



SedonaOffice Users Conference
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Financial Reporting

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PERENNIAL SOFTWARE

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How quickly are you generating Financials?

How quickly your Financials are prepared matters, but how accurately they are prepared matters even more. In this booklet, we go through the financial reports as generated by SedonaOffice, as well as, give an overview of what can be produced using Vivid, CPM. Final Financials are run after all the month end processing has occurred, which includes producing these reports then reviewing them for completeness.

SedonaOffice Financials

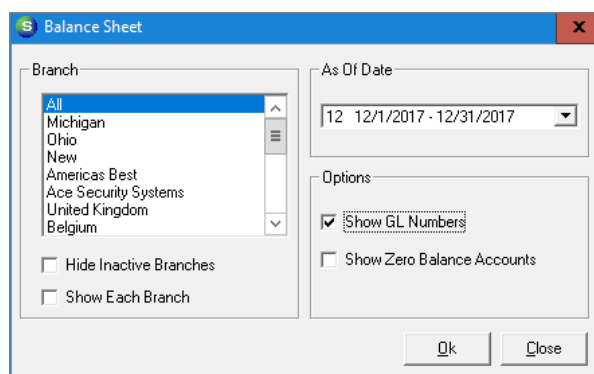
Report Manager		
Report Type Selection		
<input type="radio"/> All Modules		
<input type="radio"/> Client Management		
<input type="radio"/> Accounts Receivable		
<input checked="" type="radio"/> General Ledger		
Name	Description	
Balance Sheet	General Ledger Balance Sheet	
Balance Sheet (Classic)	General Ledger Balance Sheet (Classic version with seperate Account Columns)	
Comparison Balance Sheet	A balance sheet to compare previous years.	
Comparison Income Statement	An income statement comparing current and previous accounting periods.	
Comparison Income Statement by Category*	An Income Statement comparing accounting periods sorted by Category.	
Income by Category	Income statement sorted by category	
Income Statement	General Ledger Income Statement	
Trial Balance	General Ledger Trial Balance	
Year to Date Income Statement	GL Year to Date Income Statement	

These reports are not adjustable, however. These reports can be exported to Excel and then maneuvered to your liking.

Notes

Balance Sheet

When you click on the Balance Sheet, a selection window will appear.



The Branch window allows you to select individual Branches, all Branches, or a combination of Branches. To select a combination of Branches simply hold down the CTRL button on your keyboard.

The **As Of Date** will allow you to select the period you are running and, remember, the Balance Sheet is cumulative so you do not need to select a start date. The Balance Sheet will reflect the ending date as it appears in the selection window.

In the Options portion of the selection window, there are two selection opportunities.

Show GL Numbers: When you are reviewing financials, it makes sense to check the Show GL Numbers so that when you identify an issue with an account, you can also identify the GL account number.

Show Zero Balance Accounts: This box would be selected if you want GL accounts that have zero balances to appear.

Notes

Here is an excerpt of what the Balance Sheet would look like if you selected a combination of Branches and also allowed GL Accounts to appear.

January 14, 2018	Balance Sheet	Page# 1
4:11 PM	For branches: Michigan, Ohio As of 12/31/2017	
Assets		
Current Assets		
Bank Assets		
100200 - Cash - Operating*	32,596,537.69	
100201 - POS Credit Cards	6,461.25	
100202 - London Bank	22,498.32	
100203 - Super Bank	1,009,977.28	
100204 - Bank of Montreal	26,500.00	
100205 - Euro Exchange Bank	2,281.49	
100300 - Cash - Payroll	(41,185.00)	
100400 - Cash-Brussels	3,669,020.95	
100500 - Banco Espanola	(84.45)	
100600 - Savings Account	522.10	
100900 - Petty Cash	(7,129.05)	
100990 - Undeposited Funds*	(12,986.45)	
210230 - Chase 7194	(15,244.44)	
220050 - LOC - Revovler	(999,900.00)	
Total Bank Assets	36,257,269.69	

Here is the same Balance Sheet without GL Accounts.

January 14, 2018	Balance Sheet	Page# 1
4:12 PM	For branches: Michigan, Ohio As of 12/31/2017	
Assets		
Current Assets		
Bank Assets		
Banco Espanola	(84.45)	
Bank of Montreal	26,500.00	
Cash - Operating*	32,596,537.69	
Cash - Payroll	(41,185.00)	
Cash-Brussels	3,669,020.95	
Chase 7194	(15,244.44)	
Euro Exchange Bank	2,281.49	
LOC - Revovler	(999,900.00)	
London Bank	22,498.32	
Petty Cash	(7,129.05)	
POS Credit Cards	6,461.25	
Savings Account	522.10	
Super Bank	1,009,977.28	
Undeposited Funds*	(12,986.45)	
Total Bank Assets	36,257,269.69	

Report Manager		
Report Type Selection		
<input type="radio"/> All Modules	Name	Description
<input type="radio"/> Client Management	Balance Sheet	General Ledger Balance Sheet
<input type="radio"/> Accounts Receivable	Balance Sheet (Classic)	General Ledger Balance Sheet (Classic version with separate Account Columns)
<input checked="" type="radio"/> General Ledger	Comparison Balance Sheet	A balance sheet to compare previous years.
	Comparison Income Statement	An income statement comparing current and previous accounting periods.
	Comparison Income Statement by Category*	An Income Statement comparing accounting periods sorted by Category.
	Income by Category	Income statement sorted by category
	Income Statement	General Ledger Income Statement
	Trial Balance	General Ledger Trial Balance
	Year to Date Income Statement	GL Year to Date Income Statement

The next item on the list is the Balance Sheet (Classic) which simply gives you a different look as to where your columns are positioned.

