

Deltek Sema4® to Deltek Vision® 7.0

Migration Guide

September 19, 2012

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This edition published September 2012.

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Overview

Migrating from Deltek Sema4® to Deltek Vision® means that you will be moving the data in your current Sema4 database to a new Vision database, and then using 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:

- Work with a Vision consultant to develop a migration plan for your firm. As part of this step, determine which staff members need training, what type of training they need, and when the training should occur.
- Install Vision.
- Install the current version of Sema4 and install the Vision Data Migration Tool.
- Complete the migration decisions that apply to your conversion situation and record those decisions in the Vision Data Migration Tool. Complete any other data preparation tasks that are required.
- Run the pre-conversion Check Data utilities in the Vision Conversion module and resolve any problems they reveal.
- Create a backup copy of your Sema4 data and the VIDATA folder used by the Data Migration Tool and submit them to your Vision consultant for the trial conversion.
- Load the converted data into your Vision system and test it to ensure the conversion results are satisfactory.
- Review the screens of the Data Migration Tool and update it if any changes are needed. Verify that it is complete and accurate for the final conversion.
- Create a backup copy of your current Sema4 data and the VIDATA folder used by the Data Migration Tool and submit them to your Vision consultant for the final conversion.
- 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 Guide

The primary purpose of the Deltek Sema4 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 Sema4 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 Sema4 data.

- Chapter 1 offers a summary of what the data conversion does and an introduction to the primary steps in the conversion process.

- Chapter 2 covers the migration decisions. This chapter is 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 this chapter if you need to refresh your understanding of individual decisions.
- Chapter 3 provides step-by-step instructions for using the Vision Data Migration Tool dialog boxes to record your migration decisions and for running the pre-conversion Check Data utilities to verify that your Sema4 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 much as you are entering setup data. However, be sure you read the topic on running the pre-conversion utilities. That step in the migration process is crucial.
- Chapter 4 describes how to begin using Vision and how to load and test the converted data.

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.

If You Need Assistance

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

Customer Services

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

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



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

Customer Care Connect Site

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

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

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



[If you need assistance using the Customer Care Connect site, the online help available on the site provides answers for most questions.](#)

Access Customer Care Connect

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

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



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

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

Chapter 1: Preparing for Migration

Data Conversion Overview

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

Option	Description
Basic	You can convert only the types of information that reside in the Deltek Vision Info Centers (such as projects, clients, vendors, employees). No transactions are converted.
Standard	You can convert both Info Center information and transactions. Brings over general ledger opening balances and not detail.
Premium	You can convert both Info Center information and transactions. Both general ledger opening balances and general ledger detail convert with this option. Also, any departments or office distinctions indicated by a prefix or suffix in your chart of accounts can be transferred to Vision as organizations.

After you download the data migration tool, you select the conversion option in the second dialog of the Data Migration tool. Your conversion option selection automatically configures the tool accordingly.

Selecting a Conversion Level

If you have not already selected a conversion option, 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.

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.

The following table summarizes the data that is and is not converted by each conversion option.

Feature or Module	Basic	Standard	Premium
Info Centers: Chart of Accounts, Client, Vendor, Staff, Employee, Project/Phase/Task/Unit	x	x Does not convert Organizations and has less flexible WBS conversion than is provided with the Premium option.	x
Billing term and billing category	x	x	x
Project labor		x	x
Project expenses		x	x
Project Invoices & Receipts		x	x
Accounts Payable		x	x
Employee Payroll Withholding	x	x	x

Feature or Module	Basic	Standard	Premium
Employee Direct Deposit Information	x	x	x
YTD Payroll data		x	x
Beginning G/L Balances		x	x
Accrued benefits		x	x
Organizations (from Sema4 Dept./Office or Chart of Accounts)			x
Full GL Transactions			x
Bank reconciliation		x	x
AR comments		x	x
SF 254	x	x	x
SF 255	x	x	x
Employee Resumes Used for 254/255 forms	x	x	x
Vendor Resumes Used for 254/255 forms	x	x	x
Time records into Vision's timesheet module			
Employee expense sheets into Vision's expense module			
Recurring GL and AP transactions			
Copies of Invoices and other Sema4 reports			

Data That Isn't Converted

The conversion program moves much of your Sema4 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 Sema4 records aren't converted, but in a few instances certain categories of data aren't converted. Following are the more noteworthy examples:

- **Timesheets** — 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 Sema4 time records to posted Vision time records, but does not convert the sheet information.
- **Remote Time and Expense Records** — 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 Remote Time and Expense application is optional and because you can't edit past time sheets in that application, the conversion converts Sema4 employee expense records to Vision, but does not convert the expense sheet information.
- **Invoices and Reports** — No Sema4 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 Sema4 invoice formats, custom or standard, that are assigned to the projects you are converting, but the conversion does

not result in identical invoices in Vision. It just provides you a starting point for setting up Vision invoices. Invoices processed through Sema4 display on AR reports in Vision, but do not display as available to reprint or preview from Vision's Interactive Billing, Invoices on the File dialog.

- **Memorized Transactions** — Recurring Purchase Journal invoices, purchase orders, general journal transactions, and cash receipts are not converted.
- **Billing Schedules** — While a default rate table based on the rates in Employee Setup is created during conversion, there is no option to convert billing schedules.
- **Expense Rate Tables** — No expense rate tables are converted. While billing expense categories in Vision are similar, the correlation isn't close enough to convert the expense rate tables from Sema4.
- **Past Years' Payroll data** — Only the current year's payroll journals are converted to Vision. This is true for both standard and premium conversion types. No past years' payroll is converted.

If You Have Multiple Sema4 Databases

If you have multiple databases in Sema4, each database you want to convert to Vision goes through its own migration process. If you purchase the Vision Multicompany feature, your converted Sema4 data for all companies are merged into a single database. If you don't enable the Multicompany feature, each company's information goes into a separate database.

Prepare Vision for the Migration

You can convert your Deltek Sema4 data to Deltek Vision 5.1 or any later version of Vision.

You must be on version 9.0 or 9.1 of Deltek Sema4 to convert to Deltek Vision 5.1.

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](#), which is available on the Vision Installation CD (in PDF format) from the Customer Care Connect site.

Installing Vision

Install Vision and the demonstration database as soon as you want to access Vision at your site. Do this before you send your Sema4 data to Deltek for conversion so you can load the Vision database as soon as it is available and begin verifying the conversion results.

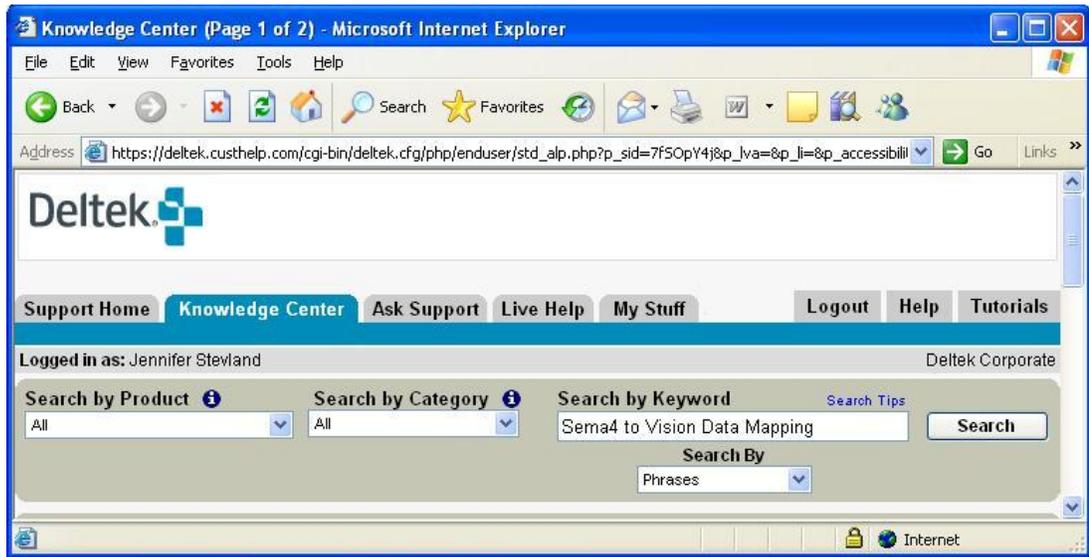
For complete instructions and a detailed explanation of the Vision installation process, see the [Deltek Vision Technical Installation Guide](#), which is available on the Deltek Vision Installation CD (in PDF format) from the Customer Care Connect site.

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, enter the name you gave to your newly converted database.

After you install Vision, you must log on and activate the modules you purchased before you can begin using the application. You must also complete some configuration tasks. See Chapter 4 for details.

To acquire the Sema4 to Vision Data Migration Tool, complete the following steps:

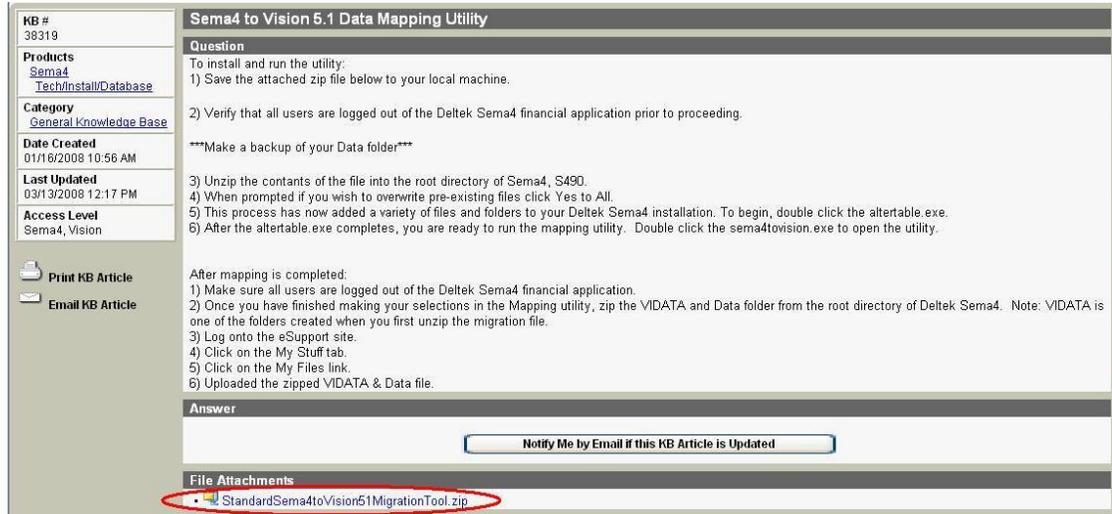
1. Log on to the Customer Care Connect site.
2. Click the Knowledge Center tab.
3. In the **Search text** field, enter **Sema4 to Vision Data Mapping**.



4. Click **Search**. KB # 38319 should appear on top of the resulting list of knowledge base entries. Alternatively, you can switch the Search by field to KB # and then type 38319 into the Search text field. The **Summary** of the knowledge base article serves as a link to that specific entry and opens the list of directions and a zipped copy of the data migration utility itself.



5. Once the KB entry is opened, right-click the file attachment at the bottom to download the utility. The attachment is circled in the picture below.



Plan the Migration

Client Implementation

Several functional areas will be involved in implementing Deltek Vision. Your team involved in planning and implementing the conversion consists of the following roles:

Title	Role
Executive Sponsor	<p>The Executive Sponsor is the system champion/cheerleader/enforcer, responsible for securing commitment from executive management, department/office management, accounting, marketing, and project managers.</p> <p>The Executive Sponsor reviews the major decisions made about Vision and ensures that your firm's needs have been met.</p> <p>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 must 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.</p>
Coordinator	<p>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.</p> <p>The primary role of the Coordinator is as the firm's high-level liaison between your firm and Deltek, and between 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.</p>

Title	Role
Application Administrator	<p>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.</p> <p>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). A basic understanding of accounting and project management principles is also required.</p> <p>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.</p> <p>To prepare for his or her responsibilities, the Administrator should participate in Administrator Training, Pilot Training, and User Training.</p>
Application Administrator (cont.)	<p>The Administrator serves as your primary contact with Deltek Support. Daily support questions from those using Vision should be routed first through the 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.</p>
Information Systems Representative	<p>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.</p>
Project Management Representative	<p>The Project Management Representative is the liaison between the Coordinator and the project managers. This individual makes sure that the needs of project managers are communicated to the Coordinator and taken into consideration 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.</p>
Accounting Manager	<p>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).</p>
Office/Division Administrator (optional)	<p>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.</p>

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 Sema4 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 Sema4.
- 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 Sema4 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 Sema4 for the Migration

Install the Required Version of Sema4

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

While we **strongly** discourage converting to Deltek Vision from a version of Sema4 other than a required version, it is possible to do so if there is a compelling reason. However, that approach requires skilled IT resources, requires more time both from your staff and from your Vision consultant, and is more expensive. Contact your Vision consultant for more information on this option.

Acquiring the Data Migration Tool

When you purchase Vision, you are given directions on where to download the Sema4 Data Migration tool and instructions on the installation of the tool are available in the same location as the download itself. The Sema4 to Vision Migration tool stores the mapping decisions necessary for Deltek to convert your database.

Make and Record the Migration Decisions

After you’ve installed the required version of Sema4 and the Data Migration Tool, you’re ready to make the decisions about how you want your data converted and to record those decisions using the Data Migration Tool. 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 Pre-conversion Utilities

When you have finished using the Data Migration Tool to record the migration decisions that apply to your conversion and you have completed any additional data preparation tasks, the next step is to run a set of pre-conversion Check Data utilities to ensure that your Sema4 data and migration decisions are ready for the conversion. Do not submit your Sema4 data for conversion if you have not run all of these utilities and resolved as many of the data problems as you can. See “**Error! Reference source not found.**” in Chapter 3 for a description of this important step in the migration process.

Run Sema4 Reports

Deltek recommends that you run a set of selected reports just before you send your Sema4 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 Sema4 to Vision” in Chapter 4.

Submit a Copy of Your Sema4 Database for Conversion

A Vision consultant performs the actual data conversions. Normally, they do a trial conversion first so you can review the data in Vision. Once you are happy with the results, they perform a final conversion of your current Sema4 data. Your last task before the conversion is to make a backup copy of your Sema4 data and send it to the consultant. See “Sending your Data to Deltek for Conversion” in Chapter 3 for details.

Convert Your Deltek Sema4 Database

During the time you have been using Deltek Sema4 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 Sema4 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.

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 Sema4 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. You will want to 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 will send your prepared Sema4 data to Deltek by either uploading it to the Deltek e-Support site or by sending it overnight to the Deltek consultant who is performing the conversion.

Before running the conversion, the consultant reviews key elements of the data. There are also additional pre-conversion utilities the consultant runs to check the Sema4 data. If you request that Deltek perform some of the pre-conversion steps, or if there are data problems that you are

unable to resolve on your own, the consultant also performs 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 Sema4 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 Sema4 to Vision** in Chapter 4 and the related topics that follow that one.)

After verifying the data, the Vision consultant prepares a report indicating any differences found. This report is emailed to you along with notification that your Vision database is available on the e-Support site. You can then download and install the database.

Load and Evaluate the Converted Data

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

In preparation for this step of the migration process, 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.

The evaluation of the conversion results should include the following:

- Comparing selected Deltek Sema4 and Vision reports to confirm that the two systems balance (see Chapter 4)
- Verifying Info Center data (see Chapter 4)
- Performing segment testing (see Chapter 4)

Go Live on Deltek Vision

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 Sema4 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 must 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 Sema4 after that date.

Chapter 2: Differences between Vision and Sema4

This chapter discusses the significant differences you will encounter when converting your data from Sema4 to Vision.

The chapter covers the following topics:

- Work Breakdown Structure (WBS)
- Account Breakdown Structure (ABS)
- Job Cost
- Overhead Allocation
- Dates and Periods
- Daily Accounting Entries
- Revenue Generation
- Billing

Work Breakdown Structure (WBS)

This section compares the following:

- Levels of projects
- Project types
- Setting up projects
- Project labels
- WBS functionality

WBS in Sema4

Choose from three levels of projects when you set up a project in Sema4:

- Project – You cannot change the project label.
- Phase – You can change the phase label.
- Task – You can change the task label.

You do not need to enforce WBS setup in Sema4 in accounting transactions. It is possible to charge time, expenses, invoices and receipts to any desired level of the Work Breakdown Structure. For example, if a project is set up with a phase and multiple tasks, the time entry can go down to the task or just to the phase. In addition, time and expense can be entered on the fly as long as the phase or task exists in the generic tree.

Setting up Projects

You can set up projects in two separate places: Project Setup and Indirect Project Setup.

- In Project Setup, you can choose whether the project is Direct or a Proposal. By setting up a project as a Proposal, you can also set whether the labor is shown as Direct or Indirect on productivity reports. All time charged against the Proposal project is assigned the status of **H** for hold. If you set up a project as a Proposal and the System File is set to treat proposal projects as in Direct projects, then all time charged against that project is considered Indirect. If you later decide to make that project a Direct project, you must

change it from Proposal to Direct. You also must change the status from **H** (hold) to **R** (ready to bill) or **N** (never bill), depending on whether you plan to bill the time recorded on the timesheets.

- Indirect projects are used to track general overhead, vacation, sick leave, holidays, business development, and other overhead activities such as accounting, and civic duty.

WBS in Vision

When a project (level 1) is set up, you can choose from three charge types: regular, overhead, and promotional. The project's charge type determines:

- The account number to use when entering data for the project.
- The reports that show the data.

In Vision, postings to the General Ledger are essentially project-driven. Many areas of Vision check for consistency between account numbers and project charge types. Regular projects must be associated with revenue, as well as billable and non-billable consultant and project expenses. Overhead and promotional projects must be associated with indirect expenses.

In Vision, you can edit all WBS labels.

Regular Projects

Regular projects are revenue producing. Costs charged to regular projects include direct labor, direct expense (non-reimbursable expenses), and reimbursable expenses (billable consulting and reimbursable expenses). Detail is retained for the life of the project.

Overhead Projects

Overhead projects are not revenue producing. Costs charged to overhead projects include indirect labor and indirect expense. Typical overhead projects include general overhead, vacation, sick leave, holiday, business development, accounting, and civic duty. Overhead projects accumulate transactions for the current fiscal year, and the total cost of these projects is distributed to regular projects during overhead allocation. Unlike Sema4, Vision requires projects for posting indirect expenses. For example, when entering a voucher to an expense account, you must assign a project number to the transaction. In some cases, you can set up default project numbers that are used automatically with certain transactions.

Promotional Projects

This is a type of overhead project that can accumulate transactions over multiple fiscal years. Use Promotional projects when you want to track the labor and expense incurred while acquiring a project. If the job is obtained, you can create a new Regular project. In Vision, you need to set up a new Regular project to track new costs and revenue. You may decide to transfer the time from the Promotional project to the Regular project using a function in the Billing application. (Whereas in Sema4, if a project was set up as proposal, and then later became a project, you had to change it to Direct.)

Labor Codes

Unlike Sema4, Vision also lets you establish labor codes to classify the work that your employees do. Their use is entirely optional. For example, labor codes may be used to track the following:

- The department associated with a labor charge
- The project phase or segment associated with a labor charge
- The service provided by the employee

- The staff level of the employee

WBS Functionality

WBS Phases and Tasks

In Vision, the capabilities of WBS level 2 (Phase) and WBS level 3 (Task) differ from Sema4. Each phase and task in Vision acts as a sub-project. Phases and tasks can have different organizations, managers, overhead, revenue, and attributes, such as market segments. Often, Sema4, used tasks to distinguish project expenses, consultants, and labor for billing or project reports.

Posting Labor and Expenses

In Sema4, you could post labor and expense to any level of the WBS, whereas in Vision, you always make these postings to the lowest level of the WBS.

When upgrading to Vision, discuss your use of phases and tasks in Sema4 with your Deltek Consultant to determine whether you can store some of this information at a higher or lower level in the WBS. Some firms track phase and task information in a lower level of the WBS; for example, the labor code and General Ledger account code are used for consultants or expenses.

You do not need tasks in Vision to show project expenses on an invoice; the General Ledger account code allows for similar classification.

Guidelines for Modifying the Sema4 WBS

Consider the following general guidelines when evaluating a modification to your current Sema4 Work Breakdown Structure:

Consider eliminating WBS level 2 (Phase) and track phases in the labor code if the following conditions exist:

- Phase names are consistent for all projects, such as preliminary design, design development, construction documents, and bid.
- You can track expenses at the project level rather than the phase level.
- You can track billings at the project level.
- The project is performed by one organization or, if multiple organizations work on a project, revenue is shared via an inter-company revenue entry.
- In general, you are using phases strictly to track labor costs

Consider eliminating WBS level 3 (Task) and track tasks in the labor code if the following conditions exist:

- Task names are consistent for all projects, such as study, report, planning, project management, and meetings.
- You can track expenses at the phase level and not task level. For example, you can map tasks or categories to General Ledger accounts such as airfare, meals, lodging, structural, mechanical, electrical, or landscape consultant.
- You can track billing at the phase level.
- In general, you are using tasks strictly to track labor costs.

If the above conditions for eliminating WBS 2 or WBS3 are not met, then you can maintain these levels in Vision. Additional information is stored at these levels in Vision including:

- Principal, Project Manager, Supervisor

- Contract value (Compensation, Consultant Fee, Reimbursable Allowance)
- Organization
- Revenue accrual method
- Overhead rate
- All project info center tabs, including user defined fields

Miscellaneous Differences

- Vision does not contain an add-on-the-fly function. This feature in Sema4 exists due to the often detailed generic trees that are set up to handle labor and expense. Vision most commonly handles these through Labor Codes and the Chart of Accounts.
- User defined fields in Sema4 are limited to a set amount of date, numeric and note fields. Vision's robust user-defined fields allow for an unlimited number of tabs and fields. User defined fields in Vision can be date/time, numeric, character, note pad, lookups or drop-down lists and links back to other Info Centers in Vision. User defined fields can be placed on any standard tab using the Info Center Designer.

Account Breakdown Structure (ABS)

The division of expense accounts in Chart of Accounts is fundamentally different between Sema4 and Vision. These differences are explained below.

