



Vision User Group 2014

Presented by: ITB Consulting

Agenda

- Employee Realization
- OH Allocations
- Visualization
- Dashboard Graphs and Reporting
- Cash Flow
- Current Questions and Problems?

Employee Realization

➤ What is the Realization Ratio or Real Ratio?

➤ The realization ratio compares the Net Revenue Earned to the labor at Billing Rates

➤ $(\text{Earned Revenue} - (\text{non-labor Direct and all Reimbursable Expenses})) \div \text{Direct Labor at Billing Rates}$

➤ **If running the report at Cost Rates**, the effective multiplier will be seen, which is a productivity measure that shows the amount of Net Revenue Earned for each labor dollar expended

1. First, Vision Calculates the **Net Revenue: *Earned Rev. (Non Labor Direct and Reimbursable Expenses)***

2. Then, Vision Calculates the **Effective Multiplier: *Net Rev. \ Dir. Lbr. at Cost Rates***

Employee Realization

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2. Then, Vision Calculates the **Effective Multiplier: *Net Rev. \ Dir. Lbr. at Billing Rates***

Employee Realization

- Run Employee Realization in:
 - Reporting / AR/ Invoice Transaction Detail Report

Invoice Transaction Detail Options

General Options Sorting/Grouping Columns Graph Layout

Move to Top Find Find Next Edit Calculation New Calculation

Select	Column Name	Line 1 Heading	Line 2 Heading	Width	Format
<input checked="" type="checkbox"/>	Transaction Date		Date	0.70	2/17/2014
<input checked="" type="checkbox"/>	Labor Code / Account	Labor Code	/Account	1.00	
<input checked="" type="checkbox"/>	Employee / Reference	Employee/	Reference	1.00	
<input checked="" type="checkbox"/>	Description		Description	2.40	
<input checked="" type="checkbox"/>	Hours / Units	Hours/	Units	0.70	123,456,789.00;-12
<input checked="" type="checkbox"/>	Cost Amount	Cost	Amount	0.75	123,456,789.00;(12
<input checked="" type="checkbox"/>	Billing Amount	Billing	Amount	0.75	123,456,789.00;(12
<input checked="" type="checkbox"/>	Realization Amount	Realization	Amount	0.80	123,456,789.00;(12
<input checked="" type="checkbox"/>	Billing Status	Billing	Status	0.60	
<input type="checkbox"/>	Project		Project	1.00	
<input type="checkbox"/>	Phase		Phase	0.75	

Left Margin for First Column 0.10

Employee Realization

- Reporting / Employee / Employee Labor Detail Report

Employee Labor Detail Options

General Labor Code Sorting/Grouping Columns Graph Layout

Move to Top Find Find Next Edit Calculation

Select	Column Name	Line 1 Heading	Line 2 Heading	Width	
<input checked="" type="checkbox"/>	Labor Code/Unit	Labor Code/	Unit	0.85	
<input checked="" type="checkbox"/>	Transaction Date	Date		0.85	2/17/2014
<input checked="" type="checkbox"/>	Period	Period		0.85	
<input checked="" type="checkbox"/>	Regular Hours	Regular	Hours	0.85	123,456,78
<input checked="" type="checkbox"/>	Total Overtime Hours	Total	Ovt Hrs	0.85	123,456,78
<input checked="" type="checkbox"/>	Total Hours	Total	Hours	0.85	123,456,78
<input checked="" type="checkbox"/>	Regular Amount	Regular	Amount	0.85	123,456,78
<input checked="" type="checkbox"/>	Total Overtime Amount	Total	Ovt Amt	0.85	123,456,78
<input checked="" type="checkbox"/>	Total Amount	Total	Amount	0.85	123,456,78
<input checked="" type="checkbox"/>	Realization Amount	Total	Realization	0.85	123,456,78
<input type="checkbox"/>	Overtime Amount	Ovt	Amount	0.85	123,456,78
<input type="checkbox"/>	Overtime Hours	Ovt	Hours	0.85	123,456,78
<input type="checkbox"/>	Provisional Billing Rate	Provisional	Billing Rate	0.85	123,456,78
<input type="checkbox"/>	Provisional Cost Rate	Provisional	Cost Rate	0.85	123,456,78
<input type="checkbox"/>	Employee	Employee		0.85	
<input type="checkbox"/>	Employee Name	Employee	Name	0.85	

Left Margin for First Column: 2.00

Options [] [] Organize Default Apply Cancel Help

Employee Labor Detail

Monday, February 17, 2014

6:03:27 PM

ITB Consulting, Inc

For the period 12/1/2013 - 12/31/2013

	Labor Code/ Unit	Date	Period	Regular Hours	Total Ovt Hrs	Total Hours	Regular Amount	Total Ovt Amt	Total Amount	Total Realization
Employee: 0023 Eckhardt, Nancy										
Project: G.00114 USI - GCS										
Phase: 03 Additional Services										
	100	12/4/2013	12/2013	1.50		1.50				262.50
Project: G.00154 GCS DFE Plus-Sierra Photonics										
Phase: 04 Training										
	100	12/20/2013	12/2013	1.00		1.00				190.00
	100	12/23/2013	12/2013	1.00		1.00				190.00
Total for 04				2.00		2.00				380.00
Project G.00154 Totals				2.00		2.00				380.00
Project: G.00158 Monterey Tech. - GCS										
Phase: 02 GCS Implementation										
	100	12/4/2013	12/2013	2.00		2.00				380.00
	100	12/10/2013	12/2013	1.75		1.75				332.50
	100	12/13/2013	12/2013	2.00		2.00				380.00
	100	12/18/2013	12/2013	1.50		1.50				285.00
	100	12/19/2013	12/2013	4.00		4.00				760.00
	100	12/27/2013	12/2013	1.00		1.00				190.00
	100	12/31/2013	12/2013	1.00		1.00				190.00
Total for 02				13.25		13.25				2,517.50
Project G.00158 Totals				13.25		13.25				2,517.50
Total for Eckhardt, Nancy				16.75		16.75				3,160.00
Final Totals				16.75		16.75				3,160.00

v7.1.513 (JLUND) - Billing *Transaction is a result of a billing transfer or labor adjustment