January 14, 2018	Balance Sheet		Page# 1
4:14 PM	For branches: Michigan, Ohio As of 12/31/2017		
Assets			
Current Assets			
Bank Assets			
100200	Cash - Operating*	32,596,537.69	
100201	POS Credit Cards	6,461.25	
100202	London Bank	22,498.32	
100203	Super Bank	1,009,977.28	
100204	Bank of Montreal	26,500.00	
100205	Euro Exchange Bank	2,281.49	
100300	Cash - Payroll	(41,185.00)	
100400	Cash-Brussels	3,669,020.95	
100500	Banco Espanola	(84.45)	
100600	Savings Account	522.10	
100900	Petty Cash	(7,129.05)	
100990	Undeposited Funds*	(12,986.45)	
210230	Chase 7194	(15,244.44)	
220050	LOC - Revovler	(999,900.00)	
Total Bank Assets		<hr/>	36,257,269.69

Remember, these reports are exportable. So, if you are looking for a different format, simply export the information into Excel and Macro away. You could either export the statement itself and modify it or export the Trial Balance and create it. Later, we will look at Vivid, CPM, which is add-on module for SedonaOffice through Excel. CPM will allow you to access your general ledger directly so that you can present your numbers as you see fit. More on that later.

Notes

Comparison Balance Sheet

This report will give you the ability to look at prior year's information along-side the current period under review. It will also give you the dollar amount change.

January 14, 2018

4:16 PM

Comparison Balance Sheet

For branches:

	As Of 12/31/2016	As Of 12/31/2017	Change
Assets			
Current Assets			
Bank Assets			
100200 Cash - Operating*	32,685,432.48	32,596,537.69	(88,894.79)
100201 POS Credit Cards	6,461.25	6,461.25	0.00
100202 London Bank	4,478.34	22,498.32	18,019.98
100203 Super Bank	77.28	1,009,977.28	1,009,900.00
100204 Bank of Montreal	500.00	26,500.00	26,000.00
100205 Euro Exchange Bank	2,281.49	2,281.49	0.00
100300 Cash - Payroll	(895.00)	(41,185.00)	(40,290.00)
100400 Cash-Brussels	3,654,520.95	3,669,020.95	14,500.00
100500 Banco Espanola	(84.45)	(84.45)	0.00
100600 Savings Account	522.10	522.10	0.00
100900 Petty Cash	2,870.95	(7,129.05)	(10,000.00)
100990 Undeposited Funds*	7,799.53	(12,986.45)	(20,785.98)
210230 Chase 7194	(6,100.00)	(15,244.44)	(9,144.44)
220050 LOC - Revovler	0.00	(999,900.00)	(999,900.00)
Total Bank Assets	36,357,864.92	36,257,269.69	(100,595.23)

Comparison Income Statement

This report is the most widely used report for obvious reasons. It gives you a quick 3-month lookback into prior periods allowing you to, not only check for anomalies but review prior period allocations.

The screenshot shows the 'Comparison Income Statement' dialog box. It is divided into several sections:

- Selections:**
 - Branch:** A list box containing 'All', 'Ace Security Systems', 'ADI Integration', 'Americas Best', 'Andrea Security Company', 'Belgium', 'Boss Systems', 'Dons Test Branch', 'Master Account From Master Acco', and 'MI'. Below the list are two checkboxes: 'Hide Inactive Branches' and 'Show Each Branch'.
 - Options:** A checkbox labeled 'Print GL Numbers' is checked.
- Reporting Period 1 (The first column):**
 - Radio buttons for 'Accounting Period' (selected) and 'Dates'.
 - From: 9 9/1/2017 - 9/30/2017
 - To: 9 9/1/2017 - 9/30/2017
- Reporting Period 2 (The second column):**
 - Radio buttons for 'Accounting Period' (selected) and 'Dates'.
 - From: 10 10/1/2017 - 10/31/2017
 - To: 10 10/1/2017 - 10/31/2017
- Reporting Period 3 (The third column):**
 - Radio buttons for 'Accounting Period' (selected) and 'Dates'.
 - From: 11 11/1/2017 - 11/30/2017
 - To: 11 11/1/2017 - 11/30/2017
- Reporting Period 4 (The fourth column):**
 - Radio buttons for 'Accounting Period' (selected) and 'Dates'.
 - From: 12 12/1/2017 - 12/31/2017
 - To: 12 12/1/2017 - 12/31/2017

At the bottom right are 'Ok' and 'Close' buttons.

Date selections here are adjustable, so you can look at quarters or years side by side simply by either selecting the Account Periods From and To dates, or entering specific dates in the date selection portion.

Notes

Here is the Comparison Income Statement reflecting four years side by side.

