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Deltek Maconomy®

BPM Description Guide

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Overview

This document provides a comprehensive guide on the report functionality of the standard reports available in BPM. This includes:

- Creating a customized report
- Generating and editing reports
- Exporting and printing reports
- Troubleshooting reports
- Report layout in Web Intelligence
- Sample workflows for generating reports for a certain period
- Descriptions of all available standard BPM reports

BPM Reporting uses Business Objects to run standard reports. For more information about installing and setting up Business Objects, refer to the *BPM Technical Install Guide*.

Getting Started

BPM Reporting enables you to collate data about your company in reports. It uses data from Maconomy to create reports for a certain period. This section provides details on the basic features provided in BPM reports.

Creating Reports

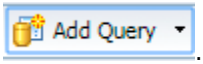
BPM reports are highly customizable, enabling you to create any kind of report based on your company's needs. While you can use many different sources for creating reports, it is recommended to use a BPM universe as the data source of your report.

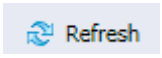
For more information about BPM universes, refer to *BPM Technical Documentation*.

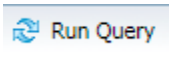
This section shows how to create a simple report in Web Intelligence using BPM universes and objects.

Create Report

To create a report:

1. In Web Intelligence, click .
2. Click **Universe** to use as the data source.
3. Select an appropriate universe for your report.
4. Click **OK**.
5. To define the data included in your report, click 

.
6. In the side panel, drag and drop the data you want to view in the report, such as customer information or dimensions, to the Result Objects tab.
7. To select filters for your report, drag and drop objects from the side panel to the Query Filters tab.
8. To preview the content of your report, click 

in the Data Preview tab.
9. Click 

to generate your report.

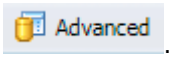
Working on Reports

You can run a report from within the Maconomy workspace using the **Open Live Report** action. Using this action opens reports in the BI Launchpad, where you can also edit, print, or export your report.

Generate or Edit Report

To run a report:

1. Open the report you want to generate.
2. To define the contents of your report, click .
3. Select or enter data in the available selection criteria.

4. (Optional) To add or view more selection criteria, click 

.
5. Click

to run the report.

Print Report

To preview and print a report:

1. Click .
2. In the dialog box, select your printing preferences
3. Click **OK**.
4. Click **Print**. A PDF is generated.

Export Report

To export a report:

1. Run a report.
2. Click .
3. Select whether you want to export the report or data within the selected report.
4. In the **File Type** field, select a format from the drop-down list.
5. Click **OK**. By default, the file name is that of the report name you exported.

Available Report Formats

You can export reports to the following formats:

- PDF
- Excel spreadsheet (.xls and .xlsx)
- CSV
- Text file

Save Report

To save a report:

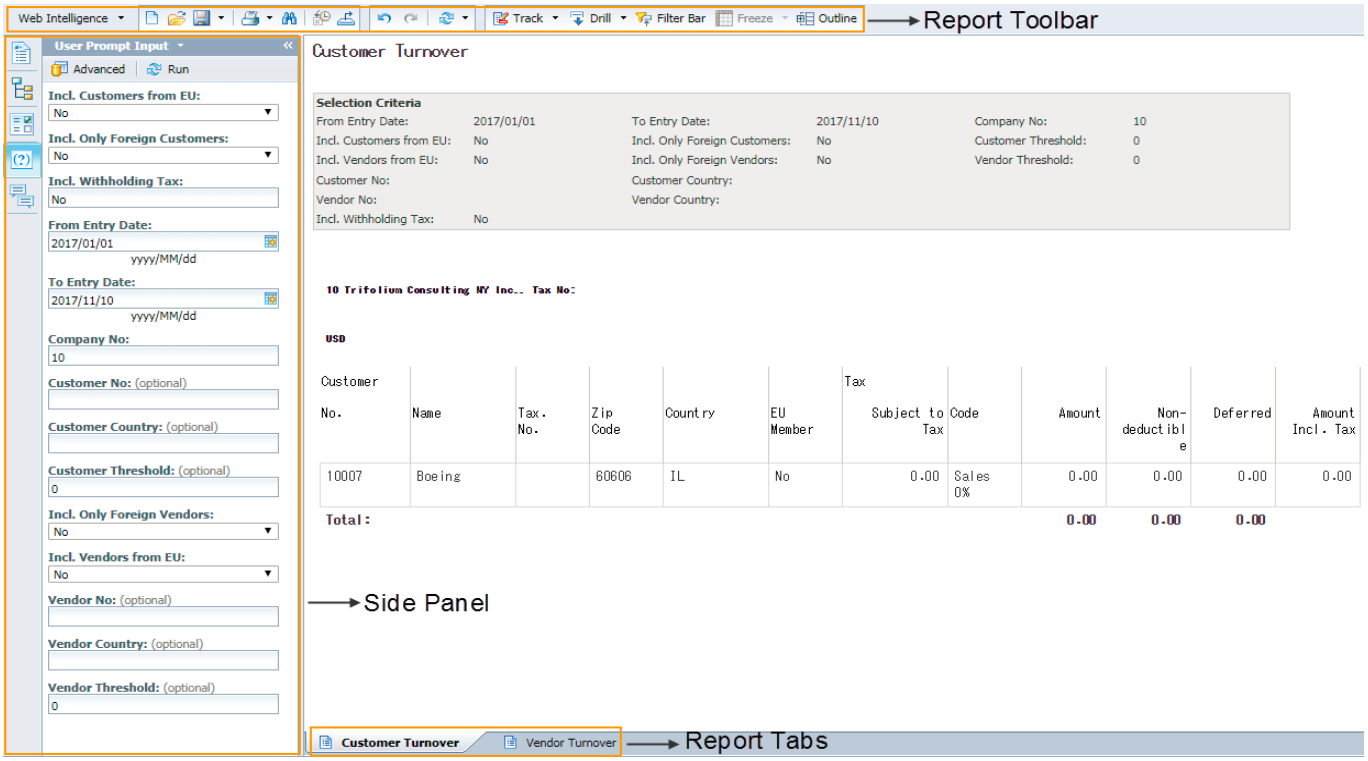
1. Click .
2. Select a location to save your document.
3. Click **Save**.

Troubleshooting Reports

Copy to come.

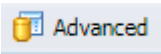
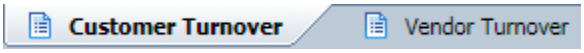
Report Layout

The following example shows the basic layout of a report:



The following table shows the different icons that provide additional report functionality in Web Intelligence:

Icon	Description
	Click to export a report. This is available in the Report Toolbar
	Click to view a navigation map of the report tabs available within the selected report. This is available in the side panel.
	Click to view and edit the selection criteria used in the report. This is available in the side panel.
	Click to run a report. This is available in the User Prompt Input side panel.

Icon	Description
	Click to view more available selection criteria that can be added to the report. You can also create new selection criteria here. This is available in the User Prompt Input side panel.
	Click to view a report tab. A report may contain one of more report tabs.

Workflows

The following section provides example workflows for running reports on a daily, weekly, monthly, or quarterly basis.

Daily Workflow

Task	User	Details…
Gather data on business transactions.	Finance	Run the following reports: ▪ Bank Reconciliations ▪ Fixed Assets ▪ Asset List ▪ WIP Aging ▪ WIP Transactions ▪ Opportunities
Collect data on customer transactions.	Finance	Run the following reports: ▪ AR Transactions ▪ AR Aging ▪ AR Aging Details ▪ AR Aging Summary ▪ AR Rollforward ▪ Customer Invoices ▪ Customer Invoice Status ▪ Bill to Customer Distribution ▪ Job List ▪ Main Job, Sub Job Overview ▪ Job Events, by Customer
Collect data on vendor transactions.	Finance	Run the following reports: ▪ Check Register ▪ AP Aging ▪ AP Transactions
Generate report for company data.	Finance / Project Manager	Run the following reports: ▪ Daily Flash ▪ Task List ▪ Event Notes

Task	User	Details…
		▪ Job Event ▪ Job Events, by Job ▪ Job Events, by Employee ▪ Employee Time Overview ▪ Job Employee Status ▪ Utilization ▪ Utilization Transactions ▪ Realization ▪ Time Sheet Overview ▪ Time Sheet Status, by Day ▪ Time Sheet Changes ▪ Unsubmitted Time ▪ Subscriptions
Generate data for posted entries in the general ledger for pre-closing adjustments.	Finance	Run the following reports: ▪ Balance Sheet ▪ Invoiced Registrations ▪ Trial Balance
Generate reports for filings to tax authorities.	Finance	Run the following reports: ▪ Customer Tax Returns
Generate reports for financial statements.	Finance	Run the following reports: ▪ Balance Sheet ▪ Profit and Loss, Periodic ▪ Cash Flow Statement with Budget ▪ Cash Flow Statement, by Dimension ▪ Trial Balance ▪ Trial Balance Analysis ▪ Trial Balance No Analysis ▪ Finance Transactions ▪ Finance Entries ▪ Cash Receipts ▪ Cash Receipts, by Account Manager

Weekly Workflow

Task	User	Details…
Gather data on business transactions.	Finance	Run the following reports: ▪ Bank Reconciliations ▪ Trial Balance ▪ Trial Balance Analysis ▪ Trial Balance No Grouping ▪ Fixed Assets ▪ Asset List ▪ WIP Aging ▪ WIP Transactions ▪ Opportunities
Collect data on customer transactions.	Finance / Project Manager	Run the following reports: ▪ AR Transactions ▪ AR Aging ▪ AR Aging Details ▪ AR Aging Summary ▪ AR Rollforward ▪ Customer Invoices ▪ Customer Invoice Status ▪ Bill to Customer Distribution ▪ Job List ▪ Main Job, Sub Job Overview ▪ Job Events, by Customer
Collect data on vendor transactions.	Finance / A/P Manger	Run the following reports: ▪ Check Register ▪ AP Aging ▪ AP Transactions
Generate report for company data.	Finance / Project Manager	Run the following reports: ▪ Task List ▪ Event Notes ▪ Job Event ▪ Job Events, by Job

Task	User	Details…
		▪ Job Events, by Employee ▪ Employee Time Overview ▪ Job Employee Status ▪ Utilization ▪ Utilization Transactions ▪ Realization ▪ Time Sheet Overview ▪ Time Sheet Status, by Week ▪ Time Sheet Changes ▪ Unsubmitted Time ▪ Subscriptions
Generate data for posted entries in the general ledger for pre-closing adjustments.	Finance	Run the following reports: ▪ Balance Sheet ▪ General Ledger Report ▪ Invoiced Registrations ▪ Trial Balance ▪ Trial Balance Analysis ▪ Trial Balance No Grouping
Generate reports for filings to tax authorities.	Finance	Run the following reports: ▪ Customer Tax Returns ▪ Tax Settlement ▪ Customer Turnover Report ▪ Vendor Turnover Report
Generate reports for financial statements.	Finance	Run the following reports: ▪ Balance Sheet ▪ Cash Flow Statement with Budget ▪ Cash Flow Statement, by Dimension ▪ Trial Balance ▪ Trial Balance Analysis ▪ Trial Balance No Grouping ▪ Finance Transactions ▪ Finance Entries ▪ Cash Receipts

Task	User	Details…
		▪ Cash Receipts, by Account Manager

Monthly / Quarter End Workflow

Task	User	Details…
Gather data on business transactions.	Finance	Run the following reports: ▪ Bank Reconciliations ▪ Sales Pipeline ▪ Sales Pipeline, by Contact Company ▪ Trial Balance ▪ Trial Balance Analysis ▪ Trial Balance No Grouping ▪ Job Profitability Summary ▪ Job Profitability Budget ▪ Job Profitability Comparison ▪ Job Profitability, Periodic ▪ Job Profitability Transactions ▪ Revenue Analysis ▪ Fixed Assets ▪ Asset List ▪ WIP Aging ▪ WIP Transactions ▪ WIP Rollforward ▪ Opportunities
Collect data on customer transactions.	Finance / Project Manager	Run the following reports: ▪ AR Transactions ▪ AR Aging ▪ AR Aging Details ▪ AR Aging Summary ▪ AR Rollforward ▪ Customer Invoices ▪ Customer Invoice Status ▪ Customer Statement ▪ Customer Profitability

Task	User	Details…
		▪ Customer Profitability Comparison, by Customer ▪ Bill to Customer Distribution ▪ Customer Contact Info ▪ Job List ▪ Main Job, Sub Job Overview ▪ Job Events, by Customer
Collect data on vendor transactions.	Finance	Run the following reports: ▪ Check Register ▪ AP Aging ▪ AP Transactions
Generate report for company data.	Finance / Project Manager	Run the following reports: ▪ Task List ▪ Event Notes ▪ Job Event ▪ Job Events, by Job ▪ Job Events, by Employee ▪ Employee Time Overview ▪ Job Employee Status ▪ Utilization ▪ Utilization Transactions ▪ Realization ▪ Time Sheet Overview ▪ Time Sheet Changes ▪ Unsubmitted Time ▪ Subscriptions
Generate data for posted entries in the general ledger for pre-closing adjustments.	Finance / Project Manager	Run the following reports: ▪ Balance Sheet ▪ General Ledger Report ▪ Invoiced Registrations ▪ Invoicing Worksheet ▪ Job Budget to Actuals, YTD ▪ Job Budget to Actuals, by Account Manager ▪ Job Budget to Actuals, by Task

Task	User	Details…
		▪ Job Status, by Task and Employee ▪ Job Status, by Task and Employee Category ▪ Trial Balance ▪ Trial Balance Analysis ▪ Trial Balance No Grouping
Generate reports for filings to tax authorities.	Finance	Run the following reports: ▪ Customer Tax Returns ▪ Tax Settlement ▪ Customer Turnover Report ▪ Vendor Turnover Report
Generate reports for financial statements.	Finance	Run the following reports: ▪ Balance Sheet ▪ Profit and Loss ▪ Profit and Loss, Comparative Year ▪ Profit and Loss, Periodic ▪ Profit and Loss, Fiscal Year ▪ Profit and Loss, by Dimension ▪ Cash Flow Statement with Budget ▪ Trial Balance ▪ Trial Balance Analysis ▪ Trial Balance No Grouping ▪ Finance Transactions ▪ Finance Entries ▪ Cash Receipts ▪ Cash Receipts, by Account Manager

BPM Reporting Description

Universe and Report Overview

The following is a quick overview of what is included in Deltek Maconomy Business Performance Management (BPM) Reporting. It lists all universes and reports that are released as part of BPM Reporting.

Area	Universes	Reports
Finance	Finance Currency Exchange	▪ Balance Sheet ▪ General Ledger ▪ Profit and Loss ▪ Profit and Loss, Comparative Year ▪ Profit and Loss, Periodic ▪ Profit and Loss, Fiscal Year ▪ Profit and Loss, by Dimension ▪ Trial Balance ▪ Trial Balance Analysis ▪ Trial Balance No Grouping ▪ Finance Transactions ▪ Cash Flow Statement with Budget ▪ Cash Flow Statement, by Dimension ▪ Cash Flow Forecast ▪ Customer and Vendor Turnover ▪ Tax Settlement ▪ US 1099 Misc ▪ Accounting Entry File ▪ SIE Export
Job Cost	Job Budgeting Job Invoicing Event Job Information	▪ WIP Aging ▪ WIP Aging, by Account Manager ▪ WIP Aging, by Dimension ▪ WIP Transactions ▪ WIP Rollforward ▪ WIP Rollforward, by Account Manager ▪ Job Profitability Summary ▪ Job Profitability Summary, by Job

Area	Universes	Reports
		▪ Job Profitability Budget ▪ Job Profitability Budget, by Task ▪ Job Profitability Comparison ▪ Job Profitability Periodic ▪ Job Profitability Transactions ▪ Customer Profitability ▪ Customer Profitability, by Customer ▪ Customer Profitability Comparison, by Customer ▪ Revenue Analysis ▪ Revenue Analysis, by Customer ▪ Bill to Customer Distribution ▪ Customer Contact Information ▪ Job List ▪ Daily Flash ▪ Main Job, Sub Job Overview ▪ Task Lists ▪ Event Notes ▪ Job Events ▪ Job Events, by Customer ▪ Job Events, by Employee ▪ Job Events, by Job ▪ Invoiced Registrations ▪ Invoicing Worksheet ▪ Job Budget to Actuals YTD ▪ Job Budget to Actuals YTD, by Account Manager ▪ Job Budget to Actuals YTD, by Task ▪ Job Status, by Task & Employee ▪ Job Status, by Task & Employee Category
Customer	AR Aging Customer Payment	▪ AR Aging ▪ AR Aging, by Account Manager ▪ AR Aging, by Dimension ▪ AR Aging Details, by Dimension

Area	Universes	Reports
		▪ AR Aging Summary, by Dimension ▪ AR Rollforward ▪ AR Transactions ▪ Customer Invoice Status ▪ Customer Invoices ▪ Customer Statement ▪ Cash Receipts ▪ Cash Receipts, by Account Manager ▪ Foreign Transactions ▪ Accounting Entry File
Vendor	AP Aging Vendor Payment	▪ AP Aging ▪ AP Transactions ▪ Foreign Transactions ▪ US 1099 Misc ▪ Accounting Entry File ▪ UK Payment Performance Statistics
CRM	Opportunity	▪ Sales Pipeline ▪ Opportunities ▪ Sales Pipeline, by Contact Company
Employee	Utilization Time Sheet	▪ Employee Time Overview ▪ Job Employee Status ▪ Utilization ▪ Utilization, by Employee ▪ Utilization Transactions ▪ Realization ▪ Realization, by Account Manager ▪ Realization, by Employee ▪ Time Sheet Overview ▪ Time Sheet Status, by Week ▪ Time Sheet Status, by Day ▪ Unsubmitted Time
Bank	Bank	▪ Bank Reconciliations ▪ Check Register

Area	Universes	Reports
Subscription	Subscription	▪ Subscriptions
Sales Orders	Sales Order	No reports
System Information	System	▪ Time Sheet Changes ▪ Personal Information
User	User Information	No reports
Assets	Asset	▪ Fixed Assets ▪ Asset List
Tax	Tax Settlement	▪ Tax Settlement ▪ Customer and Vendor Turnover ▪ Tax Return CA3 ▪ Customer Listing ▪ Tax Declaration
General	Reporting Structure	Used in Foreign Transactions but for driving structure only.

Reports By Country

Country	Reports
Australia	▪ AR Aging (Australia) ▪ Outstanding Customer Invoices ▪ AP Aging (Australia) ▪ Outstanding Vendor Invoices **Note:** While these reports were created primarily to address Australian statutory requirements, these can also be utilized by companies from other countries. Reach out to Consulting or Customer Care for more information.
Belgium	▪ Customer Listing ▪ Intra Community Listing ▪ Tax Declaration
France	▪ Accounting Entry File ▪ Tax Return CA3

Country	Reports
Norway	▪ SAFT
United Kingdom	▪ Making Tax Digital (MTD) Tax Submission ▪ UK Tax Submission WebI ▪ UK Payment Performance Statistics
United States	▪ 1099 Misc
Sweden	▪ Standard Import/Export (SIE)

Standard Reports

In Deltek Maconomy Business Performance Management (BPM), standard reports are available for the following areas:

- Finance
- Job Cost
- Customer
- Vendor
- CRM
- Employee
- Bank
- Subscription
- Sales Order
- System Information
- User
- Assets
- Tax
- General

Each report description includes an explanation of the report's purpose and descriptions of the columns that are available for inclusion in the report.

Finance Reports

The following standard Finance reports are available:

- Balance Sheet
- General Ledger
- Profit and Loss
- Profit and Loss, Comparative Year
- Profit and Loss, Periodic
- Profit and Loss, Fiscal Year
- Profit and Loss, by Dimension
- Trial Balance
- Trial Balance Analysis
- Trial Balance No Grouping
- Finance Transactions
- Cash Flow Statement
- Cash Flow Statement, by Dimension
- Cash Flow Forecast

- Customer and Vendor Turnover Report
- Tax Settlement
- US 1099 Misc
- Accounting Entry File

Balance Sheet

The Balance Sheet report displays the financial balances of all balance sheet accounts, summarized for the selected fiscal periods.

The report has the following tabs.

- One tab compares the periodic amounts to the year-to-date amounts.
- One tab compares the periodic amounts to the amounts from the corresponding fiscal periods for another year.

The year-end closing account displays the total retained earnings. This amount is based on the year-end closing amount from the previous year plus the total amount of current-year earnings (profit and loss) for the selected fiscal periods.

Your specified reporting structure determines the format of account headers and subtotals on the report. You can display amounts in account, company, or enterprise currency or using a selected reporting currency. Amounts are grouped by currency and company.

- The Movement columns link to the Finance Transactions report.
- The Account column links to the Accounts workspace. The link is based on the account number (for example, 10010).
- The **Company** title links to the Companies workspace.

The report corresponds to the Print dialog box's **Print Balance Sheet** and **Print Balance Overview** options using the **Balance Sheet** layout, with one exception—the report does not round off currencies according to rounding rules specified in the application.

Note: The year-period restrictions provided in the report vary according to fiscal periods. If you are working with odd fiscal years, these restrictions are different from the year-month restrictions applied in the corresponding Maconomy client report because that report works in calendar months.

Column	Description
Account	This column displays the account number and name, as well as headers and corresponding subtotal labels that outline the account structure.
Period, Opening	This column displays the opening balance of each account for the selected opening period.
Period, Movement	This column displays the total amount posted to each account for the selected periods.
Period, Closing	This column displays the closing balance of each account for the selected closing period.

Column	Description
YTD, Opening	This column displays the opening balance of each account at the beginning of the current year.
YTD, Movement	This column displays the total amount posted to each account for the year-to-date range. The year-to-date range includes the fiscal periods from the beginning of the current year to the current fiscal period.
YTD, Closing	This column displays the year-to-date closing balance of each account for the current fiscal period.

Prompt

Prompt Title	Description	Mandatory
Use Natural Sign	Answering this prompt should restrict to display financial figures with a natural sign.	Yes

General Ledger Report

This report provides details on all postings done when you select a specific fiscal period or interval of fiscal periods. It provides the opening balance, posted entries, and closing balance for each account.

This report can be accessed as a standalone report, or from the Balance Sheet report.

You can display amounts in account, company, or enterprise currency, or using a selected reporting currency. Amounts are grouped by currency, company, and account.

Note: The year-period restrictions provided in the report vary according to fiscal periods. If you are working with odd fiscal years, these restrictions are different from the year-month restrictions applied in the corresponding Maconomy client report because that report works in calendar months.

Column	Description
Entry	This column displays the date the finance entry was created
Posting	This column displays the date the finance entry was posted.
Transaction No.	This column displays the transaction number of the transaction to which the finance entry was posted.
Type	This column displays the transaction type of the transaction to which the finance entry was posted.
Entry Text	This column displays the entry text of the finance entry.
Journal No.	This column displays the journal number of the journal to which the finance entry was posted.

Column	Description
Opening Debit	This column displays the closing debit from the previous fiscal period.
Opening Credit	This column displays the closing credit from the previous fiscal period.
Opening Balance	This column displays the opening credit for the current fiscal period. It is calculated as the Opening Debit amount minus the Opening Credit amount.
Debit	This column displays the debit transactions for the selected fiscal period.
Credit	This column displays the credit transactions for the selected fiscal period.
Balance	This column displays the total balance for the selected fiscal period. It is calculated as the Debit transactions minus the Credit transactions.
Closing Debit	This column displays the total closing balance for the selected fiscal period. It is calculated as the Opening Debit amount plus the Debit transactions for the selected fiscal period.
Closing Credit	This column displays the total closing balance for the selected fiscal period. It is calculated as the Opening Credit amount plus the Credit transactions for the selected fiscal period.
Closing Balance	This column displays the total closing balance for the selected fiscal period. It is calculated as the Closing Debit amount minus the Closing Credit amount.

Profit and Loss

The Profit and Loss report displays the financial postings of all profit and loss accounts, summarized for selected periods.

The report has the following tabs:

- One tab compares the periodic amounts to the year-to-date amounts.
- One tab compares the periodic amounts to the amounts from the previous year.

The report compares all actuals with budgeted amounts, based on a budget model. If you need to compare current amounts with a previous year, you should also select the budget model for that year.

Your specified reporting structures determine the format of account headers and subtotals on the report. You can display amounts in account, company, or enterprise currency, or using a selected reporting currency. Amounts are grouped by currency and company.

The report corresponds to the Print dialog box's **Print Balance Overview** option using the **Result** layout.

- The **Actuals** columns link to the Finance Transactions report.
- The **Account** column links to the Accounts workspace. The link is based on the account number (for example, 10010).
- The **Company** title links to the Companies workspace.

Note: The year-period restrictions provided in the report vary according to fiscal periods. If you are working with odd fiscal years, these restrictions are different from the year-month restrictions applied in the corresponding Maconomy client report because that report works in calendar months.

Column	Description
Account	This column displays the account number and name, as well as headers and corresponding subtotal labels that outline the account structure.
Period, Actuals	This column displays the total amount posted to each account for the selected periods.
Period, Budget	This column displays the total amount budgeted for each account for the selected periods.
Period, Variance	This column displays the difference between the actual amount and the budgeted amount for each account for the selected periods.
Period, %	This column displays the difference between the actual amount and the budgeted amount in percentages for each account for the selected periods.
YTD, Actuals	This column displays the total amount posted to each account for the year-to-date range. The year-to-date range includes the fiscal periods from the beginning of the current year to the current fiscal period.
YTD, Budget	This column displays the total amount budgeted for each account for the year-to-date range. The year-to-date range includes the fiscal periods from the beginning of the current year to the current fiscal period.
Period, Variance	This column displays the difference between the actual amount and the budgeted amount for each account for the year-to-date range. The year-to-date range includes the fiscal periods from the beginning of the current year to the current fiscal period.
Period, %	This column displays the difference between the actual amount and the budgeted amount (as percentages) for each account for the year-to-date range. The year-to-date range includes the fiscal periods from the beginning of the current year to the current fiscal period.

Prompt

Prompt Title	Description	Mandatory
Use Natural Sign	Answering this prompt should restrict to display financial figures with a natural sign.	Yes

Profit and Loss, Comparative Year

The Profit and Loss report displays the financial postings of all profit and loss accounts, summarized for the selected fiscal periods.

The report has the following tabs:

- One tab compares the periodic amounts to the year-to-date amounts.
- One tab compares the periodic amounts to the amounts from the corresponding fiscal periods of another year.

The report compares all actuals with budgeted amounts, based on a budget model. If you need to compare current amounts with a previous year, you should also select the budget model for that year.

The reporting structures that you specify determine the format of account headers and subtotals on the report. You can display amounts in account, company, or enterprise currency, or using a selected reporting currency. Amounts are grouped by currency and company.

From each account, you can link to the Finance Transaction report. The report corresponds to the Print dialog box's **Print Balance Overview** option using the **Result** layout.

Note: The year-period restrictions provided in the report vary according to fiscal periods. If you are working with odd fiscal years, these restrictions are different from the year-month restrictions applied in the corresponding Maconomy client report because that report works in calendar months.

Column	Description
Account	This column displays the account number and name, as well as headers and corresponding subtotal labels that outline the account structure.
Period, Actuals	This column displays the total amount posted to each account for the selected periods.
Period, Budget	This column displays the total amount budgeted for each account for the selected periods.
Period, Variance	This column displays the difference between the actual amount and the budgeted amount for each account for the selected periods.
Period, %	This column displays the difference between the actual amount and the budgeted amount in percentages for each account for the selected periods.
YTD, Actuals	This column displays the total amount posted to each account for the year-to-date range. The year-to-date range includes the fiscal periods from the beginning of the current year to the current fiscal period.
YTD, Budget	This column displays the total amount budgeted for each account for the year-to-date range. The year-to-date range includes the fiscal periods from the beginning of the current year to the current fiscal period.

Column	Description
Period, Variance	This column displays the difference between the actual amount and the budgeted amount for each account for the year-to-date range. The year-to-date range includes the fiscal periods from the beginning of the current year to the current fiscal period.
Period, %	This column displays the difference between the actual amount and the budgeted amount (as percentages) for each account for the year-to-date range. The year-to-date range includes the fiscal periods from the beginning of the current year to the current fiscal period.

Prompt

Prompt Title	Description	Mandatory
Use Natural Sign	Answering this prompt should restrict to display financial figures with a natural sign.	Yes

Profit and Loss, Periodic

The Profit and Loss, Periodic report displays the financial postings for the selected current fiscal period and a selected number of previous fiscal periods.

- The report compares all actual movements with budgeted amounts, based on a budget model.
- Your specified reporting structures determine the format of account headers and subtotals on the report. You can display amounts in account, company, or enterprise currency, or using a selected reporting currency. Amounts are grouped by currency and company.
- There is no Print dialog box or other report that corresponds to this report.
- The Movement columns link to the Finance Transactions report.
- The Account column links to the Accounts workspace. The link is based on the account number (for example, 10010).
- The Company title links to the Companies workspace.

Note: The year-period restrictions provided in the report vary according to fiscal periods. If you are working with odd fiscal years, these restrictions are different from the year-month restrictions applied in the corresponding Maconomy client report because that report works in calendar months.

Column	Description
Account	This column displays the account number and name, as well as headers and corresponding subtotal labels that outline the account structure.
Movement	This column displays the total amount posted to each account for the selected periods.

Column	Description
Budget	This column displays the total amount budgeted for each account for the selected periods.
Variance	This column displays the difference between the actual amount and the budgeted amount for each account for the selected periods.

Prompt

Prompt Title	Description	Mandatory
Use Natural Sign	Answering this prompt should restrict to display financial figures with a natural sign.	Yes

Profit and Loss, Fiscal Year

The Profit and Loss, Fiscal Year report displays the financial postings for the twelve standard fiscal periods. All amounts are displayed in thousands and without decimals.

You can display amounts in account, company, or enterprise currency, or using a selected reporting currency. Amounts are grouped by currency and company.

There is no Print dialog box or other report that corresponds to this report.

- The **Amounts** columns link to the Finance Transactions report.
- The **Account** column links to the Accounts workspace. The link is based on the account number (for example, 10010).
- The **Company** title links to the Companies workspace.

Note: The year-period restrictions provided in the report vary according to fiscal periods. If you are working with odd fiscal years, these restrictions are different from the year-month restrictions applied in the corresponding Maconomy client report because that report works in calendar months.

Column	Description
Account	This column displays the account number and name, as well as headers and corresponding subtotal labels that outline the account structure.
Period 1 – 12	This column displays the amounts posted to each account for the twelve fiscal periods of the chosen fiscal year.

Prompt

Prompt Title	Description	Mandatory
Use Natural Sign	Answering this prompt should restrict to display financial figures with a natural sign.	Yes

Profit and Loss, by Dimension

The Profit and Loss, by Dimension report is the same as the Profit and Loss report, except for the following:

- This report does not compare the period data to data of other periods.
- This report groups data by an additional, selected dimension and is aligned in columns. For example, you can have the report group data by department and present one column for each department.

Trial Balance

The Trial Balance report displays all financial postings summarized for the selected fiscal periods for each account. Both profit and loss and balance sheet accounts are included.

The report has the following tabs:

- One tab displays opening, closing, and debit/credit balances for the selected fiscal periods.
- One tab displays opening, closing, and debit/credit balances for the year-to-date.

Your specified reporting structures determine the format of account headers and subtotals on the report. You can display amounts in account, company, or enterprise currency, or using a selected reporting currency. Amounts are grouped by currency and company.

The report corresponds to the Print dialog box's **Print Trial Balance** option.

- The **Debit** and **Credit** columns link to the Finance Transactions report.
- The **Account** column links to the Accounts workspace. The link is based on the account number (for example, 10010).
- The **Company** title links to the Companies workspace.

Note: The year-period restrictions provided in the report vary according to fiscal periods. If you are working with odd fiscal years, these restrictions are different from the year-month restrictions applied in the corresponding Maconomy client report because that report works in calendar months.

Column	Description
Account	This column displays the account number and name, as well as header and corresponding subtotal labels.
Opening	This column displays the opening balance of each account for the selected fiscal periods.

Column	Description
Debit	This column displays the balance of debit minus credit for each account, if the account is in debit; otherwise, it displays a zero. Only postings done in the selected fiscal periods are included in the calculation.
Credit	This column displays the balance of debit minus credit for each account if the account is in credit; otherwise, it displays a zero. Only postings done in the selected fiscal periods are included in the calculation.
Closing	This column displays the closing balance of each account for the selected fiscal periods.

Prompt

Prompt Title	Description	Mandatory
Use Natural Sign	Answering this prompt should restrict to display financial figures with a natural sign.	Yes

Trial Balance Analysis

The Trial Balance Analysis report is the same as the Trial Balance report, except for the following:

- This report provides drilling down over the reporting structure grouping levels instead of unfolding the structure.
- If an account or account group has non-zero Opening or Closing Balances, such an account or account group is displayed, even if there are no corresponding transactions during the specified period.

Trial Balance No Grouping

The Trial Balance No Grouping report is the same as the Trial Balance report, except that it displays two columns—**Account No** and **Account Name**—instead of the hierarchical structure that the reporting structure provides.

Finance Transactions

The Finance Transactions report displays detailed information about the finance transactions for the selected fiscal periods, as well as specified restrictions by account, company, and so on.

You can display amounts in account, company, or enterprise currency, or using a selected reporting currency. Amounts are grouped by currency, company, and account.

There is no other report that corresponds to this report. However, the report has similarities with some Analyzer reports running on finance entries.

- The **Company** title links to the Companies workspace.
- The **Account** title links to the Accounts workspace.

Note: The year-period restrictions provided in the report vary according to fiscal periods. If you are working with odd fiscal years, these restrictions are different from the year-month restrictions applied in the corresponding Maconomy client report because that report works in calendar months.

Column	Description
Entry Date	This column displays the date on which the finance entry was created.
Posting Date	This column displays the date on which the finance entry was posted.
Transaction No.	This column displays the transaction number of the transaction to which the finance entry was posted.
Transaction Type	This column displays the transaction type of the transaction to which the finance entry was posted.
Entry Text	This column displays the entry text of the finance entry.
Journal No.	This column displays the journal number of the journal to which the finance entry was posted.
Debit	This column displays the amount debited for the finance entry.
Credit	This column displays the amount credited for the finance entry.

Cash Flow Statement with Budget (previously Cash Flow Statement)

The Cash Flow Statement with Budget report provides an overview of cash flow actual amounts for a selected set of fiscal periods.

The report consists of the following main sections:

- **Opening Balance** — This section includes only one summary line for all accounts selected.
- **Closing Balance** — This section includes only one summary line for all accounts selected.
- **Movement** — This section has a table in which each line displays information about the actuals posted to the corresponding group of accounts. The structure of this section uses the first two levels of the reporting structure. Totals for the section are displayed as a separate line named **Net movement**.

The report has the following tabs:

- Cash Flow Statement
- Quarter-To-Date
- Year-To-Date

There are no drill-down levels for this report.

- The **Actuals** and **Actuals comparative year** columns in the **Movement** section link to the Finance Transactions report.

- The **Account** column links to the Accounts workspace. The link is based on the account number (for example, 10010).
- The **Company** title links to the Companies workspace.

Note: The year-period restrictions provided in the report vary according to fiscal periods. If you are working with odd fiscal years, these restrictions are different from the year-month restrictions applied in the corresponding Maconomy client report because that report works in calendar months.

Column	Description
Accounts	This column displays the account number and name, grouped by **Grouping Level 1** and **Grouping Level 2**.
Actuals	This column displays the summarized actual amount for the selected fiscal periods.
Budget	This column displays the summarized budget amount for the selected fiscal periods.
Variance	This column displays the difference between the actual amount and the budgeted amount.
%	This column displays the variance amount divided by the budget amount (as a percentage).
Actuals comparative year	This column displays the summarized actual amount for the corresponding period of the comparative year.
Budget comparative year	This column displays the summarized budget amount for the corresponding period of the comparative year.
Variance comparative year	This column displays the difference between the actuals' comparative year amount and the budgeted comparative year amount.
% comparative year	This column displays the variance comparative year amount divided by the budgeted comparative year amount (as a percentage).

Prompt

Prompt Title	Description	Mandatory
Use Natural Sign	Answering this prompt should restrict to display financial figures with a natural sign.	Yes

Cash Flow Statement, by Dimension

The Cash Flow Statement, by Dimension report is an enhanced version of the Cash Flow Statement. It provides an overview of cash flow opening, movement, and closing balances as of a selected period.

The regular Cash Flow Statement does not offer the following:

- **Dimensional reporting** — The report has a model of a traditional balance sheet and is not intended for comparing cash flow of different dimensions, such as companies.
- **Different amount signs** — The report displays figures as they are in the database. However, some customers want specific groups of accounts to be displayed and be included in summations using the opposite sign.

The Cash Flow Statement, by Dimension report addresses these important reporting requirements. It also offers a slightly different layout.

The report consists of the following tabs:

- On the first tab (**Period**), figures for the selected period are compared to figures of the same period in the previous year.
- On the second tab (**YTD**), year-to-date figures are compared to corresponding figures for the previous year.

Both tabs include tables that function as crosstabs. The columns represent a selected dimension (such as company), and each column is divided in two. The first displays figures of the period (YTD current year in the other tab), and the second displays the corresponding value for the previous year. Vertically, the report uses the first level of the reporting structure for sectioning. Thus, if there are three different labels in the first reporting structure group level for the Cash Flow Statement by Dimension that groups—for example, Operating, Investing, and Financing—the report has three such sections with a crosstab in each. The second reporting structure grouping level is used for the individual lines in the tables.

The report groups and displays the amounts by company currency.

There are no drill-down levels for this report.

> **Note:** The year-period restrictions provided in the report vary according to fiscal periods. If you are working with odd fiscal years, these restrictions are different from the year-month restrictions applied in the corresponding Maconomy client report because that report works in calendar months.

The table with data in the report is defined as a crosstab.

Columns

Column	Description
Period	The measures in this column display the posted figures within the period interval for the given account group (the row).
Prev. Year	The measures in this column display the posted figures within the period interval for the last year for the given account group (the row).
Total, Period	This column displays the total of figures in the **Period** columns for the account group (total line).
Total, Prev. Year	This column displays the total of figures in the **Prev. Year** columns for the account group (total line).

Column	Description
YTD	The measures in this column display the posted figures within the period interval from the beginning of the fiscal year (period 1) to and including the period identified by the **To Period**.
YTD Prev. Year	The measures in this column display the posted figures within the period interval from the beginning of the last year (according to the **To Period**) to and including the period identified by the To Period, one fiscal year prior.
Total, YTD	This column displays the total of figures in the year-to-date (YTD) columns for the account group (total line).
Total, YTD Prev. Year	This column displays the total of figures in the **YTD Prev. Year** columns for the account group (total line).

Rows

Row	Description
Period, Opening Balance	The measures in this row display the opening balance as of the **From Period** in the given period.
Account Grouping Level 1/2	The measures in this row display the balance as of the **From Period** in the given period.
Period, Closing Balance	The measures in this row display the closing balance calculated as the **Opening Balance** of the column plus all measure figures in the column.
YTD, Opening Balance	The measures in this row display the opening balance of the year defined by the **To Period** prompt. For example, if the **To Period** is 2014-03, the report displays the opening balance of 2014.
Account Grouping Level 1/2	The measures in this row display the balance for the period between the first month of the year in the **To Period** prompt and the **To Period** year-month. For example, if the **To Period** is 2014-03, the report displays the balance for a timeframe of 2014-01...2014-03.
YTD, Closing Balance	The measures in this row display the closing balance calculated as the **Opening Balance** of the column plus all measure figures in the column.

Prompt

Prompt Title	Description	Mandatory
Use Natural Sign	Answering this prompt should restrict to display financial figures with a natural sign.	Yes

Cash Flow Statement Indirect Method

Note: For details on setting up the reporting structure for this report, see the **Deltek Maconomy BPM Admin Guide**.

The Cash Flow Statement Indirect Method report is a financial report used in business processes for performance management and outlines how cash flows in and out of a business. This report displays financial figures in a certain reporting structure. It outlines the standard Operating Activities, Investing Activities, and Financing Activities sections.

The report is sectioned by currency, company number, and name.

There are two ways to display the figures in a cashflow statement report: the *Direct Method* and the *Indirect Method*. This report uses the indirect method.

In the indirect method, figures are calculated differently depending on whether it is a P/L account or a Balance sheet:

- For **P/L accounts**, the movement on the account for the period selected is displayed.

  For example, if an invoice and corresponding payment were registered in the period, the amount excluding tax would typically appear in the group *Net Profit,* which groups P/L accounts. The amount of the invoice is then included in what is displayed for Net Profit in the cashflow statement, with the corresponding balance sheet account for AR showing up in the Operating Activities in the changes in Accounts Receivables section.

- For **Balance sheet**, the closing balance on the account is subtracted from the corresponding closing balance on the account from the previous year.

  For example, if a cash account closed at $1000 at the end of the selected period last year, and it closed at $2500 at the end of the selected period for the current year, the current period should display $1500; thereby, indicating a *cash-inflow.*

Reporting Structure Setup Overview

The structure is added as an import file. You can easily name the grouping levels. However, this structure for the Cash Flow is mandatory. We recommend that you follow the specific **Reporting Structure Setup** instructions below. For more information, refer to *Deltek Maconomy BPM Admin Guide*.

This basic structure is as follows:

1. **Net Cashflow** (top level)
    a. **Operating Activities** (sub-level)
    b. **Investing Activities** (sub-level)
    c. **Financing Activities** (sub-level)
2. **Cash Reconciliation** (top level)

As shown here, you must have two top-level groupings: Net Cashflow and Cash Reconciliation. Additionally, you must use three sub-level groupings within Net Cashflow: Operating Activities, Investing Activities, and Financing Activities.

Additional sub-levels within these groupings can be configured anyway you wish to suit your reporting and business purposes.

Invert Sign Option

You can apply this bookkeeping sign by creating a reporting structure in the Workspace Client and selecting or deselecting the checkbox in **Invert Sign** column. By doing this, you can then tell which accounts need to have the natural sign and which do not.

The report displays the amount sign, depending on how you use the Invert Sign functionality of the reporting structure. The **Invert Sign** check box controls the sign of the amounts displayed.

> **Note:** When you select the **Invert Sign** check box, the inverted amounts are used in the computation instead of the original amount.

Additionally, the functionality enables you to determine whether you have a Cash inflow or a Cash outflow. The report should have the same amounts on Cash Closing Balance and Cash Reconciliation rows. If this is not the result, you may need to revisit the reporting structure for any missing or excess accounts, and check if you applied the invert sign properly.

Reporting Structure Setup

To create a reporting structure for Cashflow Statement Indirect Method:

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 **Cashflow Statement**.
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:
    - **Name** — Cashflow Statement
    - **Description** — Cashflow Statement Reporting Structure
    - **Type** — Account
    - **Option List** — Finance
    - **Selected Value** — 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 and description.
11. Click **Create.**

12. Insert group headers, sub-group headers to provide the desired account structure, similar as done above. Cashflow usually only includes a small subset of accounts. Thereby, the reporting structure works as a filter on accounts in addition to providing a hierarchical structure.
    a. Add two top-level groups for **Net Cashflow** and **Cash Reconciliation**.
    b. Under Net Cashflow, add three sub-level groups for **Operating**, **Investing**, and **Financing Activities**.
    c. Then, you can configure the next levels based on your preference.

Layout

The report provides the following totals:

- **Net Cashflow:** The sum of the top-level totals (usually *Operating Activities, Investing Activities, and Financing Activities*, but can be changed.)
- **Cash Reconciliation** The closing balance sum of the cash grouping level based from the reporting structure.
- **Cash Opening Balance:** The closing balance of the previous year.
- **Cash Closing Balance:** The opening balance + net cash flow.

	January - December			
	2020	**2019**	**2018**	2017
Net Cashflow				
Operating Activities				
Net Profit	1,841,000.00	-85,000.00	-80,000.00	-230,000.00
Depreciation & Amortization	15,000.00	0.00	0.00	0.00
Inventory	39,800.00	0.00	0.00	0.00
Accounts Receivable	2,025,000.00	0.00	0.00	0.00
Prepaid and other current assets	0.00	0.00	0.00	0.00
Accounts Payable	-21,000.00	0.00	0.00	0.00
Accruals and other liabilities	-412,000.00	-67,500.00	-20,000.00	-57,500.00
Foreign currency transaction losses	0.00	0.00	0.00	0.00
Cashflow from Operating Activities	**3,487,800.00**	**-152,500.00**	**-100,000.00**	-287,500.00
Investing Activities				
Additions to property, plant and equipment	0.00	0.00	0.00	0.00
Cashflow from Investing Activities	**0.00**	**0.00**	**0.00**	**0.00**
Investing Activities				
Proceeds from issuance of stock	0.00	0.00	0.00	0.00
Long Term Debt	-3,468,800.00	0.00	0.00	0.00
Cashflow from Financing Activities	**-3,468,800.00**	**0.00**	**0.00**	**0.00**
Cashflow from Net Cashflow	**19,000.00**	**-152,500.00**	**-100,000.00**	-287,500.00
Cashflow from Cash Reconcialition	521,000.00	540,000.00	387,500.00	287,500.00
Cash Opening Balance	-540,000.00	-387,500.00	-287,500.00	0.00
Cash Closing Balance	-521,000.00	-540,000.00	-387,500.00	-287,500.00

Table Columns

Top-Level Header	Header Title	Description
account groups (no header is displayed)		This column shows the names of the reporting structure groups.

Top-Level Header	Header Title	Description
		Note that the names "Cash Opening Balance" and "Cash Closing Balance" are not from the reporting structure. These headers are hardcoded to the mentioned names.
Period chosen by user in selection criteria.	Fiscal year number	Cashflow figures. The values are different for the different kinds of lines: - For balance accounts, the closing balance of the column's year minus the closing balance of the year before - For P/L accounts, the movement within the period for the column's year. - Net Cashflow line: Sum of top-level totals (note - not what is displayed because that could be wrong when using natural sign, so it is really the summation over the non-grouping lines; i.e. a normal total). - Cash Reconciliation line: Sum of the closing balance in the Cash Grouping level in the reporting structure. - Cash Opening Balance: The closing balance as of previous year. - Cash Closing Balance: Cash Opening Balance + Net Cashflow

Prompts

Prompt Title	Expression	Mandatory
From Period	Only include figures from periods equal to or after the answer to this prompt.	Yes
To Period	Only include figures from periods equal to or before the answer to this prompt.	Yes
From Year	Only include figures from years equal to or after the answer to this prompt. The answer to this prompt determines the right-most year column. Single valued.	Yes
To Year	Only include figures from years equal to or before the answer to this prompt. The answer to this prompt determines the left-most year column. Single valued	Yes
Chart of Account Type	If the answer to this prompt is "Global" use global charts of accounts.	Yes

Prompt Title	Expression	Mandatory
	If the answer to this prompt is "Local" use local charts of accounts. Single valued.	
Show Zero Lines	If the answer to this prompt is “Yes” then we need to display all accounts and amounts. If the answer to this prompt is “No” then we need to filter the output to only display those accounts that has transaction or has an amount to it.	Yes
Company No.	Only include companies with numbers answered to this prompt. Multi valued.	No
Account No.	Only include accounts with numbers answered to this prompt. Single valued.	No
Show Zero Values	If answering "Yes" to this prompt, all account groups should be shown regardless of whether the figures are all zero. Single valued.	Yes
Reporting Structure Name	Use the reporting structure that has the name answered to this prompt. Single valued.	Yes
Currency Type	If not using a reporting currency, display figures in the currency type chosen. If using a reporting currency, currency convert from the currency type chosen. Single valued.	Yes
Use Reporting Currency	If answering "Yes" to this prompt, figures must be displayed in the currency chosen in the prompt "Reporting Currency". If answering "no" to this prompt, figures must be displayed in the currency type chosen in the prompt "Currency Type". Single valued.	Yes
Reporting Currency	The answer to this prompt states the currency in which figures are to be displayed if answering "Yes" to the prompt "Use Reporting Currency". Otherwise, it has no effect. Single valued.	Yes
Exchange Rate Table	The answer to this prompt states the exchange rate table to apply if displaying in a reporting currency and	Yes

Prompt Title	Expression	Mandatory
	thereby having to currency convert. Single valued.	
Exchange Rate Date	The answer to this prompt states the date for applying the currency conversion if displaying in a reporting currency and thereby having to currency convert. Single valued.	Yes

Procedures

Populate and Run the Cashflow Statement Indirect Method Report in BI Launchpad

To populate and run the report in Launchpad:

1. Ensure that the reporting structure is set up appropriately in Maconomy.

   See the Reporting Structure Setup section for details.
2. Be sure to select or deselect the **Invert Sign** checkbox for each row as needed.
3. In the Prompts window, populate all mandatory prompts as noted above.
4. Populate any additional prompts as needed.
5. Click **OK**.
6. Ensure that the data in the top header of the Cashflow Indirect Method tab is correct.

Cash Flow Forecast

The Cash Flow Forecast report provides an overview of cash flow budget data for a selected set of fiscal periods.

The report consists of the following main sections:

- **Opening Budget** — This section includes only one summary line for all selected accounts.
- **Closing Budget** — This section includes only one summary line for all selected accounts.
- **Movement** — This section has a table in which each line displays information about the budgeted amounts posted to the corresponding group of accounts. The structure of this section uses the first two levels of the reporting structure. Totals for the section are displayed as a separate line named **Net movement**.

There are no drill-down levels for this report.

The **Company** title links to the Companies workspace.

Note: The year-period restrictions provided in the report vary according to fiscal periods. If you are working with odd fiscal years, these restrictions are different from the year-month restrictions applied in the corresponding Maconomy client report because that report works in calendar months.

Column	Description
Accounts	This column displays the account number and account name, grouped by **Grouping Level 1** and **Grouping Level 2**.

Column	Description
YYYY-mm	This column displays the budget amount for the selected year and month.
Total	This column displays the summarized budget amount for the current account or the current grouping level.

Prompt

Prompt Title	Description	Mandatory
Use Natural Sign	Answering this prompt should restrict to display financial figures with a natural sign.	Yes

Customer and Vendor Turnover Report

In some countries, tax figures related to sales and purchases need to be reported to authorities to make a foundation for preventing fraud. This is statutory in many countries, especially when it concerns transactions across country borders.

This report shows all tax-related transactions for customers and vendors. The details on sales and purchases of a company are provided in this report, and indicate whether a customer or vendor is from a different country. The report also shows tax-specific figures such as non-deductible and deferred tax.

In the report, when a customer invoice is registered for a foreign customer, the basis amount, tax amount, and selected dimensions are displayed in the report. Additionally, when a vendor invoice is registered for a foreign vendor, the basis amount, tax amount, and selected dimensions are displayed in the report. You can control whether to include or exclude same-country customers and vendors, as the rules for reporting to authorities are different in the various countries. Additionally, you can also control whether to include or exclude EU members.

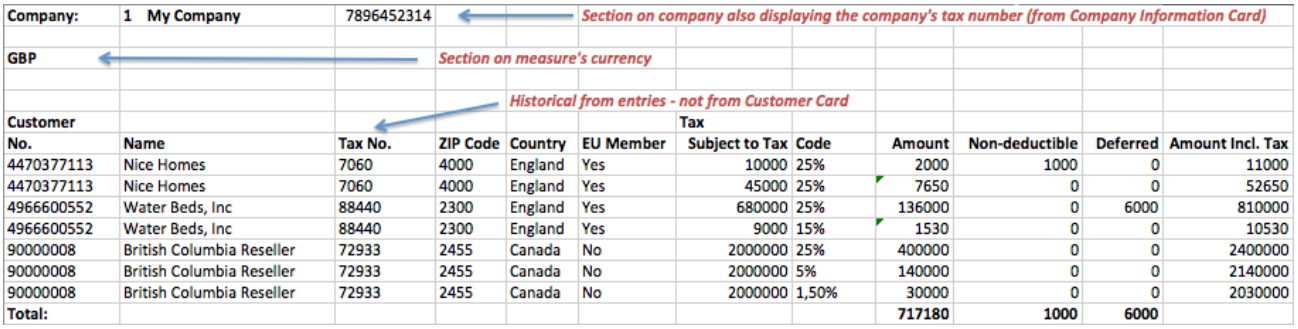
> **Note:** The figures in the reports are grouped by the tax settlement types such as Receivable or Payable. If a tax figure is payable, it is included in the Customer Turnover report. If a tax figure is receivable, it is included in the Vendor Turnover report.

