																				
vnchronized	with Time Sheets	No					0	Calendar 🗘 🔅	b 🔟																		~
							•	Team Empl Member	oyee Name Tue	Wed	Thu	Fri	Sat S	Sun N	/lon	Tue	Wed TI	nu Fr	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sur
							1	1000 Bobb	y Jones 1	2	3	4	5	6	7	8	9	10	11 12	13	14	15	16	17	18	19	2
							2	1001 Sean	Williams 1	2	3	4	5	6	7	8	9	10	11 12	13	14	15	16	17	18	19	20
								1002 Art R	ivers 1	2	3	4	5	6	7	8	9	10	11 12	13	14	15	16	17	18	19	2
							4	1003 Annie	e Leonard 1	2	3	4	5	6	7	8	9	10	11 12	13	14	15	16	17	18	19	2
								1004 Fay N																			

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

Absence Administration

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

	Absence Adm	nistration ×										
E	Employee Balanc	e Periodic Balance 🦃										
ho	w: January 1 to	December 31 (January)										
A	Absence Transfe	r 💠 🖱 🔡 🧿 Batch	Allowance Adj	justment	🔈 Submit Adjust	ment 🥑 Approve	Adjustment					
Pe	eriod				Selecti	on Criteria						
Va	acation Calenda	r January 1 to December 3	1 (Janu		V Sho	ow Lines						
С	urrent Period	2014	▼ 20	014	 Emplo 	yee No.						
D	ate	1/1/2014	- 12	2/31/2014	Comp	any No.	-					
P	revious Period	2013 (2013)										
D	ate	1/1/2013	- 12	2/31/2013	3							
A	bsence Type	Vacation 🔻										
E	imployee Yearly	Allowance 🗘 한 🔝										
	Employee No.	Employee Name	Allowance Period	e, Prev.	Carried Forward, Prev. Period	Available, Prev. Period	Approved Allowance, Cur. Period	Unapproved Allowance Adjustments, Cur. Period	Total Allowance, Cur. Period	Approved Carry Forward, Cur. Period	Unapproved Carry Forward Adjustments, Cu	Total Carry Forward, Cur. Period
I	1000	Bobby Jones		0.00	0.00	0.00	21.00	0.00	21.00	0.00	0.00	0
	1001	Sean Williams		0.00	0.00	0.00	20.00	0.00	20.00	0.00	0.00	0.

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

Absence Setup

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

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

Front-Office Modules and Key Features

	Vacation Calen	dars Abser	nce Types Te	ams 💠 🔲						
ho	ow: January 1 t	to December 31	(January)							
	Vacation Calen	dar ¢ එ	H 🕂 😣							
٧	acation Calend	lar			Color-coding, R	estricted Absence Ty	pes		Absence Type Se	lection for Statistics
۱	acation Calend	dar No. 🛛 Janu	iary		Open Code				Absence Type 1	Illness 🔍
0	Description	Janu	ary 1 to Decemb	er 31	Submitted Cod	e			Absence Type 2	Leave 🔍
(Company No.		0,		Rejected Code				Absence Type 3	Vacation 🧠
					Approved Code	2			Absence Type 4	Time in Liet 🔍
					Approved Code	<u> </u>			Absence Type 4 Absence Type 5	
	Vacation Period Vacation Period No.	d	Period Start	Period End	Default Allowance	Suggested Maximum Days for Absence Booking	Maximum Days, Carry Forward	Valid Till, Carry Forward		
•	Vacation		Period Start	Period End	Default Allowance	Suggested Maximum Days for	Carry Forward		Absence Type 5	
• 1	Vacation Period No.	Description	Period Start		Default Allowance	Suggested Maximum Days for Absence Booking	Carry Forward 5.00 5.00	Forward 3/1/2011	Absence Type 5 Allow Booking Over Period End	
▲ 1 2 3	Vacation Period No. 2011 2012 2013	Description 2011	Period Start 1/1/2011 1/1/2012 1/1/2013	12/31/2011 12/31/2012 12/31/2013	Default Allowance	Suggested Maximum Days for Absence Booking 15.00	Carry Forward 5.00 5.00 5.00	Forward 3/1/2011 3/1/2012 3/1/2013	Allow Booking Over Period End	
▲ 1 2 3 4	Vacation Period No. 2011 2012 2013 2014	2011 2012 2013 2014	Period Start 1/1/2011 1/1/2012 1/1/2013 1/1/2014	12/31/2011 12/31/2012 12/31/2013 12/31/2014	Default Allowance 25.00 25.00 25.00 25.00	Suggested Maximum Days for Absence Booking 15.00 15.00 15.00 15.00	Carry Forward 5.00 5.00 5.00 5.00	Forward 3/1/2011 3/1/2012 3/1/2013 3/1/2014	Absence Type 5	
▲ 1 2 3 4 5	Vacation Period No. 2011 2012 2013	Description 2011 2012 2013	Period Start 1/1/2011 1/1/2012 1/1/2013	12/31/2011 12/31/2012 12/31/2013	Default Allowance 25.00 25.00 25.00	Suggested Maximum Days for Absence Booking 15.00 15.00 15.00	Carry Forward 5.00 5.00 5.00 5.00 5.00 5.00	Forward 3/1/2011 3/1/2012 3/1/2013	Allow Booking Over Period End	

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

Client Management

The CPA solution offers a number of key features that support effective and complete client management. These include the ability to:

- Create client records.
- Manage critical client information and statistics.
- Identify client relationships and hierarchies.
- Store documents.
- Look up current client balances for WIP, AR, and Cash.

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

Front-Office Modules and Key Features

List of Clients Show: My Cli		🔹 🕒 New Client 🛛 🏘 Im	port								Deltek Know
~ *	lients @										 Close Filte
		All Clients									
ow showing 1 -	- 25 << 1	rev Next >>									No of results to show
	Bill to Client	Name	Client Level	Address	State	Attention	Email	Industry	Client Manage	Biller	
	1010000	KV Enterprises	Level 1	Address 1	CA			11			
110057	110057	test	Level 2	230 Elm St.	MA	David Patrick	DavidPatrick@ACETicket.com	16	1001	1003	
	20000	Acme Cleaning	Level 1	33 Central Avenue	PA	F. Raymond James	RaymondJames@AcmeCleaning.com	10	1001	1003	
20001	20001	Mid-Atlantic	Level 1	100 Atlantic Ave.	DE	James Esquire	JamesEsquire@Mid-Atlantic.com	11	1001	1003	
20002	20002	Aaron Bradley	Level 1	8245 United Nations Plaza	NY	Aaron Thompson	AaronThompson@AaronBradley.com	16	1001	1003	
20003	20003	Davis Co.	Level 1	422 West Prince Street	PA	Alfred Fletter	AlfredFletter@DavisCo.com	11	1001	1003	
20004	20004	ACE Ticket	Level 1	230 Elm St.	MA	David Patrick	DavidPatrick@ACETicket.com	16	1001	1003	
20005	20004	ACE Ticket Cambridge	Level 2	2105 George Street	MA	Howard Mendell	HowardMendell@ACETicketCambridge.com	16	1001	1003	
20006	20004	ACE Ticket Newton	Level 2	410 Conrad St.	MA	Martin Fish	MartinFish@ACETicketNewton.com	16	1001	1003	
0 20007	20007	Roberts Inc.	Level 1	P.O. Box 660	GA	Amanda Michelle	🖂 AmandaMichelle@RobertsInc.com	16	1001	1003	
1 20008	20008	Marine Science	Level 1	1071 Elliot Road	PA	John Voit	☑ JohnVoit@MarineScience.com	10	1001	1003	
2 20009	20008	Marine Avation	Level 2	1501 Rogers St.	PA	Bryan Richards	🖂 BryanRichards@MarineAvation.com	16	2004	2006	
3 20010	20008	Marine Costal	Level 2	25 Gibbons Ave.	NJ	Karen Conners	🖂 KarenConners@MarineCostal.com	16	2004	2006	
	20011	Thompson Inc.	Level 1	29227 Summer Ridge	TX	Scott Cooper	ScottCooper@ThompsonInc.com	16	1001	1004	
	20012	American Group	Level 1	333 Warren Avenue	RI	Linda Thomas	🖂 LindaThomas@AmericanGroup.com	16	1001	1004	
	20013	American Fastner	Level 1	354 Earle Court Blvd	NY	Chris Miller	ChrisMiller@AmericanFastner.com	16	1006	1004	
	20014	David Tocci, LLP	Level 1	413 East St.	NJ	Richard Gibson	RichardGibson@DavidTocciLLP.com	16	1006	1004	
	20015	Arch	Level 1	43 Davis Blvd.	PA	Nicholas Cash	🖂 NicholasCash@Arch.com	16	1006	1005	
	20016	Anderson Inc.	Level 1	1404 Lester Circle	PA	Robert Parker	RobertParker@AndersonInc.com	16	1006	1005	
	20017	Legal Services	Level 1	1500 Market Street	PA	David Potter	DavidPotter@LegalServices.com	16	1006	1005	
	20018	Ackers	Level 1	28 Schooner Ave.	NJ	John Newton	JohnNewton@Ackers.com	11	2004	2006	
	20019	Atlantic Inc	Level 1	714 White House Rd.	NJ	Ronald Fender	RonaldFender@AtlanticInc.com	11	2004	2006	
3 20020	20020	Winthrop Davis	Level 1	767 Hill Road	PA	Margaret Taylor	MargaretTaylor@WinthropDavis.com	16	2004	2006	
	20004	David Patrick	Level 2 Level 1	230 Elm St. 100 Main St.	MA		DavidPatrick@ACETicket.com	16	1001	1003	
	90000	CPA Operating One LLP			MA		info@CPAOperatingOneLLP.com	16	2004	2006	

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

	Administrator								- 0
dit Window	Help								
🖂 Clients 🛛 🗙									Deltek toom
how: ACE Ticke	t (20004)								🔹 🔶 😧 Show F
Home	Lookup Reports								
Overview 1	Information Sub Clients	Documents Contact Person	opportunitie	Route 🗘 🔊					
Ship to Client	information Sub-Clients	Bill to Client		lierarchy			Statistics		
	E Ticket	Client ACE Ticket		Hierarchy Level 1	ACE Ticket (200	004)	Industry	Other (16)	
	Elm St.	230 Elm St.		Level 2	-		Selected Value 10	Other Services	
Bos	ton, MA 2110	Boston, MA 2110		Level 3			Selected Value 5	C-CORP	
							Selected Value 9	31-Dec	
Attn. Dav	vid Patrick	Attn. David Patrick		Responsible Staff			Popup 1	No	
Phone -		Phone -		Client Manager (History) Biller) Sean Williams (Annie Leonard		Popup 2	No	
	/idPatrick@ACETicket.com	E-Mail DavidPatrick@ACE	Ticket.com		Annie Leonard	(1003)			
				Invoice Printer					
E-Mail Day Blocked No More details Engagements	5			Invoice Printer Sales Person	- Isabel Wong (1	.027)			
Blocked No More details Engagements	s	ngagements 🔘 All Engagements				.027)			
Blocked No More details Engagements how: @ Open E	s	ngagements 🔘 All Engagements				.027)			No of results to show: 25
Blocked No More details Engagements how: Open E low showing 1 -	د معالم المعالم ا Ingagements © Invoiceable Er	ngagements 🔘 All Engagements		Sales Person	Isabel Wong (1	027) Billing Price Up/Down, Base			No of results to show; 25
Blocked No More details Engagements how: @ Open E low showing 1 - Engagement	ingagements () Invoiceable Er 1 of 1 results << Prev Next >	ngagements 🔘 All Engagements	Amount, Budgeted Billing	Sales Person	Isabel Wong (1	Billing Price			 No of results to show: 25

Information

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

• Addresses: Both the "Ship To" and the "Bill To" addresses are captured on the client information card. In situations where the invoice goes to a parent client, you can update the "Bill To" client

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

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

Client Hierarchy

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

Clients	×													Deltek	Do more
Show: ACE	Ticket (20004)													• • •	show Filte
Home	Lookup	Reports													
Overview	Information	Sub Clients	Documents	Contact Persons	Opportunities	Route	\$ 5								
Client			Parent Client												
Client /	ACE Ticket (20004)		Parent Client	StandardCustomer	(S										
Level L	Level 1		Linking Rule	3											
Hierarchy															
Level 1		E Ticket (20004)													
Level 1 Level 2		E Ticket (20004)													
Level 1		E Ticket (20004)													
Level 1 Level 2 Level 3	:														
Level 1 Level 2	:	E Ticket (20004)	Sub Client												*
Level 1 Level 2 Level 3 List of Sul	:	Create New												No of results t	_
Level 1 Level 2 Level 3 List of Sul	۔ b Clients بچہ 🎫 ig 1 - 3 of 3 results	Create New Create New Next >>		Address	City			State	Attention	Phone	Ernal	Client	Industry	No of results to Client workspace	_
Level 1 Level 2 Level 3 List of Sul	۔ b Clients بن ال	Create New Create New Next >>		Address	City			State	Attention	Phone	E-mail	Manager	Industry		_
Level 1 Level 2 Level 3 List of Sul	۔ b Clients بن ال	Create New Create New Next >>		Address	City				Attention	Phone	Emai		Industry		_
Level 1 Level 2 Level 3 List of Sul Now showin Client No	۔ b Clients بن ال	Create New Create New Next >>		Address 2105 George Stree		ge				Phone	E-mail HowardMendell@ACETicketCambridge.com	Manager	Industry 16		_
Level 1 Level 2 Level 3 List of Sul Now showin Client No	b Clients 🤹 🛄 ig 1 - 3 of 3 results o. Bill to Client	Create New Prev Next >> Name	ambridge			ge			-	Phone		Manager (History)		Client workspace	_