January 14, 2018 6:24 PM	Comparison Income Statement				Page# 1
	1/1/2013-12/31/2013	1/1/2014-12/31/2014	1/1/2015-12/31/2015	1/1/2016-12/31/2016	
Ordinary Income/Expense					
Income					
400000 test	0.00	0.00	0.00	200.00	
400001 Job Parts 1	0.00	0.00	0.00	4,801.66	
400100 Revenue, Installation Labor	500.00	0.00	0.00	111.02	
400300 Shipping & Handling	(3.56)	(1,528.00)	(100.00)	4,186.95	
404100 Revenue, Finance Charges	0.00	0.00	0.00	(17.68)	
410210 Revenue - Res/Small Comm Installation	56,461.03	338,417.92	87,578.00	(191,800.00)	
410212 Revenue - Commercial Installation	586,387.34	297,054.81	53,916.99	49,359.13	
410230 Revenue - Parts & Smarts	1,500.00	1,000.00	1,100.00	700.00	
410310 Revenue - Equipment Sales	577.00	1,863.55	18,617.90	215,057.04	
410900 Revenue - Adjustments-Installation	81.00	915.00	(5,489.00)	(336,496.45)	
420330 Revenue - Service Agreements	3,262,353.31	4,759,411.05	3,569,955.39	3,627,324.24	
420331 Revenue - T & M Service	21,446.03	70,011.59	35,037.58	129,080.43	
420340 Revenue - Inspection Contracts	15,559,741.99	2,895,454.09	2,872,306.18	753,313.86	
420341 Revenue - Inspection T & M	8,212.89	11,199.61	503.00	3,711.99	
420900 Revenue - Adjustments-Service	854.00	1,970.00	1,827.00	(1,102,464.00)	
430110 Revenue - Monitoring	9,577,554.82	13,809,131.71	11,257,016.86	11,685,629.44	
430130 Revenue - Managed Access Fees	24.00	442.33	466.00	997.50	
430140 Revenue - Upload/Download Fees	0.00	0.00	0.00	(50.00)	
430190 Revenue - Monitoring Discounts	0.00	0.00	(56.33)	(245.27)	
430900 Revenue - Adjustments-Monitoring	0.00	0.00	0.00	50,000.00	
480110 Revenue - Lease Recurring	152,605.82	208,927.80	145,914.31	245,412.16	
490110 Revenue - OTC Part Sles	39.50	0.00	0.00	1,000.00	
490111 OTC Cash adjustment	0.00	0.00	(7.84)	0.00	
490900 Revenue - Other	0.00	2,500.00	109.00	2,854.73	
Total Income e	29,228,335.17	22,396,771.46	18,038,695.04	15,142,666.75	

This statement gives you a quick look into trends and allocations over the time. We often see this report run using Current Month vs. Last Month and the Year to Date this Month vs. Year to Date as of the same period.

January 14, 2018 10:04 PM	Comparison Income Statement				Page# 1
	12/1/2016-12/31/2016	12/1/2015-12/31/2015	1/1/2016-12/31/2016	1/1/2015-12/31/2015	
Ordinary Income/Expense					
Income					
400000 test	0.00	0.00	200.00	0.00	
400001 Job Parts 1	851.86	0.00	4,801.66	0.00	
400100 Revenue, Installation Labor	0.00	0.00	111.02	0.00	
400300 Shipping & Handling	1,947.00	0.00	4,186.95	(100.00)	
404100 Revenue, Finance Charges	0.00	0.00	(17.68)	0.00	
410210 Revenue - Res/Small Comm Installation	0.00	21,965.00	(191,800.00)	87,578.00	
410212 Revenue - Commercial Installation	0.00	9,270.00	49,359.13	53,916.99	
410230 Revenue - Parts & Smarts	0.00	0.00	700.00	1,100.00	
410310 Revenue - Equipment Sales	25.00	11,484.00	215,057.04	18,617.90	
410900 Revenue - Adjustments-Installation	72.00	200.00	(336,496.45)	(5,489.00)	
420330 Revenue - Service Agreements	142,285.99	1,536,212.31	3,627,324.24	3,569,955.39	
420331 Revenue - T & M Service	953.43	4,422.51	129,080.43	35,037.58	
420340 Revenue - Inspection Contracts	6,300.03	267,033.77	753,313.86	2,872,306.18	
420341 Revenue - Inspection T & M	98.00	160.00	3,711.99	503.00	
420900 Revenue - Adjustments-Service	0.00	120.00	(1,102,464.00)	1,827.00	
430110 Revenue - Monitoring	512,736.38	3,377,337.35	11,685,629.44	11,257,016.86	
430130 Revenue - Managed Access Fees	33.25	68.00	466.00	997.50	
430140 Revenue - Upload/Download Fees	0.00	0.00	(50.00)	0.00	
430190 Revenue - Monitoring Discounts	0.00	(50.00)	(245.27)	(56.33)	
430900 Revenue - Adjustments-Monitoring	50,000.00	0.00	50,000.00	0.00	
480110 Revenue - Lease Recurring	16,933.24	21,360.10	245,412.16	145,914.31	
490110 Revenue - OTC Part Sles	0.00	0.00	1,000.00	0.00	
490111 OTC Cash adjustment	0.00	0.00	0.00	(7.84)	
490900 Revenue - Other	5.00	0.00	2,854.73	109.00	
Total Income e	732,241.18	5,249,583.04	15,142,666.75	18,038,695.04	

Note: the period that appears at the bottom of the Comparison Income Statement selection window is driven by what is designated as your Current Accounting period.

