

Deltek Vision®

7.x* Implementation Guide

June 27, 2013

* Deltek only updates this guide on an annual basis in the 4th quarter. The information in this guide is specific to the current release at the time that this guide was updated, which is Vision 7.0 SP1. Throughout the year, Deltek may release additional versions of Vision. Any changes in those more recent versions will not be reflected in this guide until the next annual update.

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Overview

The *Deltek Vision Implementation Guide* contains information about configuring and setting up Vision applications and features.

If You Need Assistance

If you need assistance installing, implementing, or using Vision, Deltek makes a wealth of information and expertise readily available to you.

Customer Services

For over 20 years, Deltek has maintained close relationships with client firms, helping with their problems, listening to their needs, and getting to know their individual business environments. A full range of customer services has grown out of this close contact, including the following:

- Extensive self-support options through the Customer Care Connect Web portal.
- Phone and email support from Customer Care analysts
- Technical services
- Consulting services
- Custom programming
- Classroom, on-site, and Web-based training



Find out more about these and other services from the [Customer Care Connect site](#).

Customer Care Connect Site

The Deltek Customer Care Connect site is a support Web portal for Deltek customers who purchase an Ongoing Support Plan (OSP).

The following are some of the many options you have at the Customer Care Connect site:

- Download the latest versions of your Deltek products
- Search Deltek's knowledge base
- Ask questions, exchange ideas, and share knowledge with other Deltek customers through the Deltek Connect Customer Forums
- Display or download product information, such as release notes, user guides, technical information, and white papers
- Submit a support case and check on its progress
- Transfer requested files to a Customer Care analyst
- Use Quick Chat to submit a question to a Customer Care analyst online
- Subscribe to Deltek communications about your Deltek products and services
- Receive alerts of new Deltek releases and hot fixes



If you need assistance using the Customer Care Connect site, the online help available on the site provides answers for most questions

Access Customer Care Connect

To access the Customer Care Connect site, complete the following steps:

1. Go to <http://support.deltek.com>.
2. Enter your Customer Care Connect **Username** and **Password**.
3. Click **Log In**.



If you do not have a username and password for the Customer Care Connect site, contact your firm's Vision Administrator.

If you forget your username or password, you can click the **Account Assistance** button on the login screen for help.

Additional Documentation

The following table lists the additional Deltek documentation available for this release. Except where noted, all the user guides and quick reference guides listed in this table are available for download from the Deltek Customer Care Connect site.

| Vision Documentation | |
|--|--|
| Deltek Vision Getting Started and Concepts Guides | |
| Deltek Vision Getting Started Guide | This guide contains information about the Vision Web interface and all the Vision applications, with tips for navigating through the system, using the dashboard, and finding and opening records. |
| Deltek Vision Concepts Guide | This guide describes the concepts underlying the basic accounting, project control, and customer relationship management (CRM) functions of the Vision application. |
| Deltek Vision Installation and Implementation Guides | |
| Deltek Vision Technical Installation Guide | This guide contains detailed instructions for installing all the technical components of Vision, including the servers, the database, and the application itself. |
| Deltek Vision Advanced Technical Administration Guide | This guide provides IT staff and system administrators with instructions for installing and configuring advanced technical components of Vision. |
| Deploying Deltek Vision at a Hosting Provider | This guide contains instructions for deploying Deltek Vision at a hosting provider. |

| Vision Documentation | |
|--|---|
| Deltek Vision Implementation Guide | This guide contains information about configuring and setting up Vision applications and features. |
| Deltek Vision Migration Guides | |
| Deltek Advantage to Deltek Vision Migration Guide | This guide contains information about migrating from Advantage to Vision, including the steps in the migration process and an overview of Vision features. |
| Deltek FMS to Deltek Vision Migration Guide | This guide contains information about migrating from FMS to Vision, including the steps in the migration process, discussions of the key migration decisions, and procedures for verifying the converted data. |
| Deltek Sema4 to Deltek Vision Migration Guide | This guide contains information about migrating from Sema4 to Vision, including the steps in the migration process and an overview of Vision features. |
| Deltek Vision Quick Reference Cards | |
| Deltek Vision Quick Reference Cards | <p>Quick reference cards provide snapshots of specific business processes or Vision forms, with tips for entering data and using application toolbars. The following quick reference cards are available:</p> <ul style="list-style-type: none"> ▪ Accounts Payable (Create a Voucher from a Purchase Order) ▪ Create Client from Vendor Utility ▪ Dashboard ▪ Desktop and Microsoft Office Integration ▪ Expense Report ▪ Navigation Tree Designer ▪ Project Planning ▪ Purchasing (Create a Standard Purchase Order) ▪ Resource Management (Generic Resource Assignments and Resource Utilization) ▪ Screen Designer ▪ SF330 Proposals ▪ Template Based E-mails ▪ Timesheet ▪ User Options ▪ Visualization |

| Vision Documentation | |
|--|---|
| Deltek Vision Document Management Guide | |
| Deltek Vision Document Management Installation Guide | This guide contains detailed information on the necessary prerequisites, general configuration, and installation procedures required to use the Vision Document Management application. |
| Deltek Vision Interface to Microsoft Project | |
| Deltek Vision Interface to Microsoft Project 2010 | This guide describes how the manual scheduling feature in Microsoft Project 2010 impacts the two-way interface between Deltek Vision and Microsoft Project 2010. |
| Deltek Vision Performance Management Guides | |
| Deltek Vision Installation Guide for Performance Management (Analysis Cubes and Performance Dashboards) | This guide provides instructions on how to install and configure components of the Deltek Vision Performance Management module, which includes Analysis Cubes and performance dashboards. |
| Deltek Vision Performance Management Content and Functionality Overview | This guide provides an overview of Vision Performance Management functionality and the pre-built visualizations that are included with it. |
| Deltek Vision Reporting Guides | |
| Deltek Vision Custom Reports and Microsoft® SQL Server Reporting Services | This guide provides instructions to create, deliver, and generate Vision custom reports with Microsoft SQL Server Reporting Services and its report writing tools. |
| Deltek Vision Microsoft SQL Server Reporting Services Licensing FAQ | This guide explains the Microsoft SQL Server Reporting Services licensing implications for Vision. |
| Deltek Vision Connect for Microsoft Outlook Guides | |
| Deltek Vision Connect for Microsoft Outlook Installation Guide | This guide contains an overview of Vision Connect for Microsoft Outlook, as well as technical installation, setup, and maintenance information. |
| Deltek Vision Customizing Configuration Settings for Connect for Microsoft Outlook | This guide describes how to create presets for Connect for Microsoft Outlook synchronization filters. This guide is intended to be used by a system administrator, IT staff, or a custom developer. |
| Deltek Vision Connect for Microsoft Outlook Frequently Asked Questions | This document contains frequently asked questions (FAQs) on topics regarding deployment, customization, environment, usage, and functionality. |

Vision Documentation

Deltek VisionXtend Guides

| | |
|--|--|
| Deltek VisionXtend Web Services and APIs for Deltek Vision | This guide explains how to use the Deltek VisionXtend platform to integrate Vision with other applications, access web services, implement data validation routines, and establish workflow procedures using the Microsoft .NET Framework. |
| Deltek VisionXtend Test Client Application for Vision Web APIs/Web Services | This guide provides information about the Web Services Test Client application that is included with the Vision Utilities software. |

Chapter 1: Before You Begin

Overview

There are several actions, which are described in this chapter, that you need to take before you actually begin configuring Vision, including:

- Creating a Planning team.
- Learning about the Vision Navigation menu and applications.
- Learning about Vision modules.
- Logging on to Vision for the first time.
- Setting up personal options.

Create a Planning Team

Deltek Vision is a true end-to-end solution that offers your firm the opportunity to streamline its processes and improve the quality and availability of information throughout your organization. To take advantage of this opportunity, the planning process must be thorough and recognize the needs of each group in your organization. Whether you are implementing Vision on your own, or with a Vision consultant, strong coordination is needed to ensure that you understand and address the needs of all constituents—including marketing, administration, accounting, project management, resource planning, and senior management.

Below is a summary of possible roles and responsibilities needed to implement Vision successfully.

Executive Sponsor

The Vision champion/cheerleader/enforcer, responsible for securing commitment from executive management, department/office management, accounting, marketing, and project management.

Coordinator

The individual who coordinates the implementation of Vision software at your firm. This role is more hands-on than the Executive Sponsor and involves making decisions about changes in policy and procedures that will enhance the value of Vision at your firm. The Coordinator ensures that all groups' requirements have been considered in making implementation decisions.

Application Administrator

This individual develops a thorough understanding of Vision applications throughout the implementation process, and later performs the ongoing day-to-day administration of Vision and leads the internal training effort.

Project Management Representative

A Project Manager who acts as a liaison between Deltek, the Coordinator, and the project management staff. This individual makes sure that the needs of Project Managers are communicated to the Coordinator and taken into consideration during Vision implementation. The Project Management Representative works with your firm's Deltek consultant to develop and deliver training programs designed specifically for project managers.

Accounting Manager

The person who oversees the entry of accounting and project data into Vision. A large firm might have multiple accounting managers, each with an area of specialization (for example, billing, accounts payable, or payroll).

Information Technologies Expert

The individual responsible for all Vision-related technology issues and tasks at your firm, including setting up data sources and connectivity, and ensuring hardware and software compatibility.

Marketing Representative

A member of your marketing group who ensures that the group's needs are understood and addressed as part of the Vision implementation. The Marketing Representative provides input about how the CRM and proposal generation software components should be implemented, as well as identifying marketing's needs for project information supplied by Vision Accounting.

Resource Management Coordinator

The individual who represents the project and resource planning needs of your firm during implementation.

Human Resources Representative

The individual who provides background information about current human resources processes and identifies the employee data that your company needs to track within Vision. This person also identifies any need to interface Vision with outside human resources software.

Office/Division Administrators

Optional; dependent upon company size. These individuals work with the Application Administrator to coordinate system administration at the office level.

About the Vision Navigation Menu

Vision Navigation Menu

Vision Applications, including Configuration, Transaction Centers, Payroll, and Utilities are accessed through the Vision Navigation menu. Each application has its own online help section that explains, in detail, how each application functions.

About Vision Licensed Modules

When you activate modules, you cannot add more active employees than your license dictates. For example, if you have a 150 employee enterprise license, then you cannot add more than 150 employees to Employee Info Center. There is also concurrent user-based licensing for some modules. For example, if you license four Resource Planning users, you can only specify up to four users in Security Setup that have access to Resource Planning menus.

The Deltek Vision application can be composed of one or more modules, depending upon your licensing agreement. The function of each application is explained in detail in the Vision Online Help system.

Log on to Vision for the First Time and Activate Modules

Use this procedure to log on to Vision for the first time. This procedure applies to companies that are converting from another system (in other words, already have a populated database) and to companies that are not converting from another system (in other words, have an empty database).

When you first log on to Vision, you need to set up your Administrative security to have access and be able to configure Vision. Vision is installed with a single user account called ADMIN that contains a blank **Password** field. By creating a new password, you ensure system security and keep other users from logging on with ADMIN rights.

After you have created an ADMIN user account and password, you can configure Vision. However, Deltek strongly recommends that you do not set up other users' security until you have finished configuring Vision. (Procedures for setting up other users' security are described in Chapter 18.)

To log on to Vision for the first time, complete the following steps:

1. Click on the Vision icon to open the Vision application. Vision displays the Login form. Do not enter a password at this time.
2. Click **Login**. Vision displays the Module Activation form, which lists the modules that your firm has purchased.
3. Enter the Deltek-supplied client number in the **Client Number** field.
4. For each licensed module, enter the Deltek-supplied system level password in the **Password** field.



Note that some modules, such as Payroll and the ADP Payroll Interface, have unique module passwords.

5. Click **OK**. Depending on whether you have a populated database or an empty database, Vision displays the following forms:
 - If you have a populated database, Vision displays the Period Selection form. Select the processing period, and click **OK**.
 - If you have an empty database, Vision displays the Open New Period form. Enter your initial accounting period, and click **OK**.
6. You now need to change your password. To do this, click **Options** from the Vision title bar. Vision displays the User Options form.
7. Click **Change Password**. Vision displays the Change Password form.
8. Enter your new password in the **New Password** and **Confirm Password** fields. (Leave the **Old Password** field blank.)
9. Click **OK**.

Note that when you activate a module, in some cases you will need to enable it in order for Vision to display its corresponding navigational menu. See the respective topics for these modules for information about enabling them.

Set Up User Options

User Options allow you to do the following:

- Set startup and viewing options.
- Change your system and Customer Care Connect passwords.
- Determine lookup, search, and retrieval options.
- Enable and disable Activity reminders.
- Set reporting and printer preferences.

User options are set individually, by user name, not system-wide.

To set up user options, complete the following steps:

1. From the Vision title bar, click **Options** to display the User Options form.
2. Select the General tab. This tab allows you to set up general option information.
3. Complete/modify the information on this tab, as follows:

| Field | Description |
|--|--|
| Default Country | <p>Vision automatically displays the Default Country selected on the Users tab of Role Security.</p> <p>You can override Vision's Default Country setting by selecting a new Default Country.</p> <p>This drop-down lists all countries included in the Country Code Table. Select a country to use as the default when you create new Info Center records.</p> <p>If there are no entries in this field, then Vision will display a message asking you to select a language from the Vision Login screen.</p> <p>After you select a country, Vision filters all States/Provinces drop-down lists based on the selected Default Country.</p> |
| Automatically hide navigation menu | <p>Select this option if you want Vision to hide the navigational menu after you select a menu item. Otherwise, Vision keeps the navigational menu open.</p> |
| Find words that sound the same when performing searches | <p>Select this option if you want Vision to include words that sound alike in its results when performing finds and searches. For example, if you search for John Smythe, Vision finds John Smith. Otherwise, Vision only includes exact matches.</p> |
| Automatically retrieve records when opening lookups | <p>Select this option if you want Vision to automatically search for all records when lookups are opened.</p> <p>Note that if a lookup limit rule is in place, Vision applies the rule when the search takes place. Lookup limit rules are set in Configuration » General » System Settings,</p> |

| Field | Description |
|---|--|
| | <p>Lookup tab.</p> <p>This option is only available if the option Allow users to automatically retrieve records in lookups is selected. This option is set in Configuration » General » System Settings, Lookup tab. See “Set Up Lookup List Search and Info Center Grid View Options” on page 19 for information.</p> |
| Automatically retrieve your record in Employee Info Center/Employee Review | <p>Select this option if you want your employee record to be automatically loaded when you go to Employee Info Center or Employee Review.</p> <p>This option is related to the feature that allows employees to update their own employee record and to view details associated with their payroll checks.</p> <p>See the “Employee Payroll Review Form” topic for more information about this feature in Payroll; see the “Employee Info Center Tool Bar” topic for more information about this feature in Employee Info Centers. Both topics are in the Vision Online Help system.</p> |
| Display Settings | <p>Click this button to display the Display Settings dialog box. Use this dialog box to change the appearance of the Vision interface to match your business requirements.</p> |
| Change Password | <p>Click this button to change your password. Vision displays the Change Password form. Enter your old password, your new password, and confirmation of your new password. Then click OK.</p> |

- Select the Startup tab. This tab allows you to determine what appears when you start up Vision and whether you want Vision to remember the size and position that you specified for windows and reports.
- Complete/modify the information on this tab, as follows:

| Field | Description |
|----------------------------|---|
| Startup Application | <p>Select one of three options:</p> <p>Blank Page. A blank page (or a company “cover” page if your company has set one up) appears when you log on to Vision.</p> <p>Dashboard. Your personal dashboard appears when you log on to Vision.</p> <p>Selected Application. When you select this option, the Select button becomes enabled, which lists all the menu items on the Vision main menu. Select the item that you want to appear when you log on.</p> |

| Field | Description |
|---|--|
| Remember window sizes and positions for Vision screens and reports | <p>This option determines whether you want to save the size and position of the Vision login window, the main Vision window, or a Vision report window to the size and position that you specified for that report or window.</p> <p>For example, if you changed the size and position of the main Vision window using the double arrow tool and/or arrow, and this option is selected, the next time you open the window, Vision will remember the size and position you specified.</p> <p>If you do not select this option, Vision opens these windows/reports at 1024 x 768, regardless of whether you previously resized them.</p> |
| Default Database | Select a default database to connect to when you log into Vision. |

6. Select the Reporting tab. This tab allows you to set your default printer, set your default font, and determine page size and margins.
7. Complete/modify the information on the Reporting tab, as follows:

| Field | Description |
|------------------------|--|
| Default Printer | Select the default printer that Vision will use when printing reports. Only those printers for which you have security access are listed. |
| Default Font | Select the font that Vision will use as a default for all reports, including reports that do not have option pages, such as transaction lists, or posting logs. Note that you can still override this default on reports that have option pages. |
| Unit of Measure | <p>From the drop-down list, select the unit of measure (Inches or Millimeters) to use when you enter the following measurement fields on this tab:</p> <ul style="list-style-type: none"> ▪ Top Margin ▪ Bottom Margin ▪ Left Margin ▪ Right Margin ▪ Width ▪ Height |
| Margins | <p>Top, Bottom, Left, and Right</p> <p>Set the default top, bottom, left, and right margins for all Vision reports. This includes reports that do not have</p> |

| Field | Description |
|-----------------------------------|---|
| | <p>option pages, such as transaction lists or posting logs.</p> <p>Enter inches or millimeters based on which one you entered in the Unit of Measure field on this tab.</p> <p>The margin settings that you enter in these fields prefill in the margin setting fields on the Layout tab of the Options dialog box for reports that have options.</p> <p>For mailing label reports, the margin settings are on the General tab. You can modify the settings on the Layout or General tab before you print a report.</p> |
| Page Size | <p>From the drop-down list, select the default page size for Vision reports for a user.</p> <p>The options are:</p> <ul style="list-style-type: none"> ▪ Letter ▪ Legal ▪ Ledger ▪ Tabloid ▪ A4 ▪ A3 ▪ Executive ▪ Custom <p>The width and height of the page size that you select in this field display in the Page Width and Page Height fields in the grid.</p> <p>When you select the Custom size, the Page Width and Page Height fields are enabled so you can enter a width and height of your choice.</p> <p>The page size entered in this grid prefills on the Reporting tab of User Options, which users can modify.</p> <p>Users can also modify the page size of a report on the Layout tab of the Options form (for reports that have options) before they print the report. For mailing label reports, the page size is on the General tab.</p> |
| Dimension Width and Height | <p>These fields display the page width and height for reports based on what you enter in the Page Size field.</p> <p>The page width and height measurements display in either inches or millimeters based on which one you selected in the Unit of Measure field.</p> <p>Inches</p> <p>The page size dimensions (width x height) in inches are</p> |

| Field | Description |
|-------|--|
| | <p>as follows:</p> <p>Letter — 8.5 x 11</p> <p>Legal — 8.5 x 14</p> <p>Ledger — 7 x 11</p> <p>Tabloid — 11 x 17</p> <p>A4 — 8.3 x 11.7</p> <p>A3 — 11.7 x 16.5</p> <p>Executive — 7.25 x 10.5</p> <p>Custom — Enter the width and height of your choice.</p> <p>Millimeters</p> <p>The page size dimensions (width x height) in millimeters are as follows:</p> <p>Letter — 216 x 279</p> <p>Legal — 216 x 356</p> <p>Ledger — 432 x 279</p> <p>Tabloid — 279 x 432</p> <p>A4 — 210 x 297</p> <p>A3 — 297 x 420</p> <p>Executive — 184 x 267</p> <p>Custom — Enter the width and height of your choice.</p> |

8. Select the Activity tab. This tab allows you to enable e-mail and/or pop-up reminders. You can choose to get either an e-mail or a pop-up for an activity reminder (or you can choose to get both).



See “Activity Reminders Overview” in the Vision Online Help system for additional information.

9. Complete/modify the information on this tab, as follows:

| Field | Description |
|--------------------------------|--|
| Enable e-mail reminders | <p>Select this option if you want Vision to send you e-mail activity reminders.</p> <p>An e-mail reminder for an activity is sent to the e-mail address specified in your Employee Info Center record at the reminder time specified for the activity.</p> <p>To receive an e-mail reminder, you must select the Reminder option on the Detail tab of the Activities dialog box. (See the Calendar and Activities book in the</p> |

| Field | Description |
|-------------------------------|---|
| | <p>Vision Online Help system for more information.) You can select this option (and specify when you want to receive the reminder) when you schedule the activity, or at any time prior to the date the activity occurs.</p> <p>Note the following:</p> <ul style="list-style-type: none"> You do not have to be logged on to Vision to receive an e-mail reminder — e-mail reminders are sent from the Vision server. You can choose to get either an e-mail or a pop-up reminder (or you can choose to get both). Only users with a CRM role type can receive activity reminders. You establish user roles types in Security Roles Configuration. (See “Chapter 18: Set Up Security for Users” on page 494.) |
| Enable popup reminders | <p>Note the following:</p> <ul style="list-style-type: none"> You must be logged on to Vision to receive a pop-up reminder. If you are not logged on to Vision when a pop-up reminder is sent, the reminder will display the next time you log on. You can choose to get either an email or a pop-up reminder (or you can choose to get both). Only users with a CRM role type can receive activity reminders. You establish user roles types in Security Roles Configuration. (See “Chapter 18: Set Up Security for Users” on page 494.) |

10. Select the Support tab. This tab allows you to enter your user name and password for Deltek's Customer Care Connect site.

11. Complete/modify the information on this tab, as follows:

| Field | Description |
|-----------------|---|
| Username | Enter your username, up to 50 characters, for Deltek's Customer Care Connect site. This is the same username that you created for the Customer Care Connect site. |
| Password | Enter your username, up to twelve characters, for Deltek's Customer Care Connect site. This is the same password that you created for the Customer Care Connect site. |

12. Click **Save** or **Save and Log Off**.

About Customizing Vision

Deltek offers you many ways to customize Vision to better suit your company's needs, on both a business logic and functional basis, including:

- Changing the names of fields to confirm with your industry's terminology.
- Adding and changing tabs and fields in Vision Info Centers.
- Creating new info centers.
- Customize your Vision navigation tree.
- Customizing reports, both in how they look and how they behave.
- Creating workflows, which perform an action when an event in an Info Center occurs.
- Creating alerts to move information along and to ensure business standards are followed.
- Creating online help topics.
- Writing custom programs that extend the business logic of the standard applications.

Some of these features are set up on a system-wide level; others can be set up on an individual level. Some of these features allow you to customize the way Vision looks; others allow you to customize the way Vision behaves.

These customizing features are included as a standard part of Vision, at no cost to you; however, certain Workflow actions require programming knowledge. For these, Deltek offers support on a time and materials basis.

This topic gives an overview of each feature and where to go for complete information.



See the Configuration book in the Vision Online Help system for other ways to make Vision work for you in such areas as Security, Payroll, Time & Expense, and more.

User Defined Components

The User-Defined Components application allows you to customize your existing Info Center, Project Planning, and Activity Manager tabs, fields, and grids to better suit your company's needs. You can also create new info centers and define specific properties, fields, grids, labels, and help URLs for those info centers.

Before you add new components, carefully determine what information you need to gather that is not captured elsewhere in Vision. Also consider how you want this information grouped.

The User-defined Components application functions differently for Project Planning. See Guidelines for Using Custom Tabs and Fields in Planning for more information.

With the User Defined Components feature, you can:

- Add new tabs, fields, and grids.
- Change the names and order of fields on tabs.
- Change the order of tabs.



See "Set Up User-Defined Components" on page 38 for more information.

Screen Designer

The Screen Designer allows you to design your own tabs in any of the Info Centers, Project Planning, and Activity Manager. You open up a tab in “design mode” to perform a variety of actions. This combination of design options allows your company to tailor its information to meet the security and information requirements of each user.

With the Screen Designer, you can:

- Rearrange or resize existing fields and labels.
- Change existing fields or and add new ones.
- Move or change the captions on grids.
- Determine whether fields should be hidden or locked, based on Security role.
- Determine whether fields are required for CRM and Accounting.

You can also use the Screen Designer to create custom field and tab level help topics for Info Center tabs.

The Screen Designer is a very intuitive application; however, you can find detailed information about it in the Vision Online Help.

Navigation Tree (Application Menu) Designer

The Navigation Tree (also referred to as the Application menu) Designer allows you to custom design your Vision navigation tree.

With the Navigation Tree Designer, you can:

- Rearrange menu items, at both the top and sub levels.
- Add new menu items, including http pages, reports, and Web Outlook.
- Indent or outdent menu items.
- Delete user-defined menu items.



See the “Navigation Tree Designer Overview” topic in the Vision Online Help system for more information.

Field Labels

The Field Labels feature allows you to rename key fields, such as **Project**, **Client**, or **Account** to reflect the terminology used in your industry or firm. For example, a law firm may use “Matter” instead of “Project.” Vision then uses your new field names throughout the system (on screens, bills, reports, etc.).

See “Set Up Field Labels” on page 2-25 for more information.

Reports

Deltek Vision's standard reports have been designed to meet most of your business needs. In some cases, however, you may need something different in a report. Vision offers a wide-range of customizing options to help you meet these needs, including the following:

- Modify report columns, format text, set margins, or create graphs using the Options tabs within Vision Reporting. See Reports Formatting Overview.
- Create options for custom reports. See Custom Report Options Overview.

- Create user-defined calculations using any of the existing numeric columns available for a given report. See “Create Calculated Fields” on page 2-65.

Alerts and Workflows

Alerts and Workflow are two powerful features that allow you to automate simple and multi-stage processes and keep all interested parties informed and engaged.

For example, you can define an alert so that a project manager will be informed when budgets of specified plans have reached or exceeded specified milestones. Or, you can define a workflow so that when an opportunity record is changed from Pending to Awarded status, the workflow will trigger a series of actions, such as creating a new project, e-mailing the project accountant, and setting up a meeting.

See “Set Up Alerts” on page 2-102 and “Workflows” on page 2-110 for more information.

Lookup/Report Labels

If you change field names on standard tabs, Vision allows you to create custom lookup lists and report labels to reflect these changes, including:

- Lookup search types labels.
- Generic lookup search type labels.
- Report column labels.
- Report group labels.



See “Customize Lookup and Report Labels” on page 57 for more information.

Note that report labels can also be changed within the individual report settings.

Code Tables

Code tables allow you to custom populate many drop-down lists with standard values for many of Vision's Info Center fields. The values can be used to save time during routine data entry or to enforce uniformity in these data fields.

For example, for the **Employee Role** field on the Projects tab of Employee Info Center, you can use a table to define the roles that your employees may have on new and existing projects at your firm, such as Architect, Project Manager, and Supervisor.



See “Set Up Code Tables” on page 67 for more information.

Dashboard Configuration

The Dashboard is your “portal” into Deltek Vision, allowing you to create a personalized view of your business world. By combining information drawn from different areas of Deltek Vision, you can design a single Web page that brings together all of the information and tools that you rely on most.

For example, you can:

- Drag and drop your dashparts anywhere on the Vision screen.
- Resize, hide, rename, or change the color of your dashparts.

- Create individual URL dashparts for your Dashboard.

User Options

User Options allow you to do the following on an individual (by username) basis:

- Set startup and viewing options.
- Change your system and Customer Care Connect passwords.
- Determine lookup and search options.
- Enable/disable activity reminders.
- Set reporting and printer preferences.

Chapter 2: General System and Company Settings

Set Up General System Settings

System Settings allow you to define certain overall features of your system, including lookup list options, synchronization, and e-mail preferences, among others.

Set Up Lookup List Search and Info Center Grid View Options

The Lookups tab contains options for Lookup and Dashboard lists, and for Info Center grid views.

Lookup Lists Options

Lookup lists allow you to locate a record or group of records that share a specific type of data. For example, you could use a lookup list to search for all of your contacts that live in a particular state, or find all your projects with similar types. Also, you could access a single record, such as an employee, using a specific employee number. Lookup list search options are set at the user level.

Lookup list options determine how lookup lists are displayed/retrieved. Note that additional lookup list search options are available at the individual level.



See “Set Up User Options” on page 9 for more information.

Info Center Grid View Options

The Info Center Grid View feature allows you to view records in a grid format. These options determine how records are displayed/retrieved.

Note that there is another grid view option, set at the individual level, which allows you to control how grids appear on your screen.



See “Set Up User Options” on page 9 for more information.

To set up lookup list/grid view options, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » System Settings** to display the General System Setup form.
2. Select the Lookups tab.
3. Complete the information on this tab, as follows:

| Field | Description |
|---|---|
| Allow users to automatically retrieve records in lookups | <p>If this option is selected, Vision controls whether records are automatically retrieved when lookups are initially opened. If the option is not selected, Vision does not retrieve records automatically in lookups.</p> <p>If this option is selected, you can now determine whether to automatically retrieve records when opening</p> |

| Field | Description |
|--|--|
| | <p>a lookup. To do this, click Options from the Vision title bar, select the General tab, and select the Automatically retrieve records when opening lookups option.</p> <p>If your company has a large database, you may not want to select this option since retrieving records may take some time.</p> |
| Use lookup limits | <p>Select this option to place a limit on the number of records Vision will retrieve in a lookup. If your company has a large database, you may want to limit the number of records Vision retrieves, because retrieval may take some time.</p> <p>If you selected this option, use the Maximum number of records field to enter the maximum number of records you want Vision to retrieve.</p> |
| Maximum number of records | <p>If you select the previous option, use this field to enter the maximum number of records you want Vision to retrieve.</p> |
| Use Dashboard lookup limits | <p>Use this option to limit the number of records you want to display on your dashparts.</p> <p>When you set this limit, you click on the dashpart's Next X Records >> or <<Previous X Records to view the next or previous group of records (X represents the number you select in the next field).</p> <p>If you selected this option, select the maximum number of records in the Maximum number of Dashboard records field.</p> |
| Maximum number of Dashboard records | <p>If you selected the previous option, enter in this field the number of maximum records to allow. For example, if you enter a limit of 5 and a user has 10 records in a dashpart, only 5 will display at a time. The number you select is the same number for all your dashparts that use records.</p> |
| Grid View Settings <p>This option applies to the Info Center grid view feature. See the "Info Center View" topic in the Vision Online Help system for information about this feature.</p> | |
| Maximum fields selected | <p>Select the maximum number of fields that you want to be able to see in the grid view of Info Centers. In Info Centers, you select any of the fields that you want included in the grid view up to this number. The default is 15.</p> |

- Click **Save**.

Set Up E-mail Preferences

The Email tab of System Settings allows you to configure system-wide e-mail options. You identify your company's e-mail servers and passwords so Vision can send you e-mails for alerts, errors, etc.

To set up e-mail preferences, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » System Settings** to display the General System Settings form.
2. Select the Email tab.
3. Complete the information on this tab, as follows:

| Field | Description |
|--|--|
| Email Server | Enter the host name or IP address of an SMTP-compliant email server. |
| Port | Enter the SMTP port that the SMTP server that you entered above uses. The default is port 25. |
| Default Sender | Enter the default -mail address that you want to use when emails are sent by the system. Vision also uses this address if the employee sending the email from within Vision does not have an email address associated with the employee. |
| Use Default Sender for Default Reply To | <p>Select this option if you want the Reply email address (the address that appears when you click Reply) to be the same as the email address that you entered in the Default Sender field.</p> <p>Do not select this option if you want the Reply address to be different than the address you entered in the Default Sender field. In this case, enter the address that you want in the Default Reply To field.</p> |
| Default Reply To | Enter a default Reply email address that will automatically appear when you click Reply. |
| Default Help Desk | Enter the email address that you want to use when you click the Help Desk email link from the Help menu. Use this address to centrally collect all support-related issues. |
| Username | If your SMTP server requires domain authentication, enter the authenticated username in this field. (This is a domain username, not a Delttek Vision username.) |
| Password | If your SMTP server requires domain authentication, enter the authenticated password (that matches the domain username above) in this field. (This is a domain password, not a Delttek Vision password.) |

| Field | Description |
|-------------------|--|
| Vision URL | Enter your company's entire URL. For example http://vision.deltek.com . This field is required if you want alert and workflow emails to work within Vision. |

4. To check your settings and send a test email to the default help desk that you specified, select the **Send Test Email to Default Help Desk** option.
5. Click **Save**.

Set Up Server Options

A process queue is a named waiting list to which you can submit Vision functions or processes. When the system administrator starts the process server on a workstation running Vision, a process queue is assigned to the process server. Processes “waiting” in the queue are then run, in the order scheduled, by the process server.



You can define multiple process queues, each of which may be monitored by individual process servers simultaneously.

If you modify a process queue that is currently running or paused (for example, the process queue is assigned to a process server), Vision will not reflect changes to the queue setup until the next poll of the process queue by its associated process server.

After you establish a process queue, you can only delete it if the queue is stopped and there are no process entries in the queue.



See the Utilities book in the Vision Online Help system for more information about the Process Server utility.

To set up server options, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » System Settings** to display the General System Settings form.
2. Select the Servers tab.
3. You can do the following:
 - To add a new process queue, report server, or application server, click **Insert** within the appropriate grid. Vision adds a blank row, in which you can enter the name of the queue or server.
 - To delete an existing queue, click **Delete**.
 - To pause or continue a process queue, select the queue and click **Pause** or **Continue**. Vision updates the status in the **Status** field.
4. Complete the information on this tab, as follows:

| Field | Description |
|--------------------------------------|--|
| Retain job history for x days | Required. This field indicates whether or not Vision saves history for completed processes in the queue. |

| Field | Description |
|---------------------------------|---|
| | <p>The default for this field is to retain process history.</p> <p>If you are not retaining process history, Vision deletes process entries from the queue after they have completed running, have failed, or have been cancelled. If the process entry has an alert pending, Vision deletes the process entry after the submitter has been notified.</p> <p>If you are retaining process history, Vision deletes process entries from the queue after the specified number you enter in the Retain history for x days field. If the job has an alert pending, Vision deletes the process entry after the specified number of days and only after the submitter has been notified.</p> <p>Enter the number of days to retain process history. The default number of days to retain history is 7.</p> <p>Delttek strongly recommends that you <i>do not</i> enter zero (0) which would save the reports indefinitely.</p> |
| Retain Errors for x days | <p>This option allows you to set a limit on the number of days that the server retains error reports for successful runs.</p> <p>Delttek strongly recommends that you <i>do not</i> enter zero (0) which would save the reports indefinitely.</p> |
| Process Queues | |
| Name | <p>Required. Enter a name by which to identify this process queue, using up to 40 characters of free text. The queue name should be descriptive. This name appears wherever process queue information is displayed and may be selected.</p> |
| Dedicated Server | <p>If you want to dedicate a queue to a specific server, select the server from the drop-down list. Only that process server will run jobs on that queue.</p> <p>This is useful if you want a particular machine to run jobs of a particular type. For example, you may want all large jobs to run on the most powerful machine.</p> |
| Max | <p>Enter the maximum number of jobs that will run concurrently in this queue, regardless of how many jobs are actually in the queue. Enter zero (0) for no limit.</p> |
| Priority | <p>Enter the priority of the process queue, zero (0) being the highest priority.</p> |
| Status | <p>Displays the status of the queue, either Running or Stopped. Status is determined by whether you click Pause or Continue.</p> |

5. Click **Save**.

Set Up Field Labels

The Labels tab of System Settings allows you to rename key fields, such as **Project**, **Phase**, and **Task**, to reflect the terminology used in your industry or firm. For example, a law firm may use "Matter" instead of "Project." Vision then uses your new names throughout the system (screens, bills, reports).

Note that if a label you change here affects a label on the navigation tree (such as Project Info Center) and you also use the Navigation Tree Designer, the Navigation Tree Designer settings will override the changes you enter here.

IMPORTANT: Do not use single quotes (') or double quotes (") in your labels.

To set up field labels, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » System Settings** to display the General System Settings form.
2. Select the Labels tab.
3. Complete the information on this tab, as follows:

| Field | Description |
|-----------------------|--|
| Singular Label | Enter the name of the label that you want to use, in the singular form. Deltek determines whether to use the singular or plural form of the label. Note that depending on the length of the label, it may wrap to a second line on the reports, bills, etc. |
| Plural Label | Enter the name of the label that you want to use, in the plural form. Deltek determines whether to use the singular or plural form of the label. Note that depending on the length of the label, it may wrap to a second line on reports, bills, etc. |

4. Click **Save**.

View Numbering Structure

Vision is shipped with a numbering structure (Project, Phase, Task, Account, Employee, Client, Unit Table, Unit structure, and Vendor).

The Numbering tab of System Settings lets you view the format currently set up for your firm. The information regarding the length and format of your key fields cannot be modified from this tab. To change the default numbering lengths and formats, use the Key Formats utilities (**Utilities » Key Formats**).



Refer to the Vision Online Help system for information on how to use the Key Formats utilities.

Auto Numbering Feature

The Numbering tab also allows you to automatically generate an identification number for new records created in the Projects, Employees, Vendors, Clients, Opportunities, and Marketing Campaigns Info Centers. See “Set Up Auto Numbering” below for information.

To view the numbering structure, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » System Settings** to display the General System Settings form.
2. Select the Numbering tab.

Set Up Auto Numbering

Vision includes an auto numbering feature that automatically generates an identification number for new records created in the following Info Centers:

- Projects
- Employees
- Vendors
- Clients
- Opportunities
- Marketing Campaigns

You can define the structure of these identification numbers to match your firm's business requirements. When auto numbering is enabled, Vision generates the number when the new record is created using one of the following functions:

- Clicking **New** from the Dashboard.
- Copying another record.
- Using the **New** button from a different Info Center. (For example, a new client is added from within the Project Info Center.)
- Using a template.
- Copying an opportunity to create a project.

After creating the new record, **Auto Number** displays in the **Number** field for the record within the Info Center. You can only change this number if the **Allow Override of Auto Number** option is selected on the Numbering tab of General System Settings.

Example of How to Use the Auto Numbering Feature

To use the Expression Configuration dialog box to create new identification numbers based on existing fields in the selected Info Center, you could format the fields as shown below.

For the first row on the Client Auto Number Format dialog box:

- Item = Character
- Default Value = 7
- Actual Length = 1
- Start Position = 1
- Length Used in Number = 1

The first digit in the Sample Value displays as 7. Then, when you set the second row on the Client Auto Number Format as follows:

- Item = CL.CurrentStatus
- Default Value = ST
- Actual Length = 50
- Start Position = 1
- Length Used in Number = 2

The second digit in the Sample Value displays as **ST**, because the length is “2” and the start position is “1”, which puts it immediately next to the first digit as entered in the first grid row.

The **Number** field is auto populated as **7EX0000000** because:

- **7** is the Default Value for the character field.
- **EX** is the status (Existing) from the **Client Current Status** field. The default value changed from **ST** to **EX** because there was a value entered in the **Relationship** field. If no value were entered, the number would have been **7ST0000000**.

Vision generates the auto number to reflect the additional field on the expression dialog box, which includes mapped values. The **Number** field is auto populated as **7PRNP00001** because:

- **7** is the Default Value for the character field.
- **PR** is the status (Prospect) from the **Client Current Status** field.
- **NP** stands for Non Profit, which is the Mapped Value.
- **1** is in the fifth position because the Start Position is set to 5.

After creating the new record, **Auto Number** displays in the **Number** field for the record within the Info Center. You can only change this number if the **Allow Override of Auto Number** option is selected on the Numbering tab of General System Settings.

If Vision is configured to use the auto numbering feature, you cannot enter a number in the **Number** field. Instead, **[AUTONUMBER]** displays in this field when you save the form.



Auto Numbering with Multicompany

If you are using the Multicompany feature, you configure Auto Numbering at the system level so that it applies to all companies in your enterprise.

To set up auto numbering, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » System Settings** to display the General System Settings form.
2. Select the Numbering tab.
3. Complete/modify the information on this tab, as follows:

| Field | Description |
|---------------------------|---|
| Auto Number Source | If using the auto numbering feature, select one of the following options as the source for the auto numbering. Custom Method |

| Field | Description |
|---|--|
| | <p>Expression</p> <p>Stored Procedure</p> <p>Web Service</p> <p>These options provide the capability to create custom formats for your auto numbers. See the Vision Online Help System for more information about these options.</p> <p>Select <None> to disable auto numbering for the associated Info Center. When you select <None>, the column remains blank to indicate that no Auto Number Source is assigned.</p> |
| Auto Number Format | <p>If a value is selected in the Auto Number Source column, then the Auto Number Format field is enabled and required. If no value is selected in the Auto Number Source column, then the Auto Number Format column is disabled.</p> <p>When you click in this column, Vision displays an ellipsis button in the selected field. Click this button to open a dialog box that reflects your selection in the Auto Number Source column.</p> <p>Custom Method</p> <p>Expression</p> <p>Stored Procedure</p> <p>Web Service</p> <p>After a format is defined, Vision displays <auto number defined> in this column.</p> |
| Allow override of auto number format | <p>Select Allow Override of Auto Number to allow the user to enter a different number before Vision generates the auto number for a record.</p> <p>When you select the Allow Override of Auto Number option, Vision searches your database to look for duplicate records. If Vision detects a duplicate record, the Potential Duplicate Records Found dialog box displays. The dialog box displays the name and number of the existing record that exactly matches the number you are trying to add. Review the existing record to be sure the record you are adding does not already exist in your database.</p> <p>If an auto number has been generated, you must run a Key Conversion to change the number. See the Utilities book in the Vision Online Help System for more information.</p> |

4. Click **Save**. Vision generates the number and reloads the record to display the Vision generates the number and reloads the record to display the auto number.

Synchronize Client Information

If the Synchronization application is installed on your system, the Synchronization tab is available. This tab allows you to synchronize client (company) information that is linked to contacts coming from Microsoft® Outlook/Exchange or Lotus Domino.

For a Vision user to be able to synchronize contact, appointment, and task information with Exchange, the system administrator must use Vision Security to first associate the user with an Employee record. After this association is established, the user will automatically have access to data that synchronizes between the two applications.



See the [Connect for Microsoft Outlook](#) book in the Vision Online Help system for more information about using Synchronization.

Synchronization and Security

For a Vision user to be able to synchronize contact, appointment, and task information with Exchange, the system administrator must use Vision Security to first associate the user with an Employee record. After this association is established, the user will automatically have access to data that synchronizes between the two applications.



See [“Create Users and Passwords”](#) on page 523 for more information.

To set synchronization options, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » System Settings** to display the General System Settings form.
2. Select the Synchronization tab.
3. Complete the information on this tab, as follows:

| Field | Description |
|--|---|
| Company information linked to Contacts | |
| Add a new Company record if the company name of incoming Contact does not match | <p>Contacts in Microsoft® Outlook/Exchange have a Company-Name, which is analogous to the name of the company in Vision to which the contact is attached.</p> <p>To associate an incoming contact with a company, Vision matches the Company-Name of the contact with the names of existing clients in the database. If a match is not found and the above option has been checked, a new company record will be added to Vision on the fly and the contact will be associated with it.</p> <p>If this option is not selected, the contact will still be added to Vision but with no company association.</p> |

| Field | Description |
|---|---|
| Default Company Type | This option allows you to select a default client type which will be applied to new company records when those records are created during synchronization. Your options are Commercial, Education, Federal Government, Local Government, Health Care, Non-Profit, Private, and State Government. This option is only available if you selected the previous option. |
| Add a new Company address, if the business address of incoming Contact's business address does not match | <p>The business address of a contact in Vision is simply the address of the client to which the contact is linked.</p> <p>When incoming contacts' business address information is processed, it is compared with the existing addresses of the client in Vision that the contact is linked to (comparison is only with respect to city, state and zip). If there are no matches and this option is selected, a new address is added to the client with the address-description set as "<City>, <State> <Zip>".</p> <p>If this option is not selected, contacts will still be added but there won't be any client-address (business address) assigned to them in Vision.</p> |
| Include Address1 information (in addition to City, State, and Zip) when matching Company address with the business address of incoming Contact | <p>Select this option if you want Vision to include the Address1 field (along with the City, State, and Zip that are currently being used) for comparison of client address with incoming contacts' business address.</p> <p>Note that if this option is selected, the Address 1 information needs to be an exact match with what is in Vision; any variations, such as an extra space or a period, will make the comparison fail and may result in duplicate addresses for clients. This option is unselected by default.</p> |
| Employee and attendee names | |
| Include Employee middle when matching the attendee names of activities. | Select this option if you want Vision to include the employee middle name for comparison with names from Microsoft® Exchange/Domino servers. Depending on how the user names are set up in either system, this option will ensure a match, especially if middle names are not consistent between Vision and the groupware servers. The default is Y (selected). |

- Click **Save**.

Enable/Set Up Document Management

The Document Management module allows you to share information by providing a Web-based document collaboration platform for all team members to share. With Vision Document Management, team members can store, share, and collaborate on a set of documents for every project, employee, client, or other key Vision records.

This tab allows you to enable and set up Document Management.



See the Vision Online Help system for more information about using Document Management.

To enable and set up Document Management, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » System Settings** to display the General System Settings form.
2. Select the Documentation Management tab.
3. Complete the information on this tab, as follows:

| Field | Description |
|-----------------------------------|---|
| Enable Document Management | Select this option to turn on Document Management functionality in Vision. When enabled, Document Management tabs appear in all Info Centers except the Units and Accounts Info Centers. |
| Server | Enter the URL/Web address where Windows SharePoint Services are installed. Note that the values 'Localhost' and 'https' are not permitted in this field. |
| Admin Port | Enter the port number of the SharePoint Server's administration virtual directory. For more information on how to obtain this information, please consult the SharePoint Services Administrator's Guide, available from Microsoft. |
| Test Server Connection | Click this button to test the server information input. A message should appear stating that the test was successful. If so, click OK. If not, re-enter the Server and/or the Admin Port. |
| Available Sites | Select the site of the Vision Document Management application from the drop-down list of available sites. |
| Test Site Connection | Click this button to test the site selected. A message should appear stating that the test was successful. If so, click OK. If not, select another site. |

4. Click **Save**.

XE.com Currency Site Service Information

The XE.com Currency Exchange Rate Service is an online exchange rate data feed service, which can be incorporated into Vision's Daily Exchange Rates feature. If clients wish to use this service, they need to contact XE.com directly.

The Multicurrency tab in General System settings allows you to set up licensing information, as well as other exchange rate options. This tab only appears if your firm is using the Multicurrency feature.



See the topic "XE.com Currency Exchange Rate Service Overview" in the Vision Online Help system for complete information about downloading, setting up, and using XE.com.

Enable/Set Up Audit Trail

The Info Center Audit Trail Reporting feature allows you to keep track of changes made to your Info Center records. Audit trails are triggered when users perform update, delete, and insert actions on your Info Center records.

Auditing keeps track of:

- The original value and the new value of the change.
- The user who changed the value.
- When the change was made.

Auditing also applies to Info Center user-defined tabs and fields. Vision supports audit trail reporting at both the record level and the field level. You can view audit trails (by record type) by selecting the appropriate audit trail report from the Vision Reporting application or by printing the report from within the Info Center.

- Audit reports display record names, actions performed, user names, and dates.
- Audit detail reports display actions performed, and old and new data values by column.

See Index of Audit Reports in the Vision Online Help system for a complete list of audit reports.

Audit reports do not appear in the Report list if auditing is disabled. If you enable Auditing, you need to log off and then log on, for the change to take place and for the reports to appear in the list.



Be aware of the following:

- Enabling Auditing may cause performance issues if numerous changes are being made.
- Vision automatically disables Auditing while the Batch Deletes utility is running.

To enable/set up Auditing, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » System Settings** to display the General System Settings form.
2. Select the Audit Trail tab.
3. Complete the information on this tab, as follows:

| Field | Description |
|---|---|
| Enable Audit Trail | Select this option to enable the audit trail. |
| Number of days to retain history | Enter the number of days in which you want to retain the audit trail. Note that if audit actions are not performed during the period you enter here, they are |

| Field | Description |
|--|--|
| | kept until you next perform an audit action. For example, if you enable auditing and then enter 14 for the number of days you want to retain auditing, and an audit action isn't performed for 21 days, Vision retains the audit trail for 21 days. |
| Applications to Audit | Select the applications that you want to audit. The applications that appear depend on the modules that you own. |
| Audit only key fields when deleting main record | <p>The Audit Trail feature has the ability to track only key values for deletes of main records from Info Centers.</p> <p>If you select this option and a main Info Center record is deleted (for example, an Employee), then only selected columns will be tracked.</p> <p>If you do not select this option, then all columns of the main record and all rows of all subsidiary tables will be tracked.</p> |

- Click **Save**.

Enable Workflow Log

Workflows allow you to create conditions within Info Centers for which you want to be alerted. With workflows you can totally automate the process of being alerted each time a specific action takes place, creating a timelier, more collaborative, and accurate completion of tasks.

This option allows you to determine whether you want to keep a log of workflow actions, and for how long the actions should be kept. The log records workflow execution progress, such as when events start, and when individual actions succeed, fail, or are not executed because of the conditions defined are not met. This option is mainly used as a troubleshooting tool in determining why workflow alerts do or do not work correctly.

Note that if workflow alerts do not occur during the period you enter here, they are kept until Vision does generate a workflow alert. For example, if you enable the workflow log and then enter 14 for the number of days you want to retain workflow alerts, and a workflow doesn't occur for 21 days, Vision retains the alert for 21 days.

To enable the workflow log, complete the following steps:

- From the Vision Navigation menu, click **Configuration » General » System Settings** to display the General System Settings form.
- Select the Miscellaneous tab.
- Complete the workflow information on this tab, as follows:

| Field | Description |
|----------------------------|--|
| Enable Workflow Log | Select this option to enable Workflow log. |

| Field | Description |
|--|--|
| Number of days to retain workflow log | If you selected the Enable Workflow Log option, enter the number of days that you want Vision to retain workflow actions. |

4. Click **Save**.

Set Up Alerts Polling Interval

The alerts polling interval allows you to specify how often, in seconds, Vision checks for alert activity. This polling interval applies only to CRM activity alerts. For all other alerts, the polling interval is system-set.

Activity alerts are a Vision workflow function designed to remind you when your opportunities advance from one stage to the next of calendar events, project tasks to be assigned or approved, and the need to submit timesheets, expense reports, and project budgets.



See “Set Up Alerts” on page 88 for more information.

The value you enter here must be greater than zero (0). Deltek recommends a value of 60, but may be higher according to need.

To set up the alerts polling interval, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » System Settings** to display the General System Settings form.
2. Select the Miscellaneous tab.
3. Complete the polling interval information on this tab, as follows:

| Field | Description |
|---|--|
| Polling interval for activity alerts (seconds) | Enter the polling interval in seconds. The value you enter must be greater than zero (0). Deltek recommends a value of 60 but may be higher according to need. |

4. Click **Save**.

Allow Calendar Sharing

If you are using Deltek Vision CRM, you can share your Activity Calendar with other CRM users at your firm.

This feature allows you to specify the users with whom you want to share your Activity Calendar and to specify each users' access rights to your Activity Calendar. Those users can then open and view your Activity Calendar using the Calendar and Activities application.

If you select the **Allow users to share calendars** option, three additional fields appear on the Activity Calendar, View menu: **Share Calendar**, **Open Calendar**, and **My Calendar**.



See the [Calendar and Activities](#) book in the Vision Online Help system for more information about the Calendar and these fields.

To allow Calendar sharing, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » System Settings** to display the General System Settings form.
2. Select the Miscellaneous tab.
3. Complete the calendar sharing information on this tab, as follows:

| Field | Description |
|---|---|
| Allow users to share their calendars | Select this option to allow calendars to be shared and viewed by other users. This option is only available if Vision CRM is installed. This option is selected by default. |

4. Click **Save**.

Authentication for Internet Access

If your company requires credentials for Vision to access the Internet (HTTP), you need to fill in the three authentication fields on the Miscellaneous tab. For setups that do not require authentication to access the Internet, leave these fields blank.

Note that some networks cache these credentials, so that once one successful request has been made, changing these fields to invalid values may still allow calls to succeed for some time.

To enter internet access authentication data, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » System Settings** to display the General System Settings form.
2. Select the Miscellaneous tab.
3. Complete the internet authentication information on this tab, as follows:

| Field | Description |
|---|--|
| Internet Authentication Domain | If your company requires credentials for Vision to make an Internet (HTTP) call, enter the authentication domain name. |
| Internet Authentication Username | If your company requires credentials for Vision to make an Internet (HTTP) call, enter the authentication username. |
| Internet Authentication Password | If your company requires credentials for Vision to make an Internet (HTTP) call, enter the authentication password. |

4. Click **Save**.

Set the Default Fonts for the Text Editor

The system administrator can set the default font and size that the Text Editor uses when you enter text in a memo, comment, note, description, or proposal field. The default settings are also used in reports that include these fields.

Selecting a new default font and size does not change any *existing* text in these fields. The new font and size applies only to text you enter in these fields after you make the default font and size change.

You can still change the font or size for a specific text field by opening the Text Editor in that field and changing the font or size for the specific entry.



See the “Text Editor Overview” topic in the Vision Online Help system for more information about the Text Editor.

To set default fonts for the Text Editor, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » System Settings** to display the General System Settings form.
2. Select the Miscellaneous tab.
3. Complete the Text Editor information on this tab, as follows:

| Field | Description |
|------------------|--|
| Font/Size | Select the font and size that you want to use as defaults for the Text Editor. Your options are: Fonts: Arial, Courier New, Tahoma, Times New Roman Sizes: 8, 10, 12, 14, 18, 24, 36 |

4. Click **Save**.

Create Default Location for MODI Attachments

Vision Desktop and Microsoft Office Integration (MODI) allows you to integrate Vision information with Microsoft Word, Microsoft PowerPoint, and Microsoft Outlook. This includes sharing client, contact, lead, and activity information, inserting Vision Opportunity record information or Text Library text into PowerPoint presentations, as well as searching the Vision Text Library for data for your Word documents. In addition, you can automatically generate Vision clients, contacts, and activities, and even search the database directly from your desktop.

This field allows a system administrator to set up a system default location for email attachments for Microsoft Office and Desktop Integration (MODI). It is used for MODI e-mail attachments only.



See the “Vision Desktop and Microsoft Office Integration Overview” topic in the Vision Online Help system for complete information about the Microsoft Office and Desktop Integration module.

To set up a default location for MODI e-mail attachments, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » System Settings** to display the General System Settings form.

2. Select the Miscellaneous tab.
3. In the **Default Attachment Save Location (MODI)** enter the default network location.
4. Click **Save**.

Set Up General Company Settings

Use General Company Settings to enter your firm's name and address. The information you enter on this form appears at the top of the Vision screens, on your invoices (if Deltek Vision Billing is installed), and in the headings of all reports generated. You can also use this form to enable the Payroll module.



Multicompany

If you are using the Multicompany feature, you need to set up General Company Settings for each company. Note that this form also appears in **Configuration » Organizations » Codes** when you are adding companies to your enterprise.

Set Up General Company Information and Enable the Payroll Module

Use the General tab and Formatting tab to set up general firm and address information, enable the Payroll module, and specify a phone format.

To set up general company information and phone format, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » Company Settings** to display the General Company Settings form.



Note that if your company uses Multicurrency, a Currency tab appears.

2. Complete the information on the General tab, as follows:

| Field | Description |
|-------------------------------|--|
| Firm Name | Enter your firm's name, up to 42 characters. This name appears at the top of the Vision screens, on your invoices (if Deltek Vision Billing is installed), and in the headings of all reports generated. |
| Byline | Enter the byline of the firm, up to 42 characters. |
| Address Line 1-4 | Enter address information, up to 42 characters per line. |
| Miscellaneous Settings | |
| Enable Payroll Module | If your enterprise has purchased the Payroll module, select this option to enable the Payroll module for the desired companies. To configure Payroll, see "Set Up Payroll" on page 399. |

| Field | Description |
|-------------------------------|---|
| Default Address Format | Select the address format you want Vision to use for addresses that do not include a country. |

- Complete the information on the Formatting tab, as follows:

| Field | Description |
|----------------------------|---|
| Phone Formats | |
| Allow No Format | Select this option to allow users to choose <None> as the Country and Description in the Phone Format Selection dialog box. Vision selects this option by default. |
| Default Country | Select the default country for the phone format. This drop-down lists all countries included in the Phone Format code table. Vision sets this option to <None> by default. When completing this field, users may change the value from the default to another country. |
| Default Description | A Default Country must be selected in order to choose a Default Description. The descriptions that display depend on the values entered in the Phone Format Code Table. Vision sets this option to <None> by default. |

- Click **Save**.

Select Currencies for Multicurrency Companies

If your company has enabled the Multicurrency feature and is using Multicompany, a Currency tab appears in General Company Settings.

Use this tab to assign currencies to companies. For example, if you have a company in Canada, that company may use pounds, dollars, and euros. If you have a company in Brazil, that company may use reals and dollars. This tab also allows you to set a triangulation currency if needed.



IMPORTANT: There are several steps needed to set up a Multicurrency environment, some of which are required before you use this Currency tab to select currencies for your companies.



See the “Multicurrency Concepts” topic in the Vision Online Help system for complete information about a Multicurrency environment.

To select currencies for companies, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » Company Settings** to display the General Company Settings form.
2. Select the Currency tab.
3. To select a currency, click **Insert**. To delete a currency, select the currency and click **Delete**. Note that once you have used an selected a currency, you cannot delete it.
4. Complete the information on this tab, as follows:

| Field | Description |
|--------------------------------|--|
| Enabled Currencies Grid | |
| Code | Displays the three-letter code for the enabled currency. |
| Description | Displays the description for the enabled currency. |
| Functional Currency | Displays the functional currency for the company. The functional currency is determined when you first enable Multicurrency and cannot be changed. |
| Triangulation Currency | Select the currency Vision should use if a direct or inverse exchange rate is not available, to perform a triangulation through an intermediate currency. See "Triangulation Currency and Exchange Rates" in the Vision Help system for related information. |

5. Select the next company for which you want to assign currencies. To do this, click **Utilities » Change Company** and select the next company.
6. Continue until all companies have been assigned currencies.
7. Click **Save**.

Set Up User-Defined Components

The User-Defined Components application allows you to customize your Info Center and Project Planning, and Activity Manager tabs to better suit your company's needs. Using User-Defined Components, you can customize your existing Info Center, Project Planning, and Activity Manager tabs, fields, and grids to better suit your company's needs. You can also create new info centers and define specific properties, fields, grids, labels, and help URLs for those info centers.

Before you begin, carefully determine what information you need to gather that is not captured elsewhere in Vision. Also consider how you want this information grouped.



The User-Defined Components application works a little differently for Project Planning than for Info Centers. See the topic "Guidelines for Using Custom Tabs and Fields in Planning" in the Vision Online Help system for more information.

Standard vs. User-Defined Tabs

In Deltek Vision, there are two types of tabs: standard and user-defined.

Standard tabs are tabs that come as part of the Vision product. In the User-Defined Components application, you can change the names and order of these tabs, as well as add user defined fields and grids to them.

User-defined tabs are tabs that you add to Info Centers and Project Planning using the User-Defined Components application. You can also add user-defined fields and grids to these tabs. User-defined tabs and fields can be used in any situation in which you need to track data that is not a standard part of Vision.

For Example

Your company may need to track “change orders” for projects, as required for state architectural and engineering forms. You could set up a user-defined tab containing all the appropriate fields that are needed for the state form, and then place codes on the proposal templates allowing you to move information directly into the proposal forms.

Other examples where you might want to create tabs or fields would be for information such as professional affiliations, bonding information, or contract types.

Create New User-Defined Info Center and Define Properties

The New Info Center and Info Center Properties dialog boxes allow you to create custom user-defined info centers (UDICs) that supplement the standard info centers that are shipped with Vision. With UDICs, you can create the info center for a specific purpose and include the appropriate functionality. You can also link the UDIC information to the relevant Vision or GovWin Capture Management data, which expedites data entry, reporting, and business processes.

Mapping Fields

The Mapping tab of User-Defined Components allows you to map user-defined fields and grid information between the Opportunity Info Center, Project Info Center, and the Project Planning application when actions such as Create a Project from an Opportunity or Create Project from a Plan take place.

Additional User-Defined Capabilities

- **Field Labels:** In Configuration » General » System Settings, you can rename key fields, such as Project, Phase, and Task, to reflect the terminology used in your industry or firm. For example, a law firm may use "Matter" instead of "Project." Vision then uses your new names throughout the system (for example, on screens, bills, or reports).
- **Lookup/Report Labels:** If you change field names on standard tabs, Vision allows you to create custom lookup lists and report labels to reflect these changes.
- **Calculated Fields:** You can create custom calculations using any of the existing numeric columns available for a given report. You are able to create your own calculations using the current list of numeric columns for a given report. When you save a calculated field, it is available in the column selection, like all other columns.
- **Custom Report Options:** Vision reporting options determine which information displays in the current report, how the data is formatted, and the sequence in which the data displays. You can select options for each standard Vision report from the Options dialog box, available from the Reporting application. Each report has options specific to that report.
- **User-Defined Fields for Vision Analysis Cubes:** If you use Vision Analysis Cubes and you purchased the Performance Management application, on the Fields tab in User-Defined Components, you can select which user-defined fields populate the Vision data cubes.

User-Defined Components Application and the Screen Designer

Once you have added your tabs, fields, and grids, you can use the Screen Designer to easily re-arrange tab elements, resize fields and labels, and determine whether you want certain fields hidden or locked based on security role.



See “Screen Designer” on page 105 for more information.

Working With New Info Centers

The User-Defined Components application allows you to create new info centers that supplement the existing standard Vision info centers. You can create these info centers to match your business requirements, and then link the information to the relevant Vision CRM data. This will help streamline data entry, reporting, and business processes.

When you add a new info center, you can also:

- **Link an Info Center** — You can link user-defined info centers to each other and to standard info centers. When you create a new user-defined info center, it is available as a data type in User Defined Components.
- **Use Autonumbering** — When you create a new info center, you can define auto-numbering parameters on the Numbering tab in Configuration » General » System Settings.
- **Audit Trail** — The new info center is added to the Applications to Audit list on the Audit Trail tab in Configuration » General » System Settings. Vision supports Audit Trail Reporting at both the record level and the field level. You can view audit trails (by record type) by selecting the appropriate audit trail report from the Vision Reporting application or by printing the report from within the Info Center.
- **Use Workflow** — Similar to the standard info centers, you can create user-defined and scheduled workflows for user-defined info centers. This allows you to automate your business processes, alert people of certain conditions or events, and control data entry (for example, give the user an error message if he selects a value in a drop-down but doesn't complete another field).
- **Create User-Defined Info Center Reports** — Summary and List reports are added for the user-defined info centers.

To add/modify tabs, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » User Defined Components** to display the User-Defined Components form.
2. Click **New Info Center**.
3. Complete/modify the information on this tab, as follows:

| Field | Description |
|--------------------|---|
| Application | Select the application for which you want to create or modify tabs. |

| Field | Description |
|------------------------------|--|
| Type | <p>This field is based on the selected Application. An application that is shipped with Vision displays as a Standard type, and a user-defined application displays as a Custom type.</p> |
| Info Center Labels | <p>Use this group box to define the singular and plural labels used in the new info center.</p> <p>These values also display on the Set Up Field Labels screen in Configuration » General » System Settings, where they can be modified.</p> |
| Help URL | <p>When a user-defined info center is created, you can link the info center to a custom help file that your organization created. This help file will launch when you click the Help button in the user-defined info center.</p> <p>Use the Help URL field to enter a URL that links to the user-defined info center's online help file. This URL can be a maximum of 255 characters in length.</p> |
| Automatically Include | <p>Select these options to automatically include the Activities Grid and/or Files Grid in the new info center.</p> <p>Activities Grid Select this option to add an Activities tab to the Tabs grid in User Defined Components.</p> <p>Files Grid Select this option to include a Files tab on the Tabs grid in User Defined Components.</p> <p>Available actions for data input will be similar to that for standard info centers.</p> |
| Database Table Name | <p>This non-editable field displays the name of the internal table that is created for the user-defined info center. The Database Table Name is needed when creating custom reports or advanced workflow.</p> |

4. Modify the Tabs, Fields, Custom Grids, and Mappings tabs as needed.
5. Click **Save**.
6. If you want to use the new info center in a report, you must first load the reports. Each time you update the user-defined info center, you must re-load it before running a report. See **Utilities » Reporting Administration** for more information.

Working With Tabs

Use the Tab tab in User-Defined Components to:

- Add user-defined tabs.

- Modify the order of both standard and user-defined tabs.
- Change the names of both standard and user-defined tabs.
- Restore the names of standard tabs, if you changed them.
- Delete user-defined tabs (you cannot delete standard tabs).

To add/modify tabs, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » User Defined Components** to display the User-Defined Components form.
2. In the **Application** field, select the application to which you want to add user-defined tabs.
3. Select the Tabs tab. The **Tabs** grid displays both standard and user-defined (custom) tabs for that application.
4. Position the cursor on the line above where you want to insert a tab, and click **Insert**.
5. Complete/modify the information on this tab, as follows:

| Field | Description |
|--------------------|--|
| Application | Select the application for which you want to create or modify tabs. |
| Tab Heading | <p>Displays the names of existing standard and user-defined tabs for the selected application. Enter a new tab name or change the name of an existing standard or user-defined tab.</p> <p>The name you enter will appear on the tab, and will also be used as a reference in other Vision program areas. You can modify these names at any time.</p> <p>Note the following when adding or modifying tab names:</p> <ul style="list-style-type: none"> ▪ Tab names must begin with a letter, not a number. ▪ If data from this user-defined tab is to be merged throughout either Custom Proposals or customized SF255, SF254, and SF330 Proposals, the tab name cannot include the following symbols: !, @, (,), ` , ' , [,] , { , } , or &. |
| Tab Type | Displays the tab type, either Standard (shipped with Vision) or Custom (user-defined). |

6. Also use the Tabs tab to:
 - **Modify the Order of Tabs.** Select the name of the tab and click **Move Up** and **Move Down** to arrange the order in which the tabs appear in the application.
 - **Change the Names of Tabs.** You can change the names of both standard and user-defined tabs. Simply enter the new name in the **Tab Heading** field.
 - **Restore Headings for Standard Tabs.** If you changed the headings on a standard tab, you can restore the tab's original headings. Select the tab and click **Restore**.

- **Delete Tabs.** You can only delete user-defined tabs; you cannot delete standard tabs. If a user-defined tab has fields or grids assigned to it, you must first re-assign the fields and grids on that tab to another tab or delete them before you can delete the tab. You cannot undo **Delete**. Deleting a tab permanently removes the tab. Select the tab and click **Delete**.
7. Click **Save**.
 8. Add fields or grids to the tabs as needed. See the following sections for details.

Working With Fields

The Fields tab in User-Defined Components allows you to:

- Add fields to both standard and user-defined tabs.
- Change the names of user-defined fields (to change the names of standard fields use the Screen Designer).
- Change the order in which the fields appear on the tab.
- Delete user-defined fields (you cannot delete standard fields, but you can hide them using the Screen Designer).



See “Screen Designer” on page 105 for more information on the Screen Designer.

The Fields tab displays only user-defined fields; it does not display standard fields that were shipped with Vision. Once you add fields, use the Screen Designer to easily re-arrange and resize them as needed.

When adding or modifying fields, please note the following:

- The Fields tab allows you to move fields from one tab to another without losing the data in that field. To move a field to another tab, simply select the new tab in the Tab field for that field.
- When you add fields to user-defined tabs Vision positions the fields in the order in which you designate on the Fields tab, starting in the top left corner of the tab. When you add fields to standard tabs, Vision positions them beneath existing fields on the tab, outside of the main tab area. You then use the Screen Designer to move the fields to the desired positions.
- If you are adding both fields and grids to a tab, fields are listed first, then grids.

Add or Modify Fields

To add/modify fields, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » User-Defined Components** to display the User-Defined Components form.
2. In the **Application** field, select the application to which you want to add fields to tabs.
3. Select the Fields tab.
4. Position the cursor on the line above where you want to insert a field, and click **Insert**.

5. Complete/modify the information on this tab, as follows:

| Field | Description |
|--------------------|--|
| Application | Select the application for which you want to create/modify user-defined fields on tabs. |
| Tab | Select the tab to which you want to add a field. Both standard and user-defined tabs for the selected application appear in the list. |
| Section | Sections are parts of the tab that are set apart from other parts of the tab, for example, address fields. They differ from group boxes (which are also used to encompass a group of fields) in that section headings have a colored tab similar to a grid. Group boxes are boxes that encircle the fields and have a label for the fields positioned at the top left portion of the box. Use the Screen Designer to add group boxes. |
| Label | <p>Enter a name for the field, for example, Birthday.</p> <p>IMPORTANT: If data from this user-defined field is to be merged throughout either Custom Proposals or customized SF255, SF254, and SF330 Proposals, users should avoid using ANY special characters/symbols (for example, !, @, (,), ` , ' , [,] , { , } , or &) in user-defined field labels.</p> <p>If you change the label name, Vision displays a message asking you whether you also want the database column name to be changed. If you select Yes, you may have to make changes in your saved searches and custom reports, if you use these.</p> |
| Data Type | <p>Select the data type for the user-defined field. Some of these options are lookup list fields. Lookup lists are fields in which you can search for and select a particular Info Center item, such as Account, Contact, or Employee. See the Getting Started book in the Vision Online Help system for more information about lookup lists.</p> <p>Once you select a data type for the field and data is entered into that field, you cannot change the data type, with the exception of three types: Character, Drop Down, and Lookup. These three are compatible types and are interchangeable. If you need to change any other data types, you need to delete that field and re-add it.</p> <p>Your options are:</p> <p>Account. Creates an Account lookup list field.</p> <p>Character. Alphanumeric values.</p> |

| Field | Description |
|-------|--|
| | <p>Check Box. Determines if the field is a Yes/No check box. When the check box is selected, a value of Y is entered into the database. When the field is unchecked, a value of N is entered into the database.</p> <p>Client. Creates a Client lookup list field.</p> <p>Contact. Creates a Contact lookup list field.</p> <p>Currency. Creates a currency field.</p> |
| | <p>Currency (Specific). Select this data type to create custom currencies fields for which the corresponding currency code is specified when defining the field. If you select this data type, select the desired currency code in the Currency Code field.</p> <p>IMPORTANT: When using Vision, there is no indication of which currency code is associated with the field. Therefore, the label for this field should be used to identify the currency code value.</p> |
| | <p>Date. Determines if the field contains a date value. The field includes a pop-up calendar that can be accessed from the arrow to the right of the field value.</p> <p>Drop Down. Creates a drop-down list field. If you select this option, you create the entries that will appear in the list using the List of Values field.</p> |
| | <p>Employee. Creates an Employee lookup list field.</p> <p>When you create an employee data type, Vision adds two new fields to the Lookup dialog box for that Info Center: one for the employee name and one for the employee number.</p> <p>The employee number search field is compatible with the “is me” operator, so that you can use that operator for user-defined employee type fields.</p> <p>For example, if you create a user-defined Client Info Center field called Special Contact, Vision creates two search fields, Special Contact and Special Contact Number. The Special Contact Number field can be used with the “is me” operator.</p> <p>See the Getting Started book in the Vision Online Help system for more information about the “is me” feature.</p> |
| | <p>Lead. Creates a Lead lookup list field.</p> <p>Lookup. Creates a lookup list field similar to a drop-down field, except you select a value from the list using a lookup dialog box. If you select this option, you create the entries that will appear in the dialog box using the</p> |

| Field | Description |
|-----------------------|--|
| | <p>List of Values field.</p> <p>Marketing Campaign. Creates a Marketing Campaign lookup list field.</p> <p>Memo. Creates an RTF (rich text format) field for formatted text. If you select this option, use the Lines field to determine the space available in the field for entering text.</p> |
| | <p>Numeric. Creates a numeric field. If you select this option, you can enter the number of decimals used in the number in the Decimals field.</p> <p>Opportunity. Creates an Opportunity lookup list field.</p> <p>Organization. Creates an Organization lookup list field.</p> <p>Project. Creates a Project lookup list field.</p> <p>Text library. Creates a Text Library lookup list field.</p> <p>URL. If you select this data type, you can enter and save a Web site address in the field, which you can then click to automatically launch the site in a new browser window.</p> <p>Vendor. Creates a Vendor lookup list field.</p> |
| Width | <p>Determines the number of characters you want to display for the field. Vision calculates how wide the field should be on the screen based on the fonts used in Vision.</p> <p>Basically, Vision multiplies the number in this field by 6 to arrive at the number of pixels in the field. For example, if you enter 20, then the number of pixels for the field would be 120. Remember, you can always adjust the size of the field using the Screen Designer.</p> |
| Lines | <p>If you selected Memo in the Data Type field, this field allows you to determine the number of lines of allowed text in the Memo field. Basically, if you use a size 8 font in this field, then the number you enter here is equal to one line of text.</p> |
| List of Values | <p>If you selected Drop Down or Lookup in the Data Type field, this field allows you to list the entries that will appear in the drop down list.</p> <p>When you click on this field, Vision displays a Column Values dialog box. Click Insert to add new entries; use the Move Up and Move Down buttons to determine the order of the entries.</p> <p>If you select the Limit entry to values in list option, users will only be allowed to select one of these entries.</p> |

| Field | Description |
|-----------------------|--|
| | If you do not select this option, users can either select one of these entries or enter other entries not included in the list. |
| Total | <p>Select this option if you want a total to appear for a list of numbers in reports. This option applies to Numeric and Currency data types only.</p> <p>If you plan to include a user-defined field on a report with a graph, you should select this option so that Vision will be able to set the scale appropriately for the graph.</p> |
| Decimals | If you selected Numeric in the Data Type field, this field allows you to determine the number of decimal points in the number. For currency, this defaults to your currency format (2 for U.S.) |
| Minimum Value | If you selected Numeric or Currency in the Data Type field, this field allows you to determine the minimum number that the user can enter in the field. If you leave this field blank, no minimum value is set. In other words, you can enter a negative number. To allow a minimum of any non-negative number, enter 0 (zero) |
| Maximum Value | If you selected Numeric or Currency in the Data Type field, this field allows you to determine the maximum number that the user can enter in the field. If you leave this field blank, no maximum value is set. |
| Required | <p>Your options are:</p> <ul style="list-style-type: none"> ▪ CRM. Select this option if the field is required for CRM users. In other words, Vision will not save the record for CRM users if no data is entered in this field. This option is only available if the CRM module is installed. ▪ Accounting. Select this option if the field is required for Accounting users. In other words, Vision will not save the record for Accounting users if no data is entered in this field. This option is only available if the Accounting module is installed. ▪ CRM & Accounting. Select this option if the field is required for all users. |
| Required Level | <p>This option is only applicable to the Project Info Center and is only available if the field is Required.</p> <p>Your options are:</p> <ul style="list-style-type: none"> ▪ All Levels. Select this option if you want the field required at all levels (for example, project, phase, |

| Field | Description |
|----------------------|--|
| | <p>task).</p> <ul style="list-style-type: none"> ▪ Project. Select this option if you want the field to be required at the top level only and not at lower levels (project only). ▪ Lowest. Select this option if you want the field to be required at the lowest level (the charging level) of any given node of a particular project. For example, when a new phase is created for a project, the field will be required even if the project has other phases that have tasks. If a specific phase already has a task, the field will not be required at the phase level. |
| Default Value | <p>Enter the default value for the field. This field is only available if the following data types are selected: Character, Check Box, Currency, Date, Drop Down, Lookup, Numeric, and URL.</p> <ul style="list-style-type: none"> ▪ Checkbox Data Types. These data types have a default value of N by default; however, you can change it to Y. You cannot leave the value blank. ▪ Date Data Types. You can either type in the words Current Date or enter a date. If you enter Current Date, new records will always default to the current date. You can also select a date from the calendar icon in this field. ▪ Lookup, Drop Down Data Types. If the data type is either Lookup or Drop Down, the Default Value field will contain a Lookup icon. ▪ Currency, Numeric Data Types. Enter any valid numbers. ▪ Character, URL Data Types. Enter any alphanumeric characters. |
| Layout | <p>Determines whether Vision positions the field you are adding on the left or right side of the tab. This field is primarily used on user-defined tabs. You could use this option, for example, if you wanted two columns of fields on the tab.</p> |

6. Click **Save**.

Delete Fields

You can only delete user-defined fields. You cannot delete standard fields.



You cannot undo a deletion. Deleting a field permanently removes the field and any values that have been entered into the field for all records in the database.

To delete fields, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » User-Defined Components** to display the User-Defined Components form.
2. In the **Application** field, select the application for which you want to delete the field.
3. Select the Fields tab.
4. Select the field you want to delete.
5. Click **Delete**.
6. Click **Save**.

Working With Grids

Use the Grids tab in User-Defined Components to:

- Add grids to both standard and user-defined tabs.
- Add columns to user-defined grids.
- Determine the order in which grids appear on a tab.
- Determine the order in which columns appear in a user-defined grid.
- Delete user-defined grids (you cannot delete standard grids, but you can hide them using the Screen Designer).

When you add grids to user-defined tabs, Vision positions the grids in the order in which you designate on the Grids tab, starting in the top left corner of the tab. If you are adding both fields and grids to a user-defined tab, fields are listed first, then grids. When you add grids to standard tabs, Vision positions them beneath existing grids/fields on the tab, outside of the main tab area.

Once you add grids, you can then use the Screen Designer to easily move the grids to the desired positions.



See “Screen Designer” on page 105 for more information on the Screen Designer.

To add/modify grids, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » User-Defined Components** to display the User-Defined Components form.
2. In the **Application** field, select the application to which you want to add grids to tabs.
3. Select the Grids tab.
4. Complete/modify the information on this tab, as follows:

| Field | Description |
|--------------------|---|
| Application | Select the application for which you want to create or modify tabs. |

| Field | Description |
|---------------------|---|
| Grids Grid | |
| Tab | Select the tab for which you want to add a grid. |
| Caption | <p>Enter a name for the grid.</p> <p>Note that if you change the Caption name, Vision displays a message asking you whether you also want the database table name to be changed. If you select Yes, you may have to make changes in your saved searches and custom reports, if you use these.</p> |
| Rows | Enter the number of rows in which users are allowed to enter data. |
| Columns Grid | |
| Heading | <p>Enter the column headings.</p> <p>Note that if you change the column name, Vision displays a message asking you whether you also want the database column name to be changed. If you select Yes, you may have to make changes in your saved searches and custom reports, if you use these.</p> |
| Data Type | <p>Select the data type for the user-defined column heading. Some of these options are lookup list fields. Lookup lists are fields in which you can search for and select a particular Info Center item, such as Account, Contact, or Employee.</p> <p>Once you select a data type for the column heading and data is entered into that field, you cannot change the data type, with the exception of three types: Character, Drop Down, and Lookup. These three are compatible types and are interchangeable. If you need to change any other data types, you need to delete that column heading and re-add it.</p> <p>Your options are:</p> |
| | <p>Account. Creates an Account lookup list field.</p> <p>Character. Alphanumeric values.</p> <p>Check Box. Determines if the field is a Yes/No check box. When the check box is selected, a value of Y is entered into the database. When the field is unchecked, a value of N is entered into the database.</p> <p>Client. Creates a Client lookup list field.</p> <p>Contact. Creates a Contact lookup list field.</p> |

| Field | Description |
|-------|---|
| | <p>Currency. Creates a currency field.</p> <p>Currency (Specific). Select this data type to create custom currencies fields for which the corresponding currency code is specified when defining the field. If you select this data type, select the desired currency code in the Currency Code field.</p> <p>IMPORTANT: When using Vision, there is no indication of which currency code is associated with the field. Therefore, the label for this field should be used to identify the currency code value.</p> <p>Date. Determines if the field contains a date value. The field includes a pop-up calendar that can be accessed from the arrow to the right of the field value.</p> <p>Drop Down. Creates a drop-down list field. If you select this option, you create the entries that will appear in the list using the List of Values field.</p> |
| | <p>Employee. Creates an Employee lookup list field.</p> <p>When you create an employee data type, Vision adds two new fields to the Lookup dialog box for that Info Center: one for the employee name and one for the employee number.</p> <p>The employee number search field is compatible with the “is me” operator, so that you can use that operator for user defined employee type fields.</p> <p>For example, if you create a user-defined Client Info Center field called Special Contact, Vision creates two search fields, Special Contact and Special Contact Number. The Special Contact Number field can be used with the “is me” operator.</p> <p>See the Getting Started book in the Vision Online Help system for more information about the “is me” feature.</p> |
| | <p>Lead. Creates a Leads lookup list field.</p> <p>Lookup. Creates a lookup list field similar to a drop-down field, except you select a value from the list using a lookup dialog box. If you select this option, you create the entries that will appear in the dialog box using the List of Values field.</p> <p>Marketing Campaign. Creates a Marketing Campaign lookup list field.</p> <p>Memo. Creates an RTF (rich text format) field for formatted text. If you select this option, use the Lines field to determine the space available in the field for entering text.</p> |

| Field | Description |
|----------------------|--|
| | <p>Numeric. Creates a numeric field. If you select this option, you can enter the number of decimals used in the number in the Decimals field.</p> <p>Opportunity. Creates an Opportunity lookup list field.</p> <p>Organization. Creates an Organization lookup list field.</p> <p>Project. Creates a Project lookup list field.</p> <p>Text library. Creates a Text Library lookup list field.</p> <p>URL. If you select this data type, you can enter and save a Web site address in the field, which you can then click to automatically launch the site in a new browser window.</p> <p>Vendor. Creates a Vendor lookup list field.</p> |
| Width | <p>Determines the number of characters you want to display for the column. Vision calculates how wide the column should be on the screen based on the fonts used in Vision.</p> <p>Basically, Vision multiplies the number in this field by 6 to arrive at the number of pixels in the field. For example, if you enter 20, then the number of pixels for the column would be 120. Remember, you can always adjust the size of the column using the Screen Designer.</p> |
| Sorted | Determines whether the rows will be sorted by the column in question when first retrieved. Sorted may only be selected for one column in each grid. |
| List of Value | <p>If you selected Drop Down or Lookup in the Data Type field, this field allows you to list the entries that will appear in the drop-down list.</p> <p>When you click on this field, Vision displays a Column Values dialog box. Click Insert to add new entries; use the Move Up and Move Down buttons to determine the order of the entries.</p> <p>If you select the Limit entry to values in list option, users will only be allowed to select one of these entries. If you do not select this option, users can either select one of these entries or enter other entries not included in the list.</p> |
| Total | Select this option if you want a column total to appear at the bottom of the grid. This total field also appears for a list of numbers in reports. This option applies to Numeric and Currency data types only. |

| Field | Description |
|-----------------------|---|
| Decimals | If you selected Numeric in the Data Type field, this field allows you to determine the number of decimal points in the number. For currency, this defaults to your currency format (2 for U.S.) |
| Minimum Value | If you selected Numeric or Currency in the Data Type field, this field allows you to determine the minimum number that the user can enter in the field. If you leave this field blank, no minimum value is set. In other words, you can enter a negative number. To allow a minimum of any non-negative number, enter 0 . |
| Maximum Value | If you selected Numeric or Currency in the Data Type field, this field allows you to determine the maximum number that the user can enter in the field. If you leave this field blank, no maximum value is set. |
| Required | <p>Your options are:</p> <ul style="list-style-type: none"> ▪ CRM. Select this option if the field is required for CRM. In other words, Vision will not save the record for CRM users if no data is entered in this field. This option is only available if the CRM module is installed. ▪ Accounting. Select this option if the field is required for Accounting. In other words, Vision will not save the record for Accounting users if no data is entered in this field. This option is only available if the Accounting module is installed. ▪ CRM & Accounting. Select this option to require the field for both CRM and Accounting users. |
| Required Level | <p>This option is only applicable to the Project Info Center and is only available if the field is required.</p> <p>Your options are:</p> <ul style="list-style-type: none"> ▪ All Levels. Select this option if you want the field required at all levels (for example, project, phase, task). ▪ Project. Select this option if you want the field to be required at the top level only and not at lower levels (project only). ▪ Lowest. Select this option if you want the field to be required at the lowest level (the charging level) of any given node of a particular project. For example, when a new phase is created for a project, the field will be required even if the project has other phases that have tasks. If a specific phase already has a task, the field will not be |

| Field | Description |
|----------------------|---|
| | required at the phase level. |
| Default Value | <p>Enter the default value for the field. This field is only available if the following data types are selected: Character, Check Box, Currency, Date, Drop Down, Lookup, Numeric, and URL.</p> <ul style="list-style-type: none"> ▪ Checkbox Data Type. These data types have a default value of N by default; however, you can change it to Y (but you cannot leave the value blank). ▪ Date Data Type. You can either type in the words Current Date or enter a date. If you enter Current Date, new records will always default to the current date. You can also select a date from the calendar icon in this field. ▪ Lookup, Drop Down Data Types. If the data type is either Lookup or Drop Down, the Default Value field will contain a lookup icon. ▪ Currency, Numeric Data Types. Enter any valid numbers. ▪ Character, URL Data Types. Enter any alphanumeric characters. |

5. Also use this Grids tab to:

- **Modify the order in which grids appear in the application.** Select the name of the grid in the **Grids** grid and click **Move Up** and **Move Down** to arrange the order in which the grids appear in the tab.
- **Modify the order in which columns appear in the grid.** Select the name of the column heading in the **Columns** grid and click **Move Up** and **Move Down** to arrange the order in which the columns appear in the grid. Note that users can change this order individually.

6. Click **Save**.

Delete Grids

You can only delete user-defined grids. You cannot delete standard grids.



You cannot undo a deletion. Deleting a grid permanently removes the grid, all of the fields associated with the grid, and any values that have been entered into the grids for all records in the database.

To delete grids, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » User-Defined Components** to display the User-Defined Components form.
2. In the **Application** field, select the application for which you want to delete the grid.
3. To delete the entire grid, select the grid in the **Grids** grid, and click **Delete**.

4. To delete a column in the grid, select the column in the **Columns** grid, and click **Delete**.
5. Click **Save**.

Mapping Fields

The Mapping tab allows you to map user-defined fields and grid information from Opportunity Info Center to Project Info Center, from Opportunity Info Center to Project Planning, and between Project Info Center and Project Planning when actions such as Create a Project from an Opportunity or Create Project from a Plan take place.

For example, if you created a user-defined field called **Billing Contact** both in Project Info Center and in Opportunity Info Center, you could map these two fields. Then every time you create a Project from an Opportunity, the information in the Opportunity **Billing Contact** field is automatically entered in the Project **Billing Contact** field.

After the action is taken (for example, create Project from Opportunity), the mapped fields become independent. In other words, if you later change the field information in the Opportunity Info Center, it will not be changed in the Project Info Center.

Note the following when mapping fields and grids:

- Mapping works in both directions, so creating a mapping entry from a project to a plan also creates the mapping entry from a plan to a project.
- For each line in the **Mapping** grid, you can map between two or three of the Info Center and Project Planning applications.
- You can only map fields to fields and grids to grids. Vision will not allow you to select a grid when mapping to a field and vice versa.
- Mapped fields and grids do not have to have the same label. Although, since the most common use of this feature is to ensure that values are carried over from one Info Center or application to another when creating a new opportunity, project, or project plan, it is advisable to create user-defined fields with similar if not identical names wherever they are needed in Opportunity Info Center, Project Info Center, and Project Planning.
- Once mapped on this tab, it is possible to change the labels of these fields or grids using the Screen Designer. The mappings remain associated with the original labels of the fields, but display in the Info Centers or Project Planning with the new label.

If, however, you change the label of the field or grid using User-Defined Components application, Vision displays a message asking you if you want to change the underlying original labels. If you select **Yes**, Vision changes the underlying label and you will need to remap the field or grid. If you select **No**, Vision does not change the underlying label and you do not have to remap the field or grid.

- Fields that do not have a compatible data type should not be mapped. You should not, for example, map a field with a data type of date to a field with a data type of numeric.

To map fields, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » User-Defined Components** to display the User-Defined Components form.
2. Select the Mappings tab.



Because you map between specific Info Centers and Applications, the **Application** field does not apply to this tab.

3. Click **Insert**. Vision inserts a new row. Each row represents a mapping of either fields or grids between any combination of Opportunity Info Center, Project Info Center, and Project Planning.
4. Complete/modify the information on this tab, as follows:

| Field | Description |
|---------------------------|---|
| Opportunity Grid | <p>This field displays a <Field> entry and all user-defined grids for all Opportunity Info Center tabs.</p> <p>If you want to map an Opportunity Info Center field, select <Field>. Then select the specific field in the Opportunity Column field.</p> <p>If you want to map an Opportunity Info Center grid column heading, select the name of the grid. Then select the column heading in the Opportunity Column field. If you want to map all column headings in that grid, you need to create an entry for each one. You cannot map an entire grid to an entire grid in one entry (row).</p> |
| Opportunity Column | <p>If you selected <Field> in the Opportunity Grid field, this column displays all of the user-defined fields on all tabs of Opportunity Info Center. Select the field you want to map.</p> <p>If you selected a grid in the Opportunity Grid column, this field displays all of the column headings for that grid. Select the column heading you want to map.</p> |
| Project Grid | <p>This field displays a <Field> entry and all user-defined grids for all Project Info Center tabs.</p> <p>If you want to map a Project Info Center field, select <Field>. Then select the specific field in the Project Column field.</p> <p>If you want to map a Project Info Center grid column heading, select the name of the grid. Then select the column heading in the Project Column field. If you want to map all column headings in that grid, you need to create an entry for each one. You cannot map an entire grid to an entire grid in one entry (row).</p> |
| Project Column | <p>If you selected <Field> in the Project Grid field, this column displays all of the user-defined fields on all tabs of Project Info Center. Select the field you want to map.</p> <p>If you selected a grid in the Project Grid column, this field displays all of the column headings for that grid. Select the column heading you want to map.</p> |

| Field | Description |
|------------------------|--|
| Planning Grid | <p>This field displays a <Field> entry and all user-defined grids for all Project Planning tabs.</p> <p>If you want to map a Project Planning field, select <Field>. Then select the specific field in the Planning Column field.</p> <p>If you want to map a Project Planning grid column heading, select the name of the grid. Then select the column heading in the Planning Column field. If you want to map all column headings in that grid, you need to create an entry for each one. You cannot map an entire grid to an entire grid in one entry (row).</p> |
| Planning Column | <p>If you selected <Field> in the Planning Grid field, this column displays all of the user-defined fields on all tabs of Project Planning. Select the field you want to map.</p> <p>If you selected a grid in the Planning Grid column, this field displays all of the column headings for that grid. Select the column heading you want to map.</p> |

5. Click **Save**.

Customize Lookup and Report Labels

The Lookup and Report Labels feature allows you to create custom labels for lookups and reporting, including the following:

- **Lookup Search Types Labels.** These labels consist of all the search types that appear in drop-down menus for standard and advanced view lookups.
- **Generic Lookup Search Type Labels.** These labels are commonly used for standard labels, such as Code, Description, Name. (especially for advanced sublist search labels.)
- **Report Column Labels.** You can change the default report column headings and alternate headings (which are mostly used on reports that allow cost and billing labels for the same column.) Report column labels only apply to column selection reports.

Report columns can also be changed within the individual report settings.

- **Report Group Labels.** You can change labels for items that can be grouped on reports.

Report group labels can also be changed within the individual report settings.

Changing Labels Across Multiple Types

Because all labels are available in a single grid, you can easily change multiple labels across multiple lookup/report types. This grid can also be filtered by different label types, (such as specific report, specific lookup). If you change a label and that label exists for other types, Vision displays a message asking you if you want to change all labels that match the label you changed.

Create Custom Lookup and Report Labels

1. From the Vision Navigation menu, click **Configuration » General » Lookup/Report Labels** to display the Lookup/Report Labels form.
2. Complete the information on this form, as follows:

If you modify a default label, and that label appears on other lookups or reports, Vision displays a message asking if you want to change all existing default labels to match that label. Click **Yes** to accept. Vision changes all matching labels throughout the system, regardless of what Application Type/Label Type currently appears on the form.

| Field | Description |
|-------------------------|---|
| Application Type | <p>Select the type of application for which you want to create custom labels. You can select [All Application Types], or if you want to limit your list, select one of the following:</p> <ul style="list-style-type: none"> ▪ Search Types ▪ Search Labels (Generic) ▪ Report Columns ▪ Report Groups |
| Label Type | <p>For each application type, you can select [All Types], or if you want to limit your list, select a corresponding label type.</p> <p>For example, if you selected Report Columns in the Application Type field, corresponding fields in the Label Type field would include AR Comments, AR Ledger, Account Analysis, etc.</p> |
| System Labels | |
| Application Type | Displays a list of all labels for the application type you selected in the Application Type field. |
| Type | Displays a list of the labels for the label type you selected in the Label Type field. |
| Default Label | Displays a list of the default labels for the application and label type you selected. |
| New Label | Enter the new label. If the label appears on other lookups or reports, Vision displays a message asking if you want to change all existing default labels to match that label. Click Yes to accept. Vision changes all matching labels throughout the system, regardless of what Application Type/Label Type currently appears on the form. |

| Field | Description |
|---|--|
| Default Report Heading 1/2 | Displays the default report heading. (Default Report Heading 1 is the first or top label heading on the report; Default Report Heading 2 is the second or bottom label heading on the report.) This field only applies to application types of Report Columns and Report Groups. |
| New Report Heading 1/2 | Enter the new report heading. (Default Report Heading 1 is the first or top label heading on the report; Default Report Heading 2 is the second or bottom label heading on the report.) This field only applies to the Report Columns and Report Groups types. |
| Default Alternate Report Heading 1/2 | Displays the default alternate report heading, if applicable. (Default Report Heading 1 is the first or top label heading on the report; Default Report Heading 2 is the second or bottom label heading on the report.) This field only applies to the Report Columns and Report Groups types. |
| New Alternate Report Heading 1/2 | Enter the new alternate report heading. (Default Report Heading 1 is the first or top label heading on the report; Default Report Heading 2 is the second or bottom label heading on the report.) This field only applies to the Report Columns and Report Groups types. |

3. To restore system default labels, click **Restore All Default Labels**.
4. Click **Save**. For your changes to take place, log off and log back on to Vision.

Create Calculated Fields

Calculated Fields allows you to create custom calculated fields available for selection on all column selection reports. Create custom calculations using any of the existing numeric columns available for a given report, such as the General Ledger. You are able to create your own calculations using the current list of numeric columns for a given report.

Calculations can contain simple expressions, such as **[X] - [Y]** or conditional statements, such as **if org = "CO" then [ytdAmount]**. For example, users can use conditional statements to create cross tab reporting to compare different organizations on a General Ledger report.

Once you save a calculated field, it is available in the column selection like all other columns.

An administrator can create calculated fields for all users, as described in this section; however, individual users can create them for their own individual reports as well. See the Reporting book in the Vision help system for information about creating calculated fields for individual reports.





You can use [Security Roles](#) to restrict access to any calculated fields. See "Reports Function" on page 517.

Create Calculated Fields

To create calculated fields, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » Calculated Fields** to display the Calculated Fields form.
2. Perform one of the following:
 - To create a new field, click **New » New Calculated Field**.
 - To create that new field that is similar to a field currently appearing on the form, copy the existing field and then modify it. To do this, click **New » Copy Current Calculated Field**.
 - To create that new field that is similar to an existing field, search for and select the existing field and then modify it. To do this, click **New » Select Calculated Field to Copy**.
3. Complete or modify the information on this form:

| Field | Description |
|--------------------|---|
| Folder | <p>Select the reporting area from which you want to select a report. Vision lists all the reports associated with that area in the Report Type field.</p> <p>If you are creating a calculated field within Configuration, this field appears. If you are creating a calculated field within Reporting, this field does not appear since in Reporting, you select the report first.</p> |
| Report Type | <p>Select the report to which you want to add a calculated field. Vision displays all the fields associated with that report in the Fields field.</p> <p>If you are creating a calculated field within Configuration, this field appears. If you are creating a calculated field within Reporting, this field does not appear since in Reporting, you select the report first.</p> |
| Description | <p>Enter a description of the calculated field. Vision highly recommends that the description you enter clearly indicates what the calculated field represents.</p> |
| Data Type | <p>From the drop-down list, select the data type for the calculated field. When you select this setting, Vision changes the format that displays in the Format field; you can alter the format if you wish.</p> <p>Your options are:</p> <ul style="list-style-type: none"> ▪ Numeric ▪ Currency |

| Field | Description |
|------------------------|--|
| |  Multicurrency <p>If you are using Vision's Multicurrency application, the following settings are available:</p> <ul style="list-style-type: none"> ▪ Numeric ▪ Currency ▪ Currency (Specific). You need to use the Currency field to specify the type of currency you want for the calculated field. |
| Currency |  Multicurrency <p>This option becomes available if you select Currency (Specific) as the Data Type.</p> <p>From the drop-down list of currencies enabled for use by your company, select the currency to use for the calculated field.</p> |
| Format | Select a format for the calculated field. For example, the format #,###.00 [-#,###.00] would appear as 5,400.00 or -5,400. |
| Width | Select the width of the field in inches. The default is 1.0. |
| Heading 1 and 2 | <p>Use these options to specify new heading text for the calculated field. The heading you specify can have one or two lines. If your new heading only requires one line, enter it in Line Heading 2.</p> <p>If you enter a new heading that is longer than the default, you may need to use the Width option to change the column width.</p> |
| Currency Column | Select this option if you want Vision to specify the field you are creating as a currency column field. Vision formats the field with a certain number of decimal places (based on the functional currency of the company running the report). You can override this format in Reporting. Vision also gives you the option to determine whether you want a currency symbol to appear in the field. |
| Fields | <p>Select the field that you want to use in the calculation. To select a field, double click on it or select it and click Add Field.</p> <p>Calculations can be simple or complex, and can be created using either the Calculator or the Use a</p> |

| Field | Description |
|-------------------------|--|
| | Conditions tool. The result for a calculated field must be a number. Text fields can only be used in conditional statements. |
| Calculator | <p>The Calculator tool allows you to create simple calculations using numbers and math calculations. In addition to clicking on the Calculator to select a number of symbol, you can also type in the number or symbol directly in the Calculation grid.</p> <p>The following is an example of a Project Summary calculation created with the Calculator: [JTD Amount] - [Compensation].</p> |
| Use a Condition | <p>The Use a Condition tool allows you to create more complex calculations using conditions. To activate the tool, click on the Use a Condition checkbox.</p> <p>The following calculation example will show the year-to-date amount for the Boston Office:</p> <p>If this is true: [Office] = "BO" then [Year-to-Date Amount] Else 0</p> <p>The Add Period field in Conditions allows you to add a period to conditional statements. It appears so that you can see that periods have the format YYYYPP (Ex. 200501) in conditions.</p> |
| Detail Condition | <p>When you use the Use a Condition tool, this field appears in the Calculation grid. This option allows you to determine whether the result of the calculation uses the details of the field (in other words, the various components that makes up that field's number) or the summary of the fields components. Summary is the default (unchecked).</p> <p>When comparing text fields in a condition, for example comparing organization data, you would probably want to use this detail option.</p> |

4. Click **Save**.

Create Custom Report Options

Vision reporting options allow you to determine:

- Which information is displayed in the current report.
- How the data is formatted.
- The sequence in which the data appears.

You can select options for each standard Vision report from the Options dialog box, available from the Reporting application. Each report has options specific to that report.

You can add additional options from the Custom Report Options form. These additional options will appear on the Custom Options tab of the report's Options dialog box, available from the Reporting application (**Reporting** on the Vision Navigation menu).

Add Options to Custom Reports

You must first create a custom report before adding options from the Custom Report Options form. See the Vision Online Help system for instructions.

To add options to a custom report, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » Custom Report Options** to display the Report Custom Options form.
2. Select the custom report for which you want to create an options page from the **Report Name** field.
3. Click **Insert** to add an option to the **Options** grid.
4. Complete the information on this form, as follows:

| Field | Description |
|---------------------|--|
| Report Name | Select the custom report for which you want to create custom options. |
| Option Label | Enter a name for the field (for example, Birthday). |
| Parameter | Enter a parameter that you will use to reference the field in a custom report. Acceptable characters include all alphanumerics and the underscore (_) symbol. |
| Data Type | <p>Select the data type for the custom field. Some of these options are lookup list fields. Lookup lists are fields in which you can search for and select a particular account, contact, employee, project, etc.</p> <p>See the Lookup Lists Overview in the Vision Online Help system for more information about lookup lists.</p> <p>Your options are:</p> <p>Account. Creates an account lookup field.</p> <p>Character. Alphanumeric values, up to 70 characters.</p> |
| | <p>Check Box. Determines if the field is a Yes/No check box field. When the field is checked, a value of Y is entered into the database. When the field is unchecked, a value of N is entered into the database.</p> <p>Client. Creates a Client lookup list field.</p> <p>Contact. Creates a Contact lookup list field.</p> <p>Date. Determines if the field contains a date value. The</p> |

| Field | Description |
|----------------------|---|
| | <p>field includes a popup calendar that can be accessed from the arrow to the right of the field value.</p> <p>Employee. Creates an Employee lookup list field.</p> <p>Lookup. Alphanumeric values, up to 20 characters. The field includes a drop-down list and lookup table of values that can be modified by double clicking on the lookup field.</p> <p>Memo. Creates an RTF (rich text format) field with unlimited formatted text.</p> <p>Numeric. Creates a numeric field.</p> <p>Opportunity. Creates an Opportunity lookup list field.</p> <p>Project. Creates a Project lookup list field.</p> |
| | <p>Search. This data type functions exactly the same as the Lookup data type, except a Vision search field is used instead of a drop-down list. With these types of fields, the records in the user-defined lookup list are NOT retrieved until the user opens the dialog box and clicks Search. In addition, since it is a dialog box search, you have the added ability of being able to use Quick Find to key in the first few characters of the value if you know part of the value.</p> <p>If your company has a large database, you may want to use this data type instead of Lookup, since using Lookup may cause performance problems.</p> |
| | <p>Text Library. Creates a Text Library lookup list field.</p> <p>URL. If you select this data type, you can enter and save a Web site address in the field, which you can then click to automatically launch the site in a new browser window.</p> <p>Vendor. Creates a Vendor lookup list field.</p> |
| Default Value | <p>Enter the default value for the field. This field is available with the standard data types String, Numeric, Date, Search, Lookup, and Checkbox.</p> <ul style="list-style-type: none"> ▪ Checkbox Data Types. These data types have a default value of N, meaning not selected. Change this option to Y for the default value to be selected. ▪ Date Data Types. Either type the text Current Date or enter any date in m/d/yy format. If you enter Current Date, new records will always default to the current date. You can also select a date using the Calendar icon in this field. ▪ Lookup or Search Data Types. If the data type is |

| Field | Description |
|--------------------------------|---|
| | either Lookup or Search, the Default Value field will contain a lookup icon. |
| Display Width | Determines the number of characters you want to display for the field. Vision calculates how wide the field should be on the screen based on the fonts used in Vision. |
| Memo Height | If you select Memo in the Data Type field, this field allows you to determine the number of lines you want to appear for the memo. For example, if you enter 5 , Vision calculates the proper height of the memo field to accommodate five lines of text. |
| Limit to List | <p>This option applies only to options with a Data Type of Lookup.</p> <p>If you select this option, users will only be allowed to select one of these pre-defined values.</p> <p>If you do not select this option, users can either select one of the pre-defined values or enter other values not included in the list.</p> |
| Total | <p>Select this option if you want a column total to appear at the bottom of the grid.</p> <p>This option applies to Numeric Data Types only.</p> |
| Currency | If you selected Numeric in the Data Type field, this field allows you to use your currency format. |
| Decimals | If you selected Numeric in the Data Type field, this field allows you to determine the number of decimal points in the number. For currency, this defaults to your currency format (2 for U.S.) |
| Minimum Value | If you selected Numeric in the Data Type field, this field allows you to determine the minimum number that the user can enter in the field. |
| Maximum Value | If you selected Numeric in the Data Type field, this field allows you to determine the maximum number that the user can enter in the field. |
| Required for Accounting | <p>Select this option if the field is required for Accounting. In other words, Vision will not save the record if this field is not filled in.</p> <p>This option is only available if the Accounting module is installed.</p> |

| Field | Description |
|-------------------------|--|
| Required for CRM | <p>Select this option if the field is required for CRM. In other words, Vision will not save the record if this field is not filled in.</p> <p>This option is only available if the CRM module is installed.</p> |

- Repeat steps 3 and 4 for each option you want to add.
- Options will appear on the Custom Options tab of the Vision report Options dialog box, when a user opens the Options dialog box for the report from the Reporting application. All options appear in the order in which they appear in the **Options** grid. You can change the position and order, as desired.

To do this, click **Reorder**. Vision displays the Reorder Report Custom Options dialog box. Options that appear in the **Fields - Left Column** grids will appear on the left side of the Custom Options tab, and options that appear in the **Fields - Right Column** grids will appear on the right side of the tab. Select an option and click the **Up** and **Down** buttons to reorder the options vertically. Select an option and click the **Left** or **Right** buttons to move the option to the left or right side of the tab. Click **OK** to save your changes and return to the Custom Report Options form.

- Click **Save**.

Specify Values for a Custom Lookup Option

For all custom options you add to the **Options** grid with a Data Type of Lookup, you must specify possible values from which users can make a selection.

To specify values for a Lookup type option, complete the following steps:

- From the Vision Navigation menu, click **Configuration » General » Custom Report Options**.
- From the **Report Name** field, select the custom report whose Lookup option values you want to specify from the **Report Name** field.
- Click **Lookup Lists** on the Custom Report Options toolbar. All options from the **Options** grid for the selected report with a data type of Lookup appear in the **Column** area.
- Select the option for which you want to specify values from the **Column** area.
- Click **Insert** on the **Options** grid.
- In the **Value** field, enter the name of a value you want to make available for selection.

For example, if you have created a custom Lookup option called **Report at**, this option appears in the **Column** area. You can select **Report at** in the **Column** area and define the values of Cost and Burdened by inserting one row for each value in the **Value** grid. Click to view a sample of the field as it will appear on the Options dialog box.

- To move a value up or down in the list of selections, select the value and click **Up** or **Down** on the **Options** grid.
- Click **Save**.