Page 1 of 1

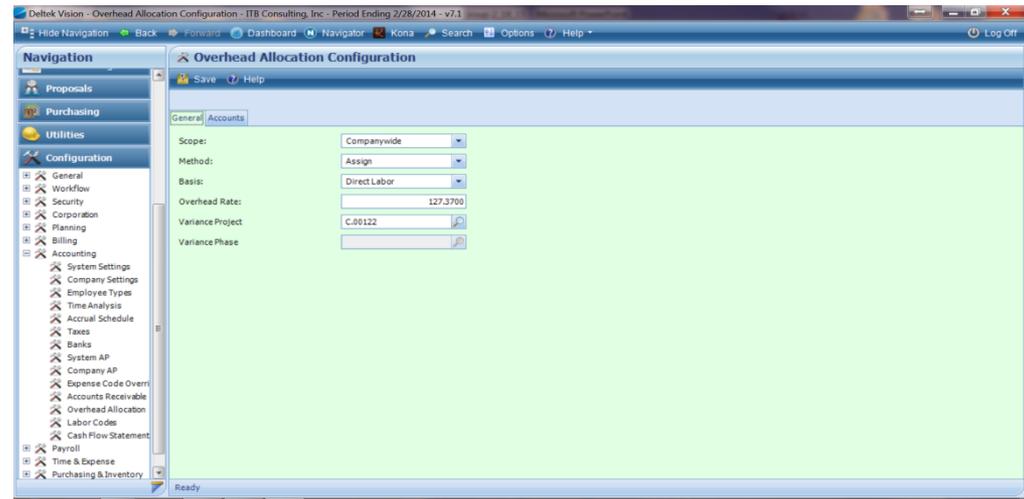
Overhead Allocation

- What is Overhead?
 - All Indirect Labor and Expenses:
 - a) Administrative Costs and Time
 - b) Accounting Costs and Time
 - c) Employee Benefits
 - d) Rent
 - e) Utilities
 - f) Insurance
 - g) All Non-Direct Cost associated with running the firm
 - h) Does Not Include Unallowable Costs:
 - a) Alcohol
 - b) Entertainment
 - c) Gifts

Overhead Allocation continued...

- Overhead Allocation is the practice of distributing your indirect costs to revenue producing projects.
- After indirect costs have been distributed, the revenue from your projects supports the total cost of doing business.
- Overhead Allocation does Not impact the GL. However, it is reflected on the project reports run at cost.

- There are two Allocation Methods
 1. Proration
 2. Assignment



- You can Allocate Overhead on a Firm-Wide basis or if you use Vision Organization reporting feature, you can report by Organization Level

Overhead Allocation continued...

▪ Overhead Allocation Method — Proration

- With proration, the sum of all amounts allocated in the current period is equal to your firm's actual overhead amount for the period. The benefit of this approach is that overhead allocation is based on real numbers. The problem is that your firm's actual overhead amount may vary quite a bit from period to period and season to season, making it difficult to forecast project performance. To keep seasonal fluctuations to a minimum, consider accruing large expenses, such as professional liability insurance or depreciation, over the course of the year.

Proration Example

- Assume that you choose to prorate overhead based on firm-wide revenue. Your firm has \$100,000 in indirect expenses and \$500,000 in revenue. The City Hall project has revenue for the year that totals \$50,000.
- Overhead Allocation Rate: **YTD Indirect Expenses (100,000) / YTD Revenue (500,000) = .20 (20%)**
- The overhead allocation rate is 20%.
- Overhead Allocated to the City Hall Project: **% Rate (20%) × YTD Project Direct Revenue (50,000) = 10,000**
- The City Hall project is allocated \$10,000 of overhead from the total overhead expense.

Overhead Allocation continued...

Overhead Allocation Method — Assignment

- The Assignment Method begins with a percentage that you specify. This overhead percentage is applied to each project — based on either direct labor or revenue — to determine the total amount of overhead allocated to each project.
- Vision calculate a project's overhead as follows: ***Year-to-Date Project Direct Labor or Revenue * Assigned Overhead Percentage = Overhead Allocated to Project***
- With assignment, the sum of all allocated amounts is not necessarily equal to your firm-wide overhead amount. Vision accumulates the difference in an Overhead Variance Project. The Assignment Method is more widely used than the Proration Method, because it allows you to generate a consistent overhead amount for each project and it prevents overhead allocation from fluctuating wildly from period to period. This makes it easier to forecast project performance.

Overhead Allocation continued...

Overhead Allocation Method — Assignment

- You have the option of overriding the firm-wide percentage for individual projects, so that they receive overhead at a higher or lower rate than the norm.
- The assigned overhead rate can be entered in three different places in Vision. The following hierarchy determines which rate Vision uses to allocate overhead on a project-by-project basis:
 1. If a rate is defined in the Project Info Center for an individual project, phase, or task, Vision uses that rate.
 2. If no rate is defined in the Project Info Center, and the project, phase, or task is assigned to an organization, Vision uses the rate defined for the organization in Individual Organization Setup.
 3. If no rate is defined in the Project Info Center or Individual Organization Setup, Vision uses the firm-wide overhead rate defined in Overhead Allocation Setup.

Example: Let's assume that you choose to allocate overhead at a rate of 10%, based on direct labor. The City Hall project has \$20,000 in year-to-date direct labor charges.

- The overhead allocation rate is 10%.
- $\text{OH Allocated to the City Hall Project} = \text{YTD Direct Labor (20,000)} * \text{OH \% (10)} = 2,000$
- The City Hall project is allocated \$2,000 of overhead.

