Deltek Vision

Deltek FMS to Deltek Vision Migration Guide

Deltek FMS Version 2009.0 - Deltek Vision Version 6.1

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The Migration Process

Migrating to Deltek Vision: Overview

Process Overview

Migrating from Deltek FMS™ to Deltek Vision® means that you will be moving the data in your current FMS database to a new Vision database. Then, you will use Vision to manage that data and process the accounting, billing, project management, and reporting transactions that are vital to your business. While this may seem like a large undertaking at first glance, the whole process can be broken down into a number of very manageable steps—and, of course, the staff at Deltek is available to guide you and support your efforts throughout the entire process.

These are the major steps in the migration process:

1. Work with a Vision consultant to develop a migration plan for your firm. As part of this step, you should determine the staff members who need training, what type of training they need, and when the training should occur.

2. Install Vision.

3. Install the current version of FMS and unlock the Vision Conversion module.

4. Complete the migration decisions that apply to your conversion situation and record those decisions in the Vision Conversion module. Complete any other data preparation tasks that are required.

5. Run the preconversion utilities in the Vision Conversion module and resolve any problems they reveal.

6. Create a backup copy of your FMS data and submit it to your Vision consultant for the trial conversion.

7. Load the converted data into your Vision system and test it to make sure the conversion results are satisfactory.

8. Create a backup copy of your current FMS data and submit it to your Vision consultant for the final conversion.

9. Load the converted data into your Vision system and begin live processing in Vision.

This list of steps is a general map of the migration process. In practice, some steps may overlap and each comprises a number of more specific tasks.

About This Migration Guide

The primary purpose of the *Deltek FMS to Deltek Vision Migration Guide* is to serve as an information resource for those who are responsible for planning and carrying out the migration of your current FMS data to the Vision database.

Your key resource for the migration process, however, is your Vision consultant. This guide is not intended to replace the knowledge and experience that person provides. Rather it is intended to supplement Vision consulting

services and to repeat and reinforce the information you receive from your consultant.

While this guide at least touches on all of the primary steps listed previously, its main focus is on the tasks necessary to prepare for, carry out, and verify the results of the conversion of your FMS data.

- This chapter offers a summary of what the data conversion does and an introduction to the primary steps in the conversion process.

- Chapters 2 – 6 cover the migration decisions. These chapters are the heart of this guide. We recommend that you read these chapters to prepare for the migration planning session you'll have with your Vision consultant. After the planning session, as you are making and recording your decisions, refer to these chapters if you need to refresh your understanding of individual decisions.

- Chapter 7 provides step-by-step instructions for using the Vision Conversion module dialog boxes to record your migration decisions and for running the preconversion utilities to verify that your FMS data is prepared for conversion. Because the dialog boxes are not difficult to use in most cases, you may not need to refer to this chapter often as you are entering setup data. However, be sure you read the topic on running the preconversion utilities. That step in the migration process is very important.

- Chapters 8 – 10 describe how to begin using Vision and how to load and test the converted data.

- The appendixes offer summaries of how major types of FMS data are converted to Vision data and where you can find that data in Vision. You don't need to read the appendixes in order to prepare for the conversion. Use them as a reference tool if you have questions about where converted data ends up in Vision.

Deltek Vision Consulting and Support

Our consulting and support staff has years of experience helping firms make the transition from one system to another, sometimes from an outside system to one of our products, sometimes from one of our products to another. Rely on them to help you plan and carry out the move to Vision.

To inquire about Deltek Vision consulting and support services, call 800.836.1600.

> The cost of some consulting and support services may be covered as part of your Deltek Vision Ongoing Support Plan (OSP). For consulting and support services not covered by your OSP, you will be charged on a time-and-materials basis.
>
> For more information about the Deltek Vision OSP, contact a Deltek Customer Care representative.

Planning and Management

In our experience, the most important part of the migration process is the planning phase. An experienced Deltek consultant will act as your project

manager and lead you through this phase, gathering information about your firm and helping you design a migration plan. This consultant will remain in contact with your firm throughout the migration process, answering questions and providing training and guidance.

Application Consulting

For many firms, the move to a new software system is the perfect opportunity to re-evaluate their business practices. With a whole new set of software features available to you, now is the perfect time to look for more effective ways to process and share information. Our consultants can show you how to make optimal use of Vision features to streamline your internal procedures and fine-tune your management practices.

Database Conversion Consulting

Database conversion is the process of taking the accounting and project data that you've accumulated in FMS, and preparing it for use by Vision. The goal is to eliminate the need to re-enter data. Our data conversion specialists will help you get your data ready and will then perform the conversion for you.

Technical Support

Part of the planning for your migration to Vision will be a thorough review of your system architecture. You need to choose a database (MSDE or SQL Server) and may also need to add new servers, workstations, or printers. Our Technical Services staff will review your current architecture and suggest ways to make it work best with Vision. They will also help you choose and configure any new hardware or software you need.

Day-to-Day Support

As soon as you are up and running on Vision, your staff can call one of our Vision Customer Care representatives at any time with questions and to get assistance with application problems. You'll find our staff well prepared to handle the everyday operating issues of new Vision users.

Current telephone support hours (Eastern Time) are :

Monday – Friday	Saturday
5:00 a.m. – 9:00 p.m.	10:00 a.m. – 4:00 p.m.

You can leave a message on our voice mail system 24 hours a day.

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Data Conversion Overview

Conversion Levels

Deltek offers three data conversion levels. These levels differ primarily in the amount of historical data converted, and as a result, they also differ in pricing.

Conversion Level	Description
Basic	You can convert only the types of information that reside in the Deltek Vision Info Centers (projects, clients, vendors, employees,…). You cannot convert transactions, and you can only convert projects with activity in the current fiscal year or in the two prior fiscal years.
Standard	You can convert both Info Center information and transactions. However, you can only convert transactions dated in the current fiscal year and the two prior fiscal years (two full years plus the current year to date), and you can only convert projects that have activity in those years. If you have Payroll Plus, you can only convert payroll records for the current calendar year.
Premium	You can convert both Info Center information and transactions. You have the option to convert all historical data, or you can use cutoff dates to limit the data that goes to Vision.

When you go through the installation process to unlock the Vision Conversion module in Deltek FMS, that process automatically configures the module based on the level you purchased.

Selecting a Conversion Level

If you have not already selected and purchased a conversion level, your Vision consultant will discuss the advantages and disadvantages of each of them with you. The basic tradeoff is between converting historical data and the time and expense of the conversion.

During the first conversions of Deltek clients from FMS to Vision, we learned that much of the time the Vision consultants spent "cleaning up" the converted data was a result of data left over from an earlier conversion from the DOS version of FMS to the Windows version. This data did not cause problems in FMS for Windows but either caused the conversion to Vision to fail or made the resulting Vision data unsatisfactory.

Other conversion difficulties are caused by data created as a result of problems in early versions of FMS for Windows or because of past system failures, particularly those involving the non-SQL Server version of FMS.

In general, if you reduce the amount of data you convert, you also reduce the number of conversion problems, and you start with a "cleaner" database as you move forward with Vision.

If You Are Using Stand-Alone Business Management

If you have the Stand-alone Business Management version of FMS (also known as the "Business Management Only" version) rather than the full version, you can still convert to Vision.

Be aware, however, that this guide assumes you are converting the full version of FMS, so some of the decisions and procedures described here are not applicable to your conversion. Your Vision consultant will help you identify those that do apply.

Data That Isn't Converted

The conversion program moves much of your FMS data to Vision. However, because of the many differences between the two systems, some data is not converted. In many cases, just a few data items from FMS records aren't converted, but in a few instances certain categories of data aren't converted. Here are the more noteworthy examples:

- Time sheets

  The Vision Time application is an optional, separately priced Vision application for entering and processing timesheets. The standard Vision product does not use time sheets. Because the Time application is optional and because you can't edit past time sheets in that application, the conversion converts FMS time records to posted Vision time records but does not convert the time sheet information.

- Employee expense sheets

  The Vision Expense application is an optional, separately priced Vision application for entering and processing employee expense sheets. The standard Vision product does not use employee expense sheets. Because the Expense application is optional and because you can't edit past expense sheets in that application, the conversion process converts FMS employee expense records to Vision but does not convert the expense sheet information.

- Invoices and reports

  No FMS reports, custom or standard, are available in Vision. After installing Vision, review the reports and identify those that contain the information you want.

  You have the option to convert the FMS invoice formats, custom or standard, that are assigned to the projects you are converting, but be aware that the conversion does not result in identical invoices in Vision. It just provides you a starting point for setting up Vision invoices. No other FMS billing reports, such as Billing Review reports, are converted.

- Recurring transactions

  Recurring AP invoices, purchase orders, and general journal transactions are not converted.

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- Resource Scheduling and Budgeting data

  No information entered using the Resource Scheduling and Budgeting feature set is converted.

- Check reconciliations and charge account reconciliations

  Unreconciled checks and deposits are converted to Vision so you can reconcile them there, but no reconciled checks or deposits or other check reconciliation information is converted. Vision does not provide charge account reconciliation, so that FMS information is not moved to Vision.

- Overhead allocation amounts set up for the Project Profitability report using the Overhead Allocation Assignment tool

  If you are using this tool in FMS, you should run the Overhead Allocation process in Vision for each year for which converted data exists.

- AR Collections information

  Vision doesn't provide features equivalent to those in the AR Collections module in FMS, so most of that data is not converted. Your collection actions, however, are converted to AR comments and can be reported on in Vision.

If You Have Multiple FMS Companies

If you have multiple companies in FMS, each company you want to convert to Vision goes through its own migration process. If you purchase the Vision Multicompany feature, your converted FMS data for all companies are merged into a single database. If you don't purchase the Multicompany feature, each company's information goes into a separate database.

Consolidation and Elimination Companies

While you can do consolidated financial reporting in Vision, it is accomplished in a different way than it is in FMS. Because of this, the conversion does not convert consolidation accounts.

If you have a consolidation company the sole function of which is to produce consolidated financial reports, there is no reason to convert that company. However, if you have a consolidation company that represents an actual financial entity as well as being used for consolidated reporting, you can convert that company to a Vision company. The detail accounts set up in that company are converted but the consolidation accounts are not.

If you set up an elimination company in FMS so you could enter adjusting entries to eliminate the effect of intercompany activity in your consolidated financial reports, there is no point in converting that company.

Archive Companies

If you have created archive companies and used the Business Management Data Archiving tool to archive project data in those company databases, you cannot convert those companies or their data to Vision.

Prepare Vision for the Migration

Required Version of Vision

We recommend that you install or upgrade to the latest version of Vision before beginning the conversion process, so you can benefit from the latest enhancements to the conversion.

If you want to convert to an earlier version, discuss it with your Vision consultant to make sure you understand all of the pros and cons of that decision.

Hardware and Software Selection

As part of the planning process, our Technical Services staff will help you choose and configure any new hardware or software you need in order to run Vision.

We will evaluate your current equipment and determine your needs in the following areas:

- Workstation requirements

- SQL Server database requirements

- Server requirements

- Bandwidth requirements

- Licensing requirements

> For more detailed information about Vision hardware and software requirements, and technical specifications for running the software, see the *Deltek Vision Technical Installation Guide.* That guide is available on the Vision Installation CD (in PDF format) or from the Customer Care Connect site at http://support.deltek.com/ .

Installing Vision

You should install Vision and the demonstration database as soon as you want to access Vision at your site. You should do this before you send your FMS data to Deltek for conversion so you can load the Vision database as soon as it is available and begin verifying the conversion results.

> For complete instructions and a detailed explanation of the Vision installation process, see the *Deltek Vision Technical Installation Guide.* That guide is available on the Deltek Vision Installation CD (in PDF format) or from the Customer Care Connect site at http://support.deltek.com/.

During the Vision installation process, you will be asked to supply your database server name, your database name, your database username, and your database password. When you enter your database name, be sure to enter the name you gave to your newly converted database.

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After you have installed Vision, you must log on and activate the modules you have purchased before you can begin using the application. You will also need to complete some configuration tasks. See "Preparing to Test and Go Live on Deltek Vision" on page 241.

Plan the Migration

Client Implementation Team

Several functional areas are involved when you implement Deltek Vision. The team that plans and implements the conversion consists of the following roles:

Title	Role
Executive Sponsor	The executive sponsor is the system champion/cheerleader/enforcer – responsible for securing commitment from executive management, department/office management, accounting, marketing, and project managers.
	The executive sponsor reviews the major decisions made about Vision and ensures that your firm's needs have been met.
	Senior management support is perhaps the single most important aspect of a successful implementation. Vision is normally chosen because of a need to standardize processes to benefit from an end-to-end system. The executive sponsor needs to be involved in identifying and implementing changes to your internal processes to ensure that you get full benefit from the comprehensive nature of the Vision product.
Coordinator	The coordinator has overall responsibility for the implementation of Vision software at your firm. The person in this role deals with issues relating to policy and procedures. The coordinator ensures that all groups' requirements are considered in the implementation decisions.
	The primary role of the coordinator is as the high-level liaison between your firm and Deltek, and among all internal groups using management information generated by Vision. This individual, usually a senior-level manager, performs an integrative function, rather than providing technical expertise on Vision.

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Title	Role
Application Administrator	The application administrator develops a thorough understanding of the application through the implementation process with the Client Implementation Team and Deltek. Thereafter, this person performs the ongoing day-to-day administration of the system and leads the internal training effort.
	The role of the application administrator is primarily production-oriented. This individual must have an overall knowledge of Vision applications and operations (including Info Center maintenance, data entry, and report production), and a basic understanding of accounting and project management principles.
	The application administrator becomes the Vision resource for your firm, and advises principals, project managers, marketing, and the controller as they make decisions about the system. The responsibilities of this position do not typically include the use of Vision reports to make management decisions or the development of firm budgets or project budgets.
	To prepare for his or her responsibilities, the application administrator should participate in administrator training, pilot training, and user training.
	The application administrator serves as your primary contact with Deltek Customer Care. Daily support questions from those using Vision should be routed first through the application administrator so that person can become familiar with the common questions and the specific needs of the users, and become the initial Vision resource for your employees.
Information Systems Representative	The information systems representative is responsible for the day-to-day technical maintenance of Vision. A working knowledge of Windows technologies, including SQL Server and Internet Information Server are preferable.

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Title	Role
Project Management Representative	The project management representative is the liaison between the coordinator and the project managers. This person ensures that the needs of project managers are communicated to the coordinator and considered during installation. The project management representative works with the Deltek consultant to develop specific training programs for the project management staff. He or she also participates in the training programs along with a Deltek consultant.
Accounting Manager	The accounting manager 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).
Office/Division Administrator (optional)	If your company has multiple offices or divisions, consider including a second tier of part-time office/division administrators to provide input on any unique business needs of the individual offices or divisions.

Planning Meeting

To ensure that your migration goes as smoothly as possible, one of our experienced Vision consultants will meet with you to help you develop a migration plan.

During the planning session, the consultant and your team will do the following:

- Gather information from your senior managers, accounting staff, project managers, and marketing personnel to assess each group's Vision requirements.

- Review your current work breakdown structure (WBS) for projects, billing groups, phases, labor codes, accounts, vendors, clients, and employees to determine if changes would be beneficial.

- Review the Vision release schedule.

- Demonstrate the Vision user interface.

- Demonstrate Vision's new features and reporting capabilities.

- Analyze the differences between Vision and FMS to see how they will affect your firm.

- Discuss how internal procedures might be improved to make the most of the features in Vision.

- Discuss options for mapping and importing data stored in applications other than FMS.

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- Help you create a data entry plan for Vision.

- Review interfaces with other applications and determine how to maintain these interfaces in Vision.

- Discuss the special responsibilities or roles that your staff must assume during the migration process.

- Determine whether you need additional hardware or software to run Vision.

- Discuss the steps you should take to prepare your FMS data for conversion.

- Schedule the major phases in the migration process, including data preparation, conversion, and segment testing.

- Choose the date you will begin processing "live" on Vision.

- Determine whether your firm needs any custom reports or processes to supplement the standard options available in Vision.

- Plan a training program for your staff.

Prepare FMS for the Migration

Install the Required Version of FMS

To convert to from Deltek FMS to Deltek Vision, you must be using the SQL Server version of FMS, and you must install the latest version of FMS.

Unlock the Vision Conversion Module

When you purchase Vision and select your conversion level, you receive a new serial number and activation key that adds the Vision Conversion module to your FMS system.

When you receive the activation key and serial number, use the following procedure to unlock the Vision Conversion module:

1. Log on to your stand-alone computer or, if you're installing on a network file server, log on to the network as a user with Supervisor or Administrator rights.

2. Run WUP_DATE.EXE. This program file is located in the folder in which you installed Deltek FMS.

3. When the Update Deltek FMS dialog box opens, click **Options**.

4. In the expanded dialog box, click **Brand**.

5. In the Serial Number dialog box, enter the new serial number and activation key.

6. Click **OK**.

If you're running FMS on a network, you need to perform this procedure only once to update the database on the network file server. Individual workstations automatically receive access to the Vision Conversion module after the server installation is complete.

> If you are also upgrading FMS to a new version, you can perform this unlock procedure as part of that process. When the Update Deltek FMS Databases process runs the first time you log on after the installation, complete steps 4 – 6 when the Update Deltek FMS dialog box opens.

Make and Record the Migration Decisions

Once you've installed the required version of FMS and unlocked the Vision Conversion module, you're ready to make decisions about how you want your data converted and to record those decisions using the Vision Conversion module. The next few chapters describe why each of those decisions is necessary and provide guidelines for making the right decisions for your situation.

Run the Preconversion Utilities

When you have finished using the Vision Conversion module to record the migration decisions that apply to your conversion and you have completed any

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additional data preparation tasks, the next step is to run a set of preconversion utilities to ensure that your migration decisions are ready for the conversion. Do not submit your FMS data for conversion if you have not run all of those utilities and resolved as many of the problems as you can.

See "Run the Preconversion Utilities" on page 234 for a description of this important step in the migration process.

Run FMS Reports

Deltek recommends that you run a set of selected reports just before you send your FMS data to your Vision consultant for conversion. When you receive the converted data, you can then print comparable reports in Vision and compare the two sets of reports to verify that the two systems balance.

For a list of the reports and complete balancing instructions, see "Balancing Vision to FMS Following Data Conversion" on page 251.

Submit a Copy of Your FMS Database for Conversion

A Vision consultant performs the actual data conversions. Normally, he or she does a trial conversion first so you can review the data in Vision. Once you are happy with the results, the consultant performs a final conversion of your current FMS data.

Your last task before the conversion is to make a backup copy of your FMS data and send it to the consultant. See "Create the Backup Copy and Submit It for Conversion" on page 240 for details.

Convert Your Deltek FMS Database

How Long the Conversion Takes

During the time you have been using Deltek FMS to process data, you have likely accumulated a huge store of information about your firm's finances, projects, clients, and employees. No doubt you'll want to transfer this data from FMS into Deltek Vision as quickly and efficiently as possible so that you can start using Vision to process your firm's business transactions. The time that Deltek has your data for conversion can vary from one to four days.

Test Conversion

To ensure the best conversion results, we require at least two conversions. A test conversion usually takes place a few months before the final conversion. The test conversion does the following:

- Enables you to confirm that the way you have chosen to change your FMS data to fit with Vision features is optimal

- Enables you to confirm that our conversion program works correctly with your data and that the resulting database is satisfactory

- Provides you with an experimental database to use for testing and staff training.

Final Conversion

The final conversion takes place at the time you begin processing "live" on Vision. Picking the best date to go live takes careful planning. Choose a date that minimizes the impact on your accounting and payroll processes, your billing cycle, and your reporting schedule.

At least one day before your scheduled conversion, you send your prepared FMS data to Deltek by either uploading it to the Deltek ftp site or by overnighting it to the Deltek consultant who is performing the conversion.

Before running the conversion, the consultant reviews key elements of the data. If you request that Deltek perform some of the preconversion steps, or if there are data problems that you are unable to resolve on your own, the consultant also takes care of those tasks. He or she then runs the conversion to create the Vision SQL database.

Data Verification

Following the conversion, the Vision consultant prints key FMS and Vision reports and compares them to ensure that the data converted correctly. (You are encouraged to perform this check yourself when you receive the converted data. For instructions, see "Introduction: Balancing Vision to FMS" on page 252 and the related topics that follow that one.)

After verifying the data, the Vision consultant prepares a report indicating any differences found and emails it to you along with notification that your Vision

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database is available on the Customer Care Connect site. You can then download and install the database.

Load and Evaluate the Converted Data

Overview

When you receive the test conversion data, you load it into your Deltek Vision database and evaluate it to make sure you selected the correct conversion options and to confirm that the data conversion was successful and satisfactory.

Test Plan

In preparation for this step of the migration process, you prepare a detailed testing plan with the help of your Vision consultant. The plan should include staff assignments for testing individual modules or processes, procedures for reporting problems, and a schedule for completing the testing and addressing any issues.

Evaluation

The evaluation of the conversion results should include the following:

- Comparing selected Deltek FMS and Vision reports to confirm that the two systems balance. (See "Balancing Vision to FMS Following Data Conversion"on page 251)

- Verifying Info Center data. (See "Verify Info Center Data" on page 268)

- Performing segment testing. (See "Perform Segment Testing" on page 269)

Go Live on Deltek Vision

Overview

As part of planning your migration to Deltek Vision, you must choose a "go live" date—the date on which you plan to stop using Deltek FMS and begin processing solely with Vision. The date you choose depends upon several factors:

- Payroll, billing, and payment cycles

- Staff availability (for example, holidays, other critical assignments)

- Availability of data needed for cut-over

In preparation for your "go live" date, you must restore the final conversion database and configure your application and security settings just as you did when you created your test database.

You may be able to import some configuration and other settings from your test database into your live database. For example, you can copy security from the test database to the live Vision database. These steps are billable and need to be arranged in advance with your Vision consultant.

Because the go live date marks the beginning of "live" processing in Vision, you should not perform any processing in FMS after that date.

Ongoing Consulting and Training

As you know from your past experience with Deltek, we will always be available to help you once you are up and running on Vision. You can turn to us at any time for application consulting, systems audit services, technical support, or day-to-day operational assistance.

Furthermore, we strongly recommend that your staff take part in our ongoing training programs. We offer a full roster of courses at training facilities across the United States. We also offer training courses at client sites and for user groups.

For a complete list of Deltek consulting and training services, visit our Web site at www.deltek.com.

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Migration Decisions: Conversion Setup

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Migration Decisions: Overview

What Migration Decisions Are and Why You Have to Make Them

Before your Deltek FMS data can be converted, you must make a number of key decisions. These migration decisions instruct the conversion program how to transform your FMS data into Deltek Vision data.

For the most part, these decisions are necessary because FMS and Vision, while serving the same general function for professional services companies, are very different in a number of ways. While they have many data items in common, each also contains information not present in the other. As a result, some FMS data is not converted at all, and some can only be converted using the guidance you provide by making the migration decisions described in this and subsequent chapters.

How to Use the Migration Decision Chapters The migration decision chapters have two primary purposes:

- Use them to become generally familiar with the important conversion issues before you meet with your Vision consultant to discuss your particular conversion in detail.

- Use them after that meeting as needed to refresh your understanding of the migration decisions and to serve as a guide and checklist for making those decisions.

Each major topic in these chapters discusses a single migration decision or a group of closely related migration decisions. Each topic provides the following:

- Background information to help you understand how FMS and Vision compare, why the decision is necessary, and what the key factors are

- Guidelines for making the decision

In some cases, a decision or set of decisions requires more extensive background information. That information is provided in special topics called "migration briefings."

What to Do After You Make the Decisions

The purpose of the Vision Conversion module in FMS is to record your migration decisions so the conversion program can act on them. Once you make a decision or a group of decisions, you can record them in the Vision Conversion module. You don't need to wait until you've made all of the decisions.

That said, however, because some migration decisions depend on others, it is generally important that you make and record your decisions in the order they are presented in this guide. That sequence follows the sequence of options on the Maintain menu in the Vision Conversion module and, within individual dialog boxes, the sequence of tabs from left to right.

Each migration decision topic indicates where to go in the Vision Conversion module to record that decision. And if you need additional help working with the module dialog boxes, refer to the topics in Chapter 7: Entering Migration Decisions.

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Conversion Type Decision

General Description

If you purchased the Basic conversion, you can convert only the types of information that reside in the Deltek Vision Info Centers (projects, clients, vendors, employees,…).

If you purchased either the Standard or Premium conversion, you have two basic types of data conversion processes to choose from:

- You can convert only the types of information that reside in the Vision Info Centers.

- You can convert both Info Center information and transaction records (AP invoices, AR transactions, receipts,…).

Recording Your Decision in the Vision Conversion Module

To record your decision in the Vision Conversion module, click **Vision Conversion Setup** on the Maintain menu. On the General tab, select the option you want under **Conversion Type.**

If you need help using this tab, see "Vision Conversion Setup Procedures: General Options" on page 182.

Select the type of conversion you want.

Guidelines

Most companies that purchase the Standard or Premium conversion choose to convert both Info Center information and transactions. However, some companies are not satisfied with how they set up Deltek FMS originally and

would prefer to convert only their master file information (employees, clients, projects,…) and start fresh with transaction entry in Vision.

If you choose to convert only Info Center data, you are, as far as GL balances and transaction history are concerned, the same as a new, non-converting Vision client. In that situation, there are some minimum history loading requirements that you must meet in order for Vision to function properly. Refer to the chapter on history loading in the *Deltek Vision Implementation Guide* for more information.

> If you decide to convert only Info Center data, some of the migration decisions do not apply to your conversion because they affect only the conversion of transactions.

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General Vision Decisions

General Description

The Vision consultants who will convert your Deltek FMS data to Deltek Vision need to know the following:

- What version of Vision you will be using at the time of the conversion

- Whether you will be using Vision Payroll, and if so, whether you will convert Payroll Plus data to Vision

- Whether you will be using Vision Planning

Recording Your Decision in the Vision Conversion Module

To record your decisions in the Vision Conversion module, click **Vision Conversion Setup** on the Maintain menu. On the General tab, record your decisions under **Vision Information**. As long as it is clear what version of Vision you are using, the exact format of the entry in **Application Version** doesn't matter.

If you need help using this tab, see "Vision Conversion Setup Procedures: General Options" on page 182.

Enter your version information and indicate if you're using Vision Payroll or Resource Planning. If you are using Vision Payroll, also indicate if you want to convert Payroll Plus data.

Vision Conversion Setup

| General | Accounts | WBS | Labor Codes | Em |

Conversion Type
- ○ Info Center Only
- ◉ Info Center and Transactions

Vision Information

Application Version: 5.1 (Build 5.1.251)

☑ Using Vision Payroll
  ☑ Convert FMS Payroll to Vision Payroll
☐ Using Vision Resource Planning

Default Checkbook: Checking1

First National Bank

Guidelines: Vision Version

Here is how to determine the version of Vision that you are using:

1. Click ![Help icon] **Help** on the Vision toolbar.

2. On the Help menu, click **About**.

3. In the About dialog box, locate your current version next to **Application Version**.

Click here and then click on **About** on the Help menu to open the About dialog box.

This is your current version of Vision.
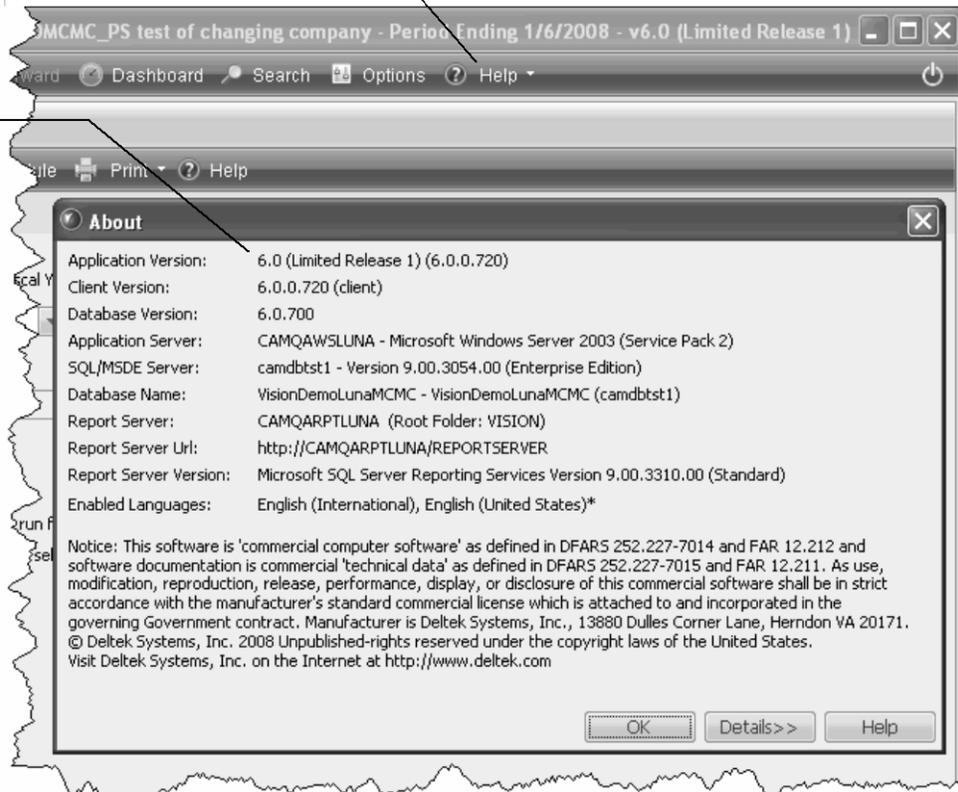
Guidelines: Vision Payroll

If you are going to use Vision Payroll, regardless of whether you are now using or converting FMS Payroll Plus, select **Using Vision Payroll.** If this check box is selected, Vision Payroll is enabled, and payroll-related employee data and other information that wouldn't otherwise be converted are converted to Vision.

Guidelines: Deciding to Convert Payroll Data

If you have been using Payroll Plus in FMS and you are going to use Vision Payroll, you have the option to convert payroll information.

Nearly all Payroll Plus users who are going to use Vision Payroll, do convert at least their current data. Along with converting existing payroll transactions, the conversion sets up employee taxes and adjustments for you, tasks that would require a lot of time to do manually in Vision. About the only reason for not converting is if you're not happy with the way Payroll Plus is set up, and you determine that it will be easier to start fresh in Vision.

Guidelines: Vision Planning

If you are going to use Vision Planning, select **Using Vision Resource Planning**. If this check box is selected, some information related to planning that wouldn't otherwise be converted will be converted to Vision:

- Employee rate information is used to set up provisional rates in Vision.

- Employee percent of direct hours budgets are converted to utilization ratios in Vision.

Default Checkbook Decision

General Description

Before the conversion, you need to specify the Deltek FMS checkbook for the bank account you want to be used by default for converted AP transactions in Deltek Vision that require a bank code.

Recording Your Decision in the Vision Conversion Module

To record your decision in the Vision Conversion module, click **Vision Conversion Setup** on the Maintain menu, and select the default checkbook in **Default Checkbook** on the General tab.

If you need help using this tab, see "Vision Conversion Setup Procedures: General Options" on page 182.

Select the default checkbook.
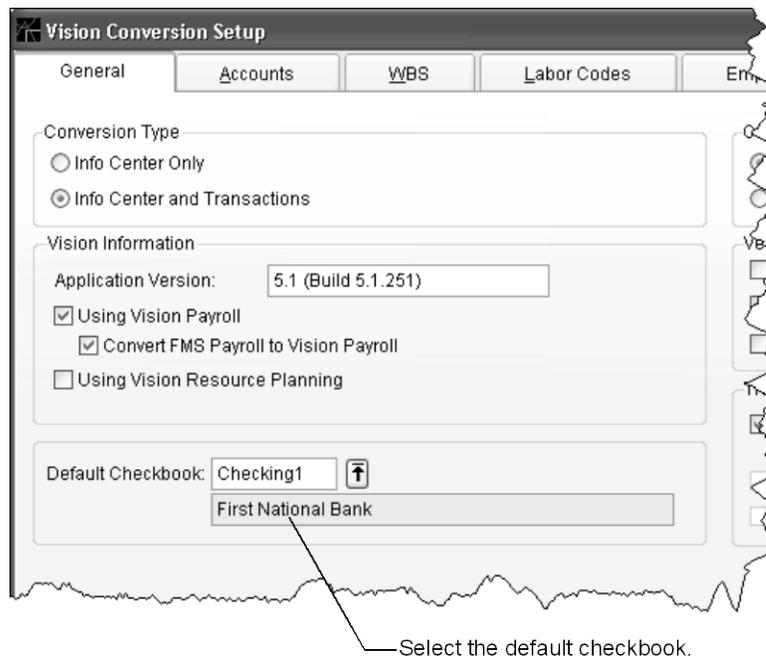
Background

Checkbooks set up in FMS are converted to bank codes in Vision.

Most AP transactions in Vision require the assignment of a bank code from which Vision gets the cash account for implicit entries in cash-related transactions.

When the conversion program creates AP transactions in Vision from FMS transactions, it assigns, by default, the bank code created from the checkbook you specify in **Default Checkbook** on the General tab.

Deltek

Guidelines

Select the checkbook you use most often when paying AP invoices.

Country in Addresses Decision

General Description

You have two options for converting the country portion of addresses in Deltek FMS:

- You can only convert the country for an address if it is different than the FMS company's country.

- You can always convert the country for an address.

Recording Your Decision in the Vision Conversion Module

To record your decision in the Vision Conversion module, click **Vision Conversion Setup** on the Maintain menu. On the General tab, select the option you want under **Country in Address**.

If you need help using this tab, see "Vision Conversion Setup Procedures: General Options" on page 182.

Indicate how you want to convert the country portion of addresses.

Background

FMS requires an entry in **Country** for contact, client, vendor, employee, and company addresses. When printing documents such as checks and government forms, however, FMS only prints the country if it is different than the country in the FMS company's primary address.

In Deltek Vision, if the address includes a country, it is always printed as part of that address.

Because of this difference, you must indicate how you want the country portion of addresses handled.

Guidelines

If…	Then select…
You only want the country printed when it is different than the country in the company's primary address	**Convert Country Portion of Address Only When Different from Company's Country**.
You always want the country included when addresses are printed	**Always Convert Country Portion of Address**.

Company Primary Address

The country for the company's primary address is always converted.

Inactive Vendors Decision

General Description

You can convert all of your Deltek FMS vendors, active and inactive, to Deltek Vision vendors, or you can choose to convert only your active vendors.

Recording Your Decision in the Vision Conversion Module

To record your decision in the Vision Conversion module, click **Vision Conversion Setup** on the Maintain menu. On the General tab under **Vendors**, select or clear the **Convert Active Vendors Only** check box.

If you need help using this tab, see "Vision Conversion Setup Procedures: General Options" on page 182.

Check this box if you only want to convert active FMS vendors to Vision vendors.
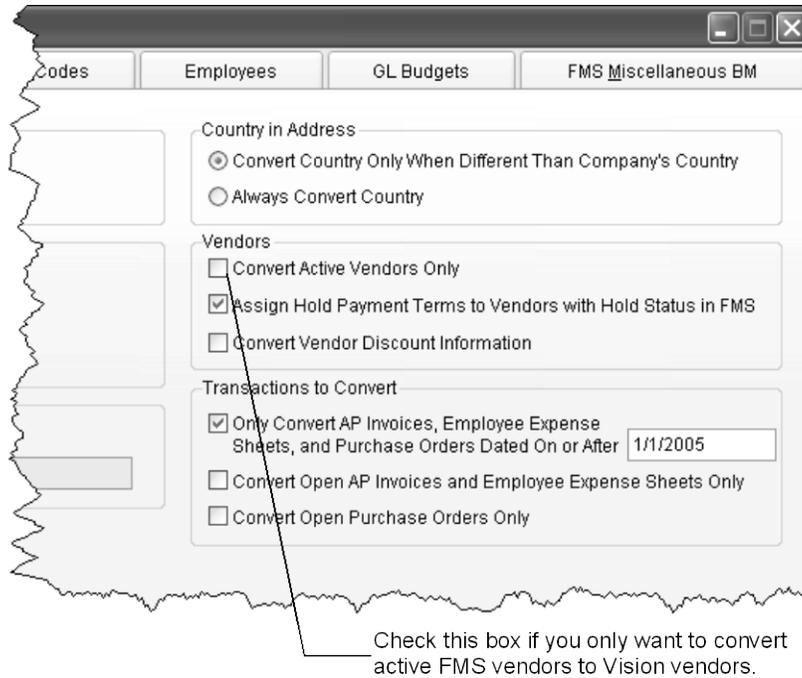
Guidelines

If you've accumulated a lot of vendors in FMS that you no longer use, you can select **Convert Active Vendors Only** to clean up your vendor list when you move to Vision.

If you don't select **Convert Active Vendors Only**, all vendors are converted.

In some special cases, inactive vendors are converted to Vision even when you select **Convert Active Vendors Only**:

- If any open AP invoices or purchase orders are converted for an inactive vendor, that vendor is also converted.

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- When you mark an employee as terminated in FMS, the vendor linked to the employee for employee expense entry is marked as "inactive" in the FMS database. However, those vendors are always converted to facilitate the conversion of employee expenses.

- An inactive vendor designated as the vendor to receive payment for a charge account is always converted.

If you select **Active Vendors Only** and later change the active status of a vendor in the Firms dialog box, it's conversion status changes automatically. However, when you enter a transaction for an inactive vendor and are prompted to make the vendor active, the conversion status does not change automatically in that situation.

> The **Convert Active Vendors Only** check box can affect which AP transactions are converted if you are converting all transactions or transactions dated after a cutoff date. Normally in those cases, all transactions, open or closed, that satisfy the date requirement, if any, are converted. However, if you select **Convert Active Vendors Only**, closed transactions for inactive vendors are not converted.

Vendor Hold Status Decision

General Description

You have two options for handling default payment terms assigned to vendors in Deltek Vision that have the Hold Payment status in Deltek FMS:

- The conversion can assign the Hold payment terms to those vendors in Vision.

- The conversion can assign their Vision payment terms based on each vendor's default payment terms in FMS.

Recording Your Decision in the Vision Conversion Module

To record your decision in the Vision Conversion module, click **Vision Conversion Setup** on the Maintain menu. On the General tab under **Vendors**, select or clear the **Assign Hold Payment Terms to Vendors with Hold Status in FMS** check box.
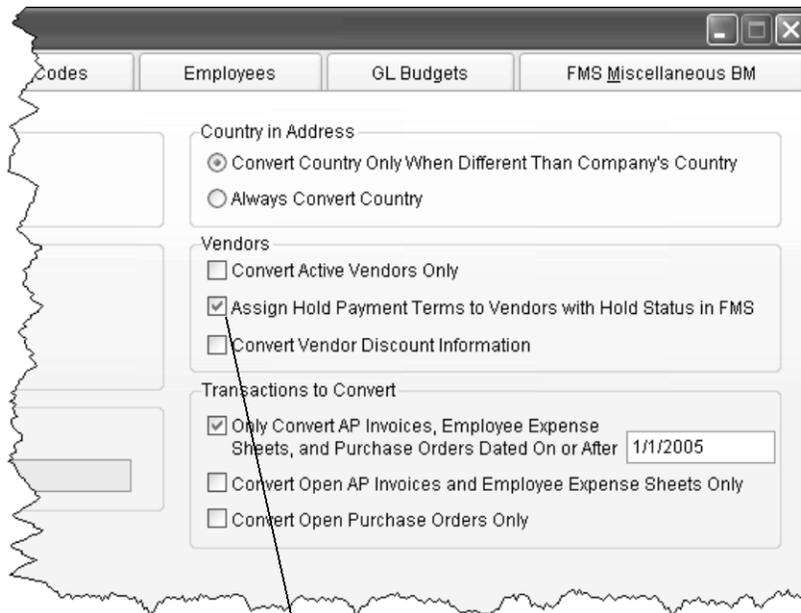
Indicate if you want vendors with the Hold Payment status to be assigned the Hold payment terms in Vision.

If you want payment terms for these vendors to be…	Then…
Hold	Select the check box.
Determined by their default payment terms in FMS	Do not select the check box.

Background

In FMS, if you want a vendor's invoices assigned the Hold Payment status by default, you can set the status of the vendor to Hold Payment without changing the vendor's default payment terms. In Vision, you accomplish this by assigning Hold as the vendor's payment terms.

Guidelines

If you select **Convert All FMS Vendors with the Hold Payment Status to Have Hold as the Payment Terms in Vision**, the conversion program assigns Hold as the payment terms for these vendors. If you later want to remove this restriction for a vendor, you can assign different terms in the Vendors Info Center.

If you don't select this check box, the conversion program assigns payment terms in Vision based on the default payment terms in FMS. If you enter a new invoice for the vendor in Vision, it will not be on hold by default.

> This decision does not affect existing invoices for these vendors. If you convert an invoice that is on hold in FMS, it will still be on hold in Vision.

Vendor Discount Information Decision

General Description

For vendors with Deltek FMS payment terms that offer discounts, you have the option to retain or discard the discount information when the vendors are converted to Deltek Vision.

Recording Your Decision in the Vision Conversion Module

To record your decision in the Vision Conversion module, click **Vision Conversion Setup** on the Maintain menu. On the General tab under **Vendors**, select or clear the **Convert Vendor Discount Information** check box.

If you need help using this tab, see "Vision Conversion Setup Procedures: General Options" on page 182.

Indicate if you want to convert vendor discount information.

Background

In FMS, discounts are set up as part of payment terms and can be changed for individual vendors and for individual invoices. You can set up discount availability based on a certain number of days past the invoice date or based on a certain date (day of the month).

In Vision, discounts are handled separately from payment terms and are always based on a specified number of days past the invoice date. There is no option to set up a discount that can be taken if payment is made before a certain day of the month.

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Guidelines

If you take discounts in FMS Accounts Payable and discount availability is most often based on paying the invoice a certain number of days after the invoice date, select **Convert Vendor Discount Information**. The conversion program will set up the vendors' discount information in Vision to match the discount information in the vendors' default payment terms in FMS.

If discount availability is most often based on a day of the month in FMS, you may not want to select **Convert Vendor Discount Information**, because Vision doesn't support that type of discount. If you do decide to assign discount information as part of the conversion, **Next** (pay in next check processing run) is assigned as the payment terms for vendors with terms based on a day of the month. In either case, you should review discount information in Vision after the conversion to make sure that it is correct for all vendors.

Accounts Payable Transactions, Employee Expenses, and Purchase Orders to Convert Decisions

General Description

If you are converting transactions, you must indicate which of your AP transactions, employee expense sheets, and purchase orders you want to convert to Deltek Vision. You can convert all of these transactions, or you can restrict the conversion to your most recent transactions or to transactions with an existing balance.

Recording Your Decision in the Vision Conversion Module

To record your decision in the Vision Conversion module, click **Vision Conversion Setup** on the Maintain menu. On the General tab, use the check boxes under **Transactions to Convert** to indicate if you want to restrict the transactions that are converted.

If you need help using this tab, see "Vision Conversion Setup Procedures: General Options" on page 182.

Use these check boxes to restrict the conversion based on a cutoff date or based on the existence of a balance.

Background: General

The conversion converts AP invoices, employee expenses, and purchase orders in Deltek FMS into AP vouchers, employee expenses, and purchase orders in Vision. Payment information is also converted.

During the first conversions of Deltek clients from FMS to Vision, we learned that much of the time the Vision consultants spent "cleaning up" the converted

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data was a result of data left over from an earlier conversion from the DOS version of FMS to the Windows version. This data did not cause problems in FMS for Windows but either caused the conversion to Vision to fail or made the resulting Vision data unsatisfactory.

Other conversion difficulties are caused by data created as a result of problems in early versions of FMS for Windows or because of past system failures, particularly those involving the non-SQL Server version of FMS.

Guidelines: General

In general, if you reduce the amount of data you convert, you also reduce the number of conversion problems, and you start with a "cleaner" database as you move forward with Vision.

Because of this, we recommend that, if possible, you use one of the options to limit the AP transactions, employee expense sheets, and purchase orders that are converted to Vision. This recommendation is for all converting FMS clients, but it is particularly crucial that you limit the data you convert if you are one of the FMS clients that converted from the DOS version of FMS.

> If you don't convert all of your AP transactions, employee expenses, and purchase orders, you should keep your FMS system operational in case you need to retrieve historical data.

Guidelines: Selecting Transactions Based on a Cutoff Date

Most converting FMS clients choose to limit the transactions converted based on a cutoff date. We recommend that, if possible, you only convert transactions dated within the last year or two.

If you purchased the Standard conversion, you have already made this decision. The cutoff date is set automatically to the first day of the year, two years prior to the current fiscal year, and you cannot change it. For example, if the date you enter the setup information in the Vision Conversion module is 11/15/09 and your fiscal year starts on January 1, the cutoff date is set at 1/1/07. You get two full prior years of transactions and all transactions for the current year to date.

The actual date you specify doesn't matter. The first day of a calendar or fiscal year is a convenient choice, but it isn't necessary to pick one of those. And this cutoff date need not be the same as other cutoff dates you're using for the conversion.

When you use this option, if any of the key dates for a transaction falls on or after the cutoff date, that transaction is converted. For an invoice, for example, the conversion compares invoice date, effective date, and payment dates to the cutoff date.

Normally, all transactions, open or closed, that satisfy the date requirement are converted. However, if you select **Convert Active Vendors Only**, closed transactions for inactive vendors are not converted. (If there are open transactions for inactive vendors, both the transactions and the vendors are converted, even though **Convert Active Vendors Only** is selected.)

> If you specify a cutoff date, manual payments to an account are also included or excluded from the conversion based on that date.

Guidelines: Selecting Only Open Transactions

The option to convert only open AP transactions and employee expenses isn't used often, but it provides a way to drastically cut the AP data going to Vision while still sending over those transactions that you need to deal with in the near term.

If you're only interested in converting purchase orders for which there are still items to be received, select **Convert Open Purchase Orders Only**. If you do this, purchase orders marked as "closed" are not converted.

> These two options are not available if you elect to restrict the conversion using a cutoff date.

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Migration Briefing: Chart of Accounts Conversion

Purpose

While defining general ledger accounts in Deltek Vision is similar in many ways to how you do it in Deltek FMS, there are some key differences that may have a significant effect on how your FMS chart of accounts is converted to the Vision chart of accounts and what you need to do to prepare for the conversion of your accounts.

This briefing describes the differences between the FMS and Vision charts of accounts, identifies the key differences, and explains how the key differences affect the conversion.

For More Information

For more information related to the conversion of the chart of accounts, see these migration decision topics:

- "GL Account Number Structure Decision" on page 48

- "GL Expense Account Ranges Decisions" on page 50

- "FMS Accounts-to-Vision Accounts Mapping Decisions" on page 117

- "Expense Codes-to-Accounts Mapping Decisions" on page 124

FMS Chart of Accounts: The Basics

In FMS, the total number of characters in your account numbers can be as few as 1 or as many as 15, plus separators. The account number can comprise from one to four account divisions.

Each account is assigned to one of five account types: Asset, Liability, Equity, Income, and Expense. While you can define the account number ranges making up each account type in any way you want in FMS, most companies set up their accounts so that all accounts of a particular type fall into a single range and the account type ranges follow the sequence in the preceding sentence: asset accounts in the lowest numbered range, liability accounts in the next highest range, and so on.

You can have summary accounts and consolidation accounts in FMS as well as detail accounts.

Vision Chart of Accounts: The Basics

In Vision, the account numbers can have from 3 to 13 characters, including the separator (called a delimiter in Vision), if you use one, and a maximum of only two divisions.

Like FMS, Vision uses account types. However, it has more types:

- Asset

- Liability

- Net Worth

- Revenue

- Reimbursable

- Reimbursable Consultant

- Direct

- Direct Consultant

- Indirect

- Other

The Other account type is for accounts for below-the-line revenue or expenses, such as rental or interest income.

As in FMS, the account numbers do not have to be grouped into ranges by account type, though that is the common practice. And if you do group by account type, the account type ranges can be in any order.

Vision does not have summary accounts and consolidation accounts, so those types of FMS accounts are not converted.

Chart of Accounts Conversion: The Basics

To prepare for the conversion of your chart of accounts, you do the following:

1. Specify the structure you want to use for Vision account numbers.

2. Specify the FMS main account number range that corresponds to each Vision expense account type.

3. Map individual FMS detail account numbers to Vision account numbers.

In most cases, however, because of differences between the two systems, you must complete some additional tasks before you can map the accounts.

Key Difference: Expense Accounts

The Vision distinction between a reimbursable expense and a direct expense has important implications for the conversion of the FMS chart of accounts.

A *reimbursable expense* in Vision is an expense that, under the terms of the contract, is or could be billed as a separate line item on a client invoice. These expenses correspond to project expenses in FMS that have **Yes** or **Hold** in **Bill?**.

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A *direct expense* is a project-related expense that you bill as part of a fixed fee or that you are unable to bill. In FMS, such expenses would have **Fee**, **WriteOff**, or **No** in **Bill?**.

In Vision, the expense accounts are crucial for the correct processing of project expenses. Though Vision has expense codes, they have a different function than they do in FMS; Vision has no true equivalent to the FMS expense code. When you enter an expense in Vision, it is the expense account that both identifies the type of expense (airfare, rental car, and so on) and determines whether it goes into the billing process or not. As a result, two expense accounts are needed for each type of project-related expense: one account (a reimbursable expense account) that you use when the expense is to be explicitly billed to the client and another account (a direct expense account) that you use when the expense is not to be billed or is to be billed as part of fixed fee billing. In FMS, on the other hand, the same expense account is used in both cases.

Here's an example. In your FMS chart of accounts, you have a Travel direct expense account, 5121, that is assigned to a Travel expense code. When you enter a project-related travel expense in FMS, you enter the expense code and project information, and you use **Bill?** to indicate how or whether the expense is to be billed. To accomplish the same thing in Vision, you could set up a Reimbursable Travel expense account, 5121 and a Direct Travel expense account, 6121. When you enter a project-related travel expense, you would enter it for 5121 if the expense is billable as a separate charge and for 6121 if it is not billable or is billed as part of a fixed fee billing amount.

Because of this difference, most companies must add the second set of project-related expense accounts required in Vision to their FMS chart of accounts. While it is not required, most companies also shift ranges of expense accounts during the account mapping procedure so that the resulting Vision accounts are numbered in a logical sequence and the new direct expense account numbers are grouped with other expense accounts in that sequence (after the reimbursable expense accounts and before the indirect expense accounts, for example).

Another difference is that Vision has separate account types for subcontractor/consultant expenses, both for reimbursable expenses and direct expenses.

Key Difference: "Other" Accounts

The Other account type is for accounts for below-the-line revenue or expenses, such as rental or interest income. FMS has no equivalent account type. When you map your FMS accounts to Vision accounts, you can change the default Vision account type for such an account to the Other account type.

Key Difference: Account Number Structure

In FMS, account numbers can consist of a main account division and up to three other divisions. The main account numbers correspond to basic categories of business activity, while the most common use of the additional divisions is to create general ledger accounts for specific operational units of the company (branch offices, regions, budget centers,…) or broad categories of services (architectural, engineering,…). This enables you to print financial

reports in FMS not only for the company as a whole but also for individual operational units or categories of service.

In Vision, the account number is intended in most cases to represent only a basic category of business activity, much as the main account does in FMS. If you want to print financial or other types of reports for operational units or types of services, you do that by defining an organizational structure outside of the chart of accounts.

So what does this mean for your data migration? If you have single-division account numbers in FMS, just make sure that the Vision account number length matches your FMS account number length and review the default account mappings to verify that all of your FMS account numbers are mapped to the matching Vision account number.

If you have multiple-division account numbers in FMS, the procedure is a bit more complicated. Most converting Deltek clients who are using multiple-division account numbers do the following:

1. Define a Vision account number structure that matches the main account division in FMS.

2. Map all FMS accounts with the same main account number to an account number in Vision that matches that main account number.

3. Convert the other FMS account number divisions to organization levels and organization codes in Vision.

Example: Account Number Structure

Suppose you are using departments in Business Management, and your FMS account number structure consists of three divisions: Main Account (four characters), Branch (one character), and Department (two characters). The account number for Professional Services income for the Architecture department (department 10) of the Chicago office (branch C) is 4111-C-10.

When you map your FMS data to Vision, you do this:

1. On the Account Structure subtab of the Accounts tab in the Vision Conversion Setup dialog box, you define the Vision account number structure to match your FMS main account division: a single, four-character division with no delimiter.

2. On the Account Ranges subtab of the Accounts tab in the Vision Conversion Setup dialog box, you specify FMS main account number ranges for the expense account types.

3. On the WBS tab of the Vision Conversion Setup dialog box, you select **Vision Organizations** under **Convert FMS Departments As** and select **Convert FMS Account Number Structures to Vision Organizational Levels**. You also click the **Set Up Organization Codes** button to review and, if necessary, make changes to the default codes, and you click the **Set Up Organizations** button to assign names to the organizations the conversion will create.

4. In the FMS Departments – Vision Organizations Mapping dialog box, you map your departments to organizations.

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5. In the FMS Accounts – Vision Accounts Mapping dialog box, you map all FMS accounts to the Vision accounts that match their main account numbers. So account 4111-C-10 is mapped to 4111 in Vision, as are all other FMS accounts that have the 4111 main account.

When it converts your data to Vision, the conversion program sets up GL accounts in Vision based on the account mapping and sets up organization levels and organization codes based on your account divisions and division codes in FMS. Returning to the example, the conversion would create Branch and Department organization levels, and among the organization codes would be a C organization code at the Branch level and a 10 organization code at the Department level, the two division codes from our example account number.

If You Don't Use Departments in Business Management

Some FMS clients have multiple-division account numbers but do not use departments in Business Management. In that case, you are not given the option to create organization levels in Vision based on your account number structure, because the conversion program would have no way of knowing how to assign employees and projects to organizations. (If you use organizations in Vision, every employee and project must be assigned to an organization.)

If you are in that situation and you want to use organizations in Vision, you must turn on departmentalization in Business Management Control Information before you convert and assign each of your employees and billing groups to a department. Before doing this, however, you should discuss it with your Vision consultant to determine if this is the best approach for your company.

GL Account Number Structure Decision

General Description

As part of the process of converting your chart of accounts, you need to decide on the account number structure you want for general ledger accounts in Deltek Vision.

Recording Your Decision in the Vision Conversion Module

To record your decision in the Vision Conversion module, click **Vision Conversion Setup** on the Maintain menu, click the Accounts tab, and use the Account Structure subtab to specify the structure of your Vision account numbers.

If you need help using this tab, see "Vision Conversion Setup Procedures: Account Structure" on page 185.

Background

The most important difference between the account number structure options in Deltek FMS and those in Vision is that FMS accounts can have up to three divisions in addition to the main account division. These divisions enable you to print financial reports for individual operational units or categories of service. In Vision, you accomplish this type of reporting by setting up an organizational structure outside of the chart of accounts. GL accounts in Vision are essentially the same as main accounts in FMS.

Because of these differences, most companies that have multiple-division account numbers find it necessary to change their account number structure when they convert to Vision.

For more background information, see "Migration Briefing: Chart of Accounts Conversion" on page 43.

Guidelines: If You Have Multiple Account Number Divisions

Most clients with multiple account number divisions drop their extra divisions so that their Vision account numbers have one division that matches their FMS main account division. Some, however, also take the opportunity to increase the size of the account number during the switch to Vision to provide room in their chart of accounts for more accounts.

Guidelines: If You Have One Account Number Division

Most clients with a one-division account number set up the conversion so that their Vision account numbers match their FMS account numbers. Some, however, take the opportunity to increase the size of the account number during the switch to Vision to provide room in their chart of accounts for more accounts.

Guidelines: Using Two-Division Accounts in Vision

You have the option to create two-division account numbers in Vision, but keep in mind that the reasons for doing so are not the same as they are in FMS. The additional division in Vision accounts is primarily a way to identify sub-categories for accounts, not to provide enhanced financial reporting as in FMS. Before you decide to use two divisions in Vision, you should discuss the option with your Vision consultant.

Guidelines: Shortening Your Account Number

While it is rarely done, you can also choose to make your Vision account numbers shorter than your FMS account numbers. Keep in mind that if you decide to decrease the number of characters in your account numbers, it could mean that the characters that distinguish two account numbers from each other are discarded. If this happens, the two FMS accounts will be mapped to the same Vision account by default in the FMS Accounts – Vision Accounts Mapping dialog box.

GL Expense Account Ranges Decisions

General Description

By default, FMS accounts are mapped to Vision accounts based on their account type. For example, all FMS income accounts with the 4111 main account are mapped by default to the 4111 Vision revenue account (assuming you defined the Vision account number structure to match your FMS main account).

For expense accounts, however, FMS has only the Expense account type, while Vision has five account types for expense accounts. To provide default mappings for the expense accounts, you need to specify a range of FMS main account numbers for each type of Vision expense account.

Recording Your Decision in the Vision Conversion Module

To record your decision in the Vision Conversion module, click **Vision Conversion Setup** on the Maintain menu, click the Accounts tab, and use the Account Ranges subtab to specify the range of FMS main account numbers for each type of Vision expense account.

If you need help using this tab, see "Vision Conversion Setup Procedures: Account Ranges" on page 188.

Vision Conversion Setup						
General	Accounts	WBS	Labor Codes	Employees	GL Budgets	FMS Miscellaneous BM

Account Structure	Account Ranges	Accounting Periods

FMS Expense Ranges:	Starting		Ending	
Reimbursable:	5000		5999	
Reimbursable Consultant:	5111		5111	
Direct:	8000		8999	
Direct Consultant:	8111		8111	
Indirect:	6000		6999	

Save   Close

Background

FMS accounts with an account type for which a matching account type exists in Vision are, by default, mapped to Vision accounts of that type in the FMS Accounts – Vision Accounts Mapping dialog box. So FMS accounts with an

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account type of Asset, Liability, Equity (Net Worth in Vision), and Income (Revenue in Vision) automatically appear on the corresponding tab in the FMS Accounts – Vision Accounts Mapping dialog box.

However, while FMS expense accounts all have the Expense account type, Vision divides expense accounts into five separate account types:

- Reimbursable

- Reimbursable Consultant

- Direct

- Direct Consultant

- Indirect

Because of this difference, you need to specify the range of FMS main accounts corresponding to each Vision expense account type so the corresponding FMS accounts can be displayed on the correct tab in the mapping dialog box. The only purpose of specifying the expense account type ranges is to save you work in the FMS Accounts – Vision Accounts Mapping dialog box. The ranges are not converted and in no way restrict how you number your Vision expense accounts.

Do not worry if a range you specify contains a few expense main accounts that should have different Vision account types. You can change the default Vision account types in the mapping dialog box. If an expense range contains a non-expense account, that has no effect on the default mapping; Vision accounts mapped to FMS non-expense accounts are always assigned the same account type that they have in FMS.

> If an FMS expense account has a main account that does not fall within one of the expense account ranges, the default Vision account it is mapped to is given the Indirect account type but you can change that in the FMS Accounts – Vision Accounts Mapping dialog box.

Your FMS chart of accounts is likely to have accounts that fall into each of the Vision expense account type ranges. There are two important exceptions, however: the direct expense range and the direct consultant range. In nearly every case, converting companies must both define a new range of account numbers for direct and direct consultant expenses and create the accounts themselves in FMS before mapping accounts.

> For more detailed background information related to this migration decision, see "Migration Briefing: Chart of Accounts Conversion" on page 43.

Guidelines: Reimbursable Expense Account Range

For the range of FMS main accounts for the Reimbursable account type, use the range of your FMS direct project expense accounts.

Guidelines: Direct Expense Account Range

Because their FMS chart of accounts does not include a range for direct expense accounts ("direct" as defined in Vision) and because they generally want that range to come immediately after the range for reimbursable expense accounts, converting companies usually find it necessary to create space in the chart of accounts for the new range.

For example, suppose that, in your FMS chart of accounts, direct project expense accounts ("direct" as defined in FMS) fall in the 5000-5999 range and indirect expense accounts in the 6000-6999 range. In Vision, however, you want to use 5000-5999 for reimbursable expenses and 6000-6999 for direct accounts. Thus, the indirect accounts need to be moved to the 7000-7999 range to make room for the direct accounts.

To accomplish such a shift, the most common approach is to do the following:

1. Identify an unused range within the numbering scope of your FMS main account numbers that is large enough to accommodate the number of new direct expense main accounts you need to set up.

2. Use the Create Mirror Image for Direct Accounts tool in the Vision Conversion module to make copies of your existing FMS direct project expense accounts using main account numbers that fall within the unused range. The existing FMS direct project expense accounts will become your reimbursable expense accounts in Vision, and the copies will become your Vision direct expense accounts.

3. On the Account Ranges tab of the Accounts tab in the Vision Conversion Setup dialog box, specify the range of FMS main accounts that corresponds to each Vision expense account type.

4. On the Reimbursable tab of the FMS Accounts – Vision Accounts Mapping dialog box, verify that your original FMS direct project expense accounts are mapped to the correct Vision reimbursable and reimbursable consultant expense accounts.

5. On the Indirect tab of the FMS Accounts – Vision Accounts Mapping dialog box, click the **Default Accounts/Organizations** button, and use the Default Accounts/Organizations dialog box to increment (increase) the Vision indirect account numbers to make room in your Vision chart of accounts for the direct expense accounts.

6. On the Direct tab of the FMS Accounts – Vision Accounts Mapping dialog box, click the **Default Accounts/Organizations** button, and use the Default Accounts/Organizations dialog box to decrement (decrease) the default Vision direct and direct consultant account numbers so that they follow the reimbursable expense accounts in your Vision chart of accounts.

Thus, in the example, you use the tool to create the new set of expense accounts in the 8000-8999 range. Then, in the FMS Accounts – Vision Accounts Mapping dialog box, you map the 5000-5999 FMS expense accounts to the 5000-5999 accounts in Vision, the FMS 6000-6999 indirect expense accounts to the 7000-7999 accounts in Vision, and, finally, the new FMS direct expense accounts (numbered 8000-8999) to the 6000-6999 accounts in Vision.

> When you specify the FMS main account ranges on the Account Ranges tab of the Vision Conversion Setup dialog box, you must enter valid main account numbers for the beginning and ending accounts. Thus, before you can enter the main account ranges, you need to create the FMS accounts that you want to map to Vision direct expense accounts.

> These procedures are described in more detail in "FMS Accounts-to-Vision Accounts Mapping Decisions" on page 117 and in "FMS Accounts – Vision Accounts Mapping Procedures" on page 208.

Guidelines: Consultant Expense Account Ranges

Vision differentiates between reimbursable consultant (subcontractor) expenses and other reimbursable expenses, so you should specify the range you use for direct project subcontractor expenses in FMS. Most companies have their subcontractor accounts grouped already, so this isn't normally a problem. If yours are not grouped, you may want to specify a range with a single account number as the beginning and ending account, and then, in the FMS Accounts – Vision Accounts Mapping dialog box, change the account type to Reimbursable Consultant for the other accounts that should have that type.

The above discussion applies also to the direct consultant expense account range.

The consultant expense ranges are completely independent of the other three expense ranges. The reimbursable consultant expense account range can be within the reimbursable expenses range or it can be an entirely separate range. The same is true for the direct consultant expense account range.

Accounting Periods Decisions

General Description

The conversion program creates fiscal periods in Deltek Vision based on the accounting periods you have defined in Deltek FMS. Before the conversion, you need to do the following:

- Specify the first fiscal year that you want converted.

- Specify the latest accounting period you want converted. The conversion creates fiscal periods for this period and all prior periods back through the first fiscal year to be converted.

- Indicate the Vision fiscal year corresponding to the FMS fiscal year for the latest FMS period to be converted. Prior fiscal years in Vision are determined by this entry.

Recording Your Decision in the Vision Conversion Module

To record your decisions in the Vision Conversion module, click **Vision Conversion Setup** on the Maintain menu, click the Accounts tab, and use the Accounting Periods subtab to specify accounting periods for Vision.

If you need help using this tab, see "Vision Conversion Setup Procedures: Accounting Periods Options" on page 190.

Background: General Ledger Beginning Year

During the first conversions of Deltek clients from FMS to Vision, we learned that much of the time the Vision consultants spent "cleaning up" the converted data was a result of data left over from an earlier conversion from the DOS version of FMS to the Windows version. This data did not cause problems in FMS for Windows but either caused the conversion to Vision to fail or made the resulting Vision data unsatisfactory.

Other conversion difficulties are caused by data created as a result of problems in early versions of FMS for Windows or because of past system failures, particularly those involving the non-SQL Server version of FMS.

Guidelines: General Ledger Beginning Year

In general, if you reduce the amount of data you convert, you also reduce the number of conversion problems, and you start with a "cleaner" database as you move forward with Vision.

Because of this, we recommend that, if possible, you limit the conversion to a year or two of general ledger information. This recommendation is for all converting FMS clients, but it is particularly crucial that you limit the data you convert if you are one of the FMS clients that converted from the DOS version of FMS.

