Accounting: Executive Meeting – Project Overview and AR Reporting SOP

**Objective/Purpose/ Why:** Create Overview and AR reports for Monday Executive Team meeting.

**Outcome:** To allow Executive Team and Senior Leadership to review and discuss projects in trouble, and projects with accounts receivable issues that need additional attention.

**Subject Matter Expert:** *Project Controller, Controller, CEO*

**Process:**

* Exec Overview reports can only be pulled from Vision AFTER all pending invoice batches AND timesheets are posted.
* AR report can be pulled after all cash receipt batches are posted.

***Standard Overview Report – Exec Team Meeting***

1. Under the Projects section within the Reporting module, select and download “Standard Project Overview Report – Exec Team Meeting” as an Excel file
2. Save report under Z:\Reports\Management Meetings with current date i.e. Standard Project Overview Report – Exec Team Meeting\_20210622
3. Reformat report by highlighting entire sheet and unmerging and unwrapping all cells. Delete extra columns and resize columns and rows

Table

Description automatically generated



1. Insert a new column before Project column, creating a new column A. Realign all content in the first 6 rows to column B – Report title, date and time stamp, ATG, period

Graphical user interface, text, table

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1. Convert data into a table. Choose option Blue, Table Style Medium 16. Save file.
2. Sort Actual Multiplier column in ascending order so lowest multiplier is shown on top.
3. Extract projects with an Actual Multiplier variance from the Target Multiplier by .09.
4. Enter comments for each low multiplier project to provide a current project status that identifies reason for low multiplier and/or any corrective actions being taken by Project Manager.
5. Copy and paste Report Legend from a prior Exec Meeting Overview Report.

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1. Save completed report under Z:\Reports\Management Meetings with using file name structure:

“Standard – Project Overview Report – Exec Team Meeting\_YYYYMMDD”

***Executive AR***

1. There are two reports from Vision that are needed to complete the AR Report. From the Reporting- Accounts Receivable Module, pull the Standard- AR Aged with Comments and AR CommentGraphical user interface, application, table

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   1. The Standard- AR Aged with Comments can be ran as is and best to use the preview function for future uses. NOTE: MAKE SURE INVOICES HAVE BEEN POSTED BEFORE RUNNING
   2. AR Comments needs the below setting. It is important that the date range is for the day it is being ran and goes back about 4 weeks ([4 weeks back]-[today]). Graphical user interface, application, Word

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   3. Run this by using the Preview function just like the Standard- AR Aged with Comments Report.
2. The Standard- AR Aged must be saved to Z:\Reports\Management Meetings as an Excel doc with the naming convention “Standard- AR Aged with Comments\_[yyyymmdd]”. The best way to do that is click the download button marked by the red arrow and select “ Microsoft Excel Document” , then click save.Graphical user interface, application

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3. Click the Magnifying glass in the top ribbon, selected the listed boxes, and click search to gather the data.Graphical user interface

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   1. This should take you to the results. Click the drop down “Search Results” and export to excel.
4. Open “AR with comment [yyyymmdd]” to use as a template and follow the following steps
   1. Copy the data from the data exported from step 3 by clicking cell A2 Ctrl+Shift+ right arrow and then Ctrl+Shift+ down arrow and Ctrl + C.
   2. In the template select tab labeled “Vision AR Data” and Ctrl + V which should paste the data into the report template. NOTE: check the bottom to make sure no previous data stuck through after pasting. Delete those rows if they exist.
5. From the AR Comments from step 1B, click the Magnifying glass in the top ribbon, selected the listed boxes, and click search to gather the data. NOTE: DO NOT select Details- Project NameGraphical user interface, application

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   1. This should take you to the results. Click the drop down “Search Results” and export to excel.
   2. Copy the data by clicking cell A2 Ctrl+Shift+ right arrow and then Ctrl+Shift+ down arrow and Ctrl + C
   3. In the template select tab labeled “Comments” and Ctrl + V which should paste the data into the report template. NOTE: check the bottom to make sure no previous data stuck through after pasting. Delete those rows if they exist.
   4. This tab has conditional formatting to highlight projects that have multiple comment entries. Delete the rows of the duplicates so only the most up to date remains. This will get rid of the conditional formatting so that project will not be highlighted after.
6. On the “AR Report” tab update the dates in cell B3, B4 and at the bottom of the report column G (this changes rows depending on the number of projects are on the report.
7. “Save as”- “AR with comments [yyyymmdd].
8. Select all the cells in Column N of the table and select the “Clear contents” from the drop down from the circled list below.Graphical user interface, application

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9. This document has VBA code to run the tedious processes. To run the program, click the AG logo as seen above in the top of columns M/N. NOTE: Only click ONCE. It may take 10 or so seconds to finish running. Clicking multiple times will overwrite the balances for the previous week which is part of the final totals. If this happens, open the previous week’s report and manually enter the data.
10. Just like in step 5d, the AR Report tab has conditional formatting that highlights duplicate projects. Delete the bottom duplicates so the ordering is correct.
11. There will be several projects that either have “#N/A” or “#REF” in their comment cell. To solve this, follow these steps:
    1. In Vision open Info Center- Project
    2. Search the EGDV or PLDV in question
    3. Click Project Review in the upper ribbon
    4. Go to the Accounts Receivable tab in the new window.
    5. Select the most out of date invoice, as it should have the most up to date comments regarding payment status and copy the statement. NOTE: If there isn’t a comment for an invoice 90+ days overdue; an even older invoice may have recently been paid and must get the comment from there and pasted into the AR report and the comment section of the before mentioned blank
    6. Double click the desired cell, highlight the formula, and paste to properly enter the data from the above step.
    7. Any Project that has “#N/A” or “#REF” and only has an overdue invoice in the “61-90” days can replace the error with “New Rollover”
12. Check the Action column (column N) for two things
    1. If the project has been sent to an attorney for collections
       1. It will only be for 120+ days projects. Check previous report and the Comptroller for what needs to be marked
    2. If we received checks for any outstanding projects that morning.
       1. One check could cover several invoices for multiple projects
13. Save again, once to save the report for further updates, and once as a PDF in Z:\Reports\Management Meetings with the naming convention “AR Aged with Comments [yyyymmdd]”
14. Print at least two copies. One for the Controller and one for whomever will be following up on the overdue invoices.

**Resources: Z:\Reports**

**Definitions:**

*Actual Multiplier: Project KPI that is calculated by dividing Net Rev by JTD Labor*

*Target Multiplier: A target multiplier is determined by the Overhead and Fixed Fee negotiated for that specific project. Can vary from project to project.*

*PITS: Project in trouble*