Overhead Allocation continued...

- Over-ride the allocation at the project level

The screenshot displays the Deltek Vision software interface for project management. The window title is "Deltek Vision - Projects - ITB Consulting, Inc - Period Ending 2/28/2014 - v7.1". The main content area is titled "Projects" and shows the details for project "P.00112 - AllSource Global Mngmt- CostPoint /00 - Technical Support - Hardware". The "Budget & Revenue" tab is selected, and a red arrow points to the "Budgeted OHRate" input field. The interface includes a navigation pane on the left with categories like "Info Center", "Time & Expense", "ACCOUNTING", "BILLING", "Reporting", "HR / PAYROLL", "Res. Planning", "Proposals", and "Purchasing". The main form contains several input fields and dropdown menus for configuring overhead allocation.

Field	Value
Budgeted OHRate	
Revenue Method	B
Multiplier or Amount	
Compensation	17,000.00
Consultant Fee	
Reimb. Allowance	

Overhead Allocation continued...

■ Considerations when Running Overhead Allocations

1. Timing: OH Allocation Calculates on a YTD basis. You can run the routine as often as you like. Recommend running after each post transactions and prior to running Reports
2. OH Variance Project: Assignment method requires an OH project to maintain the appropriate accounting balance btwn. The project and GL sides of Vision.
(Variance Amount = Actual Total Indirect Expenses Incurred – Total YTD Overhead Assigned)
3. Accounts for OH Allocation : Standard is for Vision to allocate based on a project's YTD direct labor or revenue. However you can enlarge the OH base for your firm's projects by including specific direct or reimbursable expenses in the base, along with direct labor or revenue.
 - Salaries for temporary employees or subs/contract labor in the OH base
 - Specify the expense accounts whose charges should be included in the base

➤ **Note: Until you run OH Allocation, Vision Calculates current period using a provisional rate: Assignment = Current % Proration = Last effective rate**

Overhead Allocation Configuration

Save Help

General Accounts

Account	Description
5150	Consultant & Interns
5155	Consultant - Garcia
5157	Consultant - Sales
6150	Consultant & Interns
6155	Consultant - Garcia
6156	Consultant - Guevara
6157	Sales Consultant

Ready

OH Allocation Report & Calculation

- The Overhead Allocation Report shows, for each project, how overhead was distributed the last time OH was run.
 1. The Allocation method (assignment or pro-ration)
 2. Allocation base by project. Include amounts posted to accounts you chose to include in the allocation base in OH setup
 3. Current, YTD, and project to date OH for each regular project
 4. The budgeted OH rate and effective rate

- Calculating Actual OH Rate
 - Firm wide OH Rate = Total Indirect Expenses / Total YTD Direct Labor or Revenue
 - Total YTD direct labor includes balances in accounts 601, 602, and any other user-defined labor posting accounts
 - Total YTD Revenue includes the total balance of your 400 level accounts
 - Total Indirect Expenses include the total balance of your 700 level accounts

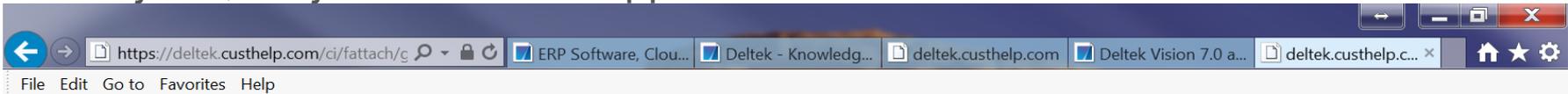
OH Allocation by Organization

- Your pools of overhead consist of the total indirect expenses posted to overhead or promotional projects for each individual organization. Each operating organization has its own aggregate of indirect expenses that must be allocated. In addition, you may have non-operating organizations that absorb expenses shared by many organizations. You can use the Overhead Allocation program to distribute this aggregate of expenses among your organizations.
- Allocating overhead by organization allows you to distribute overhead in multiple passes. For Example:



Visualization

- Visualization Maps are graphical representation of Key Metric Values for your Projects, Project Plans and Opportunities



Deltek Vision® 7.0 Visualization Quick Reference Card

www.deltek.com

To access Visualization, complete these steps:

- Click **Reporting » Visualization** on the Vision Navigation menu.
- To create a map, select the type you want to create (Project, Opportunity, or Project Planning) and specify options and record selection criteria.

To view a map, select it and click **Preview** on the Reporting toolbar. (You can also add maps to your Dashboard and access them there.)

Color

Select the metric that you want to represent by block colors.

Here, the deepest blue blocks have the highest **JTD Revenue** amounts and the deepest red blocks have the lowest.

You can select any metric for which you selected **Color By** on the Metrics tab of the Options dialog box.

Size

Select the metric that you want to represent by block sizes.

Here, the largest blocks have the highest **JTD Spent @ Cost** amounts.

You can select any metric for which you selected **Size By** on the Metrics tab of the Options dialog box.

Size Slider

Drag the left and right filter handles on this slider to filter out blocks with low or high values for the metric selected in **Size**.

Visualization Maps are graphical representations of key metric values for your projects, project plans, and opportunities. The maps can help you analyze performance, determine trends, and identify risks to your business. Each map is a set of rectangular blocks, and each block in a map represents an individual project, project plan, or opportunity, or a group of projects, plans, or opportunities. The sizes and colors of the blocks represent performance against the metrics you select.

Grouping

Select the primary grouping category in **Grouping**. In this example, the primary grouping is by project type (Sports/Recreation, Office Buildings, and so on).

You can add other grouping categories to create a grouping hierarchy. Here, Vision displays blocks for each project within larger blocks for each project type. To add the **Project Short Name** category to create the inner grouping, you right-click on the **Project Type** field and click **Add Category** on the pop-up menu.

Use the Grouping tab of the Options dialog box to select the grouping categories that you want to have available in the Visualization window.