If you purchased the Basic or Standard conversion, you have already made this decision. The cutoff is set automatically to the fiscal year two years prior to the current year, and you cannot change it. For example, if the date you enter the setup information in the Vision Conversion module is 11/15/09 and your fiscal year starts on January 1, the general ledger beginning year is set to 2007. (For the Basic conversion, only the accounting periods are set up. No account balances or transactions go to Vision.)

If you have the Premium conversion, keep the following in mind when you choose your beginning year:

- The year you select in **General Ledger Beginning Year** serves as a cutoff date for the conversion of accounting periods, account balance information, and general journal transactions. You will not be able to print financial reports for any periods prior to the first period of the year you select.

- If you have any past years that, because of account number restructuring or other reasons, are out of balance, it is important that you select a more recent year to be the beginning year in Vision.

- The year you select does not need to match up with other cutoff dates you're using for the conversion.

> If you don't convert all of your fiscal years, you should keep your FMS system operational in case you need to retrieve historical data.

Background: Latest Period to Be Converted

While you can have any number of open fiscal periods in Vision, the most common approach is to create a new open period when most or all data entry

and processing has been completed for the preceding period. When you create a new period, it becomes the *current period* and all earlier periods are automatically considered *prior periods.*

In FMS, on the other hand, when you near the end of a fiscal year, you set up the next fiscal year with all of its accounting periods.

Guidelines: Latest Period to Be Converted

Depending on how Vision is set up, the ability to work in prior periods, whether they are closed or not, may be restricted. For that reason, you should not convert any FMS accounting periods that are later than the period during which you will go live with Vision. If you did convert the future periods set up in FMS, the latest of those would be the current period in Vision, while the fiscal period that was really the current one would be treated as a prior period.

Because of this, for your final conversion you should select the FMS accounting period in which you will go live with Vision in **Convert Periods Through** on the Accounting Periods subtab of the Accounts tab in the Vision Conversion Setup dialog box. Then, in **Vision Fiscal Year for FMS Fiscal Year**, enter the Vision fiscal year in which that period will fall.

> For trial conversions, always select the current period in **Convert Periods Through** so that all existing transactions are converted. If you instead select an earlier period (your most recent closed period, for example), be aware that your FMS and Vision reports are not likely to balance.

Before you run the preconversion utilities in preparation for submitting your data for the final conversion (or a subsequent test conversion), check the period in **Check Periods Through** to make sure it is still the correct period. If not, change it before running the utilities.

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Migration Briefing: Work Breakdown Structure Conversion

Purpose

The work breakdown structure, whether in Deltek FMS or Deltek Vision, is the hierarchical structure of activities that need to be carried out to complete a project. The work breakdown structure is used to categorize, collect, and report on project data.

The conversion of the FMS work breakdown structure components to Vision work breakdown structure components is one of the most complex and, at the same time, most important parts of the data migration process.

This briefing describes the fundamental differences between the FMS and Vision work breakdown structures and explains how those differences affect the conversion.

For More Information

For more information related to the conversion of the work breakdown structure, see these migration decision topics:

- "Work Breakdown Structure Decisions: Projects and Billing Groups" on page 62

- "Work Breakdown Structure Decisions: Phases" on page 66

- "Work Breakdown Structure Decisions: Departments" on page 71

- "Work Breakdown Structure Decisions: Labor Codes" on page 76

- "Work Breakdown Structure Decisions: Staff Types" on page 79

- "Expense Codes-to-Accounts Mapping Decisions" on page 124

FMS Work Breakdown Structure Components

In FMS, these are the standard components of the work breakdown structure:

- Project

- Billing group

- Phase

- Department

- Cost type

Below the cost type level, the labor code and staff type components are used for labor and the expense code component for expenses.

Vision Work Breakdown Structure Components

In Vision, the standard components of the work breakdown structure are

- Work breakdown structure level 1: WBS1 (default label: Project)

- Work breakdown structure level 2: WBS2 (default label: Phase)

- Work breakdown structure level 3: WBS3 (default label: Task)

If you need to break down project activity even more, project numbers can have up to three levels separated by delimiters, and phases and tasks can have two each.

Below the task level, you can further categorize labor using labor codes. And each labor code can have up to five segments for tracking labor at even more detailed levels. Where FMS uses expense codes, Vision uses GL expense accounts to identify the particular types of non-labor expenses charged to projects.

Vision Projects (WBS1)

Vision projects fall into one of three categories, designated by their charge type: regular, overhead, and promotional. The charge type determines the account number used when entering transactions for the project and the reports you use to report on the project. In Vision, posting to the general ledger is essentially project-driven, and in most data entry situations, Vision verifies that project charge types and transaction accounts are compatible.

Regular projects are revenue-producing projects, to which direct labor, reimbursable expenses, and direct expenses are charged.

Overhead projects do not produce revenue. Their function is to track indirect costs. Indirect labor and expenses are charged to overhead projects. Typically, overhead projects are set up for such overhead categories as vacation, sick leave, holiday, business development, accounting, civic duty, and general overhead. Overhead projects accumulate transactions for the current fiscal year, with the total cost associated with them eventually distributed to regular projects through the Overhead Allocation process. While Vision overhead projects are basically equivalent to FMS billing groups with the Overhead billing type, Vision, unlike FMS, requires indirect expenses entered through Accounts Payable or General Ledger to be associated with an overhead project.

Promotional projects, like FMS billing groups with the Proposal billing type, are used to track labor and expense associated with acquiring a contract.

During the conversion of your FMS data, either your FMS projects or your FMS project-and-billing group combinations, depending on the option you choose, are converted to the WBS1 level in Vision.

Vision Phases and Tasks (WBS2 and WBS3)

Phases and tasks in Vision are sub-projects, much as billing groups are in FMS. They can have different organizations, billing terms, managers,

overhead, revenue, and attributes. Unlike for FMS billing groups, however, you cannot print separate invoices for phases or tasks.

Phases and tasks are always project-specific, in contrast to the global phases and labor codes in FMS. Also unlike FMS, when you set up a project in Vision, you have the option to not use the WBS2 and WBS3 levels if you don't need those levels to track project activity.

Depending on the options you select for the conversion, FMS billing groups, phases, departments, or labor codes could be converted to the WBS2 or WBS3 level in Vision.

Vision Labor Codes

Vision labor codes extend the standard work breakdown structure, enabling you to further classify the work your employees do for budgeting, billing, and reporting purposes. You define labor codes globally rather than setting them up for individual projects, but you decide on a project-by-project basis whether or not to use them. If you do use them, all time records entered for the project must include a labor code as well as a code for each WBS level being used for that project.

Labor codes in Vision are commonly used to track such things as the departments, project phases, service types, or staff levels associated with labor charges.

Because a labor code can have up to five levels and a maximum of 14 characters (including delimiters), you can actually use them to track multiple labor-related items. For example, your labor code structure might be made up of a one-character department level and a two-character activity level separated by a period. When an employee entered time incurred by department A for activity 10, she would enter the A.10 labor code as part of the time record.

Depending on the options you choose for the conversion of your FMS work breakdown structure, the conversion program may create Vision labor code levels and sub-codes from your phases, departments, FMS labor codes, or staff types, or from any combination of them.

Vision Expense Accounts

In FMS, a particular type of project expense is identified during data entry and on reports by an expense code, and each expense code is linked to the appropriate GL expense accounts.

Though Vision has expense codes, they have a different function than they do in FMS; Vision does not have a true equivalent of the expense code. Instead, you set up GL expense accounts for each category of expense. When you enter expense transactions, you enter the appropriate GL account number, which in turn identifies the type of expense, indicates how it affects the general ledger, and determines whether it goes into the billing process or not.

As part of the conversion preparation, you map each of your FMS expense codes to a set of Vision GL accounts, and that mapping information is used to convert your FMS expense transactions.

For more information, see "Migration Briefing: Chart of Accounts Conversion" on page 43, "GL Expense Account Ranges Decisions" on page 50, and "Expense Codes-to-Accounts Mapping Decisions" on page 124.

Data Entry and the WBS Levels

In FMS, all time and expense records include all of the WBS levels, though the option exists to hide some of those levels for data entry purposes and use default data.

In Vision, the WBS levels used can vary by project. For a given project, however, time and expense records and other types of transactions must include a code at the lowest level being used for that project, and revenue and overhead are distributed at that level as well.

Below the standard WBS levels, you have the option, for each project, to use labor codes as well. If you do, each time record entered must include a labor code along with the required WBS components. And, as mentioned previously, each expense record must contain the appropriate GL expense account.

Billing and the WBS Levels

In FMS, you have the option to print separate invoices at either the project level or the billing group level. How the billing is done is largely controlled by the billing information entered for the billing groups or set up in the billing rate schedules assigned to billing groups.

In Vision, you can only print separate invoices at the WBS1 level, though the invoices can show billing information at lower levels of the WBS and even at the labor code and expense account levels. If required, you can assign each WBS2 and WBS3 code its own billing terms. Conversely, if you are using a WBS level only for internal reporting purposes and don't want it to appear on invoices, you can also use billing terms to do that.

If you need to bill a client for multiple projects on a single invoice, you can use the Vision billing group feature to group projects for billing.

Reporting and the WBS Levels

In Vision, you can generally summarize (roll up) data on project reports by work breakdown structure level or by virtually any part of a WBS level.

For reports that show labor detail, you can usually sort and group by labor code level and control which labor code levels are shown. For those that report on expenses, you can normally select the types of expenses shown (reimbursable, reimbursable consultant, direct,…).

Converting the FMS WBS Levels

The conversion program converts your FMS work breakdown structure to a Vision work breakdown structure based on a set of migration decisions that you record in the Vision Conversion module. Though projects you will set up in Vision after you go live do not all have to use the same work breakdown structure, the work breakdown structure decisions you make for the conversion

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are applied to all converted projects. As a result, all will have the same levels after the conversion.

Here is a summary of your options. The topics that follow this one provide more detailed descriptions and guidance.

These FMS work breakdown structure components…	Can be converted to the following in Vision
Projects	WBS1 components (either alone or in combination with a billing group)
Billing groups	WBS1 components (in combination with the project) or WBS2 components
Phases	WBS2 or WBS3 components, or labor codes
Departments	WBS2 or WBS3 components, organizations, labor codes, or any combination of these three options
Cost types	Not converted
Labor codes	WBS2 or WBS3 components, labor codes, or both WBS components and labor codes
Staff types	Labor codes, labor categories, or both
Expense codes	GL expense accounts

Depending on your decisions, WBS1 components can be either FMS projects alone or a combination of an FMS project and one of its billing groups. Vision labor codes can represent any one of the following—phase, department, labor code, or staff type—or any combination of them.

Work Breakdown Structure Decisions: Projects and Billing Groups

General Description

The first decision you need to make about the conversion of your work breakdown structure is whether Deltek FMS projects alone or project-billing group combinations will be at the highest work breakdown structure level (WBS1) in Deltek Vision.

This is a global decision for the FMS company you are converting. It applies to all converted projects.

Recording Your Decision in the Vision Conversion Module

To record your decision in the Vision Conversion module, click **Vision Conversion Setup** on the Maintain menu and use the options under **Set Up Vision Projects (WBS1) For** on the WBS tab to indicate which FMS work breakdown structure levels will convert to the WBS1 level in Vision.

If you need help using this tab, see "Vision Conversion Setup Procedures: WBS Options" on page 192.
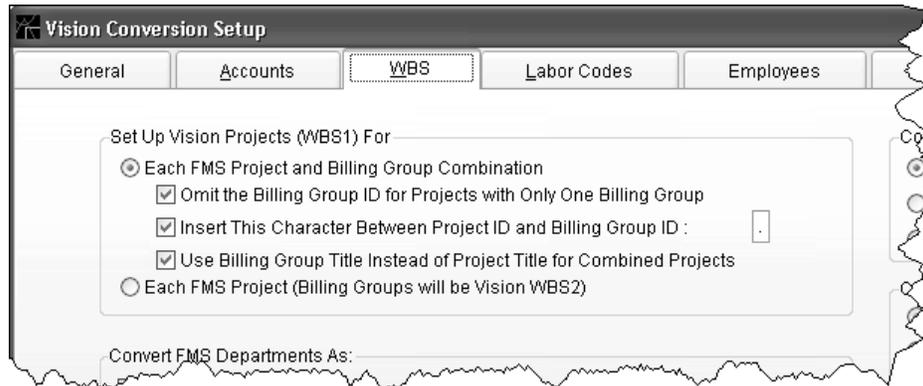
Background

Because of the differences between the FMS and Vision work breakdown structures, you must decide whether FMS projects alone or project-billing group combinations will be at the highest work breakdown structure level (WBS1). What you decide affects your options for converting other FMS work breakdown structure components to Vision.

If you decide to combine project and billing group at the WBS1 level, a Vision project is created for each combination of FMS project and billing group. Thus if you convert project 06-005 and its two billing groups—0001 and 0002—you get two projects in Vision: 06-005.0001 and 06-005.0002.

If you don't combine them, WBS1 is used for the FMS project ID and WBS2 for the billing group IDs.

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If you decide to combine projects and billing groups at the WBS1 level, you also need to decide whether to do the following:

- Omit the billing group ID from the Vision project ID when the converted FMS project has only one billing group

- Separate the project ID and billing group ID with a separating character when they are combined into a Vision project ID

- Use the billing group title rather than the FMS project title for the project title in Vision

For more background information, see "Migration Briefing: Work Breakdown Structure Conversion" on page 57.

Guidelines: Combining Projects and Billing Groups at the WBS1 Level

The vast majority of Deltek clients who convert from FMS to Vision choose to combine project and billing group at the WBS1 level, for one or more of these reasons:

- They print separate invoices for billing groups in FMS and want to be able to continue that practice.

- They have no projects or very few projects with more than one billing group, so they don't want to devote a level of the work breakdown structure to billing groups.

- Some billing groups for a project are assigned to a different client than other billing groups for the same project or to a different client than the project itself is assigned to.

Also be aware that, by using the **Project Base Rollup** slider in the report options dialog boxes in Vision, you can still print reports that roll up data by FMS project ID for those projects that have been converted as multiple Vision projects.

Using WBS1 for both projects and billing groups also leaves two other work breakdown structure levels available, giving you the option to convert two of the following as work breakdown structure levels: phases, departments, or labor codes.

Guidelines: Converting Projects as WBS1 and Billing Groups as WBS2

While it isn't commonly done, you may want to consider converting billing groups as WBS2 rather than combining them with projects at WBS1 if both of the following are true:

- Your projects commonly have multiple billing groups but they are not billed using separate invoices

  And

- You don't need both WBS2 and WBS3 for the conversion of phases, departments, and labor codes

If you convert billing groups at the WBS2 level, this normally results in one Vision project for each FMS project converted. However, there are some exceptions you should take into consideration:

- If an FMS project has both proposal and regular billing groups, one Vision project is created for the proposal billing groups and a second project for the non-proposal billing groups.

- If an FMS project has both overhead and regular billing groups, one Vision project is created for the overhead billing groups and a second project for the non-overhead billing groups.

- If billing groups for a project have more than one client, a project is created in Vision for each billing group client.

- If two billing groups for a project have the same client but have different billing contacts, a separate project is created for each client-contact combination.

Guidelines: Omitting the Billing Group ID from the Vision Project Number When the FMS Project Has Only One Billing Group

If you choose to combine projects and billing groups at WBS1, the conversion normally constructs the Vision project number by combining the FMS project ID and the billing group ID. For example, project 06-001 and billing group 0001 become project 06-0010001 in Vision. However, for projects that have only one billing group, you have the option to discard the billing group ID and just use the FMS project ID as the Vision project number. In this case, the Vision project number for the previous example would just be 06-001. This approach is recommended if your billing group IDs do not serve any function other than to distinguish one billing group from another.

To use this option, select **Omit the Billing Group ID for Projects with Only One Billing Group** on the WBS tab of the Vision Conversion Setup dialog box.

Guidelines: Using a Separator Between Project ID and Billing Group ID

If you choose to combine projects and billing groups at WBS1, you can specify a separator character for the Vision project number to separate the FMS project ID from the billing group ID. In many cases, using a separator makes it easier to distinguish the two parts of the project number.

If you want the Vision project IDs to include a separator, select **Insert This Character Between Project ID and Billing Group ID** on the WBS tab of the Vision Conversion Setup dialog box and type the character you want to use in the small box to the right.

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> If you specify a separator, be aware that it is not converted as a delimiter in Vision. Vision delimiters have special significance. If you specify a single delimiter for project numbers in Vision, for example, all project numbers must include that delimiter and have the two segments it creates. The project numbers created during your conversion, on the other hand, whether or not you use a separator between the project ID and billing group ID, are treated as one-segment project numbers in Vision. The separator added during the conversion has no special status.

Guidelines: Using Billing Group Titles Rather Than Project Titles for Your Vision Projects

If you choose to combine projects and billing groups at WBS1, the conversion normally assigns the project title as both the short name and long name of the project in Vision. However, if your billing group descriptions provide more relevant information about the Vision projects, you have the option to use those descriptions instead of the project title.

If you want to convert billing group descriptions as Vision project names, select **Use Billing Group Title Instead of Project Title for Combined Projects** on the WBS tab of the Vision Conversion Setup dialog box.

> If you have long project titles or billing group descriptions, they may be shortened when converted because of size restrictions for project names in Vision. Project short names are limited to 40 characters.

Work Breakdown Structure Decisions: Phases

General Description

Before you convert your data to Deltek Vision, you need to decide if your phases in Deltek FMS will be converted as work breakdown structure components, as Vision labor codes, or not converted at all.

This is a global decision for the FMS company you are converting. It applies to all converted projects.

Recording Your Decision in the Vision Conversion Module

To record your decision in the Vision Conversion module, click **Vision Conversion Setup** on the Maintain menu and use the options under **Convert FMS Phases As** on the WBS tab to indicate how you want to convert phases.

If you need help using this tab, see "Vision Conversion Setup Procedures: WBS Options" on page 192.
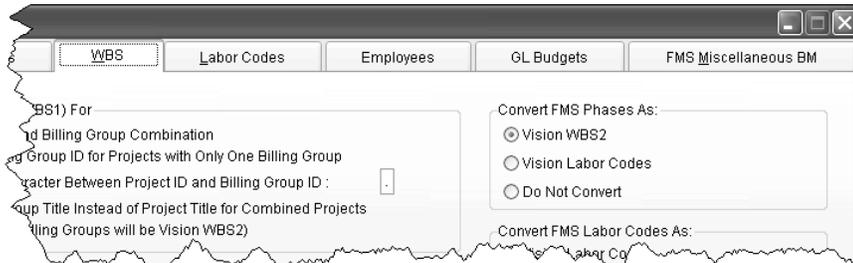
Background

Because of the differences between the FMS and Vision work breakdown structures, you must decide whether FMS phases are converted as part of the work breakdown structure in Vision, as Vision labor codes, or not converted at all.

The work breakdown structure level at which you can convert phases depends on whether billing groups are converted to WBS2. If they are, you can convert FMS phases at WBS3. If they aren't, you can convert phases at WBS2.

For more background information, see "Migration Briefing: Work Breakdown Structure Conversion" on page 57.

Guidelines: Converting Phases as Part of the Work Breakdown Structure

Most often, Deltek clients convert phases to WBS2 or WBS3, whichever is available, if some or all of the following are generally true for the projects to be converted:

- Both labor and expenses are tracked at the phase level.

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- You have billing groups with phased billing types (Phased Fixed Fee, Phased Percent of Constructions, Phased Cost Plus to a Maximum,…).

- FMS phase names are generally project-specific rather standard names.

When considering this option, keep in mind that in Vision all data is entered at the project's lowest WBS level. Thus, if you convert phases to WBS2, you must specify a WBS2 component when you enter a manual AR transaction or apply payments to invoices for any converted project, whereas in FMS you could do so at the billing group level for those with non-phased billing types. (For converted transactions that aren't associated with a phase in FMS, the conversion assigns **ZZZ** to the WBS level for phases in Vision.)

If You Have Long Phase IDs

WBS components at the WBS2 or WBS3 level can only be seven characters, but phase IDs in FMS can have up to ten characters. If you have phase IDs longer than seven characters, you may need to change some of those IDs. See "Complete Additional Data Preparation Tasks" on page 230 for details.

Guidelines: Converting Phases as Vision Labor Codes

Consider converting phases as Vision labor codes if some or all of the following are generally true for the projects you are going to convert:

- You track labor by phase in FMS but assign all expenses to a single phase.

- The projects you are going to convert do not have billing groups with phased billing types.

- FMS phase names are the same for all projects.

If you pick this option, phase assignments for expenses will not be converted, nor will any classification labels that are assigned to phases.

Once you've selected this option in the Vision Conversion Setup dialog box, you must also open the FMS Codes – Vision Labor Codes Mapping dialog box, display the default Vision labor code mapping for each phase on the Phases tab, and make any changes you want to the code or description. For more on this, see "FMS Codes to Vision Labor Codes Mapping Decisions" on page 130.

If you also convert departments, staff types, or FMS labor codes as Vision labor codes, the conversion creates multi-level labor codes in Vision. In that case, you can assign phases to any level of the Vision labor codes that you want. For more information on specifying the Vision labor code structure, see "Labor Code Structure Decision" on page 82.

> If you are required to bill a client at the phase level but internally you don't want to add a phase level to your work breakdown structure, you may still be able to choose this option. In some situations, you can set up the equivalent of phases for billing only in project billing terms. However, you should discuss this possibility with your Vision consultant before making this decision.

Guidelines: Not Converting Phases

Even for billing groups with non-phased billing types, phases in FMS normally have a project management function that converting Deltek clients don't want to lose. As a result, FMS phases are almost always converted. If you do not convert phases, your converted FMS transactions will contain no phase information.

Before you decide not to convert phases, we recommend that you discuss the choice with your Vision consultant.

Migration Briefing: Vision Organizations

Purpose

If you are using departments in Business Management, you have the option to convert those departments into Deltek Vision organizations.

This briefing summarizes what organizations are, how they are used in Vision, and how they are created by the Deltek FMS conversion process.

For More Information

For more information related to the conversion of departments into organizations, see these migration decision topics:

- ”Work Breakdown Structure Decisions: Departments” on page 71

- ”Department-to-Organization/WBS Mapping Decisions” on page 114

- ”GL Account Number Structure Decision” on page 48

- ”FMS Accounts-to-Vision Accounts Mapping Decisions” on page 117

Organizations: The Basics

In Vision, you can set up “organizations” within your firm. Similar to profit centers, these separate organizations are business units that incur expenses and/or generate revenue and that can be looked at in terms of profitability.

For example, if your firm does business in more than one region and has several offices in each region, you could create a separate organization for each region-office combination and then track and report on information for each of those organizations.

Each transaction that you enter in Vision—each labor charge, expense charge, journal entry, and so on—is implicitly linked to the organization associated with that transaction. You can then use organization reporting, an optional feature of Vision, to generate financial statements, project reports, and other reports for a single organization, a group of organizations, or for all of your firm’s organizations.

You can also distribute overhead to individual organizations.

If you use organizations in Vision, every work breakdown structure component and every employee in Vision is assigned to an organization. And every transaction that generates revenue and expenses is implicitly linked to an organization.

Organization Levels

Organizations can be single-level or multi-level. If you only want to do organization reporting for your offices, you set up an organization for each office, a single-level structure. If you want to report on departments within each office, however, that would require a two-level organization structure, one level

for offices and one for departments. You specify a subcode for each office and each department, and each combination of office and department subcodes becomes an organization code.

For example, if you have an Austin office and a Boston office (subcodes A and B at the Office level) and Architecture and Engineering departments (subcodes 10 and 20 at the Department level), you would have these organizations:

- A:10 – Austin-Architecture

- A:20 – Austin-Engineering

- B:10 – Boston-Architecture

- B:20 – Boston-Engineering

> The maximum number of characters for a complete organization code (all subcodes plus delimiters) is 14.

Organizations and the General Ledger

In FMS, each department normally has its own set of income and expense accounts. When you print a financial report for a department, that report retrieves the data from the department's account balances.

In Vision, however, organizations do not directly affect the makeup of your chart of accounts. Two expense transactions that are associated with different organizations but are otherwise identical will generate distributions to the same GL accounts. To print a financial report for an organization, Vision goes to that organization's transactions rather than directly to GL account balances.

Organizations and the Conversion

If you are using departments in FMS Business Management, you have the option to convert those departments to Vision organizations. If you do, the following happens:

- An organization is created for each FMS department.

- If you choose to convert your GL account structure to organization codes, organization codes or subcodes are created for each non-main account division code.

- Each employee is assigned to the organization mapped to his or her FMS department.

- Each work breakdown structure component (each project, billing group, phase, department, or labor code, depending on how you convert the work breakdown structure) is assigned to an organization.

- Each converted transaction (time records, expenses,…) is linked to an organization.

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Work Breakdown Structure Decisions: Departments

General Description

If you are using departments in Business Management, you need to decide the following:

- Which Deltek FMS departments you want to convert

- Whether the departments will be converted as work breakdown structure components, as Deltek Vision labor codes, or as organizations

Recording Your Decision in the Vision Conversion Module

To record your decision in the Vision Conversion module, click **Vision Conversion Setup** on the Maintain menu and use the options on the WBS tab to indicate how you want to convert departments.

If you decide to convert departments as organizations or WBS components, you also define the organizations and WBS components you want to create in Vision for your organizations. Then you click **Mapping** on the Maintain menu and **FMS Departments – Vision Organizations Mapping** on the submenu, and use the mapping dialog box to map your departments to organizations or WBS components.

If you need help using these dialog boxes, see "Vision Conversion Setup Procedures: WBS Options" on page 192 and "FMS Departments-Vision Organizations/WBS Mapping Procedures" on page 206.

Indicate if you want to create labor codes, organizations, or WBS components in Vision based on your departments in Business Management.

Click these buttons to define the structure of your organization codes and specify the subcodes for each level and to review and make changes to the default organization codes themselves.
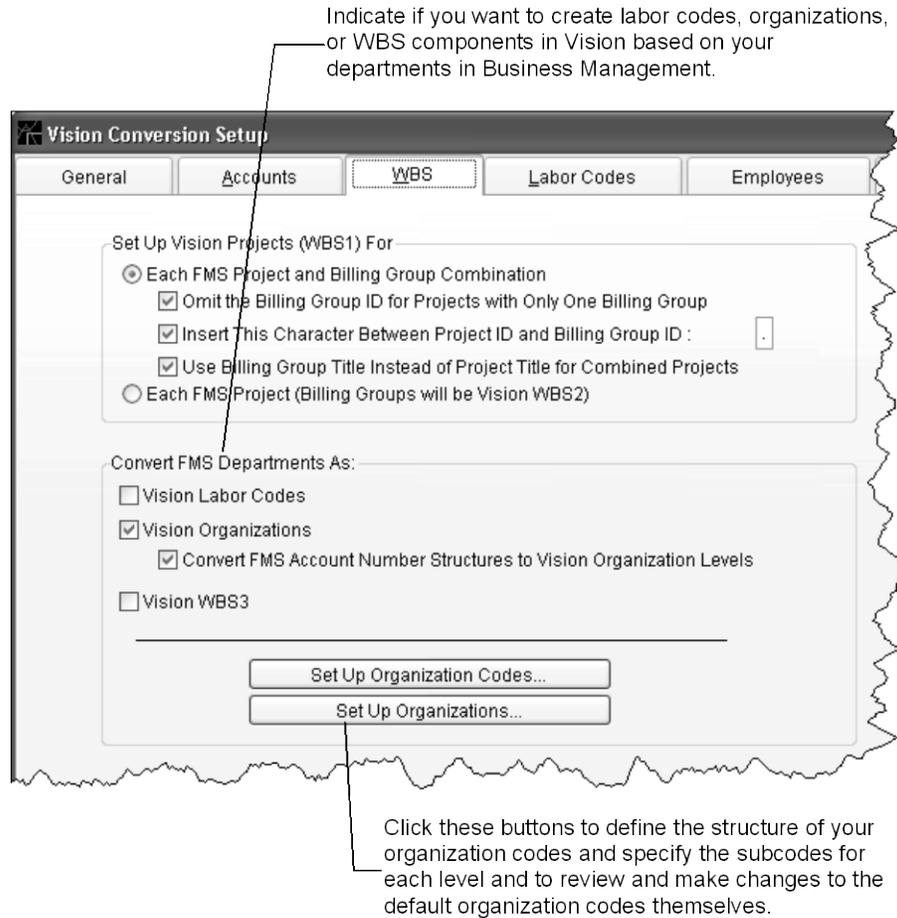
Background

If you are using departments in FMS Business Management, you must decide whether departments are converted as part of the work breakdown structure in Vision, as Vision labor codes, as organizations, or as any combination of the three. You can also choose to not convert departments at all.

This migration decision is necessary because of some key differences between FMS and Vision:

- In Vision, a project is assigned to one organization, and all income and expense for the time and expense records entered for the project flow to that organization, even if, for example, an employee from another organization works on the project. In FMS, you have more control over the distribution of income and expenses to departments.

- In FMS, you can enter budgets by department, but in Vision, you can't budget by organization unless you are using the Vision Planning application. Budgets are entered at the labor code level and can be rolled up to work breakdown structure levels but can't be summarized by organization.

A related decision is which departments to convert. If you have departments set up in FMS that you no longer use, the conversion is an opportunity to remove those departments.

For more background information, see "Migration Briefing: Work Breakdown Structure Conversion" on page 57 and "Migration Briefing: Vision Organizations" on page 69.

Guidelines: Converting Departments as Organizations

If you use departments in Business Management and you set up your FMS chart of accounts so that you could produce financial reports by department, you should convert your departments to Vision organizations so that you can continue this practice using organization reporting in Vision.

To convert departments to organizations, use this procedure:

1. On the WBS tab in the Vision Conversion Setup dialog box, select **Vision Organizations**.

2. If your general ledger account number structure reflects your departmental organization, also select **Convert FMS Account Number Structures to Vision Organization Levels** under **Convert FMS Departments As**.

3. Click the **Set Up Organization Codes** button to open the Set Up Vision Organization Codes dialog box. In that dialog box, specify the structure you want for your organization codes, review the default codes and labels for each organization level, and make any changes you want to them.

4. If your organizations have more than one level, click the **Set Up Organizations** button to open the Set Up Organizations dialog box. In that dialog box, review the default organizations in the grid and make any necessary changes to the names and subcodes shown. You can also delete any of the default organizations or add new ones to the list.

5. Click **Mapping** on the Maintain menu and **FMS Departments – Vision Organizations** on the submenu to open the FMS Departments – Vision Organizations Mapping dialog box. Review the default mapping of departments to organizations, and make any necessary changes.

If you decide to convert departments to organizations, you may also want to convert them to Vision labor codes or to a work breakdown structure level. These options are discussed in the following paragraphs.

Guidelines: Converting Departments as Vision Labor Codes

If you want to be able to enter project labor budgets in Vision by department and you aren't using Vision's Planning application, you can make that possible by converting your departments to Vision labor codes, in addition to converting them to organizations.

To do this, go to the WBS tab in the Vision Conversion Setup dialog box and select **Vision Labor Codes** under **Convert FMS Departments As**.

If you do this, be aware that it does not affect the normal flow of income and expenses to the project's organization. If you want to redirect income and expenses, you'll need to use the cross charge capability in Vision.

Once you've selected this option in the Vision Conversion Setup dialog box, you must also open the FMS Codes – Vision Labor Codes Mapping dialog box, display the default Vision labor code mapping for each department on the Departments tab, and make any changes you want to the code or description. For more on this, see "FMS Codes to Vision Labor Codes Mapping Decisions" on page 130.

If you also convert phases, staff types, or FMS labor codes as Vision labor codes, the conversion creates multi-level labor codes in Vision. In that case, you can assign departments to any level of the Vision labor codes that you want. For more information on specifying the Vision labor code structure, see "Labor Code Structure Decision" on page 82.

> You can also make it possible to enter organization budgets for a project by converting departments to a work breakdown structure level, as described in the following paragraphs.

Guidelines: Converting Departments as Part of the Work Breakdown Structure

If you want to be able both to budget by department and to control the flow of income and expenses to departments, as you could in FMS, convert your departments to a work breakdown structure level.

To convert departments to a work breakdown structure level, use this procedure:

1. On the WBS tab in the Vision Conversion Setup dialog box, select **Vision WBS2** or **Vision WBS3** (whichever is available) under **Convert FMS Departments As**.

2. If you are also converting departments to organizations, click the **Set Up Organization Codes** button to open the Set Up Vision Organization Codes dialog box. In that dialog box, specify the structure you want for your organization codes, review the default codes and labels for each organization level, and make any changes you want to them.

3. If you are also converting departments to organizations, click the **Set Up Organizations and WBS** button to open the Set Up Organizations and WBS dialog box. In that dialog box, review the default organizations in the grid and make any necessary changes to the names and subcodes shown. You can also delete any of the default organizations or add new ones to the list. In the **WBS** column, assign the WBS component you want associated with each of the organizations.

    If you are only converting departments to a WBS level, click the **Set Up WBS** button to open the Set Up WBS dialog box. Enter the WBS components you want to use for departments, and enter a description for each one.

4. If you are converting departments as both organizations and WBS components, click **Mapping** on the Maintain menu and **FMS Departments – Vision Organizations** on the submenu to open the FMS Departments – Vision Organizations Mapping dialog box. Review the default mapping of departments to organizations, and make any necessary changes.

Deltek

If you are converting departments to WBS components only, click **Mapping** on the Maintain menu and **FMS Departments – Vision Organizations** on the submenu to open the FMS Departments – Vision WBS Mapping dialog box. Map each department to one of the WBS components.

When considering this option, keep in mind that in Vision all data is entered at the project's lowest WBS level. Thus, if you convert departments to WBS3, for example, all transactions you subsequently enter in Vision for the converted projects must be entered at the WBS3 level. (For converted transactions that aren't associated with a department in FMS, the conversion assigns **ZZZ** to the department WBS level in Vision.)

The work breakdown structure level at which you can convert departments depends on how many levels you're using for the conversion of projects, billing groups, phases, and labor codes. Departments are always the lowest work breakdown structure level.

Guidelines: Discarding Unused FMS Departments During the Conversion

Many FMS clients have departments set up in FMS that, for one reason or another, they no longer use, but because they are referenced in transactions, they can't be deleted in FMS. If that is your situation and you are converting departments either to organizations or to WBS components, the conversion is an opportunity to remove those departments.

To discard departments, follow these steps:

1. When you define your organizations or WBS components for departments, don't set one up for the departments you want to remove. Instead, set up a single organization or WBS component to be used for all of these unused departments.

2. When you map departments to organizations or to WBS components, map each of the departments you want to remove to the "unused departments" organization or WBS component.

The effect of this is to merge all of your unused departments into a single organization or WBS component. If FMS transactions for those departments are converted, they are all assigned to the "unused departments" organization and/or WBS component.

> Do not discard a department if you want to be able to print departmental financial reports or other reports for it in Vision. When in doubt, discuss the decision with your Vision consultant.

Guidelines: Not Converting Departments

Though the option is rarely used, you can decide to not convert any of your departments to Vision in any form if, for some reason, you decide that you don't need or want that operational structure in Vision.

Before you decide not to convert departments, however, we recommend that you discuss the choice with your Vision consultant.

Work Breakdown Structure Decisions: Labor Codes

General Description

You can convert your Deltek FMS labor codes to the following in Deltek Vision:

- Vision labor codes

- A work breakdown structure level

- Both Vision labor codes and a work breakdown structure level

You also have the option to not convert labor codes in any form.

Recording Your Decision in the Vision Conversion Module

To record your decision in the Vision Conversion module, click **Vision Conversion Setup** on the Maintain menu and use the options on the WBS tab to indicate how you want to convert labor codes.

If you need help using this tab, see "Vision Conversion Setup Procedures: WBS Options" on page 192.

Indicate if you want to convert FMS labor codes to Vision labor codes, to WBS components, or to both labor codes and WBS components. You also can choose to not convert FMS labor codes.
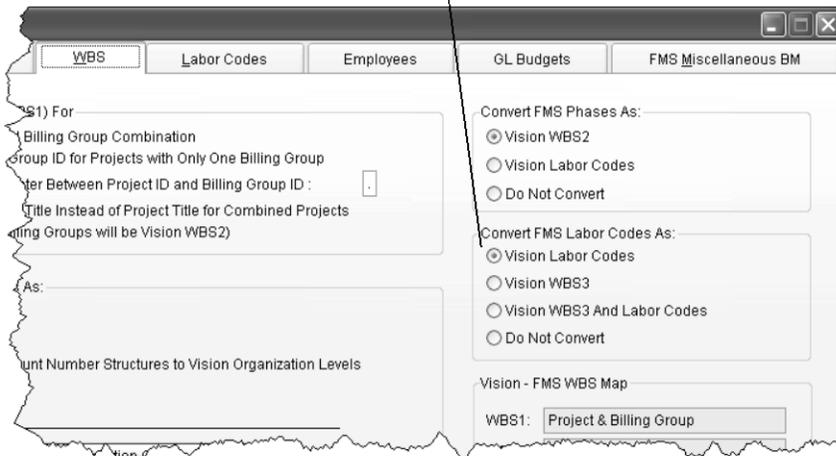
Background

FMS labor codes and Vision labor codes have the same basic function: to enable you to categorize labor at whatever level of detail you want. And many Deltek FMS clients just convert their FMS labor codes into Vision labor codes.

Nevertheless, you need to explicitly choose the conversion option you want because of a key difference between FMS and Vision labor codes. In FMS, you can use either global labor codes or labor codes that are specific to a particular

billing group, but in Vision, all labor codes are global. How you convert labor codes, then, depends on how you are using them in FMS.

For more background information, see "Migration Briefing: Work Breakdown Structure Conversion" on page 57.

Guidelines: Converting FMS Labor Codes as Vision Labor Codes Only

If all or most of your projects use global labor codes in FMS, you should just convert your FMS labor codes to Vision labor codes. This is the most common approach.

To do this, go to the WBS tab in the Vision Conversion Setup dialog box and select **Vision Labor Codes** under **Convert FMS Labor Codes As**.

Once you've selected this option in the Vision Conversion Setup dialog box, you must also open the FMS Codes – Vision Labor Codes Mapping dialog box, display the default Vision labor code mapping for each FMS labor code on the Labor Code tab, and make any changes you want to the code or description. For more on this, see "FMS Codes to Vision Labor Codes Mapping Decisions" on page 130.

If you also convert phases, departments, or staff types as Vision labor codes, the conversion creates multi-level labor codes in Vision. In that case, you can assign FMS labor codes to any level of the Vision labor codes that you want. For more information on specifying the Vision labor code structure, see "Labor Code Structure Decision" on page 82.

Guidelines: Converting FMS Labor Codes as a Work Breakdown Structure Level Only

If the general practice is to use labor codes that are specific to individual billing groups rather than using global labor codes, the only way to duplicate this in Vision is to convert your labor codes as a work breakdown structure level.

To do this, go to the WBS tab in the Vision Conversion Setup dialog box and select **Vision WBS2** or **Vision WBS3** (whichever is available) under **Convert FMS Labor Codes As**.

When considering this option, keep in mind that in Vision all data is entered at the project's lowest WBS level. Thus, if you convert labor codes to WBS3, for example, all transactions you subsequently enter in Vision for the converted projects must be entered at the WBS3 level. (For converted transactions that were entered in FMS without a labor code, such as expense records, the conversion creates a **ZZZ** component at the WBS level for FMS labor codes and assigns that component to those transactions.)

Guidelines: Converting FMS Labor Codes as Both Vision Labor Codes and a Work Breakdown Structure Level

In some cases, a company that normally uses global labor codes uses billing group-specific labor codes for a few projects to meet the terms of the contracts. In this situation, it is recommended that you convert FMS labor codes as both Vision labor codes and a work breakdown structure level.

To do this, go to the WBS tab in the Vision Conversion Setup dialog box and select **Vision WBS2 and Labor Codes** (or **Vision WBS3 and Labor Codes**) under **Convert FMS Labor Codes As**.

Once you've selected this option in the Vision Conversion Setup dialog box, you must also open the FMS Codes – Vision Labor Codes Mapping dialog box, display the default Vision labor code mapping for each labor code on the Labor Code tab, and make any changes you want to the code or description. For more on this, see "FMS Codes to Vision Labor Codes Mapping Decisions" on page 130.

Be aware, however, that this doesn't result in a completely "clean" conversion. After converting your data, your Vision consultant must remove the labor code work breakdown structure level from all projects except those using that level to meet contractual requirements.

Guidelines: Not Converting Labor Codes

In FMS, if you don't want to use labor codes, you can hide that column in the Time Records dialog box and use the same default labor code for all time records. If you're doing that, there is no reason to convert labor codes, so you should select **Do Not Convert** under **Convert FMS Labor Codes As** on the WBS tab in the Vision Conversion Setup dialog box.

If you choose to not convert labor codes, the conversion removes the FMS labor codes from all converted time records, budgets, rate schedules, and so on.

Deltek

Work Breakdown Structure Decisions: Staff Types

General Description

You can convert your Deltek FMS staff types to the following in Deltek Vision:

- Labor categories

- Labor codes

- Both labor categories and labor codes

Recording Your Decision in the Vision Conversion Module

To record your decision in the Vision Conversion module, click **Vision Conversion Setup** on the Maintain menu and use the options on the Labor Codes tab to indicate how you want to convert staff types.

If you need help using this tab, see "Vision Conversion Setup Procedures: Labor Codes Options" on page 196.

Background

When you convert staff types to labor categories, the conversion creates the labor categories in Vision and assigns employees to the labor category that was created for their assigned staff type.

The primary purpose for labor categories in Vision is for billing. You can set up billing rates for labor categories and print billing amounts for them on invoices. However, if you are not using the Vision Planning application, you can't enter budgets by labor category, and whether or not you're using Vision Planning, you can't print reports that show project costs by labor category. When deciding how to convert our staff types, you need to consider these characteristics of labor categories carefully.

Guidelines: Converting Staff Types to Both Labor Categories and Labor Codes

Convert your staff types to both labor categories and labor codes if both of the following are true for most of your projects:

- You budget by staff type in FMS and/or you want to be able to report by staff type on Vision project cost reports.

- You bill by staff type.

Most converting Deltek clients choose this option. To select it, go to the Labor Codes tab in the Vision Conversion Setup dialog box and select **Labor Categories and Labor Codes** under **Convert Staff Type As**.

Once you've selected this option in the Vision Conversion Setup dialog box, you must also open the FMS Codes – Vision Labor Codes Mapping dialog box, display the default Vision labor code mapping for each staff type on the Staff Type tab, and make any changes you want to the code or description. For more on this, see "FMS Codes to Vision Labor Codes Mapping Decisions" on page 130.

Also, open the FMS Staff Types – Vision Labor Categories Mapping dialog box, display the default Vision labor category mapping for each staff type, and make any changes you want to the code or description. For more on this, see "Staff Type-to-Vision Labor Category Mapping Decisions" on page 133.

> The default labor category codes are the same as your staff type IDs if those IDs are numeric. If they aren't, no default code is provided, so you must type in the codes you want. Labor category codes in Vision must be numeric.

If you also convert phases, departments, or FMS labor codes as Vision labor codes, the conversion creates multi-level labor codes in Vision. If that case, you can assign staff types to any level of the Vision labor codes that you want. For more information on specifying the Vision labor code structure, see "Labor Code Structure Decision" on page 82.

Guidelines: Converting Staff Types as Labor Categories Only

Convert your staff types to labor categories alone if all of the following are true:

- You bill by staff type.

- You don't budget by staff type.

- You don't want to report by staff type on Vision project cost reports.

To do this, go to the Labor Codes tab in the Vision Conversion Setup dialog box and select **Labor Categories** under **Convert Staff Type As**.

Deltek

Next, open the FMS Staff Types – Vision Labor Categories Mapping dialog box, display the default Vision labor category mapping for each staff type, and make any changes you want to the code or description. For more on this, see "Staff Type-to-Vision Labor Category Mapping Decisions" on page 133.

> The default labor category codes are the same as your staff type IDs if those IDs are numeric. If they aren't, no default code is provided, so you must type in the codes you want. Labor category codes in Vision must be numeric.

Guidelines: Converting Staff Types as Labor Codes Only

Convert your staff types to labor codes alone if all of the following are true:

- You budget by staff type in FMS and/or you want to be able to report by staff type on Vision project cost reports.

- You don't bill by staff type.

To do this, go to the Labor Codes tab in the Vision Conversion Setup dialog box and select **Labor Codes** under **Convert Staff Type As**.

> While this option is recommended if you don't normally bill by staff type, choosing this option does not mean you cannot bill in Vision based on your converted FMS staff types. You can bill by labor code, but it is a more complicated process than when you use labor categories.

Labor Code Structure Decision

General Description

If you are converting any Deltek FMS work breakdown structure components to Vision labor codes, you need to decide the following:

- The delimiter to use between labor code levels (if you are converting two or more FMS components to Deltek Vision labor codes)

- The label for each labor code level

- The number of characters in each level

- The order of the levels

Recording Your Decision in the Vision Conversion Module

To record your decision in the Vision Conversion module, click **Vision Conversion Setup** on the Maintain menu and use the options on the Labor Codes tab to indicate the structure of the Vision labor codes.

If you need help using this tab, see "Vision Conversion Setup Procedures: Labor Codes Options" on page 196.

If your Vision labor codes will have more than one level, specify a delimiter to separate the levels. If necessary, change the label, length, and order of the default labor code levels.

Background

Vision labor codes are used to classify the work your employees do. They are defined globally rather than for specific projects. You can break up labor codes

into as many as five segments, called "levels," and give each of those levels a name and a specific length.

Once you've selected FMS work breakdown structure components (phases, departments, labor codes, or staff types) for conversion to Vision labor codes, FMS displays default labor code structure information on the Labor Codes tab in the Vision Conversion Setup dialog box. You can't change the number of levels, except by selecting or deselecting FMS components for conversion to labor codes, but you can change other structural characteristics of your labor codes.

For more background information, see "Migration Briefing: Work Breakdown Structure Conversion" on page 57.

Guidelines: Specifying a Delimiter

If you are converting more than one FMS work breakdown structure component to Vision labor codes, the Vision labor codes will have one level (segment) for each component. You can specify a delimiter to separate the levels and make the labor code easier to "read" in reports and online.

Delimiters must be a character such as a period, comma, colon, or hyphen. It cannot be a letter or number, and some special characters (single or double quotation marks, for example) are also not allowed.

Guidelines: Entering Level Labels and Lengths

The name of the FMS component to be converted is the default label for the corresponding labor code level (**Staff Type** for the level to which staff types will be converted, for example). If you want, you can change any of the labels.

Though most Deltek clients find this unnecessary, you can also change the default lengths of the levels to be longer or shorter. FMS selects default lengths based on the longest codes defined in FMS. When you change lengths, you also use the **Add/Remove From** options to indicate if the additional characters are to be added to the left or right end of the existing codes. (If you are shortening the length of a level, these options control whether characters are removed from the left or right end.)

While shortening codes isn't commonly done, you may have to do that if the default codes coming from FMS are long. The Vision Conversion Setup dialog box displays default lengths based on the longest codes, even if they total more than the 14 characters, including delimiters, that Vision allows. In that case, you may have to reduce the length of one or more of the levels. If you do that, keep in mind that shortening codes can sometimes create duplicate codes because characters that previously distinguished one code from another are removed.

Guidelines: Setting the Order of Levels in Labor Codes

Though the sequence of levels within labor codes has no impact on how labor codes function in reporting or elsewhere in Vision, you can use the up and down arrow buttons next to the grid under **Vision Labor Code Levels** to move a level up or down in the sequence, if you prefer to have the levels in a different order.

To move a level, first click in the row for the level you want to move, and then click the button for the direction you want to move that row.

Company Timesheet Calendar Decisions

General Description

So the conversion can configure Vision for timesheet entry, you must decide what time interval employee timesheets in Deltek Vision will cover and which labor periods you want the conversion to set up.

Recording Your Decision in the Vision Conversion Module

To record your decisions in the Vision Conversion module, click **Vision Conversion Setup** on the Maintain menu and use the options under **Establish Company Timesheet Calendar** on the Employees tab to indicate the timesheet frequency and the range of labor periods you want.

If you need help using this tab, see "Vision Conversion Setup Procedures: Employees Options" on page 198.

Specify the time period that employee timesheets will cover, select the range of dates for which you want to create labor periods, and select the status you want assigned to those periods.

Background

In Deltek FMS, you specify a default timesheet period but have the option to allow employees to override the default dates for their timesheets. The options for the default period are **Weekly**, **Pay Period**, and **Daily**. Selecting the **Pay Period** option means that an employee's timesheet period matches his or her payroll period. As a result of these options, timesheet periods could vary from employee to employee.

In Vision, all timesheet dates are controlled by the labor periods set up on the Calendar tab of the Company Timesheet Configuration form, so all timesheets for a given period have the same dates. The options for timesheet frequency are **Monthly**, **Semi-monthly**, **Biweekly**, and **Weekly**.

Your selections and entries under **Establish Company Timesheet Calendar** enable the conversion program to set up your initial labor periods in Vision.

Guidelines: Selecting a Timesheet Period

If most or all of the timesheets entered in FMS cover a monthly, semi-monthly, biweekly, or weekly period, you can choose the corresponding option in **Timesheet Frequency** if you are happy with that frequency.

If you are using daily timesheets, or if you base timesheet dates on payroll periods and your employees are assigned the annual, semi-annual, or quarterly payroll periods, Vision has no comparable options. You'll have to select the Vision option that will work best for your company.

Guidelines: Specifying Labor Periods

The range of dates for labor periods that you specify in the Vision Conversion Setup dialog box are just used to set up an initial set of labor periods in Vision so they will be there when you begin live operations. They have no effect on the conversion of other data.

Because of that, most FMS clients choose to have the conversion set up only the one labor period they will be using immediately after the final conversion. To do that, enter the first date of the timesheet period in **Start Date of the First Labor Period Created** and the final date of the period in **End Date of the Last Labor Period Created**, and select **Open** in **Status for Each Period Created**.

An alternative is to have the conversion set up additional future periods, so you don't have to set any up yourself until later on. To do that, specify the start and end dates of the span of time for which you want periods created. In this case, you may want to select **Closed** as the status for the periods to prevent time entry in the future periods. Once the conversion is completed, though, you will have to go to the Company Timesheet Configuration form in Vision and open the current period.

> Do not have the conversion create labor periods for which timesheets were completed before the final conversion date. While the labor detail for those periods is converted, the timesheets themselves are not, so those past periods would have no function.

Deltek

Job Cost Frequency and Payroll Frequency Decisions

General Description

Indicate how often you want to run the Adjust Salaried Job Cost process in Deltek Vision and how often you print payroll checks for your employees.

Recording Your Decision in the Vision Conversion Module

To record your decisions in the Vision Conversion module, click **Vision Conversion Setup** on the Maintain menu and use the boxes under **Job Cost and Payroll Frequencies** on the Employees tab to select the frequencies you want.

If you need help using this tab, see "Vision Conversion Setup Procedures: Employees Options" on page 198.

Indicate how often you want to run the Adjust Salaried Job Cost process in Vision and how often you print payroll checks for your

Background: Job Cost Frequency

When an employee charges time to a project, Vision calculates labor costs using the job cost rate defined for the employee in the Employee Info Center. If the employee is paid hourly, the labor cost reflects the actual cost of the hours worked. However, if the employee is salaried, the employee may charge time for which he/she is not paid—that is, overtime. In this case, the labor charged to the project may exceed the amount actually paid to the employee.

The Adjust Salaried Job Cost process, which has a similar function to the Effective Cost Rate Calculation tool in Deltek FMS, allows you to create an adjusted hourly job cost rate for each salaried employee based on the employee's salaried pay rate and the actual hours the employee works each pay period. This adjusted rate reflects the actual cost of the employee's labor, and thereby provides you with more accurate payroll costing for your salaried employees.

The Adjust Salaried Job Cost process uses the job cost frequency in the calculation of the adjusted hourly job cost rates.

Background: Payroll Frequency

In FMS, you can have multiple payroll cycles, and the cycles can have different frequencies. The options are **Annual**, **Semi-annual, Quarterly**, **Monthly**, **Semi-monthly**, **Biweekly**, and **Weekly**.

Vision, on the other hand, allows only one company-level payroll cycle. The frequency options for that cycle are **Monthly**, **Semi-monthly**, **Biweekly**, or **Weekly**.

Guidelines: Selecting a Payroll Frequency and a Job Cost Frequency

If, as is likely, most or all of your employees are currently paid monthly, semi-monthly, biweekly, or weekly, choose the corresponding option in **Payroll Frequency** and maintain your existing payroll schedule. Payroll processing will have to change for employees who are now paid based on payroll periods other than the one you select.

If you plan to use the Adjust Salaried Job Cost process in Vision, set the job cost frequency to be the same as your payroll frequency. While it doesn't matter what you select if you aren't going to use the feature, it is still recommended that you set it to match the payroll frequency, so that it is set correctly if you ever decide to begin using it.

Deltek

General Ledger Budget Decisions

General Description

You have the option to convert to Deltek Vision the budgets you set up for GL accounts in Deltek FMS.

Recording Your Decision in the Vision Conversion Module

To record your decisions in the Vision Conversion module, click **Vision Conversion Setup** on the Maintain menu and use the options on the GL Budgets tab to indicate the budgets you want to convert.

Check this box if you don't want to convert any GL budgets.

Background

In both FMS and Vision, you can set up budgets for GL accounts. In FMS, a budget version does not have to be linked to a particular fiscal year, but in Vision, it does. FMS budgets can contain budget amounts for accounts from multiple departments, branches, and so on. If you are using organizations in Vision, then each budget is entered for a specific organization.

Guidelines

If, in FMS, you are systematically creating and reporting on budgets you've set up in the General Ledger module, you should convert them. Clear **Do Not Convert Any GL Budgets**, clear **Do Not Convert** next to the specific budgets you want to convert, and enter the fiscal year you want associated with each

budget in Vision. (The year must be entered as a 4-digit year.) Select **Do Not Convert** for any budgets you don't need in Vision.

> If you are converting departments to Vision organizations and one of your budgets includes accounts mapped to different organizations, the conversion creates a Vision budget for each organization represented in the FMS budget. Each organization budget contains the budget amounts for accounts mapped to that organization.

If you haven't set up GL budgets or you're not now using any of the budgets, leave **Do Not Convert Any GL Budgets** selected.

Deltek

Update Project Teams Decision

General Description

When your billing groups are converted, any employees listed on the Staffing tab in the Billing Groups dialog box in Deltek FMS are added to the Team tab in the Project Info Center in Deltek Vision at the corresponding WBS level. In addition, you have the option to have the conversion add other employees and vendors to Team tabs if time or expense records have been entered for them for a project.

Recording Your Decision in the Vision Conversion Module

To record your decision in the Vision Conversion module, click **Vision Conversion Setup** on the Maintain menu, click the FMS Miscellaneous BM tab in the **Vision Conversion Setup** dialog box, and select **Update Project Team When Posting Labor or Vouchers**.

If you need help using this tab, see "Vision Conversion Setup Procedures: FMS Miscellaneous Business Management Options" on page 201.

If you want to add employees and vendors to project Team tabs in Vision based on time and expense records entered for projects, check this box.
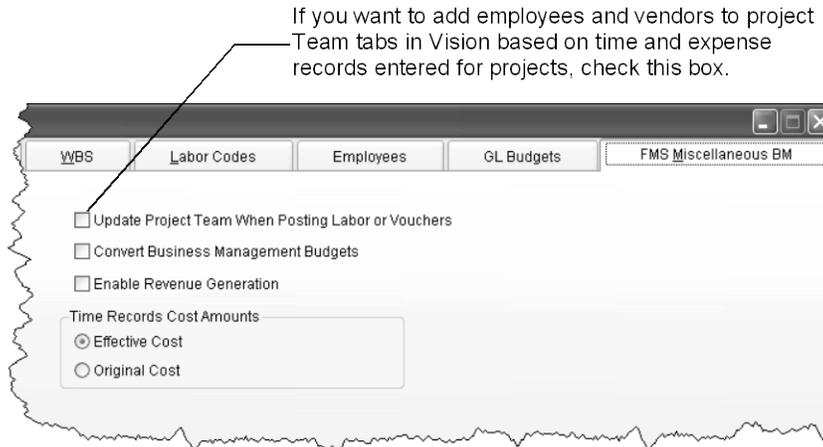
Background: General

On the Team tab of the Project Info Center in Vision, you can assemble lists of employees and vendors who are working, have worked, or will work on a project, along with their roles and other related information.

If you have used the Staffing tab in the Billing Groups dialog box in FMS to track the managers and staff for projects, billing groups, and phases, the conversion program automatically adds them to the Team tab in the Project Info Center for the appropriate WBS levels.

If you haven't been using the Staffing tab or if the staffing lists have become out of date, you can also have the conversion update the team information in Vision for all converted projects. If you select **Update Project Team When Posting Labor or Vouchers**, any employee for whom a time record was entered for a project is added to the employee list on the Team tab for the

appropriate WBS levels. In addition, any vendor for which a project expense was entered for a project is added to the vendor list on the Team tabs. The conversion also selects the corresponding check boxes on the General tab of the Accounting System Settings form in Vision (**Configuration** » **Accounting** » **System Settings** on the Vision Applications menu) so the team lists will continue to be updated as you enter time and expenses in Vision.

Guidelines

While most converting Deltek clients choose to have the conversion update team information from time and expense records and set the corresponding check box in Vision so that team lists continue to be updated as you enter time and expenses in Vision, you should consider the following before deciding to do the same:

- If what you want from the Team tabs is just a list of every employee who contributed time to projects and every vendor (supplier and subcontractor) involved in your projects, you should take advantage of the option to update these lists automatically.

- If your primary purpose for tracking project teams is so that information is readily available when preparing proposals for new contracts, you are likely to want to exercise more control over which employees and vendors appear on the Team tabs. For example, administrative staff may charge some time to projects but it would not be relevant to include them as team members on a proposal.

- You may also choose to not select **Update Project Team When Posting Labor or Vouchers** if you want to use Team tabs as a way, over the life of a project, to select and document who is formally assigned to work on the project and who the key vendors are.

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Business Management Budget Decision

General Description

If you are using the standard Deltek FMS budgeting feature in Business Management, you have the option to convert your budgets to Deltek Vision budgets. (The only budgets converted are those for the projects you select for conversion.)

If you are instead using the Resource Scheduling and Budgeting feature set, your budgets and schedule cannot currently be converted.

Recording Your Decision in the Vision Conversion Module

To record your decision in the Vision Conversion module, click **Vision Conversion Setup** on the Maintain menu, click the FMS Miscellaneous BM tab, and select **Convert Business Management Budgets**.

If you need help using this tab, see "Vision Conversion Setup Procedures: FMS Miscellaneous Business Management Options" on page 201.
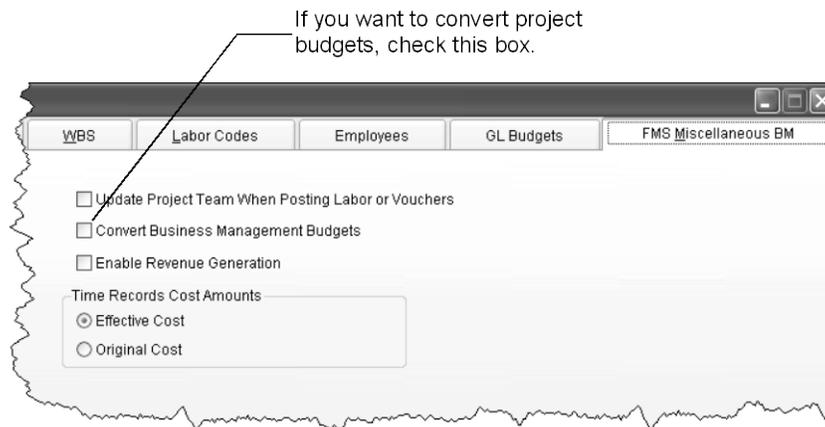
Background: General

In Vision, you enter labor budgets at the labor code level and expense budgets at the expense account level, and they tree up from there through the project's WBS levels.

Because of this, which FMS budget amounts can be converted and how they are assigned depends on how you choose to have the conversion create the Vision work breakdown structure and the Vision labor codes.

Guidelines

Many FMS clients choose to not convert their FMS project budgets. Often they make this decision because their budgets either aren't set up the way they would like or they haven't been maintained and are out of date. In either case, the budgets aren't being used, and the clients either don't plan to use budgets

in Vision or want to start over with budgeting once they begin using Vision. If this is your situation, do not select the **Convert Business Management Budgets** check box.

If you are happy with your FMS budgets for the most part and want to convert them to Vision budgets, read the additional background topics that follow. These topics describe how the WBS conversion affects the conversion of budget information. You may find that because of limitations imposed by your Vision WBS and labor codes, the converted budgets will no longer serve their purpose. On the other hand, if it appears the converted budgets will meet your needs, select **Convert Business Management Budgets**.

If you have decided on the Vision work breakdown structure you want and have entered the work breakdown structure information and Vision labor code information in the **Vision Conversion Setup** dialog box, you can print the Vision Budget Pre-Conversion Exceptions report to help you judge how well your budgets will convert. This report analyzes your FMS budgets in light of your WBS and labor code decisions and identifies possible budget conversion problem areas. To print the Vision Budget Pre-Conversion Exceptions report, open the Print Standard Reports dialog box in the Vision Conversion module.

> If you're not sure whether the converted budgets will work for you, convert them for the test conversion and take a look at them. If they aren't satisfactory, you can clear the **Convert Business Management Budgets** check box for the final conversion.

Background: Phase Labor Budgets

> The following assumes there are no detail expense budgets for the phase. If there are, they are subtracted from the phase budget and the difference becomes the labor budget for the phase. One implication of this is that if higher level budgets include expense budgets but don't have the complete detail to support them, some labor budgets will be inflated because they actually reflect some expense budget amounts.

If you budget at the phase level in FMS, the conversion does the following:

- If you convert departments in FMS as a work breakdown structure level, no labor budgets will be created in Vision.

- If phase is converted as a work breakdown structure level (and department is not), each phase budget is converted as a labor budget assigned to a labor code under that phase. This labor code in each instance is made up of the generic codes for each labor code level, as defined in the FMS Codes – Vision Labor Codes Mapping dialog box.

- If phases are converted as labor codes and they are the only labor code level, each phase budget is converted as a labor budget assigned to the corresponding Vision labor code.

- If phases are converted as labor codes and there are one or more other labor code levels, each phase budget is converted as a labor budget assigned to a Vision labor code made up of the phase code and the generic codes for the other levels.

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Background: Detail Labor Budgets

If you budget at the detail level (labor code, staff type, or employee) in FMS, labor budgets are converted and assigned to the appropriate Vision labor codes. Depending on how you budget in FMS and how you are setting up Vision labor codes, the budgets could be assigned to Vision labor codes made up of actual codes, generic codes, or a combination of the two:

- If phases are converted as labor codes and they are the only labor code level, the total of all detail budgets that roll up to a phase in FMS is converted as the labor budget for the corresponding Vision labor code. The same is true of departments if they are converted as the only labor code level.

- If both phases and departments are converted as labor codes and they are the only labor code levels, the total of detail budgets that tree up to a phase/department combination in FMS is converted as the labor budget for the corresponding Vision labor code.

- If phases and/or departments are converted as labor codes and there is also a labor code level for FMS labor code, staff type, or both, the detail budgets are assigned to Vision labor codes consisting of actual codes for those levels at which the budget was either entered or rolled up in FMS and generic codes for other levels.

  For example, suppose the Vision labor code includes levels for staff type and FMS labor code, and the generic code for the FMS labor code level is 00. If a budget exists in FMS for staff type 12, that budget is assigned to Vision labor code 12.00, since the conversion has no way to associate it with a specific FMS labor code. The same would be true if the Vision labor code includes levels for staff type and/or FMS labor code and the conversion encounters a budget entered for an employee.

Background: Department Labor Budgets

> The following assumes there are no detail expense budgets for the department. If there are, they are subtracted from the department budget and the difference becomes the labor budget for the department.

If you budget at the department level in FMS, the conversion does the following:

- If departments are converted as a WBS level and phases are converted as Vision labor codes, the Vision labor code for the phase gets the department budgets entered for that phase in FMS. If phases aren't converted to Vision labor codes, the department budgets go to the generic Vision labor code.

- If departments are converted as a Vision labor code level, each department budget from FMS is assigned to the Vision labor code for that department. The codes for other Vision labor code levels will be the generic codes. If department isn't part of the Vision labor code, the department budgets go to the generic Vision labor code.

- If both phase and department are converted as WBS levels, department budgets go to the generic Vision labor code.

