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Objectives

At the end of this module you should be able to:

- Identify the Subscription concept
- Create periodic subscriptions
- Add Prices and Price Index
- Maintain Subscriptions Orders
- Invoice & Credit subscriptions
- Terminate & Block subscriptions
- Lookup subscriptions and create reports
The subscription module can handle different types of subscriptions with and without delivery but in most cases the subscription module is used to invoice periodic subscriptions like:

- Maintenance
- Support

While the introduction includes the full subscription functionality the rest of the presentation primarily cover Periodic Subscriptions based on the workspaces in the PSO work space client:

- Setup
- Order creation
- Updates
- Invoicing / Credit Notes
- Lookup

Note: Be aware Subscriptions is an add on module and if customers also need the Sales Order module to create and invoice Subscription Orders, it will have an impact on the Maconomy license.
Agenda

- Intro Subscriptions
  - Definition - Workflow - Process
  - Subscription in Maconomy
  - Subscription Types
  - Delivery
  - Prices

- Workspaces in Maconomy

- Item & Subscription Setup
  - Subscription Prices

- Subscription Orders
  - Periodic Subscriptions

- Subscriptions assigned to Projects

- Invoice Subscriptions:
  - Periodic from Subscription Orders
  - Invoicing from the Projects
  - Create Credit-Memos

- Termination & Blocking Subscriptions

- Subscription Lookup & Reports
Intro Subscriptions
Subscription Processes

Workspace Sales Order Setup:
Create Item & Item Pricelist

Workspace Subscription Setup:
Create Subscription & update orders

Workspace Subscription Orders:
Subscription Registration, Maintenance and Invoicing

Workspace Sales Order:
Invoicing & Delivery Subscription

Workspace Projects / Subscription Orders
Invoicing of Subscription from an Assigned Project

Workspace Batch Invoicing / Subscription Orders
Batch Invoicing of Subscription Orders

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The subscription module is used for registration of Subscribers and Subscription orders.

The module can be used for registration of Subscription Related Products like Publications and Service Agreements.

Common to all subscriptions is that Customer Payments are made on a regular and consistent basis.
Subscriptions in Maconomy

The Subscription module is closely integrated with the Sales Order & Inventory modules and for the full functionality it is necessary to have Setup workspaces for both Sales orders and Subscriptions.

The subscription workspaces includes some of the sales order functionality so orders can be both registered and the invoice prepared and printed from the same workspace but below is how the functionality works.

1. The integration to the Sales Orders module means that the invoicing and delivery of a subscription order is carried out using the Sales Orders module.

2. The Subscription module itself is used for the registration and maintenance of subscriptions, subscription orders, and issues of relevance to the subscriptions.

3. The effect of the integration with the Sales Orders module means that a sales order is created when periodic subscriptions are prepared for invoicing, subscription issues are transferred to subscription order or the subscription is delivered.

4. The created sales order corresponds to the subscription order in the sense that it contains information about the subscription upon which it is based.

5. The sales order is used when delivery and invoicing of the subscription order is carried out.

6. Due to the integration with the Sales Orders module, even a periodical subscription is registered as an item in the Inventory module.
Subscriptions can be created as two different types:

- Note: Although Order Lines entered in Subscription Orders are automatically created in Sales Orders they will only be displayed if System Information for subscription has been ticked in “Show Subscription Sales and Credit Orders”

**Periodical**

- Invoicing of the subscription is carried out ongoing for a period of time – Weekly, Monthly Quarterly, Annual.
- Invoices are initiated from Prepare Invoicing and can be printed in a Batch process.
- Subscription Orders can be assigned to be invoiced from a Project.
- The Item reference is entered in the card part of the Subscription setup

**Standing Order**

- Invoicing of the subscription follows every delivery.
- The invoice can be created from Print Invoice from the Sales Order modules or the Invoice can be created from an assigned project.
- The Item reference is entered in the table part of the Subscription setup
- Subscriptions with delivery must be released for invoicing in the Sales Orders where Packing slips can be created. (This functionality can be added to the subscription order workspace if needed)
Subscriptions like Maintenance & Support are regarded periodical and invoicing is carried out for a specified period each time.

The purpose of periodic subscription is to invoice a period (year, quarter) in advance but at the same accrue so the income will be distributed to the correct general ledger periods.

The invoicing of a periodical subscription is, among other things, based on the invoicing form and Next Invoice Date (due date) which together determine the time at which the invoicing of a subscription takes place.