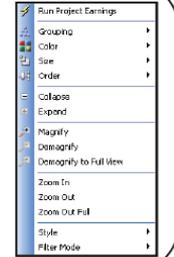
Right-Click Menu

Right-click a block or group to display a menu that enables you to

- Drill down to supporting detail.
- Collapse or expand a group.
- Zoom in on or magnify the block or group.

Right-click anywhere in the map to

- Select a map style.
- Change how Vision displays the map when you filter out blocks.



Save and Load Settings

As you work with a map, you can save a version of it so you can restore that version without having to recreate it.

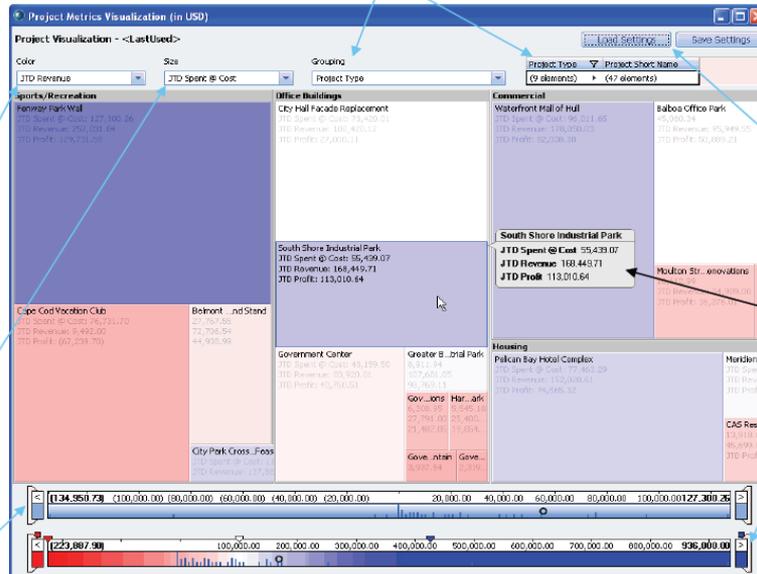
To save the current map settings, click **Save Settings**. To display a saved version, click **Load Settings** and select the set of saved settings you want.

Tool Tips

To view the metric values for a block, position the mouse pointer on the block. Vision then displays the values for that block in an information tool tip so you can read them easily.

Color Slider

Drag the left and right filter handles on this slider to filter out blocks with low or high values for the metric selected in **Color**. You can also use the slider to change map colors.



Visualization

- Setup Visualization in Reporting

The screenshot shows the Deltek Vision software interface. On the left is a navigation pane with a tree view. The 'Reporting' folder is expanded, and the 'Visualization' item is highlighted with a red arrow. The main window displays the 'Visualization' page with a 'Reports' section. A table lists several reports, with 'Visualization by Project' highlighted by a red arrow. The table has columns for Report Name, Options, Selection, Type, and Folder.

Report Name	Options	Selection	Type	Folder
Visualization by Project	<Options Selected>		Personal	Standard
Opportunity Visualization			Original	Standard
Project Planning Visualization			Original	Standard
Project Visualization	<Options Selected>		Original	Standard

Project Visualization - <LastUsed>

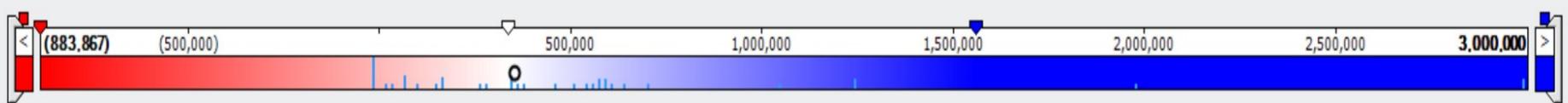
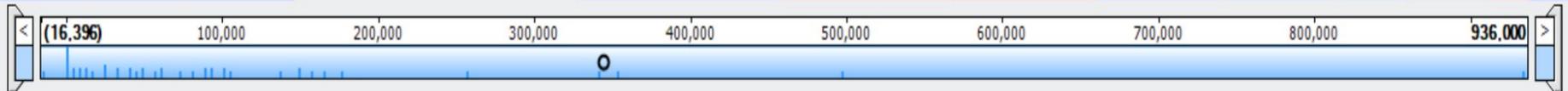
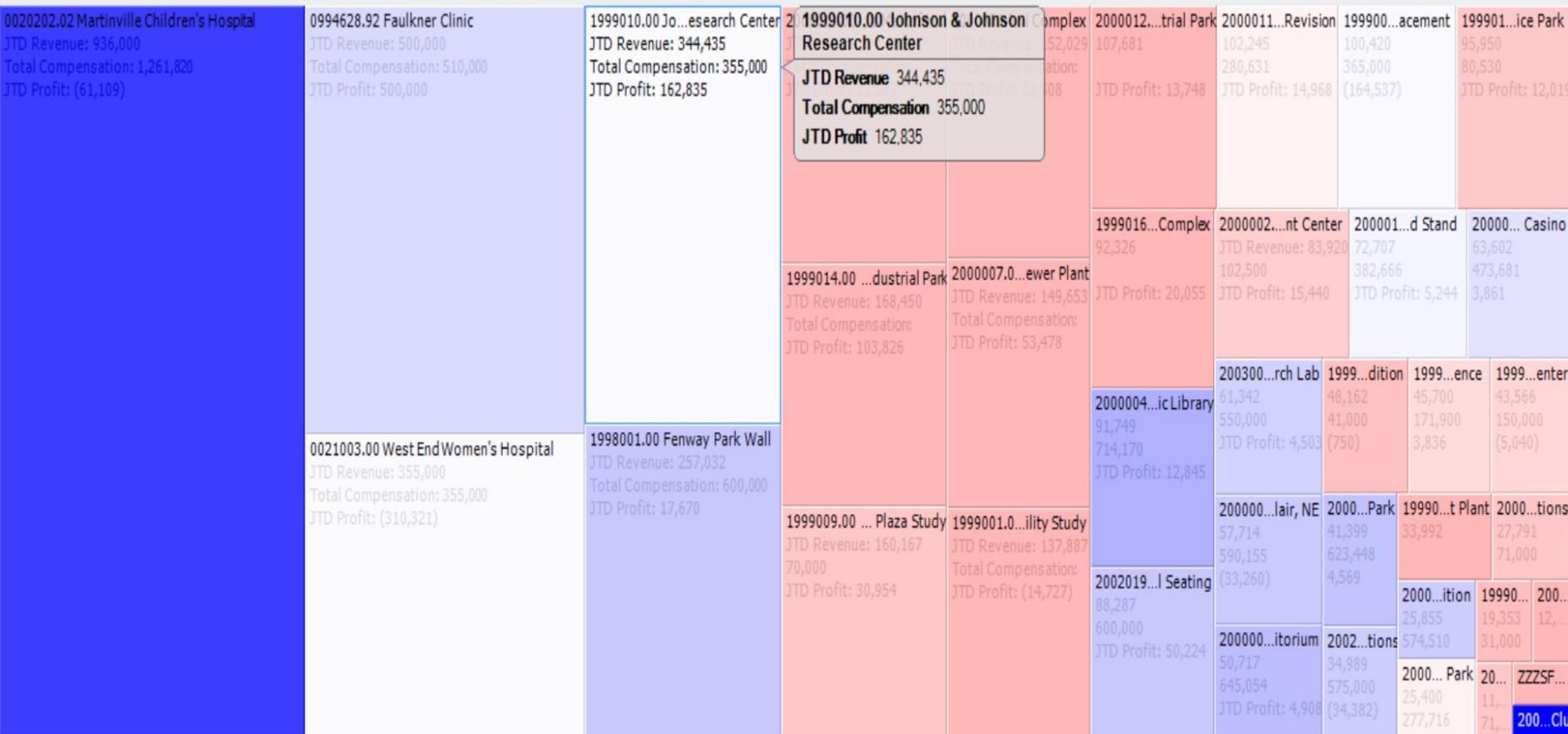
Load Settings Save Settings

