

# Deltek Maconomy 2.3 GA

## BPM Functional Setup Guide

**December 2, 2016**

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

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

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

This edition published December 2016.

© Deltek, Inc.

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

All trademarks are the property of their respective owners.

# Contents

Maconomy Setup ..... 1

    Calendar Day ..... 1

    Reporting Structures ..... 1

    Aging Principles Setup ..... 4

    Utilization-Specific Setup ..... 6

# Maconomy Setup

You must set up Maconomy before you can take full advantage of BPM Reporting's features.

## Calendar Day

Universes and reports in BPM Reporting use dates that refer to the Calendar Day table in Maconomy. To use this table, you must specify a system parameter that identifies the starting date of the calendar and the number of years for which it should run.

**To set up the calendar day, follow these steps:**

1. Open the System Parameters workspace.
2. Click **Use Calendar Day Table**.
3. Specify the number of years and the start date in the following format: **MM/DD/YYYY**.

The screenshot shows the 'System Parameters' workspace. The 'System Parameter' section is expanded, showing a table with the following parameters:

Group	Base
Use Calendar Day Table	<input checked="" type="checkbox"/>
Number of Years	50
	0.0
	0.00
Start Date	1/1/1980

This creates an entry in the CalendarDay table for each date starting with 1/1/1980 and 50 years beyond.

## Reporting Structures

The Finance universe of BPM Reporting and the General Ledger universe of BPM Analysis use reporting structures to structure and filter accounts.

### Reporting Structure for Finance Measures

**To set up dimension grouping, follow these steps:**

1. Open the Option List window.
2. In the **Option List No.** field, enter **Finance**.
3. In the **Name** field, enter **Standard**.

Name	Description	Remarks 1
1	Standard	Standard descr.

4. Open the Reporting Structures window in the workspace Reporting.
5. Create a reporting structure with the following settings:
  - **Type** — Account
  - **Option List** — Finance
  - **Selected Value** — Standard
6. Insert group headers, sub-group headers to provide the desired account structure.
7. Add accounts to the individual groups of the reporting structure.

Each group states the header labels for the finance report using the reporting structure. For example, account number **1110** is displayed in the group with the top-level header RESULT, then RESULT BEFORE EXTR. ENTRIES, REVENUE, and so on.



If using [Local Charts of Accounts](#), reporting structures should be setup for these as well. The **Type** for these is Local Account.

## Reporting Structures for Cashflow



If Maconomy is already set up for BPM Reporting, this reporting structure may already exist. If it does, you do not need to perform the following procedure.

**To select the accounts for which postings are considered as contributing to cash flow (cash flow statement), follow these steps:**

1. Open the **Option Lists** window.
2. Create an option list named **Finance**.
3. Enter a value with the name **Cashflow Statement**.

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

4. Open the Reporting Structure window in the workspace Reporting.

5. Create a new reporting structure with the following settings:
  - **Type** — Account
  - **Option List** — Finance
  - **Selected Value** — Cashflow Statement
6. Create grouping headers and add accounts similar as done above. Cashflow usually only include a small subset of accounts. Thereby, the reporting structure works as a filter on accounts in addition to providing a hierarchical structure.
7. Create another reporting structure with the option list value **Cashflow Forecasting**.

## Reporting Structure for Dashboard Components

The dashboard components and dashboards in BPM Reporting also require the same kind of reporting structure as is needed for the dashboards in BPM Analysis. The following replicates the setup steps. However, it is not necessary to define all dimension categories, only Revenue on level 5 and Gross Profit on level 4. Delttek recommends that you set up a meaningful structure that includes all of the groups.

**To classify accounts that are used to calculate finance key metrics, follow these steps:**

1. Open the **Option Lists** window.
2. Create an option list with the number Finance and a value with the name Key Metrics.  
If BPM Reporting has already been set up in Maconomy, this option list might already exist. If so, add only the Key Metrics value.
3. Open the Reporting Structure window in the workspace Reporting.
4. Create a reporting structure with the following settings:
  - **Type** — Account
  - **Option List** — Finance
  - **Selected Value** — Key Metrics
5. The reporting structure needs to have specific grouping headers and a certain structure. This is described below:
6. Place each account in the group where it belongs.

Assign	To the Value	For All Accounts in which
Grouping 1	NET PROFIT	Posted amounts should contribute to the calculation of Net Profit.
Grouping 1	ASSET	Posted amounts should contribute to the calculation of Assets.
Grouping 1	LIABILITY	Posted amounts should contribute to the calculation of Liability.
Grouping 1	EQUITY	Posted amounts should contribute to the calculation of Equity.
Grouping 2	EBIT	Posted amounts should contribute to the calculation of EBIT.
Grouping 3	EBITDA	Posted amounts should contribute to the calculation of EBITDA.
Grouping 4	GROSS PROFIT	Posted amounts should contribute to the calculation of Gross Profit.