Set Up Code Tables

Code Tables allow you to custom populate many drop-down lists with standard values for many of Vision's Info Center fields. The values can be used to save time during routine data entry or to enforce uniformity in these data fields.

For example, for the **Employee Role** field on the Projects tab of Employee Info Center, you can use a table to define the roles that your employees may have on new and existing projects at your firm, such as Architect, Project Manager, and Supervisor.

You can add new entries, edit descriptions, or delete entries at any time. You can add an unlimited number of entries to any code table.

Standards for each of the code tables should be set, and then the tables should be populated prior to entering data in the Info Centers. For example, if you decide your educational degrees will use the format B.A., M.A., and so on (as opposed to BA or Bachelor of Arts), populate the Degree code tables with all possible degrees in the appropriate format.

The Client Role, Contact Role, and Employee Role code tables have pre-populated or system entries and their entries cannot be deleted. These system codes provide automatic data entry in the Client/Contact tab in Projects Info Center for example.

Types of Codes

There are three types of code tables in Vision. One type of code table will dynamically update all existing records that are associated with that respective code to reflect the new description.

The second type is a table with a list of only Descriptions such as Client Relationship, Employee Title, and Suffix Tables. If a code is changed, only the value for future lookups will be affected. No changes will be made to existing records.

The last type of code table allows you to de-select the Active checkbox so that the code will not be a choice for future selections. Existing records in your database associated with a code that is not Active will remain unchanged. New records will not be able to be associated with this code, since it is not Active. This preserves older records' characteristics that you do not want to use in new records.



See the Vision Online Help system for a complete list of code tables, which includes a brief explanation of the code table, a list of possible values for the code table, and a list of fields/forms from which you can access the code table values.

Set Up Code Tables

To set up Code Tables, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » Code Tables** to display the Code Table Maintenance form.
2. Click on the name of the code table description that you want to edit. Vision displays the list of codes for that table.
3. Enter new codes, as needed. Codes appear in the application drop-down list menus in the order that you specify here.
 - To add a new code, position the cursor on the row above where you want to insert the code, and click **Insert**.
 - To re-order one code, position the cursor on the code and click **Move Up** or **Move Down**, as needed.

- To re-order all the codes alphabetically by Code or Description, click on the Code or Description heading.
4. Click **Save**.

Delete Code Tables

Use this procedure to delete entries, noting the following:

- When you attempt to delete codes that have already been used, Vision displays a warning to indicate that the codes will be blanked out everywhere they have been used.
- In some cases, deleting codes can also result in deletion of records. (Vision displays a warning.)
- You cannot delete codes in a code table that is prefixed by sys. (Vision displays a warning.) Certain codes, such as sysOwner have to be kept in the database. (You can, however, change the description of codes beginning with sys.) If codes have been added that are prefixed with sys and they need to be deleted, contact Vision Support.

To delete code tables, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » Code Tables** to display the Code Table Maintenance form.
2. Click on the desired description. Vision displays the list for that code table.
3. Select the code you want to delete,
4. Click **Delete**. Vision displays a warning message indicating the consequences of the deletion.
5. Click **Save**.

Create Project Templates

Project templates are used to create new projects with pre-defined work breakdown structure (WBS) and field values. After your firm decides how you want to structure your (WBS), project templates are an efficient way to ensure that projects created by users at your firm conform to this structure. Templates provide a baseline for new projects, which you can then modify to meet the needs of individual projects.

Create New Project Templates

To create project templates from scratch, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » Project Templates** to display the Projects form.
2. Perform one of the following:
 - To create a new template from scratch, click **New » New Project Template**.
 - To create a template that is similar to an existing template, open the existing template and click **New » Copy Current Contract Template**. You can then edit the copied template to create a new project template.
 - To create a template that is similar to an existing project record or another project template (not currently open), click **New » Create Project Template from....** You can then edit the copied project to create a new project template.

3. Complete/modify the information on the tabs. The tabs and fields are the same as the tabs and fields in the Project Info Center.



See the Project Info Center book in the Vision Online Help system for field descriptions.

4. If this project template has phases, click **New » New Phase** or **New » Create Phase from...**, and proceed in the same manner as you did for projects.
5. If this phase has tasks, click **New » New Task** or **New » Create Task from...**, and proceed in the same manner as you did for contracts.
6. Click **Save**.

Modify Project Templates

To modify project templates, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » Project Templates** to display the Projects form.
2. Use the **Find** field to search for and select the project template(s) that you want to modify.
3. Complete/modify the information on the tabs. Fields on these tabs are the same as Project Info Center fields.



See the Project Info Center book in the Vision Online Help system for field descriptions.

4. If this project has phases, proceed in the same manner as you did for projects.
5. If this phase has tasks, proceed in the same manner as you did for projects.
6. Click **Save**.

Delete Project Templates

To delete project templates, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » Project Templates** to display the Projects form.
2. Use the **Find** field to search for and select the project template(s) that you want to delete.
3. Click **Delete Record**. Vision displays a message asking you to confirm the deletion.
4. Click **Yes**.

Create Project Defaults

The Project Defaults application allows you to create default values for projects that automatically appear in fields when you create a new project, thereby making it quicker to create projects with values that you use on a regular basis.

For example, if all your projects are Federal Projects, you could select this option in Project Defaults. Then when you create a new project, this selection would automatically appear for the project. Project Defaults only apply to WBS1 level projects.

Only those tabs that would be logically used for defaults appear in Project Defaults: General, Accounting, Time & Expense, Dates & Costs, and Location. For the same reason, certain standard fields and user-defined fields do not appear on these tabs.

Project Defaults and New Projects

When you create a new project in Project Info Center, Vision applies project defaults in the following ways:

- If you create a project using the **New » New Project** option from the Project Info Center toolbar, Vision applies all the project defaults to the project.
- If you create a project from an opportunity, certain values (such as project type) are determined by values in the opportunity record; for fields not pulled from the opportunity record, project defaults are used.
- If you create a project by copying an existing one, Vision uses the field information of the existing project; it does not use project defaults.
- If you create a project using Project Templates, Vision uses the field information of the template; it does not use project defaults.

Project default values are also used when you create new project templates. Vision applies default values to new project templates in the same way that it applies default values to new project records.

You can override project defaults at any time.

To create project defaults, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » Project Defaults** to display the Projects Default form.
2. Enter project defaults in the available tabs and fields. Note that no fields are required in Project Defaults.



See the Project Info Center book in the Vision Online Help system for field descriptions.

3. Click **Save**.

Creating Opportunity Estimate Defaults



This feature is only available to clients who own CRM.

Use Opportunity Settings to establish the guidelines for the Service Estimate and Estimated Revenue features within the Opportunity Info Center. These features work together to allow you to create a simple estimate for labor, units, expenses, and/or consultants on-the-fly for your opportunities.

- Use the Service Estimate tab of Opportunity Settings to enable and create the default settings for use on the Service Estimate Tab within the Opportunities Info Center, and to create commonly used clauses to be used on Opportunity Estimate reports.
- Use the Estimated Revenue tab of Opportunity Settings Configuration to set up allocation default values and to set up and save templates for use as the basis Estimated Revenue entries on the Estimated Revenue Tab within the Opportunities Info Center.



See the “Service Estimate Tab of Opportunity Info Center” topic in the Vision Online Help system for information about how to use this feature in Opportunity Info Center.

To set up default settings and clauses for Opportunity Service Estimates, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » Opportunity Settings** to display the Opportunity Estimates form.
2. Select the Service Estimates tab.
3. Complete the information on this form, as follows:

| Field | Description |
|--|--|
| Enable Service Estimate feature | <p>Select this option to enable the Service Estimate feature. The Service Estimate tab appears in Opportunity Info Center. In addition:</p> <ul style="list-style-type: none"> • In the Project Planning, New Plan from Existing Opportunity, the option New Copy Service Estimate into the Plan option appears. • The Opportunity Service Estimate report becomes available. • If you have CRM only, the following areas become available: Accounts key conversion, Units key conversion, Accounts key format, Units key format, and the Accounts tab in Configuration » Accounting » System Settings. |
| Estimate Grids | |
| Enable Units Grid | Select this option if you want the Units grid to appear on the Service Estimate tab of Opportunity Info Center. |
| Enable Expenses Grid | Select this option if you want the Expenses grid to appear on the Service Estimate tab of Opportunity Info Center. |
| Enable Consultants Grid | Select this option if you want the Consultants grid to appear on the Service Estimate tab of Opportunity Info Center. |

| Field | Description |
|--|---|
| Decimal Digits | |
| Hour | <p>Select the decimal value for the hour fields. The setting you enter here determines the input and display parameters for the hour values in the grids on the Service Estimate tab.</p> <p>For example, if you select No Decimal, hour amounts would appear as 2 (hours); if you select 1 Digit, hour amounts would appear as 2.5 (hours).</p> |
| Quantity | <p>Select the decimal value for the quantity fields. The setting you enter here determines the input and display parameters for the quantity values in the grids on the Service Estimate tab.</p> <p>For example, if you select No Decimal, quantity amounts would appear as 2 (quantity); if you select 1 Digit, quantity amounts would appear as 2.5 (quantity).</p> |
| Amount | <p>Select the decimal or currency value for the amount fields. The setting you enter here determines the input and display parameters for the amount values in the grids on the Service Estimate tab.</p> <p>If you select No Decimal, dollar amounts would appear as 50. If you select Currency, dollar amounts would appear in the currency format that your system administrator has set up, for example 50.00.</p> |
| Estimate Type | <p>Select the column type. This option determines how many columns display in the respective enabled grids. Your options are:</p> <ul style="list-style-type: none"> ▪ Cost. Displays only cost columns, such as Cost Rate, Planned Cost. In the Analysis grid, displays only Total Cost. ▪ Billing. Displays only billing columns, such as Billing Rate, Planned Bill. In the Analysis grid, displays only Total Bill. ▪ Cost and Billing. Displays both cost and billing columns. In the Analysis grid, displays Total Cost, Total Bill, Gross Margin, and Gross Margin %. <p>Opportunity Service Estimate reports are only available if you select Billing or Cost and Billing.</p> |
| Default Cost [Labor] Category Table | <p>This option is only available if you selected Cost or Cost and Billing as the Estimate Type.</p> <p>Select the default table for the Service Estimate from the drop-down list. Only those tables that have been</p> |

| Field | Description |
|--|---|
| | <p>selected as Available for Project Planning appear on this list (if Project Planning is owned and Configuration is set to enterprise-wide rather than company specific).</p> <p>This table can be overwritten in Opportunity Info Center (assuming there isn't a Resource Planning role security setting disallowing this).</p> |
| Default Billing [Labor] Category Table | <p>This option is only available if you selected Billing or Cost and Billing as the Estimate Type.</p> <p>Select the default table for the Service Estimate from the drop-down list. Only those tables that have been selected as Available for Project Planning appear in this list (if Project Planning is owned and Configuration is set to enterprise-wide rather than company specific).</p> <p>This table can be overwritten in Opportunity Info Center (assuming there isn't a Resource Planning role security setting disallowing this).</p> |
| Expense Billing Multiplier | <p>If the Expenses grid is enabled and the Estimate Type is Cost and Billing, then Vision automatically applies the value you enter here to the Planned Cost to extend the Planned Billed amount for reimbursable expenses. This value can be overwritten in Opportunity Info Center.</p> |
| Consultant Billing Multiplier | <p>If the Consultants grid is enabled and the Estimate Type is Cost and Billing, then Vision automatically applies the value you enter here to the Planned Cost to extend the Planned Billed amount for reimbursable expenses. This value can be overwritten in Opportunity Info Center.</p> |
| <p>Clauses Grid</p> <p>The Clauses tab allows you set up and save clauses that can be used in Opportunity Service Estimate reports. The codes/clauses you enter here appear as selectable options when you are setting up the Opportunity Service Estimate report.</p> <p>You can set up separate clauses here for both the top and bottom of the report (the top/bottom options are available on the General tab in the Opportunity Service Estimate report). For example, a top clause may read "Please quote us your firm price for the following goods." A bottom clause may read "Please indicated all prices FOB our place of business."</p> <p>To enter a new clause, click Insert. To copy an existing clause that is similar to a new clause you want to add, highlight that clause and click Copy; then edit as needed. To delete an existing clause, click Delete.</p> | |
| Code | Enter the code for the clause, for example: RFQTOP . |

| Field | Description |
|---------------|--|
| Clause | Enter the clause, for example: Please quote us your firm price for the following goods. |

- Click **Save**.

To create estimated revenue allocation defaults and templates, complete the following steps:

- From the Vision Navigation menu, click **Configuration » General » Opportunity Settings** to display the Opportunity Settings form.
- Select the Estimated Revenue tab.
- Complete the information on this form, as follows:

| Field | Description |
|----------------------------|--|
| Allocation Method | <p>Select the default allocation method you want to use as the default on the Opportunities, Estimated Revenue tab. The default is Spread Evenly Across Timescale. Your options are:</p> <p>Specific Date: Allocates the estimated revenue amount to a specific date for each opportunity. Selecting Specific Date activates the Estimated Revenue Allocation grid. Use this grid to identify the dates on which revenue is expected to be received, which is particularly useful for companies who receive revenue for a project at irregular intervals, rather than monthly, quarterly, and so on.</p> <p>For example, a company may submit a fee schedule with a proposal that specifies that an inspection is to occur on a specific date and, upon completion, a payment will be due.</p> <p>Spread Evenly Across Timescale. Spreads revenue in even amounts across the dates between the estimated start date and the estimated completion date. After selecting Spread Evenly Across Timescale, use the Timescale option to specify the timescale for the revenue.</p> <p>Allocate All Revenue to Estimated Start Date. Allocates the estimated revenue amount to the opportunity's start date.</p> <p>Allocate All Revenue to Close Date. Allocates the estimated revenue amount to the opportunity's closing date.</p> |
| Allocation Template | Use this drop-down to select a default template for the selected Allocation Method . This drop-down displays all templates created on the Estimated Revenue |

| Field | Description |
|---|--|
| | Allocation Template dialog box. Select the default allocation template you want to use on the Opportunities, Estimated Revenue tab. |
| Estimated Revenue Allocation Templates Grid Use the Estimated Revenue Allocation Templates grid to set up and save templates for use as the basis Estimated Revenue entries on the Opportunities, Estimated Revenue tab. | |
| Template Name | The grid displays the names of all the templates you have created. Use the grid options to Edit , Insert , Copy , or Delete templates. |

- To add a new template, click **Insert**. Vision displays the Estimated Revenue Allocation Template dialog box.
- Complete the information on this form, as follows:

| Field | Description |
|----------------------------------|--|
| Template Name | Enter a name for the template. |
| Description | Enter a description for the template, up to 100 characters. The description you enter here appears in the Description field on the Estimated Revenue tab in Opportunities Info Center. |
| Timeframe | Select the time frame. Your options are: Days , Weeks , Months , Years . The default is Months . This field is used in conjunction with the Time From Est. Start Date field to populate the Revenue Date field in the Estimated Revenue Allocation grid on the Opportunities, Estimated Revenue tab. This field is required if a number other than 0 is entered in the Time from Est. Start Date field. |
| Time From Est. Start Date | Enter the revenue date. This field is used to populate the Revenue Date field in the Estimated Revenue Allocation grid on the Opportunities, Estimate Revenue tab. If you enter 0 (zero) in this field, then the Revenue Date populated in the Estimated Revenue Allocation grid will be equal to the Opportunity Est. Start Date . |
| % of Total Revenue | Enter the percent of total revenue. The number you enter cannot be less than 0 (zero) or more than 100. The %of Total Revenue is totaled at the bottom of the grid and is used to populate the % of Total Revenue field on the Estimated Revenue Allocation grid on the Opportunities, Estimate Revenue tab. |

6. Click **OK**. The new template's name appears in the **Estimated Revenue Allocation Templates** grid.
7. Click **Save**.

Create Merge Templates

Vision gives you the option to use customized merge templates that integrate your proposal text into any format desired. After adding templates to the database, you can assign specific templates to each role, so users only have access to the templates they need to use. All users have access to 254/255/330 merge templates, regardless of their security role.

If users do not have direct access to upload new merge templates, the system administrator uploads custom merge templates to the database in **Configuration » General » Merge Templates**.



Merge templates apply to both Proposals and Info Centers.

Merge Templates Configuration Checklist

The following checklist describes the steps to follow to set up Merge Templates for users in your firm.

| Step | Description |
|------|--|
| 1 | Download the VisionWordMacro. |
| 2 | Create merge templates. |
| 3 | In Security, establish access rights to templates. |

This section also provides directions for deleting and exporting templates.

Download the VisionWordMacro

To create merge templates, you need access to the list of supported merge codes. The macro VisionWordMacro.dot contains ready access to the merge codes, along with formatting options for the merge codes. When installed in Microsoft Word, this macro creates a toolbar, which also contains the Graphics-Expand-Macro to extract linked-graphics into your merged documents.



VisionWordMacro.dot only runs on Microsoft Word 2000 or later versions.

One of the following modules needs to be installed in order to have access to the macro: CRM, Custom Proposals, or SF254/255/330 Proposals.



Any time Deltek releases additional Proposals merge codes, they will be listed in Appendix B of the Release Notes. You must repeat the procedures in this help topic to make these new merge codes available in the macro's lookup lists.

To download the macro, complete the following steps:

1. From the Vision Navigation menu, click **Utilities » Download Merge Macro** to display the Download Merge Macro form.
2. Click **VisionWordMacro.dot**.
3. Save the file to your Microsoft Word Startup folder.

When the VisionWordMacro.dot template is stored in your Startup folder, Vision automatically loads it each time you start Word, appearing in the list of available toolbars.

From this toolbar, you can:

- Access the Vision Info Center merge codes.
- Expand the graphics that have been reference during the merge. The graphics place without frames, so that the placeholders can be positioned within tables.
- Expand graphics within frames.

Note that if the Vision macro and/or tool bar is not appearing in Microsoft Word, do the following:

- In Word, select **View » Toolbars**, and verify that Vision Toolbar is selected.
- In Word, select **Tools » Templates and Add-Ins**, and verify that VisionWordMacro.dot appears in the **Document template** field.

Create Merge Templates

Use the Merge Templates feature to select the appropriate Vision Info Center, and then add, update, delete, or export merge templates within the Vision database. The templates will be linked to the selected Info Center.

To add a new template to Vision, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » Merge Templates** to display the Merge Templates form.
2. Select the Info Center area where you want the template to reside.
3. Click **Add**. Vision displays the Add Merge Template form.
4. Complete the information on this form, as follows:

| Field | Description |
|-------------------------|--|
| Info Center Area | Select the Info Center area where the merge template will reside. |
| Description | Enter a description for the new merge template. |
| Merge Template | Enter the path name for the merge template file. Or, click Browse to browse for and select the merge template file. |

5. Click **OK**.

Establish Access Rights to Templates

After adding templates to the database, you need to assign specific templates to each role, so users only have access to the templates they need to create Proposals and Info Centers.



See “Merge Templates Function” on page 516 for more information.

Delete Merge Templates

Use the Delete Template option to delete a template from the Vision database.

After a template is deleted from the database, it is no longer accessible on the Merge Templates tab of Role Security. Ensure you no longer need the template before deleting it from the Vision database.

You cannot delete system default templates or sample templates.

To delete a template from Vision, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » Merge Templates** to display the Merge Templates form.
2. Select the Info Center area where the template resides.
3. Select the template you want to delete.
4. Click **Delete**. The template is deleted from the Vision database.

Export Templates

The Export Template option enables you to export a template file and save it locally.

To export a Vision template file, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » Merge Templates** to display the Merge Templates form.
2. Select the Info Center area where the template resides.
3. Select the template you want to export.
4. Click **Export**. Vision displays the Export dialog box.
5. Select the directory where you want to save the template.
6. Click **OK**. The template downloads to the chosen directory, and is saved with the appropriate file extension.

Set Up Holiday Calendar

Use Holiday Calendar Setup to indicate the non-working days and holidays for the current year. You can choose any days as non-working days, but most firms use Saturday and Sunday. You can also insert multiple dates as holidays for the current year.

Resource Management uses this information to determine the utilization and schedules of employees. Timesheets use this information to highlight holidays and non-working days in transaction entry, and to validate the required working hours for each timesheet period.



Multicompany

If you are using the Multicompany feature, you need to set up the calendar for each company. First set up the calendar for the active company, then go to **Utilities » Change Company**, and select the next company for which you want to configure the calendar. The name of the active company appears at the top of the Holiday Configuration form.

To set up holidays, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » Holiday Calendar** to display the Holiday Configuration form.
2. Perform one of the following:
 - To add a new holiday, position the row selector on the row above where you want to add the new holiday, and click **Insert**.
 - To add a new holiday that is similar to an existing holiday, copy the existing holiday and then modify it. To do this, position the row selector on the row you want to copy, and click **Copy**.
 - To delete a row, position the row selector on the row you want to delete, and click **Delete**.
3. Complete the information on this form, as follows:

| Field | Description |
|----------------------------|---|
| Non-working days | Select the days of the week that your firm is normally closed, typically Saturday and Sunday. |
| Holiday Date | Enter the holiday date, or select a date from the pop-up calendar. |
| Holiday Type | Select the holiday type label: Holiday , Leave , Other . The type is for informational use only. |
| Holiday Description | Enter the description of the holiday. |

4. Click **Save**.

Set Up Currency

This section has instructions for setting up currency for both non-Multicurrency and Multicurrency environments.

To Configure Currency for a Non-Multicurrency Environment

Currency Configuration allows you to maintain data for the currency that your firm uses, including code, description, symbol, and units.

To configure currencies, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » Currency** to display the Currency Configuration form.
2. Complete the information on this form, as follows:

| Field | Description |
|----------------------------------|---|
| Decimal Places | Enter the decimal places for the currency. For example, if you are using dollars, enter 2; if you are using yen, enter 0. |
| Symbol | Select the symbol for the currency. |
| Major Unit Label Plural | Enter the major unit label plural for the currency, such as Dollars. |
| Major Unit Label Singular | Enter the major unit label singular for the currency, such as Dollar. |
| Minor Unit Label Plural | Enter the minor unit label plural for the currency, such as Cents. |
| Minor Unit Label Singular | Enter the minor unit label singular for the currency, such as Cent. |

3. Click **Save**.

Configure Currencies for a Multicurrency Environment

The following checklist describes the steps to follow to set up Multicurrency for your company. See the Multicurrency Concepts topic in the Vision Online Help system for complete information about a Multicurrency environment.

| Step | Description |
|------|---|
| 1 | Activate the Multicurrency module. |
| 2 | Enable the Multicurrency module. |
| 3 | Set up multicurrencies. |
| 4 | Assign currencies to companies (if you are using the Multicompany feature). |
| 5 | Set up daily and period exchange rates. |

Activate the Multicurrency Module

To activate the Multicurrency module, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Module Activation** to display the Module Activation form.

2. Enter the Deltek-supplied client number in the **Client Number** field.
3. For each licensed module, enter the Deltek-supplied system level password in the **Password** field.
4. Click **OK**.

Enable Multicurrency

To enable Multicurrency, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » Currency** to display the Currency Configuration form.
2. Click **Enable Multicurrency**. Vision displays the Password dialog box.
3. Enter your password and click **OK**. Vision displays the Enable Multicurrency dialog box.
4. Select your functional currency. If you are using the Multicompany feature, this is the functional currency for the active company.
5. Click **Enable**. Vision displays a message asking if you want to continue. Click Yes if you are prepared to continue the process. Vision does three things in response:
 - Makes the selected currency the functional currency.
 - Displays all available currencies on the Currency Configuration form.
 - Adds the Currency tab to General Company Settings. You can now select a functional currency for each company in your enterprise.
6. Click **Save**.

Configure Currencies

Currency Configuration allows you to maintain data for the currencies that your firm uses, including codes, descriptions, symbols, and units.

About International Standards Organization

The ISO maintains a list of standard codes and descriptions for international currencies. If you add a new currency, Deltek strongly advises using these codes and descriptions.

To configure currencies for a Multicurrency environment, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » Currency** to display the Currency Configuration form.
2. Complete the information on this form, as follows:

| Field | Description |
|-----------------------|---|
| Code | Enter a three digit code for the currency. |
| Description | Enter the description for the currency. |
| Decimal Places | Enter the decimal places for the currency. For example, if you are using dollars, enter 2; if you are using yen, enter 0. |

| Field | Description |
|----------------------------------|--|
| Symbol | The symbol for the currency. This field contains a list of commonly used symbols that you can choose from; however, you can still enter a currency symbol that is not on the list. |
| Major Unit Label Plural | Enter the major unit label plural for the currency, such as Dollars. |
| Major Unit Label Singular | Enter the major unit label singular for the currency, such as Dollar. |
| Minor Unit Label Plural | Enter the minor unit label plural for the currency, such as Cents. |
| Minor Unit Label Singular | Enter the minor unit label singular for the currency, such as Cent. |

3. Click **Save**.

Set Up Exchange Rate Tables

If you are using the Multicurrency feature, use the Exchange Rate tables to set up exchange rates from one currency to another currency for:

- Specific date.
- Specific period.



There are several steps in setting up a Multicurrency environment, some of which are required before you set up your exchange rates. This section discusses just the procedures for setting up exchange rate tables.



If you need more information about the Multicurrency environment, see the Multicurrency Concepts book in the Vision Online Help system.

How Vision Processes Different Currency Types

When you post a transaction, Vision stores the value in the transaction currency as well as other currencies used for billing, reporting, and other business needs. During this process, Vision checks to see if the various currency types (transaction, functional, billing, and project) are the same. If they are not the same, Vision automatically calculates the exchanges:

1. Between the transaction currency and the functional currency.
2. Between the functional currency and the project currency and billing currency.

By default, Vision uses the exchange rate in effect on the date that you enter for the transaction. You can override an exchange rate.

Exchange Hierarchy

Usually, a transaction is recorded at the exchange rate that was in effect on the date the transaction took place. Depending on circumstances, Vision employs different methods for performing currency conversion:

1. An exchange rate or exchange date override, if one has been specified.
2. A direct exchange, based on the exchange rate table set up for your company.
3. An inverse exchange.
4. An exchange calculated using triangulation.

Set Up Daily Exchange Rates

Daily Exchange Rates application allows you to set up exchange rates from one currency to another currency for a specific date. You specify:

- The “from” currency and “to” currency.
- The date to which the exchange rate applies.
- The exchange rate, to six decimal places.

If Vision cannot find an exchange rate for a specific date (you have not set one up), Vision looks at the period exchange rate table for the date within the specified range of dates.

Because these rates are retained indefinitely, the Daily Exchange Rates feature provides filters that you can use to limit the number of rates that appear. You can filter either by currency or period. For example, you can limit the list to show only currency exchange rates between Canadian dollars and American dollars. Vision retains these individual user settings until you change them.

Translation Methods

In consolidations groups setup, you specify a “translation method” for an account range or an account, and this method applies to all translations to that account. The choices for translation method are:

- Period end rate.
- Period avg rate.
- Historical rate.

The first two settings use rates from the period exchange rates table and use rates for the “period” of the transaction. The last setting, historical rates, uses rates from the daily exchange rates table and uses the transaction date to get the rate. These translations are done when consolidating data from a company whose functional currency is different than the reporting currency for the group.

To set up the translations, use the options on the Translations tab of consolidated Reporting Setup.



For information about how Vision handles gains and losses resulting from translations between a company's functional currency and its consolidation group's report currency, see the topic [Gains and Losses Resulting from Consolidations in the Vision Online Help system](#).

XE.com Exchange Rate Data Feed Services

The XE.com Currency Exchange Rate Service is an online exchange rate data feed service, which can be incorporated into Vision's Daily Exchange Rates feature. If clients wish to use this service, they need to contact XE.com directly.



See [XE.com Currency Exchange Rate Service Overview](#) in the Vision Online Help for more information.

To configure daily exchange rates, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » Daily Exchange Rates** to display the Daily Exchange Rates form.
2. Perform one of the following:
 - To add a new rate, position the row selector on the row above where you want to add the new rate, and click **Insert**.
 - To add a new rate that is similar to an existing rate, copy the existing rate and then modify it. To do this, position the row selector on the row you want to copy, and click **Copy**.
 - To delete a rate, position the row selector on the row you want to delete, and click **Delete**.
3. Complete the information on this form, as follows:

| Field | Description |
|---------------------------|---|
| Currency Filtering | |
| From Currency | <p>If you generally need to view only one exchange rate, you can use the From Currency and To Currency fields to filter out other exchange rates. You can also select a currency just from the From Currency field and leave the To Currency field blank. Vision will display all the currencies exchanges from that currency to all the other currency exchange rates.</p> <p>Vision remembers the filtering settings from one login session to the next. These settings are individually set, and can be changed at any time.</p> |
| To Currency | <p>If you generally need to view only one exchange rate, you can use the From Currency and To Currency fields to filter out other exchange rates. You can also select a currency just from the To Currency field and leave the From Currency field blank. Vision will display all the currencies exchanges to that currency from all the other currency exchange rates.</p> <p>Vision remembers the filtering settings from one login session to the next. These settings are individually set, and can be changed at any time.</p> |

| Field | Description |
|----------------------------|--|
| Date Filtering | |
| Start Date | <p>Use the Start Date and the End Date fields to filter exchange rate records by date. For example, if you enter 2/15/13 in this field and 2/30/13 in the End Date field, Vision displays only those exchange rate records that fall within those dates. You can also filter records by date by entering a date in the Start Date field and leaving the End Date field blank. Vision displays all records from the Start Date to the present.</p> <p>Note that to filter by dates, you need to enter a date in the Date field on this form.</p> |
| End Date | <p>Use the Start Date and the End Date fields to filter exchange rate records by date. For example, if you enter 2/15/13 in the Start Date field and 2/20/13 in this field, Vision displays only those exchange rate records that fall within those dates. You can also filter records by date by entering a date in the End Date field and leaving the Start Date field blank. Vision displays all records from the first exchange rate you entered to the End Date.</p> <p>Note that to filter by dates, you need to enter a date in the Date field on this form.</p> |
| Exchange Rates Grid | |
| From Currency | Select the From currency. The drop-down list contains the list of currencies you specified in Configuration » General » Company Settings (Configure Currencies). |
| To Currency | Select the To currency. The drop-down list contains the list of currencies you specified in Configuration » General Company Settings (Configure Currencies). |
| Date | Enter the date of the exchange rate, or select a date from the calendar icon. If you want to use the filtering system by date, you need to enter a date in this field. |
| Exchange Rate | Enter the exchange rate for the two currencies, up to six decimal places. |

- Click **Save**.

Set Up Period Exchange Rates

Period Exchange Rates application allows you to set up exchange rates from one currency to another currency for a specific period. For example, your firm may use these period exchange rates for re-evaluations and consolidated financial reporting.

You specify:

- The “from” currency and “to” currency
- The date to which the exchange rate applies
- The exchange rate, to six decimal places

Because these rates are retained indefinitely, the Period Exchange Rates feature provides filters that you can use to limit the number of rates that appear. You can filter either by currency or period. For example, you can limit the list to show only currency exchange rates between Canadian dollars and American dollars. Vision retains these individual user settings until you change them.

To configure period exchange rates, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » Period Exchange Rates** to display the Period Exchange Rates form.
2. Perform one of the following:
 - To add a new rate, position the row selector on the row above where you want to add the new rate, and click **Insert**.
 - To add a new rate that is similar to an existing rate, copy the existing rate and then modify it. To do this, position the row selector on the row you want to copy, and click **Copy**.
 - To delete a rate, position the row selector on the row you want to delete, and click **Delete**.
3. Complete the information on this form, as follows:

| Field | Description |
|---------------------------|---|
| Currency Filtering | |
| From Currency | <p>If you generally need to view only one exchange rate, you can use the From Currency and To Currency fields to filter out other exchange rates. You can also select a currency just from the From Currency field and leave the To Currency field blank. Vision will display all the currencies exchanges from that currency to all the other currency exchange rates.</p> <p>Vision remembers the filtering settings from one login session to the next. These settings are individually set, and can be changed at any time.</p> |
| To Currency | <p>If you generally need to view only one exchange rate, you can use the From Currency and To Currency fields to filter out other exchange rates. You can also select a currency just from the To Currency field and leave the From Currency field blank. Vision will display all the currencies exchanges to that currency from all the other currency exchange rates.</p> <p>Vision remembers the filtering settings from one login session to the next. These settings are individually set,</p> |

| Field | Description |
|----------------------------|---|
| | and can be changed at any time. |
| Period Filtering | |
| Start Period | <p>Use the Start Date and the End Date fields to filter exchange rate records by date. For example, if you enter 2/15/13 in this field and 2/30/13 in the End Date field, Vision displays only those exchange rate records that fall within those dates. You can also filter records by date by entering a date in the Start Date field and leaving the End Date field blank. Vision displays all records from the Start Date to the present.</p> <p>Note that to filter by dates, you need to enter a date in the Date field on this form.</p> |
| End Period | <p>Use the Start Date and the End Date fields to filter exchange rate records by date. For example, if you enter 2/15/13 in the Start Date field and 2/20/13 in this field, Vision displays only those exchange rate records that fall within those dates. You can also filter records by date by entering a date in the End Date field and leaving the Start Date field blank. Vision displays all records from the first exchange rate you entered to the end date.</p> <p>Note that to filter by dates, you need to enter a date in the Date field on this form.</p> |
| Exchange Rates Grid | |
| From Currency | Select the From currency. The drop-down list contains the list of currencies that are specified in Configuration » General » Currencies (Configure Currencies). |
| To Currency | Select the To currency. The drop-down list contains the list of currencies that are specified in Configuration » General » Currencies (Configure Currencies). |
| Period | Select the period for which you want to create an exchange rate. Periods are for months. |
| Average Rate | Enter the average rate for that period (month). |
| End Rate | Enter the exchange rate for the period (month) end, up to six decimals. |

- Click **Save**.

Set Up Alerts

Alerts are a Vision workflow function designed to notify you of changes in the status of opportunities, let you know when accounts receivable are past due, remind you when it is time to submit or approve timesheets, and prompt you to revise project budgets and resource allocations.

Alerts help move information along. For example, a sales team could use alerts to track the status of an opportunity by setting Vision to notify the team each time the opportunity status changes — from lead, to proposal, to awarded project. Or, your accounting department could set reminders to ensure that employees submit their timesheets when they are due. How you utilize alerts depends on your role within the team structure (such as project management or marketing).

You can set up alerts in the following categories. Some of these are set on the system-wide basis; some on a company-wide basis.

- Time
- Expense
- Accounting
- CRM
- Resource Planning
- Purchasing
- Transaction Center

Alert Options

Depending on the type of alert, Alerts Configuration allows you to determine such rules as:

- When alerts are sent.
- To whom alerts are sent.
- How the alerts are sent (e-mail or dashboard).
- Under what conditions the alerts are sent (timesheet overdue, timesheet due in x days).
- Contents of email (subject and message body) when alerts are sent via email.

Polling Interval

For CRM activity alerts to be activated, you need to set the alert polling interval to a level other than zero (0). Deltek recommends a value of 60. Note that this polling interval only applies if you have the CRM application installed. For all other alerts, the polling interval is system-set and cannot be changed by the user.



See “Set Up Alerts Polling Interval” on page 33 for more information.

Types of Alerts

There are two types of alerts. Alerts are triggered either:

- Based on a reaction to information defined on your Process Server, or
- By a change in information in your database.

Alerts Triggered by Process Server Reaction:

Currently, most alerts are triggered by the process server. The process server:

1. “Wakes up” based on a polling interval configuration setting.
2. Evaluates specific job tables in the database.
3. Reviews the alert configuration to determine whether action is needed.
4. Creates the alert, if action is required.

Alerts Triggered by Change in Your Database:

- Do not depend on schedules defined on the process server.
- Are triggered dynamically, based on a change in data.
- A special code is activated when changed data is saved, and
- Changed data is compared with the alert configuration criteria to determine whether it requires action, and
- An alert is created when it does.

Alerts and Process Servers

For each alert, Vision displays process server information, including status (such as Running, Waiting, Complete), time the run started and ended, time of the next run, and the frequency of the run. For most alerts, how often they run is connected to their functionality.

Alert history is now retained. After each run of an alert, the job is retained and the new job is reinserted back into the queue. This allows you to view error messages or to confirm that the jobs are running. Vision clears the alerts' queue is on an hourly basis and only the most recent 20 jobs (for successful runs) and 40 jobs (for errors) are retained.

To set up alerts, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General**.
2. Click **System Alerts** to view system-wide alerts. Vision displays the System Alerts Configuration screen.
Or
Click **Company Alerts** to view company-wide alerts. Vision displays the Company Alerts Configuration form.
3. Select the alert category from the **Folder** field.
4. Select desired alert from the **Alert** field.
5. Select the **Active** option to enable the alert throughout Vision. If no rules exist for this alert, the **Active** field is disabled.
6. Click **Options** to select an existing alert rule or to create a new rule. If a rule has already been assigned to this alert, **<options selected>** appears in this field.

Each alert has its own set of criteria for creating rules. See the Vision Online Help system for information about creating rules for each of the alerts.

7. Click **Save**.

Set Up Client Hierarchy

The Client Hierarchy feature allows you to create a hierarchy of records in the Client Info Center, which will display parent/subsidiary relationships. This allows users who have large hierarchical firms/agencies as clients to obtain and view project and opportunity data at a corporate-wide level.

Client Hierarchy configuration consists of setting up the number of levels in the hierarchy.



See the “Client Hierarchy Overview” topic in the Info Center book of the Vision Online Help system to learn more about how the Client Hierarchy feature works in Client Info Center. See the appropriate report overview topics to learn more about how this feature works in Client, Project, and Opportunity reporting.

You use the Configuration Client Hierarchy form to set up the number of parent levels you intend to use. For example, if you set up one parent level, you will be able to create hierarchies consisting of a maximum of two levels, parent and client. You are allowed to set up a maximum of four parent levels, which will allow for hierarchies consisting of five total levels.

When the feature is activated, the following occur:

- If a client record is part of a hierarchy, a folder icon appears on the Client form in Client Info Center that displays the hierarchy tree.
- A **Parent** field appears on the General tab in Client Info Center, which allows you to search for and select a sub level for the client record.
- A **Parent** field appears on the Sorting/Grouping tab in Reporting, which allows you to sort/group by parent.
- A **Parent** field appears on the Column tab in Reporting, which lists the parent of the client record.
- A Client Hierarchy Rollup group box appears on the General tab of Opportunity List, Opportunity Forecast, Opportunity Hit Rate List, Client List, and Project List report options, which allows you to enter rollup data.
- An option box appears on the Contacts, Opportunities, and Projects Associated tabs in Client Info Center, which allows users to view specific reports for a particular client or for all clients associated with a client hierarchy.
- By right clicking on the Client Lookup fields, the hierarchy tree for that record appears. For example, if you want to view the client hierarchy of the primary client associated in the Project Info Center, you can right-click in the primary client field and choose the client hierarchy. This functionality is part of the client field within Vision Info Centers.

To set up client hierarchy levels, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » Client Hierarchy** to display the Client Hierarchy form.
2. Click **Insert**.
3. Enter the description of the hierarchy level, for example Sub Level 1. These descriptions are used by Reporting.
4. Click **Save**.

Connect for Microsoft Outlook

On the Connect for Microsoft Outlook Configuration form, you specify the Vision database fields that determine duplicate records.

These Vision database fields, known as natural keys, are compared when information between Connect for Microsoft Outlook and Vision is synchronized. This prevents duplicate records from being created.

These database fields identify unique individual Vision client, contact, opportunity, and vendor records so that the specific records are updated correctly as intended. This prevents data for two different records from being merged together unintentionally when each record has the same entry in one or more of its fields.

For example, for Vision contacts, if you choose the first name field and the last name field as the fields to determine duplicate contacts, then any contacts with the same first name and last name are considered duplicate contacts (the same contact).

When Connect for Microsoft Outlook and Vision are synchronized, if duplicate records are found, you have the following options:

- Select one record to keep; the other record is deleted.
- Merge the two records into one record.

Natural Keys

Natural keys are the fields that are compared in order to identify duplicate records. A natural key can consist of multiple fields. For example, contacts can have one natural key for First Name + Last Name and another for email.

The natural keys used to determine duplicate activities are preset with the following fields:

- **Natural key 1** — ConversationID. This is an internal Vision field (not visible to users) that tracks the Outlook internal ID for the record (or thread if it is an email). It prevents duplicate activities from being created if multiple people choose to share the same event or email.
- **Natural key 2** — Subject AND Start Date/Time AND Owner.

Natural keys are checked against all other activities in Outlook when you save an activity. When you synchronize an activity, natural keys are checked against all Vision records.

Select Vision Fields that Determine Duplicate Records

Use the Connect for Microsoft Outlook Configuration form to select the Vision fields that determine duplicate records.

To select the Vision fields that determine duplicate records, complete the following steps:

1. On the Vision Navigation menu, click **Configuration » General » Connect for Microsoft Outlook**. The Connect for Microsoft Outlook Configuration form displays. There are four grids on the Connect for Microsoft Outlook Configuration form, one each for:
 - Clients
 - Contacts
 - Opportunities
 - Vendors

2. On a grid's toolbar, click **Insert** to open the **Duplicate Check Formula** dialog box. From this dialog box, you select the fields for a duplicate check formula.
3. On the Duplicate Check Formula dialog box, click **Insert** on the toolbar to insert a new row in the grid.
4. In the new row, from the drop-down list in the **Field** column, select a field to add to the duplicate check formula.

The **Cond** column in the grid on the dialog box always displays AND to indicate that an AND condition is used between each field that you add to the duplicate check formula.
5. Click **Insert** on the toolbar to add another field to the duplicate check formula. You must select at least one field for a duplicate check formula, but there is no limit to the number of fields you can add to a duplicate check formula.
6. After you select all the fields to include in a duplicate check formula, click **OK** to save the formula and return to the Connect for Microsoft Outlook Configuration form. The duplicate check formula now displays in the grid on this form.
7. To create additional duplicate check formulas, click **Insert** on the toolbar of a grid on the Connect for Microsoft Outlook Configuration form and repeat steps 3–6.
 - You can create multiple duplicate check formulas for Vision clients, contacts, opportunities, and vendors.
 - Each row in an Info Center grid on the Connect for Microsoft Outlook Configuration form represents one duplicate check formula.
 - When you create multiple duplicate check formulas for a record, the **Cond** column in the grid on the Connect for Microsoft Outlook Configuration form always displays OR to indicate that an OR condition is used between the each duplicate check formula.
8. When you finish creating duplicate check formulas for clients, contacts, opportunities, and vendors, click **Save** on the Connect for Microsoft Outlook Configuration form.

Edit and Delete Duplicate Check Formulas

To edit a duplicate check formula, click on the duplicate check formula and then click **Edit** from the grid toolbar.

To delete a duplicate check formula, click on the duplicate check formula and then click **Delete** from the grid toolbar.

Workflows

Workflows allow you to create conditions within applications for which you want to be alerted. With Workflows you can automate the process of being alerted each time a specific event takes place, creating a timelier, more collaborative, and accurate completion of tasks.

When an event takes place, (whether it be a user action or triggered by a query) Vision performs an action based on the conditions you set, such as send an email alert, change the value of a column, create an activity, or invoke a Web service.

There are three kinds of workflows:

- **User initiated** workflows are triggered by a specific user action. Actions include adding, changing, or deleting a record or a portion of a record.
- **Scheduled** workflows are database queries that run at regular intervals via the process server, and they are triggered when user-defined conditions are met.

- **Web services** are created by your organization and triggered by a specific user action. Actions such as saving, approvals, and routings are triggered when defined conditions are met.

You can create workflows for both standard and user-defined fields and grids. In Workflows the word column is synonymous with field.

Example

Your company wants to establish a workflow for the conversion of pending opportunities to awarded contracts. You can establish a workflow that will run every time that an opportunity changes from Pending to Awarded status. When the change to the opportunity status occurs, other actions can be automatically triggered, such as updating the **Close Date** field to today's date, the distribution of an email to key personnel that includes details of the award, and the creation of an activity linked to the opportunity with a reminder to forward the contract to accounting.

Other Examples

- Notify the supervisor of a project via email when the status of an opportunity for that project is changed to Inactive.
- When an employee's status is changed to Terminated, have the current date automatically populate the **Termination Date** field.
- Notify supervisors via the Dashboard when their employees' organization has been changed.
- When a project's status is changed to Dormant, have the status for all phases and tasks for that project change to Dormant as well.
- Notify Accounting when an Employee Info Center record has been added, and then create an initial meeting for that employee.
- Warn you when the city and state for an address has changed, but not the zip code.

Accessing the Workflow Application

To access Workflows from the Vision Navigation menu, click **Configuration » Workflow**. Then click either **User Initiated**, **Scheduled**, or **Web Services**.

Because new workflow types will be added over time and additional information provided, see the Vision Online Help system for the most up-to-date explanations and instructions.

Workflows and Info Centers

To create actions, workflows use the tables in Info Centers, such as the following:

- Project / Client Association (PRClientAssoc)
- Employee Resume (EMResume)
- Marketing Campaign Leads (MktCampaignLeads)

When you create a workflow, you determine whether you want it to apply to the entire application record or to only a part of the record. For example, you may want to create a workflow alert that is generated when a project association is added to a Project Info Center record.

Workflow and Multiple Languages

When using multiple languages, a Languages lookup displays on the **Actions** grid. This lookup displays the languages that the system administrator enabled in Module Activation. Use this lookup to select the language for this workflow. Only employees with the same selected language will get the message. However, if the field is blank, all employees will get the message regardless of the language.

For example, if an email alert is set up for English US and English UK, then only employees that have **English US** or **English UK** in the **Language** field in Employees will get that message. The administrator must set up a separate alert rule for Spanish employees if they should receive a message in Spanish.

The **Language** field displays **<languages selected>** if any languages are selected.



Certain actions require knowledge of Web servers and/or the development of a Microsoft .NET assembly. If you do not have development experience, please contact Deltek's Custom Development Group for assistance which is provided on a time and materials basis.

Chapter 3: Info Centers

Overview

The Vision Info Center provides you with the tools you need to manage all of your business-related data. From opportunities and projects, to clients, contacts, employees, accounts, units, and even a text library, the Info Centers allow you to enter, view, and revise your data in one convenient location. Further, the Info Centers are fully integrated and designed to work together to make it easier for you to find and use the data you need.

Use the Info Center to:

- Add records
- Associate records
- Copy records
- Create record groups
- Delete records
- Edit records
- Link external files to records
- Merge records
- Print records
- Schedule activities

Your company can configure the Vision Info Centers to meet specific business requirements. Therefore, some of the Info Center names, tabs, and fields in your application may differ from those described here. Contact your system administrator for further information.

Info Centers and Configuration

You must enter Info Center data before you select the Configuration options. However, the values you enter in certain Info Center fields depend on choices you make in Configuration. Therefore, you may need to return to certain Info Center fields after you finish Configuration.



This chapter provides a brief description of each Info Center. See the Info Center book in the Vision Online Help system for complete information about each Info Center.

Types of Info Centers

The following Info Centers are available in Vision:

- Account Info Center
- Client Info Center
- Contact Info Center
- Employee Info Center
- Lead Info Center
- Marketing Campaign Info Center

- Opportunity Info Center
- Project Info Center
- Text Library Info Center
- Unit Info Center
- Vendor Info Center

Account Info Center

The Account Info Center stores account data used directly with the Vision project control and accounting system to structure your financial records.

The Account Info Center contains the following three areas:

- Chart of Accounts Info Center
- Account Group Names Info Center
- Account Group Tables Info Center

Chart of Accounts

Deltek Vision structures financial records according to a chart of accounts. For your convenience, Vision comes with a standard chart of accounts.



See [“Appendix A: Standard Chart of Accounts” on page 536 for more information.](#)

From the Chart of Accounts Info Center you can complete the following:

- Define system default accounts.
- Modify existing account information.
- Delete unnecessary accounts.

You can also modify accounts, within certain guidelines, using the Account Key Conversion and Account Key Format from the Utilities Vision main menu option.

Account Group Names

Account groups allow you to group related accounts together on your general ledger reports, regardless of whether they fall into the same account range, as defined in your firm’s chart of accounts. You can use Vision’s Account Groups feature to re-order your chart of accounts for general ledger reporting purposes.

For example, you can group all revenue and all reimbursable expenses under the heading Revenue on your general ledger report. To do this, you must create an Account Group called Net Revenue, and add the revenue and reimbursable expense account ranges to the Net Revenue account group table.

You cannot use the Account Group feature to cross accounts between the income Statement and Balance sheet. Revenue and expense accounts cannot display on the Balance Sheet. Assets, Liabilities, and Net Worth accounts cannot display on the Income Statement.

You can also create an account group to group all of your employee benefit liability accounts together under the label **Employee Benefits**. Or you can group Utilities, Rent, and Photocopying accounts under the larger umbrella of **Operating Expenses**.

If you use the Employee Benefits example, you can show the following when you generate a report:

- Each benefit account separately, under the label **Employee Benefits**, or
- A single, consolidated entry for all grouped accounts.

Two-Step Process to Establish Account Groups

To establish account groups, complete the following steps:

1. Establish names and group types for the account groups in the Account Group Name Info Center.
2. Establish account group tables in the Account Group Table Info Center. Each table defines a scheme for grouping accounts on your general ledger reports. As part of defining each account group table, you specify an account or an account group.

Second Level of Account Groups Available, for Customizing GL Reports

You can set up a second level in your account group structure that allows additional flexibility when you customize your General Ledger reports. When you create both summary account groups and detail account groups, you can generate either summarized financial statements or the kind of detailed financial reports necessary for effective project control and billing.

If you set up two levels of account group structure, you specify the associations between a summary account group and its detail account groups when you create account group tables. Account Group Tables

Use the Account Group Table Info Center to associate account groups with accounts. You must set up accounting group names before creating account group tables. You can set up as many account group tables as you need. Each table provides Vision with one scheme for grouping accounts for financial reporting purposes.

Because you can set up as many tables as you want, you can group accounts differently on different reports, or modify your groupings from year to year. For example, if your firm wants to present its Income Statement with varying levels of detail to three different audiences — the bank, board members, and partners — you can create three different account group tables, and reference different tables when running each report.

Two Levels Available

You can create two levels of account group tables, summary and detail. You can do this to provide additional flexibility when you customize your GL reports.

If you set up two levels of account group structure, you specify the associations between a summary account group and its detail account groups when you create account group tables.

- To create a single level of account group tables, use the Detail Account Group tab of Account Group Tables.
- To create two levels of account group tables, use the Detail Account Group tab of Account Group Tables and the Summary Account Group tab of Account Group Tables. You assign each detail account group to a summary account group as part of the table definition. All accounts associated with the detail account groups then belong to the summary account group.
- Use the Test Setup option on the Summary Account Group tab of Account Group Tables to check that each detail account group is assigned to a summary account group.

When you set up account group tables you can also specify the following:

- If the detail account groups display under the summary account groups on your GL reports. The setting in the Info Center will override the related setting on the Sorting/Grouping tab you use when you generate the report.
- If you want to include subtotals for a particular account group when you generate the Balance Sheet, Income Statement, or Profit Planning Monitor.
- If you want to exclude an account group from report totals on the Balance Sheet, Income Statement, or Project Planning Monitor. This enables you to see subtotals that are not included in the totals. For example, you set up an account group as a custom subtotal of current assets less current liabilities, but you do not want to include it in the total liability sum

Client Info Center

The Client Info Center contains information about your company's current and prospective clients.

Use the Client Info Center to maintain all client information, including addresses, phone numbers, contact names, related activities, clients, and files, links to ongoing and completed projects, and details about future opportunities.

Contact Info Center

The Contact Info Center contains information about the people who serve as your company's contacts at client companies or consultant firms.

Use the Contact Info Center to maintain all contact information, including names, addresses, phone numbers, related activities and files, links to ongoing and completed projects, and details about future opportunities.

Employee Info Center

The Employee Info Center contains information about the personnel who work for your company, including personnel in any branch offices and consultant firms.

Use the Employee Info Center to maintain all employee information, including personal and accounting data, general descriptions of employee skills and experience, details about the customers and contacts with whom they are working, the opportunities and projects they are working on, and related activities.

Lead Info Center

The Lead Info Center contains information about the people and companies who have come to your firm's attention as "leads" to future business with potential clients. A lead is a prospect contact or unqualified contact that you plan to cultivate to help your firm find new opportunities and, ultimately, new projects.

Use the Lead Info Center to maintain lead information, including names, addresses, phone numbers, related activities and files, and links to ongoing and completed marketing campaigns. You must add a lead record before you can reference it in your marketing campaign records.

Marketing Campaign Info Center

The Marketing Campaign Info Center contains marketing campaign information, including a campaign's team, goals, budget, and activities, as well as the leads, opportunities, and projects generated from the campaign. If your firm has Vision's Accounting module installed, you can

create a promotional project and link it to the campaign record to monitor campaign performance against budget.

You can associate a marketing campaign with a project, opportunity, lead, or contact. When you do, the association also displays on the Marketing Campaigns tab of the Project, Opportunity, Lead, or Contact Info Center.

You can create a promotional project and link to it from a marketing campaign. After you update campaign costs in the project record, you can view them from the marketing campaign record.

Opportunity Info Center

The Opportunity Info Center contains information about future project opportunities your company is interested in pursuing.

Use the Opportunity Info Center to maintain all opportunity information, including names, addresses, phone numbers, related activities and files, current opportunity status, opportunity team members, project codes, and opportunity contacts.

When an opportunity becomes a project, you can post all the information stored in the opportunity record to a new project record in the Project Info Center.

Project Info Center

The Project Info Center contains information about your company's current and completed projects.

Use the Project Info Center to maintain all project information, including project names and locations, project costs, estimated and actual completion dates, associated clients, contacts, and consultants, accounting information, details about the team members working on projects, project activity details, and related files and graphics.

Text Library Info Center

The Text Library Info Center contains saved text and file links that you can access when you create proposals, resumes, and reports.

Use the Text Library Info Center to store commonly used text passages to insert into custom proposals, employee resumes, or project reports. You can store text items directly in the Text Library or save links to external documents and graphic files.

Unit Info Center

The Unit Info Center works directly with the accounting and billing systems to set up cost and billing rates for non-labor expenses called units.

Units are goods or services that are billed at the same rate for most or all of your projects. Units are used to "recover" internal, overhead expenses and charge them directly to the project, whether or not the expense is reimbursable. For example, lab tests are always billed at \$60.00 per test, regardless of who performs the test. Each test would be considered one unit.

Delte Vision stores units within unit "tables," which enable you to efficiently organize and maintain your unit information. Unit tables let you assign different rates to units for specific projects.

Vendor Info Center

The Vendor Info Center contains information about the vendors and consultants from whom your company acquires the materials and services needed to complete your projects.

Use the Vendor Info Center to maintain all vendor information, including addresses, phone numbers, contact names, accounting information, related files, links to ongoing and completed projects, and details about future opportunities.

Using the Vision Info Center

This section provides basic information about how to manage your Info Center records.



For additional information about each of the Vision Info Centers, go to the Vision Online Help system and click the **Help** button on the toolbar of any Info Center record.

Finding Records


Lookup and search capabilities provide you with various ways to find Info Center records in Vision.

The primary ways to search for Info Center records are:

- Info Center Search Tool
- Individual Info Center Search
- Search Across Info Centers

Info Center Search Tool

Use the Info Center Search tool to search multiple Info Centers at the same time. To access the

Info Center Search tool, click  on the Vision toolbar. Vision displays the Info Center Search dialog box, as shown below.


| Info Center | Search | Search Columns |
|--------------------|-------------------------------------|---|
| Account | <input checked="" type="checkbox"/> | Account Name;Account Number;Cash Basis Number |
| Client | <input checked="" type="checkbox"/> | Client Name |
| Contact | <input checked="" type="checkbox"/> | Client Name |
| Lead | <input checked="" type="checkbox"/> | Company Name |
| Marketing Campaign | <input checked="" type="checkbox"/> | Marketing Campaign Name |
| Opportunity | <input checked="" type="checkbox"/> | Opportunity Name;Primary Client Name |
| Employee | <input checked="" type="checkbox"/> | Activity Owner |
| Project | <input checked="" type="checkbox"/> | Actual Completion Date |
| Vendor | <input checked="" type="checkbox"/> | Vendor Number |
| Text Library | <input checked="" type="checkbox"/> | Text Library Name |

The Info Center Search dialog box consists of the following tabs:

- **Options** - Use this tab to select the Info Centers you want to search, enter search text, and specify what record values to search on.
- **Results** - Use this tab to view the results of your search.

The Info Center Search tool does not search unit records. Also, the search only retrieves records to which you have security access rights.

To search for records, complete the following steps:



1. Select the Info Centers you want to search using the checkbox in the **Search** column on the Options tab.
2. Use the **Search Column** field to select the record values you want to search on—for example, account number, client name, or employee last name. When you access the Info Center Search dialog box, the **Search Column** contains default search values for each Info Center.
3. To modify the search values, click in the **Search Column** and then click . Vision displays a list of available columns for the selected Info Center, as shown below.

Finally, enter a full or partial search value in the **Search Text** field and click **Search**. Vision searches your database for records that contain the value entered. Vision then displays a list of all matching records on the Results tab.

Click a record name in the list on the Results tab to open the corresponding Info Center record.

Individual Info Center Search

You can also search for Info Center records of a particular type. Click **Info Center** from the Vision main menu and then click the name of the Info Center you want to open. To find a record of the type selected, complete one of the following procedures:




- Enter a full or partial value, using letters or numbers, in the **Find** field of any Info Center. Press **Enter**. Vision searches your database for record numbers or names that contain the value entered. If more than one matching record is found, Vision displays a list of matching records. If only one matching record is found, Vision opens the record.
- Click  in the **Find** field of any Info Center to search for records using a lookup. The following lookups are available: Client, Contact, Lead, Marketing Campaign, Opportunity, Employee, Project, Unit Table, Vendor, Account, and Account Group table. The Info Center currently open determines the type of lookup that displays.
- Click  beside the **Find** field of any Info Center to search for records using a saved search.

Search Across Info Centers

When info center records contain fields that are linked together, you can use an Info Center lookup to create a search that queries all of these related records. The **Search Across Info Centers** option must be enabled at **Configuration » Security » Roles** to use this feature.

To search across Vision Info Center records, complete the following steps:

1. Complete one of the following.
 - In the **Find** field, enter all or part of the record name you want to open and press the **Enter** key. Vision searches for matching records in your database. If only one possible match is found, Vision opens the record. If more than one possible match is found, Vision displays a list of all possible matches. Select the correct record from the list by clicking on it.

- Click **Find** in the **Find** field to use a Lookup to search for and select the Info Center record you want to open. You can select multiple records to open, but you can view only one record at a time in your browser window.
 - Click  **Open** beside the **Find** field to search for and select the Info Center Record you want to open using a previously saved search. Vision opens the Info Center lookup.
2. Select **Advanced** from the Display Type drop-down list. The Advanced search form displays.
 3. Enter the desired search type using the drop-down list for the **Search Type** field. The drop-down list arrow displays when you click anywhere in the **Search Type** field. This field contains values for all fields, including Lookups, which are listed at the top of the list with "Lookup - " preceding the field label.
 4. When you select a Lookup - Search Type to search across multiple Info Centers, Vision activates the **Fields** column. Click in the **Field** column for Vision to display **Find**.
When you click **Find**, Vision displays a Fields Sub List, from which you can select a field from the related info center.
 5. Enter a comparative operator using the drop-down list for the **Operator** field. For an Advanced search, you can implement searches such as "Is Me" and "Is Not Me", and "Is Mine" and "Is Not Mine".
 6. Click inside the **Search List** field to display **Find**, then click once on that icon to display a dialog box that corresponds to your Search Type selection. In the Search List dialog box, highlight the records you wish to display and then click **Select**.
 7. Select one of the logical operators, **AND** or **OR**, using the drop-down list for the **Cond text** grid.
 8. Use  **Up** and  **Down** to arrange the order of your search criteria.
 9. Use the **Insert**, **Copy**, and **Delete** buttons to modify your search criteria as needed.
 10. Select **Active Only** to display only those records whose status is currently Active.
 11. Click **Search**. A list of all records matching your search criteria displays.
 12. For an Advanced search, you can implement the **Organize** button to use the criteria for future searches.
 13. Click **Select All** to display all records, or highlight only those records you wish to display by pressing the **Ctrl** and **Shift** keys at the same time and then clicking **Select**. The first record that matches your criteria displays.
 14. Use the arrow buttons to navigate through the records you selected.

Opening Records

There are two methods available for opening a record.

- Open a record in the current browser window.
Click **Info Center** on the Vision main menu and then click an Info Center option from the menu tree. Vision opens the selected Info Center in the current browser window. You can then select a record to open.

If you open a record using this method, Vision closes the application or record you currently have open.

- Open a record in a new browser window.

Click **Info Center** on the Vision main menu, right-click an Info Center option from the menu tree, and then click the **Open in New Window** option. Vision opens the selected Info Center in a new browser window. You can then select a record to open.

Use this method allows you to open records without exiting the application or record you currently have open.



When you access one of the Info Centers, Vision retrieves the last record opened in the current browser session.

A browser session begins when you log on to Vision, or when you open a Vision application in a new browser window. A browser session ends when you close the browser window.

If this is your first visit to the Info Center for the current browser session, Vision opens a blank record.



Create and Delete Records

There are several methods available to create new records:

- Create a new record.
- Copy an existing record, modify the copied record, and then save the modified copy to create a new record.

Open any Info Center and use the toolbar to select the appropriate option when you create a new record.

Additional information for creating new records.

- In the Project Info Center, you can also create a new project record from an opportunity record, a project plan, or a project template.
- In some Info Centers, you can create new records “on-the-fly” from certain tabs — using the **New** icon or the **New** grid option. This allows you to create a record in a separate browser window while the current record remains open in your main browser window.
- After you create or edit a record, you must click  **Save** on the toolbar to save your entries.
- To delete a record from your database, open the record and click  **Delete** on the toolbar. Vision displays a Confirm Delete dialog box. Click the **Yes** button on the dialog box to delete the record.

Duplicate Record Check

When you create a new Info Center record, Vision checks your database for duplicate entries. Vision displays a list of records that match, or closely match, the name of the record you want to create.

If you attempt to add a unit table in the Unit Info Center, an account in the Chart of Accounts Info Center, or account group table in the Account Group Table Info Center that already exists in your database, Vision displays an error dialog box that indicates the record already exists.

Print Records




There are three methods available to print records:

- Print the current record.
- Print a record within the same Info Center that is not currently open.
- Print all records within the same Info Center that are currently open.

Open any Info Center and use the toolbar to select the appropriate option when printing a record.

Data Entry and Record Associations

You use a series of tabs in the Info Center to enter and store data. The tabs can contain data fields or data grids.

- Use data fields to enter data.
- Use data grids to add data to a record or to create associations between records. The grid options available depend on the Info Center and grid type you have open. Options are:
 - **Associate** . Add a record association to a grid.
 - **New** . Create a new record and add an association to a grid.
 - **Edit**  . Modify an association on a grid.
 - **Remove** . Delete an association from a grid.
 - **Insert**  . Add an item to a grid.
 - **Delete**  . Remove an item from a grid.



Many data grids — and some data fields — are relational, which means that when you enter data in one record, a corresponding entry is made in another record.

The resulting record association can create a link between data grids in each record, or between a data grid in one record and a data field in another record.

To learn how record associations work, see the examples that follow.

Grid to Grid Association Example

If you add Steve Anderson to the **Employees** grid on the Associations tab of the Cape Cod Developers Group client record, Cape Cod Developers Group is added to the **Clients** grid on the Associations tab of Steve Anderson's employee record.

The following example shows the **Employees** grid on the Associations tab of Client Info Center and the **Clients** grid on the Associations tab of Employee Info Center.

Right-click a hyperlink and click the **Open in new window** option to open the associated record in a new browser window.

The entries in both records display as hyperlinks. Click either entry to open the associated Info Center record. For example, if you open the client record for the Cape Cod Developers Group

and click Steve Anderson's name in the **Employees** grid, Vision opens Steve Anderson's employee record.

Grid to Field Association Example

If you add Richard Featherstone to the **Contacts** grid on the Contacts tab of the Cape Cod Developers Group client record, **Cape Cod Developers Group** is entered in the **Client** field on the General tab of Richard Featherstone's contact record.

The following example shows the **Contacts** grid on the Contacts tab of Client Info Center and the **Client** field on the General tab of Contact Info Center.

Right-click a hyperlink and click the **Open in new window** option to open the associated record in a new browser window.

The entries in both records display as hyperlinks. This means that you can click either entry to open the associated Info Center record. For example, if you open the client record for the Cape Cod Developers Group and click Richard Stone's name in the **Contacts** grid, Vision opens Richard Stone's contact record.

Project Work Breakdown Structure (WBS)


One of the most significant features in Vision is the ability to define up to three levels for your projects' work breakdown structure (WBS). This gives you added flexibility when you set up and manage your projects.


The default labels for the WBS levels in the Project Info Center are:

- WBS1 = Project
- WBS2 = Phase
- WBS3 = Task

To add a phase after you have created a project record, click **New » New Phase** on the Project toolbar. To add a task to a project after you have created a project and a phase, click **New » New Task** on the Project Toolbar.

Phase and Task Lookup

If a project has phases or tasks,  displays to the left of the project name and number. Click this icon to display a list of phases and tasks, and then click a phase or task in the list to access the phase or task information.

After you have opened the Phase or Task lookup, you can click  **Pin** at the upper right of the lookup to "pin" the lookup to the project record so that it remains visible while you have the record open.

Screen Designer

The Screen Designer allows you to design your own tabs in Info Centers, Project Planning, and Activity Manager. You open up a screen (for example, Info Center, Clients), select the Screen Designer icon to display the screen in "design mode"; then select a tab (for example, General) to perform a variety of actions, including the following:

- Resize and move existing fields and labels.
- Change existing field labels and add new ones.

- Determine whether fields should be hidden or locked, based on Security role.
- Determine whether fields are required for CRM and Accounting.
- Change the order of tabs on the screen.

This combination of design options allows your company to tailor your company's information to meet the security and information requirements of each user.

The Screen Designer Help provides all the information you need to know about designing your own tabs; however, keep in mind that the Designer is extremely user friendly and intuitive. You may not need all the Help to use it; just as an occasional reference.

Screen Designer User Defined Help

You can use the Screen Designer to easily create your own online help topics for tabs. These help features allow your company to ensure better business rules, specify more detailed instructions, and even supply links to other documents or Web addresses.

There are two ways in which you can create help:

- **Tool Tip.** This feature allows you to add help text to any of the fields on the tab. When a user hovers the mouse over the field, the text associated with the field displays. A Tool Tip consists of unformatted text.
- **Help Text Icon.** This feature allows you to place a Help Text icon anywhere on a tab. Then using the Vision rich text editor, you can associate any amount of formatted text with each button. When a user clicks on the icon, the text appears.

Screen Designer and Security

Only those employees with an Admin type role can access the Screen Designer. There is not a separate Security role for the Designer.

Screen Designer and the User Defined Components Application

You can use the Screen Designer in conjunction with the User Defined Components application. The User Defined Components application allows you to add new tabs and then add fields and grids to the tab. You can then use the Screen Designer to organize the added tab elements.



See "Set Up User-Defined " on page 38 for more information.

Screen Designer and Multicurrency

If your enterprise is using Multicurrency and you have added at least one user-defined currency field to an Info Center, then a **Custom Currency Code** field appears in the Designer for the General tabs for the following Info Centers: Clients, Contacts, Leads, Marketing, Campaigns, Opportunities, Vendors, Text Library, and Chart of Accounts.

For More Information

The Screen Designer is very a very intuitive application. However, if you want detailed information, see the Vision Online Help system.

Chapter 4: History Loading

Overview

Historical data consists of information about your projects and accounts prior to the installation cutoff date (for example, the start date for your first set of timesheets and expenses processed in Vision). Job-to-date historical amounts must begin at the start of the project and end at this cutoff date. Work occurring before this date is history data, and work occurring after this date is transaction data.

There are three methods for loading your historical data into Vision:

- **Data Migration.** Use this method to convert your historical data using Vision's Import Utility.
- **Data Conversion.** Use this method to convert your historical data directly into Vision from a legacy Deltek product. These include Deltek Sema4, Deltek Advantage, Deltek FMS, Deltek Award, and Deltek CRM/Proposals.
- **History Loading.** Use this method to manually enter your historical data into Vision.

This chapter covers the third of these methods: the History Loading utility.

If you choose to enter your historical data through the History Loading utility, you must enter the data with special database forms. These forms are referred to as history loading forms. History Loading forms allow you to enter information directly into your Vision database (in other words, you do not have to post this information into the database) and build the reports you will be using to monitor your firm.

The Vision History Loading utility allows you to enter and track data from the period prior to the installation cutoff date, which is the date you choose to start processing transactions in Vision. All data that you enter in Vision after the installation cutoff date is considered transaction data.

Considerations for History Loading

Consider the following when using History Loading:

- You can begin using Vision before you have entered all history.
- You use each history form to update a specific area of the database.
- The amount of history you enter depends on the level of detail you want to include on your reports. Reports are only as thorough as the history provided. You can choose to enter more history detail for certain projects than others. The following chart provides you with the minimum history required for Vision to function properly:

| History | Where Entered | Reports Affected |
|---------------------------------|-----------------------------|--------------------------|
| Account History | Account Balances History | Aged Accounts Receivable |
| Outstanding Accounts Receivable | Invoice and Receipt History | Aged Accounts Receivable |
| Outstanding Accounts Payable | Accounts Payable History | A/P Voucher Schedule |

- If you do not enter labor and expense history, you will not have project report detail, unbilled transactions for bill processing, Time Analysis report data, and job-to-date overhead. You may also be unprepared for revenue generation.
- If you do not enter full invoice and receipt history, you will not have a complete Accounts Receivable Ledger and job-to-date amounts on the Office Earnings report. You may also be unprepared for revenue generation.
- If you do not enter full accounts payable voucher history, you will not have a complete Accounts Payable Voucher report.
- If you have not been using accrual-based accounting for Revenue Generation, we do not recommend its use until you are more comfortable with Vision.
- If you are using an accrual-based revenue method for a project, you must enter the unbilled revenue amount on the Invoice and Receipt History form.

Labor and Expense History

Enter Historical Labor and Expense Information

Labor and Expense History includes information about labor and expenses that your projects incurred before the installation cutoff date. You update this history by entering information on the Labor and Expense History form as follows.

To enter historical labor and expense amounts for your projects, complete the following steps:

1. From the Vision Navigation menu, click **Utilities » History Loading » Labor and Expense** to display the Labor and Expense History form.
2. Use Project Lookup to search for and select the desired project(s).
3. Complete the information on this form, as follows:

| Field | Description |
|-----------------|---|
| Project | Required. Select the project for which to enter historical data. To enter a project (project) in this field, use the Project Lookup dialog box by clicking on the icon in the Find field. From the Lookup, you can select one, several, or all projects to modify or review. |
| Phase | This field displays phase information if the project has associated phases entered in the Project Info Center. |
| Task | This field displays task information if the project has associated tasks entered in the Project Info Center. |
| Overhead | Optional. Enter the historical overhead amount (for example, last year's overhead) for this regular project. Note that this field is available only to those |

| Field | Description |
|-------------------|---|
| | using Overhead Allocation for historic job-to-date overhead. |
| Labor Grid | |
| Labor Code | Required. Enter the labor code for which to enter historical labor. |
| Employee | Optional. Specify the number of the employee to whom the hours/amount apply. If you want this project to appear on the Time Analysis report or to be billable, you must enter an employee number in this field. |
| Name | Optional. When you enter the employee number in the Employee field, Vision automatically displays the employee name in this field. You cannot modify this entry. |
| Period | <p>Required. Select the period for which you are entering historical labor/expenses.</p> <p>The following selections are the available defaults:</p> <ul style="list-style-type: none"> ▪ Prior to current year: Job-to-date labor/expenses incurred on this project prior to the current fiscal year. If you do not enter a period for a regular project, Vision uses this selection as the default. ▪ Current year: If you are installing at mid-year and you want to enter historical labor/expenses for the periods in the current year, select this option. If you do not enter a period for an overhead project, Vision uses this selection as the default. |
| | <p>You can enter any fiscal period/year combination in this field. If you do, Vision displays the entry in the drop-down list for this session only. In other words, if you create a new file or you exit this file then re-open it, the periods that you entered no longer appear as options in the drop-down list.</p> <p>Vision adds all fiscal period/year records together to calculate the total for all records with the same labor code or account.</p> <p>Note that you cannot specify a future date in this field. If you attempt to do so, Vision displays a message indicating that you must select a</p> |

| Field | Description |
|-----------------------|--|
| | period from the list or enter a valid date. |
| Hours | Optional. Enter the total number of historical hours to charge to this project, labor code, and employee (if any) combination. |
| Amount | <p>Optional. Use this field to update cost information.</p> <p>For labor history, enter the total historical amount to charge to this project, labor code, and employee (if any) combination.</p> <p>For expense history, enter the total historical amount to charge to this project/account combination.</p> |
| Billing Ext | <p>Optional. For labor history, enter the total historical billing amount to charge on this project, labor code, and employee (if any) combination.</p> <p>For expense history, enter the total historical amount to charge to this project/account combination.</p> <p>This amount will appear on the project reports if you report at billing rates. It may not equal the extension used by Vision Billing. If this labor appears on an invoice, Billing recalculates the extension based on the current billing terms.</p> |
| Billing Status | <p>Optional. For labor history, if you entered an employee in the Employee field and you have Vision Billing installed, you can select this option to make it available to Vision Billing.</p> <p>For expense history, if you have Vision Billing installed, you can select this option to make it available to Vision Billing. If you enter B (Bill) in this field, the transaction appears in Bill Processing which generates the expense for the specific account. To build only your project reports, enter N.</p> |
| Expenses Grid | |
| Account | Required. Select the account for which to enter historical data. |
| Vendor | Specify the number of the vendor to whom the hours/amount apply. |

| Field | Description |
|-----------------------|---|
| Name | When you enter the vendor number in the Vendor field, Vision automatically displays the vendor name in this field. You cannot modify this entry. |
| Period | <p>Required. Select the period for which you are entering historical labor. The following selections are the available defaults:</p> <ul style="list-style-type: none"> ▪ Prior to current year. Job-to-date labor incurred on this project prior to the current fiscal year. If you do not enter a period for a regular project, Vision uses this selection as the default. ▪ Current year. If you are installing at mid-year and you want to enter historical labor for the periods in the current year, select this option. If you do not enter a period for an overhead project, Vision uses this selection as the default. |
| | <p>You can enter any fiscal period/year combination in this field. If you do, Vision displays the entry in the drop-down list for this session only. In other words, if you create a new file or you exit this file then re-open it, the periods that you entered no longer appear as options in the drop-down list.</p> <p>Vision adds all fiscal period/year records together to calculate the total for all records with the same labor code or account.</p> <p>You cannot specify a future date in this field. If you attempt to do so, Vision displays a message indicating that you must select a period from the list or enter a valid date.</p> |
| Amount | <p>Use this field to update cost information.</p> <p>For expense history, enter the total historical amount to charge to this project/account combination.</p> |
| Billing Ext | For expense history, enter the total historical amount to charge to this project/account combination. |
| Billing Status | For expense history, if you have Vision Time and Expense installed, you can select this option to make it available to the Vision Time and Expense system. If you enter B (Bill) in this |

| Field | Description |
|-------------------------|--|
| | field, the transaction appears in Time and Expense Processing which generates the expense for the specific account. To build only your project reports, enter N . |
| Date | Enter the date for the expense transaction. |
| Description 1, 2 | Enter a description for the expense transaction. |

4. Click **Save**.



Multicompany

If you are using the Multicompany feature, when you enter historical labor and expense information for your projects, you are doing so for all companies.



Multicurrency

If you are using the Multicurrency feature, when you enter historical labor and expense information for your employees, Vision displays the following:

- **For Labor:** Employee Currency Code, Employee Currency Rate, Employee Currency Amount, Project Currency Rate, Project Currency Amount, Functional Currency Rate, Functional Currency Amount, Billing Currency Rate, Billing Currency Amount
- **For Expense:** Project Currency Amount, Functional Currency Amount, Billing Currency Amount
- **For Overhead:** Functional Currency Amount, Project Currency Amount

Labor and Expense History Reports

The following table lists the sections included on the Labor and Expense History form.

| Section of Form | Processing and Reports Updated |
|------------------------|---|
| Labor Section | <ul style="list-style-type: none"> ▪ Job-to-Date Project Reports ▪ Bill Processing ▪ Time Analysis Report (if project is included) ▪ Overhead (if project is set up to receive overhead) ▪ Revenue Generation (if method is specified) |
| Expense Section | <ul style="list-style-type: none"> ▪ Job-to-Date Project Reports ▪ Bill Processing ▪ Revenue Generation (if method is specified) |
| Overhead Field | <ul style="list-style-type: none"> ▪ Job-to-Date Project Reports ▪ Job-to-Date Overhead Report |

Invoice and Receipt History

Enter Historical Invoice and Receipt Information

Invoice and Receipt History consists of information about invoices and receipts that your projects incurred before an installation cutoff date. The main purpose in entering invoice and receipt history is to update your AR Aging, AR Ledger, and Office Earnings reports. You update this history by entering information on the Project Invoice and Receipt History form as follows.

To enter historical invoice and receipt amounts for your projects, complete the following steps:

1. From the Vision Navigation menu, click **Utilities » History Loading » Invoice and Receipt** to display the Project Invoice and Receipt History form.
2. Use Project Lookup to search for and select the desired project(s).
3. Complete the information on this form, as follows:

| Field | Description |
|-------------------------|---|
| Project | Required. Select the project for which to enter historical data. To enter a project in this field, you can call up the Project Lookup dialog box by clicking on the icon in the Find field. From the Lookup, you can select one, several, or all projects to modify or review. |
| Unbilled Revenue | Optional. Enter the amount of unbilled revenue for this project and task (if any). This field is available for those clients who use the Revenue Generation feature. |
| Invoice Balances | |
| Invoice (IB) | Vision displays each invoice listed in the Invoices section after subtracting any payment entered in the Receipts section. |
| Date (IB) | Vision displays the date that you entered for the invoice in the Invoices section. |
| Balance (IB) | Vision displays the balance of the invoice after subtracting any payment entered for the invoice in the Receipts section. |
| Total (IB) | Vision displays the total outstanding balance for this project. |
| Invoices | |
| Invoice (I) | Required. Enter the invoice number for which to enter historical data. Each project can have more than one invoice. |

| Field | Description |
|-------------------------|--|
| | Be careful to enter the invoice number correctly. If you enter a project number and invoice number more than once, the system adds the amounts together in the Invoice Balances section. |
| Date (I) | Required. Enter the date on which the historical data was applied. This date is used by the Aged Accounts Receivable report to decide how long an invoice has been outstanding. You can enter either the date on which the invoice was created or the date on which you sent the invoice. |
| Ret/Int Only (I) | <p>If you are entering a historical retainage or interest amount, this field is required. Click on the drop-down arrow in this field and select one of the following options:</p> <ul style="list-style-type: none"> ▪ None. If you want to enter a regular invoice amount for the fee, labor, consultant, expense, unit, add-on, or tax section of the invoice, select this option or leave this field blank. ▪ Retainage. If you are entering a retainage amount for the historical invoice, select this option. ▪ Interest. If you are entering an interest amount for the historical invoice, select this option. When you select this option, the entry in the Section column defaults to I to indicate that this amount will apply to the interest section of the invoice. You may enter an account to which to charge the interest. |
| Account (I) | Optional. Enter the account to which this invoice amount applies. |
| Amount (I) | Optional. Enter the amount of the invoice. |
| Section (I) | Specify the section of the invoice that is affected by this transaction (for example, the column of the report where the update appears). |
| Total (I) | The system displays the total amount of all invoices for this project. |
| Receipts | |
| Invoice (R) | Required. Enter the invoice for which this |

| Field | Description |
|--------------------|---|
| | receipt is paying. |
| Date (R) | Required. You can enter either the date on the receipt or the date on which your firm received the receipt. |
| Account (R) | Required. Enter the accounts receivable account to which this amount applies. |
| Amount (R) | Optional. Enter the amount of the receipt. Vision subtracts the amount that you enter in this field from the amount that appears in the Total field in the Invoice Balances section. |
| Total (R) | Vision displays the total for all cash receipts entered for this project and task (if any). |

4. Click **Save**.

Multicompany

If you are using the Multicompany feature, when you enter historical invoice and receipt information for your projects, you are doing so for all companies.



Multicurrency

If you are using the Multicurrency feature, when you enter historical invoice and receipt information for your employees, Vision displays the billing, functional, and project currency amounts for all sections.

Invoice and Receipt History Reports

The following table lists the reports that are updated when you enter data on the Invoice and Receipt History form.

| Section of Form | Processing and Reports Updated |
|-----------------|--|
| Invoice | <ul style="list-style-type: none"> Accounts Receivable Reports Job-to-Date Office Earnings Report (Billed Columns) |
| Receipt | <ul style="list-style-type: none"> Accounts Receivable Reports |

Accounts Payable History

Enter Historical Accounts Payable Information

You can enter voucher historical data as part of your installation and setup. Historical data will create the AP subsidiary detail that should tie to the Balance Sheet. These balances do not update the Balance Sheet.

Use the following guidelines when entering AP Voucher History:

- History should be entered only at the time of installation. Subsequent changes will create a file reconciliation difference in your General Ledger.
- You should enter only outstanding accounts payable vouchers.
- The sum of the outstanding vouchers should equal the AP amount on the Balance Sheet.
- Do not enter 1099 information on this form. Enter 1099 information for consultant vendors as a total in the **Paid This Year** field on the Accounting tab of the Vendors Info Center when installing mid-year.

Accounts Payable History consists of information that you can use to update vouchers and receipts. You update this history by entering information on the Accounts Payable History form as follows.

To enter historical accounts payable information for your projects, complete the following steps:

1. From the Vision Navigation menu, click **Utilities » History Loading » Accounts Payable** to display the A/P Voucher History form.
2. Use A/P Voucher Lookup to search for and select the desired voucher(s).
3. Complete the information on this form, as follows:

| Field | Description |
|-----------------------|--|
| Vendor | Required. Select the vendor for whom to enter historical data. To enter a vendor in this field, you can call up the A/P Voucher Lookup dialog box by clicking on the icon in the Find field. From the Lookup, you can select one, several, or all vendor information to modify or review. |
| Invoice Date | Required. Enter the vendor's invoice date for this voucher. |
| Invoice Number | Required. Enter the vendor's invoice number for this voucher. |
| Voucher Date | Required. Enter the date on which this voucher was entered. |
| Address | Select the voucher's address from the drop-down box. |
| Payment Date | Required. Enter the desired payment date for the voucher. |
| A/P Liability | Required. Enter the Accounts Payable liability code associated with this voucher. |
| Bank | Required. Enter the bank code associated with this voucher. |

| Field | Description |
|--|--|
| Voucher Balance | Vision displays the total voucher balance for this voucher. The system calculates this balance by subtracting any payments made to this voucher from the sum of the voucher lines. |
| Voucher Lines In this section, you can enter additional voucher records for the selected vendor. Vision automatically adds the amounts of the new vouchers to the figure in the Total field at the bottom of the Amount column. | |
| Line | Required. Enter the sequential voucher line number. Vouchers can be split into line items for changes in project, task, and account number. |
| Description | Enter a voucher description. |
| Project | Select the project associated with the voucher. |
| Phase | If applicable, the phase associated with the project appears. |
| Task | If applicable, the task associated with the project appears. |
| Account | Select the account associated with the voucher. |
| Amount | Enter the amount of the voucher. |
| Total | Vision automatically adds the amounts of the new vouchers to the figure in the Total field at the bottom of the Amount column. |
| Payments To maintain a voucher payment history, enter previous payments made to the voucher line in this section. Vision automatically adds the amounts of the new voucher payments to the figure in the Total field at the bottom of the Amount column. | |
| Line | Required. Enter the sequential voucher line number. |
| Check | Enter the check information |
| Date | Select the date of the check |
| Amount | Enter the payment amount of the check. |
| Total | Vision automatically adds the amounts of the |

| Field | Description |
|-------|---|
| | new voucher payments to the figure in the Total field at the bottom of the Amount column. |

4. Click **Save**.



Multicompany

If you are using the Multicompany feature, when you enter historical accounts payable information for your employees, you are doing so for the active company.



Multicurrency

If you are using the Multicurrency feature, when you enter historical accounts payable information for your employees, all monetary figures are based on the currency of the active company's bank account.

Accounts Payable History Reports

The following reports are updated when you enter data on the Accounts Payable History form:

- Voucher Schedule
- Voucher Ledger

Benefit Accrual History

Enter Historical Benefit Accrual Information

Benefit Accrual History allows you to keep track of paid time off, such as vacation and sick time, for each employee. You can use this feature to update your Accrual Time report. After entering the required benefit accrual information on the Accounting tab in Employee Info Center, you update history by entering information on the Employee Benefit Accrual History form as follows.

To enter benefit accrual information for your projects, complete the following steps:

1. From the Vision Navigation menu, click **Utilities » History Loading » Benefit Accrual** to display the Employee Benefit Accrual History form.
2. Use Employee Lookup to search for and select the desired employee(s).
3. Complete the information on this form, as follows:

| Field | Description |
|-----------------|---|
| Employee | Required. Select the employee for whom to enter historical data. To enter an employee in this field, you can call up the Employee Lookup dialog box by clicking on the icon in the Find field. From the Lookup, you can select one, several, or all employees to modify or review. |

| Field | Description |
|-------------------------|--|
| Benefit Accruals | |
| Code | Vision displays the benefit accrual codes. You set up the accrual codes on the Benefit Accrual Setup form in Configuration » Accounting » Time Analysis . |
| Description | Vision displays the descriptions for the benefit accrual codes. You set up the descriptions for the accrual codes on the Benefit Accrual Setup form in Configuration » Accounting » Time Analysis . |
| Starting Balance | Enter the employee's starting balance for the specific benefit accrual code. |
| YTD Earned | Enter the number of hours that the employee has earned for the specific accrual code this year. |
| YTD Taken | Enter the number of hours that the employee has taken for the specific accrual code this year. |

4. Click **Save**.



Multicompany

If you are using the Multicompany feature, when you enter historical benefit accrual information for your projects, you are doing so for the active company.

Benefit Accrual History Reports

The following reports are updated when you enter data on the Benefit Accrual History form:

- Benefit Accruals
- Accrued Time Report

Account Balances History

Enter Historical Account Balances Information

Account Balances History consists of information that you can use to update your balance sheet and income statement. You update this history by entering information on the Account Balances History form as follows.

To enter historical account balance information for your projects, complete the following steps:

1. From the Vision Navigation menu, click **Utilities » History Loading » Account Balances** to display the Account Balances History form.

2. Use Organization Lookup to search for and select the desired organization(s).
3. Complete the information on this form, as follows:

| Field | Description |
|----------------------------|--|
| Organization | Required. Select the organization for which to enter historical data. To enter an organization in this field, you can call up the Organization Lookup dialog box by clicking on the icon in the Find field. From the Lookup, you can select one, several, or all organizations to modify or review. |
| Balances | |
| Account | <p>Required. Enter the account for which to enter historical account balances. To enter an account in this field, you can call up the Account Lookup dialog box by clicking on the icon that appears in this field.</p> <p>If you want to enter only total reimbursable or direct expenses, you must create historical expense accounts, such as the following:</p> <ul style="list-style-type: none"> ▪ 599.00 for historical reimbursables ▪ 699.00 for historical direct expenses ▪ 799.00 for historical indirect expenses <p>Expenses within Vision are usually recognized on an accrual basis. If you are performing cost accounting on a cash basis, check with your accountant to determine if you can perform cost accounting on an accrual basis. If you can, you should submit historical consultant expenses on an accrual basis.</p> |
| Account Name | When you enter an account number in the previous field, Vision displays the name of the account in this field. You cannot modify the account name. |
| Accrual Debit | Enter the historical accrual debit amount. |
| Accrual Credit | Enter the historical accrual credit amount. |
| Cash Debit | Enter the historical cash debit amount. |
| Cash Credit | Enter the historical cash credit amount. |
| Due To/From Company | This field is available if you are using the Multicompany feature and you select an account in Account that is used for |

| Field | Description |
|-------|--|
| | <p>intercompany transactions.</p> <p>If the amount you are entering represents transactions involving the active company and another company in the enterprise, select that other company in this field.</p> <p>The drop-down list includes all companies to which your security role has access, other than the active company.</p> |

4. Click **Save**.



Multicompany

If you are using the Multicompany feature, when you enter historical account balance information, you are doing so for the active company.



Multicurrency

If you are using the Multicurrency feature, when you enter historical account balance information, all monetary figures are based on the functional currency of the active company.

Account Balances History Reports

The following reports are updated when you enter data on the Account Balances History form:

- Balance Sheet
- Income Statement

Payroll History

Payroll history consists of information that you can use to update your employee payroll information. You update this history by entering information on the Payroll History form as follows.

Note that if you are using Vision for the first time, you need to first set up employee payroll withholding information in the **Payroll Withholdings** grid in Employee Info Center in order to have it appear in Payroll History Loading.

To enter historical payroll information for your projects, complete the following steps:

1. From the Vision Navigation menu, click **Utilities » History Loading » Payroll** to display the Employee Payroll History form.
2. Use Employee Lookup to search for and select the desired employee(s).
3. Complete the information on this form, as follows:

| Field | Description |
|-----------------|--|
| Employee | Required. Using Employee Lookup, search for and select the employee for which to enter |

| Field | Description |
|---------------------|---|
| | historical data. |
| Reg Hours | This field displays the employee's hours. Hourly information is entered in Vision Timesheet Transaction Entry or Vision Timesheets. |
| Ovt Hours | This field displays the employee's overtime hours, as entered in Vision Time and Expense. Overtime hours must be entered in a separate overtime field (or fields) in Vision Timesheet Transaction Entry or Vision Timesheets to be considered overtime hours by Vision. |
| Ovt-2 Hours | This field displays the employee's other overtime hours, as entered in Vision Time and Expense. Overtime hours must be entered in a separate overtime field (or fields) in Vision Timesheet Transaction Entry or Vision Timesheets to be considered overtime hours by Vision. |
| Reg Pay | This field displays the employee's regular pay. |
| Ovt Pay | This field displays the employee's overtime pay. |
| Ovt-2 Pay | This field displays the employee's other overtime pay. |
| Other Pay | This field displays any other pay the employee receives. |
| Withholdings | |
| Code | This field displays the payroll withholding code. You can define an unlimited number of withholding codes and can add new codes at any time. See "Payroll Setup Overview" in the Vision Online Help system for more information. |
| Description | This field displays a description of the withholding code. |
| QTD Withheld | This field displays the Quarter-to-Date withholdings. You may edit entries in this field. |
| YTD Withheld | This field displays the Year-to-Date withholdings. You may edit entries in this field. |
| QTD Wages | This field displays the Quarter-to-Date wages withheld. You may edit entries in this field. |

| Field | Description |
|------------------|--|
| YTD Wages | This field displays the Year-to-Date wages withheld. You may edit entries in this field. |

4. Click **Save**.



Multicompany

If you are using the Multicompany feature, when you enter historical payroll information for your employees, you are doing so for the active company.



Multicurrency

If you are using the Multicurrency feature, when you enter historical payroll information for your employees, all monetary figures are based on the functional currency of the active company.

Payroll History Reports

The following reports are updated when you enter data on the Payroll History form:

- Employee Payroll List
- Form 940 Worksheet
- Form 941 Worksheet
- State Unemployment Insurance Worksheet
- State/Local Income Tax Worksheet
- Withholdings By Category Report

Chapter 5: Set Up Accounting

Set Up Accounting System Settings

Use Accounting System Settings to enter settings for the following general, system-wide accounting features:

- Timesheets
- Posting
- Project Fee Entering Method
- Detailed subledgers for Intercompany Billing
- Reporting
- Invoices
- Messages for general ledger account entry throughout Vision
- Default account group tables
- Labor categories
- Project budgeting

Set Up General System-Wide Accounting Features

Use the General tab of Accounting System Settings to:

- Enable or disable certain features for timesheets, posting, and invoices.
- Select the project fee entry method.
- Enable detailed subledgers for Intercompany Billing.
- Select messages for general ledger account entry.
- Set up default account group tables.

To set up general, system-wide Accounting features, complete the following steps:


1. From the Vision Navigation menu, click **Configuration » Accounting » System Settings » General Tab**.
2. Complete the fields on the General tab as follows:

| Field | Description |
|---|--|
| Enable for Timesheets Section See Set Up Timesheet Information for additional Timesheet options, which include posting, benefit accrual, and payroll interface options. | |
| Secondary Overtime | Select this check box to enable the secondary overtime feature. With this option, you can track two kinds of overtime: <ul style="list-style-type: none"> ▪ Standard overtime — This is usually costed and paid at 150% of the |

| Field | Description |
|-------------------------|--|
| | <p>employee's job cost rate or pay rate.</p> <ul style="list-style-type: none"> ▪ Secondary overtime — This is overtime that is costed and paid at a higher or lower rate than the standard rate. It could equal 200% of the employee's job cost rate or pay rate. <p>The secondary overtime feature was originally designed for California users, who must sometimes use two overtime rates to pay hourly employees.</p> <p>When you select this option, Vision:</p> <ul style="list-style-type: none"> ▪ Adds secondary overtime fields to Timesheet and Labor Adjustment Transaction Entry and to Vision Time. ▪ Adds secondary overtime percentage fields to Employee Info Center forms for job costing and payroll purposes. ▪ Adds a secondary overtime multiplier field to the Labor tab of the Billing Terms form in Billing and to the Labor tab of the Billing Terms dialog box in the Project Info Center. ▪ Adds secondary overtime columns to some reports. ▪ Merges secondary overtime hours and amounts with standard overtime hours and amounts on other reports. ▪ Allows you to establish provisional rates for secondary overtime, for use in Project Reporting. ▪ Makes it possible to pay employees and bill clients for secondary overtime. |
| Cost Rate Tables | <p>This check box displays when the Accounting application is enabled.</p> <p>Select this check box if you want cost rate tables to override the cost rate, pay rate, or both rates in the Employee Info Center for project reporting and payroll processing.</p> |
| Pay Rate Tables | <p>This check box displays if the Accounting application is enabled.</p> <p>Select this check box to allow the employee pay rate that is established in pay rate tables to override the pay rate that is established on the</p> |


| Field | Description |
|--|--|
| | Payroll tab of the Employee Info Center. See “Pay Rate Tables Overview” in the Vision Online Help system for information. |
| Overtime Percent in Cost/Pay Rate Tables | This check box displays when the Accounting application is enabled. Select this check box if you want the percentage for overtime hours in cost rate and pay rate tables to override the percentage for overtime hours in the Employee Info Center. When you select this option, Overtime Percent and Overtime-2 Percent fields display in cost rate tables. |
| Posting Section See Set Up Posting Information for more posting options. | |
| Update Project Team when Posting Labor | Select this check box to update the Team tabs of the Project Info Center and Employee Info Center whenever employees post time to a regular or promotional project. |
| Update Project Vendor Association when Posting Vouchers | This check box displays when the Accounting application is enabled. Select this check box to see the labor that consultant team members post to projects. |
| Enable Option to Update BTB for Journal Entries to Revenue | This check box displays when the Accounting application is enabled. Select this check box to include the amount of all journal entries in calculations of job-to-date billings, also known as billed-to-date amounts, for the referenced project. You must select this check box if any of your projects use a billing-based revenue method and you make journal entries to a revenue account. |
| Enable Cash-Basis Postings for Labor Transactions | This check box displays when the Accounting application is enabled and you select the Cash-basis reporting check box in the Allow for Reporting section of this tab. Select this check box if you want Vision to post cash-basis entries when you post timesheets or labor adjustments. |

| Field | Description |
|---|---|
| Project Fee Entering Method Section | |
| At all Levels of the Work Breakdown Structure | Select this option to enter project fees and compensation at any level of the work breakdown structure. |
| At Lowest Level Only (System will Automatically Update at Higher Levels) | <p>Select this option to enter fee and compensation amounts only at the lowest level of a project's work breakdown structure. Vision calculates and updates the amounts at higher levels of the WBS.</p> <p>If you switch from the At all levels of the work breakdown structure setting to this setting, Vision refreshes all the Project fee columns (Compensation, Consultant Fee, and Reimb Allowance) for all your projects and project templates.</p> |
| Invoice Section | |
| Enable retainage | <p>Select this check box to enable retainage.</p> <p>Retainage is a percentage of billings which is contractually withheld on an invoice. It is billed to the client upon the project's completion. The Billing application withholds the percentage specified in Billing Terms on the total billings, or a combination of any of the six components of an invoice: labor, consultants, expenses, fees, units, or add-ons.</p> <p>Vision calculates the retainage on the invoice and posts and tracks it throughout Billing, Accounts Receivable, Project Control, and the General Ledger.</p> <p>See the Vision Online Help system for more information about retainage.</p> |
| Enable retainers | <p>Select this check box to enable the Retainer feature.</p> <p>The Vision Retainer feature streamlines the capture of your client's retainer in your accounting, billing, and reporting systems. You track and apply the retainer to invoices according to your organization's accounts receivable categories.</p> <p>After a project has other accounts receivable activity, you can track the amounts applied and the retainer balance on the Accounts Receivable Ledger report. The retainer is also</p> |

| Field | Description |
|--|---|
| | <p>included in Current Receipts on the Office Earnings report.</p> <p>See the Vision Online Help system for more information about retainers.</p> |
| Display invoice leading zeros | <p>Clear this check box to suppress the display of leading zeros in a billing invoice number in certain dialog boxes and reports. With fewer digits, invoice numbers may be easier to read.</p> <p>See the Vision Online Help system for a list of dialog boxes and reports affected.</p> |
| Other Options | |
| Synchronize Fees from Contract to Project | <p>Select this check box to use the fees from the Contract Management tab in the Project Info Center to update the Compensation and Fees fields on the Budget and Revenue tab of the Project Info Center.</p> <p>If you select this option and one or more WBS1s have Compensation, Consultant Fee, or Reimbursable Allowance amounts assigned on the Budget and Revenue tab of the associated project, Vision can create a contract based on those amounts, and displays the following prompt:</p> <p>One or more projects already have compensation, consultant fee, or reimbursable allowance amounts assigned on the Budget and Revenue tab of the Project Info Center.</p> <p>Use the Vision Advanced Utility "Create Contracts from Fees" to automatically create a contract based on those amounts for each of those projects.</p> |
| Synchronize Fees from Contract to Project (continued) | <p>Click Yes to access the Create Contracts from Fees utility.</p> <p>Click No to remove the selection by the Synchronize Fees from contract to project option.</p> |
| Enable Detailed Subledgers for Intercompany Billing | <p> Multicompany</p> <p>This check box displays if the Multicompany feature is enabled.</p> <p>Select this check box to enable the detailed</p> |

| Field | Description |
|--|--|
| | <p>subledgers feature. This allows you to generate accounts receivable and accounts payable transactions in Intercompany Billing.</p> <p>This enables the following items:</p> <ul style="list-style-type: none"> ▪ The Labor Revenue and Expense Revenue fields on the Accounts tab in Configuration » Accounting » Company Settings. ▪ Subledger Vendors and Subledger Terms tabs in Configuration » Accounting » Intercompany Billing. ▪ Accounts Receivable reporting features. ▪ The ability to create actual invoices and vouchers between companies and display these transactions on accounts receivable and accounts payable reports. |
| Default Account Group Table | <p>Use this field only if you use account group tables and you want a specific account group table to prefill for all accounts when you set up accounts in your chart of accounts.</p> <p>From the Default Account Group Table drop-down list, select the account group table whose data you want to populate the Account Groups grid on the General tab in Info Center » Accounts » Chart of Accounts.</p> <p>You create account group tables in Info Center » Accounting » Account Group Tables.</p> |
| Default Account Group Table (continued) | <p>You would use this field in a scenario such as the following: In a multicompany environment, the chart of accounts for each of your companies must be consolidated in an enterprise-wide or corporate chart of accounts. After you set up a corporate account group table in the Accounting Info Center, enter it as the default account group table in Accounting System Settings to ensure that all accounts have a corporate account group assigned automatically.</p> <p>See the “Account Group Tables Info Center Overview” topic in the Vision Help system for more information.</p> |

| Field | Description |
|----------------------------|--|
| Account Status Grid | |
| Account Status Grid | <p>For each account status (Active, Inactive, and Dormant) in the grid, click the Message field. From the drop-down list, select None, Warning, or Error.</p> <p>This setting determines whether or not a message displays and, if so, the type of message when users enter general ledger accounts throughout Vision. For example, to prevent users from entering an inactive account, select Error in the Message field for the Inactive label.</p> <p>The options in the Message field are:</p> <ul style="list-style-type: none"> ▪ None — No message displays, and the account can be used for data entry. ▪ Warning — A message displays the account status, and the account can be used for data entry. ▪ Error — A message displays the account status, and the account cannot be used for data entry. <p>You enter an account's status at Info Center » Accounts » Chart of Accounts » General Tab.</p> |

3. When you finish, click  **Save**.

Enable Reporting Features


Use the Reporting tab to enable or disable reporting features.

To enable or disable reporting, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Accounting » System Settings » Reporting Tab**.
2. Complete the fields on the Reporting tab:

| Field | Description |
|-----------------------------|---|
| Cash-Basis Reporting | <p>Vision implements accrual-basis accounting by default. With accrual-basis accounting, revenue is recognized when it is earned, and expenses are recorded when they are incurred rather than when they are paid.</p> <p>Select this check box if you want to print your</p> |

| Field | Description |
|------------------------------------|--|
| | <p>accounting reports on a cash basis. Cash-basis accounting recognizes revenue when cash is received and expenses when cash is disbursed.</p> <p>You can enable cash-basis reporting at any month start; you must map cash-basis accounts to your accrual accounts and enter your balances at that point. After you enable cash-basis reporting, Vision maintains cash-basis detail from that point forward. For this reason, it is important to enable cash-basis reporting only when you are ready to fully use the feature, and you have determined your cut-off date. After you enable this feature, the feature is turned on in all past and future periods. Therefore, you must disable the feature to make entries in a prior period. To avoid this situation, consider closing all prior periods and setting up security to disallow processing in closed periods.</p> <p>You must set up (map) a cash-basis account for any accrual-basis account to which you do not want cash-basis entries posted. You can either use existing accounts or set up accounts to use as cash-basis accounts. See the Vision Online Help system for more information.</p> |
| Reporting at Burdened Rates | <p>Select this check box to run project reports at burdened amounts. This combines labor and overhead on one detail line. When you combine labor and overhead, the overhead for each detail line is estimated with the calculation that is used when reporting at cost. Overhead allocation must be run.</p> <p>See "Reporting at Burdened Rates" in the Vision Online Help system for more information.</p> |
| Reporting at Billing Rates | <p>Select this check box to generate project report data at billing rates and at cost rates. When you select this option, Billing and Cost display as options in the Options field in Project Reporting.</p> <p>You can print reports at billing rates only when the Billing application is installed.</p> <p>See the Vision Online Help system for more information about Project Control and Project reports.</p> |


| Field | Description |
|---|---|
| Use Reporting Default Terms for All Projects | <p>Select this check box so that when you generate reports that use billing amounts, such as project reports, employee reports, and posting logs, the report calculations use the billing terms and multiplier information in Configuration » Billing » Report Default Terms.</p> <p>When you select this check box, the Use as Project Reporting Default Terms Only check boxes on the Labor tab and the Exp/Con/Unit tab in Configuration » Billing » Default Terms and in Billing » Default Terms are unavailable.</p> |
| Use Billing Currency not Project Currency | <p> Multicurrency</p> <p>Select this check box to report project amounts in the billing currency rather than the project currency. This makes it easier, for example, to match invoice amounts to the corresponding amounts on project reports.</p> <p>Currency and Plans</p> <p>When you select this check box, and your plan's cost currency differs from its billing currency:</p> <p>Resource Planning calculates cost amounts using a plan's cost currency and billing amounts using the plan's billing currency.</p> <ul style="list-style-type: none"> When projects are added to a plan, Resource Planning filters the Project Lookup to display only projects whose project currency matches the plan's cost currency and whose billing currency matches the plan's billing currency. When Budget type on the plan's Rates tab is either Billing or Cost and Billing, the automatic calculation check box on the plan's Expenses and Consultants tabs is cleared and locked. <p>When this check box is cleared, and your plan's cost currency is the project currency, then:</p> <ul style="list-style-type: none"> Resource Planning calculates its own cost and billing amounts using a plan's cost currency as both its cost and its billing currency. |

| Field | Description |
|--|---|
| | <ul style="list-style-type: none"> When projects are added to a plan, Resource Planning filters the Project Lookup to display those projects whose project currency matches the plan's cost currency. When Budget type on the plan's Rates tab is either Billing or Cost and Billing, the automatic calculation check box on the plan's Expenses and Consultants tabs is enabled. |
| Reporting Realization by Employee | <p>Select this check box if you want to track realization amounts for employees.</p> <p>When you select this check box, you must enter a calculation method, frequency, and allocation accounts in the remaining fields on this tab.</p> <p>You can clear or select this check box at any time. When you clear it after it has been selected (and realization amounts have been allocated to employees), previously calculated realization amounts are not removed from records.</p> <p>For more information about this feature, see "Employee Realization Reporting Overview" in the Vision Online Help system.</p> |
| Calculation Method | <p>This setting applies only when you select the Reporting Realization by Employee check box.</p> <p>From the drop-down list, select the Cost, Billing, or Hours method. This setting affects how revenue is prorated among employees who work on a project. This setting affects the calculation that determines the percentage of revenue to allocate as realization to each employee who has time records for the invoice (if you select the Invoice frequency for employee realization) or for a period (if you select the Period frequency for employee realization).</p> <p>You can change the calculation method at any time. Changing it does not impact the realization amount for prior records. It impacts only future calculations.</p> <p>For more information about how the different calculation methods work, see the "Reporting Tab of Accounting System Settings" topic in the Vision Online Help system.</p> |

| Field | Description |
|------------------|--|
| Frequency | <p>This setting applies only when you select the Reporting Realization by Employee check box.</p> <p>This setting affects how employee realization is calculated and whether or not realization is allocated automatically or manually.</p> <p>Click the down arrow to select the frequency for calculating employee realization.</p> <p>The options in the drop-down list are:</p> <ul style="list-style-type: none"> ▪ Invoice — This option is available only if you use the Billing module. When you select this option, the revenue allocated to employees is based on revenue from posted invoices. <p>The allocation occurs automatically when you process invoices in Billing » Interactive Billing and Billing » Batch Billing. After you click OK on the Invoice Accept dialog box in Interactive Billing, realization amounts are displayed by employee on the Employee Realization Allocation dialog box. This dialog box does not display in Batch Billing.</p> <ul style="list-style-type: none"> ▪ Period — When you select this option, the revenue allocated to employees is based on revenue posted in a specific accounting period or range of periods. <p>You must manually run the Employee Realization Allocation program in Billing » Employee Realization to allocate realization. The allocation does not occur as part of Interactive Billing or Batch Billing. On the Employee Realization Allocation form in Employee Realization, you select the projects, a range of periods, and whether or not to include labor adjustments and Interactive Billing modifications in the realization calculation. Realization is calculated only when there is both an invoice and time records posted for a project in the period or periods that you selected for realization processing.</p> <p>You can change the setting in the Frequency field at any time. Changing it changes the calculation method going forward. It does not impact records that</p> |

| Field | Description |
|---------------------------------|---|
| | <p>have already been calculated.</p> <p>For more information about the frequency settings and examples, see the “Reporting Tab of Accounting System Settings” topic in the Vision Online Help system.</p> |
| Allocation Accounts Grid | <p>This setting applies only when you select the Reporting Realization by Employee check box.</p> <p>Enter the general ledger revenue accounts for which to allocate employee realization. Only the invoice amounts that are posted to these allocation accounts are used to calculate realization. Enter only revenue accounts in this grid.</p> <p>Example: An invoice whose total is \$800 has \$500 posted to the 401.00 revenue account and \$300 posted to the 407.00 revenue account. The 401.00 account is entered in the Allocation Accounts grid; the 407.00 account is not entered in the Allocation Accounts grid. Only \$500 of the invoice is allocated to employee realization.</p> <p>This grid prefills with the labor account (revenue account for labor billings) that is entered on the Accounts tab in Billing Configuration.</p> <p>In this grid, enter:</p> <ul style="list-style-type: none"> ▪ Labor revenue accounts. ▪ Unit revenue accounts that are entered for units (in the Units Info Center) if the units are designated as having employee-specific for revenue (the Employee specific Revenue check box has been selected in the Units Info Center). <p>If you use the Multicompany feature:</p> <ul style="list-style-type: none"> ▪ The labor account (from the Accounts tab in Billing Configuration) for each company prefills in this grid. ▪ The Allocation Accounts grid displays columns for Company, Account, and Account Name. ▪ A revenue account can be used only once for each company. <p>For more information about this grid, see the</p> |

| Field | Description |
|-------|---|
| | "Reporting Tab of Accounting System Settings" topic in the Vision Online Help system. |

3. When you finish, click  **Save**.

Create Master List of Labor Categories

Use the Labor Categories tab to create a master list of labor categories and descriptions. The category descriptions in this list can be customized when you add categories to Labor Category tables.