- If both phase and department are converted as Vision labor code levels, the department budget goes to the phase/department Vision labor code. The codes for other Vision labor code levels will be the generic codes. If phase is converted as a Vision labor code level and department isn't converted at all, department budgets go to the phase Vision labor code. If department is converted as a Vision labor code level and phase isn't converted at all, department budgets go to the department Vision labor code. If neither phase nor department is converted at all, department budgets go to the generic Vision labor code.

Background: Cost Type Labor Budgets

> The following assumes there are no detail expense budgets for the project. If there are, they are subtracted from the budget and the difference becomes the labor budget.

If you budget at the cost type level in FMS, the conversion does the following:

- If departments are converted as a WBS level and phases are converted as labor codes, the phase Vision labor code under the department gets the cost type budgets entered for that department and phase in FMS. If phase isn't part of the Vision labor code, the cost type budget goes to the generic Vision labor code under the department.

- If departments are converted as a Vision labor code level, the cost type budget from FMS is assigned to the Vision labor code for that department under the appropriate phase. Any other Vision labor code levels will use the generic codes. If department isn't part of the Vision labor code, the cost type budget goes to the generic Vision labor code under the phase.

- If both phase and department are converted as WBS levels, cost type budgets go to the generic Vision labor code.

- If both phase and department are converted as Vision labor code levels, the cost type budget goes to the phase/department Vision labor code. Any other Vision labor code levels will use the generic codes. If phase is converted as a Vision labor code level and department isn't converted at all, cost type budgets go to the phase Vision labor code. If department is converted as a Vision labor code level and phase isn't converted at all, cost type budgets go to the department Vision labor code. If neither phase nor department is converted at all, cost type budgets go to the generic Vision labor code.

Background: Expense Budgets

If you budget at any level except the expense code level in FMS, no expense budgets will be created in Vision. (An expense budget entered for both an expense code and a vendor will be converted, but one entered just for a vendor will not be converted.)

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Each expense code budget amount is converted as an expense budget assigned to an expense account in Vision:

- If the cost type under which the budget was entered is included in the fee for a fixed fee billing group *and* the cost type isn't marked as a subcontractor cost type, the direct expense account is assigned the budget.

- If the cost type under which the budget was entered is included in the fee for a fixed fee billing group *and* the cost type is marked as a subcontractor cost type, the direct consultant expense account is assigned the budget.

- If the cost type under which the budget was entered is not included in the fee for a fixed fee billing group or the billing group is not a fixed fee billing group, *and* the cost type isn't marked as a subcontractor cost type, the reimbursable expense account is assigned the budget.

- If the cost type under which the budget was entered is not included in the fee for a fixed fee billing group or the billing group is not a fixed fee billing group, *and* the cost type is marked as a subcontractor cost type, the reimbursable consultant account is assigned the budget.

- If a project has expense budgets that are for both expense code and vendor, they will be also be broken down in Vision by vendor within expense account.

- If a project has an expense budget that is for both an expense code and vendor but the vendor is not going to be converted, the budget is converted to Vision without the vendor information.

(You establish the link between FMS expense codes and Vision expense accounts using the FMS Expense Codes – Vision Accounts Mapping dialog box in the Vision Conversion module.)

Revenue Generation Decision

General Description

Before you convert, you need to decide, at the company level, if you're going to use the Revenue Generation feature in Deltek Vision.

Recording Your Decision in the Vision Conversion Module

To record your decision in the Vision Conversion module, click **Vision Conversion Setup** on the Maintain menu, click the FMS Miscellaneous BM tab, and select **Enable Revenue Generation**.

If you need help using this tab, see "Vision Conversion Setup Procedures: FMS Miscellaneous Business Management Options" on page 201.

If you want to use the Revenue Generation feature in Vision to calculate project revenue, check this box.
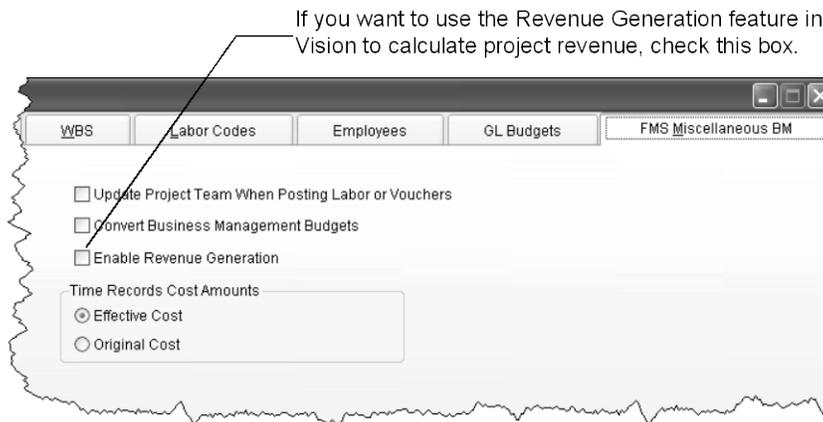
Background: General

In Deltek FMS, revenue is recognized for projects when you print invoices. How project revenue is calculated is largely controlled by FMS. You can generate work-in-process whenever you want, but again, you have few options for how WIP is calculated.

In Vision, you have two basic options for project revenue:

- If you use the Revenue Generation feature, you control when revenue is assigned to projects, and you have a number of possible methods for calculating revenue, including the option to create custom calculation methods. (Refer to the Vision *Concepts Guide* and to the Vision online help for more information about available revenue methods.)

- If you don't use Revenue Generation, revenue is calculated as job-to-date billings for projects and is allocated to projects when you print invoices. There is no option to include WIP.

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Guidelines

If, like many FMS clients, you do not currently generate WIP in FMS, do not select **Enable Revenue Generation**. In Vision, project revenue will be calculated automatically as job-to-date billings and assigned to projects when you bill your clients.

If you do generate WIP in FMS, we recommend that you select **Enable Revenue Generation** to turn on the Revenue Generation feature in Vision. Vision gives you much more control and flexibility in allocating revenue to projects than FMS does. However, because none of the standard revenue methods in Vision exactly matches the WIP calculation in FMS, it is important that you discuss both the standard options and the options for custom revenue methods with your Vision consultant to determine the method that best fits your needs. (The conversion assigns Revenue Method B to all of the converted projects, but you should change that setting following the conversion.)

Cost Amount for Time Records Decision

General Description

When it converts your Deltek FMS time records, the conversion program needs to know whether you want the cost amounts in the Deltek Vision time records to be effective cost amounts or original cost amounts.

> If you are only converting Info Center information, this migration decision does not apply to your conversion, so you do not need to read this topic.

Recording Your Decision in the Vision Conversion Module

To record your decision in the Vision Conversion module, click **Vision Conversion Setup** on the Maintain menu, click the FMS Miscellaneous BM tab, and select either **Effective Cost** or **Original Cost** under **Time Records Cost Amounts**.

If you need help using this tab, see "Vision Conversion Setup Procedures: FMS Miscellaneous Business Management Options" on page 201.

Select the type of cost amounts you want to use for time records in Vision.
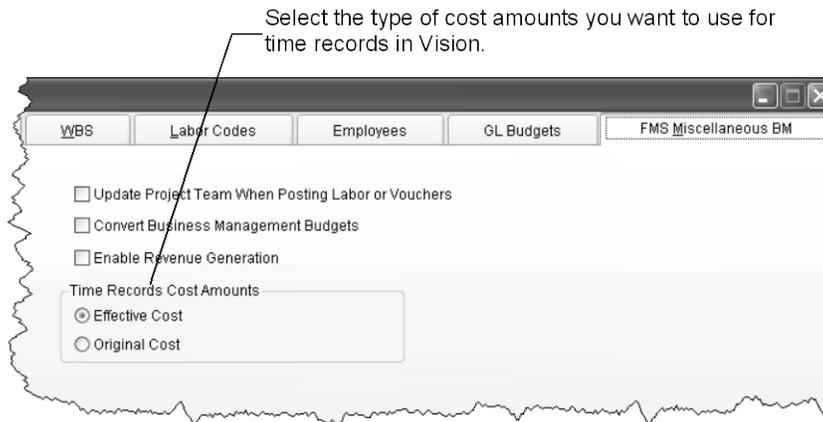
Background: General

Time records in Vision have only one cost rate, while those in FMS can have both an original cost rate and an effective cost rate.

If you want to see effective cost rates on project cost reports in Vision, you run the Adjust Salary Job Cost process first to calculate effective costs. This process is similar in purpose and effect to the Effective Cost Rate Calculation tool in FMS but with one important difference. While the tool in FMS updates time record effective cost rates but leaves original costs unchanged, the Adjust Salary Job Cost process changes the original cost rate to the effective cost rate so you can no longer report on original cost for those time records. (The Adjust Salary Job Cost process also changes the general ledger for the postings to direct and indirect labor accounts.)

Guidelines

If you have not been using the Effective Cost Rate Calculation tool to calculate effective cost rates in FMS, select the **Original Cost** option.

If you have been calculating effective cost rates in FMS and printing most or all of your management reports using effective cost, select the **Effective Cost** option.

If you have been calculating effective cost rates but you report on costs using both the effective rates and the original rates, it is recommended that you discuss this decision with your Vision consultant before selecting one of the options

> A common approach is to pick what you think is the best option, take a look at the results using the test conversion, and then switch to the other option for the final conversion if those results aren't satisfactory.

If you select the **Effective Cost** option, be sure you run the Effective Cost Rate Calculation tool in FMS for all of your time records before the final conversion. If you use the Effective Cost Rate Calculation tool and you have Payroll Plus, you should end all time entry in FMS at the end of a payroll period to ensure that you run the tool for all time records before the final conversion.

3

Migration Decisions: Projects to Convert

Projects to Convert Decisions

General Description

As part of the conversion preparation, you must indicate which of your existing Deltek FMS projects you want to convert to Deltek Vision. You can convert all projects or only selected projects.

Recording Your Decision in the Vision Conversion Module

To record your decision in the Vision Conversion module, click **FMS Projects to Convert** on the Maintain menu. In the FMS Projects to Convert dialog box, select **Yes** under **Convert?** for the projects you want to convert to Vision projects.

If you need help using this tab, see "FMS Projects to Convert Procedure" on page 203.

Set the options you want to use to select the projects to be converted, and then click **Select** to set **Convert?** to *Yes* or *No* based on those options.

FMS Projects to Convert

Select Projects to Convert
○ Convert All Projects
● Convert Selected Projects
☑ Projects with Activity On or After   1/1/2005
☐ Active Projects Only
☐ Exclude Unbilled Time and Expense as Open Items

[Select]

Project ID	Title	Completed?	Inactive?	Convert?	Excluded by Activity Date
04-002	Design and Construction of TAV Warehouse			Yes	
04-501	City Park Development: Children Playground			Yes	
04-999	Lab Testing			Yes	
05-000	Overhead			Yes	
05-001	Exercise Course: City Park Development			Yes	
05-003	City Park Development: Pool/Ice Rink Complex			Yes	
05-004	Happy Acres Community Golf Course			Yes	
05-005	Hilltop Gateway Mall and Amusement Park: Design and Construc			Yes	
05-006	City Park Development Proposal: Riverside Bicycle Path			Yes	
05-007	Design and Construction of Eureka Warehouse			Yes	
05-008	Minot AFB Housing Project			Yes	
05-009	Ellsworth AFB Facilities Warehouse Project			Yes	
05-010	Government Independent Research and Development Project			Yes	
05-011	Government Bidding and Proposal Project			Yes	
05-013	Yellowstone Madison Junction Campground RV Dump Station			Yes	
06-000	2006 - Overhead			Yes	

[Save] [Close]

Background: General

During the first conversions of Deltek clients from FMS to Vision, we learned that much of the time the Vision consultants spent "cleaning up" the converted

data was a result of data left over from an earlier conversion from the DOS version of FMS to the Windows version. This data did not cause problems in FMS for Windows but either caused the conversion to Vision to fail or made the resulting Vision data unsatisfactory.

Other conversion difficulties are caused by data created as a result of problems in early versions of FMS for Windows or because of past system failures, particularly those involving the non-SQL Server version of FMS.

Guidelines: General

In general, if you reduce the amount of data you convert, you also reduce the number of conversion problems, and you start with a "cleaner" database as you move forward with Vision.

Because of this, we recommend that, if possible, you only convert a year or two of project data. This recommendation is for all converting FMS clients, but it is particularly crucial that you limit the data you convert if you are one of the FMS clients that converted from the DOS version of FMS.

Background: Excluding Projects from the Conversion

When you use the FMS Projects to Convert dialog box to exclude a project from the conversion, it has these effects:

- No corresponding project is created in Vision.

- Phases assigned to the project will not be converted to WBS components or Vision labor codes.

- Labor codes assigned to the project will not be converted to WBS components or Vision labor codes.

- No transactions (time records, Business Management expense records, AR invoices, AR receipts) for that project are converted.

- No budgets for the project are converted.

- If you have the AR Collections module, no actions for the project are converted.

Projects with open items—unpaid AR invoices, unpaid AP invoices, open purchase orders, or unbilled time or expense records (unless you specifically make an exception for unbilled time and expense, as described later on)—are always converted. They cannot be excluded.

Using the FMS Projects to Convert dialog box, you can select projects for conversion based on an activity cutoff date, project status (active, inactive, completed), or both.

When you use a cutoff date, the dialog box checks for transactions for each project—AR invoices, AR receipts, AP invoices, AP payments, GL transactions, project expenses, time records, or purchase orders—dated on or after the cutoff date. If it finds none for a project (and it finds no open items dated before the cutoff date), it sets **Convert?** to **No** for that project.

> To avoid excluding new projects for which no transactions have been entered, **Convert?** is set to **Yes** for such projects if either the project creation date or a billing group start date are on or after the cutoff date.

If you select **Active Projects Only**, FMS sets **Convert?** to **No** for all projects marked as inactive or completed, even if they meet the cutoff date requirement (except, again, if a project has open items). You can also use this option if you aren't using a cutoff date.

After you click the **Select** button to update **Convert?** based on the options you chose, you can review the list and change the setting for individual projects.

Guidelines: Selecting Projects Based on an Activity Cutoff Date

As mentioned in the general guidelines, we recommend that, if possible, you only select projects for conversion that have activity (transactions) dated within the last year or two.

If you purchased either the Basic or Standard conversion, you have already made this decision. In these cases, the cutoff date is set automatically to the first day of the year, two years prior to the current fiscal year, and you cannot change it. For example, if the date you select projects for conversion is 11/15/09 and your fiscal year starts on January 1, the cutoff date is set at 1/1/07.

If you purchased the Premium conversion, you can specify any cutoff date you want. The actual date you specify doesn't matter. The first day of a calendar or fiscal year is a convenient choice, but it isn't necessary to pick one of those.

Guidelines: Selecting Projects Based on Status

If you have inactive or completed projects that qualify for conversion based on your cutoff date (if you have one) and you will have no need to include them on reports once you begin using Vision, select **Active Projects Only** so that **Convert?** will be set to **No** for all of them by default. If you decide that some of those projects do, in fact, need to be converted, you can change **Convert?** back to **Yes** for them individually.

Guidelines: If You Don't Use FMS to Bill Your Clients

Some Deltek FMS clients do not use FMS to bill their clients. As a result, time and expenses are never marked as billed in FMS.

If you decide to convert only selected projects and you are not using FMS to bill your clients, be sure you select **Exclude Unbilled Time and Expense as Open Items** before clicking the **Select** button.

If you do not select this check box, the unbilled time and expense records will prevent you from excluding the associated projects from the conversion.

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Time and expenses with either **WriteOff** or **No** in **Bill?** are never considered open items when determining if a project must be converted. The **Exclude Unbilled Time and Expense as Open Items** check box only applies to time and expenses with **Fee** or **Yes** in **Bill?**.

4

Migration Decisions: Subcontractor Cost Types

Subcontractor Cost Types Decisions

General Description

Review your cost types in the Cost Types dialog box and select **Subcontractor** for any that you use for subcontractor costs and billing. The conversion uses this cost type setting when converting expenses to Deltek Vision.

Recording Your Decision in the Vision Conversion Module

To record your decisions, click **Cost Types** on the Maintain menu in either the Vision Conversion module or the Business Management module. In the Cost Types dialog box, select **Subcontractor** under **Class** for any expense cost types that are for subcontractor costs and billing.

Background

When project expenses are converted to Vision, the expense codes are replaced by Vision expense accounts. Those accounts are determined based on how you map expense codes to accounts in the FMS Expense Codes – Vision Accounts dialog box, and on whether or not the expense record's cost type is designated as a subcontractor cost type.

Identifying subcontractor cost types was optional in FMS, but if you don't do it before converting to Vision, the conversion may assign the wrong Vision expense account to records for consultant expenses.

For example, suppose you are converting a subcontractor project expense for civil engineering services. The expense record in FMS is for the Civil (Civil Engineering) expense code and the Oserv (Outside Services) cost type. In the FMS Expense Code – Vision Account Mapping dialog box, you assign 5111 (Outside Services) as the Reimbursable Consultant expense account for the

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Civil expense code. When the conversion program converts the expense record, it checks the Oserv cost type record to see if **Subcontractor** is selected. If it is selected, the conversion program recognizes the expense as a subcontractor expense and replaces the Civil expense code with the correct Vision account: 5111, the Reimbursable Consultant account you mapped to the expense code. However, if you haven't selected **Subcontractor** for Oserv, the conversion assumes the expense is not a subcontractor expense and assigns a non-consultant Reimbursable expense account instead.

Guidelines

For each cost type used to enter expenses for subcontractors or consultants, select **Subcontractor** under **Class** in the Cost Types dialog box.

5

Migration Decisions: Mapping

Department-to-Organization/WBS Mapping Decisions

General Description

If you are converting your Deltek FMS departments to Deltek Vision organizations, the final step in that process is to map each department to one of the organizations you've defined.

If you are converting departments to a work breakdown structure level and not to organizations, you map each FMS department to a specific WBS component.

Recording Your Decisions in the Vision Conversion Module

To record your mapping decisions in the Vision Conversion module, click **Mapping** on the Maintain menu and **FMS Department - Vision Organization Mapping** on the submenu. On the tabs in the FMS Department – Vision Organization Mapping dialog box, review the default organization mappings and make any changes that are necessary. (If you are converting departments to a WBS level and not to organizations, the dialog box that opens is the FMS Department – Vision WBS Mapping dialog box. In that dialog box, review the default WBS component mappings and make any necessary changes.)

If you need help using this dialog box, see "FMS Departments-Vision Organizations/WBS Mapping Procedures" on page 206.
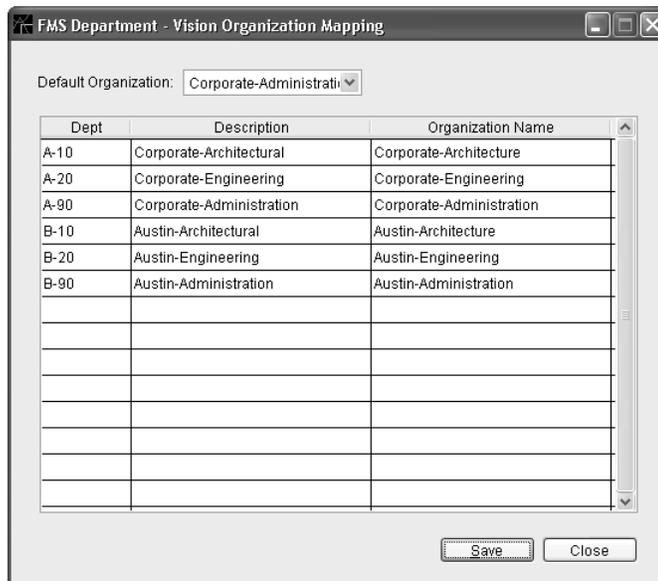
Background

For background information on mapping FMS departments to Vision organizations or WBS components, see these topics:

- "Migration Briefing: Work Breakdown Structure Conversion" on page 57

- "Migration Briefing: Vision Organizations" on page 69

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- "Work Breakdown Structure Decisions: Departments" on page 71

Guidelines: Mapping Departments to Organizations

When you open the FMS Department – Vision Organization Mapping dialog box, the departments set up in Business Management are listed. To map them to Vision organizations, use the **Organization Name** column to select the organization you want to convert each department to.

If you have departments that you no longer use and, thus, you don't want to convert them to separate organizations in Vision, you can map them all to a single "dummy" organization that you set up for this purpose. (Before you can do this, you must set up the organization from the WBS tab in the Vision Conversion Setup dialog box. Use the **Set Up Organization Codes** button and the **Set Up Organizations** button to open the dialog boxes you use to define the subcodes and organizations.)

Guidelines: Selecting a Default Organization

When you map departments to organizations, you must select one of the organizations as a default organization. Most companies pick a corporate-level administrative organization as the default organization.

The default organization is used when you map GL accounts to organizations in the FMS Accounts – Vision Accounts Mapping dialog box. When you click the **Default Accounts/Organizations** button in that dialog box, FMS displays default Vision accounts and organizations for each FMS account. If it cannot determine an organization for an account based on the FMS account number divisions, it displays this default organization for the account and highlights it to call your attention to it in case you want to change it.

A common example is when you departmentalize your income statement accounts in FMS but only use main account numbers for your balance sheet accounts. In that case, the balance sheet account numbers contain no information that can be used to identify an organization so the default organization is displayed for those accounts.

For more on mapping accounts, see "FMS Accounts-to-Vision Accounts Mapping Decisions" on page 117.

Guidelines: Mapping Departments to WBS components

When you open the FMS Department – Vision WBS Mapping dialog box, the departments set up in Business Management are listed. To map them to codes for the WBS level you're using for departments, use the **WBS Description** column to select the WBS component you want to convert each department to.

> If you're converting departments both to organizations and to WBS components, you linked organizations to WBS components when you defined the organizations, so when you map departments to organizations, as described earlier, they are automatically mapped to WBS components as well. There is no separate mapping procedure for the WBS components in that case.

If you have departments that you no longer use and you don't want to convert them to separate WBS components in Vision, you can map them all to a single "dummy" component that you set up for this purpose. (Before you can do this, you must set up the code from the WBS tab in the Vision Conversion Setup dialog box. Use the **Set Up WBS** button to open the dialog box you use to define the components.)

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FMS Accounts-to-Vision Accounts Mapping Decisions

General Description

The final step in the process of converting your chart of accounts is to map each Deltek FMS account number to a Deltek Vision account number.

If you are converting departments to organizations in Vision, you also map each FMS account to a Vision organization.

Recording Your Decisions in the Vision Conversion Module

To record your mapping decisions in the Vision Conversion module, click **Mapping** on the Maintain menu and **FMS Accounts - Vision Accounts Mapping** on the submenu. On the tabs in the FMS Accounts – Vision Accounts Mapping dialog box, review the default account mappings and make any changes that are necessary.

If you need help using this dialog box, see "FMS Accounts – Vision Accounts Mapping Procedures" on page 208.

FMS Acct. #	FMS Acct. Name	FMS Acct. Type	Vision Acct. #	Vision Acct. Name	Vision Acct. Type	Organization
4111-A-10	Professional Services Income	Income	4111	Professional Services Income	Revenue	A10
4111-A-20	Professional Services Income	Income	4111	Professional Services Income	Revenue	A20
4111-A-90	Professional Services Income	Income	4111	Professional Services Income	Revenue	A90
4111-B-10	Professional Services Income	Income	4111	Professional Services Income	Revenue	B10
4111-B-20	Professional Services Income	Income	4111	Professional Services Income	Revenue	B20
4111-B-90	Professional Services Income	Income	4111	Professional Services Income	Revenue	B90
4112-A-10	Reimbursable Income	Income	4112	Reimbursable Income	Revenue	A10
4112-A-20	Reimbursable Income	Income	4112	Reimbursable Income	Revenue	A20
4112-A-90	Reimbursable Income	Income	4112	Reimbursable Income	Revenue	A90
4112-B-10	Reimbursable Income	Income	4112	Reimbursable Income	Revenue	B10
4112-B-20	Reimbursable Income	Income	4112	Reimbursable Income	Revenue	B20
4112-B-90	Reimbursable Income	Income	4112	Reimbursable Income	Revenue	B90
4113-A-10	Subcontractor Income	Income	4113	Subcontractor Income	Revenue	A10
4113-A-20	Subcontractor Income	Income	4113	Subcontractor Income	Revenue	A20
4113-A-90	Subcontractor Income	Income	4113	Subcontractor Income	Revenue	A90

Tabs: Asset | Liability | Net Worth | Revenue | Reimbursable | Direct | Indirect | Other Charges

FMS Accounts - Vision Accounts Mapping

Default Accounts / Organizations...

Highlighted Accounts — Vision Acct. Type not allowed for this FMS account type — Could not determine account's organization

Save   Close

Background: Mapping FMS Accounts to Vision Accounts

For background information on mapping FMS accounts to Vision accounts, see these topics:

- "Migration Briefing: Chart of Accounts Conversion" on page 43

- "GL Account Number Structure Decision" on page 48

- "GL Expense Account Ranges Decisions" on page 50

Guidelines: Reviewing the Default Account Mappings

When you open the FMS Accounts – Vision Accounts Mapping dialog box, your FMS accounts are listed along with a default mapping to a Vision account number.

If you set up the Vision account structure to match your main account division, most of the default mappings are likely to be correct for your asset, liability, equity, and revenue accounts.

One possible exception is if you have special accounts in FMS that should have the Other account type in Vision. This account type is for accounts for below-the-line revenue or expenses, such as rental or interest income. To change the account type for such an account, go to the tab in the FMS Accounts – Vision Accounts Mapping dialog box that corresponds to the FMS account type, locate the FMS account, and change the account type to Other for the Vision account to which it is mapped.

> Because of the need to insert a range for direct expense accounts, the expense account mappings won't be correct initially. The following paragraphs provide instructions for resolving this.

Guidelines: Adding Vision Direct Expense Accounts

If you want your Vision direct expense accounts to fall in a logical location in the account number sequence, the most complicated account mapping task is adding the new set of direct expense accounts to your FMS chart of accounts and getting all of the expense accounts mapped to the appropriate Vision account numbers.

Step 1: Add the direct expense accounts to your FMS chart of accounts.

> You need to complete this step *before* you specify the FMS main account ranges on the Account Ranges tab of the Vision Conversion Setup dialog box, because you must enter valid main account numbers for the beginning and ending accounts for each range.

1. Find a spot in your current chart of accounts where there are enough unused numbers to accommodate the direct expense accounts. For example, if your highest numbered indirect expense account is 6999, you could add the direct expense accounts in the 8000 – 8999 or 9000-9999 range.

2. To add the accounts, click **Create Mirror Image for Direct Accounts** on the Tools menu in the Vision Conversion module.

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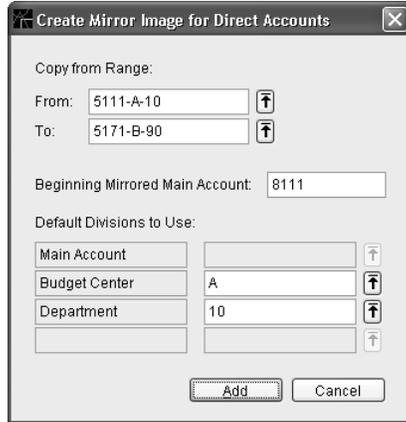
3. Under **Copy from Range**, specify the range of main accounts to be copied by entering or selecting an FMS direct project expense account with the lowest main account number in **From** and a direct project expense account with the highest main account number in **To**.

4. In **Beginning Mirrored Main Account**, enter the lowest main account number you want to use for the new set of expense accounts. Normally this is the same as the main account in the account in **From** with the left-most digit increased to match up with an unused range. For example, if you are not currently using the 8000 – 8999 range in FMS and the account in **From** has the 5111 main account, you could enter 8111 in **Beginning Mirrored Main Account**.

5. Under **Default Divisions to Use**, specify division codes you want the tool to use for the non-main account divisions.

    You only need to do this for divisions that precede the main account, and it doesn't make any difference which codes you select.

6. Click **Add**.

    The tool creates one new expense account for each main account included in the range of accounts you specified. In other words, the tool does not create copies of all of the accounts, just the copies necessary to create one account for each main account. The first account is assigned the main account in **Beginning Mirrored Main Account**, and the remaining accounts are assigned main accounts that differ from each other to the same degree that the source accounts do.

Step 2: Renumber the Vision expense accounts so that they fall into the desired ranges.

1. Open the FMS Accounts – Vision Accounts Mapping dialog box, review the default expense account mappings, and determine how much the Vision account numbers need to be increased to move them into the correct account ranges. (Normally, the reimbursable expense accounts will be mapped correctly, but the direct and indirect expense accounts will not be.)

2. Go to the Indirect tab in the FMS Accounts – Vision Accounts Mapping dialog box.

3. Click the **Default Accounts/Organizations** button at the bottom of the dialog box.
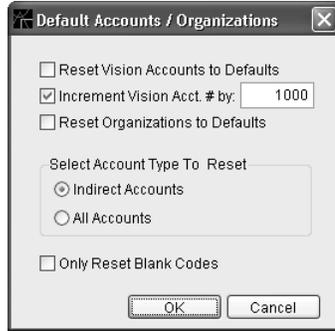
4. Select **Increment Vision Acct # by** and enter the number by which you want to increase the Vision account numbers. For example, to move your indirect expenses accounts now mapped to the 6000-6999 range to the 7000-7999 range, enter **1000**.

5. Make sure that **Indirect Accounts** is selected under **Select Account Type to Reset**, and click **OK**.

6. Go to the Direct tab and repeat this procedure to move your Vision direct expense account numbers into the correct range. In this case, you are likely to need to *decrease* the default Vision account numbers. For example, if you created the direct accounts in FMS in the 8000-8999 range but want them to be 6000-6999 in Vision, you enter **–2000** in **Increment Vision Acct # by**.
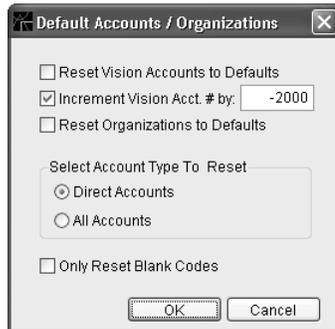
7. When you've finished, click **Save** in the FMS Accounts – Vision Accounts Mapping dialog box.

Guidelines: Combining Accounts

If you have a multiple-division account number structure in FMS, you map accounts with the same main account to a single Vision account.

In addition to this consolidation of accounts based on main account, however, some Deltek clients also take advantage of the opportunity offered by the conversion to simplify their chart of accounts and combine other accounts. To do this, go to the tab in the FMS Accounts – Vision Accounts Mapping dialog box on which the accounts are displayed and enter the same Vision account for them in the **Vision Acct #** column.

Finally, there may be instances in which you are using multiple accounts in FMS, and Vision only allows one account, making it necessary to consolidate accounts.

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This table lists some possible examples:

Accounts	For more information…
Work-in-process accounts	"Vision Company Accounts Decisions" on page 160
Expense credit distribution accounts	"Expense Credit Distribution Accounts Decisions" on page 163
Billing income accounts	"Billing Income Accounts Decisions" on page 166

Guidelines: Adding Accounts

The conversion to Vision requires some accounts that normally don't exist in FMS charts of accounts. In those cases, you need to create equivalent FMS accounts and map those accounts to Vision accounts on the appropriate tabs of the FMS Accounts – Vision Accounts Mapping dialog box.

This table lists accounts you may need to create and map before converting:

Accounts	For more information…
Consultant accrual credit	"Expense Credit Distribution Accounts Decisions" on page 163
Employee expense credit	"Expense Credit Distribution Accounts Decisions" on page 163
Current year profit and loss	"Vision System Accounts Decisions" on page 174
Bonus cost	"Payroll Decisions" on page 176
AP discount	"AP Discount Account Decision" on page 172
Accounts receivable	"Cash Receipt Allocation Decisions" on page 169

Guidelines: Changing Account Descriptions

By default, FMS assigns the description for the main account as the Vision account name when multiple accounts with the same main account are mapped to a single Vision account. In many cases, that will be adequate. However, if you find that some Vision account names are not correct, type the name you want in the **Vision Acct Name** column in the grid in the FMS Accounts – Vision Accounts Mapping dialog box.

You may also want to change the names of the reimbursable and direct expense accounts to differentiate them from each other. For example, if the default name for the two travel expense accounts is **Travel Expense**, you might change them to **Reimbursable Travel Expense** and **Direct Travel Expense**.

> Account names for reimbursable expenses are normally printed on client invoices when those expenses are billed, so you should make sure those names are appropriate for that use.

Background: Mapping FMS Accounts to Vision Organizations

If you are converting departments to organizations in Vision, you map each FMS account to a Vision organization at the same time that you map FMS accounts to Vision accounts. The account-to-organization mappings are used by the conversion program to assign organizations to converted transactions (AP invoices, vendor checks, time records, and so on). They are not used once you begin live operations in Vision. The following paragraphs explain why the organization mapping is necessary.

If you are using organizations in Vision, every transaction is assigned to an organization. When you create transactions in Vision, the organization assigned to transactions involving income statement accounts is the one assigned to the lowest level of the work breakdown structure for that transaction. For transactions involving balance sheet accounts, the default organization is used unless you've set up Vision to provide organization reporting for balance sheets.

The conversion program, however, does not assign organizations to converted transactions as described in the previous paragraph because in FMS it is possible to override the normal assignment of revenue and expenses to departments. So that the financial information in Vision after the conversion matches the information in FMS before the conversion, the conversion program instead assigns organizations to the transactions based on the GL accounts affected by those transactions.

In many cases, the conversion program can determine the correct organization for an account based on departmental account information in FMS. However, in other cases, it is not so clear. That is why you need to review the default mappings and change any that are not correct.

Guidelines: Mapping FMS Accounts to Organizations

When you map FMS accounts to Vision accounts and organizations in the FMS Accounts – Vision Accounts Mapping dialog box, organization mappings are displayed in the **Organization** column based on the department to which each account is assigned in FMS Business Management. The organization that you have linked to a department is mapped to accounts that are assigned to that department.

In most cases, these default organizations will be correct. However, in the following situations, FMS cannot identify a department for an account:

- The account is not assigned to a department in FMS. Most often these are balance sheet accounts or non-departmental income or expense accounts such as those for depreciation or interest income. Your new direct expense accounts will also not be assigned to departments.

- The account is assigned as a default account on the GL Accounts tab in the Business Management Control Information dialog box.

- The account is assigned to more than one department.

Instead of assigning a normal organization in these cases, FMS assigns the default organization that you specified in the FMS Department – Vision

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Organization Mapping dialog box and highlights that organization in the grid to call your attention to it.

You should review all of the account-to-organization mappings, but be sure you examine the highlighted ones carefully and change those for which the default organization is not the correct organization for the account. In the case of non-departmentalized balance sheet accounts, the default organization may be appropriate. You can also leave the newly created direct expense accounts mapped to the default organizations, since no Vision transactions affecting the general ledger will be created for them during the conversion. For income and expense accounts such as those for depreciation and interest income that appear only in general journal transactions and thus are not assigned to departments in Business Management, the default organization is more likely to be incorrect.

Expense Codes-to-Accounts Mapping Decisions

General Description

To prepare for the conversion of expense transactions and budgets, you must map each of your Deltek FMS expense codes to the appropriate Deltek Vision GL expense accounts.

With the exception of the indirect expense accounts (see the note that follows this paragraph), these expense code mappings only affect the conversion of your FMS expense transactions and budgets and subsequent reporting on those converted transactions in Vision. They have no other impact on the configuration or operation of Vision.

> The expense codes themselves become units in Vision. If you map an expense code to an indirect expense account, that account is assigned as the unit's credit account in Vision. If you don't map the expense code to an indirect expense account, the default indirect expense account is assigned.

Recording Your Decisions in the Vision Conversion Module

To record your mapping decisions in the Vision Conversion module, click **Mapping** on the Maintain menu and **FMS Expense Codes - Vision Accounts Mapping** on the submenu. In the FMS Expense Codes – Vision Accounts Mapping dialog box, display and review the default account mappings, make any changes that are necessary, and select Vision accounts for any blank cells.

If you need help using this dialog box, see "FMS Expense Codes – Vision Accounts Mapping Procedure" on page 212.

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Background: Expense Codes

In FMS, expense codes identify types of project-related expenses and are used to group expenses on reports and invoices. In Vision, types of expenses are identified by GL accounts. Like FMS, Vision has expense codes, but using them is optional. If you do use them, they have different roles than they do in FMS:

• Expense codes are only used when entering AP vouchers and disbursements. They do appear on Transaction List reports, but they are not saved with the posted vouchers and do not appear on any project or GL reports, or on invoices.

• They can speed AP voucher entry. Instead of having to enter a GL account number for an expense, you can instead select or enter an expense code, and Vision assigns the appropriate GL expense account based on that expense code.

• They help you assign the correct type of expense account to expenses—reimbursable, reimbursable consultant, direct, or direct consultant—and that, in turn, helps ensure that those expenses are billed correctly.

In FMS, **Bill?** is set to **Yes** or **Fee** for expenses entered for a fixed fee billing group based on whether or not the cost type for the expense is included in the fee for that billing group. In Vision, there are no cost types, but you can use Vision expense codes to provide this same function. If you enter an AP voucher in Vision that includes a project expense and **Bill by Default** is "on" for the expense code for that project, that is the equivalent of having **Yes** in **Bill?** in FMS. Vision then assigns the appropriate reimbursable expense account to the expense, and it will be billed separately rather than as part of

the fixed fee amount. On the other hand, if **Bill by Default** is "off" for the expense code for that project (the equivalent of **Fee** in FMS), Vision assigns the appropriate direct expense account, and the expense will not be billed separately.

Vision uses one other expense code attribute, the expense code type, when determining the account to assign to an expense. If **Type** is set to **Consultant**, Vision assigns either the reimbursable consultant or direct consultant expense account, and if it is set to **Other**, it assigns the non-consultant reimbursable or direct expense account.

When you convert your FMS data, the conversion sets up Vision to require expense codes for regular projects. It then creates a Vision expense code at the system level for each of the FMS expense codes that you map to a Vision account. **Bill by Default** is set to **Yes** for all expense codes, and **Type** is set based on the value of **Type** in the FMS Expense Codes – Vision Accounts Mapping dialog box in the Vision Conversion module. Each expense code is also assigned a reimbursable account, a direct account, an overhead account, and a promotional account. The reimbursable account and direct account are either consultant or non-consultant accounts, depending on whether the expense code type is Consultant or Other.

For each Vision project, the conversion sets **Bill by Default** for each expense code based on the billing group's billing type and on how each cost type/expense code combination was handled in FMS. After the conversion, you should review those settings for each of the Vision projects to make sure they are correct.

Background: Mapping Expense Codes to Accounts

In Vision, types of expenses are identified by GL accounts rather than by expense codes. Because of this, the conversion program needs to know which Vision GL accounts to assign to expense transactions for each expense code when converting the transactions to Vision.

The conversion can't just look at the expense accounts in the FMS expense records—first, because those may or may not be the account you generally want associated with that type of expense, and second, in the case when an expense transaction will become a direct expense in Vision, because the conversion program has no way of knowing which of the new Vision direct expense accounts to assign. As a result, you need to map each of your expense codes to the Vision reimbursable, direct, and indirect account numbers you want associated with the converted transactions for that expense code, so those transactions can be grouped correctly on project cost reports and, for unbilled transactions, on invoices.

> The expense code mappings *do not affect the general ledger*. They only affect project cost reports and, for unbilled transactions, invoices.

For additional background information on expense accounts and on the expense code and expense transaction conversions, see

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- "Expense Codes Conversion" on page 326

- "Business Management Project Expenses Conversion" on page 351

- "Accounts Payable Invoices Conversion" on page 371

Guidelines: Reviewing the Default Expense Code Mappings

When you open the FMS Expense Codes – Vision Accounts Mapping dialog box, your expense codes are listed. Click the **Reset/Default Accounts** button to display default account mappings.

FMS bases the default account mappings on the accounts assigned to the expense codes in FMS. In most cases, the default mappings should be correct, but if you need to change any of them, you can. All account numbers must have the correct Vision account type.

Because no expense codes are associated with the accounts mapped to the new Vision direct expense accounts, the two columns for direct expense accounts will be blank. You must supply those account numbers.

Guidelines: Using Default Accounts Instead of Entering Individual Account Numbers

It is recommended that, if possible, you enter the correct account number for each type of expense account for each expense code. However, there are some shortcuts you can consider:

- If you are certain that for a given expense code there are no transactions to be converted that will need a particular type of account, you can leave that account cell blank. For example, for expense codes with a default cost type for which the **Subcontractor** check box is not selected, you can leave the two consultant-related account cells blank.

- For expense codes for which you have no transactions with **Fee** or **No** in **Bill?**, no direct expense transactions need to be created in Vision. For those expense codes, you can leave the direct account columns blank.

- If you don't want to spend time entering all of the expense account numbers and you are not concerned about accurate information at the expense account level or transaction detail level on project cost reports and invoices, you can leave all accounts blank that weren't filled in when you clicked the **Reset/Default Accounts** button. If you take this approach, project cost reports involving converted transactions should be accurate in terms of the broad expense categories—reimbursable expenses, reimbursable consultant expenses, and so on—but may not be accurate if the report shows totals by expense account or shows individual transactions.

In all of these cases, should the conversion need one of the missing accounts, it uses the default account you specify above the grid for that type of account.

> As you are considering the shortcuts just discussed, keep in mind that the only expense transactions that are converted are those for the projects you've selected for conversion.

Guidelines: Reviewing the Default Expense Code Types

As you are reviewing the default expense code mappings, you should also review the default values under **Type**. Make sure that all expense codes that represent consultant expenses have **Consultant** in **Type**. All non-consultant expense codes should have **Other** in **Type**.

Background: Project Cost Adjustment Options

Each project expense transaction in FMS that is converted to Vision has both a general ledger aspect and a project cost aspect. To simplify this discussion, these aspects will be described as a *general ledger transaction* and a *project cost transaction*, though often a single transaction record contains both aspects. In most cases, the general ledger transaction and the project cost transaction have the same expense account. However, if the Vision account mapped to the FMS account for the FMS expense transaction is not the same as the account mapped to the expense code used in that transaction, they may have different accounts.

The option you select under **Project Cost Adjustment** tells the conversion program how to create the project cost transaction in Vision when the account mapped to the FMS account for the FMS transaction is not the same as the account mapped to the expense code in that transaction:

- If you select **Only make adjusting entries when account is a different account type** and both accounts have the same Vision account type, the project cost transaction uses the GL account mapped to the account in the FMS transaction.

- If you select **Only make adjusting entries when account is a different account type** and the two accounts have different Vision account types, the account mapped to the transaction account is still used for the general ledger side of the converted transaction but the project cost transaction uses the GL account mapped to the expense code. This is the case for any transactions that qualify as direct expense transactions in Vision because the new direct expense account never matches the transaction account and always has a different Vision account type.

- If you select **Always create adjusting entries with the new account number**, the project cost transaction uses the account mapped to the expense code anytime the two accounts differ.

Guidelines: Selecting a Project Cost Adjustment Option

If you map all of your expense codes to the correct accounts or if you're certain any unmapped accounts won't be needed, select **Always create adjusting entries with the new account number**. If you do, all transactions involving a given expense code will be grouped together on project cost reports even if some of the FMS transactions involve different GL accounts.

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Select **Only make adjusting entries when account is a different account type** in these cases:

- You decide to save data entry time and use default accounts for expense codes that should be mapped to other accounts. In this case, the only instance in which the project cost transaction will use a default account is when that default account and the account mapped to the FMS transaction have different Vision account types.

    Or

- Your expense records in FMS didn't always use the default expense accounts assigned to the expense codes, and you want project cost reports to break down expenses based on the Vision accounts mapped to those accounts rather than grouping them by the account mapped to the expense code.

FMS Codes to Vision Labor Codes Mapping Decisions

General Description

If you are converting one or more Deltek FMS work breakdown components (phases, departments, labor codes, or staff types) to Deltek Vision labor codes, the final step in that process is to map each FMS code to a Vision labor code.

Recording Your Decisions in the Vision Conversion Module

To record your mapping decisions in the Vision Conversion module, click **Mapping** on the Maintain menu and **FMS Codes - Vision Labor Codes** on the submenu. On the tabs in the FMS Codes – Vision Labor Codes dialog box, review the default labor code mappings and make any changes that are necessary.

If you need help using this dialog box, see "FMS Codes to Vision Labor Codes Mapping Decisions" on page 130.

FMS Codes - Vision Labor Codes

	Phases	Labor Code	Staff Type	Departments

FMS Code	FMS Description	Vision Code	Vision Description
101	Computer Aided Design	101	Computer Aided Design
101	Computer Aided Drafting	101	Computer Aided Design
101	Computer Drafting	101	Computer Aided Design
102	Draft	102	Drafting
102	Drafting	102	Drafting
103	Meetings	103	Meetings
103	Site Meetings	103	Meetings
104	Site Visit	104	Site Visit
104	Site Visits	104	Site Visit
105	Survey	105	Surveying
105	Surveying	105	Surveying
106	Field Work	106	Field Work
106	Field Wrk	106	Field Work
110	Surveying	105	Surveying
112	Field Work	106	Field Work

Generic Vision Labor Code: 403

Reset/Default Codes...   Save   Close

Background

For background information on mapping FMS codes to Vision labor codes, see these topics:

- "Migration Briefing: Work Breakdown Structure Conversion" on page 57

- "Work Breakdown Structure Decisions: Phases" on page 66

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- "Work Breakdown Structure Decisions: Departments" on page 71

- "Work Breakdown Structure Decisions: Labor Codes" on page 76

- "Work Breakdown Structure Decisions: Staff Types" on page 79

- "Labor Code Structure Decision" on page 82

Guidelines: Mapping Codes to Vision Labor Codes

When you open the FMS Codes – Vision Labor Codes dialog box, the codes you have set up in Business Management for the FMS work breakdown structure components you are converting to labor codes are listed. To map them to Vision labor codes, click the **Reset/Default Codes** button, review the default codes displayed on each tab, and use the **Vision Code** column to make any necessary mapping changes. You can also change the descriptions of the labor codes in the **Vision Description** column.

All codes for a given Vision labor code level must be the same length. If an FMS code is the same length as that specified for the labor code level, then the default Vision code will be the same as the FMS code. However, for FMS codes that are shorter or longer than the required length, the default Vision code will be either lengthened with zeros or shortened by dropping characters from the FMS code. In those cases, you may want to change the default code.

> If any of the FMS codes include characters other than letters and numbers (a hyphen, for example), those characters are not included in the default Vision labor codes. Vision labor codes cannot include punctuation marks or other special characters, other than those used as delimiters between levels.

Guidelines: If You Have Codes You Don't Want to Convert

If you have FMS codes (some departments, for example) that you no longer use and, thus, don't want to convert to separate labor codes in Vision, you can map them all of them on the same tab to a single "dummy" Vision code that you set up for that purpose. To do that, type in the Vision code and description for the first unused FMS code, and then type in the same code for each of the other unused FMS codes.

Guidelines: Mapping FMS Phases and Labor Codes to Vision Labor Codes

On the Phase and Labor Code tabs, the lists of FMS codes include all phases and labor codes assigned to the FMS projects that you've selected to be converted. Because you can assign project-specific phases and labor codes in FMS, some phases or labor codes may exist that have the same ID but a different description. In that case, there will be a row for each ID-description pair.

By default, these FMS codes are mapped to the same Vision code. If that is not what you want, you can map them to different Vision codes.

Guidelines: Selecting Default Codes

When you map codes to Vision labor codes, you must specify a default code for each labor code level. These default codes are used during conversion of project labor budgets. Every Vision labor budget record must have a labor code. When the conversion program encounters an FMS budget record that doesn't include a code corresponding to one of the Vision labor code levels, the default code for that level is used in the Vision labor code assigned to the budget record.

If you don't plan to convert your FMS project budgets, don't have project budgets, or do your budgeting using the Resource Scheduling and Budgeting feature set, you can select any codes you want for these defaults; they won't be used.

If you do have project budgets entered using the standard budgeting feature in the Business Management module and plan to convert those budgets to Vision, it is recommended that you select an existing general-use code for each level. If you don't have such a code in FMS for a level, you can create one in FMS specifically for this purpose, map it to a Vision code, and select that code as the default for the level.

Staff Type-to-Vision Labor Category Mapping Decisions

General Description

If you are converting Deltek FMS staff types to Deltek Vision labor categories, the final step in that process is to map each staff type to its corresponding labor category.

Recording Your Decisions in the Vision Conversion Module

To record your mapping decisions in the Vision Conversion module, click **Mapping** on the Maintain menu and **FMS Staff Types - Vision Labor Categories Mapping** on the submenu. On the tabs in the FMS Staff Types – Vision Labor Category Mapping dialog box, review the default labor category mappings and make any changes that are necessary.

If you need help using this dialog box, see "Staff Type-to-Vision Labor Category Mapping Decisions" on page 133.

FMS Staff Types - Vision Labor Category Mapping
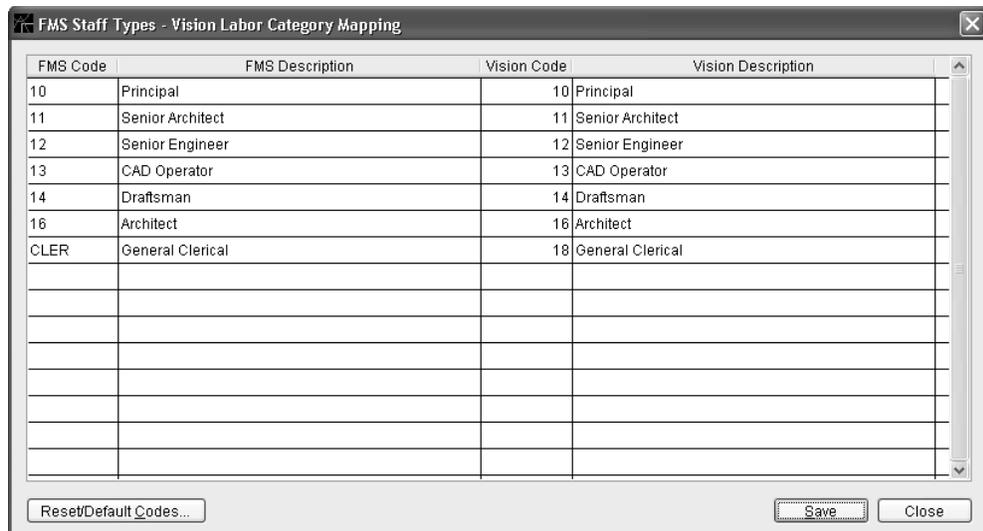
FMS Code	FMS Description	Vision Code	Vision Description
10	Principal	10	Principal
11	Senior Architect	11	Senior Architect
12	Senior Engineer	12	Senior Engineer
13	CAD Operator	13	CAD Operator
14	Draftsman	14	Draftsman
16	Architect	16	Architect
CLER	General Clerical	18	General Clerical

Reset/Default Codes...   Save   Close

Background

Labor categories in Vision must be a number between 1 and 32767. Unlike Vision labor codes, however, labor categories do not have to be a uniform length.

For additional background information on mapping FMS staff types to Vision labor categories, see these topics:

- "Migration Briefing: Work Breakdown Structure Conversion" on page 57

- "Work Breakdown Structure Decisions: Staff Types" on page 79

Guidelines: Mapping Staff Types to Labor Categories

When you open the FMS Staff Types – Vision Labor Category Mapping dialog box, the staff types set up in Business Management are listed. To map them to Vision labor categories, click the **Reset/Default Codes** button, review the default codes displayed on each tab, and use the **Vision Code** column to make any necessary mapping changes. You can also change the descriptions of the labor categories in the **Vision Description** column.

If your staff type IDs are numeric (and in the range from 1 to 32767), the default labor categories will be the same as the staff type IDs. If your staff type IDs contain characters other than numbers, you must decide on and enter a numeric labor category for each of them in the **Vision Code** column.

> The numeric sequence of labor categories in Vision controls the order in which labor charges appear on invoices if you bill by labor category. We recommend assigning labor category numbers based on billing rate, with the lowest numbers going to labor categories with the highest rates.

Guidelines: If You Have Staff Types You Don't Want to Convert

If you have staff types that you no longer use and, thus, don't want to convert to separate labor categories in Vision, you can map them all of them to a single "dummy" labor category that you set up for that purpose. To do that, type in the labor category and description for the first unused staff type, and then type in the same labor category for each of the other unused staff types.

> If you do this, make sure no employees are assigned these staff types. When you convert staff types to labor categories, employees are assigned to the labor categories to which their staff type is mapped. If any employees are assigned the unused staff types mapped to the dummy labor category, the conversion will assign those employees to the dummy labor category.

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Labor Rate Schedule Decisions

General Description

If you have Deltek FMS billing rate schedules that include labor rate exceptions by employee or by staff type, you can convert those to labor rate tables or labor category tables in Deltek Vision.

Recording Your Decisions in the Vision Conversion Module

To record your mapping decisions in the Vision Conversion module, click **Mapping** on the Maintain menu and **FMS Billing - Vision Billing Terms** on the submenu. On the Labor Rate Schedules tab in the FMS Billing – Vision Billing Terms dialog box, indicate the billing rate schedules from which you want to convert the labor rate exceptions and how you want them converted.

If you need help using this dialog box, see "FMS Billing – Vision Billing Terms Mapping Procedures" on page 218.

Select the default rate table type and other rate schedule conversion options.

For each of the FMS billing rate schedules, indicate the Vision rate table type you want to convert it to and whether you want to add all employees to the schedule who are not already on the FMS labor rate schedule.

Background

The billing process for a project is controlled by the billing terms set up for the project. To handle billing rates, you can choose, as part of the billing terms, to use a table of employee billing rates (labor rate table) or a table of rates by labor category (labor category table). These tables serve the same basic purpose as the Labor Rates tab in the Billing Rate Schedules dialog box in FMS.

Depending on how you're using billing rate schedules in FMS, you may be able to convert employee or staff type labor rate exceptions to Vision labor rate tables or labor category tables. Those tables will then become part of the billing terms set up for the WBS components to which the associated billing groups are converted.

> The only billing rate schedules you can convert are those assigned to the projects you selected for conversion.

One difference from FMS is that Vision has no default billing rate for individual employees in the Employee Info Center. Because of this, the default billing rates for employees in FMS are not converted. If a project in Vision is getting billing rates from a labor rate table and an employee who worked on the project is not included in that table, that employee's billing rate will be 0.00. In FMS, by contrast, his or her default rate would be used if there was no applicable labor rate exception in the billing rate schedule.

Guidelines: Selecting Conversion Options for Rate Schedules

If you are converting staff types to Vision labor categories and you have billing rate schedules that contain labor rate exceptions that consist of just a staff type and a rate, select **Labor Category** under **Vision Rate Table Type** in the grid for those schedules. The conversion will create labor category tables containing the staff type billing rates.

If you have billing rate schedules with exceptions that consist of just an employee and a rate, select **Labor Rate** under **Vision Rate Table Type** for those schedules. The conversion will create labor rate tables containing the employee billing rates.

In either of these cases, if you have set up additional rates with effective dates for any of the converted rate exceptions, additional rows are added to the labor category table or labor rate table in Vision for each of the effective dates specified in FMS.

> It is important to understand that if you select **Labor Category** for a rate schedule, the only exception rows that are converted are those containing a staff type and a rate and no other data. If a row contains any other information (an employee, a phase,…), it is not converted and won't appear in the labor category table. The same is true when you select **Labor Rate**. The only exceptions converted are those that contain an employee and rate only.

Select **Do Not Convert** under **Vision Rate Table Type** for billing rate schedules that contain no exception rows that can be converted (as described

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previously) and for schedules that you are no longer using. Also select **Do Not Convert** for schedules that have a mix of conversion-eligible rows and rows that won't convert if you don't want to convert part of the schedule.

> If you choose to not convert a billing rate schedule, the billing terms assigned to the WBS components created from the billing groups assigned that rate schedule will have **No labor billing** selected in **Method** on the Labor tab of the Billing Terms form. Before you can proceed with billing in Vision, you must edit the billing terms for those projects to re-enable labor billing.

Guidelines: Adding Missing Employees to Labor Rate Tables

For each rate schedule you convert to a labor rate table, you have the option to add all employees to that table. Employees for whom no labor rate exception exists in the billing rate schedule are added to the table with their hourly billing base rate from their FMS employee record.

Because it adds all employees to the table, this option is normally only used when a number of employees working on a job have no labor rate exceptions in the billing rate schedule and instead are billed out at their hourly base billing rate.

Guidelines: Converting Rate Schedules for Inactive and Completed Projects

Normally, you probably won't want to convert billing rate schedules that are currently only assigned to inactive or completed projects. However, you may want to convert such schedules if you expect to use them again for new projects (a standard billing rate schedule that you use for government contracts, for example).

To display them in the grid on the Labor Rate Schedules tab of the FMS Billing – Vision Billing Terms dialog box, select **Convert Rate Schedules for Inactive/Completed Projects**.

> If they aren't assigned to a project that you've selected for conversion, these schedules won't appear in the grid even if you select **Convert Rate Schedules for Inactive/Completed Projects**.

Guidelines: Creating a Labor Rate Table for Default Employee Billing Rates

Regardless of your situation, you should select **Create Labor Rate Schedule for Default Employee Billing Rates**. If you select this box, the conversion creates a default labor rates table in Vision called FMS Default Employee Billing Rates that contains every employee with his or her hourly base billing rate.

The conversion assigns the FMS Default Employee Billing Rates table as the rate table in the billing terms for any project for which the FMS labor billing rates weren't converted. It also assigns this table as the rate table for the default billing terms and default reporting terms. The default billing terms and

default reporting terms serve as templates for each new project's billing terms and reporting terms. (If you elect to not create this table, the conversion assigns no rate table in any of these situations.)

This labor rate table isn't intended to be used in any actual billing terms, and you will probably want to substitute a more useful labor rate or labor category table for it in all instances in which the conversion assigns it in Vision, including the default billing and reporting terms. It is primarily recommended that you create this table so that you have a record in Vision of all employees' hourly base billing rates from FMS in case you want to add employees and their default rates to other labor rate tables.

Guidelines: Including Terminated Employees

Only select **Include Terminated Employees** if you have a large number of seasonal employees that are terminated at the time of conversion, and you want their billing rates to be preserved in Vision.

Because this setting has a global effect, you should not select it if you have just a few such employees. If you do select it, the conversion converts labor rate exceptions for all terminated employees that exist in billing rate schedules you are converting to labor rate tables. In addition, if you also set **Add Missing Employees?** to **Yes** for a rate schedule, all terminated employees are added to the resulting labor rate table along with all active employees.

Guidelines: If You Will Be Converting Unbilled Time Records with a Billing Rate Different than in the Schedule

If you will be converting unbilled time records for which the billing rate no longer matches the applicable rate in the billing rate schedule, they will be billed in Vision using the rate taken from the billing rate schedule. Billing rates on individual time records are not used in Vision so that information is not converted.

If you want those time records to be billed at the original rate, use the **Create Rates by Effective Date** button in the Billing Rate Schedules dialog box to set up your earlier rates and the current rates with the appropriate effective dates. Each set of rates will be converted to Vision, and when you bill the time, the billing rate used in each case will be the one in effect on the time record date.

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Fee Methods Decisions

General Description

If you have non-tax fee methods in any billing rate schedules in Deltek FMS, the conversion converts them to add-ons in Deltek Vision and assigns them to the billing terms for the appropriate projects.

> If you have some fee methods designated as taxes, refer to "Tax Fee Methods Decisions" on page 144 for information on converting those taxes.

Recording Your Decisions in the Vision Conversion Module

To record your fee method decisions in the Vision Conversion module, click **Mapping** on the Maintain menu and **FMS Billing - Vision Billing Terms** on the submenu. On the Fee Methods tab in the FMS Billing – Vision Billing Terms dialog box, select the basic conversion method you want to use and provide the other required information.

If you need help using this dialog box, see "FMS Billing – Vision Billing Terms Mapping Procedures" on page 218.

Select this option if you want to specify add-on fee settings to be assigned to all converted projects that use each fee.

Select this option if you want the conversion to set up the add-on fees in Vision based on the specific fee method settings for each billing group in FMS.

If you choose to specify the Vision settings for each add-on fee, you can set the method, rate/amount, GL account, and billing categories that make up the basis for calculating the add-on amounts.

Background

In both FMS and Vision, you can set up and bill for add-on fees (a profit fee, for example). These are called fee methods in FMS, "add-ons" in Vision. Though their functions are the same, there are several differences between how you set up FMS fee methods and how you set up Vision add-ons.

In FMS, add-on fees can be calculated as a percentage of the basis, a fixed amount, a portion of a maximum fee amount based on the manager's estimate of percent complete, a percentage of a total fee that is based on the percentage of the total billing fee billed on each invoice, or a set amount per unit. In Vision, you only have two basic options. The add-on can be a fixed amount or it can be a percentage of the basis.

In FMS, the basis for a fee can be fixed fee billing, total billing group billing, or the billing total for a cost type. If the billing rate schedule will be used for billing groups with phased billing types, you also have the option to apply a fee to a single phase. In Vision, you can set up add-ons for any of a project's WBS levels. The basis for an add-on can be the billing total for any combination of the following: fixed fee billing, labor, reimbursable expenses, consultants, units, and other add-ons.

Both products enable you to set up add-on fees with a combined basis. That is, the basis for the fee includes other add-on fees. In FMS, you can select any combination of the previously assigned fee methods to include in the basis. In Vision, however, there is no choice. All previously assigned add-ons are automatically included if you elect to include add-ons in the basis.

FMS enables you to specify a maximum amount that can be billed for each fee method. In Vision, you can only specify a single maximum for all add-ons for the WBS level.

Revenue from add-on fee billing in FMS goes either to income accounts specified in the Fee Methods dialog box or to the income accounts for each of the cost types that contribute to the fee basis. In Vision, add-on revenue for a project can go to a company-wide default income account for add-on billing, to an override account specified for the WBS level as a whole, or to accounts specified for individual add-ons.

Guidelines: General

If you use fee methods, the first thing to understand is that, because of differences between the two products, the conversion may not create exactly the add-on fees you need in Vision. If you use a single fee method in FMS to generate markups on all reimbursable expenses using a standard rate, for example, that fee should convert cleanly to Vision add-ons. But if you have some fee methods that apply, say, to just selected reimbursable expenses or that use a combined basis, it is more likely you will need to make changes to the conversion results before you begin using Vision.

Guidelines: Selecting a Conversion Method

If, for each fee method, the calculation method, rate, and basis are the same for most or all billing groups for which the fee method is currently being used, select the **Use These Calculations Settings for Converted Fee Methods** on the Fee Methods tab of the FMS Billing – Vision Billing Terms dialog box and

specify in the grid how you want each add-on fee set up in Vision. When you do this, the conversion sets up each instance of an add-on fee in Vision the same way in all project billing terms.

On the other hand, if the calculation method, rate, or basis for fee methods vary from billing group to billing group, select the **Use Calculations Settings from Billing Rate Schedules for Converted Fee Methods** and specify how you want to handle the conversions of fee maximums and combined bases. In this case, the conversion sets up each instance of an add-on fee based on how the corresponding fee method is set up for the billing group in FMS. (For more information on how fee methods are converted in this case, see "Fee Methods Conversion (Non-Tax)" on page 297.)

Guidelines: Choosing Basis Options

If you select the **Use These Calculations Settings for Converted Fee Methods** option, you then specify the basis for those add-on fees that are calculated as a percentage (rate).

If the fee method applies to…	Then select…
Billing summary	**Fee**
Billing group	**Labor**, **Consultant**, **Expense**, **Fee**, and **Unit**
Labor cost type	**Labor**
Expense cost type with **Subcontractor** selected	**Consultant**
Expense cost type with **Subcontractor** not selected	**Expense** and/or **Units**

If you select the **Use Calculations Settings from Billing Rate Schedules for Converted Fee Methods** option, the conversion establishes these settings in the Vision billing terms based on how the basis is defined for each instance of the fee method.

Guidelines: Converting Combined Basis

If you select the **Use These Calculations Settings for Converted Fee Methods** option and one of the fee methods uses a combined basis (that is, the basis for the fee method includes the billing amount of another fee method), you need to decide if you should select the **Add On** check box for that fee method.

(continued)

If the combined basis for the fee method…	Then…
Always, or nearly always, includes all fee methods that precede that fee method in the Fee Methods grid in the Billing Rate Schedules dialog box	Select **Add On** for that fee method.
Often does not include all fee methods that precede that fee method in the Fee Methods grid in the Billing Rate Schedules dialog box	Don't select **Add On** for that fee method.

For fee methods that don't have a combined basis, do not select **Add On**.

If you select the **Use Calculations Settings from Billing Rate Schedules for Converted Fee Methods** option, you have the option to convert or not convert the combined basis. (The option you select applies to all fee methods that have a combined basis.)