ABS in Sema4

Chart of Accounts

In Sema4 the Chart of Accounts has two parts: the Balance Sheet accounts and the Income Statement accounts. Balance Sheet accounts are usually listed first, in the following order:

- 100s - Asset Accounts
- 200s - Liability Accounts
- 300s - Net Worth Accounts

These are followed by:

- 400s - Income Accounts
- 500s and up - Expense Accounts. These accounts could be direct, payroll, marketing, overhead, and so on.

At the expense level in Sema4, the user decides how to establish these accounts (for example, deciding whether an expense account is Direct, Indirect, or both). Also, users can use prefixes or suffixes in their accounts to define offices, departments, and so on. The suffixes and prefixes in Sema4 that represent offices and departments are handled in a separate field in Vision (called the Organization Code). This can simplify the Chart of Accounts as you do not need a separate account for each office or department for the same expense item.

ABS in Vision

Chart of Accounts

In Vision, like Sema4 the Chart of Accounts has two parts: the Balance Sheet accounts and the Income Statement accounts. The definition of expense accounts in Vision is more detailed than that of expense accounts in Sema4.

Separating Expenses

Vision separates expenses into four major categories:

- Reimbursable
- Direct
- Indirect
- Other

Reimbursable Expense

A reimbursable expense is an expense that is expected to be billed to the client, associated with a revenue-producing, regular type of project. An example of a reimbursable expense would be when your firm must hire an outside consultant to work on a project; you pay the consultant for services performed, and in turn, bill the client for the consultant's fees. Another example would be transportation or meal charges that are passed through on the invoice (The expenses are billed on a time and materials basis).

The equivalent to a reimbursable expense in Sema4 is:

1. Enter an expense through the Purchase Journal or Cash Disbursements.
2. Select a Chart of Accounts ID.
3. Select Type **C** -- consultants or **R** -- reimbursable.
4. Choose the status **R** -- ready to bill.

Direct Expense

A direct expense is an expense that is not expected to be billed to the client. Direct expenses may be part of a negotiated fee or may be beyond the scope of the contract, and therefore not reimbursable. They are associated with a revenue-producing regular charge type project. Examples of direct expenses may be unexpected travel or phone charges, or charges a client specified as included in the fee. These are also known as Other Direct Charges (ODC).

The equivalent to a direct expense in Sema4 is:

1. Enter an expense through the Purchase Journal or Cash Disbursements.
2. Select a Chart of Accounts ID.
3. Select Type **C** -- consultant or **R** -- reimbursable, **N** -- nonreimbursable, and the status **N** for never bill.

Indirect Expense

An indirect expense is associated with a non revenue-producing project such as an Overhead or Promotional type project. These expenses are not directly associated with any one regular billable project, but are general costs of operation. Examples of Indirect expenses include electricity, office supplies, payroll benefits, and vacation time.

Other Charges

This category is used to enter non-project related expenses or revenue associated with below the line or non-operating activity, such as rental revenue or interest income.

Organizations

Prefixes and Suffixes

Sema4 adds prefixes and suffixes to account numbers to define offices, departments, or track other information. In Vision, organizational prefixes and suffixes are not used in this capacity. Therefore, if your company uses these, it is extremely important that you discuss this practice with a Deltek Consultant.

Setting up Organizations

Vision tracks the performance of offices, departments, and other profit centers by setting up organizations. Similar to separate businesses, you can view these organizations in terms of profitability, and you can specify how postings are made to them. For example, if your firm is divided into regions and offices, you may create a separate organization for each region and office, and maintain information for each of these distinct segments of your firm's business. Vision assigns organizations at each WBS level and in Employee Info Center; they are defined in the Chart of Accounts.

Organizations are business units that incur expenses and/or generate revenue.

Organization Reporting

Organization Reporting is an optional Deltek Vision application that lets you monitor the profitability of discrete segments of your firm's business (for example, regions, offices, and departments). With Organization Reporting, you can print financial statements, project reports, and other reports broken out by profit center, by groups of profit centers, or consolidated for the entire firm.

Organizations, which you define in Deltek Vision, may be considered individual business units within your firm, which generate revenue and/or expenses. In addition, the corporate office may also be set up as an organization, even if it does not generate profit by itself.

During organization set up, you establish organizations and associate them with projects and employees. To keep track of an organization's revenue and expenses, you must establish in Vision which transactions, projects, and employees belong to which organizations.

Job Cost

The following table clarifies job cost terminology used in Sema4 versus Vision:

Rate	Sema4	Vision
Pay	Hourly Payrate	Payrate setup if the Payroll module is enabled - this is only used in Payroll reports
Cost	Payrate burdened with overhead and direct personal expense	Usually, hourly payrate used for project reports run at cost rate
Bills	Used in billing and reporting	Used in Billing and for project reports run at billing rate

Job Cost in Sema4

The information needed to calculate job cost for each employee is recorded in Employee Setup. In Sema4, up to three rates are stored for cost, pay and billing rates, as shown in the following example.

Employee Setup 0001 John A. Smith						
Main	General	Payroll	Notes	Custom Fields	254	255
Main Payroll		Rate Info	Figures	Deductions	Direct Deposit	
Hourly Pay Rate	\$25.0000	...	<input checked="" type="radio"/> Salaried <input type="radio"/> Hourly Yearly Gross: \$52,000.00			
Hourly Jobcost Rate	\$81.2500	...	Additional Pay Categories Pay 1 Pay 2 Pay 3 Pay 4 Pay 5			
Hourly Bill Rate	\$110.0000	...				

This information is used to run Project Detail and Project Budget reports to obtain cost information on projects in Sema4.

Job Cost in Vision

In Vision, the term “job cost” can be used in the same way as “pay rate” in Sema4. For most firms, the job cost rate is either a standard hourly rate that approximates the pay rate, or a salaried rate that can be diluted into an hourly rate based on the number of regular hours charged in the period.

Burdened Rates

In Vision, users can report at burdened rates that are similar in concept to job cost in Sema4. Most firms who had burdened all employees the same in Sema4 will have the same overhead rate on all projects in Vision. Burdened rates are defined as the Vision job cost rate plus the overhead rate of the project.

The burdened rate in Vision can vary project by project. If you choose to allocate a different overhead rate to different projects (perhaps a different rate for different Organizations), in Vision, the same employee has different burdened rates on these projects.

Project reports in Vision are run by job cost rate, billing rate, or burdened rate. Unlike Sema4, overhead rates are calculated based on the project and cannot be calculated based on Employee setup

The burdened rate in Vision is calculated as the employee’s cost rate times (100 + the project’s overhead rate) divided by 100. For Joanne Smith, with a cost rate of \$19.2308 per hour, Vision uses a burdened rate of $(19.2308 \times 280 / 100) = 53.847$ on project reports run at burdened rate.

Overhead Allocation

Overhead allocation is the practice of distributing indirect costs to revenue-producing projects. Once indirect costs are distributed, the revenue from projects supports the total cost of doing business.

Overhead Allocation in Sema4

The Direct Personnel Expense (DPE), overhead, and profit multipliers are applied to the payrate for various purposes in project costing and invoicing. The DPE and overhead multipliers can be used for invoicing if you choose (cost-plus invoicing), and are used in the calculation of fully loaded or burdened payroll costs for project management reports.

The Overhead Multiplier is used to allocate overhead, burdened, or general and administrative expenses to projects. It is based on the ratio of overhead to labor costs and includes such expenses as rent, indirect (non-billable) labor, telephone, professional liability insurance, and utilities. While it varies from firm to firm, overhead is usually in the range of 150 percent to 200 percent of Direct Salary Expense (DSE) (or 120 percent to 150 percent of DPE).

Overhead Allocation in Vision

The Vision overhead allocation process distributes overhead to regular projects, phases, and tasks that direct labor or revenue is charged to during the accounting year.

Overhead Allocation = Proration and Assignment

Using Vision, you charge all indirect labor costs and indirect expenses to overhead and promotional projects and to indirect expense accounts. Vision then distributes these overhead costs to all regular projects, according to the allocation method you have chosen, either Assignment or Proration.

Vision does not make an accounting entry for the reported allocation. Instead, the overhead distribution appears as a separate line item on project reports run at cost rates or in the Spent column on the Office Earnings report.

Vision has two overhead allocation methods: Assignment and Proration.

Assignment

With the Assignment method, you supply a default overhead rate in Overhead Setup Configuration. This can be overridden at the project level in Project Info Center or by organization. Vision multiplies this rate by each regular charge type project's base (typically, total year-to-date direct labor or total year-to-date revenue) to yield the amount of overhead that is allocated to each project for the year. This computed amount can differ from the actual amount of overhead incurred. When you use the assigned overhead method, Vision allows you to override the firm wide rate (similar to the firm wide multiplier in the System File for Sema4) for individual project levels or by organization. To use a different overhead rate for a particular project level, enter the rate you want in Project Info Center on the Accounting Tab at the lowest level of Work Breakdown Structure.

Vision uses the following formula to calculate the current year's overhead for each project, where the rate is user-defined:

Current year project overhead = project's year-to-date direct labor or revenue * assigned overhead percentage

The Assignment method is the most common method, and is more effective for tracking a consistent overhead amount for regular projects. Also, it is easier for Project Managers to forecast overhead on projects. Although overhead is consistent, it is not a true number. A variance project is used to absorb the difference between actual overhead and assigned overhead. This number should be monitored, and if necessary, adjusted to achieve a more accurate year-end rate. The variance is calculated as the difference between actual overhead in all overhead and promotional projects and the assigned (budgeted) overhead allocated.

Proration

With the Proration method, Vision calculates the overhead rate by dividing the firm's indirect expenses by the firm's direct labor or revenue. (This also works at the organization level.) Vision then multiplies the resulting overhead rate by the base for each project to yield the amount of overhead to allocate. Because the actual amount of overhead is being distributed, typically there is no overhead variance associated with the Proration method.

Vision uses the following formula to calculate the overhead for each project:

Prorated year-to-date overhead % rate = (total year-to-date indirect expenses for firm or organization) / (total year-to-date direct labor or revenue for firm or organization)

The prorated year-to-date overhead amount is then distributed to all regular-type projects using the following formula:

(prorated year-to-date overhead % rate * year-to-date base) = current year's overhead to project

This method is effective if you want to track an actual overhead number for each accounting period. It can fluctuate with the seasons, which makes forecasting for Project Managers more difficult. The effects of overhead can be viewed on the Overhead Allocation report, all project reports at cost rates, and in the Spent column of the Office Earnings report.

Reports

The following is an example of how overhead displays on Vision Project reports. This report is the equivalent of the Sema4 job cost report, with the Overhead separated from the individual labor amounts.

Dates and Periods

Sema4

In Sema4, transaction posting and report generation are based on posting dates. Sema4 is a real time application where saved transactions flow through to all parts of the application. All Sema4 transactions affect the General Ledger based on the Post Date entered. Financial statements and all other reports are run based on a selected date range.

Vision

In Vision, all processing is period-driven. A calendar of accounting periods is established, in which an accounting period typically represents a month. All financial statements and most other reports are based on the accounting period. The dates entered for transactions are used only for sorting and aging on some reports. Many detailed Project reports in Vision, such as the Project Detail report, can be run based on date ranges.

Choosing a Period

When you first log on to Vision you must choose a period in which to work. Instead of working with a date range, all information is entered and displayed by a specific account period. Vision can maintain as many open periods as desired. If a period is open, users can enter and post new transactions to that period. When a period is closed, information can only be viewed for that period. Opening and closing periods allows you to control where financial transactions display. Using the Vision Period Selection form, users may choose from a list of open periods, as follows.

For example, if you put an entry in the period of June with a date of May 31, 2002, Vision posts the information in the June period and it is reflected on June financial statements. If you want to post something in the May period, then you need to change periods for that entry to affect the May financial statements.

Date sensitivity is only recognized when running a detailed report for a project. It has no effect on the General Ledger. Accounting reports such as the Income Statement and Balance Sheet, are run by periods.

Vision Periods and Processing

Each time you process accounting transactions (for example, data entry transactions, Accounts Payable checks, journal entries, final bills), they are stamped with the fiscal period and year in which they were posted. This is how Vision keeps track of multiple periods and knows what information to report for which period.

Each time you log on to Vision, you can choose the accounting period in which you want to work, either to process data or review information. As you work, you can easily change from one period to another. You can also set up Vision to default to the current period whenever you log on. Your

security settings determine whether you may open or close periods, and process or review information in prior or closed periods.

Vision is a batch file system where all data is entered into a batch that must go through a posting process. When information is entered in Vision, a transaction file is created. The transaction file must be posted for the information to be saved in Vision. Posting permanently writes the information to the database.

In Vision, the posting process is a permanent process. Unlike in Sema4, transactions previously posted **cannot** be directly edited because the posting generates an audit trail. To edit previously posted data, you must create reversing entries, review, and then post them. This generates a more accurate audit trail.

Implicit and Explicit Postings

As a general rule in accounting, all transactions must have a debit and a credit. There are some entries in Vision that only require one account to be input by the user. The other side of the transaction is pulled from configuration -- similar to the System File.

- With explicit postings, you identify the account to post to when entering a transaction. For example, when you enter a purchase journal or accounts payable voucher, you identify the expense account to debit.
- Vision makes implicit postings automatically, using default posting accounts that you set up when you install the software. The posting account used is based on the type of transaction posting. For example, when you install Vision you establish at least one automatic posting account for Accounts Receivable. When you post an invoice, Vision explicitly credits the revenue account that you specified, and implicitly debits the Accounts Receivable automatic posting account.

In most cases, Vision posts one side of a General Ledger entry explicitly, and the other implicitly.

Accounting Transactions

The following is a list of the accounting transactions in Sema4 and Deltek Vision, including the abbreviations for the corresponding transaction codes.

Sema4 Transaction Types	Vision Transaction Types
PJ – Purchase Journal	AP – Accounts Payable Vouchers
CD – Cash Disbursement	CD – Cash Disbursement PP – Payment Processing
CR – Cash Receipt	CR – Cash Receipts
SJ – Sales Journal	IN – Invoice Posting
GJ – General Journal	JE – Journal Entry

AP Vouchers (AP)

AP Vouchers are first vendor invoices, and are referred to as vouchers after they are entered into Vision. The equivalent of AP vouchers in Sema4 is the Purchase Journal. The Accounts Payable Voucher entry credits a liability account and debits a user-selected account. Liabilities that you enter are paid by check through Accounts Payable Payment Processing. When the liability is paid, Vision makes an entry to the cash journal and bank reconciliation. All Accounts Payable payments are recorded in the accounts payable module, and not through Cash Disbursements.

AP Disbursements (CV)

AP Disbursements are used to make manual entries in Vision for hand-written checks or for one-time entries. An AP Disbursement credits a cash account and debits a user-selected account. It also creates a voucher record in Accounts Payable and is recorded as a payment against the record. AP Disbursements affect Accounts Payable reports. This entry is also used to void checks that were entered in Sema4 prior to the conversion. Checks entered in Sema4 will not be available to be voided in Vision.

Cash Disbursements (CD)

Although this transaction has the same name as a Sema4 transaction, it functions differently. A Cash Disbursement in Vision records a credit to cash and a debit to a user-selected account. (It is similar to an AP Disbursements but does not affect Accounts Payable reports.) This entry is most typically used to enter petty cash, direct debits to your checking account, bank fees, and EFT, and to record hand-written checks.

Cash Receipts (CR)

Cash Receipts in Vision are very similar to cash receipts in Sema4. In Vision, Cash Receipts must be entered down to the same level of work breakdown (phase and task) as the billing invoice. The invoice will not clear off of the Accounts Receivable Aged report if the payment is posted to a different phase or task as the invoice. In Sema4, cash receipts are flagged based on the type of payment, such as F, F%, C or R. Vision's cash receipt data entry does not have a type selection box. This is accomplished through separate A/R accounts that are mapped through Configuration.

Invoices (IN)

For every invoice you send to a client, you must run, edit, and post an invoice to an invoice file. You can create this invoice file in Invoice Transaction Center (for manual invoices), or Vision automatically creates this file if you use the Vision Billing application to create your invoices. If you do not own Vision Billing, you can create your invoices using a word processing program, and then enter and post the amounts to the invoice file.

Journal Entries (JE)

Journal entries are used to record depreciation, accounting accruals, salaries if you use an outside payroll service, and other miscellaneous transactions. Because Vision is a fully integrated system, you should not use journal entries to reclassify or adjust transactions that were previously entered through timesheets, accounts payable, or invoicing. Instead, you should make an entry that affects the Accounts Receivable account(s) and Accounts Payable account(s) through the same transaction form as the original entry.

Timesheet corrections should be made through an adjusting timesheet, interactive billing, or a labor adjustment. Using a journal entry for these transactions creates a file reconciliation problem.

One major difference between the Journal Entry in Vision and the General Journal in Sema4 is in the **WBS Levels** field. In Sema4, if you enter a General Journal to an expense account, it does not affect the project; in Vision it effects both the project side and the GL.

Timesheets (TS)

Timesheets are the basis for all labor costing and billing in Vision. For many firms, you enter timesheets at the same frequency as your payroll (that is, weekly, biweekly, semimonthly, or monthly). However, to receive accurate and up-to-date costing reports, consider entering timesheets more often, especially if employees are paid monthly. Timesheets posted in Vision

make an entry to the project subledger and the General Ledger, whereas in Sema4 they only affect Project Management reports. The timesheet posting either debits direct labor or indirect labor, based on the Project type.

Miscellaneous Expense (MI)

Miscellaneous expenses let you charge expenses to your projects that do not fit into one of the other transaction center types. Use this form primarily to distribute overhead costs to projects. Telephone, postage and shipping, models, photographs, and CAD are all expenses typically recorded as miscellaneous expenses.

The Miscellaneous expense form is designed to charge previously costed overhead items such as telephone, postage and so on, to your regular projects. This process of reclassification allows you to reduce your overhead rate and show a more accurate picture of your projects' profitability. In addition, if you charge the project expenses to a reimbursable account, this process also lets you bill these items.

Units (UN)

Units are goods or services that are billed showing the quantity, rate, and amount.

Units are used to bill expenses to projects, cost expenses to projects, or both. They are similar to expenses posted through cash disbursements, journal entries, or Accounts Payable vouchers because they can record expenses on projects and can be billed. They are different from these other data entry types in that units show both a quantity and a rate on the invoice. You can also use units to reclassify previously costed expenses from overhead to the project.

Employee Expenses (EX)

An Employee Expense is used whenever an employee files an Expense report, to record travel, automobile, and other expenses. Using Vision's Expense Report module, you do not need to set up your employees as Vendors.

Revenue Generation

Work in Progress

Sema4

Firms generally use a Work In Progress (WIP) account in order to report revenue related to work completed, but not yet billed. The theory is that revenue is earned as the service is provided to the client, regardless of whether an invoice has been generated. The value of this unbilled revenue is shown in the Balance Sheet as an asset, labeled Work in Progress (WIP). The change in the value of the WIP asset causes an equal increase or decrease in the value of reported income for the accounting period.

For instance, if WIP increases from \$200,000 to \$250,000, then unbilled revenue on the Income Statement will increase revenue by \$50,000. If WIP decreases from \$200,000 to \$170,000, then unbilled revenue will reduce revenue by \$30,000.

In Sema4, the most common way to handle WIP is either through a manual General Journal Entry or using the Post Project Cost/Billing to GL Utility.

Vision

For an accurate view of a project's financial status, it is important to match revenue amounts with expense amounts. If you use Vision as an accrual-based system, you can recognize revenue as

you earn it and match revenue with expenses incurred to date. If you select (or create) the most appropriate revenue accrual method for each project, based on the underlying contract type, you can improve the accuracy of your reports and financial statements. This revenue appears in the job-to-date, year-to-date, and current sections of the Revenue column on the Office Earnings report.

Because Vision integrates information between project reports and the General Ledger, the sum of all of your firm's projects' year-to-date profit and loss equals firm-wide profit and loss. Thus, the financial progress of your firm can be determined through the appropriate use of revenue generation for each of your projects.

Revenue generation allows you to:

- Increase the accuracy of your financial statements.
- Be less reliant on the Billing application to recognize revenue and thereby enhance the accuracy of your financial statements. Previously, you had to update your revenue figures once billing information was posted to the Sales Journal. This meant that you could not create financial statements until billing concluded.
- Reflect revenue more accurately on Project reports.

Vision recognizes revenue when you use revenue generation and post the resulting revenue generation journal entry file. The revenue generation file accrues revenue based on the revenue method that must be specified at the lowest level of Work Breakdown Structure (WBS) for each project in the Project Info Center.

Revenue Methods

Project Info Center provides you with six standard revenue methods that you can use to recognize revenue. You can also add dozens of your own user-defined revenue methods.

The standard Vision revenue codes identify the following revenue accrual methods:

Code	Description
B	JTD Billings The job-to-date revenue method is the default in Vision. When you use this revenue method, Vision calculates job-to-date earned revenue as the total amount billed. This revenue method is appropriate for projects and tasks billed on a monthly basis if you post invoices in the same accounting period as you post expenses.
M	(JTD direct labor * multiplier) + JTD reimbursable expenses at cost rates This revenue method recognizes job-to-date earned revenue as job-to-date direct labor cost times a multiplier, plus job-to-date reimbursable expenses at cost rates. It is appropriate for projects billed on an hourly or percent complete basis.
N	No Revenue Generation This method specifies that you do not want to recognize revenue on any project level. Vision therefore does not generate revenue for the current period and you must recognize revenue by creating your own journal entry.
P	Percent Complete + JTD Reimbursable Expenses at Cost Rates Enter the percent complete in the Multiplier/ Amount field in the Project Info Center. If you do not enter a percent complete in this field, Vision automatically calculates the percent complete from labor and expense percent completes you entered. This percent complete is the overall percent complete that exists in the Project Budget Worksheet.

Code	Description
R	<p>Job-to-Date Receipts (Cash Basis Method)</p> <p>This method calculates job-to-date earned revenue as the total cash received. JTD Receipts is the only revenue method that is cash-based rather than accrual-based. This method is appropriate for jobs that have the highest risk of nonpayment. You might want to use this revenue method for speculative projects or tasks whose revenue is uncertain.</p>
W	<p>Job-to-Date Billings + Work in Progress (WIP) at Billing Rates</p> <p>This revenue method calculates revenue from job-to-date billings plus any project labor, consultants, supplemental billings, and expenses posted but not yet billed. This is the total billing amount that appears on the Unbilled Detail report. This amount excludes any amounts held or written off.</p>

Vision Billing

This section covers the following Vision Billing Concepts:

- Rate Tables
- Billing Terms
- Draft Billing
- Interactive Billing
- Refresh Billing Extensions

The following explains each concept and, where applicable, highlights the similarities between the Vision Billing module and Sema4 Billing.