Color: Total Compensation

Size: JTD Revenue

Grouping: Project Number

Project Number (65 elements)

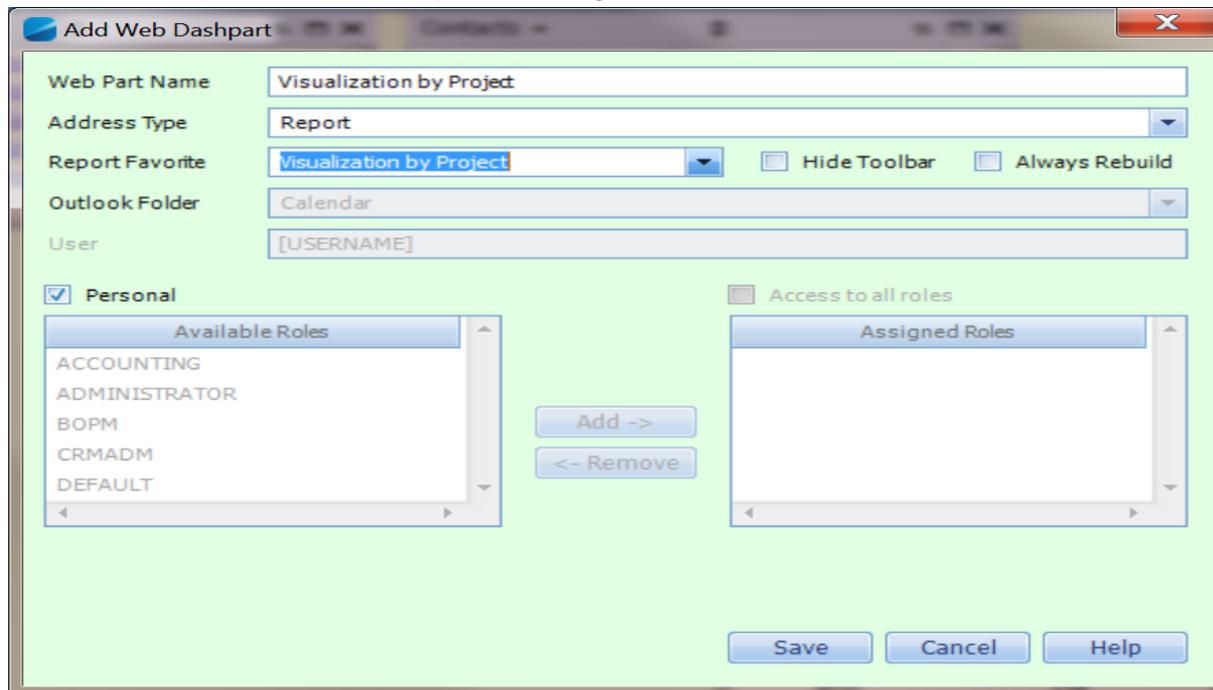


Visualization

- The burdened rate that you see on project reports is always using an estimated number for the burden on the labor cost, always based on the current overhead allocation settings.
- The overhead number that is used on Visualization reports is always an actual overhead number, calculated as of the last time that overhead allocation was actually run in Vision (under Accounting/Overhead Allocation).
- They could be quite different, since the overhead rate usually fluctuates from year to year, which would be reflected in the Visualization calculation, but not in the burdened rate calculation.
- Visualization numbers can be different than Office Earning Report, If overhead allocation has not have been run for a while, which would have no impact on the burdened rates (which are always estimated), but would impact the Visualization numbers (or any report run at cost with actual overhead).
- The definition of profit in the OER and Visualization is the same if you run OER at Cost with actual overhead (not checking the estimate overhead checkbox). Visualization does not have the other two options (running with estimated overhead or running with burdened rates). The numbers will be the closest right after overhead allocation is run, at which point the only difference would be that the burdened rates don't take in to account changes in the overhead rates over time, where the actual overhead numbers used in Visualization do

Dashboard Graphics & Reporting

- Adding Graphs and Reports to your Dashboard
 1. First Create the Graph or Report in Reporting
 2. Save the Graph or Report as a favorite
 3. Go to your Dashboard icon at the top of your screen and click
 4. Select “Add Web Dashpart”
 5. Select the Report or Graph that you wish to add to the dashboard



Dashboard Graphics & Reporting

Deltek Vision® 7.0 Dashboard Quick Reference Card
www.deltek.com

Your Dashboard content is easily managed because it is divided into individual sections on your Dashboard, called dashparts.