If the combined basis for your fee methods…	Then select…
Always, or nearly always, include all fee methods that precede that fee method in the Fee Methods grid in the Billing Rate Schedules dialog box	**Include All Add Ons in Basis**
Often does not include all fee methods that precede that fee method in the Fee Methods grid in the Billing Rate Schedules dialog box	**Don't Use a Combined Basis**

If the conversion of combined basis information will not give you the results you want, discuss the situation with your Vision consultant to determine how best to set up Vision to bill the fee.

Guidelines: Converting Fee Maximums

If you decide to specify standard add-on fee settings (the **Use These Calculations Settings for Converted Fee Methods** option), any maximum billing amounts you've set up for fee methods for individual billing groups will not be converted. Once the conversion is completed, you can go to the billing terms for those projects to which a maximum applies and set them up.

If you decide to have the conversion determine add-on fee settings (the **Use Calculations Settings from Billing Rate Schedules for Converted Fee Methods** option), you must indicate how you want fee method maximums to be handled. (If you don't have any fees with maximums, it doesn't matter which option is selected.)

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If most billing groups that have fee maximums…	Then select…
Have only one fee with a maximum *Or* Have two or more fees with maximums, but combining the maximums into a single maximum will still give you the correct billing results	**Convert Sum of Fee Maximums as Add On Maximum**
Have two or more fees with maximums and adding the maximums together to get the single Vision maximum will not give you the correct billing results	**Don't Convert Fee Maximums**

If you have FMS fee methods with maximums but you decide not to convert the maximums because the conversion will not give you the correct results, discuss the situation with your Vision consultant to determine how best to set up Vision to bill the fee.

Guidelines: Reviewing Add-ons Created by the Conversion

Before you begin billing clients using Vision, you should carefully review all add-ons created in Vision from FMS fee methods to make sure they are set up correctly.

This is particularly true if you decide to have the conversion create the add-on fees based on the fee method settings in individual billing rate schedules in FMS. However, even if you specify standard settings for your add-on fees, you may still need to make changes to individual add-ons if there are projects that need to bill the fees in a non-standard way.

It is also important to note that because of differences between FMS and Vision in fee basis options and how maximums are handled, it may not be possible to convert some fee methods to an add-on that is exactly equivalent. Discuss any complex add-on fee billing with your Vision consultant to determine the best way to duplicate that billing in Vision.

Tax Fee Methods Decisions

General Description

If you have tax fee methods in any billing rate schedules in Deltek FMS, you can have the conversion convert them to tax codes in Deltek Vision and assign them to the billing terms for the appropriate projects.

> For information on converting non-tax fee methods, refer to "Fee Methods Decisions" on page 139.

Recording Your Decisions in the Vision Conversion Module

To record your tax method decisions in the Vision Conversion module, click **Mapping** on the Maintain menu and **FMS Billing - Vision Billing Terms** on the submenu. On the Tax Methods tab in the FMS Billing – Vision Billing Terms dialog box, select **Convert FMS Tax Methods**, display the default tax code information for the tax methods, and make any changes that are necessary.

If you need help using this dialog box, see "FMS Billing – Vision Billing Terms Mapping Procedures" on page 218.

Check this box if you want to convert the tax methods shown.

For each tax method, indicate the types of charges to which it applies. If necessary, you can also change rates and GL accounts.

FMS Billing - Vision Billing Terms

| Labor Rate Schedules | Tax Methods | Fee Methods | Custom Invoice Formats |

☑ Convert FMS Tax Methods

Code	Description	Rate	Vision Credit Acct.	Labor	Consultant	Expense	Fee	Unit	Add On	
GST	Goods and Services Tax	5.0000	2164	☑	☐	☐	☐	☐	☐	
PST	Provincial Sales Tax	5.0000	2164	☑	☐	☐	☐	☐	☐	
SalesTax	State Sales Tax	5.0000	2164	☐	☐	☑	☐	☐	☐	
ServiceTax	Professional Services Tax	5.0000	2164	☑	☐	☐	☐	☐	☐	

Reset/Default Tax Methods...

Save   Close

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Background

In FMS, you can set up fee methods designated as taxes and assign those taxes to billing groups through their billing rate schedules if you need to bill clients for taxes. For each billing group, you have the same wide variety of options for defining the basis for taxes that you do for add-on fees.

In Vision, you set up tax codes and assign those to billing terms for projects if you want to bill for taxes. Tax codes can be set up to apply to any combination of labor, consultants, expenses, fees, units, and add-ons. In contrast to FMS, however, this is set at a global level, not project by project.

If you have tax methods in any billing rate schedules in FMS or tax methods you've set up in the Invoice Preparation dialog box for billing groups, you can have the conversion convert those tax methods to tax codes in Vision and assign them to the billing terms for the appropriate projects.

Guidelines: Deciding to Convert Tax Methods

In general, if you bill clients for taxes, there is no reason to not convert your tax methods. Be aware, however, that because in Vision the tax code rate and what it applies to is the same for all projects for which it is used, you will have to create additional tax codes for a type of tax if you use different rates for different projects or you apply the tax differently for different projects.

One situation in which you may not want to convert tax methods is if there are many taxes for which you can't duplicate the FMS tax processing just by converting the tax method. In that case, you should discuss alternatives with your Vision consultant.

Guidelines: Changing the Default Tax Rate

The default tax rate shown on the Tax Methods tab of the FMS Billing – Vision Billing Terms dialog box is the rate entered for the tax in the Fee Methods dialog box. If that rate is not the current tax rate, you should change it to the correct rate.

Guidelines: Selecting the Credit Account

The default credit account shown on the Tax Methods tab is the Vision account you mapped to the default liability account for the tax specified in the Fee Methods dialog box. In most cases, you should not need to change this account.

Guidelines: Indicating What the Tax Applies To

Use the check boxes in the grid to indicate the types of charges to which each tax applies. For example, if the tax in FMS applies only to the Professional Services cost type on cost plus contracts, you would select **Labor** and clear the other check boxes.

Because Vision doesn't have the equivalent of cost types, you may find that you can't duplicate FMS tax processing exactly in Vision (for instance, if you have a sales tax that only applies to certain types of expenses but not to

others). In that case, discuss alternative approaches with your Vision consultant.

Keep in mind also that what a tax applies to is the same for all projects for which it is used, you may have to create additional tax codes in Vision for a type of tax if you apply the tax differently for different projects.

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Custom Invoice Format Decisions

General Description

If you are using custom versions of the Crystal Reports files used to print client invoices in Deltek FMS for the projects you are converting, you have the option to convert some or all of those custom formats to invoice templates and billing terms in Deltek Vision.

> The conversion automatically converts any of the standard FMS invoice formats that are assigned to the projects you convert. These migration decisions only apply to custom invoice formats.

Recording Your Decisions in the Vision Conversion Module

To use the Vision Conversion module to select the custom invoice formats you want to convert, click **Mapping** on the Maintain menu and **FMS Billing - Vision Billing Terms** on the submenu. On the Custom Invoice Formats tab in the **FMS Billing – Vision Billing Terms** dialog box, select the custom formats you want to convert and indicate the template you want the conversion process to follow for each format.

If you need help using this dialog box, see "FMS Billing – Vision Billing Terms Mapping Procedures" on page 218.

Select a default option for the **Conversion Method** column in the grid. Pick the conversion method that applies to the most custom formats listed.

FMS Billing - Vision Billing Terms

Labor Rate Schedules	Tax Methods	Fee Methods	Custom Invoice Formats

Convert Custom Invoice Formats
- ⦿ Use Standard Template
- ○ Use Custom Template
- ○ Do Not Convert

FMS Custom Invoice Format	Conversion Method	Standard Invoice Template	Custom Invoice Template
INVTYPE1_USA	Standard Template	InvType1	
INVTYPE4_USA	Custom Template		Customize

Save   Close

For each custom format listed, indicate if you want to convert it using a standard format as template, convert it using a custom template, or not convert it.

If you selected *Standard Template* in **Conversion Method**, select the standard format you want to use as the conversion template.

If you selected *Custom Template* in **Conversion Method**, click the **Customize** button and, in the Custom Format Settings dialog box, select the custom options you want.

Background: Invoice Formatting

In FMS, while the billing types assigned to billing groups, along with other project and billing group billing settings, for the most part determine what data is available for invoices, the invoice format (the Crystal Reports billing report file) assigned to each project defines what billing data will actually appear on the printed invoice and how that data will be formatted. The invoice formats control such elements as the following:

- Font size and style

- Page breaks and page numbers

- Page and group headers and footers

- Column positions and headings

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- Graphics

- Currency symbols

- Subtotals and totals

- Calculated fields

In FMS, you can use the standard invoice formats for your invoices, or you can create custom versions of them. Using the Crystal Reports Designer, you can control just about every aspect of an invoice's contents and appearance.

In Vision, invoice content and appearance is determined by a combination of settings in Vision itself. Some are part of the billing terms you set up for a project or for its sublevels in the work breakdown structure, and some are specified in invoice templates. (An invoice template is assigned to a project as part of its billing terms.)

Because FMS gives you access to the report writer, you have more ability to refine the appearance of your invoices than you do in Vision. However, it requires that you learn to use Crystal Reports Designer. Because Vision provides access to invoice settings in Vision itself, it is easier to make changes to invoices, but you are somewhat more limited in the options you have. There are, however, some invoicing options in Vision that are not available in FMS.

Background: Conversion of Invoice Formats

The conversion can create billing terms and invoice templates in Vision based on the invoice formats assigned to the projects you've selected to be converted. However, because the invoice formatting capabilities of FMS and Vision are so different, the conversion will not result in Vision invoices that are exact duplicates of your FMS invoices.

Conversion is automatic for any of the standard invoice formats that you've assigned to projects that are converted. For custom invoice formats, you select those you want to convert on the Custom Invoice Formats tab of the FMS Billing – Vision Billing Terms dialog box.

Guidelines: General

Though the conversion of invoice formats is not perfect, it provides two important benefits:

- The billing terms and invoice templates created provide you with a reasonable approximation of your FMS invoices, a starting point from which you can refine your Vision invoices.

- The invoice-related billing terms and invoice templates are assigned to the converted projects, so you don't have to do that yourself in Vision.

For these reasons, you should convert any custom formats that you are still using to print invoices for the projects you are going to convert.

After the test conversion, it is highly recommended that you print invoices for representative projects, review the results, try out other Vision invoicing

options, and evaluate whether you want to select different conversion options for the final conversion.

Guidelines: Selecting the Custom Invoice Formats to Be Converted

When you go to the Custom Invoice Formats tab of the **FMS Billing – Vision Billing Terms** dialog box, all custom invoice formats currently assigned to the projects selected for conversion are listed in the grid.

If an invoice format is currently being used to print invoices for any projects, you should convert that invoice format by selecting either **Standard Template** or **Custom Template** in **Conversion Method**.

If an invoice format is only assigned to projects for which you are no longer printing invoices and you don't expect to use it in the future, do not convert it. Select **Do Not Convert** in **Conversion Method**. While converting a format that you are no longer using does no real harm, it adds an unnecessary invoice template to your Vision database.

Background: Conversion Templates

If you are going to convert a custom invoice format, you have two basic conversion methods:

- Convert based on a "standard template

- Convert based on a "custom template"

For the standard template conversion, the conversion program either selects settings for billing terms and the invoice template in Vision based on a standard FMS invoice format that you specify or it uses Vision default settings. If you elect to convert using one of the standard FMS formats (the most common choice), the invoice template created and assigned to the projects using the custom format is named the same as the standard format (InvType1, for example). If you decide to convert using Vision default settings, no invoice template is created or assigned to the projects. Instead, default settings are used when printing invoices for those projects in Vision.

For the custom template conversion, you again specify either Vision default settings or a standard invoice format as the basis for the conversion. However, for this type of conversion, you can use the Custom Format Settings dialog box to review and make changes to some of the settings before the conversion takes place.

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Each of these settings is described later in this topic.

With the custom template conversion method, the default name of the resulting invoice template in Vision is the same as that of the custom FMS format, but you can change it in **Template Name** in the Custom Format Settings dialog box.

Guidelines: Selecting the Standard Template Conversion Method

Select the standard template conversion for an invoice format if *both* of the following are true:

- The differences between your custom format and the standard format on which it was based is not related to any of the custom format settings available in the Custom Format Settings dialog box.

   And

- You want the invoice template created in Vision and assigned to the projects that use the FMS invoice format to have the name of the standard invoice format, not that of the custom format.

The standard invoice format to select is the one on which you based the custom format when you created it in Crystal Reports.

For example, suppose you created a custom version of the InvType1 standard format in FMS because you wanted to specify different fonts for some headings. Since none of the custom settings available for the conversion enables you to duplicate this difference in Vision, you decide to convert the custom format using the standard template method and select InvType1 as the template.

In the preceding example, the invoice template created in Vision would be named InvType1. Why convert a custom format so that the invoice template in Vision has the standard invoice format name rather than the custom name? If you have several custom versions of the standard invoice format in FMS for which the custom features cannot be converted to Vision or if you have some projects using the standard version and some using a custom version of it, it gives you the option to assign a single invoice template in Vision to all of those projects. That way, if you make a change to that invoice template in Vision, the change will take effect for all of those projects. If you want to keep the custom format name, however, you can do that using the custom template conversion.

Guidelines: Selecting the Custom Template Conversion Method

Select the custom template conversion for an invoice format if *either* of the following are true:

- The differences between your custom format and the standard format on which it was based is related to one or more of the custom format settings available in the Custom Format Settings dialog box.

    Or

- You want the invoice template created in Vision and assigned to the projects that use the FMS invoice format to be named the same as the custom invoice format.

In **Use Defaults From** in the Custom Format Settings dialog box, select the standard invoice format on which the custom format is based, and then review and, as necessary, change the default conversion settings. If the only reason you selected the custom template conversion is because you want the Vision invoice template to be named the same as the custom format, just select that format in **Use Defaults From** and click **OK** without making any other changes. (If you want it to have a name other than the current custom format name, you can change the default name in **Template Name**.)

Guidelines: Selecting Vision Defaults as the Template

Most often Deltek clients, whether they select the standard template conversion or the custom template conversion, convert their custom invoice formats based on the standard invoice format they used to create the custom format. However, if you created a custom invoice format from scratch in Crystal Reports Designer or you modified a standard one so heavily that it makes no sense to convert it based on that standard format, you can choose Vision default settings as the template and then refine the invoice format and billing terms settings in Vision after the conversion.

> Even if there is no suitable template for converting your custom format, you should still convert it so that each of the projects using the format is assigned the same invoice template in Vision.

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Custom Conversion Settings

The following tables describe how the conversion settings available in the Custom Format Settings dialog box affect invoice printing in Vision.

Option	Description
Template Name	Enter the name you want for the Vision invoice template.
Report Font	Select the font you want to use for all invoice text. The drop-down list contains all fonts available in Vision.

Select this Print in Invoice Header option…	To…
Firm Name	Print your company name. Do not select this option if your invoices print on letterhead or stationery on which your firm's name is already printed.
Firm Trade Name	Print your company's trade name. Corresponding option in Vision: **Print Firm Byline**
Firm Address	Print your company's address.
Project Name	Print the project name. Corresponding option in Vision: **Print Project Long Name**
Principle Name	Print the name of the principal to which the project is assigned.
Project Manager	Print the project manager's name.
Invoice Box	Print the word **Invoice** bordered with a box in the top-left corner of the invoice. Do not select this option if you want to leave the top-left corner of the invoice empty, or if you want to display your logo there.
Invoice Number	Print the invoice number.

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Select this Print in Invoice Footer option…	To…
Total Now Due	Print the **Total Now Due** amount after the **Outstanding Invoices** section of the invoice. This amount represents the amount currently outstanding from prior invoices plus the **Total this Invoice** amount from the current invoice. If you do not also select **Project AR** under **General: Print**, this amount will not appear on the project's invoice. If you are displaying outstanding accounts receivable at the WBS2 or WBS3 levels, the total now due will be listed for each WBS2 or WBS3 component 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.
Signature Line	Display signature information, such as the name, title and signature of the person (project manager, for example) who authorizes the information on the invoice.
Footer Line	Print a horizontal line above the footer on all invoice pages.
Page Numbers	Print the page number in the bottom-right corner of the page, starting with the second page.

Select this *Labor option*…	To…
Sort By	Control the sort order and grouping of labor charges on an invoice. You have the following sorting options: • None • By Name (employee name) • By Category (labor category) (Selecting the **None** option has the same result as selecting **By Name**.) Corresponding option in Vision: **Primary** under **Labor Sorting** in billing terms

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Select this *Labor* option…	To…
Timesheet Detail	Print timesheet detail.
	Vision prints detail lines showing employee name, date (if **Dates** is selected), hours, rate (if **Rates** is selected), and the extended amount.
	If you do not show timesheet detail, Vision prints a summary of total labor. This summary is sorted by labor category if you are using the By Category sort method.
Comments	Print comments.
	The comments print on an additional line beneath the employee name. If the same comment is entered on multiple lines for an employee, the comments are consolidated into one line on the invoice. Timesheet lines with different comments are displayed as separate lines on the invoice. Therefore, an employee may appear several times on the invoice.
	This option is only available if **Timesheet Detail** is selected.
Dates	Print the timesheet dates.
	Vision prints the timesheet date following the employee name on the detail lines.
	This option is only available if **Timesheet Detail** is selected.
Rates	Print the labor rate for each line item on the invoice.
Multipliers	Print the explicit multipliers (multiplier factors 2 and 3) before the **Total Labor** line on the invoice.
	If you do not select this check box, Vision does not show the explicit multipliers. Instead, the amount is included implicitly in the **Total Labor** line.
Ovt Multiplier	Print the standard or secondary overtime multiplier, the premium amount prior to markup, and the premium amount after markup before the **Total Labor** line on the invoice.
	If you do not select this option, Vision displays a line for the overtime premium and the fully marked up billing amount, without showing multipliers or premiums.

Select this *Expense: Print* option…	To…
Expense Detail	Print all reimbursable expense transaction detail (including transaction type, description, transaction date, vendor name, and so on).
	To show only totals for the account, category, or vendor, do not select **Expense Detail**.
Expense Multiplier	Print the reimbursable expense multiplier on the invoices.
	If you are using the same multiplier for both your reimbursable and consultant expenses, the multiplier prints on the total line. If any of the multipliers differ, due to the use of expense tables, Vision calculates and prints the transactions according to the multiplier.
Consultant Detail	Print all consultant expense transaction detail (including transaction type, description, transaction date, vendor name, and so on).
	To show only totals for the account, category, or vendor, do not select **Consultant Detail**.
Consultant Multiplier	Print the consultant expense multiplier.
	If you are using the same multiplier for both your reimbursable and consultant expenses, the multiplier prints on the total line. If any of the multipliers differ, due to the use of expense tables, Vision calculates and prints the transactions according to the multiplier.
Unit Detail	Print unit detail information.
	If you select this check box, the level and type of detail for each unit is based on the settings for each unit in the Unit Info Center.
	If you do not select **Unit Detail**, all unit billing detail is consolidated into one line on the invoice.
Unit Multiplier	Print the unit multiplier.
	Since Vision uses the same multiplier for all of the units, the multiplier is calculated and displayed on the total line.

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Select this *General: Print* option…	To…
Project AR	Print a list of outstanding accounts receivable at the project level of the work breakdown structure in an additional invoice section called **Outstanding Invoices**.
Project Billed-To-Date	Print the billed-to-date amounts at the project level of the work breakdown structure in an additional invoice section called **Billings to Date**.
Billed-To-Date Received Total	Select this option to print the total payments (or amount) that has been received in each project's **Billings to Date** section.
Billed-To-Date AR Balance Total	Select this option to print the total amount of all outstanding invoices for the project in the project's **Billings to Date** section.

6

Migration Decisions: Additional Setup

Vision Company Accounts Decisions

General Description

Before you convert, specify the Deltek Vision GL accounts you want to use for unbilled revenue, unbilled services, accounts receivable, and retainage receivable.

Recording Your Decisions in the Vision Conversion Module

To record your company accounts in the Vision Conversion module, click **Additional Vision Setup** on the Maintain menu. On the Accounting Company Settings tab in the Additional Vision Setup dialog box, select the accounts under **Company Accounts**.

If you need help using this tab, see "Additional Vision Setup Procedures: Accounting Company Settings Options" on page 226.

Background: Unbilled Revenue and Unbilled Services

In Deltek FMS, you track work-in-process in two sets of accounts. Unbilled income, representing work completed but not yet billed, is posted to an unbilled income asset account and to unbilled income income accounts. Unearned income (negative WIP), representing work that has not been done but for which you have billed the client, is tracked in an unearned income liability account and in unearned income income accounts.

In Vision, WIP is tracked in just two accounts, an unbilled services asset account and an unbilled revenue income account. If you enable Revenue Generation, these accounts are posted to when you generate invoices and run the Revenue Generation process.

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> In the Vision Conversion module and in Vision itself, the unbilled revenue account is specified in a box labeled **Uninvoiced Revenue**.

To view these accounts in Vision, click **Configuration** » **Accounting** » **Company Settings** on the Vision Applications menu, and click the Revenue tab.

Guidelines: Unbilled Revenue and Unbilled Services

First, complete these steps:

1. Map all of your FMS income accounts for unbilled income and unearned income to a single Vision income account.

2. Map your FMS unbilled income asset account to a Vision asset account.

3. Use a general journal transaction to move the account balance from the unearned income liability account to the unbilled income asset account. (This account is not used in Vision. Vision does not post WIP to a liability account.)

4. Map the unearned income liability account to a Vision liability account.

(For more information about mapping accounts, see "FMS Accounts-to-Vision Accounts Mapping Decisions" on page 117.)

Then do the following on the Accounting Company Settings tab in the Additional Vision Setup dialog box:

•   For the unbilled revenue account in Vision, select the Vision account to which you mapped your FMS income accounts for unbilled income and unearned income.

•   For the unbilled services account in Vision, select the Vision account to which you mapped your FMS asset account for unbilled income.

Background: Accounts Receivable and Retainage Receivable

Most companies, whether using FMS or Vision, set up a single accounts receivable account and, if they have contracts that involve retainage, a single retainage receivable account to receive the debit entry when they bill clients.

In Vision, you specify a default accounts receivable account on the Accounts tab of the Accounting Company Settings form, and that AR account is automatically linked to each of the billing income accounts and related report columns on the Invoice Mapping Accounts tab and A/R Mapping Accounts tabs of the Accounts Receivable Configuration form. If you want to use more than one AR account (when you bill for consultant reimbursable expenses, for example), you can set that up by linking a different account for the appropriate billing income accounts on the Accounts Receivable Configuration form.

You also use the Accounts Receivable Configuration form to specify the retainage receivable account you want associated with billing income accounts.

To view the default AR account in Vision, click **Configuration** » **Accounting** » **Company Settings** on the Vision Applications menu, and click the Accounts tab. To view the AR and retainage account mapping information, click **Configuration** » **Accounting** » **Accounts Receivable**.

Guidelines: Accounts Receivable and Retainage Receivable

Under **Company Accounts** on the Accounting Company Settings tab in the Additional Vision Setup dialog box, specify the Vision accounts to which you mapped your FMS AR and retainage receivable accounts. The conversion then sets up the AR account as the Vision default and links it and the retainage receivable account to each of the billing income accounts you specify. (See "Billing Income Accounts Decisions" on page 166.)

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Expense Credit Distribution Accounts Decisions

General Description

Before you convert, specify the Deltek Vision GL accounts to receive the implicit credit entries for time records, miscellaneous expense transactions, reproduction expense transactions, consultant accrual expense transactions, employee expense transactions, and employee expense advances.

Recording Your Decisions in the Vision Conversion Module

To record your expense credit distribution accounts decisions in the Vision Conversion module, click **Additional Vision Setup** on the Maintain menu. On the Accounting Company Settings tab in the Additional Vision Setup dialog box, select the accounts under **Expense Credit Distribution**.

If you need help using this tab, see "Additional Vision Setup Procedures: Accounting Company Settings Options" on page 226.

Background: Labor Credit Account

In Deltek FMS, a time record entered for a project normally results in a debit to a direct labor expense account and a credit to a salaries payable liability account. Then, when the employee is paid, the transaction debits salaries payable and credits cash. In the case where the employee works more than their normal hours and you haven't calculated effective cost rates for the time, the difference between the original cost (total hours × hourly cost rate) and the employee's pay is credited to the PR-TR Differences expense account.

In Vision, it is recommended that the account used to receive the implicit credit entry for a time record (the labor credit account) be an indirect expense account rather than a liability account such as salaries payable. When the employee is paid, the transaction debits this expense account and credits

cash. If the employee worked more than his or her assigned hours, the difference remains in the labor credit account as a credit balance. Thus, the labor credit account in Vision serves much the same purpose as the PR-TR Differences account in FMS.

To view the labor credit account in Vision, click **Configuration » Accounting » Company Settings** on the Vision Applications menu, and click the Posting tab.

Guidelines: Labor Credit Account

If you are going to use Vision Payroll, it is strongly recommended that you use the Vision account to which you mapped the FMS PR-TR Differences expense account as the labor credit account (also referred to as the "job cost variance account" in Vision).

If you are using a payroll service and you will make journal entries in Vision to update account balances for payroll, you can use the account mapped to the PR-TR Differences account or you can use the account mapped to the FMS salaries payable account. If you use the PR-TR Differences account as the labor credit account, you make the debit entry to that account only. If you use a salaries payable account as the labor credit account, you must also make a journal entry to the account mapped to the PR-TR Differences account if the payroll amount does not match the labor costs for the time records.

One result of using an expense account instead of a liability account for the credit entry for labor expense is that if you don't pay employees before the end of the accounting period, your balance sheet will understate salaries payable. To avoid that, you can make a journal entry to salaries payable before printing financial reports and then reverse it in the next period.

Background: Other Expense Credit Accounts

In addition to the labor credit account, you also specify accounts to receive implicit credit entries for several other types of transactions:

Transaction type	Description
Miscellaneous expense	Distribution of miscellaneous indirect expenses (postage, shipping, phone charges, CAD, etc.) to projects
Print and reproductions	Distribution of printing and copying expense to projects
Consultant accrual	Generation of accrued consultant expenses
Employee expense	Entry of employee-incurred business expenses
Employee repayment	Repayment of unused employee expense advance

To view these accounts in Vision, click **Configuration » Accounting » Company Settings** on the Vision Applications menu, and click the Posting tab.

Guidelines: Other Expense Credit Accounts

Follow these guidelines when selecting these credit accounts. (If you have any questions about what accounts to select, contact your Vision consultant.)

In…	Enter…
Miscellaneous Expense Credit Account	The Vision account to which the indirect expense accounts used in FMS for miscellaneous indirect expenses were mapped.
Reproduction Expense Credit Account	The Vision account to which the indirect expense accounts used in FMS for reproductions is mapped.
Consultant Accrual Expense Credit	The Vision account to which the FMS liability account for consultant accruals is mapped. Since consultant accruals don't exist in FMS, most converting clients create this account in FMS and then map it to a Vision account.
Employee Expense Credit Account	The Vision account to which the FMS liability account for employee expenses is mapped. Because employee expenses are completely separate from accounts payable in Vision, you should not specify an AP account here. Instead, create another liability account in FMS solely for this purpose and then map it to the account that will be used for employee expenses in Vision.
Employee Advance Credit Account	The Vision account to which the FMS travel advances asset account used for employee expense advances is mapped.

> If you use more than one main account for any of these types of transactions in FMS, be sure you map all of the accounts for that type of transaction to a single Vision account.

Billing Income Accounts Decisions

General Description

Before you convert, specify the Deltek Vision GL accounts to which income will be posted when you bill your clients.

Recording Your Decisions in the Vision Conversion Module

To record your billing income accounts decisions in the Vision Conversion module, click **Additional Vision Setup** on the Maintain menu. On the Accounting Company Settings tab in the Additional Vision Setup dialog box, select the accounts under **Billing Income Accounts**.

If you need help using this tab, see "Additional Vision Setup Procedures: Accounting Company Settings Options" on page 226.

Background

In Deltek FMS, you specify income accounts for each cost type (Professional Services, Outside Services, Reimbursable Expenses,…). These income accounts receive distributions when you bill for time or expenses entered for the corresponding cost types, even if the time records, for example, are billed as part of a fixed fee. You can have multiple cost types set up for a type of charge (multiple labor cost types, for instance), in which case you can also have multiple income accounts involved.

In Vision, which does not have the equivalent of cost types, you specify default income accounts for the following billing categories:

- Fee: Fixed fee billing

- Labor: Billing for time worked (other than fixed fee billing)

- Consultant: Billing for reimbursable consultant expenses

- Expense: Billing for non-consultant reimbursable expenses

- Unit: Billing for goods or services that are billed at a flat rate per item (for example, lab tests or survey crews)

- Add-on: Billing for add-on fees.

The default accounts are used for all billing terms except those terms for which you override them on the Add-ons tab or the Misc tab of the Billing Terms form.

To view these default accounts in Vision, click **Configuration » Billing » General** on the Vision Applications menu, and click the Accounts tab.

Guidelines

Use the following guidelines to link Vision income accounts to the Vision billing categories:

For…	Assign…
Fee	The Vision account to which you mapped your professional services income accounts. If you have billing groups with fixed fee billing that includes more than direct labor (labor and subconsultants, for example), work with your Vision consultant to determine the best way to set up billing terms for those projects in Vision.
Labor	The Vision account to which you mapped your professional services income accounts
Consultant	The Vision account to which you mapped your outside services income accounts
Expense	The Vision account to which you mapped your reimbursable expenses income accounts
Unit	The Vision account to which you mapped your reimbursable expenses income account
Add-on	The Vision account to which you mapped the FMS income accounts used for fee methods. If the fee method income accounts used in FMS are not all mapped to the same Vision account, enter the account to which the most often used income accounts are mapped. This account serves as a default in Vision, but you can select other accounts for individual projects or even for individual add-ons. (This account is also assigned to converted fee methods if they are set up to use the income accounts assigned to cost types. For more information on converting your FMS fee methods, see "Fee Methods Decision" on page 139.)

If you have more than one labor cost type in FMS and those cost types use different income accounts, you will have to consolidate them into one Vision income account when you map accounts. The same is true for any of the other Vision billing categories, with the exception of add-ons, if you use multiple accounts in FMS for billing charges that fall into that category. (For more information about mapping accounts, see "FMS Accounts-to-Vision Accounts Mapping Decisions" on page 117.)

Cash Receipt Allocation Decisions

General Description

If you want receipts you've entered in Deltek FMS to be distributed to billing categories on the Accounts Receivable Ledger report in Deltek Vision, you need to set up and assign a Vision AR account for each billing category.

Recording Your Decisions in the Vision Conversion Module

To record your decisions in the Vision Conversion module, click **Additional Vision Setup** on the Maintain menu. On the Accounting Company Settings tab in the Additional Vision Setup dialog box, select the **Adjust Cash Receipt AR Accounts** check box and enter the AR account numbers under **Billing / AR Accounts**.

If you need help using this tab, see "Additional Vision Setup Procedures: Accounting Company Settings Options" on page 226.

Background: Allocating Cash Receipts to Billing Categories

When you print the AR Transaction Record report in FMS, you can specify up to four cost types or combinations of cost types for which you want the report to show billed and paid amounts.

In Vision, the Accounts Receivable Ledger report is basically the equivalent of the AR Transaction Records report. On the Accounts Receivable Ledger report, cash receipts are broken down into these billing categories:

• Fee: Fixed fee billing

• Labor: Billing for time worked (other than fixed fee billing)

- Consultant: Billing for reimbursable consultant expenses

- Expense: Billing for non-consultant reimbursable expenses

- Unit: Billing for goods or services that are billed at a flat rate per item (for example, lab tests or survey crews)

- Add-on: Billing for add-on fees.

Vision does not have cost types. Instead, it assigns cash receipts to the appropriate billing category based on the AR accounts associated with each billing category. That means that each billing category for which you want separate amounts must be assigned a unique AR account.

While you have the option to set Vision up so that receipts for invoices entered after you begin using Vision are automatically distributed to the appropriate AR accounts, the converted receipts that come to Vision from FMS will all be distributed to one AR account unless you take steps before the conversion to alter that.

Guidelines: Allocating Cash Receipts to Billing Categories

If it isn't important to you to be able to print billing category allocations on the Accounts Receivable Ledger report for receipts entered in FMS, don't select **Adjust Cash Receipt AR Accounts** on the Accounting Company Settings tab and don't enter any AR accounts under **Billing / AR Accounts**. Instead, we recommend that you set this up in Vision for reporting on receipts entered in Vision after the conversion

However, if you want to be able to print Accounts Receivable Ledger reports in Vision that show converted FMS receipts correctly categorized by billing category, do the following:

1. In FMS, set up an AR account for each of the Vision billing categories you want to track.

2. In the FMS Accounts – Vision Accounts Mapping dialog box, map each of those new AR accounts to the corresponding Vision account.

3. On the Accounting Company Settings tab in the Additional Vision Setup dialog box, select **Adjust Cash Receipt AR Accounts**.

4. Under **Billing / AR Accounts**, enter the AR account for each category.

> You can assign the same account to two or more categories (Fee and Labor, for example). If you do that, however, the billing income accounts for those categories must also be the same. Be aware also that if you assign the same accounts to two categories, all amounts for those categories will show up on the Accounts Receivable Ledger report under the first category and the other category will always be 0.00.

If you complete these steps, the conversion, when converting receipts, determines the billing categories that apply to each receipt based on the income accounts affected by the invoice in FMS and the billing categories you

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associated with the corresponding Vision accounts under **Billing / AR Accounts**. It then distributes the appropriate amounts to the AR accounts you associated with those billing categories.

> These adjusting AR entries do not affect GL account balances. Their only function is to distribute the receipt amounts for the Accounts Receivable Ledger report.

If a receipt is applied to an invoice that references an income account that you have not associated with a billing category, the conversion uses the FMS cost type to determine the billing category and assign the AR account.

Guidelines: If You Have Outstanding AR

If you enter AR accounts for billing categories and you have unpaid invoices at the time of conversion, you will need to make manual entries to adjust the affected AR account balances after you enter the receipt in Vision. The Vision receipt is distributed to the new AR accounts associated with the billing categories, leaving all or part of the original AR amount still outstanding for the Vision account mapped to the original AR account used for the invoice.

Guidelines: If You Are Using Cash-Basis Accounting

If you are going to use cash-basis accounting in Vision, Vision uses the billing category AR account assignments to allocate receipts you enter in Vision to the correct income accounts. However, because these account assignments do not affect the conversion of FMS cash-basis transactions, you can set them up in Vision rather than as part of the conversion process if you aren't concerned about distribution of converted receipts on the Accounts Receivable Ledger report.

AP Discount Account Decision

General Description

If you are going to convert vendor discount information (see "Vendor Discount Information Decision" on page 38), specify the Deltek Vision GL account you want to receive credit entries when you take discounts on AP invoices.

The conversion assigns the account you select to the Standard discount code in Vision and assigns that discount code to all vendors with FMS payment terms that include a discount.

Recording Your Decisions in the Vision Conversion Module

To record your AP discount account in the Vision Conversion module, click **Additional Vision Setup** on the Maintain menu. On the Accounting Company Settings tab in the Additional Vision Setup dialog box, enter the Vision account number in **AP Discount Account**.

If you need help using this tab, see "Additional Vision Setup Procedures: Accounting Company Settings Options" on page 226.

Background

In Deltek FMS, the GL accounts used for AP discounts earned are normally income accounts.

In Vision, the account for a discount code must be either an indirect expense account or an other expense account.

Guidelines

If you are using income accounts for discounts in FMS, you must first create an expense account in FMS for AP discounts in either the indirect or other expense account range and then map that account to a Vision expense account in the FMS Accounts – Vision Accounts Mapping dialog box. Once you have done that, enter the Vision expense account number in **AP Discount Account**.

If you are already using indirect or other expense accounts for discounts in FMS, enter the Vision account to which those accounts are mapped in **AP Discount Account**.

Vision System Accounts Decisions

General Description

Before you convert, specify the Deltek Vision GL accounts for current year profit and loss and for prior year retained earnings.

Recording Your Decisions in the Vision Conversion Module

To record your system accounts decisions in the Vision Conversion module, click **Additional Vision Setup** on the Maintain menu. On the Accounting Company Settings tab in the Additional Vision Setup dialog box, select the accounts under **Vision System Accounts**.

If you need help using this tab, see "Additional Vision Setup Procedures: Accounting Company Settings Options" on page 226.

Background

In Deltek FMS, you do not need to have separate accounts for current net income and for retained earnings. You specify your retained earnings main account number, and FMS determines net income for you when you print financial reports.

In Vision, current year profit and loss and prior year retained earnings are tracked in separate GL accounts. To view these default accounts in Vision, click **Configuration » Accounting » Company Settings** on the Vision Applications menu, and click the Accounts tab.

Guidelines

If you use a single account to track both current net income and retained earnings in FMS, you first need to create a new equity account in FMS, and then map it and your retained earnings account to separate Vision net worth accounts. Then, on the Accounting Company Settings tab of the Additional Vision Setup dialog box, select the retained earnings account in **Prior Year Retained Earnings** and the current net income account in **Current Year Profit and Loss**. (The FMS retained earnings account should be the one specified in the General Ledger Control Information dialog box, not one you set up for manual journal entries.)

Though FMS is designed to use a single account to track both current net income and retained earnings, many companies create a separate account for current net income because historically that is how charts of accounts have been set up. If you have both accounts, do the following:

1. Map both your current net income account and the retained earnings account to the same Vision net worth account. (The FMS retained earnings account should be the one specified in the General Ledger Control Information dialog box, not one you set up for manual journal entries.)

2. Create a new equity account in FMS, and map it to a Vision net worth account. Do not map it to the Vision account to which you mapped your current net income account and your retained earnings account.

3. On the Accounting Company Settings tab in the Additional Vision Setup dialog box, select the Vision account to which you mapped the new equity account in step 2 in **Current Year Profit and Loss**. Select the Vision account to which you mapped your current net income account and retained earnings account in step 1 in **Prior Year Retained Earnings**.

Payroll Decisions

General Description

If you are using Deltek FMS Payroll Plus and you are going to convert FMS payroll data to Vision, indicate what calendar years you want to convert and enter some additional payroll conversion information.

Recording Your Decisions in the Vision Conversion Module

To record your payroll conversion decisions in the Vision Conversion module, click **Additional Vision Setup** on the Maintain menu. On the Payroll tab in the Additional Vision Setup dialog box, provide the required conversion information.

If you need help using this tab, see "Additional Vision Setup Procedures: Payroll Options" on page 228.

> If you have not selected **Convert FMS Payroll to Vision Payroll** on the General tab of the Vision Conversion Setup dialog box, the Payroll tab in the Additional Vision Setup dialog box is not available.

If you want to convert Payroll Plus data to Vision Payroll, specify the first year you want to convert and provide the other required information.

Guidelines: Selecting the Years to Convert

If you purchased the Basic or Standard conversion and you are going to convert payroll data, you have already made this decision. In those cases, the cutoff payroll year is set automatically to the current calendar year and you

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cannot change it. (For the Basic conversion, this setting is only used to determine which FMS payroll tax methods to convert.)

If you purchased the Premium conversion and you are going to convert Payroll Plus data, determine the earliest payroll (calendar) year for which you want to convert payroll records. Only payroll transactions dated on or after the first day of the year you select are converted to Vision. It is recommended that you convert only one or two years to minimize the chance that old FMS data will complicate the conversion or cause problems in Vision.

January 1 of the year you enter cannot be earlier than the first day of the fiscal year you select in **General Ledger Beginning year** on the Accounts tab in the Vision Conversion Setup dialog box.

> If you don't convert all of your Payroll Plus information, you should keep your FMS system operational in case you need to retrieve historical payroll data.

Guidelines: Current Form W-2 Year and Quarter

The conversion passes your current Form W-2 year and quarter to Vision. The year and quarter you enter should be those that will be current the first time you process payroll in Vision.

Before you run the preconversion utilities in preparation for submitting your data for the final conversion (or a for a second test conversion), return to the Payroll tab of the **Additional Vision Setup** dialog box and make sure that the current Form W-2 year and quarter are still correct. If not, change them before running the utilities.

> These entries are only used by Vision payroll. They have no effect on how Payroll Plus data is converted.

Background: Bonus Cost Account

In FMS, you can have multiple payroll adjustments for bonuses (adjustment type BNS), and each could use a different labor expense account. You also have the option to allocate bonus pay to time records and distribute the cost to the labor expense accounts associated with the time records.

In Vision Payroll, you specify a single account to receive the debit posting when you do a Bonus payroll run. That account must be an indirect expense account (the most common practice), an "other" expense account, an asset account, or a liability account.

Guidelines: Bonus Cost Account

The most common practice is to make the debit entry for bonus pay to an indirect labor expense account. If that is the way your FMS system is set up, select the Vision account to which you mapped that FMS account as the bonus cost account. (If you are using more than one indirect expense account for bonuses, map all of them to that Vision indirect expense account.)

If you don't have an appropriate account in FMS (because you are distributing the cost of bonuses to the labor expense accounts associated with time records, for example), create an account in FMS for conversion purposes and map it to the Vision account that you want to use for bonuses in Vision.

Background: Other Pay

In FMS, you can set up any number of TAG and TNP adjustments, but in Vision Payroll you are limited to five types of "other pay." Because of this, you must define the types of other pay you want to use in Vision and then indicate the TAG and TNP adjustments in FMS that correspond to each type of other pay.

The conversion sets up a master record for each other pay type, and assigns them to employees based on the TAG and TNP adjustments assigned to the employees in FMS.

Guidelines: Other Pay

If you have only five or fewer TAG and TNP adjustments, you can specify one other pay type for each one. As the GL account for each type of pay, assign the Vision account mapped to the FMS expense account you use for the corresponding adjustment. In the second grid on the Payroll tab, assign each FMS adjustment to the corresponding other pay type.

If you have more than five TAG and TNP adjustments, you will have to consolidate them by assigning multiple adjustments to the same other pay type. If you have payroll transactions that contain adjustments that have been combined, the adjustment amounts are added together when they are converted.

7

Entering Migration Decisions

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Vision Conversion Module

Purpose of the Vision Conversion Module

The Vision Conversion module has three primary functions:

* To enable you to record your migration decisions so the conversion process can use them when converting your data to Vision

* To provide a set of utilities that you can use to verify that your conversion settings are complete and that your data is ready for a successful conversion

* To make available the FMS reports you need to print to confirm that your Vision data and FMS data balance

In This Chapter

This chapter provides the following:

* An initial set of topics that describe how to use each of the dialog boxes and tabs in the Vision Conversion module to enter the results of your migration decisions. Along with step-by-step instructions, these topics also list any prerequisite tasks. Because most of the Vision Conversion module dialog boxes are simple to use, just refer to these topics if you have problems.

* A second set of topics that cover final data preparation tasks, explain why and how to run the preconversion utilities, describe the standard reports available in the module, and give instructions for creating a backup copy of your FMS data and for submitting it for conversion.

Data Entry Sequence

Because some migration decisions depend on others, it is generally important that you make and record your decisions in the order they are presented in this chapter. That sequence follows the sequence of options on the Maintain menu in the Vision Conversion module and, within individual dialog boxes, the sequence of tabs from left to right.

Each data entry topic in this chapter indicates the prerequisite tasks you should complete before beginning the procedures in that topic.

Vision Conversion Setup Procedures: General Options

Quick Reference

Use the General tab in the Vision Conversion Setup dialog box to record a set of miscellaneous migration decisions.

Prerequisite Tasks

Normally, the entries on this tab are the first that you make in the Vision Conversion module. There are no prerequisite data entry tasks.

Procedure

To record migration decisions on the General tab of the Vision Conversion Setup dialog box, do the following:

> Each of the groups of controls on this tab is independent of the others. You can work with them in any order, and you can save your work without completing all of them.

1. Under **Conversion Type**, indicate if you are going to convert only information for the Deltek Vision Info Centers or if you will convert both Info Center information and transactions (AP invoices, AR transactions, receipts,…).

    > If you purchased the Basic conversion, **Info Center Only** is selected and you can't change that selection.

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2. In **Application Version** under **Vision Information**, enter the version of Vision you will be using at the time of the conversion.

3. Use the check boxes under **Vision Information** to indicate if you will be using Vision Payroll or Vision Planning. If you are using the Payroll Plus module in FMS, indicate if you want to convert Payroll Plus data to Vision.

4. In **Default Checkbook**, enter the Deltek FMS checkbook for the bank account you want to be used by default for converted AP transactions that require a bank code in Vision.

5. Under **Country in Address**, select **Convert Country Only When Different Than Company's Country** if you only want to convert the country portion of addresses when the country is different than your company's country.

   Select **Always Convert Country** if you want all converted addresses to include the country.

6. If you only want to convert active vendors, select **Convert Active Vendors** under **Vendors**.

   If you want to convert all vendors, inactive as well as active, clear **Convert Active Vendors**.

7. If you want the conversion to assign the Hold payment terms in Vision to vendors with the Hold Payment status in FMS, select **Assign Hold Payment Terms to Vendors with Hold Status in FMS** under **Vendors**.

   If you want the conversion to assign Vision payment terms to those vendors based on each vendor's default payment terms in FMS, clear the **Assign Holt Payment Terms to Vendors with Hold Status in FMS** check box.

8. If you want to convert discount information for vendors with payment terms that offer discounts, select **Convert Vendor Discount Information** under **Vendors**.

9. If you purchased the Premium conversion and want to limit the AP transactions, employee expenses, and purchase orders that are converted based on a cutoff date, select **Only Convert the AP Invoices, Employee Expense Sheets, and Purchase Orders Dated On or After** under **Transactions to Convert**, and enter the cutoff date.

   If you don't want to limit the transactions based on date, you can do either or both of the following:

   - If you only want to convert AP invoices and employee expense sheets with an unpaid balance, select **Convert Open AP Invoices and Employee Expense Sheets Only**.

   - If you only want to convert purchase orders that are not marked as "closed," select **Convert Open Purchase Orders Only**.

   > If you purchased the Basic conversion, the options under **Transactions to Convert** don't apply to you. If you purchased the Standard conversion, your transactions will be selected for conversion using the first day of the year, two years prior to the current fiscal year, as the cutoff date.

10. Click **Save** to save your entries.

Related Topics

"Conversion Type Decision" on page 25

"General Vision Decisions" on page 27

"Default Checkbook Decision" on page 30

"Country in Addresses Decision" on page 32

"Inactive Vendors Decision" on page 34

"Vendor Hold Status Decision" on page 36

"Vendor Discount Information Decision" on page 38

"Accounts Payable Transactions, Employee Expenses, and Purchase Orders to Convert Decisions" on page 40

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Vision Conversion Setup Procedures: Account Structure

Quick Reference

Use the Account Structure subtab on the Accounts tab of the Vision Conversion Setup dialog box to indicate what the GL account number structure should be in Deltek Vision.

Prerequisite Tasks

There are no prerequisite data entry tasks.

Procedure: Vision Accounts That Match FMS Main Accounts

If your Vision accounts will be the same as your Deltek FMS main accounts, do the following on the Account Structure subtab on the Accounts tab of the Vision Conversion Setup dialog box:

1. Clear the **Display Leading Zeros** check box.

2. If **Account Length** does not already contain the number of characters in your FMS main accounts, enter that number in the box.

3. Click **Save** to save your account structure information.

Procedure: Vision Accounts That Are Longer Than FMS Main Accounts

If your Vision accounts will have only one division but will contain more characters than your FMS main accounts, do the following on the Account Structure subtab on the Accounts tab of the Vision Conversion Setup dialog box:

1. If you want the additional spaces in your Vision accounts filled with zeros, select **Display Leading Zeros**.

   If you don't want the additional spaces zero-filled, clear **Display Leading Zeros**.

   > If you select **Display Leading Zeros**, the new account numbers will be zero-filled at the beginning or at the end, depending on whether you select **Left** or **Right** under **Add/Remove From**.

2. If you want the additional characters added to the beginning of your FMS main account numbers, select **Left** under **Add/Remove From**.

   If you want them added to the end, select **Right**.

   > It is important to do steps 1 and 2 before you enter the new length.

3. In **Account Length**, enter the number of characters you want in your Vision accounts.

4. If you selected **Display Leading Zeros**, enter **0** in **Account Delimiter Position**. (Leave the default delimiter selected in **Account Delimiter**. The delimiter won't be used.)

5. Click **Save** to save your account structure information.

Procedure: Vision Accounts That Are Shorter Than FMS Main Accounts

If your Vision accounts will have only one division but will contain fewer characters than your FMS main accounts, do the following on the Account Structure subtab on the Accounts tab of the Vision Conversion Setup dialog box:

1. Clear the **Display Leading Zeros** check box.

2. If you want to shorten the account numbers by removing characters from the beginning of your FMS main account numbers, select **Left** under **Add/Remove From**.

   If you want to remove characters from the end, select **Right**.

3. In **Account Length**, enter the number of characters you want in your Vision accounts.

4. Click **Save** to save your account structure information.

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Procedure: Vision Accounts That Have Two Divisions

If you want your Vision account numbers to have two divisions, do the following on the Account Structure subtab on the Accounts tab of the Vision Conversion Setup dialog box:

1. Select **Display Leading Zeros**.

2. In **Account Length**, enter the number of characters you want in your Vision accounts, including the delimiter that separates the divisions.

3. In **Account Delimiter**, select the character (or space) you want to use to separate the two divisions.

4. In **Account Delimiter Position**, enter the number that indicates the position of the delimiter.

> **Example:** If **Account Length** contains **7, Account Delimiter** contains a period, and **Account Delimiter Position** contains **5**, this is how the numbers will be formatted: 1234.67.

5. If your Vision account numbers will contain more characters than your FMS main accounts, indicate under **Add/Remove From** whether you want the additional characters added to the beginning of your FMS main account numbers (**Left**) or to the end (**Right**).

6. Click **Save** to save your account structure information.

Changing the Account Structure Decision

If you save the account structure and go on to specify expense account ranges and map FMS accounts to Vision accounts and then you decide to change the account number length, be sure you select the correct option under **Add/Remove From** (if it isn't already selected) *before you enter the new length*.

When you're through changing the structure, check the account numbers on the Account Ranges tab and make any corrections that are necessary.

Related Topics

"Migration Briefing: Chart of Accounts Conversion" on page 43

"GL Account Number Structure Decision" on page 48

Vision Conversion Setup Procedures: Account Ranges

Quick Reference

Use the Account Ranges subtab on the Accounts tab of the Vision Conversion Setup dialog box to specify the range of FMS main account numbers that corresponds to each Vision expense account type.

These ranges are used to provide the default mappings for expense accounts in the FMS Accounts – Vision Accounts Mapping dialog box.

Prerequisite Tasks

Before you specify account ranges, add copies of your current direct project expense accounts to your FMS chart of accounts, as described in "Guidelines: Adding Vision Direct Expense Accounts" on page 118.

Procedure

To specify a range of FMS main accounts for each type of expense account in Vision, do the following on the Account Ranges subtab on the Accounts tab of the Vision Conversion Setup dialog box:

1. In **Starting** next to **Reimbursable**, enter your lowest FMS direct project expense main account number, and in **Ending**, enter your highest direct project expense main account number.

2. In **Starting** and **Ending** next to **Reimbursable Consultant**, enter your lowest and highest FMS direct project expense main account numbers for consultant charges.

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> If you only have one FMS main account for direct project consultant expenses, you can enter the same number in both **Starting** and **Ending**.

3. In **Starting** and **Ending** next to **Direct**, enter the lowest and highest FMS main account numbers that will be mapped to Vision direct expense accounts.

> This should be the lowest and highest numbered FMS main accounts that you added for the conversion by creating copies of your direct project expense accounts. For example, if you created the duplicate accounts in the 8111 – 8999 range, enter **8111** and **8999**.

4. In **Starting** and **Ending** next to **Direct Consultant**, enter the lowest and highest FMS main account numbers that will be mapped to Vision direct consultant expense accounts.

> If you only have one FMS main account that will be mapped as a Vision direct consultant expense account, you can enter the same number in both **Starting** and **Ending**.

5. In **Starting** and **Ending** next to **indirect**, enter your lowest and highest FMS indirect expense main account numbers.

6. Click **Save** to save your account ranges.

Related Topics

"Migration Briefing: Chart of Accounts Conversion" on page 43

"GL Expense Account Ranges Decisions" on page 50

Vision Conversion Setup Procedures: Accounting Periods Options

Quick Reference

Use the Account Periods subtab on the Accounts tab of the Vision Conversion Setup dialog box to indicate the following:

- The first fiscal year that you want converted

- The latest accounting period you want converted

- The Deltek Vision fiscal year corresponding to the Deltek FMS fiscal year for the latest FMS period to be converted

Prerequisite Tasks

There are no prerequisite data entry tasks.

Procedure

To specify accounting period conversion information, do the following on the Accounting Periods subtab on the Accounts tab of the Vision Conversion Setup dialog box:

1. Enter the earliest FMS fiscal year for which you want to convert accounting periods, account balance information, and general journal transactions.

> If you purchased the Basic conversion, accounting periods are set up for you in Vision for the current fiscal year and the two most recent past fiscal years. No account balances or transactions are converted.
>
> If you purchased the Standard conversion, general ledger information for the current fiscal year and the two most recent past fiscal years is converted.

2. In **Convert Periods Through**, select the latest FMS accounting period for which you want to convert transactions. For a trial conversion, select your current accounting period. For the final conversion, select the period in which you will go live with Vision.

3. In **Vision Fiscal Year for FMS Fiscal Year**, enter the Vision fiscal year in which the period in **Convert Periods Through** will fall.

4. Click **Save** to save your accounting period conversion information.

Related Topics

"Migration Briefing: Chart of Accounts Conversion" on page 43

"Accounting Periods Decisions" on page 54

Vision Conversion Setup Procedures: WBS Options

Quick Reference

Use the WBS tab of the **Vision Conversion Setup** dialog box to indicate how Deltek FMS work breakdown structure components are to be converted.
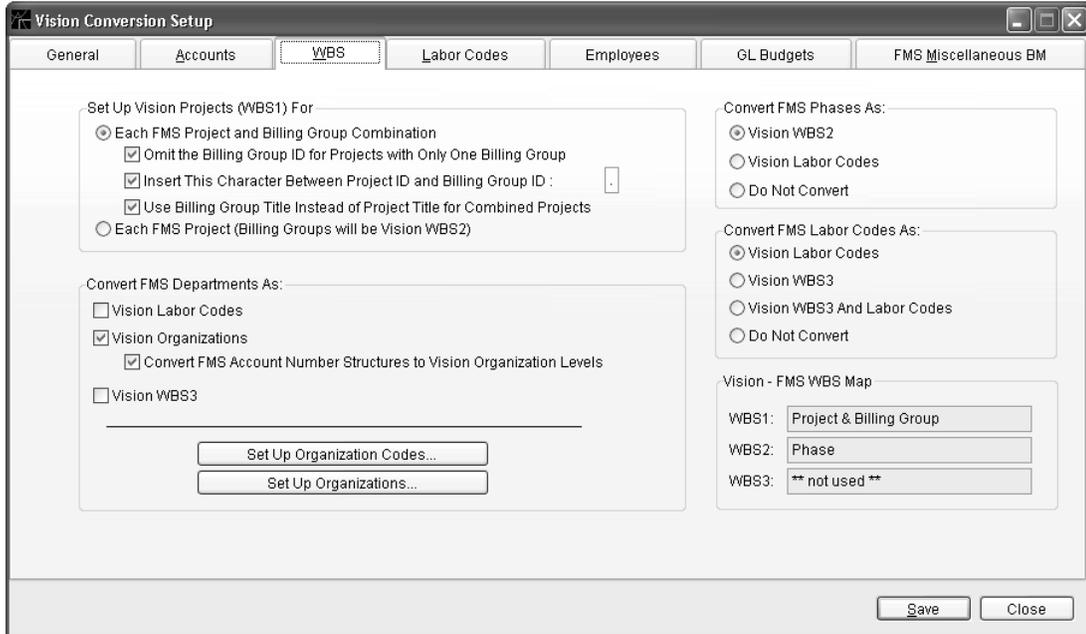
Prerequisite Tasks

There are no prerequisite data entry tasks.

Procedure: To Select Project and Billing Group Conversion Options

To indicate how you want your projects and billing groups converted, do the following on the WBS tab of the Vision Conversion Setup dialog box:

1. If you want to create a Deltek Vision project at WBS1 for each project-billing group combination in FMS, select **Each FMS Project and Billing Group Combination** under **Set Up Vision Projects (WBS1) For**. Continue with step 2.

    If you want to create a Vision project at WBS1 for each FMS project and convert billing groups at the WBS2 level, select **Each FMS Project (Billing Groups Will Be Vision WBS2)** under **Set Up Vision Projects (WBS1) For**.

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2. If you are combining projects and billing groups at the WBS1 level,

   1) Select **Omit the Billing Group ID for Projects With Only One Billing Group** if, in the case where a project has only one billing group, you want the FMS project ID alone to be the Vision project number. (Normally, the Vision project number is a combination of the FMS project ID and billing group ID.)

   2) If you want a separator in the Vision project number between the FMS project ID and the billing group ID, select **Insert This Character Between Project ID and Billing Group ID** and, in the box to the right of the check box, enter the character you want to use.

   3) If you want to use the billing group title rather than the project title as the project name in Vision, select **Use Billing Group Title Instead of Project Title for Combined Projects**.

Procedure: To Select Department Conversion Options

If you are using departments in Business Management, indicate on the WBS tab of the Vision Conversion Setup dialog box how you want your departments converted:

1. If you want departments converted as part of Vision labor codes, select **Vision Labor Codes** under **Convert FMS Departments As**.

2. If you want departments converted as Vision organizations, select **Vision Organizations** under **Convert FMS Departments As**.

3. If you selected **Vision Organizations** in the previous step and your FMS general ledger account number structure reflects your departmental structure, select **Convert FMS Account Number Structures to Vision Organization Levels**.

   > If your FMS accounts only have one division, the main account, this check box is not available.

4. If you want departments converted as part of the work breakdown structure, select **Vision WBS** under **Convert FMS Departments As**.

5. If you are converting departments as organizations, click the **Set Up Organization Codes** button to open the Set Up Vision Organization Codes dialog box.

6. Under **Organization Codes Structure**, specify the delimiter you want to use to separate the levels in the organization code and enter the number of characters in each organization level.

7. In **Organization Code Level**, select each level in turn and review the default codes and labels. If necessary, you can change codes and labels. You can also delete any of the default codes or add new ones to the list.

8. Click **Save**, and then click **Close**.

9. If you are converting departments to organizations and your organizations will have more than one level, click the **Set Up Organizations** button to open the Set Up Organizations dialog box.

If you are converting departments both to organizations and to a WBS level, click the **Set Up Organizations and WBS** button to open the Set Up Organizations and WBS dialog box.

If you are converting departments to a WBS level but not to organizations, click the **Set Up WBS** button to open the Set Up WBS dialog box.

10. If you are converting departments to organizations, review the default organizations in the grid and make any necessary changes to the names and subcodes shown. You can also delete any of the default organizations or add new ones to the list.

    If you are also converting departments to a WBS level, use the **WBS** column to assign the WBS component you want associated with each organization.

    If you converting departments to a WBS level but not to organizations, enter the WBS components you want to use for departments and enter a description for each component.

11. Click **Save**, and then click **Close**.

Procedure: To Select a Phase Conversion Option

To indicate how you want your phases converted, do one of the following under **Convert FMS Phases As** on the WBS tab of the Vision Conversion Setup dialog box:

- If you want phases converted as part of the work breakdown structure, select **Vision WBS**.

- If you want phases converted as part of Vision labor codes, select **Vision Labor Codes**.

- If you don't want to convert phases, select **Do Not Convert**.

Procedure: To Select an FMS Labor Code Conversion Option

To indicate how you want your FMS labor codes converted, do one of the following under **Convert FMS Labor Codes As** on the WBS tab of the Vision Conversion Setup dialog box:

- If you want to convert FMS labor codes only as part of Vision labor codes, select **Vision Labor Codes**.

- If you want to convert FMS labor codes only as part of the work breakdown structure, select **Vision WBS**.

- If you want to convert FMS labor codes both as part of Vision labor codes and as part of the work breakdown structure, select **Vision WBS and Labor Codes**.

- If you don't want to convert labor codes, select **Do Not Convert**.

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Related Topics

Migration Briefing: Work Breakdown Structure ConversionWork Breakdown Structure Decisions: Projects and Billing GroupsWork Breakdown Structure Decisions: PhasesMigration Briefing: Vision OrganizationsWork Breakdown Structure Decisions: DepartmentsWork Breakdown Structure Decisions: Labor CodesLabor Code Structure Decision"Migration Briefing: Work Breakdown Structure Conversion" on page 57

"Work Breakdown Structure Decisions: Projects and Billing Groups" on page 62

"Work Breakdown Structure Decisions: Phases" on page 66

"Migration Briefing: Vision Organizations" on page 69

"Work Breakdown Structure Decisions: Departments" on page 71

"Work Breakdown Structure Decisions: Labor Codes" on page 76

"Labor Code Structure Decision" on page 82

Vision Conversion Setup Procedures: Labor Codes Options

Quick Reference

Use the Labor Codes tab of the Vision Conversion Setup dialog box to indicate if you want to convert Deltek FMS staff types to Deltek Vision labor codes or labor categories and to specify the structure of your Vision labor codes.
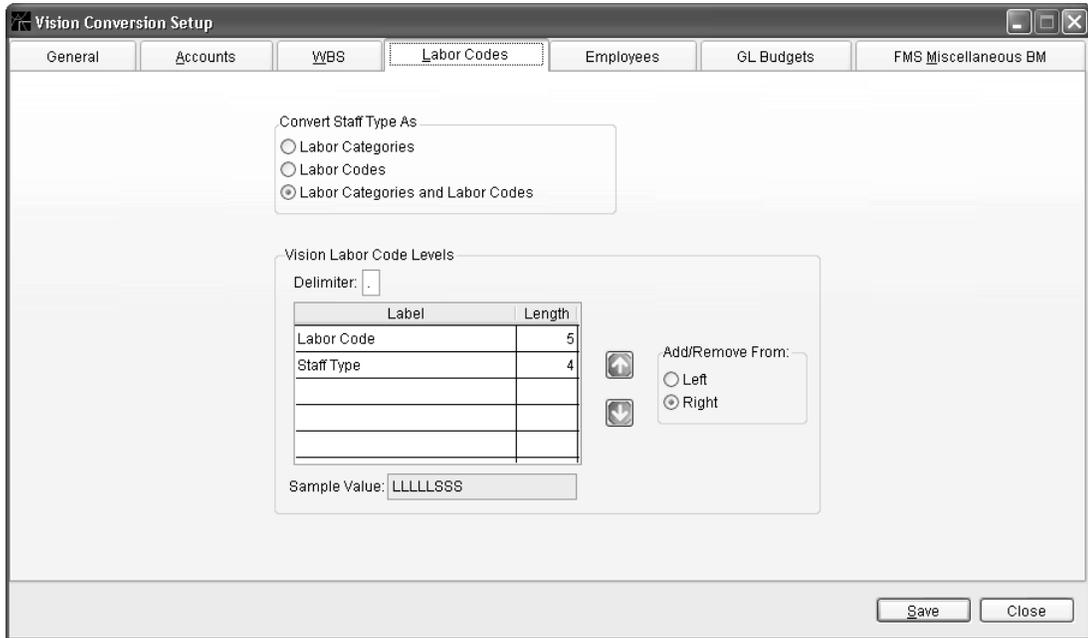
Prerequisite Tasks

Before you use the controls under **Vision Labor Code Levels** to specify the structure of your Vision labor codes, be sure you have designated which components of the FMS work breakdown structure are to be converted as labor codes. You do this for phases, departments, and FMS labor codes on the WBS tab and for staff types on the Labor Codes tab.

Procedure: To Select Staff Type Conversion Options

To indicate how you want your staff types converted, do the following under **Convert Staff Type As** on the Labor Codes tab of the Vision Conversion Setup dialog box:

- If you want staff types converted as Vision labor categories, select **Labor Categories**.

- If you want staff types converted as part of Vision labor codes, select **Labor Codes**.

- If you want staff types converted both as labor categories and as part of Vision labor codes, select **Labor Categories and Labor Codes**.

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Procedure: To Set Up the Vision Labor Code Structure

To set up the structure of your Vision labor codes, do the following under **Vision Labor Code Levels** on the Labor Codes tab of the Vision Conversion Setup dialog box:

1. If you have elected to convert more than one component of the FMS work breakdown structure to labor codes, use the **Delimiter** box to enter the character you want to use to separate the subcodes in your labor codes.

    > The delimiter can only be special characters such as period or comma. It cannot be a letter or number, space, or single or double quotation mark. If you don't want a delimiter between levels, blank out the **Delimiter** box.

2. If necessary, change the label for the first level.

3. If you want to make the subcodes for the first level longer than the default length, indicate under **Add/Remove From** whether the additional characters should be added to the beginning (**Left**) or the end (**Right**) of the current subcodes.

