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Cashflow Pro Quick Start Guide

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Welcome to Cash Flow Pro

Cash Flow Pro integrates with ProPricer to track your proposal's cash flow and account for depreciation, taxes, liquidation rate, invoice and payment lag days, and more. You can also calculate cash flow data using predefined billing types or your own custom formulas. Once your cash flow is set up, you can generate reports, graphs, and cash flow sheets.

This quick start guide covers the basics and will help get you started. To learn more about specific functions and settings, reference the Cash Flow Pro Help.

Requirements

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

Connect to ProPricer

To connect to your ProPricer database using a .ppc connection file, hold the Shift key and open the application. Then, in the file explorer, select the connection file and click Open.

How it works

Cash Flow Pro is installed along with ProPricer Contractor Edition Enterprise, and they both use the same application server, allowing them to integrate seamlessly. After you've connected the application to a ProPricer database and entered your ProPricer credentials, you're ready to define your cash flow formulas and settings, apply them to proposals, and generate reports with your data.

Define your billing types

- Billing types define how your cash flow is calculated. You can create your own, or you can use the built-in billing types.

Create your templates

- Templates are groups of settings that can be easily applied to multiple proposals. The settings include liquidation rate, withholding rate, invoice lag days, and more.

Define a proposal's cash flow

- Apply a template to a proposal and define additional settings like milestones, depreciation rate, tax rate, capital investments, and more.

Analyze data and generate reports

- View your cash flow data in Summary View and generate Excel files that include ProPricer reports, charts, graphs, and cash flow sheets.

Grid functions

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

Grid function	Description
Grouping	Right-click the column that you want to group the data with, then click Group. This will group the data based on the values in the selected column.
Group by Box	Right-click anywhere in the grid, then click Group By Box. Drag the column or columns that you want to group the data with to the area just above the column headers.
Freeze Columns	Right-click the column you want to freeze, then click Freeze on the shortcut menu. The columns to the left of the frozen column will remain visible while you scroll through the remaining columns in the grid.
Best Fit	Right-click anywhere in the grid, then click Best Fit (all columns) in the shortcut menu. This will automatically change the width of all columns in a grid.
Export Grid Data	Right-click anywhere inside a grid, point to Grid Data, then click Export To. This gives you the ability to quickly print or export the data in any grid. You can also customize the design of your grid document and preview it before printing or exporting.

Proposal list

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

To open the Proposal List, go to the Home ribbon and click View Proposal List.

Cash flow setup

Billing types

Billing types define how your income, expenses, and various totals are calculated. You can create your own custom billing type, or you can use one of the following built-in billing types.

- **Cost Reimbursable:** The contracting agency is billed for allowable costs throughout the contract. The cash flow income is defined as the total price of the contract minus the total cost of money. These totals are defined in ProPricer Contractor Edition.
- **Progress Payment:** The contracting agency provides payments based on completion of specific work. The cash flow income is defined in the milestones field of each proposal's cash flow settings.


In each billing type, a list of elements defines each income, expense, or subtotal in your cash flow and how they are calculated. The data used to calculate these elements are defined in ProPricer Contractor Edition.

Every new billing type contains predefined default elements. You can use and edit these elements or delete them and create your own. There are seven element types that can be created in a billing type:

- **Cash Flow:** The element is the result of all the cash flow's incomes and expenses. It is printed on cash flow reports.
- **Expense:** The element is the total cash flow costs, or money going out. It is printed on cash flow reports.
- **Income:** The element is the total cash flow revenue, or money coming in. It is printed on cash flow reports.
- **Percentage:** The element is displayed in a percent format. This can be useful when you want to view specific values as a percentage, like the amount of income that remains after taxes.
- **Regular:** The element is displayed as units of currency.
- **With Cumulative:** The element is displayed as units of currency and is automatically followed by an additional value that shows the sum of the element's previously calculated values.
- **Total Cash Flow:** The final sum of all the billing type's elements.

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

Create a billing type

1. On the Home ribbon, click Billing Types.
2. On the Billing Edit ribbon, click New.
3. Enter a name and description for the new billing type and click OK.
4. In the Elements grid, define the following columns for your cash flow elements:
 - Name: The name of the element.
 - Code: The code for the element. The element's code is used when defining element expressions.
 - Type: Select the element's type.
 - Expression: Enter a mathematical expression that determines how the element is calculated using data from ProPricer Contractor Edition. To open the Expression Editor, click  in the column or click the Expression Editor button in the ribbon.
 - Printable: Include the element on reports.
 - Apply Lag Days: Calculate the element in the period determined by the invoice lag days and payment lag days.
5. On the Billing Edit ribbon, click Test to see how the new billing type calculates values with example data.
6. On the Billing Edit ribbon, click Publish, then click Yes to save the new billing type.