Rate Tables

Rate tables are unique tables that define rates for either labor or expense. You can set up tables that include special billing rates/markups for labor and expenses charged on a project. These tables can be project-specific or firm-specific. They are then associated with projects in billing terms and the correct rate/markup is applied to each employee/account with amounts charged to a project.

- Labor Rate tables are similar to Sema4's Billing Schedule that can be used to define unique labor rates for different projects or clients. Expense Rate Tables are similar to Sema4's
- Expense Rate tables define how certain expense's are marked up and grouped on an invoice.

Billing Terms

Billing terms determine how you invoice a particular project. Through billing terms set up, you define how to bill fees, labor, expenses and consultants for each project. You must set up billing terms for each invoice you wish the system to generate. Along with general project and client information, you use billing terms to specify the method by which Vision calculates labor, expenses, consultant expenses, fees, retainers, retainage and upset limits on invoices. If your project has phases or tasks, you must also specify whether the tasks will have separate billing terms or use the terms specified at the higher level. Although billing terms are specifically unique to Vision, they contain aspects that are inherent to Sema4's Billing Schedule, Category, and Invoice Design.

Batch Billing

Batch Billing lets you print a group of draft or final bills at one time. Although it is usually desirable to print each bill individually, modifying and adding any necessary information before processing, sometimes you may find it more efficient to print bills in groups. For example:

- You want a quick way to get draft bills ready for Project Managers to review. The quickest way is to print all of your draft bills at once, sorted by Project Manager.
- You already reviewed and adjusted your draft invoices in Interactive Billing; now you just need to print and accept them.

Often, your special billing forms tie up the printer when you print final bills. You can print bills quickly and free the printer for other uses. Invoices that are generated during Batch Billing are determined by entering selection criteria, such as all projects for a specific Project Manager. Batch Billing is similar to Sema4's Pre Bill Worksheet.

Interactive Billing

Interactive Billing is designed to respond to the special challenges of the billing process. For most design firms, billing is not a mechanical process; billing requirements often vary from project to project and month to month. Most Billing Administrators approach invoices one at a time, ensuring that each invoice contains the appropriate charges and other information. This area of billing, completely unique to Vision, allows you to manipulate almost all aspects of an invoice in one central location. Instead of having to hunt down and edit one transaction at a time, Interactive Billing allows you to edit such things as the transaction's Billing Status, and timesheet and expense notes.

Refresh Billing Extensions

Billing and cost rates for Project reporting is defined at the time of timesheet posting. Changes to these billing terms are updated by running the Refresh Project Billing Extensions utility. Run this utility when you change billing terms for a project for which you already posted charges. Refresh Billing Extensions is similar to the Update Rates Utility in Sema4, but differs because rates can be changed for a fiscal period and not by date range.

WIP Reports

Sema4's Work-in-Progress report calculates billing amounts based on labor and expenses in the system. The billing rates for these transactions are stored at the time that the labor and expense is saved. The Work-in-Progress report in Vision is called the Unbilled Detail report. Unlike Sema4, the billing amounts in Vision are based on billing terms and not by a stored amount. At the time of conversion, billing terms must be set up for all projects in order for the WIP to tie out between Vision and Sema4.

Chapter 3: Migrating to Vision

The Sema4 to Vision Data Migration tool guides you through the choices you need to make as you convert your data from Sema4 to Vision. The options you select will be stored automatically, so you may stop at any time and return to the mapping screens at a later time or date.

The conversion process is broken down into twenty-seven mapping screens, each requiring a different task. These screens are listed below, in the order in which they display in the migration tool.

1. Sema4 to Vision Data Migration Tool
2. General Data Migration Settings
3. Establish Vision Accounting Periods
4. Establish Vision Timesheet Periods
5. Converting the Chart of Accounts
6. Account Mapping
7. Breaking Vision Organizations Out of the Sema4 Account Structure
8. Account Organization Review
9. Sema4 Office/Department to Vision Organization Map
10. Assign Organizations to Each Employee
11. Vision Revenue and AR Accounts
12. Credit Distribution and Retained Earnings Accounts
13. Retainage
14. A/P Vouchers
15. Converting the Sema4 Work Breakdown Structure
16. Assign Organizations to Work Breakdown Structure
17. Establish Vision Labor Codes
18. Establish Vision Labor Categories
19. Converting Expenses
20. Establish Vision Unit Table
21. Converting Employee Information
22. Miscellaneous Payroll Conversion Settings
23. Conversion of Sema4 Withholding Codes
24. Establishing Vision Withholding Codes
25. Converting Invoice Designs to Vision Billing Terms
26. Finishing the Conversion Process

In addition to learning about each screen in the conversion process, we have also included a list of Conversion Considerations that you might find helpful.

Sema4 to Vision Data Migration Tool

The Welcome screen is the first screen you see in the conversion tool. It provides an overview of the conversion process.

The Welcome screen layout is similar to the other screens. An overview displays at the top of the screen and function buttons display at the bottom.

Overview

An overview displays at the top of each screen, outlining the purpose of the particular screen and providing a brief description of the data required.

Buttons



The following table describes the buttons that display at the bottom of each screen.

Button	Description
Quick Step	This drop-down list displays the names all of the conversion screens. You can move to a different conversion screen by highlighting the name.
Help	Select this button to access the conversion tool online help.
Close	Select this button to end the conversion session. You can complete the process at your convenience.
Back	This button returns you to the previous screen.

General Data Migration Settings

Use the General Data Migration Settings dialog to select the conversion type and to select whether or not to convert the cash basis and payroll. Your choices here alter the rest of the data migration tool to suit your conversion needs.

Conversion Types

There are three conversion types: Basic, Standard, and Premium. Each is explained, below.

The **Basic** option converts the Sema4 setup tables, known in Vision as the Info Center. The data includes Projects, Phases, and Tasks (Vision Work Breakdown Structure or Labor Codes), Chart of Accounts, Clients, Vendors, and Employees. All transactions are ignored in this option.

The **Standard** option converts both Info Center information and transactions such as accounts receivable, accounts payable, project expenses, project labor, and payroll records. It brings over the account balances as of the period-cut-off date in the following dialog as the GL opening balances. The balances are brought over from the Balances tab of COA setup. However, the GL detail is ignored.

The **Premium** option converts both Info Center information and transactions. In addition to converting GL opening balances, it also brings over GL detail. Also, any departments or office distinctions indicated by a prefix or suffix in your chart of accounts can be transferred to Vision as organizations.

Convert Cash Basis

Selecting this check box converts the cash basis GL in addition to the accrual basis GL.

Convert Payroll

Selecting this check box converts the payroll tax table information.

Data Validation: Check Data

The data validation process ensures that Sema4 data is compatible with the conversion process. Only those checks that require additional actions from you are displayed in this Check data screen. Note the following possible discrepancies that would need your attention:

- **Check 1099 Year** – The 1099’s must be initialized in Sema4 before you run this conversion so that the current fiscal year is listed in Vendor Setup.
- **Check Duplicate Custom Field Labels** – If two user-defined fields in the same area share identical names, one must be relabeled. Relabel them in the System File Custom Fields tab.
- **Check Invalid Character in Custom Field Labels** – If the utility finds duplicate ID numbers call tech support for assistance in removing them.
- **Check Invalid Vendor GL Account** – If a chart of account number is referenced in the Sema4 system that no longer exists in your Chart of Accounts Setup, it must be re-added via chart of account setup.
- **Check Invalid Character in ID Fields (Apostrophy, Blank)** – Any invalid characters found must be removed from the ID using the Change ID utility located under the Utilities menu in Sema4.
- **Check Invalid Employee ID Reference** – If there is an employee ID in either the **Principle** or the **Project Manager** fields of Project Setup that no longer exists in the employee setup area, it should be changed to reference employee IDs currently in your system.

Establish Vision Accounting Periods

Establish Vision Accounting Periods

In Sema4, all transactions are entered against a post date. In Vision, transactions are posted into Accounting Periods that are organized into Fiscal Years. The date ranges in Sema4 will need to be mapped to corresponding Accounting Periods/Fiscal Years in Vision. The actual Fiscal Years and Accounting Periods that will be created in Vision are shown in the grid. You may modify the information in the grid to fine-tune the structure of your Years and Periods.

Quick Setup - Accounting Periods

Fiscal Year Start Date (MM/DD) Fiscal Year End Date (MM/DD)
 Number of Periods in Fiscal Year Current Accounting Period
 Close All Periods Except the Corresponding Open Periods in Sema4 Period Cut-Off-Date

Vision Periods to be Created

Period ID	Acct Period Start	Acct Period End	Fiscal Start	Fiscal End	Closed
199409	09/01/1994	09/30/1994	01/01/1994	12/31/1994	Y
199410	10/01/1994	10/31/1994	01/01/1994	12/31/1994	Y
199411	11/01/1994	11/30/1994	01/01/1994	12/31/1994	Y
199412	12/01/1994	12/31/1994	01/01/1994	12/31/1994	Y
199501	01/01/1995	01/31/1995	01/01/1995	12/31/1995	Y
199502	02/01/1995	02/28/1995	01/01/1995	12/31/1995	Y
199503	03/01/1995	03/31/1995	01/01/1995	12/31/1995	Y

Generate a list of Vision accounting periods on The Establish Vision Accounting Periods dialog.

Quick Setup - Account Periods

In order to assist in this process, fill out and run the Quick Setup- Accounting Periods fields. The actual fiscal years and periods that you create in Vision display in the corresponding grid.

An explanation of each field on this form displays in the following table.

Field	Description
Fiscal Year Start Date (MM/DD)	Enter the start date month and day (year not necessary).
Number of Periods in Fiscal Year	Enter the number of fiscal periods using the drop-down list. You can select Monthly , Every Four Weeks , or Other . If you select Monthly or Every Four Weeks , the number of periods automatically display in the corresponding field. If you select Other , then you must enter a number in the corresponding field.
Fiscal Year End Date (MM/DD)	Enter the end date month and day (year not necessary).
Current Accounting Period	Displays the period based on the most recent transaction date.
Close All Periods Except the Corresponding Open Periods in Sema4	Select this option to generate only periods that correspond to periods currently open in Sema4.
Period Cut-off Date	The last date in the current period.

Generate Periods

Selecting the **Generate Periods** button enables the migration tool to create periods based on the information you supplied in the Quick Setup form. It scans the transactions and determines the first and last necessary periods to create. The last period in the grid will be set to **Current Accounting Period** in Vision.

You may modify the information in the grid to fine-tune the structure of your years and periods. You can also open or close a period in the **Status** column.

All entries in Sema4 dated beyond the period cut-off date are deleted by the Data Validation process prior to conversion. Vision does not allow for entries to future periods. You must enter transactions such as accruals and depreciation during the fiscal period when they are incurred.

Insert and Delete Buttons

Use the **Insert** and **Delete** buttons to add rows or remove rows from the grid. While Sema4 allows the entry of records to dates in future periods, Vision does not allow any records to be entered into future periods and therefore all data in Sema4 dated after the period cut-off date is deleted prior to conversion.

Establish Vision Timesheet Periods

Establish Vision Time Sheet Periods

Vision uses timesheet periods to control timesheet entry for all employees. While this will not affect data migration, it will affect your employees as they enter timesheets once the data migration has been completed.

The Quick Setup - Time Sheet Period form can assist you in creating several timesheet periods at once.

This is an optional step. You can establish Vision timesheets after the data migration has been completed. Therefore, no periods are required here.

Quick Step - Time Sheet Period

Start Date (MM/DD/YYYY)

End Date (MM/DD/YYYY)

Frequency

Set Vision Periods with a Corresponding Open Period in Sema4 to Open

Timesheet Periods to be Created in Vision

Start Date	End Date	Closed
09/24/2007	09/30/2007	N
10/01/2007	10/07/2007	N
10/08/2007	10/14/2007	N
10/15/2007	10/21/2007	N
10/22/2007	10/28/2007	N
10/29/2007	11/04/2007	N
11/05/2007	11/11/2007	N
11/12/2007	11/18/2007	N
11/19/2007	11/25/2007	N
11/26/2007	12/02/2007	N

Vision uses timesheet periods to control timesheet entry for all employees. While this does not affect converted data, it does affect your employees in Vision as they enter timesheets after the conversion is completed.

Quick Step -Time Sheet Period

The Quick Step – Time Sheet Period form assists you in creating several timesheet periods at once. This is an optional step. You can establish Vision timesheets after the conversion is complete. Therefore, no periods are required in this screen.

An explanation of each field on this form displays in the following table.

Field	Description
Start Date (MM/DD/YYYY)	Enter the timesheet start date: month, day and year.
Frequency	Use the drop-down list to determine timesheet frequency: Monthly, Semi-monthly, Bi-weekly or Weekly .
End Date (MM/DD/YYYY)	Enter the timesheet end date: month, day and year.
Set Vision Periods with a Corresponding Open Period in Sema4 to Open	Select this option to ensure that Vision periods correspond with an open Sema4 period.

Generate Periods

Select the **Generate Periods** button to create timesheet periods based on the data you supplied in the Quick Setup form.

You may modify the information in the grid to fine-tune the structure of your years and periods. You can also open or close a period in the **Status** column.

Insert and Delete Buttons

Use the **Insert** and **Delete** buttons to add rows or remove rows from the grid. **Delete All** removes all rows from the grid.

Account Mapping

Account Mapping

From this step you may change and modify the Sema4 account IDs for use in the data migration. You may choose to do this to facilitate fitting certain accounts in to certain locations in the Vision account structure. Alternatively, if you are converting organizations from your account structures, this screen allows you to set up uniform account structures that can be parsed into Vision organizations codes in a subsequent step.

View/Change Accounts

All Accounts Accounts with

Modify By Adding/Inserting

To the End of the Account

At Position

Modify By Removing

From the Account (Any Occurance)

At Position

Modify Account Type

Sema4 Account	Description	Interim Account	Account Type
101	CASH-SUNTRUST CHECKING	101000	Asset
102	CASH-MONEYMARKET SAVINGS	102000	Asset
105	REFUNDABLE INCOME TAX	107000	Asset
110	Unbilled Services	110000	Asset
111	A/R - CLIENTS	111000	Asset
112	A/R - EMPLOYEES	112000	Asset
113	A/R - OTHER	113000	Asset
114	A/R - Danny Bounds	114000	Asset
115	TRAVEL ADVANCES	115000	Asset
116	DUE FROM PDG, INC.	122000	Asset
124	Investment Pride Aviation II	125000	Asset
126	Investments National Financial	126000	Asset
130	Prepaid Expenses	130000	Asset

Quick Step: Account Mapping

Change and modify the Sema4 account numbers for use in the conversion on the Account Mapping dialog. You may choose to do this to facilitate fitting certain accounts into certain locations in the Vision account structure. Alternatively, if you are converting organizations from your account structures, the options on this screen allow you to set up uniform account structures that can be parsed into Vision organization codes in a subsequent step.

The steps you must take change depending on the **Conversion Type** you selected in General Conversion Settings.

View/Change Accounts

Select **All Accounts** or **Accounts with**. If you select the **Accounts with** option, then use the corresponding drop-down list to determine those accounts. Clicking the **View Accounts** button populates the table with your selection.

Modify Accounts

You may choose to modify accounts by adding/inserting or removing characters. You have two options:

- **Modify by Adding/Inserting** - select an account, then select either **To the End of the Account** or **At Position**. If you select **At Position**, then fill in the position number in the corresponding field.
- **Modify by Removing** - select an account, then select either **From the Account**, or **At Position**. If you select **At Position**, then fill in the position number in the corresponding field.
- **Modify Account Type** – select an account or range of accounts with the **View Account with** option, then use the drop down menu associated with this field to select the account type you would like the account(s) designated.

Execute Change on Displayed Accounts

Select this button to perform the changes that you selected from the **Modify Accounts** section of this screen.

Default Blank Interim Accounts

Select this button to fill in or enter a default option in empty accounts.

Default All Interim Accounts

Select this button to fill in all accounts. It does not matter if they are empty.

View Accounts

Select this button to display the Sema4 **Account Number**, **Description**, and the corresponding **Interim Account** number of your **All Accounts** or **Accounts with** selection.

Interim Account

This field displays the uniform account structures that can be parsed into Vision organization codes in a subsequent step or the revised account number to be converted to Vision.

Account Type

This field displays the type of account being converted: asset, liability, net worth, revenue, reimbursable expense, reimbursable consultant expense, direct expense, direct consultant expense, indirect, or other.

Breaking Vision Organizations Out of the Sema4 Account Structure

Breaking Vision Organizations Out of the Sema4 Account Structure

Vision uses an "Organizational" model for the establishment of accounting divisions. Vision provides the potential to create up to five levels of organization codes. These codes are then combined (one from each level) to create Vision Organization Code Levels. You may name each code level below. As you divide up your account more levels will appear as necessary.

Sema4 Account Structures

Vision Account at Structure: 1 Sample Acct: 101000

Account Level

Vision Account

From Position 1 to 4

1010 00

Org Level 1:

Office

From Position 5 to 6

Name Organizations Vision Organization Delimiter

In this screen, you can map Vision Organizations from the Sema4 chart of accounts.

Vision uses an Organizational model to establish accounting divisions. Vision also allows you create up to five levels of organization codes - these codes are then combined (one from each level) to create Vision Organization Codes. From this screen, you may name each code level. As you divide up your account, more levels display as necessary.

Note that this screen only displays when the **Premium Conversion Type** option is selected in General Conversion Settings.

In the example above, the chart of account number in Sema4 included a two digit suffix representing one organization level. First, we indicate that the account number consists of the first four digits. Next, we provide the first and only organization level description of the office, and also indicate that it consists of the latter two digits.

Vision Account at Structure

Use the corresponding drop-down list to indicate the position of the GL number itself. Sample Acct:

Use the corresponding drop-down list to enter an example of your conversion interim account number established in the prior dialog.

Org Level:

There will be as many **Org Level** fields as the number of organizations you select to break out of your account number.

From Position:

This range defines the position and length of the various sections being broken out of your interim account numbers.

Organization Delimiter

Use this field to enter the organization delimiter. This is an optional field if you have more than one organization level. For example, if you were establishing both offices and departments as separate organization levels, you might indicate that a decimal point separates the office code from the department code.

Name Organizations

Select the **Name Organizations** button after you have named each code level. From here, you can assign the Vision description for each organization code.

Account Organization Review

Account Organization Review

This step shows you the results of your decision in previous steps.

The grid displays all the Vision Accounts that will be created. It also displays the Vision Account that will be used when converting transactions.

Finally the grid shows the Organization that will be effected for each account when converting transactions.

Default Organizations
Assign Missing Org.
Reset Org.

Interim Account	Vision Account	Organization	Description	Account T
10100ECD	10100	ECD	Frost National Bank	Asset
10500ECD	10500	ECD	Travel Account	Asset
11100ECD	11100	ECD	Trade Accounts Receivable	Asset
11200ECD	11200	ECD	Account Receivable-Consultant	Asset
11300ECD	11300	ECD	Account Receivable-Reimbursable	Asset
11400ECD	11400	ECD	Account Receivable-Tax	Asset
12000ECD	12000	ECD	Prepaid Interest & Taxes	Asset
12010ECD	12010	ECD	Dental Insurance	Asset
12110ECD	12110	ECD	401K loans	Asset
12210ECD	12210	ECD	Guardian Insurance	Asset
13000ECD	13000	ECD	Work In Process	Asset
15100ECD	15100	ECD	Furniture & Equipment	Asset
15200ECD	15200	ECD	Capitalized Leased Equip	Asset
15300ECD	15300	ECD	Leasehold Improvements	Asset
16000ECD	16000	ECD	Accumulated Depreciation	Asset
17200ECD	17200	ECD	Organization Costs	Asset

Quick Step: Account Organization Review

Help
Close
< Back
Next >
Finish

This step displays the results of data you entered in the previous steps.

The grid displays all of the **Vision Accounts** to be created. It also displays the **Interim Account** that will be used when converting transactions.

The grid displays the **Organization** that will be effected for each account when converting transactions. Finally, for each account, the **Account Type** must be designated.

Note that this screen only displays when the **Premium Conversion Type** option is selected in General Conversions Settings.

Default Organizations

Select this button to fill in organizations based on Interim Accounts. You must click this button at least once.

Assign Missing Org.

You can use this button to assign one organization to all those accounts that have a blank **Organization** field.

Reset Org.

Selecting this button reverts all organizations in the table back to their default values.

Sema4 Office/Department to Vision Organization Map

Sema4 Office/Department to Vision Organization Map

The purpose of this step is to help in the assignment of Vision Organizations to projects and employees. It is important to note that in later steps you can assign/reassign organizations for specific employees and projects.

Any Project or Employee with the values specified in the Office and Department fields below will receive the related organization. If the "For Projects Default..." or "For Employees Default..." are checked, the organization to the account on the employee or project will supersede the organization mapped in the grid. Note: The mapping allows for single field values. E.G. If Office is "BA" and Department is "" then any Employees or Projects with "BA" as office and no department will receive the specified organizations.

For Projects, Default the Project Fee Account's Organization
 For Employees, Default the Technical Account's Organization

Use Office Field to Aid in Organization Defaulting
 Employee's Office Field: EMPACTIVE

Use the Department Field to Aid in Organization Default

Office	Department	Organization
		00
	MKT	00
CON	APT	01
CON	COM	02
CON	MUN	01
CON	SCH	03
DES	APT	01
DES	COM	02
DES	MUN	01

This step helps in the assignment of Vision Organizations to projects and employees. It is important to note that in later steps you can assign/reassign Organizations for specific employees and projects.

Any project or employee with the values specified in the Office and Department fields below will receive the related organization. If the For Projects Default the Project Fee Account's Organization or For Employees Default the Technical Account's Organization check boxes are selected, then the organization of the account found on the Employee or Project Setup will supersede the organization mapped in the grid.

You may use single field values when mapping. For example, if **Office** is **BA** and **Department** is clear, then any employees or projects with **BA** as an **Office** and no **Department** will receive the specified organizations.

Note that this screen only displays when the **Premium Conversion Type** option is selected in General Conversion Settings.