    If you want make the first level subcodes shorter than the default length, indicate under **Add/Remove From** whether characters should be removed from the beginning (**Left**) or the end (**Right**) of the current subcodes.

4. If you are changing the length of the first level, enter the number of characters you want for that level under **Length**.

5. Repeat steps 2 – 4 for each level.

6. If you want to change the sequence of the levels, click in the grid row for a level you want to move and then click on the up arrow or down arrow button to move the level up or down in the sequence.

    > The total length of Vision labor codes cannot be more than 14 characters, including the delimiters. If you use long codes in FMS, the default labor code structure shown on this tab may be longer than is allowed in Vision. In that case, you'll need to shorten one or more of the levels.

Related Topics

"Work Breakdown Structure Decisions: Staff Types" on page 79

"Labor Code Structure Decision" on page 82

"Migration Briefing: Work Breakdown Structure Conversion" on page 57

"Work Breakdown Structure Decisions: Phases" on page 66

"Work Breakdown Structure Decisions: Departments" on page 71

"Work Breakdown Structure Decisions: Labor Codes" on page 76

Vision Conversion Setup Procedures: Employees Options

Quick Reference

Use the Employees tab of the Vision Conversion Setup dialog box to enter company timesheet calendar settings and specify job cost and payroll frequencies for Deltek Vision.

Prerequisite Tasks

There are no prerequisite data entry tasks.

Procedure

To enter Vision company timesheet calendar information and job cost and payroll frequencies, do the following on the Employees tab of the Vision Conversion Setup dialog box:

1. In **Timesheet Frequency**, indicate how often employees complete one timesheet and start another: monthly, semi-monthly, biweekly, or weekly.

2. In **Start Date of the First Labor Period Created** and **End Date of the Last Labor Period Created**, enter the range of dates for which you want the conversion to create labor periods in Vision.

3. In **Status for Each Period Created**, select the status you want the conversion to assign to the labor periods it creates: Open, Administrator, System Administrator, or Closed.

4. If you plan to use the Adjust Salaried Job Costing feature in Vision, indicate in **Job Cost Frequency** how often you will use it.

    If you aren't planning to use the Adjust Salaried Job Costing feature, it doesn't matter which frequency you select.

5. In **Payroll Frequency**, indicate how often you will print payroll checks for your employees.

Related Topics

"Company Timesheet Calendar Decisions" on page 85

"Job Cost Frequency and Payroll Frequency Decisions" on page 87

Vision Conversion Setup Procedures: GL Budgets Options

Quick Reference

Use the GL Budgets tab of the Vision Conversion Setup dialog box to select the GL budget versions in Deltek FMS that you want to convert to Deltek Vision.
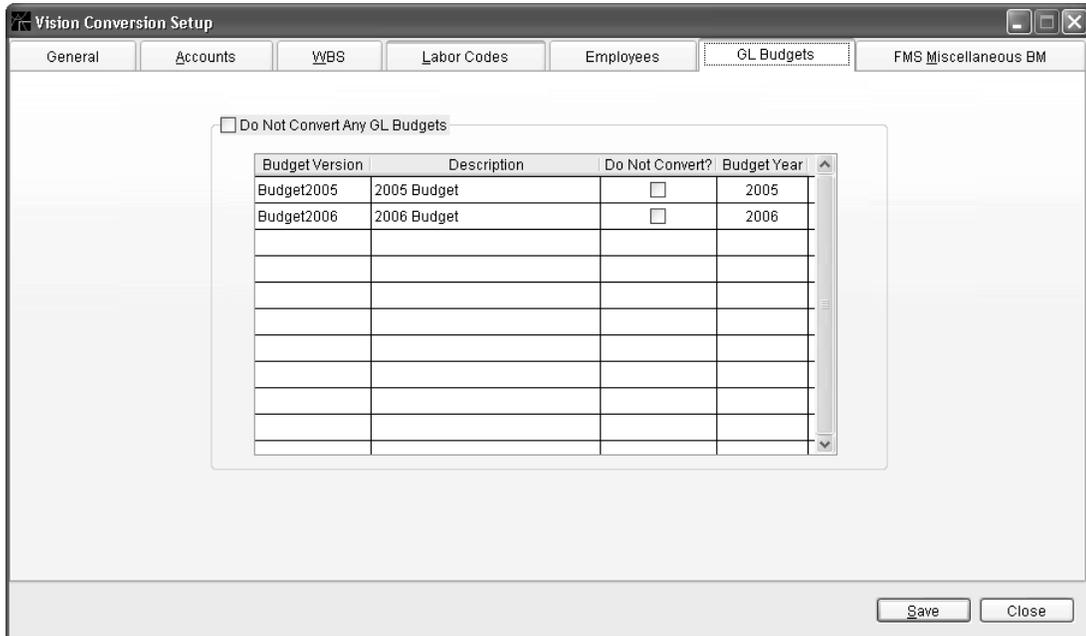
Prerequisite Tasks

There are no prerequisite data entry tasks.

Procedure

If you don't want to convert any GL budgets, select **Do Not Convert Any GL Budgets** on the GL Budgets tab of the Vision Conversion Setup dialog box.

If you do want to convert some or all of your GL budgets, do the following:

1. Clear the **Do Not Convert Any GL Budgets** check box.

2. For each budget version listed in the grid that you don't want to convert, select **Do Not Convert**.

3. For each budget version to be converted, enter the 4-digit fiscal year that you want associated with the budget in Vision.

Related Topics

"General Ledger Budget Decisions" on page 89

Vision Conversion Setup Procedures: FMS Miscellaneous Business Management Options

Quick Reference

Use the FMS Miscellaneous BM tab of the Vision Conversion Setup dialog box to specify miscellaneous Business Management conversion options.

Prerequisite Tasks

There are no prerequisite data entry tasks.

Procedure

To set miscellaneous Business Management conversion options, do the following on the FMS Miscellaneous BM tab of the Vision Conversion Setup dialog box:

1. If you want the conversion to add employees and vendors to project Team tabs in Deltek Vision if time records or project expenses have been entered for those employees and vendors for the project, select **Update Project Team When Posting Labor or Vouchers**.

   > If you select **Update Project Team when Posting Labor or Vouchers**, the conversion also turns on the corresponding options in Vision so team lists are continuously updated as time and expenses are entered in Vision.

2. If you want to convert your Deltek FMS project budgets to Vision, select **Convert Business Management Budgets**.

> This option is not available if you are using Resource Scheduling and Budgeting.

3. If you want to use the Revenue Generation feature in Vision for your company, select **Enable Revenue Generation**.

4. Under **Time Records Cost Amounts**, indicate if you want the cost amounts for converted time records to be effective costs or original costs.

> If you are only converting Info Center information, this option has no effect on your conversion.

Related Topics

"Update Project Teams Decision" on page 91

"Business Management Budget Decision" on page 93

"Revenue Generation Decision" on page 98

"Cost Amount for Time Records Decision" on page 100

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FMS Projects to Convert Procedure

Quick Reference

Use the FMS Projects to Convert dialog box to specify the Deltek FMS projects that you want to convert to Deltek Vision projects.

Prerequisite Tasks

There are no prerequisite data entry tasks.

Procedure

To select the projects you want to convert, do the following:

1. Click **FMS Projects to Convert** on the Maintain menu in the Vision Conversion module to open the Projects to Convert dialog box.

2. If you purchased the Premium conversion and you want to convert all of your projects to Vision, select **Convert All Projects** under **Select Projects to Convert**, and click **Save**. You're finished with this task.

    If you purchased the Basic or Standard conversion or if you purchased the Premium conversion but you don't want to convert all projects, select **Convert Selected Projects** and continue with the remaining steps in this procedure.

3. If you only want to convert projects with activity on or after a cutoff date, select **Projects with Activity On or After**, and enter the cutoff date.

> If you purchased the Basic or Standard conversion, this check box is selected automatically, and you cannot clear it. The date is set to the first day of the year, two years prior to the current fiscal year. Any projects that are assigned **No** in **Convert?** because of this cutoff date will have **Yes** in **Excluded by Activity Date**.

4. If you only want to convert active projects (those not marked as inactive or completed), select **Active Projects Only**.

5. If you don't want the conversion to consider unbilled time and expense records as open items when determining projects to be converted, select **Exclude Unbilled Time and Expense as Open Items**.

> If you purchased the Basic or Standard conversion, this check box is selected automatically, and you cannot clear it.

6. Click the **Select** button to set **Convert?** to **Yes** or **No** for each of your projects based on the conversion options selected.

7. If necessary, change the setting in **Convert?** for individual projects.

> If you purchased the Premium conversion, you can change **Convert?** from **No** to **Yes** for any project in the grid. If you purchased the Basic or Standard conversion, you cannot change **Convert?** from **No** to **Yes** for projects excluded based on the activity cutoff date.
>
> For all conversions, you can change **Convert?** from **Yes** to **No** for any projects except those that have open items. Those projects must be converted.

8. Click **Save** to save the list of projects to be converted.

> You can save your work in this dialog box at any time, and you can close it and then return later to make changes.

If You Add a Project or Change Its Active Status

If you add a new project in FMS after you have selected the projects you want to convert, that project is automatically marked to be converted. You don't have to return to the FMS Projects to Convert dialog box and mark it yourself.

If you selected the **Active Projects Only** check box when selecting projects to convert and you later change the **Inactive** or **Completed** check box for a project in the Projects dialog box in FMS to make it active, it is automatically marked to be converted. If, on the other hand, you later make a project inactive that was previously selected to be converted, it will still be converted unless you change that decision in the FMS Projects to Convert dialog box. In Vision, it will have the Dormant status.

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Related Topics

"Projects to Convert Decisions" on page 104

FMS Departments-Vision Organizations/WBS Mapping Procedures

Quick Reference

If you selected the option to convert Deltek FMS departments to organizations in Deltek Vision, use the FMS Department – Vision Organization Mapping dialog box to link each of your FMS departments to a Vision organization.

If you selected the option to convert FMS departments to a WBS level and not to organizations, use the FMS Department – Vision WBS Mapping dialog box to link each of your FMS departments to a WBS component.

If you chose to convert departments both to organizations and to a WBS level, you map the departments to organizations, and that in turn links them to the WBS component associated with the organization. There is no separate mapping procedure for the WBS components in that case.

Prerequisite Tasks

Before you can map departments to organizations, you must select the option to convert departments to organizations, and you must define the organizations. You do both on the WBS tab of the Vision Conversion Setup dialog box.

Before you can map departments to work breakdown structure codes, you must select the option to convert departments to a WBS level (and not to organizations), and you must define the WBS components. You do both on the WBS tab of the Vision Conversion Setup dialog box.

Procedure: Mapping Departments to Organizations

To map your FMS departments to Vision organizations, do the following:

1. Click **Mapping** on the Maintain menu and **FMS Department – Vision Organization Mapping** on the submenu to open the FMS Department – Vision Organization Mapping dialog box.

2. In **Default Organization**, select the organization to be assigned to accounts during the mapping of FMS accounts to Vision accounts when a specific organization can't be determined.

3. In **Organization Name** for the first department in the grid, select the organization to which you want to map that department.

4. Repeat the previous step for each department.

5. Click **Save** to save the mapping information.

Procedure: Mapping Departments to WBS components

To map your FMS departments to Vision work breakdown codes, do the following:

1. Click **Mapping** on the Maintain menu and **FMS Department – Vision Organization Mapping** on the submenu to open the FMS Department – Vision WBS Mapping dialog box.

2. In **WBS Description** for the first department in the grid, select the WBS component to which you want to map that department.

3. Repeat the previous step for each department.

4. Click **Save** to save the mapping information.

Related Topics

"Department-to-Organization/WBS Mapping Decisions" on page 114

FMS Accounts – Vision Accounts Mapping Procedures

Quick Reference

Use the FMS Accounts – Vision Accounts Mapping dialog box to map each Deltek FMS general ledger account to a Deltek Vision account number.

If you selected the option to convert FMS departments to organizations in Vision, you also use this dialog box to link each FMS account to a Vision organization.

Prerequisite Tasks

Before you can map FMS accounts to Vision accounts, you must specify the Vision account number structure and expense account ranges. You do both on the Accounts tab of the Vision Conversion Setup dialog box.

If you are going to convert departments to Vision organizations, you should also do the following:

- Select the option to convert departments to organizations and define the organizations on the WBS tab of the Vision Conversion Setup dialog box.

- Map your departments to organizations in the FMS Department – Vision Organization Mapping dialog box.

Procedure: Mapping FMS Accounts to Vision Accounts and Organizations

To map your FMS general ledger accounts to Vision accounts and organizations, do the following:

1. Click **Mapping** on the Maintain menu and **FMS Accounts – Vision Accounts Mapping** on the submenu to open the FMS Accounts – Vision Accounts Mapping dialog box.

2. On the Assets tab, review the default account mappings.

3. If any FMS accounts are mapped to the wrong Vision accounts, enter the correct account numbers in **Vision Acct #**.

4. If any of the Vision account names are not suitable, enter the names you want in **Vision Acct Name**.

5. If any of the Vision accounts should have the Other account type, tab to or click in **Vision Acct Type** for that account, and select that account type from the drop-down list in.

6. If you are converting departments to Vision organizations, review the default organization mappings.

7. If any FMS accounts are mapped to the wrong organizations, enter the correct organizations in **Organization**.

> If FMS is unable to determine the department associated with an FMS account and thus can't map a specific organization to the account, it maps the account to the default organization you specified in the FMS Department – Vision Organization Mapping dialog box and highlights that cell in the grid to call your attention to it.

8. Repeat steps 2 – 7 on each of the tabs.

> On the tabs for expense accounts, you can change the account type of any Vision account to any of the expense account types or to the Other account type.

9. Click **Save** to save the mapping information.

> You can save your work in this dialog box at any time, and you can close it and then return later to make changes.

Procedure: Resetting Vision Accounts to the Default Numbers

If you make changes to the default Vision account numbers and then decide you want to restore those default numbers, do this in the FMS Accounts – Vision Accounts Mapping dialog box:

1. If you only want to restore the default account numbers for one type of Vision account, click the tab for that type of account (if it isn't already the active tab).

If you want to restore the default account numbers for all types of accounts, it doesn't matter which tab is active.

2. Click the **Default Accounts / Organizations** button.

3. In the Default Accounts / Organizations dialog box, select **Reset Vision Accounts to Defaults**.

4. Under **Select Account Type to Reset**, indicate if you want to reset the numbers for the currently active tab or for all accounts.

5. If you only want the default numbers assigned where there is currently no Vision account number, select **Only Reset Blank Codes**.

6. Click **OK**.

Procedure: Resetting Organizations to the Defaults

If you make changes to the default organization mappings and then decide you want to restore those defaults, do this in the FMS Accounts – Vision Accounts Mapping dialog box:

1. If you only want to restore the default organizations for one type of Vision account, click the tab for that type of account (if it isn't already the active tab).

   If you want to restore the default organizations for all types of accounts, it doesn't matter which tab is active.

2. Click the **Default Accounts / Organizations** button.

3. In the Default Accounts / Organizations dialog box, select **Reset Organizations to Defaults**.

4. Under **Select Account Type to Reset**, indicate if you want to reset the organizations for the currently active tab or for all accounts.

5. If you only want the default organizations assigned where there is currently no organization, select **Only Reset Blank Codes**.

6. Click **OK**.

Procedure: Changing Vision Account Numbers for an Account Type

If you want to change the Vision account numbers for all accounts of a certain type while maintaining the same sequence of accounts, use the steps that follow.

> The most common use of this procedure is to shift the default Vision accounts to make room in the account sequence for the direct expense accounts. This task is described in detail in "FMS Accounts-to-Vision Accounts Mapping Decisions" on page 117.

1. If it isn't already the active tab, click the tab in the FMS Accounts – Vision Accounts Mapping dialog box for the type of account for which you want to change all account numbers.

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2. Click the **Default Accounts / Organizations** button.

3. In the Default Accounts / Organizations dialog box, select **Increment Vision Acct # by**, and enter the amount by which you want to increase (or decrease) the account numbers.

> To decrease the account numbers, enter the increment as a negative number (-1000, for example).

4. Under **Select Account Type to Reset**, select the option to reset just the accounts on the active tab.

5. Make sure the **Only Reset Blank Codes** check box is not selected.

6. Click **OK**.

Related Topics

"Migration Briefing: Chart of Accounts Conversion" on page 43

"GL Expense Account Ranges Decisions" on page 50

"Migration Briefing: Vision Organizations" on page 69

"Work Breakdown Structure Decisions: Departments" on page 71

FMS Expense Codes – Vision Accounts Mapping Procedure

Quick Reference

Use the FMS Expense Codes – Vision Accounts Mapping dialog box to map Deltek FMS expense codes to Deltek Vision account numbers.

These expense code mappings only affect the conversion of your FMS expense transactions and budgets and subsequent reporting on those converted transactions in Vision. They have no other impact on the configuration or operation of Vision.

FMS Expense Codes - Vision Accounts Mapping

Project Cost Adjustment
- ○ Only make adjusting entries when account is a different account type
- ◉ Always create adjusting entries with the new account number

Default Accounts: 5111 5171 6116 6171 7381

Expense Code	Description	Reimb. Consult.	Reimbursable	Direct Consult.	Direct	Indirect	Type
AirFare	AirFare		5121			7361	Other
Blue	Blueprints		5171			7381	Other
Civil	Civil Engineering	5111		6116		7381	Consultant
Computer	Computer Time		5171			7381	Other
Copy	Xerox Copies		5131			7381	Other
Drill	Drilling Equipment		5171			7381	Other
Elec	Electrical Engineer	5111		6116		7381	Consultant
File	Filing Fee		5171			7381	Other
History	Historical Expense		5171			7381	Other
Lab	Laboratory Tests		5171			7381	Other
Lodging	Lodging		5121			7361	Other
Meals	Meals		5121			7361	Other
Mile	Vehicle Mileage		5121			7361	Other
Phone	Telephone Charges		5141			7362	Other
Photo	Photographs		5132			7381	Other
Rental	Rental Equipment		5171			7381	Other

Miscellaneous

Reset/Default Accounts...

Highlighted Accounts ☐ — Vision account is the wrong type

Save   Close

Prerequisite Tasks

Before you can map FMS expense codes to Vision accounts, you must do the following:

- Specify the Vision account number structure and expense account ranges. You do both on the Accounts tab of the Vision Conversion Setup dialog box.

- Map FMS account numbers to Vision account numbers in the FMS Accounts – Vision Accounts Mapping dialog box.

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Procedure: Mapping FMS Expense Codes to Vision Accounts

To map your FMS expense codes to Vision accounts, do the following:

1. Click **Mapping** on the Maintain menu and **FMS Expense Codes – Vision Accounts Mapping** on the submenu to open the FMS Expense Codes – Vision Accounts Mapping dialog box.

2. Click the **Reset/Default Accounts** button to display default account mappings in the grid.

3. Under **Project Cost Adjustment**, select an option for creating project cost transactions in Vision when the account mapped to the FMS account for the FMS expense transaction is not the same as the account mapped to the expense code in that transaction.

> If you're not sure which option to select, see "Expense Codes-to-Accounts Mapping Decisions" on page 124 for guidance.

4. In the boxes next to **Default Accounts**, enter a default Vision account number for each type of expense.

> The default accounts are used if the conversion needs an account of a particular type in order to convert an expense transaction, and you did not map an account of that type to the expense code.

5. For each expense code in the grid, enter the Vision expense account numbers required to convert FMS expense transactions for the expense code.

6. For each expense code in the grid, confirm that **Type** contains **Consultant** for all expense codes that represent consultant expenses and **Other** for all non-consultant expense codes.

7. Click **Save** to save the mapping information.

> You can save your work in this dialog box at any time, and you can close it and then return later to make changes.

Related Topics

"Expense Codes-to-Accounts Mapping Decisions" on page 124

"GL Expense Account Ranges Decisions" on page 50

"Accounts Payable Invoices Conversion" on page 371

"Business Management Project Expenses Conversion" on page 351

"Expense Codes Conversion" on page 326

FMS Codes – Vision Labor Codes Mapping Procedure

Quick Reference

Use the FMS Codes – Vision Labor Codes dialog box to map Deltek FMS work breakdown structure components to Deltek Vision labor codes.
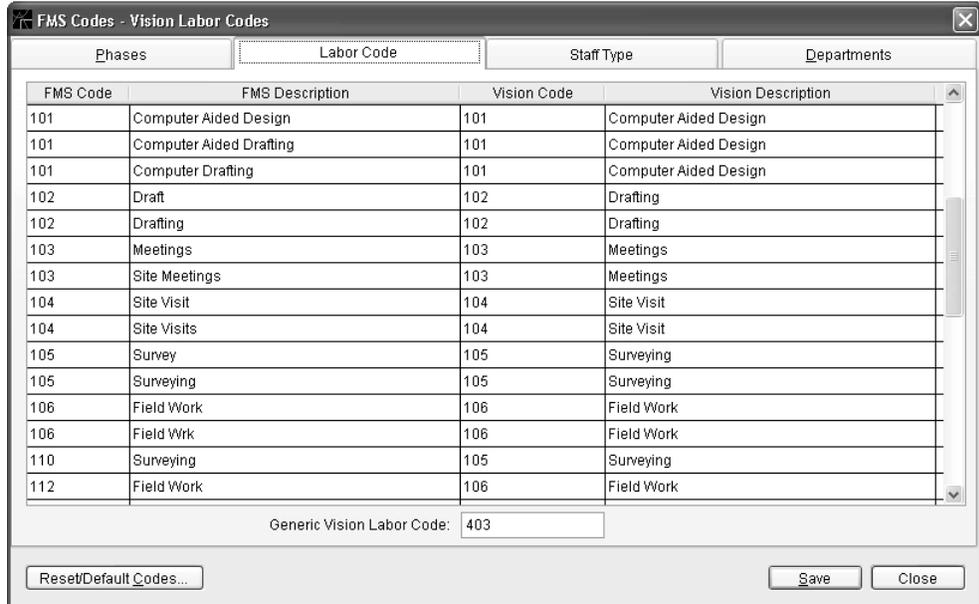
Prerequisite Tasks

Before you map FMS codes to Vision labor codes, do the following:

- On the WBS tab and the Labor Codes tab of the Vision Conversion Setup dialog box, select the FMS work breakdown structure components that will be converted to labor code levels.

- On the Labor Codes tab of the Vision Conversion Setup dialog box, specify the structure you want for Vision labor codes.

- In the Projects to Convert dialog box, select the projects you want to convert to Vision.

Procedure: Mapping FMS Codes to Vision Labor Codes

To map the FMS codes to Vision labor codes, do the following:

1. Click **Mapping** on the Maintain menu and **FMS Codes – Vision Labor Codes** on the submenu to open the FMS Codes – Vision Labor Codes dialog box.

2. Click the **Reset/Default Codes** button to display default code mappings in the grids.

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> If any of the FMS codes include characters other than letters and numbers (a hyphen, for example), those characters are not included in the default Vision labor codes. Vision labor codes cannot include punctuation marks or other special characters, except as delimiters between levels.

3. On the tab for the first labor code level, review the default mappings and make any changes that are necessary.

    You can combine multiple FMS codes by mapping them to the same Vision code, and you can change the Vision codes and descriptions.

    > If you are converting phases or labor codes as labor code levels in Vision, only the phases and labor codes assigned to the projects you've selected for conversion are listed in the mapping grids.

4. In **Generic Vision Labor Code**, select the Vision code you want the conversion to use when converting labor budgets if the FMS budget does not have a code corresponding to this Vision labor code level.

    > If you are not going to convert project budgets, you can enter any code you want.

5. Repeat steps 3 and 4 on each of the other tabs.

6. Click **Save** to save the mapping information.

    > You can save your work in this dialog box at any time, and you can close it and then return later to make changes.

Related Topics

"Work Breakdown Structure Decisions: Phases" on page 66

"Work Breakdown Structure Decisions: Departments" on page 71

"Work Breakdown Structure Decisions: Labor Codes" on page 76

"Work Breakdown Structure Decisions: Staff Types" on page 79

"Labor Code Structure Decision" on page 82

FMS Staff Types – Vision Labor Categories Mapping Procedure

Quick Reference

If you want to convert your Deltek FMS staff types to Deltek Vision labor categories, use the FMS Staff Types – Vision Labor Category Mapping dialog box to map staff types to labor categories.
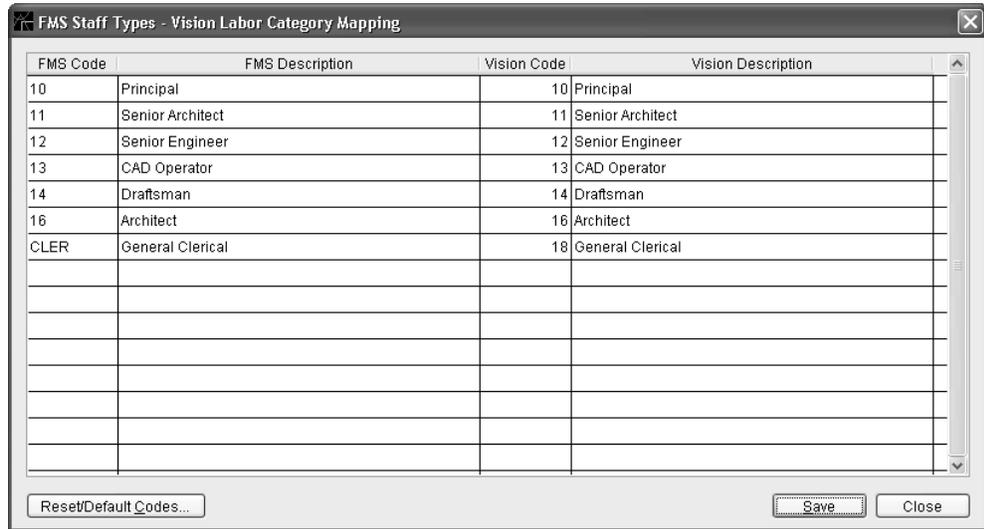
Prerequisite Tasks

Before you can map FMS staff types to Vision labor categories, you must select either the **Labor Categories** option or **Labor Categories and Labor Codes** options under **Convert Staff Type As** on the Labor Codes tab of the Vision Conversion Setup dialog box.

Procedure: Mapping FMS Staff Types to Vision Labor Categories

To map FMS staff types to Vision labor categories, do the following:

1. Click **Mapping** on the Maintain menu and **FMS Staff Types – Vision Labor Categories Mapping** on the submenu to open the FMS Staff Types – Vision Labor Category Mapping dialog box.

2. Click the **Reset/Default Accounts** button and click **OK** in the Reset / Default Labor Categories dialog box to display default mappings in the grid.

3. Review the default mappings and make any changes that are necessary.

    You can combine multiple FMS staff types by mapping them to the same Vision labor category, and you can change any of the default Vision codes and descriptions displayed.

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> The codes for labor categories must be numbers from 1 to 32767. If you have a staff type ID that contains characters other than numbers, you must enter a numeric code for the corresponding labor category.

4. Click **Save** to save the mapping information.

> You can save your work in this dialog box at any time, and you can close it and then return later to make changes.

Related Topics

"Work Breakdown Structure Decisions: Staff Types" on page 79

FMS Billing – Vision Billing Terms Mapping Procedures: Labor Rate Schedules Options

Quick Reference

If you want to convert labor rate exceptions from Deltek FMS billing rate schedules to labor rate tables or labor category tables in Deltek Vision, go to the Labor Rate Schedules tab of the FMS Billing – Vision Billing Terms dialog box.

Prerequisite Tasks

Before you enter conversion settings for labor rate schedules, use the Projects to Convert dialog box to select the FMS projects that you want to convert to Vision projects.

Procedure: Selecting Labor Rate Exceptions for Conversion

To select labor rate exceptions in FMS for conversion to labor rate tables or labor category tables in Vision, do the following:

1. Click **Mapping** on the Maintain menu and **FMS Billing – Vision Billing Terms** on the submenu to open the FMS Billing – Vision Billing Terms dialog box.

2. Under **Convert Labor Rate Schedule** on the Labor Rate Schedules tab, select the conversion option that applies to the most billing rate schedules listed in the grid.

Your choice becomes the default selection in the **Vision Rate Table Type** column in the grid for all of the schedules.

> Only billing rate schedules assigned to billing groups for projects selected to be converted are listed in the grid.

3. If you have selected some inactive or completed projects to be converted and you also want to convert the labor rate exceptions for those projects, select **Convert Rate Schedules for Inactive/Completed Projects**. When you select this box, any billing rate schedules assigned to such projects that aren't already shown in the grid are added to the list so you can specify if or how you want to convert them.

   If you don't want any labor rate exceptions converted for inactive or completed projects, leave this box unselected.

4. If you want the conversion to create the FMS Default Employee Billing Rates table in Vision, select **Create Labor Rate Schedule for Default Employee Billing Rates**.

> It is strongly recommended that you elect to create the FMS Default Employee Billing Rates table.

5. If you want the conversion to convert labor rate exceptions for terminated employees, select **Include Terminated Employees**.

6. In **Vision Rate Table Type** for the first billing rate schedule, indicate if you want to convert labor rate exceptions as a labor rate table, a labor category table, or not convert them at all.

7. If you selected **Labor Rate** in the previous step, select **Yes** in **Add Missing Employees?** if you want the labor rate table to also include all employees for whom no labor rate exception exists in the billing rate schedule.

> If you add the missing employees, the labor rate table uses those employees' hourly base billing rates.

8. Repeat steps 6 and 7 for each billing rate schedule listed.

9. Click **Save** to save the mapping information.

> You can save your work in this dialog box at any time, and you can close it and then return later to make changes.

Related Topics

"Labor Rate Schedule Decisions" on page 135

FMS Billing – Vision Billing Terms Mapping Procedures: Tax Methods Options

Quick Reference

If you want to convert tax fee methods from Deltek FMS billing rate schedules to tax codes in Deltek Vision and assign them to the billing terms for the appropriate projects, go to the Tax Methods tab of the FMS Billing – Vision Billing Terms dialog box.

Prerequisite Tasks

Before selecting tax methods for conversion, you need to map FMS accounts to Vision accounts.

Procedure: Selecting Tax Methods for Conversion

To select FMS tax methods for conversion to codes in Vision, do the following:

1. Click **Mapping** on the Maintain menu and **FMS Billing – Vision Billing Terms** on the submenu to open the FMS Billing – Vision Billing Terms dialog box.

2. On the Tax Methods tab, select **Convert FMS Tax Methods**.

3. Click the **Reset/Default Accounts** button to display default conversion settings for the tax methods that are eligible for conversion.

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> The only tax methods shown and available for conversion are those that have been assigned to billing groups in FMS using the Billing Rate Schedules dialog box or the Invoice Preparation dialog box.

4. If the tax rate in **Rate** for the first tax method is not the current rate, enter the correct rate.

5. If the account number in **Vision Credit Acct** is not correct, enter the correct Vision account number.

6. Use the check boxes to specify the types of charges to which the tax applies.

7. Repeat steps 4 – 6 for the remaining tax methods.

8. Click **Save** to save the conversion information.

> You can save your work in this dialog box at any time, and you can close it and then return later to make changes.

Related Topics

FMS Billing – Vision Billing Terms Mapping Procedures: Fee Methods Options

Quick Reference

Use the Fee Methods tab of the FMS Billing – Vision Billing Terms dialog box to indicate how you want to convert fee methods from Deltek FMS billing rate schedules to add-ons in Deltek Vision and assign them to the billing terms for the appropriate projects.

Prerequisite Tasks

Before specifying fee method conversion settings, you need to map FMS accounts to Vision accounts.

Procedure: Specifying Fee Method Conversion Settings

To specify how you want to convert fee methods to add-ons, do the following:

1. Click **Mapping** on the Maintain menu and **FMS Billing – Vision Billing Terms** on the submenu to open the FMS Billing – Vision Billing Terms dialog box.

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2. On the Fee Methods tab, do one of the following:

If…	Then select…
You want to specify add-on fee settings to be assigned to all converted projects that use each fee	**Use These Calculation Settings for Converted Fee Methods**.
You want the conversion to set up add-on fees based on the specific fee method settings for each billing group in FMS	**Use Calculation Settings from Billing Rate Schedules for Converted Fee Methods**.

3. If you selected **Use These Calculation Settings for Converted Fee Methods**, do the following

   1) If necessary, change the default calculation method, add-on rate or amount, and the Vision account to receive the credit entry for the first fee method.

   2) Use the check boxes to specify the types of charges that will be the basis for the add-on in Vision.

   3) Repeat for the remaining fee methods.

   If you selected **Use Calculation Settings from Billing Rate Schedules for Converted Fee Methods**, do the following

   1) Under **Fee Method Maximums**, indicate if you want to convert any maximum amounts specified for fee methods in FMS.

   2) Under **For Fee Methods with Combined Basis**, indicate if you want to convert the combined basis for any fee methods that have them in FMS.

4. Click **Save** to save the conversion information.

> You can save your work in this dialog box at any time, and you can close it and then return later to make changes.

Related Topics

"Fee Methods Decisions" on page 139

FMS Billing – Vision Billing Terms Mapping Procedures: Invoice Formats Options

Quick Reference

If you want to convert custom invoice formats in Deltek FMS to billing terms and invoice templates in Deltek Vision and assign them to the appropriate projects, go to the Custom Invoice Formats tab of the FMS Billing – Vision Billing Terms dialog box.

Prerequisite Tasks

Before selecting custom invoice formats for conversion, use the Projects to Convert dialog box to select the projects to be converted to Vision.

Procedure: Selecting Custom Invoice Formats for Conversion

To select custom invoice formats for conversion to billing terms and invoice templates in Vision, do the following:

1. Click **Mapping** on the Maintain menu and **FMS Billing – Vision Billing Terms** on the submenu to open the FMS Billing – Vision Billing Terms dialog box.

2. Under **Convert Custom Invoice Formats** on the Custom Invoice Formats tab, select the conversion method that applies to the most custom formats listed. The option you select becomes the default selection in **Conversion Method** for all invoice formats listed in the grid.

3. For the first custom invoice format in the grid, select the conversion method in **Conversion Method**.

If…	Then select…
You want to convert the format using a standard invoice format as the template	Standard Template
You want to convert the format using a custom format as the template	Custom Template
You don't want to convert the format	Do Not Convert

4. If you selected **Standard Template** in the previous step, go to **Standard Invoice Template** and select the standard invoice format you want to use as the template.

    If you selected **Custom Template**, click the **Customize** button in **Custom Invoice Template** to open the Custom Format Settings dialog box. In that dialog box, do the following:

    1) In **Use Defaults From**, select the standard invoice format you want to use as the source for the default settings. Normally, you should select the standard invoice format that you modified to create the custom invoice format.

    2) Review the default template name, default font, and other default settings, and make any changes necessary to get the best conversion results for the custom invoice format.

    3) Click **OK.**

    > You also have the option to base either the standard template conversion or the custom template conversion on Vision default settings.

5. Repeat steps 3 and 4 for each custom invoice format.

6. Click **Save** to save the conversion information.

    > You can save your work in this dialog box at any time, and you can close it and then return later to make changes.

Related Topics

"Custom Invoice Format Decisions" on page 147

Additional Vision Setup Procedures: Accounting Company Settings Options

Quick Reference

Before you convert, use the Accounting Company Settings tab in the Additional Vision Setup dialog box to specify Deltek Vision account numbers for key accounts.

Prerequisite Tasks

Before specifying account numbers on the Accounting Company Settings tab, you must use the FMS Accounts – Vision Accounts Mapping dialog box to map FMS GL accounts to Vision GL accounts.

Procedure: Specifying Key Vision Accounts

To specify key Vision accounts, do the following:

1. Click **Additional Vision Setup** on the Maintain menu to open the Additional Vision Setup dialog box

2. Enter the Vision account number in each of the boxes on the Accounting Company Settings tab.

> To enter separate AR accounts for billing categories under **Billing / AR Accounts**, you must first select the **Adjust Cash Receipt AR Accounts** check box.

For guidance in selecting accounts, refer to the topics listed under "Related Topics."

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You can save your work in this dialog box at any time, and you can close it and then return later to make changes.

Related Topics

Additional Vision Setup Procedures: Payroll Options

Quick Reference

If you have Payroll Plus and you want to convert payroll information to Vision Payroll, go to the Payroll tab of the Additional Vision Setup dialog box.

Prerequisite Tasks

Before you enter payroll conversion information, make sure you have done the following:

- Selected **Convert FMS Payroll to Vision Payroll** on the General tab of the Vision Conversion Setup dialog box

- Mapped your FMS GL accounts to Vision GL accounts in the FMS Accounts – Vision Accounts Mapping dialog box

Procedure: Entering Payroll Conversion Information

To enter payroll conversion information, do the following:

1. Click **Additional Vision Setup** on the Maintain menu to open the Additional Vision Setup dialog box.

2. Click the Payroll tab.

3. In **Beginning Payroll Year to Convert**, enter the earliest payroll year (calendar year) for which you want to convert payroll records.

> If you purchased the Standard conversion, the cutoff payroll year is set automatically to the current calendar year, and you cannot change it.

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4. In **Current W-2 Year**, enter the year in which you will process payroll in Vision for the first time.

5. In **Current W-2 Quarter**, enter the quarter in which you will process payroll in Vision for the first time.

6. In **Bonus Cost Account**, enter the number of the Vision account to receive the debit posting when you do a bonus payroll run.

7. In **Other Pay Label** in the first grid, enter a label for each of the types of "other pay" you will have in Vision.

> As you enter "other pay" information, you do not have to use every row in the grid, but you cannot skip a row. In other words, any blank rows must be at the bottom of the grid.

8. In **Other Pay Account** in the first grid, enter the Vision GL account to receive the debit entry for each type of pay.

9. In the second grid, assign each TAG and TNP adjustment from Payroll Plus to one of the "other pay" types in Vision.

10. Click **Save** to save the conversion information.

> You can save your work in this dialog box at any time, and you can close it and then return later to make changes.

Related Topics

"Payroll Decisions" on page 176

Complete Additional Data Preparation Tasks

Introduction

In addition to recording your migration decisions in the Vision Conversion module, there may be other steps you need to take to prepare your Deltek FMS data for conversion. Review the topics below to see if any of the tasks apply to your conversion.

Change Phase IDs

WBS components at the WBS2 or WBS3 level can only be seven characters, but phase IDs in FMS can have up to ten characters. If you convert phases to a WBS level and the conversion encounters a phase that is longer than seven characters, it uses only the first seven characters for the WBS component. Depending on how you have identified your phases, this could result in loss of important information embedded in your phase IDs. It could also result in duplicate phases for a project/billing group if you have phase IDs for which the first seven characters are the same.

Because of these potential problems, we recommend doing the following if you are converting phases to a WBS level and you have phase IDs with more than seven characters:

- Use the Phase List By Client/Project report or the Phase List By Project report to review the phase IDs for the projects you are converting, or at least for your current projects. If you find that losing characters at the end of the IDs will make some phase IDs unusable, change the affected phase IDs. If you use global phases, you may be able to use the Code Revision tool in the Business Management module to do this more quickly than if you make the changes in the Billing Groups dialog box.

- When you have recorded your WBS decisions in the Vision Conversion Setup dialog box in the Vision Conversion module, click **Vision Pre-Conversion Utilities** on the Maintain menu in that module and run the Setup Vision Work Breakdown Structure utility. If the utility doesn't run successfully, open the log file and make sure the utility didn't find any duplicate phases caused by the loss of characters in the IDs. If it did, change the phase IDs to avoid duplication.

Change Checkbook IDs

Checkbook IDs in FMS can be up to 15 characters long, but bank codes in Vision are limited to 10 characters. If you have any checkbook IDs that are over 10 characters, you must shorten them before converting FMS data.

> Checkbook IDs that are too long will appear on the Pre Vision Conversion report.

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Remove Spaces from Item Codes

If you have the FMS Purchase Order feature set, the item codes, tax methods, shipping methods, and miscellaneous adjustments used on purchase orders are converted to item categories and purchasing items. Because Vision does not allow spaces in the IDs for those records, you need to remove spaces from any item codes and adjustment codes that have them before the data is converted.

Convert Receiving Records to AP Invoices

If you have received items on a purchase order using the Received Items dialog box in FMS, and the purchase order has associated project expenses, you must change that receiving record to an AP invoice before the final conversion. (To do that, select the receiving record in the Invoices dialog box in the Accounts Payable module.)

You only need to do this for purchase orders with project expenses. Receiving records for purchase orders that do not have project expenses are converted to Deltek Vision purchase order receiving records.

Remove Spaces from Payroll Adjustments and Tax Methods

If you have the FMS Payroll Plus module, the payroll adjustments and tax methods are converted to withholding codes. Because Vision does not allow spaces in the IDs for withholding codes, you need to remove spaces from any adjustment codes and tax methods that have them before the data is converted.

Link Expense Codes to Purchase Order Item Codes

If you have the Purchase Order feature set in FMS, it is recommended that you link the item codes and adjustments (tax methods, shipping methods, or miscellaneous adjustments) used on purchase orders to FMS expense codes. This enables the conversion to assign the correct GL accounts during the conversion of Purchase Order data.

If you are not converting Purchase Order data, item codes are not converted to Vision, so this task is not necessary.

Submit and Approve Time Sheets

Time sheet and time record submission and approval information is not converted. If you have time sheets in FMS that you want to go through the submission and approval process, you should do that before converting them to Vision. You won't be able to do it in Vision after the conversion.

Run the Effective Cost Rate Calculation Tool

If you selected the **Effective Cost** option under **Time Records Cost Amounts** on the FMS Miscellaneous FM tab of the Vision Conversion Setup dialog box, be sure you run the Effective Cost Rate Calculation tool in FMS for all of your time records before the final conversion. If you use the Effective Cost Rate Calculation tool and you have Payroll Plus, you should end all time entry in

FMS at the end of a payroll period to ensure that you run the tool for all time records before the final conversion.

Apply All Receipts and Credit Memos

Before you submit your data for conversion, apply all payments and credit memos to client invoices. Retainers need not be applied to invoices, but they must be applied to projects and billing groups. Retainers cannot be "in process" (that is, applied in the Invoice Preparation dialog box but awaiting the billing process).For assistance, print the Outstanding Retainer report and the Unapplied Payments/Credit Memos report. Both are available in the Print Standard Reports dialog box in the Vision Conversion module as well as in Business Management.

Apply Employee Advances

It is recommended that you apply or otherwise clear as many outstanding employee expense advances as possible before you submit your data for conversion. This isn't required, but it will simplify the process of balancing Vision accounts payable data to the FMS data.

Pay the Balance of Partially Paid Employee Expense Sheets

If you have any partially paid employee expense sheets, you should pay the balance of those expense sheets in FMS before converting. Because Vision does not allow partial payment of employee expenses, partial payments made in FMS cannot be converted to Vision.

Complete the Work-in-Process Cycle

Whether or not you decide to use revenue generation in Vision, if you generate work-in-process in FMS, you need to complete the WIP cycle before you submit your data for conversion by posting the reversing WIP entry.

If instead of generating WIP in FMS, you enter it using manual journal entries to asset and liability accounts, you need to enter journal transactions to reverse those account balances.

Post All Transactions

Before you submit your data for final conversion, you must post all transactions. Unposted transactions cannot be converted to Vision.

> Posting is only required for the final conversion. You do not need to post all transactions for trial conversions.

Check General Ledger and Payroll Conversion Dates

If you are preparing to submit your current data for the final conversion (or for a second test conversion), make sure the following conversion settings are still correct:

- The accounting period in **Convert Periods Through** on the Accounting Periods subtab of the Accounting tab in the Vision Conversion Setup dialog box

- The current Form W-2 year and quarter on the Payroll tab of the Additional Vision Setup dialog box (if you are converting Payroll Plus data)

If any of these are no longer correct, change them before running the preconversion utilities.

Run the Preconversion Utilities

Quick Reference

When you finish using the Vision Conversion module to record the migration decisions that apply to your conversion and you complete any additional data preparation tasks, the next step is to run a set of preconversion utilities to ensure that your migration decisions are ready for the conversion. To do that, click **Vision Pre-Conversion Utilities** on the Maintain menu to open the Pre-Conversion Utilities dialog box.

> Do not submit your data for conversion if you have not run the utilities selected in the Pre-Conversion Utilities dialog box, resolved as many of the detected problems as you can, and discussed any unresolved problems with your Vision consultant.

The utilities selected in **Run** are the only ones that you run. Your Vision consultant will run the others.

If a utility does not run successfully, you can click this button to view or print the log file containing problem information.
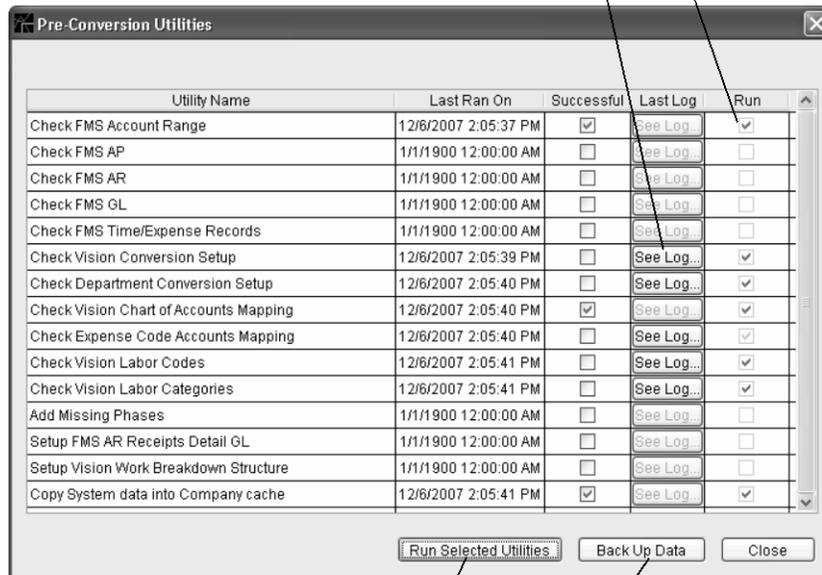
Click this button to run the utilities.

When your data is ready for conversion, click this button to create a backup copy of your data to submit to your Vision consultant.

Which Utilities You Run

The utilities you need to run are already selected for you in the Pre-Conversion Utilities dialog box. Each of them has a check mark in **Run**. All you need to do is click **Run Selected Utilities**.

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Your Vision consultant will run the other utilities listed in the Pre-Conversion Utilities dialog box as part of the conversion process.

When to Run the Utilities

Run the preconversion utilities after you finish recording your migration decision using the dialog boxes in the Vision Conversion module and before you create a copy of your data for conversion.

What the Utilities Do

The preconversion utilities check your migration decisions to make sure they are ready for the conversion. If they detect problems, the utilities, in some cases, correct the problem. In others, they notify you of the problem using a log file entry, and it is up to you to correct it. Some of the utilities also prepare conversion data to be copied to Vision when the conversion takes place.

When a utility runs without detecting any problems, the **Successful** box next to it in the Pre-Conversion Utilities dialog box is selected. If it does detect problems, **Successful** is not selected and the **See Log** button is available so you can open the relevant log file to review the problem information.

If the Utilities Detect Data Problems

If any of the utilities do not run successfully, do the following:

1. Review the log files that the failed utilities create to identify what types of problems were found and which records are involved.

2. For data problems that you can resolve yourself in FMS, make the necessary corrections and rerun the utilities.

3. Discuss any problems you can't resolve with your Vision consultant before submitting your data for conversion.

Do not submit your data for conversion if you have not run the utilities, resolved as many of the detected problems as you can, and discussed any unresolved problems with your Vision consultant.

Viewing the Log Files

To view the log file for a utility that did not run successfully, click the **See Log** button for the utility in the grid in the Pre-Conversion Utilities dialog box. The log file opens in a Windows Notepad window so you can view it or print it.

Once you close the Pre-Conversion Utilities dialog box, you can no longer view the log files using the **See Log** buttons unless you rerun the utilities. However, the log files are stored in the folder in which FMS is installed, so you can open them yourself in Notepad or any word processor.

The log file names all begin with the internal ID of the company, followed by "VC," and they all end with ".log." (The internal ID for the sample company is 1, and that for your first actual company is normally 2.) The log file for the Check Department Conversion Setup utility, for example, might be 2VCCHECKDEPTCONVERSION.log. The company name is part of the header

information at the beginning of each log file, so you can check there to confirm that you have opened the file for the correct company.

Creating a Backup of Your Data to Submit for Conversion

When you have run all utilities successfully or you have resolved as many problems as you can, and you are ready to submit a copy of your data to your Vision consultant to be converted, create a backup copy of the database.

To create the backup copy, you can do either of the following:

- Open the Pre-Conversion Utility dialog box and click the **Back Up Data** button. This creates a backup file named Vision_Conversion_<company name>.bak in the backup folder set up for your SQL database.

  Or

- Create a backup copy using your normal backup procedure.

Deltek

Print FMS Reports

Quick Reference

Following both the test conversion and final conversion of your Deltek FMS data to Deltek Vision, the Vision consultant who performs the conversions prints and compares sets of reports from each system to confirm that your systems balance.

If you would like to repeat the confirmation process yourself when you receive your converted and tested data from Deltek, you can do so. Refer to "Balancing Vision to FMS Following Data Conversion" on page 251.

All of the FMS reports you need, with the exception of the Payroll Plus reports, can be printed from the **Print Standard Reports** dialog box in the Vision Conversion module.
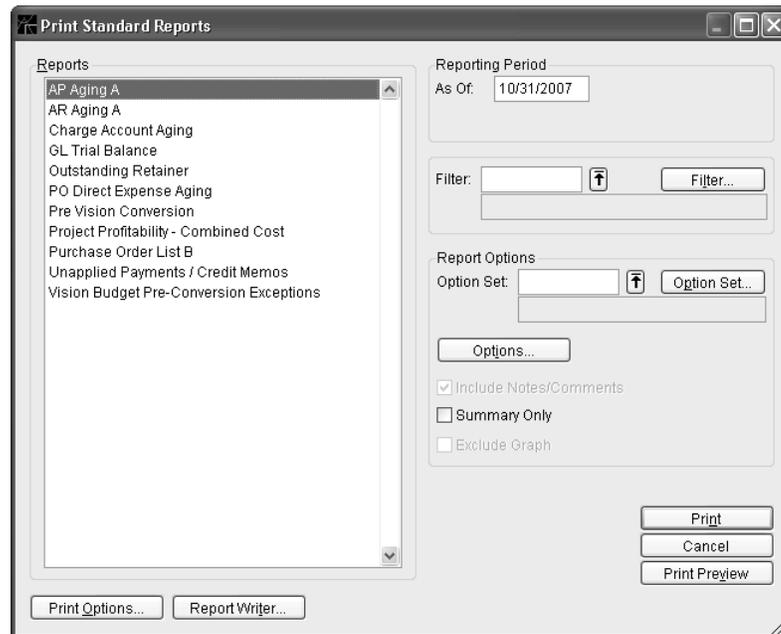
When to Print the FMS Reports

If, when you receive the converted Vision data, you are going to go through the process to confirm that Vision balances to FMS, it is important that you print the FMS balancing reports at the point that your data is ready to be submitted for conversion. The reports need to be printed from the exact set of data that is converted to Vision. If processing continues in FMS and you print the reports at a later time, it is unlikely that the data on the FMS and Vision reports will balance.

Standard FMS Reports

These standard reports from the Accounts Payable, Business Management, and General Ledger modules are also available in the Vision Conversion module:

- AP Aging

- AR Aging

- Charge Account Aging

- GL Trial Balance

- Outstanding Retainer

- PO Direct Expense Aging

- Unapplied Payment/Credit Memos

Special Versions of Standard FMS Reports

Two reports available in the Vision Conversion module are special versions of standard reports created for this conversion:

- Project Profitability – Combined Cost

- Purchase Order List B

These reports are only available in the Vision Conversion module. When you print reports to use when balancing Vision to FMS, be sure you print these reports and not the standard reports on which they were based.

Other Vision Conversion Reports

The Vision Conversion module also provides two additional reports to assist you in converting to Vision:

Report	Description
Pre Vision Conversion	This report checks for selected conditions in your FMS data that may require corrective action either before you convert or in Vision after the conversion. In some cases, it calls your attention to data that cannot be converted.
	You can print it at any time. If you're not sure about how to respond to the information on the report, discuss it with your Vision consultant.

(continued)

Deltek

Report	Description
Vision Budget Pre-Conversion Exceptions	This report analyzes your FMS budgets in light of your Vision work breakdown structure and labor code decisions and identifies possible budget conversion problem areas. Be sure you enter your Vision WBS and labor code decisions in the **Vision Conversion Setup** dialog box before you print this report.

Create the Backup Copy and Submit It for Conversion

Creating a Backup of Your Data to Submit for Conversion

When you have run all preconversion utilities successfully or you have resolved as many problems as you can, and you are ready to submit a copy of your data to your Vision consultant to be converted, create a backup copy of the database.

To create the backup copy, you can do either of the following:

- Open the Pre-Conversion Utility dialog box and click the **Back Up Data** button. This creates a backup file named Vision_Conversion_<company name>.bak in the backup folder set up for your SQL database.

  Or

- Create a backup copy using your normal backup procedure.

Submit the File Containing the Converted Data

After you create the backup copy of your FMS data, do the following to submit it for conversion:

1. Use a file compression utility to create a ZIP file containing the backup. (If the compressed file size is over one gigabyte, contact your Vision consultant directly to discuss alternate file transfer methods.)

2. Log on to the Deltek Customer Care Connect site at http://support.deltek.com..

3. On the Support Home tab, under Support Resources, click **Transfer Files to Support**.

4. In **Select a Product**, select **Deltek FMS**.

5. Click **Browse**, navigate to the ZIP file containing your backup, and select that file.

6. In **Comments**, enter a short note that includes your Vision consultant's name and your firm's name (for example, "Attention John Smith: ABC Company's FMS database for migration").

7. Click **Send File**.

   When the file has been uploaded to Deltek, it will be listed under **Your Files** with **Support has your File** in **Status**.

8. Send your Vision consultant an email message to alert them that the backup file is available.

Deltek

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Preparing to Test and Go Live on Deltek Vision

Load the Converted Data into Your Vision Database

Overview

When Deltek notifies you that your converted data is ready, you need to do the following:

1. Retrieve the file containing the converted data from the Customer Care Connect site.

2. Restore the backup file to your Vision database.

Contact Deltek Technical Services (TechServices@deltek.com) if you have any questions or problems retrieving or restoring the database.

Retrieve the File Containing the Converted Data

When you receive notification that the file containing your converted data is available, do the following:

1. Log on to the Deltek Customer Care Connect site at http://support.deltek.com..

2. On the Support Home tab, under Support Resources, click **Transfer Files to Support**.

    The new file will be listed under **Your Files** with **Your file is ready to download** under **Status**.

3. To download the file, click **Your file is ready to download** under **Status**, and save the file.

Restore the Converted Vision Database

The exact steps for restoring the converted database depend on which version of SQL Server you are using. If you are not familiar with the procedure for your version, instructions are available in a knowledge base article on the Deltek Customer Care Connect site. Do the following to view that article:

1. Log on to the Deltek Customer Care Connect site at http://support.deltek.com..

2. Click the Knowledge Center tab.

3. In **Search by Keyword**, enter **32919** (the knowledge base article number).

4. Click 🔍.

5. Click the knowledge base article link in the search results.

Notes on Restoring Converted Data

*   Restore the test conversion data as a new database. Don't restore it over your Vision Demo database, for example.

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- Restore the final conversion data as a new database. Don't restore it over your test database. That way, you have the test database available to refer to during the configuration process.

- If you have more than one test conversion, you can restore the second set of test data over the first if you wish.

- When you use the Weblink for Deltek Vision utility to enter configuration information for a new database and connect it to Vision, you can save time by copying the settings. Rather than clicking **New**, select the Vision Demo database or another existing database in **Current Database**, click **Copy**, and enter the name of your new database in **Database Name**.

Configure Vision

Vision Configuration

Deltek Vision configuration is the process of specifying default settings that control and optimize how Vision will operate. Each Vision database has its own set of configuration settings. If, as recommended, you create new databases for both your test conversion data and your final conversion data, you will need to configure each of those databases.

The conversion process provides some configuration settings based on your FMS data, but most will initially be the Vision default settings.

Configuration Planning

As part of the planning process, a Vision consultant will discuss the configuration options with you and help you determine the settings that best fit the needs of your firm. Later, as you are trying out the test conversion data, you can also try out different configuration settings.

Before You Go Live on Vision

Ideally, when you submit your current data for the final conversion, you know just how you want Vision configured. When you receive and load the final converted database, you enter those configuration settings in that database before you begin live operations with it.

If your test database contains the configuration settings you want, use it as a reference tool as you duplicate the settings in your live database. In some cases, the Vision consultant can copy configuration settings from your test database to your live one. Be sure to notify the consultant ahead of time if you want this done, so he or she can advise and assist you. Be aware also that this is a billable service.

Some Initial Configuration Procedures

The remaining topics in this chapter provide instructions for logging on to a Vision database the first time and descriptions of these initial configuration tasks:

- Activating Vision modules

- Setting up system security and employee access to Vision

- Setting up server side email

- Setting up the process server

Deltek

Log In to Vision

Log-In Procedure

After you have installed Deltek Vision and connected to your database, you are ready to log in to Vision.

1. Go to your firm's designated Vision site.

2. Either click the **Deltek Vision** link, or wait while the application is loaded.

3. When the Deltek Vision login form opens, enter *ADMIN* in **User ID**.

4. Leave **Password** blank.

5. Use the **Database** drop-down list to select your database.

6. Click **Login**.

Activate Vision Modules

Module Activation Procedure

When you log in to Deltek Vision for the first time, you must activate the modules you have purchased.

The conversion process will activate some modules, but you should verify that all the modules you purchased are available in your Vision database.

To activate Vision modules or confirm that they are already activated, do the following:

1. Click **Configuration** » **Module Activation** on the Vision Applications menu to open the Module Activation dialog box.

2. Enter the appropriate password in **Password** for each module you want to activate. When you enter a password, Vision automatically enters license information in **License**.

3. Click **OK**.

4. Click in the upper-right corner of the Vision window to log out of Vision.

5. Log back in to Vision. The appropriate modules should now be activated.

Deltek

Set Up Security

Vision Security and the Conversion

Your Deltek FMS user names and passwords are not converted to Deltek Vision. When you install Vision, the following security information is set up automatically in the database so you can log in to Vision:

- One user ID: ADMIN (with no password)

- One role: Default

Set Up Employee Roles

Before your employees begin using Vision, you must set up roles for each of them in Vision. You can then use these roles to define each employee's security access to the various Vision applications and forms, and to set each employee's access to lookup and reporting options. You can also set up passwords, if desired.

> For detailed information on setting up security for Vision, refer to the *Deltek Vision Implementation Guide* or to the Vision help system.

Copy Security from the Test Database to the Live Database

Once you set up security in your test conversion database, you may choose to have the security information copied to your live database when the final conversion is done. Before you load your live Vision database, make sure that a copy of your test security setup is saved. Be sure to notify your Vision consultant if you want this done, so he or she can advise and assist you.

Set Up Server Side Email

Description

You can use Deltek Vision's email functionality to send reports to principals, project managers, and other interested personnel at your firm. Before you can use Vision's internal email features, you must configure your server side email information.

Server Side Email Setup Procedure

To configure server side email, do the following:

1. Click **Configuration** » **General** » **System Settings** on the Vision Applications menu to open the General System Settings form.

2. Click the Email tab.

3. Enter information in the fields on this tab, as described in the following table:

Field	Description
Email Server	Enter the name of the email server.
Port	Enter the server port number to use for email.
Default Sender	Enter the email address for the default sender of system-wide email.
Default Help Desk	Enter the email address for your centralized Help Desk mailbox. You can choose to send email directly to Deltek, or you can set up an internal mailbox to receive and respond to questions from your staff.
Username (optional)	Enter a username, if applicable.
Password (optional)	Enter a password, if applicable.
Send Test Email to Default Help Desk	Click this button to test the ability to send emails to the email address entered in **Default Help Desk**.

4. Click **Save** to save your entries.

Set Up the Process Server

Description

The Vision Process Server enables you to submit jobs to a process queue and schedule them for processing. Deltek Vision users can submit reports, transaction postings, batch billings, and other Vision processes to a process queue in order to keep their workstation free for other jobs.

Before you can begin using process queues in Vision, you must set up your process server options.

Process Server Setup Procedure

To set up process server options, do the following:

1. Click **Configuration** » **General** » **System Settings** on the Vision Applications menu to open the General System Settings form.

2. Click the Servers tab.

3. Enter data in the fields on this tab, as described in the following table:

> To add a blank row to a grid, click the ⬚ **Insert** grid option. To delete a row from a grid, select the row and click the ✖ **Delete** grid option.

Field/Control	Description
Retain job history for x days	Select this option if you want Vision to save history for completed processes in the queue. The default for this field is to retain process history.
	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.
	If you are retaining process history, Vision deletes process entries from the queue after the specified number of days. 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.

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Field/Control	Description
Retain errors for x days	This option allows you to set a limit on the number of days that the server retains error reports for successful runs. If you enter an error retention period of 0 days, Vision saves all error reports indefinitely.
Process Queues: Name	Required. Enter a name by which to identify this process queue. The queue name should be descriptive. This name appears wherever process queue information is displayed and may be selected.
Process Queues: Dedicated Server	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. 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.
Process Queues: Max	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 for no limit.
Process Queues: Priority	Enter the priority for the process queue. Zero (0) is the highest priority. The priority level you enter is used to determine user access (by role) to the process queue.
Process Queues: Status	Displays the status of the queue, either Running or Stopped. Status is determined by whether you click the **Pause** or **Continue** grid option.
Application Servers: Server Name	Enter an application server name. These servers are used to run application processes, such as transaction posting.

4.   Click ![save icon] **Save** to save your entries.

Deltek

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Balancing Vision to FMS Following Data Conversion

Introduction: Balancing Vision to FMS

General Description

Following both the test conversion and final conversion of your Deltek FMS data to Deltek Vision, the Vision consultant that performs the conversions prints and compares sets of reports from each system to confirm that your systems balance.

If you would like to repeat the confirmation process yourself when you receive your converted and tested data from Deltek, this document provides instructions for printing and reviewing the key FMS and Vision reports.

FMS Reports

All of the FMS reports you need, with the exception of the Payroll Plus reports, can be printed from the Print Standard Reports dialog box in the Vision Conversion module:

- AP Aging

- AR Aging

- Charge Account Aging

- GL Trial Balance

- PO Direct Expense Aging

- Project Profitability – Combined Cost

- Purchase Order List B

> The last two reports are special versions of standard reports that were created for this conversion. They are only available in the Vision Conversion module. Be sure you print these reports and not the standard reports on which they were based.

It is important that you print these reports at the time that you create the backup copy of your FMS data to submit for conversion. You need to print them from the exact set of data that you submit for conversion. If processing continues in FMS and you print the reports at a later time, you won't be able to confirm that the two systems balance.

Deltek

Balancing General Ledger Data

In FMS

In Deltek FMS, print the GL Trial Balance report in FMS for the first period of the current fiscal year through the current period of the current year.

In Vision

Print the Trial Balance report in Deltek Vision for the first period of the current fiscal year through the current period of the current year. (Click **Reporting** » **General Ledger** on the Vision Applications menu.)

To simplify the balancing process, sort the report by account group rather than account number.

To Balance

If the beginning balance and ending balance totals are 0.00 in the Vision Trial Balance report, the systems should balance.

As additional confirmation, compare beginning and ending balances for the FMS account types with the balances for the corresponding Vision account groups. The balances should match.

Balancing Accounts Receivable Data

In FMS

In Deltek FMS, print the AR Aging report through the last accounting period converted. Select the **Effective Date** option under **Age Invoices Using**, and select **Client** under **Summarize By**.
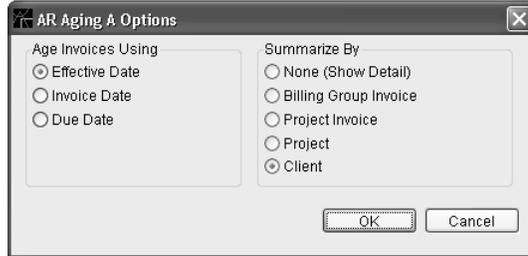
In Vision

In Deltek Vision, print the AR Aged report through the last accounting period converted. (Click **Reporting** » **Accounts Receivable** on the Vision Applications menu.)

- On the Options tab in the AR Aged Options dialog box, select **Print all Invoices with Retainage**.