Assign	To the Value	For All Accounts in which
Grouping 5	REVENUE	Posted amounts should contribute to the calculation of Revenue.
Grouping 5	COST	Posted amounts should contribute to the calculation of Cost.
Grouping 5	DEPRECIATION	Posted amounts should contribute to the calculation of P&L depreciation.
Grouping 5	INTEREST	Posted amounts should contribute to the calculation of P&L interest.
Grouping 5	TAX	Posted amounts should contribute to the calculation of P&L TAX.

## Aging Principles Setup

Beginning with version 2.1 (internally 16.0) you must set up aging principles in Maconomy to be able to run the various aging reports (WIP Aging, AR Aging, AP Aging, and variants). A number of BPM Reporting reports also require this setup, even though they are not—as such—aging reports. This includes the various transaction sub-reports to the aging reports and, in general, job cost, AR, and AP reports that show balances.



The functionality is only used and available in BPM Reporting.

## What is an Aging Principle?

An aging principle is a named collection of aging periods. Each aging period marks the start and end of a period. Periods can either be backward- or forward-looking. You use backward-looking periods to display aged figures that have passed the statement date; you use forward-looking periods to display figures that are after the statement date.

Periods can also be open intervals such that it is possible to report on aged figures that are more than 90 days old. For each period you can provide a title that appears as the header for the aging column in the aging reports.

Each aging principle states whether the periods are measured in months or in days. In addition, it states whether or not aging is based on the entry date.



For information about how to set up aging principles, see the [Maconomy Reference Manual](#) or [single dialog online help](#).

## Changes to the Standard Reports

From Maconomy version 2.1.5 and 2.2.1, all standard reports that use an aging principle no longer prompt users for an aging principle. Maconomy assumes that certain aging principles have been set up.

## Customized Reports

If you are upgrading to Maconomy 2.2, you should note that customized reports typically use the aging objects that were available before Maconomy 2.2. Those aging periods are hard-coded, and the reports prompt users to indicate whether they should use the entry date. The hard-coded

aging objects are deprecated as of Maconomy 2.2. They are located in the DEPRECATED universe class and have “DEPRECATED” as a suffix to their titles.



These aging objects are no longer maintained and are not included in the universes after the release of version 2.2. It is therefore important to migrate customers' reports to use aging principles instead.

## Mandatory Aging Principle Setup

Version 2.1 of BPM includes a collection of dashboard components that you can combine in different ways to create performance dashboards on company and customer levels. These dashboards are also embedded in the Workspace Client for the solutions.

Some of the components assume a specific kind of aging principle. The following procedure shows you how to create that kind of aging principle.

**To set up that aging principle, follow these steps:**

1. Open the Option List workspace.
2. In the **Option List No.** field, enter **Aging Principles**.
3. Enter **Dashboards** in the **Name** field.

The screenshot shows the 'Option Lists' workspace. The 'Option List No.' field is set to 'Aging Principles'. The 'Description' field is empty. Below the fields is a table with two columns: 'Name' and 'Description'. The table contains one row with the value 'Dashboards' in the 'Name' column.

Name	Description
1 Dashboards	

4. Open the Aging Principles workspace.
5. Create an aging principle; use any appropriate name.
6. Enter **Aging Principles** in the **Option List** field.
7. Enter **Dashboards** in the **Selected Value** field.
8. In the table, create four periods. Enter an appropriate title and choose appropriate settings.



	Title	Entries to Include	Interval Start	Interval End	Open Ended	First Date in Period, Example	Last Date in Period, Example
1	0-30	Due	0	30	<input type="checkbox"/>	7/31/2013	8/30/2013
2	31-60	Due	31	60	<input type="checkbox"/>	7/1/2013	7/30/2013
3	61-90	Due	61	90	<input type="checkbox"/>	6/1/2013	6/30/2013
4	90+	Due	91	0	<input checked="" type="checkbox"/>		5/31/2013

Beginning with version 2.1.5, standard reports do not prompt you to select an aging principle. Reports that require an aging principle assume that you have set one up, and that you can indicate it via the option list and selected value, as explained in the preceding steps.

These aging principles assume the same **Aging Principles** option list as described in the preceding procedure:

- **WIP Aging** reports — Designated by having the value **WIP Aging** in the **Selected List** field.
- **AR Aging** reports — Identified by having the value **AR Aging** in the **Selected Value** field.
- **Aging** reports — Identified by having the value **AP Aging** in the **Selected Value** field.