Documents

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

Front-Office Modules and Key Features

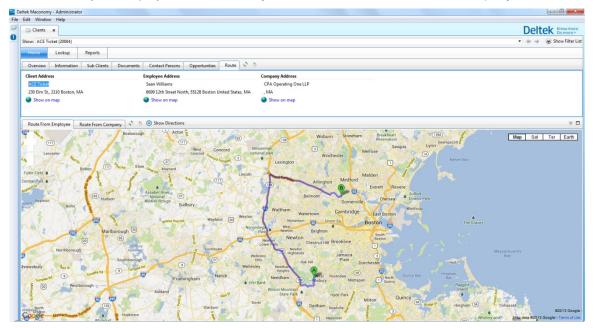
an	t Window Help										
5	Clients x										Deltek Known
ho	w: ACE Ticket (20004)										💌 💠 🍝 Show Filt
ł	Home Lookup	Reports									
(Overview Information	Sub Clients Documents	Contact Pers	sons Opp	ortunities R	oute 🗘	ㅎ 및 B ^e (🗿 Update 📑 Export 🚔 Show	v 💿 Lock 💿	Unlock 🛄 🔋 New	
_	Overview Information Document Name	Sub Clients Documents Document Type	Contact Pers Document Size (Bytes)			Revision No.			v 💿 Lock 💿 Changed on		
•			Document			Revision No.	Latest Revision is	Revision Text			

CRM Add-On Availability

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

Google Maps and Other External Sites

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



Billing

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



Front-Office Modules and Key Features

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

Client Billing	×													Deltek	Know
Invoice Selecti	on Draft Invoic	e													
List of Bill to C	lients 🗘 🔲 🖼	Change Selection	of Jobs											۵ د	lose Filt
how: Selected 	ed Engagements 💿 Di	raft Status, Selecte	d Jobs 💿 All												
	8 of 8 results << Prev													No of results	to show
Bill to Client No.	Bill to Client	WIP	WIP, jobs not inv. 1 month	Latest Invoice Date		Contracted Billing Price for Time	Budgeted Billing Price, Currency	Reg. Billing Price, Currency	Currency	Account,	Write Up/Down, Currency	Client Manager	Biller	Invoice Printer	
20002	Aaron Bradley	10,141.00		9/7/2013	1 of 1	0.00						Sean Williams	Annie Leonard	Ben Hunter	
20012	American Group	33,600.00		7/31/2012	1 of 1	0.00						Sean Williams	Fay Miller		
20011	Thompson Inc.	5,523.00		7/31/2012	1 of 1	0.00						Sean Williams	Fay Miller		
20001	Mid-Atlantic	7,227.00		7/31/2012	1 of 1	0.00						Sean Williams	Annie Leonard		
20004	ACE Ticket	1,800.00		9/5/2013	8 of 9	0.00						Sean Williams	Annie Leonard		
20004	ACE Ticket Marine Science	0.00		9/5/2013	1 of 9 2 of 4	0.00						Sean Williams Sean Williams	Fay Miller Annie Leonard		
20008	Acme Cleaning	175,724.00 56,781.00		7/31/2012 7/31/2012	2 of 4 3 of 3	10,000.00						Sean Williams Sean Williams	Annie Leonard Annie Leonard		

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

Edit Window Help										
🖸 Client Billing 🗙										Deltek #
Invoice Selection	Praft Invoice									
List of Bill to Clients	🔲 🔛 Change Se	election of Jobs								 Close
Show: 💿 Selected Engagen	ents 🔘 Draft Status,	Selected Jobs 💿 All								
Now showing 1 - 10 of 10 res	ults << Prev Next >	>								No of results to s
Bill to Client	Bill to Client No.	WIP	WIP, jobs not inv. 1 month	Latest Invoice Date	Selected Engagements	Drafts for Editing	Drafts Submitted	Drafts Rejected	Drafts Approved	
٩										
1 Aaron Bradley	20002	10,141.00	0.00	9/7/2013	1 of 1	0	0	0	0	
2 American Group	20012	33,600.00	33,600.00	7/31/2012	1 of 1	0	0	0	0	
3 Thompson Inc.	20011	5,523.00	5,523.00	7/31/2012	1 of 1	0	0	0	0	
4 Mid-Atlantic	20001	7,227.00	7,227.00	7/31/2012	1 of 1	0	0	0	0	
5 ACE Ticket	20004	1,800.00	0.00	9/5/2013	9 of 9	0	0	0	0	
6 Marine Science	20008	190,354.00	190,354.00	7/31/2012	4 of 4	0	1	0	0	
7 Arch	20015	65,329.00	65,329.00	7/31/2012	1 of 1	0	0	0	0	
8 Acme Cleaning	20000	57,156.00	57,156.00	7/31/2012	3 of 3	1	0	0	0	
9 Legal Services	20017	1,575.00	1,575.00	7/31/2012	1 of 1	0	0	0	0	
10 Anderson Inc.	20016	10,575.00	10 575 00	7/31/2012	1 of 1	0	0	0	0	

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

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

Front-Office Modules and Key Features

Client Billing	×													0	Deltek Known
Invoice Selection	Draft In	ivoice													
		mpany CPA Operating	g One LLP (100) Include All Engageme							<u>.</u>				•	🖛 🔶 😧 Show Fil
Invoice Selection	¢ 0 6	Approve 🔛 I	Include All Engageme	ents 🔛 Exclude All	Engagements (Close All	Delimit (I ransfer Invo	Overvie	-	Credit Memo	New In	voice Selection		
vork in Frogress	Available	For Invoicing	Carry Forward	Billing Price	Up/Down	Real. F	Rate Budg	eted Real. Rate				0.00			
lime	182,975.00	182,975.00	0.00	168,337.00	-14,638.00	þ	2.00	95.24	For Invo	icing on Acco	ount	0.00			
xpenses	7,379.00	7,379.00	0.00	7,379.00	0.00										
otal	190,354.00	190,354.00	0.00	175,716.00	-14,638.00				Links	nt details					
Exclude Entries fo															
	5 H I		Inclue	de Invoice	Invoice on	WIP	WIP for	Carry I	Billing	Write-Up/		Budgeted	Contracted		
Engagement Nam	e	Budget	Includ	de Invoice Layout	Account		Invoicing		rice	write-Up/	Rate	Realization	Billing Price		
Fraud investigation		Budget Details		Activity			30,149.00		27,825.00						
Fraud investigation		Budget Details		Activity	0.00		10,193.00		9,679.00						
Fraud investigation Environmental imp		 Budget Details Budget Details 		Activity Activity	0.00		4,812.00		4,628.00						

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

Client Billing											Deltek	Know
Invoice Selection											Deilek	Dom
	Draft Inv	roice										
how: Marine Science	e (20008), Com	pany CPA Operatin	ig One LL	P (100)							🔻 🔶 💓 Sł	how F
Invoice Selection	\$ 5 B	🛇 Approve 🔛	Include A	ll Engagem	ients 🔛 Exclude	e All Engagem	ients 🧿 Clo	se All 💿 De	limit 💿 Tr	ansfer Invoici	ing Plan 🧿 Invoice To Credit Memo 🚯 New Invoice Selection	
Work In Progress											Overview	
	Available	For Invoicing	Carry	Forward	Billing Price	Up/	Down	Real. Rate	Budgeted	d Real. Rate	Net on Account 0.00	
Time	182,975.00	182,975.00		0.00	168,337.00	-14	638.00	þ2.00		95.24	For Invoicing on Account 0.00	
Expenses	7,379.00	7,379.00		0.00	7,379.00		0.00					
Total	190,354.00	190,354.00		0.00	175,716.00	-14	638.00				Links	
Exclude Entries fo	or Carry Forwa	rd									Client details	
-	ㅎ 님 🗆											
Engagement Nam	e Bu	dget	Include	Invoice Layout	Invoice on Account	WIP Available	WIP for Invoicing	Carry Forward	Billing Price	Write-Up/.	Selection, Billing Price Selection, Quantity 🗘 🖄 🔛 🔲 🧿 Reallocate Selected Entries	
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2 Fraud investigatio		Budget Details		Activity	0.00							
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											4 Sean Williams Forensic Account 8.00 8.00 -208.00 2,600.00 299.00 0.00 In	nvoic
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											8 Art Rivers Forensic Account 8.00 8.00 -144.00 1,800.00 207.00 0.00 In	nvoic
											9 Laurie Forbes Forensic Account 8.00 8.00 -160.00 2,000.00 230.00 0.00 In	nvoic
											10 Sean Williams Forensic Account 4.00 4.00 -104.00 1,300.00 299.00 0.00 In	nvoic
											11 Art Rivers Forensic Account 4.00 4.00 -72.00 900.00 207.00 0.00 In	woic
											12 Laurie Forbes Forensic Account 5.00 5.00 -100.00 1,250.00 230.00 0.00 In	
											13 Sean Williams Forensic Account 8.00 8.00 -208.00 2,600.00 299.00 0.00 In	
				m					_		* 14 Art Rivers Forensic Account 8.00 8.00 -144.00 1.800.00 207.00 0.00 In	

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

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

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

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

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Invoice	e Selection Draft Invoice									
Show: Fra	aud investigation (10012), Draft N	lo. 1, Marine Science (20008)							• 4	🔹 🎍 😧 Show Filter List
Invoice	Editing 💠 👌 🔛 😣 💆	🔋 📑 Show Detailed Specification 🛛 🔒 Sub	mit Draft 🔜 Print D	Iraft 📑 Restore Edit	ng, Summary 📑	Restore Editing, Detailed Specification	on 📋 Copy Editing from Invo	oice 📋 Copy Editing from	Draft 🧿 Text Wrapping	1
Invoice		Editing			Billing Addre	255				
Draft No	o. 1	Selected for Invo	picing	175,716	00 Bill to Client	20008				Summary
Blanket I	Invoice Yes	To be adjusted o	on draft, Summary	0	00 Marine Scier	nce				3
Standar	d Invoice Text List General	C To be adjusted o	on draft, Detailed Spec	. 0.	00 1071 Elliot R	oad				nary
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When you submit the invoice, the approver gets a notification to *Approve Draft Invoice*. The approver uses the notification to access the Draft Invoice window and either approve or reject the invoice, and make comments associated with the status of the invoice. The approver can see full details when approving the invoice; this includes access to the WIP Decisions window, which shows the approver the WIP that has been closed as a result of producing the bill. This window helps you to identify what time or expense sheet entries will be written off if any invoice is approved and sent to a customer.

Front-Office Modules and Key Features

how: 🖲 All 🔘 Writte	en up/down											
ow showing 1 - 25 <	<pre> Next >></pre>											No of results to show: 2
Entry Details	Transaction No.	Engagement No.	Task	Task Description	Entry Date	Employee No.	Employee Name	Quantity for Invoicing	Billing Price for Invoicing, Currency	Quantity Up/Down	Billing Price Up/Down, Currency	
Entry Details	10000033	10017	102	Strategic Consulting Services	7/19/2012	1006	Rob Walker	6.00	1,794.00	0.00	-156.00	
🕒 Entry Details	10000084	10017	102	Strategic Consulting Services	9/12/2012	1017	Laurie Forbes	8.00	1,840.00	0.00	-160.00	
Entry Details	10000038	10017	102	Strategic Consulting Services	7/20/2012	1000	Bobby Jones	8.00	920.00	0.00	-80.00	
Entry Details	10000068	10017	102	Strategic Consulting Services	8/15/2012	1017	Laurie Forbes	8.00	1,840.00	0.00	-160.00	
Entry Details	10000062	10017	100	Interim Accounting Assistance	8/28/2012	1000	Bobby Jones	2.00	230.00	0.00	-20.00	
Entry Details	10000084	10017	102	Strategic Consulting Services	9/14/2012	1017	Laurie Forbes	8.00	1,840.00	0.00	-160.00	
Entry Details	10000057	10017	102	Strategic Consulting Services	8/20/2012	1006	Rob Walker	8.00	2,392.00	0.00	-208.00	
Entry Details	10000006	10017	100	Interim Accounting Assistance	5/2/2012	1006	Rob Walker	3.00	897.00	0.00	-78.00	
Entry Details	10000079	10013	100	Forensic Accounting Time	9/18/2012	1000	Bobby Jones	1.00	115.00	0.00	-10.00	
Entry Details	10000066	10012	100	Forensic Accounting Time	8/29/2012	1002	Art Rivers	8.00	1,656.00	0.00	-144.00	

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

🛛 🕑 Approve Draft 🚫 Reject Draft 💻 Undo Approval/Reject 📇 Print Draft	Draft 🚫 Reject Draft 💻 Un	do Approval/Reject 🛛 📃 Print Draft
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When choosing to reject a draft, the approver can enter a comment that is stored in the **Rejected Draft Invoice** notification that is sent back to the submitter.