The following Turnover reports are available:

- Customer Turnover
- Vendor Turnover

Customer Turnover

Layout



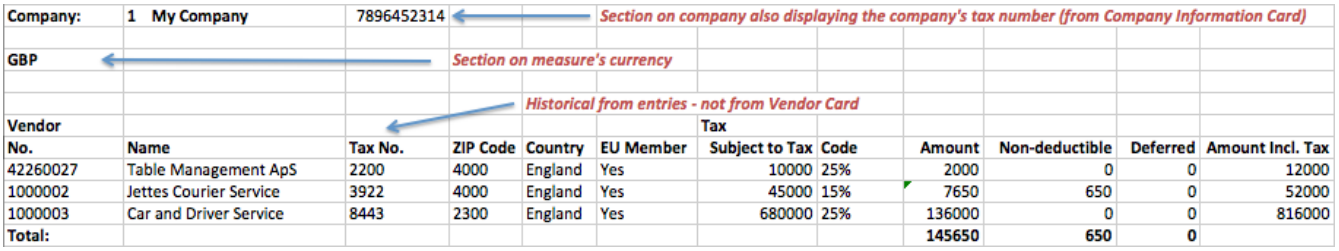
Company:	1 My Company	7896452314									
GBP											
Customer						Tax					
No.	Name	Tax No.	ZIP Code	Country	EU Member	Subject to Tax	Code	Amount	Non-deductible	Deferred	Amount Incl. Tax
4470377113	Nice Homes	7060	4000	England	Yes	10000	25%	2000	1000	0	11000
4470377113	Nice Homes	7060	4000	England	Yes	45000	25%	7650	0	0	52650
4966600552	Water Beds, Inc	88440	2300	England	Yes	680000	25%	136000	0	6000	810000
4966600552	Water Beds, Inc	88440	2300	England	Yes	9000	15%	1530	0	0	10530
90000008	British Columbia Reseller	72933	2455	Canada	No	2000000	25%	400000	0	0	2400000
90000008	British Columbia Reseller	72933	2455	Canada	No	2000000	5%	140000	0	0	2140000
90000008	British Columbia Reseller	72933	2455	Canada	No	2000000	1,50%	30000	0	0	2030000
Total:								717180	1000	6000	

Selection Criteria

Top-Level Header	Header Title	Description
Customer	No.	This column displays the customer number of the invoice.
Customer	Name	This column displays the customer name of the invoice.
Customer	Tax No.	This column displays the customer's tax number.
Customer	ZIP Code	This column displays the ZIP Code of the customer.
Customer	Country	This column displays the resident country of the customer.
Customer	EU Member	This column states whether the customer's country is a member of the EU Union.
Basis	Subject to Tax	This column displays the amount that on the invoice is subject to tax. This is the foundation for calculating tax.
Tax	Code	This column displays the tax code applied for calculating the tax.
Tax	Amount	This column displays the tax amount related to the tax code.
Tax	Non-deductible	This column displays the tax amount that is non-deductible.
Tax	Deferred	This column displays the tax amount that is deferred.
Tax	Total	This column displays the amount including tax. It is calculated as: Subject to Tax plus Tax Amount minus Tax Non-Deductible minus Tax Deferred.

Vendor Turnover

Layout



Vendor						Tax					
No.	Name	Tax No.	ZIP Code	Country	EU Member	Subject to Tax	Code	Amount	Non-deductible	Deferred	Amount Incl. Tax
42260027	Table Management ApS	2200	4000	England	Yes	10000	25%	2000	0	0	12000
1000002	Jettes Courier Service	3922	4000	England	Yes	45000	15%	7650	650	0	52000
1000003	Car and Driver Service	8443	2300	England	Yes	680000	25%	136000	0	0	816000
Total:								145650	650	0	

Selection Criteria

Top-Level Header	Header Title	Description
Vendor	No.	This column displays the vendor number of the invoice.
Vendor	Name	This column displays the vendor name of the invoice.
Vendor	Tax No.	This column displays the vendor Tax No.
Vendor	ZIP Code	This column displays the ZIP Code of the vendor.
Vendor	Country	This column displays the resident country of the vendor.
Vendor	EU Member	This column displays whether the country of the vendor, is member of the EU Union.
Basis	Subject to Tax	This column displays the amount that on the vendor invoice is subject to tax; i.e., the foundation for calculating tax.
Tax	Code	This column displays the tax code applied for calculating the tax.
Tax	Amount	This column displays the tax amount related to the tax code.
Tax	Non-deductible	This column displays the tax amount that is non-deductible.
Tax	Deferred	This column displays the tax amount that is deferred.
Tax	Total	This column displays the amount including tax. It is calculated as: Subject to Tax plus Tax Amount minus Tax Non-Deductible minus Tax Deferred.

Finance Entries Report

In most countries, it is a statutory requirement for companies to export their finance entries. The purpose of this report is to provide data for the extraction of finance entries. The amount and currency of each finance entry are displayed in a single cell. Exporting this report to a Microsoft Excel spreadsheet provides the same display as shown in the generated report.

Selection Criteria

Top-Level Header	Header Title	Description
Company	No.	This column displays the company number of the finance entry.
	Name	This column displays the company name of the finance entry.
Journal	Type	This column displays which journal type to which the finance entry was posted.
	No.	This column displays the journal number to which the finance entry was posted.
	Entry Descr.	This column displays the finance entry's description.
Account / Local Account	No.	This column displays the account number of the global or local account to which the finance entry was posted. This column determines whether to display a global or local account depending on the selected Chart of Account Type.
	Name	This column displays the name of the global account.
Date	Entry	This column displays the date the finance entry was created.
	Posting	This column displays the date the finance entry was posted.
	Time	This column displays the time the finance entry was posted.
Vendor	No.	This column displays the vendor number of the finance entry, if any.
	Name	This column displays the name of the vendor.
Customer	No.	This column displays the customer number of the finance entry, if any.
	Name	This column displays the name of the customer.

Top-Level Header	Header Title	Description
Sequence No.	Combined Seq. No.	This column displays the combined sequence number of the finance entry.
	Seq. No.	This column displays the sequence number of the finance entry.
Transaction	No.	This column displays the transaction number of the finance entry.
	Type	This column displays the transaction type of the finance entry.
	Amount, Original	This column displays the original amount of the finance entry. No sign correction is applied. The amount is displayed exactly as it appears in the database.
Company Currency	Debit	This column displays the debit amount of the finance entry. The amount is displayed in the currency of the company.
	Credit	This column displays the credit amount of the finance entry. The amount is displayed in the currency of the company.
	Tax Debit	This column displays the debit tax amount of the finance entry. The amount is displayed in the currency of the company.
	Tax Credit	This column displays the credit tax amount of the finance entry. The amount is displayed in the currency of the company.
Transaction Currency	Debit	This column displays the debit amount of the finance entry. The amount is displayed in the currency of the transaction.
	Credit	This column displays the credit amount of the finance entry. The amount is displayed in the currency of the transaction.
Enterprise Currency	Debit	This column displays the debit amount of the finance entry. The amount is displayed in the currency of the enterprise.
	Credit	This column displays the credit amount of the finance entry. The amount is displayed in the currency of the enterprise.

Statement of Changes in Equity

The Statement of Changes in Equity Report is a new report designed to display how a company's equity stock changes throughout the course of each financial year. The report is becoming a statutory requirement in an increasing number of countries. Portugal is one of these countries. However, the report is designed to be standard rather than a country-specific report, and will be usable by other countries as statutory requirements dictate.

Report Layout

Tabs and Columns

The report consists of a single tab displaying one table of data. It utilizes a number of columns that can vary from company to company, depending on what equities they work with. Generally, one of the columns should be Retained Earnings.

An **example** could be the following columns:

Share Capital	Statutory Reserve	Other Reserve	Retained Earnings

For each of these, the following are stated:

- Opening balance as of the beginning of the financial year.
- Changes to the equity made during the financial year. These are actually individual finance transactions that display how equity may be moved between the column.
    - For example, the company can choose to move some of their profit to Share Capital. In this case, you can see the amount subtracted under Retained Earnings and added to Share Capital.
- Result of the Year / Result of the Period.
- Closing Balance, which is the Opening Balance + Changes + Result of the Year.

Table Columns

USD ←	*Section on currency*			
1 Trifolium ←	*Section on company number and name*			
2017 ←	*Section on fiscal year*			
	Share Capital	**Statutory Reserve**	**Other Reserve**	**Retained Earnings**
Opening Balance				
Result of the Year				2.400.000,00
Closing Balance				2.400.000,00
2018				
	Share Capital	**Statutory Reserve**	**Other Reserve**	**Retained Earnings**
Opening Balance				2.400.000,00
Result of the Year				2.700.000,00
Establishing Stock Capital	4.000.000,00			-4.000.000,00
Closing Balance	4.000.000,00			1.100.000,00
2019				
	Share Capital	**Statutory Reserve**	**Other Reserve**	**Retained Earnings**
Opening Balance	4.000.000,00			1.100.000,00
Result of the Year				1.980.000,00
Adding profit to Share Capital	2.000.000,00			-2.000.000,00
Distributing to Share Owners				-200.000,00
Moving some profit to Special Reserve		1.000.000,00		-1.000.000,00
Moving some share stock to Other Reserve	500.000,00		-500.000,00	
Closing Balance	5.500.000,00	1.000.000,00	-500.000,00	-120.000,00

Data is divided by:

- Currency
- Company Number and Name
- Fiscal Year

The table is a cross-tab table where the columns are driven by a reporting structure, using the dimension field **Grouping Level 1**.The rows are statically defined and some dynamically.

The statically defined rows are:

- **Opening Balance**: Shows the opening balance for the group of accounts in each column of the table.
- **Result of the Year / Result of the Period**: Shows the P&L result of the year or result of the period with retained earnings added.
- **Closing Balance***:* Shows the closing balance.

The dynamic rows are individual finance postings where we use the Entry Text as label for the row and the balance as value. In the example above, for 2019 "Adding profit to Share Capital", "Distribution to Share Owners", "Moving some profit to Special Reserve", and "Moving some share stock to Other Reserve" constitute this sequence of postings.

The closing balance is the sum of the figures appearing in each column.

Prompts

Prompt Title	Description	Mandatory
Chart of Account Type:	If "Global" is selected, the global chart of accounts is used. If "Local" is selected, the local chart of accounts is used.	Yes
Currency Type:	Determines the currency type data is displayed in. Possible values are ‘Account’, ‘Company’, and ‘Enterprise’.	Yes
Company No:	Restricts to only include data for the company stated by the user. Multi-valued.	Yes
Reporting Structure Name	Restricts to use the reporting structure stated by the user. Single valued.	Yes
From Fiscal Year	Restricts to only include data from fiscal years having a year number equal to or later than the year stated by the user. Single valued.	Yes
To Fiscal Year	Restricts to only include data from fiscal years having a year number equal to or earlier than the year stated by	Yes

Prompt Title	Description	Mandatory
	the user. Single valued.	
From Period	Restricts to only include data from fiscal years having a period number equal to or later than the period stated by the user. Single valued.	Yes
To Period	Restricts to only include data from fiscal years having a period number equal to or earlier than the period stated by the user. Single valued.	Yes
Use Reporting Currency	Specifies if the report will use reporting currency. Single valued. (Yes/No)	Yes
Exchange Rate Data	Specifies what exchange rate date is used. Single valued.	Yes
Exchange Rate Table	Specifies what exchange rate table is used. Single valued.	Yes
Report Currency:	Specifies what reporting currency is used. Single valued.	Yes
Standard Dimension	(from Account number prompt to Local Spec. 10 Name prompt) Multiple valued.	No

Transaction Scenarios and Examples

Data scenario 2017: First business year

In the first business year, all we have is an opening balance of zero and some profit/loss that gives a profit in the end. In this case, we do not have any equity changes as such. This will display as follows:

2017	Share Capital	Statutory Reserve	Other Reserve	Retained Earnings
Opening Balance	**0,00**	**0,00**	**0,00**	**0,00**
Result of the Year				**2.400.000,00**
Closing Balance	**0,00**	**0,00**	**0,00**	**2.400.000,00**

Data scenario 2018: Establishing of share capital

In the second business year, we have an opening balance of 2.400.000,00. This year, the company has a bit more profit, namely 2.700.000,00 and this year the board has decided to move some of the profit to establish a share capital for stockowners. They have decided to establish a total of 4.000.000,00 which is thus deducted from the Retained Earnings column and added to the Share Capital column. This looks like this:

2018	Share Capital	Statutory Reserve	Other Reserve	Retained Earnings
Opening Balance	**0,00**	**0,00**	**0,00**	**2.400.000,00**
Result of the Year				**2.700.000,00**
Establishing Stock Capital	**4.000.000,00**			**-4.000.000,00**
Closing Balance	**4.000.000,00**	**0,00**	**0,00**	**1.100.000,00**

Data scenario 2019: Distribution to Shareholders and Reserves

In the third business year, we have an opening balance of 1.100.000,00. This year, the company has profit of 1.980.000,00 and decides to move 2.000.000,00 to share capital, 1.000.000,00 to Special Reserve and distribute 200.000,00 to share owners. This looks like this:

2019	Share Capital	Statutory Reserve	Other Reserve	Retained Earnings
Opening Balance	**4.000.000,00**	**0,00**	**0,00**	**1.100.000,00**
Result of the Year				**1.980.000,00**
Adding profit to Share Capital	**2.000.000,00**			**-2.000.000,00**
Distributing to Share Owners				**-200.000,00**
Moving some profit to Special Reserve		**1.000.000,00**		**-1.000.000,00**
Moving some share stock to Other Reserve	**500.000,00**		**-500.000,00**	
Closing Balance	**5.500.000,00**	**1.000.000,00**	**-500.000,00**	**-120.000,00**

Bank Reports

The following standard Bank reports are available:

- Bank Reconciliations
- Check Register

Bank Reconciliations

The Bank Reconciliations report displays the financial bank reconciliations performed for each bank account. Both reconciled and outstanding amounts are displayed. The report displays seven tables for each bank account:

- The first table contains information about the bank account and the associated statement date for the latest bank reconciliation performed for that account, within the restrictions applied. The table is a vertical table.
- The second and third tables summarize the outstanding and reconciled balances, respectively. The balances are the opening and closing balances, as well as the movements related to outstanding and reconciled. In addition, the table that displays the outstanding balances also displays the balances of the G/L entries in Maconomy for comparison. Both of these tables are vertical tables.
- The fourth and fifth tables display the reconciled entries, one about debits, and one about credits.
- The sixth and seventh tables display the outstanding entries, one about debits, and one about credits.

Account

Column	Description
Bank Registration No.	This row displays the registration number and payment agent of the bank account to which the reconciliation has been made.
Bank Account No.	This row displays the number and description of the bank account to which the reconciliation has been made.
Account No.	This row displays the number and name of the G/L account to which the reconciliation has been made.
Latest Statement Date	This row displays the statement date of the latest reconciliation performed in the selected period. If no reconciliations have been performed, the field is blank, and only outstanding figures are displayed for the account.

Balances

The second and third tables are positioned left and right, but vertically aligned. The following table lists the left-hand table first, followed by the right-hand table.

Column	Description
Closing Balance	This row displays the bank balance according to the reconciled entries made. This is the opening balance for the reconciliation to be (but not yet) performed.
Outstanding Debits	This row displays the total of outstanding debit amounts—the total of debit amounts that are still to be reconciled on the account.
Outstanding Credits	This row displays the total of outstanding credit amounts—the total of credit amounts that are still to be reconciled on the account.
Adjusted Bank Balance	This row displays the **Bank Balance** plus the **Outstanding Debits** minus the **Outstanding Credits**, thereby the estimated closing balance when the outstanding entries have been reconciled.
G/L Balance	This row displays the total of debit minus credit amounts from G/L entries in Maconomy, for the date interval provided when running the report. This value should match the **Adjusted Bank Balance** so that the outstanding entries that are being reconciled and the actual G/L entries behind them match.
Variance	This row displays the difference between the **Adjusted Bank Balance** and the **G/L Balance**. The value is a control value that states how the actual account balance matches the unreconciled and G/L entries in Maconomy. When the reconciliation to be performed balances, the variance should be zero.
Opening Balance	This row displays the opening balance of the bank account for the reconciled entries. When running the report, you must enter an interval of statement numbers. The balance is the opening balance of the first bank reconciliation statement designated.
Reconciled Debits	This row displays the total of reconciled debit amounts on reconciliation statements in the specified statement interval.
Reconciled Credits	This row displays the total of reconciled credit amounts on reconciliation statements in the specified statement interval.
Calculated Bank Ending Balance	This row displays an estimate of the bank account's ending balance, after taking the reconciled debits and credits into account. It is calculated as the **Opening Balance** plus the **Reconciled Debits** minus the **Reconciled Credits**. Thus, it should match the closing balance of the last statement in the specified interval.
Closing Balance	This row displays the closing balance as entered for the bank account when performing the reconciliation of the account. If no reconciliation has been performed, the balance is zero.
Variance	This row displays the difference between the **Calculated Bank Ending Balance** and the **Closing Balance**. The value is a control value that states how the account balance matches the reconciled

Column	Description
	entries within Maconomy. When the reconciliation balances, the variance should be zero.

Reconciled Debits

Column	Description
Date	This column displays the entry date of the reconciled debit amount.
Customer	This column displays the number and name of the customer to which the reconciled debit amount relates, if any.
Description	This column displays the description of the reconciled debit entry. This description is often carried through from the corresponding finance entry.
Amount	This column displays the reconciled debit amount.

Reconciled Credits

Column	Description
Date	This column displays the entry date of the reconciled credit amount.
Vendor	This column displays the number and name of the vendor to which the reconciled credit amount relates, if any.
Description	This column displays the description of the reconciled credit entry. This description is often carried through from the corresponding finance entry.
Check No.	If the reconciled credit entry relates to a payment by check, this column displays the check number.
Amount	This column displays the reconciled credit amount.

Outstanding Debits

Column	Description
Date	This column displays the entry date of the outstanding debit amount.
Customer	This column displays the number and name of the customer to which the outstanding debit amount relates, if any.
Description	This column displays the description of the outstanding debit entry. This description is often carried through from the corresponding finance entry.

Column	Description
Amount	This column displays the outstanding debit amount.

Outstanding Credits

Column	Description
Date	This column displays the entry date of the outstanding credit amount.
Vendor	This column displays the number and name of the vendor to which the outstanding credit amount relates, if any.
Description	This column displays the description of the outstanding credit entry. This description is often carried through from the corresponding finance entry.
Check No.	If the outstanding credit entry relates to a payment by check, this column displays the check number.
Amount	This column displays the outstanding credit amount.

When running the report, you must enter an interval of statement numbers. The **From Statement No.** marks the number of the first reconciliation to include. The **To Statement No.** marks the last reconciliation to include. The **Opening Balance** of the reconciliations is then the opening balance of the first reconciliation in the interval. The **Closing Balance** in the same table is the closing balance of the last reconciliation in the interval. Thus, the opening balance is typically equal to the **Bank Balance** in the outstanding balance table.

You must also enter an interval of dates. This restriction *only* influences the G/L entries that are summarized in the row for **G/L Balance** and the calculation of the row **Variance** in the outstanding balance table. When running the report, you typically have the bank statement that indicates the date interval and statement number interval with which to run the report.

Check Register

The Check Register report displays the amount paid by check or other bank payment, the status, and to which vendor it was issued. The report consists of the following tabs:

- The first tab, **Check Register**, lists the check number issued to each vendor and the amount on the check in the transaction currency and company currency. The figures are grouped by company and bank account.
- The second tab, **Vendor Summary**, summarizes amounts paid to vendors, and groups these by control accounts. The figures are grouped by company. This tab also displays (separately) a summation of amounts paid by bank account.
- The third tab, **Check Status**, lists payments grouped by control account and the status of checks. The figures are grouped by company and bank account.
- The fourth tab, **Outstanding**, is similar to the first tab, except that it only includes payments that are not closed.

Check Register

Column	Description
Check, Date	This column displays the date of the check.
Check, No.	This column displays the check number.
Check, Status	This column displays the status of the cash-in of the check. It can have the following values: ▪ Cleared — The check payment has been carried through. ▪ Void — The check has been error-reported or reversed. ▪ Issued — The check awaits processing.
Vendor, No.	This column displays the vendor number.
Vendor, Name	This column displays the vendor name.
Vendor, Amount	This column displays the amount paid in vendor currency.
Vendor, Currency	This column displays the vendor currency.
Company, Amount	This column displays the amount paid in company currency.
Company, Currency	This column displays the company currency.

Vendor Payments

This tab has two parts, the **Vendor Payments** section and the **Bank Account Summation** section.

Column	Description
Control Account	This column displays the control account associated with the vendor.
Vendor, No.	This column displays the vendor number.
Vendor, Name	This column displays the vendor name.
Vendor, Amount	This column displays the amount paid in vendor currency.
Vendor, Currency	This column displays the vendor currency.
Company, Amount	This column displays the amount paid in company currency.
Company, Currency	This column displays the company currency.
Bank Account, No.	This column displays the bank account number associated with the check.

Column	Description
Bank Account, Name	This column displays the bank account name associated with the check.

Check Status

Column	Description
Status	This column displays the status of the cash-in of the check. It can have the following values: ▪ Cleared — The check payment has been processed. ▪ Void — The check has been error-reported or reversed. ▪ Issued — The check awaits processing.
Count	This column displays the number of checks with the given status.
Control Account	This column displays the control account associated with the vendor.
Vendor, Amount	This column displays the amount paid in vendor currency.
Vendor, Currency	This column displays the vendor currency.
Company, Amount	This column displays the amount paid in company currency.
Company, Currency	This column displays the company currency.

Outstanding Payments

Column	Description
Check, Date	This column displays the date of the check.
Check, No.	This column displays the check number.
Vendor, No.	This column displays the vendor number.
Vendor, Name	This column displays the vendor name.
Vendor, Amount	This column displays the amount paid in vendor currency.
Vendor, Currency	This column displays the vendor currency.
Company, Amount	This column displays the amount paid in company currency.
Company, Currency	This column displays the company currency.

Job Cost Reports

The following standard Job Cost reports are available:

- WIP Aging
- WIP Aging, by Account Manager
- WIP Aging, by Dimension
- WIP Transactions
- WIP Rollforward
- WIP Rollforward, by Account Manager
- Job Profitability Summary
- Job Profitability Summary, by Job
- Job Profitability Budget
- Job Profitability Budget, by Task
- Job Profitability Comparison
- Job Profitability Periodic
- Job Profitability Transactions
- Customer Profitability
- Customer Profitability, by Customer
- Customer Profitability Comparison, by Customer
- Revenue Analysis
- Revenue Analysis, by Customer
- Bill to Customer Distribution
- Customer Contact Information
- Job List
- Daily Flash
- Main Job, Sub Job Overview
- Task List
- Event Notes
- Job Events
- Job Events, by Customer
- Job Events, by Employee
- Job Events, by Job
- Invoiced Registrations
- Invoicing Worksheet
- Job Budget to Actuals YTD
- Job Budget to Actuals YTD, by Account Manager

- Job Budget to Actuals YTD, by Task
- Job Status, by Task & Employee
- Job Status, by Task & Employee Category

WIP Aging

The WIP Aging report displays the difference between job entries and invoices on jobs. Only jobs that are capitalized are included in the report.

WIP (work in progress) is calculated based on the following:

- The entered cost, if the job is capitalized at cost
- Revenue recognized, if the job is capitalized at billing

The WIP amounts are displayed in 30-day intervals, based on either due dates or entry dates. The report also displays the net invoiced amount on account.

- You can drill down on the **No & Name** column to the customer and job.
- The **Total Balance** column links to the WIP Transactions report.
- The **Invoiced On Account Invoiced** column links to the Job Invoices workspace.

The report corresponds to the universe report of the same name.

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: ▪ Company ▪ Customer ▪ Job
Invoice on Account, Invoiced	This column displays the amount invoiced on account.
Invoice on Account, Net	This column displays the amount invoiced on account that is not yet reconciled.
Balance, Total	This column displays the total WIP balance.
0-30 days	This column displays the WIP balance that is up to 30 days old.
31-60 days	This column displays the WIP balance that is between 31 and 60 days old.
61-90 days	This column displays the WIP balance that is between 61 and 90 days old.
91-120 days	This column displays the WIP balance that is between 91 and 120 days old.

WIP Aging, by Account Manager

The WIP Aging, by Account Manager report displays the difference between entries (job entries) and invoices on jobs. Only jobs that are capitalized are included in the report.

WIP (work in progress) is calculated based on the following:

- The entered cost, if the job is capitalized at cost
- Revenue recognized, if the job is capitalized at billing

The WIP amounts are displayed in period intervals based on the setup of the aging principles for WIP Aging reports. The report also displays the net invoiced amount on account. In the following table, the column titles and explanations are just examples of how the columns would be if the aging periods were 30-day intervals.

- You can drill down on the **No & Name** column to the customer and job.
- The **Total Balance** column links to the WIP Transactions report.

The **CPA** solution uses the Purpose dimension for ***Client Manager***, and in that solution this report is renamed to **WIP Aging, by Client Manager**. Thus, this report is a client manager focused version of the WIP Aging report.

This report has three tabs. The first tab displays similar columns as the WIP Aging report. The second and third tabs display the same columns, except that:

- They do not offer drilling.
- The second tab groups by the Purpose dimension and displays the name and number of the Client Level 1 instead.
- The third tab groups by the Purpose dimension and the Client Level 1 dimension, and displays the name and number of the job instead.

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: ▪ Purpose ▪ Customer Level 1 ▪ Customer Level 2 ▪ Job
WIP, Exposure	This column displays the amount invoiced on account that is not yet reconciled.
WIP, Net	This column displays the WIP Balance, which is the Total WIP less the WIP Exposure.
WIP, Total	This column displays the total WIP balance.
0-30 days	This column displays the WIP balance that is up to 30 days old.
31-60 days	This column displays the WIP balance that is between 31 and 60 days old.

Column	Description
61-90 days	This column displays the WIP balance that is between 61 and 90 days old.
91-120 days	This column displays the WIP balance that is between 91 and 120 days old.

WIP Aging, by Dimension

The WIP Aging, by Dimension report is the same as the WIP Aging report, except that you can group and section data by a custom dimension.

WIP Transactions

The WIP Transactions report displays the individual job entries and invoices (job invoice lines) that constitute the work in progress balance. Only jobs that are capitalized are included in the report.

The report includes entries for job invoices on account, thereby providing a full overview of the entry and invoice history.

- The **Job** title links to the Jobs workspace.
- The **Amount IOA** column links to the Job Invoices workspace.

The report has similarities with the lowest level of the universe report that displays WIP. The report also has similarities with the Analyzer report, which displays job entries, although these do not work dynamically according to statement dates.

Column	Description
Transaction, Date	This column displays the entry date of job entries and job invoice lines contributing to open WIP (work in progress) amounts. For job invoices on account, the invoice date is displayed.
Transaction No.	This column displays the transaction number of the transaction to which the job entry or job invoice line was posted. For job invoices on account, the text **Invoice on Account** is displayed.
Transaction Type	This column displays the transaction type of the transaction to which the job entry or job invoice line was posted. For job invoices on account, the column is blank.
Entry Text	This column displays the entry text of the job entry or job invoice line. For job invoices on account, the column is blank.
Task Name	This column displays the task name of the job entry, job invoice line, or job invoice on account.
Task Descr.	This column displays the task description of the job entry, job invoice line, or job invoice on account.
Employee No.	This column displays the employee number of the job entry, job invoice line, or job invoice on account.

Column	Description
Employee Name	This column displays the employee name of the job entry, job invoice line, or job invoice on account.
Reg./Inv.	This column displays the contribution the job entry or job invoice line has made to the WIP balance. For job invoices on account, the column displays zero.
IOA	For job invoices on account, this column displays the amount invoiced on account. For job entries or job invoice lines, the column displays zero.

WIP Rollforward

The WIP Rollforward report estimates the WIP (work in progress) figure by a date (**To Date**), basing the WIP on another date (**From Date**) and entries and invoices during the period between the **From Date** and the **To Date**.

- You can drill up on the **No & Name** column to the company, and you can drill down to the job.
- The **Opening Bal.** column links to the WIP Aging report.

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: ▪ Company ▪ Customer ▪ Job
WIP, Opening Bal.	This column displays the total WIP balance by the **From Date**.
Registered, Time	This column displays the entered billing price for time activities.
Registered, Amount	This column displays the entered billing price for amount activities.
Invoiced, Time	This column displays the invoiced billing price for time activities.
Invoiced, Amount	This column displays the invoiced billing price for amount activities.
Invoiced, Up/Down	This column displays the up/down writing of the invoiced billing price.
Invoiced, Net on Acc.	This column displays the amount invoiced on account that is not yet reconciled.
WIP, Closing Bal.	This column displays the estimated value of WIP by the **To Date**. It is calculated from other columns. The formula is as follows:

Column	Description
	WIP, Opening Bal + Registered, Time + Registered, Amount - Invoiced, Time – Invoiced, Amount + Invoiced, Up/Down

WIP Rollforward, by Account Manager

The WIP Rollforward report estimates the WIP (work in progress) figure by a date (**To Date**), basing the WIP on another date (**From Date**) and entries and invoices during the period between the **From Date** and the **To Date**.

- You can drill up on the **No & Name** column to the company, and you can drill down to the job.
- The **Opening Bal.** column links to the WIP Aging report.

The **CPA** solution uses the purpose dimension for ***Client Manager***, and in that solution this report is renamed to **WIP Rollforward, by Client Manager**. Thus, this report is a client manager focused version of the WIP Rollforward report.

This report has three tabs. The first tab displays similar columns as the WIP Rollforward report. The second and third tabs display the same columns, except that:

- They do not offer drilling.
- The second tab groups by the Purpose dimension and displays the name and number of the Client Level 1 instead.
- The third tab groups by the Purpose dimension and the Client Level 1 dimension, and displays the name and number of the job instead.

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: ▪ Purpose ▪ Customer Level 1 ▪ Customer Level 2 ▪ Job
WIP, Opening Bal.	This column displays the total WIP balance by the **From Date**.
Registered, Time	This column displays the entered billing price for time activities within the interval given.
Registered, Amount	This column displays the registered billing price for amount activities within the interval given.
Invoiced, Time	This column displays the invoiced billing price for time activities within the interval given.
Invoiced, Amount	This column displays the invoiced billing price for amount activities within the interval given.

Column	Description
Invoiced, Up/Down	This column displays the up/down writing of the invoiced billing price within the interval given.
Invoiced, Net on Acc.	This column displays the amount invoiced on account that is not yet reconciled, within the interval given.
WIP, Gross	This column displays the estimated value of WIP by the **To Date**. It is calculated from other columns. The formula is as follows: WIP, Opening Bal + Registered, Time + Registered, Amount - Invoiced, Time – Invoiced, Amount + Invoiced, Up/Down
WIP, Reserve	This column displays the contribution to WIP within the given interval, for revenue recognition adjustments (WIP Adjustments). These are adjustments made in the window Revenue Recognition and which have the journal type Revenue Recognition.
WIP, Net	This column displays the Net WIP, which is calculated as the WIP, Gross minus the WIP, Reserve and Net On Acc.

Job Profitability Summary

The Job Profitability Summary report provides an overview of the profitability of jobs by displaying amounts invoiced, revenue recognized, cost, and corresponding gross margins.

Work in progress (WIP) is the balance amount displayed in the WIP Aging report, which takes the individual capitalization method of the jobs into account. The report only considers open jobs. Whether or not a job is closed does not depend on the statement date in the report, but the calculations of various balances (invoiced amounts and so on) depend on whether or not a job is closed.

- You can drill down on the **No & Name** column to the customer and job.
- The **WIP** column links to the WIP Aging report.
- The **Invoiced** column links to the Job Profitability Transactions report.

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: ▪ Company ▪ Customer ▪ Job
Invoiced	This column displays the total invoiced amount.
Revenue Recognized	This column displays the total amount of revenue recognized.
WIP	This column displays the total amount of work in progress.

Column	Description
Cost, Budgeted	This column displays the total budgeted cost amount.
Cost, Registered	This column displays the total entered cost amount.
Purchase Committed	This column displays the total committed purchase amount.
GM 1	This column displays the gross margin, excluding time activities.
GM 1 %	This column displays the percentage of the gross margin 1.
GM 2	This column displays the gross margin, including time activities.
GM 2 %	This column displays the percentage of the gross margin 2.

Job Profitability Summary, by Job

The Job Profitability Summary, by Job report is the same as the Job Profitability Summary report, except that it starts on the drill-down level for jobs.

Job Profitability Budget

The Job Profitability Budget report displays the profitability of budgets by comparing budgeted amounts and actual amounts and the corresponding gross margins and percentages between them. The report considers only open jobs. Whether or not a job is closed does not depend on the statement date in the report.

- You can drill down on the **No & Name** column to the customer and job.
- The **Actuals Cost Reg**. column links to the Job Profitability Transaction report.

Column	Description
No & Name	This column displays the number and name for the present drill-down level. The drill-down levels are: ▪ Company ▪ Customer ▪ Job
Budget, Revenue	This column displays the total budgeted billing amount.
Budget, Cost	This column displays the total budgeted cost amount.
Budget, Purchase Committed	This column displays the total committed purchase amount.
Budget, GM	This column displays the gross margin of the budget as budgeted revenue minus the cost and committed purchase amounts.
Budget, GM %	This column displays the budget gross margin percentage.

Column	Description
Actuals, Revenue	This column displays the total entered billing amount.
Actuals, Cost Reg.	This column displays the total entered cost amount.
Actuals, GM	This column displays the gross margin of the actual revenue amount minus the entered cost amount.
Actuals GM %	This column displays the actual gross margin percentage.

Job Profitability Budget, by Task

The Job Profitability Budget, by Task report is the same as the Job Profitability Budget report, except that it starts on the drill-down level for tasks.

Job Profitability Comparison

The Job Profitability Comparison report provides various comparisons of central job cost figures: invoiced, up/down, open, entered cost, and so on, for the current year and the previous year. The data is grouped by company currency.

- You can drill down on the **No & Name** column to the Customer level and Job level.

Invoiced Tab

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: ▪ Company ▪ Customer ▪ Job
Invoiced, Period	This column displays the invoiced amount in the selected period.
Invoiced, Prev. Year	This column displays the invoiced amount within the selected period last year.
Up/Down, Period	This column displays the up/down writing in the selected period.
Up/Down, Prev. Year	This column displays the up/down writing in the selected period last year.
Open Time, Period	This column displays the open number of hours in the selected period.
Open Time, Prev. Year	This column displays the open number of hours in the selected period last year.

Column	Description
Open Amount, Period	This column displays the open quantity in time activities in the selected period.
Open Time, Prev. Year	This column displays the open quantity in time activities in the selected period last year.
Cost Reg., Period	This column displays the entered cost in the selected period
Cost Reg., Prev. Year	This column displays the entered cost in the selected period last year.
GM, Period	This column displays the gross margin of the selected period.
GM, Prev. Year	This column displays the gross margin of the selected period last year.
GM %, Period	This column displays the percentage contributed by the GM to the total GM for the jobs displayed (or other dimension, depending on the drill level).
GM %, Prev. Year	This column displays the percentage contributed by the GM last year to the total GM in the previous year for the jobs displayed (or other dimension, depending on the drill level).

Budget Tab

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: ▪ Company ▪ Customer ▪ Job
Invoiced	This column displays the invoiced billing price. Only invoices with an invoice date within the **From Date** – **To Date** interval are included.
Up/Down	This column displays the up/down writing for the period selected.
Open Time, Actuals	This column displays the open number of hours based on entries of the selected period.
Open Time, Budget	This column displays the open number of hours based on the budgeted figures.
Open Amount, Actuals	This column displays the open quantity for amount activities based on entries of the selected period.
Open Amount, Budget	This column displays the open quantity for amount activities based on the budget.

Column	Description
Cost Reg., Actuals	This column displays the cost entered within the selected period.
Cost Reg., Budget	This column displays the budgeted cost.
GM % YTD, Period	This column displays the percentage contributed by the GM year-to-date to the total GM for the jobs displayed (or other dimension, depending on the drill level). Year-to-date is defined as above. GM is calculated as invoiced billing price minus the invoiced cost price. Only entries with an entry date and invoices with an invoice date equal or before the end of the corresponding interval are included.
GM % YTD, Prev. Year	This column displays the percentage contributed by the GM year-to-date to the total GM in the previous year for the jobs displayed (or other dimension depending on the drill level). Year-to-date is defined as above. GM is calculated as invoiced billing price minus the invoiced cost price. Only entries with an entry date and invoices with an invoice date equal or before the end of the corresponding interval one year back are included.
Budgeted GM %, Period	This column displays the percentage contributed by the Budgeted GM to the total GM for the jobs displayed (or other dimension, depending on the drill level). The budget is the one assigned to the year prior to the year of the corresponding interval. Only entries with an entry date and invoices with an invoice date equal or before the end of the corresponding interval are included.
Budgeted GM %, Prev. Year	This column displays the percentage contributed by the Budgeted GM to the total GM in the previous year for the jobs displayed (or other dimension, depending on the drill level). The budget is the one assigned to the year prior to the year of the corresponding interval. Only entries with an entry date and invoices with an invoice date equal or before the end of the corresponding interval are included.

Job Profitability Periodic

The Job Profitability Periodic report displays central profitability figures for the selected period and for a specified number of periods preceding it. The budget figures are taken from the latest approved revision of the periodic job budget.

There is no corresponding report in the application.

Column	Description
Budgeted Billing Price	This column displays the total billing price budgeted for each period displayed.
Registered Billing Price	This column displays the total billing price entered in each period displayed.

Column	Description
Reg./Budget Diff.	This column displays the difference between the total billing price budgeted and the total billing price entered for each period displayed.
Revenue Recognized	This column displays the revenue recognized for each period displayed.
Rev. Rec./Budget Diff.	This column displays the difference between the revenue recognized and the billing price budgeted for each period displayed.

Job Profitability Transactions

The Job Profitability Transactions report displays the individual job entries and job invoice lines that constitute the balances displayed in the other Job Profitability reports.

Column	Description
Entry Date	This column displays the entry date of the job entry or job invoice line.
Task, Name	This column displays the task name of the job entry, job invoice line, or job invoice on account.
Task, Description	This column displays the task description of the job entry, job invoice line, or job invoice on account.
Activity Type	This column displays the activity type of the job entry or job invoice line, such as Time for time activities.
Employee No.	This column displays the employee number of the job entry, job invoice line, or job invoice on account.
Employee Name	This column displays the employee name of the job entry, job invoice line, or job invoice on account.
Registered, Quantity	This column displays the number of hours or quantity entered, depending on the activity type.
Registered, Cost	This column displays the amount entered in cost on the job entry or job invoice line.
Invoiced	This column displays the contribution to the amount invoiced.
Revenue Recognized	This column displays the contribution to the amount of revenue recognized.
WIP	This column displays the contribution to the work in progress (WIP).

Customer Profitability

The Customer Profitability report displays central balances for evaluating the profitability of customers, as related to job cost entries and job invoicing in general. The report is designed to provide an overview of

extremes. It ranks the top and bottom companies, customers, and so on, depending on the current drill-down level. The report displays these top and bottom ranks on two tabs. You select how many companies, customers, and so on to display.

- You can drill down on the **No & Name** column to the customer and job.
- The **Invoiced** column links to the Job Invoices workspace.

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: ▪ Company ▪ Customer ▪ Job
Invoiced	This column displays the total invoiced amount.
Revenue Recognized	This column displays the total amount of revenue recognized.
Cost Registered	This column displays the total entered cost amount.
GM 1	This column displays the gross margin, excluding time activities.
GM 1 %	This column displays the gross margin percentage, excluding time activities.
GM 2	This column displays the gross margin, including time activities.
GM 2 %	This column displays the gross margin percentage, including time activities.
Hours, Registered	This column displays the entered number of hours.
Revenue Recognized / Hours	This column displays the average amount of revenue recognized per hour.

Customer Profitability, by Customer

The Customer Profitability, by Customer report is the same as the Customer Profitability report, except that it starts on the drill-down level for customers and the **Invoiced** column links to the Customers workspace

Customer Profitability Comparison, by Customer

The Customer Profitability report provides various comparisons of central job cost figures: to previous year, to budget, and to other customers, jobs, and so on. The data is grouped by company currency.

- You can drill up on the **No & Name** column to the company level and drill down to the job level.

Profitability Tab

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: ▪ Company ▪ Customer ▪ Job
Hours, Period	This column displays the entered number of hours within the selected period.
Hours, Prev. Year	This column displays the number of hours within the selected period last year.
Rev. Recog., Period	This column displays the total amount of revenue recognized for the selected period. Only entries with an entry date and invoices with an invoice date within the corresponding interval are included.
Rev Recog., Prev. Year	This column displays the revenue recognized for the selected period in the previous year. Only entries with an entry date and invoices with an invoice date within the corresponding interval one year back are included.
Rev. Recog. per Hour, Period	This column displays the revenue recognized per hour for the selected period. Only entries with an entry date and invoices with an invoice date within the corresponding interval are included.
Rev. Recog. per Hour, Prev. Year	This column displays the revenue recognized per hour for the selected period. Only entries with an entry date and invoices with an invoice date within the corresponding interval one year back are included.
Rev. Recog. %, Period	This column displays the percentage contributed by the recognized revenue (for the selected period) to the total revenue recognized for the customers displayed (or other dimension, depending on the drill level). The restriction is the same as for the column **Rev. Recog., Period**.
Rev. Recog. %, Prev. Year	This column displays the percentage contributed by the revenue recognized for the selected period (of the previous year) to the total revenue for the customers displayed (or other dimension depending on the drill level). The restriction is the same as for the column **Rev. Recog., Prev. Year**.
Invoicing % YTD, Period	This column displays the percentage contributed by the invoiced year-to-date amount to the total invoiced amount for the customers displayed (or other dimension, depending on the drill level). Year-to-date is defined here as the interval from the beginning of the year to the end of the corresponding interval, with both dates inclusive. Only invoices with an invoice date equal or before the end of the corresponding interval are included.

Column	Description
Invoicing % YTD, Prev. Year	This column displays the percentage contributed by the invoiced year-to-date amount to the total invoiced amount in the previous year for the customers displayed (or other dimension depending on the drill level). Year-to-date is defined as above. Only invoices with an invoice date equal or before the end of the corresponding interval one year back are included.
GM % YTD, Period	This column displays the percentage contributed by the GM year-to-date to the total GM for the customers displayed (or other dimension, depending on the drill level). Year-to-date is defined as above. GM is calculated as invoiced billing price minus the invoiced cost price. Only entries with an entry date and invoices with an invoice date equal or before the end of the corresponding interval are included.
GM % YTD, Prev. Year	This column displays the percentage contributed by the GM year-to-date to the total GM in the previous year for the customers displayed (or other dimension depending on the drill level). Year-to-date is defined as above. GM is calculated as invoiced billing price minus the invoiced cost price. Only entries with an entry date and invoices with an invoice date equal or before the end of the corresponding interval one year back are included.
Budgeted GM %, Period	This column displays the percentage contributed by the Budgeted GM to the total GM for the customers displayed (or other dimension, depending on the drill level). The budget is the one assigned to the year prior to the year of the corresponding interval. Only entries with an entry date and invoices with an invoice date equal or before the end of the corresponding interval are included.
Budgeted GM %, Prev. Year	This column displays the percentage contributed by the Budgeted GM to the total GM in the previous year for the customers displayed (or other dimension, depending on the drill level). The budget is the one assigned to the year prior to the year of the corresponding interval. Only entries with an entry date and invoices with an invoice date equal or before the end of the corresponding interval are included.

Invoiced Tab

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: ▪ Company ▪ Customer ▪ Job
Inv. on Acc., Net on Acc.	This column displays the total invoiced on account for jobs on the customer (or other dimension, depending on the drill level). Only

Column	Description
	invoices on account with an invoice date equal or before the corresponding interval are included.
AR Balance	This column displays the total outstanding balance of customers as of a statement date being the **To Date**. The outstanding amount corresponds to the balance displayed in the AR Aging report.
Open, Time Act	This column displays the open billing price for time activities calculated according to the **To Date**.
Open, Amount Act	This column displays the open billing price for amount activities calculated according to the **To Date**.
Invoiced, Time Act	This column displays the invoiced billing price for time activities. Only invoices with an invoice date within the **From Date** – **To Date** interval are included.
Invoice, Amount Act	This column displays the invoiced billing price for amount activities. Only invoices with an invoiced date within the **From Date** – **To Date** interval are included.
Total	This column displays the total invoiced billing price (time activities plus amount activities). Only invoice with an invoice date within the **From Date** – **To Date** interval are included.

Registered & Budgeted Tab

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: ▪ Company ▪ Customer ▪ Job
Hours, Registered	This column displays the number of hours entered for jobs related to the customer (or other dimension, depending on the drill level). Only entries with an entry date within the corresponding interval are included.
Hours, Budgeted	This column displays the budgeted number of hours for jobs related to the customer (or other dimension, depending on the drill level). The job budget figures are taken from the latest approved revision of the job budget and from the budget type defined as the planning budget. The budget is the one assigned to the year of the **To Date**.

Column	Description
Hours, Diff.	The column displays the difference between the entered hours and budgeted hours. The budget is the one assigned to the year of the **To Date**.
Cost, Registered	This column displays the total entered cost price on jobs related to the customer (or other dimension depending on the drill level). Only entries with an entry date within the corresponding interval are included.
Cost, Budgeted	This column displays the total budgeted cost price for jobs related to the customer (or other dimension, depending on the drill level). The budget is the one assigned to the year of the **To Date**.
GM	This column displays the difference between entered billing price and the entered cost price. Only entries with an entry date within the corresponding interval are included.
GM %	This column displays the GM divided by the entered billing price. Only entries with an entry date within the corresponding interval are included.

Revenue Analysis

The Revenue Analysis report displays central balances for evaluating the profitability of customers as related to job cost entries and job invoicing in general. The report is designed to provide an overview of extremes. It ranks the top and bottom companies, customers, and so on, depending on the current drill level. The report displays these top and bottom ranks on two tabs. You select how many companies, customers, and so on to display.

The report is very similar to the Customer Profitability report, but puts more emphasis on the revenue and billing data.

The report corresponds to the universe report of the same name. Budget figures are taken from the latest approved job budget revision.

- You can drill down on the **No & Name** column to the customer and job.
- The **Invoiced** column links to the Job Invoices workspace.

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: ▪ Company ▪ Customer ▪ Job
Budgeted, Hours	This column displays the number of budgeted hours.
Budgeted, Billing Price	This column displays the total budgeted billing price.

Column	Description
Registered, Hours	This column displays the number of entered hours.
Registered, Billing Price	This column displays the total entered billing price.
Invoiced	This column displays the total invoiced amount.
Open Billing Price	This column displays the total open billing price.
Billing Price Up/Down	This column displays the text that describes the rise or fall in the billing price.
Revenue Recognized	This column displays the total revenue recognized.

Revenue Analysis, by Customer

The Revenue Analysis, by Customer is the same as the Revenue Analysis report, except that it starts on the drill-down level for customers.

Bill to Customer Distribution

The Bill to Customer Distribution report displays a section for each job with a corresponding table that displays central information on bill to customer distributions set up for that job. For each job, the report also displays the customer name.

There are no drill-down levels for this report.

- The **Job** title links to the Jobs workspace.
- The **Customer** title links to the Customers workspace.
- The **No.** column links to the Customers workspace.

Column	Description
Payment Customer No.	This column displays the number of the payment customer.
Payment Customer Name	This column displays the name of the payment customer.
Customer Group	This column displays the customer group to which the payment customer belongs.
Appropriation	This column displays the appropriation of the payment customer distribution. The appropriation is a further subdivision of payment customers (for example, into institutions).
Blocked	This column displays **Yes** if the payment customer is blocked and **No** if the payment customer is not blocked.
Priority	This column displays the priority for payment customer distributions.
Distribution %	This column contains the following columns:

Column	Description
	▪ **Setup %** — This column displays the default percentage distribution for the approved invoice and invoice on account. ▪ **Selected %** — This column displays the currently selected percentage distribution for the approved invoice and invoice on account.
For Invoicing	This column contains the following columns: ▪ **Ordinary** — This column displays the amount currently approved for invoicing based on job entries. ▪ **On Account** — This column displays the amount currently approved for invoicing on account.
Invoice Currency	This column displays the payment customer's invoice currency.

Customer Contact Information

The Customer Contact Information report provides an overview of contact information for your customers.

The **Customer No.** column links to the Customers workspace. There are no drill-down levels for this report.

Column	Description
Customer No.	This column displays the customer's identification number.
Customer Name	This column displays the customer's name.
Customer Group	This column displays the customer group to which the customer belongs.
Address	The **Address** columns display the name, postal district, and other address information of the customer.
Attention	This column displays the name that displays in the **Attention** line of customer correspondence.
Country	This column displays the name of the country where the customer is located.
Sales Person No	This column displays the employee number of the sales person.
Sales Person Name	This column displays the employee name of the sales person.
Our Contact	This column displays the employee name of your contact person.

Job List

The Job List report presents a table in which each row displays central information about a job. The jobs are grouped and ordered by customer number and name. Within each section, the jobs are ordered by the job number.

- The **Customer** title links to the Customer Contact Information report.
- The J**ob No.** column links to the Jobs workspace.

There are no drill-down levels for this report.

Column	Description
Job No.	This column displays the job's identification number.
Job Name	This column displays the job's name.
Start Date	This column displays the job's start date.
End Date	This column displays the job's expected or actual end date.
Open	This column displays **Yes** if the job is still open at the statement date and displays **No** if the job is not open at the statement date.
Project Manager No.	This column displays the employee number of the job's project manager.
Project Manager Name	This column displays the employee name of the job's project manager.
Sales Person No.	This column displays the employee number of the job's sales person.
Sales Person Name	This column displays the employee name of the job's sales person.
Capitalization	This column displays **Billing Price** if the job is capitalized at billing price and displays **Cost Price** if the job is capitalized at cost price.

Daily Flash

The Daily Flash report displays a daily breakdown of key numbers (hours, billing, WIP, AR, and so on). Each day of the month (1-31) is displayed in a different row, and the key numbers are in different columns. You read across a row to see numbers for particular days or scan up and down columns to compare key numbers across days.

The report consists of one tab with sections for currency and company. The columns are organized into groupings:

- Comparative Hours
- Hours
- Billing Prices
- Accounts Receivable

Column	Description
Comparative Hours Billable	This column displays billable hours for the comparable period entered in the user prompts. You are prompted to enter a comparative **From Date** and **To Date**. Billable hours within this date range are displayed.
Comparative Hours Non Billable	This column displays non-billable hours for the comparable period entered in the user prompts.
Comparative Hours Total Hours	This column displays total (billable + non-billable) hours entered for the comparable period entered in the user prompts.
Day	This column displays the day of the month (1-31).
Hours Billable	This column displays billable hours for the period entered in the user prompts. You are prompted to enter the **From Date** and the **To Date**. Billable hours within this date range are displayed.
Hours Non Billable	This column displays non-billable hours for the period entered in the user prompts.
Hours Total Hours	This column displays total (billable + non-billable) hours entered for the period entered in the user prompts.
Billing Price Reg., Time	This column displays the entered billing price for time activities.
Billing Price Reg., Amount	This column displays the entered billing price for amount activities.
Billing Prices Total	This column displays the total entered billing price.
Billing Price Up/Down	This column displays the up/down amount concerning the billing price.
Billing Price Invoiced	This column displays the invoiced amount.
Running Open Balance	This column displays the running open billing balance. The top row is the open billing balance for the period entered, and open billing prior to the **From Date** entered in the user prompts is included. Each subsequent row uses the previous day's running total and calculates a new running total by adding the **Open Billing Price** amount.
AR Invoice/IOA	This column displays the amount of **AR Invoices** and **Invoices on Account** for the period entered in the user prompts.
AR Credit/IOA	This column displays the amount of **Credit Memos** and **Credit Memos on Account** for the period entered in the user prompts.
AR Paid	This column displays the total amount paid (reconciled). This amount is the total of all amounts included in actual payments — it does not include exchange rate losses/gains, cash discounts, and so on.
AR Running Balance	This column displays the running **Balance of AR** (the total amount outstanding on customer invoices). The top row is the opening balance of AR for the period entered. Each subsequent row uses the previous

Column	Description
	day's running total and calculates a new running total by adding the **Balance** amount.

Main Job, Sub Job Overview

The Main Job, Sub Job Overview report provides an overview of the main job/sub job relationship for all jobs. The report displays sections for each job. There are no drill-down levels for this report.

- The **Job** title and **Sub job No.** column link to the Jobs workspace.

The **Customer** title, **Payment Customer** title, and **Payment Customer No.** column link to the Customers workspace.

Main Job Columns

Column	Description
Job No.	This column displays the identification number assigned to the main job, or the identification number assigned to the job, if this is not a main job.
Job Name	This column displays the name of the main job, or the name of the job, if this is not a main job.
Customer	This column displays the delivery customer's identification number.
Payment Customer	This column displays the payment customer's identification number.
Include Sub-jobs	This column displays **Yes** if the job is a main job that includes sub jobs in blanket invoicing, and **No** if the job is not a main job and/or does not include sub job in blanket invoicing.
Pricing Principle	This column displays the job's pricing principle.

