

Forward Velocity Webinar

Presented by Full Sail Partners



Agenda

1. WebEx Instructions
2. News & Calendar of Events
3. Presentation on Stress Free Year End Process – Yes You Can!

Keep your business
on *course*.

Full Sail Partners



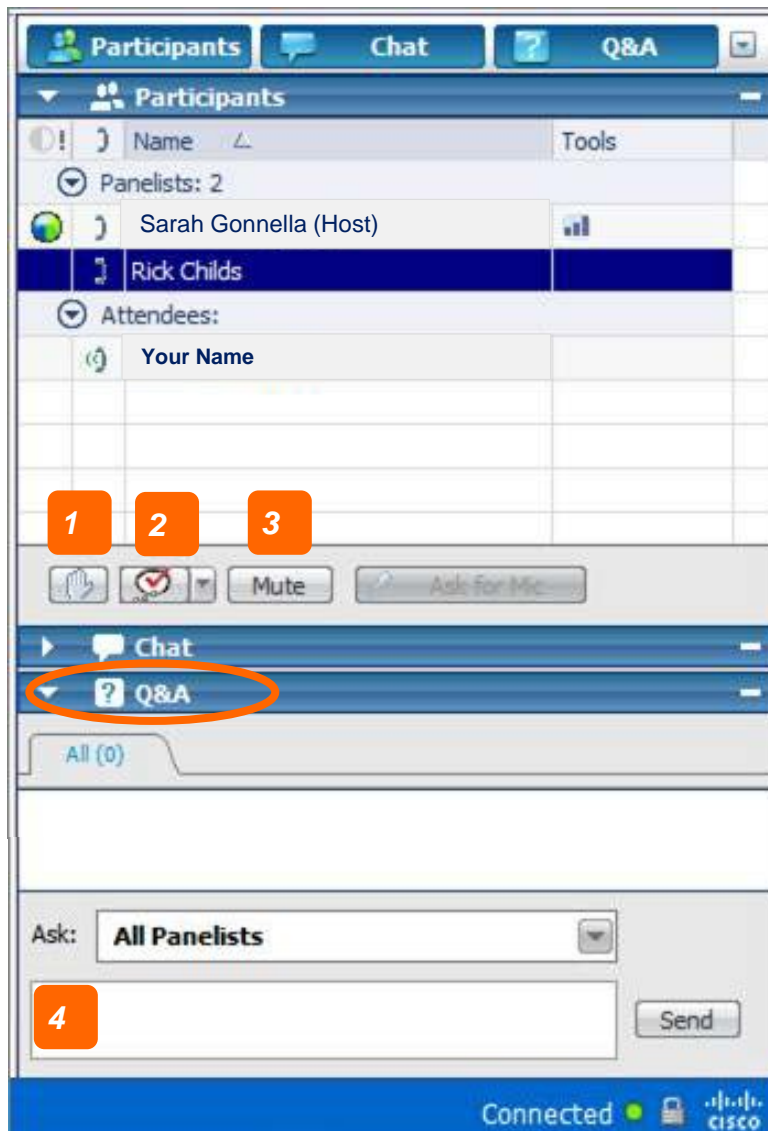
WebEx Instructions

Instructions:

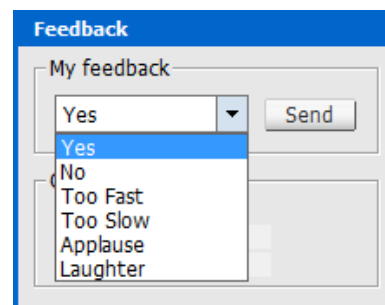
- 1. Call 1-650-479-3207**, you will be prompted to enter the meeting number, you will then be prompted to enter your attendee number, **please wait until the you have heard all of the instructions before entering your attendee number.** The meeting number and your attendee number can be found on the **info tab** of the WebEx Event Center screen.
- 2. All lines are muted upon entry into the call.**
- 3. Once you have called into the meeting, please make sure you have the phone handset symbol next to your name in the WebEx Event Center screen, Participant Panel under Attendees.** If you do not have the symbol, please hang up and call back (you do not need to exit the meeting to do so). Make sure you enter the correct attendee number when calling in, this will allow us to unmute your line should you want to ask a question during the meeting. If you are using VIOP we will not be able to unmute your line.
- 4. Event materials will be sent after event.**



WebEx Instructions



1. **Raise Hand** (be sure to click again to remove raised hand or feedback information)
2. **Feedback Tool** (use for yes/no questions or to provide the speaker feedback.)



3. **Mute** (mute yourself when you need to talk to someone in your office or put the line on hold)
4. **Q&A** (Type in the Q&A dialogue box [Not Chat] to ask a question. Be sure to choose All Panelist)



News & Calendar of Events

Maximize. Grow. Plan. Evaluate.

Our Forward Velocity webinars are focused on topics to move your firm ahead of the competition and provide insight on how to take action at a rapid speed. Be in action with your business and reach full sail!