🔁 Reject		
Rejection		
Remark Overwrite exiting	☑ Approval Status ☑ Remark	•
		Reject Draft Cancel

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

Lookups

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

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

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	Edit Window	v Help													
9 0	Clients	×												Delt	ek Know more. Do more.**
•	Show: ACE Tie	cket (20004)												• + +	 Show Filter List
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	Month/Yr.	9 /	2013 -	9 /	2013 Cu	rrency	USD								
	Date	9/1/2013	· -	9/30/2013	▼ Bal	ance, Currency		389,208.00 /	657,058.	50					
					Bal	ance, Base		389,208.00 /	657,058.	50					
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	Entries) o 🛃 🛙	1												⊗ □
	 Company No. 	Entry Date	Date Posted	Orig. Due Date	Date Reconciled	Journal No.	Trans. No.	Trans. Type	Description	0/C	Credit, Enterprise	Debit, Enterprise	Remainder, Enterprise		
	1 100	9/5/2013	9/5/2013	10/5/2013		1010052	10400054	Invoice	Client Invoice	Open	0.00	267,850.50	267,850.50		

Reports

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

Engagement Management

The CPA solution offers a number of key features that support tight engagement control and efficient engagement management. These include the ability to:

- Create client engagements using predefined templates.
- Manage critical engagement information and statistics for reporting.
- Identify critical engagement roles and responsibilities.
- Store documents.
- Look up current engagement balances for WIP, AR, and Cash.

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

Engagement															De	Itek Know m
Engagement Li	st 🗳 🔲 🔂 New Enga	gement [📄 Copy Engagement 🛛 🧔 Is	mport												Close Filter
Show: 🔘 Engage	ment Manager 💿 Client Ma	nager 🔘	Biller 💿 Any Engagement R	ole 💿 All Engageme	ents											
Now showing 1	25 << Prev Next >>														No	of results to show: 2
Engagement No.	Engagement Name	Year	Client	Engagement Manager Name		Hours, Reg.			Hours, Up/Down	Bud. Billing, Base	Reg. Billing, Base	Open Billing, Curr.	Up/down, Curr.	Inv. Billing, Curr.	Invoiced on Account, Currency	
2																
1 10000	Accounting support	2013	Acme Cleaning	Sean Williams	0.00	394.00	168.00	226.00	0.00	0.00 USD	115,647.00 USD	47,581.00 USD	0.00 USD	68,066.00 USD	0.00	
2 10001	Valuation	2013	Mid-Atlantic	Sean Williams	0.00	48.00	20.00	28.00	0.00	0.00 USD	18,695.00 USD	7,227.00 USD	0.00 USD	11,468.00 USD	0.00	
3 10002	Corporate tax	2013	Acme Cleaning	Sean Williams	0.00	66.00	35.00	31.00	0.00	0.00 USD	18,050.00 USD	9,575.00 USD	0.00 USD	8,475.00 USD	0.00	
4 10003	Individual tax return	2013	Aaron Bradley	Sean Williams	0.00	288.00	29.85	258.15	0.00	0.00 USD	86,022.00 USD	10,141.00 USD	0.00 USD	75,881.00 USD	0.00	
5 10004	Individual tax return	2013	Thompson Inc.	Sean Williams	0.00	29.00	13.00	16.00	0.00	0.00 USD	15,803.00 USD	5,523.00 USD	0.00 USD	10,280.00 USD	0.00	
6 10005	New accquisition 2013	2013	ACE Ticket	Sean Williams	0.00	24.00			0.00	0.00 USD		0.00 USD	-330.00 USD	6,270.00 USD		
7 10006	Corporate tax cambridge	2013	ACE Ticket Cambridge	Sean Williams	0.00	16.00	8.00	8.00	0.00	0.00 USD	4,000.00 USD	1,800.00 USD	-220.00 USD	1,980.00 USD	0.00	
8 10007	Corporate tax newton	2013	ACE Ticket Newton	Sean Williams	0.00	8.00	0.00	8.00	0.00	0.00 USD	10,364.00 USD	0.00 USD	-220.00 USD	10,144.00 USD	0.00	
9 10008	Individual tax return	2013	David Patrick	Sean Williams	0.00	4.00	0.00	4.00	0.00	0.00 USD	10,877.00 USD	0.00 USD	-130.00 USD	10,747.00 USD	0.00	
10009	Accounting policies	2013	ACE Ticket Cambridge	Sean Williams	0.00	438.00	0.00	438.00	0.00	0.00 USD	116,950.00 USD	0.00 USD	-5,615.00 USD	111,335.00 USD	0.00	
1 10010	GAAP compliance	2013	ACE Ticket Newton	Sean Williams	0.00	48.00	0.00	48.00	0.00	0.00 USD	12,800.00 USD	0.00 USD	-1,280.00 USD	11,520.00 USD	0.00	
12 10011	Dispute resolution	2013	ACE Ticket Cambridge	Sean Williams	0.00	60.00	0.00	40.00	0.00	0.00 USD	10,900.00 USD	0.00 USD	-1,090.00 USD	9,810.00 USD	0.00	
3 10012	Fraud investigation	2013	Marine Science	Sean Williams	120.00	356.00	109.00	247.00	0.00	18,900.00 USD	103,790.00 USD	30,149.00 USD	0.00 USD	73,641.00 USD	0.00	
4 10013	Fraud investigation	2013	Marine Avation	Sean Williams	0.00	65.00	45.00	16.00	0.00	0.00 USD	20,745.00 USD	10,193.00 USD	0.00 USD	10,552.00 USD	0.00	
15 10014	Fraud investigation	2013	Marine Costal	Sean Williams	0.00	34.00	12.00	18.00	0.00	0.00 USD	15,543.00 USD	4,812.00 USD	0.00 USD	10,731.00 USD	0.00	
16 10015	Court case 1250	2013	American Group	Rob Walker	0.00	294.00			0.00	0.00 USD		33,600.00 USD	0.00 USD	27,950.00 USD		
17 10016	Malpractice	2013	ACE Ticket Newton	Rob Walker	0.00	284.00	0.00	284.00	0.00	0.00 USD	65,000.00 USD	0.00 USD	-6,500.00 USD	58,500.00 USD	0.00	
8 10017	Environmental impact	2013	Marine Science	Rob Walker	84.00	653.00	653.00	0.00	0.00	10,500.00 USD	145,200.00 USD	145,200.00 USD	0.00 USD	0.00 USD	0.00	
19 10018	Insurance	2013	ACE Ticket Cambridge	Rob Walker	0.00	583.00	0.00	575.00	0.00	0.00 USD	139,575.00 USD	0.00 USD	-13,957.50 USD	125,617.50 USD	0.00	
10019	Administrative T&E	2013	CPA Operating One LLP	Rob Walker	0.00	221.00	0.00	0.00	0.00	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00	
21 10020	Accounting support	2012	Acme Cleaning	Sean Williams	0.00	10.00	0.00	10.00	0.00	0.00 USD	3,250.00 USD	0.00 USD	0.00 USD	3,250.00 USD	0.00	
22 10021	Valuation	2012	Mid-Atlantic	Sean Williams	142.00	21.00			0.00	22,100.00 USD		3,250.00 USD	0.00 USD	3,575.00 USD		
23 10022	Corporate tax	2012	Acme Cleaning	Sean Williams	0.00	12.00	0.00	12.00	0.00	0.00 USD	3,900.00 USD	0.00 USD	0.00 USD	3,900.00 USD		
24 10023	Individual tax return	2012	Aaron Bradley	Sean Williams	0.00	10.00			0.00	0.00 USD	3,250.00 USD	0.00 USD	0.00 USD	3,250.00 USD		
25 10024	Individual tax return	2012	Thompson Inc.	Sean Williams	0.00	11.00	0.00	11.00	0.00	0.00 USD	3,575.00 USD	0.00 USD	0.00 USD	3,575.00 USD	0.00	

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

Front-Office Modules and Key Features

lit Window Help							
Engagements ×						De	tek Know mo
ow: Valuation (10021), Mid-Atlantic							Show Filte
Home Budgeting Billing L	ookup Reports C	losing Setup					
Overview Details Client Billing Address	Tasks Prices Docum	nents 🗘 🖑					
Overall KPI		Current Budget		Profitability			
Realized Factor		Budget Details		Engagement Profita			
		Approved Realization	90.50	Revenue Recognized, Total	6,825.00 USD		
		Contracted Fee	20,000.00 USD	Gross Margin, Invoiced	2,681.25 USD		
		Billing Price	22,100.00 USD	Gross Margin Percentage, Invoiced	75.00		
0.00	4.00 3.00	Cost Price	5,587.50 USD	Markup Percentage, Invoiced	300.00		
ubmitted Time		Invoicing		A/R. This Engagement Only (Incl. Tax)			
Hours Registered	21.00	Invoice History		A/R Transactions			
Unbilled WIP, Time	3,250.00 USD	Fixed Price	22,100.00 USD	Client Balance	3,575.00 USD		
Unbilled Labor Cost, Time	812.50 USD	Last Invoice	1/31/2012	Client Balance Due	3,575.00 USD		
WIP Registered, Time	6,825.00 USD	Invoiced, Total	3,575.00 USD	Engagement Dates			
Labor Cost Registered, Time	1,706.25 USD	Billing Price Up/Down, Total	0.00 USD	Start Date	9/3/2013		
		Net Invoiced on Account	0.00 USD	Estimated Ending Date	11/29/2013		
Approved Expenses		Next Invoicing Date, Planned	-	Closed	No		
Unbilled WIP (Cost), Expenses	0.00 USD	Non Approved Expenses		Actual Completion			
Unbilled WIP (Billing Price), Expenses	0.00 USD	Non Approved, Expenses	0.00 USD				

Information

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

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

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

Engagements ×										Del	
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Level 2	-						Changed	9/12/2013 by Administrator			
Level 3	-						Version	12			
							ob Reporting				

Budgeting

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

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

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

Front-Office Modules and Key Features

Show: Valuation (10021) Mid-Atlantic Home Didgeting Billing Lookup Reports Closing Setup Eudget Revisions & S & E Z & Submit Budget @ Approve Budget @ Copy Budget @ Report Budget @ Delete Budget @ Remove Zero Lines. Other Actions • @ Update Prices to Realiza Information Budget Summary	Celtek bor Con
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»Description Task Non-Allocate Associate Senior Manager Art Rivers Total Billing Total Billing Cost, Base Total Cost, Base GM, Base Comments	
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All engagement budget information, including the budgeted realization, flows to the billing windows for client and/or engagement-level billing. These metrics are also available in relevant filters in the system, for viewing budget to actual.

Billing

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

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

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Front-Office Modules and Key Features

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

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Lookups

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

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Reports

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

Closing

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

Setup

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

Engagement Administration

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

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

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

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

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

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Roll Close Forward	No. 20008	Marine Science	Sean Williams	No.	Template-Fiduciary Tax	Sean Williams	Annually ✓		Engagement Name			

Using Deltek Deltek Collaboration with Front Office

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

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

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

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

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Front-Office Modules and Key Features

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

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Back-Office Modules and Key Features

Introduction

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

General Ledger

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

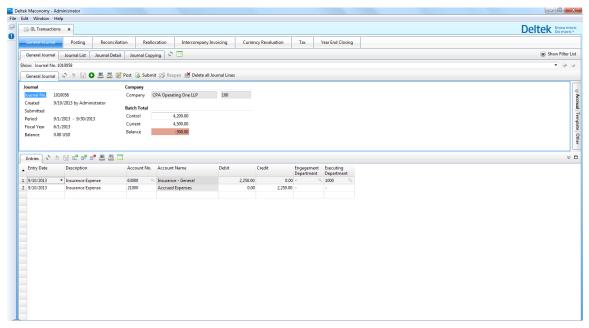
The functionality in the General Ledger module enables you to:

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

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

GL Transactions

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



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

GL Lookups

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

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5 13040	WIP Write-Up/Down	Work in Process	Control	Balance Sheet	USD											
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When drilling into these various lookups, you can navigate throughout the G/L and view complete transaction details from various perspectives/views. You can view everything from the account ledger on a periodic basis, the individual entry, the journal that the entry was included in, the full transaction, and the origin of the entry—for example, a WIP entry that originates from a client bill or a time/expense registration, and thus, you can view the bill—and so on, directly from the General Ledger. Therefore, it is very easy and efficient to identify where a transaction originated from, and the detailed entry about the debits/credits that are associated with the transaction in question. This creates efficiencies in completing