Sub Job Columns (If a Sub Job Exists)

Column	Description
Job No.	This column displays the sub job's identification number.
Job Name	This column displays the sub job's name.
Customer	This column displays the delivery customer's identification number.
Payment Customer	This column displays the payment customer's identification number.
Pricing Principle	This column displays the sub job's pricing principle.
Invoice on Main Job.	This column displays **Yes** or **No** to indicate whether or not the invoice is assigned on the main job.

Column	Description
Allocation percentage	This column displays the allocation percentage assigned to the main job.
Blocked	This column contains four columns that display whether or not the job is blocked for the following: ▪ **Budgeting** ▪ **Time Registration** ▪ **Amount Registration** ▪ **Invoicing**

Task List

The Task List report provides an overview of all tasks for your jobs. The tasks are grouped by the task list. Within each group, tasks are ordered by the task name. There are no drill-down levels for this report.

- The **Specific to Job No** title links to the Jobs workspace.
- The **Derived Activity No.** column links to the Jobs Setup workspace.

Section Columns

Column	Description
Task List Name	This column displays the identification number of the job to which tasks are assigned.
Task List Description	This column displays a description of the task list.
Registration Task	This column displays the name and description of the entry task.
Mileage Task	This column displays the name and description of the mileage task.
Revenue Recognition Task	This column displays the name and description of the revenue recognition task.
Invoicing On Account Task 1	This column displays the name and description of the invoicing on account task 1.
Invoicing On Account Task 2	This column displays the name and description of the invoicing on accounting task 2.
Invoicing Plan Task	This column displays the name and description of the invoicing plan task.

Task List Columns (Table Part)

Column	Description
Task Name	This column displays the task's name.
Task Description	This column displays the task's description.
Task Group #1-#4	These columns display the name of the task groups 1-4 for the task.
Activity No.	This column displays the identification number of the activity derived from the task.
Activity Name	This column displays the name of the activity derived from the task.
Overwrite	This column displays **Yes** if the activity should overwrite what you entered concerning the activity and **No** if the activity should not overwrite what you entered concerning the activity.
Blocked	This column displays **Yes** if the task is blocked and **No** if it is not blocked.

Event Notes

The Event Notes report displays all notes and associated note lines. Note lines are grouped by the associated note header. There are no drill-down levels for this report.

- The **Event** title links to the Events workspace.

Section Columns

Column	Description
Note No	This column displays the note's identification number.
Note Description	This column displays the note's description.
Event No	This column displays the number of the event with which the note is associated.
Event Descr.	This column displays a description of the event with which the note is associated.
Event flow type	This column displays the event flow type.

Note Line Columns (Table Part)

Column	Description
Line No.	This column displays the note line's identification number.

Column	Description
Note Line Header	This column displays the note line's header.
Note Line Value	This column displays the note line value, which can be one of several different types (taken from different fields of the note line), depending on the format stated on the note line.

Job Events

The Job Events report displays all events for your jobs.

Fundamental to this report is the event's identification data, such as the event number, date, status, and job dimensions. Because this combination of job dimensions can exist on multiple events, you cannot distinguish certain measures (such as entered hours) according to which event they are related to. As a result, the report does not display such measures for each event.

The report is primarily meant to display events in relation to job entry and invoicing. However, it can be used for displaying other kinds of events as well.

There are no drill-down levels for this report.

- The **Event No.** column links to the Event Notes report.
- The J**ob No.** column links to the Jobs workspace.

Events Grouped by the Associated Event Flow Displayed

Column	Description
Event Flow No.	This column displays the event flow's identification number.
Description	This column displays the event flow's description.
Event Flow Type	This column displays the event flow type.

Event Columns (Table Part)

Column	Description
Date	This column contains two columns, which display the **Planned Starting Date** and **Planned Ending Date** of the event.
Event No.	This column displays the event's identification number.
Event Type	This column displays the event type.
Event Description	This column displays the event's description.
Event Closed	This column displays **Yes** if the event is closed and **No** if the event is not closed.

Column	Description
Event Status	This column displays the event status to be assigned to the job when the event is closed (only for events assigned to a job).
Job No.	This column displays the identification number of the job for the event.
Job Name	This column displays the name of the job for the event.
Activity No	This column displays the identification number of the activity for the event.
Activity Description	This column displays a description of the activity for the event.
Task Name	This column displays the name of the task for the event.
Task Description	This column displays a description of the task for the event.

Job Events, by Customer

The Job Events, by Customer report displays all events that satisfy the selection criteria and groups them by customer.

The events for each customer must satisfy the following criteria:

- There are job entries on the customer's jobs, and the job number is the same as the job number stated on the event.
- If the job entries state activity and task respectively, the events must state the same activity and task.

Events are grouped customer number and name.

There are no drill-down levels for this report.

- The **Description** column links to the Event Notes report.
- The **Event No.** column links to the Job Events report.
- The **Job No.** column links to the Jobs workspace.
- The **Company** title links to the Companies workspace.
- The **Customer** title links to the Company Customers workspace.

Customer Columns

Column	Description
Customer	This column displays the customer's number and name
Hours Registered	This column displays the total number of hours entered on the customer's jobs.
Hours Invoiced	This column displays the total number of hours invoiced on the customer's jobs.

Column	Description
Revenue Recognized	This column displays the total amount of revenue recognized from entries and invoices of hours entered on the customer's jobs.

Event Columns (Table Part)

Events for each customer are displayed in a table ordered by the date of the event.

Column	Description
Date.	This column contains two columns, which display the **Planned Starting Date** and **Planned Ending Date** of the event.
Event No.	This column displays the event's identification number.
Event Type	This column displays the event type.
Event Description	This column displays the event's description.
Event Closed	This column displays **Yes** if the event is closed and **No** if the event is not closed.
Event Status	This column displays the event status to be assigned to the job when the event is closed (only for events assigned to a job).
Job No.	This column displays the identification number of the job for the event.
Job Name	This column displays the job's name.
Activity No	This column displays the identification number of the activity for the event.
Activity Description	This column displays a description of the activity for the event.
Task Name	This column displays the name of the task for the event.
Task Description	This column displays a description of the task for the event.

Job Events, by Employee

The Job Events, by Employee report displays all events that satisfy the selection criteria and groups them by employee.

The events for each employee must satisfy the following criteria:

- There are job entries on the employee, and the job number is the same as the job number stated on the event.
- If the job entries state activity and task respectively, the events must state the same activity and task.

Events are grouped by employee number and name.

- The **Description** column links to the Event Notes report.
- The **Event No.** column links to the Job Events report.
- The **Job No.** column links to the Jobs workspace.
- The **Company** title links to the Companies workspace.
- The **Employee** title links to the Employees workspace.

There are no drill-down levels for this report.

Employee Columns

Column	Description
Employee	This column displays the employee's number and name.
Hours Registered	This column displays the total number of hours entered on the employee's jobs.
Hours Invoiced	This column displays the total number of hours invoiced on the employee's jobs.
Revenue Recognized	This column displays the total amount revenue recognized from entries and invoices of hours entered on the employee's jobs.

Event Columns (Table Part)

Events for each employee are displayed in a table ordered by the date of the event.

Column	Description
Date	This column contains two columns, which display the **Planned Starting Date** and **Planned Ending Date** of the event.
Event No.	This column displays the event's identification number.
Event Type	This column displays the event type.
Event Description	This column displays the event's description.
Event Closed	This column displays **Yes** if the event is closed and **No** if the event is not closed.
Event Status	This column displays the event status to be assigned to the job when the event is closed (only for events assigned to a job).
Job No.	This column displays the identification number of the job for the event.
Job Name	This column displays the name of the job for the event.
Activity No	This column displays the identification number of the activity for the event.

Column	Description
Activity Description	This column displays a description of the activity for the event.
Task Name	This column displays the name of the task for the event.
Task Description	This column displays a description of the task for the event.

Job Events, by Job

The Job Events, by Job report displays all events that satisfy the selection criteria and groups them by job.

The events for each job must satisfy the following criteria:

- There are job entries on the job, and the job number is the same as the job number stated on the event.
- If the job entries state activity and task respectively, the events must state the same activity and task.

Events are grouped by job number and name.

- The **Description** column links to the Event Notes report.
- The **Event No.** column links to the Job Events report.
- The **Job No.** column links to the Jobs workspace.
- The **Company** title links to the Companies workspace.
- The **Customer** title links to the Company Customers workspace.

There are no drill-down levels for this report.

Job Columns

Column	Description
Employee	This column displays the job's number and name.
Customer	This column displays the customer's number and name.
Hours Registered	This column displays the total number of hours entered on jobs of the job.
Hours Invoiced	This column displays the total number of hours invoiced on jobs of the job.
Revenue Recognized	This column displays the total amount of revenue recognized from entries and invoices of hours entered on jobs of the job.

Event Columns (Table Part)

Events for each job are displayed in a table ordered by the date of the event.

Column	Description
Date	This column contains two columns, which display the **Planned Starting Date** and **Planned Ending Date** of the event.
Event No.	This column displays the event's number.
Event Type	This column displays the event type.
Event Description	This column displays the event's description.
Event Closed	This column displays **Yes** if the event is closed and **No** if the event is not closed.
Event Status	This column displays the event status to be assigned to the job when the event is closed (only for events assigned to a job).
Job No.	This column displays the identification number of the job for the event.
Job Name	This column displays the name of the job for the event.
Activity No	This column displays the identification number of the activity for the event.
Activity Description	This column displays a description of the activity for the event.
Task Name	This column displays the name of the task for the event.
Task Description	This column displays a description of the task for the event.

Invoiced Registrations

The Invoiced Registrations report displays the current invoicing state of job entries.

Job entries are grouped by customer, job, activity type, entry text, and employee. Corresponding subtotals are provided.

There are no drill-down levels or links for this report.

Section Columns

Column	Description
Customer	This column displays the customer's number and name.
Job	This column displays the job's number and name.
Activity Type	This column displays the activity type (Time, Amount, or Summary) of the job entry.
Entry Text	This column displays the entry text of the job entry.

Selection Criteria

Column	Description
Employee	This column displays the employee's number and name.
Type	This column displays the activity type (**Time**, **Amount**, or **Summary**) of the job entry.
Entry Date	This column displays the entry date of the job entry.
Remark	This column displays the remark of the job entry.
Hours Reg.	This column displays the entered quantity of hours.
Billing Price Reg., Enterprise	This column displays the entered billing price, in the currency of the enterprise.
Billing Price Inv., Enterprise	This column displays the invoiced billing price, in the currency of the enterprise.
Open Billing Price, Enterprise	This column displays the open billing price, which is the cost price entered on invoiceable activities (those that are not yet invoiced). The open cost price displays in the currency of the enterprise.
Billing Price Up/Down, Enterprise	This object displays the up/down writing of the billing price invoiced, in the currency of the enterprise.

Invoicing Worksheet

The Invoicing Worksheet report displays various balance figures related to invoicing for each customer and the jobs associated to that customer. In addition, it displays a breakdown of the hours entered into tasks, with summation sections for the tasks and employees involved. It also displays a monthly distribution of the entered billing prices compared to the invoiced; thereby giving a realization divided by month.

The report is often printed so that auditors or other authorities can make their manual comments. Therefore, a dedicated column is reserved for that in the report.

All figures are displayed in company currency.

The report groups the figures by company currency.

There is no drilling in the report.

Summary Tab

The first tab displays invoicing and budgeted figures by customers and the job that is associated with the customer. If there are several jobs for the same customer, the customer is repeated for each of these jobs.

Column	Description
Customer, No.	This column displays the customer's number.

Column	Description
Customer, Name	This column displays the customer's name.
Job, No.	This column displays the job's number.
Job, Name	This column displays the job's name
Budgeted Billing Price	This column displays the job's budgeted billing price. The budget figures are taken from the latest approved revision.
Prev. Invoiced	This column displays the total amount already invoiced as according to the beginning of the date interval provided. That is, it includes only invoices with an invoice date before the **From Date**.
Open, Hours	This column displays the open quantity on time activities for entries with a date within the given date interval, and invoices with an invoice date within that same interval. That is, the open quantity is as of the **To Date** of the interval but omitting entries that are older than the **From Date**.
Open, Time	This column displays the open billing price for time activities. The restriction is the same as for the **Open, Hours** column.
Open, Amount	This column displays the open billing price for amount activities. The restriction and calculation is similar to those for the **Open Time Act.**, except that this is for amount activities.
Open, Total	This column displays the open billing price as a product of the **Unit Price** and the **Open, Hours**. This figure corresponds to the open billing price for time activities.
On Account, Net	This column displays the **Net On Account**. Only invoice and reconciliations with an invoiced date within the date selected interval are included.
Last 30 Days, WIP	This column displays the WIP balance for the last 30 days for invoices on the job.
Last Invoiced	This column displays the latest invoice date for invoices on the job. However, invoices with an invoice date after or before the date interval provided, are not considered.

Details Tab

The second tab has a large header that displays the summarized invoicing and budget figures for each customer and the job for that customer.

Customer Job Header

Column	Description
Customer, No.	This column displays the customer's number.

Column	Description
Customer, Name	This column displays the customer's name.
Job, No.	This column displays the job's number.
Job, Name	This column displays the job's name.
Budgeted Billing Price (customer)	This column displays the job's budgeted billing price. The budget figures are taken from the latest approved revision.
Prev. Invoiced (customer)	This column displays the total amount already invoiced according to the beginning of the provided date interval. That is, it includes only invoices with an invoice date before the **From Date**.
Open Billing Price (customer)	This column displays the open quantity on time activities for entries with a date within the given date interval, and invoices with an invoice date within that same interval. That is, the open quantity is as of the **To Date** of the interval but omitting entries older than the **From Date**.
Net On Account	This column displays the **Net On Account** for jobs for that customer. Only invoices and reconciliations with an invoiced date within the date selected interval are included. The figures should match the **On Account, Net.** figure for that job on the **Summary** tab.
A/R Balance	This column displays the A/R balance similar to the balance stated in the AR Aging report. The figure should include only customer entries on the customer and job stated in this header. In addition, the balance should be calculated using the end of the date interval as the statement date and omitting entries that are older than the beginning of the date interval. That is, only entries and reconciliations within the specified date interval are included.

Approved Time

This part displays approved open quantity on time activities entered for each employee. The table is organized by date and employee and grouped by task name and description. As a result, there is a table for each task entered for the job in the header.

Column	Description
Date	This column displays the **Entry Date** or **Finance Entry Date** of the entries, depending on which date type you choose.
Employee, No.	This column displays the number of the employee who made the entries.
Employee, Name	This column displays the name of the employee who made the entries.
Remark	This column displays the remark (if any) that the employee made when entering.

Column	Description
Open, Hours	This column displays the open quantity on time activities coming from entries of the employee.
Open, Unit Price	This column displays the hourly price used for calculating the billing price on the job entry. If entries have different hourly prices, a line with each price is displayed along with the associated quantity and total.
Open, Total	This column displays the open billing price as a product of the **Unit Price** and the **Open, Hours**. This figure corresponds to the open billing price for time activities.
Notes	This column is left blank. It is a placeholder in case auditors want to write notes on printed versions of the report.

Unsubmitted Time

This part displays the time entered, but not yet submitted, for each employee. The figures and structure are the same as for the **Approved Time**. Figures coming from submitted but unapproved entries are not captured. This is intentional, because the amount of such entries is considered very small.

Approved Amounts

This part displays the approved open amounts entered for each employee. That is, the amounts have been entered and approved, but not yet invoiced. The table is organized like the **Approved Time** part.

Column	Description
Date	This column displays the **Entry Date** or **Finance Entry Date** of the entries, depending on which date type you choose.
Employee, No.	This column displays the number of the employee who made the entries; if any.
Employee, Name	This column displays the name of the employee who made the entries; if any.
Remark	This column displays the remark (if any) that the employee made when entering.
Open, Qnt.	This column displays the open quantity on amount activities possibly coming from entries of the employee. The open quantity is calculated as the entered quantity minus the invoiced quantity.
Unit Price	This column displays the unit price of the amount entries. If entries have different hourly prices, a line with each price is displayed along with the associated quantity and total.
Open, Total	This column displays the open billing price as a product of the **Unit Price** and the **Open, Qnt.** This figure corresponds to the open billing price for amount activities.

Column	Description
Notes	This column is left blank. It is a placeholder if auditors want to write notes on printed versions of the report.

Summary by Employee

This part displays the open quantity on time activities, summarized by employee. The table is organized like the **Approved Time** part. Only figures that are approved are included.

Summary by Task

This part displays the open quantity on time and amount activities, summarized by task. In addition, it displays the budgeted hours and budgeted billing price. The budget figures are taken from the latest approved revision of the planning budget. The table is organized like the **Approved Time** part.

Monthly Distribution

This part displays the entered and invoiced billing prices split into time and amount activities, for each calendar month of the date range considered.

Column	Description
Reg. Time Act.	This column displays the entered billing price for entries on time activities. The figures are distributed over the individual calendar months according to the **Entry Date** or **Finance Entry Date**, depending on what you chose.
Reg. Amount Act.	This column displays the entered billing price for entries on amount activities. The figures are likewise distributed.
Inv. Time Act.	This column displays the invoiced billing price for entries on time activities. The figures are likewise distributed.
Inv. Amount Act.	This column displays the number of hours entered and approved but not yet invoiced.

Job Budget to Actuals YTD

The Job Budget to Actuals YTD report displays job figures for time and amount activities. Drill-down options are available for **Company**, **Customer**, and **Job Levels**, with **Job Level** being the lowest.

The report compares actual **Job Cost** to the **Job Budget** for the current year and previous year—that is, given a statement date, it displays the year-to-date interval for the actual numbers.

The measures are divided into two categories:

- Budget
  - Budgeted Hours
  - Budgeted Billing Price
  - Budgeted Quantity
  - Budgeted Cost
- Actuals

- Registered Hours
- Registered Billing Price
- Actual Units
- Actual Cost

The report only includes entries up to the **Statement Date**. The **Date Type** prompt restricts the entries using either the **Entry Date** or the **Finance Entry Date**.

The report contains two tabs. The first tab displays budgeted figures and entered figures of time activities for the current year and the previous year.

Column	Description
No. & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: ▪ Company ▪ Customer ▪ Job
Budgeted Billing Price	These columns display the budgeted billing price for the current year and the previous year, respectively.
Budgeted Hours	These columns display the budgeted hours for the current year and the previous year, respectively.
Registered Billing Price	These columns display the actual entered billing price for the current year and the previous year, respectively.
Registered Hours	These columns display the actual number of hours entered for the current year and the previous year, respectively.
Current Year Variance	These columns display the difference between the budgeted and entered numbers (hours and billing price) for the current year.

The second tab displays budgeted and entered figures for amount activities for the current year and the previous year.

Column	Description
No. & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: ▪ Company ▪ Customer ▪ Job
Budgeted Quantity	These columns display the budgeted units for the current year and the previous year, respectively.

Column	Description
Budgeted Cost	These columns display the budgeted cost for the current year and the previous year, respectively.
Registered Quantity	These columns display the actual number of entered quantities for the current year and the previous year, respectively.
Registered Cost	These columns display the actual entered cost for the current year and the previous year, respectively.
Current Year Variance	These columns display the difference between the budgeted and entered numbers (quantity and cost) for the current year.

Each figure is split into current year and previous year. The **Current Year** means actuals from the beginning of the current year up to the specified statement date.

The **Previous Year** means actuals from the beginning of the previous year up to the statement date a year back. Budget figures are all budgets that have a job with **JobYear** belonging to either the current or previous year. The budget numbers are collected from the latest approved revision using the **Job Budget Type** that you chose.

Job Budget to Actuals YTD, by Account Manager

The Job Budget to Actuals YTD, by Account Manager report displays job figures for time and amount activities. Drill-down options are available for Purpose, Customer Level 1, Customer Level 2 and Job, with Purpose level being the default.

The **CPA** solution uses the Purpose dimension for ***Client Manager***, and in that solution this report is renamed to **Job Budget to Actuals YTD, by Client Manager**. Thus, this report is a client manager focused version of the Job Budget to Actuals YTD report.

This report compares actual Job Cost to the Job Budget for the current year and previous year—that is, given a statement date, it displays the year-to-date interval for the actual numbers. You can select whether to compare the current year's data to the previous year-to-date and the previous year's full year of data.

The measures are divided into two categories:

- Budget
  - Budgeted Hours
  - Budgeted Billing Price
  - Budgeted Quantity
  - Budgeted Cost
- Actuals
  - Registered Hours
  - Registered Billing Price
  - Actual Units
  - Actual Cost

This report only includes entries up to the Statement Date. The prompt Date Type restricts the entries using either the Entry Date or the Finance Entry Date. The report contains six tabs. The first tab displays budgeted figures and entered figures of time activities for the current year and the previous year. The second and third tabs are similar to the first tab, except that:

- They do not offer drilling.
- The second tab groups by the Purpose dimension and displays the name and number of the Client Level 1 instead.
- The third tab groups by the Purpose dimension and the Client Level 1 dimension, and displays the name and number of the job instead.

Column	Description
No. & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: ▪ Purpose ▪ Client Level 1 ▪ Client Level 2 ▪ Job
Budgeted Billing Price	These columns display the budgeted billing price for the current year and the previous year, respectively.
Budgeted Hours	These columns display the budgeted hours for the current year and the previous year, respectively.
Registered Billing Price	These columns display the actual registered billing price for the current year and the previous year, respectively.
Registered Hours	These columns display the actual number of registered hours for the current year and the previous year, respectively.
Current Year Variance	These columns display the difference between the budgeted and registered numbers (hours and billing price) for the current year.

The fourth tab displays budgeted and entered figures for amount activities for the current year and the previous year.

The fifth and sixth tabs are similar to the fourth tab, except that:

- They do not offer drilling.
- The fifth tab groups by the Purpose dimension and displays the name and number of the Client Level 1 instead.
- The sixth tab groups by the Purpose dimension and the Client Level 1 dimension, and displays the name and number of the job instead.

Column	Description
No. & Name	This column displays the number and name of the current drill-down level. The drill-down levels are:

Column	Description
	▪ Company ▪ Customer ▪ Job
Budgeted Quantity	These columns display the budgeted units for the current year and the previous year, respectively.
Budgeted Cost	These columns display the budgeted cost for the current year and the previous year, respectively.
Registered Quantity	These columns display the actual number of entered quantities for the current year and the previous year, respectively.
Registered Cost	These columns display the actual entered cost for the current year and the previous year, respectively.
Current Year Variance	These columns display the difference between the budgeted and entered numbers (quantity and cost) for the current year.

Each figure is split into current year and previous year. The Current Year means actuals from the beginning of the current year up to the given statement date.

The Previous Year means actuals from the beginning of the previous year up to the statement date a year back. Budget figures are all budgets that have a job with JobYear belonging to either the current or previous year. The budget numbers are collected from the latest approved revision using the Job Budget Type chosen by the user.

Job Budget to Actuals YTD, by Task

The Job Budget to Actuals YTD, by Task report displays job figures for time and amount activities. Unlike Job Budget to Actuals YTD, this report is not drillable, and data is only displayed on the Task Level.

The report compares actual **Job Cost** to the **Job Budget** for the current year and previous year—that is, given a statement date, it displays the year-to-date interval for the actual numbers.

The measures are divided into two categories:

- Budget
  - Budgeted Hours
  - Budgeted Billing Price
  - Budgeted Quantity
  - Budgeted Cost
- Actuals
  - Registered Hours
  - Registered Billing Price
  - Actual Units
  - Actual Cost

The report only includes entries up to the **Statement Date**. The **Date Type** prompt restricts the entries using either the **Entry Date** or the **Finance Entry Date**.

The report displays two tabs. Each tab displays budgeted figures and entered, for the current year and the previous year. The report is grouped by **Company Currency**, **Company**, **Employee Category**, and **Employee**.

The first tab displays budgeted figures and entered figures of time activities for the current year and the previous year.

Column	Description
No. & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: ▪ Company ▪ Customer ▪ Job
Budgeted Billing Price	These columns display the budgeted billing price for the current year and the previous year, respectively.
Budgeted Hours	These columns display the budgeted hours for the current year and the previous year, respectively.
Registered Billing Price	These columns display the actual entered billing price for the current year and the previous year, respectively.
Registered Hours	These columns display the actual number of hours entered for the current year and the previous year, respectively.
Current Year Variance	These columns display the difference between the budgeted and entered numbers (hours and billing price) for the current year.

The second tab displays budgeted and entered figures for amount activities for the current year and the previous year.

Column	Description
No. & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: ▪ Company ▪ Customer ▪ Job
Budgeted Quantity	These columns display the budgeted units for the current year and the previous year, respectively.
Budgeted Cost	These columns display the budgeted cost for the current year and the previous year, respectively.

Column	Description
Registered Quantity	These columns display the actual number of entered quantities for the current year and the previous year, respectively.
Registered Cost	These columns display the actual entered cost for the current year and the previous year, respectively.
Current Year Variance	These columns display the difference between the budgeted and entered numbers (quantity and cost) for the current year.

Each figure is split into current year and previous year. The **Current Year** means actuals from the beginning of the current year up to the specified statement date.

The **Previous Year** means actuals from the beginning of the previous year up to the statement date a year back. Budget figures are all budgets that have a job with **JobYear** belonging to either the current or the previous year. The budget numbers are collected from the latest approved revision using the **Job Budget Type** that you chose.

Job Status, by Task & Employee

The Job Status, by Task & Employee report provides a status report on a company's budget as detailed as on the task and employee level. This must be combined in one report because the task and employee levels are two perspectives on the same data that project managers and team members require.

The report displays the budgeted figures, entered actuals, and the variance between these two figures. In addition, it displays the invoiced figures and the open billing price.

Figures are displayed in job currency, company currency, or enterprise currency.

The report groups the figures by selected currency and then by job.

Only entries, budget figures, and invoices on time activities are included.

There is no drilling in the report.

Job Status, by Task Tab

The first tab displays budgeted and entered figures on the task level.

Column	Description
Task, Name	This column displays the task name of the entered figures.
Task, Desc.	This column displays the task description.
Budgeted, Hours	This column displays the budgeted number of hours for the task. The budget figures are taken from the latest approved revision.
Budgeted, Billing Price	This column displays the total budgeted billing price for the task. The budget figures are taken from the latest approved revision.
Registered, Hours	This column displays the number of hours entered for the task.
Registered, Billing Price	This column displays the billing price entered for the task.

Column	Description
Variance, Hours	This column displays the difference between the budgeted and entered number of hours.
Variance, Billing Price	This column displays the difference between the budgeted and entered total billing price for the task.
Invoiced, Billing Price	This column displays the total amount already invoiced.
Invoiced, Up/Down	This column displays the total up/down writing on the invoices.
Open, Billing Price	This column displays the open billing price.

Job Status, by Employee Tab

The second tab displays budgeted and entered figures on the employee level.

Column	Description
Employee, Number	This column displays the employee number on the entries.
Employee, Name	This column displays the employee's name.
Budgeted, Hours	This column displays the budgeted number of hours for the task. The budget figures are taken from the latest approved revision.
Budgeted, Billing Price	This column displays the total budgeted billing price for the task. The budget figures are taken from the latest approved revision.
Registered, Hours	This column displays the number of hours entered for the task.
Registered, Billing Price	This column displays the billing price entered for the task.
Variance, Hours	This column displays the difference between the budgeted and entered number of hours.
Variance, Billing Price	This column displays the difference between the budgeted and entered total billing price for the task.
Invoiced, Billing Price	This column displays the total amount already invoiced.
Invoiced, Up/Down	This column displays the total up/down writing on the invoices.
Open, Billing Price	This column displays the open billing price.

Job Status, by Task & Employee Category

The Job Status, by Task & Employee Category report provides a status report on companies' budgets as detailed as on the task and employee category level. This must be combined in one report because the

task and employee category levels are two perspectives on the same data that project managers and team members require.

The report displays the budgeted figures, actuals entered, and the variance between these two figures. It also displays the invoiced figures and the open billing price.

Figures are displayed in job currency, company currency, or enterprise currency.

The report groups the figures by selected currency and then by job.

Only entries, budget figures, and invoices on time activities are included.

There is no drilling in the report.

Job Status, by Task Tab

The first tab displays budgeted and entered figures on the task level.

Column	Description
Task, Name	This column displays the task name of the entered figures.
Task, Desc.	This column displays the task description.
Budgeted, Hours	This column displays the budgeted number of hours for the task. The budget figures are taken from the latest approved revision.
Budgeted, Billing Price	This column displays the total budgeted billing price for the task. The budget figures are taken from the latest approved revision.
Registered, Hours	This column displays the number of hours entered for the task.
Registered, Billing Price	This column displays the billing price entered for the task.
Variance, Hours	This column displays the difference between the budgeted and entered number of hours.
Variance, Billing Price	This column displays the difference between the budgeted and entered total billing price for the task.
Invoiced, Billing Price	This column displays the total amount already invoiced.
Invoiced, Up/Down	This column displays the total up/down writing on the invoices.
Open, Billing Price	This column displays the open billing price.

Job Status, by Employee Category Tab

The second tab displays budgeted and entered figures on the employee category level.

Column	Description
Employee Category, Number	This column displays the employee category number on the entries.

Column	Description
Employee Category, Name	This column displays the employee category name.
Budgeted, Hours	This column displays the budgeted number of hours for the task. The budget figures are taken from the latest approved revision.
Budgeted, Billing Price	This column displays the total budgeted billing price for the task. The budget figures are taken from the latest approved revision.
Registered, Hours	This column displays the number of hours entered for the task.
Registered, Billing Price	This column displays the billing price entered for the task.
Variance, Hours	This column displays the difference between the budgeted and entered number of hours.
Variance, Billing Price	This column displays the difference between the budgeted and entered total billing price for the task.
Invoiced, Billing Price	This column displays the total amount already invoiced.
Invoiced, Up/Down	This column displays the total up/down writing on the invoices.
Open, Billing Price	This column displays the open billing price.

Customer Reports

The following standard Customer reports are available:

- AR Aging
- AR Aging (Australia)
- AR Aging, by Account Manager
- AR Aging, by Dimension
- AR Aging Details, by Dimension
- AR Aging Summary, by Dimension
- AR Rollforward
- AR Transactions
- Customer Invoice Status
- Customer Invoices
- Customer Statement
- Customer Tax Returns
- Cash Receipts
- Cash Receipts, by Account Manager
- Outstanding Customer Invoices

AR Aging

The AR Aging report displays outstanding balances for customers, broken out in 30-day intervals, based on entry dates or due dates.

Outstanding balances represent invoiced amounts minus payments received from customers. The relationship between invoices and payments is based on reconciling customer entries that represent invoices and the customer payments.

Both the entry reconciliation date (which can be in the future) and the reconciliation date (which is the actual date of the reconciliation) must be prior to the statement date for the reconciliation to be included in the report. In addition, only entries and reconciliations that are open as of the statement date are included in the report.

You can drill down on the **No & Name** column to the company, customer, job, or transaction level. The **Total Balance** column links to the AR Transactions report. You can run the report to display blocked entries along with an explanation of why the entries are blocked. You can also control whether to sort by period (30-day intervals) and classify entries as due, based on the entry date or due date.

The report corresponds to the Print dialog box and universe report of the same name. However, the corresponding Analyzer report does not dynamically calculate reconciliations based on the statement date, nor does it report values for invoicing on account.

Column	Description
No & Name	This column displays the number and name for the current drill-down level. The drill-down levels are: ▪ Company ▪ Customer ▪ Job ▪ Transaction
Balance, Total	This column displays the total amount outstanding on customer invoices, including entries that are not yet due, based on the statement date.
0-30 days	This column displays the amount outstanding that is up to 30 days old.
31-60 days	This column displays the amount outstanding that is between 31 and 60 days old.
61-90 days	This column displays the amount outstanding that is between 61 and 90 days old.
91-120 days	This column displays the amount outstanding that is between 91 and 120 days old.
121+ days	This column displays the amount outstanding that is more than 120 days old.
DSO	This column displays the days of sales outstanding. This is calculated as the sum of individual outstanding balances of entries multiplied by

Column	Description
	the number of days they are due. The resulting value is then divided by the total outstanding balance.

Note: As of 2.5.1, a new object called **Control Account No**. is introduced in the AR Aging universe. This object is used for stating the finance account of the control account for customers and vendors.

AR Aging (Australia)

This report is a copy of the standard AR Aging report, but this links to the Outstanding Customer Invoices report. This report is found in the Australia folder.

There are a couple of key differences between the AR Aging (Australia) report and the Outstanding Customer Invoices report. Specifically:

- The Aging report filters out records that summarize to zero if these records also do so on the lowest drill-down level (that is, records that do not add to the balance on any level of detail). On the Outstanding report, such records are included because they add value and insight.
- The Aging report may also list payments made without a corresponding invoice, while the Outstanding report does not because it concentrates on invoices and credit memos. For example, if a payment is made by a customer in the General Journal even if there is no customer invoice, that payment will appear in the Aging report as a negative balance, but is filtered out in the Outstanding report. However, if that same payment is reconciled against an invoice, the Outstanding report will list the invoice and the reconciled amount as the paid amount.

Note: While this report was created primarily to address an Australian statutory requirement, it can also be utilized by companies from other countries. Reach out to Consulting or Customer Care for more information.

Column	Description
No. & Name	This column displays the number and name for the current drill-down level. The drill-down levels are: ▪ Company ▪ Customer ▪ Job ▪ Transaction
Balance, Total	This column displays the total amount outstanding on customer invoices, including entries that are not yet due, based on the statement date. Clicking the value in this field will take you to the Outstanding Customer Invoices report.
0-30 days	This column displays the amount outstanding that is up to 30 days old.

Column	Description
31-60 days	This column displays the amount outstanding that is between 31 and 60 days old.
61-90 days	This column displays the amount outstanding that is between 61 and 90 days old.
91-120 days	This column displays the amount outstanding that is between 91 and 120 days old.
121+ days	This column displays the amount outstanding that is more than 120 days old.
DSO	This column displays the days of sales outstanding. This is calculated as the sum of individual outstanding balances of entries multiplied by the number of days they are due. The resulting value is then divided by the total outstanding balance.

Workspace Client Fields and Descriptions

Reporting » Statutory Reporting » Australia » A/R Aging

Selection Criteria island

Field	Description
Statement Date	Use this field to filter the entries to be included in the report. Only open entries and reconciliations entered before or on the statement date you specify are included in the report.
Customer No.	Use this field to search for or enter a customer number.
Company No.	Use this field to search for or enter a company number.
Job No.	Use this field to search for or enter a job number.
Project Manager No.	Use this field to search for or enter a project manager number.
Sales Person No.	Use this field to search for or enter a sales person number.
Customer Group	Use this field to select a customer group.
Country	Use this field to select a country.
Control Account	Use this field to select a control account.

Selection Criteria, Dimensions island

Field	Description
Location	Use this field to filter entries by location.
Entity	Use this field to filter entries by entity.
Project	Use this field to filter entries by project.
Purpose	Use this field to filter entries by purpose.
Spec. 2 - 3	Use this field to filter entries by other specs as needed.
Local Spec. 1 - 3	Use this field to filter entries by other local specs as needed.

Print Control island

Field	Description
Include Inactive Customers	Select this check box to include inactive customers in the list.
Include Blocked	Select this check box to include blocked customers in the list.
Separate Blocked	Select this check box to include blocked customers, but in a separate list.

Currency island

Field	Description
Basis	Select a currency type from the drop-down list. Available options are; ▪ Company ▪ Customer ▪ Enterprise

Tab Actions

Action	Description
Open PDF Report	Click this action to open a PDF of the report.
Open Live Report	Click this action to open the report in the BI Launchpad.

AR Aging, by Account Manager

The AR Aging, by Account Manager report displays outstanding balances for customers, broken out in 30-day intervals, based on either entry dates or due dates.

Outstanding balances represent invoiced amounts minus payments received from customers. The relationship between invoices and payments is based on reconciling customer entries representing invoices and the customer payments.

Both the entry reconciliation date (which can be in the future) and the reconciliation date (which is the actual date of the reconciliation) must be prior to the statement date for the reconciliation to be included in the report. In addition, only entries and reconciliations that are open as of the statement date are included in the report.

You can drill down on the **No & Name** column to the purpose, customer level 1, customer level 2, and job. The **Total Balance** column links to the AR Transactions report. You can run the report to display blocked entries along with an explanation of why the entries are blocked. You can also control whether to sort by period and classify entries as due, based on the entry date or due date. This is set up in the aging principles for AR Aging reports. In the table below, we just exemplify how the intervals could be by using 30 days intervals.

The **CPA** solution uses the purpose dimension for ***Client Manager*** and this report is in that solution renamed to **AR Aging, by Client Manager**. Thereby, the report is a client manager focused version of the AR Aging report.

The report has three tabs. The first tab displays similar columns as the AR Aging report. The second and third tabs display the same columns, except that:

- They do not offer drilling.
- The second tab groups by the Purpose dimension and displays the name and number of the Client Level 1 instead.
- The third tab groups by the Purpose dimension and the Client Level 1 dimension, and displays the name and number of the job instead.

This report corresponds to the Print dialog box and universe report of the same name. However, the corresponding Analyzer report does not dynamically calculate reconciliations based on the statement date, nor does it report values for invoicing on account.

Column	Description
No & Name	This column displays the number and name for the current drill-down level. The drill-down levels are: ▪ Purpose ▪ Customer Level 1 ▪ Customer Level 2 ▪ Job
Balance, Total	This column displays the total amount outstanding on customer invoices, including entries that are not yet due, based on the statement date.
0-30 days	This column displays the amount outstanding that is up to 30 days old.

Column	Description
31-60 days	This column displays the amount outstanding that is between 31 and 60 days old.
61-90 days	This column displays the amount outstanding that is between 61 and 90 days old.
91-120 days	This column displays the amount outstanding that is between 91 and 120 days old.
121+ days	This column displays the amount outstanding that is more than 120 days old.
DSO	This column displays the days of sales outstanding. This is calculated as the sum of individual outstanding balances of entries multiplied by the number of days they are due. The resulting value is then divided by the total outstanding balance.
Last Payment Date	This column displays the date of the latest payment entered for the customer.

AR Aging, by Dimension

The AR Aging, by Dimension report displays AR Aging balance amounts and measures for each customer and project manager, broken out in 30-day intervals, based on either entry dates or due dates. The report is grouped into one or two standard dimensions, which you select.

Outstanding balances represent invoiced amounts minus payments received from customers. The relationship between invoices and payments is based on reconciling customer entries that represent invoices and the customer payments.

Both the entry reconciliation date (which can be in the future) and the reconciliation date (which is the actual date of the reconciliation) must be prior to the statement date for the reconciliation to be included in the report. In addition, only entries and reconciliations that are open as of the statement date are included in the report.

The **Total Balance** column links to the AR Transactions report. You can also classify entries as due based on the entry date or due date.

Column	Description
Customer No & Customer Name	This column displays the customer's number and name.
Project Manager No & Name	This column displays the project manager's number and name, if there is an associated project manager.
Balance, Total	This column displays the customer's outstanding balance, based on the statement date. Entries with a due date or entry date equal to the statement date are considered due.

Column	Description
0-30 days	This column displays the outstanding balance of entries that have an entry date or due date up to 30 days old according to the statement date given.
31-60 days	This column displays the outstanding balance of entries that have an entry date or due date that is between 31 and 60 days old according to the statement date given.
61-90 days	This column displays the amount outstanding that is between 61 and 90 days old.
91-120 days	This column displays the amount outstanding that is between 91 and 120 days old.
121+ days	This column displays the amount outstanding that is more than 120 days old.
Last Payment	This column displays the date of the latest payment entered for the customer.

AR Aging Details, by Dimension

The AR Aging Details, by Dimension report displays outstanding balances and aged measures for each customer and job, broken out in 30-day intervals, based on entry dates or due dates.

Outstanding balances represent invoiced amounts minus payments received from customers. The relationship between invoices and payments is based on reconciling customer entries that represent invoices and the customer payments.

Both the entry reconciliation date (which can be in the future) and the reconciliation date (which is the actual date of the reconciliation) must be prior to the statement date for the reconciliation to be included in the report. In addition, only entries and reconciliations that are open as of statement date are included in the report.

The **Total Balance** column links to the AR Transactions report. You can also classify entries as due based on the entry date or due date.

Column	Description
Customer No	This column displays the customer's number.
Customer Name	This column displays the customer's name.
Job No	This column displays the number of the job, if any.
Job Name	This column displays the name of the job, if any.
Balance	This column displays the outstanding balance of the customers grouped by the selected dimension. This balance corresponds to the balance column displayed in the standard AR Aging report.

Column	Description
0-30 days	This column displays the amount outstanding that is up to 30 days old.
31-60 days	This column displays the amount outstanding that is between 31 and 60 days old.
61-90 days	This column displays the amount outstanding that is between 61 and 90 days old.
91+ days	This column displays the amount outstanding that is more than 90 days old.
Last Payment	This column displays the date of the latest payment entered for the customer.

AR Aging Summary, by Dimension

The AR Aging Summary, by Dimension report displays outstanding balances and aged measures for each value in a selected dimension. You can select a dimension by which to group figures.

Outstanding balances represent invoiced amounts minus payments received from customers. The relationship between invoices and payments is based on reconciling customer entries that represent invoices and the customer payments.

Both the entry reconciliation date (which can be in the future) and the reconciliation date (which is the actual date of the reconciliation) must be prior to the statement date for the reconciliation to be included in the report. In addition, only entries and reconciliations that are open as of statement date are included in the report.

The **Total Balance** column links to the AR Transactions report. You can also classify entries as due based on the entry date or due date.

Column	Description
Dimension No	This column displays the number of the selected dimension, such as the name of the Project Manager.
Dimension Name	This column displays the name of the selected dimension, such as the name of the Project Manager.
Balance	This column displays the outstanding balance of the customer, grouped by the selected dimension. This balance corresponds to the balance column displayed in the standard AR Aging report.
0-30 days	This column displays the amount outstanding that is up to 30 days old.
31-60 days	This column displays the amount outstanding that is between 31 and 60 days old.
61-90 days	This column displays the amount outstanding that is between 61 and 90 days old.

Column	Description
91+ days	This column displays the amount outstanding that is more than 90 days old.
Last Payment	This column displays the date of the latest payment entered for the customer.

AR Rollforward

The AR Rollforward report states what has been paid by customers in the selected period. This report displays payments and invoices, with opening and closing balances for the specified period. It is like a balance sheet of customer payments.

- Click the **Balance Opening** field to display the AR Aging report.

The report has standard drilling on the standard hierarchy from the AR universe.

Column	Description
Customer No.	This column displays the number of the customer who paid the amounts.
Customer Name	This column displays the name of the customer who paid the amounts.
Customer	This column displays the number and name of the customer who paid the amounts.
Company, No.	This column displays the number of the company that paid the amounts.
Company, Name	This column displays the name of the company that paid the amounts.
Company	This column displays the number-name of the company that paid the amounts.
Job, No.	This column displays the job number for which the customer paid the amounts.
Job, Name	This column displays the job name for which the customer paid the amounts.
Job	This column displays the job number-name for which the customer paid the amounts.
Balance Opening	This column displays the total amount outstanding on invoices, including entries that are not yet due, based on the **From Date**.
Invoiced	This column displays the amount invoiced to the customer. The data is displayed in one of the currencies (company, customer, or enterprise), according to the answer given in response to the prompt.

Column	Description
Paid	This column displays the amount paid by the customer. The data is displayed in one of the currencies (company, customer, or enterprise) according to the answer given in response to the prompt.
Balance Closing	This column displays the total amount outstanding on invoices, including entries that are not yet due, based on the **From Date** plus Invoiced amount for **From Date**, **To Date** timeframe, minus Paid amount for the same period.

AR Transactions

The AR Transactions report displays the individual customer entries for customer invoices, along with customer payments received. Customer reconciliations are included in the report's calculations.

- The **Customer** title links to the Customers workspace.
- The **Transaction No.** column links to the Customer Entries workspace.

There are no corresponding reports in the application. There is corresponding functionality in the Analyzer, except that the Analyzer report does not consider the statement date in its calculations.

Column	Description
Entry Date	This column displays the entry date of the customer entry.
Due Date	This column displays the due date of the customer entry.
Transaction No.	This column displays the transaction number of the customer entry.
Transaction Type	This column displays the transaction type of the customer entry.
Entry Text	This column displays the entry text of the customer entry.
Current	This column displays the total current balance of the entry, based on the statement date. It includes entries that are not yet due.
Days Due	This column displays the number of days that the amount on the entry has been due, based on the statement date.
Original, Currency	This column displays the original currency of the customer entry.
Original, Amount	This column displays the original amount of the customer entry, in the original currency.

Customer Invoice Status

The Customer invoice Status report displays invoiced and paid amounts, along with status and performance indicators related to customer handling, for example, payment time duration, number of invoices sent, and days of sales outstanding. On transaction levels, the report provides an overview of the outstanding invoices and transactional entries.

The **Invoice** column links to the Customer Invoices report and the **Balance by Statement Date** column links to the Customer Statement report.

Column	Description
Company	This column displays the name and number of the company. It displays on the first drill-down level. The drill-down levels are: ▪ Company ▪ Customer ▪ Job
Customer	This column displays the customer's name and the number. It is displayed on the second drill-down level.
Job	This column displays the job's name and the number. It is displayed on the third drill-down level.
DSO	This column displays the average days of sale outstanding.
Invoiced	This column displays the total invoiced amount. This amount is the total of all amounts included in actual invoicing—it does not include exchange rate losses or gains, cash discounts, and so on. Credit memos are included with negative amounts.
Paid	This column displays the total amount paid (reconciled). This amount is the total of all amounts included in actual payments—it does not include exchange rate losses or gains, cash discounts, and so on.
Variance	This column displays the difference between invoiced amounts and paid amounts.
Balance by Statement Date	This column displays the balance due by statement date for the current customer.
Avg. Time until Paid	This column displays the average time it has taken the customer to fully pay outstanding invoices.

Customer Invoices

The Customer Invoices report displays amount and status information for individual invoices.

This report is a sub report of the Customer Invoice Status report. You can link to this report by clicking the **Invoiced** column on the Customer Invoice Status report.

- The **Balance** column links to the Customer Statement report.
- The **Customer** title links to the Customers workspace.
- The **Invoiced Amount** column links to the Job Invoices workspace.

The top filter should contain only the selected invoice and should be compacted. The focus pane is **Home/Overview**.

Column	Description
Invoice	This column displays the entry invoice's number and name.
Customer No.	This column displays the customer's identification number.
Customer Name	This column displays the customer's name.
Invoice Date	This column displays the date of the invoice.
Due Date	This column displays the due date of the entry.
Amount	This column displays the invoiced amount.
On Account	This column displays **Yes** if the invoice is on account and **No** if the invoice is not on account.
Balance	This column displays the amount invoiced minus the amount paid.
Paid	This column displays **Yes** if the invoice is fully paid and **No** if the invoice is not fully paid.
Time until Paid	This column displays the number of days from the date the invoice was issued until the date on which it was fully paid.
Blocking Type	This column displays the blocking type.
Blocking Reason	This column displays the reason for blocking.

Customer Statement

The Customer Statement report displays entry information, amounts, and the status of each customer entry that matches the specified restrictions.

This report is a subreport of the Customer Invoice Status and Customer Invoices reports. To link to this report, click **Balance by Statement Date** on the Customer Invoice Status report or click **Balance** on the Customer Invoices report.

There are no drill-down levels for this report.

- The **Company** title links to the Companies workspace.
- The **Customer** title links to the Customers workspace.
- The **Transaction No.** column links to the Customer Entries workspace.
- The **Journal No.** column links to the Posted Journals workspace.

Column	Description
Entry Date	This column displays the creation date of the entry.
Due Date	This column displays the due date of the entry.

Column	Description
Orig. Due Date	This column displays the original due date of the entry
Closing Date	This column displays the date on which the entry is considered fully reconciled (closed).
Closed	This column displays **Yes** if the entry is closed and **No** if the entry is still open.
Transaction No.	This column displays the entry's transaction number.
Transaction Type	This column displays the entry's transaction type
Transaction Description	This column displays the transaction's description.
Debit	This column displays the entry's debit amount.
Credit	This column displays the entry's credit amount.
Journal No.	This column displays the entry's journal number.
Blocking Type	This column displays the blocking type.
Blocking Reason	This column displays the reason for blocking.

Customer Tax Returns

A Customer Tax Return is a special kind of task that CPA companies do for their customers. In Maconomy, it is not defined as a task on a task list. Instead, a collection of Customer Tax Returns is defined and associated with a job. Customer Tax Returns have various status fields and dates that are important in the follow-up and planning of such work.

To support the Customer Tax Return functionality in Maconomy, BPM provides reports that list the status of customer tax returns. In addition, the Job Information universe is enhanced with objects for this kind of reporting. This functionality is part of BPM Reporting but not BPM Analysis.

Reports

Two new reports are introduced in BPM Reporting:

- **Customer Tax Return** — This report lists the customer tax returns for each job and displays the overall information that provides an overview of the status of the customer tax returns.
- **Customer Tax Return Details** — This report is a sub-report of the Customer Tax Return report and displays, for each Customer Tax Return, additional detailed information. There is a link from the Customer Tax Return report to the Customer Tax Return Details report.

Customer Tax Returns Report

This report consists of the following tabs:

- **By Customer** — Lists customer tax returns by customer.
- **By Type** — Lists customer tax returns by tax return type.

- **By Approver** — Lists customer tax returns by actual approver.
- **By Receiver** — Lists customer tax returns by actual receiver.

In each of the tabs shows the same table. This table shows data grouped by different dimensions as described previously.

All tables are sorted first by Due Dates, Current.

Above each table the job number, name, and year are stated.

The data in the tables is as follows.

Item	Description
Line No.	This column displays the line number of the customer tax return.
Tax Return, Name	This column displays the name of the customer tax return.
Tax Return Description	This column displays the description of the customer tax return.
Due Dates, Current	This column displays the current due date of the customer tax return. In Maconomy this is the original due date if no extension is requested. If an extension is requested, it is the extension due date.
Due Dates, Original	This column displays the original due date of the customer tax return.
Due Dates, Extension	This column displays the extension due date of the customer tax return.
Reference Dates, Received	This column displays the date the customer tax return was received.
Reference Dates, Committed	This column displays the date the customer tax return was committed for work.
Reference Dates, Extension Filed	This column displays the date any possible extension request was filed.
Reference Dates, Completed	This column displays the date the customer tax return work was completed.

This report defines a traffic light that is displayed to the left of each Customer Tax Return Name. The traffic light has the following values.

Color	Description
Green	If the number of days from Statement Date to Due Dates, Current is greater than 60. All Customer Tax Returns that are completed (despite the statement date) are marked as green.
Yellow	If the number of days from Statement Date to Due Dates, Current is less than 60 days and greater than 15.

Color	Description
Red	If the number of days from Statement Date to Due Dates, Current is less than or equal to 15.

Customer Tax Return Details Report

The main report Customer Tax Returns links to the sub-report, Customer Tax Return Details.

This report consists of the following tabs:

- **By Customer** — Lists customer tax returns by customer.
- **By Type** — Lists customer tax returns by tax return type.
- **By Approver** — Lists customer tax returns by actual approver.
- **By Receiver** — Lists customer tax returns by actual receiver.

Each of the tabs shows the same table with data that is grouped by different dimensions as described previously.

All tables are ordered by Due Dates, Current.

Above each table the job number, name, and year are stated.

The data in the tables is as follows:

Item	Description
No Line	This column displays the line number of the customer tax return.
Tax Return, Name	This column displays the name of the customer tax return.
Tax Return Description	This column displays the description of the customer tax return.
Details, Status	This column displays the status of the customer tax return.
Details, Disposition	This column displays the disposition of the customer tax return.
Details, Filling Status	This column displays the filing status of the customer tax return.
Details, E-filing Date	This column displays the date when an electronic filing was performed.
Details, Processing Code	This column displays the processing code of the customer tax return
Details, Eng. Letter Rec	This column displays the engagement letter record.
Details, Customer Status	This column displays the customer status of the customer tax return.

Cash Receipts

The Cash Receipts report lists the amounts that customers have paid. Despite its name, this report includes all kinds of payments, not just cash. (It is by tradition that such a report is called a cash receipts report.) This report displays payments received divided into various periods and ties payments to their corresponding invoices.

The report consists of two tabs:

- The **Cash Receipts by Period** tab displays amounts that customers have paid, grouped by time (yesterday, current week, previous week, current month, and so on). This tab also displays the total amount received for the customer.
- The **Cash Receipts by Invoice** tab displays the amounts that have been paid on invoices and compares the amounts to the original invoice amounts and individual job amounts.

Data in both tabs is grouped by currency and then by account manager.