See "Labor Category Tables Overview" in the Vision Online Help system for more information about labor categories and how to apply rates and sequences to labor categories.

To create a master list of labor categories, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Accounting » System Settings » Labor Categories Tab**.
2. On the **Labor Categories** grid toolbar, click **Insert** to add a blank row to the grid.
3. Complete the fields in the blank row to add a labor code:

| Field | Description |
|--------------------|---|
| Category | Enter the number by which to identify this category. In the Employee Info Center, you can assign employees to labor categories to facilitate labor billing by category. |
| Description | Enter a name for the category, to display on invoices when you select By Category as a labor sorting option on the Labor tab of Billing Terms. |

4. Repeat step 3 to add more labor codes to the grid.

5. When you finish, click  **Save**.

Set Up Project Budgeting

Use Project Budgeting Setup to determine whether or not you want certain project budgeting data included in the Project Budget Worksheet and in Project Planning.




See Labor Category Tables Overview in the Vision Online Help system for more information about labor categories and how to apply rates and sequences to labor categories.

To set up Project Budgeting, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Accounting » System Settings » Project Budgeting Tab**.
2. Complete the fields on this tab, as follows:

| Field | Description |
|--|--|
| Show Job-to-Date Amounts | <p>Select this check box to display job-to-date information in the Project Budget Worksheet and in Project Planning.</p> <p>The job-to-date amounts include all amounts that are associated with the project since its start date.</p> |
| Show Estimate-to-Complete Amounts | <p>Select this check box to display estimate-to-completion information in the Project Budget Worksheet and in Project Planning.</p> <p>The estimate-to-complete total hours and amount represent an estimate of the amount needed to complete the project as of today.</p> |
| Show Estimate-at-Completion Amounts | <p>Select this check box to display estimate-at-completion information in the Project Budget Worksheet and in Project Planning.</p> <p>The estimate-at-completion hours and amount represent a current estimate of the total amount of work and expense incurred when the project is complete.</p> |
| Show Detail Starting and Ending Dates | <p>Select this check box to display start and end dates for each work breakdown structure element that you enter in the planning grids in the Project Budget Worksheet and in Project Planning.</p> |
| Enable Budgeting by Vendor | <p>Select this check box to display Vendor and Vendor Name columns on the expense tabs of the Project Budget Worksheet.</p> <p>When you select this option, you can budget by account and by vendor. Each row in an expense grid has a unique account and vendor combination.</p> <p>When you clear this check box, each row in an expense grid is identified by its account number.</p> |

3. When you finish, click  **Save**.

Set Up Accounting Company Settings

Use Accounting Company Settings to set up accounting features that are configured at the company level. Some application-related fields display only if that application is installed.



Multicompany

If you use the Multicompany feature, you must set up these company-wide settings for each company. From the Vision Navigation menu, click **Utilities » Change Company**, and select the next company for which to set up this information. The name of the active company displays at the top of the Accounting Company Settings form.

Set Up General Accounting Company Settings

Use the General tab of Accounting Company Settings to:



- Enter bank and check information for employee expense processing.
- Specify the country and number of check stubs for the check template.
- For Canadian checks, specify whether or not to print a date format indicator on checks.
- Choose whether or not to include Social Security numbers on journals, reports, and files.

Set Up Employee Expense Check Information

To enter employee expense check information, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Accounting » Company Settings » General Tab**.
2. Complete the fields on the General tab as follows:

| Field | Description |
|--|---|
| Employee Expense Checks Section Use the fields in this group box to specify how employee advance and expense reimbursement checks are formatted in the active company. | |
| Format | Select the country whose check format most closely matches the check format that you must use. Your selections in this field and in the Template field together determine the template that is used for employee advance and expense reimbursement checks: <ul style="list-style-type: none"> ▪ Canada — See the description for the Print date format indicator on check face in the following row of this table. ▪ United Kingdom — This is formatted for address placement and for printing on A4-sized paper. ▪ United States |

| Field | Description |
|--|--|
| Print date format indicator on check face | <p>This check box is active when you select Canada in the Format field. Select this check box if your check stock lacks a preprinted date format indicator, which is required for Canadian checks.</p> <p>When you select this check box, Vision prints the format indicator on the check face using the settings in the Date order and Display four digit year fields in the Format Date/Time dialog box.</p> |
| Template | <p>Select the template to use for employee advance and expense reimbursement checks:</p> <ul style="list-style-type: none"> ▪ Deltek two-part — For each check, this template creates one complete check stub below the check. ▪ Deltek three-part — For each check, this template creates two complete check stubs below the check. ▪ Deltek check on bottom — The check face prints on the bottom third, and the stub prints on the top two thirds of the check stock. This option displays only if you select United Kingdom in the Format field. ▪ <Custom template> — If you create custom templates for expense checks, they are included in this drop-down list with their actual file names. |
| Template (continued) | <p>The setting that you choose in this field and the country that you choose in the Format field on this tab determine how your employee expense checks print. These settings must be suited to the check stock that you use.</p> |
| Currency | <p>This field displays an example of the currency format that is currently applicable to the check face and stub.</p> <p>To modify the format, click  and use the fields in the Format Currency dialog box.</p> |
| Check Face Date | <p>Click  in this field to open the Format Date/Time dialog box and enter date format information for the date that prints on the check</p> |

| Field | Description |
|--|---|
| | <p>face.</p> <p>This applies for any selected check format and template, including custom templates.</p> <p>Check stub date format:</p> <ul style="list-style-type: none"> For the Deltek two-part and Deltek three-part check templates, the date on the check stub uses the Short Date format that is currently specified in your workstation's Regional and Language settings. For the Deltek check on bottom check template, the settings that you enter in the Check Face Date field apply to the date on the check stub. <p>Expense report details date format:</p> <p>The date for expense report details on the check stub uses the Short Date format that is currently specified in your workstation's Regional and Language settings.</p> |
| Default Bank | Select the bank to whose account you want employee expense reimbursements and advances to be posted unless otherwise specified. |
| Print Social Security number on journals and direct deposit reports/files | <p>Select this check box to display employees' Social Security numbers on the following reports and files:</p> <ul style="list-style-type: none"> Draft Payroll Journal Payroll Journal Posting Log, including hyperlink from Employee Review Payroll Direct Deposit report and ACH file Employee Expenses Direct Deposit report and ACH file <p>This check box is selected by default.</p> |

3. When you finish, click  **Save**.

Set Up Revenue

Use the Revenue tab in Accounting Company Settings to:

- Enter a default general ledger account for unbilled services and uninvoiced revenue.
- Enable the Revenue Generation feature.

- Choose whether to track one or multiple unbilled services and uninvoiced revenue accounts for Revenue Generation.
- Enter the default unbilled services and uninvoiced revenue accounts for Revenue Generation.
- Enable additional revenue calculations at the group (contract) and project levels for Revenue Generation.

When Revenue Generation is enabled, you recognize a project's revenue as it is earned. You match revenue with expenses that are incurred to date to get an accurate view of a project's financial status. Without Revenue Generation, Vision recognizes revenue as it is billed.

When you enable Revenue Generation, a **Revenue** menu item displays when you click **Accounting** from the Vision Navigation menu.

Depending on how your company monitors projects, you may not need to enable Revenue Generation. If you enable it, you must enable it during installation so that Vision tracks revenue from the beginning.




This section of the guide covers steps to enable and enter settings for Revenue Generation in Accounting Company Settings. See Chapter "Chapter 17: Set Up Revenue Generation" on page 483 for all of the steps that are required to set up Revenue Generation. See the Vision Online Help system for conceptual and procedural information.

To enable Revenue Generation and specify related settings, complete the following steps:



1. From the Vision Navigation menu, click **Configuration » Accounting » Company Settings**.
2. On the Revenue tab, complete the following fields:


| Field | Description |
|--------------------------|--|
| Unbilled Services | <p>Enter the account to which to post unbilled services, or click <input type="text"/>, and select an account from the Account Lookup list.</p> <p>Vision automatically posts invoices to this account when a project's revenue type is N (No revenue recognition) or when Revenue Generation is processed and you track one unbilled account. This is the offset entry to the uninvoiced revenue entry.</p> <p>The default for this field is account 121.00—Unbilled Services in the Standard Chart of Accounts. You can specify a different account if it has been set up in the Account Info Center.</p> <p>If you use Revenue Generation and you track only one unbilled services account, enter the account in this field. If you use Revenue Generation and you track more than one unbilled services account, select the Enable tracking of this many revenue categories check box in this section, and enter multiple</p> |


| Field | Description |
|--|---|
| | unbilled services accounts in the provided fields. |
| Uninvoiced Revenue | <p>Enter the account to which to post uninvoiced revenue. You can enter an account directly in this field, or click , and select an account from the Account Lookup list.</p> <p>Uninvoiced revenue is revenue that has been earned but not yet billed. This number may be positive or negative depending on the revenue method.</p> <ul style="list-style-type: none"> ▪ If a project's revenue method is W (Revenue = Job-to-date Billings + WIP @ Billing), its uninvoiced revenue is generally a positive amount, which consists of project expenses incurred and not yet billed. ▪ If a project's revenue method is P ((Percent Complete x Fee) + Job-to-date Reimbursable Expenses), its uninvoiced revenue may be a negative amount if you have billed more revenue than the project has earned. <p>Vision posts invoices to the uninvoiced revenue account when a project's revenue type is N (No revenue recognition) or when you run Revenue Generation and you track one unbilled account.</p> <p>The default value is account 402.00—Unbilled Revenue in the Standard Chart of Accounts. You can specify a different account if it has been set up in the Account Info Center.</p> <p>If you use Revenue Generation and you track one uninvoiced revenue account, enter the account here. If you track more than one uninvoiced revenue account, select the Enable tracking for this many revenue categories check box in this section, and enter the uninvoiced revenue accounts in the provided fields.</p> |
| Enable Revenue Generation Feature | Select this check box to enable the Revenue Generation feature. |

| Field | Description |
|---|---|
| Enable additional revenue calculations at Project and group levels | <p>This check box is enabled when you select the Enable Revenue Generation Feature check box.</p> <p>With the Enable additional revenue calculations at Project and group levels check box cleared, when you run Revenue Generation, a project's revenue is the sum of the revenue that is calculated at the project's lowest work breakdown structure (WBS) level. For example, if a project has tasks, the project's revenue is calculated as the sum of the revenue calculated for each of its tasks.</p> <p>When you select the Enable additional revenue calculations at Project and group levels check box, in addition to calculating a project's revenue as the sum of the revenue at its lowest WBS level, you have the following options:</p> <ul style="list-style-type: none"> You can create revenue groups for projects that are part of a group or contract. <p>The Revenue Groups menu item in Accounting » Revenue is enabled. On the Revenue Groups form, you set up revenue groups, which are comprised of a main project, subprojects, a revenue method for the revenue group, and an adjustment phase or task for the revenue group.</p> <p>When you run Revenue Generation, revenue is calculated as follows for revenue groups:</p> <p>Vision takes the sum of the revenue that is calculated for each subproject in a revenue group, compares this amount to the revenue that is calculated for the overall revenue group (contract), and posts the difference to an adjustment phase or task for the revenue group. The adjustment ensures that the revenue that is calculated by summing revenue for the subprojects is made equal to the overall revenue that is calculated at the revenue group (contract) level.</p> |

| Field | Description |
|---|--|
| Enable additional revenue calculations at Project and group levels (continued) | <ul style="list-style-type: none"> For individual projects that are not part of a revenue group, you have the option to calculate revenue as it does for a revenue group by comparing the sum of the revenue calculated at a project's lowest WBS level with the overall revenue that is calculated at the project level and posting the difference to an adjustment phase or task. <p>To set up a project to calculate revenue in this way, on the Budget & Revenue tab of the Project Info Center, you select the Calculation option in the Overall Revenue field. The Calculation option displays only when you select the Enable additional revenue calculations at Project and group levels check box, and it displays only at the WBS1 (project) level.</p> <p>The following is an example in which the sum of the revenue for the lower WBS levels of a project may not match the revenue that is calculated at the project level: You use revenue method P (Percent Complete + Job-to-date Reimbursable Expenses @ Cost Rates) at the project level and revenue method W (Job-to-date Billings + Work-in-Progress (WIP) @ Billing Rates) at lower WBS levels.</p> <p>See the help topics in the Overall Revenue Calculations book and the Revenue Groups book in the Accounting » Revenue book in the Vision Help system for more information.</p> |
| Enable tracking for this many revenue categories | <p>Select this check box to track two or more unbilled services and uninvoiced revenue accounts. When you select this check box, you track the multiple accounts with revenue categories.</p> <p>Select the number of unbilled revenue accounts to track, up to a maximum of five.</p> <p>After you select this check box, enter multiple uninvoiced revenue and unbilled services accounts in the fields provided on this tab.</p> <p>When you enable the Revenue Categories feature, the Revenue Categories section (with a revenue method field for each revenue category) displays instead of one Revenue Method field in the following locations in Vision:</p> |

| Field | Description |
|---|---|
| | <ul style="list-style-type: none"> Budget & Revenue tab in the Project Info Center Revenue Groups form in Accounting » Revenue » Revenue Groups |
| Unbilled Services (for up to five revenue categories) | <p>When you select the Enable tracking for this many revenue categories check box in this section, enter the unbilled services accounts that you want to track in these fields.</p> <p>Click , and select an account from the Account Lookup list.</p> <p>The first three revenue categories are labeled Labor, Consultants, and Reimb. Revenue categories four and five are labeled Revenue Method 4 and Revenue Method 5.</p> <p>You can rename these five revenue categories on the Labels tab in Configuration » General » System Settings.</p> <p>Enter an unbilled services account for each revenue category that you track. Although it is not required, we recommend that you use a unique unbilled services account for each revenue category so that you can reconcile these accounts by revenue category.</p> |
| Uninvoiced Revenue (for up to five revenue categories) | <p>When you select the Enable tracking for this many revenue categories check box in this section, enter the uninvoiced revenue accounts to track in these fields.</p> <p>Click , and select each account from the Account Lookup list.</p> <p>The first three revenue categories are labeled Labor, Consultants, and Reimb. Revenue categories four and five are labeled Revenue Method 4 and Revenue Method 5.</p> <p>You can rename these five revenue categories on the Labels tab in Configuration » General » System Settings.</p> <p>Enter an uninvoiced revenue account for each revenue category that you track. The uninvoiced revenue account must be unique for each revenue category.</p> |

| Field | Description |
|---|---|
| Fee Invoice Billed (for up to five revenue categories) | <p>If you select Enable tracking for this many revenue categories, and if Enable entry of fee by billing category is selected on the Fees tab of the Billing Setup form, enter, for each revenue category, the revenue account to which you want Vision to post fee billed revenue for that revenue category.</p> <p>If Enable entry of fee by billing category is not selected on the Billing Setup form, these fields are not available.</p> <p>Click  in this field to select an account with Account Lookup.</p> <p>You must also map these accounts on the Invoice Mapping Accounts tab of the Accounts Receivable Configuration form (Configuration » Accounting » Accounts Receivable). When you do, be sure to map them to the revenue category to which they are assigned in these fields.</p> <p>If you do not enter a fee billed revenue account for one or more revenue categories, Vision posts the revenue for those categories to the default fee billed revenue account specified on the Accounts tab of the Billing Setup form.</p> |

3. When you finish, click  **Save**.

Set Up Company-Wide Default Accounts




Use the Accounts tab of Accounting Company Settings to set up the following:





- Company accounts that receive automatic postings.
- Intercompany accounts to facilitate transactions between companies in your enterprise.




To set up company-wide default accounts, complete the following steps:


1. From the Vision Navigation menu, click **Configuration » Accounting » Company Settings » Accounts Tab**.
2. Complete or modify the fields on the Accounts tab as follows:



| Field | Description |
|---------------------------------|---|
| Company Accounts Section | |
| Accounts Receivable | Enter the account to which to post accounts receivable amounts. |

| Field | Description |
|---|--|
| | <p>You can enter an account directly in this field, or click , and select the account from the Account Lookup list. Vision uses this account during invoice posting when an Accounts Receivable account is not mapped to an invoice account on the Invoice Mapping Accounts tab in Configuration » Accounting » Accounts Receivable.</p> <p>The default value is account 111.00 - A/R Clients (in the Standard Chart of Accounts). If you want to enter a different account number, make sure that it is already set up in the Account Info Center.</p> |
| Current Year P&L | <p>Required. Enter the account to which to post this year's profit and loss amount.</p> <p>You can enter an account directly in this field, or click , and select the account from the Account Lookup list.</p> <p>Each time that you print a Balance Sheet, Vision displays the current year's profit or loss amount from the Income Statement next to the Current Year's Profit and Loss account in the Net Worth section. You cannot post to this account; Vision calculates the balance for this account automatically.</p> |
| Current Year P&L (continued) | <p>The default for this field is account 312.00 - Current Year's Profit/Loss in the Standard Chart of Accounts.</p> <p>DelteK recommends that you do not modify this account number. If you want to modify it, make sure that the account that you want to use is already set up in the Account Info Center.</p> |
| Prior Year Retained Earnings | <p>Required. Enter the account to which to post the prior years' retained earnings.</p> <p>You can enter an account directly in this field, or click , and select the account from the Account Lookup list.</p> <p>Vision does not post a profit or loss to the balance sheet until you initialize your files for a new year, at which time Vision posts to the Prior Years' Retained Earnings account. You should not post to this account; Vision</p> |

| Field | Description |
|--|---|
| | <p>calculates the balance automatically.</p> <p>The default for this field is account 311.00 - Previous Years Retained Earnings (in the Standard Chart of Accounts).</p> <p>Deltek recommends that you do not modify this account number. If you want to modify it, make sure that the new account is already set up in the Account Info Center.</p> |
|  <p>Multicompany</p> <p>If you use the Multicompany feature, the following fields display in the Intercompany Accounts section. You must set these up for each company in your enterprise.</p> | |
| Intercompany Accounts Section | |
| Accounts Receivable | <p>Required. Click , and select the account from the Account Lookup list. Vision debits this account when you process invoices for intercompany billing.</p> <p>If you modify this account after you enter Labor Revenue and Expense Revenue accounts, the modification blanks out those accounts, because Intercompany Billing requires that they be mapped to the company's intercompany Accounts Receivable account on the Invoice Mapping tab of Configuration » Accounting » Accounts Receivable.</p> |
| Accounts Payable | <p>Required. Click , and select a liability account. Vision debits this account when you post vouchers for an intercompany transaction.</p> <p>If you selected the Enable detailed subledgers for Intercompany Billing check box on the General tab in Configuration » Accounting » System Settings, the accounts payable account that you select here should match the accounts payable account that is referenced by the A/P Liability code selected on the Subledger Terms Tab of Intercompany Billing Setup.</p> |
| Suspense | <p>Required. Click , and select a Balance Sheet account. When a transaction involves</p> |

| Field | Description |
|------------------------|--|
| | <p>another company, the transaction's posting is followed by some lapse of time before its settlement occurs.</p> <p>Vision uses an intercompany suspense account to prevent balance sheet tolerances during this time lapse, until you next run the Intercompany Billing rout Accounting » System Settings.</p> <p>Click , and select the labor revenue account to use when intercompany invoice transaction files are generated for this company.</p> <p>Vision uses an intercompany suspense account to prevent balance sheet tolerances during this time lapse, until you next run the Intercompany Billing routine. When you run Intercompany Billing, it creates the appropriate accounts receivable and accounts payable entries, clears the intercompany suspense account, and redistributes the credit amount to the appropriate company.</p> |
| Labor Revenue | <p>This field displays when the Enable detailed subledgers for Intercompany Billing check box is selected on the General tab of Configuration » Accounting » System Settings.</p> <p>Click , and select the labor revenue account to use when intercompany invoice transaction files are generated for this company.</p> <p>The account must already be mapped to the company's intercompany A/R Account column on the Invoice Mapping tab of Configuration » Accounting » Accounts Receivable.</p> |
| Expense Revenue | <p>This field displays when the Enable detailed subledgers for Intercompany Billing check box is selected on the General tab of Configuration » Accounting » System Settings.</p> <p>Click , and select the labor expense account to use when intercompany invoice transaction files are generated for this company.</p> <p>The account must already be mapped to the</p> |

| Field | Description |
|---|---|
| | company's intercompany A/R Account column on the Invoice Mapping tab of Configuration » Accounting » Accounts Receivable . |
| Intercompany Cash Basis Suspense | <p>You can access this field only if you have cash-basis reporting enabled and you use detailed subledgers for intercompany billing. These settings are on the General tab of Accounting System Settings.</p> <p>Click  , and select the account to which you want to post the balance that results from intercompany billing markups. This account applies only to cash-basis reporting when you use detailed subledgers.</p> <p>You can enter any account in this field. However, Deltek recommends that you enter an indirect expense account because a balance can remain in the account.</p> <p>This cash basis account is used on both the originating company's financial statement and the project's financial statement. This account is primarily used by the Intercompany Billing application for the cash receipt of the intercompany invoice and any markup on paid expenses.</p> <p>In addition, this account is used during payment of any intercompany expenses, which includes accounts payable and employee expense payments, accounts payable disbursements, and cash disbursements. This account should not have an accrual balance.</p> <p>You must also map the Intercompany Cash Basis Suspense account as the cash-basis account for the intercompany AR account in the Accounts Info Center (Chart of Accounts). With this mapping, cash receipts for intercompany invoices post to the Intercompany Cash Basis Suspense account, which corrects the entries for cash-basis reporting. (When you enter an intercompany cash receipt, you reference an invoice and the intercompany AR account.)</p> <p>If you do not map the Intercompany Cash Basis Suspense account as the cash-basis account for the intercompany AR account, a balance remains in the intercompany AR account, and you must do a journal entry to move it manually.</p> |

| Field | Description |
|--|--|
| Foreign Employee Type Labor Posting Accounts Employee types determine which accounts Vision uses to charge labor to projects, phases, and tasks. | |
| Direct Account | Required. Click  and select a direct expense account. Vision credits direct labor charges to this account when you post timesheets or labor adjustments that reference a foreign employee type. |
| Indirect Account | Required. Click  and select an indirect expense account. Vision credits indirect labor charges to this account when you post timesheets or labor adjustments referencing a foreign employee type. |

- When you finish, click **Save**.

Set Up Posting Information



Vision automatically posts at least one side of the debit or credit general ledger entry. The fields on the Posting tab determine the credit side of the entry for Labor, Miscellaneous Expenses, Reproductions, Consultant Accruals, Employee Expenses, and Employee Advances.












Some of the fields may not be available, depending on the use of Organization Reporting automatic postings.


To set up posting information, complete the following steps:


- From the Vision Navigation menu, click **Configuration » Accounting » Company Settings » Posting Tab**.
- Complete the fields on the Posting tab as follows:

| Field | Description |
|--|--|
| Expense Credit Distribution Section | |
| Labor | Click  in the Account field, and select the account to credit when timesheets are posted. This is usually the job cost variance account 703 in the Chart of Accounts. Distribution by Organization Click  in the Project, Phase, and Task fields to select the labor credit project, phase, |

| Field | Description |
|------------------------------|--|
| | <p>and task, if any, to use when labor is posted.</p> <p>If you do not have Organization Reporting installed, you must enter a project if you enter an indirect account in the Miscellaneous Expense Credit field.</p> <p>If Organization Reporting is installed, you must enter a project only if you maintain separate balance sheets and you do not distribute the labor credit by organization.</p> |
| Miscellaneous Expense | <p>Click  in the Account field, and select the account to credit when miscellaneous expense files are posted. This field determines the credit side of the entry for the Miscellaneous Expenses Transaction Entry form.</p> <p>Distribution by Organization</p> <p>Click  in the Project, Phase, and Task fields to select the miscellaneous credit project, phase, and task (if any) to use when miscellaneous expenses are posted.</p> <p>If you do not have Organization Reporting installed, you must enter a project if you enter an indirect account in the Miscellaneous Expense Credit field.</p> <p>If Organization Reporting is installed, you must enter a project only if you maintain separate balance sheets and you do not distribute the miscellaneous expense credit by organization.</p> |
| Reproductions Expense | <p>Click  in the Account field, and select the account to credit when print and reproduction expenses are posted. This field determines the credit side of the entry for the Prints/Reproduction Data Transaction form.</p> <p>Distribution by Organization</p> <p>Click  in the Project, Phase, and Task fields to select the print and reproduction credit project, phase, and task (if any) to use when print and reproduction expenses are posted.</p> <p>If you do not have Organization Reporting installed, you must enter a project if you enter an indirect account in the Reproduction Expense Credit field.</p> |

| Field | Description |
|-----------------------------------|---|
| | <p>If Organization Reporting is installed, you must enter a project only if you maintain separate balance sheets and you do not distribute the print and reproduction expense credit by organization.</p> |
| Consultant Accrual Expense | <p>Click  in the Account field, and select the account to credit when consultant expense accruals are posted. This account must be a balance sheet account.</p> <p>Distribution by Organization</p> <p>Click  in the Project, Phase, and Task fields to select the consultant accrual credit project, phase, and task (if any) to use when consultant expense accruals are posted.</p> <p>If Organization Reporting is installed, you must enter a project only if you maintain separate balance sheets, and you do not distribute the consultant expense accrual by organization.</p> |
| Employee Expense | <p>Click  in the Account field, and select the account to credit when employee expenses are posted. This account must be a balance sheet account. The value in this field determines the credit side of the entry for the Employee Expense Transaction Entry form.</p> <p>Distribution by Organization</p> <p>Click  in the Project, Phase, and Task fields to select the employee expense credit project, phase, and task (if any) to use when employee expenses are posted.</p> <p>If Organization Reporting is installed, you must enter a project only if you maintain separate balance sheets and you do not distribute the employee expense credit by organization.</p> |
| Employee Advance | <p>Click  in the Account field, and select the account to credit when employee advance files are posted. This account must be a balance sheet account. This field determines the credit side of the entry for the Employee Repayments Transaction Entry form.</p> <p>Distribution by Organization</p> |

| Field | Description |
|---|--|
| | <p>Click  in the Project, Phase, and Task fields to select the employee advance credit project, phase, and task (if any) to use when employee advances are posted.</p> <p>If Organization Reporting is installed, you must enter a project only if you maintain separate balance sheets and you do not distribute the employee advance credit by organization.</p> |
| Other Fields | |
| Ignore control totals when posting transaction files | <p>Select this check box to make it possible to post transaction files in which the input totals do not match the control total in the Transaction Entry/New File form.</p> <p>A one-sided entry cannot be entered into Vision at any time.</p> <p>When you select this check box, Vision displays a warning message before posting if the file is not in balance, but it allows you to proceed to post the file anyway. If this option is cleared, a file's input totals must match its control totals before you are allowed to post the file.</p> |
| Print posting logs immediately after posting | <p>From the drop-down list in this field, select an option to specify how posting logs are printed in Accounts Payable, Employee Expenses Payment Processing, and Payroll Processing:</p> <ul style="list-style-type: none"> ▪ Never — Posting logs are not printed after posting, but you can print them manually at a later time. ▪ Prompt — Vision displays a message asking whether or not to print the posting logs. ▪ Always — Logs are always printed after posting. |

3. When you finish, click  **Save**.

Set Up Organization Credits

Use the Organization tab to specify the credits to distribute by organization. If you do not want payroll liability credits distributed by that organization, select the payroll liability organization that you want. If you make any modifications to this tab, Vision updates the column access field on the Posting tab.

This tab displays only if organizations are enabled for this particular company.



See the Vision Concepts book in the Vision Online Help system for conceptual information about organizations. See "Chapter 11: Set Up Organizations" on page 312 for additional information about organization configuration.



To set up Organization credits, complete the following steps:


1. From the Vision Navigation menu, click **Configuration » Accounting » Company Settings » Organization Tab**.
2. Complete the fields on the Organization tab as follows:

| Field | Description |
|---|---|
| Distribute These Credits by Organization Section | |
| Labor distribution | <p>Select this check box to post labor distribution credits to an indirect account or to the balance sheet account.</p> <p>The labor credit is entered on the Posting tab in Configuration » Accounting » Company Settings.</p> <p>This is not allowed if you post the credit to a balance sheet account and you use a consolidated balance sheet.</p> |
| Miscellaneous expense distribution | <p>Select this check box to post miscellaneous expense distribution credits to an indirect account or to the balance sheet account.</p> <p>The miscellaneous expense credit is entered on the Posting tab in Configuration » Accounting » Company Settings.</p> <p>This is not allowed if you post the credit to a balance sheet account and you use a consolidated balance sheet.</p> |
| Reproduction expense distribution | <p>Select this check box to post reproduction expense distribution credits to an indirect account or to the balance sheet account.</p> <p>The reproduction expense credit is entered on the Posting tab in Configuration » Accounting » Company Settings.</p> <p>This is not allowed if you post the credit to a balance sheet account and you use a consolidated balance sheet.</p> |

| Field | Description |
|--|--|
| Consultant accrual expense distribution | <p>Select this check box to post consultant accrual expense distribution credits to an indirect account or to the balance sheet account.</p> <p>The consultant accrual expense credit is entered on the Posting tab in Configuration » Accounting » Company Settings.</p> <p>This is not allowed if you post the credit to a balance sheet account and you use a consolidated balance sheet.</p> |
| Unit expense distribution | <p>Select this check box to post unit expense distribution credits to an indirect account or to the balance sheet account.</p> <p>When this check box is cleared, the credit is posted to one of the following:</p> <ul style="list-style-type: none"> ▪ The organization of the costing credit project in Unit Billing Table Maintenance. ▪ The default organization if the cost account is a balance sheet account and you do not maintain separate balance sheets. <p>When this check box is selected, the default organization is credited if the unit billing credit account is a balance sheet or non-operating expense and you do not maintain separate balance sheets.</p> |
| Unit expense distribution (continued) | <p>The Unit Credit account may vary from unit to unit and is not entered in System Setup Table Maintenance. You enter the Unit Credit project in one of the following places depending on whether or not you want to show the amount for the Unit Credit account for each organization or as a total amount for all organizations combined:</p> <ul style="list-style-type: none"> ▪ In Unit Table Maintenance in the Credit project field in the Cost per unit section of this form. ▪ In Individual Organization Setup Maintenance in the Unit Credit project fields. |

| Field | Description |
|--|---|
| Employee expense/advance distribution | <p>This check box displays if Vision Expense is installed.</p> <p>Select this check box to post employee expenses and advances distribution credits to an indirect account or to the balance sheet account.</p> <p>The employee exp/adv distribution credit is entered on the Posting tab in Configuration » Accounting » Company Settings.</p> <p>This is not allowed if you post the credit to a balance sheet account and you use a consolidated balance sheet.</p> |
| Payroll liability distribution | <p>This check box displays if the Payroll application is installed.</p> <p>Select this check box to post payroll liability distribution credits to an indirect account or to the balance sheet account.</p> <p>This is not allowed if you post the credit to a balance sheet account and you use a consolidated balance sheet.</p> |
| Payroll (FICA) expense | <p>This check box displays if the Payroll application is installed.</p> <p>Select this check box to post payroll (FICA) expense debits to an indirect account or to the balance sheet account.</p> <p>This is not allowed if you post the debit to a balance sheet account and you use a consolidated balance sheet.</p> |
| Payroll contribution expense | <p>This check box displays if the Payroll application is installed.</p> <p>Select this check box to specify that the employer contribution expense must follow the employee's organization by default.</p> |
| Payroll contribution liability distribution | <p>This check box displays if the Payroll application is installed.</p> <p>Select this check box to specify that the employer contribution liability distribution follow the employee's organization by default.</p> |

| Field | Description |
|---|--|
| Other Fields | |
| Payroll liability Organization if not distributing | <p>If you select the Maintain separate balance sheets by Organization check box (Configuration » Organization » General), and the Payroll liability distribution credit check box on this tab is cleared, this field is enabled.</p> <p>Click  and select the organization for which to maintain separate balance sheets.</p> <p>This field is disabled if:</p> <ul style="list-style-type: none"> ▪ You clear the Maintain separate balance sheets by Organization check box. ▪ You do not maintain separate balance sheets. ▪ Payroll is not enabled for the active company. |
| Organization for Intercompany Posting | <p> Multicompany</p> <p>If you use the Multicompany feature, you must specify the organization to receive the implicit side of intercompany postings.</p> |

3. Click the **Test Organization Setup** button to test your data. If Vision finds invalid data, it displays a message that identifies the invalid data. Modify the data as needed, then click the button again.
4. When you finish, click  **Save**.

Set Up Timesheet Information

Use the Timesheet tab in Accounting Company Settings to:

- Turn on the feature to consolidate timesheet information when posting.
- Enter job costing information.
- Tie benefit hour accruals to payroll processing.
- Enable the ADP, Paychex, or Ceridian payroll interface.

To set up Timesheet information, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Accounting » Company Settings » Timesheets Tab**.


2. Complete the fields on the Timesheet tab as follows:

| Field | Description |
|---|--|
| Posting Options Section | |
| Consolidate timesheet postings by Project, Phase, Task, Labor Code, and Employee | <p>Select this check box if you want Vision to consolidate the posting of timesheets. If the same employee charges time to the same project, task, and labor code combination, only one line displays for that employee on the posting log.</p> <p>Timesheet postings cannot be consolidated when cost rate tables are enabled.</p> |
| Preserve timesheet comments when consolidating timesheet postings | <p>Select this check box to preserve the comments for consolidated timesheets. When you select this check box, Vision consolidates all timesheets with the same employee, project, task, labor code, and comment.</p> <p>If a timesheet line has a different comment specified, Vision does not consolidate the timesheet line, and lists each comment.</p> |
| Job Costing Section | |
| Job Cost Frequency | <p>Select the frequency to use to adjust job cost amounts for salaried employees if you use the Adjust Salaried Job Cost feature. This usually matches your payroll frequency.</p> <p>See the Vision Online Help system for more on how the job cost frequency is used.</p> |
| Allow job cost rates to be salaries | <p>Select this check box to specify salaried rates as well as hourly rates in the Job Cost Rate field on the Accounting tab of the Employee Info Center.</p> <p>When you select this check box, a Type field displays on the Accounting tab of the Employee Info Center. In this field, specify whether the rate is a salaried rate or an hourly rate.</p> |
| Include overtime hours in job cost calculation | <p>This check box applies if you use the Adjust Salaried Job Cost feature.</p> <p>When you select this check box:</p> <ul style="list-style-type: none"> ▪ You enter overtime hours separately from regular hours on timesheets. ▪ Overtime hours from timesheets are included in the Adjust Salaried Job Cost |

| Field | Description |
|---|--|
| | calculations. |
| Maximum Hourly Rate | <p>This field is required if you selected the Allow job cost rates to be salaries check box on this tab. This is the maximum hourly rate to use when you enter hourly job cost rates on the Accounting tab of the Employee Info Center. If an hourly job cost rate exceeds the maximum hourly rate entered here, Vision displays a warning that the rate may not be appropriate for the job cost type.</p> <p>This field ensures that a salary is not entered with the hourly option.</p> |
| Benefit Accrual Section | |
| Accrue benefit hours when payroll is processed | <p>Select this check box if you want Vision to perform benefit accruals automatically whenever you process a regular payroll.</p> <p>This check box displays if the Payroll application is installed.</p> |
| Benefit Accrual Frequency | <p>Select an option to indicate how often you plan to accrue benefit hours:</p> <ul style="list-style-type: none"> ▪ Monthly — Once a month ▪ Semi-monthly — Twice a month ▪ Biweekly — Every two weeks ▪ Weekly — Once a week <p>Vision uses your entry to prorate annual benefit accrual hours. For example, if you choose Monthly, Vision divides annual benefit accrual hours by 12 to determine the number of hours accrued for each processing run.</p> |
| Payroll Interface Section | |
| These options display only if the Payroll module is installed. | |
| Payroll Interface To | <p>Select the type of payroll interface that you use:</p> <ul style="list-style-type: none"> ▪ ADP ▪ Paychex ▪ Ceridian Powerpay <p>The names of the remaining fields in this section change to reflect the interface that you select in this field.</p> |

| Field | Description |
|--|--|
| Enable ADP Payroll Interface <i>or</i> Enable Paychex Payroll Interface <i>or</i> Enable Ceridian Interface | <p>The name of this check box changes to match the payroll interface option that you selected in the Payroll Interface To field.</p> <p>Select this check box to enable the following fields for payroll processing to match your payroll interface:</p> <ul style="list-style-type: none"> ▪ The <ADP or Paychex or Ceridian> Default Company <Code or Number> field on this tab. ▪ The Export Timesheets to <ADP or Paychex or Ceridian> dialog box in Human Resources » Payroll » Export to Pay Interface. ▪ The <ADP or Paychex or Ceridian> <Company Code or Client Number> field on the General tab in Configuration » Individual » Organization. ▪ <ADP, Paychex, or Ceridian> fields on the Accounting tab in Info Center » Employees. |
| ADP Default Company Code <i>or</i> Paychex Default Client Number <i>or</i> Ceridian Default Company Number | <p>The name of this field changes to match the payroll interface option that you selected in the Payroll Interface To field. This field is required when you enable a payroll interface.</p> <p>Enter the default company code, client number, or company number for your payroll interface.</p> <p>Vision uses this default code or number for each employee who does not have one entered in the Employee Info Center and does not have one specified for his or her organization in Individual Organization Setup.</p> <p>A firm with just one company or client code or number can enter the code in this default field on this tab and leave the default company or client code or number in the Employee Info Center and Individual Organization Setup blank.</p> <p>Valid default company codes for the ADP default company code are A through Z, 0 through 9, & (and symbol), or - (dash). You must enter the appropriate length code; ADP's code length requirements differ by country. For example, US-based firms typically have a 3-character code, and Canadian firms typically have a 4-character code.</p> |

| Field | Description |
|-------|--|
| | <p>For the Paychex and Ceridian default company number, enter a 7-character number.</p> <p>Vision looks at the following tabs in the order listed and uses the first company code that it finds:</p> <ol style="list-style-type: none"> 1. Accounting tab in Info Center » Employees 2. General tab in Configuration » Organization » Individual 3. Timesheet tab in Configuration » Accounting » Company Settings |

4. When you finish, click  **Save.**

Enable the Cross Charge Feature



Important: The configuration of labor cross charge can be complicated, depending on how your company is structured. The information in this guide describes the settings only on the Cross Charge tab of **Configuration » Accounting » Company Settings**. See the Vision Online Help system or contact Deltek Global Services for complete information about other areas of cross charge configuration.

Cross charges are charges made from one organization to another to account for shared labor, when an employee from one organization works on a project belonging to a different organization.

The Vision Cross Charge feature offers Organization Reporting users an automated way to track employee cross charges. On the Cross Charge tab of General Accounting Setup, you define how Vision handles cross charges. This tab displays only if the Accounting application is installed.

The overall decisions that you make here determine what information is transferred when you process Labor Cross Charges. When cross charges are processed, you can either:

- Transfer labor and revenue back from the charged project's organization to the employee's home organization.
- Transfer overhead from the employee's home organization to the project's organization.




Multicompany


If you use the Multicompany feature, you must set up these company-wide settings for each company. To do this, go to **Utilities » Change Company** and select the next company for which you want to set up this information. The name of the active company displays at the top of the Accounting Company Settings form.


To enable the Cross Charge feature and enter settings, complete the following steps:


1. From the Vision Navigation menu, click **Configuration » Accounting » Company Settings » Cross Charge Tab**.

2. Complete the fields on the Cross Charge tab as follows:

| Field | Description |
|--|---|
| Enable Cross Charge Feature | <p>Select this check box to enable the Cross Charge feature. When you select this option, Vision displays:</p> <ul style="list-style-type: none"> ▪ A Cross Charge tab in Individual Organization Setup. On this tab, you set up multipliers and projects to use for cross charges, or you disable the cross charge feature for an organization. ▪ A Cross Charge section on the Accounting tab in Project Info Center that allows you to override the overall system settings on a project-by-project basis. ▪ A Labor Cross Charge option on the Accounting menu that allows you to transfer the labor and revenue or overhead charges to the appropriate organization. |
| <p>Regular Projects Section</p> <p>Complete the fields in this group box for projects with a charge type of Regular and that share resources.</p> | |
| Create Labor Adjustment | <p>Select this check box to transfer labor and revenue back to the employee's organization. When you process labor cross charges, Vision creates a labor adjustment transaction file that uses the employee's direct labor account as entered in Employee Types Configuration and the Labor Credit (Job Cost Variance) account that is entered on the Timesheets tab of General Accounting Configuration to transfer the amounts.</p> <p>If you transfer the overhead costs associated with this employee to the project's organization, leave this check box cleared.</p> |
| Create Journal Entry | <p>Select this check box to transfer labor and revenue back to the employee's organization or to transfer overhead to the project's organization. When you process labor cross charges, Vision creates a journal entry transaction file with the accounts that are entered in the following Credit Account and Debit Account fields.</p> |
| Credit Account | <p>Click  and select the credit account to use to transfer revenue or overhead between</p> |

| Field | Description |
|----------------------|--|
| | <p>regular projects with a journal entry. This account always credits the employee's organization.</p> <p>The type of account that you enter depends on the type of information that is transferred:</p> <ul style="list-style-type: none"> ▪ Enter a revenue account if you transfer revenue. ▪ Enter an indirect expense account if you transfer overhead. |
| Debit Account | <p>Click  and select the debit account to use to transfer revenue or overhead between regular projects with a journal entry. This account always debits the employee's organization.</p> <p>The type of account that you enter depends on the type of information that is transferred:</p> <ul style="list-style-type: none"> ▪ Enter a revenue account if you transfer revenue. ▪ Enter an indirect expense account if you transfer overhead. |
| Rate Method | <p>Choose the rate method to use to transfer revenue back to the employee's organization or employee overhead charges to the project's organization.</p> <p>The options are:</p> <ul style="list-style-type: none"> ▪ Calculate from Billing Terms — Select this option to use billing terms to calculate the transfer price. If your firm uses the Effective Dates feature in the Billing module, it can affect this calculation. ▪ Multiplier — Enter the rate by which to transfer the revenue or overhead. This is the rate that is used on client invoices. <p>The rate method that you enter here is overridden by the rate method that is entered at the organization or project level.</p> |
| Multiplier | <p>Choose the markup rate to use to transfer revenue back to the employee's organization or employee overhead charges to the project's organization.</p> <p>When you select the Calculate from Billing Terms option, Vision uses billing terms to</p> |

| Field | Description |
|--|---|
| | <p>transfer the revenue or overhead.</p> <p>When you select the Multiplier option, you must enter the rate by which to transfer the revenue or overhead. This should be the markup rate used on client invoices.</p> |
| <p>Overhead Projects Section</p> <p>Complete the fields in this group box for projects with an Overhead or Promotional charge type, and that share resources.</p> | |
| Create Labor Adjustment | <p>Select this check box if you transfer labor and revenue back to the employee's organization.</p> <p>When you run the Labor Cross Charge routine, Vision creates a labor adjustment transaction file and uses the employee's direct labor account as specified in Employee Type Configuration and the Labor Credit (Job Cost Variance) account specified on the Timesheets tab of General Accounting Configuration to transfer the amounts (Set Up Timesheet Information).</p> <p>If you transfer the overhead costs associated with this employee to the project's organization, you should not select this check box.</p> |
| Create Journal Entry | <p>Select this check box if you transfer labor and revenue back to the employee's organization or when you transfer overhead to the project's organization. When you run the Labor Cross Charge routine, Vision creates a journal entry transaction file with the accounts specified in the following Credit Account and Debit Account fields.</p> |
| Credit Account | <p>Click  and select the credit account to use to transfer revenue or overhead between overhead projects with a journal entry. This account always credits the employee's organization.</p> <p>The type of account that you enter depends on the type of information that you transfer:</p> <ul style="list-style-type: none"> ▪ Enter a revenue account if you transfer revenue. ▪ Enter an indirect expense account if you transfer overhead. |

| Field | Description |
|----------------------|---|
| Debit Account | <p>Click  and select the debit account to use to transfer revenue or overhead between overhead projects with a journal entry. This account always debits the employee's organization.</p> <p>The type of account that you enter depends on the type of information you transfer:</p> <ul style="list-style-type: none"> ▪ Enter a revenue account if you transfer revenue. ▪ Enter an indirect expense account if you transfer overhead. |
| Multiplier | Enter the markup rate to use to transfer revenue back to the employee's organization or employee overhead charges to the project's organization. |

3. When you finish, click **Save**.

Enable Tax Auditing and Set Up Tax Code Defaults

Vision provides the functions required to audit:

- Purchases and sales of goods.
- Services and the taxes paid or levied on them.

Use the Tax Auditing tab to enable Tax Auditing and set certain system-wide tax code defaults.

To set up Tax Auditing information, complete the following steps:


1. From the Vision Navigation menu, click **Configuration » Accounting » Company Settings » Tax Auditing Tab**.
2. Complete the fields on the Tax Auditing tab as follows:

| Field | Description |
|------------------------------------|---|
| Enable Tax Auditing Feature | <p>Select this check box to enable all tax auditing fields used to track taxes that are associated with purchases and sales. When you select this check box, the following are enabled:</p> <ul style="list-style-type: none"> ▪ All other fields on this tab. ▪ Tax Country Code and Tax Registration # fields in the Client Info Center. ▪ Tax Country Code and Tax Registration # fields in the Vendor Info Center. ▪ Tax-related fields on A/P Voucher, A/P |

| Field | Description |
|---------------------------------|---|
| | <p>Disbursements, Cash Disbursements, Invoice, Journal Entry, and Cash Receipts transaction entry screens.</p> <ul style="list-style-type: none"> ▪ Tax-related fields on transaction lists and posting logs. |
| Tax Country Code | Enter the appropriate country code for the country taxing goods and services. The tax country code is used on certain tax reports. |
| Tax Registration Number | Enter the tax registration number. This number is assigned by each country for the purpose of tax reporting. |
| Default Tax Code | <p>Select the default tax code for transaction entry for A/P Vouchers, A/P Disbursements, and Cash Disbursements.</p> <p>For Accounts Payable-related transactions, the vendor default tax code is used (if one is entered) instead of the default tax code in Accounting Company Settings.</p> |
| Default Tax Country Code | Select the default that prefills when you add new vendors and clients to your Vision database. |
| Enable Secondary Tax | <p>Select this check box to enable the secondary tax option that allows you to create compound tax codes.</p> <p>When you select this check box, the following are enabled:</p> <ul style="list-style-type: none"> ▪ The Tax code to include in basis calculation field within Tax Codes Configuration. ▪ A Default Tax-2 Code field displays in the Control Totals dialog box within the Vision Transaction Center. ▪ Two extra columns (Tax-2 Code and Tax-2 Amount) display for the following four transaction types in the Transaction Center: A/P Vouchers (AP), Cash Disbursements (CD), A/P Disbursements (CV), and Employee Expenses (EX). ▪ For Journal Entries (JE), three extra columns display in the Transaction Center: Tax-2 Code, Tax-2 Debit and Tax-2 Credit fields. |

| Field | Description |
|-------|---|
| | <ul style="list-style-type: none"> The following extra columns are added to the Transaction List report: Tax-2 Code and Tax-2 Amount display for A/P Vouchers (AP), Cash Disbursements (CD), A/P Disbursements (CV), and Employee Expenses (EX); and Tax-2 Code, Tax-2 Debit, and Tax-2 Credit display for Journal Entries. The following extra columns are added to Posting Logs within the Transaction Center: Tax-2 Code and Tax-2 Amount display for A/P Vouchers (AP), Cash Disbursements (CD), A/P Disbursements (CV), and Employee Expenses (EX); and Tax-2 Code, Tax-2 Debit and Tax-2 Credit display for Journal Entries. The following extra columns are added to Expense Reports within Vision Time and Expense: Tax-2 Code and Tax-2 Amount. The following extra columns are added to Create Voucher from PO within Vision Accounting: Tax-2 Code and Tax-2 Amount. If the taxes referenced on the Misc tab of Billing Terms within Vision Billing are set up so that the Tax (or Tax-2) Code is referenced in the Tax-2 (or Tax-3) Code configuration record, respectively, then Tax-2 (and/or Tax-3) Tax Basis and Amount are calculated as follows: <ul style="list-style-type: none"> The Tax-2 Basis is calculated by taking the sum of the applicable Invoice Amounts + Tax Amount. The Tax-2 Amount is calculated by applying the Tax-2 Rate to the new Tax-2 Basis Amount (compounding in effect). And/or, the Tax-3 Basis is calculated by taking the sum of the applicable Invoice Amounts + Tax or Tax-2 Amount. The Tax-3 Amount is calculated by applying the Tax-3 Rate to the new Tax-3 Basis Amount (compounding in effect). A new Tax Auditing tab displays within Vendor Review in the Vision Accounting application. A new Tax Auditing – Outputs (Sales) grid displays within Invoice Review in the |

| Field | Description |
|---------------------------|---|
| | <p>Vision Accounting application.</p> <ul style="list-style-type: none"> A new Tax Auditing tab displays within Project Review in the Vision Accounting application. This tab includes two new grids: Inputs (Purchases) and Outputs (Sales). |
| Default Tax-2 Code | Select the secondary default tax code. |

3. When you finish, click  **Save**.



Set Up Accounting Company Gains and Losses

Companies that conduct business in more than one currency can have financial gains or losses due to changes in currency exchange rates. Use the Gains and Losses tab of Accounting Company Settings to set up default general ledger accounts and projects for realized and unrealized gains and losses.

The Gains and Losses tab displays only if you use the Multicurrency feature.






See the [Currency Exchange Gains and Losses](#) topic in the **Accounting » Gains and Losses** book in the Vision Online Help system for more information about:




- The different ways to set up default gains and losses accounts and examples.
- Other gains and losses configuration that you must complete.
- Gains and losses processing.



To set up gains and losses accounts, and projects, complete the following steps:


- From the Vision Navigation menu, click **Configuration » Accounting » Company Settings » Gains and Losses Tab**.
- Complete the fields on the Gains and Losses tab as follows:

| Field | Description |
|--|---|
| Realized Gains and Losses Section | |
| Account | <p>Click  in each Gain and Loss account field, and select the account to which you want realized gains and losses posted.</p> <p>If you use the Multicompany feature, only those accounts that belong to the active company display in the Account Lookup list.</p> <p>Vision calculates and posts realized gains and losses to the corresponding gain or loss</p> |

| Field | Description |
|----------------|---|
| | account when you process payments or post cash receipts for foreign currency accounts payable or accounts receivable transactions. |
| Project | <p>Click  in each Gain and Loss project field, and select the project to which you want realized gains or losses entries posted.</p> <p>If you use the Multicompany feature, only projects that belong to the active company display in the Project Lookup list.</p> <p>The charge type of the project (regular, overhead, or promotional) must match the account's account type.</p> <ul style="list-style-type: none"> ▪ Indirect accounts require an overhead or promotional project. ▪ Revenue accounts require a regular project. ▪ Balance sheet or below-the-line accounts can have any type of project. <p>If you use organizations in Vision, the project that you enter here also determines which organization's financial statement is affected by gains or losses entries for that account.</p> <p>This field is required if the Maintain separate balance sheets by Organization check box on the General tab in Configuration » Organization is not selected, and the account entered in the Account field on this tab is an income statement account.</p> <p>If the Maintain separate balance sheets by Organization check box is selected, you must enter the projects on the General tab of Individual Organization Setup in Configuration » Organization » Individual, regardless of the type of account entered.</p> |
| Phase | <p>If a project has phases, click  in each Gain and Loss Phase field, and select the phase to which you want realized gains and losses posted.</p> |

| Field | Description |
|--|--|
| Task | <p>If a phase has tasks, click  in each Gain and Loss Task field, and select the task to which you want realized gains and losses posted.</p> |
| Unrealized Gains and Losses Section | |
| Account | <p>Click  in each Gain and Loss Account field, and select the account to which you want unrealized gains and losses posted.</p> <p>If you use the Multicompany feature, only accounts that belong to the active company display in the Account Lookup list.</p> <p>Vision calculates and posts unrealized gains and losses to the corresponding gain or loss account when you run the Gains/Losses and Revaluation process.</p> <p>The Gains/Losses and Revaluation process calculates gains and losses for:</p> <ul style="list-style-type: none"> Foreign-currency accounts payable and accounts receivable transactions that are unpaid. Foreign-denominated general ledger accounts. <p>On the General tab of the Chart of Accounts in the Accounts Info Center, if you enter an account in the Revaluation Gain Account field, the Revaluation Loss Account field, or both fields for foreign-denominated general ledger accounts, then unrealized gains and losses post to those accounts during the Gains/Losses and Revaluation process, instead of posting to the unrealized gain and loss account entered in Accounting Company Settings.</p> |
| Project | <p>Click  in each Gain and Loss Project field, and select the project to whose organization you want unrealized gains and losses posted.</p> <p>If you use the Multicompany feature, only projects that belong to the active company display in the Project Lookup list.</p> <p>The charge type of the project (regular, overhead, or promotional) must match the</p> |

| Field | Description |
|--------------|--|
| | <p>account's account type. Indirect accounts require an overhead or promotional project. Revenue accounts require a regular project. Balance sheet or below-the-line accounts can use any type of project.</p> <p>If you use organizations in Vision, the project that you enter here also determines which organization's financial statement is affected by gains or losses entries for that account.</p> <p>This field is required if the Maintain separate balance sheets by Organization check box on the General tab in Configuration » Organization is not selected, and the account entered is an income statement account.</p> <p>If the Maintain separate balance sheets by Organization check box is selected, you must enter the projects on the General tab of Individual Organization Setup in Configuration » Organization » Individual, regardless of the type of account entered.</p> |
| Phase | <p>If a project has phases, click  in each Gain and Loss Phase field, and select the phase to which you want unrealized gains and losses posted.</p> |
| Task | <p>If a phase has tasks, click  in each Gain and Loss Task field, and select the task to which you want unrealized gains and losses posted.</p> |

3. When you finish, click  **Save**.

Set Up Transaction Center Approvals

Use the Transaction Center Approvals tab of Accounting Company Settings to enable and enter settings for the Transaction Center approval feature. When this feature is turned on, an approver reviews transaction entry files from the Vision Transaction Center before the files are posted.


How this feature works




- You choose the transaction types (A/P Vouchers, Cash Disbursements, Journal Entries, and so on) for which the approval process applies.
- After employees enter transactions, they submit the transaction entry file for approval.
- Employees who are set up as approvers must review, reject, and approve forms within the submitted transaction entry files.


- You have the option to set up alerts to notify:
 - Approvers when transaction entry files are submitted and ready to approve.
 - Transaction entry file submitters when their files are approved or rejected.
- When approvers receive alerts for submitted transaction entry files, they can click a link within the alert message to directly open and approve the forms within the transaction entry file. They can enter a rejection reason on a transaction entry form.
- Submitters who receive a rejection alert can click a link within the alert message to directly open and modify the transaction entry form that was rejected.





To set up the Transaction Center approval feature, complete the following steps:


1. From the Vision Navigation menu, click **Configuration » Accounting » Company Settings » Transaction Center Approvals** tab.
2. Complete the fields on the Transaction Center Approvals tab as follows:


| Field | Description |
|--|---|
| Enable transaction center approvals | <p>Select this check box to turn on the Transaction Center approval feature in Vision.</p> <p>When you enable this feature:</p> <ul style="list-style-type: none"> ▪ All the options on this tab are enabled so that you can enter settings for the approval feature. ▪ An Approval Status column displays on the Transaction Entry form and Transaction Lists form in Transaction Center » Transaction Entry. ▪ A  Submit File option displays on the toolbar of Transaction Center entry forms for transaction types that have the Transaction Center approvals feature turned on. ▪ The following alerts are available in the Transaction Center folder of Company Alerts Configuration (Configuration » General » Company Alerts): <ul style="list-style-type: none"> ▪ Transaction Entry File Submitted ▪ Transaction Entry File Approved ▪ Transaction Entry Form Rejected |
| Enable for all transaction types | <p>This check box is available when you select the Enable transaction center approvals check box.</p> <p>Select this check box to turn on the Transaction Center approval feature for all transaction types. When you do this, the Transaction Type</p> |

| Field | Description |
|--|--|
| | <p>grid below this check box is unavailable.</p> <p>Clear this check box to apply the approval feature to only certain transaction types. You select individual transaction types in the Transaction Types grid.</p> <p>For the transaction types for which you enable the approval feature, the following apply:</p> <ul style="list-style-type: none"> Employees who are designated as Transaction Center approvers see the following options on the Transaction Center entry form toolbar: <ul style="list-style-type: none">  Approve  Reject The Transaction Center entry form displays a Form Status, Rejected By, and Reject Reason field. A Form Status column displays on the Transaction List Report. |
| Enable for all transaction types (continued) | <p>Transaction entry files for transaction types that are excluded from the approval process must also be submitted. However, they do not need to be approved. After they are submitted, their status automatically changes to approved, and the file is immediately available to post.</p> |
| <p>Transaction Types grid</p> <p>When you select the Enable for all transaction types check box, this grid remains blank and unavailable. This indicates that all transaction types use the approval feature.</p> <p>When you do not select the Enable for all transaction types check box, the Transaction Types grid is available. In this grid, you individually select the transactions types for which you want the approval feature to apply.</p> <p>Click  Insert on the Transaction Types grid toolbar to add a new, blank row to the grid.</p> | |
| Transaction Types column | <p>Click a blank cell of this column to select a transaction type from the drop-down list for which to apply the approval feature.</p> <p>The transaction types are:</p> <ul style="list-style-type: none"> A/P Disbursements |

| Field | Description |
|--|---|
| | <ul style="list-style-type: none"> ▪ A/P Vouchers ▪ Cash Disbursements ▪ Cash Receipts ▪ Employee Expenses ▪ Employee Repayments ▪ Invoices ▪ Journal Entries ▪ Labor Adjustments ▪ Miscellaneous Expenses ▪ Prints and Reproductions ▪ Timesheets ▪ Units ▪ Units by Project <p>Continue to use the  Insert option on the toolbar to add all the transaction types that you need.</p> |
| Require completed approvals to post transaction files | <p>Select this check box to require all forms within submitted transaction entry files to be approved before the file is posted.</p> <p>Clear this check box if you do not require submitted transaction entry files to be approved before the file is posted. This means that transaction entry files with either a submitted or approved status can be posted.</p> |
| Allow submitted transaction files to be edited | <p>Select this check box if you want to allow users (including non-system approvers) to modify and resubmit transaction entry files that have a submitted status.</p> <p>Clear this check box if you want to allow users to view but not modify transaction entry files after they are submitted.</p> <p>When this check box is cleared:</p> <ul style="list-style-type: none"> ▪ Users can modify forms within a submitted transaction entry file only if a reviewer rejects a form. ▪ Approvers who are not system approvers can only approve and reject forms within a submitted transaction entry file; they cannot modify them. ▪ System approvers can modify submitted |

| Field | Description |
|---|---|
| | transaction entry files regardless of whether or not this check box is selected; they are not affected by this check box. |
| Approvers Grid This grid is available when you select the Enable transaction center approvals check box. | |
| Name | <p>Select employees whom you want as approvers for transaction entry files that are submitted.</p> <p>On the Approver's grid toolbar, click  Insert, and select an employee from the Employee Lookup list.</p> <p> Multicompany</p> <p>If you use the Multicompany feature, Employee Lookup includes employees from all the companies in your enterprise.</p> |
| System Approvals | <p>Select this check box if you want an approver to be allowed to perform any of the following actions for any transaction entry file submitted by any employee at any time:</p> <ul style="list-style-type: none"> ▪ Edit ▪ Resubmit ▪ Approve ▪ Reject |
| Employees To Approve For | <p>Click this cell, and then click  to open the Employees To Approve For dialog box. On the dialog box, you match approvers with the employees whose submitted transaction entry files they will approve.</p> <p>On the dialog box, click  Insert, and select an employee from the Employee Lookup list. The selected employee's ID and name then display in the Employees To Approve For grid.</p> <p>Approvers who are not set up as system approvers must include themselves as employees whose transaction entry files they must approve if they want the ability to approve</p> |

| Field | Description |
|-------|---|
| | <p>their own edits.</p>  <p>Multicompany</p> <p>If you use the Multicompany feature, the Employee Lookup list includes employees from all the companies in your enterprise.</p> |

3. When you finish, click  **Save**.



About Intercompany Billing

Intercompany Billing is the process of redistributing general ledger financial information between companies that share labor or expense resources on the same project.

The Intercompany Billing process allows each company to match costs with revenue, and assess profitability. This automated process also creates intercompany Accounts Receivable and intercompany Accounts Payable, which keeps each company's Balance Sheets in balance.

You can share employee resources among companies while you maintain accounting for both labor and expense charges that are associated with shared work efforts:

- **Labor Charges** — For example, an employee from one company can charge time to another company's project, phase, or task on his or her timesheet.
- **Expense Charges** — Similarly, the employee can charge travel, meals, and other expenses to another company's project on his or her expense report.

Setting Up Intercompany Billing



Because Intercompany Billing spans several applications and cannot be fully covered in this manual, please see the following topics in the Vision Online Help system for complete information, including concepts, different approaches on how to set up Intercompany Billing, and detailed checklists.

- **Vision Concepts Book** — “Intercompany Billing Concepts Overview”
- **Configuration » Accounting Configuration » Intercompany Configuration Book** — “How to Set Up Intercompany Billing Configuration Overview”

Set Up Employee Types

Use Employee Types Configuration to define employee types. Each employee must be associated with a type in the Employee Info Center. Vision uses the type to direct labor postings. Vision comes standard with the following employee types: **E - Employee**, **M - Management**, **P - Principal**. However, you can add more as needed.

Because you categorize your employees by employee type and have their labor posted to separate accounts, the Account Analysis report shows labor expenses separated by employee type.

You can post overhead time by project number rather than employee type, as defined in Time Analysis Configuration (Set Up Time Analysis and Benefit Accrual).

Employee Types Configuration is available only if the Billing module is installed.




Multicompany

If you use the Multicompany feature, Vision displays two tabs on the Employee Types form—a General tab and an Accounting tab. You use the General tab to define employee types and sort order. You use the Accounting tab to map those employee types to direct and indirect accounts for each company. If you do not use the Multicompany feature, you perform both these tasks on the Employee Types form.



Set Up Employee Types


You can add employee types or modify existing employee type information at any time.

To set up employee types, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Accounting » Employee Types**. (See the previous Multicompany note for information about tabs that display on the Employee Types form when you use the Multicompany feature.)
2. On the Employee Types form, to add a new type, position the row selector on the row above which you want to add the new type, and click  **Insert**.
3. Complete the fields on the Employee Types form grid as follows:

| Field | Description |
|-----------------------|--|
| Type | Enter a one-character descriptive code by which to identify this employee type throughout Vision. You can use the characters A through Z or 0 through 9. |
| Description | Enter a description (up to 12 alphanumeric characters) for this employee type. This description displays in place of the employee type code in all lookups and on reports. |
| Sort Order | Enter the sort order to use for this employee type when invoices are generated. For example, if you choose to sort on employee type and want Principals to display before Employees, enter 1 as the sort order for Principals and 2 as the sort order for Employees. |
| Direct Account | Enter the direct labor account to use when employees who have this employee type post time to a regular project. |


| Field | Description |
|-------------------------|--|
| | You can enter an account directly in this field, or click  in this field and select an account with the Account Lookup list. |
| Indirect Account | Enter the indirect labor account to use when employees with this employee type post time to an overhead or promotional project. You enter exceptions in Time Analysis Configuration. You can enter an account directly in this field, or click  in this field and select an account with the Account Lookup list. |

- When you finish, click  **Save**.

Delete Employee Types

You can delete employee types in Employee Types Configuration only if no activity has been posted to them. For example, when you first set up and add employee types to the database, you can use Employee Types Configuration to delete types that have no activity posted to them.

To delete employee types, complete the following steps:

- From the Vision Navigation menu, click **Configuration » Accounting » Employee Types**.
- In the grid on the Employee Types form, select the type that you want to delete.
- On the toolbar, click  **Delete**.
- When you finish, click **Save**.

Set Up Time Analysis and Benefit Accrual

Use Time Analysis and Benefit Accrual Configuration to:

- Set up headings for columns on the Time Analysis Report.
- Set up Time Analysis projects.
- Set up benefit accrual data and schedules.

The Time Analysis and Benefit Accrual Configuration is available only if the Billing module is installed.

Time Analysis Report



The Time Analysis report displays various comparisons of direct time, indirect time, and total time worked to show how effectively employee time is being used. An analysis of indirect time helps you monitor benefit hours (vacation, sick, holiday, and so on) and control non-billable time.

Set Up Time Analysis Headings

You define the headings for each user-defined column on the Time Analysis report. The column selections that you make on the Time Analysis Headings tab in Time Analysis and Benefit Accrual Configuration are automatically reflected on the Time Analysis report.



You may find it useful to enter your Time Analysis report headings at the same time that you enter the projects that will be included in each report column. You must set up Time Analysis headings before you set up projects.

To set up headings for the Time Analysis report, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Accounting » Time Analysis » Time Analysis Headings tab**.
2. Perform one of the following:
 - To add a new heading to the grid, position the row selector on the row above which you want to add the new heading, and click  **Insert** on the grid toolbar.
 - To delete a heading in the grid, position the row selector on the row you want to delete, and click  **Delete** on the grid toolbar.
3. Complete the fields in the grid on the Time Analysis Headings tab as follows:

| Field | Description |
|----------------------|---|
| Report Column | <p>Enter a number to identify this report column heading.</p> <p>You can enter as many report column headings as you like, but you can only include 10 columns on any single Time Analysis report.</p> <p>Columns display at the top of the Time Analysis report in the order that you specify on the Time Analysis tab of Employee Reporting.</p> |
| Label | <p>Enter a descriptive label (up to 12 characters of free text) for this column. For example, you can set up a column for Vac or Sick Lv.</p> <p>DelteK recommends that you keep the column headings short. Otherwise, you may find that columns overlap on the report.</p> |
| Benefit | <p>Select this check box if this column represents an employee benefit. For example, you can select this check box for Vacation or Sick Leave columns, but not select it for a column such as Civic Duty.</p> <p>Benefit hours are excluded from two of the ratios on the Time Analysis report. These two ratios indicate employee chargeability based on the hours that they actually worked.</p> |

| Field | Description |
|-------|--|
| | When hours are excluded, employees can charge certain time that does not affect their chargeability ratio. |

4. When you finish, click  **Save**.
5. If you want to print the Time Analysis report, click  **Print**.

Set Up Time Analysis Projects




Use the Time Analysis Setup tab of Time Analysis and Benefit Accrual Configuration to identify the projects to include on the Time Analysis report. You can enter individual projects, or you can specify ranges of projects to include on the report.




Multicompany

If you use the Multicompany feature, you must set up Time Analysis projects for each company. An additional **Company** field displays in the grid on the Time Analysis Setup tab when you use the Multicompany feature. This allows you to select the company for which you want to set up projects.


To set up Time Analysis projects, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Accounting » Time Analysis » Time Analysis Setup tab**.
2. Perform one of the following:
 - To add a new project or range of projects to the grid, position the row selector on the row above which you want to add the new project, and click  **Insert** on the grid toolbar.
 - To add a new project or range of projects that are similar to an existing project, copy the existing project and then modify it. To do this, position the row selector on the row that you want to copy, and click  **Copy**.
 - To delete a project entry in the grid, position the row selector on the row you want to delete, and click  **Delete** on the grid toolbar.
3. Complete the fields in the grid on the Time Analysis Setup tab as follows:

| Field | Description |
|----------------|---|
| Company | If you use the Multicompany feature, a Company column displays in the grid. Select the company for which you want to set up projects. |

| Field | Description |
|----------------------|---|
| Start Project | <p>Required. Enter the first project in the range of regular, overhead, or promotional project numbers whose time is to be included on the Time Analysis report.</p> <p>If you want to specify only one project, enter that project number in both the Start Project and End Project fields.</p> <p>You cannot overlap Time Analysis ranges if a report column field is specified for the range.</p> |
| End Project | <p>Required. Enter the last project in the range of regular, overhead, or promotional project numbers whose time is to be included on the Time Analysis report.</p> <p>If you want to specify only one project, enter that project number in both the Start Project and End Project fields.</p> <p>You cannot overlap Time Analysis ranges if a report column field is specified for the range.</p> |
| Account | <p>Enter the general ledger account number to debit when time is posted to the specified project (or range of projects) if you want to debit time to an account other than the one set up in Configuration » Accounting » Employee Types.</p> <p>You can enter an account directly in this field,</p> <p>or click  and select an account from the Account Lookup list.</p> <p>When you enter an account in this field:</p> <ul style="list-style-type: none"> It overrides all accounts set up in Configuration » Accounting » Employee Types when you post time to the associated projects. You must use an indirect account with all overhead and promotional projects and a direct or reimbursable account with all regular projects. |
| Report Column | <p>Enter the report column on the Time Analysis report in which you want to include the amounts posted to this project (or range of projects).</p> <p>For example, you may have amounts for project 0000002.00, Vacation, display in the Vac column of the Time Analysis report. You define</p> |

| Field | Description |
|---------------------|---|
| | <p>report column headings in Configuration » Accounting » Time Analysis Headings.</p> <p>Only overhead and promotional projects can be assigned to the report column headings on the Time Analysis report. Any indirect project not assigned to a report column prints in the Other column on the report.</p> |
| Accrual Code | <p>Identify the benefit accrual code to which this project or range of projects is associated.</p> <p>Time posted to this project or range of projects is considered to be time taken against the accrual plan.</p> <p>You set up accrual codes on the Benefit Accrual Setup tab, as described in the next section.</p> |

4. When you finish, click **Save**.
5. If you want to print the Time Analysis report, click  **Print**.

Set Up Benefit Accrual

Use the Benefit Accrual Setup tab of Time Analysis and Benefit Accrual Configuration to enter information about your firm's benefit hour plans. You establish a firm-wide pool of accrual codes, each of which represents a plan, such as vacation, sick, or personal leave. You can establish an unlimited number of codes.

After you establish the codes, you must complete the following:

- On the Accounting tab of the Employee Info Center, identify the accrual codes that apply to each employee. See the Employee Info Center book in the Vision Online Help system for more information.
- (Optional) Identify the accrual codes used in Time Analysis reporting (Time Analysis Setup).
- (Optional) Enter benefit accrual history for your employees. See "Benefit Accrual History" on page 118.

Accrued Time Report

The Accrued Time Report gives you the most up-to-date information about your benefit hour plans. You can use this report to review how much time each employee has earned and taken during the current benefit year. You can also review information about each employee's benefit hour balances.

Set Up Benefit Accrual Codes


There is no limit to the number of benefit accrual codes that you can define for your firm. You can add accrual codes at any time. You can also modify most data in Benefit Accrual Setup at any time. For example, you can edit the description or the options for an accrual code.



Multicompany

If you use the Multicompany feature, you must set up benefit accrual information for each company. An additional **Company** field displays in the grid on the Benefit Accrual Setup tab when you have Multicompany. This allows you to select the company for which you want to set up accrual codes.



To set up benefit accrual codes, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Accounting » Time Analysis » Benefit Accrual Setup tab**.
2. To add a new code to the grid, position the row selector in the row above which you want to add the new code, and click  **Insert** on the grid toolbar.
3. Complete the fields in the grid on the Benefit Accrual Setup tab as follows:

| Field | Description |
|-------------------------|---|
| Company | If you use the Multicompany feature, a Company column displays on this tab. Select the company for which you want to set up accrual codes. |
| Code | Required. Enter the accrual code (up to 10 alphanumeric characters). Vision comes with two standard accrual codes set up: Vacation and Sick Leave . |
| Description | Required. Enter a name (up to 40 characters) for the accrual code. |
| Maximum | Enter the maximum number of benefit hours that any individual employee can have at any given time. For example, if you enter 200 in this field for the vacation accrual code, an employee can never carry a balance of more than 200 hours of vacation time. When an employee reaches this maximum, Vision no longer accrues hours for this benefit plan for this employee. |
| Pre-accrue Hours | Select this check box if you want to pre-accrue annual benefit hours when you open a new benefit accrual year. Vision locates the hours per year for each employee who receives this benefit in Employee Info Center (in the Benefit Accruals grid on the Accounting tab) and applies the full amount at the beginning of the benefit year. Benefit years are system-wide and cannot be |

| Field | Description |
|---|---|
| | defined on an employee-by-employee basis. |
| Print on Check | Select this check box if you want to print accrual information on the paycheck stub. If you do not select this option, accrual information is not printed on the paycheck stub (this is the default). This option is available only if the Payroll application is installed. |
| Limit Hours Carried over to a New Accrual Year | <p>Select this check box if you want to limit the number of benefit hours that can be carried over into a new accrual year. For example, if your firm allows employees to carry over only 80 hours of sick time and at the end of the accrual year the employee has 90 hours, Vision deducts 10 hours and begins the employee at 80 hours for the year.</p> <p>Benefit years are system-wide and cannot be defined on an employee-by-employee basis.</p> |
| Carry over Limit | Required, if you selected the Limit hours carried over to a New Accrual Year check box. Enter the maximum number of hours for this accrual that can be carried over into a new accrual year. |
| Show On Timesheet | <p>Select this check box if you want employees to be able to view the benefit hours on their timesheet. For each benefit hours selected, Vision displays the description, starting balance, current year earned, current year taken, and current balance.</p> <p>To view this information from the timesheet, select Benefit Hours from the Show menu.</p> |
| Default Schedule | If your company sets up accrual schedules, those schedules display in the drop-down list. Select the appropriate schedule. |
| Check Hours Entered Against Earned | <p>For each accrual code (sick or vacation, for example) that is entered on Benefit Accrual Setup tab, Vision validates whether or not the hours entered on a timesheet exceed the employee's actual available hours. Choose one of the following message options from the Check Hours Entered Against Earned drop-down list:</p> <ul style="list-style-type: none"> ▪ None — This option allows employees to save and submit timesheets without |


| Field | Description |
|-------|--|
| | <p>validating benefit hours.</p> <ul style="list-style-type: none"> ▪ Warning — This option allows employees to save and submit timesheets that contain benefit hours in excess of the current number available but warns them of the discrepancy. ▪ Error — This option does not allow employees to save or submit timesheets that contain benefit hours in excess of the current number available; employees receive an error message. |

4. When you finish, click  **Save**.
5. If you want to print the Time Analysis report, click  **Print**.

Delete Benefit Accrual Codes

You can delete an accrual code only if the code has not been applied to any employees, which is generally when you first set up benefit accruals in Vision.

To delete benefit accrual codes, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Accounting » Time Analysis » Benefit Accrual Setup tab**.
2. Select the code that you want to delete.
3. Click  **Delete** on the toolbar.
4. When you finish, click **Save**.

Set Up an Accrual Schedule

Use an accrual schedule to specify the number of accrual hours that an employee earns over various time frames. The benefits for each incremental period are defined on successive lines of the schedule. You can select to use the schedule on the Benefit Accrual Setup tab of Time Analysis and Benefit Accrual Configuration.

Within an accrual schedule you can define hours to be accrued that are based on the hours worked per year. For each employee, the setting for hours worked per year in the accrual table for a specific project determines how the accrual schedule is applied to the employee. Vision calculates the hours per year amount based on the accrual schedule and the employee's hire date only if the **Use Schedule** check box is selected in the **Benefit Accruals** grid on the Accounting tab in the Employee Info Center.

Example

Employees earn 5 vacation days in their first year, 10 in their second through fifth years, and 15 for the remainder of their employment.

An accrual schedule would be set up as follows:

| | Start Month | End Month | Hours Per Year |
|---------------|-------------|-----------|----------------|
| Line 1 | 0 | 12 | 40 |
| Line 2 | 13 | 60 | 80 |
| Line 3 | 61 | 9999 | 120 |

The first line represents the first year, so that the start month is 0, and the end month is 12. The 5 days equals 40 hours.

The second line represents the second through fifth years, so the start month is 13, and the end month is 60. The 10 days equals 80 hours.

The third line represents the years after the fifth year, so the start month is 61, and the end month is 9999. The 15 days equals 120 hours.





To determine which line the employee falls into, Vision calculates the number of months between the employee's hire date (**Hire Date** field on the General tab of Employee Info Center) and today's date.

For example, if an employee's hire date is January 3, 2009 and today is June 8, 2009, the employee has worked for the company for five months and therefore falls into the Line 1 category. Or, if an employee's hire date is January 3, 2004 and today is June 8, 2009, the employee has worked for the company for 65 months and therefore falls into the Line 3 category.

Set Up an Accrual Schedule

Set up as many accrual schedules as you like. After you create a schedule, it is available for selection on the Benefit Accrual Setup tab in **Configuration » Accounting » Time Analysis**. On this tab, you apply it to an accrual code (for example, to the vacation or sick leave accrual code). Schedules are also available for selection in the **Schedule** field, which is located in the **Benefit Accruals** grid on the Accounting tab of the Employee Info Center (if the **Use Schedule** check box in the grid is selected).



To set up accrual schedules, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Accounting » Accrual Schedule**.
2. On the Accrual Schedule Setup form, perform one of the following:
 - To add a new schedule, from the form toolbar click  **New**, and then click **New Schedule**.
 - To add a new schedule that is similar to an existing schedule, click  **New**, and then click **Select Schedule to Copy**.
 - To add a new schedule that is based on the schedule that is currently displayed, click  **New**, and then click **Copy Current Schedule**.
 - To display an existing schedule to modify it, click  in the **Find** field, and select a schedule from the Schedule Lookup list.

3. Complete the fields on the **Accrual Schedule Setup** grid as follows:

| Field | Description |
|--------------------------------|--|
| Schedule ID | <p>Each schedule must be given a unique ID, which is used when the schedule is assigned.</p> <p>The IDs can be true numbers, uppercase letters, or any combination of numbers, letters, and punctuation. It can be up to ten characters long, although you can use fewer.</p> <p>It is best to determine a method to assign these IDs and then stick to it. The Schedule ID field cannot be directly edited after a schedule is created.</p> |
| Schedule ID (continued) | <p>It is strongly recommended that:</p> <ul style="list-style-type: none"> All IDs be the same length. If you use a decimal point in the ID, always have the same number of digits to the left of the decimal. If all IDs do not have the same number of digits, they should all include a punctuation mark (such as a period or a hyphen), and always have the same number of digits to the left of the punctuation mark. <p>IDs are sorted as if they were alphabetized words. For example, if you have IDs: 1, 2, 11, 50, 100, they are sorted as: 1, 100, 11, 2, 50 on reports.</p> |
| Description | <p>Enter a title or description for the schedule, which can be used to retrieve or copy the schedule.</p> |
| Start Month | <p>Enter the starting month of the time range that this row represents. Month number one is the first month completed after the Hire Date (on the General tab of Employee Info Center).</p> <p>For example, if each employee earns five vacation days in their first year, and ten in their second through fifth year, then:</p> <ul style="list-style-type: none"> The first line represents the first year, so the Start Month would be 1. The second line represents the second through fifth years, so the Start Month would be 13. |

| Field | Description |
|-----------------------|--|
| End Month | <p>Enter the ending months of the time range that this row represents. Month number one is the first month completed after the Hire Date (on the General tab of Employee Info Center).</p> <p>For example, if each employee earns five vacation days in their first year, and ten in their second through fifth year, then:</p> <ul style="list-style-type: none"> ▪ The first line represents the first year, so the End Month would be 12. ▪ The second line represents the second through fifth years, so the End Month would be 60. |
| Hours Per Year | <p>Enter the number of hours per year that the employee earns for the specified time frame. See the example above for an explanation of how Vision calculates these hours.</p> |

4. When you finish, click  **Save**.
5. The schedules that you enter here display in the **Default Schedule** field on the Benefit Accrual Setup tab in Time Analysis and Benefit Accrual Configuration.
6. To print out a list of the schedules, click  **Print**.

Set Up Tax Codes

Tax Code Configuration is available only if the Billing module is installed.

Use Taxes Configuration to enter tax codes used throughout Vision. You can then do the following:

- Apply these tax codes on a project-by-project basis on all invoices that the Billing application produces.
- Classify and compute tax amounts for purchases, acquisitions, and sales.
- Classify and compute tax amounts for journal entries.

You may also want to use these fields to define any multiplier-based charge, such as an Error and Omissions Insurance charge if your state does not require sales tax on professional services.

You can modify tax code data at any time. To modify the code itself, you must use the Key Conversions utility. See the Utilities book in the Vision Online Help system for more information.

Set Up Tax Codes





There is no limit to the number of tax codes that you can define for your firm. You can add tax codes or modify existing tax code information at any time.





Multicompany



If you use the Multicompany feature, you must set up tax codes for each company. From the Vision Navigation menu, click **Utilities » Change Company**, and select the next company for which you want to set up codes. The name of the active company displays at the top of the Tax Codes form.







To set up tax codes, complete the following steps:


1. From the Vision Navigation menu, click **Configuration » Accounting » Taxes**.
2. On the Tax Codes form, perform one of the following:
 - To add a new code, click  **New**, and then click **New Tax Code**.
 - To add a new code that is similar to an existing code, click  **New**, and then click **Select Tax Code to Copy**.
 - To add a new code based on the code that currently displays, click  **New**, and then click **Copy Current Tax Code**.
 - To display an existing code to modify it, click  in the **Find** field, and select a code from the Tax Code Lookup list.
3. Complete the fields on the Tax Codes tab as follows:

| Field | Description |
|---------------------------------|--|
| Code | Required. Enter a code (up to 10 characters) by which to identify this tax. You can select these codes and apply them to individual projects in the Project Info Center, Billing Terms, and Purchasing. |
| Available for Purchasing | Select this check box to make the tax code available for the Purchasing application. This check box displays if the Purchasing application is installed. |
| Description | Required. Enter a description (up to 40 characters of free text) for this tax code. |
| Rate | Enter the rate at which to apply this tax. For example, if the rate is 5%, enter 5 in this field, not .05 . |
| Threshold Rate: Low/High | This field displays if the Tax Auditing feature is enabled. See Enable Tax Auditing and Set Up Tax Code De. When the Tax Auditing feature is enabled, you can enter the tax amount in Transaction Entry |

| Field | Description |
|---|--|
| | for items such as vouchers, journal entries, and cash disbursements. After you enter a tax code in, for example, Voucher Transaction Entry, Vision calculates the tax amount based on the percent entered in the Rate field. You can override that rate in Transaction Entry. The threshold rate is the high or low rate that Vision allows when you override the rate. |
| Credit Account (Invoices, Receipts) | <p>Required. Enter the general ledger account that will be credited for transactions associated with the tax code. Transactions include Invoices, Cash Receipts, and Journal Entries. You can enter an account directly in this field, or click , and select an account with the Account Lookup list.</p> <p>If you enter a revenue account, your project revenue appears higher after you post the invoice. If you use a liability account, Vision does not include the sales tax amount in project billings or revenue figures. When you use a liability account, the typical general ledger entry that follows the invoice posting would be a cash disbursement that debits the Sales Tax Payable account (the account you enter in this field).</p> |
| Debit Account (A/P, Payment, Employee Expense) | <p>You can enter an account directly in this field, or click , and select an account from the Account Lookup list.</p> |
| Tax code to include in basis calculation | You can select a compound from the options available in this drop-down field. |
| Tax Applies To: When you apply a tax code to the following areas, that tax code displays in a drop-down list, where you can select it. For each tax code, apply it to the appropriate area. | |
| Labor Billing | Select this check box if the tax applies to labor charges. |
| Consultant Billing | Select this check box if the tax applies to consultant charges. |
| Expense Billing | Select this check box if the tax applies to expense charges. |

| Field | Description |
|---|---|
| Fee Billing | Select this check box if the tax applies to fee charges. |
| Unit Billing | Select this check box if the tax applies to unit charges. |
| Add-On Billing | Select this check box if the tax applies to add-on charges. |
| Tax Currency | Required. Select from a list of all currencies enabled for a company. Even if the tax currency is the same as the functional currency, you must specify it here to run tax reports in a single currency. |
| Non-Recoverable Tax: In the Non-Recoverable Tax section, you can specify the non-recoverable tax percentage that is applied to tax codes. The non-recoverable tax section never applies to billing. Therefore, these fields are disabled when any of the Tax Applies To fields are selected. | |
| Non-Recoverable Percentage | Enter a non-recoverable percentage in this field. The default value is 0.0000 . The percentage you enter will be applied to the net amount of a transaction center expense when the tax code is utilized. For example, a tax code can have a rate of 13% and a non-recoverable percentage of 8%. The tax calculation would be 13% of the net amount of recoverable tax calculation would be 8% of the net amount of the same transaction center expense. |
| Non-Recoverable Debit | Enter the non-recoverable debit information in these fields. Account — Enter the account number associated with the non-recoverable debit. You can enter an account directly in this field, or click  in this field to select an account with Account Lookup. Project — Enter the project number associated with the non-recoverable debit. You can enter a project directly in this field, or click  in this field to select a project with Project Lookup. Phase — Enter the phase associated with the non-recoverable debit. You can enter the phase |



| Field | Description |
|-------------------------------|---|
| | <p>directly in this field, or click  in this field to select the phase with Phase Lookup.</p> <p>Task — Enter the task associated with the non-recoverable debit. You can enter a task directly in this field, or click  in this field to select the task with Task Lookup.</p> |
| Non-Recoverable Credit | <p>Enter the non-recoverable credit information in this field.</p> <p>Account — Enter the account number associated with the non-recoverable credit . You can enter an account directly in this field, or click  in this field to select an account with Account Lookup.</p> <p>Project — Enter the project number associated with the non-recoverable credit . You can enter a project directly in this field, or click  in this field to select a project with Project Lookup.</p> <p>Phase — Enter the phase associated with the non-recoverable credit . You can enter the phase directly in this field, or click  in this field to select the phase with Phase Lookup.</p> <p>Task — Enter the task associated with the non-recoverable credit . You can enter a task directly in this field, or click  in this field to select the task with Task Lookup.</p> |


4. When you finish, click  **Save**.

Delete Tax Codes

You can delete tax codes in Tax Codes Setup if no activity is posted to the code for the current fiscal year. For example, when you initially add codes, you can delete incorrect codes with no activity.

To delete tax codes, complete the following steps:

- From the Vision Navigation menu, click **Configuration » Accounting » Taxes**. Click  in the **Find** field to locate and display the code to delete.
- On the Tax Codes form toolbar, click  **Delete Tax Code**.

3. When Vision displays the message **Do you want to delete the current tax code?**, click **Yes**.
4. Click  **Save**.

Set Up Bank Codes

Bank codes direct the implicit posting of any cash-related transaction. You can have multiple cash-related accounts in your general ledger and set up a bank code for each cash account in **Configuration » Accounting » Banks**.

When you enter a transaction that involves a bank account (for example a cash receipt or cash disbursement), you enter a bank code to tell Vision which bank account or account and organization combination should be debited or credited.

Bank codes are established to eliminate the need to enter a full bank account number and organization (if you use Organization Reporting) each time bank information is required. You can create codes with up to ten characters, which makes it easy to differentiate and identify your bank codes. For example, **FirstNat1** could be used as the code for the First National Bank and **SecNat1** could be used as the code for the Second National Bank.

In Vision Banks Configuration, you also enter information for:

- Direct deposits and electronic funds transfers (EFT) made through the NACHA electronic payment network.
- Text files that contain check payment information which is processed by a third-party software application.

Bank Codes and Multiple Organizations

If you use the Organization Reporting feature (**Configuration » Organization**) and your firm has multiple organizations, and each organization has one or more accounts at one or more banks, then you can set up a bank code for each account, at each bank, for each organization. You can use the same account for each organization bank code. If you maintain separate balance sheets for your organizations, Vision displays the account totals for each.

Bank Code List

The Bank Code List shows all the bank codes that are entered in your Vision database. The list displays all the information that you entered when you set up your bank codes. Use this list to verify the information that is entered through Banks Configuration.

Set Up Bank Codes

There is no limit to the number of bank codes that you can define for your firm. Initially, you must add at least one bank code before you enter cash receipts, cash disbursements, or accounts payable disbursements. However, new bank codes can be added at any time. You can modify most data in Banks Configuration at any time.

Bank Code Conversion Utility

After you enter a bank code and save the information for that code, you cannot modify the bank code itself. To modify it, use the Bank Code Conversion utility.



See the Utilities book in the Vision Online Help system for information about this utility.



Multicompany





If you use the Multicompany feature, you must set up bank codes for each company. From the Vision Navigation menu, click **Utilities » Change Company**, and select the next company for which you want to set up codes. The name of the active company displays at the top of the Bank Codes form.



Multicurrency

If you use the Multicurrency feature, bank codes determine payment currencies for a number of transactions. When you set up the bank code, you must select an account for which you have specified a currency in the Chart of Accounts Info Center.

To set up bank codes, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Accounting » Banks**.
2. On the Bank Codes tab of the Bank Codes form, perform one of the following:
 - To add a new code, click  **New**, and then click **New Bank Code**.
 - To add a new code that is similar to an existing code, click  **New**, and then click **Select Bank Code to Copy**.
 - To add a new code based on the code that is currently displayed, click  **New**, and then click **Copy Current Bank Code**.
 - To display an existing code to modify it, click  in the **Find** field, and select a code from the Bank Code Lookup list.
3. Complete the fields on the Bank Codes tab as follows:

| Field | Description |
|-----------------|---|
| Code | <p>Enter a bank code (up to 10 alphanumeric characters) to identify a bank account. For example, FirstNat1 could be used as the code for a checking account at the First National Bank.</p> <p>Do not use punctuation (for example, /, -, :) or spaces when you enter a code. If you use punctuation, errors occur when you process data.</p> |
| Currency | <p>After you enter an account in the Account field on this tab, this field displays the currency code that is entered for the account in Info Center »</p> |

| Field | Description |
|------------------------------|---|
| | Chart of Accounts » Accounts. This is the currency in which the bank account is denominated. |
| Description | Enter a unique description for each bank code. |
| Account | Enter the general ledger account number that is associated with a bank code. You can enter an account directly in this field, or click in this field, and select an account from the Account Lookup list. This account receives the implicit posting when the bank code is entered during data entry. The account that you enter here must be a balance sheet account. We recommend that you have a different general ledger account number associated with each bank code (with or without Organization Reporting). |
| Organization | If you use Organization Reporting, enter the organization to use when you post to this bank code. You can enter an organization directly in this field, or click in this field, and select an organization from the Organization Lookup list. |
| Export to Text Format | Select the file format to use for text (.txt) files that are created when you use the Export to Text feature on the Check Printing and Numbering form in Accounts Payable Payment Processing and Employee Expense Payment Processing. The file format options are: <ul style="list-style-type: none"> ▪ Check — A predetermined file format is provided for the text file. This option is commonly used to create a text file for a third party to print your checks. The file is formatted as follows: <ul style="list-style-type: none"> ▪ Lines start with a character that defines the detail of that line. ▪ Double quotation marks are used as delimiters or text qualifiers between fields in a line. ▪ Lines that begin with C contain the following check information: C, Check number, Check Date, Check |

| Field | Description |
|--|---|
| | <p>Amount, Payee Name, Payee Address 1, Payee Address 2, Payee Address 3, Payee Address 4, City, State, Zip Code, Country, Vendor ID, Account ID.</p> <ul style="list-style-type: none"> Lines that begin with E contain the following electronic funds transfer (EFT) information: E, Bank ID, Account, Account Type, EFT Amount. Lines that begin with D contain the following voucher details for the check stubs: D, Invoice Date, Invoice Number, Voucher, Invoice Amount, Discount, Previous Payment, Net Amount. Lines that begin with T contain the following totals for the check stub: T, Invoice Total Amount, Discount Total, Net Total. |
| Export to Text Format (continued) | <ul style="list-style-type: none"> Voided checks have the word "Void" as the amount. Example of a text file line that uses the Check format: "D""10/27/2009""adv9706""0000684" "180.00" "0.00""0.00""180.00" User Defined — When you select this option, you set up the required file format for the text file on the User Defined File Format tab in Banks Configuration. This format is commonly used to create a file with check information to import into your banking software to process the checks electronically. You can use this option for the electronic funds transfer (EFT) requirements of many international banks, including the BACS (Bankers Automated Clearing System) payments that are used in the United Kingdom. |

4. When you finish, click  **Save**.

Enter NACHA Electronic Payment Information

In Vision, you can create files to make payments through the NACHA electronic payment network for:

- Payroll and employee expense direct deposits
- Electronic funds transfer (EFT) payments to accounts payable vendors

NACHA (National Automated Clearing House Association), now called the Electronic Payments Association, oversees the Automated Clearing House (ACH) Network in the United States.

Use the NACHA File Format tab in Banks Configuration to enter file format information required by a bank from which you will make payroll or employee expense direct deposits or EFT payments to vendors.



The NACHA tab displays in Banks Configuration if you have the Accounting, Expense, or Payroll module installed.



Multicompany

If you use the Multicompany feature, you must set up NACHA information for each company. From the Vision Navigation menu, click **Utilities » Change Company**, and select the next company for which you want to set up transfer information. The name of the active company displays at the top of the Bank Codes form.

To set up information for NACHA electronic payments, complete the following steps:


1. From the Vision Navigation menu, click **Configuration » Accounting » Banks**.
2. On the Bank Codes form, if you do not already have a bank code displayed on the form, use the **Find** field on the toolbar to open a bank code.
3. Click the NACHA File Format tab, and complete the following fields on this tab:

| Field | Description |
|--------------------------------|--|
| Immediate Origin Number | <p>Enter your company's identification number that you received from the bank that is associated with the bank code.</p> <p>This number contains the routing number of the ACH operator or sending point. The 10-character field begins with a blank in the first position, followed by the four digit Federal Reserve Routing Symbol, the four digit ABA Institution Identifier, and the Check Digit (bTTTTAAAC).</p> <p>This field may also be mutually defined between the originating depository financial institution (ODFI) and originator. For example, the ODFI may ask its originator to put its tax identification number in this field; however, the field must contain the routing number of the sending point when the file is delivered to the ACH operator.</p> <p>The bank to which the file is being submitted, and from which the direct deposit payments will</p> |

| Field | Description |
|-------------------------------------|--|
| | be withdrawn, tells the firm (originator) what they expect to find in this field. In most cases, this is the routing number of the firm's bank. |
| Immediate Origin Name | Enter your company name. |
| Immediate Destination Number | Enter the identification number of the bank to which the direct deposit file will be sent. This is the identification number of the bank that is associated with this bank code. |
| Immediate Destination Name | Enter the name of the bank to which the direct deposit file will be sent. This is the name of the bank that is associated with this bank code. |
| Company Name | Enter the name of your company as you want it to display on statements. |
| Company ID | <p>The Company ID is an alphanumeric code that is used to identify the originator (the firm that submits the file).</p> <p>Enter your nine-digit IRS Employer Identification Number (EIN). Or, enter a number based on the Data Universal Numbering System (DUNS) or a user-assigned value.</p> <p>When you enter a DUNS or user-assigned number, you must modify the qualifier in the Identification Code Designator (ICD) field on this form as appropriate.</p> <p>The bank to which the file is being submitted, and from which the direct deposit payments will be withdrawn, will inform your company which number to enter in this field. In most cases, it is your company's EIN.</p> |
| Routing Number | <p>Enter the eight-digit routing transit number that is assigned to your company by the bank that is associated with this bank code.</p> <p>If this routing number has nine digits, enter the first eight digits only. Vision calculates the ninth digit.</p> <p>You can only enter numbers in this field.</p> |
| Payroll Entry Description | Enter a description (up to 10 characters) for the Payroll direct deposit entry. |
| Payroll File Name | Enter a file name for the direct deposit file. For |

| Field | Description |
|--------------------------------------|---|
| | example, enter DIRDEP.TXT . |
| Expense Entry Description | Enter a description (up to 10 characters) for the employee expense payments direct deposit entry. For example, you could enter Employee Expenses or Business Expenses . |
| Expense File Name | Enter the path and filename for the employee expense payments direct deposit file. The default for this field is a file named DIRDEP.TXT , which is located in the current default directory. If you are unable to locate it, contact your Vision administrator. |
| A/P Payment Entry Description | Enter a description (up to 10 characters) for the A/P payments direct deposit entry. |
| A/P Payment File Name | Enter the path and file name for the A/P payments direct deposit file. The default for this field is a file named DIRDEP.TXT, which is located in the current default directory. If you are unable to locate this file, contact your Vision administrator. |
| File Format | From the drop-down list, select one of the following options that determine the accounting entries to include in each direct deposit processing run: <ul style="list-style-type: none"> ▪ Credits Only — Only the credit entries (the individual employee entries) are included. ▪ Credits and Debit — The credit entries and the debit entry to the company account for the total amount are included. |
| Account Number | Enter your company's bank account number (up to 17 numeric characters) from which payment for the total amount of the direct deposit will be made. This is the bank account number that is associated with this bank code. This option is enabled only when you select Credits and Debit in the File Format field on this tab. |
| Account Type | From the drop-down list in this field, select the account type for the account that is entered in the Account Number field. This is the account type of the account that is associated with this bank code. The options are Checking and |

| Field | Description |
|---|---|
| | <p>Savings.</p> <p>This option is enabled only when you select Credits and Debit in the File Format field on this tab.</p> |
| Separate Batches for Credits and Debit | <p>Select this check box if you want Vision to place the debit entry to the company account in a separate batch from the credit entries.</p> <p>If you do not select this check box, Vision places the debit entry to the company account at the end of the batch that contains the credit entries.</p> <p>This option is enabled only when you select Credits and Debit in the File Format field on this tab.</p> <p>This option is cleared by default.</p> |
| Identification Code Designator (ICD) | <p>Select an item from the drop-down list or enter your own character that will be used to qualify the entry in the Company ID field.</p> <p>The ICD value is placed in byte 41 of the company batch header record and in byte 45 of the company batch control record, each of which precedes the Company ID value in the respective record.</p> <p>The options are:</p> <ul style="list-style-type: none"> 1 IRS Employer Identification Number (EIN) 3 Data Universal Numbering Systems (DUNS) 9 User Assigned Number <p>The default setting for this field is 1.</p> |
| File Header Byte 4 Character | <p>Enter a value in this field to be placed in byte 4 of the file header record. This is the first character in the space that is reserved for the value entered in the Immediate Destination Number field.</p> |
| File Padding | <p>Select this check box to add dummy records (all 9s) after the file control record in the direct deposit processing file. This forces the total record count to be a multiple of 10 (if it is not a multiple of 10 at the end of processing).</p> <p>This option is selected by default.</p> |

4. When you finish, click  **Save**.

Enter User Defined File Format Information

The Export to Text feature in Vision Accounts Payable and Employee Expenses allows you to create a text (.txt) file that contains check payment information, which is processed by a third-party software application.

You can use this feature if:

- Another company prints your vendor or employee expense payment checks with the accounts payable, employee expense, and check information that you provide in a .txt file.
- You want to import check information into banking software. This supports the electronic funds transfer requirements of many international banks, such as BACS (Bankers Automated Clearing System) payments that are used in the United Kingdom.


On the Bank Codes tab of the Bank Codes form, in the **Export to Text Format** field, you choose whether the text file's format is predetermined or user-defined. When you select **User Defined** in the **Export to Text Format** field, the User Defined File Format tab becomes enabled on the Banks Codes form, and you enter user-defined file format information on this tab.