The invoice form of a quarterly subscription can e.g. be quarterly prepayment, i.e. prepayment for three months at a time, while the next invoice date states the date on which invoicing is to be carried out.

Invoicing is determined by the selected invoicing form. The first time invoicing of a periodical subscription is carried out, invoicing will take place from the start date of the first invoicing due date.

Invoicing typically takes place for one period at a time in accordance with the period entered for the selected invoicing form. Thus, the price of a periodical subscription covers all issues in the current period, which leads to the creation of an extra order line on the sales order being invoiced. This order line will form the basis of the invoicing of the current subscription order.
Standing Order Subscriptions

- Subscriptions like Publications – Magazines - Newspapers - are regarded as standing orders where invoicing follows delivery
- The cost can be part of project cost

- Invoicing is carried out from Print Invoice in the Sales Order modules – Batch Invoicing workspace
- If a Project with Status Order is assigned the Subscription invoices can be created from Projects
- Delivery is carried out from Print Packing Slip in the sales Order modules
Pricing

- Subscription order prices can be derived from an item Price List selected when the order is created or entered as a Unit Price per Subscription Order Line.
- Invoice Discounts can be entered per order or order line.

- The prices can be maintained in two ways:

According to price indexing principles

- The most flexible, accurate and low-maintenance way of keeping subscription prices up to date is through price indexes.
- The Unit Price on the Subscription Lines will be automatically updated according to the Price Adjustment principles selected for the order.

Through an explicit price update

- A less used way is to update several subscription orders from an updated price list in a Batch process.
The Pricing section in Subscription setup has three tabs:

- Price Lists
- Price Adjustment Principles
- Price Index Tables

Note that the information in Pricing in Subscription Setup are the Item Pricelists and identical to the Price Lists in Sales Order Setup.
Workspaces in Maconomy
## Workspaces in Maconomy

### Sales Order Setup
- Setup Item Groups, Items and item pricelists
- All subscriptions must have link to an item

### Subscription Setup
- Subscriptions, Price index tables and pricing principles
- Link to Subscription Groups
- Access to Items, Item Group, and Item Pricelist

### Subscription Orders
- Subscription Order lines
- Customer, currency,
- Period,
- Pricelist, Pricing principle,
- Project assignment

### Sales Orders
- In case of delivery the packing slips will have to be created and printed form the sales orders.
Subscription Workspaces

- The subscription module has two workspaces but also need the Sales Order Setup Workspace.
- Subscription Setup
- Subscription Orders
- Sales Order Setup
Workspace Subscriptions Setup

Subscriptions
- Deliveries – line entries

Pricing
- Price Lists
  - Price Lists
  - Items
- Price Adj. Principles
  - Price adj. Principles
  - Price Index Table
- Price Index Table
  - Price Index Table
  - Price Index

Batch Updates
- Get Issues
- Update Orders
- Update prices

System Setup (Subscriptions)
- System Information
- System Parameters
  - System parameter
- Popup Fields
  - Popup Fields
  - Values
Orders

Overview
- Subscription Lines
- Order Lines

Lookup

Subscription Order Lines
- All Lines on Order
- Order Lines

Deliveries Prepared for Invoicing

Invoices
- Show Invoices
- Invoice Lines

Credit Memos
- Show Credit Memo
- Credit Memo Lines

Subscriptions

Invoicing

Prepare Invoicing
- Prepare subscription Invoicing
- Subscription for Invoicing

Print Invoice / credit memo
- Print Invoice
- Print Credit Memo

Project Invoicing
- Subscription Entries for Project invoicing
- Batch invoice approval
- Batch Invoice Printing
The Sales Order module has three workspaces

- Sales Orders Setup
- Sales Orders
- Batch Invoicing

Note: It is only the Setup workspace that is applicable for Periodic Subscriptions and the other workspaces will only be available if part of the license agreement.
Workspace Sales Orders Setup

Items
- Item Information Card
  - Warehouse

Item Groups
- Item Group Information Card
  - GL Posting Rules

Warehouses
- Warehouse Information Card

Pricelists
- Price Lists
  - Price Lists
  - Details

Change Price Lists

Charges
- Charges

System Setup
- System Information
  - System Parameters
    - System parameter

Popup Fields
- Popup field
- Values
Item Setup

- Creation of Item Group, Items & Item Pricelists are included in the Sales Order Setup workspace but is part of the inventory module.