All figures are displayed in the currency of the company, customer, or enterprise, depending on what you select.

There are no drill-down levels for this report.

Cash Receipts by Period Tab

Column	Description
Customer No.	This column displays the number of the customer that paid the amounts.
Customer Name	This column displays the name of the customer that paid the amounts.
Yesterday	This column displays the amount paid on the day before the end date of the date interval. Only figures with an **Entry Date** within the date interval are included.
Week to Date	This column displays the amount paid within the current week, up to and including the end date of the date interval. Only figures with an **Entry Date** within the date interval are included.
Prev. Week	This column displays the amount paid within the week prior to the week of the end date of the date interval. Only figures with an **Entry Date** within the date interval are included.
Month to Date	This column displays the amount paid within the current month, up to and including the end date of the date interval. Only figures with an **Entry Date** within the date interval are included.
Prev. Month	This column displays the amount paid within the previous month according to the end date of the date interval. Only figures with an **Entry Date** within the date interval are included.
YTD	This column displays the amount paid in the year to date, which is defined as the period from the beginning of the calendar year up to and including the end date of the date interval. The year-to-date figures are not restricted by the starting date of the date interval as other figures are.
Customer to Date	This column displays the amount paid in total by the customer up to and including the end date of the date interval. The figures are **not** restricted by the starting date of the date interval as the preceding figures are.

Cash Receipts by Invoice Tab

Column	Description
Customer No.	This column displays the number of the customer that paid the amounts.
Customer Name	This column displays the name of the customer that paid the amounts.
Job No.	This column displays the number of the job associated with the payments.
Job Name	This column displays the name of the job associated with the payments.
Cash Deposit, Date	This column displays the date of the cash deposit provided by the customer and related to the job in question.
Cash Deposit, Amount	This column displays the amount of the cash deposit provided by the customer and related to the job in question.
Invoice No.	This column displays the number of the invoice being paid. Only entries within the date interval are included.
Invoice Date	This column displays the date of the invoice being paid. Only entries within the date interval are included.
Invoiced	This column displays the invoiced amount being paid. Only entries within the date interval are included.
Paid	This column displays the amount paid on the day before the end date of the date interval. Only figures with an **Entry Date** within the date interval are included.
Cash Discount	This column displays the total amount discounted from the initial invoiced price when invoices were reconciled.
Balance	This column displays the total due amount, according to the date interval not yet paid or reconciled.

Cash Receipts, by Account Manager

The Cash Receipts, by Account Manager report lists the amounts that customers have paid. Despite its name, this report includes all kinds of payments, not just cash. (It is by tradition that such a report is called a cash receipts report.) This report displays received payments divided into various periods and ties payments to their corresponding invoices.

The report consists of four tabs:

- The Cash Receipts by Period tab displays amounts that customers have paid, grouped by time (yesterday, current week, previous week, current month, and so on). This tab also displays the total amount received for the customer.

- Tabs two and three are similar to tab one, except that tab two groups by the purpose dimension and displays paid amounts by client level 1. Tab three similarly groups by the purpose dimension and the client level 1 dimension and displays paid amounts by job.
- The Cash Receipts by Invoice tab displays the amounts that have been paid on invoices and compares the amounts to the original invoice amounts and individual job amounts.

Data in both tabs is grouped by currency and then by account manager.

All figures are displayed in the currency of the company, customer, or enterprise, depending on what you select.

There are no drill-down levels for this report.

Cash Receipts by Period Tab

Column	Description
Customer No.	This column displays the number of the customer that paid the amounts.
Customer Name	This column displays the name of the customer that paid the amounts.
Yesterday	This column displays the amount paid on the day before the end date of the date interval. Only figures with an **Entry Date** within the date interval are included.
Week to Date	This column displays the amount paid within the current week, up to and including the end date of the date interval. Only figures with an **Entry Date** within the date interval are included.
Prev. Week	This column displays the amount paid within the week prior to the week of the end date of the date interval. Only figures with an **Entry Date** within the date interval are included.
Month to Date	This column displays the amount paid within the current month, up to and including the end date of the date interval. Only figures with an **Entry Date** within the date interval are included.
Prev. Month	This column displays the amount paid within the previous month according to the end date of the date interval. Only figures with an **Entry Date** within the date interval are included.
YTD	This column displays the amount paid in the year to date, which is defined as the period from the beginning of the calendar year up to and including the end date of the date interval. The year-to-date figures are not restricted by the starting date of the date interval as other figures are.
Customer to Date	This column displays the amount paid in total by the customer up to and including the end date of the date interval. The figures are **not** restricted by the starting date of the date interval as the above figures are.

Cash Receipts by Invoice Tab

Column	Description
Customer No.	This column displays the number of the customer that paid the amounts.
Customer Name	This column displays the name of the customer that paid the amounts.
Job No.	This column displays the number of the job associated with the payments.
Job Name	This column displays the name of the job associated with the payments.
Invoice No.	This column displays the number of the invoice being paid. Only entries within the date interval are included.
Invoice Date	This column displays the date of the invoice being paid. Only entries within the date interval are included.
Invoiced	This column displays the invoiced amount being paid. Only entries within the date interval are included.
Paid	This column displays the amount paid on the day before the end date of the date interval. Only figures with an **Entry Date** within the date interval are included.
Cash Discount	This column displays the total amount discounted from the initial invoiced price when invoices were reconciled.
Balance	This column displays the total due amount, according to the date interval not yet paid or reconciled.

Outstanding Customer Invoices

This report shows all of the outstanding invoices of the customer based on the company number, statement date, and all applicable prompt values from the AR Aging (Australia) report. This report is found in the Australia folder.

There are a couple of key differences between the AR Aging (Australia) report and the Outstanding Customer Invoices report. Specifically:

- The Aging report filters out records that summarize to zero if these records also do so on the lowest drill-down level (that is, records that do not add to the balance on any level of detail). On the Outstanding report, such records are included because they add value and insight.
- The Aging report may also list payments made without a corresponding invoice, while the Outstanding report does not because it concentrates on invoices and credit memos. For example, if a payment is made by a customer in the General Journal even if there is no customer invoice, that payment will appear in the Aging report as a negative balance, but is filtered out in the Outstanding report. However, if that same payment is reconciled against an invoice, the Outstanding report will list the invoice and the reconciled amount as the paid amount.

Note: While this report was created primarily to address an Australian statutory requirement, it can also be utilized by companies from other countries. Reach out to Consulting or Customer Care for more information.

The customer information above the data table includes the following:

Field	Description
Currency	This field displays the currency used in the report.
Country Number	This field displays the country number.
Country	This field displays the country name.
Customer Number	This field displays the customer number.
Customer Name	This field displays the customer name.
Contact Person	This field displays the name of the contact person on the customer side.
Telephone Number	This field displays the telephone number of the customer.
E-mail	This field displays the e-mail address of the customer.

The data table includes the following:

Top-Level Header	Column	Description
Invoice	**No.**	This field displays the invoice number.
	Name	This field displays the name or reference of the invoice.
	Date	This field displays the date an entry was invoiced.
	Due Date	This field displays when payment for the invoice is due.
Invoiced	**Excl. Tax**	This field displays the invoiced amount excluding taxes. The total is shown at the end of the column.
	Tax	This field displays the tax amount of the invoice. The total is shown at the end of the column.
	Incl. Tax	This field displays the invoiced amount including taxes. The total is shown at the end of the column.

Top-Level Header	Column	Description
Paid	**Incl. Tax**	This field displays the amount already paid (that is, reconciled) including taxes. The total is shown at the end of the column.
Outstanding	**Excl. Tax**	This field displays the outstanding amount excluding taxes. The total is shown at the end of the column.
	Tax	This field displays the outstanding tax amount.

Prompts

Prompt Title	Expression	Mandatory
Company No.	Only include invoices indicated by this company number.	No
Customer No.	Only include invoices that belong to the customer(s) indicated.	No
Currency Type	Determines the currency type in which the amounts should be displayed	Yes
Statement Date	Only include invoices whose invoice dates are before or do not exceed this date.	Yes
10 Standard Dimensions	Only include invoices that satisfy these dimensions.	No

Workspace Client Fields and Descriptions

Reporting » Statutory Reporting » Australia » Outstanding Customer Invoices

Selection Criteria island

Field	Description
Statement Date	Use this field to filter the entries to be included in the report. Only open entries and reconciliations entered before or on the statement date you specify are included in the report.
Company No.	Use this field to search for or enter a company number.
Customer No.	Use this field to search for or enter a customer number.
Customer Group	Use this field to select a customer group.
Job No.	Use this field to search for or enter a job number.
Project Manager No.	Use this field to search for or enter a project manager number.

Field	Description
Sales Person No.	Use this field to search for or enter a sales person number.
Control Account	Use this field to select a control account.

Selection Criteria, Dimensions island

Field	Description
Location	Use this field to filter entries by location.
Entity	Use this field to filter entries by entity.
Project Name	Use this field to filter entries by project name.
Purpose Name	Use this field to filter entries by purpose name.
Spec. 1 - 10	Use this field to filter entries by other specs as needed.
Local Spec. 1 - 10	Use this field to filter entries by other local specs as needed.

Currency island

Field	Description
Currency Type	Use this field to specify a currency type for the report.
Currency	Use this field to specify a currency for the report.

Print Control island

Field	Description
Include Inactive Customers	Select this check box to include inactive customers in the list.
Include Blocked	Select this check box to include blocked customers in the list.

Tab Actions

Action	Description
Open PDF Report	Click this action to open a PDF of the report.
Open Live Report	Click this action to open the report in the BI Launchpad.

Company Dimension Combinations

The Company Dimension Combinations single dialog workspace enables you to quickly look up account, local account, and local chart of accounts derived for a given company and dimension combination header. Maconomy derives the information in the workspace based on the rules of each dimension

combination on each company in your system. Additionally, BPM can now look up the account and local account given a dimension combination number and a company number through the filter list.

Note that you cannot enter or create lines in the Company Dimension Combination tab or use it to derive the rules of or for the dimension combination. If you add or delete a company in the Dimension Combination workspace, Maconomy automatically updates the Company Dimension Combination single dialog workspace. Likewise, if you add, change, copy, or delete a dimension combination or dimension combination line, the system updates the table.

After the upgrade, the table is set up by default. Maconomy creates and populates the table by deriving the information from the current dimension combinations. For new customers that import their companies, Maconomy automatically calculates the table as if they are simply adding companies. Additionally, it is dynamically, synchronously, and automatically maintained.

The Company Dimension Combinations single dialog workspace is added to Maconomy to support this feature.

Workspace Client Fields and Descriptions

Single Dialog » General Ledger » Set-Up » Company Dimension Combinations

Company Dimension Combination Information Island

Field	Description
Dimension Combination Number	Use this field to enter a Dimension Combination Number.
Description	The description from the dimension combination
Company Number	The company number.
Account Number	The account number posting will be made on.
Local Account Number	The local account number the posting will be made on.
Local Chart Of Accounts Name	The local chart of account associated with the local account.
Instance Key	The unique identifiable key for the relation.
Transaction Timestamp	Timestamp or last change.

Vendor Reports

The following standard Vendor reports are available:

- AP Aging
- AP Aging (Australia)
- AP Transactions
- Outstanding Vendor Invoices

AP Aging

The AP Aging report displays the outstanding balances for vendors, broken out in 30-day intervals, based on entry dates or due dates.

Outstanding balances represent vendor-invoiced amounts minus payments remitted. The relationship between vendor invoices and payments is based on reconciling vendor entries that represent vendor invoices and payments remitted. Only entries and reconciliations that are open and existing as of the statement date are included in the report.

- You can drill down on the **No & Name** column to the vendor or transaction level.
- The **Balance** column links to the AP Transactions report.

You can also control whether to sort by period (30-day intervals) and classify entries as due based on the entry date or due date.

The report corresponds to the Print dialog box and universe report of the same name. The corresponding Analyzer report, however, does not take reconciliations into account dynamically according to the statement date, nor does it consider invoicing on account.

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: ▪ Company ▪ Vendor ▪ Transaction
Balance	This column displays the total amount outstanding on vendor invoices, including entries that are not yet due, based on the statement date.
0-30 days	This column displays the amount outstanding that is up to 30 days old.
31-60 days	This column displays the amount outstanding that is between 31 and 60 days old.
61-90 days	This column displays the amount outstanding that is between 61 and 90 days old.
91-120 days	This column displays the amount outstanding that is between 91 and 120 days old.
121+ days	This column displays the amount outstanding that is more than 120 days old.

Note: As of 2.5.1, a new object called **Control Account No**. is introduced in the AP Aging universe. This object is used for stating the finance account of the control account for customers and vendors.

AP Aging (Australia)

This report is a copy of the standard AP Aging report, but this links to the Outstanding Vendor Invoices report. This report is found in the Australia folder.

There are a couple of key differences between the AP Aging (Australia) report and the Outstanding Customer Invoices report. Specifically:

- The Aging report filters out records that summarize to zero if these records also do so on the lowest drill-down level (that is, records that do not add to the balance on any level of detail). On the Outstanding report, such records are included because they add value and insight.
- The Aging report may also list payments made without a corresponding invoice, while the Outstanding report does not because it concentrates on invoices and credit memos. For example, if a payment is made to a vendor in the General Journal even if there is no vendor invoice, that payment will appear in the Aging report as a negative balance, but is filtered out in the Outstanding report. However, if that same payment is reconciled against an invoice, the Outstanding report will list the invoice and the reconciled amount as the paid amount.

Note: While this report was created primarily to address an Australian statutory requirement, it can also be utilized by companies from other countries. Reach out to Consulting or Customer Care for more information.

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: ▪ Company ▪ Vendor ▪ Transaction
Balance	This column displays the total amount outstanding on vendor invoices, including entries that are not yet due, based on the statement date. Clicking the value in this field will take you to the Outstanding Vendor Invoices report.
0-30 days	This column displays the amount outstanding that is up to 30 days old.
31-60 days	This column displays the amount outstanding that is between 31 and 60 days old.
61-90 days	This column displays the amount outstanding that is between 61 and 90 days old.
91-120 days	This column displays the amount outstanding that is between 91 and 120 days old.
121+ days	This column displays the amount outstanding that is more than 120 days old.

Workspace Client Fields and Descriptions

Reporting » Statutory Reporting » Australia » A/P Aging

Selection Criteria island

Field	Description
Statement Date	Use this field to filter the entries to be included in the report. Only open entries and reconciliations entered before or on the statement date you specify are included in the report.
Vendor No.	Use this field to search for or enter a vendor number.
Company No.	Use this field to search for or enter a company number.
Transaction Type	Use this field to specify a transaction type.
Vendor Group	Use this field to select a vendor group.
Country	Use this field to select a country.
Control Account	Use this field to select a control account.

Selection Criteria, Dimensions island

Field	Description
Location	Use this field to filter entries by location.
Entity	Use this field to filter entries by entity.
Project	Use this field to filter entries by project.
Purpose	Use this field to filter entries by purpose.
Spec. 2 - 3	Use this field to filter entries by other specs as needed.
Local Spec. 1 - 3	Use this field to filter entries by other local specs as needed.

Print Control island

Field	Description
Include Inactive Vendors	Select this check box to include inactive vendors in the list.

Currency island

Field	Description
Basis	Select a currency type from the drop-down list. Available options are: ▪ Company ▪ Vendor ▪ Enterprise

Tab Actions

Action	Description
Open PDF Report	Click this action to open a PDF of the report.
Open Live Report	Click this action to open the report in the BI Launchpad.

AP Transactions

The AP Transactions report displays the individual vendor entries for vendor invoices or expense sheets and payments remitted. Vendor reconciliations are included in the report's calculations.

- The **Vendor** title links to the Vendors workspace.
- The **Transaction No.** column links to the Vendor Entries workspace.

There are no corresponding reports in the application. There is corresponding functionality in the Analyzer, except that the Analyzer report does not consider the statement date in its calculations.

Column	Description
Entry Date	This column displays the entry date of the vendor entry.
Due Date	This column displays the due date of the vendor entry.
Transaction No.	This column displays the vendor entry's transaction number.
Transaction Type	This column displays the vendor entry's transaction type.
Entry Text	This column displays the entry text of the vendor entry.
Entry Type	This column displays the entry type of the vendor entry (vendor payment, vendor invoice, and so on).
Invoice No.	For vendor entries that represent vendor invoices or vendor credit memos, this column displays the corresponding invoice number.

Column	Description
Balance	This column displays the outstanding balance of the entry—the balance of the entry minus the amount already reconciled against the entry based on the statement date.
Original Currency	This column displays the vendor entry's original currency.
Original Amount	This column displays the original amount of the vendor entry, in the original currency.

Outstanding Vendor Invoices

This report shows all of the outstanding invoices to be paid to the vendor based on the company number, statement date, and all applicable prompt values from the AP Aging (Australia) report. This report is found in the Australia folder.

There are a couple of key differences between the AP Aging (Australia) report and the Outstanding Customer Invoices report. Specifically:

- The Aging report filters out records that summarize to zero if these records also do so on the lowest drill-down level (that is, records that do not add to the balance on any level of detail). On the Outstanding report, such records are included because they add value and insight.
- The Aging report may also list payments made without a corresponding invoice, while the Outstanding report does not because it concentrates on invoices and credit memos. For example, if a payment is made to a vendor in the General Journal even if there is no vendor invoice, that payment will appear in the Aging report as a negative balance, but is filtered out in the Outstanding report. However, if that same payment is reconciled against an invoice, the Outstanding report will list the invoice and the reconciled amount as the paid amount.

Note: While this report was created primarily to address an Australian statutory requirement, it can also be utilized by companies from other countries. Reach out to Consulting or Customer Care for more information.

The vendor information above the data table includes the following:

Field	Description
Currency	This field displays the currency used in the report.
Country Number	This field displays the country number.
Country	This field displays the country name.
Vendor Number	This field displays the vendor number.
Vendor Name	This field displays the vendor name.
Contact Person	This field displays the name of the contact person on the vendor side.

Field	Description
Telephone Number	This field displays the telephone number of the vendor.
E-mail	This field displays the e-mail address of the vendor.

The data table includes the following:

Top-Level Header	Column	Description
Invoice	**No.**	This field displays the invoice number.
	Name	This field displays the name or reference of the invoice.
	Date	This field displays the date an entry was invoiced.
	Due Date	This field displays when payment for the invoice is due.
Invoiced	**Excl. Tax**	This field displays the invoiced amount excluding taxes. The total is shown at the end of the column.
	Tax	This field displays the tax amount of the invoice. The total is shown at the end of the column.
	Incl. Tax	This field displays the invoiced amount including taxes. The total is shown at the end of the column.
Paid	**Incl. Tax**	This field displays the amount already paid (that is, reconciled) including taxes. The total is shown at the end of the column.
Outstanding	**Excl. Tax**	This field displays the outstanding amount excluding taxes. The total is shown at the end of the column.
	Tax	This field displays the outstanding tax amount.

Prompts

Prompt Title	Expression	Mandatory
Company No.	Only include invoices indicated by this company number.	No

Prompt Title	Expression	Mandatory
Vendor No.	Only include invoices that belong to the vendor(s) indicated.	No
Currency Type	Determines the currency type in which the amounts should be displayed	Yes
Statement Date	Only include invoices whose invoice dates are before or do not exceed this date.	Yes
10 Standard Dimensions	Only include invoices that satisfy these dimensions.	No

Workspace Client Fields and Descriptions

Reporting » Statutory Reporting » Australia » Outstanding Vendor Invoices

Selection Criteria island

Field	Description
Statement Date	Use this field to filter the entries to be included in the report. Only open entries and reconciliations entered before or on the statement date you specify are included in the report.
Company No.	Use this field to search for or enter a company number.
Vendor No.	Use this field to search for or enter a vendor number.
Vendor Group	Use this field to select a vendor group.
Transaction Type	Use this field to specify a transaction type.
Control Account	Use this field to select a control account.
Transaction No.	Use this field to specify a transaction number.

Selection Criteria, Dimensions island

Field	Description
Location	Use this field to filter entries by location.
Entity	Use this field to filter entries by entity.
Project Name	Use this field to filter entries by project.

Field	Description
Purpose Name	Use this field to filter entries by purpose.
Spec. 1 - 10	Use this field to filter entries by other specs as needed.
Local Spec. 1 - 10	Use this field to filter entries by other local specs as needed.

Currency island

Field	Description
Currency Type	Use this field to specify a currency type for the report.
Currency	Use this field to specify a currency for the report.

Print Control island

Field	Description
Include Inactive Vendors	Select this check box to include inactive vendors in the list.

Tab Actions

Action	Description
Open PDF Report	Click this action to open a PDF of the report.
Open Live Report	Click this action to open the report in the BI Launchpad.

CRM Reports

The following standard CRM reports are available:

- Sales Pipeline
- Opportunities
- Sales Pipeline, by Contact Company

Sales Pipeline

The Sales Pipeline report displays the total sales estimate in the pipeline, distributed over the current quarter and the three upcoming quarters. Quarters are based on calendar months, not on fiscal periods. The closing date or expected closing date of the individual opportunity determines the quarter in which the sales estimate is categorized. The current quarter is the calendar quarter of the given statement date.

- You can drill down on the **No & Name** column to the location, phase, or opportunity level.

- The **Sales Estimate Total** column links to the Opportunities report.

The report corresponds to the universe report of the same name.

Column	Description
No & Name	This column displays the number and name of the current drill-down level. The drill-down levels are: ▪ Company ▪ Location ▪ Phase ▪ Opportunity
Sales Estimate, Total	This column displays the total sales estimate on opportunities.
Sales Estimated Weighted	This column displays the total sales estimate on opportunities, individually weighted by the probability of the opportunity.
Qn YYYY	This column displays the total sales estimate of opportunities closed or expected to close in the current calendar quarter. *n* is the current quarter and *YYYY* is the year of that quarter.
Qn+1 YYY	This column displays the total sales estimate of opportunities expected to close within the next quarter. *n+1* is the quarter after the current quarter and *YYYY* is the year of that quarter.
Qn+2 YYYY	This column displays the total sales estimate of opportunities expected to close two quarters from the current quarter. *n+2* is the quarter that is two quarters from the current quarter and *YYYY* is the year of that quarter.
Qn+3 YYYY	This column displays the total sales estimate of opportunities expected to close three quarters from the current quarter. *n+3* is the quarter that is three quarters from the current quarter and *YYYY* is the year of that quarter.
Total	This column displays the total sales estimate of opportunities expected to close in the specified four quarters.

Sales Pipeline, by Contact Company

The Sales Pipeline, by Contact Company report is the same as the Sales Pipeline report, except that this report can drill down on the **No & Name** column to the contact company level 1, contact company level 2, contact company level 3, contact company level 4, contact company level 5, and opportunity level.

Opportunities

The Opportunities report displays individual opportunities, their current phase, contact company information, sales estimates, and so on.

You can display amounts in the currency of the opportunity or the currency of the company.

- The **Contact Company No.** column links to the Contact Companies workspace.
- The **Opportunity No.** column links to the Opportunities workspace.

Column	Description
Contact Company No	This column displays the contact company's identification number.
Contact Company Name	This column displays the contact company's name.
Opportunity No.	This column displays the opportunity's identification number.
Opportunity Description	This column displays a description of the opportunity.
Opportunity Exp. Closing Date	This column displays the expected closing date of the opportunity.
Sales Person No.	This column displays the employee number of the sales person for the opportunity.
Sales Person Name	This column displays the employee name of the sales person for the opportunity.
Sales Estimate	This column displays the total sales estimate of the opportunity.
Weighted Sales Estimate	This column states the weighted sales estimate of the opportunity.
Sales Estimate Currency	This column displays the currency of the sales estimate of the opportunity.

Employee Reports

The following standard Employee reports are available:

- Employee Time Overview
- Job Employee Status
- Utilization
- Utilization, by Employee
- Utilization Transactions
- Realization
- Realization, by Account Manager
- Realization, by Employee
- Time Sheet Overview
- Time Sheet Status, by Week
- Time Sheet Status, by Day
- Unsubmitted Time

Employee Time Overview

This report provides two tabs:

- **Billability** — This tab provides two tables. The first is a crosstab that shows dates horizontally and the measures Invoiceable, Non-Invoiceable, Total, and Inv. % as rows vertically. The second table displays the same measures as rows and time-sliced columns current month, previous month, current year, previous year, and year-to-date.
- **Utilization** — This tab provides tables that are similar to those of the Billability tab. However, this tab uses employee utilization values on activities, instead of the listed measures.

Note: For statically defined horizontal dimensions it means that the individual lines of the table must be defined specifically with individual measures that tie to the individual dimension for each row. This means that for the invoiceable row, the measure cells must state the invoiceable hours; for the non-invoiceable row, the measure cells must state the non-invoiceable hours. As a result, the table is not a clean cross-tab, but it still has the dynamic column behavior of a cross-tab, except that the rows are fixed.

Column	Description
Billability Tab, First Cross-Tab	
Measure cells	The measure that is displayed in the cells of the cross-tab is the number of approved hours (Job Entries).
Horizontal dimension	The horizontal dimension is the Entry Date of the Job Entry.
Vertical dimension	The vertical dimension statically categorizes the hours into the following: ▪ Invoiceable if the job and activity are both invoiceable. ▪ Non-invoiceable if either the job or activity is not invoiceable. ▪ Total, which includes both invoiceable and non-invoiceable hours. ▪ Inv. %, which states the percentage that the invoiceable hours make of the total.
Billability Tab, Second Cross-Tab	
Measure cells	The measure that is displayed in the cells of the cross-tab is the number of approved hours (Job Entries).
Horizontal dimension	The horizontal dimension categorizes the hours according to their Entry Date with regard to the To Date of the date interval that the user who runs the report provides. The categories are: ▪ Current Month, Current Year — Hours that have an Entry Date in the month and year of the To Date. ▪ Current Month, Previous Year — Hours that have an Entry Date in the Month and previous year of the To Date.

Column	Description
	▪ Previous Month, Current Year — Hours that have an Entry Date in the previous month and current year of the To Date. ▪ Previous Month, Previous Year — Hours that have an Entry Date in the previous month and previous year of the To Date. The header of the month and year is displayed with the names of the months (such as January) and the number of the year (such as 2012).
Utilization Tab, First Cross-Tab	
Measure cells	The measure that is displayed in the cells of the cross-tab is the number of approved hours (Job Entries).
Horizontal dimension	The horizontal dimension is the Entry Date of the Job Entry.
Vertical dimension	The vertical dimension is the Employee Utilization of the activity on the Job Entry.
Utilization Tab, Second Cross-Tab	
Horizontal dimension	The horizontal dimension categorizes the hours according to their Entry Date with regard to the To Date of the date interval that the user who runs the report provides. The categories are: ▪ Current Month, Current Year — Hours that have an Entry Date in the month and year of the To Date. ▪ Current Month, Previous Year — Hours that have an Entry Date in the month and previous year of the To Date. ▪ Previous Month, Current Year — Hours that have an Entry Date in the previous month and current year of the To Date. ▪ Previous Month, Previous Year — Hours that have an Entry Date in the previous month and previous year of the To Date. The header of the month and year are displayed with the names of the months (such as January) and the number of the year (such as 2012).
Vertical dimension	The vertical dimension is the Employee Utilization of the activity on the Job Entry.

Job Employee Status

The Job Employee Status report displays all jobs that satisfy the selection criteria. For each job, the report displays the employees who have entered time on the job along with central entry measures.

Employees and central job measures are grouped by job number and name.

There are no drill-down levels for this report.

- The **Job** title links to the Jobs workspace.
- The **Customer** title links to the Customers workspace.
- The **Employee no.** column links to the Employees workspace.

Group Columns

Column	Description
Job	This column displays the job's number and name.
Customer	This column displays the customer's number and name.

Job Columns

Column	Description
Employee No.	This column displays the employee number of the job entry or job invoice line.
Employee Name	This column displays the employee name of the job entry or job invoice line.
Reg. Hours	This column displays the entered quantity.
Reg. Billing Price	This column displays the entered billing price in the currency of the company.
Reg. Cost Price	This column displays the entered cost price in the currency of the company.
Invoiced Hours	This column displays the invoiced quantity.
Invoiced Billing Price	This column displays the invoiced billing price in the currency of the company.
Invoiced Up/Down	This column displays the up/down text of the billing price invoiced in the currency of the company.
Revenue Recognized	This column displays the amount of revenue recognized in the currency of the company.

Utilization

The Utilization report displays utilization metrics and degrees that you can use to display the utilization of employees. Only entries on time activities are included in the report.

- You can drill down on the **No & Name** column to the location, employee category, employee, and job level.

Column	Description
No & Name	This column displays the number and name of the current drill-down level. Drill-downs for this column are based on the dimensions of the employees. The drill-down levels are: ▪ Company ▪ Location ▪ Employee Category ▪ Employee ▪ Job
Utilization Degree Inv./Reg.	This column displays the utilization degree, which is the result of dividing invoiceable hours by entered hours.
Utilization Degree Inv./Fix	This column displays the utilization degree, which is the result of dividing invoiceable hours by the number of fixed hours for employees (as set up in the employee revisions of the employees).
Billing Price, Reg.	This column displays the entered billing price.
Billing Price, Average	This column displays the average entered billing price.
Hours, Fixed	This column displays the fixed hours for employees, as set up in the employee revisions of the employees.
Hours, Reg	This column displays the hours entered for employees. This is the total number of hours entered.
Hours, Reg. Work.	This column displays the entered productive hours for employees. This is the total number of hours entered on activities for which the employee utilization is productive time.
Hours Invoiceable	This column displays the number of hours entered on invoiceable jobs and activities.
Hours, Prod.	This column displays the entered productive hours for employees. This is the number of hours entered on activities for which the employee utilization is productive time.
Hours, Non-Prod.	This column displays the entered non-productive hours for employees. This is the number of hours entered on activities for which the employee utilization is non-productive time.
Hours, Absence	This column displays the entered absent hours for employees. This is the number of hours entered on activities for which the employee utilization is absent time.

Utilization, by Employee

The Utilization, by Employee report is the same as the Utilization report, except that it starts on the drill-down level of employees.

Utilization Transactions

The Utilization Transactions report displays the individual job entries and job invoice lines that constitute the amounts displayed on the other Utilization reports.

Column	Description
Entry Date	This column displays the entry date of the job entry or job invoice line.
Task, Name	This column displays the task name of the job entry, job invoice line, or job invoice on account.
Task, Description	This column displays the task description of the job entry, job invoice line, or job invoice on account.
Activity Type	This column displays the activity type of the job entry or job invoice line (for example, **Time** for time activities.)
Employee No.	This column displays the employee number of the job entry, job invoice line, or job invoice on account.
Employee Name	This column displays the employee name of the job entry, job invoice line, or job invoice on account.
Registered, Quantity	This column displays the number of hours or quantity entered, depending on the activity type.
Registered, Cost	This column displays the amount entered in cost on the job entry or job invoice line.
Invoiced	This column displays the contribution to the amount invoiced.
Revenue Recognized	This column displays the contribution to the amount of revenue recognized.
WIP	This column displays the contribution to the work in progress (WIP).

Realization

The Realization report compares entered amounts and hours for invoicing with actually entered, realized, and invoiced figures. The report outlines the realization aspect of employee utilization by displaying the number of hours and billing price actually realized and invoiced, compared to what was entered.

The hours and amounts that are entered for invoicing are often the same as those derived for standard billing prices. However, you can set Maconomy up so that someone, such as a project manager, can provide suggested numbers and prices as part of the workflow.

Column	Description
No & Name	This column displays the number and name of the current drill-down level. Drill-downs for this column are based on the dimensions of the employees. The drill-down levels are: ▪ Company ▪ Location ▪ Employee Category ▪ Employee ▪ Job
Hours, Realization	This column displays the realization percentage for hours, which is the total number of invoiceable hours (including the number of hours that are entered but not yet invoiced) divided by the number of entered hours.
Hours, Invoiced	This column displays the number of hours invoiced.
Hours, Registered	This column displays the number of hours entered.
Billing Price, Realization	This column displays the realization percentage for billing price, which is the total amount of recognized revenue divided by the total billing price entered.
Billing Price Invoiced	This column displays the total amount invoiced.
Billing Price Registered	This column displays the total billing price entered.
Billing Price Inv. %	This column displays the invoicing percentage, which is the total amount invoiced divided by the total amount entered on invoiceable jobs and activities.
Open, Hours	This column displays the number of open hours (not yet invoiced).
Open Billing Price	This column displays the total open billing price (the entered billing price not yet invoiced).

Realization, by Account Manager

The Realization, by Account Manager report compares entered amounts and hours for invoicing with actually entered, realized, and invoiced figures. The report outlines the realization aspect of employee utilization by displaying the number of hours and billing price actually realized and invoiced, compared to what was entered.

The drill-down options are available for Purpose, Customer Level 1, Customer Level 2, and Job, with Purpose level being the default.

The hours and amounts entered for invoicing are often the same as those derived for standard billing prices. However, you can set up Maconomy so that someone, such as a project manager, can provide suggested numbers and prices as part of the workflow.

The **CPA** solution uses the purpose dimension for ***Client Manager***, and in that solution this report is renamed to **Realization, by Client Manager**. Thus, this report is a client manager focused version of the Realization report.

This report has three tabs. The first tab displays similar columns as the Realization report. The second and third tabs display the same columns, except that:

- They do not offer drilling.
- The second tab groups by the Purpose dimension and displays the name and number of the Client Level 1 instead.
- The third tab groups by the Purpose dimension and the Client Level 1 dimension, and displays the name and number of the job instead.

Column	Description
No & Name	This column displays the number and name of the current drill-down level. Drill-downs for this column are based on the dimensions of the employees. The drill-down levels are: ▪ Purpose ▪ Client Level 1 ▪ Client Level 2 ▪ Job
Hours, Realization	This column displays the realization percentage for hours, which is the total number of invoiceable hours (including the number of hours that are registered but not yet invoiced) divided by the number of entered hours.
Hours, Invoiced	This column displays the number of hours invoiced.
Hours, Registered	This column displays the number of hours entered.
Billing Price, Realization	This column displays the realization percentage for billing price, which is the total amount of recognized revenue plus the open amount, divided by the total billing price entered.
Billing Price Invoiced	This column displays the total amount invoiced.
Billing Price Registered	This column displays the total billing price entered.
Billing Price Inv. %	This column displays the invoicing percentage, which is the total amount invoiced divided by the total amount entered on invoiceable jobs and activities.
Open, Hours	This column displays the number of open hours (not yet invoiced).
Open Billing Price	This column displays the total open billing price (the entered billing price not yet invoiced).

Realization, by Employee

The Realization, by Employee report is the same as the Realization report, except that it starts on the drill-down level of employees.

Time Sheet Overview

This report displays the hours of the employee time sheets that match the selection criteria. It splits these hours into invoiceable and non-invoiceable hours and compares those to the employee's fixed hours. In addition, it provides overtime, estimated revenue, and the percentage that the invoiceable hours make of the total number of hours that were entered. The estimated revenue is the billing price that is calculated on the time of the present state of the time sheet. Thus, it provides an estimate of how much potential revenue the hours that have not yet been invoiced represent.

This report lists the employee number and name. For each employee, it displays the week number, the start date of the week, the status of the time sheet of that week for the employee, and some additional measures that are derived from the time sheet.

Data is grouped by company (and shows the company number and name) and then entity (and shows the entity name and description).

Column	Description
Employee No.	This column displays the employee's number.
Employee Name	This column displays the employee's name.
Week No.	This column displays the week number of the employee's time sheets, matching the week number and date ranges.
Start Date	This column displays the start date of the week that is identified by the **Week No.** column.
Status	This column displays the approval status of the weekly time sheet.
Fixed Hours	This column displays the employee's fixed hours for the week that is identified by the Week No. column. The fixed hours are taken from the time sheet—**not** the employee revisions, although they should correspond to those as well.
Invoiceable Hours	This column displays the number of hours on the time sheet that are invoiceable.
Non-Invoiceable Hours	This column displays the number of hours on the time sheet that are not invoiceable.
Overtime Hours	This column displays the overtime, which is the fixed hours less the entered number of hours.
Revenue	This column displays the estimated revenue of the entered hours of the time sheet. If the time sheet has not been submitted, the revenue is the billing price of the hours, calculated at the time of the last change that was made to the time sheet. If the time sheet has been submitted, the revenue is the billing price of the hours calculated at the time of the

Column	Description
	submission. If the time sheet has been approved, the revenue corresponds to the revenue recognized amount.
Inv. %	This column displays the percentage that the number of invoiceable hours makes of the total number of hours entered.
Traffic lighting	This column displays traffic lighting, which is: ▪ Green if the invoice percentage is equal to or above 75%. ▪ Yellow if the invoice percentage is above 50%, but below 75%. ▪ Red if the invoice percentage is equal to or below 50%.

Time Sheet Status, by Week

This report displays the hours of employee time sheets and indicates the workflow status of the time sheet, on a weekly basis. You can enter a week number range or a date range for restricting which weeks—and thus which days—are included.

The report consists of two tabs:

- **Time Sheet Status, by Week** — This tab displays the employee number and name, and the hours by week. The number of columns that display the hours is dynamic and updates based on how many weeks match the selected week range/date range. Colors indicate the status of the time sheet.
- **Time Sheet Status, by Week vs. Fixed Hours** — This tab displays a similar layout except that the measures are the differences between hours entered and fixed hours. The selection criteria do not include the prompt for only including invoiceable hours because all hours should be included in this tab. Colors indicate whether the entered hours are below, above, or equal to the fixed hours.

Data on both tabs is grouped first by company and then by entity.

There are no drill-down levels for this report.

The week number links to the Time Sheet Status, by Day report, which displays the events behind the workflow of an opportunity.

Time Sheet Status, by Week Tab

Column	Description
Employee No.	This column displays the employee's number.
Employee Name	This column displays the employee's name.
Weekly columns	The column headers display the week number and the first date of each week. If the week is a split week, it is suffixed with **A** and **B**, respectively. The columns display the number of hours entered in total for that week, unless the time sheet has not been submitted. In this case, the number of hours is the difference between the fixed hours and the hours that have been entered.

Column	Description
	If the report is restricted to invoiceable hours, only invoiceable hours are displayed; otherwise, all hours are displayed. Hours are invoiceable if both the job and the activity are invoiceable. The column colors are described below: ▪ **Red** — The time sheet has not been created (nor submitted). ▪ **Orange** — The time sheet has been rejected; the project manager has rejected some of the hours on the timesheet. ▪ **Green** — The time sheet has been submitted. ▪ **Blue** — The time sheet has been approved.

Time Sheet Status, by Week vs. Fixed Hours Tab

Column	Description	
Employee No.	This column displays the number of the employee.	
Employee Name	This column displays the name of the employee.	
Weekly columns	On this tab, the measures are the differences between all hours entered and fixed hours; even though a restriction to invoiceable hours was made. The value should be negative if the number of hours entered is less than the fixed hours of the employee.	
	Color	**Meaning**
	Blue	The hours exceed the fixed hours.
	Black	The hours are equal to the fixed hours.
	Red	The hours fall below the fixed hours.

Time Sheet Status, by Day

This report is similar to the Time Sheet Status, by Week, but instead of displaying hours per week, it displays hours per day from the daily time sheets.

The report consists of two tabs, which have the same structure as the corresponding tabs in the Time Sheet Status, by Week report. On the first tab, this report displays hours entered by day instead of by week. The second tab displays the difference between entered hours and fixed hours by day instead of by week.

There are no drill-down levels for this report.

Unsubmitted Time

This report displays the hours that are either due or have not been submitted. Thus, when you are closing a month you can get an overview of who needs to submit their time sheets so that you can contact them.

This report lists the employee number and name. Then for each employee, it displays the week number, start date of the week, the status of the employee's time sheet for that week, and some measures that are derived from the time sheet.

The figures are grouped by company, entity, and week number.

Column	Description
Employee No.	This column displays the employee's number.
Employee Name	This column displays the employee's name.
Supervisor No.	This column displays the employee number for the employee's supervisor.
Supervisor Name	This column displays the name of the employee's supervisor.
Fixed Hours	This column displays the fixed hours of the employee according to the week.
Unsubmitted Hours	This column displays the number of hours that have not been submitted.
Submitted Hours	This column displays the number of hours that have been submitted.
Inv. %	This column displays the percentage that the invoiceable hours make of the total number of hours entered, including both unsubmitted and submitted hours.

Subscription Reports

The following standard Subscription reports are available:

- Subscriptions

Subscriptions

The Subscriptions report is used for monitoring subscribers and subscription orders. It is also used for monitoring subscription-related products, such as publications and—in some cases—service agreements. Common to all subscriptions is that deliveries and customer payments are made on a regular and consistent basis, as with, for example, monthly payment of a weekly magazine.

Column	Description
Date Ordered	This column displays the order date of the subscription order.
Quantity	This column displays the quantity of ordered items.
Pricing Unit	This column displays the price unit of the item.
Cost Price	This column displays the cost price of the subscription.
GM %, Cost Price	This column displays the gross margin percentage of the sales price.

Column	Description
Line Price, Company	This column displays the line price of the subscription order.
Line Price, Customer	This column displays the line price of the subscription order.
Price Adjustment Principle Name	This column displays the price adjustment principle name of the subscription.
Adjusted Date	This column displays the date of the latest adjustment of the subscription.
Adjusted Unit Price, Customer	This column displays the adjusted unit price of the subscription.
Invoice Starting Date	This column displays the invoice starting date of the subscription.
Invoice Ending Date	This column displays the invoice ending date of the subscription.
Invoicing Until	This column displays the invoicing until date of the subscription.
Campaign No.	This column displays the campaign number.

Assets Reports

The following standard Assets reports are available:

- Fixed Assets
- Asset List

Fixed Assets

The Fixed Assets report is used to list central asset adjustment amounts for each asset in the stock. In Maconomy, assets adjustments are divided into different types and sub-groups. This report provides details on the asset transactions, such as acquisitions or depreciations, and the reason for each transaction.

This report accounts for the following measures:

- **Asset adjustment types** - These are controlled by the asset entry's transaction type.
  - Acquisition
  - Improvement
  - Write-Up
  - Write-Down
  - Depreciation (including Corrections)
  - Tax Depreciation
- **Asset adjustment subgroups** – For each type, we then combine to form:
  - **Addition** - When the sub-group is neither Transfer nor Relocation, and the amount is positive.

- **Transfer** - When the sub-group is either Transfer or Relocation. The amount can be positive or negative.
- **Disposal** - When the sub-group is neither Transfer nor Relocation, and the amount is negative.

- **Book value** - This is the summation of all asset transactions applied to the asset. The formula of an asset's book value is:

  Book Value = Acquisition + Improvements + Write-Ups - Write-Downs - Depreciations.

- **Depreciation and Tax Depreciation** – Depreciation and Tax Depreciation cannot both occur for one asset. A separate entry is created in the report for depreciations on each asset. The formula for the tax depreciation of an asset's book value is:

  Book Value = Acquisition + Improvements + Write-Ups - Write-Downs - Depreciations.

  Furthermore, we can divide depreciations into those related to Job Cost or the General Ledger.

Layout

1 My Company ← *Section on company*

GBP ← *Section on measure's currency*

Asset			Book Value	Period:	1/1/17 - 31/12/17						Book Value	Depreciation
No.	Descr.	Group	31/12/16	Additions	Disposals	Asset Sale	Gains/Losses on Sale	Depreciations	Transfers	Write-Downs	31/12/17	Total
1010	Car 1	Automobile	0	200000	0	0	0	5000	0	0	195000	5000
1020	Car 2	Automobile	0	435700	0	0	0	29289,94	0	120000	286410,06	29289,94
1030	Car 3	Automobile	0	100000	-80000	75000	-5000	0	0	20000	0	0
Total:			0	735700	-80000	75000	-5000	34289,94	0	140000	481410,06	34289,94

Selection Criteria

Top-Level Header	Header Title	Description
Asset	No.	This column displays the asset number.
	Descr.	This column displays the description of the asset.
	Group	This column displays the group of the asset.
Book Value	Date	This column displays the book value as of the date before the From Date (for example, the period we select).
Period *date interval*	Additions	This column displays the sum of additions to the asset within the selected period. Additions include acquisitions, improvement, and write-ups added.
	Disposals	This column displays the sum of disposals of assets done within the selected period. Disposals include acquisition disposals, improvement disposals, write-up disposals, write-down disposals, and depreciation disposals.
	Asset Sale	This column displays the sum of asset sales done within the selected period, such as the sum of sales prices for disposed assets.

Top-Level Header	Header Title	Description
		The value displayed here does not contribute to the closing book value as it is implicitly part of the disposals figure.
	Gains/Losses on Sale	This column displays the sum of gains and losses in context of assets that were disposed as a sale. This value is calculated as the Asset Sale minus the book value, which the asset had at the time it was disposed through a sale.
	Depreciations / Tax Depreciations	This column displays the sum of depreciations done within the selected period. If you enable **Use Tax Depreciation** in the selection criteria, this column displays the sum of tax depreciations done within the selected period. This column also displays corrections, as well as corrections in Maconomy that are corrections to depreciations/tax depreciations.
	Transfers	This column displays the sum of transfers done within the selected period. The values displayed highly depend on filtering on dimensions. For example, the transfer of assets from one location to another will appear as zero in this column, unless the user restricts to see only assets belonging to one of the locations.
	Write-Downs	This column displays the sum of write-downs done within the selected period.
Book Value	Date	This column displays the book value as of the end date in the period selected. The book value is equal to the opening book value plus Additions, Disposals and Transfers, minus Depreciations and Write-Downs. Note that Disposals appear as negative values.
Depreciations / Tax Depreciations	Total	This column displays the sum of depreciations done within the selected period. If you enable **Use Tax Depreciation** in the selection criteria, this column displays the sum of tax depreciations done within the selected period. This column also displays corrections, as well as corrections in Maconomy that are corrections to depreciations/tax depreciations.

System Information Reports

The following standard System report is available:

- Personal Information

Personal Information

The Personal Information report that was introduced in Maconomy 2.4.3 turned out to have an incorrect access control. The report applies normal Maconomy access control so the user running the report is able to see employees that they have access to. However, this is not intended and is a misunderstanding or clarification issue in the requirements of the report. The user should only be able to see data about themselves. This means that an additional access control needs to be applied on the report filter.

This report is therefore temporarily removed until a more permanent fix is introduced.

The Personal Information report addresses the European Union's General Data Protection Regulation (GDPR) requirement to enable employees, and other contact persons, to see the personal data a company stores about them.

The report displays in a table format and provides personal information about contact persons and employees from the Employee card in Maconomy. The report contains one table with many columns. Each row in the table provides data about a single contact person. This includes:

- The contact person number and name.
- Selected personal data from the Employee Card.
- Selected personal data from the Emergency Contact window.
- Selected personal data from the Parental Status window.

You can export the Personal Information report to CSV format and MS Excel.

Employee Information Tab

This tab displays personal employee information for the contact person.

Column	Description
Contact Person	
No.	The number of the contact person.
Name	The name of the contact person.
Employee	
No.	The employee number.
Name	The name of the employee.
First Name	The preferred first name of the employee. If formal names are enabled, Maconomy will keep the preferred name in sync with the formal name until the preferred name is changed manually.
Middle Name	The preferred middle name of the employee.

Column	Description
	If formal names are enabled, Maconomy will keep the preferred name in sync with the formal name until the preferred name is changed manually.
Last Name	The preferred last name of the employee. If formal names are enabled, Maconomy will keep the preferred name in sync with the formal name until the preferred name is changed manually.
Formal First Name	The formal first name of the employee.
Formal Middle Name	The formal middle name of the employee.
Formal Last Name	The formal last name of the employee.
Personal Title	The personal title of the employee, such as Mr., Ms., Dr.
Maiden Name	The maiden name of the employee.
Name In Local Alphabet	The employee's name in their local alphabet.
Initials	The initials by which the employee is known in the company.
Name 2-5	The address of the employee.
ZIP Code	The zip code in which the employee resides.
Postal District	The name of the postal district in which the employee resides.
Country	The country in which the employee lives.
Telephone	The primary phone number of the current employee.
Telephone 2	The secondary phone number of the current employee.
Mobile Phone	The primary mobile phone number of the current employee.
Mobile Phone 2	The secondary mobile phone number of the current employee.
E-mail	The e-mail address of the employee.
Personal E-mail	The personal e-mail address of the employee.
CNR No.	The employee's CNR number.
Gender	The gender of the employee.
Blocked	This column indicates whether the employee can be used.
Profession	The profession of the employee.

Column	Description
Education	The education of the employee.
Position	The position of the employee.
Alternative Job Title	A job title with a different classification level than the Position field.
Previous Employee No.	The employee number when the employee was previously employed in the same company.
Bank	The name of the employee's bank.
Registration No.	The registration number of the employee's bank.
Bank Account No.	The employee's bank account number.
Date of Birth	The date the employee was born.
Date Employed	The date the employee was employed with the company.
Termination Date	The date employment ended.
EEO Classification	This field is used for equal employment opportunity tracking.

Emergency Contacts Tab

This tab displays a list of emergency contacts for the contact person.

Column	Description
Contact Person	
No.	The number of the contact person.
Name	The name of the contact person.
Emergency Contact	
Type	The contact type.
Dependent	This column specifies whether the contact is the employee's dependent.
Emergency Contact	This column specifies whether the contact is an emergency contact for the employee.
Name	The name of the contact.
Name 2-5	The address of the contact.

Column	Description
ZIP Code	The zip code in which the contact resides.
Postal District	The name of the postal district in which the contact resides.
Country	The country in which the contact lives.
Home Phone	The home phone number of the contact.
Work Phone	The work phone number of the current employee.
Mobile Phone	The mobile phone number of the contact.
E-mail	The e-mail address of the contact.
Relationship	This field specifies how the contact person is related to the employee.
Date Of Birth	The date of birth of the contact person.
ID No.	The identification number of the contact person.
Nationality	The nationality of the contact person.
Lives with Employee	This field specifies whether the contact person lives with the employee.

Parental Status Tab

This tab displays a list of parental statuses of the contact person.

Column	Description
Contact Person	
No.	The number of the contact person.
Name	The name of the contact person.
Parental Status	
Parental Status	The parental leave status of the employee.
Parental Status Type	The parental leave status type of the employee.
Descr.	The summary or description of the parental status.
Start Date	The date the employee returned from parental leave.
Return Date	The date the employee returned from parental leave.
End Date	The date the employee's parental leave ends.

Prompts for the Personal Information Report

Optionally set criteria that filters the results of the Personal Information report.

Prompt Title	Description
From Contact Person No.	Only contact persons with a number equal to, or alphabetically after, the answer to this prompt are included.
To Contact Person No.	Only contact persons with a number equal to, or alphabetically before, the answer to this prompt are included in the report.
Contact Person No.	Only contact persons restricted to this number are included. Also, if the prompts of From/To Contact Person No. are answered, only the intersection set of contact persons are included in the report.
From Employee No.	Only employees with an employee number equal to or after the answer to this prompt are included in the report.
To Employee No.	Only employees with an employee number equal to or before the answer to this prompt are included in the report.
Employee No.	Only employees restricted to this number are included. Also, if the prompts of From/To Contact Person No. are answered, only the intersection set of contact persons are included in the report.

Tax Reports

Tax Settlement

In most countries, tax needs to be reported to authorities in basis amounts and tax amounts. Additionally, tax amounts must be tied to vendors and customers to simplify reconciliation against customer and vendor invoices. This is important in order for finance personnel and auditors to verify the tax of a company.

The Tax Settlement report accounts for these two measures:

- **Basis Amounts** — The base amount for calculating the tax. The formula for the basis amount that is subject to tax (meaning, to be used further in the calculation of the tax), is:

  Subject to Tax = Original Basis - Tax Exempt - Export

- **Tax Amounts** — The tax amounts that are calculated from the basis amount that is subject to tax. The tax amount to be paid/received is calculated as:

  Net Tax = Original Tax - Non-Deductible Tax - Deferred Tax

The purpose of the Tax Settlement report is three-fold:

- To provide the statistical data about the tax basis amounts leading to the subject to tax amount.
- To provide the overview of individual tax amounts to be reported (and received/paid) and associate these to the different reporting authorities.
- To break down tax amounts by customer and vendor and associate to invoice numbers.

Note: The figures in the reports are grouped by the tax settlement types such as Receivable or Payable. If a tax figure is payable, it is a debit in the database and displays as positive number.

The following Tax Settlement report tabs are available:

- Tax Settlement Summary
- Tax Settlement Details
- Tax Settlement Details, by Invoice
- Withholding Tax

Note: As of 2.5.1, the Tax Settlement report is embedded in the Workspace Client. It is located at **Reporting » Reports » Overview » Financial Reporting**.

