Deltek Maconomy® 2.5

BPM Functional Setup Guide

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Contents

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:

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**.

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:

1. Open the Option List window.

2. In the **Option List No**. field, enter **Finance.**

3. In the **Name** field, enter **Standard**.
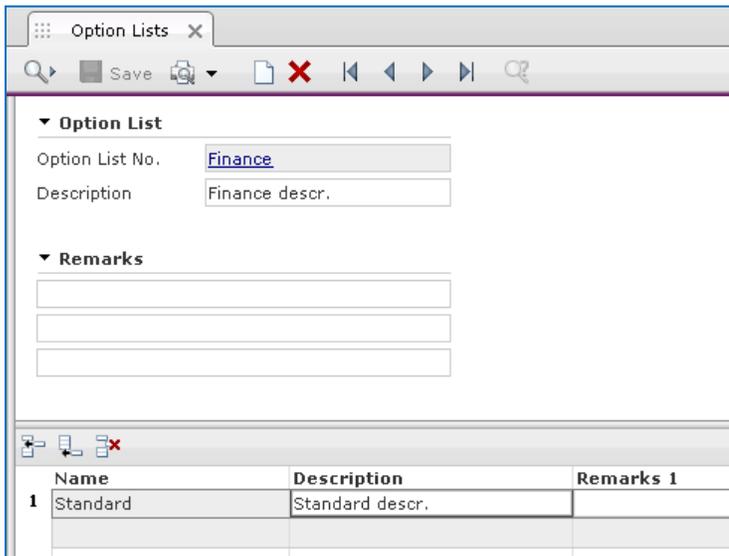
4. Open the Reporting Structures window in the workspace Reporting.

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.

> **Note:** 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

> **Note:** 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):

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. Deltek 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:

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.

Assign	To the Value	For All Accounts in which
Grouping 4	GROSS PROFIT	Posted amounts should contribute to the calculation of Gross Profit.
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.

Reporting Structure for NSAFT

The NSAFT report uses a reporting structure to group finance data.

To create a reporting structure for NSAFT:

1. Go to **Setup » System Setup » Parameters and Numbers » Option Lists.**
2. Click **+ New Option List.**
3. In the **Option List No**. field, enter **Finance.**
4. Click **Create.**
5. On the Options sub-tab, click **Add Option** or press **Ctrl + M.**
6. In the **Name** and **Description** fields, enter **NSAFT**.
7. Click **Save Option (Enter),** then click **Save Option List (Enter).**
8. Go to **Setup » Reporting » Reporting Structures.**
9. Click **+ New Reporting Structure.**
10. In the Create Reporting Structure dialog, enter the following setting:
    - **Type** — Accounts or Local Accounts
    - **Option List** — Finance
    - **Selected Value** — NSAFT
11. Click **Create.**
12. Insert group headers, sub-group headers to provide the desired account structure.
13. Add accounts to the individual groups of the reporting structure.

Grouping Headers

The grouping headers specified in the reporting structure is mapped to the generated XML file following the structure below:

Tags (attributes indented)	Mapping
<MasterFiles>	
<GeneralLedgerAccounts>	
<Account>	
<AccountID>	[Account No.]
<AccountDescription>	[Account Description]
<StandardAccountID>	[Grouping Level 1]
<GroupingCategory>	[Grouping Level 2]
<GroupingCode>	[Grouping Level 3]
<Account>	
<GeneralLedgerAccounts>	
<MasterFiles>	

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.

> **Note:** 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.

> **Tip:** 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.

> **Note:** 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:

1. Open the Option List workspace.

2. In the **Option List No**. field, enter **Aging Principles.**

3. Enter **Dashboards** in the **Name** field.
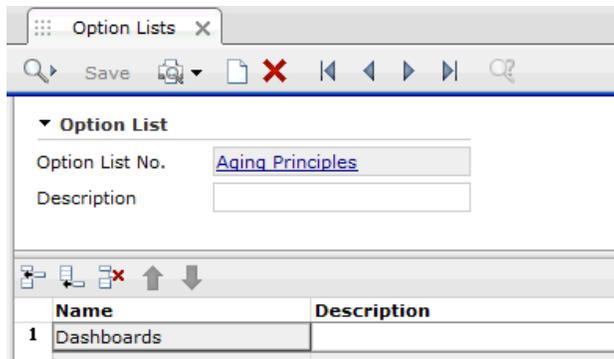
4. Open the Aging Principles workspace.