Accounting Periods

Current Accounting Period: 12/1/2017 - 12/31/2017

Fiscal Year: 2017

Period	Start Date	End Date	Status
1	1/1/2017	1/31/2017	Open
2	2/1/2017	2/28/2017	Open
3	3/1/2017	3/31/2017	Open
4	4/1/2017	4/30/2017	Open
5	5/1/2017	5/31/2017	Open
6	6/1/2017	6/30/2017	Open
7	7/1/2017	7/31/2017	Open
8	8/1/2017	8/31/2017	Open
9	9/1/2017	9/30/2017	Open
10	10/1/2017	10/31/2017	Open
11	11/1/2017	11/30/2017	Open
12	12/1/2017	12/31/2017	Re-Open
* 1	1/1/2018	1/31/2018	Open
* 2	2/1/2018	2/28/2018	Future
* 3	3/1/2018	3/31/2018	Future
* 4	4/1/2018	4/30/2018	Future

* - Denotes Next Fiscal Year

Save Close

Period Status: What do they mean?

Open: Transactions can be entered into these periods on purpose or by accident.

Closed: No Transactions can be entered into closed periods.

Re-Open: Restricted access to otherwise closed periods. (User rights need to be assigned to have access) The User right is titled *Access to Re-Opened periods*.

Future: These are future periods that have not yet come to pass.

Notes

Comparison Income Statement by Category

The selection windows will allow you to look at various periods side by side for all categories. It is an easy way to find mis-classifications or entries that have been booked without Categories as you can see below.

January 15, 2018 12:04 PM		Comparison Income Statement				Page # 3
		All Branches				
		1/1/2013 - 12/31/2013	1/1/2014 - 12/31/2014	1/1/2015 - 12/31/2015	1/1/2016 - 12/31/2016	
		14,733.85	4,243.30	1,324.16	0.00	
Jobs Res						
400001 - Job Parts 1		0.00	0.00	0.00	111.02	
400100 - Revenue, Installation Labor		500.00	0.00	0.00	0.00	
400300 - Shipping & Handling		0.00	0.00	0.00	1,947.00	
410210 - Revenue - Res/Small Comm		43,648.03	88,572.92	15,970.00	(218,910.00)	
410212 - Revenue - Commercial		27,347.04	3,836.96	3,294.50	3,880.13	
410310 - Revenue - Equipment Sales		0.00	0.00	10,000.00	90,670.00	
410900 - Revenue -		1,000.00	(45.00)	(6,767.00)	(101,675.00)	
420331 - Revenue - T & M Service		1,200.00	751.25	0.00	0.00	
		73,695.07	93,116.13	22,497.50	(223,976.85)	
Monitoring						
420330 - Revenue - Service Agreements		0.00	33.73	797.20	2,655.91	
430110 - Revenue - Monitoring		9,577,554.82	13,808,604.51	11,250,184.98	11,671,432.75	
430130 - Revenue - Managed Access		24.00	442.33	466.00	997.50	
480110 - Revenue - Lease Recurring		0.00	0.00	0.00	0.00	
490900 - Revenue - Other		0.00	0.00	0.00	274.40	
		9,577,578.82	13,809,080.57	11,251,448.18	11,675,360.56	
N/A						
400300 - Shipping & Handling		0.00	0.00	0.00	(50.00)	
430110 - Revenue - Monitoring		0.00	0.00	0.00	48.00	
480110 - Revenue - Lease Recurring		0.00	0.00	0.00	0.00	
		0.00	0.00	0.00	(2.00)	

Notes

Income by Category

This report will provide a single period in time where all categories are reflected.

Income Statement by Category

Branches:

- ☒ Ace Security Systems
- ☒ ADI Integration
- ☒ Americas Best
- ☒ Andrea Security Com...
- ☒ BELG
- ☒ Best

☐ Hide Inactive Branches

Select All Invert

☐ Show Each Branch

Income Activity

From: 1 1/1/2016 - 1/31/2016 To: 12 12/1/2016 - 12/31/2016

Options:

- ☒ Show GL Accounts
- ☒ Include Account Numbers
- ☐ Show zero balance accounts
- ☒ Show Date of Printing
- ☒ Recalculate Summary Totals

Ok Cancel

Report Preview - Comparison Income Statement by Category

January 15, 2018
12:15 PM

Comparison Income Statement Page # 1

All Branches

1/1/2013 - 12/31/2013 1/1/2014 - 12/31/2014 1/1/2015 - 12/31/2015 1/1/2016 - 12/31/2016

Income

Report Preview - Comparison Income Statement by Category

Category Income Statement Page # 1

All Branches

1/1/2016 - 12/31/2016

Income

Admin G & A				
400001 - Job Parts 1	4,479.62			
400100 - Revenue, Installation Labor	111.02			
400300 - Shipping & Handling	(199.00)			
404100 - Revenue, Finance Charges	(17.68)			
410230 - Revenue - Parts & Smarts	100.00			
410310 - Revenue - Equipment Sales	20,000,025.00			
410900 - Revenue -	2,999,491.02			
420330 - Revenue - Service Agreements	(500.00)			
430140 - Revenue - Upload/Download	(50.00)			
430190 - Revenue - Monitoring	(245.27)			
430900 - Revenue -	50,000.00			
480110 - Revenue - Lease Recurring	245,412.16			
490110 - Revenue - OTC Part Sles	1,000.00			
490900 - Revenue - Other	2,000.00			
	23,301,606.87			

23,301,606.87

Notes

Income Statement

Your standard P&L showing performance over a period of time.