- All Subscriptions must have a reference to an Item / Item group. It is the item groups that holds the General Ledger Accounts and pricelists are item price lists.

- Items
- Item Groups
- Warehouse
- Pricelists
Hands-On Activity

Identify Workspaces

Activity 1
Item & Subscriptions Setup
Subscription Workflow

Sales Order Setup

Create Subscription Information Card
Create Item Groups & Items
Create Item Pricelists,

Maintain Subscription information
Period – Item – issues – publishing date

Maintain Item information

Create & Approve periodic Subscription Orders & Lines

Prepare Invoicing

Project Invoicing

Batch Invoicing Subscription Invoices

Update Prices & Index

Create Price index tables & principles

Update Prices & Index

Subscription Setup

Subscription Orders

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Create Subscription Process

- Sales Orders
  - Setup workspace
  - Create item
- Sales Orders
  - Setup workspace
  - Create Price List
- Subscription
  - Setup
  - Create Subscription
- Subscription
  - Setup
  - Pricing
Periodic Subscription entries

Item Information Card

Sales Order Setup
- Create Item Groups
- Create item
- Create pricelists

Customer Setup

Accounts Receivable
- Name & Address
- Payment Terms

Subscription Information Card

Subscription Setup
- Subscription No
- Subscription Group
- Invoicing method
- Prices & Price Index
- Order update

Subscription Order

Subscriptions
- Customer
- * Project No., Task & Activity, Accrual Type
- Subscription No.
- Subscription Text
- Period
- Price & Pricing Principle
- Invoicing
Setup of Item Groups and Items

- Item Groups includes the General Ledger posting references
- Items must have a default Warehouse
Subscription Setup wizard and information card

- Important information: Invoicing Method, Item Reference & Time Unit
Subscription Setup

Item Reference

- Subscriptions must be linked to an Item. It can be a one to one so a new item is created for each subscription or several subscriptions can be linked to the same item.

Time Unit

- Enter the duration for the unit price related to the entered price. If the time unit is e.g. a year, the price of the subscription corresponds to the price of a yearly subscription.

Invoicing Method

- Enter the agreed invoicing method. It can be e.g. Annual, Quarterly, Monthly. For each invoice a next invoice date will be calculated based on the method.
Invoicing Method and Subscription Groups are subscription popups.

System Information, Parameters and popup fields in the Subscription Setup refers to subscriptions whereas the information in the Sales Order Setup workspace are primarily related to Sales order and Inventory (Item).
- General Ledger Accounts for Subscription Accruals and Prepayments are entered in Posting References in GL Setup
- The accounts are used when invoicing periodic subscriptions from subscriptions
Accrual Accounts for Subscriptions invoiced from Projects are derived from the Activity

An Accrual Type created as a pop-up must be selected on the Activity used for subscription entries for the accruals to be posted.
Hands-On Activity

Item & Subscription Setup

Activity 2
Price Updates from Index and Price List
A range of Price Index tables can be created to accommodate each customers price agreement.

Price Adjustment Principles are linked to a Price Index table. When added to the Subscription Order or Subscription Order Line, prices will automatically be updated according to the principle when preparing the invoice.
A price adjustment principle is a set of rules determining how prices should be updated.

Each price adjustment principle can refer to a price index table and a minimum and maximum adjustment percentage can be specified.

You can assign adjustment principles to customers, subscription orders, and individual subscription order lines.

When a principle is assigned to a customer the adjustment principle can be changed on the subscription orders and the individual order lines.

Principle not assigned to a price index table will make price adjustments according to the minimum adjustment percentage.

For each subscription included in the preparation, the previous date on which the subscription price was updated are the base for the following price adjustment. This may include multiple adjustment steps.
Calculation Method in Price Adjustments

- Price adjustments take place when running subscription invoice preparations in the window Prepare Subscription Invoicing.
- Price adjustments are made for one subscription order line at a time, and only for subscription lines on which a price adjustment principle has been specified.

1. Check Adjustment Dates
   - If no price adjustment has taken place for the line before, the line is eligible if the value in the field “Date of Initial Adjustment” is earlier than the starting date of the period for which invoicing is being prepared.
   - The line is eligible if the date in the field “Date for Next Adjustment” is equal to or earlier than the starting date of the period.
   - If the line is eligible, Maconomy proceeds to step 2, and if not, no price adjustment takes place for the subscription line.