For Projects Default the Project Fee Account's Organization

When this option is selected, a project fee account's **Organization** is assigned on the lowest level of the project.

For Employees Default the Technical Account's Organization

When this option is selected, a technical account's **Organization** is assigned to the employees.

Use Office Field to Aid in Organization Defaulting

Select this option to include the **Office** code with each corresponding **Organization**. As there is no **Office** field in the Employee Setup screen, you can use the employee user-definable fields or any unused employee field as **Office**. Use the **Employee's Office Field** drop-down list to select a specific field to be treated as the Employee office.

Use the Department Field to Aid in Organization Defaulting

Select this option to link the **Department** code with each corresponding **Organization**.

Generate List

Select the **Generate List** button to display the list of organizations and the corresponding offices and departments (if selected, above).

Insert and Delete Buttons

Use the **Insert** and **Delete** buttons to add rows or remove rows from the grid.

Assign Missing Org.

You can use this button to assign one organization to all those accounts that have a clear **Organization** field.

Reset Org.

Select this button to revert all organizations in the table back to their default values.

Assign Organizations to Each Employee

Assign Organizations to Each Employee

The purpose of this step is to help in the assignment/reassignment of Vision Organizations for specific employees.

The Default Employee Organizations process will use the information from the prior step to aid in the population of an organization for each employee.

Default Organizations
Assign Missing Org.
Reset Org.

Employee	Name	Organization
AD	Bruce Wayne	03
AY	Clark Kent	00
BT	Scott Summers	01
CA	Jeanne Grey	02
CG	Charles Xavier	02
DDF	Peter Parker	00
FG	Derek Powers	00
GM	Perry White	00
JI	Lois Lane	02
JP	Jim Jameson	00
JS	Keiichi Morisato	00
JSAM	Yuki Sohma	00
JT	Tohru Honda	03
JW	Akane Tendo	00
KL	Nibiki Tendo	00
KN	Himura Kenshin	00

This step assists in the assignment/reassignment of Vision Organizations for specific employees. During the **Default Organizations** process, it uses the information from the prior step to aid in the population of an organization for each employee.

This screen only displays when the **Premium Conversion Type** option is selected in General Conversion Settings.

Default Organizations

Select this button to produce a list of employees with their corresponding organization. Data used to fill this table is obtained from the information provided in the prior step – Sema4 Office/Department to Vision Organization Map.

Each organization listed in this table is editable.

Assign Missing Org.

You can use this button to assign one organization to all those accounts that have a clear **Organization** field.

Reset Org.

Select this button to revert all organizations in the table back to their default values.

Vision Revenue and A/R Accounts

Vision Revenue and AR Accounts

Vision's advanced revenue recognition capabilities enable it to realize revenue based on a variety of factors. Generally, Vision utilizes two accounts to capture unrealized revenue (or work in process). The first is **Uninvoiced Revenue**; the second is **Unbilled Services (Asset)**. These two accounts capture unrealized revenue company-wide.

By default, Vision will post all Accounts Receivable to a single account. Alternately, Accounts Receivable can be routed to different accounts based on the revenue type that caused the A/R. This is helpful if you need to display A/R by the Revenue Type.

Uninvoiced Revenue 3001

Unbilled Services 1205

Accts Receivable 1200

Adjust Cash Receipt A/R Accounts

Fee A/R Account

Consultant A/R Account

Reimbursable A/R Account

Sales Tax A/R Account

Other A/R Account

Vision's advanced revenue recognition capabilities enable it to recognize revenue based on a variety of factors. Generally, Vision utilizes two accounts to capture unrealized revenue (or work in process). The first is **Uninvoiced Revenue**; the second is **Unbilled Services (Asset)**. These two accounts capture unrealized revenue company-wide.

By default, Vision posts all Accounts Receivable to a single account. Alternately, Accounts Receivable can be routed to different accounts based on the revenue type that caused the A/R. This is helpful if you must display A/R by the Revenue Type.

From this screen, you can establish account numbers for **Uninvoiced Revenue**, **Unbilled Services**, and **Accts Receivable**. These fields are used to set up Vision Configuration files. They do not impact any converted entries from Sema4.

Uninvoiced Revenue

Use the corresponding drop-down list to select an **Uninvoiced Revenue** account number. Your selection is used to set up Vision Configuration files, and will not impact any converted entries from Sema4.

Unbilled Services

Use the corresponding drop-down list to select an **Unbilled Services** account number. Your selection is used to set up Vision Configuration files, and will not impact any converted entries from Sema4.

Accounts Receivable

Use the corresponding drop-down list to select an Accounts Receivable number. If there is a need to display A/R by the Revenue Type you will need to Adjust Cash Receipt A/R Accounts because Vision tracks these items by unique A/R accounts.

Accounts Receivable can be routed to different accounts. If you wish to use this option, check the **Adjust Cash Receipt A/R Accounts** check box to enter account numbers for the following accounts:

- Fee A/R Account
- Consultant A/R Account
- Reimbursable A/R Account
- Sales Tax A/R Account
- Other A/R Account

Credit Distribution and Retained Earnings Accounts

Credit Distribution and Retained Earnings Accounts

Vision is designed to let you define the offsetting entry for each type of expense.

For example, a user enters a time record for an employee named Bob Terrence. The employee's type determines the debit account for this entry. The credit, however, is determined company-wide for Labor (i.e. Time Record) transactions. The Credit Distribution accounts determine which credit account is affected for each of the transaction types described.

Vision captures Retained Earnings in two separate accounts. The first is for the current year, and the second for all prior years. When a year is closed, the Current Retained Earnings account is closed into the Prior Years Retained Earnings account.

Credit Distribution	
Labor Credit	5121
Miscellaneous Expense Credit	5594
Reproductions Expense Credit	5594
Consultant Accrual Expense Credit	2004
Employee Expense Credit	2001
Employee Advance Credit	1121

Retained Earnings	
Current Year's P&L	2701
Prior Years' Ret Earn	2700

Vision is designed to let you define the offsetting entry for each type of expense.

For example, a user enters a time record for an employee named Bob Terrence. The employee's type determines debit account for this entry. The credit, however, is determined company-wide for Labor (Time Record, for example) transactions. The **Credit Distribution** accounts determine which credit account is affected for each of the transaction types described.

Vision captures **Retained Earnings** in two separate accounts. The first is for the current year, and the second for all prior years. When a year is closed, the Current Retained Earnings account is closed into the Prior Years Retained Earnings account.

This screen lets you determine account numbers for Credit Distribution and Retained Earnings. While your choices here do not affect the data converted from Sema4, it establishes the accounts in the Vision configuration for future posting.

Credit Distribution

From this section, you can enter account numbers for the following:

- Labor Credit
- Miscellaneous Expense Credit

- Reproductions Expense Credit
- Consultant Accrual Expense Credit
- Employee Expense Credit
- Employee Advance Credit

Retained Earnings

From this section, you can enter account numbers for the following:

- Current Years P&L
- Prior Years Ret Earn

The current year’s P & L account is typically a new account created for the purposes of facilitating the conversion. By contrast, the Prior Year’s Ret Earn account is typically mapped to the Sema4 Retained Earnings account. The difference between the function of the two accounts is described on the previous page.

Retainage



Select from two options when converting Sema4 retainage to Vision.

The first option is to convert retainage into the Fee A/R account. The advantage to this option is that it does not require Cash Receipts to be broken up. However, this option will not provide a separate column for retainage.

The second option is to convert Sema4 retainage into a separate A/R account in Vision. This facilitates the display of retainage in the AR Ledger Report in its own column. This option carries the caveat that cash receipts must also be broken out separately.

Selecting an Option

Select **To Vision Fee Invoices** if you want to convert Sema4 Retainage to the Fee A/R account. Select **To Vision Retainage Invoices** to convert Sema4 Retainage into a separate Vision A/R account. If you select this option, you must enter an account number in the **Default Retainage Account** drop-down list.

A/P Vouchers

A/P Vouchers

Specify the cash account that is typically used to pay Accounts Payable in the "Default Vision Bank Code" field below.

Deltek Vision Bank Code: 1000

From this screen, you can specify the cash account that is typically used to pay Accounts Payable. The account designated here will also be set as the default selecting account for Vision's configurations.

Converting the Sema4 Work Breakdown Structure

Converting the Sema4 Work Breakdown Structure

The data migration tool is designed to convert Sema4 Projects and Phases to Vision WBS1 and WBS2, respectively.

If your company uses Tasks, then you may choose to either not convert them or to convert them to the third Vision WBS. You may also convert Tasks to a combination of Vision Labor Codes and/or Billing Expense Categories and Units.

If "Fee" Tasks are converted to Labor Codes, then Tasks are available as an option on the Establish Vision Labor Code data migration tool step.

If "Expense" Tasks are used to map Expense accounts, then Tasks are available as an option on the Converting Expense Using Sema4 Tasks data migration tool step.

If Sema4 Categories are used to map Expense accounts, then Categories are available as an option on the Converting Expenses using Sema4 Categories data migration tool step.

Convert Sema4 Task to Vision

- Task marked as "Fee" to Vision WBS3
- Task Marked as "Expense" to Vision WBS3
- Task Marked as "Fee" to Vision Labor Codes

Determine Project Expenses Account

- Convert Expenses Using Expense Account from Sema4 "Expense" Task
- Convert Expenses Using Expense Account from Sema4 Categories
- Convert Expenses Using Default Vision Expense Accounts

During Data Migration Process, Sema4 <Fee> Task will be automatically dropped and become Vision Labor Code. Sema4 <Expense> Task will be automatically dropped.

During Data Migration Process, the Expense Record's Account will be determined by the combination of the Expense's Type and Status

From this screen, you can convert your Sema4 Projects, Phases and Tasks to the Vision Work Breakdown Structure (WBS).

Projects and Phases

Sema4 Projects and Phases convert to Vision WBS1 and WBS2, respectively. While the migration tool provides the option to eliminate the task level or WBS3, there is no such option for WBS2.

Sema4 does not require a project ID on every single transaction in the system; for example, such overhead charges as office supplies could be entered without a project ID. Vision requires a project ID for every transaction. Because of this difference, the Sema4 to Vision conversion creates two new project IDs (WBS1 IDs) in Vision. WBS1 ID ZZZ is created as an overhead project and assigned to all accounting transactions posted to an indirect account with no project ID associated with it in Sema4. WBS1 ID Z99 is created as a direct project and assigned to all accounting transactions posted to a direct account with no project id associated with it in Sema4. Both projects are created with a **Status** of **Dormant** in Vision.

In conversions where organizations are being created, a unique WBS2 is created for each organization found to have posted values for it. For example, if account 7010.20 becomes account 7010 and organization 20 in Vision, and the conversion code finds posted amounts against that account with no project associated with it, WBS2 20 is created for WBS1 ZZZ during the conversion process. This only occurs for those organizations that have postings against them. The conversion code does not set up a WBS2 ID for every possible organization. Such setup is a step you must process post conversion.

Tasks

If your company uses Tasks, then you may choose to either not convert them or to convert them to the third Vision WBS. You may also convert Tasks to a combination of Vision Labor Codes and/or Billing Expense Categories and Vision expense accounts. Tasks and Vision Labor Codes

If **Fee** Tasks are converted to Labor Codes, then Tasks are available as an option on the Establish Vision Labor Codes conversion step.

Convert Sema4 Task to Vision

Select the **Convert Sema4 Task to Vision** check box if you wish to convert your Tasks. You have three Task options, listed below.

- Task Marked as **Fee** to Vision WBS3 – This option retains the task as the third WBS level in Vision.
- Task Marked as **Expense** to Vision WBS3 – This option also retains the task as the third WBS level in Vision.
- Task Marked as **Fee** to Vision Labor Codes – This option eliminates fee tasks from the work breakdown structure and establishes them as labor codes in Vision.

Note that if you choose to convert the **Expense** option, then you may select to convert a **Fee** option as well.

Converting Expenses

If **Expense** Tasks are used to map Expense accounts, then Tasks are available as an option on the Converting Expense Using Sema4 Tasks conversion step.

If Sema4 Categories are used to map Expense accounts, then **Categories** are available as an option on the Converting Expense Using Sema4 Categories conversion step.

Determine Project Expenses Account

You have three options for determining how you want to bring over Expenses based on Accounts. The option you select will affect the type of expenses you will establish at the Convert Expenses conversion step.

You may choose one of the following three options:

- Convert Expenses Using Expense Account from Sema4 Expense Task
- Convert Expenses Using Expense Account from Sema4 Categories
- Convert Expenses Using Default Vision Expense Accounts

Renumber/Restructure Sema4 Projects, Phase and Task Buttons

Select the respective **Renumber/Restructure** buttons to run the Global Change ID's utility for Projects, Phases, and/or Tasks. This utility allows you to view the existing data and remap your Projects, Phases, and/or Tasks directly in the conversion process. If you choose to renumber your IDs with this dialog, the renumbering will take place as part of the conversion after you send your data to Deltek.

View Vision Work Breakdown Structure (WBS)

Assign Organizations to Work Breakdown Structure

Once you have chosen the WBS levels in the previous step, you need to Refresh the WBS list. This allows you to see the specific work breakdown structure that will be created at each level (in the grid).

In addition to viewing Vision Work Breakdown Structure, this step will help in the assignment/reassignment of Vision Organizations for specific WBS.

During the Default WBS Organizations process, it will use the information from the "Sema4 Office/Department to Vision

Find

Vision Work Breakdown Structure for Level 2 Default Org. Assign Missing Org. Reset Org.

Refresh WBS List

WBS1	Project Name	Phase	Sub-Level	Organization
AA	Authorized Absence	AA	N	0
AA	****Missing Level2 Found****	F	N	0
AAAB	Design Development	20	N	0
AAAB	Contract Documents Fnl	30 CD	N	0
AAAB	Model	3D-MOD	N	0
AAAB	Bidding	40 BID	N	0
AAAB	Construction Admin	50A	N	0
AAAB	As-Builts	50B	N	0
AAAB	Field Survey	AS01-2	N	0
AAAB	TEN-III Dimension Problem	AS03	N	0

After you select the WBS levels in the previous step, you must generate the WBS list. The options on this screen allow you to see the specific Work Breakdown Structure that is created at each level (in the grid).

Note that if you selected the **Premium Conversion Type** option in General Conversion Settings, then the name of this screen displays as Assign Organizations to Work Breakdown Structure.

Vision Work Breakdown Structure for Level

This drop-down list determines how many structure levels display when you populate an **Organization** for each WBS. You have three level options:

- **Level 1** - displays only Sub-Level
- **Level 2** - displays Phase and Sub-Level
- **Level 3** - displays Task, Phase, and Sub-Level

Refresh WBS List

You must run the **Refresh WBS List** in order to have an updated Vision WBS list.

Run this list if you added a new project/phase/task in Sema4 since the last time you entered data in this screen, or made changes in the previous step. Default Org.

Select this button to populate an **Organization** for each WBS. This form utilizes the information provided in the prior step. Each organization listed in this table is editable.

The following table contains some of the common mapping that takes place in the Default WBS Organizations process.

If the "For Projects, Default the Project Fee Account's Organization" is selected, the organization for each of the following is based on:	If the "For Projects, Default the Project Fee Account's Organization" is not selected, the organization for each of the following is based on:
WBS1 – Project – the organization as pulled off the account in the Fee/Cost field on the Accounts tab in Project Setup. If this account field is clear, the office and/or department of the Project Setup screen is used.	WBS1 – Project – the office and/or department of the Project Setup screen is used to assign organization based on the "Sema4 Office/Department to Vision Organization Map" step.
WBS2 – Phase – the organization as pulled off the account in the Fee/Cost field on the Accounts tab in Project Setup. If this account field is clear, the organization of the parent project is used.	WBS2 – Phase – the organization of the parent project is used.
WBS3 – Task – the organization as pulled off the account in the Fee/Cost field on the Accounts tab in Project Setup. If this account field is clear, the organization of the parent is used.	WBS3 – Task – the organization of the parent project is used.

Establish Vision Labor Codes

Establish Vision Labor Codes

In Vision, Project managers typically use labor codes to track the hours and dollars both spent and budgeted on a contract. Vision lets you establish a labor code structure that is configured for your firm. You may decide to have a simple one-level labor code representing activity. Or, you can create a more complex structure, up to a five-level labor code.

You do not have to use labor codes. Without labor codes your work breakdown structure may still contain enough information to meet your administrative needs for tracking work on a project. If you do not need labor codes you may choose the "Single Level" in the first level. In this case a Single Labor code (the "Default Code") will be created in Vision to allow the budget to convert.

If you do decide to use labor codes, they are required with all timesheet transactions, to identify each hour of labor.

Whatever you decide, you can create as many labor codes as you want. Since labor codes are firm-specific, no labor codes are pre-defined within Vision.

After selecting your labor code levels, you need to Generate the Labor Code list. This allows you to see the specific codes that will be created at each level (in the grid). You may also modify the Vision Labor Code's ID's and descriptions as necessary.

Labor Code	Default Code	Length
1) Task	0000	4
2) None		0
3) None		0

Labor Code Delimiter: Total Length:

Vision Labor Codes for Level:

Task ID	Vision ID	Vision Description
	0000	Default LC Level 1
ADASV	DOCS	Documents
ADDM	ADDM	Addendum
ADM	ADMN	Admin
ADMN	ADMN	Admin
ASBT	ASBT	AsBuilt
CHG OR	CHGO	Change Orders
CHGO	CHGO	Change Orders

In Vision, Project managers typically use labor codes to track the hours and dollars both spent and budgeted on a contract. Vision lets you establish a labor code structure that is configured for your firm. You may decide to have a simple one-level labor code representing activity. Or, you can create a more complex structure, up to a five-level labor code.

You do not have to use labor codes. Without labor codes, your work breakdown structure may still contain enough information to meet your administrative needs for tracking work on a project. If you do not need labor codes you may choose the "Single Level" in the first level. In this case a Single Labor code (the **Default Code**) is created in Vision to allow the budget to convert.

If you do decide to use labor codes, they are required with all timesheet transactions, to identify each hour of labor.

Whatever you decide, you can create as many labor codes as you want. Since labor codes are firm-specific, no labor codes are pre-defined within Vision.

Labor Code

Use this form to determine the structure of your labor codes. The fields for this form are described in the following table.

Field	Description
Labor Code 1), 2), and 3)	You must tell Vision how many levels you plan to use and provide a label for each level (for example, department or staff level). The label displays as an identifier on some reports.
Default Code	Enter a default code for each labor code.
Length	Enter the length for each code.

Field	Description
Total Length	This field automatically totals the length of your default codes. Labor Code combined length cannot exceed 14 characters.
Labor Code Delimiter	Enter the desired delimiter for your labor codes. The current delimiter for your labor codes displays for reference. A delimiter must be a special character, such as a period (.) or a comma (,); not 0 to 9, A to Z, or .

Generate Labor Code List Button

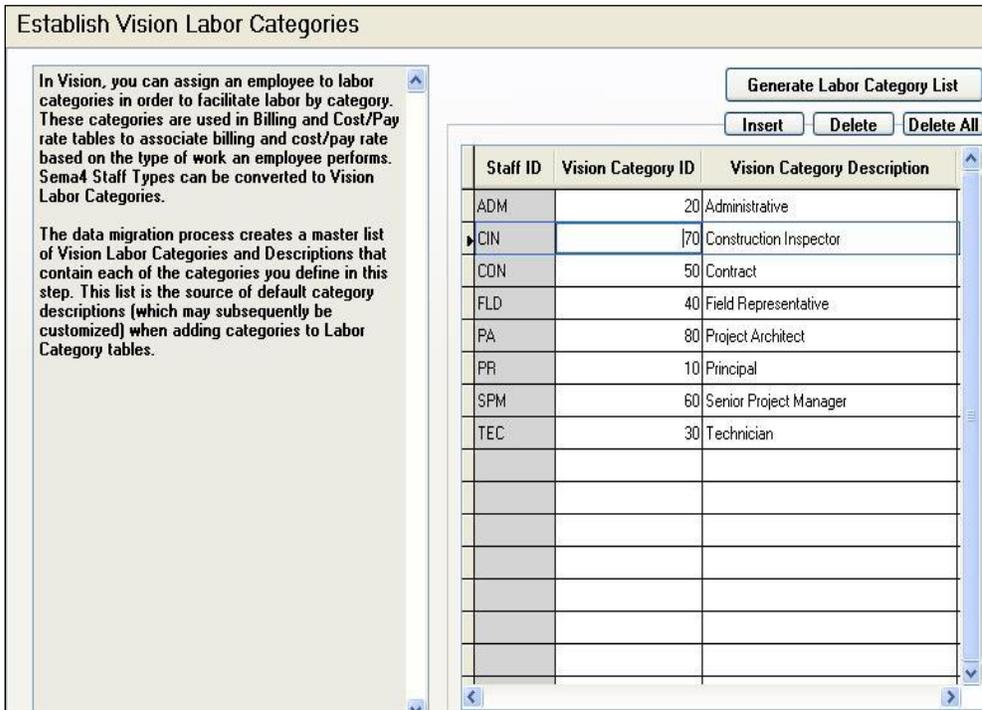
After selecting your labor code levels, you need to click the **Generate the Labor Code List** button. This allows you to see the specific codes that will be created. These codes display on the accompanying grid.

Use the **Vision Labor Codes for Level** drop-down list to view a specific level.

Insert and Delete Buttons

Use the **Insert** and **Delete** buttons to add rows or remove rows from the grid.

Establish Vision Labor Categories



In Vision, you can assign an employee to a labor category in order to facilitate processing time for reporting and billing labor by categories. These categories are used in Billing and Cost/Pay rate tables to associate billing and cost/pay rates based on the type of work an employee performs. If desired, Sema4 Staff Types can be converted to Vision Labor Categories. The Vision Category IDs must be numeric. While the data migration tool automatically generates numbers for any alphabetic staff IDs from Sema4, you can revise them to any number sequence of your choice.

The conversion process creates a master list of Vision Labor Categories and descriptions that contain each of the categories you define in this step. This list is the source of default category descriptions (which may subsequently be customized) when adding categories to Labor Category tables.

Generate Labor Category List Button

Select this option to generate the labor category list. As Vision Labor Category ID only accepts numerals, this step allows you to renumber the Vision Labor Category ID without having to use auto-assigned numbers.