January 14, 2018	Income Statement	Page# 1
10:26 PM	For the Period 12/1/2016 to 12/31/2016	
Ordinary Income/Expense		
Income		
Job Parts 1	851.86	
Revenue - Adjustments-Installation	72.00	
Revenue - Adjustments-Monitoring	50,000.00	
Revenue - Equipment Sales	25.00	
Revenue - Inspection Contracts	6,300.03	
Revenue - Inspection T & M	98.00	
Revenue - Lease Recurring	16,933.24	
Revenue - Managed Access Fees	33.25	
Revenue - Monitoring	512,736.38	
Revenue - Other	5.00	
Revenue - Service Agreements	142,285.99	
Revenue - T & M Service	953.43	
Shipping & Handling	1,947.00	
Total Income	732,241.18	
Cost of Goods Sold		
COGS SVC Labor	175.00	
COGS SVC Parts	161.15	
COS - Inventory Variances	(10.00)	
COS - Jobs-Parts	311.50	
COS - Jobs-Subcontractors	2,020.00	
COS - OTC Sales	6.16	
COS - Royalties-Employee	(5.00)	
COS - Service-Commissions	(51.63)	
COS - Service-Labor	100.00	
COS - Service-Parts	580.37	
COS - Service-Subcontractor	66.67	
Cost of Goods Sold Total	3,354.22	

Trial Balance

Your standard Trial Balance can be shown in two ways. Showing Debits and Credits, or as a Worksheet.

The screenshot shows the 'Trial Balance' dialog box. On the left, under 'Branch', there is a list box containing: All, Ace Security Systems, ADI Integration, Americas Best, Andrea Security Company, BELG, Best, Boss Systems, and Dons Test Branch. Below this list are two checkboxes: 'Hide Inactive Branches' and 'Break Out by Branch'. On the right, under 'As Of Date', there is a date range dropdown set to '12/12/2017 - 12/31/2017'. Below that, under 'Report Type', there are two radio buttons: 'Show Debits and Credits' (which is selected) and 'Show Worksheet'. At the bottom right, under 'Options', there is a checkbox for 'Include Zero Balance Accounts'. At the very bottom are 'Ok' and 'Close' buttons.

January 14, 2018 10:21 PM		Trial Balance as of 12/31/2017		Page # 1
<u>Account</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>	
100200	Cash - Operating*	32,628,524.08		
100201	POS Credit Cards	6,461.25		
100202	London Bank	126,517.34		
100203	Super Bank	1,009,977.28		
100204	Bank of Montreal	26,500.00		
100205	Euro Exchange Bank	2,281.49		
100300	Cash - Payroll		41,190.00	
100400	Cash-Brussels	3,669,020.95		
100500	Banco Espanola		191.12	
100600	Savings Account		477.90	
100900	Petty Cash		5,829.05	
100990	Undeposited Funds*		12,886.45	
110110	Accounts Receivable*	35,734,238.02		

January 18, 2018		Working Trial Balance				Page # 1		
3:49 PM		as of 12/31/2017						
Account	Description	Beginning Balance as of 12/01/2017	Debit	Credit	Ending Balance as of 12/31/2017	Adjust Debit	Adjust Credit	Adjust Balance
100200	Cash - Operating*	32,628,524.08	0.00	0.00	32,628,524.08			
100201	POS Credit Cards	6,461.25	0.00	0.00	6,461.25			
100202	LondonBank	126,517.34	0.00	0.00	126,517.34			
100203	Super Bank	1,009,977.28	0.00	0.00	1,009,977.28			
100204	Bank of Montreal	26,500.00	0.00	0.00	26,500.00			
100205	Euro Exchange Bank	2,281.49	0.00	0.00	2,281.49			
100300	Cash - Payroll	(41,190.00)	0.00	0.00	(41,190.00)			
100400	Cash-Brussels	3,664,520.95	4,500.00	0.00	3,669,020.95			

Some customers use the Working Trial Balance report at month-end to help identify adjustments and their expected ending balances.

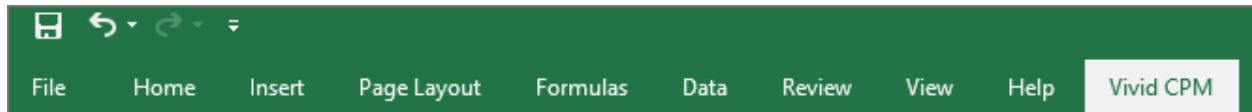
Year to Date Income Statement

The Income Statement is more standard. It shows Current Month results along-side Year to Date results with percentages.