Back-Office Modules and Key Features

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

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

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9/7/2013 10400055 Invoice Client Invoice 0.00 16,950.00 USD -308,443.00 0.00 16,950.00 -308,443.00 <	Local Spec. 1 Local Spec. 2 Local Spec. 2 Entry Date 5 9/5/2013 5 9/5/2013 3 9/5/2013	Trans. No. 10400054 10400054 10400054 10400054	Trans. Type Invoice Invoice Invoice Invoice	Client Invoice Client Invoice Client Invoice Client Invoice	Account Quantity Quantity 2 Debit, Base 0.00 0.00 0.00 0.00	0.00 0.00 0.00 Credit, Base 3,000.00 5,200.00 6,000.00 18,500.00	-318,2 Base Currency USD USD USD USD	43.00 L 0.00 0.00 Balance, Rep. Currency -157,518.00 -162,718.00 -168,718.00 -168,718.00	Debit, Account 0.00 0.00 0.00 0.00	3,000.00 5,200.00 6,000.00 18,500.00	-157,518.00 -162,718.00 -168,718.00 -187,218.00	0.00 0.00 0.00	3,000.00 5,200.00 6,000.00 18,500.00	Enterprise -157,518.00 -162,718.00 -168,718.00 -187,218.00	-3,00 -5,20 -6,00 -18,50
3 07/2013 Invoice Client Invoice 0.00 13,050.00 13,050.00 13,050.00 -221,493.00 0.00 -321,493.00	Local Spec. 1 Local Spec. 2 Local Spec. 3 Finance Entries 4 Entry Date 5 9/5/2013 5 9/5/2013 3 9/5/2013 9/5/2013 9 9/5/2013 5	Trans. No. 10400054 10400054 10400054 10400054 10400054	Trans. Type Invoice Invoice Invoice Invoice	Client Invoice Client Invoice Client Invoice Client Invoice Client Invoice	Account Quantity Quantity 2 Debit, Base 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 Credit, Base 3,000.00 5,200.00 6,000.00 18,500.00 18,500.00 37,000.00 37,000.00	-318,2 Base Currency USD USD USD USD USD USD	43.00 t 0.00 0.00 Balance, Rep. Currency -157,518.00 -162,718.00 -168,718.00 -168,728.00 -167,7518.00	Debit, Account 0.00 0.00 0.00 0.00 0.00 0.00	3,000.00 5,200.00 6,000.00 18,500.00 69,875.00	-157,518.00 -162,718.00 -168,718.00 -187,218.00 -257,093.00	0.00 0.00 0.00 0.00 0.00	3,000.00 5,200.00 6,000.00 18,500.00 69,875.00	Enterprise -157,518.00 -162,718.00 -168,718.00 -187,218.00 -257,093.00	-3,00 -5,20 -6,00 -18,50 -69,81
9/12/2013 10000088 Time Planning Work 1,300.00 0.00 USD -320,193.00 1,300.00 0.00	Local Spec. 1 Local Spec. 2 Local Spec. 3 Finance Entries 5 9/5/2013 6 9/5/2013 7 9/5/2013 9 9/5/2013 9 9/5/2013 9 9/5/2013	Trans. No. 10400054 10400054 10400054 10400054 10400054 10400054 10400054	Trans. Type Invoice Invoice Invoice Invoice Invoice Invoice	Client Invoice Client Invoice Client Invoice Client Invoice Client Invoice Client Invoice KV Description enter	Account Quantity Quantity 2 Debit, Base 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	0.00 0.00 0.00 Credit, Base 3,000.00 5,200.00 6,000.00 18,500.00 69,875.00 37,000.00 0,00 0,00 0,00 0,00	-318,2 Base Currency USD USD USD USD USD USD USD	43.00 (0.00 0.00 Balance, Rep. Currency -157,518.00 -168,718.00 -168,718.00 -187,218.00 -187,218.00 -257,093.00 -224,093.00 -294,093.00	Debit, Account 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	3,000.00 5,200.00 6,000.00 18,500.00 69,875.00 37,000.00 0.00	-157,518.00 -162,718.00 -168,718.00 -168,718.00 -257,093.00 -254,093.00 -291,493.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	3,000.00 5,200.00 6,000.00 18,500.00 69,875.00 37,000.00 0.00	Enterprise -157,518.00 -162,718.00 -168,718.00 -168,718.00 -257,093.00 -294,093.00 -291,493.00	Amount, Origi -3,00 -5,20 -6,00 -18,50 -69,87 -37,00 2,60
5 9/12/2013 10000088 Time Fieldwork and such 1,950.00 0.00 USD -318,243.00 1,950.00 0.00 -318,243.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Local Spec. 1 Local Spec. 2 Local Spec. 3 Entry Date 9 (9/2/013 6 (9/5/2013) 9 (9/2/013) 9 (9/2/013) 9 (9/2/013) 1 (9/6/2013)	Trans. No. 10400054 10400054 10400054 10400054 10400054 10400054 10400055	Trans. Type Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice	Client Invoice Client Invoice Client Invoice Client Invoice Client Invoice Client Invoice KV Description enter Client Invoice	Account Quantity Quantity 2 Debit, Base 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	0.00 0.00 0.00 Credit, Base 3,000.00 5,200.00 6,000.00 18,500.00 09,875.00 37,000.00 0,000 0,000 0,000	-318,2 Base Currency USD USD USD USD USD USD USD USD	43.00 0.00 0.00 Balance, Rep. Currency -157,518.00 -168,718.00 -168,718.00 -187,718.00 -257,093.00 -257,093.00 -291,493.00 -304,443.00	JSD Debit, Account 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	3,000.00 5,200.00 18,500.00 69,875.00 37,000.00 0.00 16,950.00	-157,518.00 -162,718.00 -168,718.00 -168,718.00 -257,093.00 -294,093.00 -291,493.00 -308,443.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 2,600.00 0.00	3,000.00 5,200.00 6,000.00 18,500.00 69,875.00 37,000.00 0.00 16,950.00	Enterprise -157,518.00 -162,718.00 -168,718.00 -187,218.00 -257,093.00 -294,093.00 -291,493.00 -308,443.00	Amount, Origi -3,00 -5,20 -6,00 -18,50 -69,83 -37,00 2,60 -16,95
	Local Spec. 1 Local Spec. 2 Local Spec. 3 Entry Date 5 9/5/2013 6 9/5/2013 8 9/5/2013 9 9/5/2013 9 9/5/2013 1 9/6/2013 2 9/7/2013 3 9/7/2013	Trans. No. 10400054 10400054 10400054 10400054 10400054 10400054 10400055 10400055 10400055	Trans. Type Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice	Client Invoice Client Invoice Client Invoice Client Invoice Client Invoice Client Invoice KV Description enter Client Invoice Client Invoice	Account Quantity Quantity 2 Debit, Base 0.00 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000	0.00 0.00 0.00 Credit, Base 3.000.00 5.200.00 6.000.00 18,500.00 6.9875.00 0.00 01.16,950.00 11.0550.00 11.0550.00	-318,2 Base Currency USD USD USD USD USD USD USD USD USD USD	43.00 U 0.00 Balance, Rep. Currency - 157,518.00 -162,718.00 -168,718.00 -187,718.00 -187,718.00 -281,493.00 -221,493.00 -321,493.00 -321,493.00	Debit, Account 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	3,000.00 5,200.00 6,000.00 18,500.00 69,875.00 37,000.00 0.00 16,950.00 13,050.00	-157,518.00 -162,718.00 -168,718.00 -187,218.00 -257,093.00 -294,093.00 -291,493.00 -306,443.00 -321,493.00	0.00 0.00 0.00 0.00 0.00 0.00 2,600.00 0.00 0.00 0.00	3,000.00 5,200.00 6,000.00 69,875.00 37,000.00 0,00 16,950.00 13,050.00	Enterprise -157,518.00 -162,718.00 -168,718.00 -257,093.00 -291,493.00 -308,443.00 -321,493.00	Amount, Origin -3,00 -5,20 -6,00 -18,50 -69,80 -37,00 2,66 -16,99 -13,09 -13,09
	Local Spec. 1 Local Spec. 2 Local Spec. 3 Finance Entries 4 Entry Date 5 9/5/2013 6 9/5/2013 8 9/5/2013 9 9/5/2013 0 9/5/2013 2 9/7/2013 2 9/7/2013 3 9/7/2013	Trans. No. 10400054 10400054 10400054 10400054 10400054 10400055 10400055 10400055 10400055 10000088	C C C C C C C C C C C C C C C C C C C	Client Invoice Client Invoice Client Invoice Client Invoice Client Invoice KV Description enter Client Invoice KV Description enter Client Invoice Planning Work	Account Quantity Quantity 2 Debit, Base 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	0.00 0.00 0.00 Credit, Base 3,000.00 5,200.00 6,000.00 18,500.00 69,875.00 37,000.00 0.00 16,950.00 16,950.00 13,050.00 0.00	-318,2 Base Currency USD USD USD USD USD USD USD USD USD USD	43.00 0.00 0.00 Currency -157,518.00 -168,718.00 -168,718.00 -168,718.00 -187,718.00 -257,093.00 -234,093.00 -234,093.00 -308,443.00 -321,493.00 -321,493.00 -321,493.00 -321,493.00	JSD Debit, Account 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000	3,000,00 5,200,00 6,000,00 18,500,00 69,875,00 37,000,00 0,00 16,950,00 13,050,00 0,00	-157,518.00 -162,718.00 -168,718.00 -257,093.00 -294,093.00 -291,493.00 -302,443.00 -321,493.00 -320,193.00	0.00 0.00 0.00 0.00 0.00 0.00 2,600.00 0.00 0.00 0.00 0.00 0.00	3,000.00 5,200.00 6,000.00 18,500.00 37,000.00 0.00 16,950.00 13,050.00 0.00 0.00	Enterprise -157,518.00 -162,718.00 -168,718.00 -187,718.00 -257,093.00 -294,093.00 -294,093.00 -291,493.00 -308,443.00 -320,193.00 -320,193.00	-5,20 -6,00 -18,50 -69,87 -37,00 2,60 -16,95 -13,05 1,30

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

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

GL Lookups	×						Deltel
					⊗ Accounts / List of Acc	ounts / Account Ledger	
Finance Entries	ت ی و ی						
Entry Transac	tion Journal	Origin 🗘 🔊	a a				
intry Information		origin 🔹 🔍		Account			
Entry Date	9/12/2013			Account	WIP (13000)		
Entry Date Entry Description	Fieldwork and such			Account	WIP (15000)		
Transaction	100000088 (Time)			Company			
lournal	1010064 (Time She			Company	CPA Operating One LLP (100)		
Journal Journal Line No.	2	cu					
Open/Closed	2 Open			Dimensions			
Open/Closed Reference Date	0pen 9/12/2013			Engagement Department	Attest & Assurance (1000)		
Kererence Date Posted	9/12/2013 9/12/2013 2:41:45 /			Executing Department	Attest & Assurance (1000)		
Prior-Period	9/12/2015 23413457	-		Service Type	Financial Audit (11)		
Quantity	- 0.00			Client Manager (History)	Sean Williams (1001)		
Quantity Quantity 2	0.00			Industry	Manufacturing (11)		
Quantity 2 Aut. Entry	Yes			Spec. 2	Default (-)		
Aut. Entry	res			Spec. 3	Default (-)		
Amounts				Local Spec. 1	(-)		
	Debit	Credit	Currency	Local Spec. 2	(-)		
Base	1,950.00	0.00	USD	Local Spec. 3	(-)		
Account	1,950.00	0.00	USD	Module Dimensions			
Enterprise	1,950.00	0.00	USD	Engagement	Valuation (10021)		
Original	1,950.00	0.00	USD	Activity	Client Billable - Time (100)		
				Task	Fieldwork (102)		
ax				Employee	Sean Williams (1001)		
Entry Type	-			Ship to Client	Mid-Atlantic (20001)		
EU Tax	-			Payment Client	Mid-Atlantic (20001) Mid-Atlantic (20001)		
Nature of Tax	-			Vendor	mic-Adamic (20001)		
Тах Туре				Item			
Tax Date	9/12/2013			Asset	-		
Currency	USD			ADDEL	-		
Debit Tax	0.00			Intercompany Posting			
Credit Tax	0.00			Intercompany Company	-		
Debit Ratio Tax	0.00			Journal No.(Line No.)	0 (0)		
Credit Ratio Tax	0.00						

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

Journal No. Main Journal	1010 No. 1010		bany No. bany Name	CPA Operating One LLP		Created By Date Posted By Date	9/12/2	nistrator					9/1	12/2013 1/2013 SD	
General	Ledger														
Trans.No. [Date	Posting Text	Account	Text	Account No.	Debit	Credit	Тах	Engage. Dept.	Empl. Dept.	Service Type	Client In Mgr	dustry	Client	Vendor
100000088 9 100000088 9 100000088 9	9/12/2013	Planning Work Planning Work Planning Work		e - Unbilled Hours - Unbilled	13000 40000 50000	1,300.00 325.00	1,300.00	0.00 0.00 0.00	1000 1000 1000	1000 1000 1000	11 11 11	1001 1001 1001	11 11 11	20001 20001 20001	
100000088 9 100000088 9 100000088 9	9/12/2013 9/12/2013	Planning Work Fieldwork and such Fieldwork and such	Labor O WIP Revenu	ffset e - Unbilled	61030 13000 40000	1,950.00	325.00 1.950.00	0.00 0.00 0.00	1000 1000 1000	1000 1000 1000	11 11 11	1001 1001 1001	11 11 11	20001 20001 20001	
100000088 9 100000088 9	9/12/2013	Fieldwork and such Fieldwork and such		Hours - Unbilled	50000 61030	487.50	487.50	0.00	1000 1000	1000 1000	11 11	1001 1001	11 11	20001 20001	
Total, Genera	Lodgor					Debit 4,062.50	Credit 4,062.50	Tax 0.00							

The posting journal also includes the sub-ledger financial impact.