Insert and Delete Buttons

Use the **Insert** and **Delete** buttons to add rows or remove rows from the grid. **Delete All** removes all rows from the grid.

Converting Expenses

Converting Expenses

Each converted expense transaction receives an account that is based on the Sema4 Category, Type, and Status. Vision uses these accounts for dividing up expenses on Project Reports and Billing.

The account used for each expense is determined as follows:

If the expense type is R and the status R,H or B, the "Reimb. Acct." is used.
 If the expense type is C and the status R,H or B, the "Reimb Cons. Acct." is used.
 If the expense type is R or N and the status N, the "Direct Acct." is used.

Default Vision Accounts For Sema4 Expenses

RMB Account	RMB CNS Account	Direct Account	Direct CNS Account	Indirect Account
4000	4020	4100	4390	5590

Generate Task List

Insert **Delete** **Delete All**

Task	Reimb	Reimb CNS	Direct	Direct CNS	Indirect
ADDM	4000	4020	4100		
ADM			4100		5510
ADMN			4100		5510
CHG OR	4000		4100		
CLG	4010		4120		5390
CODE		4020		4330	
COST	4000		4100		5571
DOC	4000		4100		5571

Each converted expense transaction receives an account that is based on the Type and Status and, if selected in the prior screen, either Sema4 Category or Task,. Vision uses these accounts for dividing up expenses on Project Reports and Billing. Depending upon your choice on the Converting the Sema4 Work Breakdown Structure dialog, the button on the right of this dialog may read **Generate Task List** or **Generate Category List**. If you chose to use only the default expense accounts, then only the top five fields would display and the remainder of the dialog would be blank.

The account used for each expense is determined as follows:

- If the expense type is **R** and the status **R,H** or **B**, the **Reimb. Acct.** is used.
- If the expense type is **C** and the status **R,H** or **B**, the **Reimb Cons. Acct.** is used.
- If the expense type is **R** or **N** and the status **N**, the **Direct Acct.** is used.

- If the expense type is **C** and the status **N**, the **Direct Cons. Acct.** is used.
- If the expense type is **N** and the status **N**, the **Indirect Acct.** is used.

If a task is not listed in the grid, the default accounts above the grid are used for its transactions. For example, if a project expense was posted only down to the phase level rather than to a task, the conversion tool uses one of the defaults based on the expense's type and status. The option you selected to convert expenses in Work Breakdown Structure affects the display of this form.

Default Vision Accounts for Sema4 Expenses

Please enter account numbers for the following accounts:

- RMB Account
- RMB CNS Account
- Direct Account
- Direct CNS Account
- Indirect Account

Generate Task List

Select this option to generate the task list. Your selections are reflected on the accompanying grid. If you selected the **Convert Expenses Using Default Vision Expense Accounts** option in Work Breakdown Structure, then the grid does not display and you need not generate a list.

Insert and Delete Buttons

Use the **Insert** and **Delete** buttons to add rows or remove rows from the grid. **Delete All** removes all rows from the grid.

Establish Vision Unit Table

Establish Vision Unit Table

Unit billing is Vision's method for billing/reclassifying indirect expenses. For example, your company receives an invoice for paper and books that is posted to an indirect account. If you choose to bill .05 for each copy and move the expense from the indirect account to the direct account, then you could use units.

This optional step lets you add Sema4 Expense tasks, Sema4 Categories, or both to the Unit Table. You can also edit the Unit Table to fine-tune the Unit details.

Default Vision Unit Accounts

Regular Account	Overhead Account	Credit Account	Revenue Account	
4000	5594	5590	3300	<input type="button" value="Generate Unit From S4 Task"/> <input type="button" value="Generate Unit From S4 Categories"/>

Unit ID	Unit Description	Regular	Overhead	Credit	Revenue
FEDEX	Overnight delivery		5573	5590	
MILES	Mileage		5522		
PHOTOCOPIES	Photocopies		5510		3300

Unit billing is Vision's method for billing/reclassifying indirect expenses. For example, your company receives an invoice for paper and books that is posted to an indirect account. If you choose to bill .05 for each copy and move the expense from the indirect account to the direct account, then you could use units.

This optional step lets you add Sema4 Expense tasks, Sema4 Categories, or both to the Unit Table. You can also edit the Unit Table to fine-tune the Units details.

The conversion creates a single Unit Table (named “Default”) containing each of the categories listed in the grid. The Regular Account is the debit account when billing units on a billable project. The Overhead Account is the debit account when billing units on an overhead or indirect project. The Credit Account is the indirect expense account that contains the costs being redistributed.

Default Vision Unit Accounts

Please enter account numbers for the following accounts:

- Regular Account
- Overhead Account
- Credit Account
- Revenue Account

Generate Unit from S4 Task

Select this option to generate Units from Sema4 task. Your selections are reflected on the accompanying grid.

Generate Unit from S4 Categories

Select this option to generate Units from Sema4 Categories. Your selections are reflected on the accompanying grid.

Insert and Delete Buttons

Use the **Insert** and **Delete** buttons to add rows or remove rows from the grid. **Delete All** removes all rows from the grid.

Converting Employee Information

Converting Employee Information

In this step, the data migration tool creates two Vision Employee types - Principal and Employee. These Employee Types control where labor expenses are posted.

The Hours Per Day setting is used when converting benefit accrual calculations. You have two options. The first option is to assign a fixed quantity to all employees, and the second option is to have the data migration tool calculate each employee's period hours based on their own standard hours per timesheet.

Vision establishes Time or Expense sheet groups to control the editing and viewing of time and expense sheets. If you select the "Adding Time Sheet/Expense Sheet Groups for each Sema4 department" checkbox, then the data migration tool will add groups for each department and associate each employee with his or her group.

The data migration of Sema4 payroll locales to Vision Locales requires that a locale ID be assigned in Sema4. Locale would be filled out only if the withholding is locale specific in Vision (Type S-State or L-Local). The locale ID will likely be the state's standard postal abbreviation if it is a state tax or N1 or N2 for NYC resident and non-resident taxes.

Vision Employee Types	Direct	Indirect	Hours Per Day
Principal	4120	5120	<input checked="" type="radio"/> Flat Quantity <input style="width: 50px; text-align: center;" type="text" value="8"/>
Employee	4125	5125	<input type="radio"/> Calculated Based on Employee's Standard Hours Per Time Sheet

Add Time Sheet/Expense Sheet Groups for Each Sema4 Department
 Convert Payroll Locales
 Convert Accrued Benefits

This screen lets you establish parameters for converting your Employee data to Vision. Explanations of the screen's fields follow.

Vision Employee Types

In this step, the conversion creates two Vision Employee types – **Principal** and **Employee**. These employee types control where labor expenses are posted.

Select a **Direct** and **Indirect** account for both employee types. The **Direct** and **Indirect Account** fields also display on the Sema4 Employee Setup screen. The purpose in this step is to default in values for those employees that do not have the information already set up in Sema4.

Hours Per Day

The **Hours Per Day** setting is used when converting benefit accrual calculations. You have two options. The first option is to assign a **Flat Quantity** to all employees, and the second option is **Calculated Based on Employee's Standard Hours Per Time Sheet**; these options allows the conversion tool to calculate each employee's period hours based on their own standard hours per timesheet.

If you select the **Fixed Quantity** option, enter the fixed quantity number in the corresponding field.

Add Time Sheet/Expense Sheet Groups for Each Sema4 Department

Vision establishes Time or Expense sheet groups to control the editing and viewing of time and expense sheets. If you select the **Adding Time Sheet/Expense Sheet Groups for each Sema4 department** check box, then the conversion will add groups for each department and associate each employee with his or her group.

Convert Payroll Locales

The conversion of Sema4 payroll locales to Vision Locales requires that a locale ID be assigned in Sema4. Locale would be filled out only if the withholding is locale specific in Vision (Type S-State or L-Local). The locale ID will likely be the state's standard postal abbreviation if it is a state tax or N1 or N2 for NYC resident and non-resident taxes.

This option is available only when the Sema4 Payroll Module is enabled.

Convert Accrued Benefits

Select this option to convert Sema4 accrued benefits data into Vision. This option is only available if you selected the **Standard** or **Premium Conversion Type** options in General Conversion Settings.

Miscellaneous Payroll Conversion Settings

Miscellaneous Payroll Conversion Settings

You must supply the last regular and overtime periods that have been paid to the employees. This will allow the data migration tool to flag the timesheet records accordingly to determine how much has been paid, and what remains to be paid.

If you were using any additional pay types in Sema4, then these may be converted to Vision. Vision has the ability to post these additional pay amounts to other accounts.

Last Payroll Check Post Date:

Last Regular Pay Period End Date:

Last Overtime Pay Period End Date:

Additional Pay Setup

1	BONUS	<input type="text" value="565"/>	▼
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Enter your last payroll check post date as well as regular and overtime pay period end dates and establish additional pay setups on the Miscellaneous Payroll Conversion Settings screen.

Last Payroll Check Post Date

Enter the last payroll check post date that appears in your payroll journal. This functions as the conversion cut-off date for your payroll journal transactions.

Last Regular Pay Period End Date

Enter the last regular period end date that was paid to your employees. This works in conjunction with the payroll check post date to allow the conversion tool to determine how much was paid, and how much remains to be paid in timesheets.

Last Overtime Pay Period End Date

Enter the last overtime period end date that was paid to your employees. This works in conjunction with the payroll check post date to allow the conversion tool to determine how much was paid, and how much remains to be paid in timesheets.

Additional Pay Setup

Like Sema4, Vision supports up to five additional Pay Setups. Because only one additional pay category is defined in this database, only one additional pay setup field displays in this step. More

fields display if you utilize more of the additional pays. These fields are used to establish Vision Payroll Additional Pay Configuration and do not impact any converted entries from Sema4.

Conversion of Sema4 Withholding Codes

Conversion of Sema4 Withholding Codes

Vision Withholding Codes are created for each distinct Vision code assigned to one or more Sema4 Withholding Codes. Consider the following examples.

1. Sema4 has two deduction tables. One table is used for Bonus pay, and one table is used for Regular pay. Both tables contain the FICA Withholding Code. In the grid below each Withholding Code would likely be mapped to the same Vision Tax Code.
2. Sema4 has two deduction tables. One table is used for Colorado employees and one table is used for Wyoming employees. Both tables contain a Withholding Code labeled "State". In the grid below Colorado would likely be mapped to a "CO" Vision code, and Wyoming to a "WY" Vision code.

Generate Sema4 Withholding Codes

Ded Code	Tax Code	Tax Table	Account	Gross	Vision Code
AUTO	F	BONUS	5521	G	AUTO
AUTO	F	MASTER	5521	G	AUTO
DENTAL	F	MASTER	5536	G	DENTAL
FEDERAL	10	BONUS	2010	G-SEP	FEDERAL
FEDERAL	11	BONUS	2010	G-SEP	FEDERAL
FEDERAL	12	BONUS	2010	G-SEP	FEDERAL
FEDERAL	13	BONUS	2010	G-SEP	FEDERAL
FEDERAL	15	BONUS	2010	G-SEP	FEDERAL
FEDERAL	16	BONUS	2010	G-SEP	FEDERAL
FEDERAL	17	BONUS	2010	G-SEP	FEDERAL
FEDERAL	20	BONUS	2010	G-SEP	FEDERAL

Conversion of Sema4 Withholding Codes

This screen is only visible if Sema4 Payroll is installed and the Convert Payroll check box is selected on the General Data Migration Settings dialog.

Vision Withholding Codes are created for each distinct Vision code assigned to one or more Sema4 Withholding Codes. Consider the following examples:

Sema4 has two deduction tables. One table is used for Bonus pay, and one table is used for Regular pay. Both tables contain the FICA Withholding Code. In the Sema4 Withholding Codes grid, each Withholding Code would likely be mapped to the same Vision Tax Code.

Sema4 has two deduction tables. One table is used for Colorado employees and one table is used for Wyoming employees. Both tables contain a Withholding Code labeled "State". In the Sema4 Withholding Codes grid, Colorado would likely be mapped to a "CO" Vision code, and Wyoming to a "WY" Vision code.

Vision Withholding Codes exist at the system level. These codes may be assigned to each employee. If desired, each employee may override the Withholding Code's calculation method, amount/rate, or limit.

Generate Sema4 Withholding Code

Select the **Generate Sema4 Withholding Code** button to map your conversion data in the accompanying grid. The Vision codes may not contain spaces or special characters. If they do display in the Vision codes, they must be removed prior to conversion.

Establishing Vision Withholding Codes

Establishing Vision Withholding Codes

During the data migration process, Vision will create a single Withholding Code for each code listed on the grid below. These codes are system-wide, and will be assigned to Sema4 employees that use related Sema4 codes.

Please note that if an Employee's Sema4 Withholding Code contained a different calculation method, amount/rate, or limit, then these values will be preserved on the Employee's Vision deduction code.

Generate Vision Withholding Codes

Vision Code	Description	Credit Account	Type	Method	Locale	Amt/Percent	Wage Bas
AUTO	AUTO	5521	D	A		6.0000	0.0000
DENTAL	DENTAL	5536	C	A		6.7800	0.0000
FEDERAL	FEDERAL	2010	F	S		0.0000	0.0000
FICA	FICA	2010	D	S		0.0000	0.0000
GARNISH	GARNISH	2015	D	A		-50.0000	0.0000
IRAEMP	IRAEMP	2500	D	N		0.0000	0.0000
IRAMATCH	IRAMATCH	2500	D	N		0.0000	0.0000
IRAMTCHL	IRAMTCHL	5125	D	N		0.0000	0.0000
MEDICAL	MEDICAL	5535	C	A		25.0000	0.0000
MEDICARE	MEDICARE	2010	H	S		0.0000	0.0000
REIMB	REIMB	5571	D	A		-250.0000	0.0000

During the conversion, Vision creates a single Withholding Code for each code listed on the Vision **Withholding Codes** grid. These codes are system-wide, and are assigned to Sema4 employees that use related Sema4 codes.

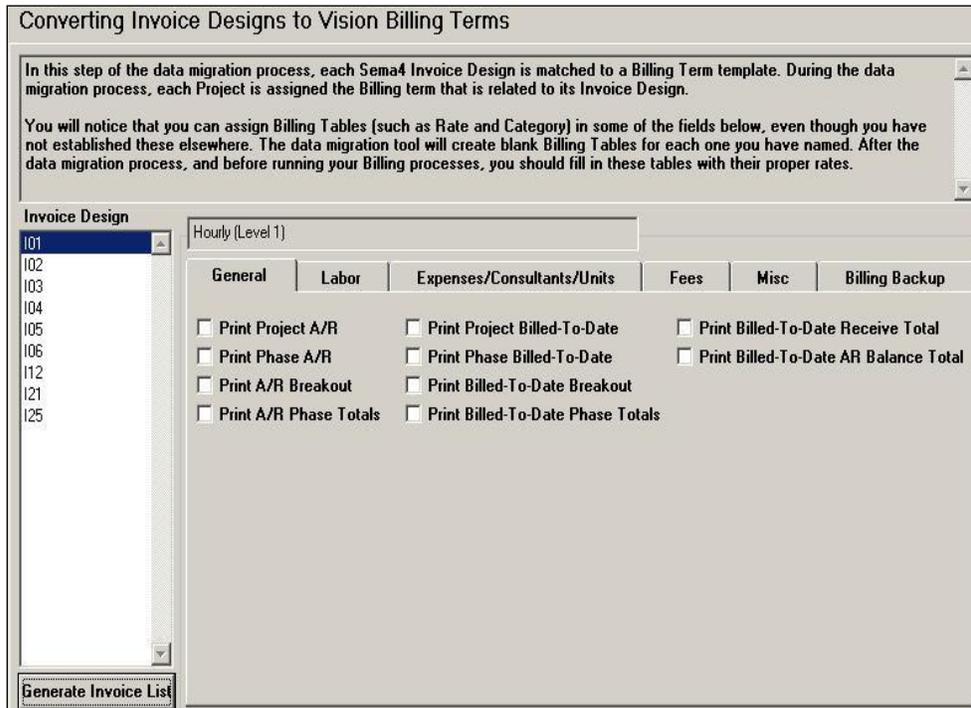
If an Employee's Sema4 Withholding Code contained a different calculation method, amount/rate or limit, then these values are preserved on the Employee's Vision deduction code.

Generate Vision Withholding Code

Select the **Generate Vision Withholding Code** button to map your conversion data in the accompanying grid.

While you should review all columns of the grid for accuracy after populating it, a few deductions require extra attention in regards to particular settings. Specifically, all pretax deductions that are not a 401K must be re-designated as **Type C** in order for them to convert as pretax. Also, all state deductions need to have the appropriate state abbreviation selected in the **Locale** field.

Converting Invoice Designs to Vision Billing Terms



In this step of the conversion process, each Sema4 Invoice Design is matched to a Billing Term template. During conversion, each project is assigned the billing term that is related to its Invoice Design.

You can assign Billing Tables (such as Rate and Category) in some of the fields below, even though you have not established these elsewhere. The conversion creates blank Billing Tables for each one you have named. After the conversion process, and before running your Billing processes, fill in these tables with their proper rates.

Generate Invoice List

Select the **Generate Invoice List** button to produce a list of Sema4 Invoice Design numbers. These numbers display in the **Invoice Design** field. The name associated with each number displays in the accompanying field when the number is selected.

You may now begin to match each Invoice Design with a Billing Term using the following five tabs: General, Labor, Expenses/Consultants/Units, Fees, Misc, and Billing Backup.

General Tab

On the General tab, ten check box options display for Accounts Receivable and Billed-to-date figures that you can choose to have printed on your invoices.

Labor Tab

The following table describes all the fields on the Labor tab.

Field	Description
Labor Method	Select the labor method to determine how Vision extends labor charges on the invoice. There are five different labor methods.

Field	Description
Overtime Method	Enter the method to use when extending overtime charges for labor charged to this project. There are three overtime methods.
Multipliers	Enter the multiplier to apply to the labor billing amount. You can specify up to three multipliers.
Ovt. Multipliers	Enter an overtime multiplier to use with employees who receive a premium rate on overtime hours, rather than a straight time rate.
Rate Table	Enter or select the rate table that contains the employee rates to use when generating the invoice for this project. You must specify a rate table if you specified Rate Table , By Category , or By Labor Code as your labor method.
Override Table	Select the labor override table to use (if any) when calculating labor on the invoice. The override table stores exceptions to the employee's rate in the selected rate.
First Labor Sort	Select a First Labor Sort option to control the sort order and grouping of labor charges on an invoice.
First Sort Table	Enter or select the rate table Vision will use to retrieve information, such as the rate established for the employee. You must select a table if you specify By Category or By Labor Code as the first labor sort method.
Second Labor Sort	Select a Second Labor Sort option to control the sort order and grouping of labor charges on an invoice.
Second Sort Table	Enter or select the rate table Vision will use to retrieve information, such as the rate established for the employee. You must select a table if you specify By Category or By Labor Code as the second labor sort method.
Timesheet Detail	Select to display timesheet detail, such as employee name, or omit the detail. If you do not show timesheet detail, Vision prints a summary of total labor.
Show Rates	Select this option to print the labor rate for each employee, category, or labor code on the invoice. Vision prints one line including the employee or category name, rate, and the extended amount for each employee/category.
Show Multipliers	Select this option to display 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 display the explicit multipliers. Instead, the amount is included implicitly in the Total Labor line.
Flag Overrides	Select this option to mark with an asterisk all employee names on the invoice whose billing rates are derived/determined from an override table.
Show Ovt. Multiplier	Select this option to display 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.
Use as Project Reporting Default Terms Only	Select this option to use the labor terms on reports only, and not for billing purposes.

Expenses/Consultants/Units

The following table describes all the fields on the Expenses/Consultants/Units tab.

Expense Fields	Description
Method	Select the expense method to determine how Vision extends reimbursable expense charges on the invoice. There are four different expense methods.
Multiplier	Enter the multiplier to apply to expenses charged to this project.
Table	If you are billing expenses for this project (By Account, By Category, or By Vendor method), select the expense table to use. The expense table stores the multipliers for the accounts/vendors/categories that should be billed for this project.
Show Detail	Select to display all reimbursable expense transaction detail (including transaction type, description, transaction date, vendor name, and so on).
Show Multiplier	Select this option to display the reimbursable expense multiplier on the project's invoice.
Use as Project Reporting Default Terms Only	Select this option to use the Expense terms for project reporting and revenue generation purposes only.
Consultants Fields	Description
Method	Select the consultant expense method to determine how Vision extends consultant expense charges on the invoice. There are five different consultant expense methods.
Multiplier	Enter the multiplier to apply to consultant expenses charged to this project.
Table	If you are billing consultant expenses for this project, (By Account, By Category, By Vendor, or Bill as Expense method) select the expense table to use. The consultant expense table stores the multipliers for the accounts/vendors that should be billed for this project.
Show Detail	Select to display all consultant expense transaction detail (including transaction type, description, transaction date, vendor name, and so on).
Show Multiplier	Select this option to display the consultant expense multiplier on the project's invoice.
Use as Project Reporting Default Terms Only	Select this option to use the Consultants terms for project reporting and revenue generation purposes only.
Units Fields	Description

Method	The unit expense method determines how Vision extends unit expense charges on the invoice. There are two different unit expense methods.
Multiplier	Enter a single multiplier to apply to the unit transactions. Vision applies this multiplier after the unit quantity is multiplied by the billing rate per unit.
Show Detail	Select this option to determine the level of unit detail to display for each unit individually.
Show Multiplier	Select this option to print the unit multiplier on the invoice.
Use as Project Reporting Default Terms Only	Select this option to use the Units terms for project reporting and revenue generation purposes only.

Fees

The following table describes all the fields on the Fee tab.

Fees Fields	Description
Fee Method	Select the fee method to determine how Vision extends fees on the invoice.
Fee Basis	Select an option to determine how to calculate the fee for a project.
Level	Select the level of Work Breakdown Structure: Project, Phase, or Task.
Revenue Type	Select the revenue type from the drop-down list. You can choose from six options.
Type "F" converts to	Select an option for Type "F". You may select Labor or Fee .
Type "F%" converts to	Select an option for Type "F%". You may select Labor or Fee .

Misc

The following table describes all the fields on the Misc tab.