## Utilization-Specific Setup

To take full advantage of the utilization facilities in Business Performance Management Reporting (including the Utilization and Realization reports and the Utilization universe), you must set up activities and employees to comply with the assumptions that are made.

### Employee Utilization Pop-Up Literals

Some utilization figures are calculated by using the employee utilization pop-up that is defined on activities. BPM Reporting complies with the PSO setup, and you should set up Pop-Up Literals accordingly.

**To set up employee utilization pop-up literals, follow these steps:**

1. Open the Pop-up Fields window.
2. From the drop-down list for **Popup field**, select **Employee Utilization Levels**.
3. Insert the lines that are shown in the following figure.

▼ Popup Field		▼ User	
Employee Utilization Levels		Created by	Administrator
		Date	1/1/2007
		Changed by	Administrator
		Date	11/12/2010
		Version	16

Name							
1	Productive Time, Invoiceable					0.00	0.00
2	Productive Time, Non-Invoiceable					0.00	0.00
3	Non-Productive					0.00	0.00
4	Absence					0.00	0.00
5	New Business/Sales					0.00	0.00
6	Training					0.00	0.00
7	Sickness					0.00	0.00
8	Holiday					0.00	0.00

- For each activity, assign the appropriate pop-up value for **Employee Utilization**, as shown in the following figure.

▼ Activity		▼ Status	
Activity No.	121	Blocked	<input type="checkbox"/>
Description	Product Management		
Activity Type	Time		
Cost Type	Turnover		
Invoice	<input checked="" type="checkbox"/>		
External Invoice	<input type="checkbox"/>		
Employee Utilization	Productive Time, Non-Invoiceable		
▼ Company		▼ Rates	
Company No.	Productive Time, Invoiceable	Cost	
Name	Productive Time, Non-Invoiceable	Intercompany Price	
Base Currency	Non-Productive	Billing Price	
	Absence	Markup %	
	New Business/Sales	Standard Billing Price	
	Training	Standard Markup %	
	Sickness	Item No.	
	Holiday	Job Price Group No.	
▼ Derived Dimension		Tax Code	0%
		Item Tax Code	Standard

If other employee utilization literals are needed, you must insert them in the Popup Fields window (see the figure that follows step 2 in the preceding procedure). You can then customize the objects in the Custom Utilization Figures class to use the literals.

## Fixed Hours Setup for Employees

Fixed hours are calculated from the week calendars, from the employee revisions, or as the minimum of fixed hours that are defined on both. Therefore, you must assign a week calendar to each employee and set up fixed hours for both week calendars and employees.

**To set up fixed hours for employees, follow these steps:**

- Open the Week Calendars window.

- For each week calendar to be referenced by employees, ensure that all of the necessary days within the weeks show the appropriate fixed working hours.

Week Calendars

Save

**Week Calendar**

Week Calendar No.

Name

**Selection Criteria**

Week Year Week Year

Show  /  -  /

Week No.	Year	Entry Date	Date,	Total	Monday	Tuesday	Wednesday	Thursday
1	1	2010	1/4/2010	37.5	7.5	7.5	7.5	7.5
2	2	2010	1/11/2010	37.5	7.5	7.5	7.5	7.5
3	3	2010	1/18/2010	37.5	7.5	7.5	7.5	7.5
4	4	2010	1/25/2010	37.5	7.5	7.5	7.5	7.5
5	5	2010	2/1/2010	37.5	7.5	7.5	7.5	7.5
6	6	2010	2/8/2010	37.5	7.5	7.5	7.5	7.5
7	7	2010	2/15/2010	37.5	7.5	7.5	7.5	7.5
8	8	2010	2/22/2010	37.5	7.5	7.5	7.5	7.5

- Open the Employees window.
- For each employee, assign a week calendar number to the current employee revision.

Employees

Save

**Secretary**

Employee No.

Name

**Mentor**

Employee No.

Name

**Outlay Settlement**

Vendor No.