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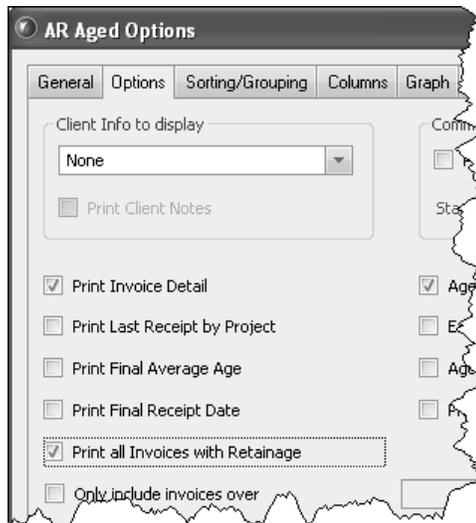
- On the Sorting/Grouping tab, set up the report to sort by Primary Client Number.
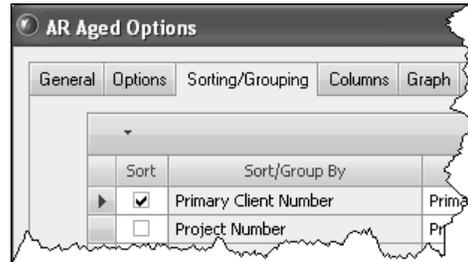
- On the Columns tab for the report, select **Select** next to **Retainage** to include the retainage column on the report.
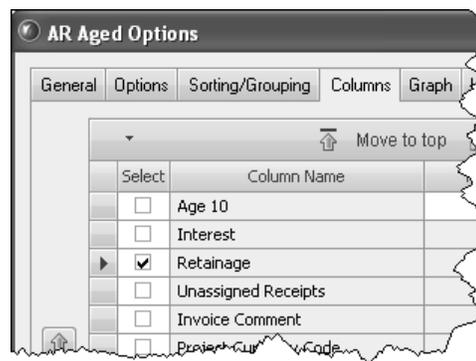
To Balance

The FMS AR Aging report total includes retainage while the Vision AR Aged report total does not, even when the **Retainage** column is shown. To confirm that the two systems balance, first add the total for the **Retainage** column on the Vision report to the report total, and then compare that amount to the report total for the FMS AR Aging report.

Balancing Accounts Payable Data

In FMS

In Deltek FMS, do the following:

1. Print the AP Aging report through the last accounting period converted. In the Options dialog box, select **Effective Date** in **Date Option**. Use the filter below:

2. Print a second AP Aging report through the last accounting period converted. As before, select **Effective Date** in **Date Option**. Use the filter below:

3. Print the Charge Account Aging report through the last accounting period converted. In the Options dialog box, select **Effective Date** in **Date Option**.

4. If you own the Purchase Order feature set, print the PO Direct Expense Aging report through the last accounting period converted.

In Vision

In Deltek Vision, do the following:

1. Print the Voucher Schedule report through the last accounting period converted. (Click **Reporting** » **Vendor** on the Vision Applications menu.) Do not select any options or filter the report.

Deltek

2. Print the Employee Ledger report through the last accounting period converted. (Click **Reporting** » **Employee** on the Vision Applications menu.) Make sure that **Unpaid Expense Reports** is selected on the General tab of the Options dialog box.

To Balance

To confirm that the two systems balance, do this:

1. Add the report totals from the FMS AP Aging report printed in step 1 above, the Charge Account Aging report, and the PO Direct Expense Aging report. That sum should match the report total for the Vision Voucher Schedule.

    Note that if you have outstanding prepayments (advances) to employees in FMS, those will be included on the AP Aging report but will not be reflected in the Voucher Schedule report in Vision, causing the amounts to differ. In that case, you must calculate the total amount of the prepayments and adjust the FMS amount accordingly.

2. Compare the report total from the FMS AP Aging report printed in step 2 above to the report total on the Vision Employee Ledger report. The two should be the same.

Balancing Project Cost Data

In FMS

From the Print Standard Reports dialog box in the Vision Conversion module in Deltek FMS, print the Project Profitability – Combined Cost report through the last accounting period converted. (The beginning date of the reporting period does not matter since you will print the report to show project to-date information.)

> Be sure you print this report from the Vision Conversion module. The standard Project Profitability report available in the Business Management module will not give the correct results.

So that the report only includes the projects to be converted, create and use this filter when you print the report

In addition to the above filter, use these reporting options.

Deltek

- Under **Show** in the options dialog box, select **Project to-Date**.

- Under **Summarize By**, select **Client**.

- Under **Source of WIP**, select **Do Not Show**.

- Under **Labor Costs Include**, select **Effective Cost Only** or **Original Cost Only**. Choose the option that matches the option you selected on the FMS Miscellaneous BM tab of the Vision Conversion Setup dialog box under **Time Records Cost Amounts**.

- Select **Calculate Cost to Tie to Vision Office Earnings Report**. (Selecting this box ensures that rounding will be handled the same as it is in the Vision Office Earnings report.)

- Under **Include Expenses Based On**, select **Expense Date**.

Options on the Overhead tab don't matter. Only the **Labor & Expense Cost** column on the report is used to balance to Vision.

In Vision

In Deltek Vision, print the Office Earnings report through the last accounting period converted. (Click **Reporting** » **Project** on the Vision Applications menu.)

- Under **Options** on the General tab of the Office Earnings Options dialog box, select **Cost** in **Report At**, and select **Job-to-Date** and **Final Totals** under **Print**.
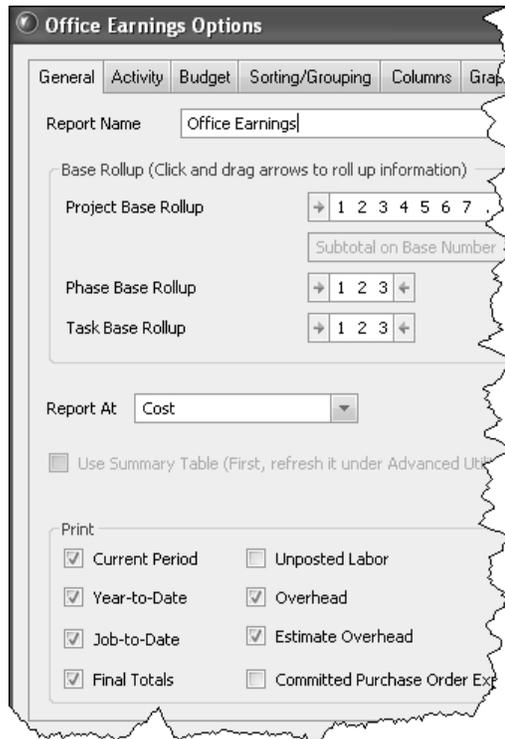
- On the Activity tab of the Options dialog box, clear all check boxes under **Activity Basis**.

- On the Sorting/Grouping tab of the options dialog box, select **Sort** for **Primary Client Number**.
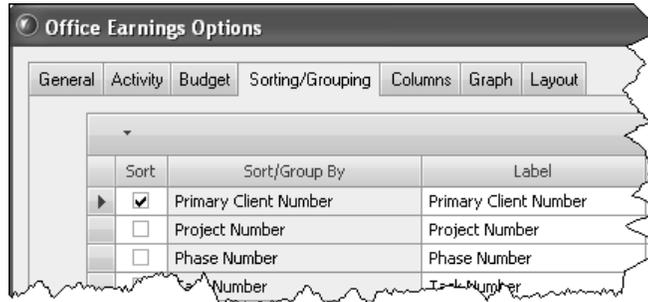
- When you select data for the report, use this filter expression to exclude completed projects from the report: "Completed Equals N."

> Vision does not have a way to mark projects as completed. However, during the conversion, a custom field is added to the Vision database for projects, and this field is set to **Y** for projects marked as completed in FMS. The filter uses this custom field to exclude those projects from the Office Earnings report.

To Balance

To confirm that the two systems balance, do the following:

1. If the first client shown on the Office Earnings report from Vision is blank, subtract the job-to-date amount under **Spent** for that client from the total job-to-date amount for the report under **Spent**. (If the spent-to-date amount for the blank client is negative, you would increase the total spent-to-date amount by the Z99 spent-to-date amount.)

> The data for the blank client is from project Z99, a "dummy" project created by the conversion process. This project is used whenever the conversion program encounters an FMS transaction with a GL account that requires a regular project.

Deltek

2. After adjusting the Office Earnings job-to-date **Spent** total as described above, compare the resulting amount to the total amount under **Labor & Expense Cost** on the Project Profitability – Combined Cost report from FMS. The two should match.

Balancing Payroll Data: Summary Check

Introduction

If you have the Deltek FMS Payroll Plus module and you converted Payroll Plus data to Vision, you can do a quick check of the payroll data conversion using the instructions below. See "Balancing Payroll Data Detailed Check on page 263 for a more comprehensive verification.

In FMS

Print Form 940 and Form W-3 for the current calendar year.

In Vision

In Deltek Vision, print the Form 940 Worksheet for the current calendar year. (Click **Reporting** » **Payroll** on the Vision Applications menu.) Be sure to fill in the amount in **Wage Base** in the Form 940 Worksheet Options dialog box.

Also print the Form W-3 Worksheet for the current calendar year. (Click **Human Resources** » **Payroll** » **Form W-2 Processing** on the Vision

Applications menu. Then click **Print** on the Form W-2 Processing form toolbar and click **Print W-3 Worksheet** on the menu.)

To Balance

Make sure that the amounts on Form 940 from FMS match the corresponding amounts on the Form 940 Worksheet from Vision and that the Form W-3 amounts from the two systems match.

Balancing Payroll Data Detailed Check

Introduction

If you have the Deltek FMS Payroll Plus module and you converted Payroll Plus data to Vision, you can use the instructions in this topic to confirm that the converted payroll data in Deltek Vision ties to the data in FMS.

In FMS

Print Form W-2 for the current year for all employees.

In Vision

Generate and print Form W-2 for the current year for all employees. (Click **Human Resources** » **Payroll** » **Form W-2 Processing** on the Vision Applications menu.)

To Balance

Make sure the Form W-2 amounts from the two systems agree.

Alternative

For an even more detailed check, you can print and compare the Employee Payroll History report in FMS and the Employee Payroll List in Vision. (Click **Reporting** » **Payroll** on the Vision Applications menu.)

Balancing Purchase Order Data

Introduction

If you have the Deltek FMS Purchase Order feature set, you can use the instructions below to confirm that the converted purchase order data in Deltek Vision ties to the data in FMS.

In FMS

From the Print Standard Reports dialog box in the Vision Conversion module in FMS, print the Purchase Order List B report.

> Be sure you print this report from the Vision Conversion module. The standard Purchase Order List available in the Accounts Payable module will not give the correct results.

When you print the report

- Be sure the reporting period is broad enough to include all POs.

- Use the filter below:

Note that when you set up the first filter condition, you leave the final component of the condition blank so that Standard purchase orders assigned to projects are not selected.

The purpose of the filter is to ensure that the FMS report and the Vision report include the same set of purchase orders. The conversion program converts POs that have been charged to projects as AP invoices because Vision doesn't allow POs to be assigned to projects. However, commitment POs in FMS, which are charged to projects, are converted as open POs because they do not affect the general ledger. The filter adjusts the content of the FMS report to reflect these conversion results.

In Vision

In Vision, print the Open Purchase Orders report for the same reporting period you used for the FMS report. (Click **Reporting** » **Purchasing** on the Vision Applications menu.)

Deltek

To Balance

Compare the report total for Purchase Order List B and the report total for **Open Units** on the Open Purchase Orders report. The two should match.

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Verifying Data and Performing Segment Testing

Verify Info Center Data

Description

After the conversion utility is run, Deltek recommends that you verify the data in your Deltek Vision Info Centers to ensure that records were converted properly.

Check several records in each Info Center, reviewing record contents directly in the Vision form. Verify that the data is accurate and complete.

> When your Deltek FMS database is converted to Vision, many data items that did not have an equivalent in Vision are added to an FMS tab in Vision. Classification label information is preserved on a Classification tab. These are custom tabs created by the conversion process. If you want, you can change the tab names and the names of the fields on the tabs.

Deltek

Perform Segment Testing

Introduction

After you have verified that the conversion of Deltek FMS data to Deltek Vision data was successful, you are ready to begin segment testing—one of the most crucial parts of the migration process.

What Is Segment Testing?

Segment testing involves actually using each area of Vision to process your converted data before going ahead with the final conversion. This gives your firm an opportunity to evaluate the results of your migration decisions and the data conversion. It can also enable others in your firm who will be using Vision to begin becoming familiar with the system.

Segment testing includes both data testing and process testing to help you answer the following key questions:

- Data testing: Was the conversion setup done correctly? Are you happy with how the data converted?

- Process testing: Can you recreate all of the major process cycles (billing, payment processing, reporting,…) in Vision?

Segment Test Period

Typically the segment testing period lasts for a few weeks, but at some large firms it can span several months.

Segment Test Plan

In preparation for segment testing, we will help you create a test plan and work with your staff as they put Vision through its paces. Besides ensuring that Vision does what it's supposed to do, the test period gives your staff an opportunity to become comfortable with the Vision environment.

We can help you design a test plan that covers every important area of Vision. At a minimum, you should do the following:

- Test security and configuration settings by creating users and roles, setting and modifying various configuration options, and creating custom tabs, fields, and labels.

- Test Info Center records by adding, modifying, and deleting data and/or records within each Info Center.

- Test the transaction entry process by entering sample data in Vision for each type of transaction (for example, timesheets, expenses, invoices).

- Test the posting process by posting sample transaction entries and analyzing the results.

- Test revenue recognition by completing a test run and reviewing the results for projects that have data posted to them.

- Test overhead allocation by completing a test run and reviewing the results for projects that have data posted to them.

- Test report generation by running various reports and analyzing the data in the reports.

- Test interactive billing by processing various transactions using sample projects.

In general, processing in Vision should yield the same results as processing in FMS. You should investigate and resolve any significant discrepancies before your firm begins processing live on Vision.

Back Up Your Vision Test Database

Before you begin segment testing in Vision, we recommend that you create a backup of your test database. This gives you the option to restore your data at any time during the testing process, if that becomes necessary.

A

Appendix A: How Info Center Information Is Converted

System Manager Control Information Conversion

General Description

If you selected **Use SMTP Server When Sending System-Generated E-mail** in the System Manager Control Information dialog box, the SMTP server name, default email address, and **Always Send System-Generated E-mail from the Default E-mail Address** setting are converted.

If you selected **Use Outlook Profile When Sending System-Generated E-mail**, no System Manager control information is converted.

Related Migration Decision

There are no related migration decisions.

Reviewing the Converted Data

To view the converted data in Deltek Vision, click **Configuration** » **General**, **System Settings** on the Vision Applications menu, and click the Email tab in the General System Settings form.

Company Information Conversion

General Description

Much of the basic information you specify in the Companies dialog box in Deltek FMS is converted to Deltek Vision data.

Related Migration Decisions

"Country in Addresses Decision" on page 32.

Reviewing the Converted Data

To view the converted data in Vision, do the following:

If you want to view…	Then do the following from the Vision Applications menu…
Company name, trade name	Click **Configuration** » **General** » **Company Settings**, and click the General tab.
Primary address	Click **Configuration** » **General** » **Company Settings**, and click the General tab.
Federal EIN	Click **Accounting** » **Accounts Payable** » **Form 1099 Processing**. *Or* Click **Human Resources** » **Payroll** » **Form W-2 Processing**.
Phone	Click **Accounting** » **Accounts Payable** » **Form 1099 Processing**.
Accounting method	Click **Configuration** » **Accounting** » **System Settings**, and click the General tab.

If You Have Multiple FMS Companies

If you have multiple companies in FMS, each company you want to convert to Vision goes through its own migration process. If you purchase the Vision Multicompany feature, your converted FMS data for all companies are merged into a single database. If you don't purchase the Multicompany feature, each company's information goes into a separate database

Consolidation and Elimination Companies

While you can do consolidated financial reporting in Vision, it is accomplished in a different way than it is in FMS. Because of this, the conversion does not convert consolidation accounts.

If you have a consolidation company the sole function of which is to produce consolidated financial reports, there is no reason to convert that company. However, if you have a consolidation company that represents an actual financial entity as well as being used for consolidated reporting, you can

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convert that company to a Vision company. The detail accounts set up in that company are converted but the consolidation accounts are not.

If you set up an elimination company so you could enter adjusting entries to eliminate the effect of intercompany activity in your consolidated financial reports, there is no point in converting that company.

Archive Companies

You cannot convert archive companies that you created for archiving project data.

Company Name, Trade Name

The company name is converted as the firm name, and the trade name is converted as the byline.

Addresses

If you don't have the Purchase Order feature set in FMS, only the primary company address is converted. The entry in **Province/State** is not converted if it is not a state in the U.S.

If you have Purchase Order, the conversion creates ship-to and bill-to codes for all company addresses on the Ship and Bill tabs of the Purchasing and Inventory Company Settings form in Vision. A PRIMARY ship-to code and bill-to code are set up for the company's Primary address. If the Shipping or Billing/Payment address is different than the Primary, SHIPPING or BILLING ship-to and bill-to codes are also created.

Federal EIN

The company's federal EIN is converted as the payer's federal identification number for Form 1099 processing. If you have Vision Payroll, it is also converted as the employer's identification number for Form W-2 processing.

Phone

The company phone number is converted as part of the company information used for Form 1099 processing.

Accounting Method

If **Accrual and Cash** is selected under **Accounting Method**, the conversion selects the **Cash-basis reporting** check box under **Allow for Reporting** on the Accounting System Settings form in Vision.

FAS Asset Accounting Database and Company

If you are using the link to the Sage FAS asset accounting system, the information related to that link on the Connection tab of the Companies dialog

box is not converted. Vision provides a link to Sage FAS, but the way data is imported in Vision is different so this information isn't needed.

Alchemy Path and Security Information

Vision provides its own document management feature and has no link to the Alchemy document management system, so the information on the Alchemy tab is not converted.

Archive Companies

Because you cannot convert archive companies, the links between a company and its related archive companies shown on the Archive Companies tab are not converted either.

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Checkbooks Conversion

General Description

Deltek FMS checkbooks, both active and inactive, are converted as Deltek Vision bank codes.

Related Migration Decisions

"FMS Accounts-to-Vision Accounts Mapping Decisions" on page 117.

Reviewing the Converted Data

To view the converted data in Vision, click **Configuration** » **Accounting** » **Banks** on the Vision Applications menu. The basic converted checkbook information is on the Bank Codes tab, and the direct deposit information is on the NACHA File Format tab.

Checkbook ID

Checkbook IDs in FMS can be up to 15 characters long, but bank codes in Vision are limited to 10 characters. If you have any checkbook IDs that are over 10 characters, you must shorten them before converting FMS data.

> Checkbook IDs that are too long will appear on the Pre Vision Conversion report.

GL Account

The account assigned to the bank code in Vision is the Vision GL account to which the FMS GL account assigned to the checkbook is mapped in the FMS Accounts – Vision Accounts Mapping dialog box.

The organization for the bank code is the organization assigned to this GL account when you map accounts in the FMS Accounts – Vision Accounts Mapping dialog box.

Payment Terms Conversion

General Description

Deltek Vision does not have a master set of payment terms as Deltek FMS does. However, some information from FMS payment terms are converted on a vendor-by-vendor basis.

Vision does not apply payment terms to client payments, so default payment terms for clients are not converted.

Related Migration Decisions

"Vendor Hold Status Decision" on page 36.

"Vendor Discount Information Decision" on page 38.

"AP Discount Account Decision" on page 172.

Reviewing the Converted Data

To view the converted data in Vision, click **Info Center** » **Vendors** on the Vision Applications menu, and click the Accounting tab.

To see discount code information, click **Configuration** » **Accounting** » **Company AP** on the Vision Applications menu, and click the Discount Codes tab.

Due Days and Due Dates

If a vendor is assigned default FMS payment terms with due days specified, that number of days is assigned as the payment terms for the vendor in Vision.

If a vendor is assigned FMS payment terms with a due date (a day of the month) specified, **Next** (pay outstanding vouchers in the next check processing run) is assigned as the payment terms in Vision.

Discounts

If you have vendors in FMS that are assigned payment terms that provide for a discount and you select **Convert Vendor Discount Information** on the General tab of the Vision Conversion Setup dialog box, the discount rate and discount days are converted for those vendors. The Vision account you enter in **AP Discount Account** on the Accounting Company Settings tab of the Additional Vision Setup dialog box is assigned to the Standard discount code in Vision, and that discount code is in turn assigned to all of the vendors that offer a discount.

Vendors with Hold Status

If you have vendors in FMS that have the Hold Payment status and you select **Assign Hold Payment Terms to Vendors with Hold Status in FMS** on the General tab of the Vision Conversion Setup dialog box, those vendors are

assigned **Hold** as the payment terms in Vision, rather than payment terms based on their default terms in FMS.

Vendors with Pay When Paid Status

If you have vendors in FMS that have the Pay When Paid status, those vendors are assigned **PWP** as the payment terms in Vision, rather than payment terms based on their default terms in FMS.

Contacts Conversion

General Description

Deltek FMS contacts are converted as Deltek Vision contacts.

Related Migration Decisions

"Country in Addresses Decision" on page 32.

Reviewing the Converted Data

To view the converted data in Vision, click **Info Center** » **Contacts** on the Vision Applications menu. Most contact information appears on the General tab. Information converted as custom fields appear on the FMS tab.

Last Name

Because a last name is required in Vision, the value in **Name** in FMS is entered in **Last** for any contacts with no last name specified in FMS.

Employer's Firm

The contact's company name and type in Vision are the FMS contact's employer's firm name and firm type.

If a contact has no employer's firm specified or the firm is not designated as either a client or vendor, **Client** is assigned as the type.

A contact whose employer firm is both a client and a vendor in FMS is actually converted twice. One of the contacts in Vision has **Client** in the type box and the other has **Vendor**.

Addresses

If a contact's work address is the same as the employer's firm's primary address or the same as the contact's home address, it is not converted. If it is different from those two addresses, the work address information is converted as custom fields.

If a contact's alternate work address is the same as his or her work address, it is not converted. If it is different, the alternate work address information is converted as custom fields.

Whether or not the country portion of contact addresses is converted depends on which option is selected under **Country in Address** on the General tab of the Vision Conversion Setup dialog box.

If the contact's address is not in the United States, the entry in **Province/State** in FMS is shortened to 10 characters, if necessary, and added to the state code table in Vision.

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Inactive Contacts

Based on the **Inactive** check box in FMS, **Status** for each converted contact is set to **Active** or **Inactive**.

Business Management Control Information Conversion

General Description

Most of the options and data in the Business Management Control Information dialog box in Deltek FMS are not converted to Deltek Vision, though in some cases individual settings affect how other data is converted. This topic discusses the items that are converted or are involved in the conversion.

Related Migration Decisions

"Work Breakdown Structure Decisions: Projects and Billing Groups" on page 62

"Work Breakdown Structure Decisions: Phases" on page 66

"Work Breakdown Structure Decisions: Departments" on page 71

"Work Breakdown Structure Decisions: Labor Codes" on page 76

"Work Breakdown Structure Decisions: Staff Types" on page 79

Reviewing the Converted Data

To view the converted Business Management Control Information data in Vision, do the following:

If you want to view…	Then do the following from the Vision Applications menu…
Comments required for time records option	Click **Configuration** » **Time & Expense** » **Company Timesheet**, and click the Setup tab.
Invoice number options	Click **Configuration** » **Billing** » **General**, and click the General tab.
Option to allow entry of overtime hours	Click **Configuration** » **Time & Expense** » **Company Timesheet**, and click the Setup tab.
Labels	Click **Configuration** » **General** » **System Settings**, and click the Labels tab.
Time sheet approval option	Click **Configuration** » **Time & Expense** » **Company Timesheet**, and click the Setup tab.

Comments Required for Time Records

If **Time Records** is selected under **Comments Are Required For** on the Defaults tab of the Business Management Control Information dialog box, the conversion selects **Require comments when hours are entered** on the Company Timesheet Configuration form in Vision. (That check box in Vision provides the default for new projects but you can override it at the lowest WBS level for individual projects.)

For projects converted to Vision, whether they are set up to require comments for time records is based on whether comments were required for the billing group in FMS.

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Track Time and Expense by Department

Though the **Track Time and Expense by Department** check box is not converted, it determines whether the department conversion options are available to you or not.

If you selected the **Use Department Assigned on Record** option under **Department Options** so that labor expense and revenue in FMS could follow the employee rather than the project, and you want that to continue in Vision, you must convert departments as a WBS level. Otherwise, the organization to which labor and expense and revenue flow is always determined by the project in Vision.

Use Separate GL Accounts for Principals and Contract Employees

If **Principals** is selected under **Use Separate GL Accounts**, the conversion creates a "Principal" employee type in Vision. To that employee type, it assigns direct and indirect labor expense accounts. Those accounts are the Vision accounts mapped to the Direct Principal and Indirect Principal accounts specified on the GL Accounts tab of the Business Management Control Information dialog box in FMS.

If **Contract Employee** is selected under **Use Separate GL Accounts**, the conversion creates a "Contract" employee type in Vision and assigns labor expense accounts as described above for principals.

A third employee type, "Employee," is assigned the Vision accounts mapped to the FMS Direct Employee and Indirect Employee expense accounts.

Each converted employee is then assigned an employee type. Those designated as a principal in FMS are assigned the Principal type. Those with one of the Contract pay types are assigned the Contract employee type. All others are assigned the Employee type.

Track Billing Fee History

If **Track Billing Fee History** is selected on the Project Control tab, billing fee history for your billing groups is converted to Vision as custom data assigned to the corresponding project.

Invoice Number Tracking

If **Track by Project or Billing Group** under **Invoice Numbers** on the Project Control tab is not selected, the invoice number option in Vision is set to **Company Wide**, and the number in **Next Invoice Number** is assigned as the next invoice number in Vision.

If **Track by Project or Billing Group** is selected, the invoice numbering options for individual projects and billing groups are converted.

Pay Types Allowed to Have Overtime Hours

If none of the check boxes under **Pay Types Allowed to Have Overtime Hours** on the Other Defaults subtab of the Defaults tab is selected, the **Allow**

users to enter overtime check box on the Setup tab of the Company Timesheet Configuration form in Vision will not be selected following the conversion.

If one or more of the boxes are selected, the conversion program selects **Allow users to enter overtime** in Vision.

User-Defined Labels

Most of your user-defined labels on the User Labels tab can be converted to Vision labels. Which ones are actually converted and how they are used depends on your decisions about the work breakdown structure in Vision and about converting departments, labor codes, and staff types.

For example, if you convert staff types to labor codes in Vision, the **Staff Type** label is used as the labor code level associated with staff types. If you don't convert staff types to labor codes, then the **Staff Type** label has no function in Vision and isn't converted.

User-defined labels for "Firm," "Cost Type," "Expense Code," and "Fee Method" are never converted, nor are any of the billing type labels.

Minimum Bill Hours and Work Hours Increment

If you specified a minimum hour increment for entry of both work hours and bill hours on the Time & Expense: Control subtab of the Time & Expense Entry tab in the Business Management Control Information dialog box, the conversion selects **Limit timesheet entry to** on the Setup tab on the Company Timesheet Configuration form in Vision and selects the appropriate hour increment. If your increment in FMS is not a tenth, quarter, half, or whole hour (the only options in Vision), the conversion selects the increment that is closest to your FMS increment.

If you are only using one of the hours increments (only the billing hours increment, for example), this setting is not selected in Vision, since the Vision setting affects both work and bill hours.

Use Start/End Times on Timesheets

If you specified a minimum hour increment for entry of both work hours and bill hours on the Time & Expense: Control subtab of the Time & Expense Entry tab in the Business Management Control Information dialog box, and you selected **Use Start/End Times on Timesheets** on that tab, the **Enable start/end time feature** check box is selected on the Setup tab on the Company Timesheet Configuration form in Vision.

If you are not using both minimum hour increments, the **Enable start/end time feature** check box is left unselected, regardless of whether **Use Start/End Times on Timesheets** is selected or not in FMS.

Use Time Sheet Approval

If **Use Time Sheet Approval** is selected on the Time Approvals subtab of the Time & Expense Entry tab, the conversion program selects **Require**

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timesheets to be approved before posting on the Setup tab of the Company Timesheet Configuration form.

Time record approval settings on the Time Approvals subtab are not converted.

Company Holidays Conversion

General Description

The conversion adds a holiday to the holiday calendar in Deltek Vision for every holiday date specified in the Company Holidays dialog box in Deltek FMS.

Related Migration Decisions

There are no related migration decisions.

Reviewing the Converted Data

To view the converted data in Vision, click **Configuration** » **General** » **Holiday Calendar** on the Vision Applications menu.

Global Comments Conversion

General Description

The conversion creates a global comment for time entry in Deltek Vision for each Deltek FMS global comment that is designated as available for time records. Those set up only for expense records are not converted.

If a global comment in FMS is longer than 255 characters, the Vision global comment will contain only the first 255 characters.

Related Migration Decisions

There are no related migration decisions.

Reviewing the Converted Data

To view the converted data in Vision, click **Configuration** » **Time & Expense** » **Company Timesheet** on the Vision Applications menu, and click the Global Comments tab.

Time-Off Codes Conversion

General Description

Time-off codes in Deltek FMS are converted to benefit accrual codes in Deltek Vision. In some cases, an accrual schedule may also be created in Vision.

Related Migration Decisions

There are no related migration decisions.

Reviewing the Converted Data

To view the converted time-off code information in Vision, do the following:

If you want to view…	Then do the following from the Vision Applications menu…
Benefit accruals	Click **Configuration** » **Accounting** » **Time Analysis** and click the Benefit Accrual Setup tab.
Accrual schedules	Click **Configuration** » **Accounting** » **Accrual Schedule**.
Time Analysis headings and setup information	Click **Configuration** » **Accounting** » **Time Analysis**, and click the Time Analysis Headings and Time Analysis Setup tabs.

Time-Off Codes and Description

Time-off codes and descriptions are converted as benefit accrual codes and descriptions.

Be aware that this is true of time-off codes for company holidays even though holidays are not normally handled as an accrued benefit. If you want, you can delete the benefit accrual codes for holidays after the conversion.

In addition, the conversion creates an overhead project in Vision for each converted time-off code and then adds a row for each of those projects on the Time Analysis Setup tab of the Time Analysis and Benefit Accrual form. (If a project with the same ID as a time-off code already exists, a new project is not created. Instead, the resulting benefit accrual in Vision is linked to the existing project.)

Warn if Entry Exceeds Available Hours

If a time-off code has **Entering Time Records** selected under **Warn if Entry Exceeds Available Hours When**, the conversion sets **Check Hours Entered Against Earned** for the benefit accrual code:

- If the **Allow Entry** option is selected in FMS, **Check Hours Entered Against Earned** is set to **Warning**.

- If the **Don't Allow Entry** option is selected in FMS, **Check Hours Entered Against Earned** is set to **Error**.

If **Entering Time Records** is not selected under **Warn if Entry Exceeds Available Hours When**, then **Check Hours Entered Against Earned** is set to **None**.

> This Vision feature is only available if you have Vision Time and Expense.

None of the other options under **Warn if Entry Exceeds Available Hours When** is converted to Vision.

Maximum Hours

The maximum number of hours for a time-off code is converted as the maximum accrual for the corresponding benefit accrual.

Accumulation Based on Years of Service

If **Base Accumulation Rate on Years of Service** is selected and **Type** under **Accumulation Method** is **Each Pay Period**, an accrual schedule is created in Vision. The **Years of Service** entries in FMS are used to determine the starting and ending months for each row of the accrual schedule. The value in **Hours Per Year** in Vision is calculated from the entry in **Rate per Pay Period** and the number of pay periods per year for the employees assigned the time-off code.

If a time-off code is assigned to employees with different numbers of pay periods per year, multiple accrual schedules are created in Vision for that time-off code.

When the conversion creates an accrual schedule, it assigns it as the default accrual schedule for the corresponding benefit accrual. If multiple accrual schedules were created, for the reason described above, the conversion does not assign a default accrual schedule to the benefit accrual. Instead, it assigns the appropriate schedules to the individual employees.

Default GL Account

The default employer expense account under **Employee** for a time-off code in FMS becomes a part of the setup information for the Time Analysis report in Vision.

The Vision account that is mapped to the default employer expense account for the FMS time-off code is assigned to the corresponding overhead project row on the Time Analysis Setup tab on Time Analysis and Benefit Accrual form as the expense account to be used for time entered for the overhead project.

Employees Conversion

General Description

The conversion creates employee records in Deltek Vision for all employees set up in Deltek FMS.

If you have any employees for whom you've entered normal AP invoices, the conversion creates a vendor record for them in the Vendors Info Center as well as creating the employee record. (For more information, see "Vendors Conversion" on page 334.)

Related Migration Decisions

"Country in Addresses Decision" on page 32

"Work Breakdown Structure Decisions: Staff Types" on page 79

"Job Cost Frequency and Payroll Frequency Decisions" on page 87

"Work Breakdown Structure Decisions: Departments" on page 71

Reviewing the Converted Data

To view most of the converted employee information in Vision, click **Info Center** » **Employees** and go to these tabs:

- General

- Personal

- Accounting

- Time

- Expense

To view benefit accrual hours taken and available, click **Human Resources » Benefit Hours » Adjustments**.

Name

The name in **Legal Name** is converted as the employee's name in Vision.

If the name in **Name** is different than the first and last name in **Legal Name**, it is converted as the preferred name in Vision.

Staff Type

If you choose to convert staff types as labor categories, each employee is assigned the labor category created from his or her default staff type.

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If you choose to convert staff types as Vision labor codes and do not convert FMS labor codes as Vision labor codes, each employee is assigned the labor code created from his or her default staff type.

If both staff types and FMS labor codes are converted as Vision labor codes, no labor code is assigned to employees.

Pay Type

Employees whose FMS pay type is Salaried or Salaried-Fluctuating are assigned the Salary job cost type in Vision. All other FMS pay types are converted to the Hourly job cost type.

If you have the Vision Payroll module, the conversion sets the pay rate type in Vision to match the job cost type.

Payroll Period

Employee payroll periods are not converted. In Vision, the payroll frequency, timesheet frequency, and job cost frequency are set at the company level. Before converting data, you set these frequencies on the Employees tab of the Vision Conversion Setup dialog box.

Hours per Period

An employee's normal number of hours per pay period in FMS is converted to hours per day in Vision.

Pay Period Salary and Hourly Cost Rate

For employees with the Salary job cost type in Vision, the pay period salary is converted as the job cost rate if the job cost frequency is the same as the employee's pay period in FMS. If they are different, the job cost rate is calculated by dividing the employee's annual salary in FMS by the number of pay periods in the year based on the job cost frequency.

For hourly employees, the hourly cost rate in FMS is converted as the job cost rate.

If you have Vision Payroll, the job cost rate is also assigned as the pay rate. And if you have Vision Planning, the job cost rate is assigned as the provisional cost rate.

Overtime Cost Multiplier

Overtime cost multipliers in FMS become job cost overtime percentages in Vision.

If you have Vision Payroll, they also become pay rate overtime percentages. And if you have Vision Planning, overtime cost multipliers are converted as provisional cost overtime percentages.

Hourly Base Billing Rate

The hourly base billing rate in FMS is converted as a custom field.

If you select **Create Labor Rate Schedule for Default Employee Billing Rates** on the Labor Rate Schedules tab of the **FMS Billing – Vision Billing Terms** dialog box, the conversion also creates an FMS Default Employee Billing Rates labor rate table in Vision that contains all employee hourly base billing rates. For more information on this table, see "Labor Rate Schedule Decisions" on page 135.

If you have Vision Planning, hourly base billing rates are also assigned as provisional billing rates.

Department

If you convert FMS departments to Vision organizations, each employee is assigned to the Vision organization to which the employee's department is converted.

Percent of Direct Hours Budget

The entry in **% Direct Hours Budget** in FMS is converted to the target ratio in Vision. If you have Vision Planning, it is also converted to the utilization ratio.

Addresses, Email, Phone,…

All of the information on the Communication tab of the Employees dialog box in FMS is converted either to equivalent data items in Vision or to custom fields on the FMS tab.

The employee's home address in FMS is converted to the employee address that appears on the Personal tab of the Employee Info Center in Vision. Work address is only converted if it is different than both the company primary address and the employee's home address. If it is converted, it is as custom fields on the FMS tab. Similarly, the alternate work address is converted only if it is different than the work address.

Classification Labels

Employee classification labels are converted as custom fields and appear on a Classification tab.

Time-Off Codes

Time-off codes are converted to benefit accrual codes in Vision. (See "Time-Off Codes" on page 288 for details.)

When employee information is converted, the benefit accrual codes created from the time-off codes assigned to an employee are assigned to that employee in Vision on the Accounting tab of the Employee Info Center.

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Time-Off Codes: Rate

If an accrual schedule was created when a time-off code was converted, that schedule is assigned along with the benefit accrual code. If no schedule was created and the accumulation type of the time-off code in FMS is **Each Pay Period**, the pay period rate is converted to hours per year based on the number of the employee's FMS pay periods that occur in a year.

Time-Off Codes: Maximum Hours

Has Maximum and **Maximum** for an employee's benefit code are set during conversion based on whether the maximum for the time-off code for the employee in FMS was the same as the maximum set in the Time-Off Codes dialog box. If the employee's maximum matches the time-off code maximum, **Has Maximum** is set to **System**. If they are different, **Has Maximum** is set to **Yes** and **Maximum** is set to the employee's maximum amount. If the employee's maximum is 0, **Has Maximum** is set to **No**.

Time-Off Codes: Available Hours

The number of available hours for a time-off code in FMS is used to determine the year-to-date earned and taken hours for the benefit accrual in Vision.

The conversion calculates the number of hours used for the time-off code for the current year by reading through the employee's time records. That number goes in **YTD Taken** on the Benefit Hours Adjustments form in Vision. To that number, it adds the number of hours in **Available Hours** for the time-off code in FMS and assigns that sum to **YTD Earned** on the Benefit Hours Adjustments form.

Time-Off Codes: Alternate Start Date

The alternate start date for an employee's time-off code is converted to **Change Date** for the corresponding benefit accrual in Vision. If there is no alternate start date for the time-off code, the employee's start date is assigned.

> Because the alternate start date in FMS and the change date in Vision have somewhat different functions, this date is likely to be incorrect for many employees. Following the conversion, you should review employee change dates and enter corrected dates when necessary.

Personnel Management: Employee Data

All of the information on the Employee Data subtab of the Personnel Management tab in the Employees dialog box in FMS is converted either to equivalent data items in Vision or to custom fields on the FMS tab.

Personnel Management: Reviews

All of the information on the Reviews subtab of the Personnel Management tab in the Employees dialog box in FMS is converted to custom fields on the FMS tab in the Employee Info Center.

In addition, the most recent date under **Next Review** is assigned to **Raise Date**.

Payroll Adjustments, Taxes, Direct Deposit, and GL Accounts Information

If you have Vision Payroll, see "Employee Payroll Information Conversion" on page 402 for information about the conversion of payroll adjustments, payroll taxes, payroll direct deposit information, and GL accounts for payroll.

Employee Expenses: General

The following items on the General subtab of the Employee Expenses tab are converted to custom fields on the FMS tab in the Employee Info Center: credit limit, payment limit, **Subcontractor** check box, reference, float days, and the department to which indirect expenses are to be assigned. No other information from this subtab is converted.

Employee Expenses: Classification Labels

Employee expense classification labels are converted as custom fields and appear on the Classification tab.

If the conversion also created a vendor in Vision for the employee, these labels also appear on a Classification tab in the Vendor Info Center.

Employee Expenses: Form 1099

The following items on the Form 1099 subtab of the Employee Expenses tab are converted to custom fields on the FMS tab in the Employee Info Center: **Requires Form 1099** check box, tax ID, **Other Name** under **Recipient Name Box**, and all 1099 payments information. No other information from this subtab is converted.

Employee Expenses: Direct Deposit

Most employee expense direct deposit account information is converted to Vision and appears in the direct deposit grid on the Accounting tab of the Employee Info Center. (This grid also contains any accounts used for payroll direct deposit.)

Only eight of the nine digits in bank routing numbers are converted; Vision calculates the final check digit value. The account used for deposit of employee expense reimbursements is always converted to Vision with **100.00** in **Expense Repayments Percent**.

Employees Set Up for Employee Expense Entry

If you have employees you've set up for employee expense entry in FMS, the conversion not only converts those employees to Vision employees, but it also creates a Vision vendor for each them. This occurs whether or not any of an employee's employee expense sheets or AP invoices are actually converted. Because there is no firm information in FMS for these employees, the

conversion sets up the vendor data using employee information only. The employee ID, name, and addresses are converted to vendor number, vendor name, and vendor addresses.

We recommend that you review each of these vendor records carefully in Vision after the conversion to make sure, first of all, that you need the vendor record at all and, if you do need it, that the vendor is set up the way you want.

Finance Charges Conversion

General Description

If a Deltek FMS finance charge method is assigned to a billing group on the Billing Info tab of the Billing Groups dialog box, a monthly charge is calculated from the annual charge rate, and the monthly rate and the minimum overdue days from that finance charge method are converted as part of the billing terms for the converted billing group in Deltek Vision. The finance charge method itself is not converted.

Related Migration Decisions

There are no related migration decisions.

Reviewing the Converted Data

To view the converted data in Vision, click **Billing** » **Billing Terms** on the Vision Applications menu. Select the Vision project for which you want to view the finance charge information, and go to the Misc tab.

Annual Charge Rate

The conversion calculates a monthly charge rate from the rate in **Annual Charge Rate.** The monthly rate then goes to **Interest** on the Misc tab in the Billing Terms form.

> When applying a finance charge, FMS calculates a daily rate and then determines the finance charges based on the days overdue. Vision, however, just applies the rate in **Interest** to the full overdue amount. It does not take into account how many days overdue the amount is. If you bill monthly in Vision, the finance charge calculated during billing using the converted rate will be the overdue amount multiplied by the monthly rate in **Interest**. If you do not bill on a monthly cycle or if you want to charge more than a monthly rate, you can change the rate in Vision after the conversion.

Minimum Overdue Days

The number of days in **Minimum Overdue Days** goes to **Grace period** on the Misc tab in the Billing Terms form.

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Fee Methods Conversion (Non-Tax)

General Description

Non-tax fee methods assigned to billing groups through their billing rate schedules in Deltek FMS are converted to add-on fees in the billing terms for the converted billing groups in Deltek Vision. The fee methods themselves are not converted, only the specific instances of them in billing rate schedules.

Depending on the choice you make on the Fee Methods tab in the FMS Billing – Vision Billing Terms dialog box, the add-on fee information in Vision is a standard set of data for each fee that you specify in the FMS Billing – Vision Billing Terms dialog box or is based on the fee information in each billing group's billing rate schedule.

Related Migration Decisions

"Tax Fee Methods Decisions" on page 144.

Reviewing the Converted Data

To view the converted data in Vision, click **Billing** » **Billing Terms** on the Vision Applications menu, and select the project.

If you converted billing groups as the WBS1 level, click the Add-ons tab. If you converted billing groups as WBS2, click the icon in the upper-left corner of the Billing Terms form to reveal the work breakdown structure for the project, click the billing group, and then click the Add-ons tab

Work Breakdown Structure

Fee methods that are not set up for specific phases are converted to add-on fees for the billing group work breakdown structure level in Vision.

If phases are converted as a work breakdown structure level, fee methods that are set up for specific phases for billing groups with either the Phased Cost Plus to a Maximum billing type or the Phased Specified Fee billing type are converted to add-on fees for the phase work breakdown structure level in Vision.

A fee method assigned to a phase in FMS is converted to an add-on fee with a 0.00 amount for the billing group work breakdown structure level if phases are not converted as a work breakdown structure level or if the phase's billing group does not have the Phased Cost Plus to a Maximum billing type or the Phased Specified Fee billing type.

Amount or Percent

You have two options for calculating add-on fees in Vision: as a rate (percentage of basis) or as an amount.

If the fee method in FMS has either **Rate** or **Fixed Amount** in **Calculation** in the Billing Rate Schedules dialog box, the percentage or amount for that fee method is assigned to the add-on fee in Vision.

If the fee method has either **% of Maximum** or **% of Contract**, the conversion calculates an amount for the Vision add-on fee using the percentage and the maximum or contract amount for the fee method.

If the fee method has **Amount per Unit**, the conversion sets up the add-on fee with **0.00** in **Amount** in Vision.

Basis

In Vision, the basis to which the add-on fee is applied is any combination of the following: labor, expenses, consultants, fees, units, and all add-on fees.

If, as part of the conversion setup, you specify a standard set of fee calculation information for each fee method, you indicate the components of the basis as part of that process.

If, instead, you decide that the add-on calculation information is to be derived from individual billing rate schedules, the conversion determines the components of the basis based on what the fee method is assigned to in FMS (billing summary, billing group, expense cost type,…). For fee methods with a combined basis in FMS, all other add-on fees for the billing group or phase are included in the basis if you select the **Include All Add Ons in Basis** option on the Fee Methods tab of the FMS Billing – Vision Billing Terms dialog box. If you instead select **Don't Use a Combined Basis,** fee methods with a combined basis in FMS will not have a combined basis once they are converted to Vision add-ons.

GL Accounts

If you are converting fee methods using standard sets of calculation information, you enter the Vision income account you want to use for each add-on fee on the Fee Methods page of the FMS Billing – Vision Billing Terms dialog box.

If you are converting fee methods based on information in billing rate schedules, the Vision account mapped to the default income account for the fee method as specified in the Fee Methods dialog box is used. (If the fee method is set up so that income goes to GL accounts for cost types, **Account** is left blank for the add-on fee.)

Add-on Maximums

As part of the billing terms in Vision, you can specify a maximum amount for all add-on fees for a billing group or phase. If you select **Convert Sum of Fee Method Maximums as Add-On Maximum** on the Fee Methods tab of the FMS Billing – Vision Billing Terms dialog box, the conversion program calculates the sum of all fee method maximums and assigns that amount as the add-on maximum in Vision. (Note that this is not done for billing groups with billing types, such as Cost Plus to a Maximum, that involve a maximum.)

Deltek

Tax Fee Methods Conversion

General Description

Deltek FMS fee methods designated as taxes and assigned to projects selected for conversion are converted to Deltek Vision tax codes. Those tax codes are then assigned in the billing terms for the corresponding Vision projects.

Related Migration Decisions

"Tax Fee Methods Decisions" on page 144.

Reviewing the Converted Data

To view the tax codes created from the FMS tax methods, click **Configuration** » **Accounting** » **Taxes** on the Vision Applications menu.

To view the tax codes assigned to projects, select the project in the Project Info Center, click **Billing Terms** to open the Billing Terms form, and go to the Misc tab.

Fee Method ID and Description

The fee method ID and description become the code and description for the Vision tax code.

Rate

The rate in **Fee Rate** in the Fee Methods dialog box is the default rate for the Vision tax code. However, you can change that rate in the FMS Billing – Vision Billing Terms dialog box, if necessary.

GL Accounts

On the Tax Methods tab of the FMS Billing – Vision Billing Terms dialog box, the Vision GL account that is mapped to the fee method's default liability account is entered as both the credit account and debit account for the tax code. If necessary, you can change one or both of the accounts.

What the Tax Applies To

A tax can apply to any combination of the following:

- Labor billing

- Consultant billing

- Expense billing

- Fee billing

- Unit billing

- Add-on fee billing

For each tax that will be converted, you specify the types of billing it applies to on the Tax Methods tab of the FMS Billing – Vision Billing Terms dialog box before your data is converted.

If a Billing Group Has More Than Three Tax Methods

In Vision, a WBS component cannot be assigned more than three tax codes. The conversion program assigns the tax codes created from the first three tax methods listed on the Fee Methods tab in the Billing Rate Schedule in FMS. If there are other taxes assigned in that schedule, they are not assigned to the Vision project.

Deltek

Billing Rate Schedules Conversion

General Description

From the Deltek FMS billing rate schedules assigned to billing groups that are converted, you can convert the following:

- Labor rate exceptions for employees or staff types

- Fee and tax methods

Expense rate exceptions on the Expense Rates tab of the Billing Rate Schedules dialog box aren't converted.

Labor Rate Exceptions

The entries you make on the Labor Rate Schedules tab of the FMS Billing – Vision Billing Terms dialog box control if and how labor rate exceptions are converted.

If you are converting staff types to Deltek Vision labor categories and you have billing rate schedules that contain labor rate exceptions that consist of just a staff type and a rate, you have the option to convert the staff type exceptions from those schedules to labor category tables containing the staff type billing rates. (Labor rate exceptions in the schedule that contain anything other than, or in addition to, staff type and rate are not converted.)

> If you map two staff types to the same labor category and a billing rate schedule includes rates for both of those staff types, the conversion program assigns the rate for the first staff type to the labor category in the labor category table. The rate for the second staff type is not converted.

If you have billing rate schedules with exceptions that consist of just an employee and a rate, you have the option to convert the employee exceptions from those schedules to labor rate tables containing the employee billing rates. (Labor rate exceptions that contain anything other than, or in addition to, employee and rate are not converted.)

Fees and Taxes

For a description of the conversion of fee methods and tax methods in billing rate schedules, refer to these topics:

"Fee Methods Conversion (Non-Tax)" on page 297

"Tax Fee Methods Conversion" on page 299

Related Migration Decisions

"Labor Rate Schedule Decisions" on page 135

"Work Breakdown Structure Decisions: Staff Types" on page 79

"Staff Type-to-Vision Labor Category Mapping Decisions" on page 133.

Reviewing the Converted Data

To view the labor rate tables created in Vision, click **Billing** » **Billing Rate Tables** » **Labor Rates** on the Vision Applications menu.

To view the labor category tables created in Vision, click **Billing** » **Billing Rate Tables** » **Labor Categories** on the Vision Applications menu.

Schedule ID and Description

The billing rate schedule ID is not converted, but the ID of the schedule assigned to a billing group is converted to a custom field as part of the billing group conversion.

The schedule description becomes the table name for the labor rate table or labor category table created from the schedule.

Effective Dates

If you convert a billing rate schedule that has rates defined by effective date, the **Enable effective dates for labor billing rates** is selected on the Miscellaneous tab of the Billing Setup form in Vision (**Configuration** » **Billing** » **General**). In the labor rate table or labor category table, the conversion creates a separate row for each employee/effective date combination or each labor category/effective date combination.

Billing Group Rate Schedule Assignments

When a billing rate schedule is converted, the billing terms for the projects/billing groups to which the schedule is assigned are updated:

- If the schedule is converted to a labor rate table, the **Labor Method** is set to **Rate table** and the labor rate table is assigned in **Rate Table**.

- If the schedule is converted to a labor category table, the **Labor Method** is set to **By category** and the labor category table is assigned in **Rate Table**.

If you don't convert a schedule, the billing terms for the billing groups using that schedule in FMS are either assigned the default labor rate table, if it exists, or are assigned no labor method and rate table.

Expense Rates

Expense rate exceptions aren't converted. However, if **Assign the Following Multiplier to All Expenses** is selected for a billing rate schedule, that multiplier is entered in **Multiplier** for expense, consultant, and unit terms on the Exp/Con/Unit tab of the Billing Terms form.

Deltek

Clients Conversion

General Description

Deltek FMS firms designated as clients are converted to clients in Deltek Vision.

> Firms that are not designated as either a client or a vendor are also converted to clients in Vision.

Related Migration Decisions

"Country in Addresses Decision" on page 32

Reviewing the Converted Data

To view the client information in Vision, click **Info Center** » **Clients** on the Vision Applications menu.

Addresses, Email, Phone…

Most of the information on the Communication tab of the Firms dialog box in FMS is converted either to equivalent data items in Vision or to custom fields on the FMS tab.

Whether or not the country portion of firm addresses is converted depends on which option you selected under **Country in Address** on the General tab of the Vision Conversion Setup dialog box.

If the firm's address is not in the United States, the entry in **Province/State** is FMS is shortened to 10 characters, if necessary, and added to the state code table in Vision.

Vendor ID

If a client firm is also a vendor, the conversion does the following:

- Creates both a client and a vendor in Vision

- Selects the **Vendor** check box on the General tab of the Clients Info Center and enters the vendor to which the client is linked

- Enters the client in **Linked Client** on the General tab of the Vendors Info Center

Contacts

Both current and past contacts for an FMS client firm are converted to Vision contacts and assigned to the client. Past contacts have the Inactive status in Vision. (For more on how FMS contacts are converted, see "Contacts Conversion" on page 280).

Because contacts can't be designated as the primary, billing/shipping, or shipping contact for clients in Vision, that information is preserved in custom fields on the FMS tab.

Classification Labels

Firm and client classification labels are converted as custom fields and appear on a Classification tab.

Client Information: Main Subtab

Information in **Credit Limit** and **Reference** on the Main subtab of the Client Information tab are converted to custom fields on the FMS tab. No other information from that subtab is converted.

Client Information: Collection Notifications Subtab

No information from the Collection Notification subtab of the Client Information tab is converted.

Inactive Clients

An inactive client firm in FMS is converted to a "dormant" client in Vision.

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Projects Conversion

General Description

The Deltek FMS projects you select for conversion in the Projects to Convert dialog box are converted to Deltek Vision projects (WBS1).

If you also elect to convert billing groups at the first work breakdown structure level, a Vision project is created for each project-billing group combination.

If you convert billing groups at the second work breakdown structure level, one Vision project is created for each FMS project, and each billing group for a project is converted to the WBS2 level under the project.

Converting Billing Groups to WBS2: Exceptions

If you convert billing groups at the WBS2 level, this normally results in one Vision project for each FMS project converted. However, there are some exceptions:

- If an FMS project has both proposal and regular billing groups, one Vision project is created for the proposal billing groups and a second project for the non-proposal billing groups.

- If an FMS project has both overhead and regular billing groups, one Vision project is created for the overhead billing groups and a second project for the non-overhead billing groups.

- If billing groups for a project have more than one client, a project is created in Vision for each billing group client.

- If two billing groups for a project have the same client but have different billing contacts, a separate project is created for each client-contact combination.

Related Migration Decisions

"Work Breakdown Structure Decisions: Projects and Billing Groups" on page 62

"Custom Invoice Format Decisions" on page 147

"Country in Addresses Decision" on page 32

Reviewing the Converted Data

To view the converted project information in Vision, click **Info Center** » **Projects** on the Vision Applications menu.

Project Work Breakdown Structure

This topic only discusses the conversion of information you enter in the Projects dialog box in FMS. For descriptions of how the components of the project work breakdown structure are converted, see the following:

- "Billing Groups Conversion" on page 310

- "Phases Conversion" on page 317

- "Departments Conversion" on page 320

- "Staff Types Conversion" on page 322

- "Labor Codes Conversion" on page 324

- "Expense Codes Conversion" on page 326

Project ID and Title

If, as is most common, you combine FMS projects and billing groups at WBS1 in Vision, the project number in Vision is by default a combination of the project ID and the billing group ID. However, you can choose, on the WBS tab of the Vision Conversion Setup dialog box, to drop the billing group ID from the Vision project number when the FMS project has only one billing group. If you select **Omit the Billing Group ID for Projects with Only One Billing Group** check box, the conversion uses only the FMS project ID as the Vision project number.

If you don't combine projects and billing groups at WBS1, the FMS project ID becomes the project number in Vision.

> **Exceptions:** If you convert billing groups at the WBS2 level and the conversion creates more than one Vision project for an FMS project because of the billing types of the billing groups or because the billing groups do not all have the same client, the project numbers may consist of the FMS project ID and additional information to distinguish the Vision projects.
>
> For example, if two projects are created because the FMS project included both phased and non-phased billing groups, the project numbers are the FMS project ID for the Vision project to which the non-phased billing groups are converted and the project ID followed by *:Phased* for the project to which the phased billing groups are converted.

If you combine projects and billing groups at WBS1, the project title is used for both the short and long name for the Vision project unless you select the **Use Billing Group Title Instead of Project Title for Combined Projects** check box on the WBS tab of the **Vision Conversion Setup** dialog box. In that case, the billing group title is used instead. Truncation of either of these titles may occur in Vision because of field length restrictions.

Both the project title and billing group title are also converted to custom fields on the FMS tab.

Inactive or Completed Projects

Inactive or completed projects that you select for conversion normally have the Dormant status in Vision. However, if the converted project has an outstanding AR balance, its status is set to Active.

The inactivation date and completion status are converted to custom fields on the FMS tab. The completion date appears in **Actual** under **Completion Dates** on the Dates & Costs tab of the Project Info Center.

Client

The project's client assignment isn't converted to Vision.

If projects and billing groups are combined at the WBS1 level, the billing group's client becomes both the project's primary client and its billing client in Vision.

If billing groups are converted at the WBS2 level, each billing group's client becomes the primary and billing client for the corresponding WBS2 code, and the first billing group's client becomes the primary and billing client for the project.

Invoice Address

If projects and billing groups are combined at the WBS1 level, the project's invoice address isn't converted, and the billing group's invoice address appears in **Client Address** on the General tab of the Project Info Center and in **Billing Address** on the Accounting tab.

If you convert billing groups at the WBS2 level, the project's invoice address becomes the client address and billing address for the Vision project.

Principal and Project Manager

If you've assigned a principal to an FMS project, the principal is converted to **Principal-in-Charge** on the General tab of the Project Info Center.

The project manager specified in the Projects dialog box is converted to **Project Manager** on the General tab of the Project Info Center if you convert billing groups at the WBS2 level. If you combine projects and billing groups at the WBS1 level, the billing group manager is converted to **Project Manager** for the project.

Classification Labels

Project classification labels are converted as custom fields and appear on a Classification tab.

Billing Reports

Invoices and billing-related reports in Vision are not printed using Crystal Reports files, so the billing report assignments on the Billing Reports tab are not converted.

However, if you are using one of the standard Crystal Reports formats for invoices, some of the settings from that format are converted to settings in the project's billing terms and invoice template in Vision. If you are using a custom invoice format for a project, you have the option to do the same for that format. See "Custom Invoice Format Decisions" on page 147 for more information.

> Because how billing is accomplished in Vision is different than in FMS, the conversion of invoice formats does not result in invoices that match those in FMS. After the test conversion, it is important that you print trial invoices and, as necessary, work with the billing options in Vision to get the invoices formatted the way you want.

Invoice Numbering

Whether the invoice numbering information on the Billing Reports tab of the Projects dialog box is used in Vision depends on how you handle invoice numbers in FMS.

If…	And…	Then…
Track by Project or Billing Group is selected on the Project Control tab of the Business Management Control Information dialog box	**Track by Project** is selected on the Billing Reports tab of the Projects dialog box	The project's next invoice number is converted to **Next Invoice Number** on the Misc tab of the Billing Terms form.
Track by Project or Billing Group is selected on the Project Control tab of the Business Management Control Information dialog box	**Track by Billing Group** is selected on the Billing Reports tab of the Projects dialog box *And* You are combining projects and billing groups at the WBS1 level	The billing group's next invoice number is converted to **Next Invoice Number** on the Misc tab of the Billing Terms form.
Track by Project or Billing Group is selected on the Project Control tab of the Business Management Control Information dialog box	**Track by Billing Group** is selected on the Billing Reports tab of the Projects dialog box *And* You are converting billing groups at the WBS2 level	The highest of the billing groups' next invoice numbers is converted to **Next Invoice Number** on the Misc tab of the Billing Terms form.

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If…	And…	Then…
Track by Project or Billing Group is not selected on the Project Control tab of the Business Management Control Information dialog box		The next invoice number from the Project Control tab of the Business Management Control Information dialog box becomes the next invoice number used company-wide in Vision.

Billing Groups Conversion

General Description

The Deltek FMS projects you select for conversion in the Projects to Convert dialog box are converted to Deltek Vision projects at the first work breakdown structure level (WBS1). You have two options for converting the billing groups for those projects:

- If you also elect to convert billing groups at the WBS1 level, a Vision project is created for each project-billing group combination.

- If you convert billing groups at the second work breakdown structure level (WBS2), one Vision project is created for each FMS project, and each billing group for a project is converted to the WBS2 level under the project.

Converting Billing Groups to WBS2: Exceptions

If you convert billing groups at the WBS2 level, this normally results in one Vision project for each FMS project converted. However, there are some exceptions:

- If an FMS project has both proposal and regular billing groups, one Vision project is created for the proposal billing groups and a second project for the non-proposal billing groups.

- If an FMS project has both overhead and regular billing groups, one Vision project is created for the overhead billing groups and a second project for the non-overhead billing groups.

- If billing groups for a project have more than one client, a project is created in Vision for each billing group client.

- If two billing groups for a project have the same client but have different billing contacts, a separate project is created for each client-contact combination.

Related Migration Decisions

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Reviewing the Converted Data

To view the converted billing group information in Vision, click **Info Center** » **Projects** on the Vision Applications menu. To see some billing-related information, you will also need to open the Billing Terms form.

Work Breakdown Structure

This topic only discusses the conversion of information you enter in the Billing Groups dialog box. For descriptions of how the other components of the project work breakdown structure are converted, see the following:

- "Projects Conversion" on page 305

- "Phases Conversion" on page 317

- "Departments Conversion" on page 320

- "Staff Types Conversion" on page 322

- "Labor Codes Conversion" on page 324

- "Expense Codes Conversion" on page 326

Billing Group ID

If, as is most common, you combine FMS projects and billing groups at the WBS1 level in Vision, the project number in Vision is a combination of the project ID and the billing group ID. If you don't combine them, the FMS project ID becomes the project number in Vision, and the billing group ID becomes the WBS2 identifier.

If you elect to combine projects and billing groups at the WBS1 level, you can choose, on the WBS tab of the Vision Conversion Setup dialog box, to drop the billing group ID from the Vision project number when the FMS project has only one billing group. If you select **Omit the Billing Group ID for Projects with Only One Billing Group** check box, the conversion uses only the FMS project ID as the Vision project number.

Billing Group Title

If you combine projects and billing groups at WBS1, the project title is used for both the short and long name for the Vision project unless you select **Use Billing Group Title Instead of Project Title for Combined Projects** on the WBS tab of the Vision Conversion Setup dialog box. In that case, the billing group title is used instead.

If you convert billing groups at the WBS2 level, the billing group title is used for the short and long names at the WBS2 level. (If a billing group has no title in FMS, the billing group ID is used for the names in Vision.)

Truncation of all titles may occur in Vision because of field length restrictions.

Both the project title and billing group title are also converted to custom fields on the FMS tab.

Inactive Billing Groups

Inactive billing groups normally have the Dormant status in Vision. However, if the converted billing group has an outstanding AR balance, its status is set to Active.

The inactivation date is converted to a custom field on the FMS tab.

Billing Type

The FMS billing type itself is converted to a custom field on the FMS tab.

The conversion uses the billing type to determine the Vision project's charge type (Regular, Overhead, or Promotional), and it uses the billing type, along with the billing rate schedule and invoice format, to determine how to set up billing terms for the project.

> The conversion of billing information in FMS to billing terms in Vision saves you a lot of work in preparing to print invoices in Vision. However, because the way you set up and control the billing process in Vision is so different from how you do it in FMS, the conversion is not perfect and does not result in Vision invoices that are identical to your FMS invoices. After the conversion, be sure you review the billing terms and invoice formats carefully for your active projects and make any changes that are necessary to get the results you want.

Phased Billing Types and Sublevel Billing Terms

When you convert a billing group with the Phased Fixed Fee, Phased Percent of Construction, or Phased Cost Plus billing type, the conversion does not set up sublevel billing terms at the phase level of the work breakdown structure in Vision, because it can set up billing by phase using the **Enable Posting by Billing Phase** check box and the **Billing Phases** grid on the Fees tab of the Billing Terms form.

For billing groups with the Phased Specified Fee or Phase Cost Plus to a Maximum billing type, however, the conversion does set up sublevel billing terms. In the case of Phase Specified Fee, the required fee method is **Current unit or fee**, but when you use that method, Vision does not give you access to the **Billing Phases** grid, so you can't enter phase fee amounts. Sublevel terms are necessary for Phased Cost Plus to a Maximum billing groups because the **Billing Phases** grid has no column for entering a billing limit.

Department

If you convert departments in FMS to Vision organizations, the department assigned to a billing group in FMS determines the organization assigned to the corresponding WBS level in Vision and, in some cases, to other WBS levels:

- If projects and billing groups are combined at the WBS1 level, the organization you map to the billing group's department becomes the project's organization.

- If billing groups are converted at the WBS2 level, the organization you map to each billing group's department becomes the organization for the corresponding WBS2 component in Vision. The project's organization, in that case, is the one mapped to the first billing group's department.

- If you convert phases at a WBS level, the WBS component corresponding to an FMS phase is assigned the organization you mapped to the department for that phase's billing group.

- If you convert labor codes at a WBS level, the WBS component corresponding to an FMS labor code is assigned the organization you mapped to the department for that labor code's billing group.

- If you also convert departments at a WBS level, the WBS component corresponding to an FMS department is always the organization you mapped to that department.

If you are using departments but don't convert them to organizations, the information linking a billing group to a department is not converted.

Fixed Department Allocation

In FMS, you can set up a billing group so that specified departments are allocated predetermined percentages of income and expenses regardless of the actual costs and charges each generates based on the departments entered in time and expense records. Vision, however, does not provide this option, so fixed department allocations you've set up for your billing groups are not converted.