Billing schedule

Billing Schedules are global data applied to specific billing type elements. How billing schedule costs are defined are in the billing schedule table. You can have multiple tables that define a single schedule in different ways.

Billing schedules are located in the billing schedules tab. To create a new billing schedule enter a name for the billing schedule under the name column.

Templates

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

Create a cash flow template

1. On the Home ribbon, click the Templates button.
2. On the Template Edit ribbon, click Edit Properties.
3. In the Template Properties dialog, enter a name and description, select a billing type, then click OK.
4. Above the Overrides grid, define the following cash flow settings:
 - **Billing Type:** The default billing type that is applied to the entire proposal when the template is selected.
 - **Liquidation Rate:** The liquidation rate that is applied to the entire proposal when the template is selected. This is the percentage of payments that the government recoups.
 - **Withholding Rate:** The withholding rate that is applied to the entire proposal when the template is selected. This is the percentage of progress payments that are withheld by the contracting officer to incentivize completion of the contract.
 - **Invoice Lag Days:** The invoice lag days that are applied to the entire proposal when the template is selected. This is the number of days for invoicing.

- Payment Lag Days: The payment lag days that are applied to the entire proposal when the template is selected. This is the number of days between the invoice being sent to the buyer and the payment being received by the contractor.
5. To override specific estimates in the proposal, go to the Overrides grid and use the Category and Name column to select the estimates. Then, enter the cash flow settings for the override.
 6. Press Ctrl+S or move to another row in the grid to save the override.

Apply a cash flow template to a proposal

1. On the Home ribbon, click View Proposal List.
2. In the Proposal List grid, select a proposal.
3. On the Home ribbon, click Proposal Cash Flow.
4. With the Proposal Cash Flow tab open, click Load From Template, select a template, then click OK.

Proposal cash flow

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

Milestones


Milestones are payments that are received periodically throughout a proposal. In the Milestones dialog, you can enter as many payments as you need and define their amounts and dates. You can also automatically deduct your liquidation rate and tax rate from the milestone payments, and select a spread curve to distribute payments across a period.

- To use milestones, liquidation rates, and withholding rates, your billing type must have an element that defines the expression {Payment}.

There are two types of milestone payments that you can create in Cash Flow Pro:

- Amount: The payment is a fixed value.
- Factor: The payment is a percentage of the proposal's total price. This value is defined in ProPricer Contractor Edition with the Total Price definition in the proposal's algorithm.

Create a proposal's milestone payments


1. On the Proposal Cash Flow tab, in the Milestones field, click .
2. In the Milestones dialog, in the empty row, enter the following information:
 - Name: The name of the milestone.
 - Start Date: The date the payment is received. If you are using a spread curve for the payment, this is the start date of the spread period.
 - (Optional) End Date: The end date of the spread period.
 - Type: The payment type. There are two options.
 - Amount: The payment is a fixed value.
 - Factor: The payment is a percentage of the proposal's total price.

- (Optional) Curve: The spread curve. This field is only available if an end date is entered.
 - Amount: The payment amount or percentage of total price expressed in decimal format.
3. To apply the proposal's liquidation rate or tax rate to a payment, select the checkboxes under the Apply Liquidation and Apply Tax columns.
 4. Press Ctrl+S to save the payments, then click OK.

Depreciations

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

Define a proposal's depreciations


1. On the Proposal Cash Flow tab, in the Depreciations field, click .
2. In the Depreciations dialog, in the empty row, enter the following information:
 - Start Date: The date that the depreciation begins.
 - End Date: The date that the depreciation ends.
 - Rate: The depreciation rate expressed in decimal format.
3. Press Ctrl+S to save the depreciations, then click OK.

Capital investments

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

- To use capital investments, you must define a billing type with the expression {Capital}.

Define a proposal's capital investments

1. On the Proposal Cash Flow tab, in the Capital Investments field, click .
2. In the Capital Investments dialog, in the empty row, enter the following information:

- Name: The name of the capital investment.
 - Start Date: The date that the capital investment begins.
 - End Date: The date that the capital investment ends.
 - Amount: The amount of the capital investment.
3. Press Ctrl+S to save the capital investments, then click OK.

Withholding

Withholding rates are the percentage of progress payments that are withheld by a contracting officer to incentivize completion of the contract. The withholding date is the date that any withheld payments are paid to the contractor.

