

Deltek Vision® 7.x

Transaction Document Management (TDM) Quick Reference Card


<http://www.deltek.com>


Overview of Vision TDM

Vision includes the ability to upload transaction-related supporting documents and Adobe InDesign templates. This feature uses FILESTREAM functionality to store these documents and retrieve them from a SQL Server database that is separate from your Vision transactional database. This feature is configured using the Vision Weblink Utility, and does not require that you check files in/out.

Vision TDM works with the Transaction Center to allow you to attach supporting documents to various types of transactions. These documents can be set to automatically associate with every related transaction, or you can specify the document to only associate with a specific transaction. See the Vision Advanced Technical Administration Guide for details.

Upload a Document to a Transaction Grid

The transactions that support the document upload feature include an  **Upload Document** button in the Document column. This opens the respective Supporting Documents dialog box, which lists the documents that have been uploaded for the transaction.

Click the  **Upload** button on the Supporting Documents dialog box to access the browse/open file dialog box. Using standard Windows functionality, select one or more documents and click **Open**. The accepted file types are: PDF, Word, Excel, jpeg, tiff, png, bmp, and gif. The documents are converted to PDF format, uploaded, and display on the Supporting Document dialog box. **Note: Vision does not support the upload of a password protected document.**

Refer to the following transaction types for additional details:

Expenses: Select the **Associate With New Expense Lines** option to automatically associate the document with all new expenses that are entered.

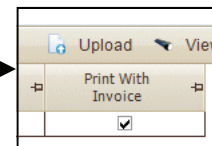
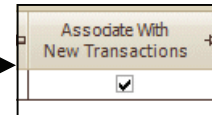
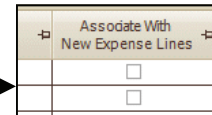
Vouchers: The **Associate with New Transactions** option is selected by default for each document in the dialog box. When this option is selected for a document, the document is automatically associated with any new transaction that is entered into this grid.

Interactive Billing: The **Print with Invoice** option is selected by default if the associated transaction is charged to a reimbursable or reimbursable consultant account. If the **Print Supporting Documents** option is selected on the Billing Backup tab of Billing Terms, the following also occurs:

- Supporting documents are included when the invoice is previewed, printed, or accepted.
- You can specify for AP Voucher and/or Expense Reports options to be included for supporting documents. If you select these options:
 - Billable transactions/expenses that have an associated document and the **Print with Invoice** option selected on the Supporting Documents dialog box are included in the invoice.
 - The **Print with Invoice** column displays when the dialog box is opened in Interactive Billing.

Note: If the AP Voucher option is not selected, the Print with Invoice column does not display and the document will not be included when the invoice is printed.

- You can modify the document's **Description** field as needed. You cannot modify the document's **File Name** field.
- Remove the **Print with Invoice** option for each document that you do not want included when the invoice is previewed, printed or accepted.



Supporting Document Dialog Box Toolbar and Buttons

Use the Supporting Document dialog box toolbox and buttons to upload and associate documents with transactions.

Upload: Click **Upload** to access the browse/open file dialog box. Using standard Windows functionality, select one or more documents and click **Open** to upload the documents to the Supporting Documents dialog box. Once uploaded, the documents are listed on this dialog box with the **Associate with New Transactions** option selected. If the expense is a billable transaction, the documents are listed on this dialog box with the **Print with Invoice** option selected. You can modify this option if **Print Supporting Documents** is selected on the Billing Backup tab of Vision Billing Terms.

View: Select a document from the grid and click **View** to view the PDF version of the document.

Delete: Select a document from the grid and click **Delete** to remove the document from the dialog box. If this document is only associated with the current transaction on the A/P Vouchers grid, it is deleted. If the document is associated with at least one other transaction on the voucher, a confirmation message displays. Click **Yes** to confirm the deletion.

Exit: Following standard Windows conventions, click the **Exit** button in the top right corner to close the dialog box. When you exit, any action that has occurred on the dialog box will be cancelled. This includes upload, delete, description change, Select, and Associate with New Transaction.

OK: Click **OK** to save your changes and close the Supporting Documents dialog box.

Cancel: Click **Cancel** to cancel any action that has occurred on the dialog box. This includes upload, delete, description change, Select, and Associate with New Transaction option.

Help: Click **Help** to open the Vision online help application.

Vision Billing Backup Tab

Use the Billing Backup tab at Billing » Billing Terms to set the options for printing supporting documents. When the **A/P Voucher** or **Expense Reports** options are **not** selected on the Billing Backup tab, but the **Print with Invoice** option is selected for the associated document, the document will not be printed when the invoice is previewed, printed, or accepted.

However, if the **A/P Voucher** and/or **Expense Reports** options are selected on the Billing Backup tab, and the **Print with Invoice** option is selected for the associated document, then the document will be printed when the invoice is previewed, printed, or accepted.