Misc Fields	Description
Limit Method	The upset limit method determines how Vision displays upset limits on the invoice. There are five different upset limit methods.
Retainage	If retainage is withheld, check this check box and then the revenue type(s) for which retainage is withheld.
Invoice Override Accounts	If you use accounts other than the defaults in conjunction with a particular type of charge on this invoice, note the accounts that should be used in their respective fields here.
Print Invoices without Current Activity	Select this check box if you want invoices to print even when there are no charges to invoice.
Interest	Type in the percentage of interest used on the invoice.

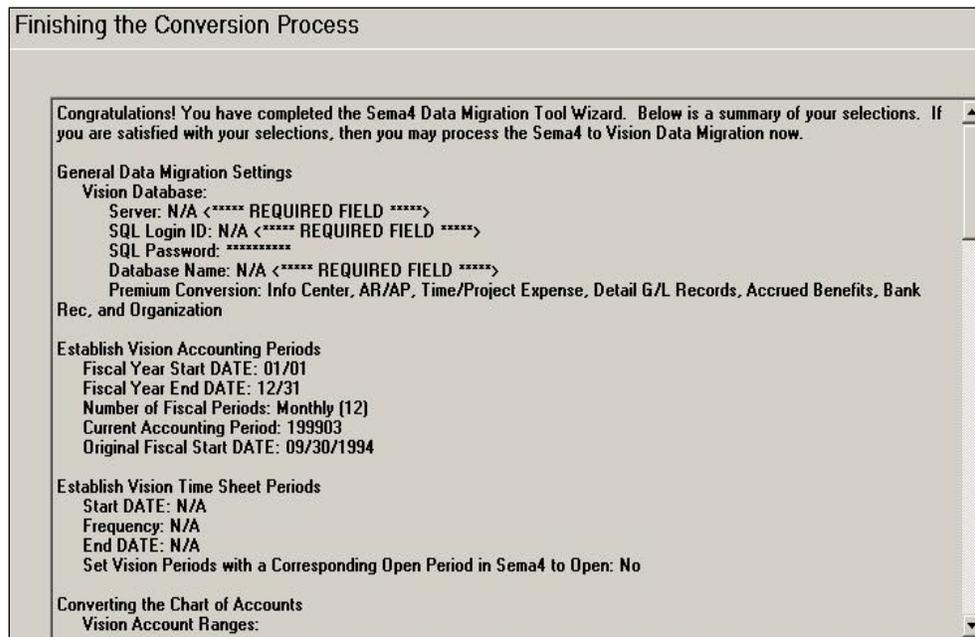
Misc Fields	Description
Grace Period	Type in the number of days before interest begins accruing.
Invoice Footer	If there is a message you want to display on the bottom of each page, type it in this field.
Tax Code 1, 2, and 3	If particular taxes apply to this invoice, select them here.

Billing Backup

The following table describes all the fields on the Billing Backup tab.

Billing Backup Fields	Description
Print Backup Report	Selecting this check box will print a backup report in addition to the invoice itself. This check box works in conjunction with the twelve subsequent check boxes to determine what details are provided on the backup report.
Include Labor for	Select whether you wish to print backup for only labor sections or labor and fee sections of the invoice.
Sort Labor	Select one of the available sorting options for labor: date, labor, category, labor code or none.
Sort Table	When sorting labor by category or labor code, this field becomes available and you should select the preferred table you wish to sort by.
Sort Exp/Con	If printing expense or consulting backup, choose how you wish to sort them either by date, consultant, or none.
Sort Table	If sorting exp/con by consultant, this field becomes available and you should select the preferred table you wish to sort by.

Finishing the Conversion Process



Review a summary of your conversion choices on this screen.

Conversion Considerations

Vision requires several business rules for data that Sema4 did not require. Data manipulation takes place on the Sema4 data in order to bring the data into Vision according to Vision's business rules for data validation and relational integrity. You may need additional data setup or key conversions to adjust the delivered data to meet your specifications and needs.

Consider the following information as you prepare for the conversion process:

- **Bank Reconciliation** – The Vision bank reconciliation is populated with those checks booked to a cash account in Sema4, however they cannot be voided using the check void utility as they were not processed within Vision and therefore do not contain a unique Vision posting sequence. Prior to conversion, review your checks for any that may require voiding and if possible do that before conversion.
- **Employee** – An Inactive employee in Sema4 with no end date will be brought into Vision as **Inactive**, and that will count towards the user license. An **Inactive** employee in Sema4 with an active end date will be brought into Vision as **Dormant** and that does not count towards the user license.
- **Employee – Last Name** is a required field in Vision. Therefore, all Sema4 employee last name fields must be populated.
- **WBS, Vendor, Chart of Account** – If the item is flagged as **Inactive** in the respective Sema4 setup screen, then the warning/lock setting in the System File setup will determine if the item is brought in to Vision as **Inactive** or **Dormant**. If the System File setup is set to Warning, the item will be brought in as **Inactive**; if the System File setup is set to Lock, the item will be brought in as **Dormant**.
- **Benefit Accruals** - In Sema4, the indirect project screen has a check box indicating whether or not the project should accrue time. If that check box is selected, the project is set up in Vision as a Benefit Accrual and any associated accrual schedules are

converted. Consider reviewing all indirect projects and any associated schedules prior to conversion and cleaning up that data in case there are accrual schedules or benefit accruals you would prefer not to have converted over to Vision.

- **End-of-year Process** - You must run the end-of-year accounting process for each fiscal year in Sema4 in order for the conversion process to run properly. This involves archiving the accounting information and posting retained earnings.
- **1099's** - 1099's must be initialized so the current fiscal year is listed on the top bucket in the Vendor Balances tab in Vendor Setup.
- **AP Liability Codes** - Vision allows one to track accounts payable to various accounts much like accounts receivable. For example there may be AP Liability codes for AP Trade vs. AP Consultants, etc. Sema4 does not track AP data this way and as such does not transfer the data into such AP Liability codes.
- The conversion creates a unique AP Liability code for each account and organization combination that it finds a cash disbursement posted against in the Sema4 data. You may wish to review these post delivery and use the Vision Key Conversion utility to change the AP Liability code ids and/or merge some together.
- **Special Characters** - Vision does not allow the special characters of blank or apostrophe (single quote) in ID's (such as Vendor, Client, Project, and Employee). You should review all ID's in Sema4, on both active and inactive items, and use the Change ID utility to modify them accordingly.
- **Job Cost Rate** - Vision does not have a job cost rate that correlates exactly to Sema4's job cost rate, which is stored on every line of Sema4 timesheet detail. The employee's pay rate will be transferred over as Vision's job cost rate.
- **For Standard Conversions at Fiscal Year End** – Since only account balances transfer in a standard conversion, if you intend to start processing in Vision at the beginning of a new fiscal year, follow the year end closing procedures in Sema4 prior to your final conversion.
- **Billing Rate Tables** – Billing schedules are not converted to Vision. To simplify the setup of billing terms in Vision, review the Converting invoice designs to Vision billing terms dialog in the Data migration tool and indicate that a billing rate table is used on those invoices that have labor terms. One default billing rate table is created during the conversion which lists every employee and their current billing rate.
- If you wish to set up multiple billing rate tables in a test database environment, it is possible to have those copied into any subsequent converted databases provided key ID fields such as employee, labor code, labor category, etc. have not changed between conversions. This is a post conversion request outside the scope of the conversion process and is billable on a T&M basis. This additional service must be requested prior to any subsequent conversions so appropriate time can be scheduled and the work may be quoted appropriately.
- **User Defined Fields** – Review the user defined fields that convert to Vision on the S4 tabs of the info centers. If there are unnecessary user defined fields converting to Vision, you may prevent them from converting on the final conversion by eliminating the user defined field label from the System File in Sema4.
- **Work Breakdown Structure** - If you set up additional WBS2 IDs to represent additional organizations post conversion on a test database, it may be possible for those new WBS2 IDs to be copied over to the live database provided no changes have been made in the organizational ids between conversions. This is a post conversion request outside the scope of the conversion process and is billable on a T&M basis. This additional

service must be requested prior to any subsequent conversions so appropriate time can be scheduled and the work may be quoted appropriately.

- **Organizations** - The conversion creates organizations based on which settings in the data mapping utility are selected and the data currently existing in Sema4. For example, if the conversion results in a two level organizational structure, such as office and department, it only creates the combinations found in the Sema4 data. So while there may be 5 individual departments in the data, only the departments set up under an office ID are created. The conversion does not set up every possible combination of office and department.

Only the IDs of organizations created during the conversion process are set up in the configuration tables. Additional information required by the organization configuration in Vision must be populated post conversion. This required information includes the WBS IDs to be used for labor distribution, cross charge postings, and other information. The conversion consultant will not populate these items for you.

If you populate the additional organizational setup post conversion on a test database, it may be possible for that data to be copied over to the live database provided no changes have been made in the organizational IDs between conversions. This is a post conversion request outside the scope of the conversion process and is billable on a T&M basis. This additional service must be requested prior to any subsequent conversions so sufficient time can be scheduled and the work may be quoted appropriately.

- **Employee Types** - Vision uses employee types in determining which general ledger accounts to use when posting direct and indirect time for each employee. You may have as many or as few as you wish. The conversion uses the technical and administrative accounts found in the Sema4 Employee setup records in combination with the Sema4 staff ID to create the Vision employee types.

If the Sema4 staff ID associated with an employee is flagged as a principal, it results in one Vision employee type with a prefix of PRI followed by a numeral, one for each combination of technical and administrative accounts it finds in the Sema4 Employee setup. If the Sema4 staff ID is not flagged as a principal, it results in a Vision employee type with a prefix of EMP followed by a numeral, one for each combination of technical and administrative accounts it finds in the Sema4 Employee setup. You can use the Vision Key Convert utilities to change the employee type IDs post conversion.

If no technical and/or administrative accounts are found in an employee's Sema4 setup, then the default accounts specified in the data mapping utility are used to assign an employee type. We recommend reviewing and cleaning up these settings in Sema4 prior to conversion in order to avoid creating unwanted Vision employee types.

If you wish to assign Vision employee types based on another method, be it a custom field, a spreadsheet or some other business rule, this would be a post conversion request outside the scope of the conversion process and is billable on a T&M basis. This additional service must be requested in advance so sufficient time can be scheduled and the work may be quoted appropriately.

- **Indirect Charges and Overhead Allocation** – While indirect charges in Sema4 did not require assignment to an overhead project, Vision expects all indirect expenses to reference a project ID. These indirect charges that convert from Sema4 without project IDs are not allocated appropriately if the prorate overhead allocation method is used in Vision. A history loading adjustment should be entered in the current fiscal year for the difference between the indirect expenses on project reports and the income statement.
- **Standard Payroll Deductions** – The standard deductions of FICA, Federal and Medicare are driven by self-sufficient, standardized tax tables within Sema4. It is unnecessary in Sema4 to manually supply these deductions with maximum limits in the

individual employee deduction tables. If a maximum is typed into one of these fields in Sema4, the limit will convert over to Vision, but due to differences in functionality the limit will cause the deductions to inappropriately stop withholding in Vision. Remove any and all manually inserted maximums for these standard deductions from Sema4 prior to conversion.

- **Vision Consultant Ledger** – In many conversion cases, the consultant ledger will match the Accounts Payable Ledger. However, if duplicate invoice numbers were entered into Sema4 for the same vendor ID, this will cause a discrepancy on the Vision Consultant ledger report.
- **Invoice Register** – While typically invoices from Sema4 will appear appropriately on the invoice register in Vision, if the ‘Delete fully Paid AR Invoices’ utility was run in Sema4, those invoices which were deleted will not appear on the invoice register.
- **File Reconciliation report** – Due to the necessity to shuffle expense accounts due to the five different Vision expense types in comparison to Sema4’s two, the YTD figures on the File Reconciliation report will not match upon conversion. Once you open a new year in Vision, they should begin to match between the subledger and general ledger. While the Accounts Receivable and Accounts Payable balances should match between the subledger and general ledger, this is only the case if those balances matched in Sema4 prior to the conversion. If a discrepancy existed within Sema4, it would also exist in Vision post-conversion.

Chapter 4: Preparing to Go Live on Vision

When Deltek notifies you that your converted data is ready, complete the following steps:

1. Check with the data consultant to determine where to retrieve the file containing your converted data, if the consultant did not specify.
2. Restore the backup file to your Vision database.
3. Contact Deltek Customer Care if you have any questions or problems retrieving or restoring the database.

Load the Converted Data into Your Vision Database

When you receive notification that the file containing your converted data is available, complete the following steps:

1. Log on to the Customer Care Connect site.
2. Click the My Stuff tab.
3. Click **My Files**.
4. The new file will be listed with a status of either **Your file is ready to download** or **Support has your File Status**.
5. To download the file, click **Your file is ready to download** or **Support has your File under Status**.

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 knowledgebase article on the Deltek e-Support site. **Do the following to view that article:**

1. Go to the Customer Care Connect site.
2. Click the Answers tab.
3. In **Product**, select **Vision**.
4. In **Search Text**, enter **32919**.
5. In **Search By**, select **Answer ID**.
6. Click **Search**.

If you are using SQL Server 2000 for Deltek Vision, complete these steps to restore the converted data to your Vision database:

1. Unzip the .bak file into the SQL Backup directory on your SQL Server (\Program Files\Microsoft SQL Server\MSSQL\Backup).
2. Run SQL Server Enterprise Manager.
3. Click + next to **Microsoft SQL Servers** to expand its sublevels.
4. Expand SQL Server Groups and then expand your SQL Server.
5. Right-click the Databases folder and click **All Tasks** and **Restore database**. You don't need to change the data and log file names (the .mdf and .ldf files). Change only the path. Then click OK to restore the database.

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.
- 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

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 must configure each of those databases.

The conversion process will provide some configuration settings based on your Sema4 data, but most will initially be the Vision default settings.

As part of the planning process, a Vision consultant will discuss the configuration options with you and help you determine the settings to 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 may be able to copy some configuration settings from your test database to your live one. Check with the consultant beforehand if you want this done, so he or she can advise and assist you. Be aware also that this is a billable service.

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

Log on to Vision

After you install Vision and connect to your database, you are ready to log on 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

When you log on to Deltek Vision for the first time, you must activate the modules you have purchased. The conversion process will activate some modules, but 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 Main 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 the Logoff icon in the upper-right corner of the Vision window to log out of Vision.
5. Log back on to Vision. The appropriate modules should now be activated.

Set Up Security

Vision Security and the Conversion

Your Deltek Sema4 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 on 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

After 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, ensure that a copy of your test security setup is saved. Notify your Vision consultants if you want this done, so they can advise and assist you.

Set Up Server Side Email

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.

To configure server side email, do the following:

1. Click **Configuration » General » System Settings** on the Vision Main Menu to open the General System Setup form.
2. Click the Email tab.
3. Enter information in the fields on this tab, as described in the following table, and click **Save** to save your entries.

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.
Email Server	Enter the name of the email server.

Set Up the Process Server

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.

To set up process server options, do the following:

1. Click **Configuration » General » System Settings** on the Vision Main Menu to open the General System Setup form.
2. Click the Servers tab.

- 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. Click **Save** when you are finished.

Field Control	Description
Retain job history for x days	<p>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.</p> <p>If you are not retaining process history, Vision deletes process entries from the queue after they have completed running, have failed, or have been cancelled. If the process entry has an alert pending, Vision deletes the process entry after the submitter has been notified.</p> <p>If you are retaining process history, Vision deletes process entries from the queue after the specified number 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.</p>
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.
Retain report output for x hours	This option allows you to set a limit on the number of hours each generated report is saved on the server. By default, each report is saved for 24 hours.
Enable report usage logging	Select this option to enable report logging. Vision will log every report request (generate, print, email, view) in the event viewer.
Process Queues: Name	Required. Enter a name by which to identify this process queue. The queue name should be descriptive. This name displays wherever process queue information displays 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 enter. For example, you may want all large jobs to run on the most powerful machine.
Process Queues: Max	Enter the maximum number of jobs to 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.
Actuate Report Servers: Server Name	Enter a report server name. These servers are used to generate reports.
Application Servers: Server Name	Enter an application server name. These servers are used to run application processes, such as transaction posting.

Balancing Vision to Sema4

Following both the test conversion and final conversion of your Deltek Sema4 data to Deltek Vision, the data consultant that performs the conversions prints and compares sets of reports from each system to confirm that your systems balance.

If you want 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 Sema4 and Vision reports. The values that we compare between the two systems are AP open items, AR open items, trial balance closing balances, project cost and billed amounts, and unbilled hours and dollar amounts.

Sema4 Reports

All of the Sema4 reports you need, with the exception of the Project Summary report, can be printed using the standard report dialogs and FRXs. The Project Summary report requires alterations before use in this process.

- AP Open Items
- AR Aging
- GL Trial Balance
- Customized Project Summary report

It is important that you print these reports at the time that you create the backup copy of your Sema4 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 Sema4 and you print the reports at a later time, you won't be able to confirm that the two systems balance.

The last figures to tie out from Sema4 rely on a select command run within the command window and not a report. This command is provided in a later section.

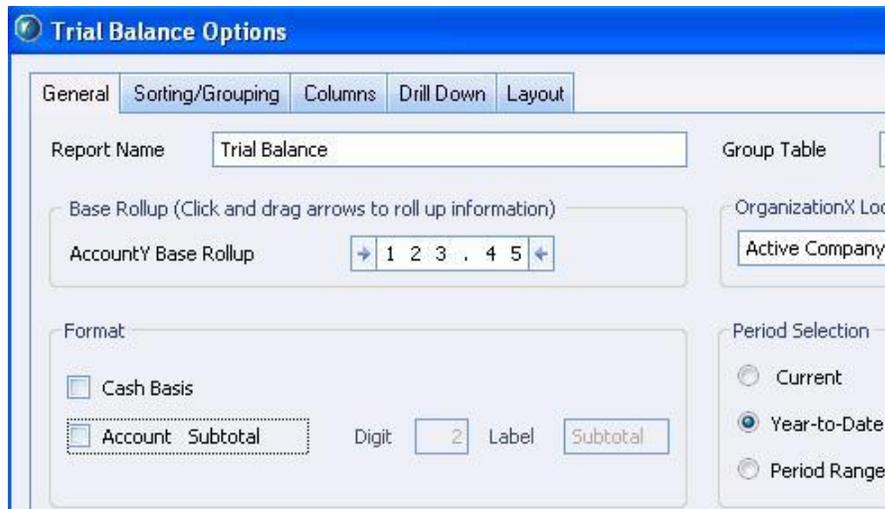
General Ledger Data

In Sema4

In Deltek Sema4, print the GL Trial Balance report for all accounts through the last accounting period converted using Current and Archived Data.

In Vision

Print the General Ledger Trial Balance report in Deltek Vision for **Year-to-Date** and clear **Account Subtotal**. (Click **Reporting » General Ledger** on the Vision Main Menu.) If you are using organizations in Vision, you also need to check the **Organizations** check box on the Sorting/Grouping tab.



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 closing balances from the Vision report to the balances printed on the Sema4 report.

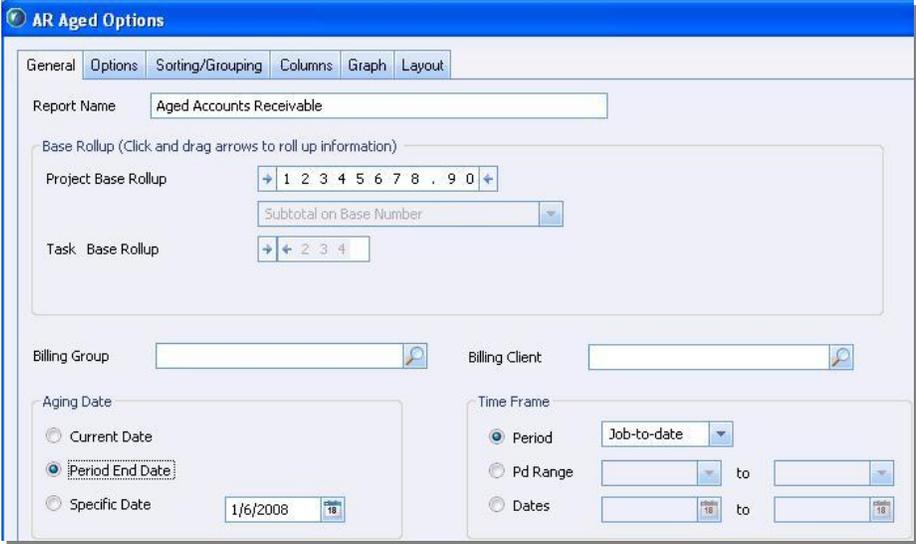
Accounts Receivable Data

In Sema4

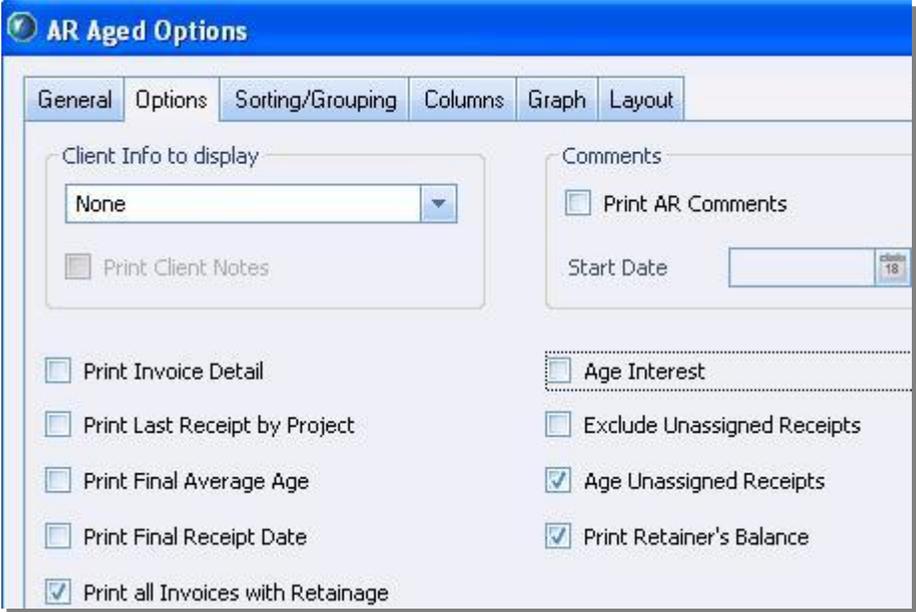
In Deltek Sema4, print the AR Aging report through the last accounting period converted. Select **Summarized, Open Items Only, Include Advanced Payments, and Order by Project**. Also verify that all ranges are set to blank for the first field and ZZZ for the last field to capture all possible entries. The one exception to this range setting is the AR account range. Select the AR account range from the drop down lists starting with the very first option in the list and ending with the last account option from the drop down list.