Billing Fee and Fee History

If projects and billing groups are combined at the WBS1 level, the billing group's billing fee is converted to **Compensation** on the Budget & Revenue tab for the project. If billing groups are converted at the WBS2 level, the billing fee is converted to **Compensation** for that WBS2 component, and **Compensation** for the project becomes the sum of the compensation amounts for its billing groups. In either case, the billing fee is also converted to **Fee** on the Fees tab of the Billing Terms form for billing groups with a fixed fee billing type.

If **Track Billing Fee History** is selected on the Project Control tab of the Business Management Control Information dialog box, a billing group's billing fee history is converted to a custom grid on the FMS tab.

Phases

How a billing group's phases are converted depends on the option you choose under **Convert Phases As** on the WBS tab of the Vision Conversion Setup dialog box. For more information, see "Phases Conversion" on page 317.

Comments Required for Time Records

The conversion sets the value of **Require Comments for Hours** on the Time & Expense tab of the Project Info Center in Vision based on the corresponding settings in FMS:

- If the **Time Records** check box under **Comments Required For** for all billing groups in FMS agrees with the global setting in the Business Management Control Information dialog box, **Require Comments for Hours** is set to **Company** for all converted projects.

- If this setting is different from that in the Business Management Control Information dialog box for one or more billing groups, then **Require Comments for Hours** is set to **Yes** or **No** for each converted project based on the billing group setting.

Client

If projects and billing groups are combined at the WBS1 level, the billing group's client becomes both the project's primary client and its billing client in Vision.

If billing groups are converted at the WBS2 level, each billing group's client becomes the primary and billing client for the corresponding WBS2 component, and the first billing group's client becomes the primary and billing client for the project.

Invoice Address

If projects and billing groups are combined at the WBS1 level, the project's invoice address isn't converted, and the billing group's invoice address appears in **Client Address** on the General tab of the Project Info Center and in **Billing Address** on the Accounting tab.

If you convert billing groups at the WBS2 level, the project's invoice address becomes the client address and billing address for both the project and for the WBS2 components.

Contact

If projects and billing groups are combined at the WBS1 level, the project's contact isn't converted, and the billing group's contact appears in **Primary Contact** on the General tab of the Project Info Center and in **Billing Contact** on the Accounting tab.

If you convert billing groups at the WBS2 level, the project's billing contact becomes the primary contact and billing contact for both the project and for the WBS2 components.

Billing Rate Schedule

The schedule ID for the billing rate schedule assigned to a billing group appears as a custom field on the FMS tab in Vision. The information in the billing rate schedule is used to set up billing terms in Vision. For more on billing

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rate schedule conversion, see "Billing Rate Schedules Conversion" on page 301.

Retainage

If the billing group is set up with a retainage withholding percentage, the percentage is converted to **Percent** for retainage on the Misc tab of the Billing Terms form, and the maximum amount is converted to **Limit**.

Percent Complete Calculation

The percent complete calculation method affects both the calculation of WIP and fee billing in FMS. However, these are handled differently in Vision, so the method is only converted to a custom field on the FMS tab.

Finance Charges

The finance charge method assignment is not converted. However, if a method is assigned to a billing group, a monthly charge rate and the minimum overdue days for that finance charge method are converted as part of the billing terms for the converted billing group in Vision. For more information, see "Finance Charges Conversion" on page 296.

Contract Information

The information on the Contract Info tab of the Billing Groups dialog box is converted as follows:

This FMS data item…	Is converted to the following…
Proposal Number	Custom field on the FMS tab
Contract Number	Custom field on the FMS tab
Contract Date	**Contract** under **Initial Dates** on the Dates & Costs tab
Work Start Date	**Start** under **Initial Dates** on the Dates & Costs tab
Expected Finish Date	**Estimated** under **Completion Dates** on the Dates & Costs tab
Title/Description	Custom field on the FMS tab May also be converted to **Long Name** and **Short Name**

Classification Labels

Billing group classification labels are converted as custom fields and appear on a Classification tab.

GL Accounts

If you do not use departments in Business Management, you assign a number of GL accounts to individual billing groups. Vision does not support this type of direct linking of GL accounts to a WBS level, so the billing group account assignments aren't converted.

Billing Messages

Project, billing group, and phase billing messages are converted as custom fields and appear on the FMS tabs for the corresponding work breakdown structure levels in Vision.

When sublevel billing terms are created for phases in Vision, any phase billing messages in FMS are converted to **Description** on the General tab of the Billing Terms form.

> If you don't convert phases to a work breakdown structure level, phase-level billing messages are not converted.

Alerts

No information from the Alerts tab of the Billing Groups dialog box is converted.

Staffing Information

Project and billing group manager and staff assignments from the Staffing tab of the Billing Groups dialog box are converted to rows in the **Employees** grid on the Team tab of the Project Info Center at the appropriate WBS levels. If you made an entry in **Responsibility** in FMS for a staff member, that entry is converted to **Role** in Vision. Staff type assignments on the Staffing tab are not converted.

Managers designated on the Staffing tab in FMS are also converted to **Project Manager** at the appropriate WBS levels.

In addition, if you select **Update Project Team When Posting Labor or Vouchers** on the FMS Miscellaneous BM tab of the Vision Conversion Setup dialog box, the conversion adds other employees and vendors to Team tabs for a project if time or expense records have been entered for them for that project.

Labor Codes

For a description of how labor codes are converted, see "Labor Codes Conversion" on page 324.

Government Contracting Information

No information from the Gov. Contract tab of the Billing Groups dialog box is converted.

Phases Conversion

General Description

You have three options for converting the Deltek FMS phases set up for the billing groups you are converting:

- You can convert the phases as a work breakdown structure level (WBS2 or WBS3, depending on the other WBS options you select).

- You can convert the phases as Deltek Vision labor codes.

- You can choose to not convert phases at all.

Related Migration Decisions

"Work Breakdown Structure Decisions: Phases" on page 66

"Labor Code Structure Decision" on page 82

"FMS Codes to Vision Labor Codes Mapping Decisions" on page 130

Reviewing the Converted Data

To view the converted phase information in Vision if you convert phases to a WBS level, click **Info Center** » **Projects** on the Vision Applications menu, select a project, and then click ![icon] in the upper left corner of the form to expand the sublevels of the project until the phases are displayed.

To see some billing information for phases, you must also open the Billing Terms form. For phased billing types, you can review the billing phases on the Fees tab of that form. For Phased Specified Fee and Phased Cost Plus to a Maximum Billing Types, sublevel billing terms are created at the phase level of the work breakdown structure.

If you convert phases as labor codes, you can review the codes by clicking **Configuration** » **Accounting** » **Labor Codes** on the Vision Applications menu.

If You Convert Phases as Labor Codes

If you convert phases as Vision labor codes or as one level of your Vision labor codes, these are the results:

- None of the phase information entered in the Billing Groups dialog box is converted.

- The phase IDs and descriptions are converted to Vision labor codes and descriptions as you specify in the FMS Codes – Vision Labor Codes dialog box.

- Phases for converted time records are reflected in the Vision labor codes assigned to those records.

- Converted expenses have no phase information associated with them in Vision.

Nearly all converting FMS clients convert phases at a WBS level. The remainder of this topic deals only with that scenario.

Work Breakdown Structure

This topic only discusses the conversion of the phase information you enter in the Billing Groups dialog box. For descriptions of how the other components of the project work breakdown structure are converted, see the following:

- "Projects Conversion" on page 305

- "Billing Groups Conversion" on page 310

- "Departments Conversion" on page 320

- "Staff Types Conversion" on page 322

- "Labor Codes Conversion" on page 324

- "Expense Codes Conversion" on page 326

Phase ID

The FMS phase ID becomes the WBS component at the phase WBS level in Vision.

Be aware that if the FMS phase ID has more than seven characters, not counting spaces, the rightmost characters are dropped when the ID is converted. If you have phase IDs longer than seven characters, we recommend that you review and, if necessary, change those IDs in FMS before converting data. For more information, see "Complete Additional Data Preparation Tasks" on page 230.

Phase Description

The FMS phase descriptions becomes both the short and long name for the Vision phase.

Inactive Phases

Inactive phases have the Dormant status in Vision.

Billing Fee

Billing fees entered for phases in the Billing Groups dialog box in FMS are converted to **Compensation** on the Budget & Revenue tab of the Project Info Center at the phase level of the WBS

For billing groups with the Phased Fixed Fee billing type, the phase billing fee is also converted to the **Fee** column in the **Billing Phases** grid on the Fees tab

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of the Billing Terms form. For those with the Phased Specified Fee billing type, it is converted to **Fee** on the Fees tab for the sublevel terms for the phase WBS level. Phase billing fees for other billing types aren't converted.

% of WIP

The percent of WIP to recognize as income for a phase is not used in Vision. It is converted to a custom field on the FMS tab. To view it, select the phase in the project's work breakdown structure.

Classification Labels

Phase classification labels are converted as custom fields and appear on the Classification tab when you select the phase in the project's work breakdown structure.

Billing Messages

Project, billing group, and phase billing messages are converted as custom fields and appear on the FMS tabs for the corresponding work breakdown structure levels in Vision.

When sublevel billing terms are created for phases in Vision, any phase billing messages in FMS are converted to **Description** on the General tab of the Billing Terms form.

> If you don't convert phases to a work breakdown structure level, phase-level billing messages are not converted.

Staffing Information

Project, billing group, and phase manager and staff assignments from the Staffing tab of the Billing Groups dialog box are converted to rows in the **Employees** grid on the Team tab of the Project Info Center at the appropriate WBS levels. If you made an entry in **Responsibility** in FMS for a staff member, that entry is converted to **Role** in Vision. Staff type assignments on the Staffing tab are not converted.

Managers designated on the Staffing tab in FMS are also converted to **Project Manager** at the appropriate WBS levels.

In addition, if you select **Update Project Team When Posting Labor or Vouchers** on the FMS Miscellaneous BM tab of the Vision Conversion Setup dialog box, the conversion adds other employees and vendors to Team tabs for a project if time or expense records have been entered for them for that project.

Labor Codes

For a description of how the labor codes assigned to a phase are converted, see "Labor Codes Conversion" on page 324.

Departments Conversion

General Description

If you are using departments in Business Management, you have three options for converting those departments to Deltek Vision:

- You can convert the departments as a work breakdown structure level (WBS2 or WBS3, depending on the other WBS options you select).

- You can convert the departments as Vision organizations.

- You can convert the departments as Vision labor codes.

You can choose any combination of these options.

Related Migration Decisions

"Work Breakdown Structure Decisions: Departments" on page 71

"Department-to-Organization/WBS Mapping Decisions" on page 114

"Labor Code Structure Decision" on page 82

"FMS Codes to Vision Labor Codes Mapping Decisions" on page 130

"Migration Briefing: Work Breakdown Structure Conversion" on page 57

"Migration Briefing: Vision Organizations" on page 69

Reviewing the Converted Data

To view the converted department information in Vision if you convert departments to a WBS level, click **Info Center** » **Projects** on the Vision Applications menu, select a project, and then click in the upper left corner of the form to expand the sublevels of the project until the departments are displayed.

If you convert departments as organizations, you can review the organizations by clicking **Configuration** » **Organization** » **Codes** on the Vision Applications menu.

If you convert departments as labor codes, you can review the codes by clicking **Configuration** » **Accounting** » **Labor Codes** on the Vision Applications menu.

Department ID

If you convert departments to organizations and you don't convert the GL account structure to organization levels, the department ID becomes the default subcode for the department. However, you can change it during the conversion setup process. If you do choose to convert the GL account structure, the department ID isn't used.

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If you convert departments to a WBS level, the department ID becomes the default for the department WBS component in Vision. However, you can change it during the conversion setup process. All departments are added as available WBS components for each of the converted projects.

If you convert departments to Vision labor codes, the department IDs are converted to Vision labor codes as you specify in the FMS Codes – Vision Labor Codes dialog box.

Department Description

If you convert departments to organizations and you don't convert the GL account structure to organization levels, the department description becomes both the default code label and the default organization name. However, you can change either of those during the conversion setup process. If you do choose to convert the GL account structure, the department description is only used as the default organization name.

If you convert FMS departments to a WBS level, the department description becomes both the short and long name for the Vision department in the WBS.

If you convert departments to Vision labor codes, the department descriptions are converted to Vision labor code descriptions as you specify in the FMS Codes – Vision Labor Codes dialog box.

Manager

The department manager is not converted.

Inactive Departments

If you convert departments to organizations, all departments, inactive as well as active, appear in the FMS Department – Vision Organization Mapping dialog box. However, by mapping your inactive departments to one dummy organization, you can essentially remove them from Vision. For more on this, see "Department-to-Organization/WBS Mapping Decisions" on page 114.

If you convert departments to a WBS level, inactive departments have the Dormant status in Vision.

GL Accounts

The GL account assignments for departments in FMS are not converted.

Staff Types Conversion

General Description

You have three options for converting Deltek FMS staff types to Deltek Vision:

- You can convert staff types to Vision labor categories.

- You can convert staff types to Vision labor codes.

- You can convert staff types to both labor categories and labor codes.

Related Migration Decisions

"Work Breakdown Structure Decisions: Staff Types" on page 79

"Labor Code Structure Decision" on page 82

"FMS Codes to Vision Labor Codes Mapping Decisions" on page 130

"Migration Briefing: Work Breakdown Structure Conversion" on page 57

Reviewing the Converted Data

If you convert staff types as labor categories, you can review the labor categories by clicking **Configuration** » **Accounting** » **System Settings** on the Vision Applications menu and going to the Labor Categories tab. To see the labor categories assigned to individual employees, click **Info Center** » **Employees** on the Vision Applications menu and go to the Accounting tab.

If you convert staff types as labor codes, you can review the codes by clicking **Configuration** » **Accounting** » **Labor Codes** on the Vision Applications menu. To see the labor codes assigned to individual employees (if any), click **Info Center** » **Employees** on the Vision Applications menu and go to the Time tab.

Staff Type ID and Description

If you convert staff types to labor categories, you map each staff type to a labor category number and description in the FMS Staff Types – Vision Labor Category Mapping dialog box.

If you convert staff types to Vision labor codes, the staff type IDs are converted to Vision labor codes and labels as you specify in the FMS Codes – Vision Labor Codes dialog box.

No other staff type information is converted.

Employee Staff Types

If you choose to convert staff types as labor categories, each employee is assigned the labor category mapped to his or her default staff type.

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If you choose to convert staff types as Vision labor codes and do not convert FMS labor codes as Vision labor codes, each employee is assigned the labor code created from his or her default staff type.

If both staff types and FMS labor codes are converted as Vision labor codes, no Vision labor codes are assigned to employees.

Labor Codes Conversion

General Description

You have three options for converting Deltek FMS labor codes:

- You can convert FMS labor codes to Deltek Vision labor codes.

- You can convert FMS labor codes to a WBS level.

- You can convert FMS labor codes to both labor codes and a WBS level.

Only the labor codes assigned to billing groups for projects that are converted will themselves be converted.

You also have the option to not convert FMS labor codes. In that case, the labor code information is dropped from converted time records, project budgets, and billing rate schedules.

Related Migration Decisions

"Work Breakdown Structure Decisions: Labor Codes" on page 79

"Labor Code Structure Decision" on page 82

"FMS Codes to Vision Labor Codes Mapping Decisions" on page 130

"Migration Briefing: Work Breakdown Structure Conversion" on page 57

Reviewing the Converted Data

If you convert FMS labor codes as Vision labor codes, you can review the codes by clicking **Configuration** » **Accounting** » **Labor Codes** on the Vision Applications menu.

To view the converted FMS labor codes in Vision if you convert them to a WBS level, click **Info Center** » **Projects** on the Vision Applications menu, select a project, and then click in the upper left corner of the form to expand the sublevels of the project until the converted labor codes are displayed.

Labor Code ID and Description

If you convert FMS labor codes to Vision labor codes, they are converted to Vision labor codes and labels as you specify in the FMS Codes – Vision Labor Codes dialog box.

If you convert labor codes to a WBS level, the labor code ID becomes the identifier for the corresponding WBS component in Vision. All labor codes are added as available WBS components for each of the converted projects.

No other FMS labor code information is converted.

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Labor Codes in Time Records, Budgets, and Billing Rate Schedules

For information on the conversion of FMS labor codes in time records and project budgets, see the following:

- "Time Records Conversion" on page 346

- "Project Budgets Conversion" on page 328

Labor rate exceptions for labor codes in billing rate schedules are not converted.

Expense Codes Conversion

General Description

Deltek FMS expense codes have three roles in the conversion:

- You map each expense code to Deltek Vision GL accounts, and that mapping information is used to convert expense records.

- The expense codes are converted as units in Vision.

- The expense codes are converted as Vision expense codes.

Related Migration Decisions

"Expense Codes-to-Accounts Mapping Decisions" on page 124

"Migration Briefing: Work Breakdown Structure Conversion" on page 57

Reviewing the Converted Data

To view the units created from FMS expense codes, click **Info Center** » **Units** on the Vision Applications menu, and open the ExpenseCodes unit table. All units for converted expense codes are in that unit table.

To view the Vision expense codes and related settings, do the following from the Vision Applications menu:

- Click **Configuration** » **Accounting** » **System AP**, and go to the Accounts Payable tab for general configuration settings and to the Expense Codes tab for the expense codes themselves.

- Click **Info Center** » **Projects** and go to the Accounting tab to see the project-specific **Bill by Default** settings and assigned expense code override table.

- Click **Configuration** » **Accounting** » **Expense Code Override** to see any expense code override tables created by the conversion.

Converted Expense Transactions

For a description of how expense transactions are converted, see the following:

- "Business Management Project Expenses Conversion" on page 351.

- "Accounts Payable Invoices Conversion" on page 371

Expense Code ID and Description

The expense code ID becomes the unit number and the expense code description becomes the unit name.

They also become the Vision expense code and description.

Unit Cost, Unit Markup, and Multiplier

The expense code's unit cost becomes the cost per unit in Vision units.

The unit cost, unit markup, and multiplier in FMS are used to calculate the billing rate for the unit:

Vision unit billing rate = (unit cost + unit markup) × multiplier

Unit Description

The expense code's unit description, if one is specified, becomes the Vision unit's singular label and plural label. If the expense code has no unit description, the expense code description is used for both unit labels.

Default Cost Type

The expense code's default cost type is not converted. However, if the unit's billing rate (described earlier) is greater than 0, the Vision account mapped to the default cost type's income account becomes the unit's revenue posting account. (If the unit does not have a billing rate greater than 0, the conversion does not assign a revenue posting account.)

While the conversion doesn't use the default cost types when setting up Vision expense codes, the cost type/expense code combinations actually entered in FMS expense transactions for a billing group are used to determine how **Bill by Default** is set for the expense codes for the corresponding Vision project.

GL Accounts

The account assignments listed on the GL Accounts tab of the Expense Codes dialog box in FMS are not converted. However, the expense code mappings to Vision accounts are used to set the unit's regular account (the reimbursable expense account mapped to the expense code), overhead account (the indirect expense account), and the credit account (the indirect expense account). In the absence of explicit account mappings, the default account of the appropriate type is used.

The account mappings, along with the value in **Type**, are also used to determine the reimbursable, direct, overhead, and promotional accounts for the Vision expense codes.

Project Budgets Conversion

General Description

If you are using the standard budgeting feature in Deltek FMS Business Management, one of your migration decisions is whether or not to convert the budgets. If you elect to convert budgets, all budgets for the projects selected for conversion are converted to budgets in Deltek Vision.

Related Migration Decisions

"Business Management Budget Decision" on page 93

Reviewing the Converted Data

To view converted project budgets, click **Accounting** » **Budgeting** » **Project Budgeting** on the Vision Applications menu and select the project.

How Budgets Are Assigned

For a description of how the conversion determines the WBS components, labor codes, vendors, and expense accounts to which it assigns budget amounts, see "Business Management Budget Decision" on page 93.

Labor Hours, Cost, and Billing Budget Amounts

Hours budgets in FMS are converted to the budgeted hours shown on the Project Budget Worksheet form for both labor cost and labor billing in Vision.

FMS labor cost budget amounts are converted to the budget amounts on the Labor Burden tab of the Project Budget Worksheet form.

FMS labor billing budget amounts are converted to the budget amounts on the Labor Billing tab of the Project Budget Worksheet form.

In addition, the hours, cost, and billing budgets are used to calculate the cost and billing rates shown in the **Rate** columns on both the Labor Burden and Labor Billing tabs: **Rate = Amount / Hours**. (If there is no hours budget, **Rate** is set to zero.)

Expense Units, Cost, and Billing Budget Amounts

FMS expense cost budget amounts are converted to the budget amounts on the Expense Costs tab of the Project Budget Worksheet form.

FMS expense billing budget amounts are converted to the budget amounts on the Expense Billing tab of the Project Budget Worksheet form.

Phase Schedules

If you've entered phase schedule information in the Budgets dialog box in FMS, the conversion uses those dates to set start and end dates for budgeted

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items. If they are available, the conversion assigns the expected start and finish dates for a phase to the budget records related to that phase. If there is no expected start date or there is no expected finish date, the actual start date or actual finish date is assigned.

Accounts Payable Control Information Conversion

General Description

Very little of the information from the Accounts Payable Control Information dialog box in Deltek FMS is converted or is involved in the conversion process. No items other than those discussed below are converted or used.

Related Migration Decisions

There are no related migration decisions.

Reviewing the Converted Data

To view converted payment terms, click **Configuration** » **Accounting** » **Company AP** on the Vision Applications menu.

To view the order days derived from the default payment terms, click **Configuration** » **Purchasing & Inventory** » **Company Settings** on the Vision Applications menu.

To view default shipping expense accounts for purchasing, click **Configuration** » **Purchasing & Inventory** » **Company Settings** on the Vision Applications menu and go to the Accounts tab.

Default Payment Terms

If the FMS default terms calculate a due date as some number of days after the invoice date, that number of days is converted to **Default Payment Terms** in the Company AP Configuration form.

If the FMS default terms result in a due date that is a specified day of the month, the conversion sets **Default Payment Terms** to **Next** (that is, pay during the next AP check run).

If you have the Purchase Order feature set in FMS, the default payment terms are also used to set the default value in **Order Days** in the Company Purchasing Configuration form. If the FMS default terms calculates a due date as some number of days after the invoice date, **Order Days** is set to that number of days. If there are no terms or the terms have a day of the month as a due date, **Order Days** is set to **30**.

Default Shipping Method

If you have the Purchase Order feature set in FMS, the default shipping method specified on the Defaults tab of the Accounts Payable Control Information dialog box is used to determine the default GL accounts for shipping expenses on the Accounts tab in the Company Purchasing Configuration form in Vision.

If the shipping method is linked to an expense code in the Shipping Methods dialog box in FMS, the Vision reimbursable expense account you mapped to the expense code is used as the shipping reimbursable account, and the Vision direct expense account you mapped to the expense code is used as the

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shipping direct account. If the shipping method is not linked to an expense code, the conversion does not set these account numbers.

The Vision account you mapped to the default non-project debit account for the shipping method is used as the shipping indirect account.

Accounts Payable Liability Accounts

If **Always Use Primary GL Accounts Assigned to Vendor** is not selected on the Control tab, the Vision account mapped to the Accounts Payable – Vendor account on the GL Accounts tab is assigned to the Trade liability code on the Liability Codes tab of the Company AP Configuration form in Vision. The Vision account mapped to the Accounts Payable – Subcontractor account in FMS is assigned to the Consultant liability code on the Liability Codes tab.

If **Always Use Primary GL Accounts Assigned to Vendor** is selected, the accounts assigned to the Trade and Consultant liability codes are determined based on Vendor GL account assignments.

Item Codes Conversion

General Description

If you have the Purchase Order feature set in Deltek FMS, item codes that have been used in purchase orders that will be converted are converted to purchasing items in Deltek Vision. Shipping methods, tax methods, and miscellaneous adjustments used in purchase orders are also converted to purchasing items.

In addition, the conversion creates item categories in Vision for each of the item codes, shipping methods, tax methods, and miscellaneous adjustments used in FMS purchase orders.

If you do not have the Purchase Order feature set, no FMS item codes, shipping methods, tax methods, and miscellaneous adjustments are converted.

> Shipping methods, tax methods, and miscellaneous adjustments used in purchase orders are also converted to purchasing items. To simplify the following description, the term "item code" refers to shipping methods, tax methods, and miscellaneous adjustments as well as to item codes.

Related Migration Decisions

"Accounts Payable Transactions, Employee Expenses, and Purchase Orders to Convert Decisions" on page 40

Reviewing the Converted Data

To view the purchasing items in Vision, click **Configuration** » **Purchasing & Inventory** » **Items Master** on the Vision Applications menu.

To view the item categories at the system level in Vision, click **Configuration** » **Purchasing & Inventory** » **System Settings** on the Vision Applications menu.

To view the company-level item category information in Vision, click **Configuration** » **Purchasing & Inventory** » **Company Settings** on the Vision Applications menu and go to the Item Categories tab.

Item Code and Description

For item categories, FMS item codes and descriptions are converted to the category identifier and description.

For purchasing items, they are converted to the item identifier and description.

GL Accounts

The GL accounts associated with company-level item categories and with purchasing items are determined as follows:

- If the FMS item code is linked to an expense code, the Vision reimbursable and direct expense accounts to which that expense code is mapped in the

FMS Expense Codes – Vision Accounts Mapping dialog box are assigned as the reimbursable and direct expense accounts for the item category created from that FMS item code. If the item code is not linked to an expense code, the default reimbursable and direct expense accounts from the FMS Expense Codes – Vision Accounts Mapping dialog box are used.

- If the Vision account mapped to the FMS item code's non-project debit account is in the range for indirect expense accounts, it is assigned as the indirect expense account for the item category. If that Vision account does not fall into the range for indirect expense accounts, the default indirect expense account from the FMS Expense Codes – Vision Accounts Mapping dialog box is used.

- If the account type of the Vision account mapped to the FMS item code's non-project debit account is Asset, Liability, or Net Worth, it is assigned as the balance sheet account for the item category. If that Vision account does not have one of these account types, the conversion does not assign a balance sheet account.

Unit Description

The item code unit description is converted to the unit of measure for the corresponding purchasing unit in Vision.

Item code unit descriptions are also added to the system-level list of units of measure on the U/M tab of the Purchasing & Inventory System Settings form.

Notes

Any notes entered for an FMS item code are converted to the **Internal Notes** box on the Items Master form in Vision.

Item Category Type

If the FMS item code is linked to an expense code and that expense code's default cost type has the **Subcontractor** check box selected, the type for the item category created from the item code is set to **Services**. In all other cases, the item category type is set to **Materials & Supplies**.

Purchasing Item Vendor Information

On the Vendors tab of the Purchasing Items form, the conversion fills in the vendor purchasing data for each converted item code. This data includes the last unit cost paid for the item and the date of that PO, the total quantity purchased from the vendor, and the total amount of those purchases.

Only vendors that are converted are included, and the quantity and dollar amount of purchases reflect only the POs actually converted to Vision.

Vendors Conversion

General Description

Deltek FMS firms designated as vendors are converted to vendors in Deltek Vision.

Related Migration Decisions

"Inactive Vendors Decision" on page 34

"Vendor Hold Status Decision" on page 36

"Vendor Discount Information Decision" on page 38

"Country in Addresses Decision" on page 32

Reviewing the Converted Data

To view the vendor information in Vision, click **Info Center** » **Vendors** on the Vision Applications menu.

Firm-Vendor ID

In most cases, the firm ID is converted as the vendor number. However, if the ID in **Firm-Vendor ID** in the Firms dialog box is different than the firm ID, it is used as the Vision vendor number instead of the firm ID.

Addresses, Email, Phone…

Most of the information on the Communication tab of the Firms dialog box in FMS is converted either to equivalent data items in Vision or to custom fields on the FMS tab.

Whether or not the country portion of firm addresses is converted depends on which option you selected under **Country in Address** on the General tab of the Vision Conversion Setup dialog box.

If the firm's address is not in the United States, the entry in **Province/State** is FMS is shortened to 10 characters, if necessary, and added to the state code table in Vision.

Client ID

If a vendor firm is also a client, the conversion does the following:

- Creates both a client and a vendor in Vision

- Selects the **Vendor** check box on the General tab of the Clients Info Center and enters the vendor to which the client is linked

- Enters the client in **Linked Client** on the General tab of the Vendors Info Center.

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Contacts

Both current and past contacts for an FMS client firm are converted to Vision contacts and assigned to the vendor. Past contacts have the Inactive status in Vision. (For more on how FMS contacts are converted, see "Contacts Conversion" on page 280).

Because contacts can't be designated as the primary, billing/shipping, or shipping contact for vendors in Vision, that information is preserved in custom fields on the FMS tab.

Classification Labels

Firm and vendor classification labels are converted as custom fields and appear on a Classification tab.

Vendor Information: Main Subtab

If the payment address for the vendor is Work or Alternate Work, a corresponding address is created in Vision labeled "Payment Address."

Payment terms are converted as described in "Payment Terms Conversion" on page 278.

Type (vendor type) in Vision is set based on the **Subcontractor** check box in FMS. If **Subcontractor** is selected, **Type** is set to the Consultant vendor type that is linked to the vendor's AP liability account. If **Subcontractor** isn't selected, **Type** is set to the Trade vendor type linked to the vendor's AP liability account.

Reference in FMS is converted to **Account Number** in Vision.

For vendors with the Hold or Pay When Paid status, the status value may be used to set their payment terms in Vision. For details, see "Payment Terms Conversion" on page 278. Otherwise, **Status** is not converted.

The vendor's organization in Vision is the organization mapped to the FMS department in **Department** under **Assign Indirect Expenses To**.

Other data on the Main subtab are either converted as custom fields on the FMS tab or not converted.

Vendor Information: Form 1099 Subtab

If **Requires Form 1099** is selected in FMS, the **1099 Required** check box on the Accounting tab in the Vendor Info Center is selected. The entry in **Tax ID** in FMS goes to **Federal ID** on the Accounting tab.

The only 1099 amount that is converted to Vision is the amount for Box 7 for Form 1099 – MISC. The current year's amount goes to **Paid This Year** on the Accounting tab, and the previous year's amount goes to **Paid Last Year**. (The current and past years are determined by the current computer date for the computer running the conversion.)

Vendor Information: GL Accounts Subtab

The vendor GL account assignments are not converted to Vision. However, in some cases, the AP liability accounts assigned to vendors are used to set up liability codes in Vision, assign GL accounts to those codes, and link the liability codes to vendor types.

If **Always Use Primary GL Accounts Assigned to Vendor** is selected on the Control tab in the Accounts Payable Control Information dialog box, the conversion assigns the first vendor's Accounts Payable – Vendor liability account to the Trade liability code on the Liability Codes tab of the Company AP Configuration form in Vision. It also assigns the Vision account mapped to that vendor's Accounts Payable – Subcontractor account to the Consultant liability code.

If some vendors have these two types of accounts mapped to different Vision accounts, the conversion creates an additional liability code for each unique Vision account number. It also creates a corresponding vendor type for each one and links the liability code to the vendor type.

The Vision account mapped to the Accounts Payable – Vendor account on the GL Accounts tab is assigned to the Trade liability code on the Liability Codes tab of the Company AP Configuration form in Vision. The Vision account mapped to the Accounts Payable – Subcontractor account in FMS is assigned to the Consultant liability code on the Liability Codes tab.

If **Always Use Primary GL Accounts Assigned to Vendor** is not selected, the accounts assigned to the Trade and Consultant liability codes are the Vision accounts mapped to the two AP liability accounts specified in the Accounts Payable Control Information dialog box.

Vendor Information: Item Code Assignments Subtab

If the vendor has any item code assignments with **Default** selected, the conversion uses the first such assignment row to set **Regular Account** and **OH Account** for the vendor in Vision.

- If you are not using departments in Business Management or if you are using departments but the vendor has no department specified for indirect expenses, the Vision account mapped to the debit account for the row goes to **OH Account**.

- If you are using departments and the vendor is associated with a department, the Vision account mapped to the FMS account for the item code for that department goes to **OH Account**.

- The Vision direct expense account mapped to the expense code for the assignment row goes to **Regular Account**.

No other item code assignment information is converted or used in the conversion process.

Vendor Information: Payment Direct Deposit Subtab

Vision only allows one bank account for vendor direct deposit payment, so only the first bank account in the grid in FMS is converted. **Routing Number** goes

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to **Bank ID**, and the account number and account type go to corresponding Vision fields. The bank name is converted to a custom field on the FMS tab.

Inactive Vendors

An inactive vendor firm in FMS is converted to a dormant vendor in Vision.

Employees Converted to Vendors

If you have employees you've set up for employee expense entry in FMS, the conversion not only converts those employees to Vision employees, but it also creates a Vision vendor for each them. This occurs whether or not any of an employee's employee expense sheets or AP invoices are actually converted. Because there is no firm information in FMS for these employees, the conversion sets up the vendor data using employee information only. The employee ID, name, and addresses are converted to vendor number, vendor name, and vendor addresses.

We recommend that you review each of these vendor records carefully in Vision after the conversion to make sure, first of all, that you need the vendor record at all and, if you do need it, that the vendor is set up the way you want.

General Ledger Control Information Conversion

General Description

The only information from the General Ledger Control Information dialog box that is involved in the conversion is the retained earnings account.

No other data is converted.

Related Migration Decisions

"Vision System Accounts Decisions" on page 174

Reviewing the Converted Data

To view the Deltek Vision prior year retained earnings account, click **Configuration** » **Accounting** » **Company Settings** on the Vision Applications menu, and go to the Accounts tab.

Retained Earnings Account

When you open the Additional Vision Setup dialog box in the Vision Conversion module, the Vision account you mapped to your Deltek FMS retained earnings main account is entered by default in **Prior Year Retained Earnings**. Unless you specify a different account, the conversion then assigns that account as the prior year retained earnings account on the Accounts tab of the Accounting Company Settings form.

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Chart of Accounts Conversion

General Description

General ledger accounts in Deltek FMS are converted to GL accounts in Deltek Vision based on the conversion setup information you enter on the Accounts tab of the Vision Conversion Setup dialog box and in the FMS Accounts – Vision Accounts Mapping dialog box.

Related Migration Decisions

GL Account Number Structure Decision on page 48

GL Expense Account Ranges Decisions on page 50

FMS Accounts-to-Vision Accounts Mapping Decisions" on page 117

"Migration Briefing: Chart of Accounts Conversion" on page 43

Reviewing the Converted Data

To view the converted accounts in Vision, click **Info Center** » **Accounts** » **Chart of Accounts** on the Vision Applications menu.

Account Number Structure

You define the structure of your Vision account numbers before the conversion using the Account Structure subtab of the Accounts tab in the Vision Conversion Setup dialog box.

Basically, only FMS main accounts are converted to Vision. If you have a multiple-division account number structure in FMS, you normally map all accounts with the same main account to one Vision account. In Vision, you use organizations to replace the financial reporting function of the other account divisions in FMS.

Account Number and Description

The FMS main account numbers and descriptions provide the default Vision account numbers and account names, but you can change those in the FMS Accounts – Vision Accounts Mapping dialog box when you map accounts.

Account Type

The FMS account types are not converted directly, but for many accounts, the Vision account type will match the FMS account type.

- For asset, liability, equity, and revenue accounts, the FMS account type is the default account type for the Vision account to which each account is mapped. However, you have the option in the FMS Accounts – Vision Accounts Mapping dialog box to change the Vision account type to Other.

- For expense accounts, the default account types for Vision accounts are determined by the account ranges you specify on the Account Ranges subtab of the Accounts tab in the Vision Conversion Setup dialog box. In the FMS Accounts – Vision Accounts Mapping dialog box, you can change the Vision account type to any other expense account type or to the Other account type.

Posting Type

The posting type (Detail, Summary, or Consolidation) is not converted. Because Vision does not have summary or consolidation accounts, only detail accounts are converted.

Posting Status

Open accounts are assigned the Active status in Vision, and closed accounts the Dormant status.

If multiple FMS accounts are mapped to a single Vision account and at least one of the FMS accounts is open to posting, the Vision account is given the Active status.

Allocation Method

Allocation methods aren't converted.

Notes

Any notes you've entered for an account in FMS are converted to a custom field on the FMS tab in the Chart of Accounts Info Center in Vision.

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Accounting Periods and Account Balances Conversion

General Description

The conversion creates fiscal periods in Deltek Vision based on the account periods set up in Deltek FMS and on the conversion settings you specify on the Accounting Periods subtab on the Accounts tab of the Vision Conversion Setup dialog box. Periods are only created in Vision for the FMS fiscal year you specified in **General Ledger Beginning Year** and for later years through the accounting period you selected in **Convert Periods Through**.

Related Migration Decisions

"Accounting Periods Decisions" on page 54

Reviewing the Converted Data

To view the converted accounting periods in Vision, click **Utilities** » **Period Setup** on the Vision Applications menu.

Fiscal Year

The conversion links FMS fiscal years to Vision fiscal years based on your entry in **Vision Fiscal Year for FMS Fiscal Year** on the Accounting Periods subtab on the Accounts tab of the Vision Conversion Setup dialog box. The fiscal year specified in the Accounting Periods dialog box in FMS is not itself converted to Vision.

Period Start and End Dates

Each FMS period start date for the fiscal years to be converted becomes the start date of the corresponding Vision period, and each FMS end date becomes an end date in Vision.

The start date of the first period of each FMS fiscal year is also converted to the fiscal year start date in Vision, and the end date of the last period of each fiscal year is converted to the fiscal year end date in Vision.

Number of Periods Per Year

The conversion sets the value in **Periods Per Year** in the Period Setup form in Vision based on the number of periods in the FMS fiscal year in which the current Vision period falls. (The current Vision period is the period you selected in **Convert Periods Through** on the Accounting Periods subtab of the Accounts tab in the Vision Conversion Setup dialog box.)

Source Journal Closure Information

The source journal closure information on the Source Journals tab of the Accounting Periods dialog box is not converted.

General Ledger Account Budgets Conversion

General Description

If, on the GL Budgets tab of the Vision Conversion Setup dialog box, you elected to convert one or more Deltek FMS GL budget versions, the conversion program creates account budgets in Deltek Vision based on the FMS account budgets.

Related Migration Decisions

"General Ledger Budget Decisions" on page 89

Reviewing the Converted Data

To view the converted budgets in Vision, click **Accounting** » **Budgeting** » **General Ledger** on the Vision Applications menu.

If You Convert Departments to Organizations

If you are not converting departments to Vision organizations, the conversion creates one budget in Vision for each budget version in FMS.

If you are converting departments to organizations, this will also be the case if all of the accounts in the FMS budget version are mapped to the same organization (in other words, if the FMS budget version was a departmental budget). However, if the FMS budget version contains budgets for accounts that are mapped to different organizations, the conversion creates one Vision budget for each combination of budget version and organization. Each FMS account budget is then assigned to the budget for its organization. This is necessary because Vision budgets are specific to one organization (if you are using organizations).

Budget Version

If multiple organizations aren't involved, the entry in **Budget Version** in FMS is converted to **Budget Name** in Vision.

If the conversion must create multiple budgets in order to assign account budgets to the correct organizations, as discussed earlier, the Vision budget name is a combination of the FMS budget version and as much of the organization code as possible.

Budget Period Range

The budget period range in Vision is set based on the periods for which budgets exist in the FMS budget version.

Accounts and Amounts

If organizations are not involved or all of the accounts in the budget version are mapped to the same organization, the conversion creates a set of period

budget amounts in Vision for each Vision account to which FMS accounts in the budget version are mapped. The budget amount for a period is the sum of that period's budget amounts for all of the FMS accounts mapped to that Vision account.

If organizations are involved, the FMS budget amounts are combined to get Vision budget amounts only if they are mapped to the same Vision account and to the same organization.

Accounts with zero-dollar budget amounts for all periods aren't included in the Vision budget.

B

Appendix B: How Transactions Are Converted

Time Records Conversion

General Description

Time records in Deltek FMS are converted to posted time records in Deltek Vision.

FMS information related to time sheets rather than to individual time records is not converted. No data is converted into the optional Vision Time and Expense application.

Related Migration Decisions

"Work Breakdown Structure Decisions: Projects and Billing Groups" on page 62

"Work Breakdown Structure Decisions: Phases" on page 66

"Work Breakdown Structure Decisions: Departments" on page 71

"Work Breakdown Structure Decisions: Labor Codes" on page 76

"Work Breakdown Structure Decisions: Staff Types" on page 79

"Labor Code Structure Decision" on page 82

"FMS Codes to Vision Labor Codes Mapping Decisions" on page 130

"Staff Type-to-Vision Labor Category Mapping Decisions" on page 133

"Cost Amount for Time Records Decision" on page 100

"Migration Briefing: Work Breakdown Structure Conversion" on page 57

Reviewing the Converted Data

To view the converted time records in Vision, do any of the following:

- Click **Accounting** » **Project Review** on the Vision Applications menu, and select the projects for which you want to view labor information.

- Click **Reporting** » **Project** on the Vision Applications menu, and print the Labor Detail report.

- Click **Reporting** » **Employee** on the Vision Applications menu, and print the Employee Labor Detail report.

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You can also review information related to the converted records in the following:

Reports	Forms and Applications
Project Detail	Billing application (unbilled time only)
Labor Summary	Payroll application (unpaid time only)
Office Earnings	
Project Progress	
Project Summary	
Project Earnings	
Time Analysis	
Unbilled Detail and Aging	

Which Records Are Converted

Which time records are converted depends on the projects selected for conversion and the cutoff accounting period:

- The only time records converted are those entered for the projects you've selected for conversion. Time records for other projects are not converted.

- Only time records dated in or before the accounting period selected in **Convert Periods Through** on the Accounting Periods subtab on the Accounts tab in the Vision Conversion Setup dialog box are converted.

Time Submission and Approval

Time sheet and time record submission and approval information is not converted.

You can turn on these features in Vision following the conversion. Be aware, however, that submission and approval in Vision occurs before time sheets are posted, and all FMS time records are posted when converted. If you have time sheets in FMS that you want to go through the submission and approval process, you should do that before converting them to Vision. You won't be able to do it in Vision after the conversion.

Project and Billing Group

Projects and billing groups in FMS time records are converted to the appropriate WBS components in the Vision time records, based on the work breakdown structure decisions you made on the WBS tab of the Vision Conversion Setup dialog box.

If you selected **Update Project Team When Posting Labor or Vouchers** on the FMS Miscellaneous BM tab of the Vision Conversion Setup dialog box, the conversion also adds any employees for whom time records were entered for a project or billing group to the list of employees on the Team tab in the Project Info Center for the appropriate WBS levels.

Phase

If you elected to convert phases, the phases in FMS time records become either a WBS component or part of the labor code in the Vision time records, depending on the work breakdown structure decisions you made on the WBS tab and Labor Codes tab of the Vision Conversion Setup dialog box.

Department

If you are using departments in Business Management and you elected to convert departments, the departments in FMS time records are converted based on the conversion decisions you made on the WBS tab of the Vision Conversion Setup dialog box:

If departments are converted as…	Then…
A WBS level	The time record department becomes a WBS component at that level
Organizations	An organization is assigned to the time record based on the mapping of FMS GL accounts to organizations in the FMS Accounts – Vision Accounts Mapping dialog box
Vision labor codes	The time record department becomes a part of the Vision labor code in the time record

Cost Type

Cost types are not converted to Vision.

Labor Codes

If you are converting FMS labor codes, the labor codes in FMS time records are converted based on the conversion decisions you made on the WBS tab and Labor Codes tab of the Vision Conversion Setup dialog box:

If FMS labor codes are converted as…	Then…
A WBS level	The time record labor code becomes a WBS component at that level
Vision labor codes	The time record labor code becomes a part of the Vision labor code in the time record

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Staff Types

The staff types in FMS time records are converted based on the conversion decisions you made on the Labor Codes tab of the Vision Conversion Setup dialog box:

If staff types are converted as…	Then the time record staff type becomes…
Labor categories	The labor category assigned to the Vision time record
Vision labor codes	A part of the Vision labor code in the time record

Date

Time record dates are converted to time record dates in Vision.

Regular, Overtime, and Bill Hours

Regular and overtime hours are converted to regular and overtime hours in Vision.

In Vision, changes to bill hours are made by entering a billing adjustment in Vision Billing. When the bill hours for an FMS time record do not match the regular and overtime hours, the conversion creates the necessary adjustment in Vision Billing.

Billing Status

Your entry in **Bill?** For a time record is converted to Vision as follows:

This billing status in FMS…	Is converted to this Vision status…
Fee	Bill
Yes	Bill
Hold	Hold
Writeoff	Writeoff
No	Bill In addition, billing is suppressed, and the billing amount is set to 0.00.

Time records that were billed in FMS are marked as such in Vision.

Comments

Comments entered for FMS time records are converted to Vision time record comments.

Cost Rate

The cost rates for converted time records in Vision are either the FMS time record hourly cost rates (original cost) or effective cost rates, depending on the option you chose under **Time Records Cost Amounts** on the FMS Miscellaneous BM tab in the Vision Conversion Setup dialog box.

Overtime Multiplier

Overtime multipliers in Vision are percentages, so FMS multipliers are converted to percentages. For example, an overtime multiplier of 1.5000 is converted to 150 in Vision.

GL Transactions

The GL transactions associated with time records in FMS are converted to Vision as summarized transactions. For all time records dated in an accounting period, the conversion creates one set of GL entries that summarize amounts by Vision account and organization (if you are using organizations in Vision). In other words, for a given period, there will be a single entry for each combination of Vision GL account and organization that is linked to time records for that period.

For time records dated prior to the first day of the fiscal year you specified in **General Ledger Beginning Year**, the time records may be converted, depending on your conversion options, but no GL transactions are created for them in Vision. Instead, their effect on the general ledger will be reflected in the initial account balances that the conversion establishes in Vision.

The organizations for which Vision transactions are created are based on your mappings of FMS GL accounts to Vision organizations in the FMS Accounts – Vision Accounts Mapping dialog box.

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Business Management Project Expenses Conversion

General Description

Expense records entered in Business Management are converted to unit transactions in Deltek Vision.

Related Migration Decisions

"Work Breakdown Structure Decisions: Projects and Billing Groups" on page 62

"Work Breakdown Structure Decisions: Phases" on page 66

"Work Breakdown Structure Decisions: Departments" on page 71

"Expense Codes-to-Accounts Mapping Decisions" on page 124

"Migration Briefing: Work Breakdown Structure Conversion" on page 57

Reviewing the Converted Data

To view the converted unit transactions created from expense sheets entered in Business Management, do any of the following:

- Click **Accounting** » **Project Review** on the Vision Applications menu, and select the projects for which you want to view labor information.

- Click **Reporting** » **Project** on the Vision Applications menu, and print the Expense Summary or Expense Detail report.

You can also review information related to the converted records in the following:

Reports	Forms and Applications
Project Detail	Billing application (unbilled expenses only)
Office Earnings	
Project Progress	
Project Summary	
Project Earnings	
Consultant Ledger	

Which Records Are Converted

Which expense records are converted depends on the projects selected for conversion and the cutoff accounting period:

- The only expense records converted are those entered for the projects you've selected for conversion. Expense records for other projects are not converted.

- Only expense records from expense sheets dated in or before the accounting period selected in **Convert Periods Through** on the Accounting Periods subtab on the Accounts tab in the Vision Conversion Setup dialog box are converted.

Expense Sheet Information

The only information from the header area of the Project Expenses dialog box in Deltek FMS that is converted is the transaction date.

Expense Code

FMS expense codes are converted to units in Vision. The conversion replaces the expense code in an expense record with the corresponding unit when it creates the unit transaction.

Project and Billing Group

Projects and billing groups in FMS time records are converted to the appropriate WBS components in the Vision unit transactions, based on the work breakdown structure decisions you made on the WBS tab of the Vision Conversion Setup dialog box.

Phase

If you elected to convert phases as a WBS level, the phases in FMS expense records become a WBS component.

If you decided to convert phases as part of labor codes or to not convert phases at all, the unit transactions do not reference a phase.

Department

If you are using departments in Business Management and you elected to convert departments, the departments in expense records are converted based on the conversion decisions you made on the WBS tab of the Vision Conversion Setup dialog box:

If departments are converted as…	Then…
A WBS level	The expense record department becomes a WBS component at that level
Organizations	An organization is assigned to the unit transaction record based on the mapping of FMS GL accounts to organizations in the FMS Accounts – Vision Accounts Mapping dialog box
Vision labor codes only	The unit transactions won't reference a department.

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Cost Type

Cost types are not converted to Vision.

Units

The units for the expense record becomes the quantity for the unit transaction.

Unit Cost

The FMS unit cost is converted to the unit cost rate in Vision.

Billing Status

Your entry in **Bill?** For an expense record is converted to Vision as follows:

This billing status in FMS…	Is converted to this Vision status…
Fee	Bill
Yes	Bill
Hold	Hold
Writeoff	Write-off
No	Bill In addition, billing is suppressed, and the billing amount is set to 0.00.

Expense records that were billed in FMS are marked as such in Vision.

Bill Units, Markup, and Multiplier

In Vision, changes to the number of units to be billed are made by entering a billing adjustment in Vision Billing. When the bill units for an FMS expense record do not match the units for the Vision unit transaction, the conversion creates the necessary adjustment in Vision Billing.

The markup and multiplier for an expense in FMS are not converted. However, they are used to calculate the billing rate for the unit transaction: (FMS Unit Cost + FMS Unit Markup) × FMS Multiplier.

Unit Description

The unit description for an expense record becomes the description for the unit transaction in Vision.

Comments

Comments entered for FMS expense records are not converted.

GL Transactions

The GL transactions associated with an expense record entered in Business Management are converted using the Vision accounts that you mapped to the FMS accounts affected by the FMS expense record.

For an expense record with an effective date prior to the first day of the fiscal year you specified in **General Ledger Beginning Year**, the expense record may be converted, depending on your conversion options, but no GL transaction is created for it in Vision. Instead, its effect on the general ledger will be reflected in the initial account balances that the conversion establishes in Vision.

> For project cost purposes, a different Vision account may be used than that affecting the general ledger, depending on the project cost adjustment option you selected in the FMS Expense Codes – Vision Accounts Mapping dialog box. For more on this, see "Expense Codes-to-Accounts Mapping Decisions" on page 124.

Deltek

Accounts Receivable Invoices Conversion

General Description

AR invoices in Deltek FMS are converted to invoices in Deltek Vision.

Related Migration Decisions

There are no related migration decisions.

Reviewing the Converted Data

To view the converted invoices in Vision, do any of the following:

- Click **Accounting** » **Accounts Receivable** » **Invoice Review** on the Vision Applications menu, and click **View Detail** above the grid to drill down to the detail.

- Click **Accounting** » **Project Review** on the Vision Applications menu, and select the projects for which you want to view AR information.

- Click **Reporting** » **Accounts Receivable** on the Vision Applications menu, and print the Accounts Receivable Ledger report.

You can also review information related to the converted records in the following:

- Invoice Register report

- Aged Accounts Receivable report

- Office Earnings report

Which Records Are Converted

Which AR invoices are converted depends on the conversion options you selected:

- AR invoices for a project are only converted if you selected that project for conversion.

- No AR invoices are converted that have an effective date after the ending date of the accounting period you select in **Convert Periods Through** on the Accounting Periods subtab in the Accounts tab of the Vision Conversion Setup dialog box.

In addition, cancelled AR transactions aren't converted if the invoice and effective dates of the original transaction are the same as the corresponding dates for the cancellation transaction. If the cancellation transaction has different dates, both the original and cancellation transaction are converted.

Transaction Number

The FMS transaction number is not converted.

Transaction Type

The transaction type isn't converted, but the conversion uses it to set other data:

- If the FMS AR transaction is a debit memo, it is created as an invoice transaction in Vision, but "D" is added at the end of the invoice number to identify it as a debit memo.

- An FMS retainage invoice is also converted to an invoice transaction but with a subtype of "R" to identify it as retainage.

Client

The client isn't converted. In Vision, the invoice is linked to the client through the project.

Work Breakdown Structure

The conversion sets the WBS components for the Vision invoice based on the work breakdown structure conversion options you selected in the Vision Conversion Setup dialog box.

If projects and billing groups are converted as combined WBS1 components and you are only using WBS1 for your converted projects, one Vision invoice transaction is created for each FMS AR transaction.

If projects are converted at the WBS1 level and billing groups as the WBS2 level and you are only using those two levels for your converted projects, one Vision invoice transaction is created but with multiple WBS2 components.

If your work breakdown structure includes a WBS level in addition to those taken up by project and billing group (a phase level, for example), the conversion creates a Vision invoice transaction for each phase affected by the FMS transaction. Thus, if the invoice in FMS is for a phased billing type and includes distributions to four phases, the conversion creates four invoice transactions, one for each project/billing group/phase combination, all with the same invoice number. On the other hand, if you have a WBS level for phase but the FMS invoice isn't for a phased billing type, the conversion assigns a generic phase code (*ZZZ*) to the phase level for the Vision invoice. The same basic approach is used if you convert departments or labor codes to a WBS level.

Conversely, if the FMS transaction is broken down by phase but you did not convert phases to a WBS level, the phase-level breakdown is lost when the transaction is converted.

Invoice Number

The FMS invoice number is converted unchanged except for the addition of leading zeros.

Invoice Date and Effective Date

The FMS invoice date becomes the Vision invoice date and transaction date.

The conversion uses the FMS effective date to assign the Vision invoice to the correct accounting period.

Invoice Amount

The invoice amount itself is not converted to Vision, but the individual distributions in the grid that make up that amount are converted to the corresponding invoice section distribution amounts.

Retainage Amount

The retainage amount, if any, is not converted.

Assign To

For most line items for the Vision invoice, the value in **Assign To** and related columns in the grid in the AR Invoices dialog box in FMS determine the invoice section.

If Assign To is…	Then Invoice Section is…
Billing Summary Type	**Fee**
Billing Group	**Add-on**, **Tax**, or **Interest**, depending on whether the distribution row contains a non-tax fee method, tax fee method, or finance charge method
Cost Type and the distribution row also contains a non-tax fee method, tax fee method, or finance charge method	**Add-on**, **Tax**, or **Interest**
Cost Type and the cost type is a labor cost type	**Labor**
Cost Type and the cost type is an expense cost type with **Subcontractor** selected	**Consultant**
Cost Type and the cost type is an expense cost type with **Subcontractor** not selected	**Expense**

Cost Type

Cost types are not converted, but the conversion uses them to determine other conversion data.

Phase

For a description of how the phase for a distribution is converted, see "Work Breakdown Structure" earlier in this topic.

Department

If you convert departments to organizations in Vision, the organization mapped to the FMS account in the FMS Accounts – Vision Accounts Mapping dialog box is assigned to each GL entry in Vision. Because of this mapping, if an AR transaction in FMS has distributions to specific departments, the GL entries for the invoice transaction in Vision should preserve the departmentalization of income for financial reporting.

Fee Method

If a distribution in FMS references a non-tax fee method, it is converted as an Add-on distribution in Vision.

If a distribution in FMS references a tax fee method, it is converted as a Tax distribution in Vision for the equivalent Vision tax code.

Finance Charge

If a distribution in FMS references a finance charge method, it is converted as an Interest distribution in Vision.

Line Item Amount

Each FMS distribution amount is assigned to the corresponding distribution in the Vision invoice transaction.

Payment Terms

Payment terms are not converted.

GL Transactions

GL entries are created in Vision for each invoice section distribution. The Vision accounts are those mapped to the FMS accounts in the FMS AR transaction.

Notes

Any notes entered for the AR transaction in FMS are converted to the **Description 1** field in Vision.

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Project Receipts Conversion

General Description

Project receipts in Deltek FMS are converted to cash receipts in Deltek Vision. A cash receipt line item is created in Vision for each line item to which the receipt is applied on the Invoices tab of the Project Receipts and Credits dialog box in FMS.

Credit memos, discounts, write-offs, uncollectibles, and refunds are also converted.

Related Migration Decisions

"Cash Receipt Allocation Decisions" on page 169

Reviewing the Converted Data

To view the converted receipts in Vision, do any of the following:

- Click **Accounting** » **Accounts Receivable** » **Invoice Review** on the Vision Applications menu, and click **View Detail** above the grid to drill down to the detail.

- Click **Accounting** » **Project Review** on the Vision Applications menu, and select the projects for which you want to view AR receipt information.

- Click **Reporting** » **Accounting** on the Vision Applications menu, and print the Cash Receipts report or the Cash Journal report.

You can also review information related to the converted records in the following reports:

- Accounts Receivable Ledger

- Aged Accounts Receivable report

- Office Earnings report

Which Records Are Converted

Which project receipts are converted depends on the conversion options you selected:

- Receipts for a project are only converted if you selected that project for conversion. If a receipt is applied both to a converted project and to one not converted, only the portion of the receipt applied to the converted project would be converted.

- No receipts are converted that have an effective date after the ending date of the accounting period you select in **Convert Periods Through** on the Accounting Periods subtab in the Accounts tab of the Vision Conversion Setup dialog box.

Receipt Number

The receipt number is not converted.

Receipt Type

The receipt type isn't converted, but the conversion does use it to determine how to convert the transaction.

Checkbook

The checkbook for the receipt becomes the bank code to which that checkbook was converted.

Deposit Number

The FMS deposit number becomes the reference number for the receipt in Vision.

Receipt Date

The FMS receipt date becomes the cash receipt date in Vision. The conversion also uses it to link the receipt to the correct accounting period.

Client

The client isn't converted. In Vision, the cash receipt is linked to the client through the project.

Reference

The reference text in FMS is converted to the **Description 1** field in Vision.

Payment Type

The payment type in FMS is converted to the **Description 2** field in Vision, along with the check number.

Check Number

The check number in FMS is converted to the **Description 2** field in Vision, along with the payment type.

Receipt Amount

The receipt amount itself is not converted, only the individual amounts applied to invoices.

Work Breakdown Structure

The conversion sets the WBS components for the Vision cash receipt based on the FMS project and billing group for the invoice to which you applied the receipt and on the work breakdown structure conversion options you selected in the Vision Conversion Setup dialog box.

One exception to this is an unapplied retainer. If a receipt is a retainer with an amount that is not yet applied to an invoice, the WBS components are assigned to the cash receipt for the unapplied amount based on the project and billing group specified on the Retainer tab of the Project Receipts and Credits dialog box in FMS.

Invoice Number

Each FMS invoice number to which the project receipt is applied becomes an invoice number in Vision to which the cash receipt is applied. (In the case of a debit memo, a "D" is added to the end of the FMS invoice number.)

The other invoice information shown in the FMS grid (type, date,…) is not converted.

Amount Applied

The amount paid for each line item in the Project Receipts and Credits dialog box in FMS is the amount for the corresponding cash receipt line item in Vision.

GL Transactions

GL entries are created in Vision using the Vision accounts you mapped to the FMS accounts for the FMS receipt.

Organization

If you convert departments to organizations in Vision, the organization mapped to the FMS account in the FMS Accounts – Vision Accounts Mapping dialog box is assigned to each GL entry in Vision.

Payment Detail

Because Vision does not break down receipt information to that level of detail, no information from the Payment Detail tab of the Project Receipts and Credits dialog box is converted.

However, if you set up the conversion to allocate cash receipts by billing category for the Accounts Receivable Ledger report, the conversion creates adjusting entries to distribute payments to the AR accounts you associated with the billing categories in the Additional Vision Setup dialog box. (These adjusting entries do not affect GL balances, only reporting.)

Credit Memos

Because Vision doesn't have credit memo processing, credit memos entered in FMS are converted as negative AR invoices. The conversion also creates receipt records for both the amount applied to the original invoice and the amount needed to "pay" the negative invoice.

The negative invoices created from credit memos appear on Vision reports, such as the Accounts Receivable Ledger report, that show individual invoice information. The invoice number is that of the invoice to which the FMS credit memo was applied, followed by "CM."

Discounts, Uncollectibles, and Write-offs of Overpayments

When discounts, uncollectibles, or write-offs of overpayments are involved, the conversion creates a cash receipt line item for the full amount of the invoice, and then it creates another line item for the discount, write-off, or uncollectible, which results in a debit entry to the Vision account mapped to the FMS account used to track that discount taken, uncollectible, or write-off. If that account is an indirect account, the transaction is applied to the miscellaneous overhead project (ZZZ) in Vision. If it is a revenue account, reimbursable expense account, or direct expense account, it is applied to the miscellaneous regular project (Z99).

Refunds

For a refund to a client, the conversion creates a cash receipt line item for the overpayment amount and applies it to a current project for the client. It then creates a second line item for the refund of that amount that essentially reverses the cash receipt.

Deltek

Miscellaneous Receipts Conversion

General Description

Non-project cash receipts entered in Deltek FMS using the Miscellaneous Receipts dialog box are converted to cash receipt transactions in Deltek Vision.

Related Migration Decisions

There are no related migration decisions.

Reviewing the Converted Data

To view the converted miscellaneous receipts in Vision, click **Reporting** » **Accounting** on the Vision Applications menu, and print the Cash Receipts report.

Which Records Are Converted

All miscellaneous receipts dated on or before the ending date of the accounting period you entered in **Convert Periods Through** on the Accounting Periods subtab of the Accounts tab in the Vision Conversion Setup dialog box are converted to Vision. Receipts dated after that period are not converted.

Receipt Number

The FMS receipt number is not converted.

Checkbook

The checkbook linked to the receipt is replaced in Vision by the bank code to which that checkbook was converted.

Deposit Number

The FMS deposit number becomes the reference number for the receipt in Vision.

Receipt Date

The receipt date is converted to the Vision receipt date.

Reference

The reference text for the receipt in FMS is converted to the **Description 1** field in Vision.

Payment Type

The payment type and check number in FMS are converted to the **Description 2** field in Vision.

Check Number

The check number and payment type in FMS are converted to the **Description 2** field in Vision.

Receipt Amount

The receipt amount itself is not converted to Vision.

Accounts and Amounts

The Vision GL accounts for the cash receipt transaction in Vision are those you mapped to the accounts in the FMS miscellaneous receipt. The amount for each FMS account goes to the Vision account to which it was mapped.

Project (in Vision)

If the Vision GL account is a revenue, reimbursable expense, or direct expense account, the project for the entry is the miscellaneous regular project (Z99). If the Vision account is not one of these types, the project is the miscellaneous overhead project (ZZZ).

Organization

If you are using organizations in Vision, the organization mapped to the FMS account in the FMS Accounts – Vision Accounts Mapping dialog box is assigned to each entry.

Deltek

Employee Expenses Conversion

General Description

Employee expense sheets in Deltek FMS are converted to employee expense transactions in Deltek Vision.

Related Migration Decisions

Accounts Payable Transactions, Employee Expenses, and Purchase Orders to Convert Decisions" on page 40

"Work Breakdown Structure Decisions: Projects and Billing Groups" on page 62

"Work Breakdown Structure Decisions: Phases" on page 66

"Work Breakdown Structure Decisions: Departments" on page 71

"Expense Codes-to-Accounts Mapping Decisions" on page 124

"Default Checkbook Decision" on page 30

"Migration Briefing: Work Breakdown Structure Conversion" on page 57

Reviewing the Converted Data

To view the converted employee expense information in Vision, do either of the following:

- Click **Reporting** » **Employee** on the Vision Applications menu, and print the Employee Ledger report.

- Click **Reporting** » **Project** on the Vision Applications menu, and print the Expense Detail report.

You can also review information related to the converted records in the following:

Reports	Forms and Applications
Project Detail	Project Review
Expense Summary	Billing application (unbilled expenses only)
Office Earnings	
Project Progress	
Project Summary	
Project Earnings	
Consultant Ledger	

Which Records Are Converted

Which employee expenses are converted depends on the conversion options you select:

- If you select **Only Convert AP Invoices, Employee Expense Sheets, and Purchase Orders Dated On or After** on the General tab of the Vision Conversion Setup dialog box, only employee expenses with an entry date, effective date, or payment date on or after the date you specify are converted.

- If you select **Convert Open AP Invoices and Employee Expense Sheets Only** on the General tab of the Vision Conversion Setup dialog box, only employee expenses with a remaining balance are converted.

- No employee expenses are converted that have an effective date after the ending date of the accounting period you select in **Convert Periods Through** on the Accounting Periods subtab in the Accounts tab of the Vision Conversion Setup dialog box

In addition, cancelled employee expense sheets aren't converted.

> If a project is converted but some employee expenses entered for that project are not converted, the conversion does not create an employee expense transaction or any GL transactions but does bring over project cost information to Vision.

Credit Purchases

If an employee expense paid using a company charge account has not been reconciled in FMS at the time of conversion or it has been reconciled but no AP invoice created, the conversion converts the employee expense as described in this topic, and it also creates an AP voucher in Vision with the credit card company as the vendor. (If a cancelled or cancellation employee expense sheet has unreconciled charges, the employee expense sheet isn't converted, but an AP voucher for the credit card company is created in Vision.)