Tax Settlement Summary

Layout

Tax Settlement Summary

9 Deltek	**526355**	← *section on company number, name and company tax number.*				
USD	← *section on reporting currency*					
Settlement Type	**Level**	**Tax Type**	**Tax Basis**	**Tax Excempt**	**Export**	**Subject to Tax**
Receiveable	1	Government	5000,00	0,00	0,00	5000,00
		Transport	2300,00	0,00	0,00	2300,00
	Total Level 1		**7300,00**	**0,00**	**0,00**	**7300,00**
	2	Province	4000,00	500,00	500,00	3000,00
		Foods	2200,00	400,00	0,00	1800,00
	Total Level 2		**6200,00**	**900,00**	**500,00**	**4800,00**
Total Receivable			**13500,00**	**900,00**	**500,00**	**12100,00**
Payable						
	.....					
Investment						
	.....					

Selection Criteria

Column	Header Title	Description
Tax Settlement Type		This column displays the tax settlement type of the data in the rows.
Tax Level		This column displays the tax level of the data in the row. If multiple tax levels are not applicable, the column is collapsed.
Tax Type		This column displays the tax type of the data in the row.
Tax	Basis	This column displays the original tax basis.

Column	Header Title	Description
Tax	Exempt	This column displays the basis amounts that are exempted from tax.
Tax	Export	This column displays the basis amounts that are not taxable because they are regarding exports.
Subject to Tax		This column displays the basis amount that is subject to tax. This is calculated as: Subject to Tax = Basis - Exempt - Export

Tax Settlement Details

Layout

Tax Settlement Details

9 Deltek	**526355**	← *section on company number, name and company tax number*					
USD	← *section on reporting currency*						
Settlement Type	**Tax Code**	**Tax Rate**	**Tax Basis**	**Tax Amount**	**Non-Deductible**	**Deferred**	**Net Tax**
Receivable	GST 6%	6%	30000,00	5000,00	0,0	100,00	5000,00
	Total GST 6%:		**30000,00**	**5000,00**	**0,0**	**100,00**	**5000,00**
	HST 8%	8%	28750,00	2300,00	0,0	100,00	2300,00
	Total HST 8%:		28750,00	**2300,00**	**0,0**	**100,00**	**2300,00**
Total Receivable			**58750,00**	**7300,00**	**0,0**	**100,00**	**7300,00**
Payable	PST 21%	21%	19048,00	4000,00	800,00	200,00	3200,00
	Total PST 21%:		**19048,00**	**4000,00**	**800,00**	**200,00**	**3200,00**
Total Payable			**19048,00**	**4000,00**	**800,00**	**200,00**	**3200,00**

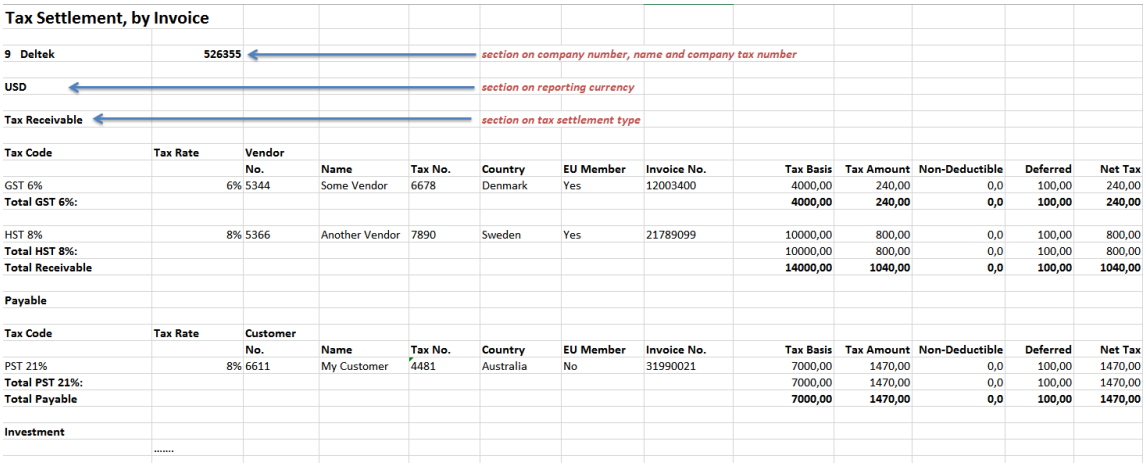
Selection Criteria

Column	Header Title	Description
Tax Settlement Type		This column displays the tax settlement type of the data in the rows.
Tax Code		This column displays the tax code of the data in the row.
Tax Rate		This column displays the tax rate (percentage) of the tax code.
Tax Basis		This column displays the original tax basis.
Tax Amount		This column displays the tax amount calculated from the basis amount that is subject to tax.

Column	Header Title	Description
Non-Deductible		This column displays the amount of the tax amount which is not deductible. This is stated on the related tax code.
Deferred		This column displays the amount of the tax amount which is deferred. This is stated on the related tax code.
Net Tax Amount		This column displays the net tax amount which is calculated as: Net Tax = Tax - Non-Deductible - Deferred

Tax Settlement Details, by Invoice

Layout



Tax Settlement, by Invoice

9 Deltek **526355** ← *section on company number, name and company tax number*

USD ← *section on reporting currency*

Tax Receivable ← *section on tax settlement type*

Tax Code	Tax Rate	Vendor No.	Name	Tax No.	Country	EU Member	Invoice No.	Tax Basis	Tax Amount	Non-Deductible	Deferred	Net Tax
GST 6%	6%	5344	Some Vendor	6678	Denmark	Yes	12003400	4000,00	240,00	0,0	100,00	240,00
Total GST 6%:								**4000,00**	**240,00**	**0,0**	**100,00**	**240,00**
HST 8%	8%	5366	Another Vendor	7890	Sweden	Yes	21789099	10000,00	800,00	0,0	100,00	800,00
Total HST 8%:								10000,00	800,00	0,0	100,00	800,00
Total Receivable								**14000,00**	**1040,00**	**0,0**	**100,00**	**1040,00**

Payable

Tax Code	Tax Rate	Customer No.	Name	Tax No.	Country	EU Member	Invoice No.	Tax Basis	Tax Amount	Non-Deductible	Deferred	Net Tax
PST 21%	8%	6611	My Customer	4481	Australia	No	31990021	7000,00	1470,00	0,0	100,00	1470,00
Total PST 21%:								7000,00	1470,00	0,0	100,00	1470,00
Total Payable								**7000,00**	**1470,00**	**0,0**	**100,00**	**1470,00**

Investment

.....

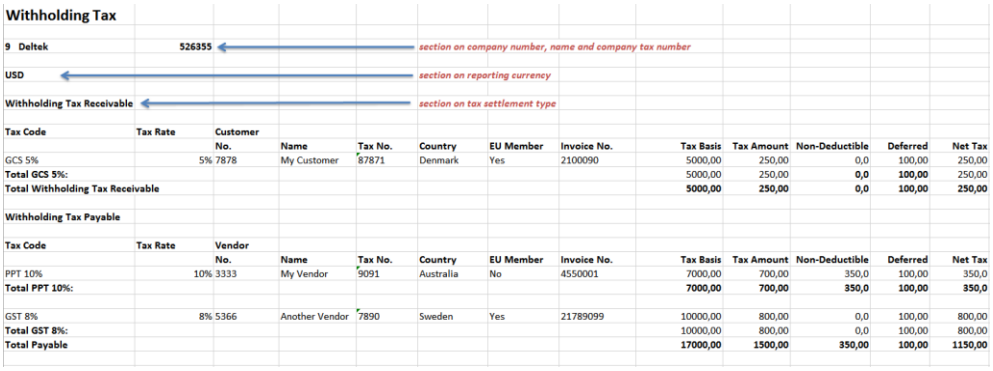
Selection Criteria

Column	Header Title	Description
Tax Code		This column displays the tax code of the data in the row.
Tax Rate		This column displays the tax rate (percentage) of the tax code.
Vendor / Customer	No.	This column displays the number of the vendor/customer associated the data in the row. ▪ For receivable tax, the table displays vendors. ▪ For payable tax, the table displays customers.

Column	Header Title	Description
		The header follows this distinction, as do the columns below.
Vendor / Customer	Name	This column displays the name of the vendor/customer associated with the data in the row.
Vendor / Customer	Tax No.	This column displays the tax no. of the vendor/customer associated with the data in the row.
Vendor / Customer	Country	This column displays the country of the vendor/customer associated with the data in the row.
Vendor / Customer	EU Member	This column displays whether the country of the vendor/customer associated with the data in the row is an EU member.
Vendor / Customer	Invoice No.	This column displays the vendor/customer invoice number associated the data in the row.
Tax Basis		This column displays the basis amount that is subject to tax. This is calculated as: Subject to Tax = Basis - Exempt - Export
Tax Amount		This column displays the resulting tax amount.
Non-Deductible		This column displays the amount of the tax amount which is not deductible. This is stated on the related tax code.
Deferred		This column displays the amount of the tax amount which is deferred. This is stated on the related tax code.
Net Tax Amount		This column displays the net tax amount which is calculated as: Net Tax = Tax - Non-Deductible - Deferred

Withholding Tax

Layout



Withholding Tax

9 Deltek 526355 ← section on company number, name and company tax number

USD ← section on reporting currency

Withholding Tax Receivable ← section on tax settlement type

Tax Code	Tax Rate	Customer No.	Name	Tax No.	Country	EU Member	Invoice No.	Tax Basis	Tax Amount	Non-Deductible	Deferred	Net Tax
GCS 5%	5%	7878	My Customer	87871	Denmark	Yes	2100090	5000,00	250,00	0,0	100,00	250,00
Total GCS 5%:								5000,00	250,00	**0,0**	**100,00**	250,00
Total Withholding Tax Receivable								**5000,00**	**250,00**	**0,0**	**100,00**	**250,00**

Withholding Tax Payable

Tax Code	Tax Rate	Vendor No.	Name	Tax No.	Country	EU Member	Invoice No.	Tax Basis	Tax Amount	Non-Deductible	Deferred	Net Tax
PPT 10%	10%	3333	My Vendor	9091	Australia	No	4550001	7000,00	700,00	350,0	100,00	350,0
Total PPT 10%:								**7000,00**	**700,00**	**350,0**	**100,00**	**350,0**
GST 8%	8%	5366	Another Vendor	7890	Sweden	Yes	21789099	10000,00	800,00	0,0	100,00	800,00
Total GST 8%:								10000,00	800,00	0,0	100,00	800,00
Total Payable								**17000,00**	**1500,00**	**350,00**	**100,00**	**1150,00**

Selection Criteria

Column	Header Title	Description
Tax Code		This column displays the tax code of the data in the row.
Tax Rate		This column displays the tax rate (percentage) of the tax code.
Vendor / Customer	No.	This column displays the number of the vendor/customer associated the data in the row. ▪ For receivable withholding tax, the table displays customers. ▪ For payable withholding tax, the table displays vendors. The header follows this distinction, as do the columns below.
Vendor / Customer	Name	This column displays the name of the vendor/customer associated with the data in the row.
Vendor / Customer	Tax No.	This column displays the tax no. of the vendor/customer associated with the data in the row.
Vendor / Customer	Country	This column displays the country of the vendor/customer associated with the data in the row.
Vendor / Customer	EU Member	This column displays whether the country of the vendor/customer associated with the data in the row is an EU member.
Vendor / Customer	Invoice No.	This column displays the vendor/customer invoice number associated the data in the row.
Tax Basis		This column displays the basis amount that is subject to tax. This is calculated as: Subject to Tax = Basis - Exempt - Export

Column	Header Title	Description
Tax Amount		This column displays the resulting tax amount.
Non-Deductible		This column displays the amount of the tax amount, which is not deductible. This is stated on the related tax code.
Deferred		This column displays the amount of the tax amount, which is deferred. This is stated on the related tax code.
Net Tax Amount		This column displays the net tax amount which is calculated as: Net Tax = Tax - Non-Deductible - Deferred

Country-Specific Reports

Australia

Four reports were added to address an Australian statutory requirement, but can also be utilized by companies from other countries.

For detailed information on each report, click on one of the following links to go to the relevant section in this document:

- AR Aging (Australia)
- Outstanding Customer Invoices
- AP Aging (Australia)
- Outstanding Vendor Invoices

Belgium

Customer Listing Report

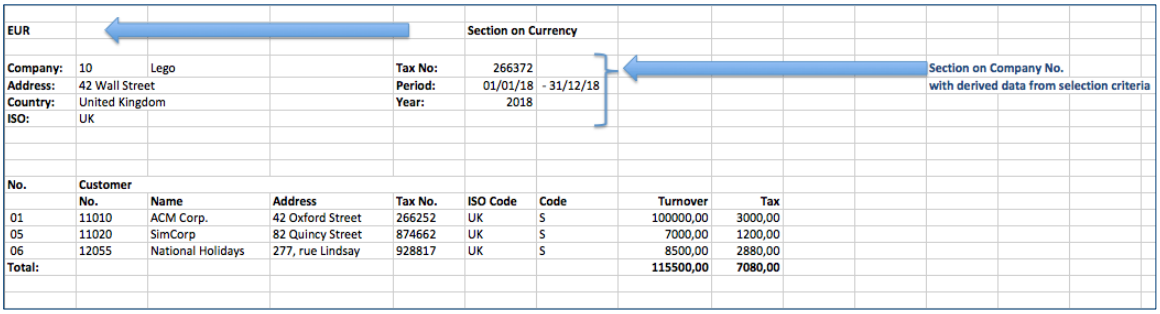
In some countries, like Belgium, it is statutory to provide a report that lists financially posted amounts and their tax amounts, for a specific company and calendar/fiscal year.

The customer list is a list of the VAT numbers of your customers to whom your company delivered goods or services during the previous calendar year, and for a total amount of more than 250 euros (excluding VAT).

This report is available in a WebI format and as an XML export. The statutory XML file enables you to submit customer listing data to authorities. The XML report is based on the XSD version 07.

The data is organized to display the associated customer. The customer associated is the customer who receives the invoice - not necessarily the customer(s) who pays. Therefore, complex handling of split billing is not necessary, therefore, it is possible to see to whom the transactions have been made.

The Customer Listing Report contains the Customer Listing tab that consists of a Currency section and a Company Information / Selection Criteria section.



EUR					**Section on Currency**			
Company:	10	Lego		**Tax No:**	266372			**Section on Company No.**
Address:	42 Wall Street			**Period:**	01/01/18	- 31/12/18		**with derived data from selection criteria**
Country:	United Kingdom			**Year:**	2018			
ISO:	UK							
No.	**Customer**							
	No.	**Name**	**Address**	**Tax No.**	**ISO Code**	**Code**	**Turnover**	**Tax**
01	11010	ACM Corp.	42 Oxford Street	266252	UK	S	100000,00	3000,00
05	11020	SimCorp	82 Quincy Street	874662	UK	S	7000,00	1200,00
06	12055	National Holidays	277, rue Lindsay	928817	UK	S	8500,00	2880,00
Total:							**115500,00**	**7080,00**

Currency Section

This section lists the currency of the company.

Company Information and Selection Criteria Section

Field	Description
Company	The company number and company name.
Address	The name 2, ZIP code, and postal district of the company.
Country	The country of the company.
Country ISO	The country ISO code for the company.
Tax No.	The tax number of the company.
Date Range	Derived from the selection criteria.
Year	Derived from the selection criteria.

Customer Listing Tab

Top-Level Header	Header Title	Description
No.		The line number in a format prefixed with zeros, such as 01, 02, 03.
Customer	No.	The customer number of the customer associated with the tax amounts.
	Name	The name of the customer.
	Address	The customers Name 2, ZIP Code, and Postal District.
	Tax No.	The tax number of the customer.
	ISO Code	The ISO code of the country of the customer.
	Code	Hardcoded to 'S'.
Turnover	Amount Incl. Tax	The basis amount from which tax is calculated + tax amount with Tax Sign. The amount is displayed in the currency of the Company.
	Tax	The calculated tax amount with Tax Sign. The amount displays in the currency of the Company.

Prompts

Prompt Title	Expression	Mandatory
From Date	Only include entries with Entry Date equal or after the answer to this prompt. Single valued.	No
To Date	Only include entries with Entry Date equal or before the answer to this prompt. Single valued.	No
Year	Only include entries with entry date in the year answered to this prompt.	No
Company No.	Only include entries belonging to the answered company number(s). Single valued	Yes
Lower Limit	Only customers with a total amount excl. tax above or equal to this limit, should be included. Single valued	Yes
Include Customers in Credit	If answered "Yes", customers for which the total amount excl. tax is more negative or equal to the negative value of the Lower Limit, are included. That means that you are comparing the absolute value to the absolute value of the Lower Limit. If answered "No", the total amount is matched against the lower limit in a normal way. **Examples (Lower Limit = 250)** Include Customers in Credit = Yes: * Total amount is 300: Include * Total amount is 200: Exclude * Total amount is -300: ***Include*** Include Customer in Credit = No: * Total amount is 300: Include * Total amount is 200: Exclude * Total amount is -300: ***Exclude***	Yes

Other Filters

Filter	Expression
Only include entries of Tax Settlement Type "Tax Payable" and "Withholding Tax Receivable"	[Tax Settlement Type Code] In (0, 9)

Filter	Expression
Only include customers from Belgium.	[ISO Code] = "BE"
Only customer having a tax number should be included.	[Tax No.] <> " "
Report Filter: Only customers for which the total amount including tax is non-zero, should be included.	abs([Amount Incl. Tax]) > 0.001 and abs([Tax Amount]) > 0.001
Amounts that are tax exempt should be excluded.	[Tax Nature Code] <> 1
Only include tax figures on level 1 (only one in Belgium).	[Tax Level No.] = 1

XML Data Export

The purpose of the XML data export is to produce the statutory XML file for submitting customer listing data to authorities. The following table illustrates the XML file that is produced.

Tags (attributes indented)	Description
`<?xml version="1.0"` `encoding="ISO-8859-1"?>`	
`<ClientListingConsignment`	

`xmlns="http://xmlns="http://`
`www.minfin.fgov.be/`
`ClientListingConsignment"`	

`xmlns:iso="http://www.minfin.fgov.be/` `IsoTypes"`	
`xmlns:common="http://www.minfin.` `fgov.be/InputCommon"`	
`targetNamespace="http://www.minfin.` `fgov.be/ClientListingConsignment"`	
`ClientListingNbr = "5"`	The number of customers in this declaration.
`<Representative>`	The data about the company filling the declaration.
`<RepresentativeID>`	The ID of the representative.
`issuedBy = "BE"`	The ISO country code of member state, which has signed the identifier.

Tags (attributes indented)	Description
identificationType = "TIN"	The type of identification: NVAT, TIN, or other. We shall only use the type TIN.
<Name>	The name of the company.
<Street>	The street in the address of the company.
<PostCode>	Postal code in the address of the company.
<City>	City of the company
<CountryCode>	ISO country code of the company
<EmailAddress>	Email address of the company
<Phone>	Phone number of the company
</Representative>	
<ClientListing>	
SequenceNumber = "1"	The sequence number in the list of customers (starting with 1).
ClientsNbr = "5"	The number of customers listed.
TurnOverSum =	The sum of turnover (excluding VAT) for all customers. Signed amount expressed in EUR at the nearest Eurocent.
VATAmountSum =	The Sum of VAT amounts for all customers. Signed amount expressed in EUR at the nearest Eurocent.
<Declarant>	Information about the customer for which the declaration is about
<VATNumber>	Tax number of the customer
<Name>	Name of the customer
<Street>	Street in address of the customer
<PostCode>	Postal code of the customer's address
<City>	City of the customer
<CountryCode>	The ISO country code of the member state of the customer.

Tags (attributes indented)	Description
<EmailAddress>	Email address of the customer
<Phone>	Phone number of the customer
</Declarant	
<Period>	Period covered by listing - always full year in format YYYY
<TurnOver>	Signed amount expressed in EUR to the nearest Eurocent.
<Client>	
SequenceNumber = 1	The sequence number of customers in the list of customers (starting with 1 or is it with the sequence number in the clientlisting tag?).
<CompanyVATNumber>	Tax number of the customer
issuedBy =	ISO country code of the member state of the customer
<TurnOver>	Turnover (excluding VAT). Signed amount expressed in EUR to the nearest Eurocent.
<VATAmount>	VAT amount. Signed amount expressed in EUR to the nearest Eurocent.
</Client>	
</ClientListing>	
<ClientListingConsignment>	

Prompts for XML Export

The prompts for the XML report are the same as for the WebI report, except you can filter on a date interval in the WebI report.

Prompt title	Expression	Mandatory
Year	Only include entries with entry date in the year answered to this prompt.	Yes
Company No.	Only include entries belonging to the answered company number(s). Single valued	Yes

Prompt title	Expression	Mandatory
Lower Limit	Only customers with a total amount excl. tax above or equal to this limit, should be included. Single valued	Yes
Include Customers in Credit	If answered "Yes", customers for which the total amount excl. tax is more negative or equal to the negative value of the Lower Limit, are included. This means you are comparing the absolute value to the absolute value of the Lower Limit. If answered "No", the total amount is matched against the lower limit in a normal way. **Examples (Lower Limit = 250)** Include Customers in Credit = Yes: * Total amount is 300: Include * Total amount is 200: Exclude * Total amount is -300: ***Include*** Include Customer in Credit = No: * Total amount is 300: Include * Total amount is 200: Exclude * Total amount is -300: ***Exclude***	Yes

Filters for XML Export

Filter	Expression
Only include entries of Tax Settlement Type "Tax Payable" and "Withholding Tax Receivable"	[Tax Settlement Type Code] In (0, 9)
Only include customers from Belgium	[ISO Code] = "BE"
Only customer having a tax number should be included	[Tax No.] <> " "
Report Filter: Only customers for which the total amount including tax is non-zero, should be included.	abs([Amount Incl. Tax]) > 0.001 and abs([Tax Amount]) > 0.001
Amounts that are tax exempt should be excluded	[Tax Nature Code] <> 1
Only include tax figures on level 1 (only one in Belgium)	[Tax Level No.] = 1

Workspace Client Fields and Descriptions

Reporting » Statutory Reporting » Belgium » Customer Listing

Selection Criteria island

Field	Description	Mandatory
Representative E-mail Address	Enter the representative's email address.	
Company No.	Enter the company number to include in the report.	Yes
Year	Enter the year number to include in the report.	No
Lower Limit	Enter the total amount excl. tax above or equal to this limit of customers that should be included in the report.	Yes
Include Customers in Credit	Select **Yes** to include customers for which the total amount excl. tax is more negative or equal to the negative value of the Lower Limit. The system compares the absolute value to the absolute value of the Lower Limit. Select **No** to match the total amount against the lower limit in a normal way.	Yes

Customer Listing Action

Action	Description
Run Report	Click this action to start a background task that performs the data export based on the selection criteria.

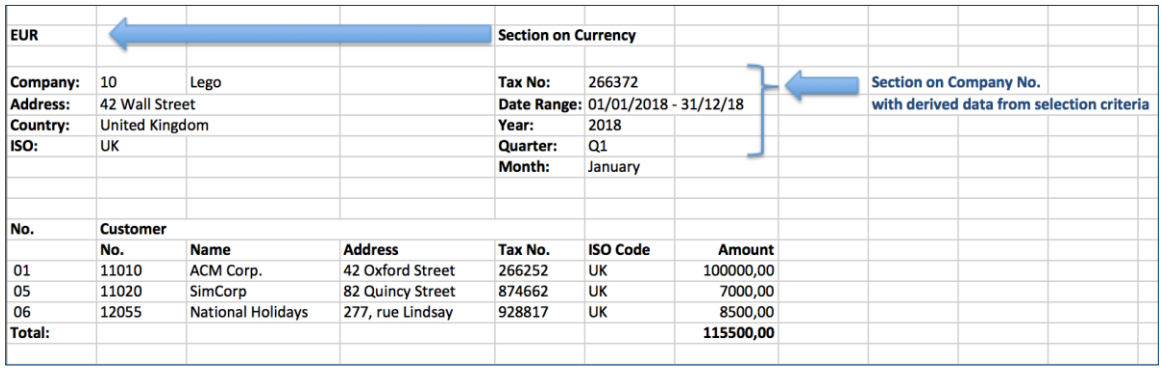
Intra Community Listing

The purpose of the Intra Community Listing report is to list financially posted amounts and their tax amounts for a specific company and fiscal year in an XML format. The data is organized to display the associated customer who is the customer stated on the tax entries in Maconomy. Because complex handling of split billing is not necessary, it is possible to see to whom the transactions were made.

This report is available as a WebI report and an XML export. To ease data validation, the corresponding BPM report displays the same data.

Layout

The Intra Community Listing report consists of the Intracommunity Listing tab that contains a section for currency and a section with company information and selection criteria.



EUR				Section on Currency		
Company:	10	Lego		Tax No:	266372	
Address:	42 Wall Street			Date Range:	01/01/2018 - 31/12/18	
Country:	United Kingdom			Year:	2018	
ISO:	UK			Quarter:	Q1	
				Month:	January	
No.	Customer					
	No.	Name	Address	Tax No.	ISO Code	Amount
01	11010	ACM Corp.	42 Oxford Street	266252	UK	100000,00
05	11020	SimCorp	82 Quincy Street	874662	UK	7000,00
06	12055	National Holidays	277, rue Lindsay	928817	UK	8500,00
Total:						115500,00

Field	Description
Company	The company number and company name.
Address	The name 2, ZIP code, and postal district of the company.
Country	The country of the company.
Country ISO	The country ISO code for the company.
Tax No.	The tax number of the company.
Date Range	Derived from the selection criteria.
Year	Derived from the selection criteria.
Quarter	Derived from the selection criteria.

Top-Level Header	Header Title	Description
No.		The line number in a format prefixed with zeros, such as 01, 02, 03.
Customer	No.	The customer number of the customer associated with the tax amounts.
	Name	The name of the customer.
	Address	The customer Name 2, ZIP Code and Postal District.
	Tax No.	The tax number of the customer.
	ISO Code	The ISO code of the country of the customer.
	Code	Hardcoded to 'S'.

Top-Level Header	Header Title	Description
Amount		The basis amount from which tax is calculated. This is calculated with the Tax Sign. The amount is displays in the Company's currency.

Prompts

Prompt Title	Expression	Mandatory
From Date	Only include entries with Entry Date equal or after the answer to this prompt. Note: If answered the filter on the date is applied in addition to the Year-Quarter-Month filter described below. If the two filters contradict in not having overlapping dates, the report will not show any data. Single valued.	No
To Date	Only include entries with Entry Date equal or before the answer to this prompt. **Note:** If answered, the filter on the date is applied in addition to the Year-Quarter-Month filter described below. If the two filters contradict in not having overlapping dates, the report will not show any data. Single valued.	No
Year Quarter Month	Only include entries with entry date in the year, quarter, month(s) answered. You are prompted with a cascading prompt meaning that first Year is answered, then quarter and finally month.	Yes/No
Company No.	Only include entries belonging to the answered company number(s). Single valued	Yes
Lower Limit	Only include customers with a total amount excl. tax above or equal to this limit, should be included. Single valued	Yes
Include Customers in Credit	If answered "Yes", customers for which the total amount excl. tax is more negative or equal to the negative value of the Lower Limit, are included. This means you are comparing the absolute value to the absolute value of the Lower Limit. If answered "No", the total amount is matched against the lower limit in a normal way. **Examples (Lower Limit = 250)** Include Customers in Credit = Yes:	Yes

Prompt Title	Expression	Mandatory
	* Total amount is 300: Include * Total amount is 200: Exclude * Total amount is -300: ***Include*** Include Customer in Credit = No: * Total amount is 300: Include * Total amount is 200: Exclude * Total amount is -300: Exclude	

Other Filters

Filter	Expression
Only include entries of Tax Settlement Type "Tax Payable" and "Withholding Tax Receivable".	[Journal Type Code] In (1, 11)
Only include non-Belgium customers	[ISO Code] <> "BE"
Only customers having a tax number should be included	[Tax No.] <> " "
Report Filter: Only customers for which the total amount including tax is non-zero is included.	abs([Amount Incl. Tax]) > 0.001 and abs([Tax Amount]) > 0.001

XML Export

The XML report is based on the XSD version 09.

Tags (attributes indented)	Description
`<?xml version="1.0" encoding="ISO-8859-1"?>`	

`<IntraConsignment`
`xmlns="http://xmlns="http://www.minfin.fgov.be/IntraConsignment"`
`xmlns:iso="http://www.minfin.fgov.be/IsoTypes"`
`xmlns:common="http://www.minfin.fgov.be/InputCommon"`
`targetNamespace="http://www.minfin.fgov.be/IntraConsignment"`	

`IntraListingNbr = "5"`	The number of intra listing <IntraListing> in this declaration.
`<Representative>`	The data about the company filling the declaration.
`<RepresentativeID>`	The ID of the representative.

issuedBy = "BE"	The ISO country code of member state, which has signed the identifier.
identificationType = "TIN"	The type of identification: NVAT, TIN, or other.
<Name>	The name of the company.
<Street>	The street in address of the company.
<PostCode>	The postal code in the address of the company.
<City>	The city of the company.
<CountryCode>	The ISO country code of the company.
<EmailAddress>	The email address of the company.
<Phone>	The phone number of the company.
</Representative>	
<IntraListing>	
SequenceNumber = "1"	The sequence number of this intra listing starting with 1, and increments by 1.
ClientsNbr = "5"	The number of intra customers <IntraClient> listed.
AmountSum =	The sum of amounts for all customers. Signed amount expressed in EUR to the nearest Eurocent.
<Declarant>	The information about the customer for which the declaration is about.
<VATNumber>	The tax number of the customer.
<Name>	The name of the customer.
<Street>	The street in the address of the customer.
<PostCode>	The postal code of the customer's address.
<City>	The city of the customer.
<CountryCode>	The ISO country code of the member state of the customer.
<EmailAddress>	The email address of the customer.
<Phone>	The phone number of the customer.
</Declarant	

<Period>	The period covered by listing. Depending on whether the user answers quarter and month prompts in addition to the year prompt, the quarter and month tags may appear and filled out.
<Year>	If the **Year** prompt is answered, this tag should be included and contain the value. The format is YYYY.
<Quarter>	If the **Quarter** prompt is answered, this tag should be included and contain the value. The format is Q followed by the quarter number, for example, Q2. **Note:** From the XSD, it is actually unclear what the format is. All we know is that it is four characters. We will use the above-mentioned format and have BDO validate it in the end.
<Month>	If the Month prompt is answered, this tag should be included and contain the value. The format is the name of the month up to 12 characters. **Note:** It is actually not clear from the XSD whether we state the name of the months or something else. All we know is that it is up to 12 characters. We shall for now assume that it is the name of the months, for example, January and then, have BDO to validate. However, our month names are always in English, which could be a problem. Then, we need to hard code translation in the report.
<TurnOver>	The signed amount expressed in EUR to the nearest Eurocent.
<IntraClient>	
SequenceNumber = 1	The sequence number of this intra client starting with 1, and increments by 1.
<CompanyVATNumber>	The tax number of the customer.
issuedBy =	The ISO country code of the member state of the customer.
<TurnOver>	The turnover (excluding VAT). Signed amount expressed in EUR to the nearest Eurocent.
<VATAmount>	The VAT amount. Signed amount expressed in EUR to the nearest Eurocent.
</IntraClient>	
</IntraListing>	

<IntraConsignment>	

XML Report Definitions

Tags (attributes indented)	Definition
<?xml version="1.0" encoding="ISO-8859-1"?>	
<IntraConsignment xmlns="http://xmlns="http://www.minfin.fgov.be/IntraConsignment" xmlns:iso="http://www.minfin.fgov.be/IsoTypes" xmlns:common="http://www.minfin.fgov.be/InputCommon" targetNamespace="http://www.minfin.fgov.be/IntraConsignment"	
IntraListingNbr = "5"	Count the number of companies for which we list customers. This should match ng number of <IntraListing> tags below
<Representative>	
<RepresentativeID>	Company / [Company No.]
issuedBy = "BE"	Company / Contact Information / [Country ISO]
identificationType = "TIN"	Hardcode to "TIN"
<Name>	Company / [Company Name]
<Street>	Company / Contact Information / [Name 2], [Name 2], Name 3], [Name 4], and [Name 5] concatenated with a space between
<PostCode>	Company / Contact Information / [ZIP-Code]
<City>	Company / Contact Information / [Postal District]
<CountryCode>	Company / Contact Information / [Country ISO]
<EmailAddress>	Answers the value of the **Representative E-mail Address** prompt
<Phone>	Company / Contact Information / [Telephone]
</Representative>	
<IntraListing>	

SequenceNumber = "1"	The sequence number of this intra listing starting with 1, and increments by 1.
ClientsNbr = "5"	The total number of intra customers denoted by the <IntraClient> tag.
AmountSum =	Summarizes all amounts of all declarants below.
<Declarant>	
<VATNumber>	Customer / [Customer Tax No.]
<Name>	Customer / [Customer Name]
<Street>	Customer / Contact Information / [Name 2], [Name 3], [Name 4] and [Name 5] concatenated with space between.
<PostCode>	Customer / Contact Information / [ZIP Code]
<City>	Customer / Contact Information / [Postal District]
<CountryCode>	Customer / Contact Information / [Country ISO]
<EmailAddress>	Customer / Contact Information / [E-mail]
<Phone>	Customer / Contact Information / [Telephone]
</Declarant	
<Period>	
<Year>	Answers the value of the **Year** prompt.
<Quarter>	Answers the value of the **Quarter** prompt, if answered. If not answered, the tag should not appear.
<Month>	Answers the value of the **Month** prompt, if answered. If not answered, the tag should not appear.
<Amount>	Sum of Settlement / Basis Amounts / Tax Basis / Tax Basis - Company of all customers below.
<IntraClient>	
SequenceNumber = 1	The sequence number of this intra customer denoted by the <IntraClient> tag. Starts with 1 and increments by 1.

<CompanyVATNumber>	Customer / Customer Tax No.
issuedBy =	Customer / Contact Information / Country ISO
<Amount>	Settlement / Basis Amounts / Tax Basis / Tax Basis - Company summarized for the present customer.
</IntraClient>	
</IntraListing>	
<IntraConsignment>	

Workspace Client Fields and Descriptions

Reporting » Statutory Reporting » Belgium » Intra Community Listing

Selection Criteria island

Field	Description	Mandatory
Representative E-mail Address	Enter the representative's email address.	
Company No.	Enter the company number to include in the report.	Yes
Lower Limit	Enter the total amount excl. tax above or equal to this limit of customers that should be included in the report.	Yes
Include Customers in Credit	Select **Yes** to include customers for which the total amount excl. tax is more negative or equal to the negative value of the Lower Limit. The system compares the absolute value to the absolute value of the Lower Limit. Select **No** to match the total amount against the lower limit in a normal way.	Yes

Period island

Field	Description	Mandatory
Year	Enter the year number to include in the report.	Yes/No
Quarter No.	Enter the quarter number to include in the report.	Yes/No

Field	Description	Mandatory
Month No.	Enter the month number to include in the report.	Yes/No

Intra Community Listing Action

Action	Description
Run Report	Click this action to start a background task that performs the data export based on the selection criteria.

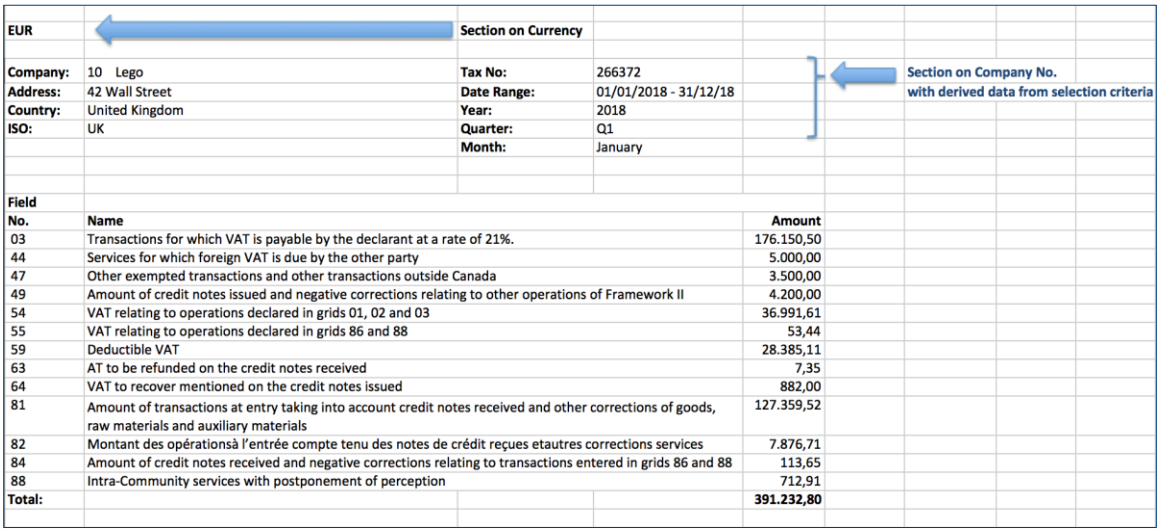
Tax Declaration Report

It is statutory in some countries, like Belgium, to have a report that provides tax declaration and distributes tax amounts into different categories that follow the field names of the tax declaration.

The VAT Declaration report lists financially posted amounts and their tax amounts, for a specific company and fiscal year. The data displays the associated customer, who is the customer stated on the tax entries in Maconomy.

This report is also available in a WebI format and is usually run monthly, yearly, or quarterly.

The Tax Declaration report consists of the Tax Declaration tab. The Tax Declaration tab contains the Currency section and the Company Information / Selection Criteria section.



EUR	← Section on Currency				
Company:	10 Lego	Tax No:	266372		Section on Company No.
Address:	42 Wall Street	Date Range:	01/01/2018 - 31/12/18		with derived data from selection criteria
Country:	United Kingdom	Year:	2018		
ISO:	UK	Quarter:	Q1		
		Month:	January		
Field No.	Name			Amount	
03	Transactions for which VAT is payable by the declarant at a rate of 21%.			176.150,50	
44	Services for which foreign VAT is due by the other party			5.000,00	
47	Other exempted transactions and other transactions outside Canada			3.500,00	
49	Amount of credit notes issued and negative corrections relating to other operations of Framework II			4.200,00	
54	VAT relating to operations declared in grids 01, 02 and 03			36.991,61	
55	VAT relating to operations declared in grids 86 and 88			53,44	
59	Deductible VAT			28.385,11	
63	AT to be refunded on the credit notes received			7,35	
64	VAT to recover mentioned on the credit notes issued			882,00	
81	Amount of transactions at entry taking into account credit notes received and other corrections of goods, raw materials and auxiliary materials			127.359,52	
82	Montant des opérationsà l'entrée compte tenu des notes de crédit reçues etautres corrections services			7.876,71	
84	Amount of credit notes received and negative corrections relating to transactions entered in grids 86 and 88			113,65	
88	Intra-Community services with postponement of perception			712,91	
Total:				391.232,80	

Currency Section

This section lists the currency of the company.

Company Information and Selection Criteria Section

Field	Description
Company	The company number and company name.

Field	Description
Address	The name 2, ZIP code, and postal district of the company.
Country	The country of the company.
Country ISO	The country ISO code for the company.
Tax No.	The tax number of the company.
Date Range	Derived from the selection criteria.
Year	Derived from the selection criteria.
Quarter	Derived from the selection criteria.
Month	Derived from the selection criteria.

Top-Level Header	Header Title	Description
Field	No.	The field number of the tax reporting entry
	Name	The field name of the tax reporting entry
Amount		The amount of the tax reporting entry - displayed in the currency of the company (this is the only option).

Prompts

Prompt Title	Expression	Mandatory
From Date	Only include entries with Entry Date equal or after the answer to this prompt. **Note:** If answered the filter on the date is applied in addition to the Year-Quarter-Month filter described below. If the two filters contradict in not having overlapping dates, the report will not show any data. Single valued.	No
To Date	Only include entries with Entry Date equal or before the answer to this prompt. **Note:** If answered the filter on the date is applied in addition to the Year-Quarter-Month filter described below. If the two filters contradict in not having overlapping dates, the report will not show any data. Single valued.	No

Prompt Title	Expression	Mandatory
Year Quarter Month	Only include entries with entry date in the year, quarter, month(s) answered. The user is prompted with a cascading prompt meaning that first Year is answered, then quarter and finally month. Year is mandatory and the two other prompts are optional.	Yes/No
Company No.	Only include entries belonging to the answered company number(s). Single valued	Yes

XML Data Export

You can export the report in an XML format. The XML report is based on XSD version 09. The purpose of the XML data export is to produce the statutory XML file for submitting tax information to authorities.

Field	Description
`<?xml version="1.0" encoding="ISO-8859-1"?>`	
`<VATConsignment xmlns="http://xmlns="http:// www.minfin.fgov.be/VatConsignment" xmlns:common="http://www.minfin.fgov.be/InputCommon" targetNamespace="http://www.minfin.fgov.be/VatConsignment"`	
`VATDeclarationsNbr = "5">`	Number of VAT declarations records in this declaration
`<Representative>`	Data about the company filling the declaration
`<RepresentativeID>`	ID of representative
`issuedBy = "BE"`	ISO country code of member state which has signed the identifier
`identificationType = "TIN"`	Type of identification: NVAT, TIN, or other
`<Name>`	Name of the company
`<Street>`	Street in address of the company
`<PostCode>`	Postal code in address of the company
`<City>`	City of the company
`<CountryCode>`	ISO country code of the company

Field	Description
<EmailAddress>	Email address of the company
<Phone>	Phone number of the company
</Representative>	
<VATDeclaration>	
SequenceNumber = "1"	Sequence number in the list of declarations (starting with 1)
<Declarant>	Information about the company for which the declaration is about. This is usually the same company information as the <representative>
<VATNumber>	Tax number of the company
<Name>	Name of the company
<Street>	Street in address of the company
<PostCode>	Postal code of the company's address
<City>	City of the company
<CountryCode>	ISO country code of the member state of the company
<EmailAddress>	Email address of the company (User input)
<Phone>	Phone number of the company
</Declarant	
<Period>	Period covered by listing. You have the ability to answer Year, Quarter and Month prompts.
<Year>	If the Year prompt is answered, this tag is included and contain the value. The format is YYYY.
<Quarter>	If the Quarter prompt is answered, this tag should be included and contain the value. The format is Q followed by the quarter number; e.g. "Q2".
<Month>	If the Month prompt is answered, this tag should be included and contain the value. The format is the name of the month up to 12 characters.

Field	Description
<Deduction>	
<AdjustedPeriod>	Period to which the pro rata relates (format is full year YYYY).
<AdjustedValue>	Final deduction percentage for this period (format is integer between 1 and 100)
<Data>	
<Amount	The tax amount in EUR
GridNumber = "00"	The name of the field in which the value is to be entered in the tax declaration form. The names are "00", "01", "02", "03", "44", "45", "46", "47", "48", 49", "54", "55", "56", "57", "59", "61", "62", "63", "64", "71", 72", "81", "82", "83", "84", "85", "86", "88", "91"
< ClientListingNihil>	States the value "Yes" or "No" and concerns only the last civil declaration or that relating to the cessation of activity: no customers to take back on the list of the customers.
<Ask	Claims related to the return (refund and payment forms)
Restitution="Yes"	States the value "Yes" if requesting a refund; otherwise "No"
Payment="Yes">	States the value "Yes" if requesting a payment form; otherwise "No"

Prompts for XML Export

Prompt Title	Expression	Mandatory
Year Quarter Month	Only include entries with entry date in the year, quarter, month(s) answered. The user is prompted with a cascading prompt meaning that first Year is answered, then quarter and finally month. Year is mandatory and the two other prompts are optional.	Yes/No
Company No.	Only include entries belonging to the answered company number(s). Single valued	Yes
Tax Reporting Unit	Only include entries belonging to the stated reporting unit. Single valued	Yes

Prompt Title	Expression	Mandatory
Customer Listing Nihil	Passes this value to the ClientListingNihil tag. Single valued	Yes
Ask for Refund	Passes this value to the <Ask><Restitution> tag. Single valued	Yes
Ask for Payment Form	Passes this value to the <Ask><Payment> tag Single valued	Yes

Workspace Client Fields and Descriptions

Reporting » Statutory Reporting » Belgium » Tax Declaration

Selection Criteria island

Field	Description
Representative E-mail Address	Enter the representative's email address.
Company No.	Enter the company number to include in the report.
Tax Reporting Unit	Enter the tax reporting unit to include in the report.
Customer Listing Nihil	Copy to come.
Ask for Refund	Select a value from the drop-down list if you want to ask for a refund.
Ask for Payment Form	Select a value from the drop-down list if you want to ask for a payment form.

Period island

Field	Description	Mandatory
Year	Enter the year number to include in the report.	Yes/No
Quarter No.	Enter the quarter number to include in the report.	Yes/No
Month No.	Enter the month number to include in the report.	Yes/No

Tax Declaration Action

Action	Description
Run Report	Click this action to start a background task that performs the data export based on the selection criteria.

France

Accounting Entry File

The Accounting Entry File (AEF) is a French Statutory report that contains all of the accounts of a company, and all of the company's financial transactions throughout a fiscal period. A company may submit the AEF file to French tax authorities, for auditing purposes.

This report is a text file that provides opening balance entries and finance transactions for a specific reporting year.

The report displays and groups:

- The opening balance entries for the year from the Opening Balance Entries Card.
- The finance transactions for the year from the Finance Entries Card.

The file name created for the report consists of the 9-digit SIREN Number (Company Registration No.) + "FEC" + last date of fiscal year.txt.

File name example: 123456789FEC20161231.txt

Field	Description
JournalCode	The transaction type.
JournalLib	The description of the transaction type.
EcritureNum	The combined sequence number.
EcritureDate	The finance entry date.
CompteNum	The Local Account No.
CompteLib	The Local Account Name.
CompAuxNum	The customer/vendor number.
CompAuxLib	The customer/vendor name.
PieceRef	The vendor entry invoice number/finance entry transaction number.
PieceDate	The vendor invoice date/finance entry date.
EcritureLib	The finance entry text.

Field	Description
Debit	The debit value of a finance/opening balance entry.
Credit	The credit value of a finance/opening balance entry.
EcritureLet	
DateLet	The vendor/customer reconciliation date.
ValidDate	The posting date.
Montantdevise	The vendor/finance original amount.
Idevise	The vendor/finance original currency, other than EUR.

Prompts

Prompt Title	Description	Mandatory
Company No.	Only opening balance entries and finance transactions with a company equal to this prompt, are included.	Yes
Fiscal Year	Only opening balance entries and finance transactions with a year equal to this prompt, are included.	Yes
From Accounts Excluded (Opening Balance)	Only opening balance entries with an account number alphabetically before the answer to this prompt, are included.	No
To Accounts Excluded (Opening Balance)	Only opening balance entries with an account number alphabetically after the answer to this prompt, are included.	No
Entry Date (Transaction)	Only finance transactions with an entry date equal to or after the answer to this prompt, are included.	Yes
To Entry Date (Transaction)	Only finance transactions with an entry date equal to or before the answer to this prompt, are included.	Yes
From Accounts Excluded (Transactions)	Only finance transactions with an account number alphabetically before the answer to this prompt, should be included.	No
To Accounts Excluded (Transactions)	Only finance transactions with an account number alphabetically after the answer to this prompt, should be included.	No

Workspace Client Fields and Descriptions

Reporting » Statutory Reporting » France » Accounting Entry File

Common Selection Criteria island

Field	Description	Mandatory
Company No.	Enter the company number of the opening balance entries and finance transactions to include in the report.	Yes
Fiscal Year	Enter the fiscal year to include in the report.	Yes

Opening Balance Selection Criteria island

Field	Description	Mandatory
Accounts Excluded	Enter the range of accounts for which the opening balance entries should be excluded in the report.	No

Transactions Selection Criteria island

Field	Description	Mandatory
Entry Date	Enter the entry date of the finance transactions to include in the report.	Yes
Transaction Types	Enter the transaction types to include in the report.	Yes
Accounts Excluded	Enter the range of account numbers for which the finance transactions should be excluded in the report.	No

Accounting Entry File Action

Action	Description
Run Report	Click this action to start a background task that performs the data export based on the selection criteria.

Tax Return CA3

In some countries, it is a statutory requirement to report on tax codes, including tax rates, with corresponding tax and basis amounts.

The CA3 form is a VAT tax return filed electronically with tax authorities, monthly, via an EDI format. The report displays tax amounts of different tax codes with corresponding tax rates, by month, using company currency.

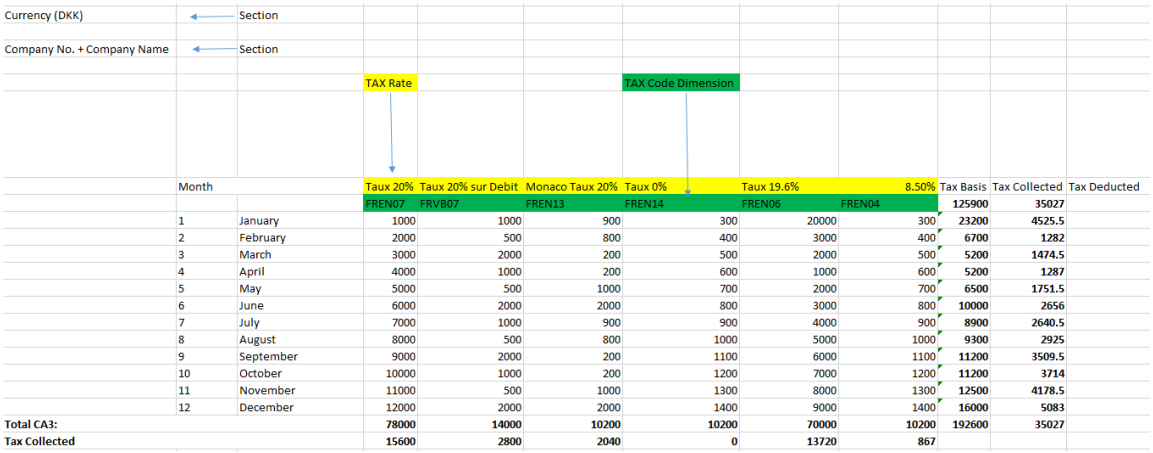
The VAT CA3 report contains three tabs:

- CA3, by Tax Code
- AR Transactions
- AP Transactions

CA3, by Tax Code Tab

The CA3, by Tax Code tab displays tax codes, tax rates, and amounts, sectioned by currency and company.

Layout



Currency (DKK)	← Section										
Company No. + Company Name	← Section										
			TAX Rate			TAX Code Dimension					
	Month		Taux 20%	Taux 20% sur Debit	Monaco Taux 20%	Taux 0%	Taux 19.6%	8.50%	Tax Basis	Tax Collected	Tax Deducted
			FREN07	FRVB07	FREN13	FREN14	FREN06	FREN04	125900	35027	
	1	January	1000	1000	900	300	20000	300	23200	4525.5	
	2	February	2000	500	800	400	3000	400	6700	1282	
	3	March	3000	2000	200	500	2000	500	5200	1474.5	
	4	April	4000	1000	200	600	1000	600	5200	1287	
	5	May	5000	500	1000	700	2000	700	6500	1751.5	
	6	June	6000	2000	2000	800	3000	800	10000	2656	
	7	July	7000	1000	900	900	4000	900	8900	2640.5	
	8	August	8000	500	800	1000	5000	1000	9300	2925	
	9	September	9000	2000	200	1100	6000	1100	11200	3509.5	
	10	October	10000	1000	200	1200	7000	1200	11200	3714	
	11	November	11000	500	1000	1300	8000	1300	12500	4178.5	
	12	December	12000	2000	2000	1400	9000	1400	16000	5083	
Total CA3:			**78000**	**14000**	**10200**	**10200**	**70000**	**10200**	**192600**	**35027**	
Tax Collected			**15600**	**2800**	**2040**	**0**	**13720**	**867**			

Selection Criteria

Top-Level Header	Header Title	Description
Month		The month number and month name of the Entry Date.
Tax Rate	Tax Code Dimension	The tax rate and tax code in the tax settlement.
Tax Basis		The basis amount from which the tax amount is calculated.
Tax Collected		The total tax amounts by corresponding tax rate per month.
Tax Deducted		The total tax amounts that can be deducted by corresponding tax rate per month.

AR Transactions Tab

The AR Transactions tab displays AR transaction details using customer related data, sectioned by currency and company.