Type Time Shee	t										Р	ostin	g Jou	rnal
	010064 010064	Company No. Company Name	100 CPA Operatin	g One LLP	Created By Date Posted By Date	9/12 Adm	iinistrator /2013 iinistrator /2013			Date Perio Prior Curr	od -Period		2/2013 /2013 D	
Service Type														
Trans.No. Date	Posting Text	Eng	agement No.	Act. No.	Quan.	Cost E	Billing Price	Task	Empl.	Engage. Dept.	Empl. Dept.	Service Type	Client Ir Mgr	ndustry
100000088 9/12/20 100000088 9/12/20				100 100	4.00 6.00	325.00 487.50	1,300.00 1,950.00	100 102	1001 1001	1000 1000	1000 1000	11 11	1001 1001	11 11
Total, Engagement						812.50	3,250.00							

GL Setup

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

Accounts Receivable

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

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

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

Look up client journals and review history.

AR Transactions

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

The following shows an example of the Client Payments tab.

Deltek Maconomy - Administrator	And a second	interview problems in participation where the out the	
ile Edit Window Help			
AR Transactions x			Deltek Knowmore.
Client Payments Client Open Entry Reconciliation Journ	nal List 🛛 History 💠 🔲		 Show Filter List
Show: Client Payment, Journal No. 1010065			▼ 4 ÷
Client Payments 💠 🖱 🔛 😏 📝 Post 😺 Submit 🖄	🖇 Reopen 🛛 📸 Delete all Journal Lines		
Company	Journal	Batch Total	
Company CPA Operating One LLP 100	Journal No. 1010065	Control 2,000.00	⊗ Transaction
	Created by Administrator	Current 2,250.00	ana
	Date 9/12/2013	Balance -250.00	8
	Submitted by -		2
	Date -		
	Post .		
Client Payments 💠 🖄 🔛 💀 💀 🗔			∀ 🗆
Entry Date Client No. Name	Description Std. Description	Amount, Charge, Currency Reconc. D/C Currency Invoice No.	
1 9/12/2013 20001 Mid-Atlantic	Customer Payment	1,250.00 0.00 0 Debit	
2 9/12/2013 • 20004 · ACE Ticket	Customer Payment	1,000.00 0.00 0 Q Debit	

AR Lookups

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

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

Back-Office Modules and Key Features

		Open Entry Client Sta	tement Perio	dic Client Statemen	A Characteria								
						nt Reconciliatio		A/R Aging Analyzer					Close Fil
	1 - 25 << Prev		n () Manual () I	Invoice/Credit Mem	io () Interest ()) Reminder (()	Exchange Rate Variance	s 💿 Reconciliation Variance and	d Cash Discount 🔘 All				No of results to show
	Client No.	Name 1	Trans. No.	Transaction Type	Journal No.	Entry Date	Entry Description	Entry Type	Debit, Standad		Remainder, Standard	Amount, Original	Remainder, Original
2									-				
1 100	20000	Acme Cleaning	1	General	1010019	4/1/2012	Opening Balance	Debit General Journal	122,060.00 USD	0.00 USD	122,060.00 USD	122,060.00 USD	122,060.00 USD
2 100	20000	Acme Cleaning	3	General	1010020	6/1/2012	Unapplied	Credit General Journal	0.00 USD	5,000.00 USD	5,000.00 USD	-5,000.00 USD	5,000.00 USD
3 100	20000	Acme Cleaning	10400000	Invoice	1010024	1/31/2012	Client Invoice	Invoice	3,250.00 USD	0.00 USD	3,250.00 USD	3,250.00 USD	3,250.00 USD
100	20000	Acme Cleaning	10400002	Invoice	1010024	1/31/2012	Client Invoice	Invoice	3,900.00 USD	0.00 USD	3,900.00 USD	3,900.00 USD	3,900.00 USD
5 100	20000	Acme Cleaning	10400019	Invoice	1010024	5/31/2012	Client Invoice	Invoice	35,055.00 USD	0.00 USD	35,055.00 USD	35,055.00 USD	35,055.00 USD
5 100	20000	Acme Cleaning	10400021	Invoice	1010024	5/31/2012	Client Invoice	Invoice	4,950.00 USD	0.00 USD	4,950.00 USD	4,950.00 USD	4,950.00 USD
7 100	20000	Acme Cleaning	10400032	Invoice	1010024	6/30/2012	Client Invoice	Invoice	5,656.00 USD	0.00 USD	5,656.00 USD	5,656.00 USD	5,656.00 USD
100	20000	Acme Cleaning	10400041	Invoice	1010024	7/31/2012	Client Invoice	Invoice	27,355.00 USD	0.00 USD	27,355.00 USD	27,355.00 USD	27,355.00 USD
100	20000	Acme Cleaning	10400043	Invoice	1010024	7/31/2012	Client Invoice	Invoice	3,525.00 USD	0.00 USD	3,525.00 USD	3,525.00 USD	3,525.00 USD
0 100	20001	Mid-Atlantic	1	General	1010019	4/1/2012	Opening Balance	Debit General Journal	158,980.00 USD	0.00 USD	158,980.00 USD	158,980.00 USD	158,980.00 USD
1 100	20001	Mid-Atlantic	3	General	1010020	6/1/2012	Unapplied	Credit General Journal	0.00 USD	8,000.00 USD	8,000.00 USD	-8,000.00 USD	8,000.00 USD
2 100	20001	Mid-Atlantic	10400001	Invoice	1010024	1/31/2012	Client Invoice	Invoice	3,575.00 USD	0.00 USD	3,575.00 USD	3,575.00 USD	3,575.00 USD
3 100	20001	Mid-Atlantic	10400020	Invoice	1010024	5/31/2012	Client Invoice	Invoice	5,342.00 USD	0.00 USD	5,342.00 USD	5,342.00 USD	5,342.00 USD
4 100	20001	Mid-Atlantic	10400033	Invoice	1010024	6/30/2012	Client Invoice	Invoice	1,884.00 USD	0.00 USD	1,884.00 USD	1,884.00 USD	1,884.00 USD
5 100	20001	Mid-Atlantic	10400042	Invoice	1010024	7/31/2012	Client Invoice	Invoice	4,242.00 USD	0.00 USD	4,242.00 USD	4,242.00 USD	4,242.00 USD
6 100	20002	Aaron Bradley	1	General	1010019	4/1/2012	Opening Balance	Debit General Journal	162,000.00 USD	0.00 USD	162,000.00 USD	162,000.00 USD	162,000.00 USD
7 100	20002	Aaron Bradley	3	General	1010020	6/1/2012	Unapplied	Credit General Journal	0.00 USD	3,000.00 USD	3,000.00 USD	-3,000.00 USD	3,000.00 USD
8 100	20002	Aaron Bradley	10400003	Invoice	1010024	1/31/2012	Client Invoice	Invoice	3,250.00 USD	0.00 USD	3,250.00 USD	3,250.00 USD	3,250.00 USD
9 100	20002	Aaron Bradley	10400022	Invoice	1010024	5/31/2012	Client Invoice	Invoice	21,763.00 USD	0.00 USD	21,763.00 USD	21,763.00 USD	21,763.00 USD
0 100	20002	Aaron Bradley	10400034	Invoice	1010024	6/30/2012	Client Invoice	Invoice	2,355.00 USD	0.00 USD	2,355.00 USD	2,355.00 USD	2,355.00 USD
1 100	20002	Aaron Bradley	10400044	Invoice	1010024	7/31/2012	Client Invoice	Invoice	21,763.00 USD	0.00 USD	21,763.00 USD	21,763.00 USD	21,763.00 USD
2 100	20002	Aaron Bradley	10400055	Invoice	1010056	9/7/2013	Client Invoice	Invoice	30,000.00 USD	0.00 USD	30,000.00 USD	30,000.00 USD	30,000.00 USD
3 100	20003	Davis Co.	1	General	1010019	4/1/2012	Opening Balance	Debit General Journal	6,160.00 USD	0.00 USD	6,160.00 USD	6,160.00 USD	6,160.00 USD
4 100	20003	Davis Co.	3	General	1010020	6/1/2012	Unapplied	Credit General Journal	0.00 USD	1,000.00 USD	1,000.00 USD	-1,000.00 USD	1,000.00 USD
5 100	20004	ACE Ticket	1	General	1010019	4/1/2012	Opening Balance	Debit General Journal	288,960.00 USD	0.00 USD	288,960.00 USD	288,960.00 USD	288,960.00 USD

AR Setup

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

Credit Control

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

Back-Office Modules and Key Features

🔲 Credit Con	ntrol ×										
Company Cli	ients 🗘 🔲 🧿 Events	Analyzer									
ihow: 🔘 My C	Customers (Credit Controller) 🔘 My Contact Acc	ounts 💿 Custome	rs with Open Transa	ctions 💿 Custome	rs with Trans	actions Under Dispute	e 🔘 All			
	- 24 of 24 results << Prev										
Client No.	Name		No. of Open Inv.	No. of Inv. Under Dispute	Amount Under Dispute	Follow Up Date	Credit Limit, Company Level	Blocked	Client Manager No.	Sales Rep. No.	Email
٩								-			
110059	test sub	0.00	1	0	0.00		1,000,000.00				
2 110060	Agape Escape	1,550.00	2	0	0.00		1,000,000.00		1006	1013	M michelledizon@deltek.com
3 20000	Acme Cleaning	83,691.00	9	0	0.00	1/1/2019	1,000,000.00		1001	1027	RaymondJames@AcmeCleaning.com
4 20001	Mid-Atlantic	15,043.00	6	0	0.00		1,000,000.00		1001	1027	JamesEsquire@Mid-Atlantic.com
5 20002	Aaron Bradley	49,131.00	6	0	0.00		1,000,000.00		1001	1027	AaronThompson@AaronBradley.com
20003	Davis Co.	0.00	2	0	0.00		1,000,000.00		1001	1027	AlfredFletter@DavisCo.com
20004	ACE Ticket	110,248.00	21	0	0.00	4/5/2014	1,000,000.00		1001	1027	☑ DavidPatrick@ACETicket.com
20005	ACE Ticket Cambridge	0.00	2	0	0.00		1,000,000.00		1001	1027	HowardMendell@ACETicketCambridge.co
9 20006	ACE Ticket Newton	0.00	2	0	0.00		1,000,000.00		1001	1027	MartinFish@ACETicketNewton.com
0 20007	Roberts Inc.	0.00	2	0	0.00		1,000,000.00		1001	1027	AmandaMichelle@RobertsInc.com
1 20008	Marine Science	109,549.00	15	0	0.00		1,000,000.00		1001	1027	JohnVoit@MarineScience.com
2 20009	Marine Avation	0.00	2	0	0.00		1,000,000.00		2004	1027	BryanRichards@MarineAvation.com
3 20010	Marine Costal	0.00	2	0	0.00		1,000,000.00		2004	1027	KarenConners@MarineCostal.com
4 20011	Thompson Inc.	13,855.00	6	0	0.00		1,000,000.00		1001	1027	ScottCooper@ThompsonInc.com
5 20012	American Group	31,200.00	5	0	0.00		1,000,000.00		1001	1027	🖂 LindaThomas@AmericanGroup.com
6 20013	American Fastner	0.00	2	0	0.00		1,000,000.00		1006	1027	ChrisMiller@AmericanFastner.com
7 20014	David Tocci, LLP	0.00	2	0	0.00		1,000,000.00		1006	1027	RichardGibson@DavidTocciLLP.com
8 20015	Arch	0.00	2	0	0.00		1,000,000.00		1006	1027	NicholasCash@Arch.com
9 20015	Arch	94,060.00	4	0	0.00		1,000,000.00		1006	1027	🖂 NicholasCash@Arch.com
0 20016	Anderson Inc.	13,350.00	5	0	0.00		1,000,000.00		1006	1027	RobertParker@AndersonInc.com
1 20017	Legal Services	4,750.00	5	0	0.00		1,000,000.00		1006	1027	☑ DavidPotter@LegalServices.com
2 20018	Ackers	0.00	2	0	0.00		1,000,000.00		2004	1027	JohnNewton@Ackers.com
3 20019	Atlantic Inc	0.00	2	0	0.00		1,000,000.00		2004	1027	RonaldFender@AtlanticInc.com
4 20020	Winthrop Davis	0.00	2	0	0.00		1.000.000.00		2004	1027	MargaretTaylor@WinthropDavis.com