To set up user-defined file formats to use with the Export to Text feature, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Accounting » Banks**.
2. On the Bank Codes form, if you do not already have a bank code displayed on the form, use the **Find** field on the toolbar to open a bank code.
3. If you have not selected **User Defined** in **Export to Text Format** field on the Bank Codes tab, do so now.
4. Click the User Defined File Format tab, and complete the fields on the tab as follows:


| Field | Description |
|------------------|--|
| File Type | <p>From the drop-down list, select one of the following file types for the file format:</p> <ul style="list-style-type: none"> ▪ CSV — Comma Separated Values. Commas are used as delimiters between fields in a line. <p>When you select the CSV file type, the Length, Start, Pad Character, and Justify columns are not enabled in the Employee and Vendor grids on this tab.</p> <p>Select this option to create text files for other international banking systems, such as the United Kingdom BACS checks.</p> <ul style="list-style-type: none"> ▪ Fixed Length — A data file that contains records with no structured relationships. You define the length of each field. There are no delimiters. For example, with this file type, you would define a starting |

| Field | Description |
|----------------------------------|--|
| | <p>position and length of each field within the file.</p> <p>When you select the fixed length type, all the columns in the Employee and Vendor grids on this tab are enabled.</p> |
| Text Qualifier | <p>A text qualifier is used in addition to comma delimiters in a text file.</p> <p>Choose one of the following to use as a text qualifier:</p> <ul style="list-style-type: none"> ▪ {None} — No text qualifier ▪ " — Double quotation mark ▪ ' — Single quotation mark <p>Text qualifiers are placed at the beginning and end of a field to help distinguish the comma delimiters that are used to separate fields from the commas used within text fields. Comma delimiters are placed outside the text qualifier.</p> <p>Example of a text file line with a single quotation mark as the text qualifier:</p> <p>'A','Advanced Mechanical Technologies, Inc.', 'Electrical Engineering', '06/15/2009'</p> <p>Text qualifiers can be used for CSV and fixed length file types.</p> |
| Use File Creation Number | <p>If your file format requires a file creation number, select this check box. This enables the Last File Creation Number field on this tab.</p> |
| Last File Creation Number | <p>When you select the Use File Creation Number check box, this field is enabled. Enter the starting creation number for this bank.</p> <p>This number is incremented by one each time an export file is processed through a check run for an Accounts Payable or Employee Expense payment for this bank.</p> <p>You can modify this number at any time. When you modify the number, if you enter a previously used number, it does not recreate the text file that originally used that number.</p> <p>If you want to include the file creation number in the text file, you must define the location of this field. To do this, select File Creation Number in the Data Mapping field in the appropriate Employee or Vendor grid on this tab.</p> |


| Field | Description |
|---------------------------------|--|
| Pad Block Section | |
| Pad Last Block | <p>Select this check box to fill (pad) blank spaces at the end of a text file. This does not fill blank spaces at the end of each field within the file.</p> <p>When you select this check box, the fields in the Pad Block section of this tab are enabled.</p> |
| Pad Character | <p>This field is enabled only if you select the Pad Last Block check box.</p> <p>Enter the characters with which to fill (pad) the blank spaces at the end of the text file layout. This does not pad the blank spaces at the end of individual fields that make up the file.</p> |
| Pad Lines in Multiple Of | <p>If your bank requires that the text file contain multiples of a specific number of lines, enter that number in this field. Vision automatically adds more pad lines to match the number of lines required.</p> |
| Hard Returns | <p>Select this check box if you want the file layout to include a carriage return (line feed) when the number of characters in a line is limited to a certain total number of characters.</p> |
| Date Format | <p>Click  in this field to open the Format Date/Time dialog box. Enter the date and time settings to include in the file layout.</p> <p>You must use this dialog box if you process payments for different geographical locations that have different time zones and different date and time requirements.</p> <p>See the “Format Date/Time Dialog Box” topic in the Vision Online Help system for descriptions of the fields in this dialog box.</p> |
| Line Type | <p>You must define each line in a text file. First, you select the type of line in the Line Type field. Then, in the Employee grid and the Vendor grid, you define each piece of information to include in that line type. The Employee grid applies for employee expense payments, and the Vendor grid applies for the accounts payable vendor payments text file.</p> <p>When you select another line type in the Line Type field, the Employee and Vendor grids</p> |

| Field | Description |
|---|--|
| | switch, so that you can enter information for that particular line type. |
| Line Type (continued) | <p>From the drop-down list in the Line Type field, select one of the following line types:</p> <ul style="list-style-type: none"> ▪ Header 1 ▪ Header 2 ▪ Detail ▪ Settlement/Contra ▪ Trailer 1 ▪ Trailer 2 <p>One line is created for each header and trailer line.</p> <p>For detail and settlement or contra lines, the number of lines in the output file is equal to the total number of checks processed. For example, if you have 30 checks in a process run, there are 30 detail lines and 30 settlement or contra lines in the file.</p> <p>Some files may require only the check detail, which means that you define only the fields for the detail line type. Other files may require header and trailer information in addition to the detail line. In this case, you must define the fields for each line type.</p> |
| Employee Grid After you select a line type in the Line Type field, in the Employee grid rows, enter each piece of information for that line type that your bank requires for an employee expense payment. | |
| Field Number | <p>Enter a number to identify this field.</p> <p>Both CSV and fixed length types use the field number to identify fields that are used in calculations. When you select Calculation in the Data Mapping column of this grid, you must enter a field number in the Field No column.</p> |
| Length | <p>This field is enabled if you select Fixed Length in the File Type field.</p> <p>Enter the number of characters that your bank requires for this field.</p> |
| Start | This field is enabled only if you select Fixed |

| Field | Description |
|---------------------|--|
| | <p>Length in the File Type field.</p> <p>Enter the number of the starting position of this field in the text file. This is based on the number of characters to the right from the first character in the file.</p> <p>Some file formats define an end position. Vision will calculate the end position based on the starting position and the length.</p> |
| Description | <p>Enter a description to help identify the contents of this field. This description is not used in the text file itself. It is for informational purposes only.</p> |
| Data Mapping | <p>Click in this field to enable the drop-down list. From the list, select the type of information that is contained in the field that is entered in the row.</p> <p>The options are:</p> <ul style="list-style-type: none"> ▪ Constant — Select this option if you want this field to contain specific text that is related to the bank code or company. For example, this field could be used for bank account information. ▪ Employee Database Field — Select this option if you want this field to contain a field from the Vision Employee Info Center. For example, this field could be used for the employee's bank information. ▪ Check Database Field — Select this option if you want this field to contain information from the Vision check. For example, use this field to include the check amount. ▪ Calculation — Select this option if you want this field to be calculated. You can use calculations for control total information, such as entry or addenda counts, entry hash totals, total debit entry dollar amount, total credit entry dollar amount, or batch number. ▪ File Creation Number — Select this option if you want this field to contain the file creation number that is entered on this tab. ▪ Record Counter — Select this option if you want this field to contain a record |

| Field | Description |
|----------------------|---|
| | count number for the record in the text file. Each record in the text file will have a number value that is one greater than the previous record in the text file. You can include a Record Counter field for each line type (header, detail, trailer, and so on). |
| Mapping Value | Based on the type of information that you selected in the Data Mapping field, enter the specific contents of the field in the Mapping Value field. |
| Calculation | <p>This field is enabled only if you select Calculation in the Data Mapping field.</p> <p>You can use calculations for control total information, such as entry or addenda counts, entry hash totals, total debit entry dollar amount, total credit entry dollar amount, or batch number.</p> <p>Click in the Calculation field, and then click  to open the Calculation Details dialog box. In the dialog box, enter the information for the calculation.</p> <p>See the “Calculation Details Dialog Box” topic in the Vision Online Help system for descriptions of the items on that dialog box.</p> |
| Pad Character | <p>This field is enabled only when you select Fixed Length in the File Type field.</p> <p>Enter the character to use to fill (pad) empty spaces that remain in this field when the field is left or right justified.</p> <p>For example, if a field contains the Vision Employee Name and an employee's name takes up only 12 of the 30 spaces that are allotted for the name, the remaining 18 spaces are filled with a character that you choose as the pad character.</p> |
| Justify | <p>This field is enabled when you select Fixed Length in the File Type field.</p> <p>Select one of the following justification options to apply to the contents of the field:</p> <ul style="list-style-type: none"> ▪ Left ▪ Right |

| Field | Description |
|--|---|
| Vendor grid: After you select a line type in the Line Type field, in the rows of the Vendor grid, enter each piece of information (fields) for an accounts payable vendor payment that your bank requires in the text file for that line type. | |
| Field Number | Enter a number to identify this field. Both CSV and fixed length file types use the field number to identify fields that are used in calculations. When you select Calculation in the Data Mapping column of this grid, you must enter a field number in the Field No column. |
| Length | This field is enabled only if you select Fixed Length in the File Type field. Enter the number of characters that your bank requires for this field. |
| Start | This field is enabled only if you select Fixed Length in the File Type field. Enter the number of the starting position of this field in the text file. This is based on the number of characters to the right of the first character in the file. Some file formats define an end position. Vision will calculate the end position based on the starting position and the length. |
| Description | Enter a description to help identify the contents of this field. This description is not used in the text file itself. It is for informational purposes only. |
| Data Mapping | Click in this field to enable the drop-down list, and from the list, select the type of information that is contained in the field that is entered in the row. The options are: <ul style="list-style-type: none"> ▪ Constant — Select this option if you want this field to contain specific text that is related to the bank code or company. For example, this field could be used for bank account information. ▪ Vendor Database Field — Select this option if you want this field to contain a field from the Vision Vendor Info Center. |


| Field | Description |
|---------------------------------|---|
| | <p>For example, this field could be used for the vendor's bank information.</p> <ul style="list-style-type: none"> ▪ Check Database Field — Select this option if you want this field to contain information from the Vision check. For example, use this field to include the check amount. ▪ Calculation — Select this option if you want this field to be calculated. ▪ File Creation Number — Select this option if you want this field to contain the file creation number that is entered on this tab. |
| Data Mapping (continued) | <ul style="list-style-type: none"> ▪ Record Counter — Select this option if you want this field to contain a record count number for the record in the text file. Each record in the text file will have a number value that is one greater than the previous record in the text file. You can include a Record Counter field for each line type (header, detail, trailer, and so on). |
| Mapping Values | <p>Based on the type of information that you selected in the Data Mapping field, enter the specific contents of the text file field in the Mapping Value field.</p> |
| Calculation | <p>This field is enabled only if you select Calculation in the Data Mapping field.</p> <p>You can use calculations for control total information, such as entry or addenda counts, entry hash totals, total debit entry dollar amount, total credit entry dollar amount, and batch number.</p> <p>Click the Calculation field, and then click  to open the Calculation Details dialog box. In the dialog box, enter the information for the calculation.</p> <p>See the “Calculation Details Dialog Box” topic in the Vision Online Help system for descriptions of the items on that dialog box.</p> |
| Pad Character | <p>This field is enabled only when you select Fixed Length in the File Type field.</p> <p>Enter the character to use to fill (pad) blank spaces that remain in this field when the field is</p> |

| Field | Description |
|----------------|--|
| | <p>left or right justified.</p> <p>For example, if a field contains the Vision Vendor Name and a vendor's name takes up only 12 of the 30 spaces that are allotted for the name, the remaining 18 spaces are filled with a character that you choose as the pad character.</p> <p>When you leave this field blank, Vision pads with spaces.</p> |
| Justify | <p>This field is enabled only when you select Fixed Length in the File Type field.</p> <p>Select one of the following justification options for the contents of the field.</p> <ul style="list-style-type: none"> ▪ Left ▪ Right |

Delete Bank Codes

You cannot delete a bank code if it has any activity posted to it in any year.

To delete bank codes, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Accounting » Banks**.
2. On the Bank Codes form, use the **Find** field to open and display the bank code that you want to delete.
3. On the Bank Codes form toolbar, click  **Delete Bank Code**.
4. When you finish, click **Save**.


Generate the Bank Code List

The Bank Code List shows all the bank codes that are entered in your Vision database. The list display all the information that you entered when you set up your bank codes, which includes NACHA and Export to Text information. Use this list to verify the information that was entered through Banks Configuration.



If row-level security is implemented, Vision displays information on the report according to your security workgroup's access rights.

To generate the Bank Code list, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Accounting » Banks**.
2. On the Bank Codes form toolbar, click  **Print**. Vision opens the report, and the information for each bank code is listed. See the Vision Online Help system for more information about this report.

Set Up Labor Codes

Use labor codes to classify the types of work that your staff performs. Labor codes are a key element in Project Control operations. In Vision, all labor costing and budgets are based on labor codes. These labor codes classify work for a project and task in categories or levels that you define. Examples are department and phase (level of progress, service, or staff level). Labor codes are referenced on timesheets to identify each hour of labor.

You establish a labor code structure that is configured for your firm. No labor codes are shipped as part of Vision.

Specifying the Structure of Labor Codes

Before you can set up individual labor codes in **Configuration » Accounting » Labor Codes**, you must specify the labor codes structure in **Utilities » Key Formats » Labor Codes**.

In the Labor Code Key Format utility, you determine the:

- Number of labor code levels
- Names of each level
- Delimiters between levels
- Number of positions within each level

If you are unsure about how to set up your labor code structure, Deltek recommends that you keep it simple. You can always add levels later.



See the Utilities book in the Vision Online Help system for information about the Labor Code Key Format utility.

Labor Code Examples

A labor code can include letters or numbers. For example, you can choose to assign “A” as the labor code for Architecture and “S” as the labor code for Survey. If you have a long list of items that you want to code, you can assign numbers; for example, 63 could represent Model Construction and 58 could represent Hydrogeological Survey.

The following are some typical labor code levels and labor codes:

| Labor Code Level (Label) | Level Length | Labor Code Examples |
|--------------------------|------------------------|---|
| Departments | Usually one character | <ul style="list-style-type: none"> ▪ A (Architectural) ▪ E (Electrical) |
| Phases | Usually one character | <ul style="list-style-type: none"> ▪ 1 (Pre-Design) ▪ 2 (Site Analysis) |
| Services | Usually two characters | <ul style="list-style-type: none"> ▪ 01 (Project Administration) ▪ 08 (Marketing Studies) |

| Labor Code Level (Label) | Level Length | Labor Code Examples |
|--------------------------|-----------------------|---|
| Staff Level | Usually one character | <ul style="list-style-type: none"> 1 (Principal) 2 (Non-Technical) 3 (Senior Engineer) |
| Non-billable labor code | Usually one character | Some firms designate a level to distinguish billable from non-billable labor. This would be necessary only if you bill for time and materials contracts and typically do not bill for most of your labor. You can always choose not to bill labor during the Interactive Billing cycle. |

The following are two examples of a three-level labor code structure. The labor code has a length of five characters.

| Labor Code Level Label | Labor Code Level Length | Labor Code Example 1 | Labor Code Example 2 |
|------------------------|-------------------------|---|--|
| Department | 1 | A (Architectural) | E (Electrical) |
| Staff | 2 | 01 (Principal) | 04 (Technical) |
| Service | 2 | 63 (Model Construction) | 58 (Hydrogeologic Survey) |
| | Labor Code: | A0163 Architectural/ Principal/ Model Construction | E0458 Electrical/Technical/ Hydrogeologic Survey |



See “Appendix B: Labor Code Examples for Firms” on page 543, for examples of labor codes for architectural, engineering, and environmental firms.

Apply Rates to Labor Codes

Use Billing Labor Code Tables in **Billing » Billing Rate Tables » Labor Code** to assign billing rates according to the labor code to which the employee posted time. Billing labor code tables are the only billing tables that let you capture multiple billing rates for the same person on the same job.





See the “Labor Code Tables Overview” topic in the Billing book of the Vision Online Help system for more information.



Set Up Labor Codes

You can add new labor codes within a labor code level or modify labor code descriptions in **Configuration » Accounting » Labor Codes**.

To set up labor codes, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Accounting » Labor Codes**.
2. On the Labor Codes form, in the **Level** field, select a labor code level from the list for which you want to add a labor code.
3. Perform one of the following:
 - To add a new code, click the row above which you want to add the new code, and on the toolbar, click  **Insert**.
 - To add a new code that is similar to an existing code, copy the existing code and then modify it. To do this, click the row to copy, and on the toolbar, click  **Copy**.
4. Complete the fields on the Labor Codes form as follows:

| Field | Description |
|--------------|---|
| Code | <p>Required. Enter a code to identify the labor code. Codes can be alphanumeric. Typically, firms alternate letters and numbers between levels to better distinguish labor code levels.</p> <p>The number of characters that you can use for a labor code is determined by the number you set up as the length of the labor code level in Utilities » Key Formats » Labor Codes.</p> |
| Label | <p>Required. Enter a descriptive label (up to 40 characters) for each labor code. The label displays on project reports and on invoices, if desired.</p> |

5. To print out the labor code list, click  **Print**. The Labor Code List is a full display of all labor codes (and their corresponding labels) in the current database.
6. When you finish, click  **Save**.

Set Up Cash Flow Statement Reporting

Use Cash Flow Statement Configuration to set up your company's Cash Flow Statement. To access the Cash Flow Statement in Vision, select **Reporting » Accounting** from the Vision Navigation menu.

The Cash Flow Statement reports on:

- Cash flows on a cash basis.
- Your firm's 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 that cover the same period.

In contrast, the Income Statement:

- Reports cash flows on the accrual basis.
- Takes depreciation and other abstract items into account.
- Focuses on profitability.


Many of the items on the Cash Flow Statement also display on the Income Statement or the Balance Sheet. In the Cash Flow Statement, items are arranged to highlight the cash that is generated during the period and to show how it relates to reported earnings.

In Cash Flow Statement Configuration:

- Use the Cash Flow Statement Headings tab to define the section headings for the Cash Flow Statement report.
- Use the Cash Flow Statement Setup tab to set up the Cash Flow Statement for your company or each of your companies if you use the Multicompany feature. For each company, you define each heading's subsection headings and map the accounts associated with each subsection. These accounts determine the amount that appears for each line item on that company's Cash Flow Statement.







To set up Cash Flow Statement reporting, complete the following steps:



1. From the Vision Navigation menu, click **Configuration » Accounting » Cash Flow Statement**.
2. On the Cash Flow Statement Headings tab of the Cash Flow Statement Setup form, complete the fields as follows:


| Field | Description |
|-----------------------|---|
| Total Heading | Enter the text of the label that displays on the Total line for each grouping. |
| Report Column | On the grid toolbar, click  Insert to add a blank row to the grid. In the Report Column field, enter a number to indicate the order of appearance on the report, of the section heading defined on this grid row. |
| Heading | Enter the text of the label to display on the report for this section heading. Your entry here populates the Report Column field on the Cash Statement Setup tab of this form. |
| Subtotal | Select this option to have the Cash Flow Statement report display a subtotal for this section. |
| Subtotal Label | Required. Enter the text of the label to display on the report for the subtotal defined on this grid row. Your entry here populates the Label |

| Field | Description |
|-------|---|
| | field on the Cash Statement Setup tab of this form, for this company. |

3. Click the Cash Flow Statement Setup tab, and complete the fields on the tab as follows:

| Field | Description |
|---|---|
| Test Setup | <p>The Cash Flow Statement's total cash flow ties to the corresponding balance sheet's current period cash balance only if each general ledger account is associated with a line item in Cash Flow Statement Setup. The account can be either a System Account, in a range defined on the Account grid, or an individual row in the Account grid.</p> <p>Click this button to test the Cash Flow Statement Setup after you complete the entries on this tab. When you click the button, Vision displays a message identifying any accounts missing from the setup and asks you to check them.</p> |
|  Insert | Click  Insert to add a blank row to the grid. |
|  Copy | Click  Copy to add a copy of the selected grid row at the end of the grid. |
|  Delete | Click  to delete the selected grid row. |
| Company | From the drop-down list select the company whose data is defined in this row. |
| Label | Enter the text in this field that will be associated with each Heading. |
| Report Column | This field can be populated only from the drop-down list. Select from the list's items, which are those in the Heading field on the Cash Flow Statement Headings Tab. |
| Sort Seq | Required. Enter a number to indicate the label's order of appearance under its Report Column on the report. |
| System Account | If the label applies to a group of accounts already defined in Vision, you can select an option here rather than specifying an individual |

| Field | Description |
|----------------------|---|
| | <p>account or accounts.</p> <p>The options are:</p> <ul style="list-style-type: none"> ▪ Net Income — The sum of amounts in all Income Statement accounts. This amount should equal Total Profit on the corresponding Income Statement, and it should also equal the current period's Retained Earnings on the corresponding Balance Sheet. ▪ Accounts Payable — The sum of amounts in all liability code accounts. ▪ Accounts Receivable — The sum of amounts in all accounts mapped to accounts receivable. |
| Account Grid | |
| Start Account | <p>Click Insert on the grid toolbar to add a blank row to the account grid.</p> <p>In the Start Account field, click , and select the starting account in the range of accounts to be associated with a subsection and line item label on the report.</p> |
| End Account | <p>Click , and select the ending account number in the range of accounts to be associated with a subsection and line item label on the report.</p> |

4. Click the **Test Setup** icon on the upper grid to test the Cash Flow Statement Setup. Vision displays a message that identifies any accounts that are missing from the setup and asks you to check them.
5. When you finish, click  **Save**.

Chapter 6: Set Up Accounts Payable

Overview

Use System Accounts Payable Setup and Company Accounts Payable Setup to define the information Vision uses to process and pay vouchers.

When you set up the Accounts Payable application, you provide basic information about how your firm plans to use Vision. You should enter this information first, before using the Accounts Payable application. You can update this information later, after you start to use the application.

Set Up System AP Settings

On the System AP Configuration form in **Configuration » Accounting » System AP**, you set up the following accounts payable information. Vision uses this information for all companies in your enterprise:

- Voucher options — Use voucher options to display warning messages for duplicate invoices, the display of leading zeros in voucher numbers, the check payee, the use of expense codes for Accounts Payable data entry, and when a voucher number is required during data entry
- Vendor type setup — Use vendor types to identify and group vendors so they can be associated with liability codes and to automate transaction postings for your vouchers.
- Expense code setup — You do not have to use expense codes, but if you do use them, they populate the expense account field after you enter the vendor and project for a voucher transaction or expense transaction.

To set up System AP settings, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Accounting » System AP**. Vision displays the System AP Configuration form.
2. Click the Accounts Payable tab.
3. Complete the fields on this tab, referring to the following table:

| Field | Description |
|--|---|
| Require Entry of Voucher Numbers | <p>Select this option to require users to enter accounts payable voucher numbers manually in Transaction Entry.</p> <p>Leave this option cleared to assign the voucher number automatically at the time of posting.</p> |
| Display warning message for duplicate invoices for a Vendor in AP transaction entry | <p>Select this option to have a warning message appear in each of these areas of Vision when a user enters an existing invoice number in that area, even if the duplicate invoice has an invoice date different from the date in the original invoice:</p> <ul style="list-style-type: none"> ▪ Accounting, Accounts Payable, Create Voucher from PO |

| Field | Description |
|---|--|
| | <ul style="list-style-type: none"> Transaction Center, Transaction Entry, AP Voucher Transaction Center, Transaction Entry, AP Disbursement |
| Display voucher number leading zeros | Clear this check box to suppress the display of leading zeros in voucher numbers on certain dialog boxes and reports. When a voucher number displays without its leading zeros, it may be easier to read. |
| Enable expense codes | <p>Select this check box to use accounts payable expense codes in Accounts Payable Voucher Transaction Entry and Accounts Payable Disbursement Transaction Entry.</p> <p>Accounts Payable expense codes avoid the need for a user to know if an expense is billable, when the user enters data for vouchers or disbursements. When a user enters data, Vision populates the general ledger expense account field based on the default expense code set up for a vendor, a project's charge type, and whether a project's expenses are designated as billable.</p> |
| | <p>Select the Enable expense codes check box to enable these features throughout Vision:</p> <ul style="list-style-type: none"> An Expense Codes tab in the System AP Configuration form. See Set Up System AP Expense Codes. If you use the multicompartment feature, the Expense Codes Accounting tab also displays. A Default Expense Code field on the Accounting tab of the Vendor Info Center. A Bill by Default section that includes Consultants, Other Expenses, and Override Table fields on the Accounting tab of the Project Info Center. An Expense Code Override menu item in Configuration » Accounting. An Expense Code field on the Accounts Payable Vouchers form and on the Accounts Payable Disbursements form in Transaction Center » Transaction Entry. |

| Field | Description |
|--|---|
| Require expense code in transaction entry for | <p>If you select the Enable expense codes option on this tab, select an option from the drop-down list:</p> <ul style="list-style-type: none"> ▪ Not Required — A/P voucher and A/P disbursement entry can be completed without expense codes. If a vendor has a default expense code, it automatically populates the data entry form for vouchers or disbursements. You can delete it and leave the Expense Code field blank. ▪ All Projects — Expense codes are required for all project charge types (regular, overhead, and promotional). Enter a project's charge type on the Accounting tab of the Project Info Center. ▪ Regular Projects — Expense codes are required only for projects with a regular charge type. |
| Check Payee | <p>Select the field from the Vendor Info Center that you want to use in the Payee field in Accounting » Accounts Payable » Payment Processing and in the Recipients Name field in Accounting » Accounts Payable » Form 1099 Processing.</p> <p>You have the following options:</p> <ul style="list-style-type: none"> ▪ Name of Vendor — Select this option to use the value from the Name field in the Vendor Info Center. ▪ Address 1 of Vendor's Address — Select this option to use the information you entered in the Address 1 field in the Vendor Info Center. |
| Project level to check when determining the paid status of invoices | <p>If you enter an invoice receipt against the incorrect project, phase, or task level, Vision does not mark the invoice as paid.</p> <p>Specify the project, phase, or task level you want Vision to check in determining if the invoice is fully paid.</p> |

- Optional. Click **Print** to print the Accounts Payable Configuration report. The report lists the Accounts Payable settings you entered in **Configuration » System AP Settings** and **Configuration » Company AP Settings**.
- Click **Save**.

Set Up System AP Vendor Types

Use System Accounts Payable Vendor types to assign default liability codes to vendor types.

You use vendor types to group vendors or make vendors unique. You can sort and select vendors by type on reports, and select vendors by type in Automatic Payment Processing.

You must create liability codes before specifying them in this procedure.

After you post information to a vendor record, you cannot delete the vendor type associated with that vendor.

You can define any number of vendor types for your firm, and you can add vendor types at any time. You can change most of the data entered in Vendor Type Setup at any time. For example, you can edit the Description or Liability Code for the vendor type.

Close Out Vendor Types

To close out (consolidate) vendor type data into one vendor type, use the Vendor Code Key Conversions utility.

You can either consolidate data between two existing vendor types, or you can set up a new vendor type to which to close out discontinued vendor types.



See the topics in the Utilities book of the Vision Online Help table of contents for more information.

To set up vendor types, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Accounting » System AP**. Vision displays the System AP Configuration form.
2. Click the Vendor Types tab.
3. Do one of the following:
 - To add a new type, click the row above the place for the new type, and then click **Insert**.
 - To add a new type that is similar to an existing type, copy the existing type and then modify it. To do this, click the row to copy, and then click **Copy**.
 - You can delete a vendor type if it has not been referenced in any transactions posted in the current fiscal year. To delete a vendor type, select the type and click **Delete**.
4. Complete the fields on this tab, as follows:

| Field | Description |
|--------------------|---|
| Type | Enter a one-character descriptive code to identify this vendor type throughout Vision. |
| Description | Enter a description for this vendor type, using up to 12 alphanumeric characters. This description displays in all lookup lists and on reports. |

| Field | Description |
|-----------------------------|--|
| Retain Paid Vouchers | Select this option to keep vouchers with a zero balance until the project has been closed. |

5. Click **Save**.
6. Select the liability code to use when posting transactions that reference the vendor type.



See "Set Up Company AP Liability Codes" on page 237 for more information.

Set Up System AP Expense Codes

While using accounts payable expense codes is optional, they make data entry easier and more accurate by avoiding the need for the user to know if an expense is billable (reimbursable) or not billable (direct) to a client when the user enters data for the Accounts Payable voucher or Accounts Payable disbursement transaction. When you use expense codes, the general ledger expense account field is populated automatically during data entry based on the vendor and project you enter for a voucher or disbursement transaction.

Setup

Enter setup information in the following locations:

- **Configuration » Accounting » System AP** — On the Accounts Payable tab, complete the two settings to turn on the expense code feature.
- **Configuration » Accounting » System AP** — On the Expense Codes tab, set up expense codes and their general ledger expense accounts. If you use the Multicompany feature, enter setup information on both the Expense Codes tab and Expense Codes Accounting tab.
- **Info Center » Vendors** — On the Accounting tab, enter a default expense code that prefills when you enter an Accounts Payable voucher or Accounts Payable disbursement for the vendor.
- **Info Center » Projects** — In the Bill by Default section of the Accounting tab, designate whether or not consultant type and other type expenses codes are billable by default when applied to a project on an Accounts Payable voucher or Accounts Payable disbursement. Enter an expense code override table, as needed.
- **Configuration » Accounting » Expense Code Override** — Override tables are exception tables, in which you assign bill by default settings to specific expense codes. Vision uses these settings to override the bill by default setting that applies to all of the expense codes for a project. You enter an override table for a project on the Accounting tab in the Project Info Center.

Processing

When you use accounts payable expense codes, a vendor's default expense code from the Vendor Info Center populates the data entry form when you enter an Accounts Payable voucher transaction or Accounts Payable disbursement transaction.

If you use the Multicompany feature, Vision retrieves the default expense code from the vendor's accounting record that is associated with the project's company, not the active company.

When does an expense code not populate a data entry form?

An expense code does not populate a data entry form for a voucher transaction or disbursement transaction if a default expense code was not entered for the vendor in the Vendor Info Center. In this case, you can manually enter one for the voucher or disbursement. If expense codes are not marked as required in System AP Configuration, leave the expense code field blank and manually enter the general ledger expense account.

Because an expense code is associated with a reimbursable account, a direct account, an overhead account, and a promotional expense account, Vision uses the project you specify in the data entry form for the voucher or disbursement transaction to determine which one is populated for the voucher or disbursement transaction, and looks at:

- The project's **Charge Type (Regular, Overhead, or Promotional)** on the Accounting tab of the Project Info Center
- The project's **Bill by Default** settings on the Accounting tab of the Project Info Center

When you enter a project for an Accounts Payable voucher transaction or Accounts Payable disbursement transaction, Vision determines the general ledger expense account as follows.

| Expense Account from the Expense Code Used for the... | When... |
|---|--|
| Overhead account | The project entered for the voucher/disbursement has an overhead charge type. |
| Promotional account | The project entered for the voucher/disbursement has a promotional charge type. |
| Reimbursable account | <p>The project entered for the voucher/disbursement has:</p> <ul style="list-style-type: none"> ▪ A regular charge type. ▪ Expenses that are billed by default. <p>For projects that have a regular charge type, Vision determines if the project's expenses are billable by looking at the bill by default setting at the following locations. It uses the first one it finds, following the order listed:</p> <p>Expense code override table — If a project has an expense code override table entered in the Bill by Default section on the Accounting tab in the Project Info Center, Vision uses the bill by default setting on the project's expense code override table. Override tables are set up in Configuration » Accounting » Expense Code Override.</p> <p>Project — If no expense code override table is found for the project or an expense code is not listed on an override table for a project, Vision looks at the bill by default settings for the project in the Consultants and Other Expenses fields in the Bill by Default</p> |

| Expense Account from the Expense Code Used for the... | When... |
|---|--|
| | <p>section on the Accounting tab in the Project Info Center. If the vendor's default expense code is a consultant expense code type, Vision looks at Consultants field for the bill by default setting. If the expense code is another expense code type, Vision looks at the Other Expenses field for the bill by default setting</p> <p>Expense code — If a project's bill by default setting in the Project Info Center is Expense Code, Vision looks at the bill by default setting for the expense code in Configuration » Accounting » System AP. For projects that have a regular charge type, Vision determines if the project's expenses are billable by looking at the bill by default setting at the following locations.</p> |
| Direct account | <p>The project entered for the voucher/disbursement has:</p> <ul style="list-style-type: none"> ▪ A regular charge type. ▪ Expenses that are not billed by default. <p>For projects that have a regular charge type, Vision determines if the project's expenses are billable by looking at the bill by default setting at the following locations in the order listed. It uses the first one found.</p> <p>Expense code override table — If a project has an expense code override table entered in the Bill by Default section on the Accounting tab in the Project Info Center, Vision uses the bill by default setting on the project's expense code override table. Override tables are set up in Configuration » Accounting » Expense Code Override.</p> <p>Project — If no expense code override table is found for the project, or an expense code is not listed on an override table for a project, Vision looks at the bill by default settings for the project in the Consultants and Other Expenses fields in the Bill by Default section on the Accounting tab in the Project Info Center. If the vendor's default expense code is a consultant expense code type, Vision looks at the Consultants field for the bill by default setting. If the expense code is an Other expense code type, Vision looks at the Other Expenses field for the bill by default setting.</p> <p>Expense code — If a project's bill by default setting in the Project Info Center is Expense Code, Vision looks at the bill by default setting for the expense code in Configuration » Accounting » System AP.</p> |



Multicompany

If you use the multicompany feature, you must also associate the expense codes with each of your companies.

To set up expense codes, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Accounting » System AP**. Vision displays the System AP Configuration form.
2. Click the Expense Codes tab. This tab displays if you select **Enable Expense Codes** from the Accounts Payable tab on the System Accounts Payable Configuration form.
3. Perform one of the following:
 - To add a new code, click the row above the place for the new code, and click **Insert**.
 - To add a new code that is similar to an existing code, copy the existing code and then modify it. To do this, click the row to copy, and click **Copy**.
 - You can delete an expense code if it is not referenced in any transaction posted in the current fiscal year. To delete an expense code, select the code, and click **Delete**.
4. Complete the fields on this tab, as follows:

| Field | Description |
|-----------------------------|---|
| Expense Code | Enter a code (up to 10 alphanumeric characters) by which to identify this expense code throughout Vision. |
| Description | Enter a description (up to 40 alphanumeric characters) for this expense code. The description should match the description of the general ledger accounts entered for this expense code. For easier identification by users, the expense code description should indicate the general ledger account with which it is associated. |
| Reimbursable Account | <p>Click the Find icon in this field. From the Account Lookup dialog box, select the reimbursable general ledger account to associate with this expense code. The lookup list contains only the range of reimbursable accounts defined on the Accounts tab in Configuration » Accounting » System Settings.</p> <p>The reimbursable account from a vendor's default expense code populates the data entry form for an A/P voucher transaction or A/P disbursement transaction when the project entered on the data entry form has the following setup on the Accounting tab in the Project Info Center.</p> |

| Field | Description |
|-------------------------|---|
| | <ul style="list-style-type: none"> ▪ Charge Type is Regular ▪ Bill by Default setting is Yes <p>This account is required if you leave the Account Editable check box cleared in this grid.</p> |
| Direct Account | <p>Click the Find icon in this field, and from the Account Lookup dialog box, select the direct general ledger account to associate with this expense code. Only the range of direct accounts as defined on the Accounts tab in Configuration » Accounting » System Settings is included in the lookup list.</p> <p>The direct account from a vendor's default expense code populates the data entry form for an A/P voucher transaction or A/P disbursement transaction when the project entered on the data entry form has the following setup on the Accounting tab in the Project Info Center.</p> <ul style="list-style-type: none"> ▪ Charge Type is Regular ▪ Bill by Default setting is No <p>This account is required if you leave the Account Editable check box cleared in this grid.</p> |
| Overhead Account | <p>Click the Find icon in this field, and from the Account Lookup list, select the overhead general ledger account to associate with this expense code.</p> <p>The overhead account from a vendor's default expense code populates the data entry form for a voucher or disbursement transaction, when both of the following occur:</p> <ul style="list-style-type: none"> ▪ The project for the voucher or disbursement has an Overhead charge type. ▪ On the Accounts Payable tab in Configuration » Accounting » System AP, you have required expense codes to be entered for all project types for A/P vouchers and A/P disbursements. <p>This account is required if the Account Editable check box is cleared in this grid.</p> |

| Field | Description |
|----------------------------|---|
| Promotional Account | <p>Click the Find icon in this field, and from the Account Lookup dialog boxes, select the promotional general ledger account to associate with this expense code.</p> <p>The promotional account from the vendor's default expense code populates the data entry form for an A/P voucher transaction or A/P disbursement transaction when the project entered on the data entry form has the following setup on the Accounting tab in the Project Info Center:</p> <ul style="list-style-type: none"> ▪ The project for the voucher or disbursement has a promotional charge type. ▪ On the Accounts Payable tab in Configuration, Accounting, System AP, you have required expense codes to be entered for all project types for A/P vouchers and A/P disbursements. <p>This account is required if the Account Editable check box is cleared in this grid.</p> |
| Bill by Default | <p>When a project has a regular charge type, the bill by default setting determines whether the reimbursable or the direct expense account from a vendor's default expense code is used for A/P voucher and A/P disbursement entry.</p> <p>Use the Bill by Default field for the expense code when you first enable the accounts payable expense code feature. In this way, you can use the feature before you enter the bill by default settings for each project in the Project Info Center.</p> <p>By default, the Bill by Default check box for expense codes is selected, meaning the expense code is reimbursable (billable to the client). When the check box is cleared, the expense code is direct (not billable to the client).</p> <p>Because there are two types of expense codes (Consultants and Other), there is a Consultants and Other Expenses field in the Bill by Default section on the Accounting tab of the Project Info Center. The default setting for both of these is Expense Code. This means Vision looks at the bill by default setting on the expense code, rather than on the project, for consultant type and other type expense codes.</p> |

| Field | Description |
|--------------------------|--|
| | <p>You can use expense codes as soon as you set them up, without the need to specify the bill by default setting for each project.</p> <p>To use the expense code feature before setting up the bill by default settings for each project, select the bill by default setting for the expense code that is typical for projects.</p> <p>If you intend to enter the bill by default setting for each project before you use the expense code feature, you can ignore this field. Instead, select Yes or No for the Consultants and Other Expenses fields in the Bill by Default section of the Project Info Center for each project.</p> |
| Account Editable | <p>Select this check box to allow users to change the expense account that automatically populates a data entry screen as the vendor's default expense code for Accounts Payable voucher transactions or Accounts Payable disbursement transactions. To make the expense account non-editable, leave this check box cleared.</p> |
| Expense Code Type | <p>Click the drop-down arrow in this field and select either Consultant or Other. Set up expense codes for consultant expenses for other (non-consultant) expenses.</p> <p>Expense code types are designed to, but need not, correspond with the consultant and non-consultant expense account ranges defined on the Accounts tab in Configuration » Accounting » System Settings.</p> <p>On the Accounting tab of the Project Info Center in the Bill by Default section, specify whether consultant and other expense code types are billable for the project.</p> |

- Click **Save**.

Set Up System AP Expense Accounting (Multicompany)

If you select the **Enable expense codes** check box on the Accounts Payable tab of the System Accounts Payable Configuration form, you set up expense codes on the Expense Codes tab of the System Accounts Payable Configuration form.

Accounts Payable expense codes make data entry easier and more accurate by avoiding the need for the user to know whether an expense is billable (reimbursable) or not billable (direct) to

a client at the time when the user enters data for the Accounts Payable voucher or Accounts Payable disbursement transaction. When you use expense codes, the general ledger expense account field is populated automatically during data entry, based on the vendor and project you enter for a voucher or disbursement transaction.



For more information, see the topic “How Accounts Payable Expense Codes Work” in the Vision Online Help system.

If you use the Multicompany feature:

- After you set up expense codes on the Expense Codes tab, you must associate the expense codes with each of your companies on the Expense Codes Accounting tab of the System AP Configuration form.
- Only the **Expense Code**, **Description**, and **Expense Code Type** fields appear on the Expense Codes tab. The **Reimbursable Account**, **Direct Account**, **Overhead Account**, **Promotional Account**, **Bill by Default**, and **Account Editable** fields are on the Expense Code Accounting tab, so you can set them up appropriately for each company.

To set up expense codes for Accounting (Multicompany), complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Accounting » System AP**. Vision displays the System AP Configuration form.
2. Select the Expense Codes Accounting tab. This tab appears only if:
 - You select **Enable Expense Codes** from the System AP, Accounts Payable. tab
 - You use the Multicompany feature.
3. Perform one of the following:
 - To add a new code, click on the row above the place for the new code, and click **Insert**.
 - You can delete an expense code only if it is not referenced in any transaction posted in the current fiscal year. To delete an expense code, select the code, and click **Delete**.
4. Complete the fields on this tab, as follows:

| Field | Description |
|-----------------------------|--|
| Expense Code | Select an expense code from the drop-down menu. Expense codes are set up on the Expense Code tab of the System AP Configuration form. |
| Company | Select a company from the list. |
| Reimbursable Account | Click the Find icon in this field. In the Account Lookup dialog boxes, select the reimbursable general ledger account to associate with this expense code. The list contains only the range of reimbursable accounts that is defined on the Accounts tab in Configuration » Accounting » System Settings . |

| Field | Description |
|-------------------------|---|
| | <p>The reimbursable account from the vendor's default expense code populates the data entry form for an Accounts Payable voucher transaction or Accounts Payable disbursement transaction, when the project entered on the data entry form has the following setup on the Accounting tab in the Project Info Center:</p> <ul style="list-style-type: none"> ▪ Charge Type is Regular ▪ Bill by Default setting is Yes <p>This account is required if the Account Editable check box is cleared in this grid.</p> |
| Direct Account | <p>Click the Find icon in this field, and from the Account Lookup dialog box, select the direct general ledger account to associate with this expense code. Only the range of direct accounts as defined on the Accounts tab in Configuration » Accounting » System Settings is included in the lookup list.</p> |
| | <p>The direct account from a vendor's default expense code populates the data entry form for an Accounts Payable voucher transaction or Accounts Payable disbursement transaction, when the project entered on the data entry form has the following setup on the Accounting tab in the Project Info Center:</p> <ul style="list-style-type: none"> ▪ Charge Type is Regular ▪ Bill by Default setting is No <p>This account is required if you clear the Account Editable check box in this grid.</p> |
| Overhead Account | <p>Click the Find icon in this field. From the Account Lookup dialog box, select the overhead general ledger account to associate with this expense code.</p> <p>The overhead account from the vendor's default expense code populates the data entry form for an Accounts Payable voucher transaction or Accounts Payable disbursement transaction when the project entered on the data entry form has the following setup on the Accounting tab in the Project Info Center:</p> <ul style="list-style-type: none"> ▪ The project for the voucher or disbursement has an overhead charge type. ▪ On the Accounts Payable tab in |

| Field | Description |
|----------------------------|--|
| | <p>Configuration » Accounting » System AP, you have required expense codes to be entered for all project types for Accounts Payable vouchers and Accounts Payable disbursements.</p> <p>This account is required if you clear the Account Editable check box in this grid.</p> |
| Promotional Account | <p>Click the Find icon in this field. From the Account Lookup dialog box, select the promotional general ledger account to associate with this expense code.</p> <p>The promotional account from the vendor's default expense code populates the data entry form for an Accounts Payable voucher transaction or Accounts Payable disbursement transaction, when the project entered on the data entry form has the following setup on the Accounting tab in the Project Info.</p> <ul style="list-style-type: none"> ▪ The project for the voucher or disbursement has a promotional charge type. ▪ On the Accounts Payable tab in Configuration » Accounting » System AP, expense codes are marked as required to be entered for all project types for A/P voucher transactions and A/P disbursement transactions. <p>This account is required if you clear the Account Editable check box in this grid.</p> |
| Bill by Default | <p>For projects with a Regular charge type, use this setting to specify if the reimbursable or the direct expense account from a vendor's default expense code is used for Accounts Payable voucher transaction and Accounts Payable disbursement transaction data entry.</p> <p>Use the Bill by Default field for the expense code when you first enable the accounts payable expense code feature. This makes it possible to use the feature before you enter the bill by default settings for each project in the Project Info Center.</p> <p>The Bill by Default check box for expense codes is selected by default, so that the expense code is reimbursable (billable to the client). When the check box is cleared, the expense code is direct (not billable to the</p> |

| Field | Description |
|-------------------------|---|
| | <p>client).</p> <p>The two types of expense codes are Consultants and Other, and the Bill by Default section on the Accounting tab of the Project Info Center has both Consultants and Other Expenses fields. The default setting for each of these fields is Expense Code. This means Vision looks at the bill by default setting on the expense code, instead of the bill by default setting on the project, to determine the expense codes for Consultant and for Other Expenses. This makes it possible for you to use the expense codes feature before you enter the bill by default setting for each project.</p> <p>To use the expense code feature before setting up the bill by default settings for each project, select the bill by default setting for the expense code that is most typical for projects.</p> <p>To enter the bill by default setting for each project before using the expense code feature, ignore this field, and instead select Yes or No for the Consultants and Other Expenses fields in the Bill by Default section of the Project Info Center for each project.</p> |
| Account Editable | <p>Select this check box to allow users to change the expense account that automatically populates the data entry form for an Accounts Payable voucher transaction or Accounts Payable disbursement transaction.</p> <p>Leave this check box cleared if users cannot change the expense account.</p> |

- Click **Save**.

Set Up Company AP Settings

Use Company AP Settings to specify accounts payable settings for each company, including liability codes, vendor types, discount codes, and check templates.

Multicompany

If you use the Multicompany feature, you must set up Company Accounts Payable Settings for each company. First, set up settings for the active company. Then go to **Utilities » Change Company** and select the next company for which to configure Accounts Payable settings. The name of the active company displays at the top of the Company Accounts Payable Configuration form.

To set up Company AP Settings, complete the following steps:


1. From the Vision Navigation menu, click **Configuration » Accounting » Company AP**. Vision displays the Company AP Configuration form.
2. Click the Accounts Payable tab.
3. Complete the fields on this tab, as follows:

| Field | Description |
|------------------------------|---|
| Default Payment Terms | <p>This field indicates how Vision calculates the number of days from the invoice date until the date of payment. Vision populates the payment terms and date fields in new Vendor Info Center records and in transaction data entry with this calculated value. You can revise it at these locations as needed.</p> <p>For example, if most of your vendors have payment terms of Next, enter Next as your default payment terms. When you add a new vendor record in the Vendor Info Center, the Payment Terms field on the Accounting tab by default displays Next. The payment date on the data entry form in transaction data entry is populated automatically, but it is editable.</p> <p>The available payment terms are:</p> <ul style="list-style-type: none"> ▪ Number of Days — Specify the number of days that vouchers are typically paid after the invoice date. The vouchers are included in the check run that next occurs on or after the number of days specified. <p>This number must be between 0 and 1,000 days. For example, to pay the voucher after 30 days, this value should be 30. For a voucher with the invoice date 06/30/09, the payment date is 07/30/09, which is 30 days after the invoice date.</p> <p>This is the payment term option that firms most commonly use as the default value.</p> <ul style="list-style-type: none"> ▪ Next — All vouchers are scheduled with a payment date of Next. Vouchers are included in the next check run. For example, if you enter a voucher on 6/30/09 and the next automatic Accounts Payable payment processing run occurs on 7/15/09, the run includes the voucher. ▪ Hold — Vouchers are not assigned a payment date. The vouchers are on hold until you manually modify the payment terms from Hold to one of the other three |

| Field | Description |
|----------------------|---|
| | <p>options.</p> <ul style="list-style-type: none"> ▪ PWP — All vouchers are scheduled with a payment date of PWP (pay when paid). The vouchers are in the check run immediately following payment in full to your firm of the invoice that includes the voucher. |
| Start Voucher | <p>This field displays if you use the Multicompany feature and you selected the Require entry of voucher numbers check box on the Accounts Payable tab in Configuration » Accounting » System AP.</p> <p>If you want users to manually enter voucher numbers, enter a starting voucher number in Start Voucher for the active company. Be sure not to use the same voucher number across companies. You can enter up to seven numeric characters in this field. Each company has a different range of voucher numbers, specified in Configuration » Accounting » Company AP.</p> <p>If you use the Require entry of voucher numbers feature, you can still use alphanumeric characters as voucher numbers for vouchers created in Transaction » Transaction Entry and in Accounting » Accounts Payable » Create Voucher from PO. Alphanumeric voucher numbers can be re-used across companies.</p> |
| End Voucher | <p>This field displays if you use the Multicompany feature and you selected Require entry of voucher numbers on the Accounts Payable tab in Configuration » Accounting » System AP.</p> <p>Enter an ending voucher number in the End Voucher if you want users in the current company to enter voucher numbers manually, but you want to prevent the same voucher number from being re-used across companies. You can enter up to seven numeric characters in this field. Each company has a different range of voucher numbers, specified in Configuration » Accounting » Company AP.</p> <p>You can use the Require entry of voucher numbers feature and still enter alphanumeric voucher numbers for vouchers created in Transaction » Transaction Entry and in Accounting » Accounts Payable » Create</p> |

| Field | Description |
|--|--|
| | Voucher from PO. Alphanumeric voucher numbers can be re-used across companies. |
| Checks | Use the fields in this group box to specify how accounts payable checks are formatted in the active company. |
| Format | <p>Select the country whose check format most closely matches the format you must use:</p> <ul style="list-style-type: none"> ▪ Canada — See the description for the Print date format indicator on check face in the following row of this table. ▪ United Kingdom — Formatted for address placement and for printing on A4-sized paper. ▪ United States <p>Your selection here and your selection in the Template field together determine the template used for accounts payable checks.</p> |
| Print date format indicator on check face | <p>This option is active when you select Canada in the Format field.</p> <p>Select this option if your check stock lacks the preprinted date format indicator that is required for Canadian checks.</p> <p>When you select this option, Vision prints the format indicator on the check face according to the settings in the Date order and Display four digit year fields in the Format Date/Time dialog box.</p> |
| Template | <p>Select the template to use for accounts payable checks:</p> <ul style="list-style-type: none"> ▪ Deltek two-part — For each check, this template creates one complete check stub below the check. ▪ Deltek three-part — For each check, this template creates two complete check stubs below the check. ▪ Deltek check on bottom — The check face prints on the bottom third, and the stub prints on the top two thirds of the check stock. This option displays only if you select United Kingdom in the Format field on this tab. This template is formatted to fit A4-sized paper. |

| Field | Description |
|--------------------------|---|
| | <ul style="list-style-type: none"> ▪ <Custom template> — If you create custom templates for accounts payable checks, they are included in this drop-down list with their actual file names. <p>The setting that you choose in this field and the country that you choose in the Format field on this tab determine how your accounts payable checks print. These settings must be suited to the check stock that you use.</p> |
| Vouchers on Stub | <p>Enter the number of vouchers to print on the check stub.</p> <p>This field is dynamically linked to the Remittance Advice field option if more than # Vouchers.</p> |
| Remittance Advice | <p>The remittance advice displays voucher information when you pay vendors by check. The information displayed depends on which option you select:</p> <p>Never Print — Vision never prints a remittance advice and voucher information is always printed on the check stub. If the number of vouchers exceeds the number of vouchers listed in Vouchers on Stub, Vision:</p> <ul style="list-style-type: none"> ▪ Prints one check whose stub lists information for the number of vouchers specified in the Vouchers on Stub field. ▪ Prints additional checks until all selected vouchers have been paid for the vendor. For example, if you specified to print up to 20 vouchers on the stub and a vendor has 25 vouchers, Vision prints one check whose stub lists 20 vouchers and another check whose stub lists 5 vouchers. <p>Always Print — Vision always prints a remittance advice for your vendors. Voucher information is never listed on the check stub. The check stub displays "See Remittance Advice" to direct the reader to the remittance advice for voucher information.</p> <p>if more than # Vouchers — Vision populates this option with the value in the</p> |

| Field | Description |
|------------------------|---|
| | <p>Vouchers on Stub field.</p> <ul style="list-style-type: none"> If the voucher information does not fit on the stub, Vision prints all voucher information on the remittance advice. If the voucher information does not fit on the stub and the Never Print option is selected, see the description for Never Print for information on how Vision prints the voucher information. |
| Currency | <p>This field displays a non-editable example of the currency format currently applicable to the check face and stub.</p> <p>To change the format, click the Magnifying Glass icon and use the fields in the Format Currency dialog box.</p> |
| Check Face Date | <p>Click  in this field to open the Format Date/Time dialog box, and enter date format information for the date that prints on the check face.</p> <p>This applies for any selected check format and template, including custom templates.</p> <p>Check stub date format:</p> <ul style="list-style-type: none"> For the Delttek two-part and Delttek three-part check templates, the date on the check stub uses the Short Date format that is currently specified in your workstation's Regional and Language settings. For the Delttek check on bottom check template, the settings that you enter in the Check Face Date field apply to the date on the check stub. <p>Voucher details date format:</p> <p>The date for the voucher details on the check stub uses the Short Date format that is currently specified in your workstation's Regional and Language settings.</p> |

- Optional. Click **Print** to print the Accounts Payable Configuration report, which lists the settings that you entered here.
- Click **Save**.

Set Up Company AP Liability Codes

Use Company AP Liability Code Setup to define the implicit posting of vouchers to an account number and to an organization (if applicable). You define and use liability codes to direct the Accounts Payable liability to different accounts on the General Ledger.

If you use Organization Reporting and are maintaining separate Balance Sheets for your organizations, you should set up a liability code for each organization. To have the voucher posting follow the project's organization, you can leave the **Organization** field in Liability Code Setup blank. The liability entry is posted to the project's organization.

By default, liability codes are associated with the vendor type. You can override the default liability code in AP Voucher Transaction Entry.

There is no limit to the number of liability codes you can have defined for your firm. Initially, you must add at least one liability code prior to entering vouchers. However, liability codes can be added at any time.

You can modify most data in Liability Code Setup. For example, you can edit the liability code's Description or Account.

Closing Out Liability Codes

To combine, or "close out" liability code data into one liability code, use the Liability Code Key Conversions utility. You can either consolidate data between two existing liability codes, or you can set up a new liability code to which to close out liability codes no longer in use.



See the Utilities book in the Vision Online Help system.

To set up liability codes, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Accounting » Company AP**. Vision displays the Company AP Configuration form.
2. Click the Liability Codes tab.
3. Perform one of the following:
 - To add a new code, click the row above the place for the new code, and click **Insert**.
 - To add a new code that is similar to an existing code, copy the existing code and then modify it. To do this, click the row to copy, and click **Copy**.
 - You can delete a liability code only if it is not referenced in any transactions posted in the current fiscal year. To delete a code, select the code and then click **Delete**.
4. Complete the fields on this tab, as follows:

| Field | Description |
|--------------------|--|
| Code | Enter a code to identify this liability code, using up to 10 characters. For example, define the Accounts Payable consultant account as Consult. |
| Description | Enter a description for the liability code, using up to 40 characters. |

| Field | Description |
|----------------------------|---|
| | The description, rather than the code, appears on Accounts Payable reports. If you use Organization Reporting, consider including the name of the organization in the description. |
| Account | <p>Required. Enter the account to receive the implicit posting when you use this liability code in Transaction Entry/posting routines.</p> <p>You must first create the accounts in Account Info Center.</p> |
| Account Description | When you enter the account, Vision displays the name of the account in this field. |
| Organization | <p>If you use Organization Reporting and are maintaining separate Balance Sheets, specify the organization code to which Vision posts vouchers that use this liability code.</p> <p>You can enter an organization directly in this field, or click the magnifying glass icon and select an organization from the Organization Lookup list.</p> <p>You can post the Accounts Payable credit to the same organization as the debit (the organization to which the project belongs). To do this, leave the organization for the liability code blank.</p> <p>If you use a liability code that defines an organization when entering a voucher, the debit and credit may post to separate organizations. If this occurs and you are maintaining separate balance sheets, a tolerance results on the balance sheet. A consolidated Balance Sheet is unlikely to have a tolerance in this situation. To avoid the risk of a tolerance, enter your vouchers in batches according to the organization of the debit.</p> <p>If you cannot enter your vouchers in batches according to the organization of the debit, you should enter the vouchers using a liability code that does not define an organization. In this situation, the debit and credit amounts get posted to the organization associated with the project of the debit.</p> |

- Click **Save**.

Set Up Company AP Vendor Types

Before you use this procedure to assign default liability codes to vendor types, you must create those liability codes and vendor types.

To set up vendor types, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Accounting » Company AP**. Vision displays the Company AP Configuration form.
2. Click the Vendor Types tab.
3. Perform one of the following:
 - To assign a new type, click the row above the row for the new type, and click **Insert**.
 - To assign a new type that has the same liability code, copy the existing type and then modify it. To do this, click on the row to copy, and click **Copy**.
4. Complete the fields on this tab, as follows:

| Field | Description |
|-----------------------|---|
| Type | Select the vendor type to which to assign the liability code. Vendor types are created in Configuration » Accounting » System AP . |
| Liability Code | <p>Select the liability code to use when posting transactions to this vendor type. Liability codes are created in Configuration » Accounting » Company AP.</p> <p>If you use separate liability codes and you attach a liability code to the appropriate vendor type, transaction data entry is easier. The liability code populates the data entry form automatically for each vendor.</p> <p>For example, assume you have the following liability codes defined: Consult, Trade, Employee, and Other. You may want to set up the following vendor types: C - Consultant, T – Trade, E – Employee, and O – Other.</p> |

5. Optional. Click **Print** to print the Vendor Type report. The report lists the settings you entered here.
6. Click **Save**.

Set Up Company AP Discount Codes

Use Discount Code Setup to specify the discount codes for all of a vendor's vouchers. Vision uses discount codes during processing to determine the account, project, and task to which to post any discounted dollars when the voucher is paid. In order for your Vendor Information Center records to use discount terms, you must specify the discount code on the Accounts tab of the Vendor Info Center.

You can set up discount terms for each vendor in Discount Code Setup. These terms include a discount percentage, discount period, and discount code. During Automatic Payment Processing or Manual Select Payment Processing, Vision applies the discount percentage to the payment amount if the discount period is between the check date and invoice date. These dates are specified on the Payment Processing form.

You can define any number of discount codes for your firm. Discount codes can be added at any time. You can change most data in Discount Codes Setup at any time. For example, you can edit the description or account for the discount code.

Closing Out Discount Codes

To close out discount code data and consolidate it into one discount code, use the Discount Code Key Conversions utility. You can either consolidate data between two existing discount codes, or you can set up a new discount code to which to close out inactive discount codes.



See the topics in the Utilities book of the Vision Online Help table of contents for more information about this utility.

To set up discount codes, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Accounting » Company AP**. Vision displays the Company AP Configuration form.
2. Click the Discount Codes tab.
3. Perform one of the following:
 - To add a new code, click the row above the row for the new code, and click **Insert**.
 - To add a new code that is similar to an existing code, copy the existing code and then modify it. To do this, click on the row to copy, and click **Copy**.
 - You can delete a discount code only if it is not referenced in any transaction posted in the current fiscal year. To delete a code, select the code and then click **Delete**.
4. Complete the fields on this tab, as follows:

| Field | Description |
|--------------------|--|
| Code | Enter a code to identify this discount code, up to 10 characters. For example, define the normal discount offered by your firm as Standard. |
| Description | Enter a description for the discount code, using up to 40 characters. The description is used in place of the code on Accounts Payable reports. If you use Organization Reporting, consider including the name of the organization. |
| Project | Enter the project that receives the discounted credit amount when you post payment transactions in Accounts Payable Payment Processing. When you reference an Income |

| Field | Description |
|--------------------|---|
| | Statement account, you must specify a project number. This project is usually an overhead project. |
| Phase | If the project has phases, enter the phase that receives the credit amount when you post payment transactions in Accounts Payable Payment Processing. |
| Task | If the project has tasks, enter the task that receives the credit amount when you post payment transactions in Accounts Payable Payment Processing. |
| Account | Enter the account to which Vision credits the discount amount. You can enter only a balance sheet, indirect expense, or other revenue and expense account in this field. The account you enter in this field cannot be specified as an automatic posting account in Configuration » Accounting » System Settings » Accounts tab. Create an indirect account (700.00-799.99 in the standard Chart of Accounts) in which to track discount amounts. For example, 793.00 - Discounts Taken. |
| Apply Taxes | To apply the discount to taxes included on a voucher, select this check box. If a vendor has a discount code and a tax code set up in the Vendor Info Center when this check box selected, then Vision also applies the discount to the tax amount when you post a check for a voucher with taxes applied. |

- Click **Save**.

Set Up Expense Code Override Tables

Expense Code Override Table Configuration is part of the optional accounts payable expense code feature. Expense code override tables are exception tables that let you assign a bill by default setting to specific expense codes. This bill by default setting overrides the bill by default setting applied to all the expense codes for a project. It overrides the bill by default settings in the **Consultants** field and **Other Expenses** field on the Accounting tab in the Project Info Center.

For example, most Other expenses might be billable to a client except for meals expenses. In this scenario, on the Accounting tab in the Project Info Center, select **Yes** in the **Other Expenses**

field in the **Bill by Default** section. Enter the expense code for meals in an expense override table and do not select its **Bill by Default** check box (leave it cleared) in the table.

After you set up an expense code override table, it is available for selection in the **Override Table** field in the **Bill by Default** section of the Accounting tab in the Project Info Center.

You can associate an override table with a project at the lowest chargeable level.



Multicompany

If you are using the multicompany feature, you must set up expense code override tables for each company in your enterprise.

To set up an expense code override table, complete the following steps:

1. On the Vision Navigation menu, click **Configuration » Accounting » Expense Code Override**. Vision displays the Expense Code Override Tables form.
2. On the Expense Code Override Table toolbar, click **New**.
3. On the drop-down menu, click **New Expense Code Override Tables**.
4. Click **Insert** to activate the expense code grid.
5. Complete the fields in this grid, referring to the following table:

| Field | Description |
|------------------------|--|
| Table Number | Enter a code (up to 10 alphanumeric characters) by which to identify this expense code override table. |
| Table Name | Enter a description (up to 40 alphanumeric characters) for this expense code override table. The name can match the name of a client, a group of clients, or the specific project for which it is used |
| Expense Code | Click Insert to make the expense code grid active. In the Expense Code field, click the Down Arrow icon to select an expense code from a list of all expense codes. |
| Description | The description of the expense code you selected displays in this field |
| Bill by Default | Select this check box to use the reimbursable account specified in expense code setup. Leave this check box cleared to use the direct account specified in Expense Code Setup. |

6. Click **Save**.

Chapter 7: Set Up Accounts Receivable

Set Up Ledger Headings

Ledger Headings Setup lets you indicate the column headings for each user-definable column on the Accounts Receivable Ledger report. You can specify up to eight different column headings.

If you decide to change the order or label of the report headings, you should check Invoice Mapping Accounts Setup, the next tab on this form, to ensure that your accounts are mapped to the appropriate Accounts Receivable report column.

If a ledger heading is in use, you cannot delete it.

To set up ledger headings, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Accounting » Accounts Receivable**. Vision displays the Accounts Receivable Configuration form.
2. Click the Ledger Headings tab.
3. Perform one of the following:
 - To add a new heading, position the row selector on the row above where you want to add the new heading, and click **Insert**.
 - To add a new heading that is similar to an existing heading, copy the existing heading and then modify it. To do this, position the row selector on the row you want to copy, and click **Copy**.
4. Complete the fields on this tab, as follows:

| Field | Description |
|----------------------|--|
| Report Column | Required. Indicate the report column number for which to enter a heading. You can specify up to eight report columns. |
| Heading | Enter a descriptive label for this column, using up to 12 characters. For example, you can set up columns for Fees, Labor, and Interest. |

5. Click **Print** to print the Accounts Receivable Configuration report, which lists the settings you entered here.
6. Click **Save**.

Set Up Invoice Mapping Accounts

Invoice mapping defines the implicit posting of invoices to the appropriate accounts receivable accounts and also maps your revenue account postings (entered through Invoice Transaction Entry or from Interactive Billing) to report columns on the Office Earnings report and/or Accounts Receivable Ledger.

How Vision Matches Accounts

Vision matches the revenue account (for invoices, specified in Invoice Transaction Entry) and/or posting account (for units, specified in Unit Transaction Entry) to an entry in this list.

- If it finds a match, Vision directs the accounts receivable posting to the correct account and also places the amount in the appropriate column on the Office Earnings report and/or Accounts Receivable Ledger.
- If it does not find a match, Vision uses the accounts receivable account specified on the Accounting tab of **Configuration » Accounting » Company Settings** and places the amount in the **Other** column of the Accounts Receivable Ledger and/or the **Other Billed** column of the Office Earnings report.

Multicompany

If you are using the Multicompany feature, you need to set up invoice mapping accounts for each company. With Multicompany, an additional **Company** field appears in this setup.

To set up invoice mapping accounts, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Accounting » Accounts Receivable**. Vision displays the Accounts Receivable Configuration form.
2. Click the Invoice Mapping Accounts tab.
3. Perform one of the following:
 - To add a new account, position the row selector on the row above where you want to add the new account, and click **Insert**.
 - To add a new account that is similar to an existing account, copy the existing account and then modify it. To do this, position the row selector on the row you want to copy, and click **Copy**.
4. Complete the fields on this tab, as follows:

| Field | Description |
|------------------------|--|
| Company | <p>Multicompany only</p> <p>Select the company for which you want to set up the invoice mapping accounts.</p> |
| Invoice Account | <p>Enter the account to which to map.</p> <p>You can enter an account directly in this field, or you can click the Magnifying Glass icon in this field and select an account using Account Lookup.</p> <p>The account can be a Balance Sheet account or a revenue account.</p> |
| A/R Account | <p>Enter the accounts receivable account to be debited when invoices are posted to this revenue account.</p> <p>You can enter an account directly in this field, or you can click the Magnifying Glass icon in this field and select an account using Account</p> |

| Field | Description |
|--------------------------|---|
| | <p>Lookup.</p> <p>If you do not enter an account number, Vision uses the account specified in the Accounts Receivable field on the Accounting tab of Configuration » Accounting » Company Settings.</p> |
| Retainage Account | <p>Enter the deferred retainage account to use for retainage posting.</p> <p>You can enter an account directly in this field, or you can click the Magnifying Glass icon in this field and select an account using Account Lookup.</p> <p>This is a temporary holding account for accruing retainage amounts for a project. After you bill retainage for a project, the amount will be moved from this account to the appropriate accounts receivable account (as defined in the A/R Account field).</p> <p>Note that if Retainage is not enabled (Configuration » Accounting » System Settings » General tab), this field does not appear.</p> |
| Revenue Category | <p>This column displays if you use revenue categories to track multiple unbilled accounts.</p> <p>Enter a revenue category for each billed revenue account. These accounts are used in the Revenue Generation calculation and the invoice posting of unbilled amounts.</p> <p>Records for retainers and taxes do not require a revenue category because they most likely do not post to a revenue account.</p> <p>Changing the revenue category for these accounts after you run Revenue Generation can yield unexpected results.</p> <p>When you use revenue categories, Delttek recommends that the entries you make in the Revenue Category column and the Project Column column in this grid match each other. For example, if you have revenue categories for labor, consultants, and expenses, you should define project columns for only labor, consultants, and expenses. If you have other project columns (such as Add-on or Units) that do not have a corresponding revenue code, the unbilled revenue amount on the Office Earnings</p> |

| Field | Description |
|-----------------------|--|
| | and Project Summary reports will be incorrect. |
| A/R Column | <p>Enter the column on the Accounts Receivable Ledger to which postings to this revenue account are mapped when printing the report. Valid options for this field are defined in Ledger Headings Setup.</p> <p>If the revenue account is not mapped to one of these columns, the amount prints in the Other column of the Accounts Receivable Ledger.</p> <p>The Accounts Receivable Column number and the Project Column number do not correspond to one another. You can change a column number at any time. Changes are reflected the next time you generate the report.</p> |
| Project Column | <p>Enter the column on the Office Earnings report to which postings to this revenue account are mapped when printing the report. If the revenue account is not mapped to one of these columns, the amount prints in the Other Billed column of the Office Earnings report.</p> <p>The A/R Column number and the Project Column number do not correspond to one another. You can change a column number at any time. Changes are reflected the next time you generate the report.</p> |

5. Optional. Click **Print** to print the Accounts Receivable Configuration report listing the settings entered.
6. Click **Save**.

Set Up Accounts Receivable Mapping Accounts

You use Accounts Receivable Mapping Accounts Setup to map your accounts receivable accounts entered for cash receipts to columns on the Accounts Receivable Ledger. By default, cash receipts are listed as a total on the Accounts Receivable Ledger. If you want to split the receipts across the columns of this report, complete the information on the Accounts Receivable Mapping Accounts tab.

It is important to map your accounts receivable accounts if you have multiple accounts receivable accounts and the same account is mapped to different accounts receivable columns in Invoice Mapping Accounts Setup.

Since you can split revenue accounts into different columns, you must specify default columns for the accounts receivable accounts in your Chart of Accounts.



Multicompany

If you are using the Multicompany feature, you need to set up invoice mapping accounts for each company. With Multicompany, an additional **Company** field appears in this setup.

To set up Accounts Receivable mapping accounts, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Accounting » Accounts Receivable**. Vision displays the Accounts Receivable Configuration form.
2. Click the A/R Mapping Accounts tab.
3. Perform one of the following:
 - To add a new account, position the row selector on the row above where you want to add the new account, and click **Insert**.
 - To add a new account that is similar to an existing account, copy the existing account and then modify it. To do this, position the row selector on the row you want to copy, and click **Copy**.
4. Complete the fields on this tab, as follows:

| Field | Description |
|--------------------|--|
| A/R Account | <p>Enter the accounts receivable account.</p> <p>You can enter an account directly in this field, or you can click on the Magnifying Glass icon in this field and select an account using Account Lookup.</p> <p>The account you enter must be a Balance Sheet account.</p> |
| A/R Column | <p>Enter the column on the Accounts Receivable Ledger to which postings to this accounts receivable account are mapped when printing the report. Valid options for this field are defined in Ledger Headings Setup.</p> <p>If the revenue account is not mapped to one of these columns, the amount prints in the Other column of the Accounts Receivable Ledger.</p> |

5. Optional. Click **Print** to print the Accounts Receivable Configuration report listing the settings you entered.
6. Click **Save**.

Chapter 8: About Vision's Work Breakdown Structure

Overview

A work breakdown structure (WBS) divides each of your projects into distinct, manageable work elements in a way that balances management needs with the need to collect an appropriate and effective level of project data. A WBS is used by various groups in a company, such as marketing, business development, accounting, and project management. A well-planned WBS is integral to successful project proposals, planning, scheduling, budgeting, and reporting.

See Vision Concepts in the Vision Online Help system for more information about the Vision WBS.



The Vision default term for work done by your firm is **project**. That term is used throughout this WBS section. You may refer to a project using another term, such as case, or job. You can tailor this and other labels throughout Vision to meet your firm's needs. See "Set Up Field Labels" on page 24.

The Vision Work Breakdown Structure

The Vision WBS reflects how your firm chooses to structure project data within Vision.

Your Vision WBS impacts the:

- Value you get from the data you store.
- Ability to leverage past work to generate new business.
- Ability to improve job performance based on past experience.
- Ease and quality of knowledge sharing among groups in your company.
- Quality of service and level of reporting and billing customization that you can provide to your clients.

There are four key components to the Vision WBS, which work together to provide a comprehensive tracking and reporting system for cost and revenue information. Before you begin to set up your firm's work breakdown structure within Vision, your firm must understand how each of the four components work together. They provide a structure that gathers and reports information to meet your firm's internal and external reporting needs.

The four components are:

- The organizational (or profit center) structure.
- The WBS or project structure.
- The labor code structure for labor cost.
- The chart of accounts structure for expenses.

Vision plans can also have a WBS. Since plans can be converted to projects, it is important to understand how the planning WBS and the project WBS relate.



See "Planning and the WBS" in the Vision Online Help system for more information.

In addition to the four key components of the WBS, Vision includes other codes, such as client numbers, whose structure you must plan before beginning to use Vision. Although these numbers do not directly relate to the WBS, Vision is an integrated system. Therefore, you may want to consider WBS structure when structuring other Vision numbers.

Considerations When Planning Your Work Breakdown Structure

There are four key considerations when planning your work breakdown structure (WBS):

- **Contract stipulations.** You should consider your firm's contractual obligations for billing and reporting when planning your WBS. For example, if the contract requires that you create separate invoices for expense and labor, or that you bill labor and expense at separate times (monthly for labor, weekly for expense), then you must use project delimiters in your WBS structure to track a project's expense and labor separately.
- **Organization structure of your company.** Your company structure and the way different departments or offices work together contributes to the WBS. For example, if your firm has multiple business units that must track costs and expenses individually, and that will collaborate on the same project, you could configure organization codes to represent each office. You would then associate the appropriate WBS levels with the appropriate office for costing and revenue purposes.
- **Vision applications you use.** Depending on which Vision applications you use, your information needs may change.
- **Needs of various roles within your company.** Different groups within your company, such as marketing, project management and project planning, and accounting and finance, have different needs for project information. You should consider the information each group needs when planning your WBS.

Structure of WBS Components

Structuring the Components

After you understand the Deltek Vision WBS, decide how your firm will use it, how simple or complex it will be, and how to structure its components.

Vision allows you to create a firm-wide WBS with up to three major levels of detail (if you use phases and tasks) and with up to seven levels of detail (if you use delimiters). You can break down your projects further using labor codes.

At the firm-wide level, you specify the following during installation and setup:

- Maximum number of WBS levels that can be used for any project (up to three).
When you install Vision, the default WBS has only one level: Project. Use the Key Formats utilities (**Utility » Key Formats**) for phases, or phases and tasks, to activate one or both of those levels by specifying the lengths of the phase and task numbers. If you do not want one or both of those levels to be available for your projects, do not use the Key Formats utilities to specify settings for those levels.



Refer to the Vision Online Help system for information on how to use the Key Formats utilities.

- Labels to use for each level.
- Format of the values for each level, including maximum lengths and number of delimiters.

- Whether or not to use leading zeros to force the uniformity of project number length.

The firm-wide standards you establish apply only to projects created in the Project Info Center. If you use the Vision Planning application, within this application you can create a work breakdown structure that does not conform to the firm-wide standards. However, if you plan to create projects from plans, you must use the same WBS structure for projects and map your plan WBS to your project WBS.

At the project level, you can choose to use less than the maximum number of WBS levels allowed, but you must conform to the format for length and delimiters specified at the firm-wide level. If your firm chooses to use leading zeros, all project number lengths will be made uniform by Vision.

Structure of Components

You use delimiters, work breakdown structure levels, and labor codes to construct your firm-wide work breakdown structure. Be aware that all measurable project detail is tracked at the lowest level of the work breakdown structure, whether that be project, phase, task, or labor code.

In addition to the WBS components, other Vision components, such as account numbers, are closely tied to the work breakdown structure, because they affect project control, customer relationship management, accounting, and client control operations in Vision. Therefore, it is important to consider the structure of these related Vision components, as well as the key WBS components.

| Component | Structure |
|---------------------------|---|
| Organization Codes | <p>An organization code is a code that represents a business unit or division of your firm that incurs expenses and/or generates revenue.</p> <p>You can have up to a five-level organization code structure. The total length is up to 14 characters, including a user-defined delimiter to separate each level for entry and reporting purposes.</p> |
| Delimiters | <p>A delimiter is any special character (usually a period) used as a separator. Valid delimiters are:</p> <ul style="list-style-type: none"> ▪ tab ▪ . (period) ▪ : (colon) ▪ - (dash) |
| WBS Levels | <p>WBS levels are the backbone of your Work Breakdown Structure. See the Vision Online Help system for information about default, maximum, and minimum lengths to consider when defining your firm-wide lengths for each level.</p> <p>WBS Level values are hierarchical, meaning the level two (phase) number is one delimiter greater than the level one (project) number, and the level three (task) number is one delimiter greater than the level two (phase) number.</p> <p>For example:</p> <p>Project Number 9300.</p> |

| Component | Structure |
|------------------------|---|
| | <p>Phase Number 9300.01</p> <p>Task Number 9300.01.01</p> <p>Because of this hierarchy, you can have the same WBS level value for multiple projects, or the same WBS level value for multiple phases, yet each phase is associated only with the appropriate project, and each task is associated only with the appropriate phase.</p> <p>Don't confuse project, phase, task hierarchy with using delimiters. If you use project, phase, and/or task delimiters as well as phases and tasks, you can have up to six delimiters and seven segments in your WBS number. See the Work Breakdown Structure Concepts book in the Vision Online Help system for further details.</p> |
| Labor Codes | <p>Labor codes classify the work that your employees do. Labor codes are typically used on timesheets. The minimum length for a labor code is three characters. The maximum length is 20 characters, including two delimiters.</p> <p>Unlike a set of phases or phases and tasks, for which you establish firm-wide defaults, but which you define on a project-by-project basis, your labor code defaults and the structure itself are established on a firm-wide basis. The same set of labor codes apply to all of your firm's projects.</p> <p>You do not need to use labor codes. By setting the firm-wide default length to zero during installation, you can turn off labor codes. You may want to turn off labor codes if using WBS levels and/or delimiters meets your firm's needs.</p> |
| Account Numbers | <p>Accounts track the revenue and expense generated by a project. The length of your account numbers can be up to 11 characters, including one delimiter. The minimum length is three characters. The default is five positions with a period (.) as a delimiter in the fourth position (for example, 123.45). A standard Chart of Accounts is included with Vision. See "Appendix A: Standard Chart of Accounts" on page 536.</p> |

Other Important Vision Numbers

In addition to the main components you use to create your WBS, you must establish a structure for other numbers or codes used throughout Vision. Your firm's requirements for structuring these additional numbers and codes, such as account numbers or organization codes, may impact decisions you make about your WBS.

Refer to the following table for an overview of the WBS-related Vision components.

| Number | Description |
|----------------|--|
| Clients | Clients are the firms for which you complete your projects. Client numbers are numbers associated with clients in Vision. Using client numbers is optional in the Planning, Accounting, and Time and Expense applications. |

| Number | Description |
|----------------------|--|
| Opportunities | <p>An opportunity record stores information about potential projects, including names, addresses, phone numbers, related activities and files, current opportunity status, opportunity team members, project codes, and opportunity contacts.</p> <p>You cannot change Vision's firm-wide default opportunity number structure, which is a maximum of 20 characters.</p> |
| Employees | <p>Employees are those people at your firm who complete the work on a project. Each employee must have an employee number. This number is used throughout Vision to track the employee's labor charges, client contact information, project participation, expense charges, payroll information, billing rates, and more.</p> |
| Units | <p>Units are goods or services that are billed at the same rate for most or all of your projects. Units are used in the Accounting application only, to bill expenses to projects, cost expenses to projects, or both bill and cost expenses to projects. Units are established firm-wide at the time of installation.</p> |
| Unit Tables | <p>Unit tables are groupings of units that apply to specific projects. Unit tables are established on a project-by-project basis. Unit tables are used by the Accounting application only.</p> |
| Vendors | <p>Vendors are the people or businesses from whom your company acquires the materials and services needed to complete your projects. If you use vendors with the Client Relationship Management (CRM) and Proposals application, a vendor may be used to represent someone who does work for you, like a contractor or consultant.</p> |
| Plans | <p>A project or opportunity plan is the backbone of the Planning application.</p> <p>You do not establish firm-wide guidelines for plan numbers. You establish plan numbers individually for each plan you create.</p> |

Chapter 9: Set Up Billing

Overview

Prior to using Vision Billing, you must define certain information that Vision uses on a firm-wide basis for all projects for which you generate invoices. You can override most of this setup information on a project-by-project basis.

Interactive Billing vs. Batch Billing

Vision Billing includes two distinct bill processing features, Interactive Billing and Batch Billing.

Interactive Billing

Deltek Vision Interactive Billing is designed to respond to the special challenges of the billing process. For most design firms, billing is not a mechanical process; billing requirements often vary from project to project and month to month. Most billing administrators approach invoices one at a time, ensuring that each invoice contains the appropriate charges and other information.

Billing is also not always a one-person effort. Billing administrators often collaborate with project managers as they prepare invoices, working together to draft invoices, discussing their content and format, modifying the invoices, and then agreeing on the final drafts.

Using Interactive Billing, you can:

- Review your invoices one at a time, modifying the transactions that are to be billed and, if needed, changing invoice formatting before deliberately accepting the individual bill.
- Handle the varying demands of billing, such as different billing procedures from project to project, or the need to coordinate the billing process with more than one individual, which is easier to do when bills are handled individually.

Batch Billing

Batch Billing allows you to print a group of final or draft invoices at one time either on demand or by scheduling a future run. Although it is usually desirable to print each bill individually, modifying and adding any necessary information before processing, sometimes you may find it more efficient to print bills in groups.

For example:

- You want a quick way to get draft bills ready for project managers to review. The quickest way is to print all of your draft bills at once, sorted by project manager.
- You already reviewed and adjusted your draft invoices in Interactive Billing; now you just need to print and accept them.
- When you print final bills, your special billing forms tie up the printer. Using Batch Billing you can print bills quickly and free the printer for other uses.

Template Editor and Custom Templates

Vision ships with a standard invoice format and standard template settings. The Invoice Template Editor allows you to create custom invoice settings, tailoring invoice information and layout to your firm's needs.

An invoice template is essentially a set of saved settings that determine the content and the layout of the invoice. Each template is based on either the standard invoice report shipped with Vision, or on a custom invoice report created by or for your firm.

If the standard template (layout and content options) shipped with Vision does not meet your needs, you should be able to design the invoice that meets your needs directly from the Invoice Template Editor. (However, if your needs cannot seem to be met by the Invoice Template Editor, contact Delttek Global Services for information about creating custom invoice reports.

Default Billing Terms

Default Billing Terms allows you to define billing terms that will act as a template for creating individual billing terms for new projects. After default billing terms are defined, when you open a new project from the Billing Terms form, the form is populated with the defaults. After you save the opened project, the default terms become the project's individual terms.

Example

Assume that you have a set of default billing terms set up for your projects. The default billing terms are based on time and materials projects, since most projects are billed in this way by your firm.

Then, you add Project 92003.00 - Government Center from the Project Info Center and open the project from the Billing Terms form. Vision performs the following steps:

- Looks in Default Billing Terms Configuration to see if you have default billing terms established.
- If default billing terms are established, Vision copies in the default terms for this project.
- You can then modify the terms slightly to meet the needs of the individual project, and save the terms. If you do not save the terms, the default terms are not copied.

If you do not want to use these billing terms because the project has a fee based contract, for example, you can modify these defaults or copy billing terms from another project.

Reporting Default Billing Terms

Reporting Default Billing Terms allows you to define default billing terms to use when you post data for project reports at billing rates (as opposed to cost rates). You can enter different default billing terms for your regular and overhead projects from the Reporting Default Terms form.

Set Up General Billing

To set up general Billing options, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Billing » General** to display the Billing Setup form.
2. Select the General tab. The General tab allows you to enter general billing setup data, such as invoice printing options, numbering methods, an invoice footer message, and Interactive Billing Session options.

3. Complete the information on this tab, as follows:

| Field | Description |
|--------------------------------------|---|
| Print Firm Name | <p>Select this option to print your firm's name on your invoices. You specify the firm name on the Configuration » General » System Settings, General tab.</p> <p>This option applies to projects using the "Default" invoice template.</p> <p>Do not select this option if your invoices print on letterhead or stationery that already has your firm's name printed.</p> |
| Print Firm Byline | <p>Select this option to print your firm's byline. You specify the firm byline on the Configuration » General » System Settings, General tab.</p> <p>This option applies to projects using the "Default" invoice template.</p> |
| Print Firm Address | <p>Select this option to print your firm's address on the first page of your invoices. You specify the firm address on the Configuration » General » System Settings, General tab.</p> <p>This option applies to projects using the "Default" invoice template.</p> |
| Print Project Number | <p>Select this option to print the project number on your invoices.</p> |
| Print Invoice Number | <p>Select this option to print the invoice number on your invoices.</p> <p>This option applies to projects using the "Default" invoice template.</p> |
| Combine Project & Invoice | <p>Select this option to print the project and invoice number together. For example, assume you print an invoice for project 92005.00 and the next invoice number is 0000222; Vision prints 92005.00-0000222.</p> <p>This option applies to projects using the "Default" invoice template.</p> |
| Print Project Name | <p>Select this option to print the project name on your invoices. This option applies to projects using the "Default" invoice template.</p> |
| Print Invoices with only A/R | <p>Select this option to print an invoice if there are outstanding accounts receivable on file for the project (and no billable detail), and (one or</p> |

| Field | Description |
|----------------------------|--|
| | <p>more of) the Print A/R option(s) in the project's billing terms is selected.</p> <p>This feature is used only with Batch Billing (both draft and final).</p> |
| Print Total Now Due | <p>Select this option to display the Total Now Due amount after the Outstanding Invoices section of the invoice. This amount represents the amount currently outstanding plus the Total This Invoice amount from the current invoice.</p> <p>This option applies to projects using the "Default" invoice template.</p> <p>If you do not have (one or more of) the Print A/R option(s) selected in the project's billing terms, this amount will not appear on the project's invoice.</p> <p>If you are displaying outstanding accounts receivable by phase or task, only the total now due will be listed for each phase or task and not for the total invoice. If you are displaying outstanding accounts receivable by project, the total now due will be listed for the entire invoice.</p> <p>Note that if the billing terms use a custom invoice template, you need to select the Print Total Now Due option from the General tab of Invoice Template Editor for that template, in addition to selecting the option here, for this feature to be enabled.</p> |
| Invoice Addressee | <p>Enter the line of text that Vision will use for the first line of the client's address on invoices. The address entered here will be the default addressee for session options in Interactive and Batch billing.</p> |
| Address Start | <p>Enter the number of inches or millimeters below the standard placement for the address to start printing.</p> <p>If you enter zero, Vision does not change the standard address placement.</p> <p>Enter inches or millimeters based on which one you selected in the Unit of Measure field on the Miscellaneous tab of Billing Setup.</p> |
| Page 2 Start | <p>Enter the number of inches or millimeters below the standard placement for the first line on the second (and subsequent) pages of your</p> |

| Field | Description |
|---|--|
| | <p>invoices to start printing.</p> <p>You cannot enter a negative number in this field.</p> <p>Enter inches or millimeters based on which one you selected in the Unit of Measure field on the Miscellaneous tab of Billing Setup.</p> |
| Print Contact Title | Select this option if you want to include the contact title on the invoice. |
| Print Contact Prefix and Suffix | Select this option if you want to include the contact prefix and suffix on the invoice. |
| Invoice Footer | Enter a comment to be printed in the footer of the invoice, if any. |
| Numbering Method | <p>Select one of the following options:</p> <ul style="list-style-type: none"> ▪ Company-wide. If you are numbering your invoices on a firm-wide basis. ▪ Project. If you are numbering your invoices on a project-by-project basis. |
| Next Invoice Number | <p>Required, if the Numbering Method is Company-wide. Enter the next invoice number to be used by Vision.</p> <p>If the Numbering Method is Project, you can enter the next invoice number to be used for each project on the Miscellaneous tab of Billing » Billing Terms.</p> |
| Interactive Billing Session Options | |
| Allow changes to Next Invoice Number | When using company-wide invoice numbering, select this option if you want users to have the ability to change the Next Invoice Number on the Billing Session options dialog box during Batch and Interactive Billing sessions. |
| Default to Show Non-billables | <p>Select this option to include all non-billable transactions on the Labor and Expenses detail tabs in Interactive Billing as the default. Vision will not display these items on the invoice.</p> <p>By default, all expense/unit charges (units billed as expenses) posted to reimbursable expense accounts and labor charges posted to any labor code except the non-billable labor code will appear on the detail tabs. This feature is useful to find items that may have been posted to the</p> |

| Field | Description |
|--|---|
| | <p>wrong account or labor code.</p> <p>If you select this option, the following transactions appear on the detail tabs in Interactive Billing:</p> <ul style="list-style-type: none"> Any labor posted to the non-billable labor code on the Labor detail tab. Any expenses posted to direct expense accounts on the Expenses detail tab. <p>Typically, this feature can be used with fee jobs. By displaying non-billable transactions, you can better estimate the fee amount or the fee percent complete. This flag may also help you “catch” any item that was incorrectly posted for a non-fee project. Deltek suggests enabling this feature.</p> |
| Allow changes to Show Non-billables | Select this option if, during Interactive Billing, you want users to have the ability to change the Show non-billables on detail tabs option on the Billing Session Options dialog box. |
| Default to Disable Upset Limits | Select this option if you want Vision, by default, to calculate final invoices in Interactive and/or Batch Billing without applying any upset limits. This feature is useful if you are using upset limits to budget your projects, but do not bill them in this way. |
| Allow changes to Disable Upset Limits | Select this option if you want users to have the ability to change the Disable Upset Limits option on the Billing Session Options dialog box. |

- Select the Accounts tab. The Accounts tab allows you to specify the default revenue accounts (or account if in invoice mapping, and if not the uninvoiced revenue account) to be used for the following categories of billings. Vision automatically creates invoice transaction records charged to the account specified during final invoice processing, any or all of which may be overridden on the Miscellaneous tab of Billing Terms for individual projects.
- Complete the information on this tab, as follows. For each **Account** field, you can enter an account directly in this field or click the magnifying glass icon in the field to select an account using Account Lookup.

| Field | Description |
|------------|--|
| Fee | <p>Enter the revenue account number for fee billings.</p> <p>In the Invoice Label column, enter the label</p> |

| Field | Description |
|-------------------|---|
| | used for the fee section in the Billing to Date section on invoices. |
| Labor | Enter the revenue account number for labor billings. In the Invoice Label column, enter the label used for the labor section in the Billing to Date section on invoices. |
| Consultant | Enter the revenue account number for consultant expense billings. In the Invoice Label column, enter the label used for the consultant section in the Billing to Date section on invoices. |
| Expense | Enter the revenue account number for reimbursable expense billings. In the Invoice Label column, enter the label used for the expense section in the Billing to Date section on invoices. |
| Unit | Enter the revenue account number for unit billings. In the Invoice Label column, enter the label used for the unit section in the Billing to Date section on invoices. |
| Add-on | Enter the revenue account for add-on fees. In the Invoice Label column, enter the label used for the add-on section in the Billing to Date section on invoices. |
| Tax | Enter the label used for the tax section in the Billing to Date section on invoices. |
| Interest | Enter the label used for the interest section in the Billing to Date section on invoices. |

6. Select the Fees tab to specify options for fee billing.
7. Complete the information on this tab, as follows:

| Field | Description |
|---|--|
| Enter Prior Fee Billing in Billing Terms | Select this option to manually enter the prior fee billings-to-date. Otherwise, they are based on actual posted invoice amounts. |

| Field | Description |
|--|---|
| Enable Scheduled Billing | <p>Select this check box to enable the Scheduled Billing feature. Use this feature to set up fee-based contracts so that invoices are automatically generated in Batch Billing and Interactive Billing. Those invoices are based on invoicing dates and percent complete or milestone dollar amounts entered in the project's billing terms.</p> <p>You can turn the Scheduled Billing feature on or off at any time. If you turn it off after you have turned it on and entered scheduled billing information in Billing Terms, the scheduled billing information in Billing Terms no longer applies. You may need to adjust the billing terms for those projects. If you turn the Scheduled Billing feature back on again, the scheduled billing information previously entered in Billing Terms is available again; you do not have to reenter it.</p> <p>See the "Using the Scheduled Billing Feature" in the Vision Help system for more information</p> |
| Enable Entry of Fee by Billing Category | <p>Select this check box if you want to enable the option to enter separate fee amounts by billing category in Billing Terms. This setting can be overridden in the billing terms for individual projects.</p> <ul style="list-style-type: none"> ▪ If Enable tracking for this many revenue categories is selected on the Revenue tab of the Accounting Company Settings form, you can enter separate fee amounts on the Billing Terms form for each revenue category defined on the Accounting Company Settings form. For projects with phase billing, you can enter fee amounts for those categories for each billing phase. Those fee amounts are posted to the accounts in Fee Invoice Billed on the Accounting Company Settings form for each of the revenue categories. (After you select this option, go to the Revenue tab of the Accounting Company Settings form and enter a revenue account in Fee Invoice Billed for each of your revenue categories.) ▪ If Enable tracking for this many revenue categories is not selected on the Revenue tab of the Accounting Company Settings form, you can enter separate fee amounts |

| Field | Description |
|--|--|
| | <p>for labor, consultants, and expenses on the Fees tab of the Billing Terms form. For projects with phase billing, you can enter these three fee amounts for each billing phase. Those fee amounts are posted to fee billed revenue accounts specified for labor, consultants, and expenses, either the default revenue accounts on the Accounts tab of the Billing Setup form or override accounts specified on the Billing Terms form for the project.</p> <p>If you do not select this check box, fee entry by category is not available, and the related fields do not appear on the Billing Terms form.</p> |
| Enable Allocation of Billed Revenue on Fee Invoices Based on Transaction Detail | <p>Select this check box to enable the allocation of fee revenue based on the detailed transactions associated with the invoice. This setting can be overridden in the billing terms for individual projects.</p> <p>If you select this check box, the fee amount is allocated to labor, consultants, expenses, and units based on the total amount of transactions for each of these billing categories. Those allocated amounts are posted to fee billed revenue accounts associated with the billing categories, either the default revenue accounts on the Accounts tab of the Billing Setup form or override accounts specified on the Billing Terms form for the project. (For units, you can override the company default account either in the Units Info Center or on the Billing Terms form for the project.)</p> <p>If you do not select this check box, the fee amount is not allocated by billing category. The entire fee amount is posted to the billed revenue account for fees specified on the Accounts tab of the Billing Setup form.</p> |
| Calculate Transaction Values At | <p>If you select Enable Allocation of Billed Revenue on Fee Invoices Based on Transaction Detail, indicate in this field if you want Vision to calculate the value of transactions based on their billing value or their cost amounts.</p> <ul style="list-style-type: none"> ▪ Billing — If you select Billing, Vision allocates fee revenue to each billing category equal to the total billing value of the transactions for that category that are |

| Field | Description |
|----------------------------------|--|
| | <p>associated with the invoice.</p> <ul style="list-style-type: none"> ▪ Cost — If you select Cost, Vision allocates fee revenue to each billing category equal to the total cost amount of the transactions for that category that are associated with the invoice. <p>Any difference between the fee amount for the invoice and the sum of allocated fee revenue amounts is posted to the account you specify in the Over/Under Billed Account field.</p> |
| Over/Under Billed Account | <p>Enter the revenue account to which you want Vision to post the difference between the fee amount and the sum of fee revenue amounts calculated from transaction detail. Most companies use a labor billed revenue account.</p> <p>Example: If the fee amount for the invoice is 10,000, and the total allocated revenue calculated from transaction detail is 9,000, Vision posts the remaining 1,000 of revenue to this account.</p> <p>This account must be mapped on the Invoice Mapping Accounts tab of the Accounts Receivable Configuration form (Configuration » Accounting » Accounts Receivable).</p> |
| Include Transactions From | <p>If you select Enable Allocation of Billed Revenue on Fee Invoices Based on Transaction Detail, select the transaction types you want to include in the calculation of the fee billed revenue amounts for the billing categories. These selections apply to all projects for which fee revenue is allocated based on transaction detail.</p> <p>For example, if you select only Labor and Consultant -Direct, Vision only calculates fee revenue for those billing categories and only includes transactions for those two categories in the calculation. Transactions for the other billing categories are ignored, and no fee revenue is posted to the revenue accounts associated with them.</p> |

8. Select the Miscellaneous tab. The Miscellaneous tab allows you to configure additional billing options.

9. Complete the information on this tab, as follows:

| Field | Description |
|--|---|
| Release Holds Automatically | Select this option if you want all Held (H) detail items for a project to be changed automatically to Billable (B) when you accept an invoice. |
| Include Add-ons when Reporting at Billing Rates | Select this option to include add-on fee charges when calculating billing extensions for project reports at billing rates. This setting allows you to include add-ons in the billing extension calculation in postings and in the Billing/Refresh Billing Extensions procedure. See Billing » Refresh Billing Extension in the Vision Online Help system for or more information about this procedure. |
| Enable effective dates for labor billing rates | <p>If you select this option, an Effective Date column appears in billing rate tables; however entry is not required. This option is used in conjunction with the Date Based Rates feature.</p> <p>Also, if you select this option, Revenue Generation will honor effective dates for billing labor rate tables, labor category tables, and labor code tables when calculating rates and extensions.</p> <p>Also, if you select this option, the Refresh Billing Extensions utility honors the effective dates for billing labor rate tables, labor category tables, and labor code tables when recalculating billing extensions for transactions.</p> <p>Note that after you have enabled this feature and created rate tables with effective dates, you cannot turn off effective dates for rate tables until you delete all effective dates from existing rate tables. However, it is probably rare that this feature will ever be turned off once turned on.</p> |
| Non-billable Labor Code | Enter the labor code (for example, A009) or labor code mask (for example, ____9) that Vision will consider non-billable. If employees enter this labor code combination on their timesheet, their billing rate for the timesheet line item is zero. |
| Unit of Measure | <p>From the drop-down list, select the unit of measure (Inches or Millimeters) to use for the following fields on the General tab of the Billing Setup form:</p> <ul style="list-style-type: none"> ▪ Address Start |

| Field | Description |
|-------|--|
| | <ul style="list-style-type: none"> ▪ Page 2 Start <p>When you switch from one unit of measure to the other, the measurements that are currently entered or displayed in the measurement fields are automatically converted to the new unit of measure.</p> <p>(1 inch = 25.4 millimeter)</p> |

10. Click **Save**.



Multicompany

If you are using the Multicompany feature, you need to set up General Billing options for each company. First set up the active company, then change to the next company. To change companies, go to **Utilities » Change Company** and select the next company for which you want to set up General Billing. The name of the active company appears at the top of the Billing Setup form.

Chapter 10: Set Up Time and Expense

Overview

Time and Expense Configuration allows you to set up and administer processing options for timesheets and expense reports created using the Time and Expense application.

Timesheet

The Timesheet portion of Time and Expense is a time tracking tool that allows employees to enter their own timesheets and submit them for processing. You designate Timesheet Administrators in your firm who can then review, modify, and approve the submitted timesheets before they are posted to your Vision database.

Expense Report

The Expense Report portion of Time and Expense is an expense tracking tool that allows employees to enter their own expense reports and submit them for processing. You designate Expense Report Administrators in your firm who can then review, modify, and approve submitted expense reports before they are posted to your Vision database.

Time and Expense Application and the Vision Transaction Center

The Time and Expense application is separate and distinct from the Timesheets and Employee Expenses data entry options available in your Vision Transaction Center. The processing options you set up in Time and Expense Configuration apply only to Time and Expense Timesheet and Expense Report transaction entry, submission, approval, and posting.

Other Timesheet Setup Options

This chapter discusses setup options for the Time and Expense application only. There are additional setup options that impact the Time and Expense application. For information about these other options, see the following for more information:

- “Set Up Timesheet Information” on page 158 for more information about setting up accounting options for timesheets.
- “Set Up Alerts” on page 88 for information about setting up alerts for timesheets and expense reports.
- “Enable Tax Auditing and Set Up Tax Code Defaults” on page 166 and “Set Up Tax Codes” on page 189 for information about tax codes and expense reports.

Set Up Timesheets

Timesheet Configuration Checklist

The following checklist outlines all the steps you must complete to configure the Timesheet application for use at your firm. Each step is described in detail within this chapter.

| Step | Description |
|------|--|
| 1 | Set Up timesheet line item approval options. |

| Step | Description |
|------|--|
| 2 | Specify timesheet processing, display, and validation options. |
| 3 | Set up timesheet labor periods. |
| 4 | Enter timesheet comments. |
| 5 | Set up timesheet employee groups. |
| 6 | Select timesheet ratios. |
| 7 | Set up miscellaneous timesheet options (signing notification message). |
| 8 | Create timesheet special categories. |
| 9 | Assign employees' timesheet access rights. |

Set Up Timesheet Line Item Approval Options

Use the Line Item Approval tab of Timesheet Configuration to turn on and configure the Timesheet Line Item Approval feature. Timesheet Line Item Approval allows you to maintain greater control over your project labor costs and to ensure that all labor charges are posted to the appropriate projects.

Timesheet Line Item Approval enables principals, project managers, and/or supervisors to do the following:

- Review and approve (or reject) all labor charges entered for their projects in any given timesheet period.
- Verify that the labor charges are accurate and appropriate for the projects specified.
- Maintain greater control over project labor costs.
- View only time charged to their individual projects, not actual employee timesheets.

You can set up line item approval for all projects, or you can do the following:

- Specify line item approval for regular projects only
- Overhead projects only
- Promotional projects only
- Any combination of regular, overhead, and promotional projects

Timesheet line item approval and timesheet approval (Set) are two separate approval options that function independently of each other. You can require one of the following:

- Timesheet approval only
- Line item approval only
- Both timesheet and line item approval
- No approval

If you do not require either type of approval, you can post timesheets with a status of **Submitted**.

To set up timesheet line item approval options, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Time & Expense » System Timesheet**. Vision displays the System Timesheet Configuration form.
2. Complete the fields on this form, as follows:

| Field | Description |
|-------------------------------------|--|
| Timesheet Line Item Approval | Use the drop-down list in this field to turn the Timesheet Line Item Approval feature on or off. By default, the Timesheet Line Item Approval feature is turned off. |
| | <p>You have three options:</p> <ul style="list-style-type: none"> ▪ Off — Select this option to turn off the feature for all projects. Vision disables all other options on the form and prevents users from accessing the feature in the Timesheet application. ▪ On — Select this option to turn on the feature for all projects. Vision enables options under Approver(s) for Timesheet Line Item Approval and users can access the feature in the Timesheet application. ▪ By Project — Select this option to turn on the feature for selected projects. Vision enables all other options on the form and users can access the feature in the Timesheet application. <p>If you select By Project, you must also select one or more project charge types under Timesheet Line Item Approval by Project Charge Type. The project charge types you select determine the projects that require line item approval.</p> <p>For example, if you choose By Project and Regular, labor charges entered for any regular project require line item approval, while labor charges entered for overhead and promotional projects do not require line item approval.</p> <p>In addition, when you select By Project, Vision adds Timesheet Line Item Approval to the Accounting tab of your Project Info Center records. Use this field to override the system settings for timesheet line item approval on a project-by-project basis.</p> <p>To turn off the line item approval feature for a selected regular project, open the project record and select No from the drop-down list in the Timesheet Line Item Approval field.</p> |

| Field | Description |
|--|--|
| Require Line Item Approval to Post Timesheet | <p>Select this option to require line item approval before a timesheet can be posted.</p> <p>If you select this option, note the following:</p> <ul style="list-style-type: none"> Your principals, project managers, or supervisors must approve individual timesheet line entries before you can post timesheets. You cannot post any timesheets with line items that are Unapproved or Rejected. <p>If you want a designated Group or System Administrator to approve timesheets for each employee at your firm prior to posting, select Require timesheets to be approved before posting on the Setup tab (Set).</p> |
| Approver(s) for Timesheet Line Item Approval <p>You can select one, two, or all three approver options, but you cannot leave this section blank. Each principal, project manager, or supervisor is responsible for approving labor charges only for his/her own projects.</p> | |
| Principal | Select this option to require a principal to approve labor charges for specified projects. |
| Project Manager | Select this option to require a project manager to approve labor charges for specified projects. |
| Supervisor | Select this option to require a supervisor to approve labor charges for specified projects. |
| Timesheet Line Item Approval by Project Charge Type <p>Vision enables options in the this section only if you select By Project in the Timesheet Line Item Approval field.</p> <p>Use these options to limit the number or type of projects for which line item approval is required. You can select more than one option, but selecting all three has the same effect as selecting On in the Timesheet Line Item Approval field. Define project charge types (regular, overhead, and promotional) on the Accounting tab of Project Info Center. See the Project Info Center book in the Vision Online Help system for more information.</p> | |
| Regular | Select this option to require line item approval for regular projects. |
| Overhead | Select this option to require line item approval for overhead projects. |
| Promotional | Select this option to require line item approval for promotional projects. |

3. Click **Save**.

Set Up Timesheet Options

The Setup tab of Company Timesheet Configuration allows you to select timesheet processing and display options.

If at any time you want to print the Timesheet Configuration report, which lists all the options you set up here, click **Print** from the Timesheet Configuration form.

To set up timesheet options, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Time & Expense » Company Timesheet**. Vision displays the Company Timesheet Configuration form.
2. Select the Setup tab.
3. Complete the fields on this tab, as follows:

| Field | Description |
|--|--|
| Timesheet Administrator Options | |
| Require timesheets to be approved before posting | <p>Select this option to require that submitted timesheets be approved before they can be posted to your Vision database.</p> <p>Only users with Group or System access to the Timesheet application can approve timesheets. You establish user access and approval rights for the Timesheet application on the Time tab of Employee Info Center (Assign E).</p> <p>If you do not select this option, no approval is required to post submitted timesheets to your Vision database. You can post timesheets with a status of Submitted.</p> |
| Treat inactive projects/plans as dormant | <p>Select this option to prevent users from entering Inactive projects on their timesheets.</p> <p>Normally, Vision warns users when they enter a project with a status of Inactive, but still processes the transaction. When you select this option, Vision does not allow users to enter Inactive projects on timesheets.</p> <p>This setting does not affect the use of inactive projects with other types of transactions (such as Billing or Accounts Receivable).</p> <p>Do not select this option if you want to allow users to enter Inactive projects on their timesheets.</p> |
| Autopopulate timesheet with resource planning assignments | <p>If you are using the Vision Resource Planning application, select this option if you want to automatically populate employee's timesheets with data from your project plans.</p> |

| Field | Description |
|---------------------------------------|---|
| | <p>Each time an employee opens a new or in progress timesheet, Vision automatically updates the timesheet with data from the Resource Planning application.</p> <p>Vision updates timesheets with project planning data (project, phase, task, labor code) under the following conditions:</p> <ul style="list-style-type: none"> ▪ Include in Utilization and Project Planning is selected for the plan on the General tab of Project Planning and the plan's Status is set to Active or Inactive. ▪ Approved for use in accounting applications is selected for the project on the General tab of Project Info Center and the project's Status is set to Active or Inactive. ▪ The employee has planned hours that fall within the timesheet period. For example, if an employee has planned hours on Project B from 8/1/05 through 8/15/05, and the timesheet periods are weekly, then Vision populates timesheets with Project B data and planned hours for 7/31/05 - 8/6/05, 8/7/05 - 8/13/05, and 8/14/05 - 8/20/05. |
| | <p>Notes</p> <ul style="list-style-type: none"> ▪ If you select Treat inactive projects/plans as dormant on the Setup tab of Company Timesheet Configuration, Vision only pulls data from Active projects/plans. ▪ If an employee is removed as a resource from a project plan after charging time to the project, that time is not automatically removed from their timesheet. ▪ Timesheets are autopopulated with Resource Planning data only when an employee opens his or her own timesheet. Timesheets are not autopopulated when an administrator opens an employee's timesheet. |
| Enable Unit quantities feature | <p>Select this option to allow users to charge units to work groups, equipment, or other assets when completing their timesheets.</p> <p>When you select this option, it does not automatically enable all users to enter unit quantities. You must also select Allow Employee to Charge Units in Timesheet on the Time tab of the Employee Info Center. When both options are selected, a Unit Quantities tab appears on the Timesheet form.</p> |

| Field | Description |
|--|---|
| Post units as they are generated (do not create a transaction file) | <p>Select this option if you want unit transactions entered by employees on their timesheets to be posted when you post related timesheets.</p> <p>If this option is not selected, you must post the batch entry file for the unit transactions as a separate step, giving you the opportunity to review the file before posting. In this case, timesheet posting creates a Unit Transaction entry with a batch name in the form of TKUN-period-postseq (for example, TKUN-200610-234) for units entered on timesheets.</p> |
| Timesheet User Options | |
| Allow users to resubmit timesheets | <p>Select this option to allow users to make changes to submitted timesheets and resubmit them for processing.</p> <p>If you do not select this option, users cannot modify their timesheets after they submit them for processing.</p> |
| Allow users to enter overtime | <p>Select this option to enable the timesheet overtime fields (Ovt and Ovt-2). These fields allow users to enter standard and secondary overtime hours.</p> <p>If you do not select this option, overtime fields (OT1 and OT2) do not display on users' timesheets and users cannot enter overtime hours.</p> |
| Require electronic signature when submitting timesheets | <p>Select this option to require users to enter a password when they submit their timesheets.</p> <p>If you select this option, please be sure that passwords are established in Users and Passwords Security Configuration.</p> <p>Use the Miscellaneous tab (Set Up M) to enter a message that displays when employees submit their timesheets.</p> <p>If you do not select this option, users can submit their timesheets without entering a password.</p> |
| Require comments when hours are entered | <p>Select this option to require users to enter comments for all labor charges (hours) they enter on their timesheets.</p> |
| Limit timesheet entry to x hour increments | <p>Select this option to limit timesheet entries to either tenth, quarter, half, or whole hour increments. Select the desired increment from the drop-down menu.</p> <p>When this option is selected, Enable start/end time feature becomes available.</p> |

| Field | Description |
|---|--|
| Enable start/end time feature | <p>Select this option to have Vision use the employee's start/end times to calculate the actual number of hours worked and then round that amount to the nearest tenth, quarter, half or whole hour increment.</p> <p>Notes</p> <ul style="list-style-type: none"> This option is available only if you first select Limit timesheet entry to (tenth, quarter, half, whole) hour increment on the Setup tab of Company Timesheet Configuration. To enable this feature for a specific user, you must also select Require Employee to Enter Start and End times on the Time tab of the Employee Info Center. When you select Enable start/end time feature, the Allow Employees to Enter Meals and Breaks option becomes available on the Time tab of the Employee Info Center. |
| Detailed Timesheet Report Options | |
| Include client name | <p>Select this option to display client names (for each project) on the user's Detailed Timesheet reports.</p> <p>See the Vision Online Help system for more information about the Detailed Timesheet report.</p> |
| Include comments | <p>Select this option to display comments (for each labor charge) on the user's Detailed Timesheet reports.</p> <p>See the Vision Online Help system for more information about the Detailed Timesheet report.</p> |
| Check Timesheet Hours Options | |
| Check hours entered against the expected x | <p>This feature enables Vision to compare the total hours users submit on their timesheets against the total hours they are expected to submit for the labor period. Vision only checks regular hours, not overtime hours, and it performs the check when users submit their timesheets.</p> <p>Vision calculates a user's expected hours by multiplying the number of days in the labor period by the expected hours entered in the Hours/Day field on the Personal tab of Employee Info Center.</p> <p>If you do not want Vision to check entered hours against expected hours, select None from the Check hours entered against expected drop-down list.</p> <p>If you want Vision to check hours, select the</p> |

| Field | Description |
|------------------------------------|--|
| | <p>appropriate option from the drop-down list. Vision can either warn users about discrepancies, or it can give them an error message.</p> <ul style="list-style-type: none"> Warnings alert users to the discrepancy, but they are allowed to submit the timesheet without changes. Errors alert users to the discrepancy, and they are prevented from submitting the timesheet if the hours entered are greater than expected. They can, however, submit the timesheet if the hours entered are less than expected. <p>Select one of the following options:</p> <ul style="list-style-type: none"> Warning if Over — Vision displays a warning message if the hours submitted are greater than expected. |
| | <ul style="list-style-type: none"> Warning if Either Over or Under — Vision displays a warning message if the hours submitted are greater or less than expected. Error if Over — Vision displays an error message if the hours submitted are greater than expected. The user must correct hours to submit the timesheet. Error if Under — Vision displays an error message if the hours submitted are less than expected. Error if Either Over or Under — Vision displays an error message if the hours submitted are either greater than or less than expected. The user must correct the timesheet if the hours are greater than expected. |
| Timesheet Left Grid Options | |
| Show Project | <p>Use the drop-down list in this field to select a display option for project data. The option you select determines how project data is entered and displayed on the Timesheet form.</p> <ul style="list-style-type: none"> Select Number to display the Project field. This field accepts and displays project numbers only. Select Name to display the Project Name field. This field accepts and displays project names only. Select Both to display both the Project and the Project Name fields. The Project Name field displays as a read-only field. Users must enter a project number in Project, and Vision |

| Field | Description |
|----------------------------|--|
| | automatically enters the project name in Project Name . |
| Show Phase | <p>Use the drop-down list in this field to select a display option for phase data. The option you select determines how phase data is entered and displayed on the Timesheet form.</p> <ul style="list-style-type: none"> ▪ Select Number to display the Phase field. This field accepts and displays phase numbers only. ▪ Select Name to display the Phase Name. This field accepts and displays phase names only. ▪ Select Both to display both the Phase and the Phase Name fields. When you select this option, the Phase Name field displays as a read-only field. Users must enter a phase number Phase, and Vision automatically enters the phase name in Phase Name. |
| Show Task | <p>Use the drop-down list in this field to select a display option for task data. The option you select determines how task data is entered and displayed on the Timesheet form.</p> <ul style="list-style-type: none"> ▪ Select Number to display the Task field. This field accepts and displays task numbers only. ▪ Select Name to display the Task Name field. This field accepts and displays task names only. ▪ Select Both to display both the Task and the Task Name. When you select this option, the Task Name field displays as a read-only field. Users must enter a task number in Task, and Vision automatically enters the task name in Task Name. |
| Show Labor Code | <p>Use the drop-down list in this field to select a display option for labor code data. The option you select determines how labor code data is entered and displayed on the Timesheet form.</p> <ul style="list-style-type: none"> ▪ Select Number to display the Labor Code field. This field accepts and displays labor codes using both numbers and letters. ▪ Select None if you do not want to display the Labor Code field. If you select this option, users are not required to enter labor codes when charging time to projects. |
| Show Labor Category | Use the drop-down list in this field to select a display option for labor category data. The option you select |

| Field | Description |
|--------------------------------------|--|
| | <p>determines if labor category data is entered and displayed on users' timesheets.</p> <ul style="list-style-type: none"> Select Name to display the Labor Category field. The Labor Category field displays the name of the labor category assigned to the user on the Accounting tab of their Employee Info Center record. If you select this option, the user is able to select a different labor category when charging time to projects. Select None if you do not want to display the Labor Category field. If you select this option, Vision applies the user's default labor category (from the Accounting tab of Employee Info Center) to all labor charges. The user is not able to enter a different labor category on his/her timesheet. |
| Show Client | <p>Use the drop-down list in this field to select a display option for client data. The option you select determines how client data is displayed on the Timesheet form.</p> <ul style="list-style-type: none"> Select Name to display the Client Name field. This is a read-only field that displays the name of the client associated with the project entered in the Project Name field and/or Project Number field. Select None if you do not want to display the Client Name field. |
| Left grid width (0 = default) | <p>Use this field to set the size of the left grid on the Timesheet form. This grid contains the Project, Project Name, Phase, Phase Name, Task, Task Name, Labor Code, and Billing Category fields (based on the settings you chose in this section).</p> <p>For proper display, please enter a value greater than 215 (or leave this field blank).</p> <p>The size of the grid determines how much data is visible when users open the Timesheet form. If all of the fields are not visible, users can scroll through the grid to view additional fields.</p> |

4. Click **Save**.




Set Up Timesheet Labor Periods

The **Calendar** grid on the Calendar tab of Company Timesheet Configuration allows you to manage your timesheet labor periods.