2. Calculation Price Adjustments
   - Price Adjustment is calculated from the basis price up to the current period. This means that instead of running an adjustment based on the latest adjusted price, the price is recalculated all the way back from the base price.
   - The calculation takes place through a number of iterations where each iteration is based on the adjusted price and adjustments/index dates calculated in the previous iteration. See documentation for more details.

3. Increase unit price
   - Maconomy increases the adjusted unit price in the field “Adjusted Unit Price” on the line by the percentage selected in the previous step.

4. Update of Dates
   - Maconomy updates the field “Date of Last Adjustment” to the value which was previously in the field “Date for Next Adjustment”, and increases the date in the field “Date for Next Adjustment” by a year.

5. Check Next Adjustment
   - Maconomy checks if the new value in the field “Date for Next Adjustment” is earlier than or equal to the start of the period for which invoicing is being prepared. If it is, Maconomy repeats this process, thus adjusting the (adjusted) unit price again, until it is in line with the index level of the period to be invoiced.
Price Adjustment Principle

- Batch updating of prices will update the price in Subscription Order Lines according to Price adjustment Principle and the Pricelist selected for the order.
- When an Invoice is issued after the Adjustment date, the invoice amount is updated with a new price.
Subscription Prices

- **Price adjustment through price index principles**
  - The most flexible, accurate and low-maintenance way of keeping subscription prices up to date is through price indexes.
  - Price adjustment takes place automatically as part of the subscription invoice preparation, thereby saving time and avoiding miscalculations.
  - As it is possible to set up multiple price index tables, you can work with multiple price adjustment terms depending on the subscription or customer.

- A simple sample with an order created with a principle to adjust the price with 2%. When an invoice after the adjustment date is prepared the amount will automatically be updated.

<table>
<thead>
<tr>
<th>Annual Maintenance 2014</th>
<th>April 1&lt;sup&gt;st&lt;/sup&gt; 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Price contract</td>
<td>6,000.00</td>
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<tr>
<td>Delivery start</td>
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<tr>
<td>Invoicing Start Date</td>
<td>April 1&lt;sup&gt;st&lt;/sup&gt; 2014</td>
</tr>
<tr>
<td>Next Invoice</td>
<td>April 1&lt;sup&gt;st&lt;/sup&gt; 2015</td>
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<tr>
<td>Index price update</td>
<td>Date Adj. Jan 1&lt;sup&gt;st&lt;/sup&gt; 2015</td>
</tr>
<tr>
<td>Invoice amount</td>
<td>6,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Annual Maintenance 2015</th>
<th>April 1&lt;sup&gt;st&lt;/sup&gt; 2015</th>
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</thead>
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<td>Base Price contract</td>
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<tr>
<td>Delivery start</td>
<td>April 1&lt;sup&gt;st&lt;/sup&gt; 2014</td>
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<tr>
<td>Invoicing Start Date</td>
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<td>Next Invoice</td>
<td>April 1&lt;sup&gt;st&lt;/sup&gt; 2016</td>
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<td>Index price update</td>
<td>Min 2%</td>
</tr>
<tr>
<td>Invoice amount</td>
<td>6,120.00</td>
</tr>
</tbody>
</table>
Subscriptions using pricelist prices can be batch updated from the Batch Updates section.

- Update Prices will update several orders lines with current prices in the pricelist. A cut-off date can be entered to define the preferred pricelists.
- Update Orders and Get Issues will create new order lines based on entries entered in Deliveries in Subscription setup which normally don’t apply to periodic subscriptions.
Hands-On Activity

Subscription Prices

Activity 3
Subscription Orders
Subscription Order Process

Subscriptions Orders
Create Orders

Subscriptions Orders
Add Price List & Pricing Principle

Subscription Orders
Add Subscription Lines

Subscription Orders
Approve Order
Periodic Subscriptions Orders

Item Information Card

Customer Setup

Subscription Information Card

Subscription Order

**Sales Order Setup**
- Create item
- Create pricelists

**Accounts Receivable**
- Name & Address
- Payment Terms

**Subscription Setup**
- Subscription No
- Subscription Group
- Invoicing method
- Prices & Price Index
- Order update

**Subscriptions**
- Customer
- * Project No, Task, Activity, Accrual Type
- Subscription No.
- Period
- Price & Pricing Principle
- Invoicing method
- Invoicing
Subscription Orders

- Subscription Orders are created in the creation wizard and additional information can be added in the overview window
- Customer Billing Address, Currency, Price List, Price Adjustment Principles
Subscription Orders

Subscription Lines has a range of information that makes it possible for Maconomy to keep track of periods and invoicing dates.