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

ow: Custome	r No: 20004, ACE	Ticket, Contact	Comp No 20004, (Co	mpany No. 100)											• •	🔹 🔶 😧 Show F
Cash Collecti	on Client	Information														
Cash Collecti	on Customer	Entries Lookup	Invoices Pay	/ments 🗘 🌣 🔛) 🔛 Select All 🔛	Select None	💿 Events	Analyzer	🛃 Email Client	Statement						
Create Collection Event Flow	Inv.No./Tran	Date Posted	Description	Debit, Standard	Credit, Standard	Remainder, Standard	Due Date	Days Overdu	Selected For Email	Assigned Contact Person	Assigned Contact Person Name	Credit Control Status	Level	Remarks	Block Type	Client Manager
	10400005	3/26/2014	Client Invoice	3,900.00	0.00	3,900.00	3/1/2014	58					0			Isabel Wong
	10400006	3/26/2014	Client Invoice	3,250.00	0.00	3,250.00	4/15/2014	14					0			Isabel Wong
9	10400007	3/26/2014	Client Invoice	3,575.00	0.00	3,575.00	4/22/2014						0			Isabel Wong
9	10400008	3/26/2014	Client Invoice	3,900.00	0.00	3,900.00	5/1/2014	-					0			Isabel Wong
9	10400009	3/26/2014	Client Invoice	3,250.00	0.00	3,250.00	5/1/2014	-					0			Isabel Wong
	10400010	3/26/2014	Client Invoice	3,575.00	0.00	3,575.00	3/1/2014	58					0			Isabel Wong
2	10400011	3/26/2014	Client Invoice	3,900.00	0.00	3,900.00	2/20/2014	67					0			Isabel Wong
9	10400016	3/26/2014	Client Invoice	3,575.00	0.00	3,575.00	4/26/2014						0			Isabel Wong
9	10400018	3/26/2014	Client Invoice	3,250.00	0.00	3,250.00	5/1/2014	-					0			Isabel Wong
) 🔂	3	3/26/2014	Unapplied	0.00	10,000.00	10,000.00	6/30/2014	-					0			
1 😭	10400024	3/26/2014	Client Invoice	1,650.00	0.00	1,650.00	6/30/2014						0			Isabel Wong
2 😭	10400025	3/26/2014	Client Invoice	1,884.00	0.00	1,884.00	6/30/2014						0			Isabel Wong
3 😫	10400026	3/26/2014	Client Invoice	2,512.00	0.00	2,512.00	5/1/2014	-					0			Isabel Wong
4 😫	10400027	3/26/2014	Client Invoice	30,400.00	0.00	30,400.00	5/1/2014	•			-		0			 Isabel Wong
5 😭	10400036	3/26/2014	Client Invoice	2,512.00	0.00	2,512.00	7/30/2014						0			Isabel Wong
6 😭	10400037	3/26/2014	Client Invoice	2,669.00	0.00	2,669.00	5/1/2014						0			Isabel Wong
7 😭	10400046	3/26/2014	Client Invoice	1,650.00	0.00	1,650.00	8/30/2014						0			Isabel Wong
3 😭	10400047	3/26/2014	Client Invoice	1,884.00	0.00	1,884.00	5/1/2014	-					0			Isabel Wong
9 😭	10400048	3/26/2014	Client Invoice	2,512.00	0.00	2,512.00	8/30/2014	-					0			Isabel Wong
0 😭	10400049	3/26/2014	Client Invoice	30,400.00	0.00	30,400.00	8/30/2014	-					0			Isabel Wong
1 🖻	1	3/26/2014	Opening Balance	288,960.00	0.00	288,960.00	4/27/2014						0			

Back-Office Modules and Key Features

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

		Information	Comp No 20004, (C	ompany No. 100)											• +	Show Fi
Cash Collection	Client	Information														
Cash Collection	n Custome	r Entries Lookup	Invoices P	ayments 🗘 🖱 🗄	🛛 🔛 Select All 💼	Select None	🛛 💿 Event	s Analyzer [Email Client	Statement						
Create Collection Event Flow	Inv.No./Tran	. Date Posted	Description	Debit, Standard	Credit, Standard	Remainder, Standard	Due Date	Days Overdu	Selected For Email	Assigned Contact Person	Assigned Contact Person Name	Credit Control Status	Level	Remarks	Block Type	Client Manager
1	10400011	3/26/2014	Client Invoice	3,900.00	0.00	3,900.00	2/20/2014	67					0			Isabel Wong
9	10400016	3/26/2014	Client Invoice	3,575.00	0.00	3,575.00	4/26/2014						0			Isabel Wong
e	10400018	3/26/2014	Client Invoice	3,250.00	0.00	3,250.00	5/1/2014						0			Isabel Wong
2	3	3/26/2014	Unapplied	0.00	10,000.00	10,000.00	6/30/2014						0			
	10400024	3/26/2014	Client Invoice	1,650.00	0.00	1,650.00	6/30/2014	-					0			Isabel Wong
.	10400025	3/26/2014	Client Invoice	1,884.00	0.00	1,884.00	6/30/2014						0			Isabel Wong
2	10400026	3/26/2014	Client Invoice	2,512.00	0.00	2,512.00	5/1/2014						0			Isabel Wong
9	10400027	3/26/2014	Client Invoice	30,400.00	0.00	30,400.00	5/1/2014	• .			•		0			 Isabel Wong
2	10400036	3/26/2014	Client Invoice	2,512.00	0.00	2,512.00	7/30/2014						0			Isabel Wong
	10400037	3/26/2014	Client Invoice	2,669.00	0.00	2,669.00	5/1/2014						0			Isabel Wong
	10400046	3/26/2014	Client Invoice	1,650.00	0.00	1,650.00	8/30/2014	-					0			Isabel Wong
	10400047	3/26/2014	Client Invoice	1,884.00	0.00	1,884.00	5/1/2014	-					0			Isabel Wong
	10400048	3/26/2014	Client Invoice	2,512.00	0.00	2,512.00	8/30/2014		(m)				0			Isabel Wong
	10400049	3/26/2014	Client Invoice	30,400.00	0.00	30,400.00	8/30/2014	-					0			Isabel Wong
ref	1	3/26/2014	Opening Balance	288,960.00	0.00	288,960.00	4/27/2014						0			
		Drigin 🗘 🔊	N 🕈 🕫 🔳	💐 🧃 Attach Docur	nent to Event											
Cash Collection																
Description	Rest	ult	Employee No.	Employee Name	Notes		Planned Star Date	ting Close	d Date Close	ed						
Follow up call			- * Q				4/5/2014	- 0								
Send Invoice	Copy Ema	nil	1001	Sean Williams	Emailed invoice det	ail (attached)	4/1/2014	V	4/4/2014							
Call Back	Invo	ice Copy Reques	ited 1004	Fay Miller	Sent invoice copy to	oday	4/2/2014	V	3/31/2014							
First Call	Call	Back	1001	Sean Williams	Tried to call at 9AM	EST	4/1/2014	V	3/31/2014							

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

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

Accounts Payable

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

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

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

AP Transactions

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

Back-Office Modules and Key Features

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

Edit Window	Help									
AP Transact	ions x							Deltek Know ma		
Vendor Invoice	Purchase Pro	cesses								
Vendor Invoice	dor Invoices Invoice Allocation Allocated Invoices Invoices List 💸 🖽									
how: Journal Ne	Journal No. 1010046									
Vendor Invoice	lournal & b	🕘 🕒 📇 🧟 📝 Post	t 💿 Transfer to New Jo	ournal 💿 Submit All						
	soumar 4 0 (rnal			Batch Total			
Company Company C	PA Operating One LLP	100		rnal No. 1010046	Period No.	12	Control 20,000.00			
		100								
Currency U	SD			ated by Administrator		5/1/2012	Current 21,400.00			
			Cre	eated On 9/3/2013	Period End	5/31/2012	Balance -1,400.00			
Vendor Invoice		국양 국양 프 제 교 54	ubmit Line for Approval	Approve Line for Posting	Attach Document 🔐 View	v Document		*		
Vendor Invoice				Approve Line for Posting				٤		
Vendor Invoice Entry Date	s 💠 한 🔛 🔩 Invoice Date	😌 😌 🔳 🙇 🕡 St Invoice No.	ubmit Line for Approval Vendor No.	Approve Line for Posting (Name	Attach Document 🔐 View	v Document 🔲 Amount Incl. Tax, Currency		٤		
				Name		Amount Incl.		3		
Entry Date	Invoice Date	Invoice No.	Vendor No.	Name	Description	Amount Incl. Tax, Currency				
 Entry Date 	Invoice Date 5/10/2012	Invoice No.	Vendor No.	Name Acme	Description	Amount Incl. Tax, Currency 2,000.00				
Entry Date 1 5/17/2012 2 5/27/2012	Invoice Date 5/10/2012 5/20/2012	Invoice No. • 100 102	Vendor No. 1000 1001	Name Acme ADP, Inc	Description Supplies Payroll April	Amount Incl. Tax, Currency 2,000.00 2,500.00				
Entry Date 1 5/17/2012 2 5/27/2012 3 5/25/2012	Invoice Date 5/10/2012 5/20/2012 5/22/2012	Invoice No. • 100 102 104	Vendor No. 1000 0 1001 1002	Name Acme ADP, Inc Everything Office Environme	Description Supplies Payroll April Office supplies	Amount Incl. Tax, Currency 2,000.00 2,500.00 1,500.00				
Entry Date 1 5/17/2012 2 5/27/2012 3 5/25/2012 4 5/25/2012	Invoice Date 5/10/2012 5/20/2012 5/22/2012 5/22/2012	 Invoice No. 100 102 104 106 	Vendor No. 1000 0 1001 1002 1003	Name Acme ADP, Inc Everything Office Environme AICPA Member Service	Description Supplies Payroll April Office supplies Dues	Amount Incl. Tax, Currency 2,000.00 2,500.00 1,500.00 900.00				
Entry Date 1 5/17/2012 2 5/27/2012 3 5/25/2012 4 5/25/2012 5 5/25/2012	Invoice Date • 5/10/2012 5/20/2012 5/22/2012 5/22/2012 5/22/2012 5/22/2012 5/22/2012	 Invoice No. 100 102 104 106 108 	Vendor No. 1000 0 1001 1002 1003 1004	Name Acme ADP, Inc Everything Office Environme AICPA Member Service David Murphy	Description Supplies Payroll April Office supplies Dues Monthly Services	Amount Incl. Tax, Currency 2,000.00 2,500.00 1,500.00 900.00 800.00				
Entry Date 5/17/2012 5/27/2012 5/25/2012 5/25/2012 5/25/2012 5/25/2012 5/17/2012 7/5/27/2012	▼ 5/10/2012 5/20/2012 5/22/2012 5/22/2012 5/22/2012 5/22/2012 5/10/2012	 Invoice No. 100 102 104 106 108 110 	Vendor No. 1000 0 1001 1002 1003 1004 1005	Name Acme ADP, Inc Everything Office Environme AICPA Member Service David Murphy AFLAC	Description Supplies Payroll April Office supplies Dues Monthly Services Monthly healthcare	Amount Incl. Tax, Currency 2,000.00 2,500.00 1,500.00 900.00 800.00 2,000.00				
Entry Date 1 5/17/2012 2 5/27/2012 3 5/25/2012 4 5/25/2012 5 5/25/2012 6 5/17/2012	v 5/10/2012 5/20/2012 5/22/2012 5/22/2012 5/22/2012 5/22/2012 5/10/2012 5/20/2012	 Invoice No. 100 102 104 106 108 110 112 	Vendor No. 1000 0 1001 1002 1003 1004 1005 1006	Name Acme ADP, Inc Everything Office Environme ALCPA Member Service David Murphy AFLAC AFLAC American Express Co.	Description Supplies Payroll April Office supplies Dues Monthly Services Monthly healthcare American Express Co.	Amount Incl. Tax, Currency 2,000.00 2,500.00 1,500.00 900.00 800.00 2,000.00 2,500.00				
 Entry Date 5/17/2012 5/27/2012 5/25/2012 5/25/2012 5/25/2012 5/17/2012 5/27/2012 5/25/2012 5/25/2012 	v 5/10/2012 5/20/2012 5/22/2012 5/22/2012 5/22/2012 5/10/2012 5/20/2012 5/22/2012	Invoice No.	Vendor No. 1000 1001 1002 1003 1004 1005 1006 1007	Name ACme ADP, Inc Everything Office Environme ALCPA Member Service David Murphy AFLAC American Express Co. Express Catering	Description Supplies Payroll April Office supplies Dues Monthly Services Monthly healthcare American Express Co. Catering	Amount Incl. Tax, Currency 2,000.00 2,500.00 900.00 800.00 2,000.00 2,500.00 1,500.00				
Entry Date 5/17/2012 5/27/2012 5/25/2012 5/25/2012 5/25/2012 5/25/2012 6 5/17/2012 8 5/25/2012 9 5/25/2012	▼ 5/10/2012 5/20/2012 5/22/2012 5/22/2012 5/22/2012 5/22/2012 5/20/2012 5/22/2012 5/22/2012	100 102 104 106 110 110 112 114 116	Vendor No. 1000 C 1001 1002 1003 1004 1005 1006 1007 1008	Name Acme ADP, Inc Everything Office Environme AICPA Member Service David Murphy AFLAC American Express Co. Express Catering David Wong	Description Supplies Payroll April Office supplies Dues Monthly Services Monthly healthcare American Express Co. Catering Monthly Services	Amount Incl. Tax, Currency 2,000.00 2,500.00 900.00 800.00 2,000.00 2,500.00 1,500.00 900.00		3		
 Entry Date 5/17/2012 5/27/2012 5/25/2012 5/25/2012 5/25/2012 5/17/2012 5/27/2012 8/5/25/2012 5/25/2012 5/25/2012 5/25/2012 	Invoice Date	Invoice No. 100 102 104 106 108 110 112 114 116 118	Vendor No. 1000 ° 1001 1002 1003 1004 1005 1006 1007 1008 1009	Name Acme ADP, Inc Everything Office Environme ALCPA Member Service David Murphy AFLAC American Express Co. Express Catering David Wong Detek	Description Supplies Payroll April Office supplies Dues Monthly Services Monthly Services American Express Co. Catering Monthly Services Detek	Amount Incl. Tax, Currency 2,000,00 1,500,00 900,00 2,000,00 2,000,00 1,500,00 900,00 800,00 800,00		5		