In Vision

1. In Vision, print the AR Aged report through the last accounting period converted (click **Reporting » Accounts Receivable** on the Vision Main Menu).
2. On the General tab in the Options for AR Aged dialog, select **Period End Date** and for a more concise report, use the Phase Base Rollup and Task Base Rollup to summarize at the project level.



- On the Options tab, select the **Print all Invoices with Retainage**, **Age Unassigned Receipts**, and **Print Retainer's Balance** check boxes. Clear the **Age Interest** check box. For a more concise report, clear the **Print Invoice Detail** box.



- If you have very large balances, you can adjust the width of your Balance Column on the column tab to 1.00 inches rather than the default 0.70

To Balance

The Inv Amount Grand total on the Sema4 report should match the Final Totals Balance on the Vision report.

Accounts Payable Data

In Sema4

In Deltek Sema4, print the report ordered by **Vendor ID** with an **As of Date** of the last day of the last period converted to Vision. Verify that your ranges are blank for the first field and ZZZ for the last field to capture all possible entries. From the options and check boxes on the left hand side, select **Summarized**, **Open Items Only**, and select the **Consultant**, **Employee**, and **Vendor** check boxes.

In Vision

In Deltek Vision, print the Voucher Ledger report after changing the **Format** to **Vendor Summary** and the **Include** to **Unpaid**. (Click **Reporting » Vendor** on the Vision Main Menu.)

To Balance

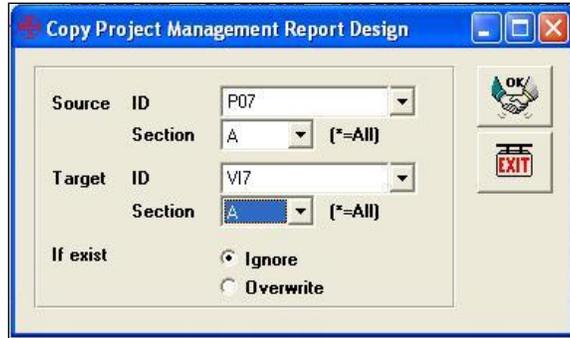
To confirm that the two systems balance, compare the Inv Amount Grand total from the Sema4 report to the Balance Final Total on the Vision report.

Project Cost Data

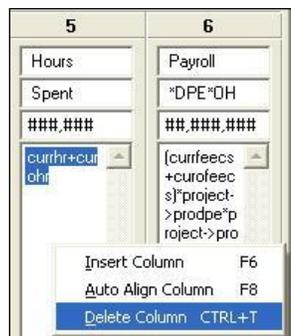
In Sema4

To compare Project cost data between Sema4 to Vision, you must modify one of Sema4's standard reports. Before running the report, you must also run the Update Project Default Multipliers utility from the Utilities menu. Consider running this utility and the customized project report on a copy of your data rather than your live Sema4 data if you use these multipliers regularly for project reporting purposes. Instructions for the modification process for the report follow and you must complete each step in progression.

1. From the Sema4 Proj Mgmt menu, select Project Management Report Design.
2. Click **Ok** through the warning.
3. In the **Finder** field, enter **P07**.
4. Once P07:A displays on the screen, click the Copy icon from the toolbar.
5. Enter a **Target ID** of VI7. If this ID is already used for another custom report, choose a different ID.

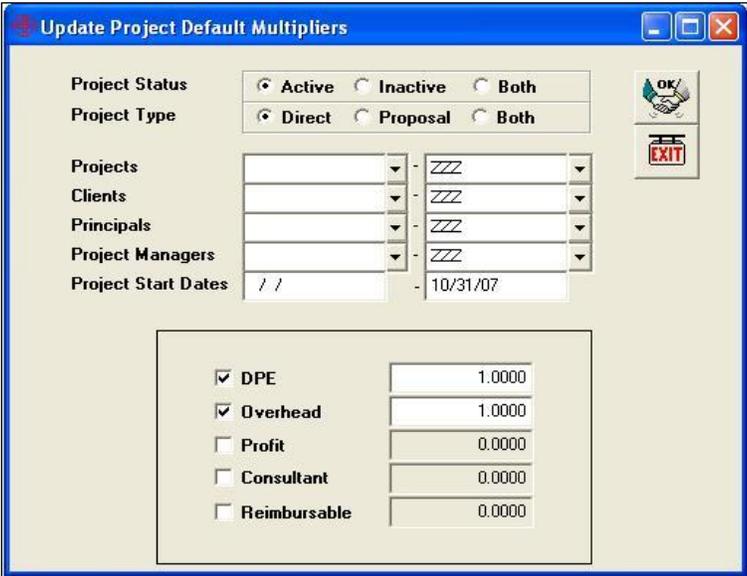


6. Click **Ok**. A small complete message should display in the upper right hand corner of the screen.
7. Unless an error displays instead, click **Exit**.
8. In the **Finder** field, enter V17.
9. Click the Columns 1- 6 tab.
10. Click **Edit**.
11. Right click in the **Definition** area of column 5, the A/R column. Select **Delete Column**.
12. When the second dialog displays, confirm that it is going to delete column 5 and click **Ok**.
Hours Spent now becomes column 5.
13. Right-click on column 5 again and select **Delete Column**. Verify the column number to be deleted and click **Ok**.

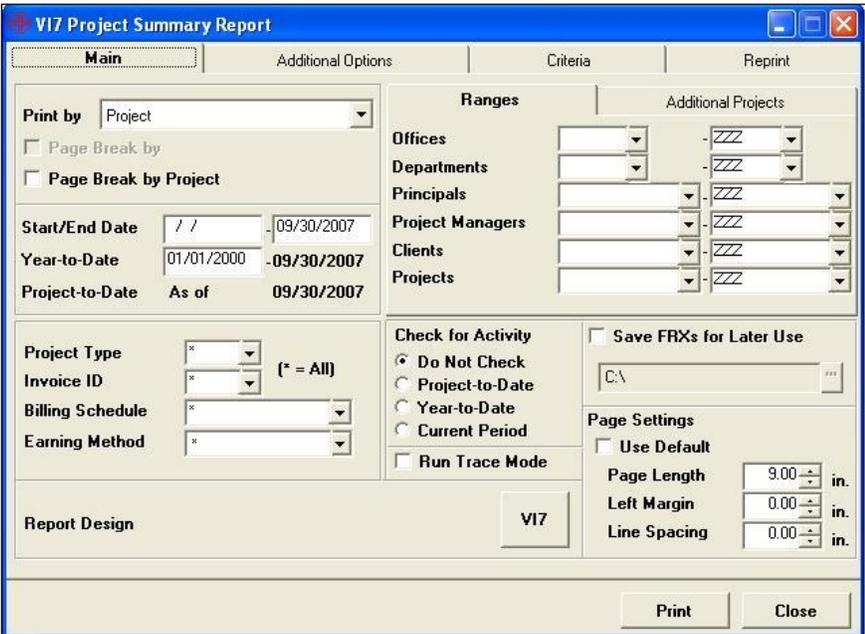


14. Click on the Columns 7 – 12 tab.
15. Right click in the **Definition** field of column 9, **Total Cost**, and select **Delete Column**.
16. Verify the column to be deleted and click **Ok**.
17. Click on the Columns 13 – 18 tab.
18. Right click in the **Definition** field of column 14 and select **Delete Column**.
19. Verify the column to be deleted and click **Ok**.
20. Again, right click in the **Definition** field of column 14 and select **Delete Column**.
21. Verify the column to be deleted and click **Ok**.
22. Right click in the **Definition** field of column 18 and select **Delete Column**.
23. Verify the column to be deleted and click **Ok**.

- 24. Click **Save**.
- 25. Add VI7 to your Custom PM Report menu under the Proj Mgmt menu.
- 26. From the **Utilities** menu, select the **Update Project Default Multipliers** option. To run this utility, choose only **Active** and **Direct** projects. Set all the ranges to blank through ZZZ and for the latter **Project Start Dates** range field, enter in the last day of the current period. Select both **DPE** and **Overhead** check boxes and set both corresponding fields to 1.0000. Click **OK**.



- 27. After this utility completes, you are ready to run your custom Project Summary report. From your **Custom PM Report** menu, select VI7. Eliminate the **Start Date** and enter the last day of the current period as the **End Date**. All ranges should be set to blank through ZZZ. Select **Do Not Check** for activity.



- On the Additional Options tab of the custom report, only select **Active** and **Direct Projects**. Make sure that you also select **Report Grand Total**.

In Vision

In Deltek Vision, print the Office Earnings report. (Click Reporting » Project on the Vision Main Menu.)

- Under **Options** on the General tab of the Options for Office Earnings dialog box, select **Cost** in **Report at**, and check **Print Final Totals**. Clear the **Print Overhead** check box and for a more concise report rollup both phases and tasks.

Office Earnings Options

General | Activity | Budget | Sorting/Grouping | Columns | Graph | Layout

Report Name: Office Earnings

Base Rollup (Click and drag arrows to roll up information)

Project Base Rollup: 1 2 3 4 5 6 7 8 . 9 0

Subtotal on Base Number

Task Base Rollup: 2 3 4

Report At: Cost

Use Summary Table (Updated: 12/10/2008 11:11 AM)

Print

Current Period Unposted Labor

Year-to-Date Overhead

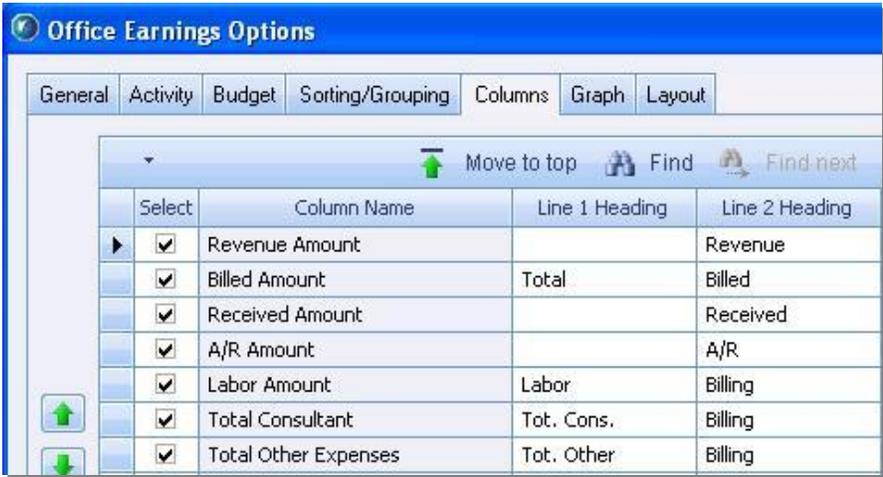
Job-to-Date Estimate Overhead

Final Totals Committed Purchase Order Expenses

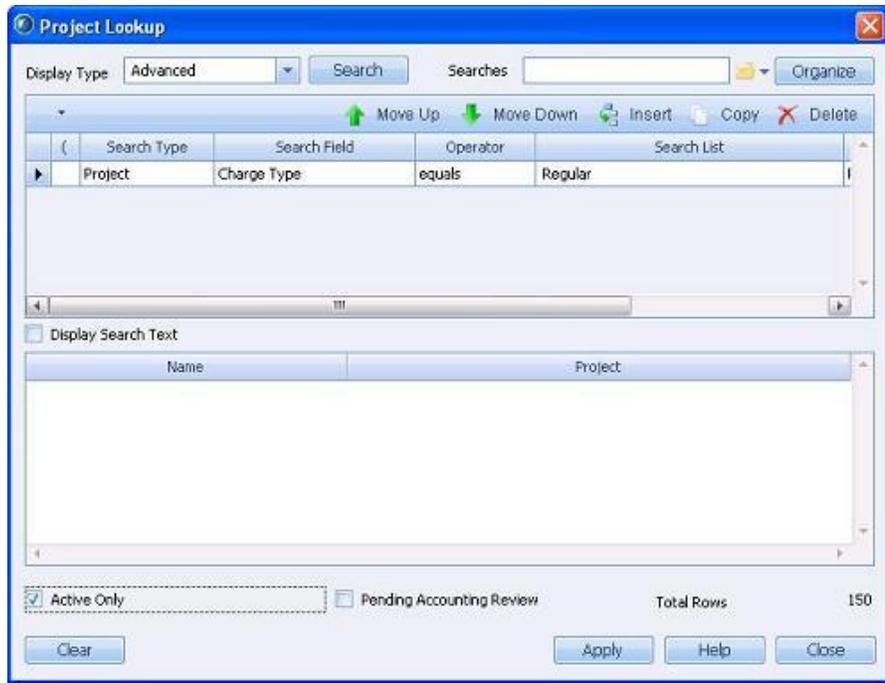
- On the Activity tab of the options dialog box, clear all check boxes under **Activity Basis**.



3. On the Columns tab, clear Unbilled Amount, A/R Amount, Spent Amount, Profit/Variance and Profit/Variance Percent check boxes. Select the **Labor Amount, Total Consultant, and Total Other Expenses**.



4. Open the Selections Project Look up dialog. Select the **Active Only** check box in the lower left corner and in the Advanced Searching table, choose a **Search Enter** of **Charge Enter**, and **Operator** of equals and enter a **Search List** value of **Regular**.
5. Add an additional line in the **Advanced Searching** table that states **Project Number not equal Z99**. **Z99** is a generic project used by the conversion process for those entries that do not correctly identify with an existing project.



To Balance

To confirm that the two systems balance, check the following:

- The Final Totals JTD Billed figure and Revenue figure on the Vision Office Earnings report should match the Sema4 modified Project Summary report Grand total PTD Billed figure.
- The Final Total JTD Received amount on the Office Earnings report should match the modified Project Summary report Grand Total PTD Received figure.
- The Final Total JTD Labor Amount on the Office Earnings report should match the modified Project Summary report Grand Total PTD Payroll*DPE*Overhead amount.
- The Final Total JTD Total Consultant on the Office Earnings report should match the modified Project Summary report Grad Total PTD Consultant Cost.
- The Final Total JTD Total Other Expenses on the Office Earnings report should match the sum of the Grand Total PTD Reimb Cost and Nonrm Cost.

If some of the total figures on the modified Project Summary report display as asterisks, return to the project management design screen for report ID VI7 and enter additional pound symbols (#) in the **Format** field of the column in which the asterisks display.

If you notice discrepancies in the two reports, they most commonly occur in the Received and AR columns. This results from the different methods used by the two systems to calculate these figures. In Sema4, for example, anything posted in a cash receipt is included in the Received figures, but in Vision, the cash receipt must reference the AR account to be included in the Received figure.

Verify WIP Numbers

To verify the unbilled dollars and hours recorded against projects between Sema4 and Vision, you must run the following select and sum commands in the command window of Sema4 and then compare them to the Unbilled Summary report in Vision described in the following section.

In Sema4

From the Sema4 menu, select **Utilities » Command Window**. Click **Ok** through the warning and then enter the following select statement in the command window:

Select timbhrs*timprate as cost, timbhrs as hours from time where timstatus='R' and timproj in (select proidno from project where prostatus='A' and prodirect=.T. and proposal=.F.)

This should all display as one long line in the command window. Press the Enter key, and a table will display with hours and dollars figures. Exit out of this table and your cursor should display on the second blank line of the command window. Enter the following:

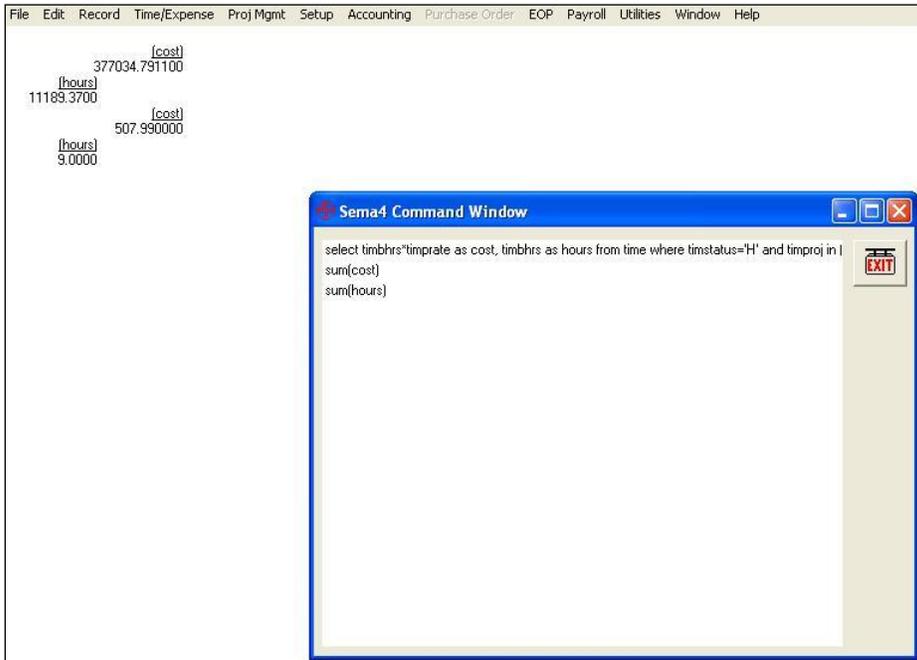
Sum(cost)

After pressing Enter again, the dollar total for all ready-to-bill hours should display on the upper left hand side of the Sema4 screen. Next, enter:

Sum(hours)

After you press Enter again, the total ready-to-bill hours should display underneath the dollar amount. You can either jot these numbers down for reference later, or as long as you do not exit out of Sema4, they will remain in the upper left corner.

To obtain the totals for the hours and dollars on Hold, edit the first line in the command window by changing the verbiage **timstatus='R'** to read **timstatus='H'**. Place your cursor at the end of this command before pressing the Enter key again. After the table opens, again close out of the table and press Enter twice more and the subtotals for the held hours and dollars will also display on the left hand side of the Sema4 screen underneath the totals for the ready-to-bill hours.



A similar select statement is used to sum the unbilled consultant and expense charges.

Select jobcost*jobqty as cost from jobexp where jobstatus='R' and jobenter='R' and jobproj in (select proidno from project where prostatus='A' and prodirect=.T. and proposal=.F.)

After pressing Enter, again close out of the resulting table and enter:

Sum(cost)

Press Enter again and the total dollars for the reimbursables with a status of ready to bill displays in the upper left corner. Once this number is displayed in the upper left corner, return your cursor to the select jobcost line and change the **jobstatus='R'** to **jobstatus='H'**.

To obtain the consultant dollar figures, change the **jobenter='R'** to **jobenter='C'** and repeat the same process for summing of the cost for both status R and status H.

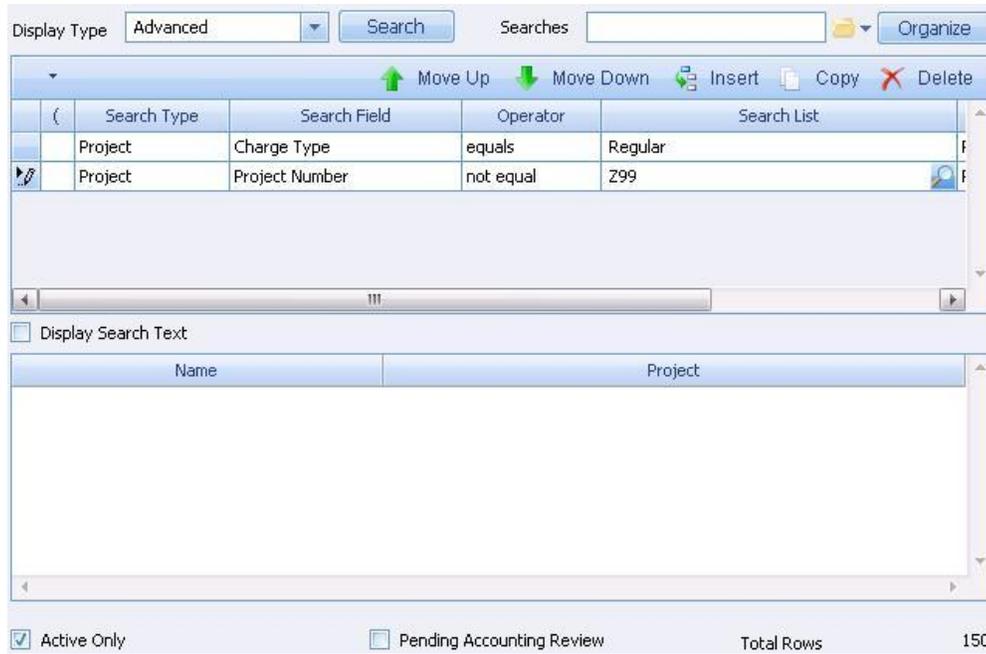
In Vision

1. In Deltek Vision, go to **Configuration » Billing » Reporting Default Terms**, set the **Labor Method** to **Rate Table** on the Labor tab, and set both **Expense Terms** and **Consultant Terms to By Account** on the Exp/Con/Unit Tab. Save these changes. Now you are ready to print the Unbilled Summary report.
2. Click **Reporting » Project** on the Vision Main Menu.
3. On the Options dialog, click the Options tab and select **Use Reporting Default Terms and Show Final Totals**. Switch the **Report Basis** option to **At Cost**. Because we are only comparing Billable and Held transactions, you can clear **Transactions to be Written off** for a shorter report.

The screenshot shows the 'Options' dialog box with the following settings:

- Options:**
 - Use Reporting Default Terms
 - Print Project/Task Info
 - Show JTD Billed
 - Show Final Totals
- Include:**
 - Billable transactions
 - Held transactions
 - Transactions to be Written off
 - Transactions to be Deleted
 - Non-billable transactions
- Report Basis:**
 - At Cost
 - At Billing
- Bill thru Date:**
 - Today's date
 - Accounting period end
 - Specific date
- Bill thru Period:**
 - Current
 - Period

4. Open the Selections Project Look up dialog. Select the **Active Only** box in the lower left corner and in the Advanced Searching table, select a **Search Enter** of **Charge Enter**, and **Operator** of equals and enter in a **Search List** value of **Regular**. Add an additional line in the **Advanced Searching** table that states **Project number not equal Z99**. Z99 is a generic project used by the conversion process for those entries that do not correctly identify with an existing project.