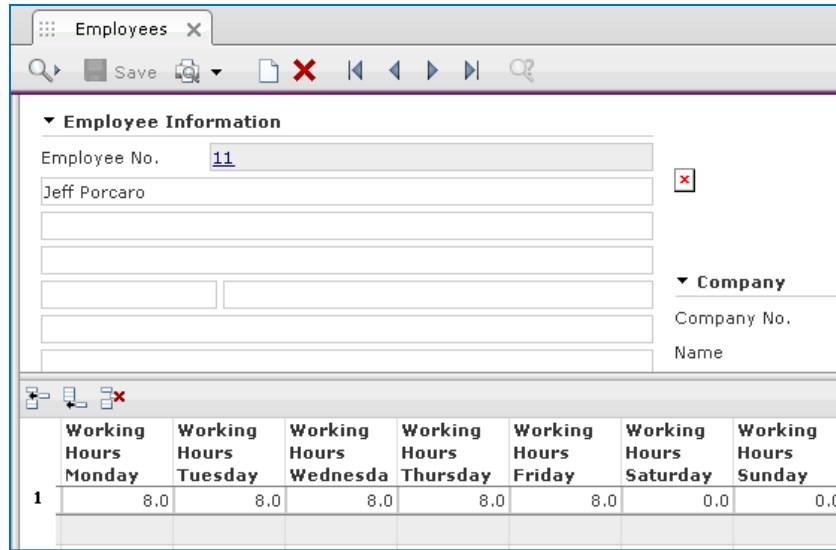
Name

**Fixed Working Hours**

Week Calendar No.

Week Calendar No.	Job Price Group No.	Popup 1	Popup 2	Popup 3	Popu
1 37,5					

- Assign employee-specific fixed working hours.



**Employees**

Employee No. 11

Jeff Porcaro

**Company**

Company No.

Name

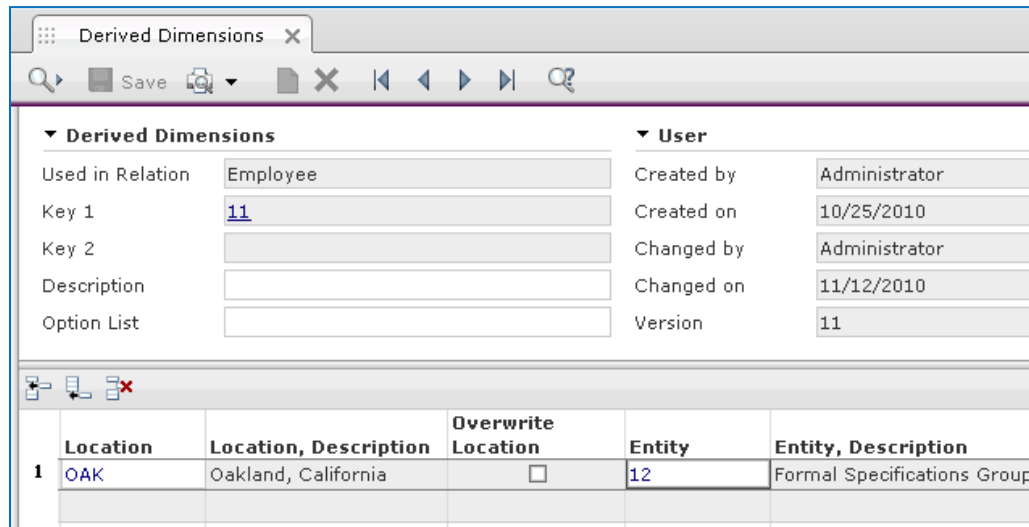
	Working Hours Monday	Working Hours Tuesday	Working Hours Wednesday	Working Hours Thursday	Working Hours Friday	Working Hours Saturday	Working Hours Sunday
1	8.0	8.0	8.0	8.0	8.0	0.0	0.0

## Derived Dimensions for Employees

In utilization and realization reports, you can drill down on employees' dimensions. This is different from other reports, where you drill down on the dimensions of transactional entries that to which standard dimensions are assigned. For drilling down to be meaningful, you must assign values for all ten standard dimensions for each employee.

**To set up derived dimensions for employees, follow these steps:**

1. Open the Derived Dimensions window.
2. For each employee that is displayed in the upper pane, assign values to all ten standard dimensions in the lower pane.



**Derived Dimensions**

Used in Relation: Employee

Key 1: 11

Key 2:

Description:

Option List:

**User**

Created by: Administrator

Created on: 10/25/2010

Changed by: Administrator

Changed on: 11/12/2010


Version: 11

	Location	Location, Description	Overwrite Location	Entity	Entity, Description
1	OAK	Oakland, California	<input type="checkbox"/>	<u>12</u>	Formal Specifications Group



Previously you were required to enable split weeks on time sheets. BPM version 2.1 and newer can handle split weeks being enabled or **not** enabled.





Deltek is the leading global provider of enterprise software and information solutions for professional services firms, government contractors, and government agencies. For decades, we have delivered actionable insight that empowers our customers to unlock their business potential. Over 14,000 organizations and 1.8 million users in approximately 80 countries around the world rely on Deltek to research and identify opportunities, win new business, optimize resource, streamline operations, and deliver more profitable projects. Deltek – Know more. Do more.®

[deltek.com](http://deltek.com)