Set up Labor Periods

You can add labor periods manually to the **Calendar** grid, copy and modify existing labor periods, or use the **Auto Fill** option to automatically add labor periods for a specified period of time. You can also use the **Calendar** grid to delete labor periods, or to review and change the status of labor periods.

To set up labor periods, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Time & Expense » Company Timesheet**. Vision displays the Company Timesheet Configuration form.
2. Select the Calendar tab.
3. Perform one of the following:
 - To add a new period, position the row selector on the row above where you want to add the new period, and click  **Insert**.
 - To add a new period that is similar to an existing period, copy the existing period and then modify it. To do this, position the row selector on the row you want to copy, and click  **Copy**.
 - To display the Establish Timesheet Calendar form, click **Auto Fill**. Enter labor period information and click **OK**. Vision inserts labor periods on the Calendar tab, based on your entries. Skip step 4 and proceed directly to step 5.
4. To capture a snapshot of the grid information, click  and select either **Print** or **Export to Excel** from the drop-down list. This step is optional.
5. Complete the fields on this tab, as follows:

| Field | Description |
|---------------------------|---|
| Calendar Drop-down | <p>The grids in Vision include an option that enable you to either print a snapshot of the grid's information or export it to an Excel file.</p> <p>See "Getting Started" in the Vision Online Help system for more information about these options.</p> |
| Auto Fill | <p>Click Auto Fill to automatically add labor periods to the Calendar grid. When you click Auto Fill, Vision displays the Establish Timesheet Calendar form. Use this form to define the following for the labor periods you are adding:</p> <ul style="list-style-type: none"> ▪ Frequency ▪ Start date ▪ End date ▪ Status |

| Field | Description |
|-------------------|--|
| Start Date | Enter the start date for the labor period. You can enter the date directly in this field, or click  (which displays when you click in this field) and select a date from the drop-down calendar. |
| End Date | Enter the end date for the labor period. You can enter the date directly in this field, or click  (which displays when you click in this field) and select a date from the drop-down calendar. |
| Status | <p>Select a status for the labor period. The status you select determines what timesheet processing options are available to timesheet users.</p> <p>Your labor period status options are:</p> <ul style="list-style-type: none"> ▪ Open ▪ Administrators ▪ System Administrators ▪ Closed <p>See “Labor Period Status Values” on page 278 for more information.</p> |

6. Repeat steps 3 and 4.

7. Click  Save.





After you add a labor period and save it, you can change the labor period status, but you cannot change the labor period start date or end date. If you need to change the start date or end date, you must delete the labor period and add it to the grid again.

Delete Labor Periods

When you delete a labor period from the **Calendar** grid on the Calendar tab of Company Timesheet Configuration, Vision deletes the labor period from the grid and deletes all timesheets for that period. Thus, you can use labor period deletion to purge old timesheets.

To delete a labor period, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Time & Expense » Company Timesheet**. Vision displays the Company Timesheet Configuration form.
2. Select the Calendar tab.
3. Click the row in the **Calendar** grid that contains the labor period that you want to delete.

4. Click  **Delete**. Vision displays the following message:
Warning: Deleting a labor period will also delete all corresponding timesheet data.
Are you sure you want to delete the period from MM/DD/YY to MM/DD/YY?
5. Click **Yes** to continue. Vision deletes the selected labor period from the **Calendar** grid.
6. Repeat steps 3 through 5.
7. Click  **Save**.

Labor Period Status Values

When you add a labor period to the **Calendar** grid, you must select a status for the labor period. The status you select for a labor period determines what timesheet processing options are available to Timesheet users when they process timesheets for that labor period. You can change the status of a labor period at any time.



All users—Staff, Group, Company, and System—can open and print any timesheet to which they have access, whether the labor period status is Open, Administrators, System Administrators, or Closed.

The following table describes the labor period status values and the ways they affect timesheet processing.



| Labor Period Status | Effect on Time and Expense Timesheet Processing |
|------------------------------|---|
| Open | <p>The labor period is open to all users.</p> <ul style="list-style-type: none"> ▪ Users with Staff access can enter, modify, and submit timesheets. ▪ Users with Group, Company, or System access can enter, modify, submit, and approve any timesheet to which they have access. |
| Administrators | <p>The labor period is closed to Staff users, but open to Group and System users.</p> <ul style="list-style-type: none"> ▪ Users with Staff access can no longer enter, modify, or submit timesheets. ▪ Users with Group, Company, or System access can still enter, modify, submit, and approve any timesheet to which they have access. |
| System Administrators | <p>The labor period is closed to Staff, Group, and Company users, but open to System users.</p> <ul style="list-style-type: none"> ▪ Users with Staff access can no longer enter, modify, or submit timesheets. ▪ Users with Group access can no longer enter, modify, submit, or approve timesheets. ▪ Users with Company access can no longer enter, modify, |

| Labor Period Status | Effect on Time and Expense Timesheet Processing |
|---------------------|--|
| | <p>submit, or approve timesheets.</p> <ul style="list-style-type: none"> Users with System access can still enter, modify, submit, and approve any timesheet to which they have access. |
| Closed | <p>The labor period is closed to Staff, Group, Company, and System users.</p> <ul style="list-style-type: none"> All users are prevented from entering, modifying, submitting, or approving timesheets. |

Set Up Global Comments

The Global Comments tab of Company Timesheet Configuration allows you to set up comments for employees to use when completing their timesheets. Global comments help identify or classify specific time and labor entries.

To set up global comments, complete the following steps:

- From the Vision Navigation menu, click **Configuration » Time & Expense » Company Timesheet**. Vision displays the Company Timesheet Configuration form.
- Select the Global Comments tab.
- Perform one of the following:
 - To add a new comment, position the row selector on the row above where you want to add the new comment and click **Insert**.
 - To add a new comment that is similar to an existing comment, copy the existing comment and then modify it. To do this, position the row selector on the row you want to copy and click  **Copy**.
- To capture a snapshot of the grid information, click  and select either **Print** or **Export to Excel** from the drop-down list. This step is optional. See “Getting Started” in the Vision Online Help system for more information.
- Enter a comment in the **Comment** field.

When you add a comment to the **Global Comments** grid, the new comment becomes available to all Timesheet users. However, modifying a comment on the grid does not change the comment on any existing timesheets.
- Repeat steps 3 and 4.
- Click **Save**.

Setting up timesheet employee groups allows you to organize employees into discrete groups for timesheet entry, modifying, submitting, approval, and posting purposes.

You set your own criteria for establishing employee groups and adding or removing employees. You can establish groups for employees who share the same job function, employees who work in the same department, or employees who work in the same office.

After you have set up groups, you can use the groups as a basis for distributing Timesheet administration responsibilities throughout your company.

You can also use employee groups when defining timesheet special categories.

Employee Groups Example

In the past, your company relied on one person to review, modify, and post employee timesheets. The task was overwhelming because the person was not familiar with certain project numbers, labor codes, or other timesheet entries. This led to late and inaccurate timesheet submissions.

To improve the situation, your company decided to set up employee timesheet groups based on departmental functions. You classified departmental functions into five groups and identified the employees who belong in each group.

- Accounting (8 employees)
- Administration (10 employees)
- Executive (4 employees)
- Project Management (12 employees)
- Sales and Marketing (8 employees)

You set up each group and identify one person from each group as the Group Administrator. This person is responsible for ensuring the timely and accurate submission of timesheets from all members of the group.

For best results, be sure that each group administrator:

- Knows the employees in the group and how best to contact them when timesheets are due.
- Knows the project numbers, labor codes, and other values that are appropriate entries for employees in the group.


Set Up Timesheet Employee Groups


The Employee Group tab of Company Timesheet Configuration allows you to set up employee groups and to add and remove employees from employee groups.




After you add an employee group and save it, you can change the description information for that group; however, you cannot change the group code. If you need to change the group code, you must delete the employee group and add it to the grid again using the new code.

To set up employee groups, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Time & Expense » Company Timesheet**. Vision displays the Company Timesheet Configuration form.
2. Select the Employee Group tab.
3. Perform one of the following:
 - To add a new group, position the row selector on the row above where you want to add the new group and click  **Insert**.

- To add a new group that is similar to an existing group, copy the existing group and then modify it. To do this, position the row selector on the row you want to copy and click  **Copy**.

4. To capture a snapshot of the grid information, click  and select either **Print** or **Export to Excel** from the drop-down list.
5. Complete the fields on this grid as follows:


| Field | Description |
|--------------------|---|
| Group | <p>Enter a two-digit, alphanumeric code by which to identify the employee group.</p> <p>After you add an employee group and save it, you can change the description information for that group; however, you cannot change the group code. If you need to change the group code, you must delete the employee group and add it to the grid again using the new code.</p> |
| Description | <p>Enter a description for the employee group. The description you enter here appears in the drop-down box in the Group field on the Time and Expense tab of Employee Info Center.</p> <p>After you add an employee group and save it, you can change the description information for that group; however, you cannot change the group code. If you need to change the group code, you must delete the employee group and add it to the grid again using the new code.</p> |

6. Add employees or remove employees from the group:

Click the row in the **Timesheet Groups** grid that contains the employee group to which you want to add an employee. Vision displays a list of available employees in the **Available Employees** field and a list of the selected group's current members in the **Employees for this Group** field.

From the list in the **Available Employees** field, select the employee you want to add to the group and click the employee name. To add more than one employee, do one of the following:

 - Press and hold the **Ctrl** key and then click on each employee name that you want to add to the group.
 - Press and hold the **Shift** key and then click the first and last employee name in the range of employees that you want to add to the list.



Click **Add**. Vision adds the employee (or employees) to the selected group.
7. Repeat steps 3 through 5.
8. Click  **Save**.

Delete Employee Groups



Before you delete an employee group, you should remove all users from the group and reassign them to a new employee group.

To delete an employee group, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Time & Expense » Company Timesheet**. Vision displays the Company Timesheet Configuration form.
2. Select the Employee Group tab.
3. Click the row in the **Timesheet Groups** grid that contains the employee group that you want to delete.
4. Click  **Delete**. Vision deletes the selected group from the grid.
5. Repeat steps 3 and 4.
6. Click  **Save**.

Set Up Timesheet Ratios

The Ratios tab of Company Timesheet Configuration allows you to select which timesheet ratios are available to Timesheet users. Each of the ratios compares an employee's direct (billable) hours with other types of hours, such as standard hours and benefit hours. This information can help employees determine the following information:

- What percentage of their time is billable time
- What percentage is not billable
- How these percentages compare to planned targets for billable hours

Standard hours for ratio calculations are based on the non-working days and holiday settings you define in Holiday Configuration.

To set up timesheet ratios, complete the following steps:

1. From the Vision Application menu, click **Configuration » Time & Expense » Company Timesheet**. Vision displays the Company Timesheet Configuration form.
2. Select the Ratios tab.
3. Select your ratio display options, as follows

| Field | Description |
|--------------------|--|
| Show Ratios | <p>Select one or more of the following ratios. Employees can then view selected ratios by clicking Show » Ratios from any open timesheet.</p> <ul style="list-style-type: none"> ▪ Direct / Total — This option displays the percentage of Total hours that are Direct (billable) hours. This ratio is also known as the Gross Chargeable Ratio. ▪ Direct / (Total - Benefit) — This option displays the percentage of Total hours, less Benefit hours, |

| Field | Description |
|--------------------------|---|
| | <p>that are Direct (billable) hours. This ratio is also known as the Net Chargeable Ratio.</p> <ul style="list-style-type: none"> ▪ Target — This option displays the expected percentage of Direct (billable) hours for an employee, as defined on the Accounting tab of the employee's Info Center record. ▪ Direct / Std — This option displays the percentage of Standard hours that are Direct (billable) hours. ▪ Direct / (Std - Benefit) — This option displays the percentage of Standard hours, less Benefit hours, that are Direct (billable) hours. |
| Timesheet Periods | <p>Select the time periods you want to use for calculating ratios.</p> <ul style="list-style-type: none"> ▪ Show Current — This option display ratios for the current timesheet period. ▪ Show Month-to-Date — This option display ratios for the current month. ▪ Show Year-to-Date — This option display ratios for the current year. <p>You can display more than one time period for ratios, for example, Show Current and Show Month-to-Date to display ratios for the current timesheet period and the current month.</p> |

4. Click  **Save**.

Set Up Miscellaneous Timesheet Options

Use the Miscellaneous tab of Company Timesheet Configuration to enter the message (if any) that you want to display on the Confirm Electronic Signature dialog box when employees submit their timesheets for processing.

To have Vision perform additional validation routines when users save their Timesheets, use the Web Services feature, which is set up independently of Vision.



See ["Invoke Web Service Overview"](#) in the Vision Online help system for more information.

To set up miscellaneous timesheet options, complete the following steps:

1. From Visions Navigation menu, click **Configuration » Time & Expense » Company Timesheet**. Vision displays the Company Timesheet Configuration form.
2. Select the Miscellaneous tab.

3. Complete the fields on this tab as follows:

| Field | Description |
|---|--|
| Enter the text that should appear when timesheets are signed | <p>Enter the message you want to display on the Confirm Electronic Signature dialog box when employees submit their timesheets. You can enter text directly in the text box on this tab, or use the Vision Text Editor to enter and modify text.</p> <p>Sample Messages:</p> <ul style="list-style-type: none"> ▪ Thank you for submitting your timesheet. ▪ Before submitting your timesheet, please double-check all timesheet charges for accuracy. ▪ When you enter your electronic signature, your timesheet will be submitted for processing. If there are any discrepancies, an administrator will contact you within 3 business days. <p>To display the message when users submit their timesheets, you must also select Require electronic signature when submitting timesheets on the Setup tab (Set).</p> |


4. Click  **Save**.



Set Up Timesheet Special Categories

The Timesheet Special Categories form allows you to set up special labor charge categories for Timesheet users.

If at any time you want to print the Timesheet Special Categories report, which lists information about the special categories you set up here, click **Print** from the Timesheet Categories form.


To set up timesheet special categories, complete the following steps:


1. From the Vision Navigation menu, click **Configuration » Time & Expense » Timesheet Categories**. Vision displays the Timesheet Special Categories form.
2. Perform one of the following:
 - To add a special category for all employees, enter **All Groups** in the **Find** field and press **Enter** or click  and select **[All Groups]** from the Timesheet Category Lookup. Vision displays the special categories (if any) set up for all employees.
 - To add a special category to a new employee group, click **New » New Group Categories**. Vision displays a blank Timesheet Special Categories form. Use this procedure if you have not yet set up any special categories for the employee group. Only members of the selected group will have access to the special categories you set up for the group.


- To copy an existing special category, click **Copy**. Vision copies the selected special category information to a new row on the grid. You can now modify it to create a new category.
 - To copy all special categories for an employee group, either click **New » Copy Current Group Categories** to copy all special categories for the currently selected group, or click **New » Select Group Categories to Copy** to select a different group using the Timesheet Category Lookup. Vision copies all special categories from the selected group. Then select an employee group from the **Employee Group** field. Vision adds the copied categories to the selected group.
 - Click  **Insert** on the **Timesheet Special Categories** grid to insert a blank row on the grid.
3. To capture a snapshot of the grid information, click  and select either **Print** or **Export to Excel** from the drop-down list. This step is optional.
4. Complete the fields on this tab as follows:


Note that you can also double-click in any field on the blank row to enter timesheet special category information using the Special Categories dialog box. The Special Categories dialog box displays all data entry fields at once, which allows you to enter special category information without the need to scroll through the grid on the Timesheet Special Categories form.

| Field | Description |
|-----------------------|--|
| Employee Group | <p>You can set up timesheet special categories for all employees or for specific employee groups:</p> <ul style="list-style-type: none"> ▪ The special categories you set up for all employees appear on the timesheets of all employees, regardless of their group affiliation. ▪ The special categories you set up for specific employee groups appear only on the timesheets of employees belonging to those groups. <p>This field is active only when you click New » New Group Categories.</p> <ul style="list-style-type: none"> ▪ To set up special categories for use by all employees, select the [All Groups] option. ▪ To set up special categories for use by a specific group of employees, use the drop-down list in this field to select an employee group. <p>Note that the drop-down list only displays employee groups for which you have not yet set up any special categories. After you have set up categories for a group, it no longer displays in the list. To add categories to the group, you must access the group category list using the Find field. When you open the Timesheet Special Categories form for an existing group, the group name displays in the Employee</p> |

| Field | Description |
|-----------------------|--|
| | Group field. |
| Category | Enter a unique code for this special category. Use up to six numbers and/or letters. |
| Description | Enter a description for this special category. The description you enter here appears on users' timesheets. |
| Sort Order | Enter a sort order number for this special category. The sort order number determines the order in which special categories appear on users' timesheets. |
| Project | <p>Select one of the following options from the drop-down list in this field:</p> <ul style="list-style-type: none"> ▪ Select Project to enter a single project number in Single Project. ▪ Select Query to enter a project query in Project Query. <p>The option you select determines which project fields are enabled on the Timesheet Special Categories form.</p> |
| Single Project | <p>If there is a single project associated with this special category, enter the project number in this field. To enter a project number in this field, you must first select Project in the Project field.</p> <p>Enter a project number directly in this field or do one of the following:</p> <ul style="list-style-type: none"> ▪ Use the Quick Find feature. ▪ Click  to use the Project Lookup. <p>If the project varies by employee, do not enter a project number in this field. Select Query in the Project field and enter a project query in Project Query.</p> |
| Project Query | <p>Enter a SQL query to identify the appropriate project for this special category. Use a project query only if the project varies by employee. To enter a project query in this field, you must first select Query in the Project field.</p> <p>The following are commonly used variables for SQL queries:</p> <ul style="list-style-type: none"> ▪ :emp ▪ :wbs1 |

| Field | Description |
|---------------------|--|
| | <ul style="list-style-type: none"> ▪ :wbs2 ▪ :wbs3 ▪ :laborcode ▪ :billcat <p>Contact your Deltek Vision Support representative if you need help creating a SQL query. Custom queries are developed on a time and materials basis.</p> |
| Phase | <p>Select one of the following options:</p> <ul style="list-style-type: none"> ▪ Select Phase to enter a single phase number in Single Phase. ▪ Select Query to enter a phase query in Phase Query. <p>The option you select in this field determines which phase fields are enabled on the Timesheet Special Categories form.</p> |
| Single Phase | <p>If there is a single phase associated with this special category, enter the phase number in this field. To enter a phase number in this field, you must first select Phase in the Phase field.</p> <p>Enter a phase number directly in this field or do one of the following:</p> <ul style="list-style-type: none"> ▪ Use the Quick Find feature. ▪ Click  to use the Phase/Task Lookup. <p>If the phase varies by project or employee, do not enter a phase number in this field. Select Query in the Phase field and enter a phase query in the Phase Query field.</p> |
| Phase Query | <p>Enter a SQL query to identify the appropriate phase for this special category. Use a phase query only if the phase varies by project or employee. To enter a phase query in this field, you must first select Query in the Phase field.</p> <p>The following are commonly used variables for SQL queries:</p> <ul style="list-style-type: none"> ▪ :emp ▪ :wbs1 ▪ :wbs2 ▪ :wbs3 |

| Field | Description |
|--------------------|---|
| | <ul style="list-style-type: none"> ▪ :laborcode ▪ :billcat <p>Contact your Deltek Customer Care representative if you need help creating a SQL query. Custom queries are developed on a time and materials basis.</p> |
| Task | <p>Select one of the following options from the drop-down list in this field:</p> <ul style="list-style-type: none"> ▪ Select Task to enter a single task number in Single Task. ▪ Select Query to enter a task query in Task Query. <p>The option you select determines which task fields are enabled on the Timesheet Special Categories form.</p> |
| Single Task | <p>If there is a single task associated with this special category, enter the task number in this field. To enter a task number in this field, you must first select Task in the Task field.</p> <ul style="list-style-type: none"> ▪ Enter a task number directly in this field or do one of the following: ▪ Use the Quick Find feature. ▪ Click  to use the Phase/Task Lookup. <p>If the task varies by project, phase, or employee, do not enter a task number in this field. Select Query in the Task field and enter a task query in the Task Query field.</p> |
| Task Query | <p>Enter a SQL query to identify the appropriate task for this special category. Use a task query only if the task varies by project, phase, or employee. To enter a task query in this field, you must first select Query in the Task field.</p> <p>The following are commonly used variables for SQL queries:</p> <ul style="list-style-type: none"> ▪ :emp ▪ :wbs1 ▪ :wbs2 ▪ :wbs3 ▪ :laborcode ▪ :billcat <p>Contact your Deltek Customer Care representative if</p> |

| Field | Description |
|--------------------------|---|
| | you need help creating a SQL query. Custom queries are developed on a time and materials basis. |
| Labor Code | <p>Select one of the following options from the drop-down list in this field.</p> <ul style="list-style-type: none"> Select Labor Code to enter a single labor code in Single Labor Code. Select Query to enter a labor code query in Labor Code Query. <p>The option you select determines which labor code fields are enabled on the Timesheet Special Categories form.</p> |
| Single Labor Code | <p>If there is a single labor code associated with this special category, enter the labor code in this field. To enter a labor code in this field, you must first select Labor Code in the Labor Code field.</p> <p>Enter a labor code directly in this field or do one of the following:</p> <ul style="list-style-type: none"> Use the Quick Find feature. Click  to use the Labor Code Lookup. <p>If the labor code varies by project, phase, task, or employee, do not enter a labor code number in this field. Select Query in the Labor Code field and enter a labor code query in Labor Code Query.</p> |
| Labor Code Query | <p>Enter a SQL query to identify the appropriate labor code for this special category. Use a labor code query only if the labor code varies by project, phase, task, or employee. To enter a labor code query in this field, you must first select Query in the Labor Code field.</p> <p>The following are commonly used variables for SQL queries:</p> <ul style="list-style-type: none"> :emp :wbs1 :wbs2 :wbs3 :laborcode :billcat <p>Contact your Deltek Customer Care representative if you need help creating a SQL query. Custom queries are developed on a time and materials basis.</p> |

| Field | Description |
|------------------------|--|
| Labor Category | <p>Select one of the following options from the drop-down list in this field.</p> <ul style="list-style-type: none"> Select Labor Category to enter a single labor category in Single Category. Select Query to enter a labor category query in Category Query. <p>The option you select determines which labor category fields are enabled on the Timesheet Special Categories form.</p> |
| Single Category | <p>If there is a single labor category associated with this special category, select the category in this field. To enter a labor category in this field, you must select Labor Category in the Labor Category field.</p> <p>If the labor category varies by project, phase, task, labor code, or employee, do not enter a labor category in this field. Select Query in the Labor Category field and enter a labor category query in Category Query.</p> |
| Category Query | <p>Enter a SQL query to identify the appropriate labor category for this special category. Use a labor category query only if the labor category varies by project, phase, task, labor code, or employee. To enter a labor category query in this field, you must first select Query in the Labor Category field.</p> <p>The following are commonly used variables for SQL queries:</p> <ul style="list-style-type: none"> :emp :wbs1 :wbs2 :wbs3 :laborcode :billcat <p>Contact your Deltek Customer Care representative if you need help creating a SQL query. Custom queries are developed on a time and materials basis.</p> |

- If you used the Special Categories dialog box to enter your timesheet special category information, click **OK** on that dialog box to return to the Timesheet Special Categories form.


- Click  **Save**.

Assign Employees' Access Rights to the Time Application

In addition to configuring your timesheet processing options, you must assign employee access rights to the Time application—Staff, Group, or System. You assign access rights on the Time tab of each employee's Employee Info Center record.

To assign employees' access rights, complete the following steps:

1. From the Vision Navigation menu, click **Info Center » Employees**. Vision displays the Employees form.
2. Search for and select the employee to which you want to assign rights, using Employee Lookup.
3. Select the Time tab.
4. Complete the fields on this tab, as follows:

| Field | Description |
|-----------------|---|
| Group | <p>Select a Timesheet group for the employee. This also establishes this employee's right to modify and approve timesheets for employees in the designated groups.</p> <p>You set up employee groups on the Employee Group tab of Company Timesheet Configuration (Set Up Timesheet Employee Groups).</p> |
| Level | <p>Select the administrative level for the employee. You can give an employee Staff, Group, Company, or System access to the Timesheet application.</p> <ul style="list-style-type: none"> ▪ Staff — Staff level gives the employee access to only his/her own timesheets. ▪ Group — Group level gives the employee access to timesheets for all employees within a particular group. ▪  Company — Company level gives the employee access to timesheets for all groups and employees in the active company. (This option is available only if you are using the Multicompany application.) ▪ System — System level gives the employee access to timesheets for all groups and employees in the enterprise. You must designate at least one employee in your firm to have System level access to timesheets. |
| Editing | Select this option to enable an employee to modify any timesheet to which he or she has access. |
| Approval | Select this option to enable an employee to approve any timesheet to which he or she has access (prior to |

| Field | Description |
|--|---|
| | posting). |
| Timesheet Groups Grid | <p>Use the Timesheet Groups grid to assign an employee to more than one group, with appropriate editing or approval privileges.</p> <ul style="list-style-type: none"> Use the drop-down list in the Group field to select the Timesheet groups for which this employee is able to access timesheets. If you are using Vision Multicompany, the groups that display depend on the selected Company. Select the Editing option to allow the employee to open and modify timesheets for all employees in the specified group. Select the Approval option to allow the employee to open and approve timesheets for all employees in the specified group. |
| Default Labor Code | <p>This section contains a field for each labor code level setup for your firm (up to five levels). Use the drop-down list lists in these fields to enter default labor code information. If you enter a default labor code, this code displays on the employee's timesheet when they charge time to any project. You can set up a default for all labor code levels or only for specific levels.</p> <p>However, if you set up a default for the first and last levels of your structure (for example, Levels 1 and 5), you must assign a default for all levels.</p> |
| Allow Employee to change in Timesheet | Select this option to allow the employee to override the default labor code settings and enter any labor code they want. |
| Allow Employee to Charge Units in Timesheet | <p>This option is enabled only when the Enable Unit Quantities Feature option is selected on Configuration » Company Timesheet.</p> <p>Select this option to allow the employee access to the Timesheet Hours and Unit Quantities tabs. Use these tabs to enter time transaction for units.</p> <p>For example, if your firm is using a 3-Person Field Crew, you could set this up so that only the Crew Chief has access to this tab and time is only charged against the unit one time.</p> |
| Check hours entered against expected | This option allows you to require Vision to check the total hours entered on a user's timesheet against the total hours the user is expected to enter for a labor period. Vision checks the total hours each time a user submits a timesheet. |

| Field | Description |
|--|--|
| | <p>Select one of the following Check Hours processing options from the drop-down list in this field.</p> <ul style="list-style-type: none"> ▪ Global (-G) — Select this option for Vision to use the Check Hours processing option on the Setup tab of Timesheet Configuration. ▪ None (-N) — Vision does not check hours. ▪ Error if Over (-1) — Select this option for Vision to check hours when users submit their timesheets. Vision displays an error message if a user tries to submit a timesheet that has more than the expected number of regular hours. Vision will not allow a user to submit a timesheet that has more than the expected number of regular hours. ▪ Error if Under (-2)— Select this option for Vision to check hours when users submit their timesheets. Vision displays an error message if a user tries to submit a timesheet that has less than the expected number of regular hours. Vision will allow a user to submit a timesheet that has less than the expected number of regular hours. ▪ Error if Either Over or Under (-E)— Select this option for Vision to check hours when users submit their timesheets. Vision displays an error message if a user tries to submit a timesheet that has either more than or less than the expected number of regular hours. Vision will not allow a user to submit a timesheet that has more than the expected number of regular hours. However, Vision will allow a user to submit a timesheet that has less than the expected number of regular hours. ▪ Warning if Over (-O) — Select this option for Vision to check hours when users submit their timesheets. Vision displays a warning message if a user tries to submit a timesheet that has more than the expected number of regular hours. Vision allows the user to submit the timesheet. |
| Require Employee to enter Start and End Times | <p>To enable this option, your system administrator must select the Enable Start/End Times Feature option on Configuration » Company Timesheet.</p> <p>Select this option to require the employee to enter a start time and end time, which is useful for tracking mandatory meal and rest breaks.</p> |

| Field | Description |
|---|--|
| Allow Employee to enter Meals and Breaks | To enable this option, you must select the Require Employee to enter Start and End Times option above, and your System Administrator must select the Enable Start/End Times Feature option on Configuration » Company Timesheet . Select this option to allow an employee to enter meals and breaks. |
| Default Meal Start/End Time | To enable this option, you must select the Allow Employee to enter Meals and Breaks option above, and your System Administrator must select the Enable Start/End Times Feature option on Configuration » Company Timesheet . Use this option to select a default start and end time for the employee's meals and breaks. |

5. Click  Save.

Set Up Expense Reports

Expense Report Configuration Checklist

The following checklist describes the steps to follow to set up expense reports for users in your firm. Each step is described in detail in this chapter.

| Step | Description |
|------|--|
| 1 | Set up expense report line item approval options |
| 2 | Specify expense report processing, display, and mileage reimbursement options. |
| 3 | Set up expense report employee groups. |
| 4 | Set up miscellaneous expense report options (signing notification message and Web services). |
| 5 | Create expense categories. |
| 6 | Assign employees' expense report access rights. |

Set Up Expense Line Item Approval Options

Use the System Expense Report Configuration (Expense Report Line Item Approval) form to turn on and configure the Expense Report Line Item Approval feature.

Expense Report Line Item Approval enables principals, project managers, and/or supervisors to do the following:

- Review and approve (or reject) all expenses entered for their projects.

- Verify that the expense charged are accurate and appropriate for the projects specified.
- Maintain greater control over project costs.
- View only expenses charged to their individual projects, not actual employee Expense reports.

You can set up line item approval for all projects, or you can specify line item approval for the following:

- Regular projects.
- Overhead projects.
- Promotional projects.
- Any combination of regular, overhead, and promotional projects.

Expense report line item approval and expense report approval (Set) function independently of each other. You can require one of the following:

- Expense report approval only
- Line item approval only
- Both expense report and line item approval
- No approval

To set up expense report line item approval options, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Time & Expense » System Expense**. Vision displays the System Expense Report Configuration form.
2. Complete the fields on this form as follows:

| Field | Description |
|--|---|
| Expense Report Line Item Approval | <p>Use the drop-down list in this field to turn the Expense Report Line Item Approval feature on or off. By default, the Expense Report Line Item Approval feature is turned off.</p> <p>You have three options:</p> <ul style="list-style-type: none"> ▪ Off — Select this option to turn off the Expense Report Line Item Approval feature for all projects. Vision disables all the other options on the Line Item Approval tab. ▪ On — Select this option to turn on the Expense Report Line Item Approval feature for all projects. Vision enables options under Approver(s) for Expense Report Line Item Approval and enables the feature in the Expense Report application. ▪ By Project — Select this option to turn on the Expense Report Line Item Approval feature for selected projects. Vision enables all the other options on the form and enables the feature in the Expense Report application. |

| Field | Description |
|---|--|
| | <p>If you select By Project, you must also select one or more project charge types under Expense Report Line Item Approval by Project Charge Type. The project charge types you select determine the projects that require line item approval.</p> <p>For example, if you choose By Project and Regular, then expenses entered for any regular project require line item approval, while expenses entered for overhead and promotional projects.</p> <p>In addition, when you select By Project, the Expense Line Item Approval field displays on the Time & Expense tab of your Project Info Center records. Use this field to override the system settings for expense report line item approval on a project-by-project basis.</p> <p>To turn off the line item approval feature for a selected regular project, open the project record and select No from the drop-down list in the Expense Line Item Approval field.</p> |
| Require Line Item Approval to Post Expense Report | <p>Select this option to require line item approval before an Expense Report can be posted.</p> <p>If you select this option, note the following:</p> <ul style="list-style-type: none"> Principals, project managers, or supervisors must approve individual expense report line entries before you can post expense reports. You cannot post expense reports with lines items that are Unapproved or Rejected. <p>If you want a designated Group or System administrator to approve employee expense reports (that is, all entries on each expense report) prior to posting, select Require expense reports to be approved before posting on the Setup tab of Company Expense Report Configuration (Set). This is a company-specific setting.</p> |
| Approver(s) for Expense Report Line Item Approval <p>You can select one, two, or all three approver options, but you cannot leave this section blank. Each principal, project manager, or supervisor is responsible for approving expense charges only for his/her own projects.</p> | |
| Principal | Select this option to require a principal to approve expense charges for specified projects. |
| Project Manager | Select this option to require a project manager to approve expense charges for specified projects. |

| Field | Description |
|--|---|
| Supervisor | Select this option to require a supervisor to approve expense charges for specified projects. |
| Expense Report Line Item Approval by Project Charge Type Options in this section allow you to limit the number or type of projects for which line item approval is required, and they are enabled only if you select By Project in the Expense Report Line Item Approval field. You can select more than one option, but selecting all three has the same effect as selecting On in the Expense Report Line Item Approval field. Note that you define project charge types (regular, overhead, and promotional) on the Accounting tab of Project Info Center. See the Project Info Center book in the Vision Online Help system for more information. | |
| Regular | Select this option to require line item approval for regular projects. |
| Overhead | Select this option to require line item approval for overhead projects. |
| Promotional | Select this option to require line item Help system for more information. |

3. Click  **Save**.

Set Up Expense Report Options

The Setup tab of Company Expense Report Configuration allows you to select expense report processing and display options.

If at any time you want to print the Expense Report Configuration report, which lists all the options you set up here, click **Print** from the Expense Report Confirmation form.

To set up expense report options, complete the following steps:



1. From the Vision Navigation menu, click **Configuration » Time & Expense » Company Expense**. Vision displays the Company Expense Report Configuration form.
2. Select the Setup tab.
3. Complete the fields on this tab, as follows:



| Field | Description |
|--|---|
| Global Options | |
| Allow staff users to resubmit expense reports | Select this option to allow users to make changes to submitted expense reports and resubmit them for processing. If you do not select this option, staff users cannot change their expense reports after they submit them. |

| Field | Description |
|---|---|
| | Resubmit expense reports is available only to users whose Administration level is set to Staff . Group and/or System level users can resubmit their own expense reports if the appropriate options are selected on the Expense tab of the Employee Info Center. |
| Allow users to specify applied advance amounts | <p>Select this option to allow users to enter applied advance amounts on their expense reports.</p> <p>By entering applied advance amounts, users can indicate that they received an advance prior to submitting an expense report. The amount of the advance can then be subtracted from the total expense amount on the expense report to determine the actual reimbursement due to the employee.</p> |
| Require users to enter categories on expense reports | <p>Select this option to require users to associate each expense on an expense report with an expense category.</p> <p>Expense categories allow you to standardize the account that is debited for specific types of expenses. When a user associates an expense with a category, the account specified for the category is automatically entered on the user's expense report.</p> |
| Require expense reports to be approved before posting | <p>Select this option to require that submitted expense reports be approved before they can be posted to your Vision database. If you select this option, expense reports must have a status of Approved to be posted.</p> <p>Only users with Group or System access to the Expense Report application can approve expense reports. You establish user access and approval rights for the Expense Report application on the Expense tab of Employee Info Center (Set).</p> <p>If you do not require either level of approval, you can post expense reports with a status of Submitted.</p> |
| Require electronic signature when submitting expense reports | <p>Select this option to require users to enter a password when they submit their expense reports. See Windows Integrated Security in the Vision Online Help system for more information.</p> <p>If you select this option, please be sure that passwords are established in Users and Passwords Security Configuration.</p> <p>If you select this option, you can use the Miscellaneous tab (Set Up M) to enter a message that displays each time employees submit their expense reports.</p> <p>If you do not select this option, users can submit their</p> |

| Field | Description |
|---|---|
| | expense reports without entering a password. |
| Treat inactive projects as dormant | <p>Select this option to prevent users from entering Inactive projects on their expense reports.</p> <p>Normally, Vision warns users when they enter a project with a status of Inactive, but still processes the transaction. When you select this option, Vision does not allow users to enter Inactive projects on expense reports.</p> <p>This setting does not affect the use of inactive projects with other types of transactions (such as Billing or Accounts Receivable).</p> |
| Show Project | <p>Use the drop-down list in this field to select a display option for project data. The option you select determines how project data is entered and displayed on the Expense Report form.</p> <ul style="list-style-type: none"> ▪ Select Number to display the Project field on the Expense Report form. This field accepts and displays project numbers only. ▪ Select Name to display the Project Name field on the Expense Report form. This field accepts and displays project names only. ▪ Select Both to display both the Project and the Project Name fields on the Expense Report form. The Project Name field displays as a read-only field on the Expense Report form. Users must enter a project number in the Project field. Vision automatically enters the project name in the Project Name field. |
| Show Phase | <p>Select a display option for phase data. The option you select determines how phase data is entered and displayed on the Expense Report form.</p> <ul style="list-style-type: none"> ▪ Select Number to display the Phase field on the Expense Report form. This field accepts and displays phase numbers only. ▪ Select Name to display the Phase Name field on the Expense Report form. This field accepts and displays phase names only. ▪ Select Both to display both the Phase and the Phase Name fields on the Expense Report form. When you select this option, users must enter a task number in the Phase field. Vision automatically enters the phase name in the Phase Name field. The Phase Name field displays as a read-only field on the Expense Report form. |

| Field | Description |
|--|---|
| Show Task | <p>Select a display option for task data. The option you select determines how task data is entered and displayed on the Expense Report form.</p> <ul style="list-style-type: none"> Select Number to display the Task field on the Expense Report form. This field accepts and displays task numbers only. Select Name to display the Task Name field on the Expense Report form. This field accepts and displays task names only. Select Both to display both the Task and the Task Name fields on the Expense Report form. When you select this option, users must enter a task number in the Task field. Vision automatically enters the task name in the Task Name field. The Task Name field displays as a read-only field on the Expense Report form. |
| Show Account | <p>Select a display option for account data. The option you select determines how account data is entered and displayed on the Expense Report form.</p> <ul style="list-style-type: none"> Select Number to display the Account field on the Expense Report form. This field accepts and displays account numbers only. Select Name to display the Account Name field on the Expense Report form. This field accepts and displays account names only. Select Both to display both the Account and the Account Name fields on the Expense Report form. When you select this option, users must enter an account number in the Account field. Vision automatically enters the account name in the Account Name field. The Account Name field displays as a read-only field on the Expense Report form. Select None if you do not want to display either the Account or Account Name field on the Expense Report form. If you select this option, users will not be required to enter accounts when completing expense reports. |
| Company Paid Default Information | |
| Allow entry of company paid items | <p>Select this option to allow users to enter company paid items on their expense reports. A company paid item is any expense for which your company sends payment directly to a vendor instead of reimbursing the employee who incurred the expense. The expense is</p> |

| Field | Description |
|----------------|---|
| | <p>paid through Accounts Payable, not through Employee Expense Repayments.</p> <p>For example, an airline may bill your company directly for a ticket purchased by one of your employees. In this case, your company would pay the airline directly for the cost of the ticket. and you would not reimburse the employee for this expense. However, the employee would include the cost of the airline ticket on an expense report to provide an audit trail for the expense.</p> <p>If you select this option, the following occur:</p> <ul style="list-style-type: none"> ▪ The Project, Phase, Task, and Account fields on the Setup tab are enabled. Use these fields to enter the project, phase, task, and/or account to credit when processing company paid expenses. ▪ A Paid column appears on each expense report form. Users select the Paid option to indicate an expense is a company paid expense. The amount of the expense is then deducted from the amount to be reimbursed to the employee. |
| Project | <p>Enter the default project you want to credit when users enter company paid expense items on their expense reports.</p> <p>Enter a project name directly in this field, or do the following:</p> <ul style="list-style-type: none"> ▪ Use the Quick Find feature to select a project name from your database. ▪ Click  in the Project field to use the Project Lookup. |
| Phase | <p>Enter the default phase you want to credit when users enter company paid expense items on their expense reports.</p> <p>Enter a phase number directly in this field, or do the following:</p> <ul style="list-style-type: none"> ▪ Use the Quick Find feature to select a phase name from your database. ▪ Click  in the Phase field to use the Phase/Task Lookup. |
| Task | <p>Enter the default task you want to credit when users enter company paid expense items on their expense reports.</p> |

| Field | Description |
|---|--|
| | <p>Enter a task number directly in this field, or do the following:</p> <ul style="list-style-type: none"> Use the Quick Find feature to select a task number from your database. Click  in the Task field to use the Phase/Task Lookup. |
| Account | <p>Enter the default account you want to credit when users enter company paid expense items on their expense reports.</p> <p>Enter an account number directly in this field, or do the following:</p> <ul style="list-style-type: none"> Use the Quick Find feature to select an account number from your database. Click  in the Account field to use the Account Lookup. |
| Distance Reimbursement | |
| Distance Reimbursement Default x per x | <p>Use the two Distance Reimbursement fields to enter the amount you will reimburse employees for each mile or kilometer of travel.</p> <ul style="list-style-type: none"> In the first field, enter a monetary amount, for example .345. In the second field, use the drop-down list to select a reimbursement unit, Kilometer or Mile. |
| Disallow user to edit amount per mile on expense reports | <p>Select this option if you do not want users to have the ability to modify the reimbursement amount (per mile/kilometer) on their expense reports.</p> |

4. Click  **Save**.

Set Up Expense Report Employee Groups

Setting up expense report employee groups allows you to organize employees into discrete groups for expense report entry, modifying, submitting, approval, and posting purposes.

You set your own criteria for establishing employee groups and adding or removing employees. You can establish groups for employees who share the same job function, employees who work in the same department, or employees who work in the same office.

After you have set up groups, you can use the groups as a basis for distributing expense report administration responsibilities throughout your company.

You can also use employee groups when defining expense categories.

Employee Groups Example

In the past, your company relied on one person to review, modify, and post employee expense reports. This person is often overwhelmed because he or she is not familiar with certain project numbers, expense categories, or other expense report entries. This led to late and often inaccurate expense report submissions.

To alleviate this problem, your company decides to set up employee expense report groups based on departmental functions. You classify departmental functions into five groups and identify the employees who belong in each group.

- Accounting (8 employees)
- Administration (10 employees)
- Executive (4 employees)
- Project Management (12 employees)
- Sales and Marketing (8 employees)

You set up each group, add the appropriate employees to each group, and identify one person from each group as the Group Administrator. This person is responsible for ensuring the timely and accurate submission of expense reports from all members of the group.

For best results, be sure that each Group Administrator:

- Knows the employees in the group and how best to contact them when expense reports are due.
- Knows the project numbers, expense categories, and other values that are appropriate entries for employees in the group.

By spreading expense report administration across your company, you improve the speed and accuracy of expense report submission, approval, and posting.



Set Up Expense Report Employee Groups


Use the Employee Group tab of Expense Report Configuration to add, copy, and delete employee groups and to add and remove employees from employee groups.



After you add an employee group and save it, you can change the description information for that group; however, you cannot change the group code. If you need to change the group code, you must delete the employee group and add it to the grid again using the new code.

To set up employee groups, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Time & Expense » Company Expense**. Vision displays the Company Expense Report Configuration form.
2. Select the Employee Group tab.
3. Perform one of the following:
 - To add a new group, position the row selector on the row above where you want to add the new group and click  **Insert**.
 - To add a new group that is similar to an existing group, copy the existing group and then modify it. To do this, position the row selector on the row you want to copy and click  **Copy**.

4. To capture a snapshot of the grid information, click  and select either **Print** or **Export to Excel** from the drop-down list. This step is optional.
5. Complete the fields on this tab, as follows

| Field | Description |
|--------------------|--|
| Group | <p>Enter a two-digit, alphanumeric code by which to identify the employee group.</p> <p>After you add and save an employee group, you can change the description information for that group, but you cannot change the group code. To change the group code, delete the employee group and then add it back to the grid using the new code.</p> |
| Description | <p>Enter a description for the employee group. The description you enter here appears in the drop-down list in the Group field on the Time and Expense tab of Employee Info Center.</p> <p>After you add and save an employee group, you can change the description information for that group, but you cannot change the group code. To change the group code, delete the employee group and add it back to the grid using the new code.</p> |

6. Add employees or remove employees from the group:

Click on the row in the **Expense Report Groups** grid that contains the employee group to which you want to add an employee. Vision displays a list of available employees in the **Available Employees** field and a list of the selected group's current members in the **Employees for this Group** field.

From the list in the **Available Employees** field, select the employee you want to add to the group and click on the employee name.

To add more than one employee at a time:

 - Press and hold the **Ctrl** key and then click on each employee name that you want to add to the group.
 - Press and hold the **Shift** key and then click the first and last employee name in the range of employees that you want to add to the list.
7. Click **Add**. Vision adds the employee (or employees) to the selected group.
8. Repeat steps 3 through 6.
9. Click **Save**.

Delete Employee Groups

Before you delete an employee group, you should remove all employees from the group and add the employees to a new employee group; otherwise those employee records will be lost.

To delete an employee group, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Time & Expense » Company Expense**. Vision displays the Company Expense Report Configuration form.
2. Select the Employee Group tab.
3. Click the row in the **Expense Report Groups** grid that contains the employee group that you want to delete.
4. Click **Delete**. Vision deletes the selected group from the grid.
5. Repeat steps 3 and 4.
6. Click **Save**.

Set Up Miscellaneous Expense Report Options

The Miscellaneous tab of Company Expense Report Configuration allows you to enter a message that displays on the Confirm Electronic Signature dialog box when employees submit their expense reports for processing.

If you want Vision to perform additional validation routines when users save their Timesheets, use the Web Services feature, which is set up independently of Vision.



See "Invoke Web Service Overview" in the Vision Online help system for more information.

To set up miscellaneous expense report options, complete the following steps:

1. From the Vision Navigation menu, click **Configuration, Time & Expense, Company Expense**. Vision displays the Company Expense Report Configuration form.
2. Select the Miscellaneous tab.
3. Complete the fields on this form, as follows




| Field | Description |
|--|---|
| Enter the text that should appear when expense reports are signed | <p>Enter the message you want to display on the Confirm Electronic Signature dialog box when employees submit their expense reports. You can enter text directly in the text box on this tab, or you can use the Vision Text Editor to enter and modify text.</p> <p>Sample Messages</p> <p>Thank you for submitting your expense report.</p> <p>Before submitting your expense report, confirm that all expense charges are accurate.</p> <p>When you enter your electronic signature, your expense report is submitted for processing. If there are any discrepancies, an administrator contacts you within three business days.</p> |

4. Click  **Save**.

Set Up Expense Categories

Expense Report Categories allow you to set up expense categories for Expense Report users. Using expense categories allows you to maintain strict control over the accounts to which users can charge expense items.



To set up expense categories, complete the following steps:


1. From the Vision Navigation menu, click **Configuration » Time & Expense » Expense Categories**. Vision displays the Expense Report Categories form.
2. Perform one of the following:
 - To add an expense category for all employees, enter **All Groups** in the **Find** field and press **Enter**, or click  in the **Find** field and select **[All Groups]** from the Expense Category Lookup. Vision displays the expense categories (if any) set up for all employees.
 - To add an expense category to a new employee group, click **New » New » Group Categories**. Vision displays a blank Expense Report Categories form. Use this procedure if you have not yet set up any categories for the employee group. Only members of the selected group will have access to the categories you set up for the group.
 - To copy an existing expense category, click  **Copy**. Vision copies the selected expense category information to a new row on the grid. You can now modify it to create a new category.
 - To copy all expense categories for an employee group, either click **New » Copy Current Group Categories** to copy all categories for the currently selected group, or click **New » Select Group Categories to Copy** to select a different group using the Employee Group Lookup. Vision copies all categories from the selected group. Then select an employee group from the **Group** field. Vision adds the copied categories to the selected group.
 - Click **Insert** on the **Expense Categories** grid to insert a blank row on the grid. Enter expense category information in the fields on the blank row.
3. To capture a snapshot of the grid information, click  and select either **Print** or **Export to Excel** from the drop-down list. This step is optional. See “Getting Started” in the Vision Online Help system for more information.
4. Complete the fields on this form, as follows:

Note that you can also double-click any field on the blank row to enter expense category information using the Expense Categories dialog box. The Expense Categories dialog box displays all data entry fields at the same time, which allows you to enter expense category information without scrolling through the grid on the Expense Report Categories form.


| Field | Description |
|--------------------|--|
| Category | Enter a unique code for this special category. |
| Detail Type | Use the Detail Type drop-down list to select the type of Detail form you want to associate with this expense |

| Field | Description |
|-------------------------|--|
| | <p>category. Detail forms allow users to enter additional information about individual expense items on an expense report.</p> <p>The Detail Type you select determines which form is available to users when they enter an expense item for this category.</p> <ul style="list-style-type: none"> ▪ General — The General Detail form allows users to enter a business reason for the expense item. ▪ Business Meals — The Business Meals Detail form allows users to enter a business reason for the expense item and the names of those persons whose meal is included as part of the expense item. ▪ Travel — The Travel Detail form allows users to enter a business reason for the expense item, departure and destination information, distance travelled, and reimbursement amounts for the expense item. ▪ No Detail — If you select this option, no detail form is available when users enter an expense item for this category. |
| Bill by Default | Select this option to bill the client for any expense items in this category. |
| Billable Message | <p>Use the Billable drop-down list to select a billable message. The billable message displays when a user enters an expense item on an expense report and selects a billing status for the item that differs from the billing status set up for the associated expense category.</p> <p>Select from the following options:</p> <ul style="list-style-type: none"> ▪ Warning — Displays a Warning message. The user can complete the expense report with the billing status selected, even though it differs from the default billing status set up for the expense category. ▪ Error — Displays an Error message. Vision automatically resets the billing status to the default billing status set up for the expense category. ▪ No Message — No message displays. The user can complete the expense report with the billing status selected, even though it differs from the default billing status set up for the expense category. |

| Field | Description |
|-----------------------------|--|
| Reimbursable Account | <p>Enter the reimbursable account to be debited when a user charges a billable expense for this category to a regular project.</p> <p>Enter an account number directly in this field, or do the following:</p> <ul style="list-style-type: none"> Use the Quick Find feature. Click  to use the Account Lookup. <p>When a user enters an expense for this category, Vision automatically enters the appropriate account number on the user's expense report. The actual account number entered (direct, indirect, or reimbursable) depends on the following factors:</p> <ul style="list-style-type: none"> The accounts you define for the expense category on the Expense Categories dialog box The type of project to which the expense is charged The billing status selected for the expense item |
| Direct Account | <p>Enter the direct account to be debited when a user charges a non-billable expense for this category to a regular project.</p> <ul style="list-style-type: none"> Enter an account number directly in this field, or do the following: Use the Quick Find feature. Click  to use the Account Lookup. <p>When a user enters an expense for this category, Vision automatically enters the appropriate account number on the user's expense report.</p> <p>The actual account number entered (direct, indirect, or reimbursable) depends on the following factors:</p> <ul style="list-style-type: none"> The accounts you define for the expense category on the Expense Categories dialog box. The type of project to which the expense is charged. The billing status selected for the expense item. |
| Indirect Account | <p>Enter the indirect account to be debited when a user charges a non-billable expense for this category to an overhead or promotional project.</p> <p>Enter an account number directly in this field, or do the</p> |

| Field | Description |
|--------------------------|--|
| | <p>following:</p> <ul style="list-style-type: none"> Use the Quick Find feature. Click  to use the Account Lookup. <p>When a user enters an expense for this category, Vision automatically enters the appropriate account number on the user's expense report. The actual account number entered (direct, indirect, or reimbursable) depends on the following factors:</p> <ul style="list-style-type: none"> The accounts you define for the expense category on the Expense Categories dialog box. The type of project to which the expense is charged. The billing status selected for the expense item. |
| Account Editable | <p>Select this option to give users the ability to modify the reimbursable, direct, or indirect account number when they enter an expense for this category.</p> <p>If you select this option, you do not have to enter account numbers in the Account fields on the Expense Report Categories form.</p> |
| Tax Code | <p>Use the drop-down list in this field to specify the tax code to use with this category, for example, GST (Goods & Services Tax), E&O (Errors and Omissions Insurance), MA (Massachusetts Sales Tax), and so on.</p> <p>Vision uses this code as the default for determining applicable taxes for expenses charged to this category.</p> <p>You set up tax codes in Configuration » Accounting » Tax Codes. See "Set Up Tax Codes" on page 189 for more information.</p> |
| Tax-2 Code | <p>This field is available only if you select Enable tax auditing feature and Enable Secondary Tax on the Tax Auditing tab of Configuration » Accounting » Company Settings.</p> <p>From the Tax-2 Code drop-down list, select the Tax-2 Code you want to use for this expense category, for example, GST (Goods & Services Tax), PST (Provincial Sales Tax), and so on.</p> <p>You set up tax codes in Configuration » Accounting » Tax Codes. See "Set Up Tax Codes" on page 189 for more information.</p> |
| Tax Code Editable | <p>Select this option to allow users to modify the default tax code on their expense reports when they charge</p> |

| Field | Description |
|----------------------------|--|
| | expenses to this category. |
| Tax Amount Editable | Select this option to allow users to modify the default tax amount (calculated by Vision) on their expense reports when they charge expenses to this category. |

- If you used the Expense Categories dialog box to enter your expense category information, click **OK** on that dialog box to return to the Expense Report Categories form.
- Click  **Save**.

Assign Employees' Access Rights to the Time and Expense Application


In addition to configuring your expense report (and timesheet) processing options, you must assign employee access rights to the Time and Expense application—Staff, Group, Company, or System. You assign access rights on the Expense tab of each employee's Employee Info Center record.

Assign Employees' Access Rights to the Expense Application

In addition to configuring your expense report processing options, you must assign employee access rights to the Expense application—Staff, Group, or System. You assign access rights on the Expense tab of each employee's Employee Info Center record.

To assign employees' access rights, complete the following steps:

- From the Vision Navigation menu, click **Info Center » Employees**. Vision displays the Employees form.
- Search for and select the employee to which you want to assign rights using Employee Lookup.
- Select the Expense tab.
- Complete the fields on this tab, as follows:

| Field | Description |
|--------------|--|
| Level | <p>Select the administrative level for the employee. You can give an employee Staff, Group, Company, or System access to the Expense Report application.</p> <ul style="list-style-type: none"> ▪ Staff — Staff level gives the employee access to only his or her own expense report. ▪ Group — Group level gives the employee access to expense reports for all employees within a particular group. ▪  Company — Company level gives the employee access to expense reports for all groups and employees in the active company. (This option is available only if you are using the Multicompany application.) |

| Field | Description |
|-----------------------------------|--|
| | <ul style="list-style-type: none"> ▪ System — System level gives the employee access to expense reports for all groups and employees. You must designate at least one employee in your firm to have System level access to expense reports. |
| Editing | Select this option to enable an employee to modify any expense report to which he or she has access. |
| Approval | Select this option to enable an employee to approve any expense report to which they have access (prior to posting). |
| Expense Report Groups Grid | <p>Use the Expense Report Groups grid to assign an employee to more than one group, with appropriate editing or approval privileges.</p> <ul style="list-style-type: none"> ▪ Use the Group field to select the Expense Report groups for which this employee is able to access expense reports. ▪ Select the Editing option to allow the employee to open and modify expense reports for all employees in the specified group. ▪ Select the Approval option to allow the employee to open and modify expense reports for all employees in the specified group. |

5. Click  Save.

Chapter 11: Set Up Organizations

Overview

Vision Organization Configuration enables you to create individual "organizations" within your firm. Similar to profit centers, these organizations are separate business units that incur expenses or generate revenue. For example, if you divide your firm into regions and offices, you can create a separate organization for each region and office, and maintain information for each of these segments of your business.

You can give each level a reference name of your choice. The defaults are Organization Level 1 and Organization Level 2. In a one-level structure, you could label the level "Office." In a three-level structure, you could use the following labels:

| Level | Label |
|-------|------------|
| 1 | Region |
| 2 | Office |
| 3 | Department |

During Organization setup, you establish organizations and associate them with projects and employees. To keep track of an organization's revenue and expenses, Vision must know which transactions, projects, and employees belong to each organization.

You create organization subcodes and combine the subcodes to identify your organizations. Individual organizations can consist of up to five subcodes, each representing a different level of information. Examples of labels you might supply include company, region, branch, discipline, and principle.



By default, Vision calls your entities **organizations** wherever they display on screens or reports. During installation, you can decide to give them a different name: for example, profit center, cost center, business unit, or any other name that you choose. See "Set Up User-Defined " on page 38 for more information.



For more information about Organization concepts, see the Organization Concepts book and the Multicompany Concepts book in the Vision Online Help system.

Organization Configuration Checklist

The following checklist describes the steps to follow to set up the organizations in your firm. Each step is described in this chapter.

| Step | Description |
|------|--|
| 1 | <p>Use the General tab of Organization Configuration to configure the following:</p> <ul style="list-style-type: none"> ▪ The number of levels of reporting. ▪ How to allocate overhead to organizations. ▪ If a separate Balance Sheet will generate for each separate organization. |

| Step | Description |
|------|--|
| 2 | Enter organization subcodes. |
| 3 | Enter organization credit information. |
| 4 | Enter overhead distribution, unit and payroll, and allocation setup details. |
| 5 | If you use Vision Proposals, enter firm information. |
| 6 | If you use Vision Proposals, assign organizations to SF254/255/330 firms. |
| 7 | If you use Vision Multicompany, process labor and expense costs. |
| 8 | If you use the Multicompany feature, set up consolidated reporting. |

Set Up Organization Levels

Before you define general organizational options, you need to determine the number of organizational levels you want for your firm.

Considerations for Organization Levels




Consider using Vision Organization Reporting if any of these situations exist in your firm:


- You have organized your management and work force into business entities that are responsible for their own revenue and expense. You need to measure the performance of these entities.
- You want to print financial statements, project reports, and employee reports for an individual organization, as well as consolidated for the entire firm.
- Your firm has separate companies and you need to maintain multiple Balance Sheets for those companies.
- Employees from different organizations charge their time to other organizations, and you want to track the cross-charges between the organizations.
- You are currently using the user-defined fields in Vision to “split” your firm into different categories but think you might need a more sophisticated reporting system than that method provides.

To set up organizational levels, complete the following steps:

1. Back up your database.
2. Click **Utilities » Key Formats » Organizations** from the Vision main menu. Vision displays the Key Convert Organization Format form.
3. Complete the fields on this form:

| Field | Description |
|----------------------------|--|
| Organization Levels | This field displays the number of levels for the organization, up to 5 levels. This number reflects the number of levels you have added in |

| Field | Description |
|-----------------------------------|--|
| | the Label field. |
| Organization Delimiter | <p>This field displays the delimiter used with the organization. A delimiter must be a special character, not 0 to 9, A to Z, or . Examples of delimiters are: @ (at sign), # (pound sign), \$ (dollar sign), ^ (carat sign), and ; (semicolon).</p> <p>Delimiters are counted as part of the organization level length. For example, if the total length is 6, the organization delimiter is a period (.), and the organization delimiter position is 4, the organization number displays as 456.78.</p> |
| Label | <p>Click  Insert to add a new level, up to 5 levels. Use the  Up and  Down arrow keys to determine the order of the levels, with the first one as level 1, the second as level 2, and so on.</p> <p>You do not determine the label of the level here. This is done in the next procedure.</p> |
| Length | Enter the length of the organization code label. The total length of all levels, including delimiters, cannot exceed 14. |
| Add/Remove from Left/Right | <p>If you want to add or remove characters from a number or code, you can use this feature to determine whether the characters are added to or removed from the left or right side of the number.</p> <p>For example, if you increase the total organization length from 5 to 7, you can then use this feature to add those two numbers to the left of the number: 12345 becomes 0012345.</p> <p>Or, if you decrease the total organization length from 7 to 5, you can then use this feature to remove those two numbers to the right of the number: 1234567 becomes 12345.</p> <p>Remember that the delimiter is counted as part of the total organization length.</p> |
| Sample Value | This field displays the format of the organization number that you entered in the format fields. |


- Click  **Run** to run the utility.

Set Up General Organization Options


To begin Organization Setup, you need to specify your firm's overall organization options.


To set general organization options, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Organization » General**. Vision displays the Organization General Setup form.
2. Complete the fields on this form:

| Field | Description |
|----------------------------|--|
| Enable Multicompany | <p>Select this option to enable the Vision Multicompany module.</p> <hr/> <div>  <p>You cannot undo the enable Multicompany process. Be sure you understand the full implications for your database and your organization structures before proceeding.</p> </div> <hr/> <p>For more information about Organizations and Multicompany, see the Multicompany Concepts book in the Vision Online Help system.</p> |
| Number of Levels | This field displays the number of levels for the organization. You establish organization levels in the Key Formats utility. You can use a maximum of five levels. |
| Delimiter | This field displays the delimiter used with the organization. The delimiters are set up in the Key Formats utility. A delimiter must be a special character, not 0 to 9, A to Z, or . |
| Length | This field displays the length for the level, with a maximum of 16. The length is set up in the Key Formats utility. |
| Singular Label | Enter a descriptive singular label for this level, using up to 16 characters of free text. You establish organization levels in the Key Formats utility, and you can use a maximum of five levels. For example, Office . |
| Plural Label | Enter a descriptive plural label for this level, using up to 16 characters of free text. You establish organization levels in the Key Formats utility, and you can use a maximum of five levels. For example, Offices . |
| Level (1-5) | The Organization levels are set up in the Key Formats utility. There can be a maximum of five |

| Field | Description | | | | | | | | |
|---|--|-------|-------|---|--------|---|--------|---|------------|
| | <p>levels.</p> <p>You can give each level a reference name of your choice. The defaults are Organization Level 1, Organization Level 2, and so on. For example, in a one-level structure, you can label the level "Office." In a three-level structure, you might choose the following labels:</p> <table> <tr> <th>Level</th><th>Label</th></tr> <tr> <td>1</td><td>Region</td></tr> <tr> <td>2</td><td>Office</td></tr> <tr> <td>3</td><td>Department</td></tr> </table> <p>In addition to the general term "organization," Vision uses labels to describe the categories of subcodes. Examples of labels you might supply include "company," "region," "branch," "discipline," and "principle."</p> <p>Each label can have a maximum of 16 alphanumeric characters. You can change the labels at any time.</p> | Level | Label | 1 | Region | 2 | Office | 3 | Department |
| Level | Label | | | | | | | | |
| 1 | Region | | | | | | | | |
| 2 | Office | | | | | | | | |
| 3 | Department | | | | | | | | |
| Display Costpoint Organization Code | <p>Select this option to have the Organization lookup include the Delttek Costpoint Organization codes instead of the Vision Organization codes.</p> <p>When you select this option, the new Costpoint Organization Code fields are populated by the Costpoint reorganization function.</p> | | | | | | | | |
| Maintain Separate Balance Sheets by Organization | <p>Select this option to have Vision keep track of every Balance Sheet transaction by organization. This enables you to print a separate Balance Sheet for each organization you have established. If you do not select this option, the Balance Sheet is consolidated.</p> <p>What happens if I maintain separate balance sheets? With Vision Organization, all of your postings to revenue and expense flow to the individual organizations. You can print the Income Statement by individual organization, or consolidate it for the entire firm.</p> <p>If you want to maintain separate Balance Sheets by organization, you must identify the organization in each transaction that affects Balance Sheet accounts (those in 100.00 to 399.99 range) or non-operating accounts (those in the 800.00 to 999.99 range). Vision identifies the organization from its association with the project number that is entered during data</p> | | | | | | | | |

| Field | Description |
|-----------------------------|--|
| | <p>entry, which means that you must enter a project number with every Balance Sheet or non-operating account. You must also enter an organization for each bank code through Bank Code Setup and for each accounts payable liability code through A/P Liability Code Setup.</p> <p>If you always want to post to the project's organization, you need not enter separate liability codes.</p> <p>If you do not want to maintain separate Balance Sheets, all implicit and explicit postings to Balance Sheet and non-operating accounts will flow to the Default Organization.</p> <p></p> <p>Multicompany</p> <p>If you use Vision Multicompany, Vision selects this option by default so that you will be able to identify the company that "owns" an account when an employee enters a balance sheet transaction for an account available to more than one company.</p> |
| Default Organization | <p>If you choose to produce only a consolidated Balance Sheet, any postings that you make to Balance Sheet and non-operating accounts will flow to the default organization. This occurs because you will not have to enter a project number to identify an individual organization.</p> <p>If you select the Maintain separate balance sheets by Organization option, Vision disables this field. Each Balance Sheet transaction requires a project number.</p> <p>If you do not select the Maintain separate balance sheets by Organization option, Vision requires that you enter the Default Organization. You must also link each transaction posting to an organization. Use the Organization Lookup to select an organization code.</p> <p>If you later decide to maintain separate balance sheets, all prior transactions will be assigned to this default organization. You may want to reclassify charges to a different organization.</p> |

- Click  **Save** to save your changes.

Set Up Subcodes and Organization Codes

After you configure Organization General Setup, you must set up the individual subcodes for each level of your organization, and then combine those subcodes to create your organization codes. The subcode structure determines how Vision tracks project and accounting information in the general ledger and how you can access and organize this information on project reports and financial statements.

These subcodes may contain letters or numbers, and can be multiple characters.

Examples of Subcodes

The following are examples of two-character subcodes:

| Office Locations Subcode | Description | Disciplines Subcode | Description |
|--------------------------|---------------|---------------------|---------------|
| BO | Boston | OO | Unassigned |
| CO | Corporate | AR | Architectural |
| SF | San Francisco | EN | Engineering |
| EV | Environmental | | |

The following are examples of combinations of subcodes:

| | |
|-------|--|
| BO:OO | Boston office; unassigned (no discipline) |
| BO:AR | Boston office; Architecture discipline |
| BO:EN | Boston office; Engineering discipline |
| CO:OO | Corporate office*; unassigned discipline |
| CO:AR | Corporate office*; Architecture discipline |
| SF:OO | San Francisco office; unassigned discipline |
| SF:EV | San Francisco office; Environmental discipline |
| SF:EN | San Francisco office; Engineering discipline |

*Corporate = activity that is not associated with a particular office.

Add Subcodes

To add new subcodes, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Organization » Codes** to display the Organization Codes form.
2. Select the Subcodes tab.
3. From the drop-down list for the **Level** option, select the level of organization code that you are defining.
4. Click **Insert**. A blank line displays on the **Subcodes** grid.



Multicompany


If you use Vision Multicompany and the **Level** option on the Subcodes tab is set to **1**, the Add a Company dialog box displays when you click Insert.



For more information about how to add companies, see the Multicompany section of the Organization Configuration book in the Vision Online Help system.


5. Complete the fields on this tab:

| Field | Description |
|-----------------------|---|
| Code | Specify a code, without any spaces, to identify this organization level. This information, along with the Label field, becomes an option on the Disciplines drop-down on the Organization tab when you add a new organization code. |
| Label | Enter a descriptive label for this code, with a maximum of 16 characters of free text. This information, along with the Code field, becomes an option on the Disciplines drop-down on the Organization tab when you add a new organization code. |
| Costpoint Code | This column displays if the Display Costpoint Organization Code option is selected on the Organization General Setup form. Refer to this column for the Costpoint code information that corresponds with the current Vision code. The Costpoint reorganization function populates the Costpoint codes. |


6. Click  **Save** to save your changes.

Create Organization Codes

To create organization codes, complete the following steps:

1. From the Vision applications menu, click **Configuration » Organization » Codes** to display the Organization Codes form.
2. Select the Organization tab.
3. Click  **Insert**. A blank line displays on the **Organization** grid.
4. Complete the fields on this tab:

| Field | Description |
|--------------------|---|
| Companies | If using the Vision Multicompany feature, select the company for the organization code. |
| Offices | Select the office location for the organization. Options in this drop-down list are based on subcode entries on the Subcodes tab. |
| Disciplines | Select the discipline for the organization code. |
| Name | Enter the name of the organization. |

5. Click  **Save** to save your changes.

Set Up Organization Combinations

Use the General tab of Individual Organization Setup to create valid organization combinations using the subcodes you established. Then enter project, phase, and task posting information for items such as labor, expenses, units, and payroll. You also enter default banks and payroll timesheet export information here.

Add New Organization Records

The General tab allows you to create valid organization combinations using the subcodes you have established.

To add a new organization record, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Organization » Individual** to display the Individual Organization Setup form.
2. Select the General tab.
3. Complete one of the following:
 - To open a blank organization record, click **New » New Organization**.
 - If the new organization is based on an existing organization, click **New » Select Organization to Copy**.

4. Complete the fields on this tab:

| Field | Description |
|-----------------------------------|---|
| Organization | Select the organization and subcode from the drop-down menu options, and enter a description of the organization in the text entry field. |
| Posting Distribution | |
| Labor | <p>Select the labor distribution credit project, phase, and task to use when you post amounts to this organization combination.</p> <p>Vision enables this field if you select the Labor distribution credit option on the Organization Tab of Accounting Company Settings (Set Up Organization Levels).</p> |
| Miscellaneous expense | Select the miscellaneous expense distribution credit project, phase, and task to use when you post amounts to this organization combination and an indirect account. |
| Reproduction expense | Select the reproduction expense distribution credit project, phase, and task to use when you post amounts to this organization combination and an indirect account. |
| Consultant accrual expense | Select the consultant accrual expense distribution credit project, phase, and task to use when you post amounts to the organization combination and an indirect account. |
| Employee Expense | <p>Select the employee expense distribution credit project, phase, and task to use when amounts are posted to this organization combination and a balance sheet account.</p> <p>This field is required if you maintain separate balance sheets and select the Employee exp/adv distribution credit option on the Organization tab of Accounting Company Settings.</p> |
| Employee Advance | <p>Select the employee advance distribution credit project, phase, and task to use when amounts are posted to this organization combination and a balance sheet account.</p> <p>This field is required if you maintain separate balance sheets and select the Employee exp/adv distribution credit option on the Organization tab of Accounting Company</p> |

| Field | Description |
|--|--|
| | Settings. |
| Realized Losses | <p>If you use Vision Multicurrency, select the project, phase, and task account for the realized losses. The project, phase, and task must belong to the active company.</p> <p>This field is required if you maintain separate balance sheets.</p> |
| Realized Gains | <p>If you use Vision Multicurrency, select the project, phase, and task account for the realized gains. The project, phase, and task must belong to the active company.</p> <p>This field is required if you maintain separate balance sheets.</p> |
| Unrealized Losses | <p>If you use Vision Multicurrency, select the project, phase, and task account for the unrealized losses. The project, phase, and task must belong to the active company.</p> <p>This field is required if you maintain separate balance sheets.</p> |
| Unrealized Gains | <p>If you use Vision Multicurrency, select the project, phase, and task account for the unrealized gains. The project, phase, and task must belong to the active company.</p> <p>This field is required if you maintain separate balance sheets.</p> |
| Employee Expense/Advance Default Bank | Select the employee default bank code to use when posting employee expenses or advances. |
| Costpoint Organization Code | This field displays if the Display Costpoint Organization Code option is selected on the General tab. Refer to this field for the Costpoint code information that corresponds with the current Vision code. The Costpoint codes are populated by the Costpoint reorganization function. |

Enter Overhead Information for the Organization

The Overhead tab allows you to enter overhead information for the organization. If you allocate overhead on an organization basis, you must decide the method of allocating overhead by organization. You must identify the distribution method for non-operating organizations and the allocation method for operating organizations.



This tab only displays if **Scope** is set to **Organization** in Configuration, Accounting, Overhead Allocation.

You can set up overhead distribution for each non-operating organization combination you specify, whether or not you want to distribute overhead from non-operating to operating organizations.

To enter overhead information, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Organization » Individual** to display the Individual Organization Setup form.
2. Select the Overhead tab.
3. Complete the fields on this form:

| Field | Description |
|--|--|
| Distribution to Operating Organizations | <p>Select this option to enable all the fields on this form. If you do not select this option, Vision assumes that this is an operating organization and that you want to allocate overhead to projects, rather than to other organizations.</p> <p>An operating organization may receive overhead from a non-operating organization, but will not distribute to non-operating organizations. Regular, revenue-producing jobs usually reside in operating organizations.</p> <p>A non-operating organization does not contain revenue-producing projects. It passes on its overhead expense plus any overhead allocated from another non-operating organization.</p> |
| Distribution Target | Specify the organization that will receive the overhead. To enter multiple organizations, you can enter wildcards in this field. |
| Distribution Pass | Enter the pass on which the overhead allocation should distribute the overhead from the non-operating organization to other organizations. Valid entries are 1, 2, 3, or 4. |
| Distribution Information/Allocation Information | |
| Method | <p>Select the method by which to allocate overhead:</p> <ul style="list-style-type: none"> ▪ Assign. If you select this method, you supply the overhead rate, which Vision multiplies by a base to yield the amount of overhead that will be allocated. ▪ Prorata. If you select this method, Vision calculates the overhead rate by dividing |

| Field | Description |
|-------------------------|---|
| | <p>the total overhead expenses, from the Income Statement, by a base for each project to yield the amount of overhead that will be allocated.</p> <ul style="list-style-type: none"> ▪ None. If you do not want to allocate overhead at this point, enter None as the Method. |
| Basis | <p>Select the basis for which to calculate overhead allocation. Options are:</p> <ul style="list-style-type: none"> ▪ Direct Labor: This option includes both regular and overtime labor costs. ▪ Revenue: This option includes total project revenue. ▪ Total Labor: This option includes both regular and overtime labor costs. ▪ Total Costs: This option includes both regular and overtime labor, and direct and indirect expenses. <p>When you select the Distribute to Operating Organizations option on this tab, all four options display in the drop-down list in the Basis field. When you do not select this option, you can choose only Direct Labor or Revenue in the Basis field.</p> |
| Overhead Rate | Enter the overhead rate to apply to this organization. |
| Variance Project | <p>Enter the project, phase, or task to store the difference between the computed amount and the actual amount of overhead distributed. Vision applies an amount to this project, phase, or task if you use the Assign method.</p> <p>You must enter a project, phase, or task number if you allocate overhead on an organization basis, regardless of the method. The Prorata method may result in rounding differences that display in this project, phase, or task.</p> |

Redistribute Labor Costs





The Cross Charges tab allows you to redistribute labor costs and associated revenue when an employee in one location works on a project in another location. Transferring costs and revenue between locations allows each organization to match costs with revenue and assess profitability.





The overall decisions you make in Organization General Setup determine what information is transferred when you run the Labor Cross Charge routine. In cross charging you can either:


- Transfer labor and revenue back from the charged project's organization to the employee's home organization.
- Transfer overhead from the employee's home organization to the project's organization that the employee charged.

To redistribute labor costs and associated revenue, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Organization » Individual** to display the Individual Organization Setup form.
2. Select the Cross Charge tab.
3. Complete the fields on this tab:

| Field | Description |
|-----------------------------|---|
| Disable Cross Charge | Select this option to disable Vision Cross Charges. When you select this option, Vision disables all other fields on this form. |
| Regular Projects | |
| Multiplier | Enter the organization level multiplier to use for regular projects when you transfer revenue back to the employee's organization or employee overhead charges to the project's organization. |
| Credit Project | Click  Find to select the project, phase, and task to use as the credit project when you cross charge revenue between regular projects. |
| Debit Project | Click  Find to select the project, phase, and task to use as the debit project when you cross charge revenue between regular projects. |
| Labor Cost From | Click  Find to select the project, phase, and task where the offsetting labor cost charge is made for regular projects. |
| Labor Cost To | Click  Find to select the project, phase, and task where the labor cost is charged for regular projects. |
| Overhead Projects | |
| Multiplier | Enter the organization level multiplier to use for overhead projects when you transfer revenue back to the employee's organization or |

| Field | Description |
|------------------------|--|
| | employee overhead charges to the project's organization. |
| Credit Project | Click  Find to select the project, phase, and task to use as the credit project when you cross charge revenue between overhead projects. |
| Debit Project | Click  Find to select the project, phase, and task to use as the debit project when you cross charge revenue between overhead projects. |
| Labor Cost From | Click  Find to select the project, phase, and task where the offsetting labor cost charge is made for overhead projects. |
| Labor Cost To | Click  Find to select the project, phase, and task where you charge the labor cost for overhead projects. |

- Click  **Save** to save your changes.

Intercompany Billing

Use Vision Intercompany Billing to process labor and expense costs between companies when:

- An employee charges projects from another company, or,
- An expense is charged to a company other than the active company.







To use Intercompany Billing:











- You must belong to a security role that has access to all companies set up in Vision.
- Each account number must be unique across your enterprise.


To access intercompany billing, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Organization » Individual** to display the Individual form.
2. Select the Intercompany Billing tab.
3. Complete the fields on this tab:

| Field | Description |
|----------------------|--|
| Transfer Type | This field displays the type of transfer if you select the Create Labor Adjustment to transfer Labor to originating Company option or the Create Journal Entry option on the corresponding tab of the Intercompany Billing Setup form at Configuration » Accounting » |

| Field | Description |
|------------------------------|--|
| | <p>Intercompany Billing.</p> <p>For example, Regular labor displays in this field if you select one of these options on the Regular Labor tab of the Intercompany Billing Setup form.</p> <p>Types of transfers that display in this field are:</p> <ul style="list-style-type: none"> ▪ Regular labor ▪ Overhead labor ▪ Promotional labor ▪ Regular expense ▪ Overhead expense ▪ Promotional expense ▪ Balance Sheet/other <p>Transfer type does not display when you select the Reclass Intercompany Suspense as Receivable/Payable only option on the tabs of the Intercompany Billing Setup form.</p> |
| Transfer Labor/Cost | Select this option for the project to use billing cost transfer. |
| Create Journal Entry | Select this option for the journal entry credit account to use for the billing cost transfer. |
| Transfer from Project | Click  Find to select the project from which the billing cost charge is made. |
| Transfer from Phase | Click  Find to select the phase from which the billing cost charge is made. |
| Transfer from Task | Click  Find to select the task from which the billing cost charge is made. |
| Transfer to Project | Click  Find to select the project that will receive the billing cost charge transfer. |
| Transfer to Phase | Click  Find to select the phase that will receive the billing cost charge transfer. |
| Transfer to Task | Click  Find to select the task that will receive the billing cost charge transfer. |

| Field | Description |
|-------------------------------------|---|
| Journal Entry Credit Project | Click  Find to select the journal entry project to use as the credit project for the billing charge transfer. |
| Journal Entry Credit Phase | Click  Find to select the journal entry phase to use as the credit project for the billing charge transfer. |
| Journal Entry Credit Task | Click  Find to select the journal entry task to use as the credit project for the billing charge transfer. |
| Journal Entry Debit Project | Click  Find to select the journal entry project to use as the debit project for the billing charge transfer. |
| Journal Entry Debit Phase | Click  Find to select the journal entry phase to use as the debit project for the billing charge transfer. |
| Journal Entry Debit Task | Click  Find to select the journal task project to use as the debit project for the billing charge transfer. |
| Multiplier | Enter the organization level multiplier to use for regular projects when you transfer revenue back to the employee's organization or employee billing charges to the project's organization. |
| Cost Transfer Credit Account | Click  Find to select the credit account to use for the billing cost transfer. |
| Cost Transfer Debit Account | Click  Find to select the debit account to use for the billing cost transfer. |
| Journal Entry Credit Account | Click  Find to select the journal entry credit account to use for the billing cost transfer. |
| Journal Entry Debit Account | Click  Find to select the journal entry debit account to use for the billing cost transfer. |

- Click  **Save** to save your changes.

Units and Payroll

Use this tab record unit and payroll information related to the organization.

To access units and payroll, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Organization » Individual** to display the Individual form.
2. Select the Units and Payroll tab.
3. Complete the fields on this tab:

| Field | Description |
|-------------------------------------|--|
| Units - Balance Sheet | <p>Select the unit credit project, phase, and task to use when you post amounts to this organization combination and a balance sheet account.</p> <p>Vision enables this field if you maintain separate balance sheets and you select Unit expense distribution credit in Organization General Setup.</p> |
| Unit - Indirect Expense | <p>Select the unit credit project, phase, and task to use when you post amounts to this organization and an indirect account.</p> <p>Vision enables this field if you maintain separate balance sheets and you select Unit expense distribution credit in Organization General Setup.</p> |
| Unit - Other Revenue/Expense | <p>Select the unit credit project, phase, and task to use when you post amounts to this organization combination and a revenue or direct expense account.</p> <p>Vision enables this field if you maintain separate balance sheets and you select Unit expense distribution credit in Organization General Setup.</p> |
| Payroll Liability | <p>If you use Vision Payroll, select the payroll liability credit project, phase, and task to use when amounts are posted to this organization.</p> <p>Vision enables this field if you maintain separate balance sheets, and if you select the Labor distribution credit option in Organization Setup.</p> |
| Payroll (FICA) Expense | <p>If you use Vision Payroll, select the payroll debit project, phase, and task to use when amounts are posted to this organization combination.</p> <p>Vision enables this field if you select the Payroll (FICA) expense debit option in</p> |

| Field | Description |
|---------------------------------------|--|
| | Organization Setup. |
| Payroll Contribution Expense | <p>Enter an overhead or promotional project, phase, and task to use when posting an expense for an employer payroll contribution during payroll processing.</p> <p>These fields are enabled only if you selected the Payroll contribution expense debit check box on the Organization tab in Configuration » Accounting » Company Settings. How the project for the expense posting is determined:</p> <p>Vision first looks for the employee's organization on the General tab in Info Center » Employees. It then uses this organization's project entered in the Payroll contribution expense debit field on the General tab of the Individual Organization Setup dialog box.</p> <p>However, if you also entered a project in the Contribution grid in Configuration » Payroll » Contribution Codes, the project used for the posting is from the contribution code and not the employee's organization.</p> <p>If you do not select the Payroll contribution expense debit check box on the Organization tab in Configuration » Accounting » Company Settings, Vision uses the project entered on the Payroll Contribution Setup dialog box in Configuration » Payroll » Contribution Codes.</p> |
| Payroll Contribution Liability | <p>Enter an overhead or promotional project, phase, and task to use when posting a liability for an employer payroll contribution (for example, employer 401(k) matching amounts) during payroll processing.</p> <p>These fields are enabled only if you maintain separate balance sheets and you selected the Payroll contribution liability distribution credit check box on the Organization tab in Configuration » Accounting » Company Settings.</p> <p>How the project for the liability posting is determined:</p> <p>Vision first looks for the employee's organization on the General tab in Info Center » Employees. It then uses this organization's project entered in the Payroll contribution liability distribution credit field on the</p> |

| Field | Description |
|--|---|
| | <p>General tab of the Individual Organization Setup dialog box. However, if you also entered a project in the Contribution grid in Configuration » Payroll » Contribution Codes, the project used for the posting is from the contribution code and not the employee's organization.</p> <p>If you do not select the Payroll contribution liability distribution credit check box on the Organization tab in Configuration » Accounting » Company Settings, Vision uses the project entered on the Payroll Contribution Setup dialog box in Configuration » Payroll » Contribution Codes.</p> |
| Payroll Default Bank | If you use Vision Payroll, select the default bank code to use when posting payroll. |
| ADP/Ceridian/Paychex Company Code | <p>This field label displays ADP Company Code, Paychex Client Number, or Ceridian Company Number depending on which you select in the Payroll Interface to field on the Timesheets tab in Configuration » Accounting » Company Settings.</p> <p>Enter the appropriate company code, client number, or company number for the payroll service you use for this organization. It is used for all employees in this organization.</p> <p>You also have the option to enter a company code for each employee on the Accounting tab in Info Center » Employees. If a company code is entered in the Employee Info Center for an employee, it is used instead of the organization's company code.</p> <p>If your firm has only one payroll service company code, enter it on the Timesheet tab in Configuration » Accounting » Company Settings, and leave the company code blank in Individual Organization Setup and in the Employee Info Center.</p> |

Set Up Vision Proposals Firm Options

Firm Setup stores information about your firm, its branch offices, joint ventures, and other affiliated relationships. These procedures apply to proposal users only.

You can set up the firm information to reflect the way in which you want to organize your employees, projects, and opportunities. For example, if your firm is divided into regions, your

system administrator might change the name of this function to “Regions” and change the field labels on all corresponding screens to reflect the regional nomenclature.

The Firm Setup - Proposals form lets you create and maintain records for each of your organization's office locations, as used in 254/255 proposals. Vision's 254/255 Proposals requires these records in order to work properly.

Set Up New Firm Records


The General tab allows you to enter basic information about an office location of your organization. After you enter this information, use the Additional Info tab or the Associated Orgs tab to enter more details.

To add a new firm record, complete the following steps:

1. From the Vision Navigation menu, select **Configuration » Organization » Firm Setup-Proposals** to display the Firm Setup-Proposals form.
2. Select the General tab.
3. Click **New**.
4. Complete the fields on this tab:

| Field | Description |
|------------------------|--|
| Name | Enter your organization's name, or the name of the firm at this location. |
| Office Location | Enter the firm's office location. This information displays in the Firm Lookup . Depending on your organization's practice, you might enter the city or an internal code used for designating each branch office. |
| Parent | Select this option if the firm is a parent company. |
| Address 1 | Enter the first line of the firm's address at this location. |
| Address 2 | Enter the second line of the firm's address at this location. |
| City | Enter the city in the firm's address at this location. |
| State/Province | Enter the state in the firm's address at this location. |
| ZIP/Postcode | Enter the zip code in the firm's address at this location. |
| Country | Enter the country in the firm's address at this location. |

| Field | Description |
|--------------|---|
| Phone | Enter the telephone number of the firm at this location. |
| Fax | Enter the facsimile transmission telephone number of the firm at this location. |


5. Click  **Save** to save your changes.


Set Up Data for Office Locations

The Additional Info tab allows you to enter and maintain data for each of your organization's office locations, as used in 254/255 Proposals. You must enter this data in order to create a proposal using Vision's 254/255 Proposals.


To enter data for your organization's office locations, complete the following steps:

1. From the Vision main menu, select **Configuration » Organization » Firm Setup-Proposals** to display the Firm Setup-Proposals form.
2. Select the Additional Info tab.
3. Complete the fields on this tab:

| Field | Description |
|-------------------------|---|
| Date Established | Click  Calendar and select the date when this office was established. Vision Proposals uses this date in Block 2 of the SF254. |
| Ownership Type | Enter ownership type information to indicate the company type. For example, Corporate, Publicly Held, or Privately Held. Vision Proposals uses this information in Block 4 of the SF254. |
| Total Personnel | Enter the total number of personnel for this location. Vision sums all locations' totals and enters it in Block 7a of the SF254. If you select Calculate total personnel in 254 Preferences, Vision uses the Linked Employees value instead. You must maintain this field manually. It lets your organization populate the total personnel information on the 254 form even if not all of the employee or firm links are in place. It is suited to large firms who do not have all of their employees in Vision and linked to firm records. |

| Field | Description |
|-----------------------------------|---|
| Linked Employees | This non-editable field contains the number of employees in the Employee Info Center whose Organization is listed on the Associated Orgs tab of the current firm record. |
| Minority Status | |
| Small Business | Select this option if your firm is eligible for Small Business status. Vision Proposals uses this information in Block 4A of the SF254. |
| Small Disadvantaged | Select this option if your firm is eligible for Small Disadvantaged status. Vision Proposals uses this information in Block 4B of the SF254. |
| Woman Owned | Select this option if your firm is eligible for Woman Owned status. Vision Proposals uses this information in Block 4C of the SF254. |
| Interested in Foreign Work | Select this option if your firm is eligible for Interested in Foreign Work status. Vision Proposals uses this information in Block 9 of the SF254. |
| Parent Firm | <p>Use this field to link the current firm record to parent firm information. Vision uses the contents of this field in Section 5 of the SF254.</p> <p>Use either the Find field or click  Find to open the Firm lookup.</p> <p>Vision creates a link between the record you select here and the corresponding firm record. You can then click on the name in this field to open the firm record.</p> |
| Former Parent Firms | Use this grid to maintain a list of the firm's former parent firms. You may insert or delete firms on this grid. |
| Service Fees | <p>Use this grid to enter the firm's professional services fees received each year for the past five years. You may insert or delete service fee information on this grid.</p> <p>If this information is for use in Section 9 of an SF254 Proposal, you must enter fees each year for:</p> <ul style="list-style-type: none"> Work performed directly for the Federal Government or as a sub to other professionals. |

| Field | Description |
|-------|--|
| | <ul style="list-style-type: none"> All other domestic work, US and possessions, including Federally assisted projects. All other foreign work. <p>Section 9 contains an option to list fees received by the firm in the last five years by category, indexed by the range of the amount. Index and range information is listed in the same section to the right of service fees.</p> |

4. Click  **Save** to save your changes.

Set Up Links to Records

If you use Vision Proposals, you must use the **Associated Organizations** grid to enter and maintain links to Organization records from a firm.

A firm may have many associated organizations, but you may only relate each organization to one firm. When you insert an organization on the **Associated Organizations** grid, Vision double-checks to ensure the selected organization is not affiliated with any other firm. If it is, Vision alerts you of this problem and prompts you to select a different organization.

An organization must already exist in the Vision database before you can enter it on the Associated Organizations tab. You must fill out the Associated Organizations tab beforehand to create a proposal using Vision's 254/255/330 Proposals.

To set up links to Organization records, complete the following steps:

- From the Vision main menu, select **Configuration » Organization » Firm Setup - Proposals** to display the Firm Setup-Proposals form.
- Select the Associated Organizations tab.
- Click **Insert**. Vision displays the Organization Lookup dialog box.
- Select the desired organization, and click **Select**.

| Field | Description |
|--------------------------|--|
| Organization | This field displays the organization code. |
| Organization Name | This field displays the organization name. |

5. Click **Save** to save your changes.

SF330 Tab of Firm Setup - Proposals

This tab is used in the setup of SF330 proposals. For more information, see "Set Up SF330 Proposals" on page 348.



Set Up Consolidated Reporting

If your firm is using Vision Multicompany, use the step-by-step procedures provided in this section to set up Consolidated Reporting.

Consolidation Groups

A consolidation group is a group of companies for which you want to produce consolidated financial statements. When you set up and establish each consolidation group, you name the group and establish elimination accounts. If you use Vision Multicurrency, you also set up translations. You can set up an unlimited number of groups.

DelteK recommends that you create one consolidation group that includes all companies in your enterprise. This makes it possible to generate enterprise-wide General Ledger reports. You can set up as many consolidation groups as your enterprise requires.





For more information about Consolidated Reporting, see the “Consolidated Reporting and Multicompany” topic in the Vision Online Help. (In the Help contents, click **Vision Concepts, Multicompany Concepts, Consolidated Reporting and Multicompany.**)

Set Up Consolidation Groups

To set up consolidation groups, complete the following steps:

1. From the Vision Navigation menu, select **Configuration » Organization » Consolidated Reporting** to display the Consolidated Reporting Setup form.
2. Select the General tab. Use the General tab to set up consolidation groups.
3. Perform one of the following:
 - To open a blank firm record, click **New** and select **New Reporting Group**.
 - If the new firm is based on an existing firm, click **New** and select the **Select Reporting Group to Copy** option.
4. Complete the fields on this tab:

| Field | Description |
|---------------------------------|---|
| Group | Enter an identifier for the consolidation group; use up to ten alphanumeric characters. |
| Name | Enter a descriptive name for the consolidation group. |
| Currency | From the drop-down list of currencies enabled for use by your company, select the currency to use for this consolidation group. This is the group's reporting currency. |
| Gains and Losses Account | Specify the balance sheet account to which you want Vision to post gains and losses resulting from the conversion of amounts in other currencies into the reporting currency. |

| Field | Description |
|-----------------------|--|
| | <p>If you use the Multicurrency feature and a company in the consolidation group has a functional currency that is different from the reporting currency you select for the group in the Currency field, the conversion of amounts from that functional currency to the reporting currency can sometimes result in small apparent gains or losses.</p> <p>These gains and losses are discrepancies resulting from the conversion calculations, not true gains and losses, such as those calculated by the Gains/Losses and Revaluations process. For that reason, it is recommended that you set up a separate balance sheet account for this purpose, rather than selecting one of the accounts you use for true currency exchange gains and losses.</p> |
| Companies Grid | <p>Click  Insert to open a new row in the grid.</p> <p>Click  Delete to delete an existing consolidation group.</p> |
| Company | From the drop-down list for this field, select the identifier of the company you want to add to the consolidation group that you create. |
| Name | This is a non-editable field that displays the descriptive name for the company. |

5. Select the Eliminations tab.

Use the Eliminations tab to exclude accounts from the consolidation group. For example, you should eliminate any equity accounts representing subsidiary holdings. Vision eliminates the appropriate intercompany accounts receivable and intercompany accounts payable accounts. The eliminations you specify are valid for the consolidation group you specify on the General tab.

During the consolidation process, Vision eliminates (excludes from the merged data) any account balances or portions of account balances that represent intercompany transactions between the companies in the consolidation group, so that the consolidated information gives an accurate view of the financial state of that group as a whole.

Vision eliminates all or portions of the balances of the following accounts used in intercompany transactions:


- Intercompany accounts receivable account
- Intercompany accounts payable account
- Intercompany suspense account
- Regular, overhead, and promotional labor accounts used for labor adjustments and

- journal entries
- Regular, overhead, and promotional expense accounts used for cost transfers and journal
- entries
- Balance sheet and other accounts used for journal entries
- Tax accounts used for journal entries

Use the Eliminations tab to specify any other accounts that you want Vision to eliminate when it processes a consolidation for that group. For example, you can eliminate accounts for loans between companies in the group and equity accounts representing subsidiary holdings.

During the consolidation process, Vision eliminates the entire account balance for the user-defined elimination accounts that you specify on the Eliminations tab. Because of this, if an account specified as an elimination account for one consolidation group is also used for intercompany transactions involving a company that is not part of that group, the consolidated data will not include those transactions. To avoid this, make sure that the accounts you identify as user-defined elimination accounts for a consolidation group are only used for transactions involving companies that belong to that group.

6. Complete the fields on this tab:

| Field | Description |
|----------------|--|
| Account | Use this field to select the accounts to eliminate from the consolidation group. Either enter an account number or click  to display the Account lookup, then select the account. |
| Name | This non-editable field displays the descriptive name for the account. |

7. Select the Translations tab.

If you use Vision Multicurrency in conjunction with Vision Multicompany, use the Translations tab to set up translations between currencies. To do this, select a method for determining the exchange rate to use: period end rate, period average rate, or historical rate. These translations are valid for the consolidation group you specify on the General tab.


The exchanges you set up via period exchange rates in Configuration determine what rates Vision uses when translating functional currencies for the companies in a single consolidation group.

8. Complete the fields on this tab:

| Field | Description |
|---------------|---|
| Assets | Select the method for Vision to use to establish exchange rates for Asset accounts when the functional currencies of the companies in the consolidation group are not the same: |

| Field | Description |
|----------------------|---|
| | <ul style="list-style-type: none"> Period end rate Period average rate Historical rate |
| Liabilities | <p>Select the method for Vision to use to establish exchange rates for Liability accounts when the functional currencies of the companies in the consolidation group are not the same:</p> <ul style="list-style-type: none"> Period end rate Period average rate Historical rate |
| Net Worth | <p>Select the method for Vision to use to establish exchange rates for Net Worth accounts when the functional currencies of the companies in the consolidation group are not the same:</p> <ul style="list-style-type: none"> Period end rate Period average rate Historical rate |
| Revenue | <p>Select the method for Vision to use to establish exchange rates for Revenue accounts when the functional currencies of the companies in the consolidation group are not the same:</p> <ul style="list-style-type: none"> Period end rate Period average rate Historical rate |
| Reimbursables | <p>Select the method for Vision to use to establish exchange rates for Reimbursable Expense accounts when the functional currencies of the companies in the consolidation group are not the same:</p> <ul style="list-style-type: none"> Period end rate Period average rate Historical rate |
| Directs | <p>Select the method for Vision to use to establish exchange rates for Direct Expense accounts when the functional currencies of the companies in the consolidation group are not the same:</p> <ul style="list-style-type: none"> Period end rate |

| Field | Description |
|---|---|
| | <ul style="list-style-type: none"> Period average rate Historical rate |
| Indirects | <p>Select the method for Vision to use to establish exchange rates for Indirect Expense accounts when the functional currencies of the companies in the consolidation group are not the same:</p> <ul style="list-style-type: none"> Period end rate Period average rate Historical rate |
| Other Charges | <p>Select the method for Vision to use to establish exchange rates for Other Charges accounts when the functional currencies of the companies in the consolidation group are not the same:</p> <ul style="list-style-type: none"> Period end rate Period average rate Historical rate |
| Account Translation Overrides Grid Click Insert to open a new row in the grid. Click Delete to delete an existing override. | |
| Account | <p>Enter or select a single account that is an exception to the translation method specified for its account type in the fields on the top of the form.</p> <p>For example, if you specify Historical rate as the method for Asset accounts but want to set up a different translation for a specific asset account, you select that asset account here and use the corresponding Method field on this grid to select the alternate method.</p> |
| Name | This is a non-editable field showing the descriptive name for the account. |
| Method | <p>Use this field to specify the translation method for the individual account:</p> <ul style="list-style-type: none"> Period end rate Period average rate Historical rate |

9. Click  **Save** to save your changes.

Copying Consolidation Groups

Once you have created consolidation groups, you can use either of two copy procedures to make adding subsequent groups easier:

- **New » Copy Current Consolidation Group.** Select this option to copy data from the current consolidation group into a new consolidation group record. You then give the new consolidation group its identifier and change the group's setup data.
- **New » Select Consolidation Group to Copy.** Select this option to open a dialog box of all existing consolidation group records so that you can select one to copy. When you select a consolidation group, Vision copies data from its record into a new consolidation group record. You then give the new consolidation group its identifier and change the group's setup data.

Chapter 12: Set Up Proposals

Overview

Use the Proposals application to produce an SF254, SF255, SF330, or Custom proposal more quickly than you could if you tried to produce the proposal manually. When you use the Proposals application, members of the proposal team can communicate efficiently:

- Because employees at all of your offices can use the Vision Info Centers, the proposal team can quickly find and retrieve employee and consultant resumes, project experience, graphics files, firm profiles, and narrative text. They do not need to ask other employees for information.
- By centralizing and cataloging your firm's proposals and merge templates, Vision makes it easy to find and re-use them.
- You can query the database to locate the appropriate employees and projects for the new proposal.
- Vision Custom Proposals includes sample merge templates. Vision SF254, SF255, and SF330 Proposals each include a set of default merge templates.

You can create proposals from the sample merge templates and default merge templates. Or you can modify a template's format and layout, and save the modified copy as a new merge template.



This chapter provides an introduction to creating templates. If you need assistance in creating or modifying merge templates, contact Deltek Global Services to schedule the appropriate consulting services.

Turning On the Proposals Module

Before you configure the Proposals application, verify that your company has a Vision license for the Custom Proposals and/or the 255, 254, and 330 Proposals applications, and that each license is active. See "Log on to Vision for the First Time and Activate Modules" on page 1-6.

Proposals and Security

The Proposals application has rules for security access. These rules also control users' access to custom merge templates in **Configuration » General » Merge Templates**. The security rules do not apply to 254, 255, and 330 merge templates. All users have access to 254, 255 and 330 merge templates.

In companies where users do not have direct access to Custom Proposals merge templates via **Configuration » General » Merge Templates**, the system administrator uploads Custom Proposals merge templates to the database in **Configuration » General » Merge Templates**, and enables the users' access to Custom Proposals merge templates on the Merge Templates tab of **Configuration » Security » Roles**.

Merge Templates

In companies where users do not have direct access to upload new merge templates, the system administrator uploads custom Proposals merge templates to the database in **Configuration » General » Merge Templates**.



For more information, see “Create Merge Templates” on page 76.

Set Up Proposal Firms

If your company uses the Organizations feature, you configure your company's organizations when you are setting up and configuring Vision. The Organization feature uses a “business unit” model of your company. Use **Configuration » Organization » Codes** to set up an Organization for each of your company's business units, which may be profit centers, office locations, or some other organizing structure.

- The 254 and 255 Proposals application uses the federal government's “office location” model of companies, and calls each office location a “Proposal Firm.”

Whether or not your company uses the Organizations feature, and if it does use the feature, whether or not the organizations correspond to your company's office locations, you must set up a proposal firm for each office location whose personnel and other data you plan to use in proposals. You set up proposal firms in **Configuration » Organization » Firm Setup - Proposals**.

If your company does use the Organizations feature, your company data is maintained by organization. The 254, 255, and 330 Proposals applications retrieve this organization data after each organization whose data is used in 254, 255, and 330 Proposals is added to the proposal firm's Associated Organizations tab in **Configuration » Organization » Firm Setup - Proposals**.

If your company has not installed the 254/255 Proposals application, the Additional Info tab of Firm Setup - Proposals omits the **Service Fees** grid. If your company has not installed the SF330 Proposals application, the SF330 tab does not appear.