Layout

Currency (DKK)	←	Section								
Company No. + Company Name	←	Section								
Tax		Customer			Date			Invoice		
Code Dimension	Type	No.	Name	Invoice No.	Entry	Invoice	Tax	Excluded Tax	Included Tax	Tax
FREN07	Tax Collected	1234566	Jim Jarrett	1234455	1/1/2018	2/1/2018	3/1/2018	3000	2000	1000
	Tax Collected	1234445	Jim Jarrett	1235555	1/1/2018	2/1/2018	3/1/2018	3000	2000	1000
	Tax Collected	1234565	Jim Jarrett	1236655	1/2/2018	2/1/2018	3/1/2018	3000	2000	1000
	Tax Collected	1234566	Jim Jarrett	1237755	1/3/2018	2/1/2018	3/1/2018	3000	2000	1000
	Tax Collected	1234566	Jim Jarrett	1238855	1/4/2018	2/1/2018	3/1/2018	3000	2000	1000
	Tax Collected	1234566	Jim Jarrett	1239955	1/5/2018	2/1/2018	3/1/2018	3000	2000	1000
	Tax Collected	1234566	Jim Jarrett	1241055	1/6/2018	2/1/2018	3/1/2018	3000	2000	1000
FREN07							Total:	21000	14000	7000

Selection Criteria

Top-Level Header	Header Title	Description
Tax	Code Dimension	The tax code name of the tax amount.
	Type	The tax type of the tax amount.
Customer	No.	The customer number of the tax amount.
	Name	The customer name of the tax amount.
	Invoice No.	The customer invoice of the tax settlement.
Date	Entry	The entry date of the tax settlement.
	Invoice	The invoice date of the tax settlement
	Tax	The tax date where tax amount is due.
Invoice	Excluded Tax	Total tax amounts that exempted from tax, using company currency.
	Included Tax	Total tax amounts that not exempted from tax, using company currency.
	Tax Amount	The tax amount from the tax settlement that has been made, using company currency.

AP Transactions Tab

This tab displays AP transactions details using vendor related data and sectioned by currency and company.

Layout

Currency (DKK)	←	Section								
Company No. + Company Name	←	Section								
Tax		Vendor			Date			Invoice		
Code Dimension	Type	No.	Name	Invoice No.	Entry	Invoice	Tax	Excluded Tax	Included Tax	Tax
FRBI000	Tax Deducted	1234566	Jim Jarrett	1234455	1/1/2018	2/1/2018	3/1/2018	3000	2000	1000
	Tax Deducted	1234445	Jim Jarrett	1235555	1/1/2018	2/1/2018	3/1/2018	3000	2000	1000
	Tax Deducted	1234565	Jim Jarrett	1236655	1/2/2018	2/1/2018	3/1/2018	3000	2000	1000
	Tax Deducted	1234566	Jim Jarrett	1237755	1/3/2018	2/1/2018	3/1/2018	3000	2000	1000
	Tax Deducted	1234566	Jim Jarrett	1238855	1/4/2018	2/1/2018	3/1/2018	3000	2000	1000
	Tax Deducted	1234566	Jim Jarrett	1239955	1/5/2018	2/1/2018	3/1/2018	3000	2000	1000
	Tax Deducted	1234566	Jim Jarrett	1241055	1/6/2018	2/1/2018	3/1/2018	3000	2000	1000
FRBI000							**Total:**	**21000**	**14000**	**7000**

Selection Criteria

Top-Level Header	Header Title	Description
Tax	Code Dimension	The tax code name of the tax amount.
	Type	The tax type of the tax amount.
Vendor	No.	The vendor number of the tax amount.
	Name	The vendor name of the tax amount.
	Invoice No.	The vendor invoice of the tax settlement.
Date	Entry	The entry date of the tax settlement.
	Invoice	The invoice date of the tax settlement
	Tax	The tax date where tax amount is due.
Invoice	Excluded Tax	Total tax amounts that exempted from tax, using company currency.
	Included Tax	Total tax amounts that not exempted from tax, using company currency.
	Tax Amount	The tax amount from the tax settlement that has been made, using company currency.

Prompts

Prompt Title	Description	Mandatory
Company No:	Answering this prompt should restrict to only show tax entries on the selected companies. You can select multiple values.	Yes
From Entry Date:	Only tax settlement entries with an entry date equal or after the answer to this prompt, are included.	Yes

Prompt Title	Description	Mandatory
To Entry Date:	Only tax settlement entries with an entry date equal or before the answer to this prompt, are included.	Yes
Standard Dimensions	Only tax amounts belonging to these standard dimensions (Location, Entity, Project, Purpose, Spec. 1-3, and Local Spec. 1-3) answering in these prompts, should be included. You can select multiple values.	No

German

German GoBD GL Data Export

GoBD, also known as Grundsätze zum Datenzugriff und zur Prüfbarkeit digitaler Unterlagen (GDPdU), is required in Germany if requested by the financial or tax authorities. The export is designed to provide external auditors and tax authorities in Germany and other countries with an extract of the General Ledger either in its entirety or for selected subsets of the General Ledger or sub-ledger.

The purpose of the GOBD data export is to produce several CSV files and one XML file for tables of contents that are based on the different books for submitting and receiving responses to and from German tax authorities. This data export consists of 28 sub-reports that are defined as CSV files for individual financial books and an XML file for the table of contents.

Each of the reports has separate selection criteria that are situated within the German Statutory workspace.

Reports

The following reports are included with the German GoBD Data Export. They are grouped here by type:

Type	Report Name
Asset Master Data	▪ Asset ▪ Asset Group
Asset Transactions	▪ Asset Entry
Banking Master Data	▪ Payment Agent Information ▪ Payment Mode
Company Master Data	▪ Company Information
Customer Master Data	▪ Company Customer
Customer Transactions	▪ Customer Entry
Employee Data	▪ Employee
Finance and VAT Entries	▪ Finance Entry

Type	Report Name
Finance Master Data	▪ Account ▪ Local Account
Item Master Data	▪ Item ▪ Item Group Information
Job Entries	▪ Job Entry
Job Master Data	▪ Activity ▪ Job Header ▪ Job Posting Reference Line ▪ Task List Header
Job Order Transactions	▪ Job Order Transaction
Order Line Data	▪ Order Line
Order Master Data	▪ Order Header
Subscription Master Data	▪ Subscription Order Header
Tax Master Data	▪ FinanaceVatCode ▪ VatCode
Vendor Master Data	▪ Company Vendor
Vendor Transactions	▪ Vendor Entry

The following files are generated as part of the export:

- Report file(s) (.csv)
- Index file (.xml)
- DTD file (.dtd)

Report Files (.csv)

These report files are retrieved directly from the database after you choose the appropriate selection criteria and generate the report from the Workspace Client. They contain the actual report data returned from the Workspace Client and are provided in .csv format.

The following are the formatting rules that Maconomy uses when exporting the report data:

- All values are semi-colon (;) delimited
- String fields (indicated as String, Alphanumeric and Popup) are formatted with double quotes (“ “) in enclosing the value; this includes system numbers such as Account No.

- Double quotes are not used for numeric (amount, real, integer, etc.), date, time and Boolean values
- Dates are formatted as “YYYYMMDD”.

The report files are UTF-8 encoded.

Index File (.xml)

The index file serves as a table of contents to view the generated reports, and contains a description of the .csv files.

DTD File (.dtd)

The .dtd file specifies the attributes and elements used in the XML files. It is a supporting file to be included when submitting the report (.csv) and index (.xml) files to the tax authorities.

Prompts

Prompt	Description	Mandatory
Company No.	Only include entries belonging to the answered company number.	Yes
Period	Only include entries in between to the answered date interval	Yes
File types to Export	Only include entries for which the VAT data is one or more of the following: ▪ Asset Master Data ▪ Asset Transactions ▪ Banking Master Data ▪ Company Master Data ▪ Customer Master Data ▪ Customer Transactions ▪ Employee Data ▪ Finance and VAT Entries ▪ Finance Master Data ▪ Item Master Data ▪ Job Entries ▪ Job Master Data ▪ Job Order Transactions ▪ Order Line Data ▪ Order Master Data ▪ Subscription Master Data ▪ Tax Master Data	Yes; user must select at least one.

Prompt	Description	Mandatory
	▪ Vendor Master Data ▪ Vendor Transactions	

These selection criteria are used to export the file types you select in the Workspace Client. Using them, you can generate a report.

Procedures

Generate GoBD Report

You can generate a GoBD report including a specific company, date range, and file types.

To generate the GoBD report:

1. Go to **Reporting » Statutory Reporting » German » GOBD.**
2. In the **Company No.** field, enter or search for the company you want to report on.
3. Under **Period**, use the first dropdown to select the start date. Use the second dropdown to select an end date.

   This is the date range that the report will capture.
4. Under **File types to Export**, select the report types that you want to report on.
5. Click **Generate Report**.

Once you click this, a message displays indicating that a background task has been created for the report.

View Report Background Task

Once you generate the GoBD report, you can view the associated background task.

To view the background task for your report:

1. Go to **Setup » Background Tasks » Status**.
2. Locate your task to view the status. It should be at the top of the list**.**

While running, the **Execution Status** displays as “Pending”. Once complete, it changes to “Succeeded**"**

View Report and Related Files

Once the background task finishes, a .zip package is available. You can download and extract the generated files.

The following files are included in the .zip package:

- Report file(s) (.csv)
- Index file (.xml)
- DTD file (.dtd)

Note: The zip file is located in the same folder as the file export of other statutory reports. This is usually set in the server.ini of the coupling service.

Workspace Client Fields and Descriptions

Reporting » Statutory Reporting » Germany » GOBD

Selection Criteria island

Field	Description
Company No.	Enter the company number to include in the report.
Period	Enter the date interval of the account transactions to include in the report.

Comment island

Field	Description
Comment	Enter additional information related to the report.

File types to Export island

Field	Description
File types to Export	Use this field to include entries for which the VAT data is one of the following. You can select multiple report types: ▪ Asset Master Data ▪ Asset Transactions ▪ Company Master Data ▪ Customer Master Data ▪ Customer Transactions ▪ Vendor Master Data ▪ Vendor Transactions ▪ Finance Master Data Account/Local Account ▪ Finance Transactions ▪ Item Master Data ▪ Job Order Transactions ▪ Subscription Master Data ▪ Order Master Data ▪ Finance and VAT Entries

Field	Description
	▪ Employee Data ▪ Banking Master Data ▪ Job Master Data ▪ Job Entries ▪ Tax Master Data **Note**: These reports are retrieved from the database and included in the .csv export that is generated from the Workspace Client.

GOBD Action

Action	Description
Generate Report	Click this action to generate a background task that performs the data export based on the selection criteria.

India

India Overdue Payments (MSME) Report

The India Overdue Payment report is used by companies who get supplies of goods or services from micro and small enterprises, and whose payments to micro and small enterprise suppliers exceed 45 days from the date of deemed acceptance of the goods or services. The report contains a half-yearly return stating the amount and the details of all outstanding payments due. This report is also known as the MSME Report in India.

“Specified Companies”, as per section 405 of The Companies Act, 2013), must submit a half-yearly return to the Ministry of Corporate Affairs stating the following:

a. The amount of payment due;

b. The reasons of the delay;

c. In addition, showing

- All invoices for which payment was made beyond 45 days on the date of filing the returns; and
- All invoices for which payment has not been made within 45 days of the invoice date

This report is used for statistical reasons and the Indian Government uses these details including the payments to ascertain how these smaller businesses are doing financially.

The purpose of the *Overdue Vendor Payment* report is to give an overview of vendor invoices that were paid beyond a specific number of days. India’s tax authority uses a 45-day limit for invoices. However, the functionality in Maconomy allows for a dynamic number of days so that the user can input a value to base the report on. This input value acts as a parameter in calculating which invoices should in the report. By allowing for this flexibility, users can manually select the date range for their reports.

For the information to be captured in the half-yearly returns, details of all invoices for which payments were made beyond 45 days are to be reported in the returns. The fact that the payment was made before filing the return should not change the reporting requirement. To summarize, the following are to be reported in half yearly returns:

- All invoices for which payment was made beyond 45 days on the date of filing the returns; and
- All invoices for which payment has not been made within 45 days of the invoice date.

Additionally, this report shows if the invoices are open or have been closed.

The report consists of three sorts of information:

1. **Invoice tracking information**
    - Data such as vendor number, tax number, invoice number and date values
2. **Late payment amounts**
    - Amounts paid late (For example, more than 45 days after the due date).

      Note that the user can choose a value other than 45.
3. **Amounts not yet paid**
    - Amounts not yet paid after x days (For example, 45 days) after the due date.

Example Scenarios

The following are example scenarios. Although the user can decide the number of days to use for the report, we will assume 45 days for the sake of simplicity.

A vendor invoice is registered with an invoice date September 2. 2019. 46 days after (October 18. 2019) the invoice has not been paid yet (reconciled). The invoice should then appear in the report because it is still outstanding after 45 days from the due date.

Below are listed the combinations that are possible, and for each state, whether the amount should appear in the report or not. We also state whether the amount should display as *paid late* or *outstanding*. If it is paid late, it is because the amount *has* been paid but not until after the 45 day limit. If it is outstanding, it is because the amount has not yet been paid after 45 days.

These are important to keep in mind when using the report because there can be some complex scenarios.

In general, when we say "*after ... days"*, we will understand this as the given number of days after the due date. *"not appear,"* means that the invoice should not appear in the report.

Example Scenarios

Scenario	Late Payment	Outstanding
Invoice paid 30 days after due date	*not appear*	*not appear*
Invoice paid 45 days after due date	*not appear*	*not appear*
Invoice of $1000 paid 46 days after due date	$1000	0
Invoice unpaid 30 days after due date	*not appear*	*not appear*
Invoice unpaid 45 days after due date	*not appear*	*not appear*

Scenario	Late Payment	Outstanding
Invoice of $1000 unpaid 46 days after due date	0	$1000
Invoice of $1000 where 600 is paid 30 days after due date and 400 is outstanding 30 days after due date	*not appear*	not appear
Invoice of $1000 where 600 is paid 30 days after due date and 400 is outstanding 45 days after due date	*not appear*	*not appear*
Invoice of $1000 where 600 is paid 30 days after due date and 400 is outstanding 46 days after due date	0	400
Invoice of $1000 where 600 is paid 46 days after due date and 400 is outstanding 46 days after due date	600	400

Reporting Date

When reporting the data to the authorities, the notion of a **Reporting Date** is used. The reporting date is the **To Date** prompt in the report. In order to prevent including all invoices that were historically paid late, a lower bound is also provided in terms of a **From Date** prompt. This way, all payments or lack of payments within that date interval are considered.

Table Columns

Main Header	Sub Header	Description
Tax	No.	Vendor tax number
Invoice	No.	Invoice number of the vendor invoice
	Transaction No.	Transaction number of the vendor entry
	Journal No.	Journal number of the vendor invoice journal
	Entry Text	Entry text of the vendor payment
Dates	Invoice	Shows the invoice date of the specific invoice number
	Entry	Shows the entry date of the specific invoice number
	Due	Shows the due date of the specific invoice number
Area		Area of the vendor
Segment		Segment of the vendor

Main Header	Sub Header	Description
Vendor	Invoice Type	Shows whether it is vendor invoice or a credit memo
Balance		Unpaid balance as of end date of selection criterion
Overdue Payments	Paid	The column shows the total of the amounts that were paid at the time of the **To Date**, but which were paid more than the number of days stated by the **Number of Days** prompt after due date. **Example**: If an invoice had a due date March 1st and the payment was not done until April 16th, the amount should show as it is 46 days after due date - provided that the **From Date**/**To Date** interval spans to include the payment and reconciliation date. If the payment was done April 15th, the amount should not show.
	Unpaid	The column shows the total of the amounts that are still to be paid at the time of the **To Date**, and which is overdue with more the number of days stated by the **Number of Days** prompt after due date. **Example**: If an invoice had due date March 1st and the To Date is April 16th, the amount unpaid should be displayed. If To Date was April 15th, the amount should not be displayed as it is not more than 45 days from due date.
Open/Closed		This column states whether the invoice has been paid or not.
No. of days	All invoices for which payment has not been made within (based on the user input of number of days) days of the due date	Shows the number of days a vendor invoice was paid later than due date based on the selection criterion parameter number of days. In addition, this field shows in days invoices not paid yet based on the parameter selection criterion number of days after the invoice date Example: If the user input 30 days. The sub-header should look like this “All invoices for which payment has

Main Header	Sub Header	Description
		not been made within 30 days of the due date”

Sections

Data is sectioned by:

- Currency
- Company No. and Company Name
- Vendor No. and Vendor Name

Prompts

Prompt Title	Description	Mandatory
No. of Days	This prompt states the number of days (e.g. 45 days) that should be used in the below filter. Default is 45	**Yes**
From Date:	Only payments (reconciliations) with a reconciliation date equal to or after this date are included. If the reconciliation date is blank, the payment is included also. In addition, payments are filtered concerning whether they are more than the number of days after due date. Those that are not, are filtered off as well.	Yes
To Date:	Only payments (reconciliations) with a reconciliation date equal to or before this date are included. If the reconciliation date is blank, the payment is included also. In addition, payments are filtered concerning whether they are more than the number of days after due date. Those that are not, are filtered off as well.	Yes
Currency Type:	This prompt states in which currency type (Vendor, Company or Enterprise) that amounts should be displayed in.	Yes
Include Inactive Vendors:	This prompt - if answered No - filters off entries of inactive vendors. If answering Yes, the filter prompt includes inactive (as well as active) vendors.	Yes
Vendor No:	This prompt restricts to specific vendor numbers. Multiple valued.	No
Vendor Group:	This prompt restricts to specific vendor groups.. Multiple valued.	No

Prompt Title	Description	Mandatory
Transaction Type:	This prompt restricts to specific transaction types. Multiple valued.	
Country:	This prompt only include vendors from the countries stated by the user. Multiple valued.	No
Segment	This prompt restricts to a specific vendor segments. Multiple valued.	No
Area	This prompt restricts to a specific vendor areas. Multiple valued.	No
Standard Dimensions	Restricts to vendor transactions having the answered standard dimension values. These includes new objects such as local spec 4-10 and spec 4-10	No

Workspace Client Fields and Descriptions

Reporting » Statutory Reporting » India » Overdue Vendor Payments

Selection Criteria

Field	Description
From Date	Use this field to filter off the vendor entries. Only vendor entries having an Invoice Date equal to or after this date will be included.
To Date	Use this field to filter off the vendor entries. Only vendor entries having an Invoice Date before the number of days answered in the Number of Days prompt.
Number of Days	This field states the number of days (for example, 45 days) that should be used in the filter. The default value is **45.**
Company No.	Use this field to search for or enter a company number.
Vendor No.	Use this field to search or enter a vendor number as needed.
Vendor Group	Use this drop-down to restrict to specific vendor groups. Multiple valued.
Country	Use this drop-down to include only vendors from the countries stated by the user. Multiple valued.

Field	Description
Transaction Type	Use this text field to enter a value or text related to the type of transaction.
Transaction No.	Use this text field to enter a transaction number.
Employee No.	Use this field to search for or enter an employee number.
Segment	This field restricts to a specific vendor segment. Multiple valued.
Area	This field restricts to a specific vendor area.

Currency

Field	Description	Mandatory
Currency Type	Use this drop-down to indicate which currency type (Vendor, Company or Enterprise) amounts should be displayed in.	Yes
Currency	Use this drop-down to indicate the currency that should be used in the report (EUR, USD, DKK, NOK, SEK, GBP).	

Print Control

Field	Description
Include Inactive Vendors	Select this checkbox to include inactive vendors in the list.

Selection Criteria, Dimensions

Field	Description
Location	Use this field to search for or enter a location to filter by.
Entity	Use this field to search for or enter an entity to filter by.
Project Name	Use this field to search for or enter a project name to filter by.
Purpose Name	Use this field to search for or enter a purpose name to filter by.
Spec. 1 through 10	Use these fields to enter other specs as needed.

Field	Description
Local Spec. 1 through 10	Use these fields to enter other local specs as needed.

Norway

Norwegian SAFT Report

It is a statutory requirement in Norway and other EU countries to use the Standard Audit File-tax (SAFT) requirements to export various types of accounting transactional data in the XML format. The Norwegian SAFT report meets this requirement and exports Maconomy data in the XML format. The exported data includes general ledger entries, customer and supplier transactions, and the necessary master data.

Norway Statutory Reports Details

Below are the field descriptions for the Norway Statutory Reports Workspace.

Reporting » Reports » BPM Statutory Reporting » Norway Statutory » Norway Statutory Reports

Prompt	Description	Required?
Company No.	Only entries belonging to the selected company numbers are included.	Yes
Year-Period	Only include entries within the specified Year-Period range	Yes
Chart of Accounts Type	Choose to only include Global or Local accounts.	Yes
Header Comment	Add comments to the exported XML file.	No

Norwegian SAFT Report Action

Action	Description
Generate Report	This action generates a background task that will perform the data export based on the entered selection criteria.

Norwegian SAFT Report Details

Below are the field descriptions for the Norwegian Standard Audit File-tax (SAF-T) Report.

The XML schema is based on the XSD of the Norwegian_SAF-T_Financial_Schema_v_1.00.xsd, which can be found at www.github.com/skatteetaten/saf-t.

Tags (attributes indented)	Dialogs	Field/Value	Technical Details
<?xml version="1.0" encoding="UTF-8" standalone="yes"?>			
<AuditFile xmlns="urn:StandardAuditFile-Taxation-Financial:NO">			
<Header>			
<AuditFileVersion>	Hardcoded	*1.10*	
<AuditFileCountry>	Company Information	Country	Derived Country ISO: System Setup > Regional Settings > Countries
<AuditFileDateCreated>		Current System Date	
<SoftwareCompanyName>	Hardcoded	*Deltek, Inc.*	
<SoftwareID>	Hardcoded	*Deltek Maconomy*	
<SoftwareVersion>	Internal Value	Application Version and Application Patch Level	Help > About Deltek Maconomy > Installation Details: Application Version and Application Patch Level
<Company>			
<RegistrationNumber>	Company Information	Company Reg. No.	
<Name>		Name	
<Address>			
<StreetName>		Address 1	
<Number>		Address 2	
<AdditionalAddressDetail>		Address 3	
<City>		City	
<PostalCode>		Postal Code	
<Country>		Country	Derived Country ISO: System Setup > Regional Settings > Countries
</Address>			

Tags (attributes indented)	Dialogs	Field/Value	Technical Details
<Contact>			
<ContactPerson>			
<FirstName>	Hardcoded	*NotUsed*	
<LastName>	Company Information	Employee Name 1 up to Employee Name 5	
</ContactPerson>			
<Telephone>		Phone	
<Fax>		Fax	
<Email>		Text 10	Generic field used temporarily
</Contact>			
<TaxRegistration>			
<TaxRegistrationNumber>	Company Information	Company Information Vat No.	
<TaxAuthority>	Hardcoded	*Skatteetaten*	
<TaxVerificationDate>	Company Information	Date 1	Generic field used temporarily
</TaxRegistration>			
<BankAccount>			
<IBANNumber>	Company Information	Giro	Condition: If Giro is available display <IBANNumber> If Giro is not available display <BankAccountNumber>
<BankAccountNumber>		Bank	
<CurrencyCode>		Base Currency	
</BankAccount>			
</Company>			

Tags (attributes indented)	Dialogs	Field/Value	Technical Details
<DefaultCurrencyCode>	Company Information	Base Currency	
<SelectionCriteria>			
<CompanyEntity>	Norway Statutory Reports	Company No.	
<SelectionStartDate>		Year-Period From	Set to 1st day of the Period selected
<SelectionEndDate>		Year-Period To	Set to last day of the Period selected
</SelectionCriteria>			
<HeaderComment>	Norway Statutory Reports	Header Comment	
<TaxAccountingBasis>	Hardcoded	*A*	
<TaxEntity>	Company Information	Text 9	Generic field used temporarily
<UserID>	Employees	Name 1	Derived from the current logged in user
</Header>			
<MasterFiles>			
<GeneralLedgerAccounts>			Setup Required: Reporting Structure Option List = Finance Selected Value = NSAFT *they need to inlclude accounts to be mapped under the reporting structure.
<Account>			
<AccountID>	Account Information Card or Local Account Information Card	Account Number	
<AccountDescription>		Account Name	
<StandardAccountID>	Reporting Structures	Grouping level 1	
<GroupingCategory>		Grouping level 2	
<GroupingCode>		Grouping level 3	
<AccountType>	Hardcoded	*GL*	

Tags (attributes indented)	Dialogs	Field/Value	Technical Details
<AccountCreationDate>	Account Information Card or Local Account Information Card	Created Date	
<OpeningDebitBalance> OR <OpeningCreditBalance>	Account Ledger or Local Account Ledger	Opening (Currency)	Condition: If Balance is greater than 0 display as <OpeningDebitBalance> If Balance is less than 0 display as <OpeningCreditBalance>
<ClosingDebitBalance> OR <ClosingCreditBalance>		Closing (Currency)	Condition: If Balance is greater than 0 display as <ClosingDebitBalance> If Balance is less than 0 display as <ClosingCreditBalance>
</Account>			
</GeneralLedgerAccounts>			
<Customers>			
<Customer>			
<RegistrationNumber>	Company Specific Customer Information Card	Comp. Reg. No.	
<Name>		Name	
<Address>			
<StreetName>		Address 1	
<Number>		Address 2	
<AdditionalAddressDetail>		Address 3	
<City>		City	
<PostalCode>		Postal Code	
<Country>		Country	Derived Country ISO: System Setup > Regional Settings > Countries

Tags (attributes indented)	Dialogs	Field/Value	Technical Details
</Address>			
<Contact>			
<ContactPerson>			
<FirstName>	Hardcoded	*NotUsed*	
<LastName>	Company Specific Customer Information Card	Contact Person	
</ContactPerson>			
<Telephone>	Company Specific Customer Information Card	Phone	
<Fax>		Fax	
<Email>		Personal E-mail	
</Contact>			
<TaxRegistration>			
<TaxRegistrationNumber>	Company Specific Customer Information Card	Tax No.	
<TaxAuthority>	Hardcoded	*Skatteetaten*	
</TaxRegistration>			
<BankAccount>			
<IBANNumber>	Company Specific Customer Information Card	Giro	Condition: If Giro is available display <IBANNumber> If Giro is not available display <BankAccountNumber>
<BankAccountNumber>		Bank Acct. No.	
<BIC>		SWIFT	
<CurrencyCode>		Base Currency	

Tags (attributes indented)	Dialogs	Field/Value	Technical Details
<GeneralLedgerAccountID>		Control Account	Control Account No. derived from: Popup Fields > A/R Control Accounts > Control Account
</BankAccount>			
<CustomerID>		Customer No.	
<AccountID>		Control Account	Control Account No. derived from: Popup Fields > A/R Control Accounts > Control Account
<OpeningDebitBalance> OR <OpeningCreditBalance>	Periodic Customer Statement	Balance, Base (Opening)	Condition: If Balance is greater than 0 display as <OpeningDebitBalance> If Balance is less than 0 display as <OpeningCreditBalance>
<ClosingDebitBalance> OR <ClosingCreditBalance>		Balance, Base (Closing)	Condition: If Balance is greater than 0 display as <ClosingDebitBalance> If Balance is less than 0 display as <ClosingCreditBalance>
<PartyInfo>			
<PaymentTerms>			
<Days>	Company Specific Payment Information	Payment Terms	Days derived from: Popup Fields > Payment Terms > (No. of Months x 30) + No. of Days
<CashDiscountDays>		Cash Discount Code	Days derived from: Popup Fields > Cash Discount Code > No. of Days
<CashDiscountRate>		Cash Discount Code	Rate derived from: Popup Fields > Cash Discount Code > Discount %
</PaymentTerms>			
<CurrencyCode>	Company Specific Customer Information Card	Base Currency	

Tags (attributes indented)	Dialogs	Field/Value	Technical Details
</PartyInfo>			
</Customer>			
</Customers>			
<Suppliers>			
<Supplier>			
<RegistrationNumber>	Company Specific Vendor Information Card	Comp. Reg. No.	
<Name>		Name	
<Address>			
<StreetName>		Address 1	
<Number>		Address 2	
<AdditionalAddressDetail>		Address 3	
<City>		City	
<PostalCode>		Postal Code	
<Country>		Country	Derived Country ISO: System Setup > Regional Settings > Countries
</Address>			
<Contact>			
<ContactPerson>			
<FirstName>	Hardcoded	*NotUsed*	
<LastName>	Company Specific Vendor Information Card	Contact Person	
</ContactPerson>			

Tags (attributes indented)	Dialogs	Field/Value	Technical Details
<Telephone>	Company Specific Vendor Information Card	Phone	
<Fax>		Fax	
<Email>		Personal E-mail	
</Contact>			
<TaxRegistration>			
<TaxRegistrationNumber>	Company Specific Vendor Information Card	Tax No.	
<TaxAuthority>	Hardcoded	*Skatteetaten*	
</TaxRegistration>			
<BankAccount>			
<IBANNumber>	Company Specific Vendor Information Card	Giro	Condition: If Giro is available display <IBANNumber> If Giro is not available display <BankAccountNumber>
<BankAccountNumber>		Bank Acct. No.	
<BIC>		SWIFT	
<CurrencyCode>		Base Currency	
<GeneralLedgerAccountID>		Control Account	Control Account No. derived from: Popup Fields > A/P Control Accounts > Control Account
</BankAccount>			
<CustomerID>		Customer No.	
<AccountID>		Control Account	Control Account No. derived from: Popup Fields > A/P Control Accounts > Control Account
<OpeningDebitBalance> OR <OpeningCreditBalance>	Periodic Vendor Statement	Balance, Base (Opening)	Condition: If Balance is greater than 0 display as <OpeningDebitBalance>

Tags (attributes indented)	Dialogs	Field/Value	Technical Details
			If Balance is less than 0 display as <OpeningCreditBalance>
<ClosingDebitBalance> OR <ClosingCreditBalance>		Balance, Base (Closing)	Condition: If Balance is greater than 0 display as <ClosingDebitBalance> If Balance is less than 0 display as <ClosingCreditBalance>
<PartyInfo>			
<PaymentTerms>			
<Days>	Company Specific Payment Control	Payment Terms	Days derived from: Popup Fields > Payment Terms > (No. of Months x 30) + No. of Days
<CashDiscountDays>		Cash Discount Code	Days derived from: Popup Fields > Cash Discount Code > No. of Days
<CashDiscountRate>		Cash Discount Code	Rate derived from: Popup Fields > Cash Discount Code > Discount %
</PaymentTerms>			
<CurrencyCode>	Company Specific Vendor Information Card	Base Currency	
</PartyInfo>			
</Supplier>			
</Suppliers>			
<TaxTable>			
<TaxTableEntry>			
<TaxType>	Hardcoded	*MVA*	
<Description>	Hardcoded	*Merverdiavgift*	

Tags (attributes indented)	Dialogs	Field/Value	Technical Details
<TaxCodeDetails>			
<TaxCode>	Tax Tables and G/L Tax Tables	Tax Code	
<EffectiveDate>		Period From	
<ExpirationDate>		Period To	
<Description>	Tax Codes and G/L Tax Codes	Tax Type, Taxable	
<TaxPercentage>		Tax Rate	
<Country>		Country ISO Code	
<StandardTaxCode>	Option Lists	Remarks 1	Setup Required: Option List with Option List No.= NSAFT
<BaseRate>	Tax Codes and G/L Tax Codes	Ratio	<BaseRate> is always 100 for tax codes from 'Tax Codes' dialog
</TaxCodeDetails>			
</TaxTableEntry>			
</TaxTable>			
</MasterFiles>			
<GeneralLedgerEntries>			
<NumberOfEntries>		Total count of <Transaction> elements	
<TotalDebit>		Sum of all <DebitAmount> in the exported file	
<TotalCredit>		Sum of all <CreditAmount> in the exported file	
<Journal>			
<JournalID>	Show Journals	Journal No.	

Tags (attributes indented)	Dialogs	Field/Value	Technical Details
<Description>	Show Journals	Journal Type	
<Type>		Values ‘A’, ‘AP’, ‘AR’, or ‘GL” based on the Journal Type	Reference Journal Type list mapping
<Transaction>			
<TransactionID>	Show G/L Entries	Trans. No.	
<Period>		Fiscal Period	
<PeriodYear>		Fiscal Year	
<TransactionDate>		Finance Entry Date	
<SourceID>	Show Journals	Created By	
<TransactionType>	Show G/L Entries	Aut. Entry	Condition: If Aut. Entry is Yes, <TransactionType> is set to “Automated”. If Aut. Entry is No, <TransactionType> is set to “Normal”.
<Description>	Show G/L Entries	Transaction Type	
<SystemEntryDate>	Show Journals	Created On	
<GLPostingDate>	Show G/L Entries	Date Posted	
<SystemID>	Show G/L Entries	Combined Sequence No.	
<Line>			
<RecordID>		*Auto-generated number*	sequence number is generated per <Line> per <Transaction>
<AccountID>	Show G/L Entries	Account No.	

Tags (attributes indented)	Dialogs	Field/Value	Technical Details
<SourceDocumentID>	Show G/L Entries	Journal No.	
<CustomerID>	Show Customer Reconcilliation	Customer No.	Condition: If the <Line> is an A/R sub ledger entry, show <CustomerID> If the <Line> is an A/P sub ledger entry, show <SupplierID>
<SupplierID>	Show Vendor Reconciliation	Vendor No.	
<Description>	Show G/L Entries	Entry Description	
<DebitAmount> OR <CreditAmount>			Condition: If <Amount> is greater than 0, display as <DebitAmount> If <Amount> is less than 0, display as <CreditAmount>
<Amount>	Show G/L Entries	Debit, Base - Credit, Base	Displayed in absolute value
<CurrencyCode>	Show G/L Entries	Original Currency	
<CurrencyAmount>	Show G/L Entries	Original Amount	
<ExchangeRate>		<Amount> divided by <CurrencyAmount>	
<TaxInformation>			
<TaxType>	Hardcoded	*MVA*	
<TaxCode>	Show Tax Settlement Entries	Tax Code	
<TaxPercentage>	Show Tax Settlement Entries	Tax Rate	
<TaxBase>	Show G/L Entries	Debit, Base - Credit, Base	
<TaxAmount>			

Tags (attributes indented)	Dialogs	Field/Value	Technical Details
<Amount>	Show G/L Entries	Debit Tax - Credit Tax	
<CurrencyCode>	Show Tax Settlement Entries	Original Currency	
<CurrencyAmount>	Show Tax Settlement Entries	Calculated from Debit, Currency - Credit, Currency	
</TaxAmount>			
</TaxInformation>			
<ReferenceNumber>	Show G/L Entries OR Show Vendor Invoice Journals	Transaction No. OR Vendor Invoice No.	Condition: If Journal Type is Invoice, <ReferenceNumber> shows the Transaction No. If Journal Type is Vendor Invoice, <ReferenceNumber> shows the Vendor Invoice No.
</Line>			
</Transaction>			
</Journal>			

Note: A new object called **Control Account No**. is introduced in the AR Aging and AP Aging universes. This object is used for stating the finance account of the control account for customers and vendors. This change was crucial in satisfying updated requirements to the Norwegian SAFT data export.

Tax Code Examples

The following are examples of Norwegian SAFT tax codes.

VatTypes

PopupItem:KEYFIELDS	PopupTypeName	Name								
PopupItem:FORMAT	PopupTypeName	PopupItemNumber	Name	String1	String2	String3	Integer1	Integer2	Boolean1
PopupItem	VATTypeType	#Keep	Post 1	Samlet omsetning utenfor merverdiavgiftsloven			0	0	0
PopupItem	VATTypeType	#Keep	Post 2	Samlet omsetning og uttak innenfor merverdiavgtiftsloven og innførsel			0	0	0
PopupItem	VATTypeType	#Keep	Post 3	Innenlands omsetning og uttak, og beregnet avgift 25%			0	0	1
PopupItem	VATTypeType	#Keep	Post 4	Innenlands omsetning og uttak, og beregnet avgift 15%			0	0	1
PopupItem	VATTypeType	#Keep	Post 5	Innenlands omsetning og uttak, og beregnet avgift 10%			0	0	1
PopupItem	VATTypeType	#Keep	Post 6	Innenlands omsetning og uttak fritatt for merverdiavgift			0	0	1
PopupItem	VATTypeType	#Keep	Post 7	Innenlands omsetning med omvendt avgiftsplikt			0	0	1
PopupItem	VATTypeType	#Keep	Post 8	Utførsel av varer og tjenester fritatt for merverdiavgift			0	0	1
PopupItem	VATTypeType	#Keep	Post 9	Innførsel av varer, og beregnet avgift 25%			0	0	1
PopupItem	VATTypeType	#Keep	Post 10	Innførsel av varer, og beregnet avgift 15%			0	0	1
PopupItem	VATTypeType	#Keep	Post 11	Innførsel av varer som det ikke skal beregnes merverdiavgift av			0	0	1
PopupItem	VATTypeType	#Keep	Post 12	Tjenester kjøpt fra utlandet, og beregnet avgift 25%			0	0	1
PopupItem	VATTypeType	#Keep	Post 13	Innenlands kjøp av varer og tjenester, og beregnet avgift 25%			0	0	1
PopupItem	VATTypeType	#Keep	Post 14	Fradragsberettiget innenlands inngående avgift 25%			0	0	1
PopupItem	VATTypeType	#Keep	Post 15	Fradragsberettiget innenlands inngående avgift 15%			0	0	1
PopupItem	VATTypeType	#Keep	Post 16	Fradragsberettiget innenlands inngående avgift 10%			0	0	1
PopupItem	VATTypeType	#Keep	Post 17	Fradragsberettiget innførselsmerverdiavgift 25%			0	0	1
PopupItem	VATTypeType	#Keep	Post 18	Fradragsberettiget innførselsmerverdiavgift 15%			0	0	1

FinanceVatCode

FINANCEVATCODE:Format	Name		VATRate	RatioNumber	VATDirection	VATNature	VATType	VATTypeEUAcquisitionVAT	EUAcquisitionVATCode	EUAcquisitionVATRate	FianceAccountVAT	FinanceAccountEUVAT
FINANCEVATCODE	0	Ingen mvabehandling (anskaffelser)	0	0	Receivable						2710	0
FINANCEVATCODE	1	Fradrag for inngående mva	25	100	Receivable		Post 14				2710	0
											2710	
FINANCEVATCODE	11	Fradrag for inngående mva	15	100	Receivable		Post 15				2710	0
FINANCEVATCODE	12	Fradrag for inngående mva	11.11	100	Receivable		Post 15				2710	0
FINANCEVATCODE	13	Fradrag for inngående mva	10	100	Receivable		Post 16				2710	0
FINANCEVATCODE	14	Fradrag for innførselsmva	25	100	Receivable		Post 17				2710	0
FINANCEVATCODE	15	Fradrag for innførselsmva	15	100	Receivable		Post 18				2710	0
FINANCEVATCODE	21	Grunnlag ved innførsel av varer	25	0	Receivable						2710	0
FINANCEVATCODE	22	Grunnlag ved innførsel av varer	15	0	Receivable						2710	0
FINANCEVATCODE	23	Grunnlag ved innførsel av varer	0	0	Receivable						2710	0
FINANCEVATCODE	81	Innførsel av varer med fradrag for innførselsmva	0	100	Receivable		Post 17	Post 9	1	25	2700	2709
FINANCEVATCODE	82	Innførsel av varer uten fradrag for innførselsmva	0	0	Receivable		Post 17	Post 9	1	25	2700	2709
FINANCEVATCODE	83	Innførsel av varer med fradrag for innførselsmva	0	100	Receivable		Post 18	Post 10	1	15	2700	2709
FINANCEVATCODE	84	Innførsel av varer uten fradrag for innførselsmva	0	0	Receivable		Post 18	Post 10	1	15	2700	2709
FINANCEVATCODE	85	Innførsel av varer som det ikke skal beregnes merverdiavgift av	0	100	Receivable		Post 11		1	0	2700	2709
												2709
FINANCEVATCODE	86	Tjenester kjøpt fra utlandet med fradrag for mva	0	100	Receivable		Post 17	Post 12	1	25	2710	2709
FINANCEVATCODE	87	Tjenester kjøpt fra utlandet uten fradrag for mva	0	0	Receivable		Post 17	Post 12	1	25	2710	2709
FINANCEVATCODE	88	Tjenester kjøpt fra utlandet med fradrag for mva	0	100	Receivable		Post 17	Post 12	1	10	2710	2709
FINANCEVATCODE	89	Tjenester kjøpt fra utlandet uten fradrag for mva	0	0	Receivable		Post 17	Post 12	1	10	2710	2709
FINANCEVATCODE												

VatCode

VATCODE:Format	Name	VATRate	SpecialTaxRate	VATTypeVATSubj	VATTypeExport	VATNatureVATSubj	VATNatureExport	FinanceAccountIncoming	FinanceAccountOutgoing	FinanceAccountTax	FinanceAccountSetOffAccount	AccessLevelName
VATCODE	Mva-fritt	0		Post 6	Post 6	Utførsel	Utførsel	2710	2700			
VATCODE	Standard pliktig	25		Post 3	Post 6	Mva pliktig	Utførsel	2710	2700			
VATCODE	Utenfor avgiftsområdet	0		Post 1	Post 1	Mva fritt	Mva fritt	2710	2700			
VATCODE	Mva-fritt Utland	0		Post 8	Post 8	Utførsel	Utførsel	2710	2700			

OptionList TaxCode Mapping

OptionList:Format	OptionListNumber	Description	
OptionList	NSAFT	NSAFT - Mapping VatCodes	
		Maconomy TaxCode	NSAFT standard TaxCodes
Theoption:Format	OptionListNumber	Name	Description
TheOption	NSAFT	Mva-fritt	52
TheOption	NSAFT	Standard pliktig	3
TheOption	NSAFT	Utenfor avgiftsområdet	6
TheOption	NSAFT	Mva-fritt Utland	5
TheOption	NSAFT	0	0
TheOption	NSAFT	1	1
TheOption	NSAFT	11	11
TheOption	NSAFT	12	12
TheOption	NSAFT	13	13
TheOption	NSAFT	14	14
TheOption	NSAFT	15	15
TheOption	NSAFT	21	21
TheOption	NSAFT	22	22
TheOption	NSAFT	23	23
TheOption	NSAFT	81	81
TheOption	NSAFT	82	82
TheOption	NSAFT	83	83
TheOption	NSAFT	84	84
TheOption	NSAFT	85	85
TheOption	NSAFT	86	86
TheOption	NSAFT	87	87
TheOption	NSAFT	88	88
TheOption	NSAFT	89	89

Spain

Sweden

Swedish SIE Report

> **Note:** For details on setup of this report, see the **Deltek Maconomy BPM Admin Guide**.

The Swedish SIE (Standard Import/Export) reports are used by the Swedish tax authorities to audit a company's books. This form is not filed but requested when an audit is to start. The purpose of the report

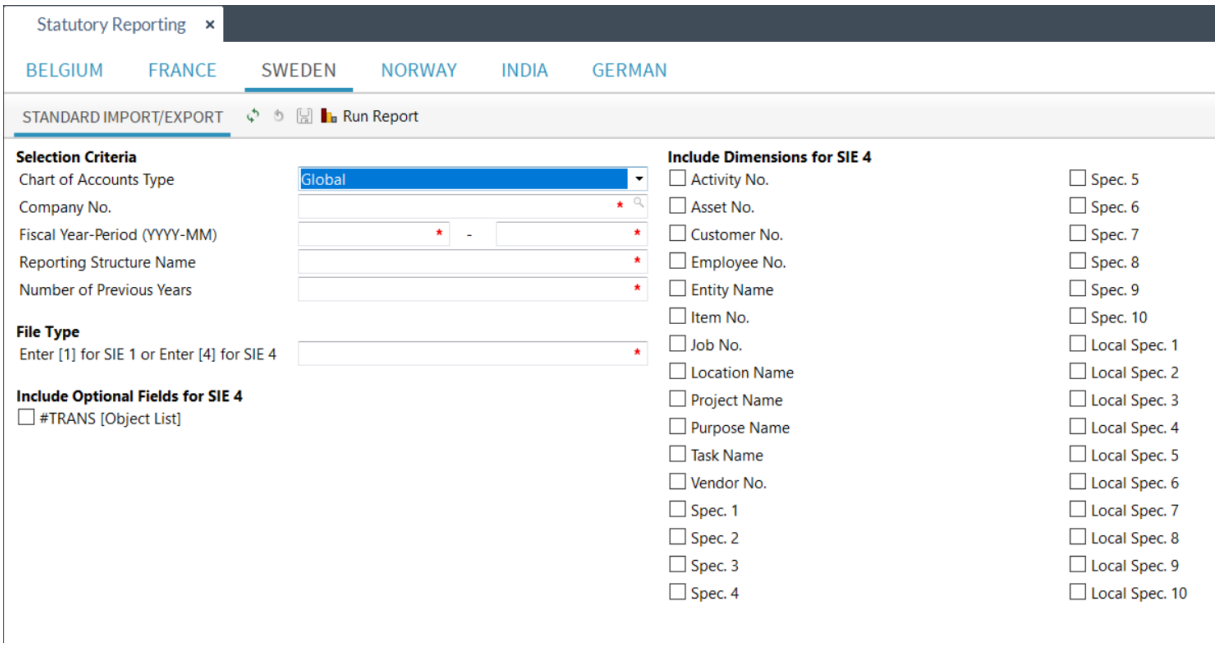
is to show details of accounts balances. It also shows the opening and closing of balance sheet accounts and balances of the profit and loss accounts.

In order of satisfying statutory requirements for Sweden, BPM provides an SIE file format that runs via the Workspace Client. The SIE-file format is used for sending accounting data between the company, the accountant, and the auditor. SIE is a tagged text file format, not XML

The new SIE report exports the following information in two SIE file formats:

- Year-end balance (SIE 1)
- All recorded transactions and vouchers (SIE 4 and 4i)

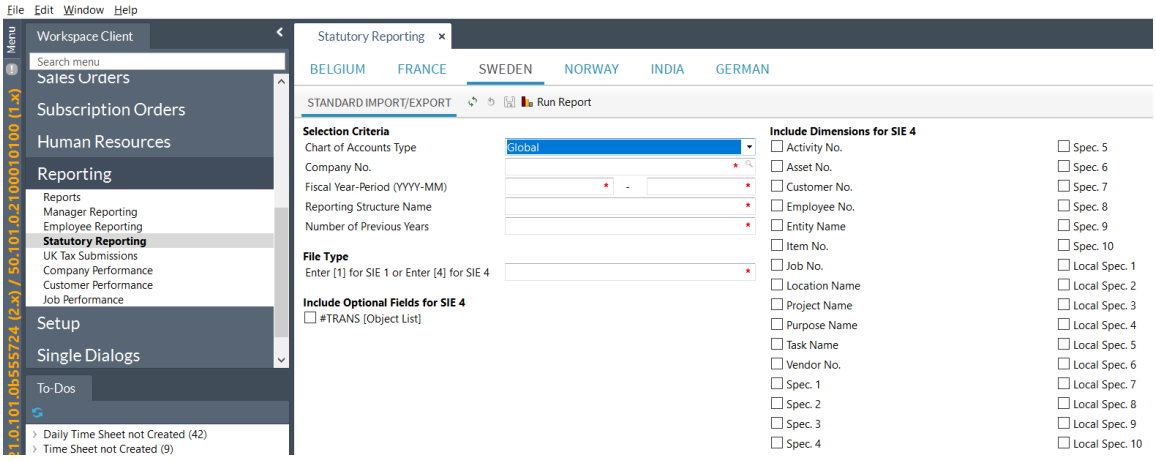
The report can be accessed via the Workspace Client. It is located in **Reporting** » **Statutory Reporting** » **Sweden**.



Procedures

Producing the Sweden SIE Report

1. In the Workspace Client, go to **Reporting » Statutory Reporting » Sweden.**



2. Enter the selection criteria for running the report and click **Run Report**.

   You will receive a message stating “Background task created.” The file is produced in the next 40 minutes.

3. To retrieve the file, follow the steps in the next section.

Retrieving the Sweden SIE Report

1. For DFME clients — In the Workspace Client, go to **Reporting » Statutory Reporting » Statutory Report Retrieval.**

   For on-premise clients — Go to the path you indicated in the server.ini file.

2. The report you produced will be listed in the Statutory reports available for retrieval tab (the report will take up to 40 minutes after you followed the production steps to appear in this list)
3. Click on the report in the list and click **Download report**.
4. Choose the location to which you want to save the report.

Workspace Client Fields and Descriptions

Field	Description	Mandatory
Chart of Accounts Type	Restricts to only show accounts on the selected Charts of Account Type. Accepts single value.	Yes
Company No.	Restricts to only show accounts on the selected company. Accepts single value.	Yes
Fiscal Year-Period (YYYY-MM)	Restricts account transactions based on the specified period	Yes
Reporting Structure Name	Search field that shows the list of the reporting structure available from the WSC. Allows you to select the reporting structure name (e.g. SIE).	Yes
Number of Previous Year	Shows comparative years. If the user selects “0” then only the current year will be shown If the user selects “1” it will shows current and previous year and so on.	Yes
Enter [1] for SIE 1 or Enter [4] for SIE 4	Shows what file type should be created. (“1” for SIE 1 and “4” for SIE 4)	Yes

Field	Description	Mandatory
#TRANS [Object List]	Enables users to include the object list in the report based from the enabled Dimensions	No
Include Dimensions for SIE 4 (32 Dimensions)	Enables users to include the #DIM, #UNDERDIM and #OBJEKT Includes: ▪ Activity No. ▪ Asset No. ▪ Customer No. ▪ Employee No. ▪ Entity Name ▪ Item No. ▪ Job No. ▪ Location Name ▪ Project Name ▪ Purpose Name ▪ Task Name ▪ Vendor No. ▪ Spec.1 – 10 ▪ Local Spec. 1 – 10	No

SIE Export Fields and Descriptions

The report is created as an SE file. The name of the file is based on the file type (“1” for SIE 1 and “4” for SIE 4). For every header, it will create a new line.

Field	Description	SIE Type 1	SIE Type 4
#FLAGGA	Flag item that specifies whether the file has been received by the recipient	Compulsory	Compulsory
#PROGRAM	The program that generated the file	Compulsory	Compulsory
#FORMAT	The character set that is used	Compulsory	Compulsory
#GEN	When and who generated the file.	Compulsory	Compulsory

Field	Description	SIE Type 1	SIE Type 4
	Dates are specified using the YYYYMMDD format		
#SIETYP	The type of SIE format the file follows	Optional	Compulsory
#ORGNR	CIN of the exported company	Optional	Optional
#ADRESS	Company address information	Optional	Optional
#FNAMN	Complete name of the exported company	Compulsory	Compulsory
#RAR	Financial year from which the exported data is retrieved	Compulsory *Items for both current and previous financial years are to be present. Previous year items can be omitted where these figures are not available.*	4I - Optional 4E - Compulsory *Items for both current and previous financial years are to be present. Previous year items can be omitted where these figures are not available.*
Chart of Accounts Information			
#KONTO	Account information	Compulsory	4I - Optional 4E - Compulsory
#SRU	RSV code for standardized accounts extract	Compulsory	Optional
#DIM	Dimension	Not Applicable	Optional
#UNDERDIM	Sub-dimension	Not Applicable	Optional
#OBJEKT	Object	Not Applicable	Optional
Balance Items/Verification Items			
#IB	Opening balance for balance sheet account	Compulsory *Items for both current and previous financial years are to be present. Previous year items can be omitted where*	4I - Not Applicable 4E - Compulsory *Items for both current and previous financial years are to be present. Previous year items*

Field	Description	SIE Type 1	SIE Type 4
		these figures are not available.	*can be omitted where these figures are not available.*
#UB	Closing balance for balance sheet account	Compulsory *Items for both current and previous financial years are to be present. Previous year items can be omitted where these figures are not available.*	4I - Not Applicable 4E - Compulsory *Items for both current and previous financial years are to be present. Previous year items can be omitted where these figures are not available.*
#RES	Balance item for a profit and loss account	Compulsory *Items for both current and previous financial years are to be present. Previous year items can be omitted where these figures are not available.*	4I - Not Applicable 4E - Compulsory *Items for both current and previous financial years are to be present. Previous year items can be omitted where these figures are not available.*
#VER	Verification item	Not Applicable	Optional
#TRANS	Transaction item	Not Applicable	Optional

United Kingdom

UK Making Tax Digital (MTD) Tax Submission Report

Important Dates

Review the dates below for important updates to the UK MTD report. Additonal details can be found in the following sections and in the **Deltek Maconomy BPM Admin Guide**.

Date	Update
April 2019	HMRC implements Making Tax Digital (MTD) process for submission and processing of VAT returns in the UK.
Jan 2021	HMRC makes changes to the MTD filing process to reflect changes for Brexit, Northern Ireland Protocols, and Postponed VAT Accounting rules.
June 2021	HMRC mandates all UK companies and MTD manufacturers to submit Fraud Prevention Headers as part of filing the VAT 100 form.

As of April 1, 2019, the UK HM Revenue and Customs (HMRC) tax authorities implemented the Making Tax Digital (MTD) process to use for various tax-related information, including submission of VAT returns. To support this requirement, the UK Tax Submissions workspace enables companies to retrieve VAT obligations and then submit the necessary VAT obligations (HMRC VAT 100 form) to HMRC.