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

	- Administrator									A / A		0
dit Window											Deltek	Know r Do mo
Vendor Invoi		s Allocated Invoice	25 Invoices List	¢ П							⊛ Sh	ow Filte
	No. 100, Acme (1000)				emainder 🔒 Subr	mit for Appr	oval 🕑 Ap	prove for Posting	Attach Do	cument 🕞 View Document		• 4
Company	CPA Operating One LLP	100	Invoice Entry Date	5/13	7/2012 • In	woice No.	100	Туре		Invoice	Copy Vendor Invoice Vendor No.	
Vendor Vendor	åcme	۹ 1000	Description Amount Incl.	Tax	2,000.00 D		5/10/2012 5/20/2012	 Allocat 	ion Account		Invoice No. Journal No. 0	
	P.O. Box 5108		Currency	USD) • A1	ttn.		E Rep	ort 1099		Journal Line No. 0 Reverse at Copying Use Original Exchange Rate	
	Suite 200 Cambridge, MA 02144											
	ation Lines 🗘 👌 🔛 🗉	° 🖻 🖻 🕇	2 -									
Invoice Alloc					ntry Description		Quantity	Amount Excl.	Engagement	Executing		
	o. Account/Activity Name	Engagement No.	Task Empl.	No. E	ntry Description		Quantuty.	Tax	Department	Department		

AP Lookups

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

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

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Back-Office Modules and Key Features

AP Lookup	s x											Deltek Know m
List of Vendo	r Entries Ve	ndor Open Entry Statement	Pariodic Van	dor Statement Show Ve	ndor Invoices	ဲ 🔲 💿 Open.	A/P Aging Analyzer					Close Filter I
		Reconciled Open Open Manua						scoupt @ All				•
	- 25 << Prev			o create mento () r ognica	c O Espende a	na mileage () excitat						No of results to show: 2
	Vendor No.	Name 1	Trans. No.	Transaction Type	Entry Date	Description	Entry Type	Journal No.	Debit, Standad	Credit, Standard	Amount, Original	No of reduce to show. 2
2								-				
100	1000	Acme	6	General	4/1/2012	Opening Balance	Credit General Journal	1010021	0.00 USD	122,060.00 USD	-122,060.00 USD	
2 100	1000	Acme	8	General	6/1/2012	Unapplied	Debit General Journal	1010022	5,000.00 USD	0.00 USD	5,000.00 USD	
3 100	1001	ADP, Inc	6	General	4/1/2012	Opening Balance	Credit General Journal	1010021	0.00 USD	158,980.00 USD	-158,980.00 USD	
100	1001	ADP, Inc	8	General	6/1/2012	Unapplied	Debit General Journal	1010022	2,000.00 USD	0.00 USD	2,000.00 USD	
5 100	1001	ADP, Inc	10300065	Domestic Vendor Invoice	9/7/2013	DanTest	Vendor Invoice	1010057	0.00 USD	105.00 USD	-105.00 USD	
5 100	1001	ADP, Inc	10300067	Domestic Vendor Invoice	9/11/2013	ADP, Inc	Vendor Invoice	1010062	0.00 USD	998.00 USD	-998.00 USD	
100	1002	Everything Office Environme	6	General	4/1/2012	Opening Balance	Credit General Journal	1010021	0.00 USD	162,000.00 USD	-162,000.00 USD	
3 100	1002	Everything Office Environme	8	General	6/1/2012	Unapplied	Debit General Journal	1010022	1,000.00 USD	0.00 USD	1,000.00 USD	
9 100	1003	AICPA Member Service	6	General	4/1/2012	Opening Balance	Credit General Journal	1010021	0.00 USD	6,160.00 USD	-6,160.00 USD	
0 100	1003	AICPA Member Service	8	General	6/1/2012	Unapplied	Debit General Journal	1010022	300.00 USD	0.00 USD	300.00 USD	
1 100	1004	David Murphy	6	General	4/1/2012	Opening Balance	Credit General Journal	1010021	0.00 USD	288,960.00 USD	-288,960.00 USD	
2 100	1004	David Murphy	8	General	6/1/2012	Unapplied	Debit General Journal	1010022	500.00 USD	0.00 USD	500.00 USD	
3 100	1005	AFLAC	6	General	4/1/2012	Opening Balance	Credit General Journal	1010021	0.00 USD	188,580.00 USD	-188,580.00 USD	
4 100	1005	AFLAC	8	General	6/1/2012	Unapplied	Debit General Journal	1010022	6,000.00 USD	0.00 USD		
5 100	1006	American Express Co.	6	General	4/1/2012	Opening Balance	Credit General Journal	1010021	0.00 USD	61,400.00 USD	-61,400.00 USD	
6 100	1006	American Express Co.	8	General	6/1/2012	Unapplied	Debit General Journal	1010022	700.00 USD	0.00 USD		
7 100	1007	Express Catering	6	General	4/1/2012	Opening Balance	Credit General Journal	1010021	0.00 USD	76,880.00 USD	-76,880.00 USD	
8 100	1007	Express Catering	8	General	6/1/2012	Unapplied	Debit General Journal	1010022	400.00 USD	0.00 USD		
9 100	1008	David Wong	6	General	4/1/2012	Opening Balance	Credit General Journal	1010021	0.00 USD	9,220.00 USD		
0 100	1008	David Wong	8	General	6/1/2012	Unapplied	Debit General Journal	1010022	800.00 USD	0.00 USD		
1 100	1009	Deltek	6	General	4/1/2012	Opening Balance	Credit General Journal	1010021	0.00 USD	450,340.00 USD		
2 100	1009	Deltek	8	General	6/1/2012	Unapplied	Debit General Journal	1010022	3,000.00 USD	0.00 USD		
3 100	1010	FedEx	6	General	4/1/2012	Opening Balance	Credit General Journal	1010021	0.00 USD	15,360.00 USD		
4 200	1010	FedEx	7	General	4/1/2012	Opening Balance	Credit General Journal	2010021	0.00 USD	17,040.00 USD		
5 100	1010	FedEx	8	General	6/1/2012	Unapplied	Debit General Journal	1010022	2,000.00 USD	0.00 USD	2,000.00 USD	

AP Setup

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

Banking

The CPA solution's Banking module is fully integrated into the G/L and Maconomy A/R and A/P subledgers. This module supports generating payments via check, wire, and/or ACH. Each of these methods can be done in batch or for individual transactions.

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

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

The Banking module enables you to:

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

Bank Transactions

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

Deltek Maconomy - Administrator	
le Edit Window Help	
Bank Transactions x	Deltek Knowmon
Bank Payments Collections	
Selection Payment Status Reporting Journal Lookup	
Create Edit Approve List of Vendor Entries 🗢 🔊 🔛 📇 Print	
Selection Criteria	
Pay to Vendor No. Q - Q	
Supplier No. Q - Q	
Company No. Q - Q	
Company of Origin Q - Q	
Control Account	
Vendor Group	
Transaction Type	
Payment Agent 👻	
Payment Mode	
Check Book	
Card Type -	
Payment Selection	
Create Selection	
Latest Due Date 9/12/2013 💌	
Blanket Payment Date	
Verwrite Existing	
Verwrite Settled	
🔄 Include Cash Discount	
Remittance Text	
Currency	
Reporting Currency USD 👻	
Exchange Rate Date 9/12/2013 •	
Print Control	
Print Remittance	
Show All Overdue Entries	
Layout Standard 🔻	
4	

Bank Reconciliations

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

Human Resources

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

Employees

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

E	Imployees	Lookup Set	up										
E	mployees	🗢 🔲 🔂 New Empl	loyee \land Import										Close Filter
Sho	ow: Curren	nt Employees 💿 All Em	ployees										
		- 25 << Prev Next >>											No of results to show:
	Employee No.	Name 1	Position	Date Employed	Executing Department	Supervisor, No.	Proxy, No.	Mentor, No.	Phone	Email	Termination Date	Blocked	
٩												•	
	1000	Bobby Jones	Staff	12/1/2011	1000	1004	1003		(651)255-9336	Cpacompanyone@Deltek.com			
	1001	Sean Williams	Partner	12/1/2011	1000	1004	1003		(651)407-5818	cpacompanyone@Deltek.com			
	1002	Art Rivers	Manager	12/1/2011	2000	1004	1003		(651)255-9319	cpacompanyone@Deltek.com			
	1003	Annie Leonard	Administrative Support	12/1/2011	7000	1010	1010		(651)407-5808	cpacompanyone@Deltek.com			
	1004	Fay Miller	Manager	12/1/2011	2000	1010	1003		(651)407-5861	cpacompanyone@Deltek.com			
	1005	Mark Drexler	Staff	12/1/2011	5000	1010	1003		(651)255-9332	cpacompanyone@Deltek.com			
	1006	Rob Walker	Partner	12/1/2011	2000	1004	1003		(651)407-5854	cpacompanyone@Deltek.com			
	1007	Paul Mackey	Staff	12/1/2011	1000	1004	1003		(651)255-9329	cpacompanyone@Deltek.com			
	1008	Lisa Hood	Staff	12/1/2011	1000	1004	1003		(651)255-9339	cpacompanyone@Deltek.com			
	1009	Paula Branning	Partner	12/1/2011	3000	1010	1003		(651)407-5878	cpacompanyone@Deltek.com			
	1010	Mike Burlew	Partner	12/1/2011	3000	1010	1003		(651)255-9313	cpacompanyone@Deltek.com			
	1011	Ben Bratt	Partner	12/1/2011	4000	1010	1003		(651)407-5821	Cpacompanyone@Deltek.com			
	1012	Alisha Dixon	Partner	12/1/2011	5000	1010	1003		(651)255-9342	cpacompanyone@Deltek.com			
	1013	Martin White	Staff	12/1/2011	1000	1010	1003			Cpacompanyone@Deltek.com			
	1014	James Grotto	Partner	12/1/2011	3000	1004	1003			Cpacompanyone@Deltek.com			
	1015	Gert Freeman	Manager	12/1/2011	3000	1004	1003			cpacompanyone@Deltek.com			
	1016	Karen Stabler	Internal IT	12/1/2011	3000	1004	1003			Cpacompanyone@Deltek.com			
	1017	Laurie Forbes	Manager	12/1/2011	1000	1010	1003			cpacompanyone@Deltek.com			
	1018	Ben Hunter	Staff	12/1/2011	2000	1010	1003			Cpacompanyone@Deltek.com			
	1019	Henry Van Dyck	Staff	12/1/2011	1000	1004	1003			cpacompanyone@Deltek.com			
	1020	Kemmy Phillips	Partner	12/1/2011	1000	1004	1003			cpacompanyone@Deltek.com			
	1021	Louise Harrington	Manager	12/1/2011	1000	1004	1003			beltek.com			
	1022	Catherine Jameson	Accounts Receivable	12/1/2011	1000	1010	1003			cpacompanyone@Deltek.com			
	1023	Scarlett Low	Manager	12/1/2011	2000	1010	1003			Cpacompanyone@Deltek.com			
25	1024	Jan Rhineman	Staff	12/1/2011	2000	1010	1003			cpacompanyone@Deltek.com			

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

Employees x									Delt	tek Know
Employees Look	kup Setup									
ow: Sean Williams (100)	1)								• + +	Show F
Employee Information	Positions Skills Com	pensation Agreements Stock Option	on Agreements 🗘 🕚	12 😣 📇 💆						
mployee Information			Company				Engagement Cost			
Employee No.	1001		Company	CPA Operating One LLP		100 🔍	Cost	0.00		
ean Williams			Base Currency	USD			Base Salary Rate	0.00		
699 12th Street North							Overhead Rate	0.00		
			Personnel Requisition				Intercompany Price	0.00		
5128 Gostor	n		Personnel Requisition - Billing Price 0.00							
			Access Level Standard Billing Price 0.00							
Jnited States			Access Level				Item No.			
nitials							Engagement Price Group No.	14 9.		
iender		•	Related Employees							
ate of Birth		•	Supervisor	Fay Miller		1004 🔍	Time Registration			
Age			Proxy	Annie Leonard		1003 🤍	Maximum Hours	24.00		
Soc. Security No.			Mentor	Name		Number 9	Minimum Hours	Per Day	*	
itate	MA	•	Absence Approver	Name			Deviation Allowed	0.00		
Sales Employee							Must Use Time Sheets			
Client Manager			Substitutes				Extra Fields			
Position	Partner		Substitute 1	Name				Salary		
rofession			Substitute 2	Name			Popup 1	salary	-	
ducation			Substitute 3	Name		Number 🧠	Popup 2		•	
Department	Main Posting Rule Set	•	Substitute 4	Name		Number 🧠	Popup 3		•	
rimary Category	14	•	Substitute 5	Name		Number 🧠	Popup 4			
imployee Type	Finance Approvers	•	Vendor				Popup 5		•	
Transfer to People Pla				0			Links			
the second s			Last Approval List	v			Users for this employee			
mployement			Document Archive				Vendors workspace			
Date Employed	12/1/2011	-	Document Archive							
Fermination Date		•								
Blocked			Contact Person							
Notice Date	1/1/2011	•	Contact Person No.	1001						
Retirement Date		-								

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

Reporting and Dashboards

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

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

Dimensions

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

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

The following dimensions are set up in the CPA solution.