- Subscription Number
- Quantity
- Time Unit
- Subscription Text
- Invoicing Method
- Invoicing start Date
- Invoicing End Date
- Invoiced Until
- Next Invoice Date
Approve Subscription Orders

- Orders must be approved before they can be invoiced
- Invoiced order lines can be viewed in the order Lines pane at the bottom
The action Get Issues in the Subscription Order workspace will transfer all issues within the specified period of delivery to the current subscription order line.

The transfer will include issues or items which have no publishing date assigned to them.

The transferred issues are created as delivery lines in the table part of the window Subscription Order Lines.

Issues are only transferred to a subscription order once. This means that if you repeatedly use this action, you only transfer new issues.
Hands-On Activity

Subscription Orders

Activity 4
Subscription Orders Assigned to Projects
Subscriptions can be assigned to projects in two different ways. The field “Invoice in Project Cost” can be either ticked or unticked.

The invoiced amount is in both cases included in the total cost and revenue on the project.

Note – If the Sales Orders System Parameter “Invoice Orders with Project Numbers in Project Cost” is selected, the order will be assigned to a project as if ticked when a project number is entered.

Unticked

- When the field is unticked the project number is for information only. The subscription order will be invoiced similar to subscriptions without a project number entered but the entries will be booked on the project as closed entries included in the Projects Revenue and Cost.

Ticked

- When the field is ticked the order lines will be transferred to the project when approved and the order line entries will be invoiced together with any other project entries.
- Select and Accrual Types if the entries should be posted and invoiced per period.
Subscriptions assigned to Projects

- Subscription Orders assigned to a Project, Task / Activity and selected with Invoicing on Project Cost
- When marked in “Invoice in Project Cost” this is the only way the order can be invoiced.
- Periodic Subscriptions Orders will be posted in periods if an Accrual Type has been selected.

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Subscription Orders Assigned to Projects

Activity 5
Subscription Invoicing cover:

- Invoicing Periodical subscriptions
- Invoice subscriptions assigned to Projects
- Reverse of Subscription invoices with a Credit-Memo
Invoicing Periodic Subscription Orders

1. Workspace Subscriptions Orders Invoicing
2. Workspace Subscriptions Orders Select & Mark Orders in prepare Invoicing
3. Workspace Subscriptions Orders Select Action Prepare Invoicing
4. Workspace Subscriptions Orders Make selection & Print in Print Invoice
Invoicing Periodic Subscription Orders

- The invoicing of periodical subscriptions are carried out for a period of time.
- The invoice is based on the Invoicing Method and date entered in Next Invoicing Date.

Invoicing is determined by the selected invoicing method, which can be to invoice a Monthly, Quarterly or Annual prepayment. i.e. a quarterly prepayment for three months at a time.

The first time invoicing of a periodical subscription is carried out invoicing will take place from the Invoicing Start Date. While the Next Invoice Date states the date on which the Next invoicing is due to be carried out.

Invoicing will typically takes place for one period at a time in accordance with the period entered for the selected invoicing method.
Invoicing Periodic Subscription Orders

Subscription Setup

Invoicing Method:
(Annually)

Time Unit:
(Month)

Subscription Order Lines

Unit Price:
(Price pr. Time Unit)

Invoicing Start Date

Next Invoice Date

Subscription Invoice

Period:
From & To Dates
(Invoicing Method)

Invoice Amount
Unit Price * Period

Dates
Next Inv. Date & Invoiced Until

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Subscription invoices are based on the entries in the Subscription Lines.

- Select Subscription No, enter Quantity and the Unit Price and check the dates.
- Approve Order if not done earlier to make the order available in Prepare invoicing.
Invoicing Periodic Subscription Orders

- All Approved periodic subscription orders are available for invoice selection in Prepare Subscription Invoices.
- To narrow down the selection enter the Next Invoice Date in the “Invoice Date – To” field in Selection Criteria.
- The action Prepare for invoicing is active when one or more orders has been marked and when selected the marked invoices will be ready for print.
  - Note the action will remove the order from the list unless the period has not yet been fully invoiced.