Yearly Schedule:

Maximize | January, February, March

Grow | April, May, June

Plan | July, August, September

Evaluate | October, November, December

*All events are virtual webinars held at
1:30pm ET.*



News & Calendar of Events

12/12/12 | Have You Seen Vision Lately?

12/13/12 | Sacramento User Group

12/18/12 | Have You Seen Vision Lately?

2/27/13 | Charlotte User Group

For more information on user groups:

<http://www.fullsailpartners.com/events/>

For more information on upcoming webinars:

<http://www.fullsailpartners.com/Resources/webinars/>

SAVE THE DATE



News & Calendar of Events

Blog Articles (www.fullsailpartners.com/FSPblog)

- Deltek's "Kona" – an Intuitive Collaboration Tool
- Don't Forget Your Deltek Vision Year End Processes
- Going 'Green' with Vision Invoicing to Collect the 'Green' Faster
- Full Sail Partners and WJE Receive Deltek Project Excellence Award
- Vision Unleashed, Mobile Solution to Access Deltek Vision Unveiled



News & Calendar of Events

Did You Know?

Ready to open a new benefit year?

Opening a new benefit year should be done **after** the last Timesheet has been posted and Benefit Accrual has been run for the prior year, but **before** the first Timesheet posting and Benefit Accrual has been run for the current period in the new year.

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Featured Firm: Parikh Consultants, Inc.

- 4 locations | HQ in San Jose, CA
- Geotechnical Engineering, Environmental Engineering and Materials Testing services for Transportation.

After migrating to Deltek Vision in 2010, Parikh Consultants has realized:

- 40% reduction in manual process.
- 25-30% increase of business with contracts coming in under budget.
- Flexibility to customize and revise reports.
- Project Managers have taken increased ownership over project details.



Jelly's Ferry Bridge Project



Jacktone Road Project



Poll Results

1. Does your firm prepare a year-end checklist?

- No, but we are in the process of developing one. 23%
- No, we would like help developing one. 10%
- No, we do not see a need for this. 6%
- Yes. 60%

2. Does your firm create a month end and/or year-end closing calendar?

- No, but we are in the process of developing one. 16%
- No, we would like help developing one. 13%
- No, we do not see a need for this. 10%
- Yes. 60%



Poll Results

3. How would you describe year end?

- Just like month end, but with a few more tasks. 60%
- Intense, worse time. 40%
- Over-hyped. It is pretty stress free. 0%



For more information contact:

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Hearing what you have to say, whether criticism or praise,
helps us provide you better information and service.

Please fill out the survey and provide your feedback.



*Stress Free Year End Process –
Yes You Can!*



Panelist Question 1

When do you typically start preparing for year-end?



Panelist Question 2

How do you plan for year-end?



Panelist Question 3

Have you created a procedure manual or check list for year-end?



Panelist Question 4

What is your biggest frustration surrounding year-end?



Panelist Question 5

Do you usually clean up your info center data at year-end, i.e. set projects, vendors, clients, to inactive or dormant?



Panelist Question 6

Do you prepare a new billing rate table at year-end, or adjust employee cost rates?



Panelist Question 7

**When do you usually mark your periods
as closed?**

Is it part of the year-end process?



Panelist Question 8

What other “housekeeping” tasks do you and your staff perform at year-end?



Panelist Question 9

What other tips or tricks can you offer up that make your year-end process stress free?



Panelist Question 10

Do you involve your accounting staff in year-end timetables?

Do they have clear responsibilities with backups?



Panelist Question 11

Do you change your regular deadlines (i.e. timesheet submission, billing due dates, etc) at year-end?

How far in advance do you inform the company staff?



Q&A Session:



Final Thoughts:



Tips to Make Year-End Easier

- **Communication.** It is vital to communicate to the rest of the firm that year end is approaching and the important dates that they should be aware of: final timesheet due date, final expense report due date, etc.
- **Create a calendar.** Your calendar should contain all of your year-end deadlines: final AP check run, final timesheet due, final bank rec are all dates you may want to add to your year-end calendar.
- **Create a year-end manual.** Given that year-end procedures change very little from year to year, create a manual. With a manual to refer to, you no longer have to rely on your memory or cryptic notes you may have taken in years past.



Tips to Make Year-End Easier

- **Reconcile on a monthly basis.** Stay on top of your monthly reconciliations. Nothing adds to the stress of year end more than performing several months of reconciliations that could be done monthly.
- **Use recurring transaction files.** If there are yearly JE's or other transactions that you only post once a year, consider creating a recurring transaction file. Each year those files will already be in place so you don't have to re-create them from year to year.
- **Order year end forms well in advance.** Why wait until the last minute to order your 1099 and W-2 forms? By ordering your forms in advance you know they are on hand when you are ready to process.



Thank You For Attending!

*Stress Free Year End Process –
Yes You Can!*