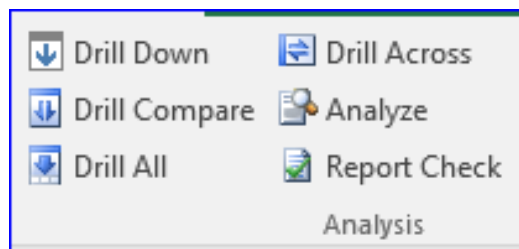
January 14, 2018	Year to Date				Page# 1
10:28 PM	Income Statement				
	For the Period Ending 12/31/2016				
	Current Month 12/1/2016 - 12/31/2016	% of Current Month Revenue	Year to Date 1/1/2016 - 12/31/2016	% of Year to Date Revenue	
Income					
Discounts Taken	0.00	0.00	(95.29)	0.00	
Interest Income	0.00	0.00	10.00	0.00	
Job Parts 1	851.86	0.12	4,801.66	0.03	
Late Fees Income	4,756.53	0.65	481,315.47	3.08	
Other Income	0.00	0.00	25.00	0.00	
Revenue - Monitoring	0.00	0.00	(245.27)	0.00	
Revenue -	72.00	0.01	(336,496.45)	(2.15)	
Revenue -	50,000.00	6.78	50,000.00	0.32	
Revenue -	0.00	0.00	(1,102,464.00)	(7.06)	
Revenue - Commercial	0.00	0.00	49,359.13	0.32	
Revenue - Equipment	25.00	0.00	215,057.04	1.38	
Revenue - Inspection	6,300.03	0.85	753,313.86	4.82	
Revenue - Inspection T &	98.00	0.01	3,711.99	0.02	
Revenue - Lease	16,933.24	2.30	245,412.16	1.57	
Revenue - Managed	33.25	0.00	997.50	0.01	
Revenue - Monitoring	512,736.38	69.57	11,685,629.44	74.79	
Revenue - OTC Part Sles	0.00	0.00	1,000.00	0.01	
Revenue - Other	5.00	0.00	2,854.73	0.02	
Revenue - Parts & Smarts	0.00	0.00	700.00	0.00	
Revenue - Res/Small	0.00	0.00	(191,800.00)	(1.23)	
Revenue - Service	142,285.99	19.31	3,627,324.24	23.22	
Revenue - T & M Service	953.43	0.13	129,080.43	0.83	
Revenue -	0.00	0.00	(50.00)	0.00	
Revenue, Finance	0.00	0.00	(17.68)	0.00	
Revenue, Installation	0.00	0.00	111.02	0.00	
Shipping & Handling	1,947.00	0.26	4,186.95	0.03	
test	0.00	0.00	200.00	0.00	
Total Income e	736,997.71	100.00	15,623,921.93	100.00	

VIVID, CPM

This is an add-on module to SedonaOffice. Although the financials produced by SedonaOffice are enough, what Vivid, CPM can provide is quite amazing. Vivid works through Excel and will appear on the Ribbon bar of your Excel program once installed.



Vivid allows you to write financials then review those financial with some very powerful tools.



Once your financials are prepared in Vivid, CPM, you will be able to perform all of the analysis features listed above. Here is what those analysis function can do for you.

Drill Down: Drill down to the transactions that make up the balance. Giving you quick access to details with export capabilities.

Drill Compare: Compare one column on your spreadsheet to another. Again, allowing you to drill down from the compare window into the details.

Drill All: Look into the balances of an entire row within your spreadsheet. With the ability to click down to details for each balance.

Drill Across: Look at trends graphically shown in a time line fashion, or year by year.

Analyze: Analyze columns looking for defined variance thresholds. Both % & \$.

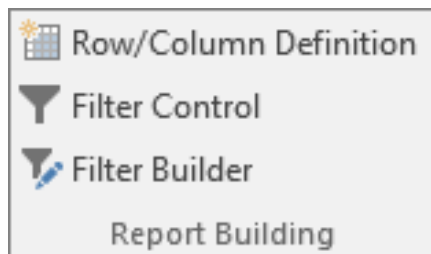
Report Checker: When creating a report with Vivid, CPM, this tool allows you to check for duplicate GL Accounts or missing Accounts, Categories, or Branches.

Notes

VIVID, CPM – Report writing

What Financials are you preparing and how are you preparing them? Are you using the SedonaOffice financials as described above? Are you exporting your Balance Sheet and Income Statement to Excel and then cleaning it up, or condensing it? Well, if you are, Vivid, CPM, may be just for you?

Vivid, CPM builds reports using these three features. The best part, it's within the excel universe.



Row/Column Definition: Define rows and columns. Generally, Columns are: Dates, Branches, and Categories. Rows are: GL Accounts.

Filter Control: Easy way to change criteria within your spreadsheet. Either Rows and Columns or only on specific selections. Change signs on GL Accounts instantaneously.

Filter Builder: Build your GL Account Grouping. If you want to maintain a detailed Chart of Accounts but don't want all those accounts listed on your financials, this is the solution.

Vivid, CPM can not only make your month-end processes quicker, with respect to analyzing your numbers, but it can also allow you to present those numbers in a much simpler fashion.

Notes

Here is a Balance Sheet prepared using Vivid, CPM showing the Current Month alongside last month with Variances.