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.

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:

1. Open the Popup 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.

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

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:

1. Open the Week Calendars window.

2. 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.

3. Open the Employees window.

4. For each employee, assign a week calendar number to the current employee revision.

5. Assign employee-specific fixed working hours.

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:

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.

Note: 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.

Statutory Reports Setup

Beginning with 2.4.3, you must set up the Maconomy system parameters and coupling service to run all statutory reports.

Set Data Export Path and Server Timeout

1. In the Maconomy installation folder, go to the designated Coupling Service configuration folder in relation to the Maconomy shortname. (i.e. C:\Maconomy\<Maconomy Install DIR>\CouplingService\configuration).

2. Select and open the Server.ini file.

3. Locate server.timeout.and change the value from 600 (default for 10 minutes) to 1800 (30 minutes).

4. Locate filepath.<file-path-id> = <file path> (This will serve as a template to the BPM export path.)

5. Create a new uncommented line following the template above and with the file path ID as bpmexportpath. (i.e. filepath.bpmexportpath=C:\BPMSTATFOLDER).

6. Save the file.

7. Restart the coupling service.

> **Note:** You must use a local drive as BPM Statutory reports are created on the Maconomy server only.

System Parameters for BPM

The statutory reports need to connect to a SAP BusinessObjects Server with the installed BPM package to be able to run.

To set up these system parameters:

1. Open the **System Setup** workspace.
2. Go to the **Parameters and Numbers » System Parameter** to view the System Parameter tab.
3. Look for two BPM parameters as shown below:

4. Select each parameter and update the URL textbox with the appropriate **http://Servername:Port**

| SYSTEM PARAMETERS | SYSTEM NUMBERS | POPUP FIELDS | OPTION LISTS | | |

Show: BPM Server REST API URL

| SYSTEM PARAMETER | | | | | |

System Parameter		**User**
BPM Server REST API URL	http://makapt111hvs.dev.ads.delt	Created
		Changed
Group	Business Performance Manage...	Version

Remarks

Standard value is: http://<SERVERNAME>:6405

5. Save both parameters.
6. Restart the Workspace Client.

Background Task

The statutory reports run as background tasks to extract huge amounts of data without compromising simultaneous entry in the Workspace Client. Therefore, Background Tasks should be enabled.

SSI Setup

Aside from the SSI Setup mentioned in the System Admin Guide, additional steps are necessary for Trusted Authentication in REST API to be allowed in running the statutory reports.

To configure Trusted Authentication for statutory reports:

1. On the BO server, log in to the Central Management Console (CMC) with administrative rights.

2. Go to **Servers** area of the CMC Client and open the properties for the Web Application Server.

3. In the **Command Line Parameters** textbox, look for the parameter - *Dbobj.trustedauth.home* and note down its corresponding value. (i.e. "- *Dbobj.trustedauth.home=C:/Program Files (x86)/SAP BusinessObjects/SAP BusinessObjects Enterprise XI 4.0/java/pjs/container/bin*)

4. Go to the **Authentication Management** area of the CMC Client, and on the Enterprise tab, scroll down to the Trusted Authentication section.

5. Under **Trusted Authentication**:

   a. Click **Trusted Authentication is enabled**.

   b. Click **New Shared Secret**.

   c. Enter the number of days for the **Shared Secret Validation Period** and timeout for the **Trusted Authentication** request. The recommendation is 1 day and 10000 milliseconds. You can refer to the BO manual for details.

   d. Click **Update** to save the settings.

   e. Reopen the **Enterprise tab.**

f. Click **Download Shared Secret**. The File Download dialog box displays.

g. Click **Save** and copy the **TrustedPrincipal.conf** file to:

<INSTALLDIR>\SAP BusinessObjects Enterprise XI 4.0\win32_x86\

<INSTALLDIR>\SAP BusinessObjects Enterprise XI 4.0\win64_x64\

The Trusted Authentication Home folder as mentioned in Step 3.

> **Note:** There is a chance the generated Shared Secret will be too long and will cause an unnecessary line break. If this happens, generate a new Shared Secret.

After this is completed, you must enable **Trusted Authentication on the Coupling Service**. To do so:

1. Update the OSGi settings in MConfig.

2. Select the Trusted Authentication check box, and then copy the value of the shared secret inside TrustedPrincipal.conf to the Password from the preceding list.

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