Note: In 2021, several changes were made to the MTD filing to reflect BREXIT, the Northern Ireland Protocols, and Postponed VAT Accounting Rules (PVA).

VAT Submission

The VAT submission consists of three parts:

1. **Authentication with the HMRC API** — This is done using the OAuth 2.0 protocol. This requires the user to login with their personal / company credentials to the HMRC website and give Maconomy access to the required APIs.

   Maconomy enables this requirement through the UK Tax Submission functionality discussed in this document.

2. **Request VAT Obligations** — You must request VAT obligations from HMRC for the given company for a given time period (within 1 calendar year). These obligations contain a period key, start date, end date, and last submission date. The obligations will typically be monthly or quarterly depending on the size of the company.

   Maconomy enables this requirement through the UK Tax Submission functionality discussed in this document.

3. **Submit a Given VAT Obligation** — This requires to calculate the financial data for the period to obtain the necessary numbers. The data can then be submitted to the API and also kept in Maconomy to view the history. Maconomy meets this requirement with updated functionality to file the 9 Box VAT 100 form (run behind the scenes) with HMRC. Users are able to view a summary of that filing in the UK Tax Submission workspace.

Note: For more details on these procedures, see the **BPM Admin Guide**.

Fraud Prevention Headers

The report includes fraud prevention headers to meet the requirements of the UK HMRC. The fraud prevention headers are HTTP headers that help monitor and audit transactions to protect taxpayers' data from fraudulent activities. The UK Tax Submissions workspace also enables companies to send these particular types of user audit data to HMRC.

Important: Effective 6/30/2021, HMRC mandates all UK companies and MTD manufacturers to submit the Fraud Prevention Headers as part of filing the VAT 100 form. Accordingly, if customers wish to not include certain parts of these headers, they must reach out to HMRC as to which of these headers do they not opt to submit.

Fraud Prevention Header	Value Description
Gov-Client-Connection-Method	The value for this header identifies the other headers that should be submitted to HMRC. The specific value for Maconomy is **OTHER_DIRECT.**

Fraud Prevention Header	Value Description
Gov-Client-User-Agent	This <key>=<value> structure is a combination of the following: ▪ Operating System Family ▪ Operating System Version ▪ Device/System Manufacturer ▪ Device/System Model **Device/System Manufacturer** and **Device/System Model** have their own setup in the UK Tax Submission instructions.
Gov-Client-Device-ID	This is the value derived from the Maconomy Installation No. with a UUID format.
Gov-Vendor-Version	This is the value derived from the Maconomy major version regardless of CU installation.
Gov-Client-Timezone	The value is derived from the time zone of the machine where Maconomy is installed.
Gov-Client-User-IDs	This is the value derived from the user login name.
Gov-Client-Local-IPs	This value lists all local IP addresses available to the system where Maconomy is installed except Loopback addresses.
Gov-Client-Local-IPs-Timestamp	This value is the timestamp when the **Gov-Client-Local-IPs** header is collected.
Gov-Client-Mac-Addresses	This value lists all local physical addresses available to the system where Maconomy is installed except Loopback addresses.
Gov-Vendor-License-IDs	This is the value derived and hashed from the customer's product key. The information is concealed before submission to HMRC.
Gov-Vendor-Product-Name	This value is the name of the product **Deltek%20Maconomy.**
Gov-Client-Multi-Factor	This is the value derived from a Multi-Factor Authentication setup. If no Multi-Factor Authentication is set up, no data values are submitted to this header. Currently, TOTP or 2FA is only supported for this header value. If it is not included in your setup, we recommend that you set up 2FA in your

Fraud Prevention Header	Value Description
	Maconomy system to comply with HMRC's requirements on Multi-Factor Authentication. **Note**: We also plan to review the following headers for inclusion later: ▪ **Azure**: Azure may be considered in a future release. Customers using Azure can use Maconomy 2FA as a workaround. ▪ **OneLogin**: Customers can use Maconomy 2FA as a workaround. ▪ **OTP**: Deltek will not consider OTP as it does not work from a technical perspective. Customers can use Maconomy 2FA as a workaround. ▪ **Kerberos:** Kerberos does not support 2FA and will not be considered If you use a header that is not in the list, please log a ticket with Customer Care so that our development team is aware.

Fraud Header Updates

New headers and header values are submitted to the HMRC site as part of the communication between Maconomy and HMRC. These are invoked by the following actions:

- Get VAT Obligations
- Submit VAT Obligations
- Get VAT Return

These new headers are now in a <key>=<value> format. The additional/changed headers that Maconomy submits to the HMRC are the following:

- Gov-Client-Device-ID
- Gov-Client-Local-Ips-Timestamp
- Gov-Client-User-Agent – This requires **url.mtdsysmanufacturer** and **url.mtdsysmodel** to be set in the server.ini file.
- Gov-Vendor-Product-Name

More information on these headers is included in the table above.

Period Change Keys

Period change keys are in alphanumeric format (NNAN) for quarterly filing, and NNAA for monthly/annual filing. The **Date Submitted** field is now included in the table to check if the entry has been submitted to HMRC.

Setup

For setup instructions, refer to the Deltek Maconomy BPM Admin Guide.

Testing

Note: Deltek is unable to support our Customers in testing with HMRC. You must contact HMRC for assistance. Additionally, for any Developer Site issues, please contact HMRC Support.

UK Tax Submission Fields / Descriptions

Reporting » UK Tax Submissions » VAT Submission

VAT Submission Tab

Company Information Island

Field	Description
Company Number	This field displays the company number.
Company Tax No.	This field displays the tax number of the company.

VAT Submission Island

Field	Description
HMRC Login	Click this link to begin the authentication process with the API. This process grants the code for an access token and refresh token.
Code	Enter the code for the API login. This code is used to retrieve the access token.
Authenticated	This field indicates whether authentication has been performed for the current record.

Selection Criteria Island

Field	Description
From Date	Select the date to retrieve VAT obligations that occurred on and after this date.
To Date	Select the date to retrieve VAT obligations that occurred up to and on this date.
Tax Reporting Unit	Select the tax reporting unit.

VAT Submission Actions

Action	Description
Get Authentication Token	Click to receive an access token.
Refresh Authentication Token	Click to refresh the access token.
Get VAT Obligations	Click to populate the VAT Submission Entry table with the obligation lines.

VAT Submission Entry Sub-Tab

Reporting » UK Tax Submissions » VAT Submission » VAT Submission Entry

Field	Description
Company Number	The number for the company
Start Date	The start date for the given VAT obligation
End Date	The end date for the given VAT obligation
Due Date	This is the due date for the given VAT obligation
Finalized	This field indicates whether the given VAT obligation has been submitted
VAT Due Sales	The tax amount for tax payable
VAT Due Acquisitions	Under the Northern Ireland Protocols, the tax amount for intra-community acquisitions of goods made in Northern Ireland from EU member states. Otherwise, this is hardcoded as zero for UK transactions.
Total VAT Due	The sum of VAT Due Sales and VAT Due Acquisitions
VAT Reclaimed Current Period	The tax amount for tax receivable
Net VAT Due	The tax receivable less tax payable
Total Value Sales Excluding VAT	The basis amount for tax payable
Total Value Purchases Excluding VAT	The basis amount for tax receivable
Total Value Goods Supplied Excluding VAT	Under the Northern Ireland Protocols, the basis amount for tax payable for which there is referenced a customer having a non-empty tax number and from an EU country other than the Northern Ireland company itself, and for which the tax code states that this is Goods as opposed to Services

Field	Description
Total Acquisitions Excluding VAT	Under the Northern Ireland Protocols, the basis amount for tax receivable for which there is referenced a vendor having a non-empty tax number and from an EU country other than the Northern Ireland company itself, and for which the tax code states that this is Goods as opposed to Services

VAT Submission Entry Actions

Action	Description
Get Vat Data	Click to populate the VAT Submission Entry sub-tab with VAT data that satisfies the selection criteria
Submit VAT Obligation	Click to calculate and submit the VAT numbers for the chosen obligation
Get VAT Return	Click to retrieve a submitted VAT obligation

UK Tax Submission WebI Report

The UK Making Tax Digital (MTD) Tax Submission data export lets you automatically submit tax data following the new MTD requirements in the United Kingdom (UK). This WebI report makes it possible to report on the history of these submissions and to offer transparency concerning the data that is behind the submitted figures.

The Tax Submissions WebI report provides an overview of the submissions completed using the UK Tax Submissions data export in Maconomy. It shows the figures and entries included in the submitted data.

UK Tax Submissions WebI Report Details

The WebI report consists of two report tabs:

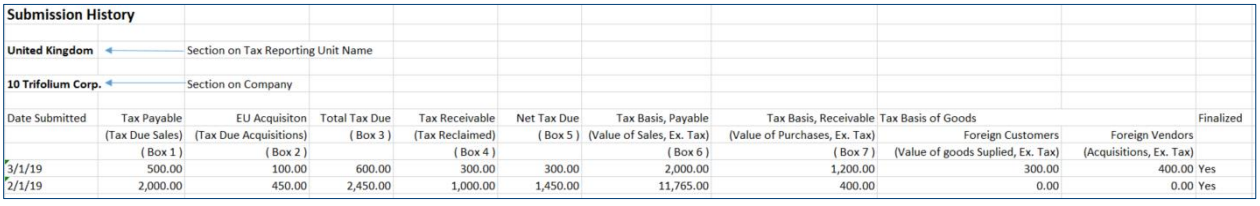
- Submission History: Lists the submissions that meet the selection criteria.
- Tax Details: Lists the individual entries behind the submitted figures.

The information on each tab is grouped by:

- Reporting Unit (Reporting Unit Name)
- Company (Number and Name)

Submission History Tab

The Submission History tab contains a table of submissions, listed by Submission Date, in descending order.



Submission History

United Kingdom ← Section on Tax Reporting Unit Name

10 Trifolium Corp. ← Section on Company

Date Submitted	Tax Payable (Tax Due Sales) (Box 1)	EU Acquisiton (Tax Due Acquisitions) (Box 2)	Total Tax Due (Box 3)	Tax Receivable (Tax Reclaimed) (Box 4)	Net Tax Due (Box 5)	Tax Basis, Payable (Value of Sales, Ex. Tax) (Box 6)	Tax Basis, Receivable (Value of Purchases, Ex. Tax) (Box 7)	Tax Basis of Goods Foreign Customers (Value of goods Suplied, Ex. Tax)	Foreign Vendors (Acquisitions, Ex. Tax)	Finalized
3/1/19	500.00	100.00	600.00	300.00	300.00	2,000.00	1,200.00	300.00	400.00	Yes
2/1/19	2,000.00	450.00	2,450.00	1,000.00	1,450.00	11,765.00	400.00	0.00	0.00	Yes

Top-Level Header	Header Title (Maconomy Name)	Description	Corresponding Tax Table Field
Date Submitted		The date the submission was completed. The table rows are ordered date in descending order	
Tax Payable	(Tax Due Sales)	The tax amount of tax payable. This corresponds to the tax submission's Box 1.	Box 1
EU Acquisition	(Tax Due Acquisitions)	The tax amount of EU Acquisition. This corresponds to the tax submission's Box 2, intra-community acquisitions of goods made in Northern Ireland from EU member states	Box 2
Total Tax Due		The sum of Tax Payable and EU Acquisition.	Box 3
Tax Receivable	(Tax Reclaimed)	The sum of the tax receivable.	Box 4
Net Tax Due		The difference between the Total Tax Due and the Tax Receivable (Total Tax Due - Tax Receivable).	Box 5
Tax Basis, Payable	(Value of Sales, Ex. Tax)	The tax basis amount for tax payable.	Box 6
Tax Basis, Receivable	(Value of Purchases, Ex. Tax)	The tax basis amount for tax receivable.	Box 7
Tax Basis of Goods, Foreign Customers	(Value of Goods Supplied, Ex. Tax)	The tax basis amount for tax payable, for which customers have a tax number and are non-UK EU customers from Northern Ireland companies, and where the tax amount relates to a Goods transaction. The latter is defined by whether the Tax Popup 1 of the tax entry, is true (this is derived historically from the tax code). UK companies having transactions under the Northern Ireland Protocols can also define the tax code Country to Northern Ireland.	Box 8
Tax Basis of Goods, Foreign Vendors	(Value of Acquisitions, Ex. Tax)	The tax basis amount for the tax receivable, for which vendors have a tax number and are non-UK EU vendors to Northern Ireland companies, and where the tax amount relates to a Goods transaction. The latter is defined by whether the Tax Popup 1 of the tax entry, is true (this is derived historically from the tax	Box 9

Top-Level Header	Header Title (Maconomy Name)	Description	Corresponding Tax Table Field
		code). UK companies having transactions under the Northern Ireland Protocols can also define the tax code Country to Northern Ireland.	
Finalized		States whether the submission was finalized.	

Tax Details Tab

The Tax Details tab consists of three tables that include the tax entries that made up the submissions for each of the three tax settlement types: Tax Payable, EU Acquisitions, and Tax Receivable.

Things to consider:

- If additional tax entries were created after a submission, and within the selection criteria of the report, these entries are included in the report, as well. Hence, the entries may not always sum up to the values stated on the submissions.
- Some columns include a second header that states the name of the UK Tax Submission field, similar to the Submission History report tab. However, if tax entries were posted into the same period, after submission, the Tax Details report tab will show that entry, but the entry will not be included in the summation on the Submission History report tab.
- If additional tax entries were posted without corresponding tax submissions, the Tax Details report tab may include more entries than what is stated in the tax submissions, on the Tax Submission History report tab.

Top-Level Header	Header Title	Description
Customer	No.	The number of the customer associated Tax Payable entries.
	Name	The name of customers, respectively.
	Country	The country to which customers belong, respectively.
	Invoice No.	The number of the invoice created.
	Invoice Date	The date to which the invoice is created.
Vendor	No.	The number of the vendor associated Tax EU Acquisition and Tax Receivable entries.
	Name	The name of vendors, respectively.
	Country	The country to which the vendors belong, respectively.
	Invoice No.	The number of the invoice created.
	Invoice Date	The date to which the invoice is created.

Top-Level Header	Header Title	Description
Transaction No.		The transaction number of the tax entry.
Journal No.		The journal number of the tax entry.
Tax	Code	The name of the tax code on the tax entry.
	Rate	The rate of the tax code on the tax entry.
	Type	The type of the tax code on the tax entry.
	Date	The tax date on the tax entry.
Tax Code		The name of the tax code on the tax entry.
Tax Rate		The rate of the tax code on the tax entry.
Tax Type		The type of the tax code on the tax entry.
Tax Date		The tax date on the tax entry.
Entry Date		The entry date on the tax entry.
Tax Basis	(Value of Sales, Ex. Tax) (Value of Purchases, Ex. Tax)	The basis amount of the tax entry.
Tax Amount	(Tax Due Sales) (Tax Reclaimed) (Tax Due Acquisitions)	Tax amount of the tax entry. The tax amount of EU Acquisition. This corresponds to the tax submission's Box 2, intra-community acquisitions of goods made in Northern Ireland from EU member states.
Total		The total amount of sales plus taxes.
Tax Basis Goods, Foreign EU Customers Tax Basis Goods, Foreign EU Vendors	(Value of Goods Supplied, Ex. Tax) (Acquisitions, Ex. Tax)	The basis amount for tax payable related to customers that have a tax number, are settled in an EU country different from the Northern Ireland company's country, and for which the tax code states that it is a goods transaction. UK companies having transactions under the Northern Ireland Protocols can also define the tax code Country to Northern Ireland. The basis amount for tax receivable related to vendors that have a tax number, are settled in an EU country different from the Northern Ireland company's country, and for which the tax code states that it is a goods transaction. UK companies having transactions under

Top-Level Header	Header Title	Description
		the Northern Ireland Protocols can also define the tax code Country to Northern Ireland.

Prompts

Prompt Title	Expression	Mandatory
Company Tax No.	Only include tax submissions and tax entries for which the company has the tax number(s) answered in the prompt.	Yes
Tax Reporting Unit:	Only include tax submissions and tax entries for which the tax reporting unit name is the answered name(s) of the prompt.	Yes
Company No:	Only include tax submissions and tax entries for which the company has the number(s) answered in the prompt.	No
From Year-Month:	Only include tax submissions having a submission date equal to or after the answered Year-Month. Only include tax entries belonging to a settlement starting with the answered Year-Month.	No
To Year-Month:	Only include tax submissions having a submission date equal to or before the answered Year-Month. Only include tax entries belonging to a settlement ending with the answered Year-Month.	No
From Entry Date:	Only include tax entries with an entry date equal to or later than the answered Entry Date of the prompt. **Note:** This prompt does not influence the filtering of tax submissions shown in the Tax Submissions report tab.	No
To Entry Date:	Only include tax entries with an entry date equal to or before the answered Entry Date of the prompt. **Note:** This prompt does not influence the filtering of tax submissions shown in the Tax Submissions report tab.	No

UK Payment Performance Statistics

The UK Payment Performance Statistics BPM report is a WEBI report used to report vendor payment information to the UK government. You can generate the report in a PDF, Excel, or CSV format that can be used as a reference to manually populate the fields needed to publish the report with the UK government's dedicated portal.

The UK Payment Performance Statistics report, which is accessible in BI Launchpad, includes the Payment Statistics tab and the Payment Details tab.

Payment Statistics Tab

The Payment Statistics tab displays each of the required statistics you must submit to the UK government in the Webl format.

Column	Description
Company Name	Company Name
Company Number	Company No.
No. of Payments	Total number of payments in specific period
Payment Days Average	Average number of days in which payment is made.
Payment Days Shortest	The shortest amount of days in which payment is made.
Payment Days Longest	The longest amount of time in which payment is made.
% Invoices paid 0 - 30 days	% of payments made in 0 - 30 days
% Invoices paid 31 - 60 days	% of payments made in 31 - 60 days
% Invoices paid 61+ days	% of payments made in 61 or more days
% Invoices not paid within agreed terms	% of payments paid after the due date
Outside Terms	% of payments that were made outside the due date.

Prompts

Column	Description	Mandatory
Charges have been made for remaining vendor list	Answerable by Y (yes) or N (no).	**Yes**
E-Invoicing offered	Answerable by Y (yes) or N (no).	**Yes**
Payment terms have changed	Answerable by Y (yes) or N (no).	**Yes**
Policy covers charges	Answerable by Y (yes) or N (no).	**Yes**
Supply-chain financing offered	Answerable by Y (yes) or N (no).	**Yes**
Vendor Notified	Answerable by Y (yes) or N (no).	**Yes**
From	Select or enter the date to only include payments with dates equal to or after the answer to this prompt.	**Yes**

Column	Description	Mandatory
To	Select or enter the date to only include payments with dates equal to or before the answer to this prompt.	**Yes**
Company No.	Only include accounts that match the company numbers entered or selected for this prompt.	**Yes**

Payment Details Tab

The Payment Details tab displays the Maconomy fields and calculated fields required to calculate each statistic. Transactions are grouped by Company.

Column	Description
Transaction No.	Transaction number of the payment
Currency	Currency of the company
Entry Type	Entry type of payment (vendor invoice)
Vendor No.	Vendor number
Name	Vendor name
Payment No.	Vendor payment number
Invoice No.	Invoice number
Date Invoice	Invoice date
Entry	Invoice entry date
Due	Invoice due date
Reconciliation	Invoice reconciliation date
Payment Days	Calculation of number of days to pay invoice
Payment Terms	Terms for payment
Payments 0-30 Days	Calculation of total invoices paid within 0-30 Days
Payments 31-60 Days	Calculation of total invoices paid within 31-60 Days
Payments 61+ Days	Calculation of total invoices paid 61 days or more
No. of Payments Outside Terms	Calculation of payments made outside payment terms

Prompts

Prompt Title	Expression	Mandatory
From:	Only include payments (reconciliations) with a Reconciliation date equal to or after the From Date.	**Yes**
To:	Only include payments (reconciliations) with a Reconciliation date equal to or before the To Date.	**Yes**
Company No:	Only include payments on the company/companies answered to this prompt.	**Yes**
Payment terms have changed	Choose whether to remember the last value selected.	**Yes**
Vendor Notified	Choose whether to remember the last value selected.	**Yes**
E-Invoicing offered	Choose whether to remember the last value selected.	**Yes**
Supply-chain financing offered	Choose whether to remember the last value selected.	**Yes**
Policy covers charges	Choose whether to remember the last value selected.	**Yes**
Charges have been made for remaining vendor list	Choose whether to remember the last value selected.	**Yes**

UK Postponed VAT Accounting (PVA), Reverse Charge Mechanism (RCM) and Northern Ireland Protocols

Important: Deltek does NOT act in the capacity of an accounting or tax advisor to customers or other parties. Accordingly, customers must reach out to their accountants or tax advisors in order to ascertain the impact of these requirements on their business.

Notes:

- For Setup information on this feature, see the **Deltek Maconomy BPM Admin Guide**.
- For example scenarios, see the **UK PVA and RCM Examples** section below.

Changes to Maconomy

UK MTD functionality is updated to accommodate **Postponed VAT Accounting** (PVA), **Reverse Charge Mechanism** (RCM) and Northern Ireland Protocols functionality for the VAT-100 form as detailed in the following sections. PVA and RCM represent exceptions to normal VAT charges that must be handled according to HMRC protocol. These are explained in the sections below. Links to procedures for completing each type of transaction are provided as necessary.

Terminology

Term	Description
RCM	*Reverse Charge Mechanism* This is used to categorize transactions that are for reverse charge in accordance to HMRC's mandate. The following values are utilized to filter out categories mentioned in this rule: • Gold RCM • Mobile phones and Computer chips RCM • Services RCM • Telecom cellular service RCM
PVA	*Postponed VAT Accounting (Effective 1/1/21)* This is used to categorize transactions that are conforming to the VAT 100 form Impact to UK MTD submission. From 1 January 2021, this will provide the same cash flow benefits to businesses who import goods from rest of world countries as those who import goods from the EU.

Northern Ireland Protocols

Changes to the UK MTD functionality for Northern Ireland Protocols are included in all VAT Procedure categories: Normal VAT Charge, Postponed VAT Accounting and Reverse Charge Mechanism. The sections below also include important notes on Boxes 2, 8 and 9 for which are only to be utilized when transactions are following under the said HMRC rule. These transactions are determined when:

- A Company is from Northern Ireland having transactions to and from EU member states.

The above conditions can be accounted for by following the setup from the **Statutory Reports Setup » Setup by Country » United Kingdom » Northern Ireland Protocol** section in the Deltek Maconomy BPM Admin Guide.

Normal VAT Charge

This section describes amount field definitions under the **normal VAT** charge procedure. This includes what is needed to be filled in per box on transactions categorized by HMRC in the link below:

https://www.gov.uk/guidance/how-to-fill-in-and-submit-your-vat-return-vat-notice-70012#section3

Note: All tax amounts are the *deductible* tax amounts.

Box Definitions and Uses

The following are the boxes available to be used for normal VAT charges.

Important: As of 1/1/2021, boxes 2, 8, 9 are only used for transactions with Northern Ireland, which remains part of the EU and is not impacted by BREXIT. These boxes are no longer used for any other UK or "rest-of-world" transactions. They are displayed in gray below.

These fields default to zero for all "rest-of-world" countries except Northern Ireland.

- **Box 2**: VAT due in this period on intra-community acquisitions of goods made in Northern Ireland from EU Member States
- **Box 8**: Total value of intra-community dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States
- **Box 9**: Total value of intra-community acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States

The boxes are now hardcoded with a zero value.

To categorize a company or a tax code under the Northern Ireland Protocols, see the **Statutory Reports Setup » Setup by Country » United Kingdom » Northern Ireland Protocol** section in the Deltek Maconomy BPM Admin Guide.

Box No.	Box Use	Details
1	VAT due in the period on sales and other outputs	Include the VAT due on all goods and services you supplied in the period covered by the return. This is your 'output VAT' for the period. VAT may also be due on supplies outside the mainstream of your business. **Note**: This also includes PVA as noted below.
2	VAT due in the period on intra-community acquisitions of goods made in Northern Ireland from other member states of the EU	Under the Northern Ireland Protocols, show the VAT due on all goods and related costs bought from VAT-registered suppliers in other EU member states to Northern Ireland company itself, these purchases are referred to as 'acquisitions'. Related costs include any payment that you make to cover your supplier's costs in making the supply, such as packing, transport or insurance which they're responsible for under their contract with you. You must include the VAT due on all your acquisitions for the VAT period in which the tax point occurs.
3	Total VAT due	Show the total VAT due, that is, boxes 1 and 2 added together. This is your 'output VAT' for the period.

Box No.	Box Use	Details
4	VAT reclaimed in the period on purchases and other inputs (including acquisitions from the EU)	Show the total amount of deductible VAT charged on your business purchases. This is referred to as your 'input VAT' for the period. You cannot claim input VAT on your return unless you have a proper VAT invoice to support the claim (but see the rules in VAT guide (VAT Notice 700). **Note**: This box is also impacted by PVA and RCM as noted below.
5	Net VAT to pay to HMRC or reclaim	Take the figures in boxes 3 and 4. Deduct the smaller from the larger and enter the difference in box 5. If the figure in box 3 is more than the figure in box 4, the difference is the amount you must pay. If the figure in box 3 is less than the figure in box 4 your account will be credited and you will be repaid balance (subject to any enquiries that need to be made).
6	Total value of sales and all other outputs excluding any VAT	Show the total value of all your business sales and other specific outputs but leave out any VAT. **Note**: This field is also used for RCM for Gold and Services as noted below.
7	Total value of purchases and all other inputs excluding any VAT	Show the total value of your purchases and expenses but leave out any VAT. **Note**: This box is also impacted by PVA, and RCM for gold, Services, and mobile phones and computer chips as noted below.
8	Total value of all intra-community supplies of goods and related costs, excluding any VAT, from Northern Ireland to other EU member states	Under the Northern Ireland Protocols, show the total value of all supplies of goods from Northern Ireland to other EU member states and directly related costs, such as freight and insurance, where these form part of the invoice or contract price. This must include the value of any goods dispatched from the Northern Ireland to a destination in another member state, even if no actual sale is involved or the sale is being invoiced to a person located outside the EU. Leave out any VAT. See The single market (VAT Notice 725) for further information on trading within the EC.
9	Total value of all intra-community acquisitions of goods and related	Under the Northern Ireland Protocols, show the total value of all acquisitions of goods from VAT-registered Northern Ireland suppliers in other

Box No.	Box Use	Details
	costs, excluding any VAT, in Northern Ireland from other EU member states	EU member states and directly related costs, such as freight and insurance, where these form part of the invoice or contract price, but leave out any VAT.

Postponed VAT Accounting (PVA)

Postponed VAT Accounting, or **PVA**, allows businesses to account for VAT in imports through their periodic VAT return instead of having to pay that VAT at or upon crossing the UK border.

The Postponed VAT Accounting rules or PVA come into effect on January 1, 2021. The new rules combine the former customs reports for goods received from the EU (before BREXIT) and the rest of the world (ROW) onto the VAT 100 form impacting boxes 1,4 and 7 (in most instances) and the MTD filing.

Box Definitions and Uses for PVA

In light of Brexit, HMRC has introduced a new method of accounting for import VAT in the VAT return. This could have a compulsory requirement for some businesses to follow these rules. Under this rule, when a business import goods – either from an EU or a non-EU country:

- It could pay import VAT to HMRC through its VAT return.
- In Addition, similar to the current rule, businesses can seek to recover this import VAT as input tax in Box 4 of the VAT return. The value of import is shown in Box 7.

The table below shows the specific boxes to be populated for PVA:

Box No.	Field Name	Description
1	VAT Due Sales	The tax amount for tax payable for which the transaction references the Tax Code stating that it is Goods on Tax Popup 1 and PVA on Tax Popup 2 and Tax Type.
2	VAT due in the period on intra-community acquisitions of goods made in Northern Ireland from other member states of the EU	Under the Northern Ireland Protocols, show the VAT due on all goods and related costs bought from VAT-registered suppliers in other EU member states to Northern Ireland company itself, these purchases are referred to as ‘acquisitions’. Related costs include any payment that you make to cover your supplier’s costs in making the supply, such as packing, transport or insurance which they’re responsible for under their contract with you. You must include the VAT due on all your acquisitions for the VAT period in which the tax point occurs.
3	Total VAT Due	The sum as updated from VAT Due Sales and VAT Due Acquisitions
4	VAT Reclaimed Current Period	The tax amount for tax receivable for which the transaction references the Tax Code stating that it is Goods on Tax Popup 1 and PVA on Tax Popup 2 and Tax Type.
5	Net VAT Due	The tax receivable less tax payable as updated from Box 1 and 4.

Box No.	Field Name	Description
7	Total Value Purchases Excluding VAT	The basis amount for tax receivable for which the transaction references the Tax Code stating that it is Goods on Tax Popup 1 and PVA on Tax Popup 2 and Tax Type.
8	Total value of all intra-community supplies of goods and related costs, excluding any VAT, from Northern Ireland to other EU member states	Under the Northern Ireland Protocols, show the total value of all supplies of goods from Northern Ireland to other EU member states and directly related costs, such as freight and insurance, where these form part of the invoice or contract price. This must include the value of any goods dispatched from the Northern Ireland to a destination in another member state, even if no actual sale is involved or the sale is being invoiced to a person located outside the EU. Leave out any VAT. See The single market (VAT Notice 725) for further information on trading within the EC.
9	Total Acquisitions Excluding VAT	Under the Northern Ireland Protocol, the basis amount for tax receivable for which there is referenced a vendor having a non-empty tax number and from an EU country other than the Northern Ireland company itself, and for which the tax code states that this is Goods on Tax Popup 1 and PVA on Tax Popup 2 and Tax Type.

Reverse Charge Mechanism

Reverse Charge Mechanism, or **RCM**, is used to categorize transactions that are for “reverse charge” in accordance to HMRC’s mandate.

Under the reverse charge procedure, the buyer of the goods or services, rather than the seller, is liable to account for the VAT on the sale.

This rule combines different types of transactions received from the EU (for Northern Ireland protocol) and “rest-of-the-world” countries. Boxes 1, 4, 6, and 7 (and/or 9) will be impacted in accordance with how input and output tax will be handled for MTD filing.

These details are mentioned in the following links:

https://www.gov.uk/guidance/how-to-fill-in-and-submit-your-vat-return-vat-notice-70012#para46

https://www.gov.uk/guidance/the-vat-domestic-reverse-charge-procedure-notice-735

Box Definitions and Uses for RCM

The return should be completed in accordance with the guidance in the following table:

If you use the reverse charge for	Customer Transactions	Vendor Transactions
Gold RCM	Box 6 (value of the supply)	Box 1 (output VAT) Box 4 (input VAT) Box 6 (value of the deemed supply) Box 7 (purchase value)

If you use the reverse charge for	Customer Transactions	Vendor Transactions
		Box 9 (purchase value excluding VAT from EU member states to Northern Ireland)
Services RCM	Box 6 (value of the supply)	Box 1 (output VAT) Box 4 (input VAT) Box 6 (value of the deemed supply) Box 7 (purchase value)
Mobile phones and computer chips RCM	Box 6 (value of the supply)	Box 1 (output VAT) Box 4 (input VAT) Box 7 (purchase value) Box 9 (purchase value excluding VAT from EU member states to Northern Ireland)
Telecom cellular services RCM	Box 6 (value of the supply)	Box 1 (output VAT) Box 4 (input VAT) Box 6 (value of the deemed supply) Box 7 (purchase value)

Important: RCM transactions that are set up for "rest-of-the-world" countries have been corrected in consideration of Brexit having taken effect as of January 2021. Northern Ireland Protocol is also considered in RCM transactions. This includes filling out Box 9 for goods and gold transactions from EU countries to/passing thru Northern Ireland. See the **Statutory Reports Setup » Setup by Country » United Kingdom » Northern Ireland Protocol** section in the **Deltek Maconomy BPM Admin Guide**.

Data Export Prompts

The data export is run company by company and therefore the **Company No**. prompt is single valued.

Tax settlements are identified also by their from/to year and months. These filters must match exactly the intervals that are used for the settlements. **They are not year/month filters that include by interval.**

The prompts for the Data Export are below.

Note: These are the standard Tax Settlement fields.

Prompt Title	Expression	Mandatory
Company Tax No:	Only include entries belonging to the company/companies having the answered tax number. Single valued	**Yes**
Tax Settlement Unit Name:	Only include entries belonging to the answered tax settlement unit name. Single valued	**Yes**

Prompt Title	Expression	Mandatory
From Year:	Only include entries for which the settlement is from the answered Year. The value must match exactly the To Month of the settlement to include. The prompt is not mandatory as it must be possible to use Entry Date From/To instead, in case clients do not use Maconomy's Tax Settlement functionality. Single valued	**No**
From Month:	Only include entries for which the settlement is from the answered Month. The value must match exactly the From Month of the settlement to include. The prompt is not mandatory as it must be possible to use Entry Date From/To instead, in case clients do not use Maconomy's Tax Settlement functionality. Single valued	**No**
To Year:	Only include entries for which the settlement is to the answered Year. The value must match exactly the To Year of the settlement to include. The prompt is not mandatory as it must be possible to use Entry Date From/To instead, in case clients do not use Maconomy's Tax Settlement functionality. Single valued	**No**
To Month:	Only include entries for which the settlement is to the answered Month. The value must match exactly the To Month of the settlement to include. The prompt is not mandatory as it must be possible to use Entry Date From/To instead, in case clients do not use Maconomy's Tax Settlement functionality. Single valued	**No**
From Entry Date:	Only include entries for which the tax entries have an entry date equal or after the answered date. Single valued	**No**
To Entry Date:	Only include entries for which the tax entries have an entry date equal or before the answered date. Single valued	**No**

Note: The **server.ini** file specifies whether to use the From/To Year/Month prompts (which apply restrictions on tax settlements and assume the use of Maconomy's Tax Settlement functionality) or to use the From/To Entry Date prompts (which can be used if **not** using Maconomy's Tax Settlement functionality).

Countries

To be able to report on what countries a certain entity belongs to, the following fields are added to the Countries table:

- **EU Member**
- **Country Code**

You can use these fields to further filter data.

Company, Customer, and Vendor Information

The following fields can be used to further filter data that will be included prior to submission to HMRC:

Table	Field
Company Information	Company Country
	Company Tax No.
Customer	Customer Country
	Customer Tax No.
Vendor	Vendor Country
	Vendor Tax No.

United States

US 1099 MISC

Note: See the **1099 MISC Changes for 2020** section below for important changes to the 1099 MISC form.

In the US, companies must send out a 1099 form to the tax authorities for any non-corporate vendors paid for providing services that are >=$600 in a calendar year. This report provides data that is needed for a valid 1099 Misc form and is based on vendor invoices and payments completed in Maconomy.

Note: Only vendor entries marked as disclosable are included in the report. Indirectly, this also means that only reconciliations against disclosable vendor entries are included.

Note: Vendor invoices that both cover an amount to be reported (some service) and an outlay not to be reported, must be registered as two different invoices so that one can be marked as disclosable and the other not.

Layout

The US 1099 Misc report consists of two tabs: *Details* and *Data.* The *Details* tab displays a table for each vendor. The table shows central data from each vendor invoice registered, the present year and corresponding amounts paid and reconciled within the given year. Other kinds of entries could be displayed as well like exchange rate differences or discounts as long as they are disclosable.

In addition to displaying the same data as the Details tab, the *Data* tab also displays all necessary contact information of the vendor. Amounts are categorized into boxes, providing the foundation for completing the 1099 Misc form.

1099 Misc

USD *section on currency*

10 Lego A/S *Section on company*

80002 Jack London *Section on company vendor*

Transaction			Invoice			Payment
Entry Date	No.	Descr.	No.	Date	Invoiced	Paid
8/20/2012	82377322	purchase	8237733-22	8/20/2012	570,00	570,00
8/20/2012	82377325	purchase	8237733-25	8/20/2012	5600,00	5600,00
9/22/2012	82377337	purchase	8237733-37	9/22/2012	8484,00	5000,00
Total:					14654,00	11170,00
Limit:						600,00
Report Amount:						11170,00

80005 Peter Jackson

Transaction			Invoice			Payment
Entry Date	No.	Descr.	No.	Date	Invoiced	Paid
9/22/2012	82377322	purchase	8237733-22	9/22/2012	300,00	300,00
Total:					300,00	300,00
Limit:						600,00
Report Amount:						0,00

Details Tab

Top-Level Header	Column	Description
Transaction	Entry Date	This column displays the entry dates of the disclosable vendor entries against which payments (reconciliations) have been registered.
Transaction	No.	This column displays the transaction numbers of the disclosable vendor entries against which payments (reconciliations) have been registered.
Transaction	Descr.	This column displays the descriptions of the disclosable vendor entries against which payments (reconciliations) have been registered.
Invoice	No.	This column displays the invoice numbers of the disclosable vendor entry against which payments (reconciliations) have been registered. If an entry does not represent a vendor invoice, the cell is blank.
Invoice	Date	This column displays the invoice dates of the disclosable vendor entries against which payments (reconciliations) have been registered. If an entry does not represent a vendor invoice, the cell is blank.
Invoice	Invoiced	This column displays the invoiced amount of the disclosable vendor entries against which payments (reconciliations) have been registered. The amount is actually the Credit minus Debit of the entry being reconciled. Therefore, it displays an amount regardless of whether the entry represents a vendor invoice or not.
Payment	Paid	This column displays the amount reconciled against the disclosable vendor entries. The amount displayed is the Debit minus Credit of the reconciliation. That is, it is not the paid amount, as it is not taken from the vendor entry. It is the amount reconciled, taken from the vendor reconciliation.

Data Tab

Column	Description
Rcp TIN	This column shows the CNR number of the company vendor.
Rcp Account	This column shows the number of the company vendor.
First Name	This column is blank.

Column	Description
Last Name/Company	This column shows the name of the vendor.
Name Line 2	This column is blank.
Address Type	States the country letter: C - if the country or state is Canada O - if the state is '.' blank otherwise
Address Deliv/Street	This column shows the street of the address of the company vendor (Name 2).
Address Apt/Suite	This column shows the number, apartment or suite number of the company vendor's address (Name 3)
City	This column shows the city of the company vendor's address (Postal District).
State	This column shows the state of the company vendor's address.
ZIP	This column shows the ZIP code of the company vendor's address.
Country	This column shows the country of the company vendor.
Rcp Email	This column shows the e-mail of the company vendor.
Tax State	This column shows the tax state the company vendor belongs to (Country).
Box 1 Amount	This column shows the Report Amount if the company vendor option Remark 1 has the value "1".
Box 2 Amount	This column shows the Report Amount if the company vendor option Remark 1 has the value "2”.
Box 3 Amount	This column shows the Report Amount if the company vendor option Remark 1 has the value "3".
Box 4 Amount	This column shows the Withholding Tax as posted to GL. Withholding tax is fetched from the finance entries posted to the account stated by the Remark 3 field of the vendor’s option.
Box 5 Amount	This column shows the Report Amount if the company vendor option Remark 1 has the value "5".
Box 6 Amount	This column shows the Report Amount if the company vendor option Remark 1 has the value "6".

Column	Description
Box 7 Amount	This column shows the Report Amount if the company vendor option Remark 1 has the value "7".
Box 8 Amount	This column shows the Report Amount if the company vendor option Remark 1 has the value "8".
Box 9 Amount	This column shows the Report Amount if the company vendor option Remark 1 has the value "9".
Box 10 Amount	This column shows the Report Amount if the company vendor option Remark 1 has the value "10".
Box 13 Amount	This column shows the Report Amount if the company vendor option Remark 1 has the value "13".
Box 14 Amount	This column shows the Report Amount if the company vendor option Remark 1 has the value "14".
Box 15a Amount	This column shows the Report Amount if the company vendor option Remark 1 has the value "15a".
Box 15b Amount	This column shows the Report Amount if the company vendor option Remark 1 has the value "15b".
Box 16 Amount	This column is blank.
Box 17 Amount	This column is blank.
Box 17 ID Number	This column is blank.
Box 18 Amount	This column is blank.
2nd TIN Notice	This column is blank

Prompts

Prompt Title	Behavior	Mandatory
Company No:	Only vendor invoices (disclosable vendor entries) and payments (reconciliations against these) registered for companies in the selected list, are included.	No
Vendor No:	Only vendor invoices (disclosable vendor entries) and payments (reconciliations against these) registered for vendors in the selected list, are included.	No.
Reporting Year:	Only entries for which the year of the payment's (reconciliation's) entry date is equal to the Reporting Year provided by the user, are included.	Yes

1099 MISC Changes for 2020

Effective tax year 2020 for US companies, the 1099 MISC form no longer reports on non-employee compensation in Box 7. The 1099 MISC report is updated so that this field is removed from the report and the option list is updated accordingly.

The new 1099 NEC form is used only to report on non-employee compensation. A new report is created to address this new requirement with corresponding updated option list.

This feature includes the following items:

- Updates to the 1099 MISC Report
- Support for the 1099 NEC Report

Changes to Maconomy

The 1099 MISC report is updated to remove box 7, non-employee compensation (NEC). Non-employee compensation is now handled exclusively through the new 1099 NEC form.

As of tax year 2020, the arrangement of boxes and the naming of the boxes in the 1099 MISC report will change. The following table describes these changes:

Previous Box No.	Box Title	New Box No.	Box Title
1	Rents	1	Rents
2	Royalties	2	Royalties
3	Other Income Federal	3	Other Income
4	Income Tax Federal	4	Federal Income Tax Withheld
5	Fishing Boat Proceeds	5	Fishing Boat Proceeds
6	Medical and Healthcare Payments	6	Medical and Healthcare Payments
7	Nonemployee Compensation	7	Payer Made Direct Sales of 5000 or More
8	Substitute Payment in Lieu and Dividends or Interest Payer Made	8	Substitute Payments in Lieu of Dividends or Interest
9	Direct Sales of X 5000 or More	9	Crop Insurance Proceeds
10	Crop Insurance Proceeds	10	Gross Proceeds Paid to an Attorney
11	*blank*	11	*blank*
12	*blank*	12	Section 409A Deferrals
13	Excess Golden Parachute Payments	13	Excess Golden Parachute Payments
14	Gross Process Paid to an Attorney	14	Nonqualified Deferred Compensation

Previous Box No.	Box Title	New Box No.	Box Title
15a	Section 409A Deferrals	15	State Tax Withheld
15b	Section 409A Income	16	State Payers State No. **Note**: Because the report is not pulling data for this field but from the company vendor's tax number, this option can be left out.
16	State Tax Withheld	17	State Income
17	State Payers State No.		
18	State Income		

US 1099 NEC

The IRS has created a new form, 1099 NEC (Non-Employee Compensation) report, which includes only the NEC details (previously found in the 1099 MISC report) in order to have better audit trail and visibility for NEC transactions. The new 1099 NEC report is essentially a copy of the 1099 Misc report; except that it only contains 7 amount boxes. It is still similar to the 1099 Misc in that it consists of the following:

- A first report tab that provides a summary of figures
- A second report tab that provides the box values; just for fewer boxes.

The following are other considerations to note:

- Box 1 corresponds to Box 7 in the previous version of the 1099 MISC report.
- Box 4 corresponds to Box 4 in 1099 Misc, Box 5 to 15 in the new 1099 MISC, along with Box 6 to 16 and Box 7 to 17.

Note that only Box 1 is commonly used.

Note: Box 6 must manually entered as there is currently no place to store a state TIN. This update is scheduled for a future release.

Layout

Box No.	Box Title
1	Nonemployee Compensation
2	*blank*
3	*blank*
4	Federal Income Tax Withheld
5	State Tax Withheld

Box No.	Box Title
6	State Payers State No. **Note**: Because the report is not pulling data for this field but from the company vendor's tax number, this option can be left out.
7	State Income

Option List Formatting

OPTIONLIST:Format	OptionListNumber	Description	2020	
	Option List No.	Description		
OPTIONLIST	1099 NEC	1099 NEC		
THEOPTION:FORMAT	OptionListNumber	LineNumber	Name	Description
	Option List No.	Line No.	Name	Description
THEOPTION	1099 NEC	1	Nonemployee Compensation	600
THEOPTION	1099 NEC	2	Blank not used	
THEOPTION	1099 NEC	3	Blank not used	
THEOPTION	1099 NEC	4	Federal Income Tax Withheld	
THEOPTION	1099 NEC	5	State tax withheld	
THEOPTION	1099 NEC	6	State payers state no.	
THEOPTION	1099 NEC	7	State income	

Note: For option list setup information, see the **Deltek Maconomy BPM Admin Guide**.

BPM Dashboard

Each component is a WebIntelligence report that can be embedded in an iframe-based web page that is displayed in the Maconomy Workspace Client.

There are two categories of components. There are eight components that are for company dashboards. These components display specific figures sliced by a dimension that you choose. These components are found in:

/Business Performance Management/Reporting/Dashboard Components/Company/

The other category consists of 20 components that are for customer dashboards. These components display specific figures sliced by customer or job, and ranking by the top 10. These components are found in:

/Business Performance Management/Reporting/Dashboard Components/Customer/

General Design Principles

The following are the principles behind these dashboard components:

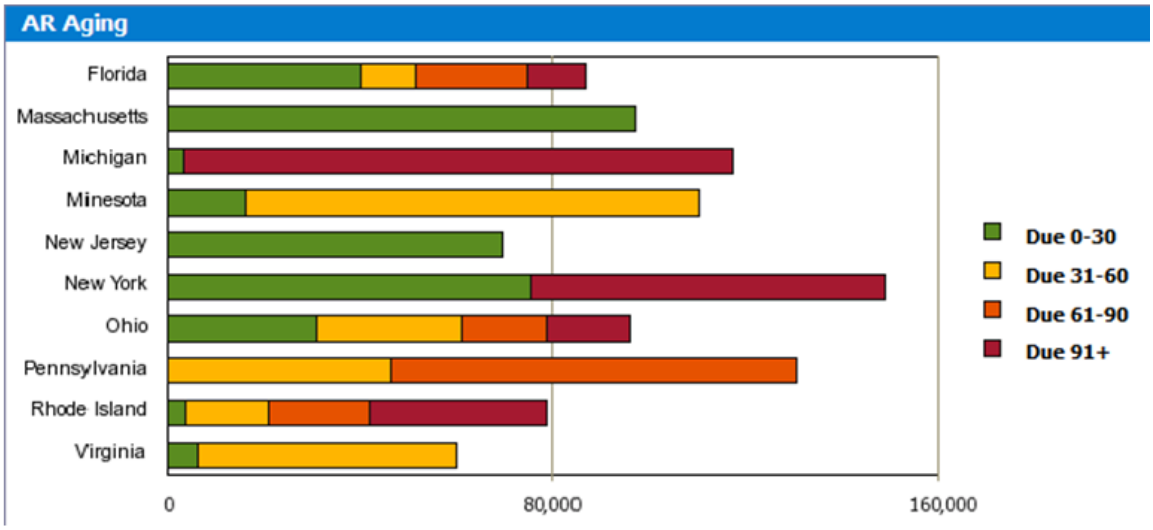
- **Simple Display** — Each dashboard component displays either a simple table or a chart. There is no use of any sectioning or multiple tabs.
- **Currency** — All measures are displayed in the currency of the enterprise. The reason is that consolidated data is often displayed (for example, revenue recognized across companies) and to avoid grouping by, for example, company, requires a single currency.
- **Number Format** — To simplify the display and give a quick overview of the data, decimals are not displayed. The thousands separator is displayed to make it easier to read large numbers.
- **Prompts** — Most components do not require you to enter values for any prompts. This makes it quick and easy to run the components. The following are exceptions:
  - The WIP components require you to enter a statement date. Optional prompts are included for standard dimensions and company, typically.
  - The By-Dimension components require you to select a dimension to slice data by.
- **Dates** — All components run as of the current date, meaning that the statement date is the current date and balances typically use this as the cut-off date or use the current date for defining year-to-date.

  The exceptions are the WIP components, which require you to enter the statement date.

  Where these components are embedded in the Workspace Client, the current date is passed for such prompts.
- **By-Dimension Components** — Some components slice by a dimension that you choose. Where the components are embedded, the Workspace Client handles the dimension selection.
- **Top-10 Components** — Some components rank by the top ten customers or jobs. The displayed customers or jobs are those that have the highest value for a certain measure. If two or more customers or jobs have the same value and, for example, share the tenth place, they are all included.
- **Standard Dashboard and Flexibility** — The Workspace Client embeds some standard dashboards that contain selected components from the library. However, it is easy to change which components are used and exchange with other components from the library or customized ones.

AR Aging, by Dimension (Stacked Bar Chart)

This component displays the amounts that are outstanding for the values of a selected Maconomy dimension.



Restrictions

Only amounts where the entry date is before or equal to the current date are included.

Entries that are blocked (for example, due to disputes) are excluded.

Dimensions

You can use the following dimensions:

- Company
- Location
- Entity
- Project
- Purpose
- Specification 1
- Specification 2
- Specification 3
- Local Spec. 1
- Local Spec. 2
- Local Spec. 3

AR Aging, by Dimension (Table)

This component displays the amounts that are outstanding for the dimension values of a selected Maconomy dimension.

AR Aging	Aging				
	Due	Due 0-30	Due 31-60	Due 61-90	Due 91+
New York	149,264	75,471	0	0	73,794
Pennsylvania	130,413	0	46,557	83,856	0
Michigan	117,399	3,354	0	0	114,045
Minesota	110,372	16,453	93,919	0	0
Massachusetts	97,273	97,273	0	0	0
Ohio	95,989	30,883	30,104	17,895	17,107
Florida	86,540	40,251	11,069	23,480	11,740
Rhode Island	78,993	3,690	17,107	21,299	36,897
New Jersey	69,768	69,768	0	0	0
Virginia	60,075	6,407	53,668	0	0
Total:	**996,085**	**343,549**	**252,424**	**146,530**	**253,581**

Restrictions

Only amounts where the entry date is before or equal to the current date are included.

Entries that are blocked (for example, due to disputes) are excluded.

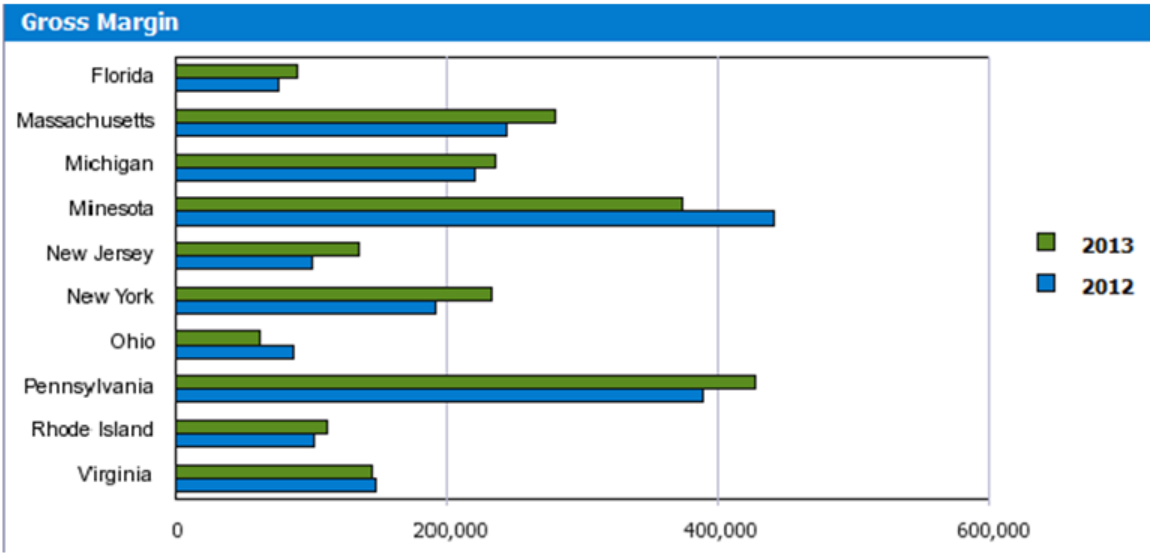
Dimensions

You can use the following dimensions:

- Company
- Location
- Entity
- Project
- Purpose
- Specification 1
- Specification 2
- Specification 3
- Local Spec. 1
- Local Spec. 2
- Local Spec. 3

Gross Margin, by Dimension (Bar Chart)

This component displays the financial gross margin for the values of a selected Maconomy dimension. Both year-to-date and previous year-to-date are displayed.



Restrictions

Only amounts within the year-to-date and previous year-to-date are included. Dates are working out of the fiscal year.