For charged employee expenses that have been fully reconciled in FMS and an AP invoice created, the expense is converted but no additional AP voucher is created.

Expense Sheet Number

The FMS expense sheet number becomes the voucher number for the employee expense transaction in Vision and the reference number for the individual line items.

Employee

The employee specified for the employee expense sheet in FMS is converted to the employee associated with the Vision employee expense transaction.

Deltek

Entry Date and Effective Date

The FMS entry date becomes both the report date for the Vision employee expense transaction and the transaction date for each of the line items.

The effective date is used to associate the employee expense transaction and each line item in the voucher with the corresponding Vision accounting period.

The dates entered for individual expenses are not converted.

Reference

The reference for the employee expense sheet becomes the report name for the employee expense transaction.

Bank Code

In preparation for the conversion, you select a default checkbook on the General tab of the Vision Conversion Setup dialog box. The bank code that the conversion creates from that checkbook is assigned to all employee expense transactions in Vision.

Individual Expenses

Only the following from the Employee Expenses tab of the Employee Expenses dialog box are converted or used in the conversion:

This FMS data item…	Is…
Amount	Converted to the amount for the project cost transaction related to the line item.
Payment Type	Not converted. However, the payment type is reflected in how the employee expense affects the general ledger.
Project?	Not converted. However, if **Project?** Is **No**, the Vision transaction is assigned to the miscellaneous overhead project.

GL Transactions

The GL transactions associated with an employee expense sheet are converted using the Vision accounts that you mapped to the FMS accounts affected by the transaction.

An employee expense sheet with an effective date prior to the first day of the fiscal year you specified in **General Ledger Beginning Year** may be converted, depending on your conversion options, but no GL transaction is created for it in Vision. Instead, its effect on the general ledger will be reflected in the initial account balances that the conversion establishes in Vision.

> For project cost purposes, a different Vision expense account may be used than the one affecting the general ledger, depending on the project cost adjustment option you selected in the FMS Expense Codes – Vision Accounts Mapping dialog box. For more on this, see "Expense Codes-to-Accounts Mapping Decisions" on page 124.

Expense Code

FMS expense codes in project expenses related to employee expenses are replaced by expense accounts. For project cost and billing purposes, the conversion replaces the expense code with one of the Vision accounts you mapped to it in the FMS Expense Codes – Vision Accounts Mapping dialog box:

If…	Then the account for the expense is…
Bill? Is **Yes** or **Hold** and the cost type is a subcontractor cost type	The reimbursable consultant expense account mapped to the expense code.
Bill? Is **Yes** or **Hold** and the cost type is not a subcontractor cost type	The reimbursable expense account mapped to the expense code.
Bill? Is **Fee**, **Writeoff**, or **No** and the cost type is a subcontractor cost type	The direct consultant expense account mapped to the expense code.
Bill? Is **Fee**, **Writeoff**, or **No** and the cost type is a not subcontractor cost type	The direct expense account mapped to the expense code.

For employee expenses that are not project-related, the default indirect expense account from the FMS Expense Code – Vision Accounts Mapping dialog box is assigned.

Project and Billing Group

Projects and billing groups in FMS expense records are converted to the appropriate WBS components in the Vision expense transactions, based on the work breakdown structure decisions you made on the WBS tab of the Vision Conversion Setup dialog box.

Personal expenses and company expenses that aren't project-related in FMS are assigned to the miscellaneous overhead project (ZZZ).

It is possible to convert an expense but not convert the project for which the expense was entered. If that occurs, the expense is assigned to the miscellaneous overhead project or the miscellaneous regular project (Z99), whichever is appropriate.

Deltek

Phase

If you elected to convert phases as a WBS level, the phases in FMS expense records become a WBS component.

If you decided to convert phases as part of labor codes or to not convert phases at all, the expense records in Vision will not reference a phase.

Department

If you are using departments in Business Management and you elected to convert departments, the departments in expense records are converted based on the conversion decisions you made on the WBS tab of the Vision Conversion Setup dialog box:

If departments are converted as…	Then…
A WBS level	The expense record department becomes a WBS component at that level
Organizations	An organization is assigned to the expense record based on the mapping of FMS GL accounts to organizations in the FMS Accounts – Vision Accounts Mapping dialog box
Vision labor codes only	The expense records won't reference a department.

Cost Type

Cost types are not converted to Vision.

Units and Unit Cost

These values aren't themselves converted, but the total cost of the expense that is calculated from them is converted to the expense cost amount in Vision.

Billing Status

Your entry in **Bill?** For an expense record is converted to Vision as follows:

This billing status in FMS…	Is converted to this Vision status…
Fee	Bill
Yes	Bill
Hold	Hold

(continued)

This billing status in FMS…	Is converted to this Vision status…
Writeoff	Write-off
No	Bill In addition, billing is suppressed, and the billing amount is set to 0.00.

Expense records that were billed in FMS are marked as such in Vision.

Bill Units, Markup, and Multiplier

The bill units, markup, and multiplier for an expense in FMS are not converted. However, the total billable amount (total charge) calculated from them becomes the billing extension amount for the expense in Vision.

Comments

Comments entered for FMS expense records are not converted.

Payments

Any payment or advance applied to an employee expense sheet in FMS is converted to an employee expense payment in Vision as long as the date of the payment is on or before the ending date of the accounting period you specified in **Convert Periods Through** on the Accounting Periods subtab of the Accounts tab in the Vision Conversion Setup dialog box.

If a payment or credit has been applied in FMS to an employee expense sheet that is not fully paid at the time of conversion, the application of the payment or credit is reversed, and an equivalent advance created in Vision.

Voided checks are not converted.

Refunded advances are converted as negative advances.

Deltek

Accounts Payable Invoices Conversion

General Description

AP invoices, debit memos, and credit memos in Deltek FMS are converted to AP vouchers in Deltek Vision.

Related Migration Decisions

Accounts Payable Transactions, Employee Expenses, and Purchase Orders to Convert Decisions" on page 40

"Default Checkbook Decision" on page 30

"Inactive Vendors Decision" on page 34

"Vendor Hold Status Decision" on page 36

"Vendor Discount Information Decision" on page 38

"Work Breakdown Structure Decisions: Projects and Billing Groups" on page 62

"Work Breakdown Structure Decisions: Phases" on page 66

"Work Breakdown Structure Decisions: Departments" on page 71

"Expense Codes-to-Accounts Mapping Decisions" on page 124

"Migration Briefing: Work Breakdown Structure Conversion" on page 57

Reviewing the Converted Data

To view the converted AP transactions in Vision, do either of the following:

- Click **Accounting** » **Accounts Payable** » **Vendor Review** on the Vision Applications menu.

- Click **Reporting** » **Vendor** on the Vision Applications menu, and print the Voucher Ledger report.

To view information for the project expenses related to the invoices, click **Reporting** » **Project** on the Vision Applications menu, and print the Expense Detail report.

You can also review information related to the converted records in the following:

Reports	Forms and Applications
Project Detail	Project Review
Expense Summary	Billing application (unbilled expenses only)
Vendor Summary	
Office Earnings	
Project Progress	
Project Summary	
Project Earnings	
Consultant Ledger	
Voucher Schedule	

Which Records Are Converted

Which AP transactions are converted depends on the conversion options you select:

- If you select **Only Convert AP Invoices, Employee Expense Sheets, and Purchase Orders Dated On or After** on the General tab of the Vision Conversion Setup dialog box, only AP transactions with an invoice date, effective date, or payment date on or after the date you specify are converted.

- If you select **Convert Open AP Invoices and Employee Expense Sheets Only** on the General tab of the Vision Conversion Setup dialog box, only AP transactions with a remaining balance are converted.

- If you select **Convert Active Vendors Only** on the General tab of the Vision Conversion Setup dialog box, AP transactions entered for vendors that are now inactive are not converted unless they have a balance. If they have a balance, they and the vendor are converted automatically.

- No transactions are converted that have an effective date after the ending date of the accounting period you select in **Convert Periods Through** on the Accounting Periods subtab in the Accounts tab of the Vision Conversion Setup dialog box

In addition, deleted, canceled, and cancellation AP transactions aren't converted.

> If a project is converted but some AP transactions entered for that project are not converted, the conversion does not create a voucher or any GL transactions but does bring over project cost information to Vision.

Deltek

AP Transaction Number

The AP transaction number in FMS becomes the voucher number in Vision. For linked retainage invoices, an "R" is added to the end of the original transaction number.

Vendor

The vendor specified for the AP transaction in FMS is converted to the Vision voucher's vendor.

If you selected **Update Project Team When Posting Labor or Vouchers** on the FMS Miscellaneous BM tab of the Vision Conversion Setup dialog box, the conversion also adds any vendors for whom AP transactions were entered for a project or billing group to the list of vendors on the Team tab in the Project Info Center for the appropriate WBS levels.

Invoice Date and Effective Date

The FMS invoice date becomes the invoice date for the Vision voucher.

The effective date becomes the transaction date in Vision. The conversion also uses it to associate the voucher and each line item in the voucher with the corresponding Vision accounting period.

AP Transaction Type

The transaction type is not converted, but it is used by the conversion to determine how to set up the Vision voucher. Invoices, debit memos, and retainage invoices are converted to regular vouchers, while credit memos are converted to negative vouchers.

Invoice Number

The invoice number for the AP transaction in FMS is converted to the Vision voucher's invoice number. For linked retainage invoices, an "R" is added to the end of the original invoice number.

Invoice Amount

The FMS invoice amount isn't converted. Vision calculates a voucher total amount from the line item amounts rather than storing a voucher amount.

Reference

The reference for the AP transaction becomes the description of each of the voucher line items.

Form 1099, Retainage, and Discount Information

The Form 1099 information, retainage amount, and non-discountable amount in FMS for an invoice are not converted.

Bank Code

In preparation for the conversion, you select a default checkbook on the General tab of the Vision Conversion Setup dialog box. The bank code that the conversion creates from that checkbook is assigned to all AP vouchers.

Voucher Address

If the vendor has a payment address in FMS, it is set up as a Vision address called "Payment Address." If it exists, it is assigned as the voucher address. If the vendor does not have a payment address, the billing address is used.

Item Code Information

Only the following from the Items Received tab of the Invoices dialog box are converted or used in the conversion:

This FMS data item…	Is…
Amount	Converted to the amount for the project cost transaction related to the line item.
Balance	Converted to the transaction amount for the project cost transaction related to the line item.
Project?	Not converted. However, if **Project?** Is **No**, the Vision transaction is assigned to the miscellaneous overhead project.
Expense code	Not converted. However, the expense code mapping is used in determining the account for the project cost transaction related to the line item.

Adjustments Information

For each adjustment on the Adjustments/Totals tab of the Invoices dialog box that isn't allocated to an item row, the conversion creates a voucher line item in Vision.

GL Transactions

The GL transactions associated with an AP transaction are converted using the Vision accounts that you mapped to the FMS accounts affected by the transaction.

The AP liability code for the transaction is the liability code linked to the Vision account that you mapped to the AP liability account for the AP transaction. (For a retainage transaction, the liability code related to the FMS retainage payable account is assigned.)

An invoice with an effective date prior to the first day of the fiscal year you specified in **General Ledger Beginning Year** may be converted, depending on your conversion options, but no GL transaction is created for it in Vision. Instead, its effect on the general ledger will be reflected in the initial account balances that the conversion establishes in Vision.

Deltek

> For project cost purposes, a different Vision expense account may be used than the one affecting the general ledger, depending on the project cost adjustment option you selected in the FMS Expense Codes – Vision Accounts Mapping dialog box. For more on this, see "Expense Codes-to-Accounts Mapping Decisions" on page 124.

Payment Terms

For AP transactions in FMS that are not on hold or marked as pay when paid, the conversion sets **Payment Date** to **Date** and the FMS due date.

For AP transactions in FMS that have **Hold Payment** selected, the conversion sets **Payment Date** to **Hold.** In this case, no due date is specified.

For AP transactions in FMS that have **Pay When Paid** selected, the conversion sets **Payment Date** to **PWP.** In this case, no due date is specified.

No other payment terms information is converted.

Expense Code

FMS expense codes in project expenses related to AP transactions are replaced by expense accounts. For project cost and billing purposes, the conversion replaces the expense code with one of the Vision accounts you mapped to it in the FMS Expense Codes – Vision Accounts Mapping dialog box:

If…	Then the account for the expense is…
Bill? Is **Yes** or **Hold** and the cost type is a subcontractor cost type	The reimbursable consultant expense account mapped to the expense code.
Bill? Is **Yes** or **Hold** and the cost type is not a subcontractor cost type	The reimbursable expense account mapped to the expense code.
Bill? Is **Fee**, **Writeoff**, or **No** and the cost type is a subcontractor cost type	The direct consultant expense account mapped to the expense code.
Bill? Is **Fee**, **Writeoff**, or **No** and the cost type is a not subcontractor cost type	The direct expense account mapped to the expense code.

Project and Billing Group

Projects and billing groups in FMS expense records are converted to the appropriate WBS components in the Vision expense transactions, based on the work breakdown structure decisions you made on the WBS tab of the Vision Conversion Setup dialog box.

Expenses that aren't project-related in FMS are assigned to the miscellaneous overhead project (ZZZ).

It is possible to convert an expense but not convert the project for which the expense was entered. If that occurs, the expense is assigned to the miscellaneous overhead project or the miscellaneous regular project (Z99), whichever is appropriate.

Phase

If you elected to convert phases as a WBS level, the phases in FMS expense records become a WBS component.

If you decided to convert phases as part of labor codes or to not convert phases at all, the expense records in Vision will not reference a phase.

Department

If you are using departments in Business Management and you elected to convert departments, the departments in expense records are converted based on the conversion decisions you made on the WBS tab of the Vision Conversion Setup dialog box:

If departments are converted as…	Then…
A WBS level	The expense record department becomes a WBS component at that level.
Organizations	An organization is assigned to the expense record based on the mapping of FMS GL accounts to organizations in the FMS Accounts – Vision Accounts Mapping dialog box.
Vision labor codes only	The expense records won't reference a department.

Cost Type

Cost types are not converted to Vision.

Units and Unit Cost

These values aren't themselves converted, but the total cost of the expense that is calculated from them is converted to the expense cost amount in Vision.

Billing Status

Your entry in **Bill?** For an expense record is converted to Vision as follows:

This billing status in FMS…	Is converted to this Vision status…
Fee	Bill
Yes	Bill

Deltek

This billing status in FMS…	Is converted to this Vision status…
Hold	Hold
Writeoff	Write-off
No	Bill In addition, billing is suppressed, and the billing amount is set to 0.00.

Expense records that were billed in FMS are marked as such in Vision.

Bill Units, Markup, and Multiplier

The bill units, markup, and multiplier for an expense in FMS are not converted. However, the total billable amount (total charge) calculated from them becomes the billing extension amount for the expense in Vision.

Comments

Comments entered for FMS expense records are not converted.

Accounts Payable Payments Conversion

General Description

Payments of AP invoices, either through a normal check run or through manual payments, and cash payments (payments to accounts) in Deltek FMS are converted to AP payments and cash disbursement records in Deltek Vision.

Separate payment line items are created in Vision for each invoice item paid.

Related Migration Decisions

Accounts Payable Transactions, Employee Expenses, and Purchase Orders to Convert Decisions" on page 40

"Inactive Vendors Decision" on page 34

"Vendor Hold Status Decision" on page 36

"Vendor Discount Information Decision" on page 38

Reviewing the Converted Data

To view converted AP payment information in Vision, do either of the following:

- Click **Accounting** » **Accounts Payable** » **Vendor Review** on the Vision Applications menu.

- Click **Reporting** » **Vendor** on the Vision Applications menu, and print the Voucher Ledger report.

You can also review information related to the converted records in the following:

Reports	Forms and Applications
Project Detail	Project Review
Expense Summary	Billing application (unbilled expenses only)
Vendor Summary	
Office Earnings	
Project Progress	
Project Summary	
Project Earnings	
Consultant Ledger	
Voucher Schedule	

Deltek

Which Records Are Converted

Which payments are converted depends on the conversion options you select for AP invoices:

- If you select **Only Convert AP Invoices, Employee Expense Sheets, and Purchase Orders Dated On or After** on the General tab of the Vision Conversion Setup dialog box, only AP transactions with an invoice date, effective date, or payment date on or after the date you specify are converted. Any payments for the converted transactions are also converted.

- If you select **Convert Open AP Invoices and Employee Expense Sheets Only** on the General tab of the Vision Conversion Setup dialog box, only AP transactions with a remaining balance are converted. Any payments applied to these open invoices are also converted.

- If you select **Convert Active Vendors Only** on the General tab of the Vision Conversion Setup dialog box, AP transactions entered for vendors that are now inactive are not converted unless they have a balance. If they have a balance, the transactions and the vendor are converted automatically. Any payments for the converted transactions are also converted.

- If you select **Only Convert AP Invoices, Employee Expense Sheets, and Purchase Orders Dated On or After** on the General tab of the Vision Conversion Setup dialog box, manual payments to accounts (both payments and cash transfers) dated before the cutoff date are not converted to Vision.

- No payments are converted that are dated after the ending date of the accounting period you select in **Convert Periods Through** on the Accounting Periods subtab in the Accounts tab of the Vision Conversion Setup dialog box.

- Voided checks are not converted.

> Since a payment can apply to multiple invoices, it is possible that not all invoices paid will be converted. In that case, only the portion of the payment for the converted invoices is converted.

Charge Payment to a Vendor

If a vendor invoice is paid using a company charge account and the charge transaction has not been reconciled in FMS at the time of conversion or it has been reconciled but no AP invoice created for the credit card company, the conversion creates the necessary payment records in Vision for the charge payment, and it also creates an AP voucher in Vision with the credit card company as the vendor. The voucher number and invoice number for this voucher is "REC_" followed by the charge tracking number.

For a charge payment that has been fully reconciled in FMS and for which an AP invoice has been created for the credit card company, the payment to the original vendor is converted but no additional AP voucher is created.

Refunds

Refunds are converted as negative payments.

Prepayments

Prepayments applied to converted invoices are converted as normal payments, with the date they were applied serving as the check date.

Unapplied prepayments are converted as Vision prepayments. The result in Vision is a negative voucher for the amount of the prepayment and GL entries to the Vision accounts mapped to the FMS accounts for the FMS prepayment transaction.

Discounts

If a discount is taken on an invoice, the conversion creates additional payment line items as necessary to apply the discount. Discounts are assigned to the miscellaneous overhead project (ZZZ).

Check Date

The conversion uses the FMS check date to associate the payment with the corresponding Vision accounting period.

Check Number

The FMS check number or charge tracking number is converted to the payment reference number. For direct deposit payments, a "D" is added to the beginning of the advice number to avoid the possibility of duplicate payment reference numbers.

Invoice Number

The number of the FMS invoice being paid is used as the payment voucher number in Vision.

Vendor

The vendor paid in FMS is the vendor associated with the payment in Vision.

Payment Amount

The FMS payment amount for each invoice line item is converted to the Vision payment amount.

Bank Code

The bank code assigned to a cash payment is the one to which the FMS checkbook for the payment was converted. For a charge payment, the bank code created from the default checkbook you specified on the General tab of the Vision Conversion Setup dialog box is assigned.

GL Transactions

The GL transactions associated with a payment are converted using the Vision accounts that you mapped to the FMS accounts affected by the payment.

A payment dated prior to the first day of the fiscal year you specified in **General Ledger Beginning Year** may be converted, depending on your conversion options, but no GL transaction is created for it in Vision. Instead, its effect on the general ledger will be reflected in the initial account balances that the conversion establishes in Vision.

Organizations

If you are using departments in Business Management and you elected to convert departments to Vision organizations, the organizations to which a payment is assigned are the organizations you mapped to the FMS accounts affected by the payment in the FMS Accounts – Vision Accounts Mapping dialog box.

Unreconciled Checks and Deposits Conversion

General Description

The conversion moves unreconciled checks and deposits from Deltek FMS to Deltek Vision. Reconciled checks and deposits are not converted.

This conversion enables you to reconcile to your bank statement after you begin using Vision, but you won't be able to view any additional FMS check history.

Related Migration Decisions

There are no related migration decisions.

Reviewing the Converted Data

To review the converted check and deposit information, click **Accounting » Bank Reconciliation** on the Vision Applications menu, select a bank, and enter a statement date. In the Bank Statement Reconciliation form, use the Deposits and Checks tabs to view the unreconciled items.

You can use the 🖶 **Print** option at the top of the form to print the Bank Reconciliation report.

> If you haven't yet saved the reconciliation in Vision, click 💾 **Save** at the top of the form before printing the Bank Reconciliation report. If you don't save it first, the report will show no checks or deposits.

Records That Will Be Converted

All unreconciled checks and deposits are converted, regardless of date. Cutoff dates that normally apply to transaction conversion do not apply in this case.

No reconciled checks and deposits are converted.

Voided Checks, Spoiled Checks, Stub Overruns

Unreconciled voided checks, spoiled checks, and check stub overruns are not converted to Vision.

Voiding Converted Checks

You cannot void an FMS check in Vision.

Checkbook

The FMS checkbook for a check or deposit is replaced by the corresponding bank code in Vision.

Deltek

Check Number, Payee, Amount

The check number, payee, and amount for checks are converted to Vision without change.

Deposit Number, Received From, Amount

The deposit number, the person or company from whom the check was received, and the deposit amount are converted to Vision without change. (For deposits containing more than one payment, the record has **Multiple Receipts** as the deposit description instead of a specific payer.)

Check and Deposit Types

The FMS check and deposit types used on the Check Register report (Payroll, PR Direct Deposit, Computer,…) are converted to an equivalent Vision check or deposit type. Vision has fewer types, so in many cases multiple FMS types are converted to the same Vision type.

General Ledger Transactions Conversion

General Description

General ledger transactions in Deltek FMS are converted to Deltek Vision for user-defined source journals and for certain system-assigned source journals. The conversion creates the remaining GL transactions during the conversion of the source transactions (AP invoices, AR invoices, receipts,…).

Related Migration Decisions

"Accounting Periods Decisions" on page 54

"Work Breakdown Structure Decisions: Projects and Billing Groups" on page 62

"Work Breakdown Structure Decisions: Phases" on page 66

"Work Breakdown Structure Decisions: Departments" on page 71

"Expense Codes-to-Accounts Mapping Decisions" on page 124

"Migration Briefing: Work Breakdown Structure Conversion" on page 57

Reviewing the Converted Data

To view converted GL transaction information in Vision, click **Reporting** » **General Ledger** on the Vision Applications menu, and print the Account Analysis report.

To view information for the project expenses related to the GL transactions, click **Reporting** » **Project** on the Vision Applications menu, and print the Expense Detail report.

You can also review information related to the converted records in these reports:

- Income Statement

- Balance Sheet

- Trial Balance

Which Records Are Converted

The conversion directly converts to Vision all GL transactions for user-defined source journals and transactions for these system-assigned source journals:

- WIP

- TimeOff

- ChkRec

- ChgRec

- ACTax

- OPR

- OGL

- OAR

- OAP

- GL Dist

- Convt

- ReAdj

No transactions for these source journals are converted that have an effective date after the ending date of the accounting period you select in **Convert Periods Through** on the Accounting Periods subtab in the Accounts tab of the Vision Conversion Setup dialog box

The conversion may also convert transactions for the PR source journal:

- If you aren't converting payroll data, the conversion converts all transactions for the PR source journal.

    Or

- If you are converting payroll data and you are using Payroll Plus, the conversion converts any transaction for the PR source journal that is dated before the year you entered in **Beginning Payroll Year to Convert** on the Payroll tab of the Additional Vision Setup dialog box.

Other GL transactions (those for AP transactions, for example) are created in Vision when the source transactions are converted.

> If a project is converted but a GL transaction with expenses entered for that project is not converted, the conversion does not create a GL transaction but does bring over project cost information to Vision.

Reference

The reference text for the FMS transaction is converted to the transaction description in Vision.

Entry Date and Effective Date

The FMS entry date is converted to the transaction date in Vision.

The effective date is used to assign each transaction to the correct accounting period in Vision.

Accrual and/or Cash Options

Accrual-basis amounts, cash-basis amounts, or both are converted for a transactions based on whether the **Accrual**, **Cash**, or **Accrual and Cast** option was selected for it in FMS.

Account

The accounts in the Vision transaction are those you mapped to the FMS accounts in the original transaction.

Debit and Credit Amounts

The debit and credit amounts are converted to transactions amounts for the corresponding Vision accounts.

Bank Code

When a transaction involves a cash account, the bank code that the conversion creates from the checkbook linked to that FMS account is assigned to the entry.

Expense Code

FMS expense codes in project expenses related to GL transactions are replaced by expense accounts. For project cost and billing purposes, the conversion replaces the expense code with one of the Vision accounts you mapped to it in the FMS Expense Codes – Vision Accounts Mapping dialog box:

If…	Then the account for the expense is…
Bill? Is **Yes** or **Hold** and the cost type is a subcontractor cost type	The reimbursable consultant expense account mapped to the expense code.
Bill? Is **Yes** or **Hold** and the cost type is not a subcontractor cost type	The reimbursable expense account mapped to the expense code.
Bill? Is **Fee**, **Writeoff**, or **No** and the cost type is a subcontractor cost type	The direct consultant expense account mapped to the expense code.
Bill? Is **Fee**, **Writeoff**, or **No** and the cost type is a not subcontractor cost type	The direct expense account mapped to the expense code.

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Project and Billing Group

Projects and billing groups in FMS expense records are converted to the appropriate WBS components in the Vision expense transactions, based on the work breakdown structure decisions you made on the WBS tab of the Vision Conversion Setup dialog box.

Expenses that aren't project-related in FMS are assigned to the miscellaneous overhead project.

It is possible to convert an expense but not convert the project for which the expense was entered. If that occurs, the expense is assigned to the miscellaneous overhead project or the miscellaneous regular project, whichever is appropriate.

Phase

If you elected to convert phases as a WBS level, the phases in FMS expense records become a WBS component.

If you decided to convert phases as part of labor codes or to not convert phases at all, the expense records in Vision will not reference a phase.

Department

If you are using departments in Business Management and you elected to convert departments, the departments in expense records are converted based on the conversion decisions you made on the WBS tab of the Vision Conversion Setup dialog box:

If departments are converted as…	Then…
A WBS level	The expense record department becomes a WBS component at that level.
Organizations	An organization is assigned to the expense record based on the mapping of FMS GL accounts to organizations in the FMS Accounts – Vision Accounts Mapping dialog box.
Vision labor codes only	The expense records won't reference a department.

Cost Type

Cost types are not converted to Vision.

Units and Unit Cost

These values aren't themselves converted, but the total cost of the expense that is calculated from them is converted to the expense cost amount in Vision.

Billing Status

Your entry in **Bill?** For an expense record is converted to Vision as follows:

This billing status in FMS…	Is converted to this Vision status…
Fee	Bill
Yes	Bill
Hold	Hold
Writeoff	Write-off
No	Bill In addition, billing is suppressed, and the billing amount is set to 0.00.

Expense records that were billed in FMS are marked as such in Vision.

Bill Units, Markup, and Multiplier

The bill units, markup, and multiplier for an expense in FMS are not converted. However, the total billable amount (total charge) calculated from them becomes the billing extension amount for the expense in Vision.

Comments

Comments entered for FMS expense records are not converted.

Deltek

Accounts Receivable Collection Actions Conversion

General Description

If you have the Accounts Receivable Collections module, the conversion converts the collection actions for converted projects to AR comments in Deltek Vision.

Related Migration Decisions

There are no related migration decisions.

Reviewing the Converted Data

To view the AR comments, do either of the following:

- Click **Accounting** » **Accounts Receivable** » **Invoice Review** on the Vision Applications menu, select the client, select the project in the **Aged Accounts Receivable** grid, and click **Comments** in the title bar of the grid.

- Click **Reporting** » **Accounts Receivable** on the Vision Applications menu, and print the AR Comments report.

Which Records Are Converted

Only actions for converted projects are converted to Vision.

Client

The client for which the action was entered in FMS is assigned the corresponding AR comment in Vision.

Date

The action date becomes the comment date.

Recipient

The action recipient's ID is included in the comment text in Vision.

Invoice

The invoice number for which the action was entered in FMS is assigned the corresponding AR comment in Vision.

Project

The project for which the action was entered in FMS is assigned the corresponding AR comment in Vision.

Action Type

The action type is included in the comment text in Vision.

Notes

The notes are converted to the comment text in Vision.

User Name (Vision)

Each comment in Vision includes the user name of the person who entered the comment. For the converted actions, the conversion is putting a sequential number in this field to make the set of key data for each comment unique, a requirement in Vision.

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Appendix C: How Payroll Information Is Converted

Payroll Control Information Conversion

General Description

The only information from the Payroll Control Information dialog box in Deltek FMS Payroll Plus that is involved in the conversion to Deltek Vision is the default payroll checkbook on the Defaults tab and the employee advance account on the GL Accounts tab.

The default checkbook setting is converted to the bank code used in Vision Payroll to make credit entries directly to a cash account.

The employee advance account is assigned as the credit account for the withholding code created for payroll advances.

Related Migration Decisions

Reviewing the Converted Data

To view the bank code in Vision, click **Configuration** » **Payroll** » **General** on the Vision Applications menu. The bank code is on the General tab.

To view the Advances withholding code in Vision, click **Configuration** » **Payroll** » **Withholding Codes** on the Vision Applications menu.

Payroll Tax Methods Conversion

General Description

Deltek FMS tax methods that are employee-paid are converted to Deltek Vision withholding codes. Employer-paid tax methods, with some exceptions, are converted to contribution codes.

Related Migration Decisions

"General Vision Decisions" on page 27

"Payroll Decisions" on page 176

Reviewing the Converted Data

To view the withholding codes in Vision, click **Configuration** » **Payroll** » **Withholding Codes** on the Vision Applications menu.

To view the contribution codes, click **Configuration** » **Payroll** » **Contribution Codes** on the Vision Applications menu.

Tax Methods That Are Converted

With a few exceptions, tax methods that appear in payroll records dated in or after the year you specified in **Beginning Payroll Year to Convert** on the Payroll tab of the Additional Vision Setup dialog box are converted to Vision. Employee-paid taxes become Vision withholding codes, and employer-paid taxes (FUTA and SUTA, for example) become contribution codes.

The exceptions are tax methods for employer FICA and employer Medicare. These are not converted, regardless of when they were last used in FMS.

Tax Type

The tax type in FMS determines type, method, and locale for the withholding code in Vision. These settings, in turn, determine whether the withholding code is linked to a Vision system tax table and how it is handled on reports and government forms.

System Tax Methods

System-assigned FMS tax methods (those for federal income tax, state income tax, and so on) that were used in converted payroll checks are set up in Vision with **Federal**, **State**, **FICA-HI**, or **FICA-OASDI** in **Type**. **Method** is set to **System**, so the taxes will be calculated using the system tax formulas and tables.

For federal income tax, **Locale** is **FE**, and for state income tax codes, it is the appropriate state code. This links the income tax withholding codes to the correct system tax calculation tables.

Non-System Tax Methods

When the conversion creates a withholding code or contribution code for a non-system FMS tax method, even if that tax method is a copy of one of the FMS system tax methods, it sets it up with either the Percentage or the Amount calculation method.

If…	Then the method assigned is…
Tax Is a Percent of Gross Wages + or – Assigned Adjustments is selected on the Flat Tax Rates tab in the Tax Methods dialog box in FMS	Percentage. The percentage from the grid on that tab is assigned as the tax rate in Vision.
Use Withholding Tax Amount Plus % of Excess is selected on the W/H Tax Plus % tab in the **Tax Methods** dialog box, and the number of brackets is 1	Amount. The amount from the grid on that tab is assigned as the tax amount in Vision.

In all other cases involving non-system tax methods, the Amount method is assigned, the amount is set to 0.00, and the withholding code or contribution code is set up as inactive. This is done because the conversion can't determine for sure how the tax should be calculated. If you want to use those codes in Vision, you will have to set them up the way you want them before you print payroll checks in Vision.

Local Tax Methods

For tax methods with the Local Income Tax type in FMS, the conversion also creates a new locale in Vision and assigns it to the withholding code. The entry in **ID for Reporting** from the Tax Methods dialog box is converted as the locale.

Inactive Tax Methods

Inactive tax methods are converted to withholding codes or contribution codes that are also marked as inactive.

Default Liability Account

The Vision account mapped to the default liability account for an FMS tax method is assigned as the credit account for the Vision withholding code or contribution code.

Default Employer Expense Account

The Vision account mapped to the default employer expense account for an employer-paid tax method is assigned as the debit account for the Vision contribution code.

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Work Breakdown Structure

All withholding codes created by the conversion are assigned to the miscellaneous overhead project (ZZZ).

Maximum

If the FMS tax method is set up with a maximum amount that is evaluated using gross wages plus or minus adjustments, that amount is used as the wage basis. If the maximum is evaluated based on accumulation, it is used as the overall limit amount in Vision.

FICA Expense Account

To set the account on the FICA tab of the Payroll Setup form in Vision, the conversion uses the Vision account mapped to the default expense account for the first FMS tax method with the OASDI Employer tax type.

Tax Treatment for Payroll Adjustments

The settings in the **Deduct Before Calc Tax?** Column of the grid on the Tax Treatment tab in the Payroll Adjustments dialog box in FMS are used to set **Exclude 401(k) amounts** and **Exclude cafeteria plan amounts** check boxes for Vision withholding codes created from FMS tax methods.

Note also that if an FMS payroll adjustment is converted to a type of other pay in Vision and that adjustment has **Yes** in **Deduct Before Calc Tax?** For a tax method, the withholding code created in Vision for that tax method will have the check box selected for that other pay type under **Deduct before calculating withholding**.

Payroll Adjustments Conversion

General Description

The following types of Deltek FMS payroll adjustments are converted to Deltek Vision withholding codes:

- NTD (Non-taxable deduction)

- CAF (Cafeteria deduction)

- ATD (After-tax deduction)

- TNP (Taxable – not paid)

- ATA (After-tax addition)

(The ATA adjustments are converted as negative deductions.)

TNP and TAG (Taxable addition to gross) adjustments are converted to other pay types in Vision.

ECT (Employer contributions) adjustments are converted to contribution codes in Vision.

BNS (Bonus) adjustments aren't converted.

Related Migration Decisions

"General Vision Decisions" on page 27

"Payroll Decisions" on page 176

Reviewing the Converted Data

To view the withholding codes in Vision, click **Configuration** » **Payroll** » **Withholding Codes** on the Vision Applications menu.

To view the contribution codes in Vision, click **Configuration** » **Payroll** » **Contribution Codes** on the Vision Applications menu.

To view the other types of pay, click **Configuration** » **Payroll** » **General** on the Vision Applications menu, and go to the Other Pay Setup tab.

Payroll Adjustments That Are Converted

If you are converting both Info Center data and transactions, payroll adjustments that appear in payroll records dated in or after the year you specified in **Beginning Payroll Year to Convert** on the Payroll tab of the Additional Vision Setup dialog box are converted to Vision. In addition, any payroll adjustment assigned to an employee and set up to be used indefinitely is converted even if it has not been used in a converted payroll record.

If you are converting Info Center data only, all active payroll adjustments are converted.

Adjustment Type

The FMS adjustment types that represent deductions are assigned a withholding type in Vision:

- CAF adjustments are assigned the Cafeteria type.

- NTD adjustments are assigned the 401(k) type.

- ATA, ATD, and TNP adjustments are assigned the Other type.

Inactive Payroll Adjustments

If **Inactive** is selected for the FMS adjustment, the conversion checks **Inactivate when processing payroll** for the Vision withholding code or contribution code.

Assign to New Employee

If **Assign to New Employees** is selected for the FMS adjustment, the conversion checks **Default withholding for new employees** for the Vision withholding code (**Default contribution for new employees** for a contribution code).

No other information from the Options tab in the Payroll Adjustments dialog box is converted.

Calculation Method: Non-ECT Adjustments

For FMS adjustments using the Lump Sum Amount calculation method, the Amount method is assigned to the withholding code in Vision.

FMS adjustments with the following calculation methods are assigned the Percentage method in Vision, but because Vision doesn't support these calculations, the withholding codes are marked as inactive:

- Rate($) × Pay Period Days

- Rate($) × Work Days

- Rate($) × Total Work Hours

- Rate($) × Regular Hours

- Rate($) × Overtime Hours

- Rate($) × Units

FMS adjustments with a calculation method that applies a rate as a percentage are assigned the Percentage method in Vision, and the withholding codes are active.

The conversion also uses the FMS adjustment type and calculation method to determine how to set these check boxes for the withholding code:

- **Exclude 401(k) amounts**

- **Exclude cafeteria plan amounts**

The conversion does not select any of the Other Pay check boxes under **Deduct before calculating withholding** for withholding codes created from payroll adjustments because that is seldom appropriate. However, after conversion you should review the payroll adjustments and make sure none of your other pay types should be excluded.

If **Calculate on Bonus Pay** is selected in FMS, **Default withholding amount to zero for bonus payroll** is not selected in Vision. The reverse is true if **Calculate on Bonus Pay** is selected in FMS.

Calculation Method: ECT Adjustments

If **Employer Matching Adjustment** is selected for the ECT adjustment on the Options tab, the Calculation Method tab is disabled and the settings on the Employer Matching tab are used instead.

If **Employer Matching Adjustment** is not selected for the ECT adjustment, the conversion does the following:

- For ECT adjustments using the Lump Sum Amount calculation method, **Fixed amount** is selected in **Method** for the contribution code in Vision.

- For all other FMS calculation methods, **Percent of Employee wages** is selected in **Method** in Vision.

In either case, the entry in **Rate** appears in **Amount/percent** in Vision.

The conversion also uses the FMS adjustment type and calculation method to determine how to set these check boxes for the contribution code:

- **Exclude 401(k) amounts**

- **Exclude cafeteria plan amounts**

The conversion does not select any of the Other Pay check boxes under **Deduct before calculating contribution** for contribution codes created from payroll adjustments because that is seldom appropriate. However, after conversion you should review the payroll contributions and make sure none of your other pay types should be excluded.

If **Calculate on Bonus Pay** is selected in FMS, **Default contribution amount to zero for bonus payroll** is not selected in Vision. The reverse is true if **Calculate on Bonus Pay** is selected in FMS.

Employer Matching

No information from the Employer Matching tab in the Payroll Adjustments dialog box is converted for non-ECT adjustments.

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For ECT adjustments for which **Employer Matching Adjustment** is selected on the Options tab, the following conversions occur:

- The withholding code created for the adjustment in **Linked Adjustment** appears in **Withholding** in the Payroll Contribution Setup form in Vision.

- The rate in **Employer Contribution Rate** moves to **Amount/percent** in Vision.

- The value in **Matching Rate Cap** appears in **Matching rate cap** in Vision.

- If **Linked Adjustment's Basis** is selected under **Employer Matching Calculation Methods**, **Method** in Vision is set to **Lesser of Employee withholding or wages**.

- If **Linked Adjustment's Contribution** is selected under **Employer Matching Calculation Methods**, **Method** in Vision is set to **Percent of Employee withholding**.

Maximums and Minimums

In Vision, **Wage base**, **Overall limit**, and the **Reset limit at time of W-2 initialization** check box are used to establish withholding code maximums. If **Set Maximum** is selected for an FMS adjustment, the conversion establishes those settings as follows:

- If **Use Period Totals** is set to **Annual Totals**, the conversion selects **Reset limit at time of W-2 initialization** for the withholding code.

- If **Use Period Totals** is set to something other than **Annual Totals**, the conversion creates a withholding code with **Inactivate when processing payroll** selected and 0.00 in **Wage base** and **Overall limit**. Vision gives you the option to reset totals annually or let them continue, but it doesn't support this for other periods. You'll need to adjust the amounts yourself for such withholding codes.

- If **Use Accumulation and Compensation** is selected for the FMS adjustment, **Accumulation Maximum** converts to **Overall limit**, and **Compensation Maximum** converts to **Wage base**.

- If **Hours** is selected under **Evaluate Maximum Using**, the conversion creates a withholding code with **Inactivate when processing payroll** selected and 0.00 in **Wage base** and **Overall limit**. You'll need to adjust the amounts yourself for such withholding codes.

- If **Dollars** and **Accumulation** are selected under **Evaluate Maximum Using**, the conversion converts **Maximum Amount** to **Overall limit**.

- If **Dollars** and anything other than **Accumulation** are selected under **Evaluate Maximum Using**, the conversion converts **Maximum Amount** to **Wage base**.

- If you've linked two adjustments in FMS using **Linked Adjustment** under **Link to Use Accumulation Maximum** to handle Roth IRAs, the conversion links the corresponding withholding codes in Vision using the **Link to calculate Overall Limit** column on the Payroll Withholding Setup form.

- The **Include Bonus Amount** setting for maximums in FMS is not converted.

No information for minimums is converted. Vision doesn't support withholding code minimums.

Tax Treatment

No information from the Tax Treatment tab in the Payroll Adjustments dialog box is converted.

However, the settings in the **Deduct Before Calc Tax?** Column of the grid are used to set **Exclude 401(k) amounts** and **Exclude cafeteria plan amounts** check boxes for withholding codes created from FMS tax methods.

Note also that if an FMS payroll adjustment is converted to a type of other pay in Vision and that adjustment has **Yes** in **Deduct Before Calc Tax?** For a tax method, the withholding code created in Vision for that tax method will have the check box selected for that other pay type under **Deduct before calculating withholding**.

Government Reporting

For non-ECT adjustments, the line labels for Form W-2 are converted to **Box to include on W2** in Vision. Both **12D** and **12AA** becomes **Box 12 D…** in Vision, and **12BB** becomes **Box 12 E….**

No other information from the Government Reporting tab in the Payroll Adjustments dialog box is converted.

GL Accounts: Default Adjustment Account

The Vision account mapped to the default adjustment account for a payroll adjustment is assigned as the credit account for the Vision withholding code.

Vision requires the credit accounts to be asset, liability, or expense accounts. If the Vision account does not fall into one of these ranges, the withholding code is marked as inactive, and you'll need to change the account before you can use the code.

If the account is an expense account, the withholding code is assigned to the miscellaneous overhead project (ZZZ).

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GL Accounts: Default Employer Expense Account

For ECT adjustments only, the account in **Employer Expense** on the GL Accounts tab is converted as the debit account assigned to the contribution code in Vision.

Adjustments Converted to Other Pay

TAG and TNP adjustments are converted to types of other pay based on your entries on the Payroll tab in the Additional Vision Setup dialog box. They are all assigned to the miscellaneous overhead project (ZZZ).

None of the payroll adjustment information for these types of adjustments is used to set up the other pay types in Vision.

Bonuses

Vision does not process bonuses using a withholding code or other pay type, so BNS payroll adjustments are not converted. In Vision, bonuses are generated when you do a payroll run with **Bonus** selected in **Run Type** on the Payroll Processing form.

Bonus cost in Vision goes to a single GL account, the account you specified on the Payroll tab in the Additional Vision Setup dialog box.

> In Vision, you can't pay a bonus amount on a regular payroll check. Because of this, if the conversion encounters that situation when converting FMS payroll record, it increases the regular pay amount by the amount of the bonus.

Advances

If you convert any payroll records for a payroll advance, repayment of an advance, or an advance draw, the conversion creates an Advances withholding code in Vision. This is necessary because Vision Payroll doesn't have a payroll advance feature.

The credit account for the withholding code is the Vision account mapped to the employee advance account specified on the GL Accounts tab of the Payroll Control Information dialog box in FMS. Withholding type is Other, and method is Amount.

Employee Payroll Information Conversion

General Description

If you have elected to convert Deltek FMS Payroll Plus data to Deltek Vision Payroll, the conversion sets up withholding codes or contribution codes for adjustments and taxes, other pay amounts, and payroll direct deposit accounts for employees in Vision based on the corresponding employee information in FMS.

Related Migration Decisions

"General Vision Decisions" on page 27

"Payroll Decisions" on page 176

Reviewing the Converted Data

To view employee withholding codes, contribution codes, and other pay information in Vision, click **Info Center** » **Employees** on the Vision Applications menu and go to the Payroll tab. To see direct deposit information, go to the Accounting tab.

Payroll Adjustments

Payroll adjustments that appear in payroll records dated in or after the year you specified in **Beginning Payroll Year to Convert** on the Payroll tab of the Additional Vision Setup dialog box are converted to Vision withholding codes or contribution codes.. Those codes are then assigned to employees to whom the corresponding adjustment was assigned in FMS.

Method is set to **Amount** or **Percentage**, based on the method assigned at the system level, and **Amount** or **Percent** is set to the correct value for the employee.

Inactive Adjustment Withholding Codes

Any withholding codes or contribution codes that the conversion sets up in Vision with **Inactivate when processing payroll** selected are assigned to employees with **System** selected under **Active**. That way, once you have modified and made the code active at the system level, it is automatically activated for all employees to whom it is assigned.

In some cases, the conversion has to add an employee withholding code or contribution code created from an FMS adjustment that is no longer active for that employee. This is necessary so that certain reports work correctly in Vision. In those cases, the employee withholding code is set up with **Inactive** in the **Active** column.

TAG and TNP Adjustments

TAG and TNP adjustments in FMS are converted as other pay types in Vision. If an employee in FMS is assigned a TAG or TNP adjustment with the Lump

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Sum Amount calculation method, the conversion converts the amount of the adjustment for that employee to the appropriate Other Pay box on the Payroll tab of the Employee Info Center. (If the employee has more than one such FMS adjustment that is mapped to a single type of other pay, the amounts are combined.)

BNS Adjustments

Vision does not process bonuses using a withholding code or other pay type, so BNS payroll adjustments are not converted.

> In Vision, you can't pay a bonus amount on a regular payroll check. Because of this, if the conversion encounters that situation when converting FMS payroll record, it increases the regular pay amount by the amount of the bonus.

Tax Methods

With some exceptions, tax methods that appear in payroll records dated in or after the year you specified in **Beginning Payroll Year to Convert** on the Payroll tab of the Additional Vision Setup dialog box are converted to Vision withholding codes or contribution codes. Those withholding and contribution codes are then assigned to employees to whom the corresponding tax method was assigned in FMS.

The exceptions are tax methods for employer FICA and employer Medicare. These are not converted, regardless of when they were last used in FMS.

The conversion sets values in **Filing Status**, **Exemptions**, **Additional Amount**, and **Other Exemptions** in Vision based on the corresponding values in FMS and, for system-assigned taxes, also based on how Vision calculates the taxes.

Inactive Tax Withholding Codes

Any withholding or contribution codes for taxes that the conversion sets up in Vision with **Inactivate when processing payroll** selected are assigned to employees with **System** selected under **Active**. That way, once you have modified and made the code active at the system level, it is automatically activated for all employees to whom it is assigned.

Payroll Direct Deposit

If **Use Direct Deposit for Payroll** is selected for an employee on the Payroll Direct Deposit tab in the Employees dialog box in FMS, the employee's direct deposit account information from that tab is converted to Vision.

This item in FMS…	Is converted to this in Vision…
Payroll Distribution Basis (% of Payroll or Payroll Amount)	**Payroll Method (Percentage or Amount)**
Seq	**Seq**
Routing Number	**Bank ID** (The number has nine digits in FMS but only eight digits in Vision. Vision calculates the ninth digit.)
Bank Name	Custom field on the FMS tab
Account Number	**Account Number**
Type (Checking or Savings)	**Account Type (Checking or Savings)**
% of Payroll	**Payroll Percent**
Payroll Amt	**Payroll Amount**

Payroll GL Accounts

No information from the Payroll GL Accounts tab in the Employees dialog box is converted.

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Payroll Checks Conversion

General Description

If you elect to convert Deltek FMS Payroll Plus information to Deltek Vision Payroll, paid payroll records dated on or after the first day of the year specified in **Beginning Payroll Year to Convert** on the Payroll tab of the Additional Vision Setup dialog box are converted to Vision. Included are check and direct deposit information, withholding detail, and GL transactions.

> Only payroll records from Payroll Plus for Windows are converted. No information from linked payroll systems or from the DOS version of Payroll Plus is converted.

Related Migration Decisions

"General Vision Decisions" on page 27

"Payroll Decisions" on page 176

Reviewing the Converted Data

To review the converted payroll information, do either of the following:

- Click **Reporting** » **Payroll** on the Vision Applications menu, and print the Payroll Check Register.

- Click **Human Resources** » **Employee Review** on the Vision Applications menu.

Records That Will Be Converted

Which payroll records are converted depends on the conversion setup options you specified and other factors:

- Only payroll records with the Paid status are converted.

- No payroll records are converted that are dated prior to the first day of the year specified in **Beginning Payroll Year to Convert** on the Payroll tab of the Additional Vision Setup dialog box.

- No payroll records are converted that are dated after the ending date of the accounting period you select in **Convert Periods Through** on the Accounting Periods subtab on the Accounts tab of the Vision Conversion Setup dialog box.

- Cancelled checks for which the cancellation is dated the same as the original check are not converted.

Regular Hours and Amounts

The conversion combines regular and time-off hours and amounts from FMS when setting regular hours and amounts in Vision.

Checkbook

The FMS checkbook associated with a payroll record is replaced in Vision by the bank code to which the checkbook was converted.

If you convert historical payroll records, they are assigned the bank code for the default checkbook you specified on the General tab of the Vision Conversion Setup dialog box.

Adjustments and Taxes

Most payroll adjustment and tax method detail for employee checks is converted to comparable detail for the Vision withholding codes and contribution codes to which the adjustments and taxes were converted.

The exceptions are records for Social Security and Medicare taxes and for TAG, TNP, and BNS adjustments, which are handled in special ways.

> In order for certain reports to print correctly in Vision, all withholding codes and contribution codes referenced in payroll records must be assigned to the employees in those records. If the conversion finds that an FMS adjustment referenced in a record is no longer being used for the employee, it assigns the corresponding withholding code or contribution code to that employee in Vision but marks it as inactive so it won't be included in payroll processing.

TAG and TNP Adjustments

The amount for a TAG adjustment is converted to an other pay amount in Vision for the other pay type to which you mapped the TAG adjustment code on the Payroll tab in the Additional Vision Setup dialog box.

In FMS, a TNP adjustment results in both an addition to taxable gross wages and a deduction for the same amount. To duplicate this in Vision, these two amounts are converted to an other pay amount in Vision for the other pay type to which you mapped the TNP adjustment code and to a deduction amount for a withholding code set up for the TNP adjustment.

Bonuses

In Vision, you can't pay a bonus amount on a regular payroll check. Because of this, when the conversion encounters that situation in an FMS payroll record, it increases the regular pay amount by the amount of the bonus. No withholding code or other pay type is created in Vision for bonuses.

Advances

Because Vision doesn't support the printing of advance checks, payroll records for advances are converted as negative withholding records, which in turn

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result in a positive net pay amount. To accomplish this, the conversion creates an Advances withholding code in Vision. Advance repayments in FMS are also converted to withholding records for the Advances withholding code (a positive withholding amount in this case).

GL Transactions

The conversion creates GL transactions in Vision for all accrual-basis GL entries in FMS for the converted payroll records. Cash-basis transactions are not converted.

The accounts used are the Vision accounts you mapped to the FMS accounts in the original transactions. When creating the Vision GL entries for a check, the conversion calculates a net amount for each Vision account for that check.

Entries to reimbursable expense accounts or direct expense accounts are assigned to the miscellaneous regular project (Z99). Those to indirect expense accounts are assigned to the miscellaneous overhead project (ZZZ). If you are using organizations in Vision, the conversion assigns the entry to the organization to which you mapped the FMS account.

For entries to cash accounts, the bank code assigned is the one to which the FMS checkbook associated with the cash account was converted.

D

Appendix D: How Purchase Order Information Is Converted

Purchase Order Item Codes Conversion

General Description

Item codes in Deltek FMS that have been used in purchase orders that will be converted are converted to purchasing items in Deltek Vision. Shipping methods, tax methods, and miscellaneous adjustments used in purchase orders are also converted to purchasing items.

In addition, the conversion creates item categories in Vision for each of the item codes, shipping methods, tax methods, and miscellaneous adjustments used in FMS purchase orders.

If you do not have the Purchase Order feature set, no FMS item codes, shipping methods, tax methods, and miscellaneous adjustments are converted.

For More Information

To find out more, see "Item Codes Conversion" on page 332.

Purchase Orders Conversion: General

General Description

Purchase orders in Deltek FMS are converted to Deltek Vision purchase orders.

For FMS purchase orders with unreceived items that are expensed to projects, the conversion also creates an AP voucher for those items and marks them as fully received on the purchase order.

Related Migration Decisions

"Accounts Payable Transactions, Employee Expenses, and Purchase Orders to Convert Decisions" on page 40

"Inactive Vendors Decision" on page 34

Reviewing the Converted Data

To review the converted purchase orders, do either of the following:

- Click **Reporting** » **Purchasing** on the Vision Applications menu, and print or view the Purchase Order Detail report.

- Click **Accounting** » **Accounts Payable** » **Vendor Review** on the Vision Applications menu, and go to the Purchase Orders tab.

Records That Will Be Converted

Which purchase orders are converted depends on the conversion setup options you specify:

- If you select **Only Convert AP Invoices, Employee Expense Sheets, and Purchase Orders Dated On or Before** on the General tab of the Vision Conversion Setup dialog box, no purchase orders are converted that are dated prior to the cutoff date you specified.

- No purchase orders are converted that are dated after the ending date of the accounting period you select in **Convert Periods Through** on the Accounting Periods subtab on the Accounts tab of the Vision Conversion Setup dialog box.

- If you select **Convert Active Vendors Only** on the General tab of the Vision Conversion Setup dialog box, closed purchase orders entered for vendors that are now inactive are not converted. If there are open purchase orders for an inactive vendor, they and the vendor are converted automatically.

- If you select **Convert Open Purchase Orders Only** on the General tab of the Vision Conversion Setup dialog box, no closed purchase orders are converted.

- Cancelled purchase orders are not converted.

Closed Purchase Orders

When it converts a closed purchase order, the conversion does the following:

- It creates a purchase order in Vision.

- It adds the purchase order number to the line items in the AP vouchers in Vision with which the purchase order items were received.

Open Purchase Orders

When it converts an open purchase order, the conversion does the following:

- It creates a purchase order in Vision.

- For any items received in FMS, it adds the purchase order number to the line items in the AP vouchers in Vision with which the items were received.

- If the purchase order is a Standard, Blanket, or Drop Ship type, it creates an AP voucher for any unreceived items that have been expensed to projects and marks those items as received on the Vision purchase order. Open items that aren't expensed to projects remain as open items on the Vision purchase order.

It is necessary to create AP vouchers for expensed items because Vision does not allow you to expense and bill unreceived items. If the conversion did not create vouchers for them, the Vision general ledger would not balance. Here are some of the key data items in the AP vouchers created from purchase orders:

This AP voucher item…	Is set to…
Voucher number	"P" followed by the purchase order number
Invoice number	"P" followed by the purchase order number
Accounting period	Vision period in which the order date falls
Transaction date	Order date
Invoice date	Order date
Payment terms	Hold
Work breakdown structure for each line item	Vision work breakdown structure components, based on your WBS conversion options

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This AP voucher item…	Is set to…
GL expense account for each line item (project cost transaction)	The applicable Vision GL expense account that you mapped to the FMS expense code
GL expense and liability accounts for each line item (GL transaction)	The Vision GL account that you mapped to the GL accounts in the original FMS expense transaction
Organization for each line item	The organization you mapped to the FMS account
Expense account distribution amounts for each line item (GL transaction)	Each account's share of the unreceived cost. For a partially received item, this would be proportional to the account's share of the total cost
Purchase order for each line item	The number of the purchase order from which the voucher was created

Purchase Order Number

The FMS purchase order number becomes the Vision purchase order number.

The conversion also sets the next purchase order number on the General tab in the Company Purchasing Configuration form to the number following the last FMS purchase order number.

Vendor

The FMS vendor becomes the Vision vendor.

Purchase Order Type

Standard, Requisition, Commitment, and Drop Ship purchase orders are converted to Standard purchase orders in Vision. Blanket purchase orders are converted to Vision Blanket purchase orders.

If any of the converted purchase orders is a requisition, the conversion checks **Require purchase orders to be approved** on the General tab in the Purchasing & Inventory Company Settings form.

Order Date and Required By Date

The FMS order date becomes the Vision order date.

For a Blanket purchase order, the order date also becomes the start date under **Blanket Order** on the Agreement tab in the Purchase Orders form, and the required by date in FMS becomes the ending date for the Blanket purchase order.

The required by date is also converted to the due date for each line item in the Vision purchase order.

Payment Terms

If the payment terms for the FMS purchase order sets a due date based on the number of days after the invoice date, the terms for the Vision purchase order is set to that number of days. If the FMS terms set the due date as a specific day of the month, the terms in Vision are set to **Next**.

Status

If the purchase order is closed in FMS, it is marked as closed in Vision.

If all unreceived items on the FMS purchase order are expensed to projects, they will all be marked as received during the conversion and the purchase order in Vision will be marked as closed.

Ordered By and Approved By

The employee identified in **Ordered By** in FMS is assigned as the buyer in Vision. The employee selected in **Approved By** in FMS appears as the authorizing employee in Vision.

In addition, each employee that appears in **Ordered By** on an FMS purchase order is added to the list of buyers on the Buyer/Approver tab in the Purchasing & Inventory Company Settings form in Vision. Each employee that appears in **Approved By** in FMS is added to the list of approvers on that same Vision tab. The conversion selects **Close P.O.** for all employees listed as buyers or approvers, so they can close purchase orders in Vision.

FOB

The conversion creates an FOB code on the Ship tab in the Purchasing & Inventory Company Settings form in Vision for each of the FOB options in FMS. The FOB selection for each purchase order is converted to Vision unchanged.

Comment and Notes

If you entered a comment for the purchase order as a whole, it is converted as the description for the Vision purchase order. If you didn't enter a comment but did enter notes in FMS, the notes are converted to the description.

Items Ordered and Adjustments

In most cases, each item ordered and each tax, shipping, or miscellaneous adjustment entered for a purchase order in FMS is converted to an equivalent line item in the Vision purchase order.

For more information about the conversion of ordered items and adjustments, see "Purchase Orders Conversion: Items and Adjustments" on page 416.

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Purchase Order Address

If the **Order To** address for the purchase order in FMS is one of the addresses for the vendor, that address is used as the purchase order address in Vision. If the **Order To** address in FMS was not one of the vendor's addresses, the vendor's Primary address is used in Vision.

Bill To Address

If the **Bill To** address for the purchase order in FMS is one of the addresses for your company, that address is used as the **Bill To** address in Vision. If the **Bill To** address in FMS was not one of your company's addresses, the company's Primary address is used in Vision.

Ship To Address

If the **Ship To** address in FMS is one of the company's addresses, the **Ship To** code created in Vision for that address is assigned to the purchase order. If it is not one of the company addresses, **Ship To** is set to **Other**. In this case, the shipping address and contact information comes from the employee, contact, or firm associated with the **Ship To** address in FMS.

Project Expenses

Project expense information entered for purchase orders in FMS is not converted as part of the purchase order information.

- For closed purchase orders, the project expenses are converted as part of the conversion process for the AP invoices on which they were received.

- For purchase orders with unreceived items expensed to projects, the conversion process for purchase orders creates an AP voucher in Vision containing those items. As part of that process, it creates the necessary expense records in Vision.

Purchase Orders Conversion: Items and Adjustments

General Description

In most cases, each item ordered and each tax, shipping, or miscellaneous adjustment entered for a purchase order in Deltek FMS is converted to an equivalent line item in the Deltek Vision purchase order.

Possible exceptions to this are items to be closed based on the dollar amount received rather than number of units received and items that are partially backordered. In these cases, one FMS line item may be split into two in Vision.

Item Code and Description

The item code (or adjustment) and description are converted to the purchasing item and description for the line item in Vision. The item code also becomes the item category for the line item.

Vendor Item Number

The vendor item number isn't used in Vision, but the conversion puts it into **Extra Notes** for the line item in Vision.

Units and Unit Description

For most line items, the units in FMS are converted to Vision without change. (A converted adjustment line item will have one unit.)

If a line item is split because it is only partially received and its received status is based on the dollar amount received rather than units, one Vision line item will have the unreceived amount and the second will have the received amount. If a line item is split because a portion of the units are backordered, one Vision line item will have the backordered units and the second those not backordered.

The FMS unit description becomes the unit of measure for the Vision line item.

Unit Cost, Discount, Amount, and Adjustment Amount

The unit cost, discount, amount (units × unit cost), and adjustment amount in an FMS line item are not converted directly. The Vision unit price for a line item is calculated as the net dollar amount ÷ units. (The net dollar amount reflects any discount and allocated adjustments.)

Department

If you specify a department in FMS for a line item that isn't expensed to a project and you are converting departments to organizations, the line item in Vision is assigned to the organization to which the department was converted. If you are converting departments to organizations but the line item has no department specified, it is assigned to the default organization.

Allocation Method

AP allocation methods are not converted to Vision.

Track Receiving By

In FMS, you can set up a line item so that its receiving status is determined based on the dollar amount received rather than the units, but Vision does not have this feature. Because of this, if such a line item is only partially received, it is split into two line items in Vision. One Vision line item will be for the unreceived amount and will remain open, and the other will be for the received amount and be marked fully received.

Units Received

For an expensed line item, the number of units received in Vision is the same as the number of units ordered because the conversion creates an AP invoice to receive any units not received in FMS.

For the extra line items created because the received status is based on amount received or because part of the units are backordered, units received will be zero.

For all other line items, the units received in Vision will match the units received in FMS.

Units Backordered

If a line item has backordered units in FMS, the conversion splits it into two line items in Vision. One Vision line item will have the backordered units and the Backordered receiving status. The second Vision line item will have the units not backordered.

Status

The conversion uses the FMS line item's status (Open or Closed) and what has been received, if anything, to set the receiving status (Partially Received, Fully Received,…) for the line item in Vision. If nothing has been received, the Vision line item has no receiving status.

Item and Project Expense Comments

If an item code comment exists for an FMS line item, the conversion puts it into **Internal Notes** for the line item in Vision.

If a project expense comment exists for an FMS line item, the conversion puts it into **Extra Notes** for the line item in Vision.

Work Breakdown Structure

If a line item is not expensed to a project in FMS, it is assigned to the miscellaneous overhead project (ZZZ) in Vision. If it is expensed, it is assigned

to a project and other work breakdown structure components based on its FMS work breakdown structure and the WBS conversion options you selected.

Received Items Conversion

General Description

If you have received items on a purchase order using the Received Items dialog box in Deltek FMS, those receiving transactions are converted to Deltek Vision purchase order receiving records.

> The exceptions are received items for purchase orders with associated project expenses. Before the final conversion, you must convert those receiving records to AP invoices in the Invoices dialog box in FMS.

Related Migration Decisions

"Accounts Payable Transactions, Employee Expenses, and Purchase Orders to Convert Decisions" on page 40

"Inactive Vendors Decision" on page 34

Reviewing the Converted Data

To review the converted receiving information, do either of the following:

- Click **Reporting** » **Purchasing** on the Vision Applications menu, and print or view the Received Purchase Order Items report.

- Click **Purchasing** » **Receiving** on the Vision Applications menu.

Records That Will Be Converted

Which items received transactions are converted depends on the conversion setup options you specify:

- If you selected **Only Convert AP Invoices, Employee Expense Sheets, and Purchase Orders Dated On or Before** on the General tab of the Vision Conversion Setup dialog box, no receiving transactions are converted that are dated prior to the cutoff date you specified.

- No receiving transaction are converted that are dated after the ending date of the accounting period you select in **Convert Periods Through** on the Accounting Periods subtab on the Accounts tab of the Vision Conversion Setup dialog box.

Transactions That Include More Than One Purchase Order

In Vision, each receiving transaction is for one purchase order, but in FMS, you could receive items for multiple purchase orders on one receiving transaction. If the conversion encounters an FMS receiving transaction that includes more than one purchase order, it creates a separate receiving record in Vision for each purchase order.

Items That Are Expensed to Projects

Vision does not support expensing purchase order items to projects. If an FMS receiving transaction includes items expensed to projects, those are not included in the receiving transaction in Vision. Instead, when the purchase order is converted, they are received on the AP voucher the conversion creates for expensed items that haven't been received on an invoice.

Vision does not support expensing purchase order items to projects. If the purchase order for an FMS receiving transaction includes items expensed to projects, you must convert those receiving records to AP invoices in the Invoices dialog box in FMS before the final conversion.

Vendor and Purchase Order

The vendor and purchase order for the receiving transaction in FMS become the vendor and purchase order for the Vision receiving transaction.

Received On Date

The received on date in FMS becomes the receipt date in Vision.

Reference and Notes

If you enter reference text or notes for the receiving transaction in FMS, they are converted to the notes for the Vision receiving transaction.

Units Received

The number of units received for each line item becomes the quantity accepted for the corresponding line item in the Vision transaction.

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