Dimension	Description
Company	The parent company or legal entity (you can set up the solution with multiple companies).
Account	The Chart of Accounts is the primary entry unit in the finance system.
Engagement Department	The department responsible for the engagement.
Employee Department	The department to which an employee belongs.
Service Type	The type of the engagement. The engagement type can be "Financial Audit" or "Corporate Tax," for example.
Industry	The industry within which the client operates. You can assign a specific industry that reflects the line of business to each client, such as Health Care, Manufacturing, and so on.
Unused 1	This dimension is unused; you can use it to track additional key metrics.
Unused 2	This dimension is unused; you can use it to track additional key metrics.
Unused 3	This dimension is unused; you can use it to track additional key metrics.
Unused 4	This dimension is unused; you can use it to track additional key metrics.
Unused 5	This dimension is unused; you can use it to track additional key metrics.
Unused 6	This dimension is unused; you can use it to track additional key metrics.



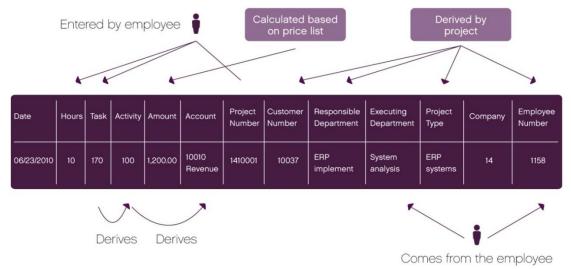
Other Entry Units	Description				
Engagement	Any internal or external engagement on which you can enter time and costs.				
Client	The client that is invoiced.				
Vendor	Any third-party from which external goods or services are purchased.				
Employee	An employee in the company.				
Task	The lowest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

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

Derived Dimensions (Automated Postings)

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

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



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

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

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

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

Reports

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

The reports provide the following functionality:

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

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



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

Deltek Maconomy - Administrator			
File Edit Window Help			
GL Reporting ×			Deltek Knowmon
Balance Reports G/L Reports Aging Reports	Setup		
	Finance Transactions Cash Flow Forecast Cash Fl		
Trial Balance Trial Balance Analysis Trial Balance No		ŧw	
Selection Criteria	Period		
Company No.	Month/Yr. 9 / 2013 -		
Account No.	Compare Month/Yr. 9 / 2013 -) / 2013	
Selection Criteria, Dimensions	Currency		
Engagement Department	V Use Reporting Currency		
Executing Department	Reporting Currency USD	•	
Service Type	Exchange Rate Date 9/13/2013	•	
Client Manager (History)	Exchange Rate Table Standard	•	
Industry	Basis Base Currency	-	
Spec.2	Print Control		
opecia	Include Zero Balances		
Local Spec. 2			
Local specific			
Local Spec. 3			
~			

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

For a complete list of reports and descriptions, see the BPM Report Description document.

Dashboards

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

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

Analyzer

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

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

Standard Configurations

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

CPA Solution Configuration Setup

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

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



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

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

Deltek People Planner (RM)

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

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

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

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

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

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

Introduction

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

Note: See Improving Project Management.



Examples include:

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

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

Project Planning and Staffing

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

	<mark>∲</mark>	_	_	-			Demo Ver	sion 3.1.n	nppm - De	ltek People I	Planner	-	
	Home View WBS Import an	nd Export	Tools	Help									
	ing												
Plann	ning Follow Up Project Price List												
Pers	ain Display View 🔹 🗧	<u>}</u> ← ⇒	🕨 🗳 Inser	t Child Tas	k 🗸 📋 İns	ert Task	🗼 Insert N	lilestone	el 0-()			
Perspectives	a column header here to group by that column			▲ marts									
	Name	Baseline Budget	Working Budget	05-03 10	12-03 11	19-03 12	26-03 13	02-04 14	09-04 15	16-04 16	23-04 17	30-04 18	
Project Selector]											
<u>8</u> 🗉 🛚	New Strategy	780	780		New Strategy								
n H	Consultancy	670	670			Consul	tancy						
• E	Strategic work	350	350			Strategic	work						
Ð	Method development	120	120				Metho	d develop	ment				
Ð	Customer meetings	200	200					1	Customer r	neetings			
÷	Project Management	110	110		Project M	anagement							
÷	Planning	100	100		Planning								
÷	External meetings	10	10				External m	eetings					
+	Project finished	0	0							•	20-04 -	Project finis	hed

Most Deltek clients use a very simple approach to project staffing to ensure that all plans are always fully updated (but the software supports planning on all levels of the WBS). This means that project staffing is

performed at the project level. In the following figure, you can see the Project Planning tab in the top of the window. The project plan is synchronized with the Resource Gantt Chart at the bottom, where you can search for available resources while you create the project plan.

	-	-								Demo Ve	rsion 3.1.m	ppm - Delt	ek People	Planner			
Hom	ne	View	WBS	Import an	nd Export	Tools	Help										
lanning																	
Planning	Fol	ow Up Proje	ct Price Li	ist													
Main D	Displa	v View		- J	↓ ← ⇒ 	Insert (bild Task	- 1 m	sert Task	Insert N	/ilestone E						
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When you plan all project requests in this way, it ensures that the complete resource situation is updated and provides resource managers with a full overview so that they can spot available capacity that can be better used.

Resource Management – Short-Term Planning and Optimization

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

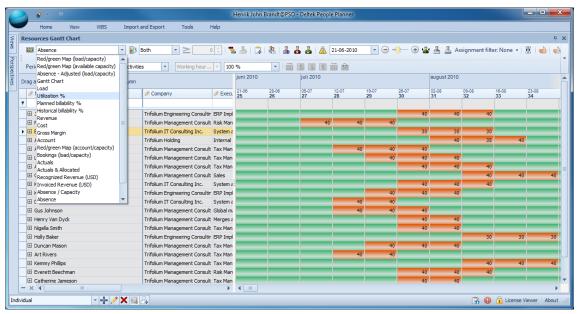
When you expand a resource line, you can see the projects to which an individual employee is assigned. You can move these tasks around graphically, or you can change the view to numbers, and then add the number of hours to the individual project or task.

1	\$° + =						Demo Vers	ion 3.1.mp	pm - Deltel	People Pla	anner								
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123	Red/green Map	(available capacity) 🔻	🔒 Assign Ta	ask/Project & 🌡	🔒 🔏 🛛 Na	vigation da	te 12-03-2	012 🔻 🧃	Show Sk	ills 🐟 Ma	tch Skills	Probability s	etting 1	100 %		·	+	-	
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The resource overview is dynamic, which means that you can drag any column in the grid to the free area. This enables you to view the available capacity according to any grouping that you selected. You can also switch the view to plan by day, week, or month (shown in the following figure).

	√ +	_		-	-	Dem	o Version 3	.1.mppm ·	Deltek Pe	ople Planne	r		
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	Nicolas Robin	ERP Implementation Center		(30	30	20	20	30	10	40	2	20
	Paul Adamson	ERP Implementation Center		20	20	20	20	20	40	34	15	3	31
	Martin Porter	ERP Implementation Center		-14	-21	-3	0	0	0	37	40	4	10
	Executing Department: Finance	ce & Controlling [2]		2) 42	53	24	32	35	64	60	7	70
	Executing Department: Merge	es and acquisitions [3]		-5	-28	-52	-55	-35	-6	-6	16	1	18
	Executing Department: Risk M	lanagement [2]		1	12	25	-12	28	62	42	29	-1	13
	Executing Department: Solution	on Development [4]		2	9 14	-33	44	82	102	72	61	6	64
	Executing Department: System	m Analysis [1]		-	4 -4	32	8	12	7	14	10		9
	Executing Department: Tax M	anagement [1]		-	5 -10	-8	-28	-8	-2	10	-2	1	10

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



Revenue Forecasting Based on Resource Plans

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

Deltek

Add-Ons

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	-	Risk Analysis	130	13.000	7.150						
	÷										
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My Activities

To enable stronger execution of activities and better resource management, employees are informed about their assignments in a web-based front end.

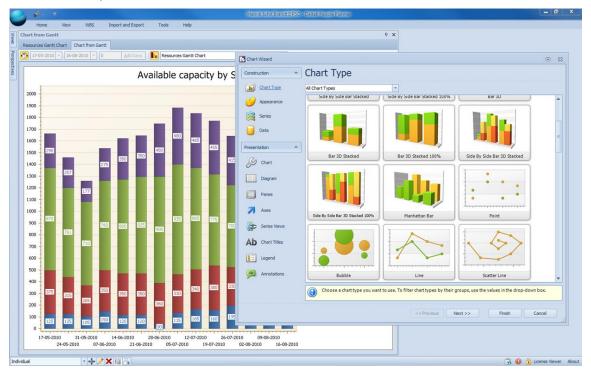
This enables employees to view the assignments and tasks that they need to complete.

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Employees can even book themselves on projects, which then flows into the corporate resource overview.

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

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



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

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

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

Resource Overview

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

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

Resource Overview - Utilization

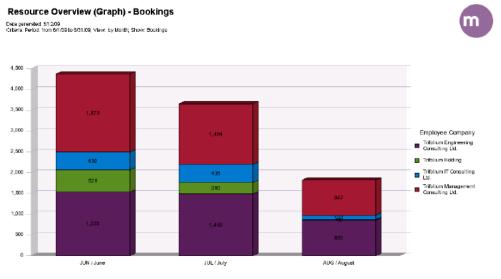
Data generated: 6/11/09

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

Fitters: Trifolium Engineering Consulting Ltd.

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

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



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

Revenue Forecast

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

Revenue Forecast

ection Criteria: Period: from 07/06/2010 to 30/07/2010: Cut Off Date (Actual): 05/07/2010: View: bv Wee

Deltek Know more.



opportunities real projects available resources

Hours	Week 23	Week 24	Week 25	Week 26	Week 27	Week 28	Week 29	Week 30	Total Revenue
Revenue actual	89,517	108,096	62,712						260,32
Revenue forecasted - real projects					69,600	54,500	47,900	40,400	212,400
Revenue forecasted - opportunities					12,150	12,150	12,150	12,150	48,600
Total revenue	89,517	108,096	62,712		81,750	66,650	60,050	52,550	521,325
Potential revenue available resources					0	0	0	0	C
Full potential revenue	89,517	108,096	62,712		81,750	66,650	60,050	52,550	521,32

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

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

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

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

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

Client Relationship Management (CRM)

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

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

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

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

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

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



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

	1007)									
Home Ever	nts Oppo	ortunities	Lookup							
Overview Info	rmation Rel	lations	Targeting Co	des Document	s Route	¢ 5				
Contact Company				Relation						
Contact Company	Wal-Mart (11	10007)		Posting Rule Set		Main Posting Rule Set	t			
Customer No.	10000			Sales Rep.		Martin White (1001)				
				Company		-				
Address										
702 S.W. Eighth St				Statistics		-				
-				No. of Open Opp		3				
72716 Bentonville				No. of Won Oppo		0				
-				No. of Lost Oppo		0				
-				No. of Open Ever	ts	1				
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		man								
Attn.	Natalie Selig									
Attn. Phone	-									
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Phone Fax E-mail Telex Contact Persons	- gertfreeman - Employees	.TEST03@p	Phone		Mobile	1		More deta More deta		

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

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

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

Pipeline Management

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

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

Opportunities	×						
Show: Upgrade to	new Version (108001), Wal-Mar	t					
Home	ents Budgeting						
Information	Documents 🗘 🖄 🗟 🕻	🔰 🔳 🛃 灥 Close as Won 🍃	🎙 Close as Lost 🛛 🖄 Reo	pen 🧿 Send Opportunity to Peop	le Planner 🛨 Convert	to Job	
Opportunity			Contact Company				
Opportunity	Upgrade to new Ver	sion 108001	Contact Company	Wal-Mart	110007		
Status	Open		Contact Persons				
Phase	Unqualified lead		Contact Person 1	Name	Number Q		
Sales Estimate	510.000,00 USD		Contact Person 2	Name			
Weighted Sales E			Contact Person 3	Name			
Probability %	75,00		Contact Person 5				
Currency	USD	•	User				
Start Date	09-01-2013		Created	11-03-2013 by Administrator			
Expected Closing			Changed	14-03-2013 by Administrator			
Closing Date	-		Version	14			
Include in For	ecast						
Relation							
Sales Rep.	Martin White	্ 1001 ্					
Company	Trifolium Consulting	g NY Inc. 10					
Contact Persons	Employees Partners	Note 🗘 🖞 🗒 😫	₽ 1 🖡 🔲				
Contact Person No.	Name	Position	Phone	Mobile	Email	Role	Primary
1 110015	Tom Jones		215-555-1178		TJ@Walmart.com	Steering Committee	
2 110017	James Martin		215-555-1122		JM@Walmart.com	Project Manager	

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

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

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

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

Fixed Assets (FA)

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

The Fixed Assets module enables you to:

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

Customer-Specific Extensions

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

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

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

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

The Three Types of Extensions

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

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

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

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

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