- The Custom Proposal application retrieves Vision data by referring to the organization for which it is stored. You do not need to set up proposal firms in **Configuration » Organization » Firm Setup - Proposals**.

If your custom proposal uses any merge codes that retrieve data about the entire company (for example, your company's name and address may not be in any of the organization records), you must set up a proposal firm and enter the company-wide data there.

Set Up the Firm's Name and Address

Use the General tab to enter basic information about an office location of your organization.

To set up firm name and address, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Organization » Firm Setup - Proposals**. Vision displays the Firm Setup - Proposals form.
2. Click the General tab.
3. Click **New**.

4. Complete the fields on this tab, as follows:

| Field | Description |
|--|--|
| Name | Enter your organization's name, or the name of the firm at this location. |
| Office Location | Enter the firm's office location. This information appears in the Firm lookup. Depending on your organization, you might enter the city or an internal code used for designating each branch office. |
| Parent | Select this option if the firm is a parent company. This field is not used in SF330 proposals. |
| Address1/Address 2/City/State/Zip/Country | Enter the address of the firm at this location in these fields. |
| Phone | Enter the telephone number of the firm at this location. This field is not used in SF330 proposals. |
| Fax | Enter the facsimile transmission number of the firm at this location. This field is not used in SF330 proposals. |

5. Click **Save**.

Set Up Additional Statistical Information

Use the Additional Info tab to enter and maintain statistical information relating to the firm's history. This data is used in 254, 255, and 330 proposals. You must enter this data before you create a proposal using Vision's 254, 255, and 330 Proposals.

To set up office locations, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Organization » Firm Setup - Proposals**. Vision displays the Firm Setup - Proposals form.
2. Click the Additional Info tab.
3. Complete the fields on this tab, as follows:

| Field | Description |
|-------------------------|--|
| Date Established | Select the date when this office was established. This date appears in Block 2 of the SF254. |
| Ownership Type | Enter ownership type information to indicate what type of company it is. For example, |

| Field | Description |
|-----------------------------------|---|
| | Corporate, Publicly Held, or Privately Held. This information appears in Block 4 of the SF254. |
| Total Personnel | <p>Include the total number of personnel for this location. The total for all locations appears in Block 7a of the SF254.</p> <p>If the Calculate total personnel option is selected in 254 Preferences, Vision instead uses the Linked Employees value.</p> <p>You must maintain the value in this field manually. This field makes it possible for an organization to populate the total personnel information on the 254 form even if not all of the employee/firm links are in place. It is designed for use by large firms that have not entered all of their employees into the Vision database and linked them to firm records.</p> <p>This field is not used in the SF330.</p> |
| Linked Employees | <p>This non-editable field displays the number of employees in the Employees Info Center whose Organization is listed on the Associated Orgs tab of the current Firm record.</p> <p>This field is not used in the SF330.</p> |
| Small Business | <p>Select this option if your firm is eligible for Small Business status.</p> <p>This information appears in Block 4A of the SF254.</p> |
| Small Disadvantaged | <p>Select this option if your firm is eligible for Small Disadvantaged status.</p> <p>This information appears in Block 4B of the SF254.</p> |
| Woman Owned | <p>Select this option if your firm is eligible for Woman Owned status.</p> <p>This information appears in Block 4C of the SF254.</p> |
| Interested in Foreign Work | <p>Select this option if your firm is eligible for Interested in Foreign Work status.</p> <p>This information appears in Block 9 of the SF254.</p> |

| Field | Description |
|----------------------------|---|
| Parent Firm | <p>Use this field to link the current firm record to parent firm information. This information is used in Section 5 of the SF254.</p> <p>Use Firm lookup to search for and select a firm.</p> <p>Vision creates a link between the record you select here and the corresponding firm record. Click on the name in this field to open the firm record.</p> |
| Former Parent Firms | <p>Use this grid to maintain a list of the firm's former parent firms.</p> <p>To insert a firm on this grid, complete the following steps:</p> <ol style="list-style-type: none"> 1. Click Insert. Vision inserts a blank row on the grid. 2. Enter the Name and Date Established. 3. Click Save. <p>To delete a firm from this grid, complete the following steps:</p> <ol style="list-style-type: none"> 1. Click on the row containing the firm to delete. 2. Click Delete. Vision deletes the selected firm from the grid. <p>When you delete a firm from the Former Parent Firms grid, the firm record remains in the Vision database. To delete a firm record from the Vision database, click the Delete Firm toolbar button. After you delete a firm record from the database, you cannot retrieve it.</p> |
| Service Fees | <p>Use this grid to enter the firm's professional services fees received each year for the past five years.</p> <p>If this information is for use in Section 9 of an SF254 Proposal, fees should be entered each year for:</p> <ul style="list-style-type: none"> ▪ Work performed directly for the Federal Government (not including grant and loan projects) or as a subcontractor to other professionals. ▪ All other domestic work, US and possessions, including Federally assisted projects. |

| Field | Description |
|-------|--|
| | <ul style="list-style-type: none"> All other foreign work. <p>Section 9 contains an option to list fees received by the firm in the last 5 years by category, indexed by the range of the amount. Index and range information is listed in the same section to the right of service fees.</p> <p>To insert a service fee on this grid, complete the following steps:</p> <ol style="list-style-type: none"> Click Insert. Vision inserts a blank row on the grid. Enter data in these fields: <p>Year — Enter the year in this format: yyyy.</p> <p>Category — Select the appropriate fee category for each item.</p> <p>Fee Index — Select the appropriate fee index for each line item. The fee index defines the range of the dollar amount of the fee.</p> Click Save. <p>To delete a service fee from this grid, complete the following steps:</p> <ol style="list-style-type: none"> Click the row containing the fee to delete. Click Delete. Vision deletes the selected fee from the grid. <p>The SF330 Proposals application does not use the data in these fields.</p> |

- Click **Save**.

Set Up Associated Organization Records

If your company uses the Organizations feature, use the Associated Orgs tab to enter and maintain links to Organization records from a firm.

A firm may have many associated organizations, but each organization is related to only one firm. When you insert an organization on the **Associated Orgs** grid, Vision validates it to ensure that the selected organization is not affiliated with any other firm. If it is, Vision displays a message that prompts you to select a different organization.

An Organization record must already exist in the Vision database before you can enter it on the Associated Orgs tab. You must fill out the Associated Orgs tab before you can create an SF254, SF255, or SF330 proposal.

To set up associated organization records, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Organization » Firm Setup - Proposals**. Vision displays the Firm Setup - Proposals form.
2. Click the Associated Organizations tab.
3. Perform one of the following:
 - To add a new organization, click **Insert**. Vision displays the Organization lookup. Use the lookup dialog box to search for and select an organization.
 - To delete an organization, select the organization and click **Delete**. Vision deletes the selected organization from the **Organizations** grid. When you delete an organization from an **Organizations** grid, the organization record remains in the Vision database. To delete an organization from the database, click the **Delete Firm** button on the toolbar.
4. Click **Save**.

Set Up SF330 Proposals

Before you can start building an SF330 proposal, you must review the entries in four code tables and set up proposal firms. This section shows you how to set up:

- Employee skills/disciplines
- Project (profile) codes
- Employee roles
- Vendor
- Firm locations in Firm Setup - Proposals

Set Up Employee Skill/Discipline Codes

Since firms may have more disciplines than the standard set provided by the General Services Administration, before setting up your office locations in **Firm Setup – Proposals**, you can first modify the Discipline list by modifying the Employee Skill/Discipline Code table.



Before adding disciplines to the code table, be aware of the filing requirements for the SF330. The instructions for adding additional disciplines are: "9. Employees by Discipline. Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function."

If the Vision menu does not include **Configuration » General » Code Tables**, you lack access rights to that menu item. The system administrator determines who has access rights.

To add disciplines, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » Code Tables**. Vision displays the Code Table Maintenance form.
2. Select the Employee Skill/Discipline table. Vision displays the Employee Skill/Discipline dialog box.

The code table entries appear in the standard order of the Government Services Administration's disciplines list. Each code table entry has a code, SF330 code, and a description.

To see if a code already exists in the code table, click the **Description** column heading. The code table sorts itself alphabetically by Description.

To quickly scan for the next available code, click the **Code** column heading. The codes re-order by code. Scroll to the bottom of the list for the next available code.

3. To add a new code, click **Insert**.
4. Enter the code number and description. Leave the **SF330 Code** field blank.
5. Click **Save**.

Project (Profile) Codes Code Table

Some firms use profile codes that are not in the standard set of codes provided by the General Services Administration. Before you select Profile Codes on the Firm Setup - Proposals, SF330 tab, you may have to modify the code table containing Project Codes.



Before you add profile codes to the code table, review the filing requirements for the SF330. The instructions for adding additional profile codes are:

"10. Profile of Firm's Experience and Annual Average Revenue for Last 5 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank. For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project."

To add profile codes, complete the following steps:

1. From the Vision Navigation menu, click the Code Table Maintenance form, and then select the Project Codes table. Vision displays the Project Codes dialog box.

To find out if a code is already listed in the code table, click the **Description** column heading. The code table sorts itself alphabetically by the **Description** column, making it easier to look for the code.

To quickly scan for the next available code, click the **Code** column heading. The code table sorts itself alphabetically by the **Code** column. Scroll to the bottom of the list for the next available code.

2. To add a new code, click **Insert**.
3. Enter the code number and description, leaving the **SF330 Code** field blank.
4. Click **Save**.

Employee Role Code Table

The Employee Role Code table is important for the creation of the SF330. In order for the Section G. Personnel Matrix to be auto-populated correctly from Sections E and F, the employee's role on a project must be defined on the Team tab in Project Info Center.

At the time of installation, Vision has three values in the Employee Role code table: Principal, Project Manager, and Supervisor.

To add employee project roles, complete the following steps:

1. From the Code Table Maintenance form, select the Employee Role table. Vision displays the Employee Role dialog box.

To find out if a code already exists in the code table, click the **Description** column heading. The code table sorts itself alphabetically by the **Description** column, making it easier to find the code.

To quickly scan for the next available code, click the **Code** column heading. The code table sorts itself alphabetically by the **Code** column. Scroll to the bottom of the list for the next available code.

2. To add a new code, click **Insert**.
3. Enter the code number and description.
4. Click **Save**.

Vendor Role Code Table

The Vendor Role Code table is important for the creation of the SF330. In order for Block 25 of Section F to be auto-populated correctly, each vendor's role on a project must be defined in the **Vendors** grid on the Team tab in the Project Info Center.

To add vendor project roles, complete the following steps:

1. From the Code Table Maintenance form, select the Vendor Role table. Vision displays the Vendor Role dialog box.
2. Click **Insert** to add a new line.
3. Enter a code and a description for the new Vendor Role.
4. Click **Save**.

Firm Setup - Proposals

Use the Firm Setup feature to enter and maintain information about your firm and its branch offices, joint ventures, and other affiliations. Because this information is used in SF330 Proposals, you must enter this information before you can start to create an SF330 proposal.

Firm Setup - Proposals: General Tab

Use the General tab to enter the firm's name and address.

Firm Setup - Proposals: Additional Information Tab

Use the Additional Info tab to store statistical information relating to the firm's history.

Firm Setup - Proposals: Associated Organizations Tab

Use the **Organization** grid on the Associated Organizations tab to enter and maintain links to Organization records for a firm.

Firm Setup - Proposals: SF330 Tab

Use the SF330 tab to enter and maintain data used in SF330 proposals.

To enter information on the SF330 tab, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Organizations » Firm Setup - Proposals**. Vision displays the Firm Setup - Proposals form.
2. Click the SF330 tab.
3. Complete the fields on this tab, as follows:

| Field | Description |
|--|---|
| Annual Average Revenue - Last 3 Years | |
| Federal Work | Select the appropriate revenue index. This value populates Part II, Block 11a. |
| Non-Federal Work | Select the appropriate revenue index. This value populates Part II, Block 11b. |
| Total Work | Select the appropriate revenue index. This value populates Part II, Block 11c. |
| DUNS Number | Enter your firm's Data Universal Numbering System (DUNS) number. This value populates Part II, Block 4. |
| Disciplines | <p>Select the firm's disciplines for Part II of the SF330. To do this, click Insert, and select the discipline(s) from the list of Employee Skills/Disciplines. You can select up to 20 disciplines.</p> <p>These values populate Part II, Blocks 9a and 9b.</p> |
| Project Codes | <p>Select the firm's codes for Part II of the SF330. To do this, click Insert, and select the project code(s) from the list of Project Codes. You can select up to 22 project codes.</p> <p>These values populate Part II, Block 10a, 10b, and 10c.</p> |

4. Click **Save**.

Chapter 13: Set Up Planning

Overview

Use Vision Planning to construct and manage resource plans for opportunities and projects.

Through accurate project planning, performance and utilization data is collected at the appropriate project levels and consolidated into information that allows project managers to run their jobs effectively, department leaders to allocate their resources properly, and senior management to run the company successfully.

Within Planning, you can assign, budget, and forecast all resource hours, expense costs, and consultant costs across the life cycle of a project. You can specify either actual employees or generic labor category placeholders to represent the resource assignments that power the plan. Integrating these processes into your business allows for proactive management of both projects and resources.

System-wide Planning Configuration

You can configure both system-wide and plan-specific functions of Vision Planning to match your business requirements. The system-wide functions impact all Planning users, while the plan-specific functions are tailored to each user.

The system-wide functions that impact all plans include:

- Numbering options and alert options, specified in General Configuration.
- Security options to control user access to general, rate, and analysis information, as well as labor cost rates and amounts. These options and settings are found in Security Configuration.
- Default options, settings, and tabs that display for all Planning and Resource Management users. These options and settings are found in Planning Configuration. You must complete this function before you can configure the Planning grids on a plan-by-plan basis.

Plan-specific Configuration

Plan-specific functions focus on how information is presented in the Planning grids and Work Breakdown Structure, which enable you to create views that are beneficial for you.

- Use the Planning Grid Configuration dialog boxes to change the default settings for the current plan's **Planning**, **Summary**, and **Accordion Calendar** grids. These options are not system-wide, and you can select a different configuration for each plan you create.
- Use the Estimate to Complete and Job to Date basis dialog boxes to specify how your Estimate to Complete and Job to Date numbers are calculated.
- Use the User Defined Components dialog boxes to specify custom tabs, fields, and grids in your plans. See Guidelines for Using Custom Tabs, Fields, and Grids for more information.
- Use the Plan Retrieval Mode dialog box to specify which plan information is retrieved from the Vision database. When you minimize the amount of data you retrieve, Vision speeds the process of pulling information from the database.

Planning and Security

Before you set these defaults, the system administrator must use Vision's Role Security to determine the Planning options users can change.

Vision's Security Configuration controls user access to the following information in Planning:

- Labor cost rates and amounts.
- Changes to general information, such as WBS levels, the baseline, and percent complete formula.
- Changes to rate information, such as budget type, rate/method tables, and rate overrides.
- Changes to analysis information, such as compensation, consultant fees, and reimbursable allowance.

User access is based on the user's assigned role.



For more information, see [“Chapter 18: Set Up Security for Users” on page 494.](#)

Planning and Alerts

In Vision, you establish alerts to inform you of events or tasks that require attention. Alerts are delivered either to your Vision dashboard or through email messages.

You or your Vision Administrator can set up Planning alerts that will send messages to team members when:

- Resource utilization percentages are exceeding, or falling short of, percentage thresholds that you specify for a plan.
- Resource assignments for a plan have been made by someone other than the original author of that plan.
- Budget milestone amounts or percentages have been reached. You can also monitor specific accounts and/or vendors within a plan, notify users when a plan is first associated with (mapped to) a project, or when a plan's baseline has changed.
- A new plan is created, an existing plan is modified or deleted, or a new project is created from a plan.
- A Work Breakdown Structure (WBS) level is added or deleted from a plan.

There are also workflow alerts that your system administrator can create for specific situations. For example, you can use them to tell you when you must approve documents or complete a procedure.



For general information about alerts, see [“Set Up Alerts” on page 88.](#) For specific field definitions for alert options, see the Vision Online Help system.

Establish the Structure of Numbering Options

The Numbering options in General Configuration establish the structure of the numbering options that are available on the Planning Grid Configuration dialog box and the Default WBS Mapping dialog box. These two dialog boxes determine your overall project, phase, and task structure.

- Planning Grid Configuration dialog box at **Configuration » Planning » Planning Grids**. See “Organization Configuration Checklist” on page 312 for details.
- Default WBS Mapping dialog box at **Planning » Project Planning » Options**. See Set New Default Plan Levels for the WBS on page 398 for details.



See the topics “Grid Configuration and Planning” and “Create the WBS for the Plan” in the Vision Online Help system for more information.

To check or set general numbering options, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » System Settings**.
2. Select the Numbering tab.
3. Check the settings for these system labels:
 - If Phase is set to 0 (zero), phases are not available on the Planning Grid Configuration dialog box or on the Default WBS Mapping dialog box.
 - If Task is set to 0 (zero), tasks are not available on the Planning Grid Configuration dialog box or on the Default WBS Mapping dialog box.
 - If Labor Code is set to 0 (zero), labor codes are not available on the Planning Grid Configuration dialog box or on the Default WBS Mapping dialog box.



You cannot modify the information on the length and format of your key fields on this tab. To change these settings, see “Key Conversions Overview” in the Vision Utilities help for the full descriptions and procedures.

Set Up General Planning Information

Use the General tab of Planning Configuration to enter or review the default setup for Work Breakdown Structure (WBS), plan wildcards, copy details, percent complete, planned revenue, and decimal digits for all plans in the current Vision database.

To set up general Planning information, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Planning » Plan Settings**. to display the Plan Settings form.
2. Select the General tab.
3. Complete the fields on this tab, as follows:

| Field | Description |
|---|--|
| Planning Tabs | |
| Use the Planning Tabs options to enable the Expense, Consultant, and Unit tabs in Project Planning. | |
| Enable Expense Planning | Select this option to enable the Expenses tab in Project Planning. When you select this option, fields related to the Expenses tab also display in Summary Grid Configuration. |

| Field | Description |
|--|---|
| Enable Consultant Planning | Select this option to enable the Consultants tab in Project Planning. When you select this option, fields related to the Consultants tab also display in Summary Grid Configuration. |
| Enable Unit Planning | <p>Select this option to enable the Units tab in Project Planning. When you select this option, fields related to the Units tab also display on the following forms:</p> <ul style="list-style-type: none"> ▪ Summary Grid Configuration ▪ Rates tab of Project Planning ▪ Summary tab of Project Planning ▪ Analysis tab of Project Planning <p>If this option is not selected, the Units tab and related fields do not display in Project Planning, and Job to Date unit numbers display under the Expense and Consultant tabs.</p> |
| <p>Decimal Digits</p> <p>Use the decimal digits fields to specify the number of decimal digits for hours, quantities, and amounts in plans.</p> <p>If the decimal digit is set to No Digits, then all numbers display without decimals. Example: 12</p> <p>If the decimal digit is set to 2 Digits, then all numbers display as a two-digit decimal. Example: 12.00</p> | |
| Hour | Select the number of decimal digits for hours. Options include No Decimal , 1 Digit , or 2 Digits . |
| Quantity | <p>Select the number of decimal digits for quantities. Options include No Decimal, 1 Digit, 2 Digits, 3 Digits, or 4 Digits.</p> <p>By default, Vision sets all Percents and Multipliers to 2 Digits.</p> |
| Amount | <p>Select the number of decimal digits for amounts. Options are No Decimal or Currency. When you set the amount to Currency, all amounts follow the decimal digit setting of the Currency unit of that amount.</p> <p>By default, Vision sets all Labor Rates and Unit Rates to Currency.</p> |

| Field | Description |
|--|---|
| Create Plan from Project Use this field to determine the amount of detail to copy when you copy plans. | |
| Copy Down To | Select the amount of detail to copy when you use the New » Copy Current Plan or New » Select Plan to Copy menu items on the Project Planning Toolbar. Options are: <ul style="list-style-type: none"> ▪ Project. Select this option to include project information when copying an existing plan. ▪ Phase. Select this option to include project and phase information when copying an existing plan. ▪ Task. Select this option to include project, phase, and task information when copying an existing plan. ▪ Labor Code. Select this option to include project, phase, task, and labor code information when you copy an existing plan. |
| Compensation Values By Row & Period | Select this option to impact the following areas within Project Planning: <ul style="list-style-type: none"> ▪ Users can enter compensation values by period and by row on the Labor tab in Project Planning. ▪ The Summary tab of Project Planning displays the sum of all compensation columns from data on the Labor tab of Project Planning. ▪ The Actions button on the Project Planning toolbar displays the Refresh Analysis Compensation option. ▪ If the Project Fee Entering Method option on the General tab of Configuration » Accounting » System Settings is set to At all levels of the work breakdown structure, all WBS level fees in the project are updated with the plan's corresponding fees. ▪ If the Project Fee Entering Method option on the General tab of Configuration » Accounting » System Settings is set to |

| Field | Description |
|--|---|
| | <p>At lowest level only, all compensation will be summed to update the project's fees.</p> <ul style="list-style-type: none"> When you select the Compensation Values by Row and Period, Synchronize fees from Plan to Project and Include in Utilization and Project Reports options, Vision synchronizes fees only for those of the project's WBS levels that match. |
| Synchronize fees from Plan to Project | Select this option to synchronize all of a plan's compensation to its project. Synchronization occurs when you save the plan. See the description of Compensation Values by Row and Period for the available scenarios. |
| <p>Default Settings for Creating a New Plan</p> <p>Use these options to specify the default settings that display on the General tab of Project Planning.</p> <p>Even though you establish the initial default settings, users have the option to change and override those settings. For example, when you select the Include in Utilization and Project Reports option on this screen, that same option displays as selected on the General tab of Project Planning. The user may then remove the selection for that option. When the user saves the plan, Vision saves the option as determined by the user.</p> | |
| Starting Day or Week | Select the day of the week on which business starts. |
| <p>Planned Revenue</p> <p>Use these fields to calculate revenue based on planned labor, expense, and consultant information.</p> | |
| Labor Multiplier Type | <p>The options for this field depend on the Budget Type entry on the Rates tab.</p> <p>If the Budget Type is set to Cost and Billing, the Labor Multiplier Type defaults to User Entered (Cost) and the options list displays:</p> <p>User Entered (Cost) Planned Multiplier User Entered (Billing) Planned Ratio</p> <p>If the Budget Type is set to Cost:</p> <p>The Labor Multiplier Type defaults to User Entered (Cost), which is the planned labor cost amount, and the options list displays User Entered (Cost) and Planned Multiplier.</p> |

| Field | Description |
|----------------------------|--|
| | <p>Vision calculates the Planned Multiplier that displays on the Analysis tab as follows:</p> $\text{Planned Total Compensation (Compensation + Consultant Fee + Reimbursable Allowance) - Direct and Reimbursable Expenses/Planned Labor Cost}$ <p>If the Budget Type is set to Billing:</p> <p>The Planned Multiplier defaults to User Entered (Billing), which is the planned labor amount at billing value, and the options list displays User Entered (Billing) and Planned Ratio.</p> <p>Vision calculates the Planned Ratio that displays on the Analysis tab as follows:</p> $\text{Planned Total Compensation (Compensation + Consultant Fee + Reimbursable Allowance) - Direct and Reimbursable Expenses/Planned Labor Billing}$ |
| Multiplier | <p>If the Labor Multiplier Type is set to User Entered (Cost) or User Entered (Billing), you can enter a value in this field to specify the Multiplier.</p> <p>If the Labor Multiplier Type is set to Planned Ratio or Planned Multiplier, this field displays the Planned Ratio or Planned Multiplier as calculated on the Analysis tab.</p> |
| Reimbursable Method | <p>Select the Reimbursable Method from the following options.</p> <ul style="list-style-type: none"> ▪ Cost. Select this option to display the project revenue for reimbursable expenses and consultants at planned cost amounts. ▪ Billing. Select this option to display the project revenue for reimbursable expenses and consultants at planned billing amounts. |

| Field | Description |
|--|--|
| <p>Default WBS Mapping</p> <p>Use these fields to establish how data summarizes in the default work breakdown structure.</p> <p>The system defaults are:</p> <p>Project 1 Phase 2 Task 3 Labor Code 4</p> <p>You can specify more than three levels in the WBS. However, you can only map the first three levels to the WBS levels in accounting.</p> <p>Use the Match Job to Date option to specify the level of matching between Job to Date information and each WBS level. When you select a level, all subsequent levels are automatically selected. When a level is not selected, Job to Date is calculated by summing numbers from lower levels.</p> | |
| <p>A WBS element at a higher level summarizes data from the level below it. If you use the default project-phase-task levels, the task data rolls up to the phase level and that phase data, in turn, summarizes at the project level.</p> <p>If any of the levels are set to 0, they will not be available on the Planning Grid Configuration dialog box or on the Default WBS Mapping dialog box.</p> <p>If users want to customize their WBS Mapping structure, they use the Default WBS Mapping dialog box that displays on the Options menu. See Set New Default Plan Levels for the WBS.</p> | |
| Other | |
| Percent Complete Formula | <p>Select the percent complete formula to be used as the default for the plans:</p> <ul style="list-style-type: none"> ▪ User-Entered Percent Complete ▪ (Planned - Estimate to Complete)/Planned ▪ Job to Date /(Job to Date + Estimate to Complete) ▪ (Baseline - Estimate to Complete)/Baseline <p>This option is only available if the proper configuration settings are in place. See “Establish Access Rights to Vision Planning” on page 510.</p> |
| Overhead Percent | Enter the overhead percent applied to the project. |

| Field | Description |
|---|--|
| Include in Utilization and Project Reports | <p>Select for the Include in Utilization and Project Reports option to display on the General Tab of Project Planning.</p> <p>When users select the Include in Utilization and Project Reports option, Vision includes the current plan when running Planning reports and Resource Management searches. Vision also includes the plan when users select the Display Probability option on the Utilization tab of Resource Management.</p> |

Set Up Labor Cost and Billing Rate Information

Use the Rates tab of Planning Configuration to enter or review the default setup for labor cost and billing rate information for all plans in the current Vision database.

User access to labor cost and rate information is controlled by options in Vision Security Configuration. Vision computes labor costs based on the estimated number of labor hours to complete work on the WBS element, multiplied by the "per hour cost rate" of resources assigned to the WBS element.

Labor costs of items at higher levels in the WBS, such as phases, are calculated by summing the costs of their descendants. Project Planning summarizes labor budget data automatically.

After users log on to Vision Planning, they can change their plan-specific settings. The system administrator uses **Configuration » Planning** to determine the options users can choose from.

To set up labor cost and bill rate information, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Planning » Plan Settings** to display the Plan Settings form.
2. Select the Rates tab.
3. Complete the fields on this tab, as follows:

| Field | Description |
|---|--|
| Use Rate Tables with Effective Dates | <p>Select this option to view rate tables with effective dates. Use effective dates to specify when a change occurs in the cost or pay rate associated with a specified labor rate, labor category, labor code, or labor override table. The date that a change occurs is the "effective date" of the change.</p> <p>This option is only available if you select the Enable effective dates for labor billing rates option in Vision Billing.</p> |
| Budget Type | <p>Select a budget type from the drop-down list:</p> <ul style="list-style-type: none"> ▪ Cost. To include cost rates on the plan, |

| Field | Description |
|---|--|
| | <p>you must specify a corresponding cost rate method and cost rate table.</p> <ul style="list-style-type: none"> ▪ Billing. To include billing rates on the plan, you must specify a corresponding billing rate method and billing rate table. ▪ Cost and Billing. Vision includes both cost and billing rates on the plan. Specify the corresponding rate methods and tables for both types. <p>The option to include billing rates is only available if the proper configuration settings are in place at Configuration » Billing » General.</p> <p>The budget type you select in this field impacts the grids that display on the Summary tab of Project Planning.</p> |
| Generic Method | <p>Use this field to designate a default value for the Generic Method field on the Rates tab of Project Planning. Options are Labor Category or Labor Code. The user may select either of these options as the generic resource for the plan.</p> <p>If the Generic Method is set to Labor Code, Vision automatically disables the Copy Generic Resources into the Plan option on the Create Plan from Project dialog box. See Create a New Plan from an Existing Project for more information.</p> <p>If a user does not have access rights through Security to change the Rate Method/Table, they cannot change this field.</p> |
| Labor Cost Rate Use these fields to specify labor cost rate settings. | |
| Rate Method | <p>If you select Cost or Cost and Billing as the Budget Type option, Planning displays the monetary amounts for the plan at cost rates. If you select Billing as the Budget Type option, Labor Cost Rates fields are disabled.</p> <p>Select one of the following options from the drop-down list:</p> <ul style="list-style-type: none"> ▪ From Labor Rate Table ▪ From Employee Provisional Rate: This option is from the Employee Info Center. Select this option to disable the Rate |

| Field | Description |
|--|--|
| | <p>Table field.</p> <ul style="list-style-type: none"> ▪ From Labor Category Table ▪ From Labor Code Table <p>If you select a rate method other than Employee Provisional Rate Table, you must also specify a Rate Table.</p> |
| Rate Table | <p>Select the appropriate rate table for your plan's cost rates from predefined tables such as Government Category or Category Standards.</p> <p>If you select From Employee Provisional Rate as the Rate Method, you cannot specify a rate table.</p> <p>This rate table provides the default cost rate for WBS elements on the planning grids.</p> |
| Generic Table | <p>Select a generic resource category from the drop-down list. For example, Category Standards, Government Category, or Category Cost Standards.</p> |
| <p>Labor Billing Rate</p> <p>Use these fields to specify labor billing rate settings.</p> | |
| Rate Method | <p>If you select Billing or Cost and Billing as the Budget Type option, Planning displays the monetary amounts for the plan at billing rates. If you select Cost as the Budget Type option, Vision disables the Labor Billing Rates fields.</p> <p>Your ability to see billing rate values is also determined by whether or not your firm permits reporting at billing rates. This capability is controlled by the Report at Billing Rates setting in Configuration.</p> <p>Select one of the following options from the drop-down list:</p> <ul style="list-style-type: none"> ▪ From Employee Provisional Rate: This option is in the Employee Info Center. Selecting this option disables the Rate Table field. ▪ From Labor Rate Table ▪ From Labor Category Table ▪ From Labor Code Table <p>When you select a rate method other than Employee Provisional Rate Table, you also</p> |

| Field | Description |
|--|---|
| | need to specify a Rate Table. |
| Rate Table | <p>Select the appropriate rate table for your plan's cost rates from predefined tables such as Government Labor or Standard Labor.</p> <p>If you select From Employee Master Table as the Rate Method, you cannot specify a rate table.</p> <p>This rate table provides the default billing rate for WBS elements on the planning grids.</p> |
| Generic Table | This field provides a drop-down list of generic resource categories. For example, Category Standards, Government Category, or Category Cost Standards. |
| Billing Multiplier | Enter a numeric multiplier for the labor billing amounts. |
| Expense Billing Amounts | |
| Calculate Expense Billing Amounts | Select this option to automatically calculate amounts for billing expenses. You can also enter a multiplier and select the rate method and rate table. If you do not select this option, Vision disables the Multiplier , Rate Method , and Rate Table fields and you must manually enter billing expenses. This allows you to spread billing amounts separately from cost amounts. |
| Rate Method | <p>If you select Billing or Cost and Billing as the Budget Type option, Planning displays the monetary amounts for the plan at billing rates. Select one of the following options:</p> <ul style="list-style-type: none"> ▪ Multiplier Only: Disables the Rate Table field ▪ From Account Rate Table ▪ From Category Rate Table |
| Rate Table | <p>Select the appropriate rate table for your plan's cost rates from predefined tables.</p> <p>If you select Multiplier Only as the Rate Method, you cannot specify a rate table.</p> <p>This rate table provides the default billing rate for WBS elements on the planning grids.</p> |

| Field | Description |
|---|--|
| Multiplier | Enter a numeric multiplier for the expense billing amounts. |
| Consultant Billing Amounts | |
| Calculate Consultant Billing Amounts | <p>Select this option to automatically calculate amounts for consultant billing. You can also enter a multiplier and select the rate method and rate table.</p> <p>If you do not select this option, Vision disables the Multiplier, Rate Method, and Rate Table. You must manually enter consultant billing expenses. This allows you to spread consultant amounts separately from cost amounts.</p> |
| Rate Method | <p>If you select Billing or Cost and Billing as the Budget Type option, Planning displays the monetary amounts for the plan at consultant billing rates. Select one of the following options:</p> <ul style="list-style-type: none"> ▪ Multiplier Only: Disables the Rate Table field. ▪ From Account Rate Table ▪ From Category Rate Table |
| Rate Table | <p>If the Rate Method field is set to:</p> <ul style="list-style-type: none"> ▪ Multiplier Only, then no selection is available in this field. ▪ From Account Rate Table or From Category Rate Table, then use this drop-down list to select the appropriate rate table for your plan's consultant billing rates from pre-defined tables. Only rate tables marked as available for planning in the Billing application are included in this list. <p>This rate table provides the default billing rate for WBS elements on the planning grids.</p> |
| Multiplier | Enter a numeric multiplier for the consultant billing amounts. |
| Unit Rates | |
| Billing Multiplier | Enter a numeric multiplier for the unit billing amounts. |

Establish Resource Management Settings

The system administrator uses Resource Settings Configuration to establish the default, system-wide setup for Vision Resource Management. This includes Resource Utilization and Generic Resource Assignment settings, as well as settings for grids within these areas.



See the Vision Online Help system for complete information about the Vision Resource Management application.

After users log on to Vision Planning, they can change their plan-specific settings. The system administrator uses **Configuration » Planning** to determine the options users can choose from.

To enter or review the default setup for the Vision Resource Management application, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Planning » Resource Settings** to display the Resource Management Settings form.
2. Complete the fields on this tab, as follows:

| Field | Description |
|--|--|
| Utilization Determination | Use the options in the Utilization Determination group box to establish the calculations and settings for the Resource Utilization application within Resource Management. |
| Over Utilization is Defined As: | <p>Use these options to determine how Vision calculates over utilization for employees with planned hours on billable plans. Options are:</p> <ul style="list-style-type: none"> ▪ This Percent of Employee's Utilization Ratio: __%. Select this option if the number of billable planned hours included in the utilization is greater than the assigned percent of the employee's utilization ratio, and enter the desired percentage. If no entry is made, Vision automatically defaults to 100%. <p>For example: The employee's utilization ratio is 80%, yet the Over Utilization is Defined As: option is set to 105%. For the selected period, the employee has 168 total available hours. Vision multiplies the working days in a period by the hours per day to calculate these hours. If the employee's billable planned hours on in-utilization plans exceed 141, Vision considers the employee over utilized for resource management. The calculations are as follows:</p> <p>168 hours * 80% = 134 (rounded)</p> |

| Field | Description |
|---|--|
| | <p>$134 * 105\% = 141$ (rounded)</p> <ul style="list-style-type: none"> ▪ Employee's Utilization Ratio Plus __%. Select this option to enter the percentage to which the employee's utilization ratio can extend before they are considered over utilized. This is the maximum employee utilization ratio percent. If no entry is made, Vision automatically defaults to 0% or blank. <p>For example: The employee's utilization ratio is set to 80%, and the Employee's Utilization Ratio plus option is set to 15%. If the employee's total available hours for the period are 168, Vision considers for the employee as over utilized for resource management when their planned hours on in-utilization billable plans exceeds 160 hours. The calculations are as follows:</p> <p>$80\% + 15\% = 95\%$</p> <p>$95\% * 168 \text{ hours} = 160$ (rounded)</p> |
| | <ul style="list-style-type: none"> ▪ Employee's Utilization is Greater Than: __%. The employee is over utilized when the amount of planned hours on utilized, billable plans divided by the employee's total available hours results in a percentage that is greater than the one assigned here. The Utilization Ratio from the Employee Info Center is not considered here. If no entry is made, Vision automatically defaults to 0% or blank. <p>For example: The employee's available hours are 168, and the Employee's Utilization is Greater Than option is set to 100%. If their planned hours on in-utilization billable plans total 186, Vision considers them over utilized. The calculations are as follows:</p> <p>$186/168 = 1.107$</p> <p>$1.107 * 100 = 111$ (rounded)</p> |
| Under Utilization is __% of Employee's Utilization Ratio | <p>This option determines if an employee is underutilized for planned hours on utilized, billable plans. Vision multiplies the employee's utilization ratio by the percentage entered in this field. The resulting percent is multiplied by the employee's total available hours for the</p> |

| Field | Description |
|--|---|
| | <p>period. If the employee has less billable planned hours assigned than this total, Vision considers them under-utilized. If no entry is made, Vision automatically defaults to 100% or the last saved value.</p> <p>For example: The employee's utilization ratio is 80% and their total available hours for the period are 168. If the Under Utilization is ___ of Employee's Utilization Ratio option is set to 100%, the employee must have 134 or more billable planned hours or Vision considers them under-utilized. The calculations are as follows:</p> $100\% * 80\% = .8$ $.8 * 168 = 134 \text{ hours (rounded)}$ |
| Availability Determination | <p>Use these settings to determine how the Resource Utilization grid in Resource Management applies the color styles to the Scheduled column and how Vision displays soft and hard booked hours.</p> <p>When checking hard and soft booked hours, Vision first checks to see if the Use Soft and Hard Booking for Employees Planned Hours option is selected. If it is, then Vision checks to see if the Include Soft Booked Hours when Showing Planned Hours and when Calculating Availability or Utilization option is selected. If selected, then the total planned hours in the following Availability Determination calculations represent both soft and hard booked hours. If it is not selected, the total planned hours only include hard booked hours.</p> |
| Over Scheduled is ___% of Employee's Total Available Hours | <p>Enter a percentage in this field to determine when an employee is over scheduled for the total planned hours. Vision calculates this percentage by dividing the total planned hours for the period by the total available hours for the period. If the resulting percent is more than the percent assigned in this field, the employee is considered over scheduled.</p> |
| Under Scheduled is ___% of Employee's Total Available Hours | <p>Enter a percentage in this field to determine when an employee is under scheduled for total planned hours. Vision calculates this percentage by dividing the total planned hours for the period by the total available hours for the period. If the resulting percent is less than or equal to the percent assigned in this field, the</p> |

| Field | Description |
|--|---|
| | employee is considered under scheduled. |
| Soft and Hard Booking | <p>Use these settings to turn on the soft and hard booking features, and to determine how these features apply to generic resources, planned hours, and calculations within Resource Management.</p> <p>Hard booked assignments are those when an employee is scheduled and approved on a plan, while soft booked is when an employee is tentatively scheduled on a plan but the assignment has not yet been approved. A blend of these is when resource assignments include a mixture of hard and soft booked resources.</p> |
| Use Soft and Hard Booking for Employee's Planned Hours | Select this option to enable soft and hard booking for employee planned hours. When you select this option, Vision enables the Use Soft and Hard Booking for Generic Resources' Planned Hours and Include Soft Booked Hours when Showing Planned Hours and when Calculating Availability or Utilization options. |
| Use Soft and Hard Booking for Generic Resources' Planned Hours | Select this option to use soft and hard booking for generic resources' planned hours. |
| Include Soft Booked Hours when Showing Planned Hours and when Calculating Availability or Utilization | Select this option to include soft and hard booking in the planned hours when calculating availability or utilization. This option applies to both employees and generic resources, depending on which are currently in use in Resource Management. |
| Select Provisional Rate for Resource Searching | <p>Select one of the following options to determine which provisional rate type is used when conducting a resource search:</p> <ul style="list-style-type: none"> ▪ Cost ▪ Billing ▪ Do not include rates in Search <p>If no selection is made, Vision automatically defaults to Cost or the last saved value.</p> |

3. Click **Save** to save your changes.

Set Up Planning Grids

A planning grid presents data for each element in the WBS. Use the Labor, Consultants, or Expenses tabs of Planning Configuration to enter the default, system-wide setup for labor cost and billing rate information.

On each of these tabs, you select columns and rows:

- **Columns.** The columns you select display as the default on the planning grid on the corresponding form in Project Planning. For example, the columns checked on the dialog box shown below display on the planning grid on the Labor tab of Project Planning.
- **Rows.** The rows you select display as the default on the accordion calendar grid on the corresponding form in Project Planning. For example, the settings on the dialog box shown below indicate that Planned Hours, Planned Cost, and Planned Bill display on the accordion calendar grid on the Labor tab of Project Planning.

Determine Default Values for the Labor Tab in Project Planning

The settings on the Labor tab of Planning Configuration determine which columns and rows display as the defaults on the Labor tab of Project Planning. You must set columns and rows.

To determine default values for the Labor tab, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Planning » Planning Grids** to display the Planning Grid form.
2. Select the Labor tab.
3. Complete the fields on this tab, as follows:

| Field | Description |
|----------------------|--|
| Labor Columns | |
| WBS Level | <p>Select this option to map the plan's WBS elements to existing records so that you will have the ability to report actual hours and amounts.</p> <p>To include this field on the Consultants tab, you must also select one or more of the following columns for inclusion: Project, Phase, Task, or Labor Code.</p> |
| Project | <p>Select this option to display a project record's identifier. This field works with the WBS Level field to map to the Vision Info Center and Accounting applications so you can report actuals for the plan.</p> |
| Phase | <p>Select this option to display a phase record's identifier. This field works with the WBS Level field to map to the Vision Info Center and</p> |


| Field | Description |
|------------------------------|---|
| | Accounting applications so you can report actuals for the plan. |
| Task | Select this option to display a task record's identifier. This field works with the WBS Level field to map to the Vision Info Center and Accounting applications so you can report actuals for the plan. |
| Labor Code | Select this option to display a labor code record's identifier. This field works with the WBS Level field to map to the Vision Info Center and Accounting applications so you can report actuals for the plan. |
| Start | Select this option to display a beginning date for the current WBS element. |
| Finish | Select this option to display an end date for the current WBS element. |
| Cost Rate | Select this option to display a cost rate for an individual WBS element. Cost rates represent your firm's cost to produce a service. |
| Billing Rate | Select this option to display a billing rate for an individual WBS element. Billing rates represent what the client pays for the services your firm provides. |
| Planned Hours | Select this option to display the total planned hours for the current WBS element. |
| Planned Cost | Select this option to display the planned cost amount for the current WBS element. |
| Planned Bill | Select this option to display the planned billing amount for the current WBS element. |
| Percent Complete Cost | Select this option to display a percent complete of the planned cost amount for the current WBS element. |
| Percent Complete Bill | Select this option to display a percent complete of the planned billing amount for the current WBS element. |
| Job to Date Hours | Select this option to display the job to date actual hours for the current WBS element. This is valid only if the plan will be mapped to records in the Vision Info Center. |

| Field | Description |
|--|--|
| Job to Date Cost | Select this option to display the job to date actual cost for the current WBS element. |
| Job to Date Bill | Select this option to display the job to date billing amount for the current WBS element. |
| Estimate to Complete Hours | Select this option to display the estimate to complete hours for the current WBS element. The Estimate to Complete hours represent how many hours are estimated as required, from the current date forward through the end of the plan, to complete work on the WBS element. |
| Estimate to Complete Cost | Select this option to display the estimate to complete cost amount for the current WBS element. |
| Estimate to Complete Bill | Select this option to display the estimate to complete billing amount for the current WBS element. |
| Estimate at Completion Hours | Select this option to display the estimate at completion hours for the current WBS element. |
| Estimate at Completion Cost | Display the estimate at completion cost amount for the current WBS element. |
| Estimate at Completion Bill | Display the estimate at completion billing amount for the current WBS element. |
| Plan - Estimate at Completion Hours | Select this option to display the variance between the planned hours and the estimate at completion hours for the current WBS element. |
| Plan - Estimate at Completion Cost | Select this option to display the variance between the planned cost amount and the estimate at completion cost amount for the current WBS element. |
| Plan - Estimate at Completion Bill | Select this option to display the variance between the planned billing amount and the estimate at completion billing amount for the current WBS element. |
| Baseline Hours | Select this option to display the number of hours estimated for the current WBS element at the time the baseline version was saved. |
| Baseline Cost | Select this option to display the cost estimated for the current WBS element at the time the |

| Field | Description |
|-------------------------------|--|
| | baseline version was saved. |
| Baseline Bill | Select this option to display the billing amount estimated for the current WBS element at the time the baseline version was saved. |
| Planned Revenue | Select this option to display the planned revenue estimated for the current WBS element. |
| Compensation | This field displays if you select the Compensation Values by Row and Period option on the General tab of Planning Configuration. Select this option to display the compensation fee cost reported. This total reflects all numbers rolled up to the parent row. |
| Compensation Bill | This field displays if you select the Compensation Values by Row and Period option on the General tab of Planning Configuration and you enable Vision Multicurrency. Select this option to display the compensation fee billing amounts reported. |
| Consultant Fee | This field displays if you select the Compensation Values by Row and Period option on the General tab of Planning Configuration. Select this option to display the consultant fee cost reported. |
| Consultant Bill | This field displays if you select the Compensation Values by Row and Period option on the General tab of Planning Configuration and you enable Vision Multicurrency. Select this option to display the consultant fee billing amounts reported. |
| Reimbursable Allowance | This field displays if you select the Compensation Values by Row and Period option on the General tab of Planning Configuration. Select this option to display the reimbursable allowance costs reported. |
| Reimbursable Bill | This field displays if you select the Compensation Values by Row and Period option on the General tab of Planning Configuration and you enable Vision Multicurrency. Select this option to display the reimbursable allowance billing amounts reported. |

| Field | Description |
|--------------------------------|--|
| Total Compensation Cost | This field displays if you select the Compensation Values by Row and Period option on the General tab of Planning Configuration. Select this option to display the sum of the Compensation Cost , Consultant Cost , and Reimbursable Cost columns. |
| Total Compensation Bill | This field displays if you select the Compensation Values by Row and Period option on the General tab of Planning Configuration and you enable Vision Multicurrency. Select this option to display the sum of the Compensation Bill , Consultant Bill , and Reimbursable Bill columns. |
| Labor Rows | |
| Gantt Chart | Select this option to display the Gantt Chart bars on the accordion calendar grid. Each bar represents the number of days scheduled for the corresponding WBS element. The bar spans the time between the start date and the end date of the element. |
| Baseline Hours | Select this option to display the baseline hours, by line item. |
| Planned Hours | Select this option to display the forecast hours, by line item. |
| Actual Hours | Select this option to display the actual hours, by line item. |
| Baseline Cost | Select this option to display the baseline cost, by line item. |
| Planned Cost | Select this option to display the forecast cost, by line item. |
| Actual Cost | Select this option to display the actual cost reported in Vision Accounting. |
| Baseline Bill | Select this option to display the baseline billing amount, by line item. |
| Planned Bill | Select this option to display the forecast billing amount, by line item. |
| Actual Bill | Select this option to display the actual billing amounts reported in Vision Accounting. |

| Field | Description |
|--------------------------------|---|
| Revenue | Select this option to display the actual revenue reported. |
| Earned Value Percentage | Select this option to display the earned value percentage reported. |
| Compensation Cost | Select this option to display the compensation fee cost reported. |
| Compensation Bill | Select this option to display the compensation fee billing amounts reported. |
| Consultant Cost | Select this option to display the consultant fee cost reported. |
| Consultant Bill | Select this option to display the consultant fee billing amounts reported. |
| Reimbursable Cost | Select this option to display the reimbursement fee cost reported. |
| Reimbursable Bill | Select this option to display the reimbursement fee billing amounts reported. |

- Click  **Save** to save your changes.

Determine Default Values for the Expenses Tab in Project Planning

The settings on the Expenses tab of Planning Configuration determine which columns and rows display as the defaults on the Expenses tab in Project Planning. You must set columns and rows.

To determine default values for the Expenses tab, complete the following steps:

- From the Vision Navigation menu, click **Configuration » Planning » Planning Grids** to display the Planning Grid form.
- Select the Expenses tab.
- Complete the fields on this tab, as follows:

| Field | Description |
|-----------------------|--|
| Expense Column | |
| WBS Level | <p>Select this option to map the plan's WBS elements to existing records so that you will have the ability to report actual hours and amounts.</p> <p>To include this field on the Consultants tab, you must also select one or more of the following columns for inclusion: Project, Phase, Task, or</p> |

| Field | Description |
|------------------------------|--|
| | Labor Code. |
| Project | Select this option to display a project record's identifier. This field works with the WBS Level field to map to the Vision Info Center and Accounting applications so you can report actuals for the plan. |
| Phase | Select this option to display a phase record's identifier. This field works with the WBS Level field to map to the Vision Info Center and Accounting applications so you can report actuals for the plan. |
| Task | Select this option to display a task record's identifier. This field works with the WBS Level field to map to the Vision Info Center and Accounting applications so you can report actuals for the plan. |
| Account | Select this option to display the expense account record's identifier. This field works with the WBS Level field to map to the Vision Info Center and Accounting applications so you can report actuals for the plan. |
| Consultant | Select this option to display the consultant's record's identifier. This field works with the WBS Level field to map to the Vision Info Center and Accounting applications so you can report actuals for the plan. |
| Start | Select this option to display a beginning date for the current WBS element. |
| Finish | Select this option to display an end date for the current WBS element. |
| Planned Cost | Select this option to display the planned cost amount for the current WBS element. |
| Multiplier | Select this option to display the multiplier for the current WBS element. |
| Planned Bill | Select this option to display the planned billing amount for the current WBS element. |
| Percent Complete Cost | Select this option to display a percent complete of the planned cost amount for the current WBS element. |

| Field | Description |
|---|--|
| Percent Complete Bill | Select this option to display a percent complete of the planned billing amount for the current WBS element. |
| Job to Date Cost | Select this option to display the Job to Date actual cost for the current WBS element. |
| Job to Date Bill | Select this option to display the Job to Date billing amount for the current WBS element. |
| Estimate to Complete Cost | Select this option to display the estimate to complete cost amount for the current WBS element. |
| Estimate to Complete Bill | Select this option to display the estimate to complete billing amount for the current WBS element. |
| Estimate at Completion Cost | Select this option to display the Estimate at Completion cost amount for the current WBS element. |
| Estimate at Completion Bill | Select this option to display the variance between the planned billing amount and the Estimate at Completion billing amount for the current WBS element. |
| Plan - Estimate at Completion Cost | Select this option to display the variance between the planned cost amount and the Estimate at Completion cost amount for the current WBS element. |
| Plan - Estimate at Completion Bill | Select this option to display the variance between the planned billing amount and the Estimate at Completion billing amount for the current WBS element. |
| Baseline Cost | Select this option to display the cost estimated for the current WBS element at the time the baseline version was saved. |
| Baseline Bill | Select this option to display the billing amount estimated for the current WBS element at the time the baseline version was saved. |
| Planned Revenue | Select this option to display the planned revenue estimated for the current WBS element. |
| Compensation | This option displays if you select the Compensation Values by Row and Period |

| Field | Description |
|--------------------------------|--|
| | option on the General tab of Planning Configuration. Select this option to display the compensation cost estimated for the current WBS element. |
| Consultant Fee | This option displays if you select the Compensation Values by Row and Period option on the General tab of Planning Configuration. Select this option to display the consultant cost estimated for the current WBS element. |
| Reimbursable Allow | This option displays if you select the Compensation Values by Row and Period option on the General tab of Planning Configuration. Select this option to display the reimbursable cost estimated for the current WBS element. |
| Compensation Bill | This option displays if you select the Compensation Values by Row and Period option on the General tab of Planning Configuration and if you enable Vision Multicurrency. Select this option to display the compensation billing amount estimated for the current WBS element. |
| Consultant Bill | This option displays if you select the Compensation Values by Row and Period option on the General tab of Planning Configuration and if you enable Vision Multicurrency. Select this option to display the consultant billing amount estimated for the current WBS element. |
| Reimbursable Bill | This option displays if you select the Compensation Values by Row and Period option on the General tab of Planning Configuration and if you enable Vision Multicurrency. Select this option to display the reimbursable billing amount estimated for the current WBS element. |
| Total Compensation Cost | This option displays if you select the Compensation Values by Row and Period option on the General tab of Planning Configuration. Select this option to display the sum of the Compensation Cost , Consultant Cost , and Reimbursable Cost columns. |

| Field | Description |
|--------------------------------|--|
| Total Compensation Bill | This option displays if you select the Compensation Values by Row and Period option is selected on the General tab of Planning Configuration and if you enable Vision Multicurrency. Select this option to display the sum of the Compensation Bill , Consultant Bill , and Reimbursable Bill columns. |
| Expense Rows | |
| Baseline Cost | Select this option to display baseline cost, by line item. |
| Planned Cost | Select this option to display forecast cost, by line item. |
| Actual Cost | Select this option to display actual cost reported in Vision Accounting. |
| Baseline Bill | Select this option to display baseline billing amount, by line item. |
| Planned Bill | Select this option to display forecast billing amount, by line item. |
| Actual Bill | Select this option to display actual billing amounts reported in Vision Accounting. |
| Revenue | Select this option to display actual revenue reported. |

- Click **Save** to save your changes.

Determine Default Values for the Consultants Tab in Project Planning

The settings on the Consultants tab of Planning Configuration determine which columns and rows display as the defaults on the Consultants tab in Project Planning. You must set columns and rows.

To determine default values for the Consultants tab, complete the following steps:

- From the Vision Navigation menu, click **Configuration » Planning » Planning Grids** to display the Planning Grid form.
- Select the Consultants tab.


3. Complete the fields on this tab, as follows:

| Field | Description |
|---------------------------|---|
| Consultant Columns | |
| WBS Level | <p>Select this option to map the plan's WBS elements to existing records to give you the ability to report actual hours and amounts.</p> <p>If you include this field on the Consultants tab, you must also select one or more of the following columns for inclusion: Project, Phase, Task, or Labor Code.</p> |
| Project | Select this option to display a project record's identifier. This field works with the WBS Level field to map to the Vision Info Center and Accounting applications so you can report actuals for the plan. |
| Phase | Select this option to display a phase record's identifier. This field works with the WBS Level field to map to the Vision Info Center and Accounting applications so you can report actuals for the plan. |
| Task | Select this option to display a task record's identifier. This field works with the WBS Level field to map to the Vision Info Center and Accounting applications so you can report actuals for the plan. |
| Account | Select this option to display the expense account record's identifier. This field works with the WBS Level field to map to the Vision Info Center and Accounting applications so you can report actuals for the plan. |
| Consultant | Select this option to display the consultant's record's identifier. This field works with the WBS Level field to map to the Vision Info Center and Accounting applications so you can report actuals for the plan. |
| Start | Select this option to display a beginning date for the current WBS element. |
| Finish | Select this option to display an end date for the current WBS element. |
| Planned Cost | Select this option to display the planned cost amount for the current WBS element. |

| Field | Description |
|---|--|
| Multiplier | Select this option to display the multiplier for the current WBS element. |
| Planned Bill | Select this option to display the planned billing amount for the current WBS element. |
| Percent Complete Cost | Select this option to display a percent complete of the planned cost amount for the current WBS element. |
| Percent Complete Bill | Select this option to enter or display a percent complete of the planned billing amount for the current WBS element. |
| Job to Date Cost | Select this option to display the Job to Date actual cost for the current WBS element. |
| Job to Date Bill | Select this option to display the Job to Date billing amount for the current WBS element. |
| Estimate to Complete Cost | Select this option to display the estimate to complete cost amount for the current WBS element. |
| Estimate to Complete Bill | Select this option to display the estimate to complete billing amount for the current WBS element. |
| Estimate at Completion Cost | Select this option to display the Estimate at Completion cost amount for the current WBS element. |
| Estimate at Completion Bill | Select this option to display the variance between the planned billing amount and the Estimate at Completion billing amount for the current WBS element. |
| Plan - Estimate at Completion Cost | Select this option to display the variance between the planned cost amount and the Estimate at Completion cost amount for the current WBS element. |
| Plan - Estimate at Completion Bill | Select this option to display the variance between the planned billing amount and the Estimate at Completion billing amount for the current WBS element. |
| Baseline Cost | Select this option to display the cost estimated for the current WBS element at the time the baseline version was saved. |

| Field | Description |
|--------------------------------|--|
| Baseline Bill | Select this option to display the billing amount estimated for the current WBS element at the time the baseline version was saved. |
| Planned Revenue | Select this option to display the planned revenue estimated for the current WBS element. |
| Compensation | This field displays if the Compensation Values by Row and Period option is selected on the General tab of Planning Configuration. Select this option to display the compensation cost estimated for the current WBS element. |
| Consultant Fee | This option displays if you select the Compensation Values by Row and Period option on the General tab of Planning Configuration. Select this option to display the consultant cost estimated for the current WBS element. |
| Reimbursable Allow | This option displays if you select the Compensation Values by Row and Period option on the General tab of Planning Configuration. Select this option to display the reimbursable cost estimated for the current WBS element. |
| Total Compensation Cost | This option displays if you select the Compensation Values by Row and Period option on the General tab of Planning Configuration. Select this option to display the total compensation cost estimated for the current WBS element. |
| Compensation Bill | This option displays if you select the Compensation Values by Row and Period option on the General tab of Planning Configuration and if you enable Vision Multicurrency. Select this option to display the compensation billing amount estimated for the current WBS element. |
| Consultant Bill | This option displays if you select the Compensation Values by Row and Period option on the General tab of Planning Configuration and if you enable Vision Multicurrency. Select this option to display the consultant billing amount estimated for the current WBS element. |

| Field | Description |
|--------------------------------|--|
| Reimbursable Bill | This option displays if you select the Compensation Values by Row and Period option on the General tab of Planning Configuration and if you enable Vision Multicurrency. Select this option to display the reimbursable billing amount estimated for the current WBS element. |
| Total Compensation Bill | This option displays if you select the Compensation Values by Row and Period option on the General tab of Planning Configuration and if you enable Vision Multicurrency. Select this option to display the sum of the Compensation Bill , Consultant Bill , and Reimbursable Bill columns. |
| Consultant Rows | |
| Baseline Cost | Select this option to display baseline cost, by line item. |
| Planned Cost | Select this option to display forecast cost, by line item. |
| Actual Cost | Select this option to display actual cost reported in Vision Accounting. |
| Baseline Bill | Select this option to display baseline billing amount, by line item. |
| Planned Bill | Select this option to display forecast billing amount, by line item. |
| Actual Bill | Select this option to display actual billing amounts reported in Vision Accounting. |
| Revenue | Select this option to display actual revenue reported. |

4. Click  to save your changes.

Determine Default Values for the Units Tab in Project Planning

The settings on the Units tab of Planning Configuration determine which columns and rows display as the defaults on the Units tab in Project Planning. You must set columns and rows.

To determine default values for the Units tab, complete the following steps:

1. Click **Configuration » Planning » Planning Grids** from the Vision main menu. Vision displays the Planning Grid form.
2. Select the Units tab.
3. Complete the fields on this tab, as follows:


| Field | Description |
|---------------------|--|
| Unit Columns | |
| WBS Level | Select to map the plan's WBS elements to existing records so you can report actual hours and amounts. To include this field on the Consultants tab, you must also select one or more of the following columns: Project , Phase , Task , or Labor Code . |
| Project | Select this option to display a project record's identifier. This field works with the WBS Level field to map to the Vision Info Center and Accounting applications so you can report actuals for the plan. |
| Phase | Select this option to display a phase record's identifier. This field works with the WBS Level field to map to the Vision Info Center and Accounting applications so you can report actuals for the plan. |
| Task | Select this option to display a task record's identifier. This field works with the WBS Level field to map to the Vision Info Center and Accounting applications so you can report actuals for the plan. |
| Account | Select this option to display the expense account record's identifier. This field works with the WBS Level field to map to the Vision Info Center and Accounting applications so you can report actuals for the plan. |
| Unit Number | Select this option to display the unit number from the <Default> unit table. |
| Unit Table | Select this option to display the unit table. |
| Start | Select this option to display a beginning date for the current WBS element. |
| Finish | Select this option to display an end date for the |

| Field | Description |
|--|---|
| | current WBS element. |
| Planned Quantity | Select this option to display the planned quantity for the current WBS element. |
| Planned Cost | Select this option to display the planned cost amount for the current WBS element. |
| Planned Bill | Select this option to display the planned billing amount for the current WBS element. |
| Percent Complete Cost | Select this option to display a percent complete of the planned cost amount for the current WBS element. |
| Percent Complete Bill | Select this option to display a percent complete of the planned billing amount for the current WBS element. |
| Job to Date Quantity | Select this option to display the Job to Date actual quantity for the current WBS element. |
| Job to Date Cost | Select this option to display the Job to Date actual cost for the current WBS element. |
| Job to Date Bill | Select this option to display the Job to Date billing amount for the current WBS element. |
| Estimate to Complete Quantity | Select this option to display the estimate-to-complete quantity for the current WBS element. |
| Estimate to Complete Cost | Select this option to display the estimate-to-complete cost for the current WBS element. |
| Estimate to Complete Bill | Select this option to display the estimate-to-complete billing amount for the current WBS element. |
| Estimate at Completion Quantity | Select this option to display the Estimate at Completion quantity for the current WBS element. |
| Estimate at Completion Cost | Select this option to display the Estimate at Completion cost amount for the current WBS element. |
| Estimate at Completion Bill | Select this option to display the Estimate at Completion billing amount for the current WBS element. |

| Field | Description |
|---|---|
| Plan - Estimate at Completion Quantity | Select this option to display the variance between the planned quantity and the Estimate at Completion quantity for the current WBS element. |
| Plan - Estimate at Completion Cost | Select this option to display the variance between the planned cost amount and the Estimate at Completion cost amount for the current WBS element. |
| Plan - Estimate at Completion Bill | Select this option to display the variance between the planned billing amount and the Estimate at Completion billing amount for the current WBS element. |
| Baseline Quantity | Select this option to display the quantity estimated for the current WBS element at the time the baseline version was saved. |
| Baseline Cost | Select this option to display the cost estimated for the current WBS element at the time the baseline version was saved. |
| Baseline Bill | Select this option to display the billing amount estimated for the current WBS element at the time the baseline version was saved. |
| Planned Revenue | Select this option to display the planned revenue estimated for the current WBS element. |
| Compensation | This option displays if you select the Compensation Values by Row and Period option on the General tab of Planning Configuration. Select this option to display the compensation cost estimated for the current WBS element. |
| Consultant Fee | This option displays if you select the Compensation Values by Row and Period option on the General tab of Planning Configuration. Select this option to display the consultant cost estimated for the current WBS element. |
| Reimbursable Allow | This option displays if you select the Compensation Values by Row and Period option on the General tab of Planning Configuration. Select this option to display the reimbursable cost estimated for the current |

| Field | Description |
|--------------------------------|---|
| | WBS element. |
| Total Compensation Cost | This option displays if you select the Compensation Values by Row and Period option on the General tab of Planning Configuration. Select this option to display the total compensation cost estimated for the current WBS element. |
| Compensation Bill | This option displays if you select the Compensation Values by Row and Period option on the General tab of Planning Configuration and you enable Vision Multicurrency. Select this option to display the compensation billing amount estimated for the current WBS element. |
| Consultant Bill | This option displays if you select the Compensation Values by Row and Period option on the General tab of Planning Configuration and if you enable Vision Multicurrency. Select this option to display the consultant billing amount estimated for the current WBS element. |
| Reimbursable Bill | This option displays if you select the Compensation Values by Row and Period option on the General tab of Planning Configuration and you enable Vision Multicurrency. Select this option to display the reimbursable billing amount estimated for the current WBS element. |
| Total Compensation Bill | This option displays if you select the Compensation Values by Row and Period option on the General tab of Planning Configuration and you enable Vision Multicurrency. Select this option to display the sum of the Compensation Bill , Consultant Bill , and Reimbursable Bill columns. |
| Unit Rows | |
| Baseline Quantity | Select this option to display baseline quantity, by line item. |
| Planned Quantity | Select this option to display planned quantity, by line item. |
| Actual Quantity | Select this option to display actual quantity, by line item. |

| Field | Description |
|----------------------|---|
| Baseline Cost | Select this option to display baseline cost. |
| Planned Cost | Select this option to display forecast cost, by line item. |
| Actual Cost | Select this option to display actual cost reported in Vision Accounting. |
| Baseline Bill | Select this option to display baseline billing amount, by line item. |
| Planned Bill | Select this option to display forecast billing amount, by line item. |
| Actual Bill | Select this option to display actual billing amounts reported in Vision Accounting. |
| Revenue | Select this option to display actual revenue reported. |

4. Click  **Save** to save your changes.

Set Up Summary Grids

A Summary grid presents data for the Multiplier, Revenue, Cost, and Billing information in your plans. The summary grids are located in Project Planning on the Summary tab.

These grids calculate and display budget and cost numbers based on your entries in the Planning grids. The **Revenue** and **Multiplier** grids display data from the General, Rates, and Analysis tabs.

On each of these tabs, you select columns and rows:

- **Columns.** The columns you select display as the default options on the Summary Grid Configuration dialog box.
- **Rows.** The rows you select display as the default options on the Summary Grid Configuration dialog box.

Select the Columns and Rows for the Multiplier Tab


Use the Multiplier tab to select the columns and rows that display on the **Multiplier** grid on the Summary tab of Project Planning.

To select the columns and rows for the Multiplier grid, complete the following steps:

1. From the Vision main menu, click **Configuration » Planning » Summary Grids** to display the Summary Grids form.
2. Select the Multiplier tab.

3. Complete the fields on this tab, as follows:

| Field | Description |
|---|---|
| Show Multiplier Summary | Select this option to display the Multiplier Summary on the Multiplier grid. The Multiplier Summary grid contains columns and rows. |
| Multiplier Columns Select the columns that you want to display on the Multiplier grid. | |
| Planned Multiplier | Select this option to display the planned multiplier for the current WBS element. |
| Effective Multiplier | Select this option to display the effective multiplier for the current WBS element. |
| Estimate at Completion Multiplier | Select this option to display the Estimate at Completion multiplier for the current WBS element. |
| Budget Multiplier | Select this option to display the budget multiplier for the current WBS element. |
| Target Multiplier | Select this option to display the target multiplier for the current WBS element. |
| Multiplier Rows Select the rows that you want to display on the Multiplier grid. | |
| Cost | Select this option to display the cost multiplier row. |
| Billing | Select this option to display the billing multiplier row. |

4. Click  **Save** to save your changes.

Select the Columns and Rows for the Revenue Grid

Use the Revenue tab to select the columns and rows that display on the **Revenue** grid on the Summary tab of Project Planning.


To select the columns and rows for the Revenue grid, complete the following steps:

1. From the Vision main menu, click **Configuration » Planning » Summary Grids** to display the Summary Grids form.
2. Select the Revenue tab.

3. Complete the fields on this tab, as follows:

| Field | Description |
|-----------------------------|--|
| Show Revenue Summary | Select this option to display the Revenue Summary on the Revenue grid. The Revenue Summary grid contains columns and rows. |
| Revenue Columns | |
| Labor | <p>Select this option to display the summary of planned labor revenue, which Vision calculates as follows:</p> <p>When Labor Multiplier is User Entered (Cost) or Planned Multiplier:</p> $\text{Planned Labor Revenue} = \text{Planned Labor Cost} * \text{Multiplier (from General Tab)}$ <p>When Labor Multiplier is User Entered (Billing) or Planned Ratio:</p> $\text{Planned Labor Revenue} = \text{Planned Labor Billing} * \text{Multiplier (from General Tab)}.$ |
| Expenses | <p>Select this option to display the summary of planned expense revenue, which Vision calculates as follows:</p> <p>When the Reimbursable Method is Cost:</p> $\text{Planned Expense Revenue} = \text{Planned Reimbursable Expenses @ Cost}$ <p>When the Reimbursable Method is Billing:</p> $\text{Planned Expense Revenue} = \text{Planned Reimbursable Expenses @ Billing}$ |
| Consultants | <p>Select this option to display the summary of planned consultant revenue, which Vision calculates as follows:</p> <p>When the Reimbursable Method is Cost:</p> $\text{Planned Consultant Revenue} = \text{Planned Reimbursable Consultants @ Cost}$ <p>When the Reimbursable Method is Billing:</p> $\text{Planned Consultant Revenue} = \text{Planned Reimbursable Consultants @ Billing}$ |
| Units | Select this option to display the unit hours for the current WBS element. |

| Field | Description |
|---|---|
| Total (Labor + Expenses + Consultants + Units) | Select this option to display the total revenue (Labor + Expenses + Consultants + Units) for the current WBS element. |
| Revenue Rows | |
| Planned | Select this option to display the revised total hours or amount budgeted for the plan. You can also think of this as the current forecast for the full plan. |
| Job to Date | Select this option to display the Job to Date total hours or amount. Job to Date hours are the actual hours reported as worked since the plan began. Job to Date costs are the actual cost amounts reported since the plan began. |

4. Click  to save your changes.



Select the Columns and Rows for the Compensation Grid

Use the Compensation tab to select the columns and rows that display on the **Compensation** grid on the Summary tab of Project Planning.

To select the columns and rows for the Composition grid, complete the following steps:

1. From the Vision main menu, click **Configuration » Planning » Summary Grids** to display the Summary Grids form.
2. Select the Compensation tab.
3. Complete the fields on this tab, as follows:

| Field | Description |
|-----------------------|--|
| Compensation | <p>Select this option to display the total compensation, depending on the following:</p> <p>If you select the Compensation Values by Row/Period option, the compensation amount is pulled from the sum of all compensation rows on the Labor Planning grid of Project Planning.</p> <p>If you do not select the Compensation Values by Row/Period option, the compensation amount is pulled from the compensation fields on the Analysis tab of Project Planning.</p> |
| Consultant Fee | Select this option to display the total consultant fees, depending on the following: |

| Field | Description |
|-------------------------------|--|
| | <p>If the Compensation Values by Row/Period option is selected, the compensation amount is pulled from the sum of all compensation rows on the Labor Planning grid of Project Planning.</p> <p>If the Compensation Values by Row/Period option is not selected, the compensation amount is pulled from the compensation fields on the Analysis tab of Project Planning.</p> |
| Reimbursable Allowance | <p>Select this option to display the reimbursable allowance, depending on the following:</p> <p>If you select the Compensation Values by Row/Period option, Vision pulls the compensation amount from the sum of all compensation rows on the Labor Planning grid of Project Planning.</p> <p>If you do not select the Compensation Values by Row/Period option, Vision pulls the compensation amount from the compensation fields on the Analysis tab of Project Planning.</p> |
| Total | <p>Select this option to display the total compensation costs, depending on the following:</p> <p>If you select the Compensation Values by Row/Period option, Vision pulls the compensation amount from the sum of all compensation rows on the Labor Planning grid of Project Planning.</p> <p>If you do not select the Compensation Values by Row/Period option, Vision pulls the compensation amount from the compensation fields on the Analysis tab of Project Planning.</p> |
| Cost Rows | |
| Cost |  Multicurrency only <p>If you use Vision Multicurrency, this grid row displays the Compensation Fee, Consultant Fee, and Reimbursable Allowance amounts in the cost currency.</p> |
| Billing |  Multicurrency only <p>If you use Vision Multicurrency, this grid row displays the Compensation Fee, Consultant</p> |

| Field | Description |
|-------|--|
| | Fee, and Reimbursable Allowance amounts in the billing currency. |

Select the Columns and Rows for the Cost Grid

Use the Cost tab to select the columns and rows that display on the **Cost** grid on the Summary tab of Project Planning.

To select the columns and rows for the Cost grid, complete the following steps:

1. From the Vision main menu, click **Configuration » Planning » Summary Grids** to display the Summary Grids form.
2. Select the Cost tab.
3. Complete the fields on this tab, as follows:

| Field | Description |
|--|---|
| Show Cost Summary | Select this option to display the Cost Summary on the Cost grid. The Cost Summary grids contain Columns and rows. |
| Cost Column Select the columns that you want to display on the Cost grid. | |
| Labor | Select this option to display the total hours multiplied by the hourly cost. |
| Expenses | Select this option to display the summary of all expense cost amounts for all WBS elements. |
| Consultants | Select this option to display the summary of all consultant cost amounts for all WBS elements. |
| Units | Select this option to display the summary of all unit costs for the current WBS element. |
| Total (Labor + Expenses + Consultants + Units) | Select this option to display the summary of all costs for all WBS elements. |
| Total Hours | Select this option to display the summary of all hours for all WBS elements rolled up. For example, all hours summarized from all tasks and phases. |

| Field | Description |
|---|---|
| Cost Rows Select the rows that you want to display on the Cost grid. | |
| Baseline | Select this option to display the total hours or amount estimated in the baseline version of the plan. |
| Planned | Select this option to display the revised total hours or amount budgeted for the plan. You can also think of this as the current forecast for the full plan. |
| Job to Date | Select this option to display the Job to Date total hours or amount. Job to Date hours are the actual hours reported as worked since the plan began. Job to Date costs are the actual cost amounts reported since the plan began. This amount includes any historical actual data. |
| Estimate to Complete | <p>Select this option to display the Estimate to Complete hours or amount. This is the estimate of the remaining planned hours or amount relative to today, including non-working days set up in your holiday calendar (page 2-91).</p> <p>The calendar period (scale) within which today falls is important in determining any proration required by the Estimate to Complete calculation:</p> <ul style="list-style-type: none"> ▪ If the day on which you are looking at the plan data is the last business day of a calendar period, no proration is required. ▪ If the day on which you are looking at the plan data is not the last day of a calendar period, Vision must prorate the hours or amount accordingly. To do this, Vision divides the business days remaining in the calendar period by the total number of business days in the calendar period. |
| Estimate at Completion | <p>Select this option to display the Estimate at Completion hours or amount. This is the current estimate of the total that will have been worked or spent at the plan's finish.</p> <p>Estimate at Completion = Job to Date + Estimate to Complete</p> |
| Planned Estimate at Completion | Select this option to display the variance between the total budget hours or amount |

| Field | Description |
|-------|---|
| | specified in the current version of the plan and the original baseline version of the plan. |

Select the Columns and Rows for the Billing Grid

Use the Billing tab to select the columns and rows that display on the **Billing** grid on the Summary tab of Project Planning.


To select the columns and rows for the Billing grid, complete the following steps:

1. From the Vision main menu, click **Configuration » Planning » Summary Grids** to display the Summary Grids form.
2. Select the Billing tab.
3. Complete the fields on this tab, as follows:

| Field | Description |
|---|---|
| Show Bill Summary | Select this option to display the Billing Summary on the Billing grid. The Billing Summary grids contain columns and rows. |
| Billing Columns Select the columns that you want to display on the Billing grid. | |
| Labor | Select this option to display the labor hours for the current WBS element. |
| Expenses | Select this option to display the expense hours for the current WBS element. |
| Consultants | Select this option to display the consultant hours for the current WBS element. |
| Units | Select this option to display the unit hours for the current WBS element. |
| Total Hours | Select this option to display the summary of all hours for all WBS elements rolled up. For example, all hours summarized from all tasks and phases. |
| Total Hours (Labor + Expenses + Consultants + Units) | Select this option to display the total hours (Labor + Expenses + Consultants + Units) for the current WBS element. |

| Field | Description |
|---|---|
| Billing Rows Select the rows that you want to display on the Billing grid. | |
| Baseline | Select this option to display the total hours or amount estimated in the baseline version of the plan. |
| Planned | Select this option to display the revised total hours or amount budgeted for the plan. You can also think of this as the current forecast for the full plan. |
| Job to Date | Select this option to display the Job to Date total hours or amount. Job to Date hours are the actual hours reported as worked since the plan began. Job to Date costs are the actual cost amounts reported since the plan began. This amount includes any historical actual data. |
| Estimate to Complete | <p>Select this option to display the Estimate to Complete hours or amount. This is the estimate of the remaining planned hours or amount relative to today, including non-working days set up in your holiday calendar (page 2-91).</p> <p>The calendar period within which today falls is important to determine the proration required by the Estimate to Complete calculation:</p> <ul style="list-style-type: none"> ▪ If the day on which you are looking at the plan data is the last business day of a calendar period, no proration is required. ▪ If the day on which you are looking at the plan data is not the last day of a calendar period, Vision must prorate the hours or amount accordingly. To do this, Vision divides the business days remaining in the calendar period by the total number of business days in the calendar period. |
| Estimate at Completion | <p>Select this option to display the Estimate at Completion hours or amount. This is the current estimate of the total that will have been worked or spent at the plan's finish.</p> <p>Estimate at Completion = Job to Date + Estimate to Complete</p> |

| Field | Description |
|---------------------------------------|---|
| Planned Estimate at Completion | Select this option to display the variance is the difference between the total budget hours or amount specified in the current version of the plan and the original baseline version of the plan. |

4. Click  to save your changes.

Set Up Planning Screen Design

Vision includes a feature that allows you to design your own tabs and fields within Project Planning. This combination of design options allows your company to tailor your company's information to meet the security and information requirements of each user.

When you open Planning Screen Design, you can:

- Resize and move existing fields and labels.
- Change existing field labels and add new ones.
- Determine whether fields must be hidden or locked, based on Security role.



For more information, see “Screen Designer” on page 105.



The Screen Designer and Project Planning applications run in different environments. For this reason, there may be discrepancies on how the tabs and fields that are created within the Screen Designer display when running Project Planning in Winforms. Modify the fields within the Screen Designer until they display correctly within Winforms.

Set Up the Accounting Calendar

The Accounting Calendar allows you to create custom periods that can be used in Project Planning. The calendar has four special types of periods:

- **Monthly.** Creates groups of twelve periods between the start and end dates that start and stop on calendar months.
- **Quarterly.** Creates groups of four periods between the start and end dates that start and stop on calendar quarters.
- **13 Periods.** Divides a year into a thirteen four-week periods.
- **4-4-5.** Creates twelve periods with every third period being five weeks and all others four weeks.

In addition to selecting one of these options, you can use the **Create Interval** option to create any other type of custom calendar.

To set up the Accounting Calendar, complete the following steps:

1. From the Vision main menu, click **Configuration » Planning » Accounting Calendar** to display the Accounting Calendar form.
2. Complete the fields on this tab, as follows:

| Field | Description |
|----------------------------|---|
| Start Date/End Date | Enter the beginning and ending dates of the accounting period, or select the dates using the calendar icon. Click Create Interval . Vision automatically creates intervals in the Calendar grid. |
| Interval Type | Enter the interval type. Your choices are: <ul style="list-style-type: none"> ▪ Monthly. Creates 12 periods between the start and end dates that start and stop on calendar months. ▪ 4-4-5. Creates 12 periods with every third period being five weeks and all others four weeks. ▪ 13 Periods. Creates 13 four-week periods. ▪ Quarterly. Creates groups of four periods between the start and end dates that start and stop on calendar quarters. |
| Start of Week | If you select an interval type of 4-4-5 or 13 Periods , enter the day of the week that you want the period to start. |
| Create Interval | Click Create Interval to create the interval for the accounting calendar. |
| Calendar Grid | |
| Label | Enter a label for the individual period. For example, Period 1 or Quarter 1. If the Top Scale is set to Accounting Period , the length of the labels cannot exceed six characters. Also, if the Accounting Calendar does not have enough entries to cover the Planning Periods, the periods automatically receive Month labels. |
| Start Date | Enter a beginning date for the individual period, or select a date from the calendar icon. |
| End Date | Enter an ending date for the period, or select a date from the calendar icon. |

3. Click **Save** to save your changes.

Set New Default Plan Levels for the WBS

You use the **Plan Level** fields on the Default WBS Mapping dialog box to establish how data summarizes in your work breakdown structure.

A WBS element at a higher level summarizes data from the level below it. Thus, using the default project-phase-task levels would mean that task data rolls up to the phase level and that phase data, in turn, summarizes at the project level.

To set new default indent levels, complete the following steps:

1. From the Vision main menu, click **Planning » Project Planning** to display the Project Planning form.
2. Select a plan using Plan lookup.
3. Click **Options » Default WBS Mapping**. Vision displays the Default WBS Mapping dialog box.
4. Make changes to the default settings. The option to change settings on the Default WBS Mapping dialog box is available if the proper configuration settings are in place; Vision locks the **Plan Level** column when security settings are not established.
5. To disable a mapping level, enter **0** in the appropriate **Plan Level** field. For example, if your firm uses Project, Phase, and Labor Code in Accounting but you want to plan at only the Project and Task levels, you would enter **0** in the **Plan Level** fields for Phase and Labor Code.
6. Select **Match Job to Date** for each desired level. Use this option to specify the level of matching between Job to Date information and WBS levels. When a level is selected, all subsequent levels are automatically selected. When a level is not selected, Job to Date is calculated by summing numbers from lower levels. Note that you cannot de-select all levels; Vision requires at least the lowest WBS level be selected to ensure one WBS level has matching Job to Date numbers.
7. Click **OK**.
8. While creating the plan's WBS on the grids throughout Project Planning, use the **Indent** and **Outdent** buttons to change an element's indent level as needed.

Chapter 14: Set Up Payroll/ ADP/Paychex/Ceridian

Set Up Payroll

Overview

Payroll Configuration allows you to set up firm-wide options for the Payroll application, including the frequency of payroll runs, whether or not to use the date-range Payroll feature, and the setup of withholding codes to associate with employee labor.

Activating and Enabling the Payroll Module

Before your firm begins to use the Deltek Vision Payroll application, you must first activate the application and then enable it.



See “Log on to Vision for the First Time and Activate Modules” on page 8 and “Set Up General Company Settings” on page 36.

Payroll and Security

Before processing Payroll, in addition to Payroll configuration settings, your system administrator must establish Payroll application security. Your firm establishes Payroll security by creating new roles (or modifying existing roles) with access to Payroll-related tabs, and setting Payroll security options as desired for these roles.



For more information about Payroll and security, see “Chapter 18: Set Up Security for Users” on page 494.



Payroll history may also be required. Please check with your planner or consultant.

Payroll Configuration Checklist

The following checklist describes the steps to follow to set up the Payroll application for users in your firm. Each step is described in detail in this chapter or refers you to another chapter for that information.



These are the basic steps in setting up Payroll. For more in-depth topics regarding methods to determine employee pay rates, pay rate tables, and calculating employee withholdings, see the Vision Online Help system.

| Step | Description |
|------|--|
| 1 | Order payroll check stock and W-2 forms for Deltek Vision. |
| 2 | Add payroll-related accounts to the Chart of Accounts, if necessary. |

| Step | Description |
|------|--|
| 3 | Set up general firm-wide payroll settings (frequency, Salaries Payable account, whether to enable date ranges or multiple pay rates, for example). |
| 4 | Set up company-wide withholding codes (Federal, FICA, or State, for example). |
| 5 | Set up firm-wide user-defined tax locales (if necessary). |
| 6 | Set up company-wide contribution codes (such as 401K matching). |
| 7 | Set up company-wide contribution rate tables. |
| 8 | Set up firm-wide benefit accrual codes (Sic or Vac, for example). |
| 9 | Specify the following information on the Payroll tab of Employee Info Center: General employee benefit accrual information (optional) Employee payroll rate and type information Withholding codes for your employees Tax locale information |
| 10 | Enter direct deposit information for your employees. |
| 11 | Import employee wage and withholding history for the current W-2 year if payroll-related transactions for the current W-2 year have occurred before you installed the Payroll application. This step is not necessary if you install the Payroll application at the beginning of the new W-2 year. For information about history loading, see “Chapter 4: History Loading” on page 107. |

Order Payroll Check Stock and W-2 Forms

To produce checks using Deltek Vision, you need to obtain check stock. You can obtain check stock from several different vendors. For information about vendors that work with Deltek, please follow these steps to view the vendors page on the Deltek web site (www.deltek.com).

- Go to www.deltek.com.
- From the main menu, click **Partners » Find a Partner**.
- On the Find a Deltek Partner page, enter the Vision product, and from the drop-down list in the **Partner Category** field, click **Channel/Forms Vendor**.

Canadian and United Kingdom check stock

- For Canadian checks, you can obtain check stock from Artina.
- For United Kingdom checks, you can obtain check stock from your bank.

Prior to ordering check stock, test the printer where you will be running checks to determine whether the printer draws paper from the top or the bottom of the tray. You can also specify during Payroll Check Printing and Numbering whether to sort checks in ascending or descending order. For example, using a check sort of 1-100 (ascending) for printers that draw paper from the top or a check sort of 100-1 (descending) for printers that draw paper from the bottom.

W-2 Forms

You can also order W-2 Forms for your printer from vendors specified on the vendors page of the Deltek website. The W-2 Forms often change from year to year. A notice of any W-2 Form changes is included with the year-end Vision Payroll application announcement, which you receive at the end of December.

Accounts Payable

You can use the same check stock for Payroll and Accounts Payable Payment Processing.

Add Payroll-Related Accounts

The Vision Standard Chart of Accounts includes several default payroll accounts, such as the Payroll Checking Account (104.00) and the Salaries Payable Account (231.00).



Prior to adding additional accounts, see the topic, "Rules for Modifying the Standard Chart of Accounts" in the Vision Online Help system.

Set Up General Payroll Information

General Payroll Setup allows you to enter information about how your firm uses the Payroll application, such as how often you process payroll, and the expense accounts to post to when payroll runs. It also allows you to enter FICA account information and to create other pay categories and assign them to one specific account for all employees, or to different accounts, associated with different employee types.




If you want to post payroll based on Organization, you must establish payroll settings from Organization General Setup and Individual Organization Setup. See the topic "How Organization Setup Affects Payroll" in the Vision Online Help system for more information.

To set up General Payroll information, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Payroll » General**. Vision displays the Payroll Setup form.
2. Select the General tab.
3. Complete the fields on this tab, as follows:

| Field | Description |
|-------------------------|--|
| Current W-2 Year | <p>The current W-2 year displays. The current W-2 year is associated with the transactions generated during payroll processing. You cannot edit this field; it is established at the time of installation.</p> <p>DelteK Vision uses this year to verify that your payroll processing falls within the current W-2 year. This field is automatically updated when you open a new W-2 quarter from the Vision Utilities application.</p> <p>Note that if the role currently processing payroll is configured with the security option to Allow</p> |

| Field | Description |
|----------------------------|--|
| | payroll processing in prior W-2 quarter, Vision will allow an adjustment payroll to be run in a W-2 quarter prior to the quarter displayed in this field. |
| Current W-2 Quarter | The current W-2 quarter displays. Deltek Vision uses the current W-2 quarter to verify that your payroll processing falls within the current quarter. You cannot edit this field; it is established at the time of installation. This field is automatically updated when you open a new W-2 quarter from the Vision Utilities application. |
| | Note that if the role currently processing payroll is configured with the security option to Allow payroll processing in prior W-2 quarter, Vision will allow an adjustment payroll to be run in a W-2 quarter prior to the quarter displayed in this field. |
| Payroll Frequency | Required. Enter the frequency for your firm's payroll processing. Options are: <ul style="list-style-type: none"> ▪ Weekly. A new payroll period begins each week, on the same day of the week. There are 52 pay periods per year. ▪ Biweekly. A new payroll period begins every two weeks, on the same day of the week. There are 26 pay periods per year. ▪ Semi-monthly. Each month has two payroll periods, generally beginning on the first and the sixteenth. There are 24 pay periods per year. ▪ Monthly. The payroll period generally runs from the first day of the month to the last day of the month. There are 12 pay periods per year. <p>The Payroll application uses the frequency entered here to calculate the amount of federal and state tax to withhold from employees' paychecks, as well as the overtime and secondary overtime pay rates for salaried employees.</p> |
| Bank Code | Enter the bank code to credit if you are posting net payroll directly to a bank, or if you want to associate a bank code with a Salaries Payable account. |

| Field | Description |
|--|---|
| | <p>You must enter a bank code if the Post net payroll directly to bank option is selected.</p> <p>If no bank code is specified, Vision does not store detail for the checks. Vision records one check for the total payroll in Bank Statement Reconciliation.</p> <p>For more information about establishing accounts for payroll posting, see the topic, "Three Methods to Determine How Payroll Posts," in the Vision Online Help system.</p> |
| | <p> Multicurrency and Multicompany</p> <p>If your company has enabled the Multicurrency and Multicompany features, please note that Payroll will always run in an employee's company's functional currency. Because of this, the banks that can be selected here are restricted to only those whose account is denominated in the functional currency of the active company.</p> |
| Post net payroll directly to bank | <p>Select this option to post the credit amount for net payroll to the asset account associated with the specified bank code. If Vision is configured for Organizations, Vision also associates payroll amounts with the Organization specified for the bank code in Bank Codes configuration.</p> <p>If you do not select this option, Deltek Vision posts the credit for net payroll to the asset account or payroll liability account defined in the Salaries Payable Account field.</p> <p>If this option is selected and your firm has enabled cash-basis reporting (in Accounting Configuration), Deltek Vision makes cash-basis postings to your General Ledger.</p> <p>You must specify a bank code in the Bank Code field if you select this option.</p> <p>For more information about establishing accounts for payroll posting, see the topic, "Three Methods to Determine How Payroll Posts," in the Vision Online Help system.</p> |
| Salaries Payable Account | <p>If you are not posting net payroll directly to a bank, enter the account you want Vision to credit when you process payroll. Deltek Vision credits the account entered here for the amount of the net payroll (gross payroll minus</p> |

| Field | Description |
|--|--|
| | <p>withholdings).</p> <p>For example, enter account 231.00, the default Salaries Payable account set up in the Vision Standard Chart of Accounts, or enter a cash account.</p> <p>If you enter the number of your main checking account in the Salaries Payable account field, Deltek Vision lists the net payroll as a disbursement on the Cash Journal. Deltek does not recommend this method.</p> <p>This option is disabled if you select Post net payroll directly to bank.</p> |
| Bonus Cost | <p>Required. Enter the account that is debited during payroll processing for your bonus payroll expenses. For example, enter account 703.00 - the Job Cost Variance account in the Vision Standard Chart of Accounts. If you enter an indirect expense account, such as account 703.00, the following fields are required:</p> <ul style="list-style-type: none"> ▪ Project. Enter the project name or number of the project charged for your firm's bonus cost expenses, or select the project by clicking the magnifying glass icon and choosing from the list that appears. ▪ Phase. If phases exist, enter or select the appropriate phase. ▪ Task. If tasks exist, enter or select the appropriate task. <p>For example, enter 1.0 in the Project field, and 000 in the Phase field to charge the General Overhead project, Corporate Unassigned phase.</p> |
| Direct deposit for bonus/ adjustments | <p>Select this option to use Direct Deposit processing to direct deposit payroll bonuses and adjustments to the appropriate employee accounts.</p> |
| Allow changes to payroll history | <p>Select this option to allow changes to payroll history. If you select this option, Deltek Vision enables the Employee Payroll History form (Utilities, History Loading, Payroll). From this form you can enter year-to-date withheld amounts and wages for each employee, prior to the date you will begin tracking this information in Vision. See "Payroll History" on page 121 for</p> |

| Field | Description |
|---|--|
| | <p>more information.</p> <p>Deltek recommends that after you enter the history data required to bring your records up-to-date in Vision, and before you begin using Vision Payroll, you uncheck this option, to hide the Employee History Loading form and prevent the accidental alteration of data.</p> |
| Enable date ranges for regular hours and overtime hours | <p>Select this option to process payroll by including hours from all posted time transactions that fall within a range specified on the General tab of the Payroll Processing form, rather than including all time transactions posted at the time of the payroll run.</p> <p>For more information about the date-range method of processing payroll, see the topic “Select a Payroll Processing Method” in the Vision Online Help system.</p> |
| Allow Project’s tax locale to be overridden on timesheet | <p>Select this option to allow the project locale entered on an employee’s timesheet to override the locale established from the Payroll tab of the Employee Info Center, for employee’s whose Locale Method is set to Follow project locale in the Employee Info Center.</p> |

4. Select the Checks tab.

From the Checks tab of the Payroll Setup form you can select a check template: Deltek two-part, Deltek three-part, or custom. You can also select the information that will appear on those checks.

5. Complete the fields on this tab, as follows:

| Field | Description |
|--|--|
| Check Template | <p>You can select a check template from this drop-down list. The check template options are:</p> <ul style="list-style-type: none"> ▪ Deltek two-part ▪ Deltek three-part ▪ Custom templates <p>Additional information about check templates is available in the Vision Online Help system.</p> |
| Print Social Security number on paychecks | <p>Select this option to display employee Social Security numbers on checks.</p> |

| Field | Description |
|---|--|
| Print pay rates for hourly (Employees) | <p>Select this field to display the detailed rate per hour listings on the check stub of an hourly employee's paycheck. The check stub itemizes each unique rate with a detail line for regular and overtime pay.</p> <p>This option is available for selected check templates. Any custom templates will need to be set up to accommodate the pay rate fields if they are to print.</p> |
| Print timesheet period date ranges | <p>Select this field if you would like the regular and overtime date ranges printed on the pay stub. These ranges are identified in the Timesheet Period to Include group box fields on the General tab of Payroll Processing.</p> <p>This option is available for selected check templates. Any custom templates will need to be set up to accommodate the pay rate fields if they are to print.</p> |
| Currency | <p>From this field you can select and display the preferred currency format. These settings apply to the check face and stub. The option is available for any selected format and template, including customs.</p> <p>Click the button in the Currency field to open the Format Currency dialog box.</p> |
| Check Face Date | <p>From this field you can select and display the format of the date on the check face. The dates on the stub use the short date format assigned in your Regional and Language Options.) The option is available for any selected format and template, including customs.</p> <p>Click the button in the Check Face Date field to open the Format Date and Time dialog box.</p> |

6. Select the FICA tab.

The FICA tab lets you enter FICA account information.

7. Complete the fields on this tab, as follows:

| Field | Description |
|-------------|--|
| FICA | <p>Required. Enter the account that is debited during payroll processing for your firm's portion of the FICA expenses. For example, enter account 721.00 - the employer's FICA account in the standard Chart of Accounts. If you enter</p> |

| Field | Description |
|--------------------------------|--|
| | <p>an indirect expense account, such as account 721.00, the following fields are required:</p> <ul style="list-style-type: none"> ▪ Project. Required. Enter the project name or number of the project charged for your firm's portion of FICA expenses, or select the project by clicking the magnifying glass icon and choosing from the list that appears. ▪ Phase. If phases exist, enter or select the appropriate phase. ▪ Task. If tasks exist, enter or select the appropriate task. <p>For example, enter 1.0 in the Project field, and 000 in the Phase field to charge the General Overhead project, Corporate Unassigned phase.</p> <p>If your firm distributes taxes by organization, you specify this account for each organization on the General tab of the Individual Organization Setup form.</p> |
| Post FICA to AP Voucher | <p>Select this option to post the employer's portion of FICA contribution as a journal entry.</p> <p>When you select this option, you must specify the following information, which Vision uses to generate the accounts payable voucher:</p> <ul style="list-style-type: none"> ▪ Vendor. Select the vendor number to use on the accounts payable voucher by typing the full number, typing part of the number to perform a Quick Find, or clicking the magnifying glass icon to perform a Vendor lookup. ▪ A/P Liability. Select the accounts payable liability code from the drop-down list. This determines the account Vision uses for the voucher posting. ▪ Bank Code. Select the bank code to use for the posting from the drop-down list. ▪ Address. Select the vendor address to use on the accounts payable voucher. <p>When this option is selected, an accounts payable voucher is generated each time a payroll run is posted. The automatically generated accounts payable voucher file is named as follows: FICA - [Accounting Period]-[Sequence Number]. For example FICA-2004-</p> |

| Field | Description |
|-------|--|
| | <p>12. The automatically generated accounts payable voucher file will contain the following information:</p> <ul style="list-style-type: none"> ▪ Vendor, Accounts Payable Liability, Bank Code, Address, as entered on this tab. ▪ Invoice number, as entered in the Employer's Identification Number field on the Form-W2 Processing form. ▪ The check date of the payroll run. ▪ The payment date. ▪ The voucher date, which is the payroll date of the payroll processing run. |

8. Select the Other Pay Setup tab.

The Other Pay Setup tab lets you create other pay categories and assign them to one specific account for all employees, or to different accounts, associated with different employee types. For each other pay category that you establish here, you can associate unique account numbers per employee type in the **Employee Type** grid.

Associating employee types with another pay category allows you to create just one other pay category and differentiate the account by employee type. Associating employee types with other pay categories may also make it easier to report on and track the pay amounts for **Other Pay** categories.

9. Complete the fields on this tab, as follows:

| Field | Description |
|----------------|--|
| Label | <p>Required. Enter the label to use for this other pay account. For example, Bonus, Commission payments, Vacation Payout, or One Time payment.</p> <p>The other pay accounts you establish here will display on the Payroll tab of the Employee Info Center, and in the Hours & Pay grid on the Employee Review tab of Payroll Processing.</p> |
| Account | <p>Required. Enter the account that is debited during payroll processing for your other pay expenses. For example, enter account 703.00 - the Job Cost Variance account in the Vision Standard Chart of Accounts. Use this field for regular payroll, bonus payroll, and adjustments. If you enter an indirect expense account, such as account 703.00, the following fields are required.</p> |
| Project | <p>Required. Enter the project name or number of the project charged for your firm's other pay</p> |

| Field | Description |
|-------------------------------------|---|
| | cost expenses, or select the project by clicking the magnifying glass icon and choosing from the list that appears. |
| Phase | If phases exist, enter or select the appropriate phase. |
| Task | If tasks exist, enter or select the appropriate task. |
| Employee Types Account Setup | |
| Type | The employee type as established by the Vision system administrator from the Employee Types form (Configuration » Accounting » Employee Types). |
| Description | The description of the employee type, as established from the Employee Types form. |
| Other Pay Account 1 - 5 | <p>Select the account (or accounts) to associate with the selected employee type. For each other pay category established at the top of this form, you can associate a different other pay account number per employee type. This account will then be debited during payroll processing for other pay expenses associated with the corresponding employee type. For employees with the corresponding employee type, this account overrides the one selected in the Account field at the top of this form.</p> <p>You may want to enter unique accounts per employee type to make it easier to report on and track the pay amounts for Other Pay categories. For example, after associating other pay accounts to employee types you can then run an Account Analysis report and analyze the transaction detail and total of the other pay accounts. Having other pay accounts broken down by employee type makes it easier to track other pay than it would be if each other pay account was the same for all employees.</p> |

10. Click **Save**.

Set Up Payroll Withholding Information

From Payroll Withholding Setup you collect and enter information about your firm's payroll withholdings. From the Payroll Withholding Setup form, you establish a firm-wide set of withholdings. You then associate employees with withholding codes from the **Withholdings** grid on the Employee Info Center Payroll tab.

Vision includes tax tables that include withholding information for federal, FICA, all state taxes and several local taxes. Deltek updates this information regularly, typically mid-year and at year-end. Vision calculates withholdings according to tax law for these types of withholdings, if you set the method to System on a firm-wide basis, as well as for each individual employee. You set the firm-wide method for all of these types of withholdings to System in Payroll Withholding Setup. For each employee, you set the method to System for each code from the **Withholdings** grid on the Employee Info Center Payroll tab.

Vision also includes withholdings for health plans, retirement plans, charities, and other miscellaneous deductions. Vision breaks these withholdings into two separate categories:

- **401K and 125/Cafeteria Plans.** These withholdings differ from other withholdings because contributions to these plans are usually not included in taxable wages. The Payroll application does not apply federal or most state and local taxes to contributions into these plans. The 125/Cafeteria plan is not subject to FICA withholdings.
- **All Other Withholdings.** The remainder of your firm's withholdings are made according to your firm's specifications.

Important Information About Withholdings

- You can establish an unlimited number of withholdings in Payroll Withholding Setup. Your paychecks, however, can only show detailed information for up to 16 withholdings (additional withholdings are grouped under the category **Other**).
- The sequence number (The value in the **Seq** field on the Payroll Withholding Setup form or dialog box) determines the order Vision uses to calculate taxes when the withholding is added to the **Additional Deductions from Wages** grid of another withholding. If the calculation of one withholding is dependent on another, it is important that the withholding to be calculated first have a lower sequence number (for example, if 401k needs to be calculated before Federal, 401k should have a lower sequence number than Federal). For more information about defining how withholdings calculate, see Create User-Defined Rules for Calculating Wages by Withholding.
- To enable you to meet the requirement that both the amount of an employee's traditional pre-tax elective contribution and the amount of the Roth 401(k) contribution be added together to determine when or if the yearly contribution limit is met, Vision includes a Link to calculate **Overall Limit** field on the Payroll Withholding Setup dialog box. This field allows you to link together any two withholding codes for which amounts will be added together when determining if the employee has reached the overall limit.

For a complete list of withholding types, see "Appendix C: Withholding Types" on page 549.



You can delete a withholding code from the Payroll Withholding Setup form only if there has never been any activity posted to the withholding code, and only if the code is not referenced in any employee record in the Employee Info Center. Select the code, and click **Delete**.

To set up Payroll withholding information, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Payroll, Withholding Codes**. Vision displays the Payroll Withholding Setup form.
2. Perform one of the following:
 - To add a new code, click **Insert**.
 - To add a new code that is similar to an existing code, select the original code and click **Copy**.
 - To edit an existing code, select the code and click **Edit**.