Lag days

Lag days are the number of days lost during the invoice and payment process due to things like processing and shipping. There are two settings in Cash Flow Pro to define lag days.

- Invoice Lag Days: The number of days for invoicing.
- Payment Lag Days: The number of days between the invoice being sent and the payment being received by the contractor.

Overrides

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

Create cash flow overrides

1. On the Home ribbon, click View Proposal List.
2. In the Proposal List grid, select a proposal.
3. On the Home ribbon, click Proposal Cash Flow.
4. In the proposal's cash flow tab, in the Overrides grid, select one of the following options in the Category column:

- Resource Class: Apply the override to a specific resource class.
 - Resource Type: Apply the override to a specific resource type.
 - Resource: Apply the override to a specific resource.
5. Under the Name column, select the name of a resource class, resource type, or resource in the proposal.
 6. Under the Task Selection column, select a task selection to apply the override to a specific group of tasks in a proposal.
 7. Override one or more of the following cash flow settings:
 - Billing Type: Select a billing type.
 - Liquidation Rate: Enter a liquidation rate for the override. This is the percentage of progress payments that the government recoups.
 - Withholding Rate: Enter a withholding rate.
 - Invoice Lag Days: Enter the number of days for invoicing.
 - Payment Lag Days: Enter the number of days between the invoice being sent and the payment being received by the contractor.
 - Milestones: Enter the milestone payments.
 - Tax Rate: Enter the tax rate. This is the percentage that payments are decreased to account for taxes the contractor must pay on the contract.
 - Depreciation: Enter the depreciation rates.
 8. The Position column shows the order of priority for the overrides. When an estimate is included in more than one override, the Position column determines which override settings are used for the estimate.
 - To change the position of an override, right-click in the grid and select Move Up or Move Down.

9. Under the Comment column, enter any additional information about the override. This can be useful if you need to record the rationale for the override.
10. Press Ctrl+S or move to another row in the grid to save the override.

Negative Cash Flow Rate

Negative cash flow rates occur when the cash flow is negative due to late or delayed payments. You may need to charge a fee to the buyer to account for the loss of cash flow. This fee is entered in decimal format and is applied to each late payment.

Discount

As a proposal progresses, the value of money may change due to inflation or other economic factors. To calculate the net present value (NPV) of future cash flow, You can apply a discount rate to future payments.

Billing Schedule

Billing Schedules allow you to distribute any costs over a defined period of time. To assign a billing schedule select it from the drop down list.

Summary View

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

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

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

Analyze data in Summary View





1. On the Home ribbon, click View Proposal List.
2. In the Proposal List grid, select a proposal.
3. On the Home ribbon, click Summary View.
4. In the Search bar at the top of the tab, enter any text or value and it will be highlighted in the grid.
5. To filter any column in the grid, click ▾ in the column header and select an item, or right-click the column and click Filter Editor to create a more complex filter.
6. To export the grid data, right-click anywhere in the grid, point to Grid Data, Export Data, then select a file type.

Reporting

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

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

Create and run a cash flow report

1. On the Reports ribbon, click the Report List button.
2. In the Report List grid, in the empty row, enter a name and description for the cash flow report.
3. Under the Elements column, click .
4. Under the Type column, select one of the following options:
 - Batch Reports: Batch reports created in ProPricer Contractor Edition.
 - Graph: Cash flow graphs and charts.
 - Report: ProPricer system reports.
 - Sheet: Cash flow sheets.
5. Under the Name column, select an element. The available options in this field are filtered by the Type column.
6. With an element selected, click  to set its report parameters.
7. To change the order of the elements, select one and click  or .
8. Repeat steps 4 through 6 until all the elements you need have been added to the report. Then, click OK.
9. In the Report List, select the report you just created and click Run.
10. In the file explorer that appears, select a location to save the report to, then click Save.

Security

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

Create and define a cash flow role

1. On the Settings ribbon, click User Security.
2. In the Cash Flow Roles grid, enter a name and description for the role.
3. Under the Proposal Access column, select one of the following options:
 - Full: Allow users to see all proposals.
 - Limited: Users can only see the proposals they create, and specific proposals others have granted them the right to view in ProPricer Contractor Edition.
4. In the Associated Permissions area, define the features and cash flow data that users can access, edit, add, and delete. Then, in the Access Rights area, click Apply.
5. In the ProPricer Users grid, select a role under the Role column to assign it to a user.
6. Press Ctrl+S to save your changes.

Contact Deltek

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

Contact information

Support Center: deltek.custhelp.com