Dashparts provide access to specific records, Web links, reports, activities, and applications. You can access any one dashpart without affecting your other dashparts.

In addition to the standard dashparts, you can customize multiple system and Web Dashparts. There is also a Vision Tip of the Day.

Configure - Select this option to: display unused dashparts for your Dashboard; create individual URL and system dashparts for your Dashboard; and system dashparts for your Dashboard; access the **Save Dashboard for Users** option (a one-time procedure that allows certain users to save Dashboard layouts for other users). Your security role determines whether you can save layouts for other users.

Window - Select this option to arrange your dashparts on the Vision screen. You have four arrangement options: Cascade, Horizontal, Vertical, or Tile Grid.

Help - Select this option to open the Vision Dashboard Help.

The Dashboard displays the current date.

Any changes made to your Dashboard are automatically saved whenever you leave the Dashboard to work in an application or log off Vision. Also, your changes are saved when you refresh a dashpart, by clicking the Refresh icon.

Clicking the X icon to removed a dashpart from the Dashboard.

Depending on the dashpart, clicking the dashpart name lets you: configure a dashpart to access records; create new records; clear all records from a dashpart; print a record; enable grouping of records; hide a selected dashpart; delete a dashpart; hide all other dashparts; change the color of the dashpart heading.

The refresh icon lets you save changes made to a

Clicking this icon expands a dashpart to completely fill the Vision screen. All other dashparts will be hidden.

Click again to restore the dashpart to its original size.

You can limit the number of records you display in your dashparts. The number you select is the same number for all your dashparts that use records.

Dashpart record limits are defined in the General System Setup Lookups tab.

Clicking the up arrow to collapse a dashpart. Only the dashpart heading will appear on your Dashboard.

Click the down arrow to expand a dashpart on your Dashboard.

Clicking the Dashboard menu choice from anywhere in Vision returns you to the Dashboard.

Deltek Vision® 7.0 Dashboard
 Sunday, March 15, 2009

Applications Back Forward Dashboard Search Options Help

Configure Window Help

Clients

Name
Anderson & Associates, LLC
Atlantic Research Corporation
Dalton Brothers Construction Co.
Metropolitan District Commission

Employees

Name	Title
Anderson, Steve	Project Man
Apple, William	Principal

Contacts

Name	Title	Ac	Th
Collier, Paul	Project Manager	A	E
DeRosa, George	Director of Marketing	A	E
Lawless, James	Chief Executive Officer	T	H
McDoagal, Lisa	Project Manager	V	R

Alerts

Budg. Milestone: has been associated with a pr
 Res. Assignment: Grace Cohen, City Hall Facade

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Cash Flow

- The Cash Flow Statement focuses on liquidity, recording your company's cash transactions (inflow and outflow) for the accounting period range or year that you specify. The Cash Flow Statement is designed to meet GAAP (Generally Accepted Accounting Principles) guidelines.

- Typically, you run the Cash Flow Statement:
 1. For a calendar or fiscal year, to compare numbers from one year to another.
 2. By quarter, to compare current cash flow to that from previous quarters.
 3. When you need documentation to present to a bank, such as you might need when requesting a loan.
 4. Before generating the Cash Flow Statement, you need to establish section headings, define subsections, and map accounts to subsections.

Cash Flow

- Whereas the [Income Statement](#) reports cash flows on the accrual basis, takes depreciation and other abstract items into account, and focuses on profitability, the **Statement of Cash Flows reports cash flows on a cash basis**, and focuses on liquidity.
- The net cash flow in the Cash Flow Statement from one period to the next should equal the change in cash between the two [balance sheets](#) covering the same period.
- Many of the items on the Cash Flow Statement also appear on the income statement or the balance sheet. In the Cash Flow Statement, they are arranged to highlight the cash generated during the period and to show how it relates to reported earnings.