3. The Payroll Withholding Setup dialog box appears. This dialog box also appears when you double-click on a cell.
4. Complete the fields on this dialog box, as follows:

| Field | Description |
|-----------------------|--|
| Seq | <p>Enter a sequence number, up to three digits. The sequence number determines the order Vision uses to calculate taxes when the withholding is added to the Additional Deductions from Wages grid of another withholding.</p> <p>Note that if the calculation of one withholding is dependent on another, it is important that the withholding to be calculated first has a lower sequence number (for example, if 401k needs to be calculated before Federal, 401k should have a lower sequence number than Federal).</p> |
| Code | <p>Required. Specify the withholding code, using up to ten alphanumeric characters. This code appears on the printed check.</p> <p>In addition to alphanumerics (0-9, A-Z), Vision also accepts the dash character (-), underscore (_) and period (.) in this field.</p> |
| Description | <p>Required. Enter a name for the withholding using up to 40 characters.</p> |
| Credit Account | <p>Required. Enter the expense or liability (or asset) account number to credit for amounts withheld, or click the magnifying glass icon and select the account from the Account Lookup. For example, select the FICA Payable account or the Federal Withholding account. When you process payroll, Vision credits the account entered in this field.</p> <p>If you enter an expense account in this field, you must also enter a project number and, if applicable, phase and task numbers. For example, if you select an indirect expense account, you must enter the appropriate overhead project number in the Project field.</p> |
| Project | <p>Enter the project to associate with the expense credit account or search for and select a project using Project Lookup.</p> <p>This field is only enabled if you enter an expense account in the Credit Account field. If this field is enabled, Vision requires entry of a project with the appropriate charge type (for</p> |

| Field | Description |
|-----------------------------|---|
| | example, an indirect expense account requires an overhead project charge type). |
| Phase | Enter the phase to associate with the expense credit account, if applicable, by entering the name or number in this field; or, search for and select a phase using Phase/Task Lookup. |
| Task | Enter the phase to associate with the expense credit account, if applicable, by entering the name or number in the Task field; or search for and select a task using Phase/Task Lookup. |
| Type | <p>Required. Select the type of withholding.</p> <p>Options are:</p> <ul style="list-style-type: none"> Federal FICA-HI FICA-OASDI State Local 401(k) Cafeteria Other <p>After you establish a withholding code and post to this code, you cannot change the withholding code's type.</p> <p>For details on each option, see "Appendix C: Withholding Types" on page 549.</p> |
| Box to include on W2 | <p>Select the box where you want this withholding to print on the W-2 form. Select None if you do not want to print the withholding.</p> <p>For codes of type Federal, FICA-HI, and FICA-OASDI, you cannot edit this field.</p> <p>For codes of type State or Local, the default for this field is the State or Local field on the W-2 form. You can edit this field if you want the withholding to print in a different box.</p> <p>For codes of Type 401K, Cafeteria, or Other, you select the box where the withholding prints.</p> |
| Method | <p>Required. Select the method that Vision should use to calculate the withholding. Options are:</p> <ul style="list-style-type: none"> ▪ Amount. Vision withholds the amount |

| Field | Description |
|---------------|---|
| | <p>specified in the Amount/percent field. Deltek recommends that you set up a firm-wide amount only if all or most of your employees have the same amount withheld. Medical insurance premiums are often handled in this way.</p> <ul style="list-style-type: none"> ▪ Percentage. Vision withholds the percentage specified in the Amount/percent field. Deltek recommends that you set up a firm-wide percentage only if all or most of your employees have the same percentage withheld. You can override this percentage for the employee by setting the Percentage in the Withholding grid on the Payroll tab of the Employee Info Center. ▪ System. Vision withholds the amount specified in the tax table. Select this option for any code type for which Vision has a corresponding tax table. <p>Deltek sends updates to these tax tables based on tax law changes. Deltek typically sends updates mid-year and at year-end.</p> <ul style="list-style-type: none"> ▪ None. Vision does not use a firm-wide withholding method of calculation. Calculations are made on an employee-by-employee basis. <p>You can override this option for an employee from the Withholding grid on the Payroll tab of the Employee Info Center.</p> <p>If you leave this field blank, Vision assumes you have selected None.</p> <p>If you select an option other than System, you are prompted with a warning indicating that you are not using the System method, and therefore withholdings will not be automatically updated when you update tax tables.</p> |
| Locale | <p>This field is enabled only if you select State or Local from the Type field. Select the locale tax table for calculating this withholding.</p> <p>If you select Federal from the Type field, Vision automatically selects the FE (Federal) table for this field. You cannot edit this entry.</p> <p>If your locale is not listed, this means Vision does not include a tax table for your locale and/or you have not created a user-defined tax</p> |

| Field | Description |
|-----------------------|---|
| | <p>locale. You can create a user-defined tax locale from the User-Defined Tax Locale tab in Payroll Setup (Establish User-Defined Tax Locales). This user-defined locale appears from the Locale field. You can then manually enter the amount or percentage to withhold from the employee's check by selecting Local from the Type field, selecting Amount, Percentage, or None from the Method field, and entering the amount or percent to withhold in the Amount/percent field.</p> <p>Run a Payroll Locale List report to view a list of all standard and/or user-defined locales currently available in Vision.</p> |
| Amount/Percent | <p>If you selected Amount or Percentage from the Method field, enter the amount or percentage for calculating the withholding.</p> <p>When you enter withholding information for individual employees in the Employee Info Center's Withholding grid, you can override the firm-wide method for calculating a withholding by specifying an amount or percentage for the employee.</p> |
| Wage Base | <p>The employee wage limit above which this withholding is not applied. If your method is set to System, you cannot edit this field. The wage base, if any, is established in the Vision tax table. For example, for the FICA-OASDI code, the Vision tax table includes the federal wage base.</p> <p>If you override this wage base for the FICA-OASDI code, by selecting a method other than System, remember you must update this field every year based on federal tax changes.</p> <p>For example, if you enter 20,000.00 in this field, after an employee's gross pay reaches \$20,000, Vision no longer withholds the percentage or amount specified. If the year-to-date gross pay is \$19,000 before the current payroll run, and the current gross is \$2,000, Vision applies the withholding to the first \$1,000 only.</p> |
| Overall Limit | <p>Enter the maximum withholding amount for this withholding, per employee. For example, enter the firm-wide maximum for 401(k). You can override this limit per employee from the</p> |

| Field | Description |
|--|---|
| | <p>Employee Info Center Withholding grid.</p> <p>If you select System from the Method field, the Overall limit field is disabled.</p> |
| Link to calculate Overall Limit | <p>Select one other withholding code whose amount you want Vision to add together with the amount of the current withholding when determining if the employee has reached the overall limit. For example, you may want to link a 401(k) withholding with a Roth 401(k) withholding.</p> <p>When you select a withholding code from this field, Vision automatically enters the current withholding code in the Link to calculate Overall Limit field of the withholding code you selected. Vision also automatically updates the amount in the Overall limit field any time the amount is changed in either of the linked withholding code records. For example, if you link the 401(k) and the Roth 401(k) codes and you update the 401(k) Overall limit field from 10,000 to 11,000, Vision automatically changes the Roth 401(k) Overall limit to 11,000.</p> <p>Only two withholding codes can be linked at any one time. Vision will not allow you to link to a withholding code that is already linked to a separate withholding code (which would mean three withholding codes linked together).</p> |
| Default withholding for new employees | <p>Select this option to set up this withholding for all new employees that will be entered in the Employee Info Center going forward.</p> <p>Adding a new default withholding for existing employees must be done on an individual basis from the Employee Info Center's Withholding grid.</p> <p>If you select this option, you can still suppress or delete the withholding for an employee from the Withholding grid.</p> |
| Inactivate when processing payroll | <p>Select this option to exclude the withholding for all employees when processing future payroll runs. Selecting this option also stops the tracking of applicable or gross pay basis wages.</p> <p>You can also inactivate a withholding on a per-employee basis from the Active field on the Employee Info Center's Withholding grid. Be aware that the setting in the Employee Info</p> |

| Field | Description |
|---------------------------------------|---|
| | Center overrides this firm-wide setting. For example, if you select this option to inactivate the withholding on a firm-wide basis, but select Active for the withholding from an employee's Employee Info Center record, the withholding is active. |
| Exclude 401(k) amounts | <p>This field is enabled only if you select 401(k), 125/Cafeteria, or Other from the Type field.</p> <p>If you select this option, Vision considers wages minus 401(k) deductions as gross pay subject to withholding. Do not select this option if you want Vision to consider wages <i>including</i> 401(k) deductions as gross pay subject to withholding.</p> <p>Vision enables this option when you select FICA-HI, FICA-OASDI, 401(k), 125/Cafeteria, or Other in the Type field. Vision also enables this option when you select a withholding type that uses a tax table (State, Federal, or Local), and enter a Method of Amount or Percentage.</p> <p>Note that if you select this option, 401(k) amounts are also excluded from the wage base (if you enter one).</p> |
| Exclude cafeteria plan amounts | <p>This field is enabled only if you select 401(k), 125/Cafeteria, or Other from the Type field.</p> <p>Select this option if you want Vision to consider wages minus 125/Cafeteria deductions as gross pay subject to withholding. Do not select this option if you want Vision to consider wages including 125/Cafeteria deductions as gross pay subject to withholding.</p> <p>Vision enables this option when you select FICA-HI, FICA-OASDI, 401(k), 125/Cafeteria, or Other in the Type field. Vision also enables this option when you select a withholding type that uses a tax table (State, Federal, or Local), and enter a Method of Amount or Percentage.</p> <p>Note that if you select this option, 125/Cafeteria amounts are also excluded from the wage base (if you enter one).</p> |

| Field | Description |
|---|--|
| Reset limit at time of W-2 initialization | <p>This option is enabled if you select 401(k), 125/Cafeteria or Other for the withholding type.</p> <p>Select this option to reset the amount withheld against any limit set up for the employee at the time of the W-2 year initialization. Selecting this option allows limits set up for employees to automatically be restarted at the beginning of a new W-2 year. If you do not select this option, Vision continues to withhold the amount or percentage until the specified limit is reached.</p> |
| Default withholding amount to zero for bonus payroll | <p>Select this option to exclude this withholding from bonus payrolls. If you select this option, you can still enter an override amount during payroll processing from the Withholdings grid of the Payroll Processing form.</p> <p>For example, medical insurance (FICA-HI), is not typically withheld on bonus checks.</p> |
| Print on Paycheck | <p>Select this option to print accrual information on the paycheck stub. If you do not select this option, Vision does not print this information on the paycheck.</p> <p>You can override this firm-wide setting for individual employees by selecting the appropriate option from the Print on Check field on the Employee Info Center's Withholding grid.</p> |
| Additional Deductions from Wages grid | <p>You use this grid to define rules for excluding amounts from withholding calculation, in addition to options to exclude or include 401(k), 125 cafeteria amounts, or other pay amounts.</p> <p>Click Insert to add a withholding to the grid whose amount you want to exclude from the calculation of the current withholding.</p> <p>For more information about this grid, see the help topic "How the Additional Deductions from Wages Grid Works." For more information about determining the calculation of a withholding, see the help topic "Create User-Defined Rules for Calculating Wages by Withholding." Both are in the Vision Online Help system.</p> |
| Deduct before calculating withholding | <p>Check any Other Pay option that you want to deduct from gross wages before calculating the current withholding. All Other Pay amounts set</p> |

| Field | Description |
|-------|--|
| | up on the Other Pay Setup tab of the Payroll Setup form display as selectable options. |

5. Click **OK**.
6. Click **Save**.

Establish User-Defined Tax Locales

Vision comes with a set of standard state, federal, and local tax locales. Your firm, however, may need to use a locale that is not in this standard list. If you need a tax locale that is not in this list, you can create your own from the User-Defined Tax Locales form.

Run a Payroll Locale List report (see Reporting in the Vision Online Help system) to view a list of all standard and/or user-defined locales currently available in Vision. Standard locales have a Locale Type of System on the report. User-defined locales have a Locale Type of User-Defined.

To create a user-defined tax locale, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Payroll » User Defined Tax Locale**. Vision displays the User Defined Locales form.
2. Click **Insert** from the grid and enter the information. This locale will appear as an option from the **Locale** field of the Payroll Withholding Setup form.
3. Click **Save**.

Set Up Payroll Contribution Codes Information

Vision offers your firm the ability to set up and track any employer payroll contribution as part of payroll processing.

Here are some reasons to use this feature:

- Track 401k matching in Vision. You can track employer matching in any of the following ways:
 - Based on a percent of employee wages.
 - Based on a percent of employee withholding (For example, matching 50% of a given employee's deduction).
 - Based on calculating the employer contribution on the lesser of a percent of employee wages or matching percent of employee withholding.
 - Defining a cap (generally a percent of wages or percent of withholding) on the amount the employer will contribute for each payroll.
 - Defining a cap on the year-to-date employer contribution.
- Track employer taxes with each payroll posting.
- Tie employer taxes from payroll reports back to the General Ledger.

Your payroll administrator establishes employer payroll contribution information in several places in Vision:

- **Payroll Contribution Setup** — Establish company-wide contribution codes from the Payroll Contribution Setup form.


- **Accounting Company Settings — Organization tab** — Determine whether or not liability credits and expense debits related to employer contributions follow the employee's organization from the Organization tab of Accounting Company Settings.
- **Individual Organization Setup — General tab** — Select the project to use as part of posting related to employer contribution (if the **Payroll contribution expense debit** option is selected in Accounting Company Settings) from the General tab of Individual Organization Setup.
- **Employee Info Center — Payroll tab** — Establish employer contribution information for individual employees from the **Employee Contributions** grid on the Payroll tab of the Employee Info Center.



You can delete a contribution code from the Payroll Contribution Setup form only if there has never been any activity posted to the contribution code, and only if the code is not referenced in any employee record in the Employee Info Center. Select the code, and click **Delete**.

To set up Payroll Contribution information, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Payroll » Contribution Codes** . Vision displays the Payroll Contribution Setup form.
2. Perform one of the following:
 - To add a new code, click **Insert**.
 - To add a new code that is similar to an existing code, select the original code and click **Copy**.
 - To edit an existing code, select the code and click **Edit**.
3. The Payroll Contribution Setup dialog box appears. This dialog box also appears when you double-click on a cell.
4. Complete the fields on this form, as follows:

| Field | Description |
|-------------|---|
| Code | <p>Required. Specify the contributions code, using up to ten alphanumeric characters. This code appears on the printed check.</p> <p>In addition to alphanumerics (0-9, A-Z), Vision also accepts the dash character (-), underscore (_) and period (.) in this field.</p> <p> Multicompany</p> <p>If your firm has enabled the Multicompany feature and set up multiple companies, be aware that although the contributions you use must be created per company, the actual payroll contribution codes must be unique across all companies.</p> |
| SUI | <p>Select this option if a payroll contribution is being used to track State Unemployment Insurance. If this field is checked, when you print the SUI worksheet under payroll reports,</p> |

| Field | Description |
|-------------------------|--|
| | you can select contribution codes defined as SUI from the State field on the General tab of the Options dialog box for the SUI Worksheet, in addition to all the states. |
| Description | Required. Enter a name for the contribution using up to 40 characters. |
| Credit account | <p>Required. Type the expense or liability (or asset) account number to credit for amounts contributed, or click the magnifying glass icon and select the account from the Account Lookup. When you post payroll, Vision credits the account entered in this field.</p> <p>If you enter an expense account in this field, you must also enter a project number and, if applicable, phase and task numbers. For example, if you select an indirect expense account, you must enter the appropriate overhead project number in the Project field.</p> |
| Project (credit) | <p>Enter the project to associate with the expense credit account by typing the name or number in the Project field, performing a Quick Find, or clicking the magnifying glass icon to perform a project lookup.</p> <p>This field is only enabled if you enter an expense account in the Credit Account field. If this field is enabled, Vision requires entry of a project with the appropriate charge type (for example, an indirect expense account requires an overhead project charge type).</p> <p>Note the following additional information about the credit account project:</p> <ul style="list-style-type: none"> ▪ If multicompany, this project needs to belong to active company. ▪ If the user does not have organizations and the account is a balance sheet account the project is not required. If the user does not have organizations and the account is an expense account the project is required. ▪ If the user has organizations and the accounting configuration is set to distribute, the project is not required but available. If the user leaves the project blank, the debit will use the project defined in the individual org setup for the employee's organization. If the user enters |

| Field | Description |
|------------------------|--|
| | <p>a project, this will override the system option to distribute the expense and the entire contribution amount for all employees will follow the defined project's organization.</p> <ul style="list-style-type: none"> ▪ If the user has organizations and the accounting configuration is set not to distribute, the project is required. The entire contribution amount for all employees will follow the defined project's organization. ▪ The project will need to be an overhead or promotional project to match up with the credit account. |
| Phase (credit) | Enter the phase to associate with the expense credit account, if applicable, by typing the name or number in the Phase field, performing a Quick Find, or clicking the magnifying glass icon to perform phase/task lookup. |
| Task (credit) | Enter the phase to associate with the expense credit account, if applicable, by typing the name or number in the Task field, performing a Quick Find, or clicking the magnifying glass icon to perform a phase/task lookup. |
| Debit account | <p>Required. Type the indirect expense, balance sheet or below the line account number to debit for amounts contributed, or click the magnifying glass icon and select the account from the Account Lookup. When you post payroll, Vision debits the account entered in this field. For example, enter an employer expense for SUI indirect expense account.</p> <p>Depending on the type of account you enter in this field, you must also select a project of the appropriate charge type. For example, if you enter an indirect expense account in this field, you must also enter an indirect or overhead project number and, if applicable, phase and task numbers.</p> |
| Project (debit) | <p>Enter the project to associate with the expense debit account by typing the name or number in the Project field, performing a Quick Find, or clicking the magnifying glass icon to perform a project lookup.</p> <p>This field is only enabled depending on the account you select in the Debit Account field.</p> |

| Field | Description |
|----------------------|---|
| | <p>For example, the field is enabled if you enter an indirect expense account in the field. If this field is enabled, Vision requires entry of a project with the appropriate charge type (for example, an indirect expense account requires an overhead or indirect project charge type).</p> <p>Note the following additional information about the debit account project.</p> <ul style="list-style-type: none"> ▪ If the account is an indirect account, an overhead or promotional project needs to be specified. ▪ If multicompany, this project needs to belong to active company. ▪ If the user does not have organizations and the account is a balance sheet account the project is not required. If the user does not have organizations and the account is an expense account the project is required. ▪ If the user has organizations and the accounting configuration is set to distribute, the project is not required but available. If the user leaves the project blank, the debit will use the project defined in the individual org setup for the employee's organization. If the user enters a project, this will override the system option to distribute the expense and the entire contribution amount for all employees will follow the defined project's organization. ▪ If the user has organizations and the accounting configuration is set not to distribute, the project is required. The entire contribution amount for all employees will follow the defined project's organization. ▪ This project will need to be an overhead or promotional project to match up with the debit account. |
| Phase (debit) | Enter the phase to associate with the expense debit account, if applicable, by typing the name or number in the Phase field, performing Quick Find, or clicking the magnifying glass icon to perform a phase/task lookup. |
| Task (debit) | Enter the phase to associate with the expense |

| Field | Description |
|---------------|---|
| | debit account, if applicable, by typing the name or number in the Task field, performing a Quick Find, or clicking the magnifying glass icon to perform a phase/task lookup. |
| Method | <p>Required. Select the method that Vision should use to calculate the contribution. Options are:</p> <ul style="list-style-type: none"> ▪ Percent of employee wages. Select this method to calculate the employer contribution as a percent of an employee's wages. The wages would calculate as gross wages less 125 cafeteria (if the Exclude cafeteria plan amounts option is checked), less 401k (if the Exclude 401(k) amounts option is checked)) less any information entered in the Additional Deductions from Wages grid, less other pay amounts, if Other Pay amounts are checked in the Deduct before calculating withholding area. The calculation for this method is not dependent on the amount the employee had withheld. <p>For example, you could set up a contribution for State Unemployment Insurance as 7% of gross wages (by entering 7.00 in the Amount/percent field). If the employee's salary is \$1,000, Vision would calculate \$70 for this contribution.</p> ▪ Percent of employee withholding. Select this method to calculate the employer contribution as a percent of the employee's withholding. You must select a withholding from the Withholding field when using this method. <p>For example, you could set up a contribution to match 50% of the employee's withholding amount for 401k (by selecting 401k withholding from the Withholding field and entering 50.00 in the Amount/percent field). If an employee's wages are \$1,000 and she is contributing 10% or \$100, Vision calculates the contribution as 50% of \$100, which is \$50. Note that if this contribution has a cap on matching set at 6% (6.00 entered in the Matching rate cap field), then Vision would calculate 6% of 1,000 (\$60) and then 50% of \$60 (\$30). Vision would set the employer contribution to \$30.</p> |

| Field | Description |
|--------------------|---|
| | <ul style="list-style-type: none"> ▪ Fixed amount – Select this method to set the employer contribution as a flat dollar amount. For example, if you want to track the employer portion of health care costs, you can enter a fixed amount for each type of employee (family, single, other). ▪ Lesser of employee withholding or wages – Select this method to arrive at the employer contribution amount using a formula to take a given employee withholding (for example an employee's 401(k) contribution) multiplied by the employer's matching percent rate (in the Amount/Percent field) and compare it to gross wages multiplied by the maximum percentage of total wages allowed by your firm. This maximum percentage is determined by the value entered in the Matching rate cap field. Vision compares these two amounts, selects the lesser of these two amounts to arrive at the employer contribution amount. <p>For example, if your gross wages are \$1000 and you have a withholding set for 401(k) employee contributions that are 10% of wages, Vision calculates the withholding amount to be \$100. In this example the employer's percentage rate is set to 50% in the Amount/Percent field and the Matching Rate Cap value is set to 6% in Payroll Contribution Setup.</p> <p>Using this method with this information, Vision arrives at the employer contribution amount as follows:</p> <p>Step 1: 50% of \$100 = \$50</p> <p>Step 2: 6% of \$1,000 = \$60</p> <ul style="list-style-type: none"> ▪ Step 3: Since \$50 is less than \$60, we'll use \$50 |
| Withholding | <p>Select a withholding to use when calculating the current contribution amount. If you select a withholding from this field, then the taxable wages for the contribution will match the taxable wages of the withholding specified.</p> <p>The Withholding field is enabled for selection only if Percent of employee withholding or Lesser of employee withholding or wages is selected from the Method field.</p> |

| Field | Description |
|----------------------------|---|
| Matching Rate Table | <p>Select a contribution rate table to use to determine your firm's employer contribution matching amount, when different matching percentages are applied to different percentages of deferred compensation. For example, if you match 100% of an employee's contribution up to the first 3 % of wages that the employee defers, and then match 50% up to 5%.</p> <p>If a Matching Rate Table is selected, this overrides any value entered in the Amount/percent field.</p> |
| Amount/percent | <p>Enter the amount or percent to use when calculating the contribution. How Vision uses the value entered here depends on the method you selected from the Method field.</p> <p>When you enter contribution information for individual employees in the Employer Contribution grid of the Payroll tab in Employee Info Center. You can override the company-wide method for calculating a contribution by specifying an amount or percentage for the employee.</p> |
| Matching rate cap | <p>Use this field if you have selected to calculate your employer contribution based on the employee's withholdings (Percent of employee withholdings, or Lesser of employee withholding or wages selected from the Method field), and you want to set a maximum limit for the amount you contribute.</p> <p>Enter the maximum amount to contribute in this field. For example, you may match 100% of your employees withholdings up to 6% of the employee wages. If you establish a maximum of 6% of a given employee's wages and that employee contributes 10% of his wages, your contribution still remains 6%.</p> |
| Wage base | <p>The employee wage limit above which this contribution is not applied. For example, in some states you are only subject to State Unemployment Insurance for employee salary up to a certain wage base.</p> <p>For example, if you enter 20,000.00 in this field, after an employee's wages subject to this contribution (gross less any deductions) reaches \$20,000, Vision no longer contributes</p> |

| Field | Description |
|---|--|
| | the percentage or amount specified. If the year-to-date gross pay is \$19,000 before the current payroll run, and the current gross is \$2,000, Vision applies the contribution to the first \$1,000 only. |
| Overall limit | Enter the maximum contribution amount for this contribution, per employee. For example, enter the company-wide maximum for 401(k) matching. You can override this limit per employee from the Employer Contribution grid of the Payroll tab in Employee Info Center. |
| Default contribution for new employees | <p>Select this option to set up this contribution for all new employees that will be entered in the Employee Info Center going forward.</p> <p>Adding a new default contribution for existing employees must be done on an individual basis from the Employer Contribution grid of the Payroll tab in Employee Info Center.</p> <p>If you select this option, you can still suppress (make inactive) or delete the contribution from the Employer Contribution grid of the Payroll tab in Employee Info Center.</p> |
| Inactivate when processing payroll | <p>Select this option to exclude the contribution for all employees when processing future payroll runs. Selecting this option also stops the tracking of applicable or gross pay basis wages.</p> <p>You can also inactivate a contribution on a per-employee basis from the Active field on the Employer Contribution grid of the Payroll tab in Employee Info Center. Be aware that the setting in the Employee Info Center overrides this company-wide setting. For example, if you select this option to inactivate the contribution on a company-wide basis, but select Active for the contribution from an employee's Employee Info Center record, the contribution is active.</p> |
| Exclude 401(k) amounts | <p>If you select this option, Vision considers wages minus 401(k) deductions as gross pay subject to contribution. Do not select this option if you want Vision to consider wages including 401(k) deductions as gross pay subject to contribution.</p> <p>Vision disables this option if you select a withholding from the Withholding field. When a withholding is specified, Vision uses the wages</p> |

| Field | Description |
|--|--|
| | <p>associated with the withholding to calculate the contribution.</p> <p>If you select this option, 401(k) amounts are also excluded from the wage base (if you enter one).</p> |
| Exclude cafeteria plan amounts | <p>If you select this option, Vision considers wages minus 125/Cafeteria deductions as gross pay subject to withholding. Do not select this option if you want Vision to consider wages including 125/Cafeteria deductions as gross pay subject to withholding.</p> <p>Vision disables this option if you select a withholding from the Withholding field. When a withholding is specified, Vision uses the wages associated with the withholding to calculate the contribution.</p> <p>If you select this option, 125/Cafeteria amounts are also excluded from the wage base (if you enter one).</p> |
| Reset limit at time of W-2 initialization | <p>Select this option to reset the amount contributed against any limit set up for the employee at the time of the W-2 year initialization. Selecting this option allows limits set up for employees to automatically be restarted at the beginning of a new W-2 year.</p> <p>If you do not select this option, Vision continues to contribute the amount or percentage until the specified limit is reached.</p> |
| Default contribution amount to zero for bonus payroll | <p>Select this option to exclude this contribution from bonus payrolls. If you select this option, you can still enter an override amount during payroll processing from the Withholdings grid of the Payroll Processing form.</p> <p>For example, medical insurance is not typically withheld on a bonus check.</p> |
| Additional Deductions from Wages grid | <p>You use this grid to determine the wages associated with the current contribution, in addition to options to exclude or include 401(k), 125 cafeteria amounts, or other pay amounts.</p> <p>Click Insert to add a withholding to the grid whose amount you want to exclude from the calculation of the current contribution. For example, if the contribution is calculated on a percent of wages that should be gross less</p> |

| Field | Description |
|--|--|
| | <p>withholding A, insert withholding A into the Additional Deductions from Wages grid.</p> <p>Vision disables this option if you select a withholding from the Withholding field. When a withholding is specified, Vision uses the wages associated with the withholding to calculate the contribution.</p> <p>The Additional Deductions from Wages grid in Payroll Contribution Setup is similar to the grid in Payroll Withholding Setup.</p> <p>For more information about this grid, see “How the Additional Deductions from Wages Grid Works.” For more information about determining the calculation of a contribution, see “Create User-Defined Rules for Calculating Wages by Withholding.” Both these topics are in the Vision Online Help system.</p> |
| Deduct before calculating withholding | <p>Check any Other Pay option that you want to deduct from gross wages before calculating the current contribution. All Other Pay amounts set up on the Other Pay Setup tab of the Payroll Setup form display as selectable options.</p> <p>Vision disables this option if you select a withholding from the Withholding field. When a withholding is specified, Vision uses the wages associated with the withholding to calculate the contribution.</p> |

5. Click **Save**.

Set Up Employer Payroll Contribution Rate Tables

If your firm bases your employer matching percentage on the percent that an employee is having withheld, Vision offers you the ability to set up a Contribution Rate Table.

You may want to use this feature to implement the safe-harbor alternative matching contribution basic plan. The safe harbor contribution alternative plan is an employer matching contribution. The basic safe-harbor matching contribution is defined as a 100% match on the first 3% of compensation deferred and a 50% match on deferrals between 3% and 5%.

Important information about establishing employer payroll contribution rate tables in Vision:

- **Payroll Contribution Setup.** Specify a rate table to use for a given contribution from the **Matching rate table** field on the Payroll Contribution Setup form.
- **Employee Info Center - Payroll tab.** When a contribution code is associated with a contribution rate table, you cannot override the selection by entering values in the **Amount** or **Percent** fields from the Payroll tab of the Employee Info Center. These fields will be disabled.

To set up the Employer Payroll Contribution Rate tables, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Payroll » Contribution Rate Tables** . Vision displays the Contribution Rate Table form.
2. Complete the fields on this form, as follows:

| Field | Description |
|---------------------|---|
| Table Number | <p>Required. Enter a unique number by which to identify this table, using up to 10 numeric characters. You may want to assign a sequential number to help you quickly identify tables.</p> <p>Note that the table number you enter must be between 1 and 2,147,483,647.</p> |
| Table Name | Required. Enter a name for the table. |
| Percent over | <p>The value in this field and the next field determine the percent that you match (contribution percent) on a given employee's deferred compensation amount (withholding). Enter a value in this field to determine the beginning of this range. For example, to apply the contribution percent to all employee withholding amounts between 0% and 3% of the withholding amount, enter 0.00 in this field.</p> <p>Note the following important information:</p> <ul style="list-style-type: none"> ▪ The value in this field must be less than or equal to the value in the Percent up to and including field. ▪ Ranges in this grid table cannot overlap. For example, if you insert two rows and row one's range is from 2-5%, then row's two range cannot be 3-7%. ▪ There can be no gaps between ranges. For example, if you insert two rows and row one's range is 2-5%, row two cannot be 6-8% because the gap from 5-6% is undefined. <p>How Vision converts an employee's fixed amount contribution to a percentage:</p> <p>If an employee contributes a fixed amount rather than a percentage of wages to their contribution, Vision must turn this amount into a percentage for the contribution rate table to function properly. Vision calculates the percent the employee is contributing by taking the contribution amount divided by the contribution</p> |

| Field | Description |
|------------------------------------|---|
| | <p>amount subject to tax.</p> <ul style="list-style-type: none"> The subject to tax amount for the contribution is determined in employer Payroll Contribution Setup. It is not obtained from the subject to tax wages for the linked withholding, if there is a withholding linked via the Withholding field of Payroll Contribution Setup to this contribution code. This could mean that the wages used to determine your employer contribution calculation can differ from (or be the same as) the wages used to determine the employee's percentage of contribution calculation. |
| Percent up to and including | <p>The value in this field and the previous field determine the percent of the employer match (contribution percent) on the amount of a given employee's withholding. Enter a value in this field to determine the end of this range. For example, to apply the contribution percent to all employee withholding amounts between 0% and 3% of the withholding amount, enter 3.00 in this field.</p> |
| Contribution percent | <p>This is the percent that will be applied to the amount of a given employee's deferred wages to determine the amount your firm will match. For example, if you would match 100% on the first 3% of compensation deferred (withholding) and 50% on amounts between 3% and 5%, you would enter two rows in the grid. You would enter a value of 100.00 in the Contribution Percent field in the first row. You would enter a value of 50.00 in the Contribution Percent field in the second row.</p> |

3. Click **Save**.

Set Up Firm-Wide Benefit Accrual Codes

This step is optional. You do not have to establish benefit accrual codes to run payroll. If you do decide to accrue benefits, you may process benefit accruals independent of payroll, or with payroll.

If benefit accrual hours are configured and tracked, you can select **Print on paycheck** from the Benefit Accrual Setup tab to print hours earned and taken on employee paychecks.

For information about benefit accruals, see "Set Up Time Analysis and Benefit Accrual" on page 179.

Specify General Employee Benefit Accrual Information

Use this procedure to assign benefit accruals to individual employees. This is optional.

To add benefit accrual information to the Benefit Accruals grid, complete the following steps:

1. From the Vision Navigation menu, click **Info Center » Employees**. Vision displays the Employees form.
2. Select the Accounting tab.
3. Search for and select the desired employee(s).
4. Click **Insert** on the **Benefit Accruals** grid. Vision inserts a blank row on the grid.
5. Complete the fields on this tab, as follows:

| Field | Description |
|-----------------------------|---|
| Benefit Accrual Code | <p>Select the benefit accrual you want to add to the employee record.</p> <p>Accrual codes are used company-wide to represent a specific benefit plan, for example, vacation, sick, or personal leave. You can define an unlimited number of accrual codes and you can add new codes at any time.</p> |
| Use Schedule | <p>Select this option if you want to use an accrual schedule to calculate benefit accruals for the selected accrual type.</p> <p>Accrual schedules allow you to accrue benefit hours at different rates for different periods of time.</p> <p>You set up accrual schedules in Configuration, Accounting, Accrual Schedule.</p> |
| Schedule | <p>Select the accrual schedule you want to use with the selected accrual type.</p> <p>If you select a default schedule for the accrual type on the Benefit Accrual Setup tab of Configuration, Accounting, Time Analysis setup, the default schedule code displays in this field when you select the Use Schedule option. You can change the default selection, as needed.</p> |
| Hours Per Year | <p>Enter the number of hours per year the employee earns for this benefit accrual.</p> |
| Change Date | <p>Enter the date on which the accrual will change. For example, if an employee will earn additional vacation time after being employed for a specified period of time, enter the date the</p> |

| Field | Description |
|--------------------|---|
| | <p>employee should begin earning the additional time off.</p> <p>This date appears on the Accrued Time report, where you can use it as a reminder to update employee benefit information.</p> <p>You can enter a date directly in this field or click in this field and then click on the Calendar icon and use the drop-down calendar to select a change date.</p> |
| Has Maximum | <p>Use the drop-down list in this field to select the way you want Vision to determine the maximum number of benefit hours the employee can have at any given time.</p> <p>For example, if you set a limit of 200 hours for the Vacation benefit accrual, the employee can never carry a balance of more than 200 hours of vacation time. Once the employee reaches the 200 hour limit, Vision no longer accrues vacation hours for the employee. If the employee drops below the 200 hour limit, Vision resumes vacation accrual.</p> <p>Your options are:</p> <ul style="list-style-type: none"> ▪ System. If you select this option, Vision uses the maximum hours specified for the benefit accrual on the Benefit Accrual Setup tab in Configuration, Accounting, Time Analysis setup. ▪ Yes. If you select this option, the Maximum field in the Benefit Accruals grid is enabled. Use this field to enter the maximum benefit hours you will allow the employee to have at any given time. This selection overrides the maximum amount specified for the benefit accrual on the Benefit Accrual Setup tab in Configuration, Accounting, Time Analysis setup. ▪ No. If you select this option, there is no limit to the number of hours the employee can accrue for this benefit. This selection overrides the maximum amount specified for the benefit accrual on the Benefit Accrual Setup tab in Configuration, Accounting, Time Analysis setup. |
| Maximum | <p>If you select Yes in the Has Maximum field, you must enter the maximum number of benefit hours the employee can have at any given</p> |

| Field | Description |
|----------------------------|--|
| | <p>time.</p> <p>For example, if you set a limit of 200 hours for the Vacation benefit accrual, the employee can never carry a balance of more than 200 hours of vacation time. Once the employee reaches the 200 hour limit, Vision no longer accrues vacation hours for the employee. If the employee drops below the 200 hour limit, Vision resumes vacation accrual.</p> <p>This field is not enabled if you select System or No in the Has Maximum field.</p> |
| Has Carryover Limit | <p>Use the drop-down list in this field to select the way you want Vision to determine the maximum number of benefit hours the employee can carry over from one benefit accrual year to the next.</p> <p>For example, if you allow an employee to carry over 80 hours of sick time, and the employee has 90 hours at the end of the year, Vision deducts 10 hours from the employee's sick time balance when you start the new benefit accrual year. The employee starts the new year with 80 hours of sick time.</p> <p>Your options are:</p> <ul style="list-style-type: none"> ▪ System. If you select this option, Vision uses the carryover limit specified for the benefit accrual on the Benefit Accrual Setup tab in Configuration, Accounting, Time Analysis setup. ▪ Yes. If you select this option, the Carryover Limit field on the Benefit Accruals grid is enabled. Use this field to enter the maximum number of benefit hours you will allow the employee to carry over from one benefit accrual year to the next. This selection overrides the carryover limit specified for the benefit accrual on the Benefit Accrual Setup tab in Configuration, Accounting, Time Analysis setup. ▪ No. If you select this option, there is no limit to the number of hours (for this benefit accrual) the employee can carry over from one benefit accrual year to the next. This selection overrides the carryover limit specified for the benefit accrual on the Benefit Accrual Setup tab in Configuration, Accounting, Time Analysis setup. |

| Field | Description |
|------------------------|---|
| Carryover Limit | <p>If you select Yes in the Limit Carryover field, you must enter the maximum number of benefit hours the employee can carry over from one benefit accrual year to the next.</p> <p>For example, if you allow an employee to carry over 80 hours of sick time, and the employee has 90 hours at the end of the year, Vision deducts 10 hours from the employee's sick time balance when you start the new benefit accrual year. The employee starts the new year with 80 hours of sick time.</p> <p>This field is not enabled if you select System or No in the Has Carryover Limit field.</p> |

6. Click **Save**.

Specify Employee Pay Rate and Type Information

Depending on the method your firm uses to determine employee pay rates, you may be able to override default pay information using pay rate tables.



For detailed information about pay rate tables, see the Vision Online Help system.

To enter pay rate and type information, complete the following steps:

1. From the Vision Navigation menu, click **Info Center » Employees**. Vision displays the Employees form.
2. Select the Payroll tab.
3. Using Employee Lookup, search for and select the desired employee(s).
4. Complete the fields on this tab, as follows:

| Field | Description |
|-----------------|---|
| Pay Rate | <p>This field only displays when the Vision Payroll module is installed. Enter the employee's actual pay amount per payroll period. Your payroll periods can be weekly, biweekly, semi-monthly, or monthly.</p> <p>The payroll rate and payroll type should be consistent. For example, if you enter 35.00 in the Pay Rate field, you should select Hourly as the type in the Type field.</p> <p>If the employee's payroll rate and payroll type are identical to the employee's job cost rate and job cost type (and the employee receives no bonus or other supplemental payments), there</p> |

| Field | Description |
|------------------|---|
| | <p>will be no variance in the Job Cost Variance Account (703.00) for the employee.</p> <p>Note that you can use pay rate methods and tables to override the information entered in the Pay Rate field. You specify pay rate methods/tables for employees on the Time & Expense tab of Employee Info Center.</p> |
| Ovt Pct | <p>Enter the percentage to apply to the employee's payroll rate to calculate standard overtime wages.</p> <p>Typically, you specify one of the following percentages:</p> <ul style="list-style-type: none"> ▪ 0. The employee receives no additional pay for overtime hours. ▪ 100. The employee receives straight-time pay for overtime hours. ▪ 150. The employee receives time-and-a-half pay for overtime hours. <p>For hourly employees, Vision calculates overtime pay using the following equation:</p> $\text{Overtime Pay} = (\text{Overtime Hours}) * (\text{Payroll Rate}) * (\text{Overtime Percentage})$ <p>For salaried employees, Vision calculates overtime pay using the following equation:</p> $\text{Overtime Pay} = \text{Overtime Hours} * \text{Overtime Percentage} [(\text{Pay Rate} * \text{Pay Periods per Year}) / 2080]$ <p>Each employee identifies the amount of overtime he or she worked in a given labor period. Vision does not automatically calculate overtime hours based on the hours worked. Overtime hours must be entered in a separate overtime field (or fields) in Vision Timesheet Transaction Entry or Vision Timesheets to be considered overtime hours by Vision.</p> |
| Ovt-2 Pct | <p>Enter the percentage to apply to the employee's pay rate to calculate secondary overtime wages.</p> <p>Use this field if you need to pay certain overtime hours at a rate that differs from the employee's standard overtime rate.</p> <p>For hourly employees, Vision calculates secondary overtime pay using the following</p> |

| Field | Description |
|------------------|--|
| | <p>equation:</p> $\text{Secondary Overtime Pay} = (\text{Secondary Overtime Hours}) * (\text{Payroll Rate}) * (\text{Secondary Overtime Percentage})$ <p>For salaried employees, Vision calculates secondary overtime pay using the following equation:</p> $\text{Secondary Overtime Pay} = \text{Secondary Overtime Hours} * \text{Secondary Overtime Percentage} [(\text{Payroll Rate} * \text{Pay Periods per Year}) / 2080]$ <p>Each employee identifies the amount of overtime he or she worked in a given labor period. Vision does not automatically calculate overtime hours based on the hours worked. Overtime hours must be entered in a separate overtime field (or fields) in Vision Timesheet Transaction Entry or Vision Time to be considered overtime hours by Vision.</p> |
| Type | <p>Use the drop-down list in this field to select a payroll type for the employee. The payroll type you select is used with the data you enter in the Payroll Rate, Payroll Ovt Pct, and Payroll Ovt-2 Pct fields (along with the employee's timesheet entries) to calculate the employee's total payroll amount each payroll period.</p> <p>Your options are:</p> <ul style="list-style-type: none"> ▪ Hourly ▪ Salary <p>The payroll rate and type should be consistent. For example, if you enter 35.00 in the Pay Rate field, you should select Hourly as the type in the Type field.</p> <p>If the employee's payroll rate and payroll type are identical to the employee's job cost rate and job cost type (and the employee receives no bonus or other supplemental payments), there will be no variance in the Job Cost Variance Account (703.00) for the employee.</p> |
| Other Pay | <p>Enter any other payment the employee receives in the fields provided. For example, Bonus, Car Allowance, Travel Stipend, and so on.</p> <p>You can create up to five other pay types on the Other Pay Setup tab of Payroll</p> |

| Field | Description |
|-------|--|
| | Configuration (Select the Other Pay Setup tab.). Each other pay type you create displays on the Payroll tab of Employee Info Center with the label you define. |

5. Click **Save**.

Specify Employee Withholdings

From Set Up Payroll Withholding Information, you collected and entered information about your firm's payroll withholdings and established a firm-wide set of withholdings. You then assign withholding codes to individual employees on the Employee Info Center Payroll tab.

Vision includes tax tables that provide withholding information for federal, FICA, all state taxes and several local taxes. Deltek updates this information regularly, typically mid-year and at year-end. Vision calculates withholdings according to tax law for these types of withholdings, if you set the method to **System** on a firm-wide basis, as well as for each individual employee. You set the firm-wide method for all of these types of withholdings to **System** in Payroll Withholding Setup (Set Up Payroll Withholding Information). For each employee, you set the method to **System** for each code from the **Withholdings** grid on the Employee Info Center Payroll tab.

Vision also includes withholdings for health plans, retirement plans, charities, and other miscellaneous deductions. Vision breaks these withholdings into two separate categories:

- **401K and 125/Cafeteria Plans.** These withholdings differ from other withholdings because contributions to these plans are usually not included in taxable wages. The Payroll application does not apply federal or most state and local taxes to contributions into these plans. The 125/Cafeteria plan is not subject to FICA withholdings.
- **All Other Withholdings.** The remainder of your firm's withholdings are made according to your firm's specifications.



You can show up to 16 individual lines of withholding detail on the paycheck stub. If an employee has more than 16 withholdings, Deltek Vision uses the first 16 lines to show withholding detail and uses the 17th to provide a summarized total. This total, labeled **Other**, includes the amounts for withholdings 17 and beyond, in withholding code order.

To specify withholding information, complete the following steps:

1. From the Vision Navigation menu, click **Info Center » Employees**. Vision displays the Employees form.
2. Select the Payroll tab.
3. Using Employee Lookup, search for and select the desired employee(s).
4. On the **Withholding** grid, click **Insert**.
5. Complete the fields on this grid, as follows:

| Field | Description |
|-------------------------|---|
| Withholding Code | Click in this field and use the drop-down list to select the withholding code you want to add to the employee record. |

| Field | Description |
|-----------------------|--|
| | Any withholding code that is type S (State) or L (Local), with a Locale field defined, will also have an entry in the State/Local/Tax Jurisdictions grid. |
| Active | <p>Click in this field and use the drop-down list to select the status of the withholding. Options include:</p> <ul style="list-style-type: none"> ▪ Active. Vision includes the withholding when you process payroll. ▪ Inactive. Vision excludes the withholding when you process payroll. ▪ System. Vision determines whether to include the withholding based on the Inactivate when processing payroll setting selected on the Payroll Withholding Setup form (Configuration, Payroll, Withholding Codes). This is the default setting. <p>You can use this field to override the firm-wide Inactivate when processing payroll setting established on the Payroll Withholding Setup form.</p> |
| Print on Check | <p>Click in this field and use the drop-down list to select the print option for the withholding. Options include:</p> <ul style="list-style-type: none"> ▪ Print. Vision prints withholding information on the paycheck stub. This is the default setting. ▪ No Print. Vision does not print withholding information on the paycheck stub. ▪ System. Vision defaults to the Print on paycheck setting selected on the Payroll Withholding Setup form (Configuration, Payroll, Withholding Codes). |
| Method | <p>Click in this field and use the drop-down list to select the method that Vision should use to calculate the withholding. Options include:</p> <ul style="list-style-type: none"> ▪ Amount. Vision withholds the amount specified in the Amount/percent field on the Payroll/Withholding Setup form (Set Up Payroll Withholding Information). Delttek recommends that you set up a firm-wide amount only if all or most of your employees have the same amount |

| Field | Description |
|-----------------------|--|
| | <p>withheld. Medical insurance premiums are often handled in this way.</p> <ul style="list-style-type: none"> ▪ Percentage. Vision withholds the percentage specified in the Amount/percent field on the Payroll/Withholding Setup form. Delttek recommends that you set up a firm-wide percentage only if all or most of your employees have the same percentage withheld. ▪ System. Vision withholds the amount specified in the tax table. To use this method, you must have tax tables defined for withholdings. ▪ None. Vision does not use a firm-wide withholding method of calculation. Calculations are made on an employee-by-employee basis. <p>If you leave this field blank, Vision assumes you have selected None.</p> <p>If you select an option other than System, you are prompted with a warning indicating that you are not using the System method, and therefore withholdings will not be automatically updated when you update tax tables.</p> |
| Amount/Percent | <p>If you selected Amount or Percentage from the Method field, enter the amount or percentage for calculating the withholding. This entry overrides the system-level method for calculating a withholding by specifying an amount or percentage for the employee.</p> |
| Filing Status | <p>If you selected System from the Method field, select the employee's tax filing status. Options include:</p> <ul style="list-style-type: none"> ▪ S. Single ▪ M. Married ▪ H. Head of Household <p>If you selected Amount or Percentage from the Method field, this field is display-only.</p> |
| Exemptions | <p>If you selected System from the Method field, enter the number of exemptions.</p> <p>If you selected Amount or Percentage from the Method field, this field is display-only.</p> |

| Field | Description |
|--------------------------|--|
| Additional Amount | If you selected System , Amount , or Percentage from the Method field, enter the amount withheld in addition to the amount automatically calculated by Vision. This field is commonly used to supplement federal or state withholding amounts to guard against under-withholding or to make up for any over/under withholding during prior payrolls, and to specify fixed contribution amounts to a 401(k) in addition to contributions based on a percentage of an employee's salary. |
| Other Exemptions | If you selected System from the Method field, enter the number of other exemptions. If you selected Amount or Percentage from the Method field, this field is display-only. |
| Limit | This display-only field lists the maximum withholding amount for this withholding. |

- Click **Save**.

Specify Tax Locale Information

Use the **State/Local/Tax Jurisdictions** grid on the Payroll tab of the Employee Info Center to view information about payroll tax locale. Vision uses payroll tax locale information to track taxable wages and to calculate and track withholdings based on the locations where work is performed. You can configure Vision to determine the tax locale based on the project an employee charges time to, or based on a breakdown, by percent, of an employee's gross wages.

To specify tax/withholding information, complete the following steps:

- From the Vision Navigation menu, click **Info Center » Employees**. Vision displays the Employees form.
- Select the Payroll tab.
- Using Employee Lookup, search for and select the desired employee(s).
- Complete the fields, as follows:

| Field | Description |
|----------------------|--|
| Locale Method | Select one of the following methods to configure payroll tax locale: <ul style="list-style-type: none"> Follow Project Locale. Select this option to use the locale associated with the project, rather than employee-specific settings. When processing payroll, Vision calculates and tracks withholdings for all employees based on the state or tax locale entered in the Payroll Tax Locale field on |

| Field | Description |
|-------|--|
| | <p>the Accounting tab of the Project Info Center. If the field is blank, Vision refers to the Default Project Locale entered on this tab. This method is a good choice for firms who perform most or all of their work in one state or tax locale.</p> <p>Example</p> <p>For a salaried employee where the Locale Method is Follow Project Locale, and the salary for each pay period is \$1000:</p> <p><i>Total Regular Hours Worked:</i></p> <p>In Massachusetts (MA), the total regular hours worked = 60.</p> <p>In California (CA), the total regular hours worked = 20.</p> <p><i>Calculation:</i></p> <p>The MA withholding is based on taxable wage $\\$1000 * (60/80) = \\750</p> <p>The CA withholding is based on taxable wage $\\$1000 * (20/80) = \\250</p> <p>If a value is set in the Payroll Tax Locale field in the Project Info Center, but an employee does not have a withholding code set up for the locale specified in the Payroll Tax Locale field, Vision uses the Default Project Locale from the Employee Info Center record.</p> <ul style="list-style-type: none"> ▪ % of Wages. Select this option to have Vision use only the information entered on the Payroll tab of the Employee Info Center. After you enter one or more employee withholding codes for each employee in the Withholding grid, all state and local entries in the Withholding grid also appear in the State/Local Tax Jurisdiction grid. You specify the percentage of total taxable wages to which you want to apply each withholding in the State/Local Tax Jurisdiction grid. Vision ignores information entered in the Project Info Center Payroll Tax Locale field. <p>Example:</p> <p>For a salaried employee where the Locale Method is % of Wages, and the salary for each pay period is \$1000:</p> |

| Field | Description |
|---|---|
| | <p><i>Withholding:</i></p> <p>In Massachusetts (MA), the percentage = 70.</p> <p>In California (CA), the percent = 30. (For % of Wages, the summation for withholdings must equal 100.)</p> <p><i>Calculation:</i></p> <p>The MA withholding is based on taxable wage \$1000*.7=\$700</p> <p>The CA withholding is based on taxable wage \$1000 *.3 = \$300</p> <ul style="list-style-type: none"> ▪ None. Select this option if you choose to not track taxable wages and withholdings by project locale. When you select None, the State/Local/Tax Jurisdictions grid is disabled. <p>If this is the first time you are using the payroll application after a conversion from a previous Delttek product, you must complete at least one payroll processing cycle before you can use the payroll tax locale feature.</p> |
| Only Include Local Jurisdictions | <p>Select this option for the grid to display only non-federal and non-state withholdings that are set up for the employee. State withholdings set up for the employee do not display in the State/Local/Tax Jurisdictions grid when this option is selected, and Vision withholds state withholdings as a normal withholding at 100%, rather than based on a percentage established for the withholding in the State/Local/Tax Jurisdictions grid.</p> <p>Because of this distinction, the method Vision uses to determine the withholding when the Only Include Local Jurisdictions option is selected is slightly different than when this option is not selected.</p> <p>Following is a list of how Vision's method differs. This information applies if either Follow Project Locale or % of Wages is selected as the Locale Method:</p> <ul style="list-style-type: none"> ▪ State withholdings are not included in the State/Local/Tax Jurisdictions grid. ▪ The Payroll Tax Locale entered on the timesheet does not have an impact on state withholdings for the employee. |

| Field | Description |
|-----------------------------------|---|
| | <ul style="list-style-type: none"> The lookup for Default Project Locale does not include withholdings defined with a Type of State. |
| Default Project Tax Locale | <p>This option displays when the Locale Method is Follow Project Locale. Use this drop-down to select the locale associated with the project, rather than employee-specific settings. This method is a good choice for firms who perform most or all of their work in one state or tax locale.</p> <p>If a value is set in the Payroll Tax Locale field in the Project Info Center, but an employee does not have a withholding code set up for the locale specified in the Payroll Tax Locale field, Vision uses the default Project Locale.</p> |
| Locale ID | <p>This option displays when the Locale Method is Follow Project Locale. This field displays the Locale ID.</p> |
| Active | <p>This option displays when the Locale Method is Follow Project Locale. Select this option to track the taxable wage for the State/Local/Tax Jurisdiction. All Active withholding codes must have an Active tax jurisdiction.</p> |
| % of Wages | <p>This option displays when the Locale Method is % of Wages. % of Wages tracks wages and withholdings based on an estimated breakdown, by percent, of an employee's gross wages.</p> <p>Enter the % of Wages that represents the percentage of time the employee spends working in the selected locale.</p> |

- Click **Save**.

Enter Employee Direct Deposit Information

To specify direct deposit information, complete the following steps:

- From the Vision Navigation menu, click **Info Center » Employees**. Vision displays the Employees form.
- Select the Accounting tab.
- Using Employee Lookup, search for and select the desired employee(s).
- Complete the fields in the **Direct Deposit** grid, as follows:

| Field | Description |
|-----------------------|---|
| Seq | Enter the sequence number for the direct deposit. The sequence number determines the order in which direct deposits are made if multiple accounts are selected. |
| Bank ID | Enter the eight-character bank routing number of the bank where the employee's funds will be deposited. |
| Account Number | Enter the employee's account number for the direct deposit. This is the account to which funds will be deposited. |
| Account Type | Use the drop-down list in this field to select the employee's bank account type. Your options are: <ul style="list-style-type: none"> ▪ Checking ▪ Savings |
| Status | Use the drop-down list in this field to select a status for the employee's direct deposit. Your options are: <ul style="list-style-type: none"> ▪ Add. This status indicates that you plan to initiate the pre-notification step for this direct deposit account with the next expense repayments processing run. ▪ Wait. After you process payroll or employee expense repayments for all employees, any direct deposit accounts with a status of Add change to a status of Wait. This status indicates that you are waiting for bank verification of the employee's account. You must change the status to Active when you receive verification of the employee's account information. ▪ Active. This status indicates that the employee's account information has been verified and your bank has approved direct deposit transactions to the account. |
| Payroll Method | Use the drop-down list in this field to select the payroll method you want Vision to use when depositing payroll for the employee. Your options are: <ul style="list-style-type: none"> ▪ Amount. Vision allocates a specified |

| Field | Description |
|----------------------------------|--|
| | <p>amount of the total payroll to this account when you process a payroll for the employee. You enter the amount in the Payroll Amount/Percent field.</p> <ul style="list-style-type: none"> ▪ Percentage. Vision allocates a specified percentage of the total payroll to this account when you process a payroll for the employee. You enter the amount in the Payroll Amount/Percent field. ▪ Remainder. Use this option when specifying amounts for more than one account. If you have more than one account receiving the direct deposit and you use Amount as the method, then at least one account must be designated Remainder. If you use Percentage, the percents should add up to 100%. ▪ None. Vision does not allocate any portion of the total payroll to this account when you process a payroll for the employee. |
| Payroll Amount/Percent | <p>If you specified an amount or percentage in the Payroll Method field, enter the amount or percent you want Vision to use when calculating the direct deposit allocation for the account.</p> |
| Expense Repayments Method | <p>Use the drop-down list in this field to select the expense repayments method you want Vision to use when depositing expense repayments for the employee.</p> <p>Your options are:</p> <ul style="list-style-type: none"> ▪ Amount. Vision allocates a specified amount of the total expense repayment to this account when you process an expense repayment for the employee. You enter the amount in the Expense Repayments Amount/Percent field. ▪ Percentage. Vision allocates a specified percentage of the total expense repayment to this account when you process an expense repayment for the employee. You enter the percentage in the Expense Repayments Amount/Percent field. If the employee is having funds deposited to more than one account, the total percentage for all accounts should equal 100%, unless you select Remainder as the Expense Repayments Method for one of |

| Field | Description |
|--|--|
| | <p>the accounts Remainder.</p> <p>Use this option when specifying amounts for more than one account. If you have more than one account receiving the direct deposit and you use Amount as the method, then at least one account must be designated Remainder. If you use Percentage, the percents should add up to 100%.</p> <ul style="list-style-type: none"> ▪ None. Vision does not allocate any portion of the total expense repayment to this account when you process an expense repayment for the employee. |
| Expense Repayments Amount/Percent | <p>If you specified an amount or percentage in the Expense Repayments Method field, enter the amount or percent you want Vision to use when calculating the direct deposit allocation for the account.</p> <p>If you selected Remainder in the Expense Repayments Method field, leave this field blank.</p> |

5. Click **Save**.

Import Employee Wage and Withholding History

Import employee wage and withholding history for the current W-2 year, if payroll-related transactions for the current W-2 year have occurred before you installed the Payroll application. This step is not necessary if you install the Payroll application at the beginning of the new W-2 year.

For information about importing history, see “Chapter 4: History Loading” on page 107.

Set Up Export to ADP Feature

Overview

Instead of processing payroll using the Deltek Vision Payroll application, your firm can choose to export payroll related timesheet information from Vision to the ADP PC/Payroll for Windows product for processing.

By using the Export to ADP feature, you can:

- Include all timesheet information for one or more selected postings in an export.
- Associate timesheet information, which requires special processing within ADP, with special ADP codes in the export file.
- Associate these special ADP codes with specified projects and/or specified labor codes.

Checklist

The following checklist describes the steps to follow to set up the Export to ADP application for users in your firm. Each step is described in this chapter.

| Step | Description |
|------|--|
| 1 | Enable the Export to ADP feature. |
| 2 | Configure Export to ADP by organization. |
| 3 | Configure Export to ADP by employee. |

Enable Export to ADP

By selecting this option, you enable other ADP setup options and the Export to ADP feature.

To enable the ADP payroll interface, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Accounting » Company Settings**. Vision displays the Accounting Company Settings form.
2. Select the Timesheets tab.
3. In the **Payroll Interface to** field, select **ADP**.
4. Select the **Enable ADP Payroll Interface** option.
5. Enter a default company code in the **ADP Default Company Code** field. You must enter a company code for each employee who does not have an ADP company code specified in his or her employee record and does not have an ADP company code specified for his or her organization.

If your firm has only one ADP company code, you can enter it in this default field and not bother to enter the same code for specific employees or organizations.
6. Click **Save**.

Configure Export to ADP by Organization

You can enter an ADP company code to apply to all employees within an organization, rather than entering a code for every individual employee. The code that you enter applies to all employees associated with the specific organization with the exception of those employees for whom an ADP company code has been entered on the Accounting tab of Employee Info Center.

To enter an ADP company code for a specific organization, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Organization » Individual**. Vision displays the Individual Organization form.
2. Select the Units & Payroll tab.
3. Enter a code in the **ADP Company Code** field.
4. Click **Save**.

Configure Export to ADP by Employee

To enter ADP setup information in the Employee Info Center, complete the following steps:

1. From the Vision Navigation menu, click **Info Center » Employees**. Vision displays the Employee form.
2. Select the Accounting tab.
3. Complete the ADP-related fields on this form, as follows:

| Field | Description |
|-------------------------|---|
| ADP File Number | This number defaults from the Employee field on the General tab of Employees Info Center. When you enter a new employee into Vision, Vision automatically enters the employee number code in the ADP File Number field. Your company provides ADP with this code. |
| ADP Company Code | ADP uses this code to associate an employee with your company. If the employee is associated with an ADP company code for a specific organization in Configuration, Organization, Individual, then you should not enter an ADP company code here. Your company provides ADP with this code. |
| ADP Rate Code | Enter the ADP code that indicates the employee's pay rate. Your choices represent Hourly and Salary. ADP provides the standard rate codes. |

4. Click **Save**.

Set Up Export to Paychex Feature

Overview

Your firm can choose to export payroll related timesheet information from Vision to the Paychex product for processing.

Vision works only with Paychex Paylink, and not Paychex Preview.

Benefits of Using the Export to Paychex Feature

- Include all timesheet information for one or more selected postings in an export.
- Associate timesheet information, which requires special processing within Paychex, with special Paychex codes in the export file.
- Associate these special Paychex codes with specified projects and/or specified labor codes from the Hours tab.

Export to Paychex Checklist

The following checklist describes the steps to follow to set up the Export to Paychex application for users in your firm. Each step is described in this chapter.

| Step | Description |
|------|--|
| 1 | Enable the Export to Paychex feature. |
| 2 | Configure Export to Paychex by organization. |
| 3 | Configure Export to Paychex by employee. |

Enable the Export to Paychex Feature

To enable the export timesheets to Paychex feature:

1. From the Vision Navigation menu, click **Configuration » Accounting » Company Settings**. Vision displays the Accounting Company Settings form.
2. Select the Timesheets tab.
3. Complete the Paychex-related fields on this tab, as follows:

| Field | Description |
|---|--|
| Payroll Interface to | Select Paychex . |
| Enable Paychex Payroll Interface | Select this option to enable Paychex. |
| Paychex Default Client Number | <p>Enter a default client number in this field. You must enter a client number for each employee who does not have a Paychex client number specified in his or her employee record and does not have a Paychex client number specified for his or her organization.</p> <p>Note that if your firm has only one Paychex company code, you can enter it in this default field and avoid having to enter the same code for specific employees or organizations.</p> |

4. Click **Save**.

Configure Export to Paychex by Organization

You can enter a Paychex client number to apply to all employees within an organization, rather than entering a code for each individual employee. The number that you enter applies to all employees associated with the specific organization with the exception of those employees for whom a Paychex client number has been entered on the Accounting tab of the Employee Info Center.

To enter a Paychex company code for a specific organization, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Organization » Individual**. Vision displays the Individual Organization Setup form.
2. Enter a code at the **Paychex Client Number** field.
3. Click **Save**.

Configure Export to Paychex by Employee

To enter Employee-specific Paychex information, complete the following steps:

1. From the Vision Navigation menu, click **Info Center » Employees**. Vision displays the Employees form.
2. Select the Accounting tab.
3. Open an employee record.
4. Complete the Paychex-related fields on this tab, as follows:

| Field | Description |
|--------------------------------|---|
| Paychex Employee Number | This number defaults from the Employee field on the General tab of the Employee Info Center. When you enter a new employee record, Vision automatically enters the employee number code in the Paychex Employee Number field. Your firm provides Paychex with this code. |
| Paychex Client Number | Paychex uses the code you enter here to associate an employee with your company. If the employee is associated with a Paychex client number for a specific organization in Configuration, Organization, Individual, then you should not enter a Paychex client number here. If you enter a number here, it will override the organization-level code. Your company provides Paychex with this code. |

5. Click **Save**.

Set Up Export to Ceridian Feature

Overview

Your firm can choose to export payroll related timesheet information from Vision to the Ceridian Powerpay product for processing.

Benefits of Using the Export to Ceridian Feature

- Include all timesheet information for one or more selected postings in an export.

- Associate timesheet information, which requires special processing within Ceridian, with special Ceridian codes in the export file.
- Associate these special Ceridian codes with specified projects and/or specified labor codes from the Hours tab.

Export to Ceridian Checklist

The following checklist describes the steps to follow to set up the Export to Ceridian application for users in your firm. Each step is described in this chapter.

| Step | Description |
|------|---|
| 1 | Enable the Export to Ceridian feature. |
| 2 | Configure Export to Ceridian by organization. |
| 3 | Configure Export to Ceridian by employee. |

Enable the Export to Ceridian Feature

To enable the export timesheets to Ceridian feature, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Accounting » Company Settings**. Vision displays the Accounting Company Settings form.
2. Select the Timesheets tab.
3. Complete the Ceridian-related fields on this tab, as follows:

| Field | Description |
|--|--|
| Payroll Interface to | Select Ceridian . |
| Enable Ceridian Interface | Select this option to enable Ceridian. |
| Ceridian Default Company Number | <p>Enter the 7-character Ceridian default company number. This field is required if the Ceridian feature is enabled</p> <p>Vision uses the default company number for each employee who does not have a Ceridian company number specified in the Employee Info Center and does not have a Ceridian company number specified for his or her organization in Individual Organization Setup.</p> <p>A firm with just one Ceridian number can enter it in the Ceridian Default Company Number field on this tab and leave the Ceridian Default Company Number in the Employee Info Center and Individual Organization Setup blank.</p> |

4. Click **Save**.

Configure Export to Ceridian by Organization

You can enter a Ceridian company number to apply to all employees within an organization, rather than entering a code for each individual employee. The number that you enter applies to all employees associated with the specific organization with the exception of those employees for whom a Ceridian company number has been entered on the Accounting tab of the Employee Info Center.

To enter a Ceridian company code for a specific organization, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Organization » Individual**. Vision displays the Individual Organization Setup form.
2. Enter a code at the **Ceridian Company Number** field.
3. Click **Save**.

Configure Export to Ceridian by Employee

To enter Employee-specific Ceridian information, complete the following steps:

1. From the Vision Navigation menu, click **Info Center » Employees**. Vision displays the Employees form.
2. Select the Accounting tab.
3. Open an employee record.
4. Complete the Ceridian-related fields on this tab, as follows:

| Field | Description |
|-----------------------------------|--|
| Ceridian Employee Number | Enter an identification number for the employee's Ceridian files. This number can be the same as the employee's Employee Info Center record number, and can be a maximum of nine numeric characters. You must provide this number to Ceridian. |
| Ceridian Company Number | Enter a company number for the employee, using exactly seven alpha-numeric characters. This number should correspond with the department code already setup in Ceridian Powerpay. Your company provides Ceridian with this code. |
| Ceridian Distribution Code | Enter the Ceridian distribution code that indicates the employee's pay rate, using exactly three numeric characters. Ceridian provides the standard rate codes. |

5. Click **Save**.

Chapter 15: Set Up Purchasing & Inventory

Overview

Use the Purchasing & Inventory application to maintain records of both internal and project-related procurement and receiving of services, materials, supplies, and capital items. The application is designed for use in any firm, whether its purchasing and inventory functions are centralized or decentralized. For more information, please see the Purchasing and Inventory books in the Vision Online Help system table of contents.

Before you can begin to use Vision Purchasing & Inventory, you or your system administrator must set up and configure the three areas of **Configuration » Purchasing & Inventory**:

- System Settings
- Company Settings
- Items Master

Purchasing & Inventory: Tax Codes

Select the **Apply to purchasing** option for each purchasing-related tax code in **Configuration » Accounting » Taxes** (see “Set Up Tax Codes” on page 189). When you mark a purchasing-related tax code in this way, you can use the tax code in the Purchasing & Inventory application without having any effect on Vision's tax auditing feature.

Purchasing & Inventory: Security

Purchasing & Inventory security is menu-level only. Within the Purchasing & Inventory menu, an employee's security access is determined by the settings and limits you specify for them on the Buyer/Approver tab in **Configuration » Purchasing & Inventory » Company Settings**.

Purchasing & Inventory - System Settings

Use **Configuration » Purchasing & Inventory » System Settings Configuration** to specify settings for Vision Purchasing & Inventory that affect all of your companies in the same way.

To set up Purchasing & Inventory » System Settings options, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Purchasing & Inventory » System Settings**. The Purchasing & Inventory System Settings form displays.
2. Click the Item Categories tab.

Use the Item Categories tab to define a list of item categories to use throughout your enterprise. Item categories help buyers charge an item to the correct account when they are unsure of the account number.

The list you define here appears in **Configuration » Purchasing & Inventory » Company Settings**. From this list, you select the item categories to use in each company.

3. Complete the fields on the Item Categories tab, referring to the following table:

| Field | Description |
|--------------------|--|
| Category | Enter a unique identifier for the item category. |
| Description | Enter the item category's description. |
| Type | Select the item category's expense type from among these values: <ul style="list-style-type: none"> ▪ Materials & Supplies ▪ Capital Items ▪ Services |

4. Click the U/M tab.

Use the U/M tab to set up and maintain enterprise-wide units of measure for items in the Purchasing and Inventory applications.

5. Complete the fields on the U/M Tab, referring to the following table:

| Field | Description |
|--------------------|--|
| U/M | Enter the unit of measure. |
| Description | Enter the unit of measure's description. |

6. Click the Reason/Quality tab.

Use the Reason/Quality tab to define and maintain:

- Reason codes for recording in **Purchasing » Purchase Orders** the reason for change and cancel orders.
- Quality codes for recording in **Purchasing » Receiving** the condition of items in a received shipment.

7. Complete the fields on the Reason/Quality Tab, referring to the following table:

| Field | Description |
|---------------------------|---|
| Reason Codes Grid | |
| Code | Enter a unique identifier for the reason. |
| Description | Enter a phrase that describes the reason. This phrase appears when users select this reason code. |
| Quality Codes Grid | |
| Code | Enter a unique identifier for the quality code. |

| Field | Description |
|--------------------|---|
| Description | Enter a phrase that describes the condition. This phrase appears when users select this receiving quality code. |

8. Select the Inventory tab.

This tab appears if:

- The Purchasing & Inventory application is installed, and
- The **Enable Inventory** option is selected on the Inventory tab of **Configuration » Purchasing & Inventory » Company Settings**.

Use the Inventory tab to:

- Define typical conversions between a unit of measure as it is used in Purchasing and as it is used in Inventory.
- Define and maintain reason codes for quantity adjustments. Use a reason code to record in **Inventory » Quantity Adjustments** the reason to adjust an item's quantity on hand.
- Define and maintain reason codes for cost adjustments. Use a reason code to record in **Inventory » Cost Adjustments** the reason to adjust an item's average actual cost.

9. Complete the fields on this form, referring to the following table:

| Field | Description |
|---|--|
| Global U/M Conversion Grid Some firms order items in quantities that are described in a bulk unit of measure, but they maintain those same items in inventory in quantities that are described in a smaller unit of measure. Use this Global U/M Conversion grid to define typical unit of measure conversions. Use the Inventory tab of Configuration » Items Master to define an item's conversion between the Order unit of measure and the Inventory unit of measure. If an item is purchased and placed in inventory, and it has no conversion defined on the Inventory tab of Configuration » Items Master , Vision uses the conversion defined here, on the Global U/M Conversion grid. | |
| Purchasing U/M | Select the purchasing unit of measure from the drop-down list. The list contains all of the units of measure defined on the U/M tab. |

| Field | Description |
|---|---|
| Conversion Factor | <p>Enter the ratio of the Purchasing unit of measure to its Inventory unit of measure.</p> <p>For example, assume that the item is pencils, that the pencils are purchased in boxes of 24, and that they are sold individually. The Purchasing unit of measure is divided by 24 to obtain the inventory unit of measure. This means that the conversion factor is 24.</p> |
| Inventory U/M | <p>This field is required, if the item is an inventory item. Select the inventory unit of measure from the drop-down list. The list contains all of the units of measure defined on the U/M tab.</p> |
| <p>Quantity Adjustment Reasons Grid</p> <p>Users can specify a reason when they adjust an item's quantity in Inventory » Transactions » Quantity Adjustments.</p> <p>Users must specify a reason when they adjust an item's quantity, if the Require Reason for Quantity Adjustments option is selected on the Inventory tab of Configuration » Purchasing & Inventory » Company Settings.</p> <p>Use the Quantity Adjustment Reasons grid on the Inventory tab of Configuration » Purchasing & Inventory » System Settings to define these reason codes.</p> | |
| Code | <p>Enter an identifier that describes the reason code. This entry appears in the drop-down list.</p> |
| Description | <p>Enter a few words that describe the reason for the quantity adjustment. This description appears when users select this reason code.</p> |
| <p>Cost Adjustment Reasons Grid</p> <p>Users can specify a reason when they adjust an item's average actual cost in Inventory » Transactions » Cost Adjustments.</p> <p>Users must specify a reason, if the Require Reason for Cost Adjustments option is selected on the Inventory tab of Configuration » Purchasing & Inventory » Company Settings.</p> <p>Define these reason codes on the Cost Adjustment Reasons grid of the Inventory tab of Configuration » Purchasing & Inventory » System Settings.</p> | |
| Code | <p>Enter an identifier that describes the reason code. This entry appears in the drop-down list.</p> |

| Field | Description |
|--------------------|--|
| Description | Enter a few words that describe the reason for the cost adjustment. This description appears when users select this reason code. |

10. Click Save.

Purchasing & Inventory - Company Settings

Use Purchasing & Inventory - Company Settings Configuration to specify configuration settings for the Purchasing & Inventory application as it is used within a specific company.



Multicompany

If you use the Multicompany feature, you must specify the configuration of the Purchasing & Inventory application for each company.

From the menu, click **Utilities » Change Company** and select the company for which to configure **Purchasing & Inventory » Company Settings**. The name of the active company appears at the top of the Purchasing & Inventory Company Settings form.

To set up Purchasing & Inventory - Company Settings options, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Purchasing & Inventory » Company Settings**. The Purchasing & Inventory Company Settings form displays.
2. Click the General tab.


Use the General tab to select options, specify default values, make the drop shipping feature active, and specify other Purchasing & Inventory settings for the active company.

3. Complete the fields on this tab, referring to the following table:

| Field | Description |
|----------------------|---|
| Automatic Add | |
| Items | Select this option to make it possible for users to add an item without having to navigate to Configuration » Purchasing & Inventory » Items Master in order to add a new item record. |
| Ship-Via | Select this option to make it possible for users to add a ship-via code without having to navigate to the Ship-Via grid on the Ship tab of Configuration » Purchasing & Inventory » Company Settings in order to add a new ship-via code. |
| FOB | Select this option to make it possible for users to add an FOB code without having to navigate |

| Field | Description |
|--|---|
| | to the FOB grid on the Ship tab of Configuration » Purchasing & Inventory » Company Settings in order to add a new FOB code. |
| Required Data | |
| Cost Distribution in P.R./R.F.Q. | <p>Select this option to require a user to specify at least one project on the Cost Distribution tab of a purchase requisition or request for price quote in order to proceed to submit the requisition or request to an approver for approval.</p> <p>Leave this option cleared if the administrator must enter information about cost distribution at the time of posting the accounts payable voucher.</p> |
| Requisition/RFQ Number in P. O. | Select this option if the purchase order is automatically populated with the requisition or request from price quote number when the purchase order is created from a purchase requisition or request from price quote. |
| Cost Distribution in P. O. | <p>Select this option to require a user to specify at least one project on a purchase order's Default Distribution tab before the user can proceed to submit the purchase order for approval.</p> <p>Leave this option cleared if the administrator must enter information on cost distribution when the accounts payable voucher is posted.</p> |
| Reason Code in Change/Cancel P.O. | Select this option to display a dialog box to the user who is either creating a change order or canceling a purchase order. The dialog box tells the user to select a reason code. |
| Quality Code in Receiving | Select this option to require the user to specify a quality code for an item when recording the rejection of the item's receipt. |
| Miscellaneous | |
| Modify Default Item Category | <p>An item category tells Vision which general ledger accounts to use when it processes transactions involving this item. If the item is an inventory item, its item category specifies an inventory account.</p> <p>This option is selected by default. This selection</p> |

| Field | Description |
|---|--|
| | <p>causes the Category column to be editable by the user regardless of what the Item number is, when the user adds an item to the Line Items tab grid of Purchase Orders, Purchase Requisitions, or Requests for Price Quote.</p> <p>Delttek recommends leaving this option cleared, so that the Category column is a non-editable display of the item's category, as specified in Configuration » Purchasing & Inventory » Items Master.</p> |
| Modify Ship-To Address | <p>Select this option to:</p> <ul style="list-style-type: none"> Include [Other] in the Ship To drop-down list on the Shipping tab of Purchase Orders. Users select [Other] to enable the fields on the tab, and then enter a ship-to address not listed on the Ship-To grid on the Ship tab of Configuration » Purchasing & Inventory » Company Settings. Make the Enable Drop Ship to Client option active. |
| Enable Drop Ship to Client | <p>This option is active if the Modify Ship-To Address option is selected. Select this option to display Client and Client Address fields on the Shipping tab of Purchasing forms. For drop shipments, when the items are shipped directly to the client, users can avoid manually entering the [Other] client and the client's address when this option is selected.</p> |
| Modify Shipping Contact and Email | <p>Select this option to make the Contact and Email fields editable on the Shipping tab of Purchasing forms. Users avoid the need to create a separate Ship-To address, when the information changes for a contact at a location.</p> |
| Print Vendor Minority Status on P.O. | <p>Select this option to cause the vendor's minority status to print on purchase orders.</p> |
| Defaults | |
| Bill-To | <p>After you set up the bill-to codes on the Bill tab, select from the drop-down list the bill-to code associated with the default address. Vision populates new purchase orders with the address.</p> |

| Field | Description |
|--|--|
| Ship-To | After you set up the ship-to codes on the Ship-To grid of the Ship tab, select from the drop-down list the ship-to code associated with the default address. Vision populates new purchase requisitions, requests for price quote, and purchase orders with the address. |
| Order Days | Enter the number of days Vision uses when it calculates an item's default Due Date . |
| Request Days | Enter the number of days Vision adds to the Date on the General tab of Request for Price Quote to calculate the Due Date on the Items grid of the Request for Price Quote form. |
| Global Options | |
| Require requisitions and RFQ's to be approved | Select this option to require users to obtain approval, from an authorized approver, for purchase requisitions and requests for price quote, before the user can convert the requisition or request into a purchase order. |
| Require purchase orders to be approved | Select this option to: <ul style="list-style-type: none"> Require users to obtain approval, from an authorized approver, for purchase orders before they can be printed as final purchase orders. Make the Maximum P. O Amount without authorization option active. |
| Maximum P.O. Amount without authorization | Enter the maximum amount at which a user can create and process a purchase order without the approval of the purchase order by an authorized approver. If you leave this field blank but select: <ul style="list-style-type: none"> Require purchase requisition to be approved, every purchase requisition and request for price quote must be approved, regardless of its amount. Require purchase orders to be approved, every purchase order must be approved, regardless of its amount.  If you use the Multicurrency feature, Vision converts the purchase order transaction amount to the functional currency of the active company before applying this limit. |

| Field | Description |
|------------------------------------|--|
| Next Numbers | |
| Purchase Requisition Number | <p>Enter the number Vision uses next, when it auto-numbers purchase requisitions for this company. If the number you enter here is in use, Vision uses the next available number.</p> <p>After you enter the number the first time, Vision updates the value in this field automatically.</p> <p>Multicompany, only:</p> <p>Each company has its own numbering system. When you use the Multicompany feature, Vision assigns next numbers within each company according to that company's system.</p> |
| Price Quote Request Number | <p>Enter the number Vision uses next, when it auto-numbers requests for price quote for this company. If the number you enter here is in use, Vision uses the next available number.</p> <p>After you enter the number the first time, Vision updates the value in this field automatically.</p> <p>Multicompany, only:</p> <p>Each company has its own numbering system. When the Multicompany feature is active, Vision assigns next numbers for a company according to the company's numbering system.</p> |
| Purchase Order Number | <p>Enter the next purchase order number Vision uses in auto-numbering purchase orders for this company. If the number you enter here has already been used, Vision uses the next available number.</p> <p>After you enter the number the first time, Vision updates the value in this field automatically.</p> <p>Multicompany, only:</p> <p>Each company has its own numbering system. When the Multicompany feature is in use, Vision assigns next numbers for a company according to the company's numbering system.</p> |
| User Defined Labels | |
| Extra Amount 1 - 5 | <p>Enter up to 40 characters defining a label for the extra amount.</p> <p>Once you use an Extra Amount field, you cannot remove the entry in its label field.</p> |

4. Click the Accounts tab.

Use the Accounts tab to specify company accounts for a purchase item's Tax, Shipping, and user-defined extra amounts.

Vision uses the direct, indirect, and reimbursable accounts you specify here when the company's employees post tax, shipping, and extra amounts on an accounts payable voucher created from a purchase order.

Multicompany

If you use the Multicompany feature, and a default account entered here is invalid for the project's company, Vision instead uses the account specified in the item's cost distribution.

5. Complete the fields on this form, referring to the following table:

| Field | Description |
|------------------------------|--|
| Tax Reimb | Enter the General Ledger account to which to post the debit entry for voucher transactions associated with the reimbursable tax amount. |
| Tax Direct | Enter the General Ledger account to which to post the debit entry for voucher transactions associated with the direct tax amount. |
| Tax Indirect | Enter the General Ledger account to which to post the debit entry for voucher transactions associated with the indirect tax amount. |
| Shipping Reimb | Enter the General Ledger account to which to post the debit entry for voucher transactions associated with the reimbursable shipping amount. |
| Shipping Direct | Enter the General Ledger account to which to post the debit entry for voucher transactions associated with the direct shipping amount. |
| Shipping Indirect | Enter the General Ledger account to which to post the debit entry for voucher transactions associated with the indirect shipping amount. |
| Extra Amount 1 Reimb | If Extra Amount 1 is defined, enter the General Ledger account to which to post the debit entry for voucher transactions associated with the reimbursable extra amount 1. |
| Extra Amount 1 Direct | If Extra Amount 1 is defined, enter the General Ledger account to which to post the debit entry for voucher transactions associated with the direct extra amount 1. |

| Field | Description |
|--------------------------------|--|
| Extra Amount 1 Indirect | If Extra Amount 1 is defined, enter the General Ledger account to which to post the debit entry for voucher transactions associated with the indirect extra amount 1. |
| Extra Amount 2 Reimb | If Extra Amount 2 is defined, enter the General Ledger account to which to post the debit entry for voucher transactions associated with the reimbursable extra amount 2. |
| Extra Amount 2 Direct | If Extra Amount 2 is defined, enter the General Ledger account to which to post the debit entry for voucher transactions associated with the direct extra amount 2. |
| Extra Amount 2 Indirect | If Extra Amount 2 is defined, enter the General Ledger account to which to post the debit entry for voucher transactions associated with the indirect extra amount 2. |
| Extra Amount 3 Reimb | If Extra Amount 3 is defined, enter the General Ledger account to which to post the debit entry for voucher transactions associated with the reimbursable extra amount 3. |
| Extra Amount 3 Direct | If Extra Amount 3 is defined, enter the General Ledger account to which to post the debit entry for voucher transactions associated with the direct extra amount 3. |
| Extra Amount 3 Indirect | If Extra Amount 3 is defined, enter the General Ledger account to which to post the debit entry for voucher transactions associated with the indirect extra amount 3. |

6. Click the Item Categories tab.

Use the Item Categories tab to:

- Set up and maintain item categories for your organization.
- Specify a Balance Sheet account for each item category, when the **Maintain separate balance sheets by Organization** option is cleared in **Configuration » Organization » General**.
- Specify an Inventory Account for each item category, when the **Enable Inventory** option is selected on the Inventory tab.

Item categories help ensure that buyers charge an item to the correct account, even if they don't know the account number.

7. Complete the fields on this tab, referring to the following table:

| Field | Description |
|-------------------------|---|
| Category | <p>Select from the drop-down list the item category to make available to Purchasing users in this company.</p> <p>The drop-down list contains all item categories defined on the Item Categories tab in Configuration » Purchasing & Inventory » System Settings.</p> |
| Description | Vision populates this non-editable field with the description for the item category you select. |
| Type | <p>Vision populates this non-editable field with the expense type for the item category you select. The options are:</p> <ul style="list-style-type: none"> Materials & Supplies Capital Items Services |
| Reimb Account | Enter the General Ledger account to which to post the debit entry for voucher transactions associated with reimbursable expenses for the item category. |
| Direct Account | Enter the General Ledger account to which to post the debit entry for voucher transactions associated with direct expenses for the item category. |
| Indirect Account | <p>Enter the General Ledger account to which to post the debit entry for voucher transactions associated with indirect expenses for the item category.</p> <p>When the Maintain separate balance sheets by Organization option is selected in Configuration » Organization » General:</p> <ul style="list-style-type: none"> The Balance Sheet Account column does not appear in the Item Categories grid. Instead, balance sheet accounts are included in the account lookup list here. When separate balance sheets are maintained by organization, you must specify a project in the Transaction Center. You need not specify a default balance sheet account that is different from the item category's indirect account. |

| Field | Description |
|------------------------------|---|
| Balance Sheet Account | <p>This column appears only if the Maintain separate balance sheets by Organization option is cleared in Configuration » Organization » General.</p> <p>When you are not maintaining separate balance sheets by organization, you must specify a separate balance sheet account for each item category. Vision uses this account when no project is specified for the item's cost distribution.</p> |
| Inventory Account | <p>This column appears only if the Enable Inventory option is selected on the Inventory tab.</p> <p>Click the Magnifying Glass icon and select the account to charge.</p> <p>You can select either a balance sheet account or an indirect expense account. This is because an inventory item's cost is charged initially to the Inventory Common overhead project specified on the Inventory tab.</p> |
| Taxable | <p>Select the check box to define this item category as taxable, or leave it cleared to define the item category as non-taxable.</p> |
| Required Qty | <p>Select this option to require users to specify an item's quantity in a new purchase order, purchase requisition, or request for price quote, when they associate the item with this item category.</p> |
| Require U/M | <p>Select this option to require users to specify an item's unit of measure in a new purchase order, purchase requisition, or request for price quote, when they associate the item with this item category.</p> |

8. Click the Ship tab.

Use the Ship tab to define and maintain your firm's ship-to, ship-via, and FOB codes.

9. Complete the fields on this tab, referring to the following table:

| Field | Description |
|---|---|
| Ship - To Grid Use the Ship-To grid to define, view, and maintain your firm's ship-to codes. After you define the ship-to codes, specify the default Ship-To code on the General tab. This is the ship-to address that populates the address fields on the Shipping tab of a new purchase order. | |
| Code | Enter a unique ship-to identifier. |
| Name | Enter the name of the ship-to firm. |
| Address 1 | Enter the first line of the firm's address. |
| Address 2 | Enter the second line of the firm's address. |
| Address 3 | Enter the third line of the firm's address. |
| Address 4 | Enter the fourth line of the firm's address. |
| City | Enter the firm's city. |
| State | Enter the firm's state. |
| Zip | Enter the firm's zip code. |
| Country | Enter the firm's country. |
| Phone | Enter the firm's telephone number. |
| Fax | Enter the firm's facsimile transmission number. |
| Contact | Enter the name of the firm's contact person. |
| EMail | Enter the firm's or contact's email address. |
| Tax Code | Select a tax code from the drop-down list. The list contains the tax codes in your company for which the Available for Purchasing option is selected in Configuration » Accounting » Taxes . See "Set Up Tax Codes" on page 189. |
| Ship - Via Grid Use the Ship - Via grid to define, view, and maintain ship-via codes. | |
| Code | Enter a unique identifier for this shipping carrier. |

| Field | Description |
|---|---|
| Description | Enter the shipping carrier's name or description. |
| FOB Grid Use the FOB grid to define and maintain your firm's free on board codes. Free on board terms define: <ul style="list-style-type: none"> Who selects the carrier. Who pays the freight charges. Who has title to the items during shipment. | |
| Code | Enter a unique FOB identifier. |
| Description | Enter the FOB code's description. |

10. Click the Bill tab.

Use the Bill tab to set up and maintain a list of bill-to names and addresses for the active company. You must enter a valid bill-to code when you create a purchase order.

After you define bill-to codes, you specify each company's default **Bill-To** code on the General tab of **Configuration » Purchasing & Inventory » Company Settings**. This is the bill-to address that populates the fields on the Billing tab of a new purchase order created in that company.

11. Complete the fields on this tab, referring to the following table:

| Field | Description |
|------------------|--|
| Code | Enter a unique bill-to identifier. |
| Name | Enter the name of the bill-to firm. |
| Address 1 | Enter the first line of the firm's address. |
| Address 2 | Enter the second line of the firm's address. |
| Address 3 | Enter the third line of the firm's address. |
| Address 4 | Enter the fourth line of the firm's address. |
| City | Enter the firm's city. |
| State | Enter the firm's state. |
| Zip | Enter the firm's zip code. |
| Country | Enter the firm's country. |
| Phone | Enter the firm's telephone number. |

| Field | Description |
|----------------|---|
| Fax | Enter the firm's facsimile transmission number. |
| Contact | Enter the name of the firm's contact person. |
| Email | Enter the firm's or contact's email address. |

12. Click the Clauses tab.

Use the Clauses tab to define each of the standard clauses that can be selected to print at the top or bottom of purchase requisitions and purchase orders.

13. Complete the fields on this form, referring to the following table:


| Field | Description |
|---------------|---|
| Code | Enter a unique identifier for the clause. |
| Clause | Enter the text of the clause. Open the text in the Text Editor to change the text's format. |


14. Click the Buyer/Approver tab.

Use the Buyer/Approver tab to:

- Specify a purchase limit for each of a company's buyers
- Specify the scope of approval authority for each of a company's approvers
- Grant buyers and approvers the authority to close purchase orders
- Give buyers the ability to retrieve and view purchase orders created by others
- Assign a purchase order and request for price quote template to each of a company's buyers

| Field | Description |
|---|---|
| Buyers Grid Use this grid to: <ul style="list-style-type: none"> ▪ Define, view, and maintain the list of employees who are allowed to purchase items on behalf of the company ▪ Specify a purchase limit for each of the buyers in the company ▪ Grant buyers the authority to close purchase orders ▪ Give buyers the ability to retrieve and view purchase orders that are created by others ▪ Assign, to each of the buyers in the company, the template they use to create purchase orders and requests for price quote | |
| Name | Click the Insert grid option and select the employee's name from the Employee Lookup. If you select multiple names simultaneously, |

| Field | Description |
|--|--|
| | Vision adds a row for each name you select. |
| Purchase Order Limit | <p>Enter the maximum total dollar amount of purchase orders this employee is allowed to create and have pending at a time.</p> <p> If you are using the Multicurrency feature, Vision converts the purchasing transaction amount to the functional currency of the active company before it applies this limit.</p> |
| PO Template | Select from the drop-down list the purchase order template this buyer uses to create purchase orders and requests for price quote. |
| Close P.O. | Select this option to make the Close button active for this buyer. The button is on the menu toolbar in Purchasing » Purchase Orders . |
| View All P.O. | <p>Select this option to allow this buyer to:</p> <ul style="list-style-type: none"> Retrieve all purchase orders when the buyer opens the Purchase Order lookup View, but not edit, purchase orders the buyer did not create |
| Approvers Grid Use this grid to: <ul style="list-style-type: none"> Define, view, and maintain the company's list of employees with authority to approve and edit one or more types of purchasing transactions on behalf of the company Grant approvers the authority to close purchase orders | |
| Name | Click the Insert grid option, and select the employee's name from the Employee Lookup. If you select multiple names simultaneously, each name you select appears in a new grid row. |
| Approve PR/RFQ | Select this option to authorize this employee to approve purchase requisitions and requests for price quote. |
| Edit PR/RFQ | Select this option to authorize this employee to edit purchase requisitions and requests for price quote. |
| Approve P.O. | <p>Select this option to:</p> <ul style="list-style-type: none"> Authorize this employee to approve |

| Field | Description |
|----------------------------|---|
| | <p>purchase orders</p> <ul style="list-style-type: none"> Enable the Edit P.O. option |
| Edit P.O. | <p>Select the Edit P.O. option to authorize this employee to:</p> <ul style="list-style-type: none"> Approve or reject purchase orders submitted by others Edit and modify purchase orders created by others Create change orders and cancel orders |
| P.O. Approve Limit | <p>Enter the maximum dollar amount of a purchase order that this employee is authorized to approve.</p> <p> If you use the Multicurrency feature, Vision converts the purchase order transaction amount to the functional currency of the active company, and then applies this limit.</p> |
| Approve Capital Exp | <p>Select this option to authorize this employee to approve capital expenditures.</p> |
| Close P.O. | <p>Select this option to authorize this approver to close purchase orders, and to make the following features active for this approver:</p> <ul style="list-style-type: none"> The Close button on the menu toolbar in Purchasing » Purchase Orders The Closed column in the Select Purchase Orders for Approval dialog box. This dialog box opens from the Approval option on the menu toolbar in Purchasing » Purchase Orders |

15. Complete the fields on this tab, referring to the following table:

16. Click the Inventory tab.

Use the Inventory tab to:

- Enable the Inventory feature in Vision, as part of the setup and configuration of the Inventory feature
- Specify company-wide and default settings for the active company
- Specify next numbers for inventory requests and transactions
- Specify the overhead project, phase, and task that the active company uses to capture inventory items' cost
- Define location codes for the active company

- Authorize employees to add inventory items when the **Automatic Add/Items** option is selected on the General tab of **Configuration » Purchasing & Inventory » Company Settings**
- Make the Inventory tab of **Configuration » Purchasing & Inventory » Items Master** active for authorized employees, and authorize employees to edit and approve item requests

17. Complete the fields on this tab, referring to the following table:

| Field | Description |
|---|--|
| Enable Inventory | <p>Select this option to make the Inventory feature active. This is a step in the setup and configuration of Vision Inventory.</p> <p>If you select this option,</p> <ul style="list-style-type: none"> ▪ You must specify Inventory Accounts on the Item Categories tab of Configuration » Purchasing & Inventory » Company Settings. ▪ The Items Lookup dialog box includes the column Is Inventory Item. The column contains a check box for each item listed. |
| Global Options | |
| Allow Modify of Locations | <p>Select this option to:</p> <ul style="list-style-type: none"> ▪ Enable the Default in Location for Inv Transactions option ▪ Display a Locations column in: <ul style="list-style-type: none"> ▪ Purchasing » Receiving ▪ Inventory » Transactions when the Locations feature is in use ▪ Purchasing » Item Review ▪ Display the Default Location drop-down list on the Inventory tab of Items Master <p>When the Default in Location for Inv Transactions option is selected, you can edit the Default Location wherever it appears in the Purchasing and Inventory application.</p> |
| Default in Location for Inv Transactions | <p>Select the Allow Modify of Locations option to make this option active.</p> <p>Select this Default in Location for Inv Transactions option to populate the Location field in each of this item's inventory transactions screens with the value entered in the Default Location field on the Inventory tab of the item's</p> |

| Field | Description |
|---|--|
| | Items Master record. |
| Allow Modify of Inventory Qty in Receiving | <p>Select this option to make the Inventory Quantity field editable. This field is in Purchasing » Receiving.</p> <p>When this option is selected, it could compromise the company's inventory controls. Delttek recommends that you leave it cleared unless your company has a business reason to allow receivers to edit the quantity of inventory items in the receipt record.</p> <p>If this option is cleared, the Inventory Quantity field in Purchasing » Receiving is non-editable, and is populated only if a Conversion Factor is defined for the item's unit of measure. In this scenario, users must instead change the quantity in the Inventory » Transactions » Quantity Adjustments screen.</p> |
| Require Reason for Quantity Adjustments | Select this option to cause a dialog box to appear when the user adjusts an inventory item's quantity in Inventory » Transactions » Quantity Adjustments . The dialog box tells the user to select a reason code. |
| Require Reason for Cost Adjustments | Select this option to cause a dialog box to appear when the user adjusts an inventory item's average actual cost in Inventory » Transactions » Quantity Adjustments . The dialog box tells the user to select a reason code. |
| Defaults | |
| Location | This field is auto-populated with the value entered in the item's Default Location field on the Inventory tab of Items Master. This entry is editable if the Allow Modify of Locations option is selected. |
| Need Days | <p>Enter the maximum number of calendar days by which item requests must be fulfilled, counting the request date as day one.</p> <p>Vision uses this number to calculate the Need Date in item request transactions.</p> |

| Field | Description |
|---|---|
| Next Numbers | |
| Item Request Number | Enter the number Vision uses to auto-number the next item request transaction. |
| Inventory Transaction Number | Enter the number Vision uses to auto-number the next inventory transaction. |
| Inventory Common | <p>The Inventory feature requires users to charge an inventory item's cost to the Inventory Common Project rather than to purchase it directly for a charge project.</p> <p>The item's cost is charged to the charge project when the item is issued from inventory in Inventory » Transactions » Inventory Issues.</p> <p>Click the Magnifying Glass icon and select the inventory common project from the Project Lookup list.</p> <ul style="list-style-type: none"> ▪ If the Inventory common project has a phase, select the inventory common phase. ▪ If the Inventory common project phase has a task, select the inventory common task. |
| Locations <p>Use the Locations grid to define a code for each location at which inventory transactions are initiated or inventory items are received in this company.</p> <p>Select the Enable Inventory option to make this grid active.</p> | |
| Code | <p>Select the Enable Inventory option to make this field active. This field is required.</p> <p>Enter a description of up to 20 characters.</p> |
| Description | <p>Select the Enable Inventory option to make this field active. This field is required.</p> <p>Enter a description of the Code.</p> |
| Approvers <ul style="list-style-type: none"> ▪ Use the Approvers grid to define, view, and maintain a company list of: ▪ The approvers and buyers who are authorized to access the Inventory tab in both the New Item dialog box and in Configuration » Purchasing & Inventory » Items Master, and | |

| Field | Description |
|-------------------------|--|
| | <p>to add inventory items from either of these locations</p> <ul style="list-style-type: none"> The approvers who are authorized to approve requests that are initiated in Inventory » Item Requests. The approvers who are authorized to edit requests, including item quantity, that are initiated in Inventory » Item Requests. |
| Name | Vision populates this field with the name of the employee you select from the Employee Lookup. |
| Add Inv Item | <p>Select this option to:</p> <ul style="list-style-type: none"> Make the Inventory tab of Configuration » Purchasing & Inventory » Items Master active for an employee Authorize an employee to add new items to inventory <p>Select the Automatic Add/Items option on the General tab of Configuration » Purchasing & Inventory » Company Settings to make it possible for the employee to add an inventory item from the Inventory tab, from Inventory » Item Requests, or from the Purchasing application screens.</p> |
| Approve Item Req | Select this option to authorize this approver to approve inventory item requests that are initiated in Inventory » Item Requests . |
| Edit Item Req | Select this option to authorize this approver to edit inventory item requests, including an item's quantity, that are initiated in Inventory » Item Requests . |

18. Click **Save**.

Purchasing & Inventory - Items Master Configuration

Use **Configuration » Purchasing & Inventory » Items Master** to set up items for purchasing and for inventory, and for the items' vendors, and to maintain information on an item's most recent price.

To set up items and vendors, complete the following steps:


- From the Vision Navigation menu, click **Configuration » Purchasing & Inventory » Items Master**. The Item form appears.
- Click the General tab.

Use the General tab to create and edit a list of inventory and non-inventory items.



If you are using the Multicompany feature:

- The first few fields on this form are defined one time, for the entire enterprise.
 - Select the **Available for use for company** check box to:
 - Indicate that the item is available for use in the active company
 - Make the remaining fields active on the form. The data in these remaining fields is specific to the active company.
3. Complete the fields on this form, referring to the following table:

| Field | Description |
|---|--|
| Item Number | Enter a unique number for the item. |
| Description | Enter the item's description. |
| Extra Notes | <p>Enter other information about the item. To format the text, open this field in the Text Editor.</p> <p>The text entered in this field prints on both purchasing reports and on purchasing forms.</p> |
| National Stock Number | <p>Enter the National Stock Number. This number combines the four-digit Federal Supply Classification (FSC) number and the nine-digit National Item Identification Number (NIIN).</p> <p>Firms use it to label and categorize each item that is stocked.</p> |
| Internal Notes | Use this space to enter internal notes about the item. The text entered in this field prints on purchasing reports, but it does not print on purchasing forms. To format the text, open this field in the Text Editor. |
| Available for use for company xx |  <p>This option is active when the Multicompany feature is in use.</p> <p>Select this option to make the current item available to the active company, and to make the following fields active.</p> |
| Category | <p>Select the Available for use for company xx option to make this field active. Select the item's category code for the active company.</p> <p>Item categories help ensure that buyers charge an item to the correct account when they don't know the account number.</p> |

| Field | Description |
|-----------------------------------|--|
| Substitute Item Number | Select the Available for use for company xx option to make this field active. Use this field to enter the item number of an acceptable substitute item, if any, when the item is unavailable. Vision uses this substitute item only for this company. |
| Purchasing Unit of Measure | Select the unit of measure to use as the default unit of measure for the item in Purchasing » Purchase Requisitions, Purchasing » Request for Price Quote, and Purchasing » Purchase Orders. |
| Primary Vendor | Click the magnifying glass icon and select from the Vendor Lookup the vendor who is this company's primary vendor for this item. |
| Last Purchased from | This non-editable column displays the last vendor from whom this company purchased this item. Vision updates this column each time this company purchases this item. |

4. Click the Vendors tab.

Use the Vendors tab to view and maintain a list of your vendors for inventory and noninventory items. The tab includes historical detail on each item each vendor has sold to your company.






If the Multicompany feature is in use, the vendors available to a company are determined by each vendor's Accounting tab in the Vendor Info Center:

- The **Approved for use in accounting for company xx** option must be selected and the Accounting tab fields must be completed.
- The vendor type must be available to the company. Accounts are assigned to a company, and only the vendor types associated with those accounts are available to the company. The drop-down list in the **Type** field on the vendor's Accounting tab lists only the vendor types available to the company.

The **Currency Code, Last Price, Last Price Date, and Total Qty to Date** are for the active company only.

5. Complete the fields on this form, referring to the following table:

| Field | Description |
|-----------------------|---|
| Vendor | Click the Magnifying Glass icon and select the vendor from a list of all active vendors currently available to Accounting users. |
| Primary Vendor | If the Vendor is listed as the item's Primary Vendor on the General tab, this check box is |

| Field | Description |
|-----------------------------|---|
| | <p>selected.</p> <p>If this check box is cleared, select it to make the vendor on this row the item's Primary Vendor.</p> |
| Vendor's Item Number | <p>Enter the vendor's item number for the item shown on the General tab. Vision uses this number when you generate the item's requests for price quote, and prints it on the purchase orders that reference this item, for the active company.</p> |
| Purchasing U/M | <p>The item's unit of measure, as specified in the purchase order, appears in this field.</p> |
| Currency Code | <p> Multicurrency, only</p> <p>If the Multicurrency feature is in use, the currency code for the functional currency of the active company appears in this field.</p> |
| Last Price | <p>This non-editable column displays the last price at which the item was purchased. Vision updates this column each time a purchase order referencing the item is final printed.</p> <p> If you use the Multicurrency feature, this amount appears in and is stored in the transaction currency of the last purchase order.</p> |
| Last Price Date | <p>This non-editable column displays the date when the item's price last changed. Vision updates this column each time a purchase order referencing the item is final printed.</p> |
| Total Qty To Date | <p>This non-editable field displays the cumulative quantity of this item purchased to date. Vision updates this column each time a purchase order referencing the item is final printed, and reverses the updated amount if the purchase order is canceled.</p> |
| Total Amount To Date | <p>This non-editable field displays the cumulative dollar amount of this item ordered to date. Vision updates this amount each time a purchase order referencing the item is final printed, and reverses the updated amount if the purchase order is canceled.</p> <p> If you use the Multicurrency feature, this amount appears in and is stored in the</p> |

| Field | Description |
|-------|--|
| | functional currency of the active company. |

6. Click the Inventory tab.

Use the Inventory tab to:

- Designate an item as an inventory item.
- Specify an inventory item's Inventory unit of measure and its conversion to a Purchasing unit of measure.
- Specify the item's reorder point.
- Specify the item's default location, if the **Allow Modify of Locations** option is selected.
- Modify the default location, if the **Allow Modify of Default Location** option is selected.

This tab appears only if the current login user's employee name is in the **Approvers** grid of **Configuration » Purchasing & Inventory » Company Settings** with at least one of the options selected.

7. Complete the fields on this form, referring to the following table:

| Field | Description |
|--------------------------------|--|
| Inventory Item | Select this option to make the item available for use in the Inventory application. Items are always available for use in the Purchasing application. |
| Inventory U/M | Select the item's Inventory unit of measure from the drop-down list. Then add a row to the Unit of Measure Conversion grid and specify the item's conversion ratio from its Inventory unit of measure to the corresponding Purchasing unit of measure. Do this for each of the item's Inventory units of measure which could potentially be used for the item in the Purchasing application. |
| Inventory Reorder Point | Enter the item's Total Quantity amount to use as the reordering threshold. Run the Inventory Reorder report and review the report to see if the item's total quantity is below this threshold. |

| Field | Description |
|-------------------------|---|
| Default Location | <p>Select from the drop-down list the location at which the item is usually maintained in inventory.</p> <p>The entries in this drop-down list originate in the Locations grid on the Inventory tab of Configuration » Purchasing & Inventory » Company Settings.</p> |

8. Click **Save**.

Chapter 16: Set Up Vision Desktop and Microsoft Office Integration

Overview

Microsoft Integration allows you to integrate Vision information with Microsoft Word, Microsoft PowerPoint, and Microsoft Outlook. This includes sharing client, contact, lead, and activity information, inserting Vision Opportunity record information or Text Library text into PowerPoint presentations, as well as searching the Vision Text Library for data for your Word documents. In addition, you can automatically generate Vision clients, contacts, and activities, and even search the database directly from your desktop. This feature is only available if you have Vision CRM installed.

See the Vision Online Help system for complete information about Vision Desktop and Microsoft Office Integration.

Before using this feature, you need to:

1. Download the Integration files.
2. Configure the Vision Integration tools.

Both of these procedures are described in this chapter.



The Outlook Integration module will not appear if you are using Connect for Microsoft Outlook.

Download Desktop and Microsoft Office Integration

The Download Microsoft Integration utility allows you to download the software files necessary for Microsoft Office and Outlook integration.

System Requirements

- Microsoft .NET Framework 2.0
- Microsoft Office XP (SP3) or Office 2003 (SP1)

To download Microsoft Integration, complete the following steps:

1. Close all Microsoft Office applications before proceeding.
2. From the Vision Navigation menu, click **Utilities » Download Integration** to display the Download Integration form.
3. Select the **Download (and auto-configure) Microsoft Office and Desktop Integration** option. Vision downloads the program.

Note that if Vision does not allow you to download Integration using this option (your security level may be set too high), select the second option, **Download Desktop and Microsoft Office Integration**. Then, follow the instructions in the wizard.

Once you have successfully downloaded the files, you will see a Vision menu at the top of Outlook, Word, and Power Point. You use this menu to configure the Integration tools.

Note that a Vision menu also appears in the Microsoft Word title bar. Both these drop-down menus contain the Options selection needed to configure Integration. Regardless of where you configure these options, they apply to the whole application.

4. Configure the Integration tools. See the next section for details and instructions.

Configure the Vision Integration Tools

Use the Vision Integration Options dialog box to configure the settings for the Vision Desktop and Microsoft Office Integration application.

1. From Microsoft Outlook (or Microsoft Word), Vision drop-down menu, select **Options**. Vision displays the Delttek Vision Integration Options form.
2. Select from the following options:
 - **Find words that sound the same when performing searches.** Select this option if you want the ability for Vision to make searches for words that sound like the search text. For example, if you search for Smythe, Vision will also return Smith.
 - **Enable Microsoft Word Integration.** Select this option to enable the Word Integration feature.
 - **Enable Microsoft Outlook Integration.** Select this option to enable the Outlook Integration feature.
 - **Enable Microsoft PowerPoint Integration.** Select this option to enable the PowerPoint Integration feature.
 - **Enable System Tray Integration.** Select this option to enable the System Tray Integration feature. When you select this option, Vision places an icon in your system tray for quick access to the integration features.
 - **Enable Debug Mode.** This field is used by Delttek support to troubleshoot system problems. This displays a number of message boxes during usage to help support troubleshooting. Only select this option in conjunction with Delttek support.
 - **Default Attachment Save Location.** Enter the directory, such as C:\, where you want Vision to save default attachments. Delttek recommends entering a value here.
 - **Always remind me to save attachments.** Select this option if you want Vision to prompt you to save your attachments.
3. Click **Configure**. Vision displays the Vision Desktop and Microsoft Office Integration Configuration dialog box.
4. Complete the fields on this dialog box.
 - **Delttek Vision Location.** Enter your default Vision location.
 - **Delttek Vision Virtual Directory.** Enter your Vision directory.
 - **Use Windows Integrated Security.** Select this option if you want to use Windows Integrated Security. Vision determines which logon mode you use to connect with Vision.
 - **Delttek Vision Username.** If you did not select the User Windows Integrated Security option, enter the username assigned by the system administrator.
 - **Delttek Vision Password.** If you did not select the User Windows Integrated Security option, enter the password assigned by the system administrator.
 - **Delttek Vision Database.** Select the database you want to access.

5. Click **Validate Logon** to ensure that a successful connection can be made to the Vision database.
 6. Click **Close** to save your changes and close the Configuration dialog box.
 7. You can now use the Desktop and Microsoft Office Integration application.
-



See the [Connect for Microsoft Outlook and Microsoft Integration](#) book in the Vision Online Help system for complete information.

Chapter 17: Set Up Revenue Generation

Overview

Use the Revenue Generation application with the Accounting application to create accrual-based accounting entries. This makes it possible for your firm to recognize revenue as it is earned, and to match it to expenses as they are incurred.

When the Revenue Generation feature is not in use, Vision accounting entries can recognize revenue for a project only when it is billed. Using job-to-date billing amounts may not recognize revenue in the best way. Here are some reasons why:

- A project's work may be billable as it reaches certain milestones, rather than monthly.
- Your firm may post invoices in a different accounting period than the accounting period in which it posts accrued expenses.
- If the contract for a project specifies billing in lump sums, the amounts billed for the project may not match the labor expense incurred.
- Your firm's billing cycle determines when current financial statements are available.

The Revenue Generation application includes six standard methods for recognizing revenue. These methods are the more commonly used methods. They include labor times a multiplier and percent complete. You can define additional revenue methods. Because the Revenue Generation application offers you a wide choice of methods, fields and operators, you can design a project's revenue method so that when you use it for the project, you can recognize project revenue according to the project's contractual and billing terms.

You must specify a project's revenue method at the lowest level of its work breakdown structure. For example, if a project has tasks, you must specify the revenue method at the task level for that project.

Whether you use one of Vision's standard methods or a method you define, you can accrue unbilled service amounts for each project without the need to make journal entries. The revenue generation application also updates each project's related data for use by Vision in generating financial statements.

When the Revenue Generation application is made active, revenue is set to equal billed amounts, and B populates the **Revenue Type** field on the Accounting tab of the Project Info Center. To use a different revenue method for a project, you specify it.

You can use Revenue Generation only with projects whose **Charge Type** is Regular. You cannot use it with Overhead or Promotional projects.

To confirm that a revenue method accrues revenue as you expect, Deltek recommends first proving out each method you plan to use.

Revenue Generation calculates a project's revenue on a job-to-date basis, and follows this sequence:

- It calculates job-to-date revenue for each project, phase, or task using the revenue method specified for that project.
- Then it updates current period revenue for each project/phase/task by subtracting the project/phase/task's prior period job-to-date revenue from the current period's job-to-date revenue.

About Revenue Methods

Each revenue method is a formula that can be assigned to a project and used to calculate the project's revenue when you run Revenue Generation for the project. After considering a project's contract type and other factors, you specify the revenue method in the Project Info Center that accurately calculates the project's accrued revenue. You specify a revenue method for each project whose Charge Type is Regular.