---

**Selection Criteria**

- Show Lines
- Invoice Date
- Bill to Customer
- Customer No.
- Customer Group

**Subscriptions for Invoicing**

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<th>Customer No.</th>
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<th>Invoiced Until</th>
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Invoicing Periodic Subscription Orders

- Prepared Invoices can be printed from the tab Print Invoice / Credit Memos remember to tick Create Subscription Invoices if unticked.
- Note: This window is part of Sales Orders and also included in the Sales Order Batch Invoicing workspace
Periodic subscriptions are automatically posted according to the setup

- Posting of Invoice with: Invoicing Method = Quarter, Time Unit = Month, Unit Price = 1.000,
  - Invoice Date: Nov 13th 2015
  - Total Invoice amount for Period: Oct. 1st – Dec 31st 2015 = 3.000

General Ledger Posting:
- Invoice AR Account: Debit: 3.000 Revenue Subscriptions: Credit 3.000

Automatic entries to adjust periods:
- Period November: covering October and November
  - Prepaid subscription October Debit 1 000
  - Prepaid subscription November Debit 1 000
  - Prepayments reversed periods Credit 2 000
- Period December: covering December
  - Prepaid Subscription December Debit 1.000
  - Accrued Subscription December Credit 1.000
Hands-On Activity

Invoice Periodic Subscriptions

Activity 6
Invoicing Subscriptions Assigned to projects
Invoicing Subscription assigned to projects

Workspace Subscriptions
Orders
Invoicing

Workspace Subscriptions
Orders
Select & Mark Orders in prepare Invoicing

Workspace GL Transactions
Post item Journal

Workspace Projects
Invoicing
Select entries

Workspace Projects
Approve & Print Invoice
Subscriptions assigned to Projects

- In Prepare Invoicing the order is marked and “Prepare for Invoicing” selected similar to any other subscription orders.
- The entries will be on the projects when the Project Item journal has been posted.

![Image of a software interface showing the selection criteria and journals for a subscription order. The image highlights the process of posting a journal with a date and company details. The interface is used to prepare invoicing for subscriptions assigned to projects.]
Subscriptions assigned to Projects

- When the entries are posted they are ready for project invoicing in Invoice Selection
Subscriptions assigned to Projects

- Subscriptions with project assignment are included in Registration and Revenue Recognition on the project-
- Orders can be viewed in Project Lookup independent on where the invoice is created
Subscriptions assigned to Projects

- The Subscription Orders workspace includes a Project Invoicing tab where projects with prepared & posted invoices can be printed per project or be Approved and Printed in a batch processes.
Subscriptions assigned to Projects

- Accrual Type — If you select a value in this field, the selected accrual type will be used when the subscription order is invoiced via the Job Cost module. This means the revenue generated from the subscription order will be accrued evenly across the invoicing period specified in the “Invoicing Start Date” and “Invoicing End Date” fields in the table part.

- Note that this field can be changed manually after a subscription order has been created. If you do not specify an accrual type in this field, Maconomy will process the revenue from the subscription order as a one-off sale without accrual.
The GL posting for Periodic subscriptions invoiced on Projects and with Accrual type selected are posted to GL accounts in periods similar to any other periodic subscriptions.

In case the invoicing period is not a full calendar month, the entries are posted per month according to amount of days invoiced for each month:

- Annual Subscription Amount: $2,500.00
- Invoice Period: Sept. 3 – Dec. 2 2015:
  - $624,55

  Posted per month according to amount of days: Sept. 192,17 + Oct. 212,76 + Nov. 205,90 + Dec. 13,73 = $624,55
Invoicing of Project Assigned Subscriptions

Activity 7
Subscription Credit-Memos
Subscription Credit-Memos

- Workspace Subscriptions Orders
  - Update subscription Lines with Date for CM

- Workspace Subscriptions Orders
  - Select & Mark Orders in prepare Invoicing

- Workspace Subscriptions Orders
  - Select Action Prepare for Invoicing

- Workspace Subscriptions Orders
  - Make selection & Print in Print Credit-Memo
When a customer has been invoiced for a period too long it is possible to issue a credit-memo

Create Credit-Memo: Enter a Date in the field “Credit From” in the subscription order line. The date must belong to the range of dates in the fields “Invoicing Start Date” and “Invoiced Until” on the line. When the action “Prepare Crediting”, is selected the field “Invoiced Until” is automatically updated with the date specified in this field.