ALWAYS SAFE. INC			
Balance Sheet			
October 2017			
	September	October	Variance
Cash	\$ 175,598.32	\$ 228,582.24	\$ 52,983.92
Accounts Receivable	1,705,640.03	1,695,403.35	(10,236.68)
Inventory	220,377.06	259,207.67	38,830.61
Prepaid Expense	90,614.63	59,397.94	(31,216.69)
	<u>\$ 2,192,230.04</u>	<u>\$ 2,242,591.20</u>	<u>\$ 50,361.16</u>
Installed Security Systems	220,263.28	220,263.28	-
Building Improvements	150,051.22	150,051.22	-
Furniture & Office Equipment	208,831.27	208,831.27	-
Vehicles	170,614.54	170,614.54	-
Computers & Software	523,902.14	540,705.55	16,803.41
Accumulated Depreciation	(750,134.17)	(765,889.88)	(15,755.71)
	<u>\$ 523,528.28</u>	<u>\$ 524,575.98</u>	<u>\$ 1,047.70</u>
Deposits	60,422.75	68,422.75	8,000.00
Goodwill	253,507.70	253,507.70	-
Loan Costs	10,084.76	10,084.76	-
	<u>\$ 324,015.21</u>	<u>\$ 332,015.21</u>	<u>\$ 8,000.00</u>
Total Assets	<u>\$ 3,039,773.53</u>	<u>\$ 3,099,182.39</u>	<u>\$ 59,408.86</u>
Accounts Payable	\$ 479,489.29	\$ 408,940.33	\$ (70,548.96)
Accrued Expenses	140,991.13	129,949.30	(11,041.83)
Deferred Revenue	508,771.94	562,792.99	54,021.05
	<u>\$ 1,129,252.36</u>	<u>\$ 1,101,682.62</u>	<u>\$ (27,569.74)</u>
Note Payable - Bank	1,117,416.70	1,133,321.74	15,905.04
Lease Payable	119,540.56	114,255.97	(5,284.59)
	<u>\$ 1,236,957.26</u>	<u>\$ 1,247,577.71</u>	<u>\$ 10,620.45</u>
Retained Earnings	525,538.78	525,538.78	-
Net Income	148,025.13	224,383.28	76,358.15
	<u>\$ 673,563.91</u>	<u>\$ 749,922.06</u>	<u>\$ 76,358.15</u>
Total Liabilities and Equity	<u>\$ 3,039,773.53</u>	<u>\$ 3,099,182.39</u>	<u>\$ 59,408.86</u>

Here is a Standard Income Statement. This time, showing last year's balances alongside current period numbers, with variance and the percentage increases/decreases by line item.

ALWAYS SAFE. INC								
Income Statement								
For the period ended October 2017								
	Current Month				10 Months			
	This Year	Last Year	Variance	%	This Year	Last Year	Variance	%
Revenue								
Recurring Revenue	\$ 467,777.57	\$ 449,865.12	\$ 17,912.45	3.98%	\$ 4,678,138.60	4,557,860.64	\$ 120,277.96	2.64%
Rental Monthly Revenue	7,918.05	9,646.97	(1,728.92)	-17.92%	69,600.46	82,307.38	(12,706.92)	-15.44%
Installation Revenue	418,997.71	448,835.21	(29,837.50)	-6.65%	3,663,098.42	3,116,894.87	546,203.55	17.52%
Service Revenue	79,206.39	90,778.79	(11,572.40)	-12.75%	827,454.47	861,951.42	(34,496.95)	-4.00%
Total Revenue	973,899.72	999,126.09	(25,226.37)	-2.52%	9,238,291.95	8,619,014.31	619,277.64	7.19%
Cost of Revenue								
Install Materials	121,945.28	108,653.10	13,292.18	12.23%	983,529.64	716,947.47	266,582.17	37.18%
Service Materials	27,473.41	22,029.49	5,443.92	24.71%	227,075.39	209,890.97	17,184.42	8.19%
Telecommunications	10,167.83	11,199.23	(1,031.40)	-9.21%	89,259.65	85,672.70	3,586.95	4.19%
Installation Labor	66,591.94	85,327.66	(18,735.72)	-21.96%	914,646.02	764,512.62	150,133.40	19.64%
Service Labor	42,530.22	44,024.27	(1,494.05)	-3.39%	472,259.29	383,812.68	88,446.61	23.04%
Operations Labor	43,072.64	10,000.00	33,072.64	330.73%	398,309.64	80,000.00	318,309.64	397.89%
Monitoring Expense	24,484.34	25,223.76	(739.42)	-2.93%	240,472.66	223,647.55	16,825.11	7.52%
Depreciation - Alarm Equipment	5,336.70	5,000.00	336.70	6.73%	43,367.00	40,000.00	3,367.00	8.42%
Royalty Expense	10,780.59	9,513.51	1,267.08	13.32%	122,737.58	124,076.23	(1,338.65)	-1.08%
Warranty Expense	8,962.00	9,175.00	(213.00)	-2.32%	119,857.00	120,751.00	(894.00)	-0.74%
Total Cost of Revenue	361,344.95	330,146.02	31,198.93	9.45%	3,611,513.87	2,749,311.22	862,202.65	31.36%
Gross Profit	612,554.77	668,980.07	(56,425.30)	-8.43%	5,626,778.08	5,869,703.09	(242,925.01)	-4.14%
Selling Expense								
Salaries	58,008.58	104,644.59	(46,636.01)	-44.57%	587,444.31	1,113,518.16	(526,073.85)	-47.24%
Commissions	23,147.20	8,617.61	14,529.59	168.60%	172,325.27	6,641.75	165,683.52	2494.58%
Total Selling Expense	81,155.78	113,262.20	(32,106.42)	-28.35%	759,769.58	1,120,159.91	(360,390.33)	-32.17%

Here is a Cash Flow Statement not found in SedonaOffice's list of reports, but can be produced with Vivid, CPM.