Cash Flow

- Cash Flow Statement Headings Tab

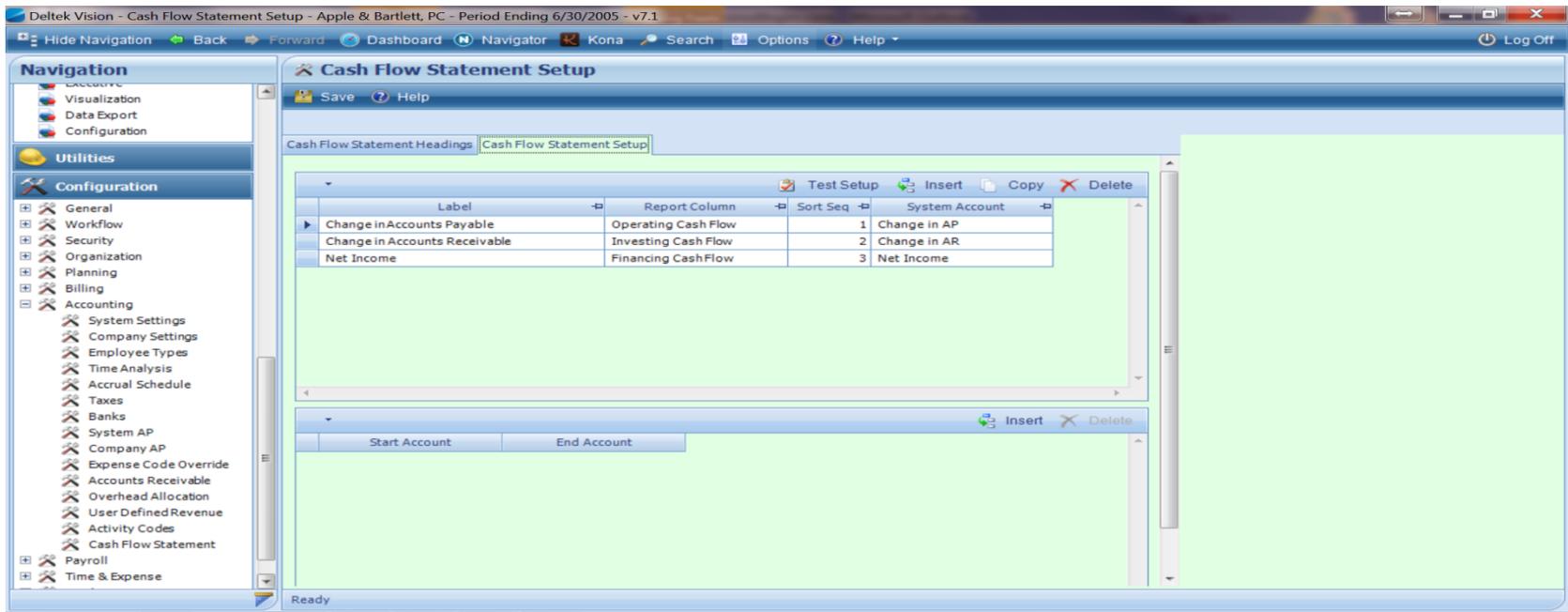
- Use the Cash Flow Statement Headings tab of Configuration » Accounting » Cash Flow Statement to define the section headings for each company's Cash Flow Statement. This Vision report is the same as the Statement of Cash Flows (GAAP). It reports inflows and outflows of cash during an accounting period.

Cash Flow Statement Setup

Report Column	Heading	Subtot	Subtotal Label
1	Operating Cash Flow	<input checked="" type="checkbox"/>	Subtotal Operating Cash Flow
2	Investing Cash Flow	<input checked="" type="checkbox"/>	Subtotal Investing Cash Flow
3	Financing CashFlow	<input checked="" type="checkbox"/>	Subtotal Financing Cash Flow

Cash Flow

- Configuration / Accounting / Cash Flow Statement
 - Identify the Labels for the Statement Headings
 - Then select the Statement Setup to identify the correct GL Accounts
 - AP = The sum of amounts in all liability Accounts
 - AR – The sum of amounts in all accounts mapped to AR
 - Fill in the GL accounts if you are running Multi Company



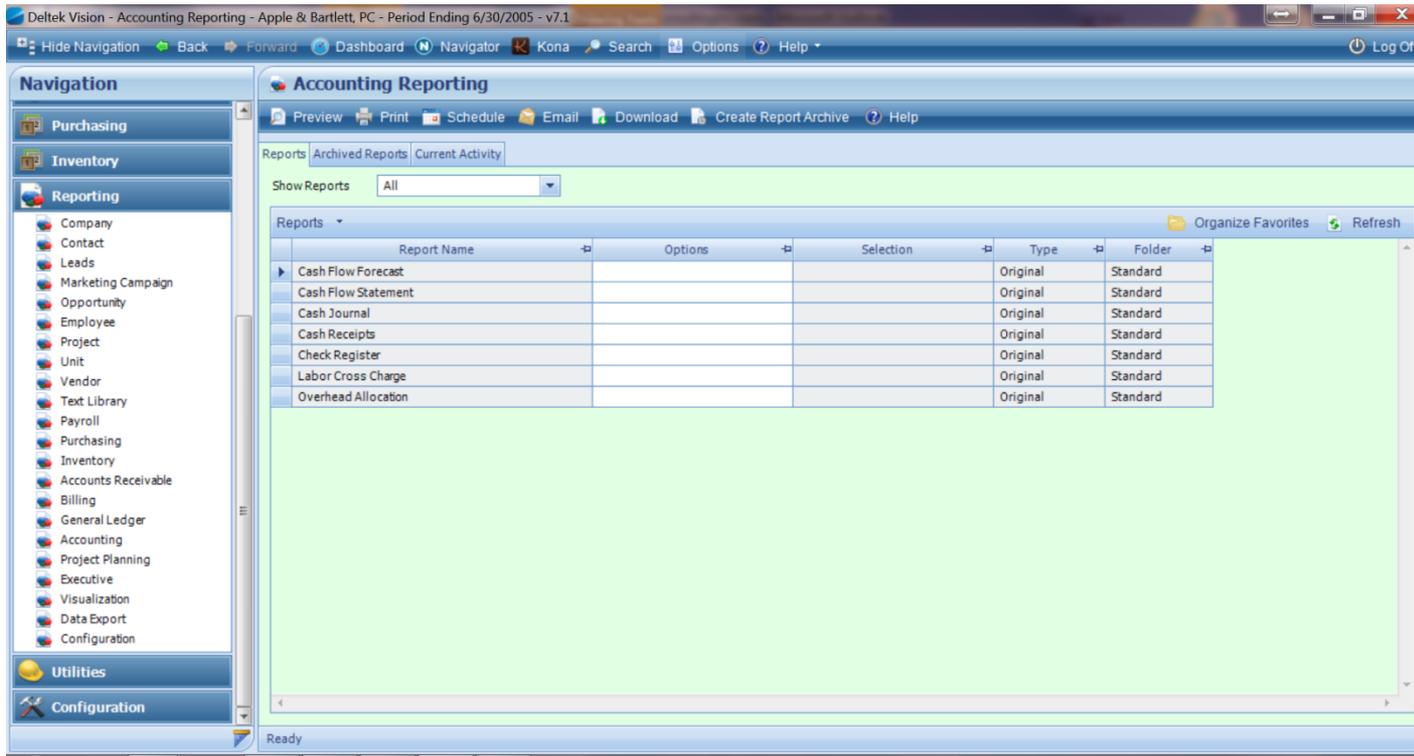
The screenshot shows the 'Cash Flow Statement Setup' window in Deltek Vision. The window title is 'Deltek Vision - Cash Flow Statement Setup - Apple & Bartlett, PC - Period Ending 6/30/2005 - v7.1'. The interface includes a navigation pane on the left with a tree view under 'Configuration' containing items like General, Workflow, Security, Organization, Planning, Billing, Accounting, System Settings, Company Settings, Employee Types, Time Analysis, Accrual Schedule, Taxes, Banks, System AP, Company AP, Expense Code Override, Accounts Receivable, Overhead Allocation, User Defined Revenue, Activity Codes, Cash Flow Statement, Payroll, and Time & Expense. The main area is titled 'Cash Flow Statement Setup' and contains a table for 'Cash Flow Statement Headings' with columns for Label, Report Column, Sort Seq, and System Account. The table has three rows: 'Change in Accounts Payable' (Operating Cash Flow, Sort Seq 1, Change in AP), 'Change in Accounts Receivable' (Investing Cash Flow, Sort Seq 2, Change in AR), and 'Net Income' (Financing Cash Flow, Sort Seq 3, Net Income). Below the table is a section for 'Start Account' and 'End Account' with 'Insert' and 'Delete' buttons. The status bar at the bottom indicates 'Ready'.