Prepare Crediting: When the action “Prepare Crediting” is selected part or all subscription order lines will be credited. The action can only be selected if a date in the field “Credit From” has been entered on one or several lines in the table part of the window.

Print Credit-memo: In the print credit memo tab make sure “Create Subscription Credit-Memos” is ticked and select print. Similar to invoices this is the Sales order batch Invoicing window.
When you select the action Prepare Crediting, Maconomy runs the below procedure for each line on which a date has been specified in the field “Credit Until”

- Note that if price adjustments have taken place for a given line, the credited price for this line will be based on the price in the field “Adjusted Unit Price”. This means that the calculation of the credited amount does not take into account the fact that a different unit price may have applied in the period being credited.

The field “Invoiced Until” is automatically updated with the date specified in field “Credit Until”.

Maconomy then creates a credit order line for the period between the invoice starting date and the updated date in the field “Invoiced Until”

Once the credit order line has been created, the field “Credit From” is blanked

The credit order line can be displayed and edited in the window Subscription Order Lines.
Select Prepare crediting

- Insert a date within the invoiced period in the field Credit From

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Subscription Credit-Memos

- In Print Credit Memo make sure Create Subscription Credit Memo is ticked before selecting the printer.

- Subscription lines Before and After creating & printing the credit memo where Invoiced Until and Next Invoicing Date has been updated.
Subscription Credit-Memos

- Similar to other subscriptions Credit-Memos enter a date in “Credit From” and select the action “Prepare Crediting”

- If you want to post the entries to the project you need to create a journal with the project entries this can be done with the action Transfer to Project
  - To do this you need the open the workspace Credit Orders which can be found under Sales Orders > Registration and select the Order Number not the subscription number
  - Also check that the entries will show up in the Sales order module
  - Subscription>Setup>System information> Tick Show Subscription Sales and Credit Orders

- Post the Project Item journal from GL Transactions > Posting.
Subscription Credit-Memos

- Subscription Crediting will reverse the invoice entries per period if posted as accruals.
- If the entries has been invoiced to the customer the invoice must be reversed and the entries restored.
- All entries can be closed with a zero invoice or included in the next invoice.
Hands-On Activity

Subscription Credit-Memos

Activity 8
Termination & Blocking Subscriptions
Termination & Blocking

- Subscriptions are Terminated & Blocked when a date is entered in Invoice End Date in Subscription Orders overview.

- If lack of payments, a Subscription Order can be blocked if the field Blocked is ticked on Subscription Orders or the customer is blocked on the Customer Information Card.

You can terminate a Periodic Subscription by entering a date in Invoicing End Date in the window Subscription Orders.

If you enter an End Date, no issues which are a part of the relevant subscription and published after the end date will be transferred to the subscription order.

If a Delivery End Date is entered, this will lead to an end date for invoicing as well. In such cases, invoicing stops when all deliveries have been carried out.
Termination & Blocking

- “Invoicing End Date” and “Delivery End Date” are entered Subscription Lines and will in both cases terminate the subscription.
- When a Periodic Subscription is “Blocked” in the Subscription Orders overview no more invoices can be created and delivery is no longer possible.
  - Note: It is possible to Approve and Prepare an invoice but is does not get created – No print - and if the order is setup for project invoicing there will be no journal for posting entries to the project
Price Adjustments Principles can be Blocked so it no longer can be specified on subscription orders and subscription order lines. The blocking does not have any impact on already created orders. Here prices will still be adjusted according to the adjustment principle.
Termination & Blocking Subscriptions

Activity 9
Subscription Lookup
The Lookup section in subscription orders includes tabs for:

- Subscription Orders
- Orders prepared for Invoicing
- List of Invoices and Credit Memos
- Subscription reports
Standard subscription report can be created from Maconomy using Print or from InfoView

### Subscriptions

**Subscription No. : 4000**

**Subscription Order No. : 1060002**

**Customer : 10011 BT**

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<th>GM %</th>
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**Subscription Order No. : 1060007**

**Customer : 10006 Home Depot**

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**Subscription Order No. : 1060008**

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Hands-On Activity

Subscriptions Lookup & Reports

Activity 10
Knowledge Check

- Where do you enter the General Ledger Accounts for subscription postings?
- What identifies a Periodic Subscription?
- What is Price Adjustment principle?
- How do you create Credit-Memos for periodic subscriptions with and without Project Invoicing?