ALWAYS SAFE. INC		
Cash Flow Statement - All Branches		
October 2017		
	October	October YTD
Cash Provided (Used) in Operating Activities		
Net Income	\$ 121,659.73	\$ 1,538,993.81
Adjustments:		
Depreciation an Amortization	15,755.71	168,890.60
Accounts Receivable	10,236.68	(93,714.95)
Inventory	(38,830.61)	(57,861.60)
Prepaid Expenses	31,216.69	(61,237.10)
Accounts Payable	70,548.96	173,830.01
Accrued Liabilities	11,041.83	92,171.42
Deferred Revenue	(54,021.05)	(129,021.61)
Cash Provided (Used) in Operating Activities	\$ 45,948.21	\$ 93,056.77
Cash Provided (Used) in Investing Activities		
Asset Additions	(16,803.41)	(123,612.26)
Total Cash Provided (Used) in Investing Acti	\$ (16,803.41)	\$ (123,612.26)

Here is an Income Statement by Branch. Each Branch having its own column. Note how these numbers are the same numbers found in the previous Standard Income Statement, only now, showing each Branch and each Branch's contribution to the totals.

ALWAYS SAFE. INC					
Income Statement By Branch					
For the Month ended October 2017					
	Branch 1	Branch 2	Branch 3	Branch 4	Combined
Revenue					
Recurring Revenue	\$ 137,888.73	\$ 94,544.74	\$ 159,928.99	\$ 75,415.11	\$ 467,777.57
Rental Monthly Revenue	1,333.21	699.77	4,807.05	1,078.02	7,918.05
Installation Revenue	159,690.41	39,936.81	175,316.87	44,053.62	418,997.71
Service Revenue	27,552.29	10,613.90	23,871.68	17,168.52	79,206.39
Total Revenue	326,464.64	145,795.23	363,924.59	137,715.26	973,899.72
Cost of Revenue					
Install Materials	44,210.81	12,830.38	51,355.72	13,548.37	121,945.28
Service Materials	11,712.63	(2.89)	9,528.35	6,235.31	27,473.41
Telecommunications	1,784.21	4,200.76	2,064.31	2,118.55	10,167.83
Installation Labor	22,027.75	13,984.21	24,345.84	6,234.15	66,591.94
Service Labor	10,359.51	7,927.01	14,912.23	9,331.46	42,530.22
Operations Labor	-	43,072.64	-	-	43,072.64
Monitoring Expense	-	4,116.60	10,948.42	9,419.32	24,484.34
Depreciation - Alarm Equipment	5,336.70	-	-	-	5,336.70
Royalty Expense	3,735.40	2,337.37	4,707.81	-	10,780.59
Warranty Expense	403,979.38	(376,215.99)	(18,801.40)	-	8,962.00
Total Cost of Revenue	503,146.40	(287,749.90)	99,061.29	46,887.16	361,344.95
Gross Profit	(176,681.76)	433,545.13	264,863.30	90,828.10	612,554.77
Selling Expense					
Salaries	7,115.50	14,622.85	26,893.70	9,376.54	58,008.58
Commissions	2,996.48	12,164.43	6,177.11	1,809.18	23,147.20
Total Selling Expense	10,111.98	26,787.28	33,070.80	11,185.72	81,155.78

Notes

Here is another version of the Income Statement. Now, it's showing numbers by Category. This report provides insight into how your Profit Centers are performing and will also identify Category miscodings.

ALWAYS SAFE. INC					
Income Statement By Category					
For the period ended October 2017					
		Monitoring	Service	Installation	Combined
Revenue					
	Recurring Revenue	\$ 467,777.57	\$ -	\$ -	\$ 467,777.57
	Rental Monthly Revenue	7,918.05	-	-	7,918.05
	Installation Revenue	-	-	418,997.71	418,997.71
	Service Revenue	-	79,206.39	-	79,206.39
	Total Revenue	475,695.62	79,206.39	418,997.71	973,899.72
Cost of Revenue					
	Install Materials	-	226.47	121,718.81	121,945.28
	Service Materials	10.78	27,462.63	-	27,473.41
	Telecommunications	10,167.83	-	-	10,167.83
	Installation Labor	-	-	66,591.94	66,591.94
	Service Labor	-	42,530.22		42,530.22
	Operations Labor	-		43,072.64	43,072.64
	Monitoring Expense	24,484.34	-	-	24,484.34
	Depreciation - Alarm Equipment	5,336.70	-	-	5,336.70
	Royalty Expense	10,780.59	-	-	10,780.59
	Warranty Expense	8,962.00	-	-	8,962.00
	Total Cost of Revenue	59,742.24	70,219.32	231,383.39	361,344.95
Gross Profit		415,953.38	8,987.07	187,614.32	612,554.77

Notes

Other things you could be doing!

Some of these things you could already be doing, and maybe you just need more time.

1. What should we stop doing - what is not providing value
2. Identify large accounts to insure stability
3. Grow bundle products with existing clients
4. Consider social media development
5. Hold all teams accountable while supporting and guiding
6. Utilize case studies
7. Study Current Products and targeting New Customers
8. Study and evaluate New Products and Current Customers
9. Participation in local events
- 10.** Spending more time with the family •

Notes