Label	Report Column	Sort Seq	System Account
Change in Accounts Payable	Operating Cash Flow	1	Change in AP
Change in Accounts Receivable	Investing Cash Flow	2	Change in AR
Net Income	Financing Cash Flow	3	Net Income

Cash Flow

- Cash Flow Statement Report

- Run the Cash Flow Statement Reports by going to Reporting / Accounting / and select the report that you wish to run.



Cash Flow Statement

- Select either Year to Date or a Range of periods

The image displays two screenshots of the 'Cash Flow Statement Options' dialog box. The left screenshot shows the 'General' tab with 'Year-to-Date' selected. The right screenshot shows the 'Range of Periods' selected, with a table for selecting specific months and years.

Left Screenshot: General Tab (Year-to-Date selected)

Report Name: Cash Flow Statement

Time Frame:

- Year-to-Date
- Range of Periods

Select all Organizations

Organization	Name
BO:AD	Boston Admin
BO:AR	Boston Architecture
BO:EN	Boston Engineering
CO:00	Corporate
DC:AD	Washington Admin
DC:AR	Washington Architecture

Options: [] [Organize]

Right Screenshot: General Tab (Range of Periods selected)

Report Name: Cash Flow Statement

Time Frame:

- Year-to-Date
- Range of Periods

Range of Periods:

Start	End	Column Heading
6/2005	6/2005	June 2005
5/2005	5/2005	May 2005
4/2005	4/2005	April 2005
3/2005	3/2005	March 2005

Select all Organizations

Organization	Name
BO:AD	Boston Admin
BO:AR	Boston Architecture
BO:EN	Boston Engineering
CO:00	Corporate
DC:AD	Washington Admin
DC:AR	Washington Architecture

Select all Banks

Bank	Description
Boston	Baybank - Boston
Corporate	Baybank - Corporate
SF Eng.	Baybank - SF Engineering
SF Env.	Baybank - SF Environmental

Options: [] [Organize] [Default] [Apply] [Cancel] [Help]

Cash Flow Statement

- Preview the Cash Flow Statement Report

Cash Flow Statement
Apple & Bartlett, PC

Organizations: All Organizations
Bank Codes: All Banks

	June 2005	May 2005
Operating Cash Flow		
Change in Accounts Payable	37,823.68	134,995.3
Subtotal Operating Cash Flow	37,823.68	134,995.3
Investing Cash Flow		
Change in Accounts Receivable	(809,452.25)	(317,889.3)
Subtotal Investing Cash Flow	(809,452.25)	(317,889.3)
Financing Cash Flow		
Net Income	2,119,000.95	302,252.2
Subtotal Financing Cash Flow	2,119,000.95	302,252.2
Total Cash Flow	1,347,372.38	119,358.2
Cash at beginning of period range	145,292.69	55,860.0
Cash at end of period range	1,492,665.07	175,220.0

Warning -- The ending cash does not match postings to the selected mapped bank accounts as of March 2005. Please confirm all G/L accounts are included in Cash Statement Setup.

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Cash Flow Statement
Apple & Bartlett, PC

Monday, February 17, 2014
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Organizations: All Organizations
Bank Codes: All Banks

	Year-to-Date	2004	2003
Operating Cash Flow			
Change in Accounts Payable	454,922.12	83,091.21	
Subtotal Operating Cash Flow	454,922.12	83,091.21	
Investing Cash Flow			
Change in Accounts Receivable	(2,085,372.95)	151,564.68	
Subtotal Investing Cash Flow	(2,085,372.95)	151,564.68	
Financing Cash Flow			
Net Income	1,788,145.96	(414,281.66)	
Subtotal Financing Cash Flow	1,788,145.96	(414,281.66)	
Total Cash Flow	157,695.13	(179,625.77)	
Cash at beginning of year	27,492.75		Subtotal Operating Cash Flow Previous Year 2
Cash at end of year	185,187.88	693.78	180,319.55

Warning -- The ending cash does not match postings to the selected mapped bank accounts in year 2005 year 2004. Please confirm all G/L accounts are included in Cash Statement Setup.

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Questions / Discussion