When you set up the Revenue Generation application so that it tracks the entries to one unbilled account, you can choose from six standard revenue methods provided by Vision. If none of these methods are appropriate to a project's billing or contractual terms, you can define a revenue method. This is a user-defined revenue method.

When you set up Revenue Generation to track multiple unbilled accounts using revenue categories, you must create a user-defined revenue method for each revenue category that you set up in **Configuration » Accounting » Company Settings » Revenue Tab**.

Standard Revenue Methods

The six standard revenue methods are listed in the following table.

| Revenue Method | Definition |
|----------------|---|
| B | Job-to-date billings (the default revenue method) |
| M | (Job-to-date Direct Labor x Multiplier) + Job-to-date Reimbursable Expenses |
| N | No Revenue Generation |
| P | (Percent Complete*Fee) + Job-to-date Reimbursable Expenses |
| R | Job-to-Date Receipts, excluding value added tax receipts |
| W | Job-to-Date Billings + Work in Progress at Billing Rates |

You cannot delete the standard revenue methods from Vision.

None of the standard revenue methods uses the operators Subject to Max, Greater of..., or Lesser of.... To use any of these operators in a formula for a project, you must create a user-defined revenue method and assign it to the project.

User-defined Revenue Methods

After you create a user-defined revenue method, and you have set up Revenue Generation to track one unbilled account, the new method appears in the drop-down list in the **Revenue Type** field the next time you open a project's Accounting tab in the Projects Info Center. If you have set up Revenue Generation to track more than one unbilled account, the new user-defined revenue method appears in the drop-down lists for the revenue category fields in the **Revenue Method** section.

You can delete a user-defined revenue method if it is not assigned to any project.



See the Vision online help for more information about Revenue Generation.

Revenue Generation Configuration Checklist

Follow the steps in this checklist to set up Revenue Generation for users in your firm. Each step is described in this chapter.

| Step | Description |
|------|--|
| 1 | Enable Revenue Generation. <ul style="list-style-type: none"> ▪ Select to track one or multiple unbilled accounts. ▪ Set up the uninvoiced revenue and unbilled services accounts. |
| 2 | Change revenue category labels. |
| 3 | Create user-defined revenue methods. |
| 4 | Set up revenue groups. |
| 5 | Assign revenue categories to each invoice revenue account. |
| 6 | Specify a revenue method for each project that accrues revenue. |
| 7 | Set up overall revenue upset limits for a project. |
| 8 | Prove out each revenue method. |

Enable Revenue Generation

When the Revenue Generation application is active, Vision recognizes revenue for a project when Revenue Generation is run for that project. If Revenue Generation is not active, Vision recognizes project revenue when invoices are posted.

To make Revenue Generation active, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Accounting » Company Settings**. The Accounting Company Settings form appears.
2. Select the Revenue tab.
3. To track one uninvoiced revenue account and one unbilled services account, enter the account numbers in these fields:
 - **Unbilled Services** — Vision posts invoiced amounts to the unbilled services account when either:
 A project's Revenue Type is set to **N** (No revenue recognition), or when Revenue Generation is run, and is set up to track one unbilled account. This is the offset entry to the uninvoiced revenue entry.
 The default value for this field is account **121.00** — Unbilled Services. If you change the account number, make sure that the new account has been set up in Account Info Center.
 - **Uninvoiced Revenue** — Uninvoiced revenue is earned revenue that is more or less than the revenue already billed. Vision automatically posts invoices to the uninvoiced

revenue account for projects whose Revenue Type is set to **N** (No revenue recognition).

Vision also posts invoices to the uninvoiced revenue account if you run Revenue Generation when it is set up to track one unbilled account.

The default value for this field is account **402.00 - Unbilled Revenue**. If you change the account number, make sure that the new account has been set up in Account Info Center.

4. Select the **Enable Revenue Generation Feature** box to enable the Revenue Generation feature.
5. The Enable additional revenue calculations at Project and group levels check box is automatically enable when you select the Enable Revenue Generation Feature check box. With the **Enable additional revenue calculations at Project and group levels** check box cleared, however, when you run Revenue Generation, a project's revenue is calculated as the sum of the revenue that calculated at the project's lowest work breakdown structure (WBS) level. For example, if a project has tasks, the project's revenue is calculated as the sum of the revenue that is calculated for each of its tasks.
6. To track multiple unbilled accounts (using revenue categories), select the **Enable tracking of <2, 3, 4, or 5> unbilled accounts** option, and select the number of unbilled accounts to track.
7. If you track multiple unbilled accounts, enter the **Uninvoiced Revenue** and **Unbilled Services** accounts for each revenue category in the fields below the **Enable tracking of <2, 3, 4, or 5> unbilled accounts** option.

Delttek recommends against making journal entries to any Revenue or Unbilled Services account after you make the Revenue Generation application active.

Whether active or not, Revenue Generation generates no revenue for a project whose **Revenue Type** is **N** on the Accounting tab of Projects Info Center.

Change Revenue Category Labels

If you use revenue categories to track multiple unbilled accounts, you can rename any revenue category to suit your firm's business needs.

Skip this task if you track only one unbilled account.

To change revenue category labels, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » General » System Settings**. The General System Settings form appears.
2. Select the Labels tab.
3. Scroll down the form to the revenue methods rows in the **System Label** column.
4. Enter new labels for each revenue method in the **Singular Label** and **Plural Label** columns.

Note the following:

- Vision determines whether to use the singular or plural form of the label.
- Depending on the length of the label text, it may wrap to a second line on reports, invoices, and other forms.
- Please do not use ' or " in label text.

Create User-Defined Revenue Methods

If you track only one uninvoiced revenue account and one unbilled services account you do not need to create user-defined revenue methods, except to the extent that you find that the standard revenue methods are unsuited to some or all of your projects.

If you track multiple unbilled accounts using revenue categories, you cannot use the standard revenue methods. You must create a user-defined revenue method for each revenue category you set up in **Configuration » Accounting » Company Settings**.

To create a user-defined revenue method, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Accounting » User Defined Revenue**. Vision displays the User Defined Revenue form.
2. In the **User Defined Methods** grid, click **Insert** to open the Revenue Methods dialog box.
3. Complete the fields in this dialog box, referring to the following table:

| Field | Description |
|---|--|
| Code | Required. Enter up to 10 alphanumeric characters to identify the new revenue method. |
| Description | Required. Enter up to 30 alphanumeric characters for the new revenue method. |
| Category | <p>This column displays in the grid only if Revenue Generation is set up to track multiple unbilled accounts using revenue categories.</p> <p>Enter a revenue category for the revenue method.</p> <p>After you associate a revenue method with a project, you cannot change the revenue category for a revenue method.</p> |
| Calculate revenue separately in billing, project and functional currencies | <p>Multicurrency</p> <p>Select this option if either of the following apply:</p> <ul style="list-style-type: none"> ▪ You want the revenue generation process to calculate revenue independently in each currency. If you leave this check box cleared, revenue generation calculates revenue in the project's billing currency, then uses the appropriate exchange rates to translate the calculated amount into the equivalent amounts in the functional and the project currency. This is useful for revenue groups, which calculate the adjustment to revenue in the billing currency and then translate it into project and functional currencies. ▪ You work in countries with a volatile currency exchange rate. For example, if |

| Field | Description |
|---|--|
| | <p>you are using a revenue method based on transactions (one that uses data for labor and expenses times a multiplier), select this option to ensure that revenue generation bases the revenue calculation on the original transaction's functional currency amount. The revenue amount in the functional currency will match the expense at cost amount in the functional currency if there is no markup.</p> <p>If you leave this option cleared in this scenario, revenue generation bases its revenue calculation on the transaction amount in the billing currency and then calculates the functional currency amount using the currency exchange rate that is in effect when revenue generation is run. If the exchange rate has changed since the original transaction, the difference between the original transaction amount in the functional currency and the amount calculated by the revenue generation process in the functional currency could vary with the difference in exchange rate. This difference will be included in the profit or loss amount on project reports.</p> |
| Calculate revenue separately in billing, project and functional currencies, cont'd | <p>Because not all Vision fields track their data in a functional currency and/or project currency, some user-defined methods may not work properly when this option is selected. For example, a user-defined revenue method that includes a user-defined field does not work properly if this option is selected, because Vision does not store user-defined field data in billing, project and functional currencies. Likewise, revenue methods that include budgeted values may not work properly with this option because Vision does not store budgeted values in the functional currency.</p> |
| Fields | <p>Click an item in the Fields box to add to the revenue formula. Then click the Add>> button.</p> <p>Select each field and operator in the order you want it to appear in the new formula.</p> <p>Multicurrency</p> <p>An asterisk (*) marks fields that may not work properly in a user-defined revenue method when you run Revenue Generation using that method and with the option Calculate revenue</p> |

| Field | Description |
|-----------------------|--|
| | separately in billing, project and functional currencies selected. |
| Operators | <p>Click the Operator button that defines the relationship between the previous field and the next field in the revenue formula.</p> <p>Select each field and operator sequentially to create a formula that produces the calculation you seek for this user-defined method.</p> |
| Custom Formula | <p>The formula appears in this field as you build it from items in the Fields box and the Operator buttons.</p> <p>Select an item from the Fields box, click the Add>> button, and then click an Operator button.</p> <p>Repeat this until you select each field and operator as it is to appear in the new formula.</p> <p>To remove a field or operator from the Custom Formula box, select it and click the <<Remove button.</p> |

- Click **Save**.

Set up Revenue Groups

Use this optional feature if you have projects that are part of a group or contract, and you want to recognize revenue at the overall group (contract) level rather than as the sum of its projects.

Set up revenue groups after you enable the Revenue Groups feature on the Revenue tab in Accounting Company Settings.

To set up a new revenue group, complete the following steps:

- From the Vision Navigation menu, click **Accounting » Revenue » Revenue Groups**.
The Revenue Groups menu item is not accessible until you select the Enable additional revenue calculation at Project and group levels check box on the Revenue tab in **Configuration » Accounting » Company Settings**.
- On the Revenue Groups form toolbar, click **New**.
- On the blank form, complete the fields.
- When you finish, click **Save**.

Assign Revenue Categories to Invoice Revenue Accounts

If you track multiple unbilled accounts using revenue categories, you must enter a revenue category for each invoice revenue account. Vision uses these accounts in calculating revenue and in posting unbilled amounts to project invoices.

Skip this task if you set up Revenue Generation to track only one unbilled account.

To assign revenue categories to invoice revenue accounts, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Accounting » Accounts Receivable**. The Accounts Receivable Configuration form appears.
2. Select the Invoice Mapping Accounts tab.
3. For each billed revenue account, click in the **Revenue Category** field and select a revenue category.

Vision uses these accounts in calculating revenue and in posting unbilled amounts to project invoices.

When you use revenue categories, Deltek recommends that the entries you make in the **Revenue Category** field match the entries you make in the **Project Column** field. For example, if you have revenue categories for labor, consultants, and expenses, define project columns only for labor, consultants, and expenses. If you define other project columns, such as **Add-on** or **Units**, they have no corresponding revenue code. This produces incorrect amounts for unbilled revenue on the Office Earnings and Project Summary reports.

4. Click **Save**.

Specify Projects' Revenue Method

When the Revenue Generation application is active and is set up to track one unbilled account, Vision sets revenue equal to billed amounts, and enters **B** in the **Revenue Type** field on the Accounting tab of the Project Info Center for all projects whose **Charge Type** is **Regular**. For each project whose revenue method is not method **B**, you must specify its method in its Project Info Center record.

Revenue Generation can be used only with projects whose Charge Type is Regular. It cannot be used with projects whose Charge Type is Overhead or Promotional.

If a project has phases or tasks, Vision asks you to specify a revenue type for each phase and task.

To prevent Vision from recognizing revenue for a project/phase/task, specify **Method N** (No Revenue Generation).

To specify a project's revenue method, complete the following steps:

1. From the Vision Navigation menu, click **Info Center » Projects**. The Projects form appears.
2. Use Project Lookup to search for and select the desired project.
3. Select the Accounting tab.
4. If Revenue Generation is set up to track only one unbilled account, the drop-down list in the **Revenue Type** field contains the standard revenue methods and any user-defined methods you created. Select a revenue method from the list.
5. If Revenue Generation is set up to track multiple unbilled accounts using revenue categories, the drop-down list in each field in the **Revenue Method** section of the Accounting tab, contains the user-defined revenue methods you created. Select a user-defined method for each revenue category.
6. Click **Save**.

Set Up Overall Revenue Upset Limits

Use the revenue upset limit feature in Revenue Generation to specify a limit on the job-to-date revenue that Vision can recognize for a project.

The revenue upset limit can be defined as any combination of the project's **Compensation**, **Consultant Fee**, and **Reimb. Allowance**.

For a project to use this feature, it must have at least one phase or task available for use as an "adjustment" phase or task. When a phase or task is designated as the adjustment phase or task, you must select **N** as its **Revenue Type** on the Accounting tab in the Project Info Center.

When the Overall Revenue Upset Limits feature is active, and you run Revenue Generation for the project:

- If job-to-date revenue exceeds the project's revenue upset limit, Vision posts a negative amount of job-to-date revenue to the adjustment phase or task. The negative amount equals the amount by which the project's job-to-date revenue must be reduced so that it meets the revenue upset limit.
- If job-to-date revenue is less than the upset limit specified for the project, Vision posts a zero amount to the adjustment phase or task. No adjustment is needed since the project's job-to-date revenue is within the revenue upset limit.

To set up overall revenue upset limits for a project, complete the following steps:

1. From the Vision Navigation menu, click **Info Center » Projects**. The Projects form appears.
2. Use Project Lookup to search for and select the desired project.
3. Select the Accounting tab.
4. Complete the fields on the tab, referring to the following table:

| Field | Description |
|-------------------------------------|--|
| Overall Revenue Upset Limits | <p>This check box is active if the project has at least one phase or task.</p> <p>Select this check box to make the overall revenue upset limit feature active for this project.</p> |
| Phase to Adjust | <p>Required, if the overall revenue upset limit feature is active for this project.</p> <p>Click the Magnifying Glass icon and select the phase to use as the adjustment phase for this project.</p> <p>Vision posts any negative revenue amount to this adjustment phase when the project's total revenue amount must be reduced to the upset limit.</p> |
| Task to Adjust | <p>Required, if the Phase to Adjust has tasks.</p> <p>Click the magnifying Glass icon and select the task to use as the adjustment task for this</p> |

| Field | Description |
|--|---|
| | <p>project.</p> <p>Vision posts any negative revenue amount to this adjustment task when the project's total revenue amount must be reduced to the upset limit.</p> |
| Category to Adjust | <p>This field appears only if you use revenue categories to track multiple unbilled accounts for Revenue Generation processing.</p> <p>Select a revenue category from the drop-down list. The revenue category you select determines the unbilled revenue and unbilled services accounts to which adjustment amounts are posted when a project's revenue exceeds the revenue upset limit.</p> |
| Include Compensation in Limit | <p>This check box is selected by default.</p> <ul style="list-style-type: none"> ▪ Leave it selected to include the project's Compensation in the project's revenue upset limit calculation. ▪ Clear it to exclude the project's Compensation from the project's revenue upset limit calculation. |
| Include Consultant Fee in Limit | <p>This check box is selected by default.</p> <ul style="list-style-type: none"> ▪ Leave it selected to include the project's Consultant Fee in the project's revenue upset limit calculation. ▪ Clear it to exclude the project's Consultant Fee from the project's revenue upset limit calculation. |
| Include Reimbursable Allowance in Limit | <p>This check box is selected by default.</p> <ul style="list-style-type: none"> ▪ Leave it selected to include the project's Reimb. Allowance in the project's revenue upset limit calculation. ▪ Clear it to exclude the project's Reimb. Allowance from the project's revenue upset limit calculation. |

5. Click **Save**.



For more information about overall revenue upset limits and Revenue Generation, see the Accounting book in the Vision Online help table of contents.

Prove Out Revenue Methods

After your company decides which revenue methods to use, whether they are standard or user-defined, Deltek recommends that you prove out each method on a select few of its intended projects before assigning the method to all of its intended projects.

To prove out a revenue method, run Revenue Generation for the selected projects. Then perform these steps:

- Post the Revenue Generation file.
- Run the appropriate report for the revenue method at the lowest level of work breakdown structure for the projects, and
- Review each project's revenue amount as it appears in the appropriate report location, to confirm that the amount is what you expected.

If a project's revenue seems inaccurate as it appears on the report, perform these steps:

- Verify that all data used by the revenue method formula has been entered and posted for the project,
- Either edit the method's formula or specify a different revenue method for the project, and
- Repeat the proving out process.



It is easier to “prove out” a project's revenue if the project data is posted. To automate this step, select the **Post revenue as it is generated** option on the Revenue Generation form at **Accounting » Revenue Generation**. When this option is selected, Vision posts the Revenue Generation file immediately after you run Revenue Generation for a project.

When you are certain that a revenue method is accruing revenue as intended, you can assign it to all of the projects for which you defined it.

Chapter 18: Set Up Security for Users

Overview

Use Vision's security features to grant or restrict a user's access to modules and forms within Vision. To define each user's rights to Vision, you must first create user "roles" that reflect the organization's business rules. For example, a "marketing" role can enable a user to only view those portions of Vision that relate to marketing.

After you create roles, you can assign each user or a group of users to a role. Because every user must have a role, this "role-based" security system provides tremendous flexibility and ensures users have access to the specific record-level information they need. Record level security further defines a user's security rights by assigning access to specific rows of data based on certain criteria.

Vision verifies users when they log into Vision with their username and password. The username and password are assigned by the system administrator, and the user cannot change their username, but can change their password after the initial log in.

Upon log in, Vision identifies the user as having a specific role. Because of this role, Vision only lets the user perform actions where his or her security role has appropriate access.

As you plan system security, keep the following in mind:

- The system administrator must set up security for all users in your firm.
- Before assigning rights to any Vision module, you must enter the module's activation codes in **Configuration » Module Activation**.
- Before you begin using Vision, user guidelines that are based on your organization's business rules. Discuss this information during the planning phase for Vision.

Example of Security Setup

This example shows how a firm can use Vision Security to quickly set up three-hundred users.

Scenario

A 300-person firm uses Deltek Vision. These three hundred employees are divided into the following departments, each of which perform different job functions and have separate needs for information from Vision:

- Two-hundred Customer Service Representatives
- Fifty Marketing Communications personnel
- Twenty-five Product Managers
- Twenty-five Account Representatives

Solution

1. Create a role for each group of users:
 - From the Vision Navigation menu, click **Configuration » Security » Roles**. Select **New Role**.
 - Enter **CustomerService** as the role name, and select the menu items the role can access.
 - Click **Save** to save your entry.

- Use the Role tabs to establish additional access rights to the role.
2. Assign users to the role and automatically generate passwords:
 - From the Vision Navigation menu, click **Configuration » Security » Users and Passwords**.
 - Select **Generate Users**.
 - Select **CustomerService** from the **Role** drop-down list. Select the appropriate options for the **Name Type**, **Password**, and **Printer** fields.
 - From the **Employee Name** list, select the names of the 200 employees who belong in this role and click the **Generate** button. These employees are now associated with the CustomerService role, and their **Name Type**, **Password**, and **Printer** information was automatically generated.

Repeat these steps for each of the three other roles. The users are set up and ready to use Vision.

Security Configuration Checklist

The following checklist describes the steps to follow to set up Security for your firm. Each step is described in this chapter.

| Step | Description |
|------|--|
| 1 | Open Security and log on. |
| 2 | Change password. |
| 3 | Create roles. |
| 4 | Establish a role's access rights. |
| 5 | Associate existing users to roles or create users. |
| 6 | Assign unique usernames and passwords for each user. |
| 7 | Assign password policies. |
| 8 | Configure Windows Integrated Security. |
| 9 | Establish lookup and report rights. |

Create Roles

Roles are an integral part of Vision security because they determine a user's access rights to the different parts of Vision. For this reason, each user must have one, and only one, assigned role.

When you create a role in Vision, you can select various levels of access for the role. If users have been created, you can assign users to the role. This is helpful to establish roles for each business unit within your organization. If users are not yet created, you can create a role, create users, and then assign users to the role.

Types of Roles

When you create roles, you must specify the type of role on the General tab of Security/Roles. See the procedure “Create New Roles.” There are three types of roles, Administrator, Accounting, and CRM.

Administrator

Select this option to enable the role to have Administrative privileges to Vision. When you select this option, Vision activates the ability to set up and save Vision global searches and report favorites.

Note that when you select both the Accounting User role type and the CRM user role type, Vision automatically selects the Administrator role type.

Accounting

This option is available in the following circumstances:

- When using both Vision Accounting and Vision CRM. You can set the Type of Role to Accounting User, which enables the Select Period dialog box within Vision.
- When using Vision Accounting. You can set the Type of Role to either Accounting or Admin, which allows firms with non-accounting users to enter new projects and associated information, without the ability to approve them for use in accounting applications.

CRM

This option is available when using Vision Accounting and Vision CRM. If you select both the Accounting User role type and the CRM user role type, Vision automatically selects the Administrator role type.

Vision Role Types Discussion

The Vision role type options, Accounting, Administrator, and CRM, are useful for managing the flow of information throughout Vision. These options give different Vision users access to the exact information they need.

Refer to the following scenario for an example of how a firm can use Vision Role Types to manage a project's work flow. The Administrator role customizes the Info Center field labels to ensure that new project information entered by the other roles is pertinent to their organization's business rules.

Then, a marketing user whose role type is CRM sets up a new project called XYZ. After a period of time, the XYZ Project progresses to the point where it is necessary to enter accounting information for the project. The CRM user selects the Available to Accounting Users option on the General Tab of Project Info Center.

A person in the accounting department, whose role type is Accounting, now sees the XYZ Project in her list of projects. She goes to the General Tab of Project Info Center and selects the Available for Use in Processing option (this option is not available for a CRM user) to indicate the project is ready for accounting processing.

She then goes to the Accounting Tab of Project Info Center and enters the relevant accounting information.

After the Accounting user enters all required information on the Accounting Tab of Project Info Center, the timesheets with hours against the XYZ Project become available for accounting processing in Vision Timesheets.

Using Vision's Default Role

Vision includes a standard, pre-defined default role that is part of the application. This role is for the system administrator and has access to all Vision features and functions. To use the default role for a new user, select the Default role option when you create the user.

You can also delete the default role; the default role is only for initial startup.

Create New Roles

You can create new roles from scratch, which gives you the flexibility to create unique roles based on your organization's specific requirements. After you create a new role, you can use the Role Tabs to establish access rights for the role.

To create a new role, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Security » Roles**.

2. Click  **New Role** from the **New** menu to open a blank role record.

Use the General tab of Role Security to enter a role's profile information. Vision includes the ability to select specific types of user functions for each role. For example, you can designate a role as an Accounting, CRM, or Administrator type. Each of these types of roles further refines the selection of information a role will be able to access.

The Role tabs that display depend on the options selected on this tab. Use the Role tabs to establish specific access rights for each role. Access rights determine a role's admittance to the modules, tabs, menus, dashparts, and reports that are available within Vision.


You can also use this tab to run a role summary report.

3. Complete the fields on this tab, as follows:

| Field | Description |
|---------------------|--|
| Role | Enter the name of the new role. |
| Type of Role | <p>You must select one or more of the following options to determine the type of Vision role. The type defines the role's rights and access to relevant information. For example, if you select Accounting, the Vision Accounting options will display on the remaining Role tabs. Use these options to establish more specific access rights to Vision Accounting.</p> <p>Type options include:</p> <ul style="list-style-type: none"> ▪ Administrator ▪ Accounting ▪ CRM |

| Field | Description |
|---|--|
| | See “Types of Roles” on page 496 for more information about these options. |
| Full access to all menu items | <p>Select the Full access to all menu items option to assign full access rights to all menu items automatically. Vision selects every option on this form. For planning purposes, when you select this option all menus added in future versions of Vision are available automatically. If you do not want to assign full access to all menu items, select the menu items for which you will establish rights. A checkmark indicates a selected menu item, and you can click the menu item's arrow to expand the tree and view the forms contained within each menu. You can also enable all or disable all menu options at one time.</p> <p>This list of menu items reflects the Vision navigation tree; therefore, if you customize your navigation tree, this list reflects those changes.</p> |
| Favorites Organizing | <p>This field works in conjunction with Vision Reporting to save reporting options that impact the role's ability to save or delete searches, favorites, and reports. Options are:</p> <ul style="list-style-type: none"> ▪ Save Personal Only— This option saves searches, favorites, and sets of report options for personal use only. You cannot share them with other Vision users. Also, you cannot create, rename, or delete folders within any of the Global folders. ▪ Save For My Role— This option saves searches, favorites, and sets of report options for yourself and all members who share your security role. ▪ Save For All Roles— This option saves searches, favorites, and sets of report options for yourself, all members who share your security role, and for global access by any co-worker using Vision. |
| Process Queues: Allow priority x (or higher) | <p>This is the priority you assign the role for scheduling reports and postings. For example, if you set this to 2 for a given role, then users in that role only have permission to schedule jobs in queues marked as priority 2, 3, 4, etc. In this case, the users in that role cannot submit jobs to priority 1 queues.</p> <p>A process queue of "0" gives the role access to</p> |



| Field | Description |
|-----------------------------------|---|
| | schedule all reports and postings to all queues. |
| Organization Record Access | <p>Use the Organization Record Access option to select the organizations the role can access in both the Organization Lookup and in General Ledger Reporting. Options are:</p> <ul style="list-style-type: none"> ▪ All Organizations— This option saves gives access to all organizations in the Vision database ▪ Individual Organizations— Use the Advanced or SQL Where Clause search options to look up and select individual organizations. |
| Search Options | <p>Use the Lookup Options to determine the search options that display within the Vision search functions.</p> <ul style="list-style-type: none"> ▪ Select the Allow Access to SQL Where field to include the SQL Where Clause in the Display Type drop-down list. The default for this option is not selected. ▪ Select the Enable Searching Across Info Centers option to enable an additional Lookup Search Types and Fields column on the Advanced Search dialog box. Use these fields to dictate the search criteria for searching across multiple info center records. |
| Email Template Organizing | <p>Use the Email Template Organizing option to select the method to save email templates. Options are:</p> <ul style="list-style-type: none"> ▪ Save Personal Only— This option saves personal email templates only. Vision selects this option by default. ▪ Save for My Role— This option saves personal email templates or global templates for assigned role only. ▪ Save for All Roles— This option saves personal email templates or global templates for any role. |

4. Click  Save to save your changes.

Copy Existing Roles to Create New Roles

When you copy a role, you copy the role and its properties and then can modify the information to create a new role. The new role automatically inherits the first role's access rights and privileges, including record level security. You can then give the new role a unique role name.

To copy a role to create a new role, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Security » Roles**.
2. Search for and select the role you want to copy.
3. Click **New** and select the **Copy Current Role** option to copy the current role. Or, select the **Select Role to Copy** option to select a different role. If you choose **Select Role to Copy**, you must search for and select the role you want to copy.
4. Click  **Copy**. Vision copies the selected role.
5. Enter a new name for the role, and then modify the role information.
6. Click  **Save** to save your changes.

Establish Roles' Access Rights

Use the Record Access tab of Role Security to determine a role's access rights and record level security for various Vision applications. This is useful to create roles that specifically address your organization's requirements. For example, a project manager might have "full" access to the Employee Info Center and Project Info Center; however, a Project Consultant might only need "read only" access to the Project Info Center.

You can also use this tab to run a role summary report.



Before you can assign rights to any Vision module, the module must be activated in Configuration, Module Activation.

To establish access rights, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Security » Roles** to display the Roles form.
2. Select the Record Access tab.
3. Complete the fields on this tab, as follows:

| Field | Description |
|--------------------|---|
| Application | Select the Vision application for which you want to establish access rights. An arrow indicating the selected item displays next to the name. The applications that display depend on the Vision applications that you install. |
| Access | Click in the Access column and use the drop-down list to select the access rights for the selected item. Access right options are as |

| Field | Description |
|---|--|
| | <p>follows:</p> <ul style="list-style-type: none"> ▪ Read Only. Select this option to give the role read-only rights to the application. The role can look at records but not add, modify, or delete record information. ▪ Modify Only. Select this option to give the role read and modify rights to the application. The role can look at records and make modifications to information, but cannot add new records or delete records. ▪ Add/Modify. Select this option to give the role read, add, and modify rights to the application. The role can look at, modify, and add records, but cannot delete records.. ▪ Full. Select this option to give the role full rights to the application. This includes the ability to read, add, modify, and delete records. |
| Record Level View | <p>Click the Record Level View column and use the lookup to select criteria for the chosen application. The default for this field is Disabled.</p> <p>The role's access rights must coincide with the Record Level rights. For example, if a role has "Read Only" rights under Access, you cannot then give Update privileges in the Record Level column.</p> |
| Record Level Update | <p>Click the Record Level Update column and use the lookup to select the update access for the record level. The default for this field is Same as View, meaning the role's record level access for updating privileges is the same as its view privileges.</p> <p>The role's access rights must coincide with the Record Level rights. For example, if a role has "Read Only" rights under Access, you cannot then give Update privileges in the Record Level column.</p> |
| Apply record access to all transaction centers | <p>Select this option to apply record level security to limit access to certain records within Vision Transaction Center.</p> |

| Field | Description |
|---------------------------------------|---|
| Apply [Project] access to | <p>Select this option to apply record level security to the following functions:</p> <ul style="list-style-type: none"> ▪ Timesheet ▪ Expense Reports ▪ Billing ▪ Sub projects in Billing Groups |
| Timesheets | <p>This option displays if you use Vision Time.</p> <p>Select this option to apply project record level security to limit which projects a user can see when entering personal Timesheet information.</p> |
| Expense Reports | <p>This option displays if you use Vision Expense.</p> <p>Select this option to apply project record level security to limit which projects a user can see when entering personal Expense Report information.</p> |
| Billing | <p>This option displays if you use Vision Billing.</p> <p>Select this option to apply project record level security to Vision Billing. This option controls the projects you can access when you perform Billing functions.</p> <p>If you do not select this option, your billing personnel will have access to all projects.</p> <p>If your firm uses Vision Multicompany, and you do not select this option, your billing personnel will have access to all projects where the main billing project belongs to the active company. See the “Billing and Multicompany Overview” topic in the Multicompany Concepts Book of the Vision Online Help system for more information.</p> |
| Sub Projects in Billing Groups | <p>Select this option to restrict subproject lookups based on project record level security when setting up billing groups.</p> <p>When you select this option, the role can view and edit information for all of the accessible main projects, and can add any sub-project to which the role has security access. If the role does not have access to the main project, however, it cannot view the sub-projects, regardless of the rights to access these sub-projects individually.</p> |

| Field | Description |
|----------------------------|--|
| Activity Access | Use these fields to determine the access to Vision activities. |
| Record Level View | <p>Select criteria for the chosen info center. Options include:</p> <ul style="list-style-type: none"> ▪ Not in use. Select this option to eliminate Record Level View from the Activity access rights. This is the default setting. ▪ Use Info Center access. Select this option to apply info center access to the activity record access. For example: The Record Access for the Client Info Center is set to all clients in California. If you set the activity access to Use info center access, then of all activities associated with a client, the role will only be able to view the activities of the clients to which it has rights (in other words, all clients in California). ▪ Use Query. Select this option to use a query to determine the activity access rights. |
| Record Level Update | <p>Select the update access for the record level. Options include:</p> <ul style="list-style-type: none"> ▪ Read Only. Gives the role read-only rights to the activity. The role can look at records but not add, modify, or delete record information. ▪ Modify Only. Gives the role read and modify rights to the activity. The role can look at records and make modifications to information, but cannot add new records or delete records. ▪ Add/Modify. Gives the role read, add, and modify rights to the activity. The role can look at, modify, and add records, but cannot delete records. ▪ Full. Gives the role full rights to the activity. This includes the ability to read, add, modify, and delete records. |

More About Record Level View and Record Level Update


Record level security further defines a user's security rights by assigning access to specific rows of data based on certain criteria. You define record level security through the Vision lookups. Once you create specific queries that address the role's access to records, the lookup results list will only show records to which the role has access rights.

The users that are assigned to that role will only be able to navigate the Vision records where they are granted access.

Use the **Record Level View** field to access the lookup that enables you to select criteria for each Vision Info Center. You can grant or restrict different levels of access for each individual Info Center. For example, if you set the Read Level for the Opportunities Info Center WHERE Project Manager (the role) EQUALS John James AND state EQUALS Missouri, then the project manager named John James will only have read level access to the Opportunity Info Center records for the state of Missouri.

Use the **Record Level Update** field to access the lookup that enables you to select criteria for each Vision Info Center. You can grant or restrict different levels of access for each individual Info Center. For example, if you set the Update Level for the Opportunities Info Center WHERE Project Manager (the role) EQUALS John James AND state EQUALS Missouri, then the project manager named John James will have update level access to the Opportunity Info Center records for the state of Missouri.

In addition to granting or restricting access to individual records, Record Level Security also supports granting or restricting access to hierarchical record structures. One such hierarchical structure is the Project (Level 1), Phase (Level 2), and Task (Level 3) structure related to work breakdown. For example, if a role has access rights to a Project, then that role will also have access to all Phases and Tasks within that Project. However, if a role only has access to a specific Phase within a Project, the role can only access Tasks within that particular Phase -- the role cannot access other Phases or Tasks within the same Project or in other Projects.

4. Click  **Save** to save your changes.

Establish Access Rights to Detailed Accounting Information

Use the Accounting tab of Role Security to determine the ability for accounting roles to access **very detailed** accounting information within Vision.

To establish a roles' access to detailed Accounting information, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Security » Roles** to display the Roles form.
2. Select the Accounting tab.
3. Complete the fields on this tab, as follows:

| Field | Description |
|--|---|
| Record Level Security | |
| These fields will apply record level security from the Record Access tab to these applications: Transaction Center, Timesheet, Expense Report, and General Ledger Reporting. | |
| Full access to all transaction types | Select this option to give the role full access to all transaction types in Vision Transaction Center. When you select this option, the |

| Field | Description |
|--|--|
| | Transaction Type grid is disabled. |
| Transaction Type Grid | <p>When the Full access to all transaction types option is not selected, you can use the Transaction Type grid to specify which types of transactions the role can access.</p> <p>When using Vision Transaction Center, users will only have access to the transaction types specified by the role when using Transaction Entry, Transaction Lists, Transaction Posting, and Posting Logs. Their security role does not impact access to Posting Log Review reports.</p> <p>To enable a specific transaction type, click the Insert button on the grid. Use the transaction type drop-down list in each grid row to select a transaction type. Repeat this process for each desired transaction type, and click Save when complete.</p> <p>To disable a specific transaction type, highlight the transaction's grid row and click the Delete button. Repeat this process for each transaction you want to disable, and click Save when complete.</p> |
| Miscellaneous | Use the Miscellaneous options to further define processing and access rights for accounting features. Typically, roles will not have access to all of the Miscellaneous options, but some roles, like an Accounts Payable user, need access to process in a prior period as well as the ability to modify in voucher review. |
| Allow Processing in Closed Periods | Select this option to allow access to postings and other account related processing menus in closed periods. If you do not select this option, Vision disables access to these menus when you are in a closed period. |
| Allow Processing in Prior Periods | Select this option to allow access to postings and other account related processing menus in prior periods. The current period is the most recent period that has been opened. |
| Allow Modifications in Vendor Reviews | Select this option if users in this security role can make modifications in Vendor Review, including the address code, payment date, or bank code for all accounts payable vouchers that have a balance. |


| Field | Description |
|--|--|
| Accounts Receivable Comment Review Access | <p>Specify the type of access that you want users in this security role to have for reviewing comments on the Accounts Receivable report in the Invoice Review application, as follows:</p> <p>Full— The user can review all comments.</p> <p>None— The user cannot see any comments.</p> <p>By User— The user can review only those comments he or she created.</p> |
| Accounts Receivable Comment Update Access | <p>Specify the type of access that you want users in this security role to have for updating comments on the Accounts Receivable report in the Invoice Review application, as follows:</p> <p>Full— The user can update all comments.</p> <p>None— The user cannot see any comments.</p> <p>By User— The user can review only those comments he or she created.</p> |
| Project Budget Worksheet | <p>Use this option to specify the type of access that you want users with this role to have for the Project Budget Worksheet, as follows:</p> <p>Read Only— The user can view the information on the Project Budget Worksheet. No changes are allowed.</p> <p>Percents— The user can make modifications to the overall, labor, and expense percent completes in the Budget Setup section of the worksheet, and make modifications to the percent completes specified in the labor or expense budget details lines.</p> <p>Budgets—The user can modify existing budgets, add or delete budgets, recalculate the worksheet, and/or enter percent completes on the worksheet.</p> <p>Full— The user can make modifications to existing data, add, modify, or delete budgets, enter compensation, consultant fees, and reimbursable amounts, recalculate the worksheet, and/or enter percent completes on the worksheet.</p> |
| Labor Cost Rates/Amounts | <p>Select this option to specify the type of access that you want users in this security role to have for reviewing employee cost rates. The default</p> |

| Field | Description |
|--|--|
| | <p>is No Access. If this option is not selected, users can only view employee information at billing rates.</p> <p>No Access— The user cannot access cost rates or cost amounts on screens and reports.</p> <p>Subtotals Only— The user can access cost amounts on subtotals lines on reports and screens, but not on detail lines.</p> <p>Final Totals Only— The user can access cost amounts on grand total lines on reports and screens, but not on detail report lines, screens, or subtotal report lines.</p> <p>Full Access— The user can access all cost rates and cost amounts.</p> |
| Include Cost Amounts in Spent and Profit Calculations | If you run a report at cost, select this option for users in this security role to see spent and profit calculations when viewing labor cost amounts. |
| Labor Burden Rates/Amounts | <p>Select this option to specify the type of access that you want users in this security role to have for reviewing labor detail, including overhead, on Project reports. The default is No Access.</p> <p>No Access— The user cannot access burden rates or burden amounts on screens and reports.</p> <p>Subtotals Only— The user can access burden amounts on subtotals lines on reports but not on detail lines or screens.</p> <p>Final Totals Only— The user can access burden amounts on grand total lines on reports but not on detail lines, screens, or subtotal lines.</p> <p>Full Access— The user can access to all burden rates and burden amounts.</p> |
| Include Burden Amounts in Spent and Profit Calculations | If a report is run at burden, select this option for users in this security role to see spent and profit calculations when viewing labor cost amounts. |
| Billing Security | Use these options to specify privileges for roles that have access to Vision Billing. |
| Interactive Billing | Specify the type of interactive access that you want users in this security role to have in Vision Billing, as follows: |

| Field | Description |
|-------|--|
| | <p>Allow hold— Select this option for access to the Hold button on the Labor tab of Interactive Billing so you can save the transaction for billing at a later date.</p> <p>Allow write-off— Select this option for access to the Write-off button on the Labor tab of Interactive Billing. Use write-off to mark hours that have been charged but cannot be billed. Selecting this option prevents the transaction from being billed, but allows the amount to appear on reports. When you write-off a transaction, no accounting entries are made.</p> <p>Allow delete— Select this option for access to the Delete button on the Labor tab of Interactive Billing. Use delete to remove from the set of billable transactions. Changing the status to Delete does not actually delete the transaction. The status of Delete allows you to run reports that distinguish between write-off and a transaction that was entered but removed before invoicing, possibly due to a data entry error.</p> <p>Allow final processing— Select this option for access to accept an invoice, void an invoice, assign an invoice number, bill retainage, and to enter notes on the General tab of Interactive Billing. This option must also be selected to select the Allow invoices on file to be deleted option.</p> <p>Allow invoices on file to be deleted— This option is only enabled if Allow final processing is selected. Select Allow invoices on file to be deleted if users in this security role can delete invoices from Invoices on File within Interactive Billing. Deleting an invoice prevents you from being able to re-print or void the invoice.</p> <p>Allow insert— Select this option for access to the Insert option to review, modify, and add new billing information on the Labor tab of Interactive Billing.</p> <p>Allow modify — Select this option for access to the Modify button, Status drop-down list, and Insert option to review, modify, and add new billing information on the Labor tab of Interactive Billing.</p> <p>Allow transfer— Select this option to enable the Transfer option on the Labor, Expenses, or Units tab of Interactive Billing.</p> |

| Field | Description |
|--|--|
| | <p>Allow edit/upload— Select this option to enable the Upload option in Interactive Billing.</p> <p>If none of these options are selected, the role will only be able to view the Status column in the detail grid on the Labor tab of Interactive Billing.</p> |
| Batch Billing: Allow Final Processing | Select this option to enable the Run Type field on the Batch Billing form, which allows the role to process final bills. The default for this option is not selected. |
| Payroll Security | Use these options to specify privileges for roles that have access to Vision Payroll. |
| Include paychecks on check register and bank reconciliation | <p>If the role has access to the Bank Reconciliation and Check Register Accounting options on the General tab, you can select Include paychecks on check register and bank rec to make payroll processing entries available to the role.</p> <p>In order for the role to access the Check Register report, the Check Register report must be selected in the Accounting reports, Reports for this Role area on the Access Rights tab.</p> |
| Allow payroll processing in prior W2 quarter | Select this option to allow payroll processing in a prior or closed period, or prior W2 quarter. Delttek recommends that you do not process payroll in a previous period, or you could invalidate any data already processed in subsequent periods. For example, limits on withholdings, wage base considerations for withholdings, and so on. |
| Multicompany Security | The following options display if you use Vision Multicompany. Use these options to specify privileges for roles that have access to Vision Payroll. |
| Allow Cash Receipts for Other Companies | if you use Vision Multicompany, select this option to allow this role to enter invoice related receipts in Cash Receipt Transaction Entry for all of their projects. If this option is not selected, users only have access to those project for which they have billing rights. |

| Field | Description |
|---|---|
| Allow reprocessing of intercompany billing files | <p>if you use Vision Multicompany, select this option to allow this role to reprocess intercompany billing files with a status of Processed.</p> <p>When you select this option, the role can also access the Show posting logs where intercompany billing has already been run option in Accounting » Intercompany Billing.</p> |

4. Click  **Save** to save your changes.

Establish Access Rights to Vision Planning

Use the Planning tab of Role Security to establish a role's access rights to different functions within the Vision Planning module.


To establish role's access right to Planning, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Security » Roles** to display the Roles form.
2. Select the **Planning** tab.
3. Complete the fields on this tab, as follows:

| Field | Description |
|--|--|
| General | |
| Allow WBS Level Changes | Select this option if the role can change WBS levels. You use the Plan Level fields together with the WBS Element fields on the Default WBS Mapping dialog box to establish how data summarizes in your work breakdown structure. |
| Allow Changes to Baseline | Select this option if the role can change the baseline. You can have only one baseline version for the current plan at any given time. If you use the Save Baseline option again for the same plan, you will overwrite the previous contents of the baseline. |
| Allow Changes to Percent Complete Formula | Select this option if the role can make changes to the percent complete formula. |
| Allow Changes to Revenue Formula | Select this option if the role can make changes to the revenue formula. |

| Field | Description |
|--|--|
| Rates | |
| Allow Changes to Budget Type | Select this option if the role can change the budget type. There are three possible budget types: Cost, Billing, and Cost and Billing. Cost rates represent your firm's cost to produce a service. Billing rates represent the amount the client will pay for the service your firm provides. |
| Allow Changes to Rate/Method Tables | Select this option if the role can change the rate and method tables. |
| Allow Rates Override | Select this option if the role can change override rates. |
| Analysis | |
| Allow Changes to Compensation | Select this option if the role can change compensation. |
| Allow Changes to Consultant Fees | Select this option if the role can change consultant fees. Consultant fees are any fees not included in the compensation amount that are required for associated firms or consultants. |
| Allow Changes to Reimbursable Allowance | Select this option if the role can change reimbursable allowance. The reimbursable allowance amount must include all expenses that will be reimbursed to your company by the client, including reimbursable consultant fees. |
| Allow Changes to Overhead % | Select this option if the role can change the percentage of overhead to be applied to the planned labor cost. |
| | |
| Allow to Update Plan Labor | Select this option if the role can update top down plans. When you select this option, the Update a Labor Plan button on the Top Down Plan tab of Project Planning is enabled. |
| Apply Employee Record Access | <p>Select this option to restrict employee access by this role to only those employee records defined by employee record level security for Vision Activities and Project Planning.</p> <p>Do not select this option if users with this security role need full access to all employee records for Vision Activities and Project</p> |

| Field | Description |
|---|---|
| | <p>Planning, regardless of the role's employee record level security access to other Vision applications.</p> <p>When you select the Apply Employee Record Access option, the Use Employee Record Access option is enabled. Use this option to select a specific area for applying the record level security. The default is Info Center.</p> |
| Resource Management | |
| Allow to Change Assignments | <p>Select this option if the role can modify and save assignments on dialog boxes to which they have access in Resource Management.</p> <p>By default, this option is not selected.</p> |
| Allow to Hard Book Planned Hours | <p>This option displays if the Use Soft and Hard Booking for Employee's Planned Hours option is not selected on the Resource Management Settings tab in Configuration » Planning.</p> <p>Select Allow to Hard Book Planned Hours for the role to see both soft and hard booking menu options within the Vision Resource Management application. If this option is not selected, the role is not allowed to change the booking status and Vision defaults to soft booked.</p> |

4. Click  **Save** to save your changes.

Establish Access Rights to Other Vision Functions

The Access Rights tab of Role Security controls the access right information for several Vision functions. Use this tab to select a functional area, and then define and save each role's access right information for the function.

The functions controlled by the Access Rights tab include:

- Application Tabs
- Companies
- Merge Templates
- Users
- Lookups
- Reports
- Report Printers
- Favorite Reports

- Saved Searches
- Saved Options
- System Dashparts
- Web Dashparts

To establish access rights for each of these functions, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Security » Roles** to display the Roles form.
2. Select the **Access Rights** tab.
3. Proceed to the desired function on the next several pages for more information.

Notes about functions:


- A global search is a search that is available to all users of one or more Vision roles. Only administrators have the security privileges to create global searches for employees assigned to a given Vision role.
- To select a range of items in the available and selected columns for these functions, use the **SHIFT** key. To select random items in the available and selected columns, use the **CTRL** key.

System Dashparts Function


Use the System Dashparts function of Role Security to establish access rights to the standard portions of the Vision Dashboard. The Vision Dashboard is the welcome screen that provides each user with quick links to the most frequently accessed parts of the system.

After you establish a role's dashparts, each user can configure their own dashboard according to what they need and how they use Vision. Therefore, when you select dashparts for a role it only determines what the users assigned to that role can select from, not what they will view.

To select the system dashparts a role can access, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Security » Roles** to display the Roles form.
2. Select the Access Rights tab.
3. Click  **Find** to search for and select the Role type.
4. From the **Functional Area** field, select **System Dashparts**.
5. Select the appropriate action:
 - To assign full access rights to all dashparts automatically, select the Full access to all dashparts option. Vision enables full access to all dashparts types listed on this form, and moves all dashparts into the Dashparts for this **Role** column.
 - To assign full access to specific dashparts, select the dashpart(s) that you want the role to be able to access from the **Available Dashparts** column and click **Add**. You can hold down the **CTRL** key to multi-select dashparts. Vision moves the selected dashparts from the **Available Dashparts** column to the **Dashparts for this Role** column. These dashparts are now accessible by this role. To remove accessibility to dashparts:

- To remove accessibility to dashparts, select the dashparts that you want to remove from the **Dashparts for this Role** column and click **Remove**. You can hold down the **CTRL** key to multi-select dashparts. Vision moves the selected dashparts from the **Dashparts for this Role** column to the **Available Dashparts** column. These dashparts are no longer accessible by this role.

6. Click  **Save** to save your changes.

Web Dashparts Function

Use the Web Dashparts function of Role Security to establish access rights for Web Dashparts. Web Dashparts are used on the Vision Dashboard, which is the Welcome screen that provides each user with quick links to the most frequently accessed parts of Vision. If you remove access rights, the users are prevented from selecting Web Dashparts.


To select the Web dashparts a role can access, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Security » Roles** to display the Roles form.
2. Select the Access Rights tab.
3. Click **Find** to search for and select the Role type.
4. From the **Functional Area** field, select **Web Dashparts**.
5. Select the **Allow users to add webparts** option if the role will have full access to add Web Dashparts to the Vision Dashboard. This means that the role can use the Create Web Part dialog box on the Dashboard to both copy existing Web Dashparts to their Dashboard, and add new Web Dashparts to their Dashboard.

If this option is not selected, users with access to Web Dashparts can only copy existing URLs onto their Dashboard; they cannot add new dashparts to their Dashboard.

6. Select the appropriate action:
 - To assign full access to specific dashparts, select the dashparts that you want the role to access from the **Available Web Dashparts** column and click **Add**. You can hold down the **CTRL** key to multi-select dashparts. Vision moves the selected dashparts from the **Available Web Dashparts** column to the **Selected Web Dashparts** column. These dashparts are now accessible by this role.
 - To remove accessibility to dashparts, select the dashparts that you want to remove from the **Selected Web Dashparts** column and click **Remove**. You can hold down the **CTRL** key to multi-select dashparts. Vision moves the selected dashparts from the **Selected Web Dashparts** column to the **Available Web Dashparts** column. These dashparts are no longer accessible by this role.
 - To assign a dashpart globally to all Vision roles, select the dashpart that you want the role to access from the **Available Web Dashparts** column and click **Make items global to all roles**. You can hold down the **CTRL** key to multi-select dashparts. This dashpart is listed in the **Selected Web Dashparts** column for all Vision roles, with **Y** under the **Global** column indicating it is a global assignment.
 - To remove a dashpart from a global assignment, select the dashpart that you want to remove and click **Make global items role specific**. You can hold down the **CTRL** key to multi-select roles. Vision asks you to confirm the change. Click **Yes** to continue. This role remains listed in the **Selected Web Dashparts** column for the

current role, but has **N** under the **Global** column indicating it is not a global assignment.


7. Click  **Save** to save your changes.

Favorite Reports Function

Use the Favorite Reports function to assign report favorites either by individual role, or globally to several Vision roles. The features on this function work in conjunction with Vision Reporting. You must use the Organize Favorite Reports dialog box to configure favorite reports before assigning favorite reports to one or more roles.

To assign the favorite reports a role can access, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Security » Roles**.
2. Select the Access Rights tab.
3. Select **Favorite Reports** from the Functional Area drop-down list.
4. Use the **Report Type** drop-down list to select the type of report to which you will assign favorites.
5. The **Available Favorites** column lists favorites that are not global to all roles, and are not selected for the current role. The **Favorites for this Role** column lists all favorites the current role can access. Use these columns to configure report favorites for the current role, or globally for all roles.
6. Select the appropriate action:
 - To add report favorites to the **Favorites for this Role** column, select the report favorites that you want the role to access from the **Available Favorites** column and click **Add**. You can hold down the **CTRL** key to multi-select report favorites. Vision moves the selected favorites from the **Available Favorites** column to the **Favorites for this Role** column.
 - To remove report favorites from the **Favorites for this Role** column, select the report favorites that you want to remove and click **Remove**. You can hold down the **CTRL** key to multi-select roles. Vision moves the selected reports from the **Favorites for this Role** column to the **Available Favorites** column.
 - To assign a favorite globally to all Vision roles, select the report favorite that you want the role to access from the **Available Favorites** column and click **Make favorite global to all roles**. You can hold down the **CTRL** key to multi-select report favorites. This favorite is listed in the **Favorites for this Role** column for all Vision roles.
 - To remove a report favorite from a global assignment, select the report favorites that you want to remove and click **Make global favorites role specific**. You can hold down the **CTRL** key to multi-select roles. This role is listed in the **Favorites for this Role** column for the current role, and in the **Available Favorites** column for all other roles.

7. Click  **Save** to save your changes.


Lookups Function

Use the Lookups function to assign access rights to lookups for each Vision role. Lookups allow you to select a certain group of records based on specific fields and values for those fields. For example, you can run a project report for only those projects belonging to the Boston

organization. Perform a project lookup and set the organization field equal to Boston. This will return a list of only projects belonging to the Boston organization.

Within Security, you define the search fields that can be accessed in order to perform a lookup.

To select the lookups a role can access, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Security » Roles**.
2. Select the Access Rights tab.
3. Select **Lookups** from the Functional Area drop-down list.
4. Use the Lookup Type drop-down list to select the type of lookup to which you will assign rights.
5. Select the appropriate action:
 - To assign full access rights to all lookups automatically, select the **Full access to all lookups** option. Vision enables full access to all lookup types listed on this form.
 - To assign full access to specific lookups, remove the selection from **Full access to all lookups**. Use the **Type** drop-down box to select a specific category of search fields. This brings up a list of available lookup fields within that category.
 - Select the lookups that you want the role to access from the **Available Fields** column and click **Add**. You can hold down the **CTRL** key to multi-select lookups. Vision moves the selected lookups from the **Available Fields** column to the **Fields for this Lookup** column.
 - To remove accessibility to lookups, select the lookups that you want to remove and click **Remove**. You can hold down the **CTRL** key to multi-select lookups. Vision moves the selected lookups from the **Fields for this Lookup** column to the **Available Fields** column.
6. Click  **Save** to save your changes.


Merge Templates Function

Use the Merge Templates function to establish a role's access rights to the merge templates within each Vision module. You can use this tab after you have uploaded merge templates to the Vision database.

Available templates are shown in the **Available Templates** column. Selected templates are shown in the **Templates for this Role** column. This tab lists Vision's standard merge templates, as well as any custom templates created by your organization. Only RTF templates are stored in the Vision database.

To select the templates a role can access, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Security » Roles**.
2. Select the Access Rights tab.
3. Select **Merge Templates** from the Functional Area drop-down list.
4. Use the Info Center drop-down list to select the info center to which you will assign merge templates.

5. Select the appropriate action:
 - To assign full access rights to all merge templates automatically, select the **Full access to all merge templates** option. Vision enables full access to all merge templates listed on this form.
 - To assign full access to specific merge templates, use the Info Center drop-down list to select the info center where the merge template that you want to give access to resides. From the **Available Templates** column, select the templates that you want the role to be able to access and click **Add**. You can hold down the **CTRL** key to multi-select templates. Vision moves the selected template from the **Available Templates** column to the **Templates for this Role** column. These templates are now accessible by this role.
 - To remove accessibility to merge templates, select the templates that you want to remove from the **Templates for this Role** column and click **Remove**. You can hold down the **CTRL** key to multi-select templates. Vision moves the selected templates from the **Templates for this Role** column to the **Available Templates** column. These templates are no longer accessible by this role.
6. Click  **Save** to save your changes.

Reports Function

Use the Reports function to assign access rights to reports for each Vision role. The list of available reports, as shown in the **Available Reports** column, is based on the reports that are set up in Vision Reporting.

To select the reports a role can access, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Security » Roles**.
2. Select the Access Rights tab.
3. Select **Reports** from the Functional Area drop-down list.
4. Use the Report Type drop-down list to select the type of report you will be using.
5. Use the Custom Type drop-down list to select the type of custom report, if necessary.
6. Select the appropriate action:
 - To assign full access rights to all reports automatically, select the **Full access to all reports** option. Vision enables full access to all report types listed on this form.
 - To assign full access to specific reports, remove the selection for the **Full access to all reports** option, and then use the **Type** drop-down box to select a type of report that the role can access.


Use the **Custom** drop-down list to further refine the type of reports the role can access. Select the reports that you want the role to be able to access from the **Available Reports** column and click **Add**. You can hold down the **CTRL** key to multi-select reports. Vision moves the selected reports from the **Available Reports** column to the **Reports for this Role** column.
 - To assign column and group security to an individual report, remove the selection for the **Full access to all reports** option and use the **Type** drop-down list to select a type of report that the role can access.

Use the **Custom** drop-down list to further refine the type of reports the role can access. Select the reports that you want the role to be able to access from the

Available Reports column and click **Add**. You can hold down the **CTRL** key to multi-select reports. Vision moves the selected reports from the **Available Reports** column to the **Reports for this Role** column.

Select the reports that you want to assign column and group security for from the **Available Reports** column. You can hold down the **CTRL** key to multi-select reports. Click the **Set Column/Group Access** button and complete the Report Column and Group Fields dialog box. See the procedures for Set Column and Group Security for more information.

- To remove reports from the **Reports for this Role** column, select the reports that you want to remove and click **Remove**. You can hold down the **CTRL** key to multi-select lookups. Vision moves the selected reports from the **Reports for this Role** column to the **Available Reports** column.


7. Click  **Save** to save your changes.

Set Column Security for a Report

Set column security restricts access to report columns based on the assigned role. For example, you do not want a CRM role to see certain accounting columns in reports, so you set the column security accordingly.

To set column security for a report, complete the following steps:

1. Follow the procedure above for the Report Function.
2. Click **Set Column/Group Access**. Vision displays the Report Column and Group Fields form.
3. Click the **Set Column/Group Access** button.
4. Choose one of the following:
 - For the role to access to all columns in the report, select the **All Columns** option.
 - For the role to access specific columns, select **Set Column Security** at the top of the grid. The Available Columns dialog box displays. Select the columns you want to display on the report from the Available Columns dialog box. Click the **Add** button. The columns move to the **Columns for this Report** box.
 - To remove columns from the report, select the columns from the **Columns for this Report** box. Click the **Remove** button. The columns move back to the **Available Columns** box.


5. Click  **Save** to save your changes.

Set Group Security for a Report

Set group security restricts access to report groups based on the role. For example, you do not want a CRM role to see certain accounting groups in reports, so you set the group security accordingly.

1. Follow the procedure above for Report Function.
2. Click **Set Column/Group Access**. Vision displays the Column and Group Security form.
3. Choose one of the following:
 - For the role to access all groups in the report, select the **All Groups** option.



- For the role to access specific groups, select **Set Group Security** at the top of the grid. The Available Groups dialog box displays. Select the groups you want to display on the report from the Available Groups dialog box. Click **Add**. The groups move to the Groups for this Report box.
- To remove groups from the report, select the groups from the Groups for this Report box. Click **Remove**. The groups are moved back to the Available Groups box.

4. Click  **Save** to save your changes.

Report Printers Function

Use the Report Printers function to assign access rights to server printers for each Vision role. The list of available printers, as shown in the **Available Printers** column, is based on the printers that are set up on the report server machine. Selected printers are shown in the **Printers for this Role** column.


To select the printers a role can access, complete the following steps:


1. From the Vision Navigation menu, click **Configuration » Security » Roles**.
2. Select the Access Rights tab.
3. Click  **Find** to search for and select the Role type.
4. From the **Functional Area** field, select **Report Printers**.
5. Select the appropriate action:
 - To assign full access rights to all printers automatically, select the **Full access to all printers** option. Vision enables full access to all printers.
 - To assign full access to specific printers, remove the selection on the **Full access to all printers** option. Select the printers that you want the role to be able to access from the **Available Printers** column and click **Add**. Vision moves the selected printers from the **Available Printers** column to the **Printers for this Role** column. These printers are now accessible by this role.
 - To remove printers from the **Printers for this Role** column, select the printers that you want to remove and click **Remove**. Vision moves the selected printers from the **Printers for this Role** column to the **Available Printers** column.
6. Click  **Save** to save your changes.

Saved Options Function

There are certain combinations of report option settings that users frequently use. You can assign these report options to each role for use with Vision Reporting.

To select the saved options the role can access, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Security » Roles**.
2. Select the Access Rights tab.
3. Click  **Find** to search for and select the Role type.
4. From the **Functional Area** field, select **Saved Options**.


5. From the **Option Type** field, select the type of option to which you will assign saved options.
6. The **Available Options** column lists options that are not global to all roles, and are not selected for the current role. The **Options for this Role** column lists all options the current role can access. Use these columns to configure report options for the current role, or globally for all roles.
7. Select the appropriate action:
 - To add accessibility to options, select the options that you want the role to access from the **Available Options** column and click **Add**. Vision moves the selected options from the **Available Options** column to the **Options for this Role** column.
 - To remove accessibility from options, select the options that you want to remove and click **Remove**. Vision moves the selected options from the **Options for this Role** column to the **Available Options** column.
 - To assign an option globally to all Vision roles, select the option that you want the role to access from the **Available Options** column and click **Make items global to all roles**. This option is listed in the **Options for this Role** column for all Vision roles, with a **Y** under the **Global** column indicating it is a global assignment.
 - To remove an option from a global assignment, select the option that you want to remove and click **Make global items role specific**. Vision asks you to confirm the change. Click **Yes** to continue. This role remains listed in the **Options for this Role** column for the current role, but has an **N** under the **Global** column indicating it is not a global assignment.
8. Click  **Save** to save your changes.


Saved Searches Function

You can assign a set of saved search criteria that will be available for each lookup type when users conduct a standard or advanced search. There are two types of searches:

- Global Searches are accessed by all users who share the same role(s) and access rights.
- Personal Searches are created and saved by individual users, and are not shared with other users.

To select the saved searches the role can access, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Security » Roles**.
2. Select the Access Rights tab.
3. Click  **Find** to search for and select the Role type.
4. From the **Functional Area** field, select **Saved Searches**.
5. From the **Lookup Type** field, select the type of lookup to which you will assign saved searches.
6. The **Available Searches** column lists searches that are not global to all roles, and are not selected for the current role. The **Searches for this Role** column lists all searches the current role can access. Use these columns to configure report searches for the current role, or globally for all roles.

7. Select the appropriate action:
 - To make a search accessible to a role, select the search from the **Available Searches** column and click **Add**. Vision moves the selected search from the **Available Searches** column to the **Searches for this Role** column.
 - To remove accessibility to a search, select the search that you want to remove and click **Remove**. Vision moves the selected search from the **Searches for this Role** column to the **Available Searches** column.
 - To assign a search globally to all Vision roles, select the search from the **Available Searches** column and click **Make items global to all roles**. This search is listed in the **Searches for this Role** column for all Vision roles, with a **Y** under the **Global** column indicating it is a global assignment.
 - To remove a search from a global assignment, select the search and click **Make global items role specific**. Vision asks you to confirm the change. Click **Yes** to continue. This role remains listed in the **Searches for this Role** column for the current role, but has an **N** under the **Global** column indicating it is not a global assignment.
8. Click  **Save** to save your changes.

Application Tabs Function


Use the Application Tabs function to establish a role's access rights to the tabs within different Vision applications. This includes all tabs, even custom tabs added to Vision by your firm. You will want to consider whether the user is an accounting or CRM user when you determine which tabs they will be able to access.

Available tabs are shown in columns that say "hidden" or "viewable." All hidden tabs are not accessible by the role; all viewable tabs are accessible. You cannot hide the General tab in any module.

To select the application tabs a role can access, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Security » Roles**.
2. Select the Access Rights tab.
3. Select **Application Tabs** from the Functional Area drop-down list.
4. Complete one of the following actions:
 - To assign full access rights to all tabs, select the **Full access to all tabs** option. Vision selects every option on this form to enable full access to all tabs. When you select this option, it overrides the ability to assign access rights to specific tabs. For planning purposes, when you select this option it means that all tabs added in future versions of Vision will be available automatically. Continue to Step 6.
 - To assign or remove access rights to or from specific tabs, use the Application drop-down list to select the area to which you will assign tab information. Continue to Step 5.
5. Complete one of the following actions:
 - To assign access rights to tabs, select the tabs that you want to add from the **Hidden Tabs** column and click **Add**. This includes custom tabs. You can hold down the **CTRL** key to multi-select tabs. Vision moves the selected tabs from the **Hidden Tabs** column to the **Viewable Tabs** column. These tabs are now accessible by this role.

- To remove accessibility to tabs, select the tabs that you want to remove from the **Viewable Tabs** column and click **Remove**. You can hold down the **CTRL** key to multi-select tabs. Vision moves the selected tabs from the **Viewable Tabs** column to the **Hidden Tabs** column. These tabs are no longer accessible by this role.


6. Click  **Save** to save your changes.

System Dashparts Function

Use the System Dashparts function of Role Security to establish access rights to the standard portions of the Vision Dashboard. The Vision Dashboard is the welcome screen that provides each user with quick links to the most frequently accessed parts of the system.

After a role's dashparts have been established, each user can configure their own dashboard according to what they need and how they use the system. Thus, selecting dashparts for a role only determines what the users assigned to that role can select from, not what they will actually view.

To select the dashparts a role can access, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Security » Roles**.
2. Select the Access Rights tab.
3. Select **System Dashparts** from the Functional Area drop-down list.
4. Select the appropriate action:
 - To assign full access rights to all dashparts automatically, select the **Full access to all dashparts** option. Vision enables full access to all dashparts types listed on this form, and moves all dashparts into the **Dashparts for this Role** column.
 - To assign full access to specific dashparts, select the dashpart(s) that you want the role to be able to access from the **Available Dashparts** column and click **Add**. Vision moves the selected dashparts from the **Available Dashparts** column to the **Dashparts for this Role** column. These dashparts are now accessible by this role.
 - To remove accessibility to dashparts, select the dashparts that you want to remove from the **Dashparts for this Role** column and click **Remove**. Vision moves the selected dashparts from the **Dashparts for this Role** column to the **Available Dashparts** column. These dashparts are no longer accessible by this role.
5. Click  **Save** to save your changes.


Users Function

Use the Users function to assign users to a role within Vision. Available users are listed in the **Available Usernames** column, and selected users are listed in the **Usernames for this Role** column.

You can also use the Users tab of Role Security to create groups of users who are assigned the same role.

To select the users available for a role, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Security » Roles**.
2. Select the Access Rights tab.
3. Select **Users** from the Functional Area drop-down list.

4. Use the **Role** drop-down list to select the role for which you want to view available users.
5. Select one of the following actions:
 - To add users to a role, select the users that you want to add to the role from the **Available Usernames/Role** column and click **Add**. Vision moves the selected users to the **Usernames for this Role** column. These users are assigned to this role.
 - To remove users from a role, select the users you want to remove from the **Usernames for this Role** column and click **Remove**. Vision moves the selected users from the **Usernames for this Role** column to the **Available Usernames/Role** column.
6. Click  **Save** to save your changes.

Create Users and Passwords

Users are individuals who use the Vision application. When you implement Vision security, you must create user records for every individual who will use Vision. There are several methods for creating users:

- Use the Generate Users tab to create multiple users and associate usernames with employee numbers or records already entered in the Vision Employee Info Center. Vision recommends this method to create users because you can create the usernames, assign users to a role, and generate passwords at one time.
- Use the Users tab to create new users who do not have an employee record within the Vision Employee Info Center.
- Use the copy users function to copy an existing user's record, modify the record, and save changes to create a new user. When you copy a user, the new user automatically inherits the first user's access rights and privileges, including record level security.

After you create users, you must use the Password Policies tab to establish and maintain system-wide password policies. Vision verifies users when they log into Vision with their username and password. The user cannot change their username, but can change their password after the initial log in.

Upon log in, Vision identifies the user as having a specific role. Roles define the user's access rights and determine what actions the user can perform within Vision. Each user must be assigned to one role. You can also assign multiple users to the same role, which is useful for grouping together employees with the same access rights so you do not have to repeatedly define the same security settings for every employee.

Create New Users


Use the Users tab to create a new user for Vision. This procedure is for users that do not already have employee records in the Employee Info Center. After you create a new user, you can add that new user to the Employee Info Center. For more information on the Employee Info Center, see the Employee Info Center book in the Vision Online Help system.

You can also create new users based on existing employee records.



You can use the Users and Passwords form to enable all or disable all users at one time. This is helpful for times when you need to quickly lock all users out of Vision (for maintenance purposes, etc.), and then bring them back on.

To create a new user from scratch, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Security » Users and Passwords**.
2. Select the Users tab.
3. Click  **Insert** on the upper right of the **Users** grid. Vision inserts a blank row on the grid.
4. Complete the fields on this tab, as follows:

| Field | Description |
|-----------------|---|
| Username | <p>When you create a new user on the Users tab of User Security, you must enter a username. The username differs from the employee name because a username is a name that you assign to an employee, where the employee name is the name the employee uses for identification purposes.</p> <p>Username are used to identify a user or group of users throughout the Vision database. For example, for an employee named Jack R. Hirte, you might assign a username of J.Hirte. Usernames can contain mixed case characters or spaces, as well as a period ".". The username is the name that is stored in the Vision User Table, and that the Vision role is linked to.</p> <p>You can enter a username directly into this field, or use one of the predefined formats from the Name Type field on the Generate Users tab of User Security. You can select a specific format for the username when generating users automatically.</p> <p>For example, the name type [last][firstInit][midInit] would display the user name Richard M. McCandess as follows:</p> <p>McCandessRM</p> |
| | <p>If you use integrated security, the username field is disabled and your Windows username automatically displays in this field.</p> |
| Password | <p>Enter the password, and document and save it in another location. For security purposes, after you enter and save a password, Vision converts it to an encrypted password that is stored in the database. This means that the password you enter is not the string of characters that displays in the Password field; the characters represent the encrypted password, which you cannot</p> |

| Field | Description |
|------------------------|---|
| | <p>convert back to the original password.</p> <p>If a user's password is left blank on the Users tab, the user must leave the password field blank when logging in to Vision. Otherwise, if users enter any characters in the password field, they cannot log in to Vision. You can go back at any time, though, and change the user's record to include a password in this field.</p> <p>Vision disables the Password function if you select Integrated security.</p> <p>Password policies assigned on the Password Policies tab of User Security do not apply to this field.</p> |
| Role | <p>The user's role determines what information the user can access in Deltek Vision. Each user must have one assigned role. Use this drop-down list to select the user's, or group of users, role.</p> <p>Options in this list include the roles entered in Role Security. If you cannot find the desired role, you must enter the role's information on the Roles General tab.</p> <p>If you want to create your own roles, or modify the existing standard roles, you need to do so in Security/Roles.</p> |
| Disable Login | <p>Select this option to disable the selected user from the Vision application. When you disable a user, you revoke their ability to use Vision.</p> <p>If you do not select this option, the user is automatically enabled to use the Vision application.</p> |
| Employee Number | <p>Enter the unique identification number associated with this employee. Or, click Find to search for and select a record from your database.</p> <p>If you prefer to create a generic user, you can do so and not enter an employee number. A username that is not assigned an employee number will not be able to access the parts of Vision that require an employee number, but can still use other parts of Vision.</p> <p>When you enter a number in this field, Vision automatically creates a relationship between the selected employee record and the username</p> |

| Field | Description |
|---------------------------|---|
| | entered. This relationship is important for personal timesheet entry, expense entry, and other employee functions. |
| Name | This field displays the user's employee name, based on the employee number selected in the Employee Number field. This name must match the name the employee uses for identification purposes, but be different from the username. |
| Integrated Enabled | <p>Select this option to set up the user for Windows Integrated Security. This allows the user to run Vision without logging in to Vision, as long as the user is logged into Windows using the proper network credentials. The log in page detects the NT/Windows 2000 username and domain, and attempts to log into Vision with that username. If the username exists as a valid Vision user with a valid role, the log in to Vision is allowed without the login page displaying.</p> <p>When you select this option, Vision disables the Password field and enables the Domain field.</p> <p>If the user is not logged into the network, Vision prompts them for their network identification and password.</p> |
| Domain | This field lists the available domain servers and is enabled when you select the Integrated option. Use the Domain drop-down list to select the user's domain server name, which is necessary for Windows Integrated Security. |
| Disable Login | <p>Select this option to disable the selected user from the Vision application. Disabling a user revokes their ability to use Vision.</p> <p>If this option is not selected, the user is automatically enabled to use the Vision application.</p> |
| Support Username | If you use Delttek's Customer Care Connect Website, enter a username for the support site. You can use a maximum of twelve characters for the Support Username. |
| Support Password | If you use Delttek's Customer Care Connect Website, enter a password for the support site. You can use a maximum of twelve characters for the Support Password. |

| Field | Description |
|------------------------------|---|
| Report Printer | Select the user's Report Printer to determine which printer is the user's default printer. The options available in this list depend on the Report Printers defined on the Report Server Printers tab. |
| Default Report Font | Select the default font for the report. |
| Page Size | <p>From the drop-down list, select the default page size for Vision reports for a user.</p> <p>The options are:</p> <ul style="list-style-type: none"> ▪ Letter ▪ Legal ▪ Ledger ▪ Tabloid ▪ A4 ▪ A3 ▪ Executive ▪ Custom <p>The width and height of the page size that you select in this field display in the Page Width and Page Height fields in the grid.</p> <p>When you select the Custom size, the Page Width and Page Height fields are enabled so you can enter a width and height of your choice.</p> <p>The page size entered in this grid prefills on the Reporting tab of User Options, which users can modify.</p> <p>Users can also modify the page size of a report on the Layout tab of the Options form (for reports that have options) before they print the report. For mailing label reports, the page size is on the General tab.</p> |
| Page Height and Width | <p>These fields display the page width and height for reports based on what you enter in the Page Size field.</p> <p>The page width and height measurements display in either inches or millimeters based on which one you selected in the Unit of Measure field on this tab.</p> |

| Field | Description |
|---|---|
| | <p>Inches</p> <p>The page size dimensions (width x height) in inches are as follows:</p> <p>Letter — 8.5 x 11</p> <p>Legal — 8.5 x 14</p> <p>Ledger — 7 x 11</p> <p>Tabloid — 11 x 17</p> <p>A4 — 8.3 x 11.7</p> <p>A3 — 11.7 x 16.5</p> <p>Executive — 7.25 x 10.5</p> <p>Custom — Enter the width and height.</p> <p>Millimeters</p> <p>The page size dimensions (width x height) in millimeters are as follows:</p> <p>Letter — 216 x 279</p> <p>Legal — 216 x 356</p> <p>Ledger — 432 x 279</p> <p>Tabloid — 279 x 432</p> <p>A4 — 210 x 297</p> <p>A3 — 297 x 420</p> <p>Executive — 184 x 267</p> <p>Custom — Enter the width and height.</p> |
| <p>Margin fields: Enter inches or millimeters based on which one you entered in the Unit of Measure field in this grid.</p> | |
| Top Margin | Enter the top margin for a report page. |
| Bottom Margin | Enter the bottom margin for a report page. |
| Left Margin | Enter the left margin for a report page. |
| Right Margin | Enter the right margin for a report page. |
| Unit of Measure | <p>From the drop-down list, select the unit of measure to use when you enter the following report measurement fields on this tab for a user:</p> <ul style="list-style-type: none"> ▪ Page Height ▪ Page Width |

| Field | Description |
|------------------------|--|
| | <ul style="list-style-type: none"> ▪ Top Margin ▪ Bottom Margin ▪ Left Margin ▪ Right Margin <p>The Unit of Measure options are:</p> <ul style="list-style-type: none"> ▪ Inches ▪ Millimeters <p>The unit of measure entered in this grid prefills on the Reporting tab of User Options, which users can modify.</p> |
| Default Country | This drop-down lists all values from the Country Code Table in General Configuration. Select the country to populate the user's Default Country in User Options. The default for this value is blank. |

5. Click **Save** to save your changes.

If necessary, you can also use this form to enable all or disable all users at one time. This is helpful for times when you need to quickly lock all users out of Vision, and then bring them back on.

Create New User from Employee Record

You can convert existing employees, entered in the Employee Info Center, into Vision users. When you convert existing employees you can convert the saved employee name and number into a new user's name. Vision uses this information to reference the user throughout the security system.



Employee information cannot be modified on the Users and Passwords form. You must make those changes in the Employee Info Center.

To create users from existing employee records, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Security » Users and Passwords**.
2. Select the Generate Users tab.
This tab lists all employees that exist in the Employee Info Center but have not been assigned a username on the Users tab of Users and Passwords Configuration.
3. In the **Employee Name and Number** grid, select the employee that will become a user.

You can also create multiple users. To select multiple users in any order, hold down the **CTRL** key and select the users. To select multiple users in sequential order, hold down the **SHIFT** key and select the users. To select all users listed in the grid, click **Select All**.

4. Complete the fields on this tab, as follows:

| Field | Description |
|------------------------------|---|
| Generation Defaults | |
| Role | <p>Use this drop-down list to select the role for the user or group of users. The role defines the user's access rights to Vision. Each user must have one assigned role.</p> <p>Options in this list include the roles entered in Role Security. If you cannot find the desired role, you must enter the role's information on the Roles General tab.</p> <p>If you want to create your own roles, or modify the existing standard roles, you need to do this in Security/Roles.</p> |
| Name Type | <p>Select the format for the user name. For example, the type [last][firstInit][midInit] creates the user name Richard M. McCandess as follows:</p> <p>McCandessRM</p> |
| Password | <p>Use this drop-down list to select the format for the user password. For example, the type [last][firstInit] would set the initial password in a last name and first initial format. For example, the password for Richard M. McCandess would be:</p> <p>McCandessRM</p> |
| Printer | Select the default printer for the user. |
| Active Employees Only | <p>Select this option to display active employees only in the Employee Name and Number grid. These are employees designated with a status of Active on the General tab of the Employee Info Center.</p> |

5. Click **Generate** to generate the new user and their username.

When completed, the new user and his or her associated information displays on the Users tab of User Security. You can modify the user's information on this grid.

Set Up Password Policies


Use the Password Policies tab of User Security to establish settings for user passwords, including the number of login attempts allowed, and expiration rules. This is strictly an administrative function.

To establish password policies, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Security » Users and Passwords**.
2. Select the Password Policies tab.
3. Complete the fields on this tab, as follows:

| Field | Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|----|---------------|---|-------|---|-------------------|---|---------|---|------------|----|-------------|---|--------------|---|-------|---|-----------|---|----------|---|------------------------------|---|-------|---|-------|---|------------|---|------|---|--------|---|------------|---|-------------|---|--------------|---|---------------|---|------------|---|---------------|---|---------------|---|-----------|---|--------------|--|--|
| Minimum password length | Enter a numeric value for the minimum password length. This value dictates the user requirements for every password entry, and can be between 0 and 20 characters. For example, a password length of 5 means every user password must be at least 5 characters in length. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Require at least one digit in all passwords | Select this option to require one number within each password. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Require at least one special character in all passwords | <p>Select this option to require a special character within each password.</p> <p>Special characters include the following keyboard options:</p> <table><tr><td> </td><td>Pipe</td><td>~</td><td>Tilde</td></tr><tr><td>!</td><td>Exclamation point</td><td>@</td><td>At sign</td></tr><tr><td>#</td><td>Pound sign</td><td>\$</td><td>Dollar sign</td></tr><tr><td>%</td><td>Percent sign</td><td>^</td><td>Caret</td></tr><tr><td>&</td><td>Ampersand</td><td>*</td><td>Asterisk</td></tr><tr><td>(</td><td>Left parenthesis parenthesis</td><td>)</td><td>Right</td></tr><tr><td>-</td><td>Minus</td><td>_</td><td>Underscore</td></tr><tr><td>+</td><td>Plus</td><td>=</td><td>Equals</td></tr><tr><td>{</td><td>Left brace</td><td>}</td><td>Right brace</td></tr><tr><td>[</td><td>Left bracket</td><td>]</td><td>Right bracket</td></tr><tr><td>\</td><td>Back slash</td><td>/</td><td>Forward slash</td></tr><tr><td>?</td><td>Question mark</td><td><</td><td>Less than</td></tr><tr><td>></td><td>Greater than</td><td></td><td></td></tr></table> | | Pipe | ~ | Tilde | ! | Exclamation point | @ | At sign | # | Pound sign | \$ | Dollar sign | % | Percent sign | ^ | Caret | & | Ampersand | * | Asterisk | (| Left parenthesis parenthesis |) | Right | - | Minus | _ | Underscore | + | Plus | = | Equals | { | Left brace | } | Right brace | [| Left bracket |] | Right bracket | \ | Back slash | / | Forward slash | ? | Question mark | < | Less than | > | Greater than | | |
| | Pipe | ~ | Tilde | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ! | Exclamation point | @ | At sign | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| # | Pound sign | \$ | Dollar sign | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| % | Percent sign | ^ | Caret | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| & | Ampersand | * | Asterisk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (| Left parenthesis parenthesis |) | Right | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| - | Minus | _ | Underscore | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| + | Plus | = | Equals | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| { | Left brace | } | Right brace | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [| Left bracket |] | Right bracket | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \ | Back slash | / | Forward slash | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? | Question mark | < | Less than | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| > | Greater than | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Passwords expire after x days | <p>Enter a numeric value for the number of days before a password expires. Options include: 0, 30, 60, 90, 180, or 360 days. If you enter 0, the password never expires.</p> <p>Once a password expires, the user is locked out</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Field | Description |
|---|--|
| | of Vision until they change their password. |
| Do not allow passwords to be reused for x days | <p>Enter a numeric value for the number of days during which the user cannot reuse a password. Options are: 0, 30, 60, 90, 180, or 360 days.</p> <p>If you enter 0 in this field, there are no restrictions on password reuse. However, if you change the password, the new password entry cannot match the old password entry. You cannot use the old password entry until the reuse setting (0, 30, 60, 90, 180, or 360 days) has been satisfied.</p> |
| Disable users after x invalid login attempts | <p>Enter a numeric value for the number of invalid login attempts allowed before a user is disabled from using Vision. Each time a login is successful, the counter clears and restarts at zero.</p> <p>After Vision locks out a user due to failed login attempts, his or her password will not work until the administrator reinstates their access rights. The administrator must go to the Users tab and remove the selected Disable Login option for the user.</p> <p>When Vision disables a user's account due to failed login attempts, Vision displays a message stating the account was disabled.</p> |


- Click  **Save** to save your changes.

Assign Multiple Users to a Role

After you create Vision users, you can assign multiple users, who share the same security privileges, to the same role. These user groups are useful to bring together employees with the same access rights so you do not have to repeatedly define security settings for each employee.

For example, if your Marketing department is divided into different sub-groups, Marketing Communication and Product Management, you can create two different roles for each of these sub-groups. You can then assign access to specific information within Vision for each role.

To create a user group:

- From the Vision Navigation menu, click **Configuration » Security » Roles**.
- Click  **Find** to search for and select the Role you will assign to the group.
- Select the Access Rights tab. See Users Function for details about adding users to a role.

Enable/Disable User Logons

Enable/Disable All Users to Use Vision




Enabling All Users

You can enable all users at the same time to use Vision. Enabling users activates their access rights and ability to use Vision. This is helpful for when you need to quickly bring all users back on Vision.

Disabling All Users

You can disable all users from using Vision. Disabling users de-activates their access rights and ability to use Vision. This is helpful for when you need to quickly lock all users out of Vision (for example, when performing system maintenance).

To enable or disable all users, complete the following steps:

1. From the Vision Navigation menu, click **Configuration » Security » Users and Passwords**.
2. Perform one of the following:
 - To automatically enable all users shown on the **User Setup** grid, click  **Enable** to enable all users.
 - To automatically disable all users shown on the **User Setup** grid, click  **Disable** to disable all users.
3. Click  **Save** to save your changes.

Enable/Disable Single Users to Use Vision

Enable Single Users

You can enable or disable a user from using Vision. When you enable a user, you activate their access rights and ability to use Vision. One reason to use this option is after you disable one or all users from Vision, you then decide to re-enable one or more users.


Disable Single Users

You can disable a user from using Vision. Disabling a user de-activates their access rights and ability to use Vision, which is helpful when you need to quickly lock a user out of Vision. For example, when performing system maintenance.

The Vision system automatically selects the Disable option when a user is locked out of Vision due to failed login attempts. The administrator must remove the selected Disable option for the user to reinstate that user's login. When Vision disables a user's account due to failed login attempts, Vision displays a message stating their account was disabled.

To enable/disable a user:

1. From the Vision Navigation menu, click **Configuration » Security » Users and Passwords**.

2. Perform one of the following:
 - To enable a single user, select the username you want to enable in the **User Setup** grid. Remove the selection by the **Disable** option. This enables the user, which activates his or her access rights and ability to use Vision.
 - To disable a single user, select the username you want to disable in the **User Setup** grid. Select the **Disable** option. This disables the selected user.
3. Click  **Save** to save your changes.

Windows Integrated Security

DelteK Vision includes an option for Windows Integrated Security, which allows users to log in one time for both Windows and the Vision application.

You configure Integrated Security to use each user's Windows NT/2000 Domain network login, which automatically logs them into the Vision application. If the user is not properly logged into their network, they are prompted for their network identification and password before they can log in to Vision.

The steps for implementing Windows Integrated Security are as follows:

1. Configure the Server Directory.
2. Configure the user's information in Vision. Select the **Integrated** option and select the domain in **Domain** on the Users tab of Users and Passwords Security. See "Create New Users" on page 523.
3. Log onto Vision and select a database.

Configure Server Directory

To configure the Server Directory, complete the following steps:

1. Use Windows 2000 Internet Services Manager, which is in the Control Panel Administrative Tools, to access the IIS Virtual directory. This is called Vision. This server must be a member of the domain before you can access it.
2. From the Vision Properties menu, select the **Directory Security** tab. The Authentication Methods dialog box displays.
3. Click **Edit**.
4. Make sure the **Anonymous Access** option is not selected.
5. Make sure the **Basic Authentication** option is not selected.
6. Select the **Integrated Windows Authentication** option.
7. Click **OK** to save your changes.
8. Configure **Integrated** and **Domain** on the Users tab of Users and Passwords Security.

Log on to Vision Using Integrated Security

After you configure the Server Directory and the user's Integrated and Domain information, you can log on to Vision using Integrated Security.

Before you use Vision with Windows Integrated Security, you must configure the Vision Server Directory and the Integrated and Domain information on the User's tab of Users and Passwords Security. After configuration, you can log on to Vision and run with Integrated Security.

To log on to Vision using Windows Integrated Security, complete the following steps:

1. Open Internet Explorer and run Vision. You do not need to enter a password because your password information is based on your Windows NT/2000 Domain network login. If you are logged into the network, Vision prompts you for your network identification and password before you log in. See Windows Integrated Security Overview for setup information.
2. If only one database exists, you are automatically logged in at this point. If more than one database exists, you can select the database you want to use unless you have set up your user preferences to always connect to a specific database when using integrated security.

Appendix A: Standard Chart of Accounts

Overview

The basis of any accounting system is a chart of accounts: a list of general ledger accounts organized into categories. When you install Vision, you have access to a Standard Chart of Accounts that includes the following account categories:

- Assets
- Liabilities
- Net Worth
- Revenue
- Reimbursable Expenses
- Direct Expenses
- Indirect Expenses
- Other Expenses

The Standard Chart of Accounts is designed to meet most firm's accounting needs. You can use this chart of accounts as is or modify it to meet your needs.

Deltek recommends that you use the numbering system established in the Standard Chart of Accounts. However, you can modify the account numbers and account ranges for your account categories, such as Assets or Liabilities, within certain guidelines.

If you modify the Standard Chart of Accounts, Deltek recommends printing an Account List of your accounts.

The maximum allowable length for an account number is established during installation. You can change the account number length using the Account Number Key Conversion utility accessible from **Utilities » Key Formats » Account Format** on the Vision main menu.



Accounts 601.00 and 602.00 capture expenses for labor performed by principals and employees. When you assign an employee to one of the Employee Types (from **Configuration » Accounting » Employee Types**), the employee's labor is charged to the corresponding labor account, 601.00 or 602.00.

Expense Account Ranges

Vision's Standard Chart of Accounts divides expense accounts into the following categories. Note that our ranges or categories may differ depending on your account setup as defined on the Account Info Center.

Reimbursable Expenses (500.00 through 599.99)

These are the expenses that you expect to be reimbursed for by the client. They are associated with a revenue-producing regular type of project.

Examples of potential reimbursable expenses:

- An outside consultant hired to work on a project. (You pay the consultant for services performed, and in turn bill the client for the consultant's fees.)

- Transportation associated with a project.
- Meal charges associated with a project.

In the Vision Standard Chart of Accounts, the reimbursable expense account range is between 500.00 and 599.99. This range is divided into two subranges, reimbursable consultant expense accounts (500.00 - 519.99), and reimbursable other expense accounts (520.00 - 599.99).

Direct Expenses (600.00 through 699.99)

A direct expense is an expense for which you do not expect to be reimbursed by the client. These expenses may be part of a negotiated fee or may be beyond the scope of the contract and not reimbursable. They are associated with a revenue-producing regular type project.

Examples of potential direct expenses:

- Unexpected travel.
- Phone charges.
- Other charges not specified as part of the fee.

In the Vision Standard Chart of Accounts, the Direct Expense Account range is between 600.00 and 699.99. This range is divided into two subranges: direct consultant expense accounts (610.00 - 619.99), and direct other expense accounts (620.00 - 699.99).

Indirect Expenses (700.00 through 799.99)

An indirect expense is an expense not directly associated with any one project; rather it is a general operating cost of your firm. These are the expenses that are associated with overhead or promotional type projects.

Examples of indirect expenses:

- Electricity.
- Office supplies.
- Payroll benefits.
- Vacation time.

In the Vision Standard Chart of Accounts, the indirect expense account range is between 700.00 and 799.99.

Note the following:

- All reimbursable, direct, and indirect expenses appear on the Income Statement, which is a year-to-date report. The **Operating Profit/Loss** amount, listed at the end of the Income Statement, ties directly to the Current Year's Profit (Loss) account balance on the Balance Sheet.
- When you initialize a new fiscal year, Vision zeroes the revenue and expense amounts on the Income Statement and moves the amount from the Current Year's Profit (Loss) account to the Previous Years' Retained Earnings account on the Balance Sheet. This step prepares the Income Statement to begin collecting revenue and expense amounts for the new year's profit/loss activity.

| Assets (100.00-199.99) | |
|------------------------------------|---|
| Current Assets | 101.00 Checking Account 102.00 Savings Account 103.00 Savings Account 104.00 Payroll Checking Account 105.00 Deposits 106.00 Investments |
| Receivables | 111.00 Accounts Receivable - Clients 114.00 Notes Receivable 115.00 Travel Advances |
| Unbilled Services | 121.00 Unbilled Services |
| Fixed Assets | 151.00 Furniture and Fixtures 152.00 Accumulated Depreciation - F&F 153.00 Leasehold Improvements 154.00 Accumulated Amortization - Leasehold Improvements 155.00 Automobiles 156.00 Accumulated Depreciation - Auto |
| Liabilities (200.00-299.99) | |
| Payables - Short Term | 201.00 Notes Payable Short Term |
| Accounts Payable | 210.00 Accounts Payable - Trade 211.00 Accounts Payable - Consultants 212.00 Accounts Payable - Other |
| Deposits | 221.00 Deposits on Documents |

| | |
|--------------------------------|--|
| Salaries and Deductions | 231.00 Salaries Payable 232.00 FICA Payable 233.00 Federal Withholding 234.00 State Withholding 236.00 Health Care Insurance Withholding 239.00 Other Withholding |
| Payables - Long Term | 251.00 Notes Payable - Long Term |

| | |
|--|---|
| Net Worth (300.00-399.99) | |
| Net Worth | 301.00 Capital 311.00 Previous Years' Retained Earnings 312.00 Current Year's Profit and Loss |
| Revenue (400.00-499.99) | |
| Revenue | 401.00 Billed Fee Revenue 402.00 Unbilled Revenue 421.00 Reimbursable Consultant Revenue 422.00 Reimbursable Expense Revenue |
| Note: Vision's Standard Chart of Accounts divides expense accounts into three categories. | |
| Reimbursable Expenses (500.00-599.99) | |
| Outside Services Expenses (500.00-519.99) | 511.00 Structural Consultant 512.00 Mechanical Consultant 513.00 Electrical Consultant 514.00 Civil & Landscape Consultant 515.00 Other Consultants |

| | |
|--|--|
| Other Reimbursable Expenses (520.00-599.99) | 521.00 Travel, Meals, and Lodging 522.00 Reproductions 523.00 Models/Renderings/Photos 524.00 Long Distance Telephone 529.00 Miscellaneous Reimbursable Expenses |
| Direct Expenses (600.00-699.99) | |
| Direct Labor | 601.00 Direct Labor - Principals 602.00 Direct Labor - Employees Accounts 601.00 and 602.00 capture expenses for labor performed by principals and employees. When you assign an employee to one of the Employee Types (from Configuration » Accounting » Employee Types), the employee's labor is charged to the corresponding labor account, 601.00 or 602.00. |
| Outside Services Expense (610.00-619.99) | 611.00 Structural Consultant 612.00 Mechanical Consultant 613.00 Electrical Consultant 614.00 Civil & Landscape Consultants 615.00 Other Consultants |
| Other Direct Expense (620.00-699.99) | 621.00 Travel, Meals, and Lodging 622.00 Reproductions 623.00 Models/Renderings/Photos 624.00 Long Distance Telephone 625.00 Miscellaneous Direct Expenses |

| Indirect Expenses (700.00-799.99) | |
|--|--|
| Administrative Labor | 701.00 Indirect Labor - Principals 702.00 Indirect Labor - Employees 703.00 Job Cost Variance 704.00 Temporary Help 749.00 Other Office Expense |
| Payroll Benefits | 721.00 Employer's FICA Tax 722.00 Federal Unemployment 723.00 State Unemployment 724.00 Worker's Compensation 729.00 Miscellaneous Payroll Expenses |
| Other Benefits | 731.00 Health Care Insurance 732.00 Life Insurance 733.00 Disability Income Insurance 734.00 Other Insurance 735.00 Pension/Profit Sharing 736.00 Education and Seminars 737.00 Professional Registration and Dues |
| Office Expenses | 741.00 Rent 742.00 Utilities 743.00 Office Supplies/Periodicals 744.00 Telephone 745.00 Posting/Shipping/Delivery 746.00 Equipment Rental 747.00 Repairs and Maintenance 748.00 Printing and Reproduction 749.00 Other Office Expenses |

| | |
|---|---|
| Legal and Financial Expenses | 751.00 Legal 752.00 Accounting/Audit/Tax 753.00 Data Processing 754.00 Interest Expense 755.00 Professional Liability Insurance 756.00 Other Insurance |
| Automobile Expenses | 761.00 Auto Gas and Oil 762.00 Auto Repairs 763.00 Auto Registration/Insurance 764.00 Travel 765.00 Hotels and Meals |
| Depreciation and Amortization | 771.00 Depreciation - F&F 772.00 Amortization - Leasehold 773.00 Depreciation - Automobiles |
| Expense Recovery | 791.00 Printing/Reproduction Recovery 792.00 Miscellaneous Expense Recovery |
| Other Miscellaneous Revenue and Expenses (800.00-999.99) | |
| Other Miscellaneous Revenue and Expenses | No accounts defined in the Standard Chart of Accounts. Use for "below the line" revenue and expenses, such as rental income. |

Appendix B: Labor Code Examples for Firms

The following are examples of labor codes for architectural, engineering, and environmental firms. These examples are taken from *Compensation Guidelines for Architectural and Engineering Services*, published by the American Institute of Architects and recommendations set by the Liaison Committee of the National Society of Professional Engineers/Professional Engineers in Private Practice (NSPE/PEPP).

Labor Code Examples for Architectural Firms

Departments

| | |
|---|-----------------------------|
| A | Architectural |
| B | Budgeting and Estimating |
| C | Civil |
| E | Electrical |
| G | Graphics |
| H | General and Overhead |
| I | Interiors |
| L | Landscape |
| M | Mechanical |
| P | Planning |
| S | Structural |
| U | Urban Design |
| X | Specifications |
| Y | Construction Administration |
| Z | Special |

Phases

| | |
|---|-----------------------------|
| 0 | General |
| 1 | Predesign |
| 2 | Site Analysis |
| 3 | Schematic Design |
| 4 | Design Development |
| 5 | Construction Documents |
| 5 | Bid/Negotiate |
| 7 | Construction Administration |
| 8 | Post-Construction |
| 9 | Supplemental Services |

Services

| | |
|----|--|
| 00 | General |
| 01 | Project Administration |
| 02 | Disciplines Coordination/Document Checking |
| 03 | Agency Consulting/Review/Approval |
| 04 | Owner-Supplied Data Coordination |
| 05 | Programming |
| 06 | Space Schematics/Flow Diagram |
| 07 | Existing Facilities Surveys |
| 08 | Marketing Studies |
| 09 | Economic Feasibility Studies |
| 10 | Project Financing |
| 13 | Site Analysis and Selection |
| 14 | Site Development Planning |
| 15 | Detailed Site Utilization Studies |
| 16 | On-site Utility Studies |
| 17 | Off-site Utility Studies |
| 18 | Environmental Studies/Reports |
| 19 | Zoning Processing Assistance |
| 21 | Architectural Design/Documentation |
| 22 | Structural Design/Documentation |
| 23 | Mechanical Design/Documentation |
| 24 | Electrical Design/Documentation |
| 25 | Civil Design/Documentation |
| 26 | Landscape Design/Documentation |
| 27 | Interior Design/Documentation |
| 28 | Materials Research/Specifications |
| 29 | Project Development Scheduling |
| 30 | Special Bidding Docs./Scheduling |
| 31 | Project Budgeting |
| 32 | Statement of Probable Const. Costs |
| 33 | Presentations |
| 34 | Bidding Materials |
| 36 | Addenda |
| 37 | Anal. of Alternatives/Substitutions |
| 38 | Special Bidding Services |
| 39 | Bid Evaluation |
| 40 | Construction Contract Agreements |
| 41 | Office Construction Administration |
| 42 | Construction Field Observation |

| | |
|----|---|
| 43 | Project Representation |
| 44 | Inspection Coordination |
| 45 | Supplemental Documents |
| 46 | Quotation Requests/Change Orders |
| 47 | Project Schedule Monitoring |
| 48 | Construction Cost Accounting |
| 49 | Project Closeout |
| 50 | Maintenance and Operational Programming |
| 51 | Start-Up Assistance |
| 52 | Record Drawings |
| 53 | Warranty Review |
| 54 | Post-Construction Evaluation |
| 61 | Special Studies |

Labor Code Examples for Engineering Firms

Departments

| | |
|---|-----------------------------|
| A | Architectural |
| B | Estimating |
| C | Civil |
| E | Environmental |
| G | General |
| I | Instrumental |
| L | Electrical |
| M | Mechanical |
| N | Miscellaneous |
| P | Planning |
| S | Structural |
| W | Sanitary |
| X | Specifications |
| Y | Construction Administration |
| Z | Survey |

Phases

| | |
|---|-----------------------------|
| 0 | General |
| 1 | Study/Report |
| 2 | Survey |
| 3 | Preliminary Services |
| 4 | Design/Plan/Specs |
| 5 | Bid/Negotiate |
| 6 | Construction Administration |
| 7 | Additional Services |

Services

| | |
|----|------------------------------------|
| 00 | General |
| 01 | Client Contact |
| 02 | Project Authorization |
| 03 | Survey Coordination |
| 04 | Research |
| 05 | Scope Determination |
| 06 | Design |
| 07 | Drafting |
| 08 | Opinion of Probable Const. Cost |
| 09 | Report |
| 10 | Project Budget |
| 11 | Agency Approval/Coordination |
| 12 | Project Scheduling |
| 13 | Specifications |
| 14 | Plan in Hand and Quality Assurance |
| 15 | Measure Existing Conditions |
| 16 | Bid Advertisement and Receipt |
| 17 | Prebid Conference |
| 18 | Contract Preparation |
| 19 | Contract Compliance Review |
| 20 | Shop Drawings and Submittals |
| 21 | Construction Administration Office |
| 22 | Change Orders |
| 23 | Preconstruction Conference |
| 24 | Final Inspection |
| 25 | Addenda Preparation |
| 26 | Construction Period Review – Field |
| 27 | Internal Project Coordination |
| 28 | Nonbillable |
| 29 | On Approval Equal |
| 30 | Payment Certificates |
| 31 | Project Administration |
| 32 | Abstract Work |
| 33 | Access Authorization |
| 34 | Additional Prime Contract |
| 35 | Archaeological Survey |
| 36 | Change Orders/Scope Change |
| 37 | Change of Scope |
| 38 | Construction Field Layout |

| | |
|----|------------------------------------|
| 39 | Control Survey |
| 40 | Coordinating Consulting Services |
| 41 | Cross Sections |
| 42 | Documents – Alternate Bids |
| 43 | Easement Acquisition and Recording |
| 44 | Easement Location Staking |
| 45 | Easement Preparation |
| 46 | Energy Studies |
| 47 | Engineering Studies |
| 48 | Environmental Assessment |
| 49 | Expert Witness |
| 50 | Extended Service |
| 51 | Feasibility Studies |
| 52 | Field Survey |
| 53 | Field Testing |
| 54 | Financial Studies |
| 55 | Furnishing Consultant Services |
| 56 | Grant Administration |
| 57 | Grant Applications |
| 58 | Hydrogeological Survey |
| 59 | Industrial Pretreatment Programs |
| 60 | Intergovernmental Agreement |
| 61 | Legal and Recording |
| 62 | Level Control |
| 63 | Litigation Arbitration |
| 64 | Miscellaneous |
| 65 | Models |
| 66 | NPDES Permit |
| 67 | O and M Manual |
| 68 | Obtaining Permits |
| 69 | Out of Town Travel |
| 70 | Owners' Administrative Services |
| 71 | PERM (Prog. Effec. Resid. Mgmt.) |
| 72 | Permit Preparation |
| 73 | Photogrammetry |
| 74 | Planning Commission Approval |
| 75 | Project Representative |
| 76 | Rate Studies |
| 77 | Rebidding |
| 78 | Record Drawings |

| | |
|----|----------------------------------|
| 79 | Review and Approve Subdivisions |
| 80 | Revise Previously Approved Work |
| 81 | Special Assessments |
| 82 | Start Up |
| 83 | Subdivision Planning |
| 84 | Survey Stakeout |
| 85 | Surveying Calculations |
| 86 | Topography |
| 87 | Toxic Substance Monitoring Prog. |
| 88 | Utility and Building Relocation |
| 89 | Utility Easement Coordination |
| 90 | Utility Location |
| 91 | Value Engineering |
| 92 | Warranty Items |
| 93 | Witnesses |

Labor Code Examples for Environment Firms

Departments

| | |
|---|-------------|
| 1 | Consulting |
| 2 | Engineering |

Activities

| | |
|---|--------------------|
| 1 | General Activities |
| 2 | Modeling |
| 3 | Risk Assessment |
| 4 | Communications |

Services

| | |
|-----|-------------------------|
| 000 | General |
| 100 | History |
| 101 | Health and Safety |
| 102 | Legal Activities |
| 103 | Permitting Activities |
| 200 | Aquifer Testing |
| 201 | Soil Gas |
| 202 | Computer Modeling |
| 203 | Hydrocarbon Remediation |

Appendix C: Withholding Types

When you set up a withholding code, you must specify the type of withholding. The withholding type determines how Vision calculates withholding amounts or percentages.

Withholding types are standard in Vision. You can delete withholding codes created from any withholding type.



See the “Tax Calculations” topic in the Vision Online Help system for more information about how Vision calculates withholdings.

Withholding Types

- **Federal.** Deltek Vision calculates the federal tax withholding according to tax tables based on those that appear in IRS publications. These tax tables are based on an employee’s wages, filing status, exemptions, and other information.

By default the Payroll application includes federal tax withholding and current federal tax tables. If tax tables change in the future, Deltek notifies you when the new tax tables are available.



See the “Federal Income Tax” topic in the Vision Online Help system for details about federal tax withholding.

- **FICA-HI.** Deltek Vision calculates the FICA-HI (Health Insurance, Medicaid) withholding for the pay period by multiplying the employee’s gross pay for the pay period by the FICA-HI percentage. When the employee’s year-to-date gross pay reaches the FICA-HI wage base, no more FICA-HI tax is withheld.

If you select this type, Deltek recommends you select the **System** method from the **Method** field. The System method uses an internal Vision table to obtain the employee’s and employer’s percentage.

The Payroll application ships with the current year’s FICA-HI percentage and FICA-HI limit already in place.

- **FICA-OASDI.** Deltek Vision calculates the FICA-OASDI (Old Age and Survivor Disability Insurance, Medicare) withholding for the pay period by multiplying the employee’s gross pay for the pay period by the FICA-OASDI percentage. When the employee’s year-to-date gross pay reaches the FICA-OASDI wage base, no more FICA-OASDI tax is withheld.

If you select this type, Deltek recommends you select the **System** method from the **Method** field. The System method uses an internal Vision table to obtain the employee’s and employer’s percentage and a wage base for each employer and employee component.

The Payroll application ships with the current year’s FICA-OASDI percentage and FICA-OASDI limit already in place.

- **State.** Deltek Vision calculates state tax according tax tables based on IRS publications, similar to the way Vision calculates federal withholding. If your state does not have a state tax, you do not need to set up a state tax withholding.

- **Local.** Deltek Vision has several local tax tables. These tax tables work in the same way as federal and state tax tables.



See the “Tax Facts” topic in the Vision Online Help system for more information about state and local taxes.


If an employee is subject to a local tax other than those built into Vision, you can set up a local tax withholding that withholds a fixed amount or a percentage of gross pay each pay period. If this is the case, you can select **Local** from the **Type** field, select **Amount**, **Percent**, or **None** as the withholding **Method**, and manually enter the amount or percent to withhold from employee checks.

Be sure that **Local** is selected from the **Box to include on W2** field, to ensure that the local withholding prints in the appropriate box on the W2 form.

- **401(k).** A 401(k) is a tax-deferred compensation plan in which contributions are not taxed until they are withdrawn (usually after retirement). Therefore, Deltek Vision deducts a 401(k) contribution from an employee’s gross pay before calculating federal and most state and local tax withholdings. Any 401(k) amount withheld is automatically printed on the W-2 Form.
- **Cafeteria.** A 125/Cafeteria withholding allows an employee to select from a menu of benefits. The 125/Cafeteria withholding works the same way as the 401(k) withholding, except 125/Cafeteria plans are not subject to FICA withholdings.

Some states do not allow 401(k) and/or 125/Cafeteria contributions to be deducted from gross pay for the purpose of calculating state income tax. If your state belongs to this group, Deltek Vision calculates the state tax before deducting 401(k) and 125/Cafeteria contributions.

- **Other.** Any other tax/non-tax withholdings that do not fit in to the previous listed elements, including medical insurance, charities, and savings plans are listed as other withholdings. These can be calculated in one of the following two ways: a fixed amount can be withheld from the employee’s wages each pay period, or a percentage of the employee’s gross wages can be withheld each pay period.



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