Dimensions

You can use the following dimensions:

- Company
- Location
- Entity
- Project
- Purpose
- Specification 1
- Specification 2
- Specification 3
- Local Spec. 1
- Local Spec. 2
- Local Spec. 3

Gross Margin, by Dimension (Table)

This component displays the financial gross margin for the values of a selected Maconomy dimension. Both year-to-date and previous year-to-date are displayed. In addition, the percentage that the individual gross margin of a dimension value makes of the total is displayed for the current year figures and previous year figures.

Restrictions

Only amounts within the year-to-date and previous year-to-date are included. Dates are working out of the fiscal year.

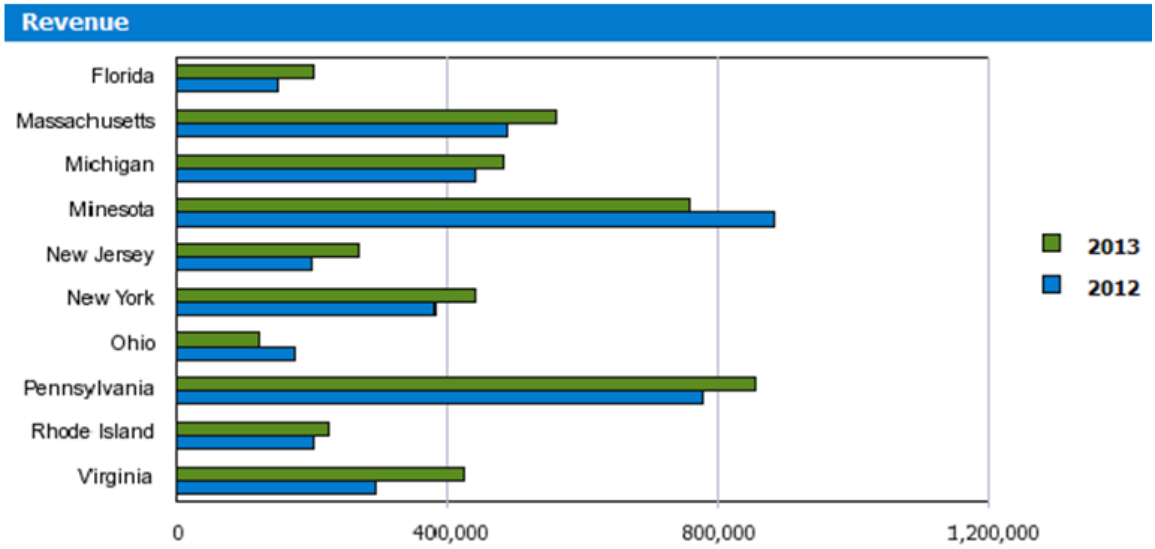
Dimensions

You can use the following dimensions:

- Company
- Location
- Entity
- Project
- Purpose
- Specification 1
- Specification 2
- Specification 3
- Local Spec. 1
- Local Spec. 2
- Local Spec. 3

Revenue, by Dimension (Bar Chart)

This component displays the financial revenue for the values of a selected Maconomy dimension. Both year-to-date and previous year-to-date are displayed.



Restrictions

Only amounts within the year-to-date and previous year-to-date are included. Dates are working out of the fiscal year.

Dimensions

You can use the following dimensions:

- Company
- Location
- Entity
- Project
- Purpose
- Specification 1
- Specification 2
- Specification 3
- Local Spec. 1
- Local Spec. 2
- Local Spec. 3

Revenue, by Dimension (Table)

This component displays the financial revenue for the values of a selected Maconomy dimension. Both year-to-date and previous year-to-date are displayed. In addition, the percentage that the individual gross margin of a dimension value makes of the total is displayed for the current-year figures and previous-year figures.

Revenue	2013		2012		Var
	YTD	%	YTD	%	YTD
Pennsylvania	855,683	20	778,186	19	77,497
Minesota	759,147	17	885,522	22	-126,375
Massachusetts	560,831	13	488,379	12	72,452
Michigan	483,012	11	442,761	11	40,251
New York	441,419	10	383,726	10	57,693
Virginia	423,736	10	295,174	7	128,562
New Jersey	270,487	6	201,255	5	69,232
Rhode Island	224,198	5	203,938	5	20,260
Florida	203,402	5	150,270	4	53,131
Ohio	125,092	3	174,421	4	-49,329
Total:	**4,347,006**		**4,003,633**		**343,373**

Restrictions

Only amounts within the year-to-date and previous year-to-date are included. Dates are working out of the fiscal year.

Dimensions

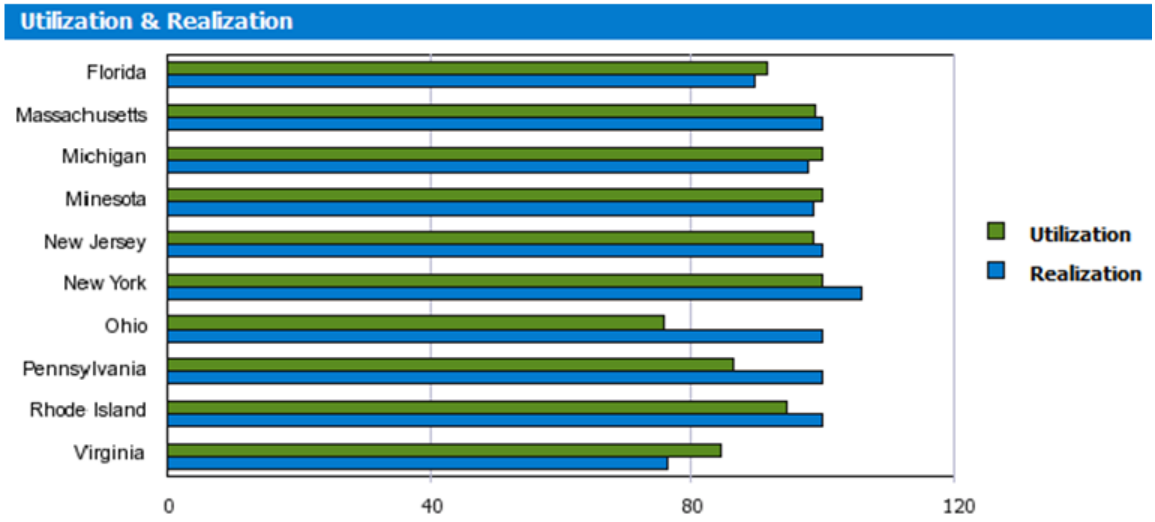
You can use the following dimensions:

- Company

- Location
- Entity
- Project
- Purpose
- Specification 1
- Specification 2
- Specification 3
- Local Spec. 1
- Local Spec. 2
- Local Spec. 3

Utilization & Realization, by Dimension (Bar Chart)

This component displays the utilization percentage and realization percentage for the values of a selected Maconomy dimension. The utilization percentage is the percentage that the entered, invoiceable hours make of the total number of hours. The realization percentage is the percentage that the revenue recognized on time activities makes of the total entered billing price on time activities. The percentages are displayed for the current year-to-date.



Restrictions

Only entries within the current year-to-date are included.

Dimensions

You can use the following dimensions:

- Company
- Location
- Entity
- Project
- Purpose
- Specification 1
- Specification 2
- Specification 3
- Local Spec. 1
- Local Spec. 2
- Local Spec. 3

Utilization & Realization, by Dimension (Table)

This component displays the entered billing price for the current and previous year, as well as the realization and utilization percentages for the values of a selected Maconomy dimension. The utilization percentage is the percentage that the entered, invoiceable hours make of the total number of hours. The realization percentage is the percentage that the revenue recognized on time activities makes of the total entered billing price on time activities.

Utilization & Realization	2013	2012	Var	Real. %	Util. %
Pennsylvania	855,555	778,070	77,485	100.01	86.45
Minesota	769,766	885,390	-115,624	98.62	100
Massachusetts	560,747	488,306	72,441	100.01	98.82
Virginia	555,140	295,130	260,010	76.33	84.48
Michigan	493,672	442,695	50,977	97.84	100
New York	417,207	383,669	33,538	105.8	100
New Jersey	270,446	201,225	69,221	100.01	98.53
Florida	227,518	150,248	77,270	89.4	91.38
Rhode Island	224,165	203,908	20,257	100.01	94.35
Ohio	125,073	174,395	-49,322	100.01	75.66
Total:	**4,499,289**	**4,003,036**	**496,253**		

Restrictions

Only entries within the current year-to-date are included.

Dimensions

You can use the following dimensions:

- Company
- Location

- Entity
- Project
- Purpose
- Specification 1
- Specification 2
- Specification 3
- Local Spec. 1
- Local Spec. 2
- Local Spec. 3

AR Aging, Top 10 Customers (Stacked Bar Chart)

This component displays the amounts that are outstanding for the ten customers with the biggest outstanding amounts in total.

Restrictions

Only amounts where the entry date is before or equal to the current date are included.

Entries that are blocked (for example, due to disputes) are excluded.

Ranking

The ten customers displayed are the ten customers with the highest outstanding amount.

AR Aging, Top 10 Customers (Table)

This component displays the amounts that are outstanding for the ten customers with the biggest outstanding amount in total.

AR Aging		Aging			
	Due	Due 0-30	Due 31-60	Due 61-90	Due 91+
Marine Science	149,264	75,471	0	0	73,794
Boston Public Taxing	130,413	0	46,557	83,856	0
Arch	117,399	3,354	0	0	114,045
Madison Legal Advisors	110,372	16,453	93,919	0	0
Atlantic inc.	97,273	97,273	0	0	0
Thompson Inc.	95,989	30,883	30,104	17,895	17,107
ACME Cleaning	86,540	40,251	11,069	23,480	11,740
Mid-Atlantic	78,993	3,690	17,107	21,299	36,897
ACE Ticket Cambridge	69,768	69,768	0	0	0
Aaron Bradley	60,075	6,407	53,668	0	0
Total:	**996,085**	**343,549**	**252,424**	**146,530**	**253,581**

Restrictions

Only amounts where the entry date is before or equal to the current date are included.

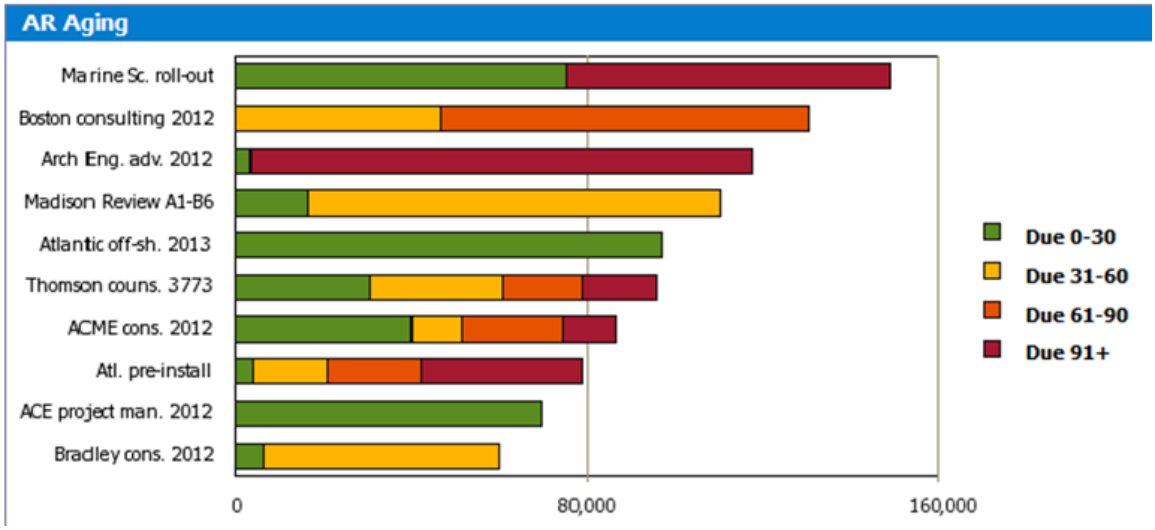
Entries that are blocked (for example, due to disputes) are excluded.

Ranking

The ten customers displayed are the ten customers with the highest outstanding amount.

AR Aging, Top 10 Jobs (Stacked Bar Chart)

This component displays the amounts that are outstanding for the ten jobs for which customers have the biggest outstanding amounts in total.



Restrictions

Only amounts where the entry date is before or equal to the current date are included.

Entries that are blocked (for example, due to disputes) are excluded.

Only entries that are related to jobs are included.

Ranking

The ten jobs displayed are the ten jobs with the highest outstanding amount.

AR Aging, Top 10 Jobs (Table)

This component displays the amounts that are outstanding for the ten jobs for which customers have the biggest outstanding amounts in total.

AR Aging		Aging			
	Due	Due 0-30	Due 31-60	Due 61-90	Due 91+
Marine Sc. roll-out	149,264	75,471	0	0	73,794
Boston consulting 2012	130,413	0	46,557	83,856	0
Arch Eng. adv. 2012	117,399	3,354	0	0	114,045
Madison Review A1-B6	110,372	16,453	93,919	0	0
Atlantic off-sh. 2013	97,273	97,273	0	0	0
Thomson couns. 3773	95,989	30,883	30,104	17,895	17,107
ACME cons. 2012	86,540	40,251	11,069	23,480	11,740
Atl. pre-install	78,993	3,690	17,107	21,299	36,897
ACE project man. 2012	69,768	69,768	0	0	0
Bradley cons. 2012	60,075	6,407	53,668	0	0
Total:	**996,085**	**343,549**	**252,424**	**146,530**	**253,581**

Restrictions

Only amounts where the entry date is before or equal to the current date are included.

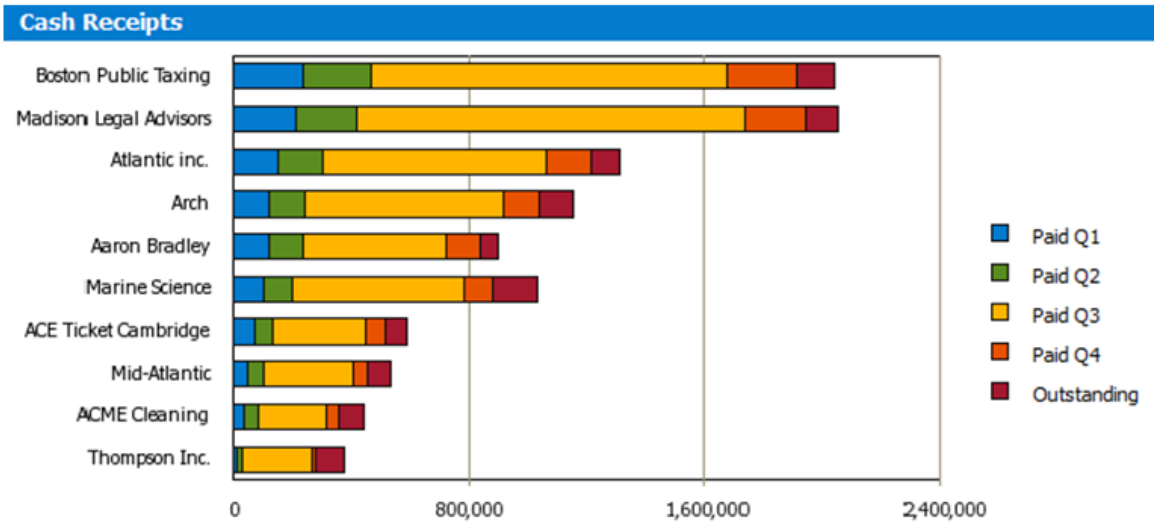
Entries that are blocked (for example, due to disputes) are excluded.

Ranking

The ten jobs displayed are the ten jobs with the highest outstanding amount.

Cash Receipts by Quarter, Top 10 Customers (Stacked Bar Chart)

This component displays the customer payments received in each of the four quarters of the year. In addition, it displays the outstanding amounts yet to be paid. The payments are categorized into the payments received yesterday, the week-to-date, the previous week, month-to-date, and year-to date. The outstanding amount appears as a fifth series in the stacked bar.



Restrictions

Only payments with an entry date in the current year and no later than current date are included.

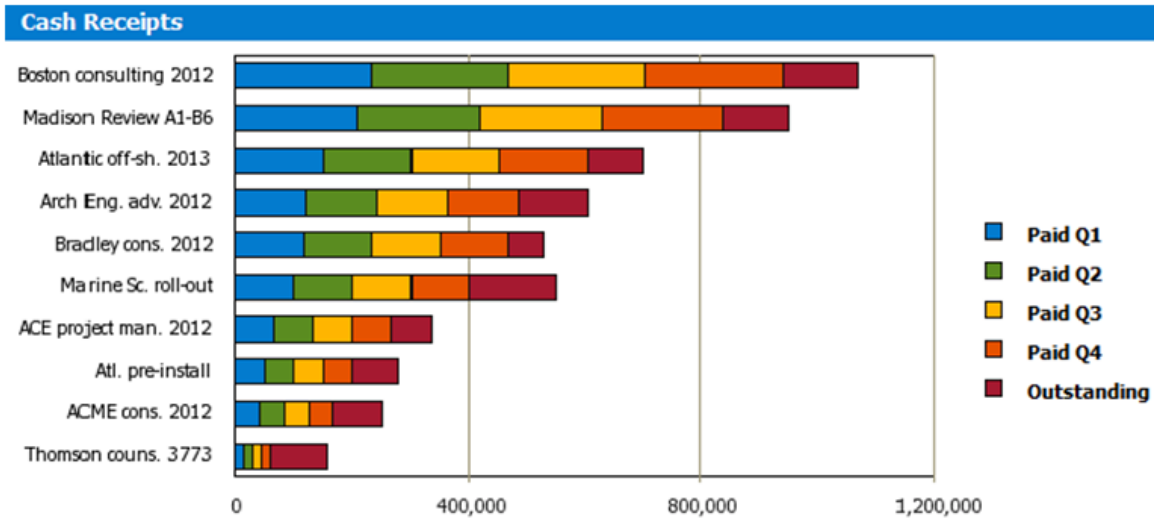
Entries that are blocked (for example, due to disputes) are excluded.

Ranking

The ten customers displayed are the ten customers for whom the largest amounts have been received year-to-date.

Cash Receipts by Quarter, Top 10 Jobs (Stacked Bar Chart

This component displays the customer payments by job received in each of the four quarters of the year. In addition, it displays the outstanding amounts yet to be paid for each of these jobs. The payments are categorized into the payments received yesterday, the week-to-date, the previous week, month-to-date, and year-to date. The outstanding amount appears as a fifth series in the stacked bar.



Restrictions

Only payments with an entry date in the current year and no later than current date are included.

Only payments related to jobs are included.

Entries that are blocked (for example, due to disputes) are excluded.

Ranking

The ten jobs displayed are the ten jobs for which the largest amounts have been received year-to-date.

Cash Receipts, Top 10 Customers (Table)

This component displays the customer payments received. The payments are categorized into the payments received yesterday, the week-to-date, the previous week, month-to-date, and year-to date. In addition, it displays the total outstanding amounts yet to be paid by the customers.

Cash Receipts	Outstanding	Yesterday	Week To Date	Previous Week	Month To Date	Year To Date
Boston Public Taxing	130,413	0	234,798	0	234,798	704,393
Madison Legal Advisors	110,372	0	209,641	0	209,641	628,922
Atlantic inc.	96,951	161	151,102	161	151,263	453,146
Arch	117,399	0	121,592	0	121,592	364,775
Aaron Bradley	59,471	604	118,003	0	118,003	352,800
Marine Science	149,137	0	100,628	127	100,755	302,010
ACE Ticket Cambridge	69,768	0	67,085	0	67,085	201,255
Mid-Atlantic	78,993	0	50,314	0	50,314	150,941
ACME Cleaning	86,473	67	41,995	0	41,995	125,851
Thompson Inc.	98,504	0	15,094	0	15,094	45,282
Total:	**997,480**	**832**	**1,110,250**	**288**	**1,110,539**	**3,329,375**

Restrictions

Only payments with an entry date in the current year and no later than current date are included.

Only outstanding amounts with an entry date in the current year and no later than current date are included.

Entries that are blocked (for example, due to disputes) are excluded.

Ranking

The ten customers displayed are the ten customers for whom the largest amounts have been received year-to-date.

Cash Receipts, Top 10 Jobs (Table)

This component displays the customer payments received by job. The payments are categorized into the payments received yesterday, the week-to-date, the previous week, month-to-date, and year-to date. In addition, it displays the total outstanding amounts yet to be paid by the customers of the jobs.

Cash Receipts	Outstanding	Yesterday	Week To Date	Previous Week	Month To Date	Year To Date
Boston consulting 2012	130,413	0	234,798	0	234,798	704,393
Madison Review A1-B6	110,372	0	209,641	0	209,641	628,922
Atlantic off-sh. 2013	96,951	161	151,102	161	151,263	453,146
Arch Eng. adv. 2012	117,399	0	121,592	0	121,592	364,775
Bradley cons. 2012	59,471	604	118,003	0	118,003	352,800
Marine Sc. roll-out	149,137	0	100,628	127	100,755	302,010
ACE project man. 2012	69,768	0	67,085	0	67,085	201,255
Atl. pre-install	78,993	0	50,314	0	50,314	150,941
ACME cons. 2012	86,473	67	41,995	0	41,995	125,851
Thomson couns. 3773	98,504	0	15,094	0	15,094	45,282
Total:	**997,480**	**832**	**1,110,250**	**288**	**1,110,539**	**3,329,375**

Restrictions

Only payments with an entry date in the current year and no later than current date are included.

Only outstanding amounts with an entry date in the current year and no later than current date are included.

Only payments that are related to jobs are included.

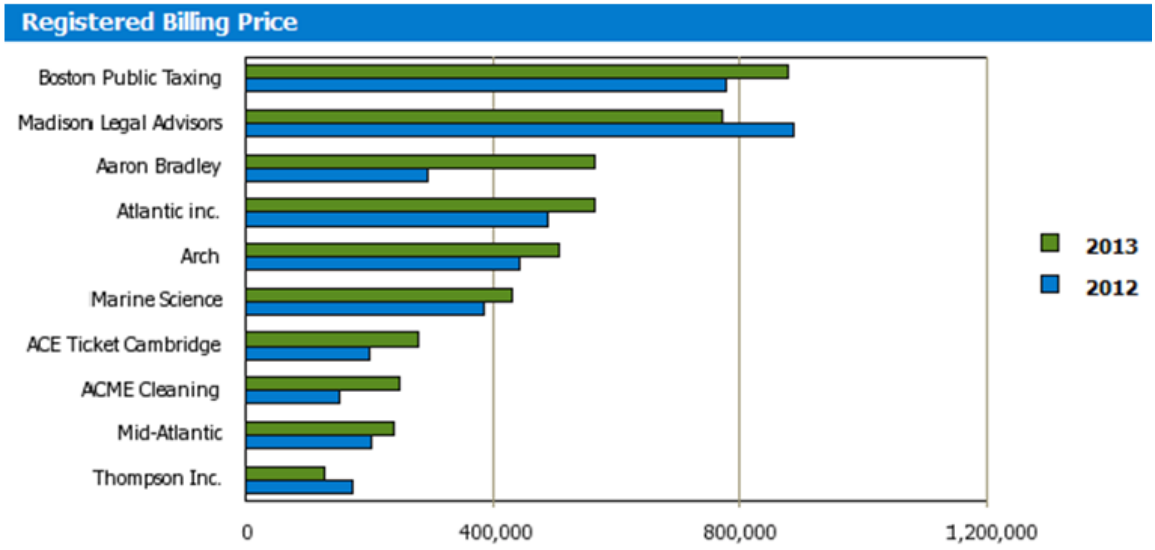
Entries that are blocked (for example, due to disputes) are excluded.

Ranking

The ten jobs displayed are the ten jobs for which the largest amounts have been received year-to-date.

Registered Billing Price, Top 10 Customers (Bar Chart)

This component displays the entered billing price year-to-date for the top ten customers. Both the current year and the previous year are displayed.



Restrictions

Only entries within year-to-date of the current year and the previous year are included.

Only entries on invoiceable activities and jobs are included.

Ranking

The ten customers displayed are the ten customers with the largest total amounts in entered billing price within the current year-to-date.

Registered Billing Price, Top 10 Customers (Table)

This component displays the entered billing price year-to-date for the top ten customers. Both the current year and the previous year are displayed.

Registered Billing Price	2013	2012	Variance
Boston Public Taxing	875,865	778,070	97,795
Madison Legal Advisors	772,932	885,390	-112,458
Aaron Bradley	567,642	295,130	272,512
Atlantic inc.	565,040	488,306	76,734
Arch	508,402	442,695	65,707
Marine Science	432,661	383,669	48,992
ACE Ticket Cambridge	280,213	201,225	78,988
ACME Cleaning	250,512	150,248	100,264
Mid-Atlantic	241,148	203,908	37,240
Thompson Inc.	127,300	174,395	-47,095
Total:	**4,621,714**	**4,003,036**	**618,678**

Restrictions

Only entries within year-to-date of the current year and the previous year are included.

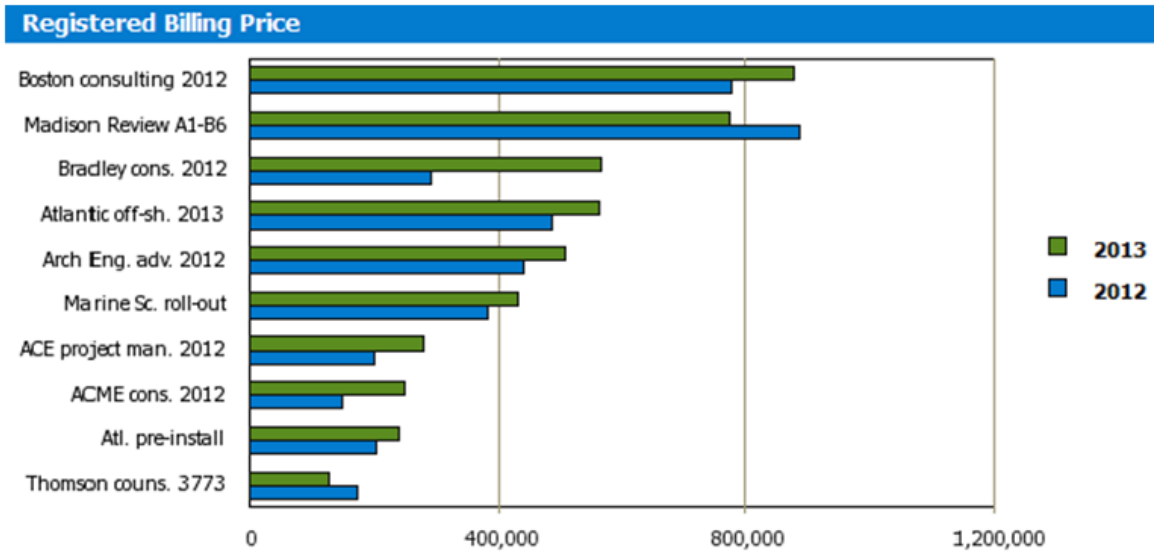
Only entries on invoiceable activities and jobs are included.

Ranking

The ten customers displayed are the ten customers with the largest total amounts in entered billing price within the current year-to-date.

Registered Billing Price, Top 10 Jobs (Bar Chart)

This component displays the entered billing price year-to-date for the top ten jobs. Both the current year and the previous year are displayed.



Restrictions

Only entries within year-to-date of the current year and the previous year are included.

Only entries on invoiceable activities and jobs are included.

Ranking

The ten jobs displayed are the ten jobs having the largest total amounts in entered billing price within the current year-to-date.

Registered Billing Price, Top 10 Jobs (Table)

This component displays the entered billing price year-to-date for the top ten jobs. Both the current year and the previous year are displayed.

Registered Billing Price	2013	2012	Variance
Boston consulting 2012	875,865	778,070	97,795
Madison Review A1-B6	772,932	885,390	-112,458
Bradley cons. 2012	567,642	295,130	272,512
Atlantic off-sh. 2013	565,040	488,306	76,734
Arch Eng. adv. 2012	508,402	442,695	65,707
Marine Sc. roll-out	432,661	383,669	48,992
ACE project man. 2012	280,213	201,225	78,988
ACME cons. 2012	250,512	150,248	100,264
Atl. pre-install	241,148	203,908	37,240
Thomson couns. 3773	127,300	174,395	-47,095
Total:	**4,621,714**	**4,003,036**	**618,678**

Restrictions

Only entries within year-to-date of the current year and the previous year are included.

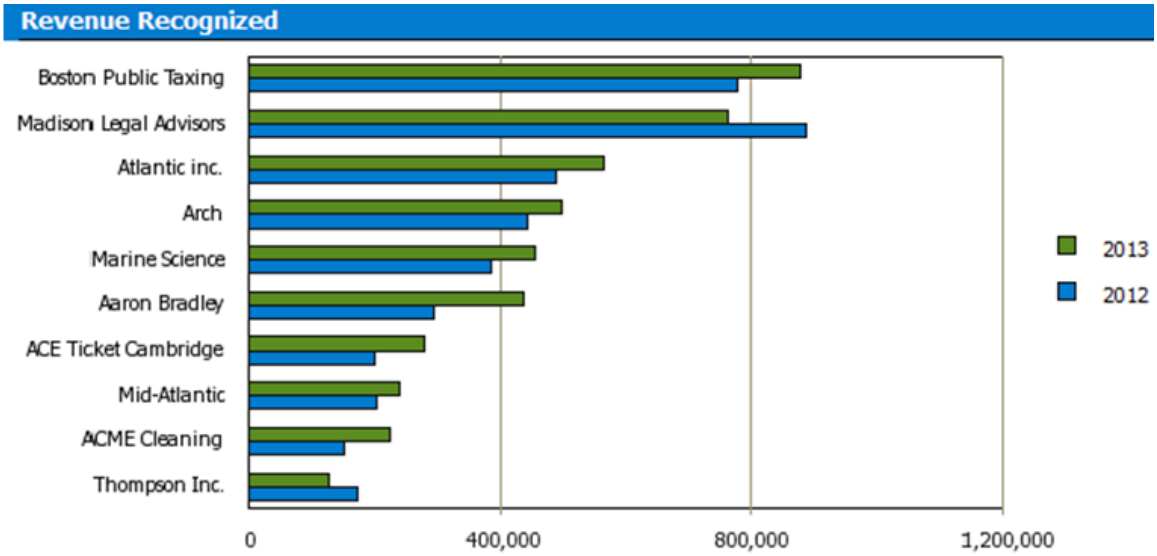
Only entries on invoiceable activities and jobs are included.

Ranking

The ten jobs displayed are the ten jobs with the largest total amount in entered billing price within the current year-to-date.

Revenue Recognized, Top 10 Customers (Bar Chart)

This component displays the revenue recognized year-to-date for the top ten customers. Both the current year and the previous year are displayed.



Restrictions

Only entries and invoices within year-to-date of the current year and the previous year are included.

Only entries on invoiceable activities and jobs are included.

Ranking

The ten customers displayed are the ten customers with the largest total amounts in revenue recognized within the current year-to-date.

Revenue Recognized, Top 10 Customers (Table)

This component displays the revenue recognized year-to-date for the top ten customers. Both the current year and the previous year are displayed.

Revenue Recognized	2013	2012	Variance
Boston Public Taxing	875,993	778,186	97,807
Madison Legal Advisors	762,313	885,522	-123,209
Atlantic inc.	565,123	488,379	76,745
Arch	497,742	442,761	54,981
Marine Science	456,873	383,726	73,147
Aaron Bradley	436,238	295,174	141,064
ACE Ticket Cambridge	280,253	201,255	78,998
Mid-Atlantic	241,181	203,938	37,243
ACME Cleaning	226,395	150,270	76,125
Thompson Inc.	127,319	174,421	-47,102
Total:	**4,469,431**	**4,003,633**	**465,799**

Restrictions

Only entries and invoices within year-to-date of the current year and the previous year are included.

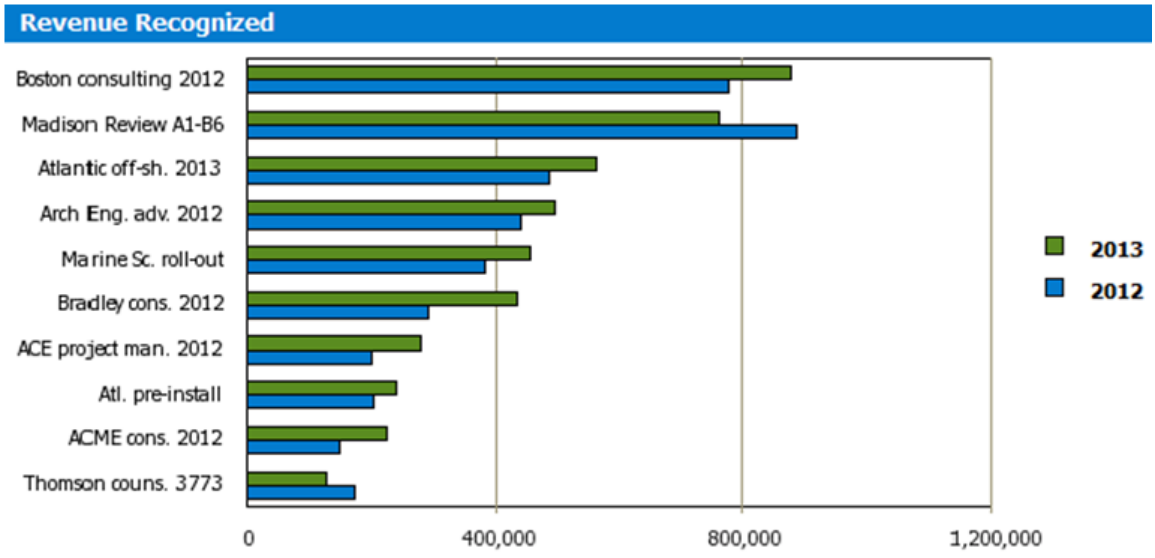
Only entries on invoiceable activities and jobs are included.

Ranking

The ten customers displayed are the ten customers with the largest total amounts in revenue recognized within the current year-to-date.

Revenue Recognized, Top 10 Jobs (Bar Chart)

This component displays the revenue recognized year-to-date for the top ten jobs. Both the current year and the previous year are displayed.



Restrictions

Only entries and invoices within year-to-date of the current year and the previous year are included.

Only entries on invoiceable activities and jobs are included.

Ranking

The ten jobs displayed are the ten jobs with the largest total amounts in revenue recognized within the current year-to-date.

Revenue Recognized, Top 10 Jobs (Table)

This component displays the revenue recognized year-to-date for the top ten jobs. Both the current year and the previous year are displayed.

Revenue Recognized	2013	2012	Variance
Boston consulting 2012	875,993	778,186	97,807
Madison Review A1-B6	762,313	885,522	-123,209
Atlantic off-sh. 2013	565,123	488,379	76,745
Arch Eng. adv. 2012	497,742	442,761	54,981
Marine Sc. roll-out	456,873	383,726	73,147
Bradley cons. 2012	436,238	295,174	141,064
ACE project man. 2012	280,253	201,255	78,998
Atl. pre-install	241,181	203,938	37,243
ACME cons. 2012	226,395	150,270	76,125
Thomson couns. 3773	127,319	174,421	-47,102
Total:	**4,469,431**	**4,003,633**	**465,799**

Restrictions

Only entries and invoices within year-to-date of the current year and the previous year are included.

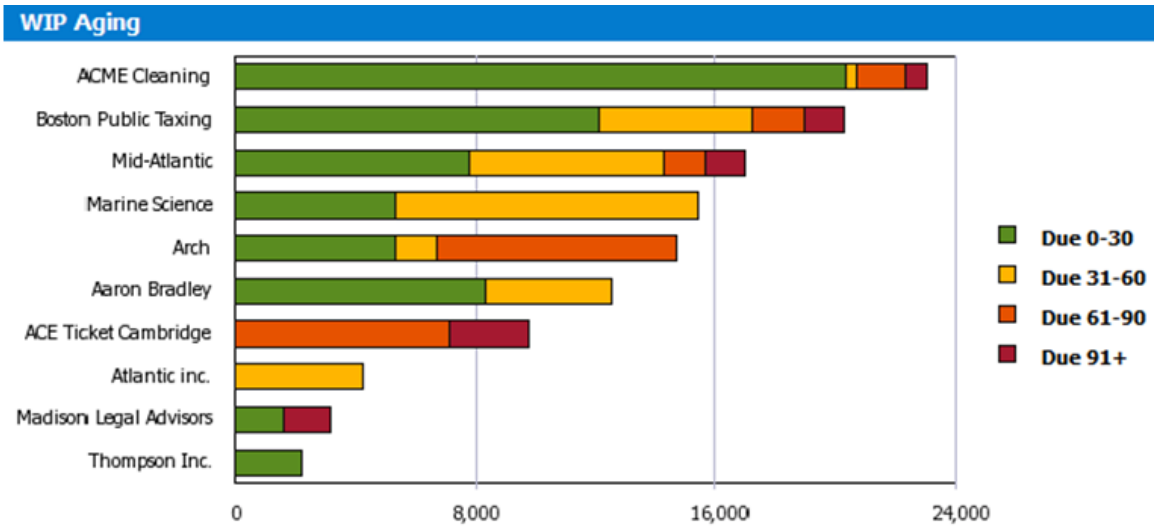
Only entries on invoiceable activities and jobs are included.

Ranking

The ten jobs displayed are the ten jobs having the largest total amounts in revenue recognized within the current year-to-date.

WIP Aging, Top 10 Customers (Stacked Bar Chart)

This component displays the WIP aging for the ten customers with the biggest WIP amount in total.



Restrictions

Only entries and invoices up to the current date are included.

Ranking

The ten customers displayed are the ten customers with the highest WIP in total.

WIP Aging, Top 10 Customers (Table)

This component displays the WIP aging for the ten customers with the biggest WIP amount in total. In addition, the **Net on Account** for each top-ten customer is displayed.

WIP Aging	Net on Account	Due	Aging			
			Due 0-30	Due 31-60	Due 61-90	Due 91+
ACME Cleaning	0	22,993	20,364	349	1,610	671
Boston Public Taxing	0	20,310	12,074	5,098	1,798	1,342
Mid-Atlantic	0	16,983	7,781	6,520	1,342	1,342
Marine Science	0	15,454	5,339	10,115	0	0
Arch	0	14,730	5,366	1,315	8,049	0
Aaron Bradley	0	12,503	8,317	4,185	0	0
ACE Ticket Cambridge	0	9,766	0	0	7,137	2,629
Atlantic inc.	0	4,293	0	4,293	0	0
Madison Legal Advisors	0	3,166	1,610	0	0	1,556
Thompson Inc.	2,013	2,227	2,227	0	0	0
Total:	**2,013**	**122,425**	**63,077**	**31,874**	**19,935**	**7,539**

Restrictions

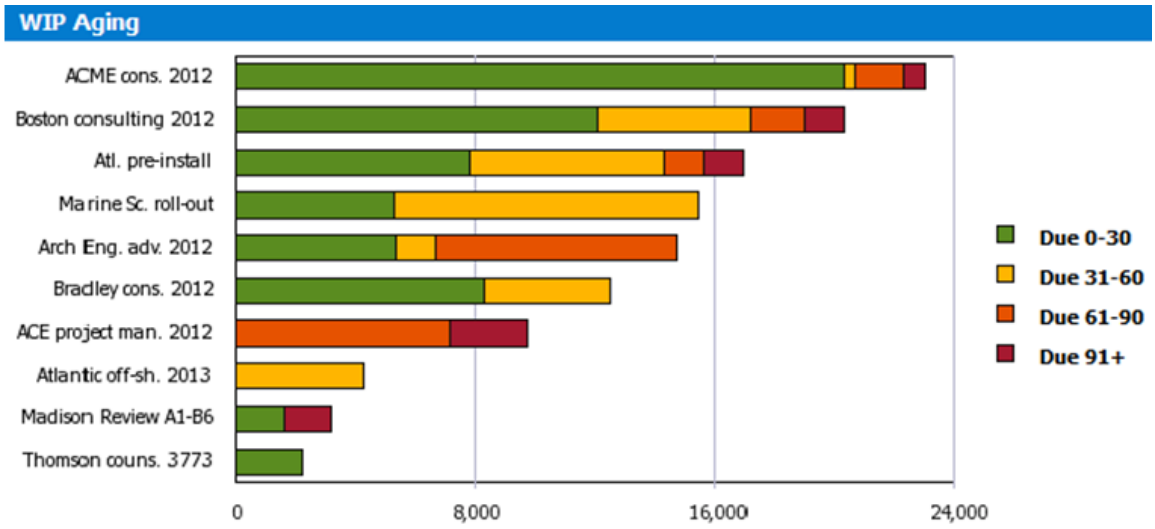
Only entries and invoices up to the current date are included.

Ranking

The ten customers displayed are the ten customers with the highest WIP in total.

WIP Aging, Top 10 Jobs (Stacked Bar Chart)

This component displays the WIP aging for the 10 jobs with the biggest WIP amount in total.



Restrictions

Only entries and invoices up to the current date are included.

Ranking

The ten jobs displayed are the ten jobs with the highest WIP in total.

WIP Aging, Top 10 Jobs (Table)

This component displays the WIP aging for the ten jobs with the biggest WIP amount in total. In addition, the **Net on Account** for each top-ten job is displayed.

WIP Aging	Net on Account	Due	Aging			
			0-30	31-60	61-90	91+
ACME cons. 2012	0	22,993	20,364	349	1,610	671
Boston consulting 2012	0	20,310	12,074	5,098	1,798	1,342
Atl. pre-install	0	16,983	7,781	6,520	1,342	1,342
Marine Sc. roll-out	0	15,454	5,339	10,115	0	0
Arch Eng. adv. 2012	0	14,730	5,366	1,315	8,049	0
Bradley cons. 2012	0	12,503	8,317	4,185	0	0
ACE project man. 2012	0	9,766	0	0	7,137	2,629
Atlantic off-sh. 2013	0	4,293	0	4,293	0	0
Madison Review A1-B6	0	3,166	1,610	0	0	1,556
Thomson couns. 3773	2,013	2,227	2,227	0	0	0
Total:	**2,013**	**122,425**	**63,077**	**31,874**	**19,935**	**7,539**

Restrictions

Only entries and invoices up to the current date are included.

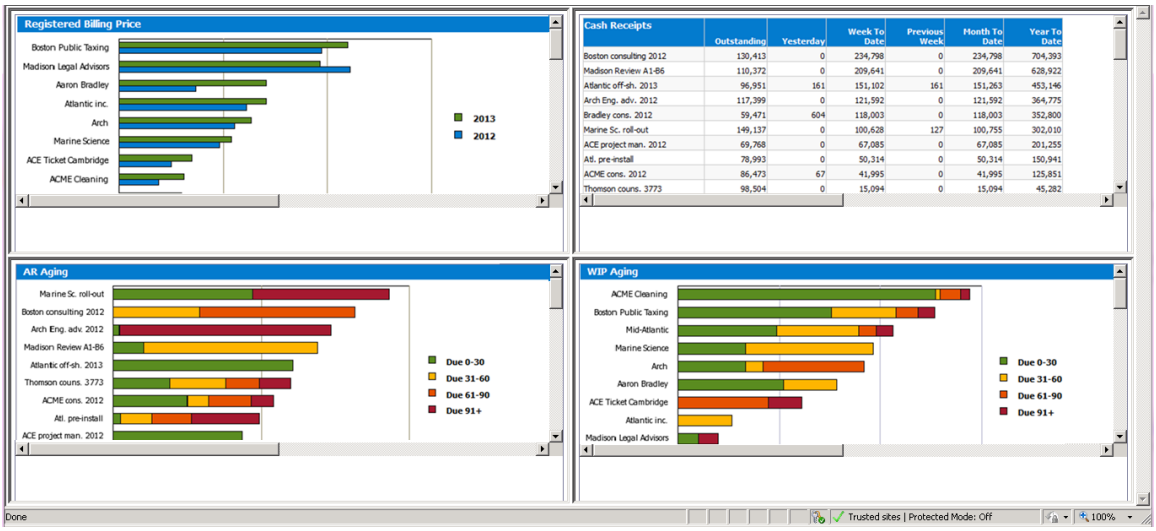
Ranking

The ten jobs displayed are the ten jobs with the highest WIP in total.

Customer Performance

This dashboard allows you to quickly recognize whether any customers require particular attention. This dashboard consists of quadrants that display the following data:

- **Chart for Registered Billing Price** — Displays the entered billing price year-to-date for the top ten customers for both the current year and the previous year.
- **Table for Cash Receipts** — Displays the customer payments received in each of the four quarters of the year and the outstanding amounts yet to be paid for the ten customers for whom the largest amounts have been received year-to-date.
- **Chart for AR Aging** — Displays the amounts that are outstanding for the ten customers with the biggest outstanding amount in total.
- **Chart for WIP Aging** — Displays the WIP aging for the ten customers with the biggest WIP amount in total.



Restrictions

The customers that are displayed have the following restrictions:

- **Chart for Registered Billing Price** — Only entries within year-to-date of the current year and the previous year are included.
  - Only entries on invoiceable activities and jobs are included.
- **Table for Cash Receipts** — Only payments with an entry date in the current year and no later than the current date are included.
  - Only outstanding amounts with an entry date in the current year and no later than the current date are included. Entries that are blocked (for example, due to disputes) are excluded.

- **Chart for AR Aging** — Only amounts where the entry date is before or equal to the current date are included. Entries that are blocked (for example, due to disputes) are excluded.
- Chart for WIP Aging — Only entries and invoices up to the current date are included.

Ranking

The customers that are displayed are ranked as follows:

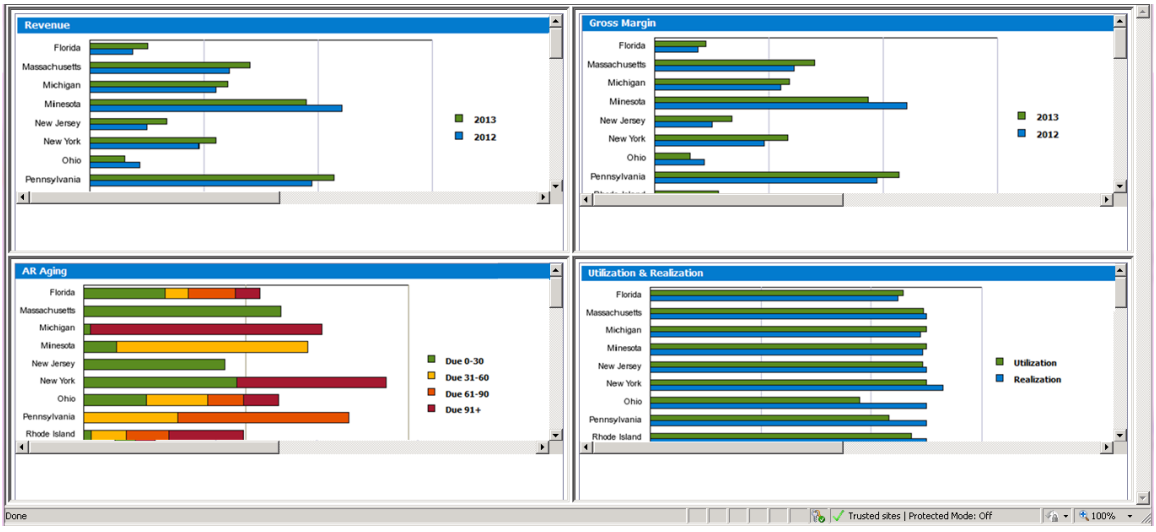
- **Chart for Registered Billing Price** — The top ten customers for both the current year and the previous year.
- **Table for Cash Receipts** — The ten customers for whom the largest amounts have been received year-to-date.
- **Chart for AR Aging** — The ten customers with the biggest outstanding amount in total.
- **Chart for WIP Aging** — The ten customers with the biggest WIP amount in total.

Company Performance

This dashboard provides an up-to-date overview of how your company is performing. This dashboard consists of quadrants that display the following data:

- Revenue by dimension values for the selected Maconomy dimension. Both year-to-date and previous-year-to-date amounts are displayed.
- Gross margin by dimension values for the selected Maconomy dimension. Both year-to-date and previous year-to-date amounts are displayed.
- AR aging by dimension values for the selected Maconomy dimension.
- Utilization and realization percentages by dimension values for the selected Maconomy dimension. The percentages are displayed for the current year to date.

All of this information is displayed in graphs for easy viewing. The workspace provides the option to view this information using eleven different dimensions.



Restrictions

- **Revenue by dimension** — Only amounts within the year-to-date and previous year-to-date are included. Dates are working out of the fiscal year.
- **Gross margin by dimension** —Only amounts within the year-to-date and previous year-to-date are included. Dates are working out of the fiscal year.
- **AR aging by dimension** — Only amounts where the entry date is before or equal to the current date are included.
  - Entries that are blocked (for example, due to disputes) are excluded.
- **Utilization and realization percentages by dimension** — Only entries within the current year-to-date are included. Dates are working out of the fiscal year.

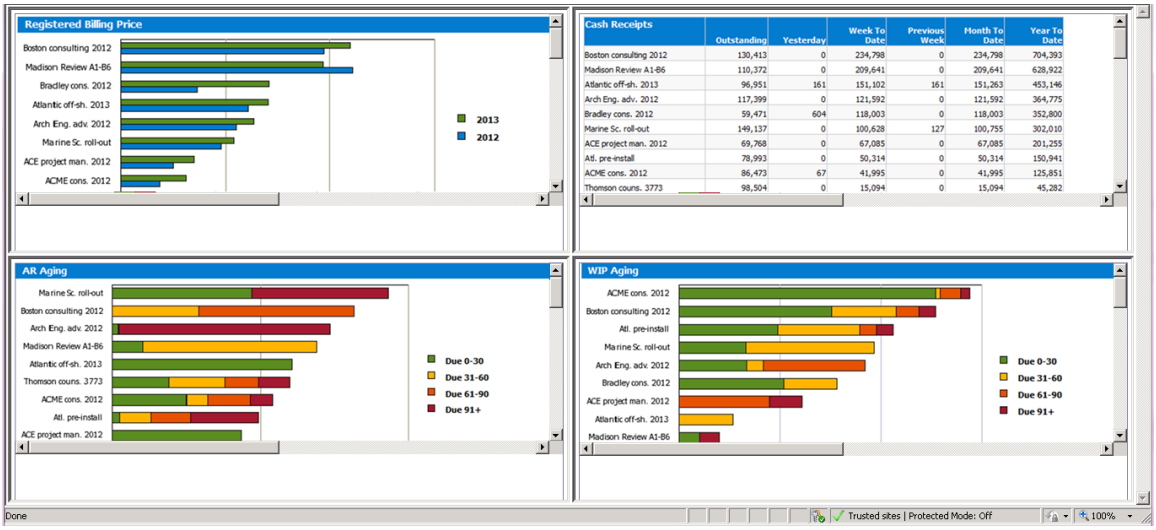
Ranking

The amounts that are displayed are ranked by the top ten dimension values for the selected Maconomy dimension.

Job Performance

This dashboard provides an up-to-date overview of how a job is performing. This dashboard consists of quadrants that display the following data:

- **Chart for Registered Billing Price** — Displays the entered billing price year-to-date for the top ten jobs for both the current year and the previous year.
- **Table for Cash Receipts** — Displays the customer payments received in each of the four quarters of the year and the outstanding amounts yet to be paid for the ten jobs for which the largest amounts have been received year-to-date.
- **Chart for AR Aging** — Displays the amounts that are outstanding for the ten jobs with the biggest outstanding amount in total.
- **Chart for WIP Aging** — Displays the WIP aging for the ten jobs with the biggest WIP amount in total.



Restrictions

- **Chart for Registered Billing Price** — Only entries within year-to-date of the current year and the previous year are included. Only entries on invoiceable activities and jobs are included.
- **Table for Cash Receipts** — Only payments with an entry date in the current year and no later than current date are included.
  - Only outstanding amounts with an entry date in the current year and no later than the current date are included.
  - Only payments related to jobs are included.
  - Entries that are blocked (for example, due to disputes) are excluded.
- **Chart for AR Aging** — Only amounts where the entry date is before or equal to the current date are included.
  - Entries that are blocked (for example, due to disputes) are excluded.
  - Only entries relating to jobs are included.
- **Chart for WIP Aging** — Only entries and invoices up to the current date are included.

Ranking

The jobs that are displayed are ranked as follows:

- **Chart for Registered Billing Price** — The top ten jobs for both the current year and the previous year.
- **Table for Cash Receipts** — The ten jobs for whom the largest amounts have been received year-to-date.
- **Chart for AR Aging** — The ten jobs with the biggest outstanding amount in total.
- **Chart for WIP Aging** — The ten jobs with the biggest WIP amount in total.

About Deltek

Better software means better projects. Deltek is the leading global provider of enterprise software and information solutions for project-based businesses. More than 23,000 organizations and millions of users in over 80 countries around the world rely on Deltek for superior levels of project intelligence, management and collaboration. Our industry-focused expertise powers project success by helping firms achieve performance that maximizes productivity and revenue. www.deltek.com