To Balance

The numbers summed by the selection commands in the command window of Sema4 should match the Final totals for Billable and Held Hours, Labor, Consultant, and Expenses on the Unbilled Summary report.

Verify Info Center Data

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 Sema4 database is converted to Vision, many data items that did not have an equivalent in Vision are added to an S4 tab in Vision. For example, any user defined fields established in the System File of Sema4 can be found on the S4 tab. These are custom tabs created by the conversion process. You can change the tab names and the names of the fields on the tabs.

The following table lists the Setup dialog in Sema4 and the corresponding Info Center in Vision.

Sema4 Setup	Vision Info Center
Project/Phase/Task Setup	Project Info Center
Client Setup	Clients Info Center
Vendor Setup	Vendors Info Center
Employee Setup	Employees Info Center
Chart of Accounts Setup	Accounts. Chart of Accounts Info Center
Contact fields from various Setups	Contacts Info Center

Perform Segment Testing

After you have verified that the conversion of data was successful, you are ready to begin segment testing—one of the most crucial parts of the migration process.

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?

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, Deltek 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 enter 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.

Processing in Vision should yield the same results as processing in Sema4. 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.

Contacts Conversion

Deltek Sema4 contacts from Project Setup, Client Setup, and Vendor Setup are converted as Deltek Vision contacts.

There are no related migration decisions.

Reviewing the Converted Data

To view the converted data in Vision, click **Info Center » Contacts** on the Vision Main Menu. Most contact information displays on the General tab. You may see multiple entries for the same contact, if the contact was entered in multiple Setup screens in Sema4.

Last Name

Because a last name is required in Vision, the value in the Contact1 or Contact2 fields in the various setup dialogs of Sema4 are separated into First and Last name portions. For example, if you entered a contact1 value of Joan A/P in a Sema4 Project Setup screen, A/P is transferred as the Last Name of the contact in Vision.

Addresses

The contact's address information originates from the setup screen which the contact is associated with in Sema4. The address in Vision will be noted accordingly as client address or vendor address for example.

Contact Status

All contacts from Sema4 are converted to Vision with a status of **Active**.

System File Information Conversion

Only a few of the fields from the System File in Sema4 convert to Vision. This section reviews those fields that do convert.

There are no related migration decisions.

Reviewing the Converted Data

To view the converted Business Management Control Information data in Vision, do the following:

To View	Procede as follows from the Vision Main Menu
Invoice numbering	Click Configuration » Billing » General , and click the General tab.
Custom Fields	Any custom field given a label in the System File of Sema4 displays on the S4 tab of the corresponding Info Center. Project, phase, and task custom fields all display in the Project Info Center's S4 tab.
Additional Pay Categories	Click Configuration » Payroll » General , and click the Other Pay Setup tab.

Invoice Numbering

If **Invoice Numbering** on the Project tab is set to **Company-wide**, the invoice number option in Vision is set to **Company Wide**.

If **Invoice Numbering** on the Project tab is set to by **Project**, the invoice numbering option in Vision is set to **Project**.

Custom Fields

All of the Custom Fields established in the System File of Sema4 convert to Vision along with their contents. Prior to conversion, all special characters displaying in the names of those Custom Fields are removed; otherwise, they are converted as-is. An S4 tab in the corresponding Info Center in Vision stores those fields and their values from Sema4 for the individual records.

For example, if you have a custom field under the project tab in the System File called Sq. Ft., it would be modified to Sq Ft and after conversion could be found in the Project Info Center on the S4 tab.

Additional Pay Categories

If you are converting payroll, any Additional Pay Categories established in the System File of Sema4 on the Payroll tab are converted and display as Labels in Vision under **Configuration » Payroll » General**, on the Other Pay Setup tab.

Accrued Benefits

Indirect Projects with the **Accrue Time** check box selected are converted to benefit accrual codes in Deltek Vision. Accrual schedules are also converted to Vision.

There are no related migration decisions.

Reviewing the Converted Data

To view the converted time-off code information in Vision, do the following:

To View	Proceed as follows from the Vision Main Menu
Benefit accruals	Click Configuration » Accounting » Time Analysis and click the Benefit Accruals 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.

Indirect Project ID and Short Name

The indirect project IDs and short names for those indirect projects marked as accruing time are converted as benefit accrual codes and descriptions.

In addition, the conversion creates an overhead project in Vision for each converted indirect project that accrues time and then adds a row for each of those projects on the Time Analysis Setup tab of the Time Analysis & Benefit Accrual form.

Maximum Hours

Any limit designated in either the **Cap Max** or the **C/F Max** fields in Sema4 are converted to the **Maximum** fields and the **Carry Over Limit** fields respectively in Vision on the Benefit Accrual Setup tab of the Time Analysis & Benefit Accrual form

Accrual Schedules

Accrual Schedules in Sema4 are converted to Accrual Schedules in Vision under **Configuration » Accounting » Accrual Schedule**. They display nearly identically except that rather than tallying the accrual rate in **Hrs/Month**, Vision calculates the figure into a corresponding **Hours Per Year** field.

Employees Conversion

The conversion creates employee records in Deltek Vision for all employees set up in Deltek Sema4.

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.

There are no related migration decisions.

Reviewing the Converted Data

To view the converted employee information in Vision, click **Info Center » Employees and go to these tabs:**

- General
- Personal
- Accounting
- Payroll (if applicable)

Name

The **First Name**, **Last Name** and **Middle Initial** are converted as the employee's name in Vision. The **Long Name** from Sema4 is converted into the **Preferred** field 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.

If you choose to convert staff types as Vision labor codes, each employee is assigned the labor code created from his or her default staff type.

Pay Type

If you process Payroll in Sema4 and Vision, employees whose Sema4 pay type is **Salaried** are assigned the **Salary** type in Vision on the Payroll tab. Employees denoted as **Hourly** in Sema4 receive the **Hourly** Type designation in Vision. The **Job Cost Rate** on the Accounting Tab in Vision and the **Pay Rate** on the Payroll tab in Vision both populate with the **Hourly Pay Rate** from Sema4.

Hours/Day

The **Hours/Day** field in Vision on the Personal tab fills in with your selection from the **Hours Per Day** choice you made in the Converting Employee Information dialog in the Data Migration Tool.

Overtime Cost Multiplier

Overtime multipliers designated by the employee's **Default Overtime Code** in Sema4 become job cost overtime percentages in Vision.

If you have Vision Payroll, they also become pay rate overtime percentages.

Historical Rate Tables

The historical rate tables for pay rate, job cost rate, and bill rate in Sema4 are converted into separate tables on the S4 tab of Vision.

Department

If you convert Sema4 departments to Vision organizations, each employee is assigned to the Vision organization to which the employee's department is converted. Otherwise, the department converts into a field on the S4 tab called **Emp Dept**.

Target Ratio

The entry in **Target Ratio** in Sema4 is converted to the **Target Ratio** in Vision.

Addresses, Email, Phone. . .

All of the information on the Address section of the Main tab in Sema4 is converted to equivalent data items in Vision.

Notes

Any notes on the Notes tab from Sema4 display in the **Memo** field on the Personal Tab in Vision.

Dates

The **Start Date** from Sema4 converts as the **Hire Date** in Vision and any **End Date** in Sema4 converts as the **Termination Date** in Vision. **Last Raise Date** converts as **Raise Date**.

Payroll Taxes, Direct Deposit, and GL Accounts Information

A master tax table of all deductions converts into Vision under **Configuration->Payroll->Withholding Codes**. Each employee also has their deduction table from Sema4 convert to their employee record **Payroll** tab and the **Withholding** grid includes their unique amounts, percentages, filing status, exemptions, additional amounts and limits if any existed on their Sema4 deduction lines. Their direct deposit information converts to the **Accounting** tab of their employee record in a **Direct Deposit** grid.

Invoice Design Conversion

You have the opportunity with the Data Migration tool to establish and convert each invoice design in Sema4 to a corresponding set of billing terms in Vision. The invoice design itself does not convert; however all the projects assigned a particular invoice will receive a particular set of billing terms if you choose to define them in the data migration tool.

Related Migration Decisions

For each invoice design, you may elect to designate a default set of labor, fee, consultant, expense and miscellaneous billing terms in the Converting Invoice Designs to Vision Billing

Terms dialog. If you skip this dialog in the data migration tool, none of the projects will be set up with billing terms related to their Sema4 invoice design.

Reviewing the Converted Data

To view the converted data in Vision, click **Billing » Billing Terms** on the Vision Main Menu. Select the Vision project for which you want to view the Billing Terms. The Labor, Exp/Con/Unit, Fees, Misc, and Billing Backup tabs look nearly identical to those same tabs as they display on the data migration tool. Your data migration selections for the invoice design that was assigned to the project in Sema4 should display here just as you selected them in the data migration tool. From Interactive Billing in Vision, you can preview an invoice to see how those billing term choices translate onto the printed page.

Clients Conversion

Deltek Sema4 clients are converted to clients in Deltek Vision.

There are no related migration decisions.

Reviewing the Converted Data

To view the client information in Vision, click **Info Center » Clients** on the Vision Main Menu.

Addresses, Email, Phone...

Most of the information on the Main tab of the Client Setup dialog box in Sema4, along with any information from the Notes tab is converted to equivalent data items in Vision on the General Tab.

Contacts

Contact 1 and Contact 2 from Sema4 convert into the table on the Contacts tab of the Client Info Center in Vision as well as displaying in the Contacts Info Center.

Projects Conversion

All Deltek Sema4 projects are converted to Deltek Vision projects (WBS1).

There are no related migration decisions.

Reviewing the Converted Data

To view the converted project information in Vision, click **Info Center » Projects** on the Vision Main Menu.

Project Work Breakdown Structure

This topic only discusses the conversion of information from Project Setup in Sema4.

Project ID and Name

The project ID from Sema4 becomes the project number in Vision unless the ID contained apostrophes or blank spaces. As these characters are not allowed in project numbers in Vision they are removed prior to conversion.

The **Project Long Name** from Sema4 converts into the **Short Name** and **Long Name** field in Vision. The **Project Long Name** in Sema4 may be truncated in the **Short Name** field in Vision due to the maximum length of the **Short Name** field.

Status and Type

Active projects in Sema4 convert as **Active** in Vision. Inactive projects in Sema4 convert with a **Dormant** status in Vision.

Projects marked as a **Proposal projects** in Sema4 are converted to Vision with a **Charge Type** of **Promotional** unless you have entered sales journals for that **Proposal project** in Sema4. Since only **Regular** projects may produce revenue in Vision, **Proposal projects** in Sema4 that have been billed are converted with a **Charge Type** of **Regular** in Vision. Indirect projects in Sema4 are converted with a **Charge Type** of **Overhead** in Vision.

Client

The project's **Client ID** in Sema4 is converted as the **Primary Client** in Vision. The **Client Address** is set to the default that converts to the Client Info Center. If there is an alternate **Billing Address** in Sema4, it is set as the **Billing Address** on the Accounting tab in Vision.

Principal and Project Manager

If you've assigned a principal to a Sema4 project, the principal is converted to **Principal** on the General tab of the Project Info Center. The project manager specified in the Project's Billing tab is converted to **Project Manager** on the General tab of the Project Info Center.

Project Type

The **Project Type** in Sema4 converts to **Project Type** in Vision.

Other Billing Tab fields

Some fields on the Billing tab of Sema4 Project Setup have no direct correlation to any field in Vision. These fields, such as **Billing Schedule**, **Department**, **Office**, **Invoice**, and **Default Multipliers** are converted as custom fields on the S4 tab in Vision along with the Custom Fields set up for Projects in the System File of Sema4.

PTD tab and Notes

The **Budget** and the **Contract** fields from the PTD tab in Sema4 are also converted onto the S4 tab of the Project Info Center in Vision. Also, all Notes from the Note tab of Project setup are converted into **WBS Invoice Notes** fields on the S4 tab. The **Fee Contract** is also converted into the **Compensation** field of the Accounting tab in Vision.

If you chose to convert particular invoice designs into fee billing terms of Over-all percent complete or Percent Complete as Fixed Amount by Phase, the projects assigned those invoice designs in Sema4 will also have the Percent Complete and Billed to Date fee figures from the PTD tab display on their Billing Terms Fee tab in Vision.

Phases Conversion

The Delttek Sema4 phases are converted as WBS2 in Vision.

Related Migration Decisions

There are no related migration decisions.

Reviewing the Converted Data

To view the converted billing group information in Vision, click **Info Center » Projects** on the Vision Main Menu. From the collapsible project tree, select the phase you wish to review.

Work Breakdown Structure

This topic only discusses the conversion of Phase Setup information.

Phase ID and Name

The phase ID in Sema4 becomes the phase ID in Vision unless characters such as apostrophes or spaces were used in the Sema4 ID. Since Vision does not allow either apostrophes or spaces in the phase IDs, these are removed from the IDs before conversion. The **Phase Long Name** is converted to the **Short Name** and **Long Name** fields in Vision, though it may display as truncated in the **Short Name** field of Vision.

PTD Figures and Notes

Any Budget and Contract numbers entered in the Sema4 PTD dialog convert into fields on the S4 tab of Vision. Additionally the **Fee Contract** displays in the **Compensation** field on the Accounting tab in Vision. Any Notes from the Notes tab of Phase setup display in the **WBS Notes Memo** fields on the S4 tab of Vision.

If you chose to convert particular invoice designs into fee billing terms of Percent Complete as Fixed Amount by Phase, the projects assigned those invoice designs in Sema4 will also have the Percent Complete and Billed to Date fee figures from the PTD tab display on their Billing Terms Fee tab in Vision.

Other Fields in Vision

Project Manager, **Principle**, **Project Type**, and **Primary Client** fields are not only located on the project level in Vision, but also on all sub-levels. Since Sema4 phases did not have separate fields for these values, the values for **Project Manager**, **Principle**, **Project Type**, and **Primary Client** for phases in Vision are derived from those fields on the Project Setup of Sema4.

Tasks Conversion

You have four options for converting the Deltek Sema4 tasks:

- You can convert tasks marked as fee tasks to a work breakdown structure level (WBS3).
- You can convert tasks marked as fees to Vision labor codes.
- You can convert tasks marked as expense to a work breakdown structure level (WBS3).
- You can choose not to convert tasks at all.

If you choose to convert fee tasks, you may only choose one of the two fee task options.

There are no related migration decisions.

Reviewing the Converted Data

To view the converted task information in Vision if you convert tasks to a WBS level, click **Info Center » Projects** on the Vision Main Menu, select a project, and then expand the sublevels of the project in the upper left corner of the form until the tasks are displayed.

If you convert phases as labor codes, you can review the codes by clicking **Configuration » Accounting » Labor Codes** on the Vision Main Menu.

If You Convert Tasks as Labor Codes

If you convert fee tasks as Vision labor codes or as one level of your Vision labor codes, these are the results:

- None of the fee tasks display in the work breakdown structure.
- The task IDs and descriptions are converted to Vision labor codes and descriptions as you specify in the Establish Vision Labor Codes dialog.
- Tasks for converted time records are reflected in the Vision labor codes assigned to those records.

If you Convert Tasks as Part of the Work Breakdown Structure

The Sema4 task ID becomes the task ID in Vision unless characters such as apostrophes or spaces were used in the Sema4 ID. Since Vision does not allow either apostrophes or spaces in the phase IDs, these are removed from the IDs before conversion. The **Long Name** in Sema4 is converted for both the **Long Name** and the **Short Name**, though it may display as truncated in the **Short Name** field of Vision.

PTD Figures and Notes

Any Budget and Contract numbers entered in the Sema4 PTD dialog convert into fields on the S4 tab of Vision. Additionally the Fee Contract displays in the **Compensation** field on the Accounting tab in Vision. Any Notes from the Notes tab of Phase setup display in the **WBS Notes Memo** fields on the S4 tab of Vision.

Departments Conversion

If you use departments in Sema4, you can convert departments as:

- Vision organizations and/or
- Vision labor codes

There are no related migration decisions.

Reviewing the Converted Data

If you convert departments as organizations, you can review the organizations by clicking **Configuration » Organization » Codes** on the Vision Main Menu.

If you convert departments as labor codes, you can review the codes by clicking **Configuration » Accounting » Labor Codes** on the Vision Main Menu.

Department ID

If you convert departments to organizations, the portion of the account structure that you designate as representing the department becomes the various department IDs. If you selected the **Use Department Field to Aid in Organization Default** check box on the Sema4 Office/Department to Vision Organization mapping screen, then the Department ID also displays as the **Organization ID** in the Project Info Center General tab or as part of the **Organization ID** if your Organization code has multiple parts.

If you convert departments to Vision labor codes, the department IDs are converted to Vision labor codes as you specify in the Establish Vision Labor Codes dialog.

Department Description

If you convert departments to organizations, the department description converts as you define it in the Naming Organizations dialog from the data migration utility.

If you convert departments to Vision labor codes, the department descriptions are converted to Vision labor code descriptions. However, you can change the ID and the Description in the Establish Vision Labor Codes dialog.

Manager

The department manager is not converted.

Inactive Departments

If you convert departments to labor codes, all departments, inactive as well as active, display in the Establish Vision Labor Codes dialog box. However, by mapping your inactive departments to one dummy Vision ID, you can essentially remove them from Vision.

Staff Types Conversion

You have three options for converting Deltek Sema4 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.

There are no related migration decisions.

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 Main Menu and going to the Labor Categories tab. To see the labor categories assigned to individual employees, click **Info Center » Employees** on the Vision Main 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 Main Menu. To see the labor codes assigned to individual employees (if any), click **Info Center » Employees** on the Vision Main Menu and select the Time & Expense tab.

Staff Type ID and Description

If you convert staff type to labor categories, you map each staff type to a labor category number and description in the Establish Vision Labor Categories dialog. These IDs in Vision must be numeric, so if you used characters in your Sema4 staff types, remapping them is necessary.

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 Establish Vision Labor Codes dialog.

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 staff type.

If you choose to convert staff types as Vision labor codes, each employee is assigned the labor code created from his or her staff type.

Category Conversion

Converting Sema4 Categories for use in Vision is optional. There are three possible uses for Sema4 Categories when converting to Vision:

- Convert expenses using the accounts associated with the Sema4 Categories.
- Establish a Unit table in Vision based off your Sema4 Categories.
- Establish Vision Billing Expense Categories based off your Sema4 Categories.

You can choose to utilize any, all, or none of these conversion options.

There are no related migration decisions.

Reviewing the Converted Data

If you converted expenses using the accounts associated with the Sema4 Categories, the best place to review the results of the conversion is through Interactive Billing. For those projects that had multiple categories of reimbursables to invoice, when invoicing expenses by account, the division of reimbursable charges on the invoice should reflect the various accounts associated with the corresponding Sema4 Category.

If you established a Unit table in Vision based off your Sema4 Categories, to view the units, click **Info Center » Units** on the Vision Main Menu, and open the Unit table. All the categories you defined as converting to units are in that unit table. The ID from Sema4 becomes the Unit ID in Vision and the Long Name in Sema4 becomes the Unit Name.

If you established Vision Billing Expense Categories based off the Sema4 Categories, you may review them by going to **Billing » Billing Rate Tables » Expense Categories**. The Sema4 Category **Long Name** becomes the **Description** in Vision and the mark-up converts over as the multiplier in Vision.

Vendors Conversion

Deltek Sema4 vendors are converted to vendors in Deltek Vision.

There are no related migration decisions.

Reviewing the Converted Data

To view the vendor information in Vision, click **Info Center » Vendors** on the Vision Main Menu.

Addresses, Email, Phone...

The information on the Main tab of the Vendor Setup dialog in Sema4 is converted to equivalent data items in Vision.

Net Days and Discounts

If a vendor in Sema4 is assigned a value in **Net Days** on the AP Setup tab, that number of days is assigned as the **Payment Terms** for the vendor in Vision.

If you have vendors in Sema4 that are assigned **Discount Days** and a **Discount Percentage**, the discount rate and discount days are converted for those vendors.

Inactive Vendors

An inactive vendor firm in Sema4 is converted to a “dormant” vendor in Vision.

Chart of Accounts Conversion

General ledger accounts in Deltek Sema4 are converted to GL accounts in Deltek Vision based on the conversion setup information you enter in the Accounts Mapping dialog of the data migration utility.

There are no related migration decisions.

Reviewing the Converted Data

To view the converted accounts in Vision, click **Info Center » Accounts » Chart of Accounts** on the Vision Main Menu.

Account Number Structure

You define the structure of your Vision account numbers before the conversion using the Converting the Chart of Accounts dialog in the Data Migration Utility.

Basically, only Sema4 main accounts are converted to Vision. If you have a departmentalized account number structure in Sema4, 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 Sema4.

Account Number and Description

The Sema4 account numbers and titles provide the default Vision account numbers and account names, but you can change those in the Sema4 Data Migration Accounts Mapping dialog when you map accounts.

Posting Status

Active accounts are assigned the **Active** status in Vision, and inactive accounts the **Dormant** status.

If multiple Sema4 accounts are mapped to a single Vision account and at least one of the Sema4 accounts is open to posting, the Vision account is given the **Active** status.

Notes

Any notes you've entered for an account in Sema4 are converted to a custom field on the S4 tab in the Chart of Accounts Info Center in Vision.

Accounting Periods and Account Balances Conversion

The conversion creates fiscal periods in Deltek Vision based on your designation in the **Number of Fiscal Periods** field on the data migration tool in the Establish Vision Accounting Periods dialog. Periods are only created in Vision for periods with activity in Sema4 as well as through the period cut-off date indicated on the Establish Vision Accounting Periods dialog.

There are no related migration decisions.

Reviewing the Converted Data

To view the converted accounting periods in Vision, click **Utilities » Period Setup** on the Vision Main Menu.

Fiscal Year

You designate your fiscal year in the same Establish Vision Accounting Periods dialog with the **Fiscal Year Start Date** and **Fiscal Year End Date**.

Account Balances

The account accrual balance in the Balances tab from Sema4, and the cash balance if you choose to convert Cash Basis, converts as your balance in Vision.



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